

CODE ORDINANCE

CITY OF REDMOND
ORDINANCE NO. 2581

AN ORDINANCE OF THE CITY OF REDMOND,
WASHINGTON, ADOPTING TITLE 4, BOARDS,
COMMISSIONS, AND COMMITTEES; AND ENACTING A
GENERAL BOARDS CHAPTER WITHIN THE TITLE TO
PROVIDE GENERAL MEETING PROCEDURE FOR THOSE
BOARDS THAT DO NOT ALREADY HAVE THEIR OWN
RULES OF PROCEDURE

WHEREAS, governance for the City's various boards and
commissions is scattered throughout the Redmond Municipal Code;
and

WHEREAS, staff is desirous of creating Title 4, Boards and
Commissions, in order to move all governance for the City's
boards and commissions under one title of the Code; and

WHEREAS, staff is desirous of creating a general boards
chapter within Title 4, as it is beneficial to these groups to
enact general meeting procedure for those boards and commissions
that currently do not have their own established rules; and

WHEREAS, boards and commissions currently established,
having their own codified rules of procedure which address each
of the topics in the general board chapter, will not be subject
to these general provisions unless their enacting ordinance is
first amended.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF REDMOND,
WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Classification. This ordinance is of a general and permanent nature and shall become a part of the City Code.

Section 2. Repeal of Chapters. Chapters RMC 2.16, Parks and Trails Commission; RMC 2.12, Civil Service Commission; RMC 2.18, Arts Commission; RMC 2.19 Poet Laureate; RMC 2.28 Disability Board; RMC 2.30 Human Services Commission; and RMC 2.56 Library Board of Trustees; are hereby repealed and reenacted under Title 4, Boards, Commissions, and Committees, per Section 3 of this ordinance.

Section 3. Adoption of Title. RMC Title 4, Boards, Commissions, and Committees, is hereby adopted to read as follows:

Title 4

BOARDS, COMMISSIONS, AND COMMITTEES

Chapters:

- 4.10 General Procedures
- 4.15 Arts Commission
- 4.20 Civil Service Commission
- 4.25 Disability Board
- 4.30 Human Services Commission
- 4.35 Library Board of Trustees
- 4.40 Parks and Trails Commission
- 4.45 Poet Laureate

Chapter 4.10 GENERAL PROCEDURES

Sections

- 4.10.010 Applicability of chapter.
- 4.10.020 Creation/termination.
- 4.10.030 Appointment, removal and vacancy.
- 4.10.040 Qualification of board members.
- 4.10.050 Term of service.
- 4.10.060 Compensation and reimbursement.
- 4.10.070 Quorum.
- 4.10.080 Meetings.
- 4.10.090 Officers.

4.10.010 Applicability of chapter.

(A) Each board, commission, or committee created by the Council shall be governed by this chapter unless otherwise provided by ordinance, or rules of procedure, as allowed by the ordinance of the board. For purposes of this chapter, the terms "board," "commission," and "committee" have identical meanings.

(B) Temporary committees and committees formed for a special purpose of limited duration by ordinance or otherwise shall not be subject to the term of service provisions of this chapter. Such temporary committees shall not terminate until the duty assigned to them is accomplished and the council receives its final report, or upon dissolution by the council.

(C) All committees and boards, whether temporary or not, shall comply with the relevant provisions of the code and each board's respective rules of

procedure, if allowed by ordinance, and shall abide by the rules of procedure as outlined in the most current edition of *Robert's Rules of Order, Newly Revised*.

4.10.020 Creation/termination.

(A) Mayor's Blue Ribbon Committees. The mayor may, as the mayor desires, create blue ribbon committees for the purpose of studying items of interest to the city.

(B) A board shall be created either by ordinance or by resolution. Unless established by ordinance, a board shall have advisory functions only.

(C) The council may terminate a board in the same manner as it was created.

(D) This section shall not apply to boards created by state statute.

4.10.030 Appointment, removal and vacancy.

(A) Board members shall be nominated by the mayor and confirmed by the council, except as otherwise provided by city ordinance or state statute. Council confirmation on a nomination made by the mayor may occur only at a special meeting called for the purpose of considering the appointment, or the next regular meeting following the meeting at which the interview took place. A member may be removed by the

council before the expiration of the member's term in accordance with this section.

(B) A vacancy occurs on the board when:

(1) a member is removed for good cause by the mayor with the majority approval of the council. Good cause shall be as determined solely by the mayor and the council and shall be stated with each removal action;

(2) a confirmed appointee fails to qualify and assume the duties of the office within 30 calendar days of confirmation;

(3) a board member departs from the city intending to remain outside of the city for 90 calendar days or more or an indefinite amount of time;

(4) a board member submits a resignation accepted by the mayor; and

(5) the board member is absent from more than three consecutive regular board meetings, and the respective board requests the removal, in writing, to the mayor.

(C) In the event that a vacancy is created on a board, the mayor shall promptly act to fill the vacancy for the remainder of the term.

4.10.040 Qualification of board members.

(A) In addition to any other qualifications which may be required, each board member shall submit to a City of Redmond criminal background check. Determination of eligibility to serve on a city board, based on the results of the criminal background check, shall be determined by the mayor.

4.10.050 Term of service.

(A) The term of any board member is three years, unless a different term is established by ordinance. Terms shall be staggered by the appointment of initial members for lesser terms so that as nearly as possible a pro rata number of members are appointed each year.

(B) Except as provided in RMC 4.10.030, the board member serves during the term for which they are appointed or until a successor has been elected or appointed and has taken the seat to which they were elected or appointed.

(C) Unless otherwise provided in the ordinance establishing a board, a board member may not serve more than two full consecutive terms on the same board. A board member who serves more than one-half of a term is considered to have served a full term. After two years from the date of termination of a

board member's second full consecutive term, the ex-board member may be reappointed to the same board.

(D) In filling vacancies for unexpired terms, an officer who has served more than half a term in office is considered to have served a full term.

(E) The required three-year terms shall be calculated on a 12-month cycle, with a term-end considered to be March 31 of each year.

4.10.060 Compensation and reimbursement.

(A) General provisions. A board member shall be eligible for compensation and reimbursement, provided that the board is established by codified ordinance which sets forth the amount of compensation and reimbursement a member is entitled to receive.

(B) Compensation. Compensation for a board member shall be paid as follows:

(1) A board member shall be compensated as prescribed by ordinance.

(2) A board member may request a waiver of compensation for any reason or no reason by submitting the request in writing to the clerk.

(3) For the purposes of compensation, meetings shall be narrowly construed as official and advertised board meetings, and shall include regularly

scheduled and special or emergency meetings and study sessions.

