



# CITY OF TUMWATER ADVISORY BOARDS, COMMISSIONS AND COMMITTEES

## General Information

The City of Tumwater encourages citizen participation in local governmental functions through a variety of avenues. Citizen advisory boards, commissions and committees represent an effective forum for individual participation. Appointments to City advisory bodies are the Mayor's prerogative, some, but not all appointments are also subject to confirmation by the Tumwater City Council.

Policy dictates that all advisory appointees reside within the City limits, with the following exceptions:

- ☞ Planning Commission (TMC 2.56.010 [Tumwater Municipal Code]) requires that one member out of the nine regular members reside within the Tumwater urban growth area, seven members reside within the City limits, and one member may reside within the City limits or the Tumwater urban growth area.
- ☞ Historic Preservation Commission (TMC 2.62.040) provides for exception to the City residency requirements to assure that at least two representatives are from the professional disciplines specified in the ordinances.
- ☞ Tree Board (TMC 2.66.020) provides for exception to the residency requirements to assure that at least two representatives are from the professional disciplines specified in the ordinances and (Ordinance No. O2001-018, effective November 2001) states that any one person may qualify by residing in the Tumwater urban growth area.
- ☞ Library Advisory Board (Ordinance No. O2000-021, effective August 2000) allows one member out of the five regular members to either reside within the Tumwater urban growth area, hold a Tumwater business license, or own property within the City but not be a City resident.
- ☞ The Board of Park Commissioners (Ordinance No. O2007-011, effective August 2007) allows two members out of seven members to live within the Tumwater urban growth area.

Attached is information regarding our advisory boards and commissions along with a two-page application form. Please review the paragraphs on the different advisory boards and, if you are interested in being considered for appointment, complete and return the application along with a resume or any pertinent personal background information such as previous work or volunteer experience or areas of interest and expertise.

**The Office of the Mayor  
City of Tumwater  
555 Israel Road S.W.  
Tumwater, WA 98501**

As openings occur, the Mayor's office will normally contact those individuals for whom information is on file. Generally, a meeting will be scheduled between the Mayor and applicant to discuss the responsibilities, time requirements and other related details concerning the proposed appointment.

TUMWATER CITY HALL  
555 ISRAEL ROAD SW  
TUMWATER, WA 98501-6558  
www.ci.tumwater.wa.us  
PHONE: 360/754-5855  
FAX: 360/754-4126

ADMINISTRATION  
CITY ADMINISTRATOR  
MAYOR AND COUNCIL  
360/754-4120

ATTORNEY  
360/754-4121

DEVELOPMENT SERVICES  
BUILDING PERMITS  
ZONING & ENGINEERING  
360/754-4180

BUILDING INSPECTION  
REQUEST LINE  
360/754-4189

FINANCE DEPARTMENT  
CITY CLERK  
INFORMATION TECHNOLOGY  
360/754-4130

MUNICIPAL COURT  
360/754-4190

FIRE DEPARTMENT  
360/754-4170  
FAX: 360/754-4179

GENERAL SERVICES  
PERSONNEL  
360/754-4122  
JOB LINE: 360/754-4129

PARKS & RECREATION  
360/754-4160  
FAX: 360/754-4166

MUNICIPAL GOLF COURSE  
4611 TUMWATER VALLEY DR SE  
TUMWATER, WA 98501  
360/943-9500  
FAX: 360/943-4378

OLD TOWN CENTER  
215 N. 2ND STREET SW  
TUMWATER, WA 98512  
360/754-4164  
FAX: 360/754-2063

PLANNING & FACILITIES  
LONG RANGE PLANNING  
BUILDINGS & GROUNDS  
HISTORIC PROGRAMS  
360/754-4210  
FAX: 360/754-4142

POLICE DEPARTMENT  
360/754-4200  
FAX: 360/754-4198

PUBLIC WORKS  
ENGINEERING  
360/754-4140  
FAX: 360/754-4142

OPERATIONS &  
MAINTENANCE  
360/754-4150

---

**BARNES LAKE MANAGEMENT DISTRICT STEERING COMMITTEE** (Resolution R2006-001)

The Barnes Lake Management District (LMD) consists of nine members serving two year terms, appointed by the Mayor. Steering Committee members must reside in or officially represent the interests of a non-residential entity within the boundaries of the LMD. The Steering Committee provides management oversight for lake treatment and clean-up activities and advises the Council regarding setting assessment rates appropriate to achieve an annual work plan developed by the Steering Committee and approved by the Council. The Committee generally conducts one evening meeting per month

