



CITY OF UNIVERSITY PLACE

Office of the Mayor

Fellow Citizen:

Thank you for your interest in serving the City of University Place as a member of one of our commissions. Our City functions most effectively when citizens care enough to give of their time and expertise. People like you truly make this community great!

The commissions act in an advisory capacity to the City Council. Their feedback and recommendations are given much credence, and the Council maintains open lines of communication and discussion with these groups. It is truly an honor and a responsibility to be appointed to one of these bodies.

The City Council seeks candidates who:

- are residents of, or have business interests in University Place
- reflect the make-up and diversity of our community
- offer technical and/or professional expertise
- are passionate about serving the community

In addition to these general requirements, experience and knowledge in the specific area addressed by the commission for which you are applying is a definite advantage. The Council seeks informed input from these groups, and your education and/or experience qualifies you to provide unique and insightful feedback and recommendations.

Information is being provided in this packet to help you determine your level of interest in filling a commission vacancy. I urge you to read through the documents carefully. Additionally, you are required to attend a regular meeting of the commission in which you are interested. This will give you a good idea of the topics addressed, as well as how the group functions. The more informed you are, the better you will be able to judge your ability to contribute in a positive way.

Thank you, again, for your dedication to serve University Place in this way.

Sincerely,

Linda Bird,
Mayor



CITY OF UNIVERSITY PLACE

ABOUT THE PARKS AND RECREATION COMMISSION

History: In April 2002, the City of University Place established a Parks and Recreation Commission in its current form. University Place Resolution Number 349, amended by Resolution Number 424 lays out the structure of the Commission. Specific items from these resolutions are highlighted below.

Purpose and Mission Statement: The Parks and Recreation Commission advises the City Council about park and recreation facilities, open space acquisition and development, maintenance and operation of parks and recreation public facilities, operation of parks and recreation programs, and other matters as directed by Council.

Membership: The nine members (appointed by the City Council) are City residents, except the Council may appoint up to one member who may reside outside the City. Members will immediately forfeit their appointment when they lose their residency status by moving outside the city limits. All members serve without compensation. It is desirable but not mandatory that Members are drawn from throughout the city. Members are appointed to 4-year terms. All vacancies will be filled by appointment from the City Council. A Parks and Recreation Commission member may be removed for four consecutive unexcused absences or missing 50% of the Commission meetings during any consecutive twelve month period.

Meetings: All meetings will be held in the City (except training or field trips) and comply with the Open Public Meetings Act. The Commission will meet on the second Thursday of each month at 6:30 pm at City Hall. Meetings held on a different date will be considered a Special Meeting. Special Meetings will require notice of the meeting posted at the Fire, Library, City Hall and faxed to the City's official newspaper.

Organization: The Parks and Recreation Commission shall elect its own Chair and Vice-Chairperson. The Vice-Chairperson presides in the absence of the Chairperson. Both are voting members of the Commission. A quorum of the Parks and Recreation Commission is necessary to act on any matter before the Commission. Five members of the Commission constitutes a quorum. The Commission will determine its own rules for transaction of business, and will keep a written record of its meetings, attendance and recommendations, which will be filed with the City Clerk as a public record.



CITY OF UNIVERSITY PLACE

ABOUT THE CITY

Nestled between the Cascade and Olympic mountain ranges, and hugging the sparkling waters of Puget Sound, University Place boasts scenic views, convenient access to regional destinations, and unmatched quality of life.

History

In the 1800's, the Methodist church sought a larger site for Puget Sound University (currently the University of Puget Sound). Through a combination of donated and purchased land, the Church obtained 420 acres near present day Lemons Beach and Parkway Loop. They designated 60 acres for the campus, and intended to fund its construction by selling the adjacent lots. The financial panic of 1893 devalued the land and excavation of the site halted. After being forfeited for non-payment of taxes, the lots were sold in 1901. The name "University Place" remained, however, along with a map of the planned campus.

Approximately 100 years after the community received its name, a movement began toward local government and local control. In November 1994, proponents succeeded in passing a ballot measure which established 7.86 square miles of unincorporated Pierce County into the City of University Place.