(4) Compensation may not be paid for a member's attendance at meetings, trainings, or informal activities which are not official and advertised sessions of the board or commission, though attendance fees may be eligible for reimbursement.

(C) Reimbursement. Members shall be reimbursed as follows:

(1) A board member shall be reimbursed for actual, necessary, and pre-approved expenses incurred on authorized board business.

(2) Board members whose city business takes them outside the city for any reason shall receive approval from the mayor in advance to be eligible for reimbursement.

(D) This section shall apply only to boards established by ordinance pursuant to RMC 4.10.020, provided said ordinance provides for compensation and reimbursement.

4.10.070 Quorum.

(A) All meetings shall be conducted in accordance with the current edition of *Robert's Rules of Order, Newly Revised*.

(B) A majority of those present, of the number of authorized board seats, shall be a quorum for the transaction of business, unless otherwise established by ordinance or rules of procedure for the respective board. In the absence of a quorum, any business transacted is null and void. The only action that can legally be taken in the absence of a quorum is to adjourn, recess, or take measure to obtain a quorum.

4.10.080 Meetings.

(A) Board meetings shall be held regularly at a designated time and place, or as otherwise provided by resolution or ordinance. The chair or majority of the board may call a special board meeting. All meetings shall be open to the public, unless otherwise provided by ordinance.

4.10.090 Officers.

(A) Each board shall have a chairperson and a vice chairperson. Officers shall be elected by a majority of the board members for a term of one year. Election of officers shall be the first order of business at any time that an officer's seat is not filled, and shall occur nonetheless on or about April 1 of each calendar year.

(B) The duties of the chairperson are:

(1) to open the meeting at the appointed time and determine that a quorum is present;

(2) to enforce the rules relating to debate, order, and decorum;

(3) to state and put to a vote all questions that legitimately come before the board as motions or that otherwise arise in the course of the meeting;

(4) if a motion is not in order, to rule it out of order; and

(5) to assign a member to note those members present and absent and ensure minutes are taken on all actions by the board at each meeting.

(C) The duties of the vice chairperson shall be to perform duties of the chairperson in the chairperson's absence.

Chapter 4.15 ARTS COMMISSION

Sections

- 4.15.010 Commission established - Membership.
- 4.15.020 Rules of procedure.
- 4.15.030 Authority of commission.
- 4.15.040 Meetings and staff services.
- 4.15.050 Budget.

4.15.010 Commission established - Membership.

(A) The Redmond Arts Commission, consisting of nine members appointed by the Mayor and confirmed by the vote of a majority of the members of the City Council, is established. The term of office shall be three years. Initially, the current Commission members shall serve the balance of their unexpired term; thereafter, as their term of office expires, three Commissioners or their successors will serve a one, two or the full three-year term based on the position they currently hold in order to achieve staggered terms. All subsequent appointments shall be for three years, or for the duration of an unexpired term in the case of an appointment to a vacancy. All Commission members' terms shall expire on March 31st and all successive terms shall commence on April 1st. No member shall serve more than two consecutive full terms of office.

(B) Commission members shall be appointed upon the basis of demonstrated interest in, and knowledge and support of, the arts. Members shall serve without salary or other compensation; provided that members shall be reimbursed for necessary expenses actually incurred. At least seven members of the commission

shall reside within the city limits at the time of their appointment and throughout their terms of office. Up to two members may be nonresidents who live in unincorporated King County on property with a Redmond postal address or whose main employment is with a business located within the Redmond city limits.

(C) Prior to appointing initial members and filling each vacancy in the membership of the commission, public notice of available positions shall be provided to the news media at least two weeks in advance of appointment. Applicants for vacant positions shall apply to the office of the Mayor.

4.15.020 Rules of procedure.

(A) The commission shall adopt procedural rules governing the transaction of its business. The rules shall include provisions for the date, time and place of regular meetings of the commission. Provisions shall be made for maintaining minutes of commission meetings and records of all commission reports, conclusions and recommendations. The rules of procedure shall provide for the election of commission officers, which shall include a chairperson and vice chairperson who shall serve for at least one year. The

rules of the commission shall provide that all commission meetings shall be open to the public and that notice of meetings shall comply with the Washington Open Public Meetings Act, to the extent proceedings of the commission are governed by such Act. The procedures shall address receipt and processing of citizen proposals and requests.

4.15.030 Authority of commission.

(A) The Arts Commission is authorized to take the following actions:

(1) On behalf of the city, to encourage, conduct, sponsor or cosponsor public programs to further the development and public awareness of, and interest in, the fine and performing arts;

(2) To provide recommendations to the Mayor and City Council in connection with cultural and artistic endeavors and projects in which the city becomes involved and to act as a representative of the community in such matters;

(3) To encourage donations, grants and other support to further expand the arts and cultural services and programs available to citizens of Redmond and members of the Redmond community;

(4) To take such other actions as the City Council may direct from time to time.

4.15.040 Meetings and staff services.

(A) The Arts Commission shall meet regularly at least once per month at a date, time and place to be established by the commission. Commission meetings shall be open to the public and written meeting minutes shall be maintained and made available to the public upon approval of the minutes by the commission.

(B) The Director of Parks and Recreation shall be responsible for providing administrative and staff services for the commission and may assign Parks and Recreation Department staff members to provide services to the commission.

(C) The commission shall make a report to the City Council at least annually.

4.15.050 Budget.

(A) Arts Commission programs and operating expenses shall be funded from the city general fund, grants, donations and admission charges. The Director of Parks and Recreation shall be responsible for submitting the annual operating budget to the Mayor.

Chapter 4.20 CIVIL SERVICE COMMISSION

Sections:

- 4.20.010 Civil Service Commission created - Appointment.
- 4.20.012 Qualifications - Removal.
- 4.20.014 Terms of office.
- 4.20.016 Quorum.
- 4.20.020 Organization of commission - Powers and duties - Secretary.
- 4.20.030 Persons included - Competitive examinations - Transfers, discharges and reinstatements.
- 4.20.035 Noncommissioned personnel - Temporary inclusion - No vesting rights.
- 4.20.040 Existing positions blanketed under civil service.
- 4.20.045 Police Corps.
- 4.20.048 Initial hiring process for ALS-related fire department positions.
- 4.20.050 Qualifications of applicants.
- 4.20.060 Tenure of employment - Grounds for discharge, reduction or deprivation of privileges.
- 4.20.070 Procedure for removal, suspension, demotion or discharge - Investigation - Hearing - Appeal.
- 4.20.073 Executive sessions.
- 4.20.075 Right to return to civil service position.
- 4.20.080 Filling of vacancies - Probationary period.
- 4.20.090 Power to create offices, make appointments and fix salaries not infringed.
- 4.20.100 Enforcement by civil action - Legal counsel.
- 4.20.110 Deceptive practices, false marks, etc., prohibited.
- 4.20.120 Penalty - Jurisdiction.
- 4.20.130 Definitions.
- 4.20.300 Severability.
- 4.20.310 Applicability.

