



# CITY COUNCIL

**AGENDA BILL # AB23-0068**

**City of Algona  
200 Washington Blvd.  
Algona, WA 98001**

ITEM INFORMATION			
<b>SUBJECT:</b>  <b>Ad-Hoc Committee – Community Center Advisory Board</b>	<b>Agenda Date: April 10<sup>th</sup>, 2023</b>		
	Department/Committee/Individual	Created	Reviewed
	Mayor		
	City Administrator		X
	City Attorney		X
	City Clerk	X	X
	Finance Dept		
	PW/Utilities		
	Planning Dept		
	Community Services		
<b>Cost Impact:</b>	Police Dept		
<b>Fund Source:</b>	Finance Committee		
<b>Timeline: 1<sup>st</sup> review – 3/13/23</b>	Planning Commission		
2 <sup>nd</sup> review – 3/27/23	Civil Service Committee		
3 <sup>rd</sup> review – 4/10/23			
<b>Staff Contact: Jessica Griess, City Clerk</b>			
<b>Attachments: Resolution #####-23; Board Guidelines</b>			
<b>SUMMARY STATEMENT:</b>			
<p>With Hometown Community Services making their exit, we are looking to invite the community to become more involved with the use of the Community Center. A Community Center Advisory Board would be tasked with reviewing and making recommendations to the City Council on the use of the Community Center based on the needs of citizens. Some specific tasks include:</p> <ul style="list-style-type: none"> <li>- Assist in community needs assessments</li> <li>- Advise on program priorities</li> <li>- Participate in development of new programs</li> <li>- Review and comment on proposed programs, projects, and policies</li> <li>- Play an effective role in the coordination of services</li> <li>- Assist in mobilization of community resources</li> <li>- Serve as an advocate for the all community members (low-income, youth, seniors, etc.)</li> </ul> <p>This is the first look for the resolution and the guidelines so it was left as a discussion item, but it is the third review on the topic. If the Council agrees the attachments look good, then it is recommended to move for passage.</p>			
<b>COMMITTEE REVIEW AND RECOMMENDATION:</b>			
<b>RECOMMENDED ACTION:</b>			
<b>RECORD OF COUNCIL ACTION</b>			
<i>Meeting Date:</i>	<i>Action:</i>	<i>Vote:</i>	

**City of Algona  
Community Center Advisory Board  
Information Sheet**

A. *Purpose.* The purpose of the Community Center Advisory Board is to advise the City Council on matters concerning the use of and services provided through the Community Center. The Board's responsibilities shall include, but are not limited to:

- Assist in community needs assessments;
- Advise on program priorities;
- Participate in development of new programs;
- Review and comment on proposed programs, projects, and policies;
- Play an effective role in the coordination of services;
- Assist in mobilization of community resources;
- Serve as an advocate for the all community members (low-income, youth, seniors, etc.)

The Community Center Advisory Board may also from time to time be directed by the Council to review specific programs, projects, and services and to make recommendations to the Council regarding the options.

B. *Membership.* The Community Center Advisory Board shall be made up of five (5) citizens of the Algona community. Appointments to the board shall be made by the mayor subject to approval by the council. The city clerk, or a staff member as designated by the city clerk, shall provide administrative support. The Board members shall elect their own Chair and Vice chair to serve on an annual basis.

C. *Quorum.* For purposes of capturing the community based recommendations for the City Council, three board members shall constitute a quorum.

D. *Meetings.* The Community Center Advisory Board shall meet on the first Tuesday of each month from 5:30 p.m. to 7:30 p.m. in the Algona Community Center. Recommendations of the board shall be presented to the entire council for discussion and potential action as necessary. Special meetings of the Community Center Advisory Board may be called as needed.

**CITY OF ALGONA  
RESOLUTION NO. 1255-23**

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**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
ALGONA, WASHINGTON, ESTABLISHING THE  
COMMUNITY CENTER ADVISORY BOARD**

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WHEREAS, the City Council is authorized by applicable state law, including without limitation RCW 35A.11.020, to organize and regulate the City's internal affairs ; and

WHEREAS, as an adjunct to such authority, the City Council is empowered to establish ad hoc advisory committees, and the Council has adopted parameters therefore at Chapter 2.05 AMC; and

WHEREAS, establishment of a Community Center Advisory Board as set forth herein will allow and facilitate citizen input on the use of the City's Community Center; and

WHEREAS, the Community Center Advisory Board will serve the public interest by advising the City Council on the services from the Community Center based on the needs of the community; and

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ALGONA, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

Section 1. Community Center Advisory Board Established. The City Council hereby establishes the Community Center Advisory Board and the *Community Center Advisory Board Guidelines* attached hereto as Exhibit A and incorporated herein by this reference as if set forth in full.

Section 2. Effective Date. This resolution shall take effect immediately upon passage.

PASSED by the City Council of the City of Algona, at its regular meeting thereof this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

CITY OF ALGONA, WASHINGTON

\_\_\_\_\_  
Troy Linnell, Mayor

(SEAL)

ATTEST:

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Jessica Griess, City Clerk

## Exhibit A

### City of Algona Community Center Advisory Board

#### Guidelines

A. *Purpose.* The purpose of the Community Center Advisory Board is to provide nonbinding recommendations to the City Council on matters concerning the use of and services provided through the Community Center. The Board's responsibilities shall include, but are not limited to the following in relation to the Community Center:

- Assist in community needs assessments;
- Advise on program priorities;
- Participate in development of new programs;
- Review and comment on proposed programs, projects, and policies;
- Play an effective role in the coordination of services;
- Assist in mobilization of community resources;
- Advise on the needs of all community members (low-income, youth, seniors, etc.)

The Community Center Advisory Board may also from time to time be directed by the Council to review specific programs, projects, and services related to the Community Center and to make nonbinding recommendations to the Council regarding the options therefor.

Notwithstanding any other provision hereof, the Board shall serve in a purely advisory role in relation to the City Council, and the City Council may in its sole discretion accept, reject or modify any recommendations of the Board. The Board shall not exercise actual or *de facto* decision-making authority on behalf of the City.

B. *Membership.* The Community Center Advisory Board shall be made up of five (5) citizens of the Algona community. Appointments to the Board shall be made by the Mayor subject to approval by the City Council. Board members may be removed at the sole discretion of the Mayor. The Board members shall elect their own chair and vice chair to serve on an annual basis.

C. *Quorum.* Three Board members shall constitute a quorum.

D. *Meetings.* The Community Center Advisory Board shall meet on the first Tuesday of each month from 5:30 p.m. to 7:30 p.m. in the Algona Community Center. Recommendations of the Board shall be presented to the entire Council for discussion and potential action as necessary. Special meetings of the Community Center Advisory Board may be called as needed.

E. *Support.* The City Clerk, or a staff member as designated by the City Clerk, shall provide reasonable administrative support to the Board.

F. *Duration.* The Community Center Advisory Board shall sunset automatically on December 31<sup>st</sup>, 2024, unless extended by appropriate action of the City Council.