Form of Government

University Place was incorporated on August 31, 1995. It is governed by a **COUNCIL/MANAGER** form of government. The 7-member City Council is directly elected by the citizens and serves for staggered four-year terms. The City Council establishes policy by enacting ordinances and resolutions determined to reflect the needs of the community. The Mayor is elected by the Council from among its members for a 2-year term and presides at City Council meetings. The Council appoints the City Manager, adopts the City budget, approves appropriations and contracts in the City's name, levies taxes, and enacts franchises. Several committees and commissions, made up of citizen volunteers, advise the City Council.

The City Manager is appointed by the City Council to serve as chief executive officer of the City, to manage daily business by directing the work of the City Staff (administration of personnel, policies, funds and programs), and to enforce the laws of the City. City services are provided by six major departments.



CITY OF UNIVERSITY PLACE

NORMS AND EXPECTATIONS

PARKS AND RECREATION COMMISSION

Commission Operating Principles

- The University Place Parks and Recreation Commission is a group of 9 University Place citizens appointed by the City Council. This group advises the City Council on various parks and recreation issues, including CIP (Capital Improvement Projects), land acquisition, park development, and recreation programs.
- The Parks and Recreation Commission mission statement is to act as a liaison between City Council and the community and to advise the City Council on matters concerning Parks and Recreation.
- In matters concerning special requests for recommendation or opinions from City Council, the Commission will hold meetings independently or jointly, as requested by Council to gather and/or formulate findings. All opinions of Commission members will be heard after which a vote will be formally taken to arrive at a group recommendation.
- To provide Council with a broad perspective of issues, the Commission will formally provide a written report of recommendation noting dissenting views and perspectives.

Meetings

- The Parks and Recreation Commission meets the 2nd Thursday of each month at 6:30 pm. Meetings are held in the Council Chambers of the University Place City Hall, located at 3715 Bridgeport Way West. Meetings are scheduled for two hours.

Participation Expectations

- Regular Meeting Participation: Members are expected to attend all Commission meetings. If an absence is unavoidable, Members are to call the Commission Chair and/or City Staff. This absence will then be considered “excused”. Members are expected to attend the entire meeting, and actively participate.
- Each commissioner shall vote on all questions put to the Commission, unless a conflict of interest or an appearance of fairness question under state law is present. Failure to vote shall be deemed to be an affirmative vote.
- Other Meetings: Members are expected to attend study sessions as scheduled. The following meetings are held during the year, and Members will be expected to attend: Commission tours of University Place Parks; one day-long retreat; two joint City Council/PARCS meetings; one annual Council/Commissions/Commissions meeting.
- Other Activities: Members are strongly encouraged to participate in one or more city-sponsored activities. Members will also be asked to act as liaison to one of the city supported partners or Commissions that partner with the City’s Parks and Recreation program.



CITY OF UNIVERSITY PLACE

COMMISSION APPLICATION PROCESS

This packet contains the information you will need to apply to serve on one of the City's citizen commissions. This packet contains:

- Cover letter from the Mayor
- Information about the City
- General application form
- Supplemental application form
- Information regarding the commission, including information from the resolution establishing the commission, current members, norms and expectations, and current work plan

The following steps will get you through the process for application:

1. Review the application packet. Take time to carefully read through the information about the commission to which you desire to be appointed.
2. Contact the Chair of the commission and make plans to attend the group's next regular meeting. Attend the meeting and become familiar with topics addressed by the group and their meeting style.
3. If you remain interested in applying, fill out the application forms and submit them to the City Clerk's office at City Hall.
4. The commission may call you back for an interview, along with other applicants. The commission will most likely forward a recommendation to the City Council.
5. The City Council may call you in for an interview, along with other candidates. Following their interview, the Council will make appointments.
6. Once City Council appointment has been made, new commission members will have an orientation meeting with the commission chair and city staff. During this orientation, you will receive materials and documents appropriate to the work of your commission.



CITY OF UNIVERSITY PLACE

APPLICATION FOR APPOINTMENT TO CITIZEN COMMISSIONS

Note: All information on this form becomes public information when submitted. Please type or print clearly.