**4.20.010 Civil Service Commission created -
Appointment.**

(A) A Civil Service Commission is established. The commission shall consist of three people appointed by the Mayor to serve without compensation as members of the commission.

4.20.012 Qualifications - Removal.

(A) No person shall be appointed a member of such commission who is not a citizen of the United States, a resident of the city for at least three years immediately preceding such appointment, and an elector of the county wherein he resides. No confirmation of the appointment or appointments of members of the commission by any legislative body shall be required. Any member of the commission may be removed from office for incompetency, incompatibility or dereliction of duty, or malfeasance in office, or other good cause; provided, however, that no member of the commission shall be removed until charges have been preferred, in writing, due notice and a full hearing had. The members of such commission shall devote due time and attention to the performance of the duties hereinafter specified and imposed upon them by this chapter.

4.20.014 Terms of office.

(A) Members shall hold office for a term of six years. Members whose present terms expire on December 31st shall serve until March 31st and all successive terms shall commence on April 1st. Each member shall hold office until a successor is appointed and takes the oath of office.

4.20.016 Quorum.

(A) Two members shall constitute a quorum and the votes of any two members concurring shall be sufficient for the decision of all matters and the transaction of all business to be decided or transacted by the commission under or by virtue of the provisions of this chapter.

4.20.020 Organization of commission - Powers and duties - Secretary.

(A) Immediately after appointment, the commission shall organize by electing one of its members chairperson and hold regular meetings at least once a month, and such additional meetings as may be required for the proper discharge of their duties. It shall be the duty of the Civil Service Commission:

(1) To make suitable rules and regulations to implement this chapter which are not inconsistent

with the provisions thereof. Such rules and regulations shall provide in detail the manner in which examinations may be held, and appointments, promotions, transfers, reinstatements, demotions, suspensions and discharges shall be made. The rules and regulations and any amendments thereof shall be printed, mimeographed or multigraphed for free public distribution. Such rules and regulations may be changed from time to time;

(2) All tests shall be practical and shall consist only of subjects which will fairly determine the capacity of persons examined to perform duties of the position to which appointment is to be made, and may include tests of physical fitness and/or of manual skill;

(3) The rules and regulations adopted by the commission shall provide for a credit of ten percent in favor of all applicants for appointment under civil service, who, in time of war, or in any expedition of the armed forces of the United States, have served in and been honorably discharged from the armed forces of the United States, including the army, navy, and marine corps and the American Red Cross. These credits apply to entrance examinations only;

(4) The commission shall make investigations concerning and report upon all matters touching the enforcement and effect of the provisions of this chapter, and the rules and regulations prescribed hereunder; inspect all institutions, departments, offices, places, positions and employments affected by this chapter, and ascertain whether this chapter and all such rules and regulations are being obeyed;

(5) Such investigations may be made by the commission or by any commissioner designated by the commission for that purpose. Not only must these investigations be made by the commission as aforesaid, but the commission must make like investigation on petition of a citizen, duly verified, stating that irregularities or abuses exist, or setting forth in concise language, in writing, the necessity for such investigation. In the course of such investigation, the commission or designated commissioner, or chief examiner, shall have the power to administer oaths, subpoena and require the attendance of witnesses and the production by them of books, papers, documents and accounts appertaining to the investigation and also to cause the deposition of witnesses residing within or without the state to be taken in the manner prescribed

by law for like depositions in civil actions in the superior court; and the oaths administered by a superior court judge in his judicial capacity; and the failure upon the part of any person so subpoenaed to comply with the provisions of this section shall be deemed a violation of this chapter and punishable as such;

(6) All hearings and investigations before the commission, or designated commissioner, or chief examiner, shall be governed by this chapter and by rules of practice and procedure to be adopted by the commission, and in the conduct thereof neither the commission, nor designated commissioner shall be bound by the technical rules of evidence. No informality in any proceedings or hearing, or in the manner of taking testimony before the commission or designated commissioner, shall invalidate any order, decision, rule or regulation made, approved or confirmed by the commission; provided, however, that no order, decision, rule, or regulation made by any designated commissioner conducting any hearing or investigation alone shall be of any force or effect whatsoever unless and until concurred in by at least one of the other two members;

(7) To hear and determine appeals or complaints respecting the administrative work of the Personnel Department, the rejection of an examination and such other matters as may be referred to the commission pursuant to the duties outlined in subsection (A)(1) of this section;

(8) Establish and maintain in card or other suitable form a roster of employees covered by civil service;

(9) Provide for, formulate and hold competitive tests to determine the relative qualifications of persons who seek employment in any class or position and as a result thereof establish eligible lists for the various classes of positions as established by the city, and to provide that employees laid off because of curtailment of expenditures, reduction in force, and for like cause, head the list in the order of their seniority, to the end that they shall be the first to be reemployed;

(10) When a vacant position is to be filled, to certify to the appointing authority, on written request, the name of the three persons highest on the eligible list for the class. If there are no such lists, the commission shall make provision in their

rules for provisional or temporary appointments for such positions. Such temporary or provisional appointment shall not exceed a period of six months in duration but may be extended for up to an additional six months if for any reason it cannot be determined at the expiration of the initial appointment that the position being filled by temporary or provisional appointment will in fact be vacant, such as in the instance of a position vacant due to an officer on disability leave under the LEOFF Act, or for other good cause which in the discretion of the commission warrants an additional extension of such a provisional or temporary appointment;

(11) Keep such records as may be necessary for the proper administration of this chapter.

(B) The Personnel Department through the director or the director's designee shall perform the duties of, and serve as, the Civil Service Commission secretary and chief examiner. The duties of the secretary and chief examiner shall be to keep the records of the commission, preserve all reports made to it, superintend and keep a record of all examinations held under its direction, and perform such other duties as the commission may prescribe.

**4.20.030 Persons included - Competitive examinations -
Transfers, discharges and reinstatements.**

(A) The provisions of this chapter shall include all full time, fully commissioned officers of the city's police and/or fire departments except for the positions of Chief of the Fire Department, assistant Chief of the Fire Department, administrative assistant to the Chief of the Fire Department, the Police Chief and the assistant Police Chief, who because of the nature of their positions shall serve in their positions as other city department heads and assistants. All clerical, dispatchers, fire inspectors, mechanics and other employees of either the Police Department or Fire Department who are not fully paid commissioned police officers or firefighters are excluded from coverage under this chapter. The position of civil service secretary and chief examiner shall not be a civil service position. All appointments to and promotions covered by this chapter shall be made solely on merit, efficiency and fitness, which shall be ascertained by open competitive examination and impartial investigation. No person shall be reinstated in or transferred, suspended or discharged from any such place, position,

or employment contrary to the provisions of this chapter.

