

ORDINANCE NO. 2015-21

AN ORDINANCE of the City of Bainbridge Island, Washington, creating a new Bainbridge Island Municipal Code Chapter 2.41, Human Services Funding Advisory Committee.

WHEREAS, the Human Services Element of the City’s Comprehensive Plan identifies as an overriding principle that Bainbridge Island will function as a caring community that strives to maintain the well-being of all its members, a community where all members feel connected to the community, and where each individual has opportunities to contribute to the community; and

WHEREAS, the City desires to further this principle through many avenues, including the provision of significant financial support to community partners to meet the human services needs of the citizenry, now and in the future; and

WHEREAS, the City desires to provide financial support to qualified recipient organizations in a manner that reflects current City goals and also allows a high degree of transparency and accountability for the results and impacts of the City funding; and

WHEREAS, the agency designated to assist the City in funding allocations (the Health, Housing and Human Services Council) ceased to exist in early 2011; and

WHEREAS, the City wishes to incorporate community representation in the process used to develop recommendations for City funding to support human services;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BAINBRIDGE ISLAND, WASHINGTON, DOES ORDAIN AS FOLLOWS:

Section 1. A new Chapter 2.41 of the Bainbridge Island Municipal Code, Human Services Funding Advisory Committee, is hereby adopted to read as follows:

**Chapter 2.41
Human Services Funding Advisory Committee**

Sections:

- 2.41.010 Created – Membership, appointment, term and compensation.
- 2.41.020 Vacancies – Removal.
- 2.41.030 Duties and responsibilities.
- 2.41.040 Meetings, officers, records and quorum.

2.41.010 Created – Membership, appointment, term and compensation.

A. There is created a human services funding advisory committee for the city, hereinafter called the committee. The committee shall consist of seven voting members who shall be appointed by the mayor and confirmed by vote of the city council.

B. Members shall not be employees or officers of the city or appointed to another City of Bainbridge Island committee, board or commission, except for specialized committees or task forces of limited duration. Members shall not be employees or officers of any organization which will request or receive City funding for human services.

C. Members of the committee shall serve for a single term to be specified at the time of appointment that coincides with the City's work to review proposals for funding from community organizations. A member may be reappointed to a separate, subsequent term. No member shall serve more than three consecutive terms unless the city council determines that special expertise is required, or there are no other qualified applicants.

D. Members shall serve without compensation.

2.41.020 Vacancies – Removal.

Members may be removed upon a majority vote of the city council. In the event of a vacancy, the mayor, subject to confirmation of the city council, shall make an appointment to fill the unexpired portion of the term of the vacated position in accordance with the city's appointment cycle. Unexcused absence by any member from three consecutive meetings shall constitute grounds for removal.

2.41.030 Duties and responsibilities.

The human services funding advisory committee, working in collaboration with the city, shall develop funding recommendations for consideration by City Council. The committee's recommendation should meet any requirements or guidance provided from the City Council to the committee including, but not limited to: the total amount of available funds, identified goals and priorities for funding, eligibility requirements, specific parameters such as maximum or minimum award levels, and any other identified guidelines for funding.

2.41.040 Meetings, officers, records and quorum.

A. The committee shall meet as needed to complete its review of qualified proposals and to develop a complete funding recommendation for consideration by the City Council. Meetings shall be open to the public and held in accordance with the Open Public Meetings Act (Chapter 42.30 RCW).

B. The committee shall select from among its members a chairperson at the first regular meeting of each year.

C. For meetings consisting of a majority of the then serving voting members of the committee, the committee shall provide public notice of the meeting and shall keep a record of its meeting minutes. Minutes of each meeting, including a record of attendance, shall be prepared by the secretary and approved and signed at a subsequent meeting. The minutes do not need to reflect the actual discussion, but only the formal actions taken by the committee. The approved meeting minutes shall be posted on the city's web site.

D. The city shall provide city email accounts to voting members and related training on the use of email accounts, including personal computer privacy expectations while serving on the committee.

E. A majority of the voting members then serving on the committee shall constitute a quorum.

Section 2. This ordinance shall take effect and be in force five (5) days from its passage, approval, and publication as required by law.


PASSED BY THE CITY COUNCIL this 23rd day of June, 2015.

APPROVED BY THE MAYOR this 23rd day of June, 2015.



Anne S. Blair, Mayor

ATTEST/AUTHENTICATE:



Rosalind D. Lassoff, CMC, City Clerk

FILED WITH THE CITY CLERK: June 11, 2015
PASSED BY THE CITY COUNCIL: June 23, 2015
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