I am interested in serving on the following commission:

- Community Oriented Public Safety Commission (COPS)
- Economic Development Commission
- Parks and Recreation Commission (PARC)
- Planning Commission

Name _____
Street Address _____
City, State, Zip University Place, WA 984_____
Are you over the age of 18? Yes No

Home Phone _____
Work Phone _____
UP Resident? Yes No
If No, date of birth: _____

Occupation: _____

Education: _____

Professional and/or Community Activities:

Do you or your spouse have a financial interest in, or are you an employee or officer of any business which does or seeks to do business with the City of University Place?

Yes No

If yes, please explain:

Are there any special accommodations that you require? Yes No

If Yes, please describe: _____

Have you ever been convicted of a felony or have you been convicted of a misdemeanor other than minor traffic offenses within the past three (3) years? Yes No

If yes, please explain: _____

(form continued on reverse side)

CITY OF UNIVERSITY PLACE

Please provide names and phone numbers of three references:

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

In case of an emergency, please contact:

Name: _____ Phone: _____ Relationship: _____

Name: _____ Phone: _____ Relationship: _____

To the best of my knowledge, the information provided herein is true and complete. I understand that falsification of this application will be grounds for dismissal as a committee/commission member. Further, I give permission for an authorized representative of the City of University Place to conduct a state patrol criminal background check and to inquire of former employers and other individuals about my ability to perform all aspects of the volunteer position for which I am being considered, and I release the City of University Place and those individuals and/or institutions that provide information from any liability that may arise from the provision of this information.

I authorize any necessary emergency medical treatment that might be required for me in event of physical injury and/or accident to me while participating in this program. Furthermore I authorize the City of University Place and its agents the right to take and use photographs of me for civic purposes including use in City publications and on the City website. I understand that the City cannot always control use of these photographs by third parties.

As a volunteer for the City of University Place, I agree to follow all of the rules outlined in the City's volunteer policy. I will use all provided equipment appropriately and follow all safety practices. I am aware that the work associated with being a City volunteer involves certain risks of physical injury and death. Being fully informed as to these risks and in consideration of being given the opportunity to participate in the City's volunteer program, I hereby, on behalf of my heirs and myself, assume all risks in connection with my participation in this program. I further hold harmless the City of University Place, its officials, employees, and agents, for any injuries, losses or damages which may occur to me while I am participating in this program, and I waive any right to bring claim or lawsuit against them for any such injury, loss, damage, or death. Furthermore, I agree to hold harmless, defend and indemnify the City of University Place, its officials, employees and agents from any and all lawsuits for injury, loss, or damage to other persons or entities which may arise in the future as a result of or in connection with my participation in the volunteer program except for injuries or damages caused by the sole negligence of the City.

Signature: _____ Date: _____

If applicant is under 18 years of age, parent or legal guardian must read and sign below:

I certify that I am the parent or legal guardian of the participant above named; that I have read and understood the foregoing release and waiver; and that in consideration of allowing the participant to participate in the City's volunteer program, I join in the release and waiver without reservation and agree to release and waive any claim or legal cause of action that I might have arising out of any personal injury, damage, or death of the participant against the City of University Place, its officials, employees, and agents. I further grant my full consent and authorization for the above-named participant to engage in the activity described above. Furthermore, I authorize all reasonable medical treatment that may be necessitated in the event of injury or accident occurring to the participant named above while working in the volunteer program.

Parent/Legal Guardian Signature: _____ Date: _____

Printed Name: _____ Relationship to Volunteer: _____



CITY OF UNIVERSITY PLACE

SUPPLEMENTAL APPLICATION FOR APPOINTMENT PARKS AND RECREATION COMMISSION

Note: All information on this form becomes public information when submitted. Please type or print clearly.

Describe why you are interested in serving on the Parks and Recreation Commission:

What do you feel is the most important task of the Parks and Recreation Commission?

Describe results you have seen of the Parks and Recreation Commission's work in University Place.

What, in your opinion, is the most significant issue that needs to be addressed by the Parks and Recreation Commission at this time?