4.20.035 Noncommissioned personnel - Temporary inclusion - No vesting rights.

(A) In recognition of a decision by the Washington State Court of Appeals for Division III, the City of Redmond determines it to be in the public interest to provide for temporary inclusion of noncommissioned personnel of the Police and Fire Departments in the civil service system.

(1) Until such time as the Washington State Supreme Court or State Legislature determines that a city's civil service system is not required to include noncommissioned personnel, all regular, full-time, noncommissioned personnel of the Police and Fire Departments who are not covered by Section 4.20.030 as commissioned or uniformed officers of such department or excluded from coverage by such section, and the incumbents holding such positions as of the effective date of the ordinance codified in this section, are hereby included in the civil service system established by this chapter.

(2) The City reserves the right to remove noncommissioned personnel listed above whether

incumbents in the position or persons hired after the effective date of the ordinance codified in this section. Such persons hereby are notified that their positions are subject to removal and no vested right shall be created by their temporary inclusion in the system or their removal from the system. Such persons are included in the civil service system and shall be hired, disciplined or removed from the system only in accordance with the provisions of this chapter until the City Council in its sole discretion deems it appropriate to remove such positions from civil service coverage.

(3) The Civil Service Commission is authorized to delegate the design and administration of the testing process for clerical positions to the City of Redmond Human Resources Department under the supervision of the Commission's Secretary/Chief Examiner.

4.20.040 Existing positions blanketed under civil service.

(A) For the benefit of the public service and to prevent delay, injury or interruption therein by reason of the enactment of this chapter, all persons having completed probation and in the Police or Fire

Department are hereby declared permanently appointed under civil service to the offices, places, positions or employments which they shall then hold respectively, and not on probation; and every such person is hereby automatically adopted and inducted permanently into civil service, into such office, place, position or employment which such person then holds even though that office, place, position or employment is not subject to the civil service requirements of this chapter.

4.20.045 Police Corps.

(A) The Redmond Police Department is hereby authorized to participate in the Police Corps Program established by Title XX, Subtitle A of the Violent Crime Control and Law Enforcement Act of 1994, 42 U.S.C. §§ 14091, et seq.

(B) Candidates for the Police Corps Program, sponsored by the City of Redmond, shall be reviewed and approved by the Civil Service Commission, the Mayor, and the Police Chief prior to sponsorship.

(C) Police Corps candidates shall be subject to all requirements of employment qualification, including but not limited to, background testing, polygraph, and other evaluations (collectively

"testing"). Testing may be employed both prior to sponsorship and following completion of the program.

(D) Following approval of sponsorship by the Civil Service Commission and the Police Chief, a candidate may be sponsored by the City. Upon successful graduation from the Police Corps, certification by the Washington Criminal Justice Training Commission, and completion of all testing, the candidate shall be employed as a probationary employee of the City subject to 42 U.S.C. § 14096 and regulations applicable to all law enforcement officers of the City.

4.20.048 Initial hiring process for ALS-related fire department positions.

(A) In order to implement a Memorandum of Understanding between the City of Redmond and the Redmond Fire Fighters Union No. 2829, the Civil Service Commission is hereby authorized and directed to adopt rules allowing for the transfer of employees of Evergreen Healthcare to the Redmond Fire Department in order to fill the positions of Fire Fighter-Paramedic, Medical Services Director, Medical Services Administrator, and Administrative Assistant, as created by the City and as necessary for the provision

of Advanced Life Support Medic One Services on or after January 1, 2003.

(B) The rule or rules to be adopted by the Commission shall provide for the establishment of an eligibility list for the newly created positions composed of all persons currently employed as Evergreen Healthcare Paramedics, Paramedic Trainees, Medical Services Officer, Medical Services Administrator, and Administrative Assistant who apply to be on such list and who meet the minimum qualifications for the position applied for.

(C) The rule or rules to be adopted by the Commission shall establish testing procedures and a hiring process consistent with the Memorandum of Understanding referred to in subsection A of this section. Eligibles shall be ranked on the eligibility list as provided in the Memorandum of Understanding.

(D) The rule or rules to be adopted by the Commission shall contain provisions regarding probation for employees who transfer their employment from Evergreen Healthcare consistent with the Memorandum of Understanding.

(E) The provisions of this section authorizing the transfer of Evergreen employees to City of Redmond

employment shall apply only in the case of the initial establishment of an eligibility list for the newly created positions and the initial hiring of persons to fill those positions. In the event that less than a sufficient number of qualified applicants from Evergreen Healthcare are available to fill the number of positions necessary to staff the ALS program, the Commission shall establish a lateral entry process to fill such positions. Once all positions have been filled initially, the filling of subsequent vacancies shall be as otherwise provided in this chapter or in the Commission's rules and regulations, unless the applicable provisions of the collective bargaining agreements and memoranda of understanding between the City and the Redmond Fire Fighters Union otherwise provide.

4.20.050 Qualifications of applicants.

(A) An applicant for a position of any kind under civil service must be a citizen of the United States of America who can read and write the English language.

(B) An applicant for a position of any kind under civil service must be of an age suitable for the position applied for, in ordinary good health, of good

moral character and of temperate and industrious habits; these facts to be ascertained in such manner as the commission may deem advisable.

4.20.060 Tenure of employment – Grounds for discharge, reduction or deprivation of privileges.

(A) The tenure of everyone holding an office, place, position or employment under the provisions of this chapter shall be only during good behavior and any such person may be removed or discharged, suspended without pay, demoted, or reduced in rank, or deprived of vacation privileges or other special privileges for any of the following reasons:

(1) Incompetency, inefficiency or inattention to or dereliction of duty;

(2) Dishonesty, intemperance, immoral conduct, insubordination, discourteous treatment of the public, or a fellow employee or any other act of omission or commission tending to injure the public service; or any other willful failure on the part of the employee to properly conduct himself; or any willful violation of the provisions of this chapter or the rules and regulations to be adopted hereunder;

(3) Mental or physical unfitness for the position which the employee holds, subject to the

City's obligations, if any, for reasonable accommodation as required by the Americans with Disabilities Act;

(4) Dishonest, disgraceful, immoral or prejudicial conduct;

(5) Drunkenness or use of intoxicating liquors, narcotics or any other habit forming drug, liquid or preparation to such extent that the use thereof interferes with the efficiency or mental or physical fitness of the employee, which precludes the employee from properly performing the function and duties of any position under civil service, subject to the City's obligations, if any, for reasonable accommodation as required by the Americans with Disabilities Act;

(6) Conviction of a felony, or a misdemeanor, involving moral turpitude;

(7) Any other act or failure to act which in the judgment of the civil service commissioners is sufficient to show the offender to be an unsuitable and unfit person to be employed in the public service.

