

**ORDINANCE NO. 277  
CITY OF LIBERTY LAKE  
SPOKANE COUNTY, WASHINGTON**

**AN ORDINANCE OF THE CITY OF LIBERTY LAKE, SPOKANE COUNTY,  
WASHINGTON, ESTABLISHING A COMMUNITY ENGAGEMENT COMMISSION,  
PROVIDING FOR THE APPOINTMENT AND TERMS OF COMMISSION MEMBERS  
AND REMOVAL OF THE SAME, PROVIDING FOR SEVERABILITY, ESTABLISHING  
THE DUTIES THEREOF, AND ESTABLISHING AN EFFECTIVE DATE.**

WHEREAS, the City of Liberty Lake is a non-charter code city authorized to create a Community Engagement Commission which will serve in an advisory capacity to the Mayor and City Council; and

WHEREAS, The City of Liberty Lake has identified through its' strategic plan that progressive community engagement and information exchange and a connected and vibrant community are core goals to achieve a safe, active and engaged community; and

WHEREAS, the City Council wishes to establish a coordinated method for the Mayor, City Council, and City staff to consistently and meaningfully engage directly with citizens to understand their priorities and provide feedback and direction for the City Council and City staff to consider when making decisions.

NOW, THEREFORE, the City Council of the City of Liberty Lake, Washington do ordain as follows:

**Section 1. Establishment and Purpose:** The Community Engagement Commission is hereby established and shall serve in an advisory capacity to the Mayor and City Council. The Community Engagement Commission shall act as a citizen engagement and advisory body to provide guidance, direction and input to the Mayor and City Council, which will include but is not limited to:

- A. Study and submit recommendations to the Mayor and City Council regarding the best methods to actively and sustainably engage residents in co-production—engaging citizens in the planning and implementation process—for upcoming projects, capital improvements, community initiatives, and other matters as directed by the Mayor and City Council.
- 1. Explore dynamic, creative, responsive, and inclusive methods that may include investment in technology to support the mission of the Community Engagement Commission:
  - a. Propose scope, cost, and benefit of any supplemental technology infrastructure or platform to the Mayor and City Council;

- b. Identify a variety of methods that encourage residents who wish to dialogue and those who wish to provide simple input (e.g., meetings vs. polls); and
  - c. Establish methods for intrinsic involvement, dialogue, development of community relationships, and collaboration between the City and citizens.
2. Identify additional policies, procedures, or resolutions that the Mayor or the City Council should consider supporting and further the goal of co-production within the City.
    - B. Advocate for the active engagement of all residents through a variety of methods and platforms to ensure that there is sufficient and various opportunity for citizens to meaningfully engage and offer their perspective to the Mayor and City Council.
    - C. Mobilize and maintain a sustainable network of community leaders who will work to solicit and gain input from local community areas that facilitates co-production now and as the City grows and changes.
    - D. Ensure that the work of the Community Engagement Commission does not duplicate efforts of the City, City Staff, and other City Commissions, but rather complements and supports the overall mission and goals of the City.
    - E. Establish effective relationships with existing and future City Commissions to ensure that co-production is a core focus that guides citizen input.

**Section 2. Membership—Appointment.**

**A. Qualifications:** Members appointed to the Community Engagement Commission must, at all times, be 1) residents of the City of Liberty Lake, or 2) operate a business within the City limits while a member of the Community Engagement Commission.

**B. Appointment:** Members appointed to the Community Engagement Commission shall be recommended by the Mayor to the City Council through an application process. All applications shall be submitted to the City Council for review with the list of the Mayor's recommendations for appointments. Members will be confirmed by a majority vote of at least four (4) members of the City Council. Community Engagement members shall be selected without respect to political affiliations and shall serve without compensation.

1. **Number of Members:** The Community Engagement Commission shall initially consist of a minimum of five (5) and a maximum of nine (9) members. As additional areas are identified or established, additional members may be requested by the Community Engagement Commission. Any additional members shall be appointed as set forth in this Ordinance.

2. The goal will be to have a balanced body of representation of the City's neighborhoods and for the Community Engagement Commission to reflect the population of the City which includes ensuring that there is representation from all generations of residents, including youth and senior citizens.
3. The Mayor may recommend appointments for members based upon the following areas:
  - i. North of I-90—2 members (positions 1 and 6),
  - ii. South of I-90 and west of Liberty Lake Road—2 members (positions 2 and 7),
  - iii. South of I-90, east of Liberty Lake Road and North of Mission—2 members (positions 3 and 8),
  - iv. South of I-90, east of Liberty Lake Road, and South of Mission—2 members (positions 4 and 9), and
  - v. One (1) At Large member (position 5).

