

City Of Woodland
City Council Meeting Agenda Summary Sheet

Agenda Item: Approval 2014 Standing Committee assignments.	Agenda Item #: (J) Action
	For Agenda of: 02/03/2014
	Department: Mayor
	Date Submitted: 01/29/2014

Cost of Item: _____
Amount Budgeted: _____
Unexpended Balance: _____

BARS #: Description:

Department Supervisor Approval: Grover B. Laseke, Mayor / s /

Committee Recommendation: Council reviewed at workshop on 1/27/2014

Agenda Item Supporting Narrative (list attachments, supporting documents): 2014 Standing Committee List
Summary Statement/Department Recommendation: The City Council reviewed the Council Standing Committee list at the January 27, 2014 workshop. Recommend approval of the list as presented.

City of Woodland
2014 Standing Committee Assignments
WMC 2.04.070

**denotes Chair who provides report to council*

01/29/2014

Mayor as Ex Officio Member

Per WMC 2.04.070 (B) The mayor shall be an ex officio member of each council standing committee.

Assignment of Members - Chair

Per WMC 2.04.070 (C).

Each standing committee shall be composed of three (3) councilmembers. The councilmembers of a committee shall appoint a chair.

Finance

Member	Benjamin Fredricks*
Member	Marshall Allen
Member	Al Swindell
Staff	Clerk-Treasurer

The charge of this committee is to review and to make a recommendation for approval to the Council of the City's vouchers each and every month of the fiscal year. Also to bring back to the City Council any that may be questionable, for further review. In addition, to assist in the review of the budgeting process based on the revenue projections over the past five to ten (5-10) years in order to better estimate the city's revenue and therefore be better enabled to project expenditures. To also work with the Clerk-Treasurer on making the budget process more user friendly during the budget season.

Human Resources / Government

Member	Susan Humbyrd*
Member	Marilee McCall
Member	Jennifer Heffernan
Staff	Clerk-Treasurer

The charge of this committee is to review the current employee Personnel Policy, Hiring Policy, and salary step plans of the City of Woodland employees. This committee shall meet monthly with the Clerk-Treasurer to discuss these issues and report their findings at Woodland City Council meetings and make any recommendations in regards to new or amended ordinances concerning this area. In addition to the above at least one of the members of this committee shall be present at all collective bargaining sessions for the employees of the City.

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Parks & Recreation

WMC 2.24 consists of five (5) board members and four (4) ex officio members consisting of the mayor and three (3) councilmembers to be designated by the Mayor from time to time, such ex officio members to be advisors only and have no power or authority. The members shall be appointed by the Mayor with the approval of the council.

Member	Al Swindell*
Member	Susan Humbyrd
Member	Jennifer Heffernan
Staff	Public Works Director

The charge of this committee is to assist the Park Board with recommended improvements, operation and maintenance of the City of Woodlands Park systems. Assist with the Cowlitz-Wahkiakum Council of Governments, Woodlands Community Development Planner, and Public Works Director in the acquisition and development of new open space for Parks, a plan for pedestrian and bicycle paths through out the City, and the recommendation for the enforcement of reasonable rules and regulations necessary in the operation of parks. Assist in the development of an annual Park budget, staffing levels to maintain the park system, and bring this information to the Council for its consideration. In addition the Park & Recreation Committee shall coordinate and communicate on issues to where parks may be involved with projects with relation to the Downtown Woodland Revitalization Committee, and to the Horseshoe Lake Management Committee and to work as a unit to move these projects forward.

Public Safety

Member	Marilee McCall*
Member	Benjamin Fredricks
Member	Scott Perry
Staff	Police & Fire Chiefs

The charge of this committee will be to work with the Civil Service Commission on matters connected to the Woodland Police Department Members and to the paid members of the Woodland Fire Department. They will also work with the Police Chief and the Fire Chief on matters connected with safety, protection, and emergency management for the citizens of Woodland, and bring these suggestions to the City Council for their consideration. In addition, review of the Woodland Fire, Rescue, and EMS Rules and Regulations that were last reviewed in 2003 and bring any recommendations to the City Council for consideration.

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Public Utilities

Member	Al Swindell*
Member	Scott Perry
Member	Marshall Allen
Staff	Public Works Director

The charge of this committee is to oversee the city's water, wastewater, stormwater, street, and street lighting system. Also, the committee will provide recommendations on comprehensive land use planning, critical areas planning, and environmental and zoning issues.