4.20.070 Procedure for removal, suspension, demotion or discharge - Investigation - Hearing - Appeal.

(A) No person in the classified civil service who has been permanently appointed or inducted into civil service under provisions of this chapter shall be removed, suspended, demoted or discharged except for cause, and only upon written accusation of the appointing authority or any citizen or taxpayer; a written statement of which accusation, in general terms, shall be served upon the accused, and a duplicate filed with the commission. Any person so removed, suspended, demoted or discharged may, within ten days from the time of his removal, suspension, demotion or discharge, file with the commission a written demand for an investigation whereupon the commission shall conduct such investigation. The investigation shall be confined to the determination of the question of whether such removal, suspension, demotion or discharge was or was not made in good faith for cause. After such investigation, the commission may affirm the removal, or if it finds that the removal, suspension or demotion was made for political or religious reasons, or was not made in good faith for cause, shall order the immediate

reinstatement or reemployment of such person in the office, place, position or employment from which such person was removed, suspended, demoted or discharged; which reinstatement shall, if the commission so provides in its discretion, be retroactive, and entitle such person to pay or compensation from the time of such removal, suspension, demotion or discharge.

(B) All investigations made by the commission pursuant to the provisions of this section shall be by a hearing before the commission, or before another official appointed by the commission pursuant to its rules. The hearing may be held in executive session pursuant to Section 4.20.073 of this chapter. The accused must receive reasonable notice of the time and place of such hearing. At the hearing the accused shall be afforded the opportunity of appearing in person and by counsel, and presenting his/her defense. If such judgment or order of removal, suspension, demotion or discharge is concurred in by the commission or a majority thereof, the accused may appeal therefrom to King County Superior Court. Such appeal shall be taken by serving the commission, within thirty days after the entry of such judgment or

order, a written notice of appeal, stating the grounds thereof, and demanding that a certified transcript of the record and all papers on file in the office of the commission affecting or relating to such judgment or order be filed by the commission with such court. The commission shall, within ten days after the filing of such notice, make, certify and file such transcript with such court. The court of original and unlimited jurisdiction in civil suits shall thereupon proceed to hear and determine such appeal in a summary manner; provided, however, that such hearing shall be confined to the determination of whether the judgment or order of removal, discharge, demotion or suspension made by the commission was or was not made in good faith for cause, and no appeal to such court shall be taken except upon such ground or grounds.

4.20.073 Executive sessions.

(A) Nothing contained in this chapter may be construed to prevent the commission from holding an executive session during a regular or special meeting:

(1) To conduct investigations and hearings and to receive and evaluate complaints or charges brought against a city official or an employee. However, upon the request of such official or

employee, a public hearing or a meeting open to the public shall be conducted upon such complaint or charge.

(2) To discuss with legal counsel representing the commission matters relating to commission enforcement actions, or to discuss with legal counsel representing the commission litigation or potential litigation to which the commission, the city, or a civil service commissioner acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the city.

(3) As otherwise permitted by the State Open Public Meeting Act, Chapter 42.30 RCW.

(B) Before convening in executive session, the chairperson of the commission shall publicly announce the purpose for excluding the public from the meeting place, and the time when the executive session will be concluded. The executive session may be extended to a stated later time by announcement of the chairperson.

4.20.075 Right to return to civil service position.

(A) Whenever a person who has been permanently appointed or inducted into the civil service is

promoted or otherwise transferred from a civil service position to a noncivil service position, such person, upon being demoted or otherwise transferred out of the noncivil service position, shall, unless waived, have the right to return to the civil service position and rank held at the time of transfer to the noncivil service position.

4.20.080 Filling of vacancies -- Probationary period.

(A) Entry Level and Lateral Entry.

(1) Police.

(a) Whenever an entry level position in the police department shall be or become vacant, the appointing authority, if it desires to fill the vacancy, shall make a request to the Commission for the names and addresses of the persons eligible for appointment as provided on the current eligibility list. The Commission or its Chief Examiner shall certify the names of the three persons highest on such list.

(b) If there is no entry level or lateral entry eligibility list for the position, the Commission shall either establish such a list as provided in this chapter or shall otherwise determine what list shall be deemed appropriate for such class.

(c) If more than one vacant position is to be filled, the appointing authority may request a new certification for each appointment to be made. The Commission or Chief Examiner shall, for each successive request, certify the three highest eligibles.

(d) The appointing authority shall, after review of the persons so certified, appoint one person to each such vacant position. If any person certified by the Commission is removed from the list or otherwise requests to not be considered for appointment, the Commission shall forthwith certify the next highest persons on the list to replace those removed. The Commission, in their rules, shall establish a procedure for removal of names from the eligibility list either prior to or subsequent to certification to the appointed authority.

(2) Fire.

(a) Whenever an entry level position in the fire department shall be or become vacant, the appointing authority, if it desires to fill the vacancy, shall make a request to the Commission for the names and addresses of the persons eligible for appointment as provided on the current eligibility

list. The Commission or its Chief Examiner shall certify the names of all persons achieving the top three scores on the examination, regardless of tie.

(b) If there is no entry level or lateral entry eligibility list for the position, the Commission shall either establish such a list as provided in this chapter or shall otherwise determine what list shall be deemed appropriate for such class.

(c) If more than one vacant position is to be filled, the appointing authority may request a new certification for each appointment to be made. The Commission or Chief Examiner shall, for each successive request, certify the names of all persons achieving the top three scores on the examination, regardless of tie.

(d) The appointing authority shall, after review of the persons so certified, appoint one person to each such vacant position. If any person certified by the Commission is removed from the list or otherwise requests to not be considered for appointment, the Commission shall forthwith certify the next highest persons on the list to replace those removed. The Commission, in their rules, shall establish a procedure for removal of names from the

eligibility list either prior to or subsequent to certification to the appointed authority.

(B) Promotional Appointments.

(1) Police.

(a) Upon being advised by the appointing authority of a vacancy in a promotional position within the police department, the Commission or Chief Examiner shall promptly certify the three highest ranking persons on the current promotional eligibility list for such vacant position, provided, that where two or more eligibles have the same score on the eligibility list, they shall both be certified in giving equal consideration.

(b) If there is no current list of eligibles, the Commission or Chief Examiner shall call for examinations in accordance with this chapter and the adopted rules of the Commission, or shall otherwise determine what list shall be deemed appropriate for such position. If more than one vacancy is to be filled, an additional name shall be certified for each additional vacancy. The authority for making the final decision as to the method of filling the position will be vested in the appointing

authority as controlled by this chapter and the Commission's rules.

