ORDINANCE NO. 4117

AN ORDINANCE of the city council of the city of Kent, Washington, relating to parks, creating a new chapter 2.60 Kent City Code, and establishing a Parks and Recreation Commission.

RECITALS

A. The City of Kent Parks, Recreation, and Community Services Department supports and serves the community through its own programs and services and in cooperation with other agencies, building social capital, enhancing the quality of life, and fostering relationships.

B. These services are an essential element to the livability, public health, safety, and welfare of Kent residents.

C. The City of Kent has a vibrant parks and trails system that has been developed over the past fifty years.

D. The system provides a rich and diverse spectrum of opportunities to an equally rich and diverse community.
E. Ongoing communication and connection to that community is essential to ensure the system is fulfilling the needs of the residents of Kent.

F. The City of Kent recognizes the value of citizen involvement in parks and recreation-related issues and finds it appropriate to establish a Parks and Recreation Commission for guidance and assistance in parks and recreation priorities and services in an advisory capacity.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF KENT, WASHINGTON, DOES HEREBY ORDAIN AS FOLLOWS:

ORDINANCE

SECTION 1. - Amendment. Title 2 of the Kent City Code is amended to adopt a new Chapter 2.60, entitled “Parks and Recreation Commission” as follows:

Chapter 2.60
Parks and Recreation Commission

Sec. 2.60.010. Parks and Recreation Commission created. The city of Kent Parks and Recreation Commission is hereby created. The Parks and Recreation Commission shall serve in an advisory capacity to the mayor, city council, city administrator, and city staff.

Sec. 2.60.020. Membership, terms, residence requirements.

A. Number of Members. The Parks and Recreation Commission shall consist of sixteen appointed members, each of whom shall be appointed by the mayor and confirmed by the city council.
B. **Terms of office.** The term of office for commissioners shall be for three years, except for the initial terms as provided below, and commissioners may only serve up to two consecutive terms. The term of office of the first six commissioners appointed and confirmed shall expire December 31, 2015; the term of the second six commissioners appointed and confirmed shall expire December 31, 2016; the term of office of the final four commissioners appointed and confirmed shall expire December 31, 2017. When a vacancy occurs on the Parks and Recreation Commission, appointment for that position shall be for three years, or for the remainder of the unexpired term, whichever is the shorter period of time.

C. **Residence Requirements.** At least ten persons appointed to serve on the Parks and Recreation Commission shall reside within the corporate limits of the city. To the extent practicable, appointment shall reflect a balance and diversity of users of and interests in Kent’s Parks and Recreation Services, and shall include not more than two (2) youth representatives of high school age who live within the city’s municipal boundaries.

D. **Removal.** Members of the Parks and Recreation Commission shall be removed for unexcused absence from more than three consecutive regular meetings, or may be removed by a majority vote of the entire Parks and Recreation Commission for neglect of duty, conflict of interest, malfeasance in office, or other just cause. The decision of the Parks and Recreation Commission shall be final and there shall be no appeal.

**Sec. 2.60.030. Organization and meetings.**

A. **Election of Officers.** The Parks and Recreation Commission shall elect from among its members a chair, who shall preside at all meetings,
and a vice chair, who shall preside in the absence of the chair. The chair and vice chair shall be elected annually. A majority of the Parks and Recreation Commission members shall constitute a quorum for the transaction of business and a majority vote of those present shall be necessary to carry any motion.

B. Rules and Regulations. The Parks and Recreation Commission shall adopt bylaws, rules, and regulations as necessary for the conduct of its business.

C. Meeting Schedule. The Parks and Recreation Commission shall provide a regular meeting schedule, including time, place, and frequency of meetings as necessary, but no less frequent than once a month. The Parks and Recreation Commission may, from time to time, provide for special meetings in accordance with RCW 42.30. All meetings shall be open to the public, in accordance with RCW 42.30, the Open Public Meetings Act.

D. Staffing. Staff provided to the Parks and Recreation Commission shall be advisory.

E. Documentation. The Parks and Recreation Commission shall adopt procedures to ensure minutes of the meeting are recorded and a monthly summary of minutes of meetings are recorded along with all decisions.

Sec. 2.60.040. Duties and Responsibilities. The Parks and Recreation Commission shall be an advisory board to the mayor, city council, and city staff responsible for providing guidance concerning the following matters:

a. Comprehensive parks and trails planning.
b. Priorities for the acquisition of land and/or facilities.
c. Development, design, and operation of parks and recreation programming and facilities
d. Capital improvements planning.
e. Regulations and restrictions governing the hours of park and facilities use.
f. Concessions.
g. Contracts, interlocal agreements, and lease agreements regarding parks and recreation activities.
h. Proposed annual budget for the acquisition, development, and operation of parks and recreation facilities and programs.
i. All matters may be referred to the Parks and Recreation Commission by the mayor or city council.

SECTION 2.  – Severability. If any one or more section, subsection, or sentence of this ordinance is held to be unconstitutional or invalid, that decision shall not affect the validity of the remaining portion of this ordinance and the same shall maintain its full force and effect.

SECTION 3.  – Corrections by City Clerk or Code Reviser. Upon approval of the city attorney, the city clerk and the code reviser are authorized to make necessary corrections to this ordinance, including the correction of clerical errors; ordinance, section or subsection numbering; or references to other local, state or federal laws, codes, rules, or regulations.

SECTION 4.  – Effective Date. This ordinance shall take effect and be in force thirty (30) days from and after its passage and publication as provided by law.
ATTEST:

SUZETTE COOKE, MAYOR

APPROVED AS TO FORM:

ARTHUR FITZPATRICK, ACTING CITY ATTORNEY

PASSED: 1st day of JULY, 2014.
APPROVED: 1st day of JULY, 2014.
PUBLISHED: 1st day of JULY, 2014.

I hereby certify that this is a true copy of Ordinance No. 41117 passed by the city council of the city of Kent, Washington, and approved by the mayor of the city of Kent as hereon indicated.

RONALD F. MOORE, CITY CLERK