The overall charge of the Public Works Committee will be to assess the needs of the city's utility and street infrastructure and land use elements and to bring to the Woodland City Council recommendations for any new or updating of City Ordinances. In addition to the above responsibilities one of the members of this committee, to be determined by the Chairman, is to be assigned to work with the re-established Horseshoe Lake Management Committee covered under Title 2 WMC, Chapter 2.80, as a non-voting member, and to report their findings and requests at council meetings.

Public Facilities

Member	Marilee McCall*
Member	Susan Humbyrd
Member	Scott Perry
Staff	Public Works Director

The city's facilities including building and maintenance issues that will need to be addressed by the Council. The charge of this committee is to oversee the planning, development, and maintenance of municipal structures that are not part of the water, wastewater, or park systems. Examples of these types of structures would include police stations, fire stations, city hall, public works administration building, and the public works shop. Other types of buildings this could include would be libraries, community centers, or buildings the City may own and rent out.

Horseshoe Lake Management Committee WMC 2.80

Member:	Scott Perry
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The charge of this committee is outlined in WMC 2.80. The purpose of the committee is to identify the problems, research possible solutions, identify possible funding sources, and make recommendations to council.

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Lodging Tax Advisory Committee (LTAC) WMC 2.82) and RCW 67.28.1817.

Member	Susan Humbryd*
Member (alternate)	Benjamin Fredricks
Advisory/Non-voting	James Misner, Cowlitz County Commissioner

A lodging tax advisory committee shall consist of at least five members, appointed by the legislative body of the municipality. The committee membership shall include: (a) At least 2 members who are representatives of businesses required to collect tax under this chapter; and (b) at least 2 members who are persons involved in activities authorized to be funded by revenue received under this chapter. Persons who are eligible for appointment under (a) of this subsection are not eligible for appointment under (b) of this subsection. Persons who are eligible for appointment under (b) of this subsection are not eligible for appointment under (a) of this subsection. Organizations representing businesses required to collect tax under this chapter, organizations involved in activities authorized to be funded by revenue received under this chapter, and local agencies involved in tourism promotion may submit recommendations for membership on the committee. The number of members who are representatives of businesses required to collect tax under this chapter shall equal the number of members who are involved in activities authorized to be funded by revenue received under this chapter. One member shall be an elected official of the municipality who shall serve as chair of the committee. An advisory committee for a city or town may include one nonvoting member who is an elected official of the county in which the city or town is located. The appointing authority shall review the membership of the advisory committee annually and make changes as appropriate.

Any municipality that proposes imposition of a tax under this chapter, an increase in the rate of a tax imposed under this chapter, repeal of an exemption from a tax imposed under this chapter, or a change in the use of revenue received under this chapter shall submit the proposal to the lodging tax advisory committee for review and comment. The submission shall occur at least forty-five days before final action on or passage of the proposal by the municipality. The advisory committee shall submit comments on the proposal in a timely manner through generally applicable public comment procedures. The comments shall include an analysis of the extent to which the proposal will accommodate activities for tourists or increase tourism, and the extent to which the proposal will affect the long-term stability of the fund created under RCW [67.28.1815](#). Failure of the advisory committee to submit comments before final action on or passage of the proposal shall not prevent the municipality from acting on the proposal. A municipality is not required to submit an amended proposal to an advisory committee under this section.

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AD HOC COMMITTEES

Ad Hoc: AWC/Legislative

Member Al Swindell*

A resource committee for the Woodland City Council, to keep the Council informed of their lobbying efforts on behalf of Cities, up coming training sessions, workshops, and annual convention for elected officials.

Ad Hoc: Community Gardens - Dormant

Member [vacant]

This committee oversees and makes recommendations on the Community Garden. It consists of a council representative and at least one citizen. They review the current garden rules and regulations and make recommendations for the annual budget.

Ad Hoc: Comprehensive plan (50 year) review committee

Member Marilee McCall*
Member Marshall Allen
Member Scott Perry

This committee shall consist from five to nine members and their charge would be to advise the Woodland City Council and Planning Commission, on issues of growth, growth management, environmental, open space, critical areas, transportation, and zoning. They should be residents from within the Woodland Zip Code area. Councilperson Marilee McCall and the Mayor are to form this committee.