(2) Fire.

(a) Upon being advised by the appointing authority of a vacancy in a promotional position in the fire department, the Commission or Chief Examiner shall promptly certify the three highest ranking persons on the promotional eligibility list for such vacant position. Where two or more persons have the same score on the eligibility list, the tie shall be broken using department seniority.

(b) If there is no list of eligibles, the Commission or Chief Examiner shall call from examinations in accordance with this chapter and the Commission's rules. If more than one vacancy is to be filled, an additional name shall be certified for each additional vacancy. The appointing authority may appoint one of the top three persons to fill each vacant position.

(C) Temporary, Provisional, and Emergency Appointments.

(1) Emergency Appointments. To meet the immediate requirements of an emergency condition which threatens life or property, the appointing authority

may appoint any person or persons whom the appointing authority may be legally empowered to appoint without restriction of civil service law and rules. Such employment shall be limited to the duration of the emergency period, which usually should not exceed sixty (60) days.

(2) Provisional Appointments. Provisional appointments may be made in accord with Section 4.20.020(A)(10) of the Redmond Municipal Code. Whenever requisition is to be made, or whenever a position is held by a provisional appointee and an eligible list for the class of such position exists, the Commission shall forthwith certify the names of the persons eligible for appointment to the appointing authority, according to the provisions of Subsections (A) and (B) above, and the appointing authority shall appoint one person so certified, provided they are found to in fact be qualified, to the vacant position.

(D) Probationary Period. To enable the appointing authority to exercise a choice in the filling of positions, no appointment, employment or promotion in any position in the fire or police departments shall be deemed complete until after the expiration of a period of one year of probationary

service, in the case of commissioned personnel, Police Support Officers and Communications Dispatchers, and six months of probationary service in the case of all other non-commissioned personnel, as shall be provided in the rules of the Civil Service Commission during which the appointing power may terminate the employment of the person certified to him/her, if during the performance test thus afforded, upon observance or consideration of the performance of duty, the appointing authority deems him/her unfit or unsatisfactory for service in the department, whereupon the appointing authority shall designate one of the persons certified as provided in Subsections (A) and (B) above for appointment. Such person or persons shall likewise enter upon the duties of the position until some person is found who is deemed fit for appointment, employment, or promotion for the probationary period provided therefor, whereupon the appointment, employment or promotion shall be deemed to be complete. The Commission shall provide the procedure in its rules for extending probations for up to an additional six months if requested by the appointing authority.

4.20.090 Power to create offices, make appointments and fix salaries not infringed.

(A) All offices, places, classifications, job descriptions, positions and employments coming within the purview of this chapter shall be created by the Mayor and City Council or Mayor or whoever otherwise is vested with power and authority to select, appoint, or employ any person coming within the purview of this chapter, and nothing contained in this section shall infringe upon the power and authority of any such person or group of persons, or appointing authority, to fix the salaries and compensation of all employees employed hereunder.

4.20.100 Enforcement by civil action - Legal counsel.

(A) It shall be the duty of the commission to begin and conduct all civil suits which may be necessary for the proper enforcement of this chapter and of the rules of the commission. The commission shall be represented in such suits by the chief legal officer of the city, or his/her designee, but the commission may in any case be represented by special counsel appointed by it.

4.20.110 Deceptive practices, false marks, etc., prohibited.

(A) No commissioner or any other person, shall, by himself or in cooperation with one or more persons, defeat, deceive, or obstruct any person in respect of his right of examination or registration according to the rules and regulations of this chapter, or falsely mark, grade, estimate or report upon the examination or proper standing of any person examined, registered or certified pursuant to the provisions of this chapter, or aid in so doing, or make any false representation concerning the same, or concerning the person examined, or furnish any person any special or secret information for the purpose of improving or injuring the prospects or chances of any person so examined, registered or certified, or to be examined, registered or certified or persuade any other person, or permit or aid in any manner any other person to personate him, in connection with any examination or registration of application or request to be examined or registered.

4.20.120 Penalty - Jurisdiction.

(A) Any person who shall willfully violate any of the provisions of this chapter shall be deemed guilty of a misdemeanor, and upon conviction thereof

shall be punished by a fine of not more than one hundred dollars and by imprisonment in the county jail for not longer than thirty days, or by both such fine and imprisonment.

4.20.130 Definitions.

(A) As used in this chapter, the following mentioned terms shall have the following described meanings:

(1) "Appointing authority or power" includes every person or group of persons who, acting singly or in conjunction, as a Mayor, Mayor's designee, Council or otherwise, is or are invested with power and authority to select, appoint, or employ any person to hold any office, place, position or employment subject to civil service.

(2) "Appointment" includes all means of selection, appointing or employing any person to hold any office, place, position or employment subject to civil service.

(3) "Commission" means the Civil Service Commission herein created, and "commissioner" means any one of the three commissioners at that commission.

(4) "Full paid fire department" or "full paid firefighter" means that the officers and firemen

employed in such are paid regularly by the city and devote their whole time to firefighting and fire prevention activities and emergency medical services.

(5) "Full paid police department" or "full paid police officer" means that the officers and policemen employed in such are paid regularly by the city and devote their whole time to police duty.

4.20.300 Severability.

(A) If any section, subsection, subdivision, sentence, clause or phrase of this chapter shall for any reason be held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this chapter.

4.20.310 Applicability.

(A) The examination and eligibility provisions of this chapter and establishment of positions covered by civil service by the provisions of this chapter shall be effective for all appointments made after the effective date of the ordinance codified in this chapter.

Chapter 4.25 DISABILITY BOARD

Sections

- 4.25.010 Established - Membership.
- 4.25.020 Terms - Vacancies.
- 4.25.030 Duties and powers - Rules and regulations.
- 4.25.040 Compensation - Expenses.

4.25.010 Established - Membership.

(A) Pursuant to RCW 41.26.110, the Redmond Disability Board is established, which shall consist of two members of the City Council to be appointed by the Mayor, one firefighter to be elected by the majority vote of city firefighters under LEOFF Plan 1, one law enforcement officer to be elected by the majority vote of law enforcement officers under LEOFF Plan 1, and one citizen from the public at large residing within the city to be appointed by the four other members appointed and elected. The candidate who places second in the elections for the law enforcement officer and firefighter representatives shall serve as an alternate to the respective first place finishers.

4.25.020 Terms - Vacancies.

(A) All members of the Redmond Disability Board shall serve for a two-year term; provided, that for first terms, the law enforcement officer elected shall serve for a one-year term as designated by the Mayor, and all other appointees shall serve two-year terms.