**BOARD OF PARKS COMMISSIONERS** (TMC 2.72) (RCW 35.23.170)

The Tumwater Board of Parks Commissioners consists of seven-members; serving three-year terms, appointed by the Mayor with confirmation by the City Council required; two members may reside outside the City limits but must reside within the Tumwater urban growth area. The Commission advises the Council regarding expansion and operation of City parks, recreation facilities and programs. The Parks Commission provides recommendations to the Council on matters regarding planning, promotion, management, acquisition, construction, development, maintenance, and operation of City parks and recreational programs, and makes recommendations regarding contractual agreements with all agencies for recreational purposes. The Commission generally conducts one evening meeting per month, although additional meetings may be required as workload demands.

**BUILDING BOARD OF APPEALS/BUILDING CODE ADVISORY COMMITTEE** (TMC 15.46.)

The Tumwater Building Board of Appeals/Building Code Advisory Committee consists of seven-members; serving two-year terms, appointed by the Mayor; and is comprised of persons well-versed or with experience in construction, design or enforcement of the building codes. Membership will include an engineer, an architect, a general contractor, a specialty contractor, a fire alarm or sprinkler contractor, a member of the fire services who is not an employee of the City, and a lay member of the public. The purpose of the Board/Committee is to hear and decide appeals of orders, decisions or determinations made by the building official relative to the application and interpretation of the codes. The Board/Committee meets as needed.

**CIVIL SERVICE COMMISSION** (TMC 2.68) (RCW 41.08, 41.12)

The Tumwater Civil Service Commission consists of three-members; established by state statute, to administer civil service law, which covers all full-time positions in the police and fire departments except those designated as support. Powers and duties of the Commission include establishment and administration of rules and regulations in compliance with state law, and governing recruitment, testing, appointments, disciplinary actions, appeals and hearings. The major activity of the Commission relates to the administration of rules and examinations. Commissioners are required to have been residents of the City for a period of at least three years immediately preceding appointment. Commissioners serve for a term of six-years and are appointed by the Mayor. Monthly meetings are held as required by statute, with special meetings as necessary. The Human Resources Director acts as Secretary and Chief Examiner.

---

## **CRIME STOPPERS**

Crime Stoppers is a regional program that includes two Tumwater citizen representatives, serving three-year terms, appointed by the Mayor. The Crime Stoppers program provides a vehicle for the free flow of information from the public concerning felony criminal activity, also providing cash rewards to citizens for information leading to the arrest and filing of charges against an offender involved in unsolved felony crime. It is coordinated with the designated representatives of all concerned law enforcement agencies.

## **HISTORIC PRESERVATION COMMISSION (TMC 2.62)**

The Tumwater Historic Preservation Commission consists of seven-members; serving three-year terms, appointed by the Mayor with confirmation by the City Council required. The major responsibility of the Commission is to identify and actively encourage the conservation of the City's historic resources by initiating and maintaining a register of historic places and to review proposed changes to register properties; to raise community awareness of the City's history and historic resources; and to serve as the City's primary resource in matters of history, historic planning, and preservation.

The Commission is responsible for submittal of nominations to the State and National Registers of Historic Places and serves as the local Review Board, making determinations concerning the eligibility of historic properties for special evaluation and verifying that the improvements are consistent with the Washington State Advisory Council's standards for rehabilitation and maintenance. The Commission advises the City Council generally on matters of Tumwater history and historic preservation. The Commission typically conducts one evening meeting per month.

## **HUMAN SERVICES REVIEW COUNCIL**

The Human Services Review Council is a regional committee that includes one elected official and one citizen representative from Tumwater, serving two-year terms, appointed by the Mayor. The Regional Human Services Review Council acts as an advisory body to the City Council on allocation of regional funds to local human and community service agencies. All such funds are provided by means of municipal service contracts. The Council conducts approximately twelve meetings annually.