Ad Hoc: Cowlitz Wahkiakum Council of Governments (CWCOG)

Member Susan Humbyrd*
Member (Alternate) Al Swindell

This committee consists of at least one elected official as well as the Public Works Director and/or Community Development Planner. This Committee meets at least once per month in Kelso, and the City of Woodland is represented by at least one member.

Ad-Hoc: Parks & Recreation

Member Brad Hammons
Member Sandy Larson
Member Al Swindell*

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The charge of this committee is to assist the Park Board with recommended improvements, operation and maintenance of the City of Woodlands Park systems, particularly the new park on Scott Hill.

Ad Hoc: Water Sewer Advisory Committee - Dormant

Member [vacant]
Member [vacant]

This committee meets and make recommendations to the council on water and sewer rates, along with the Public Works Director.

Ad Hoc: Woodland Quality Community Coalition (WQCC)

Member Jennifer Heffernan*
Member Scott Perry

This committee meets quarterly, along with the other membership which consists of the Woodland School District, Port of Woodland, Cowlitz County Commissioners and City of Woodland. Its membership may also include the Downtown Woodland Revitalization and Chamber of Commerce. This committee shall review common citywide issues that affect the community, look for ways to consolidate resources, communicate with the citizens and coordinate events when possible.

Ad Hoc: Code Enforcement Ordinance Review Committee *(created 5/6/2013)*

Member xxxxx* [TBD]
Member xxxxxx [TBD]

This committee is in charge of code enforcement ordinance review and to report back to council by the end of 2013 with their findings and recommendations.

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Community Committees:

Chamber of Commerce

This committee reports to the Council and the City concerning issues and events of the business community. The Chamber appoints one of their members to do this.

Cowlitz Government Summit

Member	Susan Humbyrd*
Member (Alternate)	Scott Perry

This committee meets quarterly with other entities in Cowlitz County to discuss group coordination and looks for ways to partner together for cost savings throughout the county.

Downtown Woodland Revitalization (DWR)

Member	Tom Golik*
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This private group of citizens reports to the Council concerning issues and needs of this committee. Areas they study and make recommendations on are historical buildings, building and zoning codes for the Downtown Commercial (C-1) and Highway Commercial (C-2) Districts. They also oversee fundraisers/community events (Hot Summer Nights, etc.) A staff member is also assigned to this committee from the Public Works Department.

Regional Information

Member	Susan Humbyrd
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911 Communications

Member	Mayor Laseke
Alternate	Benjamin Fredricks

This committee meets quarterly in Kelso at the Hall of Justice. Reviews and recommends items pertaining to 911 Communications and the annual budget.

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NOTES:

MRSC Publication: Council committees are policy review and discussion arms of the city/county council that have been created to assist the council in examining issues that may come before it in greater depth and detail. Committees study issues and develop recommendations for consideration by the council. Committees do not take binding action on behalf of the city/county.

Two types of committees exist at the local level: standing and ad hoc. Standing committees are permanent bodies with jurisdiction over specific ongoing policy areas such as finance and public safety. Ad hoc committees are temporary committees established to investigate and advise on more short-term issues and problems.

While there is no statute that specifically addresses the establishment and operation of internal city council committees, MRSC believes the authority for this can be found in [RCW 35A.12.120](#), which provides, in part: "The council shall determine its own rules and order of business and may establish rules for the conduct of council meetings and the maintenance of order." Under this authority, the city council may enact rules and regulations to govern the conduct and operations of the city council. This authority includes the ability to determine if and when standing committees will be utilized, what the committees will be, how they will conduct their business, and how their members will be appointed.

In general, advisory bodies are created by the legislative body. Typically, the statutes provide that the council or commission may, by ordinance, establish advisory boards with such functions and number of members as it may determine. For most mayor-council cities and towns, the statutes provide the mayor with the authority to appoint and remove all non-elected officers of the jurisdiction. In optional municipal code cities, the council may, in some circumstances, require confirmation of mayoral appointments to various boards (see details below). In charter cities, the mayor may appoint individuals to various boards or committees, subject to council confirmation. In the charter counties, the appointment procedures differ somewhat from county to county.

RCW 35A.12.090 provides that the mayor shall have the power of appointment and removal of all appointive officers and employee. The council can appoint ad hoc task forces with a specific task whose sole duty is to study a problem and report back to the council. When that specific task is completed, the task force is dissolved.