First terms shall commence as of November 1, 1979. Members whose present terms expire on December 31st shall serve until March 31st and all successive terms shall commence on April 1st. Vacancies shall be filled by appointment for the unexpired term of the member whose death, resignation or removal creates the vacancy. Each member shall hold office until a successor is appointed and confirmed.

4.25.030 Duties and powers - Rules and regulations.

(A) The board shall perform all functions, exercise all powers and make all determinations as specified in Chapter 41.26 RCW for disability boards. The board may adopt reasonable rules and regulations to carry out its authority and to govern the manner and form of filing, presentations and hearings before the board.

4.25.040 Compensation - Expenses.

(A) The members of the board shall receive no compensation for their service upon the board, but shall be reimbursed for all expenses incurred incidental to their services on the board.

Chapter 4.30 HUMAN SERVICES COMMISSION

Sections

- 4.30.010 Purpose.
- 4.30.020 Authority and duties.
- 4.30.030 Composition.
- 4.30.040 Meetings.
- 4.30.050 Membership - Appointment.
- 4.30.060 Officers.
- 4.30.070 Term of office.
- 4.30.080 Vacancies.
- 4.30.090 Removal.
- 4.30.100 Rules.
- 4.30.110 Staff support.
- 4.30.120 Conflict of interest.

4.30.010 Purpose.

(A) A human services commission, hereinafter called the commission, is hereby created to involve residents of the city in advising the city council on matters related to human services.

4.30.020 Authority and duties.

(A) The commission shall have the power and responsibility to perform the following functions:

(1) The commission shall in all matters be advisory to the mayor and city council.

(2) The commission shall provide the public with opportunities to be involved in the commission's activities.

(3) The commission's work shall be governed by the adopted strategies within the Human Services Strategic Plan. The commission shall advise the city

council as to changes or refinements to these strategies as needed.

(4) The commission shall review all requests for funding of human services in light of the guidelines contained in the Human Services Strategic Plan and make recommendations to the mayor and city council.

(5) The commission may conduct studies and provide recommendations to the mayor and city council on emerging issues and concerns in the area of human services.

(6) The commission may review and make comment on city actions which may affect the availability of human services in the city.

4.30.030 Composition.

(A) The commission shall be composed of seven members. At least five of the appointed commissioners shall be residents of the city while two seats may be filled by individuals working in Redmond regardless of their residency. Commissioners shall not hold any other city office or position. At no time shall a member of the commission also work for or serve on the board of directors of a human service agency delivering services to city residents. Members shall

represent the general citizenry and have an interest in and commitment to human services.

4.30.040 Meetings.

(A) The commission shall establish a regular meeting schedule. All meetings shall be open to the public.

(B) A majority of the membership shall constitute a quorum for the transaction of business.

4.30.050 Membership - Appointment.

(A) Members of the commission shall be appointed by the mayor and confirmed by a majority vote of the city council. Appointments to available positions shall be made in the following manner: a media release or other form of notice of the availability of the position shall be published in a local newspaper of general circulation; interested persons may apply for the position through the mayor's office staff who shall accept applications no later than six weeks after the notice of publication date; positions may be filled from the list of applicants.

4.30.060 Officers.

(A) The commission shall elect from its members a chairperson, vice-chairperson and such other officers as the commission may deem necessary.

4.30.070 Term of office.

(A) The regular term of office for commission positions shall be for four years; provided, that the terms of the first commissioners appointed under this chapter shall be staggered as follows: four members shall be appointed for initial terms of four years and three members shall be appointed for initial terms of two years. All appointments and reappointments thereafter shall be for four years. Members appointed to fill a vacancy shall serve for the duration of the unexpired term. No member shall serve more than two consecutive terms. An appointment to serve an unexpired term of two years or less shall not count towards the two consecutive terms limit. Each member shall hold office until a successor is appointed and confirmed even if after the end of the term. The expiration date for all terms shall be March 31st of the applicable year.

4.30.080 Vacancies.

(A) Vacancies occurring otherwise than through the expiration of a term shall be filled for the unexpired term by the mayor with consent of a majority of the city council.

4.30.090 Removal.

(A) Members of the commission may be removed by the mayor, with the consent of a majority of the city council, for conflict of interest, unexcused absence from three consecutive regular meetings of the commission, or for any reason deemed sufficient by a majority of the city council. The decision of the city council shall be final and there shall be no appeal therefrom.

4.30.100 Rules.

(A) The commission shall adopt rules for the transaction of its business. The rules shall provide, but not be limited to, the date, time, place and format of regular meetings and hearings; a record of proceedings, reports, studies, findings, conclusions and recommendations. The commission shall adopt such bylaws, rules and regulations as are necessary for the conduct of its business as the commission deems expedient, within the scope outlined in this chapter; and shall keep a written record of its proceedings which shall be a public record.

4.30.110 Staff support.

(A) The planning department shall provide technical and clerical support for the commission.

4.30.120 Conflict of interest.

(A) Members of the commission shall disqualify themselves from involvement in commission actions in which they have an interest.

Chapter 4.35 LIBRARY BOARD OF TRUSTEES

Sections:

- 4.35.010 Establishment of Library Board - Qualifications.
- 4.35.020 Term of office - Vacancies - Removal.
- 4.35.030 Powers and duties.

* For statutory provisions regarding municipal libraries and library administration, see RCW 35A.27.010.

- 4.35.010 Establishment of Library Board - Qualifications.

(A) Library Board of Trustees is created and established, which shall consist of five members, who shall be appointed by the Mayor, subject to confirmation by a majority vote of the City Council, all of whom shall be residents of the city at the time of their appointments and during their tenures of office. Appointments shall be made from citizens of recognized fitness for the position and shall be selected without respect to political affiliations, race or sex. Members shall not receive a salary or other compensation for services as trustees, but necessary expenses actually incurred shall be paid from the library funds.

4.35.020 Term of office - Vacancies - Removal.

(A) The members of the Library Board of Trustees shall hold office for a term of five years, except that the first appointments shall be for terms of one, two, three, four and five years, respectively, as determined by the appointing authority. Thereafter, as each term expires, appointments shall be made for a five-year term. Members whose present terms expire on December 31st shall serve until March 31st and all successive terms shall commence on April 1st. No person shall be appointed for more than two consecutive terms. Each member shall hold office until a successor is appointed and confirmed.

4.35.030 Powers and duties.

(A) The Library Board of Trustees shall have all the powers and perform all the duties as provided in RCW 27.12.210 and in RCW 35A.27.010. They shall also act in an advisory capacity to the Mayor and City Council regarding the operation of a municipal library, and shall make periodic reports and recommendations concerning the acquisition, use and operation of library facilities and services.