## **LIBRARY ADVISORY BOARD (TMC 2.54) (RCW 35.24.020; 27.12.190)**

The Tumwater Library Advisory Board consists of five-members; serving five-year terms, appointed by the Mayor with confirmation by City Council required; four members must reside within the City and one member who is either a resident of the Tumwater urban growth area, who holds a Tumwater business license, or who owns property within the City but is not a City resident. The Board is advisory to the City Council on issues such as legislative issues, care and maintenance to Library buildings, updates in regards to the Timberland Regional Library District, and serves as a liaison between citizens and the Mayor and Council. Meetings are held on a monthly basis at the Tumwater Timberland Library.

---

## **PLANNING COMMISSION (TMC 2.56) (RCW 35.63.020)**

The Tumwater Planning Commission consists of nine-members; serving six-year terms, appointed by the Mayor with confirmation by the City Council required. One member must reside in the Tumwater urban growth area, seven members must reside in the City limits, and one may reside in the City limits or the Tumwater urban growth area. The Commission acts as an advisory body to the Council on some land use and comprehensive planning issues, annexation requests, and any additional related items, which the City Council feels may need Planning Commission review. The Commission conducts up to two evening meetings per month.

## **THURSTON COMMUNITY TELEVISION BOARD OF DIRECTORS**

The Thurston Community Television (TCTV) Board of Directors is the governing body of Thurston Community Television, a non-profit agency that provides public, educational, and governmental television channels throughout the area. The Tumwater representative is expected to be an active participant in a wide range of board activities including finance, fundraising, technology issues, strategic planning and policy development. The City of Tumwater is a major funding agency for TCTV. As such, the Board representative will monitor TCTV's operations, keep City staff advised and advocate for the City's interests.

## **TREE BOARD (TMC 2.66) (O2001-018)**

The Tumwater Tree Board consists of five to seven-members; serving three-year terms, appointed by the Mayor with confirmation by the City Council required. Exception to the City residency requirements assures that at least two representatives are from professional disciplines, and any one person may qualify by residing in the City's urban growth area. The Tree Board acts as an advisory body to the Council on issues concerning the urban forest in Tumwater, including drafting and periodically revising a comprehensive tree protection plan, tree protection ordinance, and any additional related items on which Council desires Tree Board input. The Board typically conducts one evening meeting per month.

---

# APPLICATION

---

The City of Tumwater's advisory boards, commissions and committees are listed below with a short paragraph describing the make-up of the group. Please complete the application below and show your group preference, listing your first choice as #1, second choice as #2, etc. Please attach a letter of interest and a resume with this application showing your current qualifications and interests. Thank you!

---

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ (Home) \_\_\_\_\_ (Cell)

\_\_\_\_\_ (Work)

Date: \_\_\_\_\_ Email: \_\_\_\_\_

---

## BOARD, COMMITTEE OR COMMISSION

## PREFERENCE NUMBER:

Barnes Lake Management District Steering Committee  
Nine members; Mayoral appointment; two-year terms; active

\_\_\_\_\_

Board of Parks Commissioners:  
Seven members; Mayoral appointment with Council  
confirmation; three-year terms; active

\_\_\_\_\_

Building Board of Appeals / Building Code Advisory Committee:  
Seven members; Mayoral appointment; two-year terms

\_\_\_\_\_

Civil Service Commission:  
Three members; Mayoral appointment; six-year terms; active

\_\_\_\_\_

---

Crime Stoppers:

Two citizen representatives; Mayoral appointment with Council confirmation; three-year terms; active

---

Historic Preservation Commission:

Seven members; Mayoral appointment with Council confirmation; three-year terms; active

---

Human Services Review Council:

One citizen member; Mayoral appointment with Council confirmation; three-year terms; active

---

Library Advisory Board:

Five members; Mayoral appointment with Council confirmation; five-year terms; active

---

Planning Commission:

Nine members; Mayoral appointment with Council confirmation; six-year terms; active

---

Thurston Community Television:

One citizen representative; Mayoral appointment; three-year terms; active

---

Tree Board:

Five to seven members; Mayoral appointment with Council confirmation; three-year terms; active

---