In the event the Community Engagement Commission moves to seek additional members up to the maximum number of members, such additions shall be appointed based upon those areas identified herein.

**C. Terms:** The terms for the initial members in odd numbered positions shall be two (2) year terms and the terms for the initial member(s) in even numbered positions shall be three (3) year terms; provided that an initial members term may be less than two or three years depending on appointment to allow for expiring terms at the end of a calendar year. The initial members and their terms shall be proposed by the Mayor and confirmed by the City Council. All subsequent terms shall be for a three (3) year period with terms expiring on December 31st. No member of the Community Engagement Commission shall be appointed to more than two terms. Commissioner names, phone numbers and email contact information will be supplied to the Mayor and City Council.

**D. Resignation:** If a member is unable to complete their term of service, a letter of resignation shall be sent to the Mayor indicating the effective date of the resignation.

**E. Removal:** Members of the Community Engagement Commission may be removed by the Mayor with the concurrence of the City Council, for neglect of duty, conflict of interest, malfeasance in office, or other just cause or for unexcused absences for three (3) consecutive regular meetings. Failure to qualify as to residency shall constitute an immediate forfeiture of office. The decision of the City Council regarding membership on the Community Engagement Commission shall be final and without appeal.

**F. Vacancies:** Vacancies occurring other than through the expiration of terms shall be filled for the unexpired term in the same manner as for appointments.

**G. Conflict of Interest:** Members of the Community Engagement Commission shall fully comply with the Code of Ethics for Municipal Officers, Chapter 42.23 RCW, Appearance of Fairness, Chapter 42.36 RCW, and such other rules and regulations as may be adopted from time to time by the City Council regulating the conduct of any person holding appointive office within the City. No elected official or City employee may be a member of the Community Engagement Commission.

**Section 3. Meetings-Rules.**

A. Members of the Community Engagement Commission shall meet and organize by electing from the members of the Commission, a Chair and a Vice-Chair. It shall be the duty of the Chair to preside at all meetings. The Vice-Chair shall perform this duty in the absence of the Chair. If neither the Chair nor Vice-Chair is present, a member chosen by agreement of the attending members shall act as chair.

B. The term of office for the Chair and Vice-Chair shall be two (2) years and elections shall occur in the even-numbered years (e.g., 2022, 2024)

C. A majority of the Commission members shall constitute a quorum for the transaction of business, and a majority vote of those present shall be necessary to carry any proposition.

D. The Community Engagement Commission shall determine a regular meeting schedule (time, place, and frequency), as necessary, but no less frequent than one time per month. Community Engagement Commission meetings shall be conducted in an open public session and noticed in accordance with the Open Public Meetings Act, RCW 42.30.

E. The Commission shall adopt such rules and regulations as are necessary for the conduct of business and shall keep a recording of its proceedings.

**Section 4. Staff support.**

The City Administrator, or designee, shall provide administrative staff support to the Community Engagement Commission. In addition, the Community Engagement Commission, through its Chair may request formal opinions or memorandums from the City Attorney, MRSC, or other City Staff on any pending matters.

**Section 5. Duties and responsibilities.**

In addition to those matters set forth herein, the Community Engagement Commission, as an advisory body to the Mayor and City Council, shall perform and have the following duties and responsibilities:

A. The Community Engagement Commission shall keep the Mayor, City Council, and City staff apprised of its activities and recommendations by submitting an annual written report summarizing the activities for the previous year and future work plans for the coming year. This report should be submitted to the Mayor

and City Council no later than the end of August each year so any potential funding requests may be evaluated during the City's yearly budget cycle;

- B. Make monthly written or oral reports to the City Council on updates to Commission goals, progress toward goals, additional needs of the Commission, and relevant information on topics of interest within the City of Liberty Lake;
- C. Establish Community Engagement Commission Bylaws; and
- D. Perform such other duties and powers as may be conferred by City ordinance, resolution, or action of the City Council.

**Section 6. Severability.** If any section, clause, or phrase of this Ordinance shall be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, clause, or phrase of this Ordinance.

**Section 7. Effective Date.** This Ordinance shall be in full force and effect five (5) days after publication of this Ordinance or a summary thereof in the City's official newspaper as provided by law.


PASSED by the City Council this 7<sup>th</sup> day of Sept, 2021

  
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Mayor, Cristella Kaminskas

ATTEST:

  
\_\_\_\_\_  
City Clerk, Ann Swenson  
KYLE DIXON

APPROVED AS TO FORM:

  
\_\_\_\_\_  
City Attorney, Sean P. Boutz

Date of Publication: 10/15/2021

Effective Date: 10/20/2021