Chapter 4.40 PARKS AND TRAILS COMMISSION

Sections:

- 4.40.010 Parks and Trails Commission established - Qualifications of members.
 - 4.40.020 Term of office - Vacancies - Removal.
 - 4.40.030 Powers and duties.
 - 4.40.040 Compensation - Reimbursement.
 - 4.40.050 Rules of procedure.
 - 4.40.060 Previous references.
-
- 4.40.010 Parks and Trails Commission established - Qualifications of members.

(A) The Redmond Parks and Trails Commission is hereby created and established. The Parks and Trails Commission shall consist of nine members, each of whom shall be appointed by the Mayor, subject to confirmation by majority vote of the City Council. All appointments shall be made from persons with an interest in parks and recreation and at least four members shall have a primary interest in trails. Consideration should be given to appointments that result in broad geographic and demographic representation of interested and knowledgeable people. Appointments should also strive to reflect the diverse park, recreation, and trail use interests of the community, such as active and passive recreation interests and the use of trails by walkers, joggers, skaters, bicyclists, equestrians, and nonmotorized watercraft on the City's "blue stream," the Sammamish

River. Appointments shall be made without regard to political affiliations, race, color, creed, national origin, sex, sexual orientation, or physical or sensory handicap. Seven members shall reside within the city limits and two members shall reside outside the city limits.

4.40.020 Term of office - Vacancies - Removal.

(A) The initial membership of the Parks and Trails Commission shall consist of the five members of the Redmond Board of Park Commissioners whose terms have not expired as of the date of passage of the ordinance creating the Parks and Trails Commission, together with the four members of the Redmond Trails Commission whose terms have not expired as of said date. Those members of the Redmond Board of Park Commissioners who become Parks and Trails Commission members under this section shall serve until the end of their current three-year terms of office as provided by previous ordinances. Those members of the Redmond Trails Commission who become Parks and Trails Commission members under this section shall serve until the end of their current four-year terms of office as provided by previous ordinances. All appointments to such positions thereafter shall be for

four-year terms. Vacancies that occur other than through the expiration of terms shall be filled for the unexpired term by appointment of the Mayor, subject to confirmation by majority vote of the City Council. Members may be removed by the Mayor for inefficiency, neglect of duty, misfeasance or malfeasance in office, or incapacity. Each member shall hold office until a successor is appointed and confirmed.

4.40.030 Powers and duties.

(A) The Parks and Trails Commission shall have the power and duty:

(1) To make recommendations to the Mayor and Council concerning the acquisition, improvement and use of parks, playgrounds, and recreational equipment and facilities, and on the acquisition, development and use of trail facilities;

(2) To make recommendations to the Mayor and Council concerning the development of enjoyable, safe, and convenient trail opportunities for pedestrians, bicyclists, and equestrians throughout the City of Redmond planning area;

(3) To identify current and future park, recreation, and trail interests and needs of the

community and to make recommendations to the Mayor, Council, and Planning Commission on parks, recreation, and trail policies and design issues for the Comprehensive Plan, the Parks, Recreation and Open Space (PRO) Plan, and the Redmond Community Development Guide;

(4) To conduct surveys for parks and trails maintenance and safety;

(5) To review and comment on public and private development actions to protect park, recreation, and trail interests and to identify park, recreation, and trail opportunities and options during development review;

(6) To make recommendations to the Mayor and Council for rules and regulations governing the use and management of parks, playgrounds, recreational facilities, and trails, including, but not limited to, rules and regulations relating to user fees and charges;

(7) To involve the citizens of Redmond and the users of Redmond parks, trails, and recreation facilities and programs on issues related to acquisition, design, maintenance, and use of such facilities and programs; and

(8) To make recommendations on any and all other matters brought before the Parks and Trails Commission by the Mayor, City Council, or staff.

4.40.040 Compensation - Reimbursement.

(A) Members of the Parks and Trails Commission shall serve without salary or compensation. Members may be reimbursed from park department funds for necessary expenses actually incurred.

*Code reviser's note: This section was numbered 2.16.030 in Ord. 2344 and it and the following sections in this chapter have been renumbered sequentially to avoid duplication.

4.40.050 Rules of procedure.

(A) The Parks and Trails Commission shall adopt procedural rules governing the transaction of its business. The rules shall include provision of the date, time, and place of regular meetings of the Commission. Provision shall be made for maintaining minutes of Commission meetings and records of all Commission reports, conclusions and recommendations. The rules of procedure shall provide for the election of Commission officers, which shall include a chairperson and vice chairperson, who shall serve for at least one year. The rules of procedure shall provide that all Commission meetings shall be open to the public and that notice of meetings shall comply

with the Washington State Open Meetings Act, to the extent proceedings of the Commission are governed by such Act. The procedures shall address receipt and processing of citizen proposals and requests.

4.40.060 Previous references.

(A) Whenever the terms "Board of Park Commissioners" or "Trails Commission" are used in any section of the Redmond Municipal Code or Redmond Community Development Guide, or in any other ordinance, resolution, contract, or other document of the City of Redmond, the same shall be hereafter deemed to mean the Parks and Trails Commission established by this chapter.

Chapter 4.45 POET LAUREATE

Sections:

4.45.010 Poet Laureate established - Selection, responsibilities, and compensation.

4.45.010 Poet Laureate established - Selection, responsibilities, and compensation.

(A) The Redmond Arts Commission shall set criteria for selection of the Poet Laureate and recommend candidates for the position to the Mayor for approval by the City Council.

(B) The responsibilities of the Poet Laureate shall be established by the Redmond Arts Commission


and may include but not be limited to providing public poetry readings, reading poetry at city council meetings, composing and publishing poems, teaching poetry classes, and encouraging poetry appreciation within Redmond.

(C) The Poet Laureate shall be compensated through a contract established by the Arts Commission from Arts Activity Funds.

Section 4. Effective Date. This ordinance shall take effect five (5) days after passage and publication of an approved summary consisting of the title.

ADOPTED by the Redmond City Council this 15th day of March, 2011.

CITY OF REDMOND



JOHN MARCHIONE, MAYOR

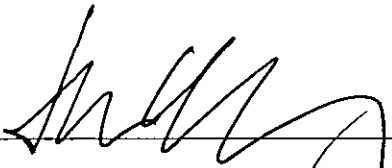
ATTEST:



MICHELLE M. MCGEHEE, CMC, CITY CLERK

(SEAL)

APPROVED AS TO FORM:
OFFICE OF THE CITY ATTORNEY:

By: 

FILED WITH THE CITY CLERK: March 9, 2011
PASSED BY THE CITY COUNCIL: March 15, 2011
SIGNED BY THE MAYOR: March 15, 2011
PUBLISHED: March 21, 2011
EFFECTIVE DATE: March 26, 2011
ORDINANCE NO. 2581

ADOPTED 5-0: Allen, Carson, Cole, Myers and Vache