ORDINANCE NO. 4271

AN ORDINANCE of the City Council of the City of Kent, Washington, amending Chapter 2.60 of the Kent City Code regarding the Parks and Recreation Commission to provide additional opportunities through which the Parks and Recreation Commission may assist the City in its provision of parks and recreation services.

RECITALS

A. The City of Kent Parks and Recreation Commission was established in July of 2014, through the adoption of Ordinance No. 4117, to help guide and assist the City as the City works to establish and prioritize its parks and recreation services.

B. Having served in an advisory capacity for a couple of years, the Parks and Recreation Commission has discussed with Parks staff other areas in which it believes it could assist the City, and Parks staff agrees that there are additional opportunities available where the Parks and Recreation Commission could provide assistance. Because the Parks and Recreation Commission obtains only those powers granted to it by Council, an ordinance is necessary to effectuate any change to the Commission's powers or authority.

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

Amend Chapter 2.60, KCC - Re: Parks and Recreation Commission
ORDINANCE

SECTION 1. - Amendment. Chapter 2.60 of the Kent City Code, entitled "Parks and Recreation Commission," is amended 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 (16) 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 (3) years, except for the initial terms as provided below, and commissioners may only serve up to two (2) consecutive terms, except for those commissioners appointed to an inaugural term that is less than three (3) years in length. If, however, a commissioner was appointed to an inaugural term that was less than three (3) years in length, then that commissioner shall be permitted to serve two (2) consecutive three (3) year terms after the inaugural term expires. The term of office of the first six (6) commissioners appointed and confirmed shall expire December 31, 2015; the term of the second six (6) commissioners appointed and confirmed shall expire December 31, 2016; the term of office of the final four (4) 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 (3) years, or for the remainder of the unexpired term, whichever is the shorter period of time.
C. Residence requirements. At least ten (10) 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. The mayor may remove members from the parks and recreation commission shall be removed in the following instances:

1. A commissioner resigns from the commission; or

2. A commissioner is for unexcused absentee from more than three-two (32) consecutive regular meetings; or

3. A commissioner is absent four (4) times within any twelve (12) month period; or

4. 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. Upon the joint recommendation of the commission’s chair and the parks and recreation director.

Any decision to remove a commissioner 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 of the votes cast of those present shall be necessary to carry any motion.
B. *Rules and regulations.* The parks and recreation commission *may* 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 Chapter 42.30 RCW. *Although not required for an advisory committee, all meetings of the commission will shall—be open to the public, in accordance with Chapter 42.30 RCW, the Open Public Meetings Act.*

D. *Staffing.* The Mayor will appoint appropriate staff to assist the parks and recreation commission in the preparation of any reports and records as are necessary for the proper operation of the commission. 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 is recorded along with all decisions.

**Sec. 2.60.040. Duties and responsibilities.** The parks and recreation commission is advisory in nature and shall make reports and recommendations—be an advisory board to the mayor, city council, and city staff concerning parks and recreation issues, including responsible for providing guidance concerning the following matters:

A. *Ways to advocate public support, involvement, and funding of Kent parks, facilities, and programs;*

B. *Opportunities to engage the public in decisions affecting Kent parks, facilities, and programs;*
C. Budget recommendations for the acquisition, development, and operation of parks, facilities, and programs;

D. Policy recommendations;

E. Comprehensive parks and trails planning;

FB. Priorities for the acquisition of land and/or facilities;

GE. Development, design, and operation of parks, facilities, and recreation programs and facilities;

HD. Capital improvements planning;

IE. Rules, regulations, and other restrictions applicable to parks, facilities, and programs governing the hours of park and facilities use;

JF. Concessions at park facilities;

KG. 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.

LI. Other All matters that the mayor, city council, or parks director may be referred to the parks and recreation commission by the mayor or city council for its consideration and recommendation.

Parks and recreation commission members are encouraged to play an active role in engaging the Kent community to support key park and recreation projects through public outreach efforts.

SECTION 2. - Severability. If any one or more section, subsection, or sentence of this ordinance is held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portion of this ordinance and the same shall remain in 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 days from and after its passage as provided by law.

*Dana Ralph*  
DANA RALPH, MAYOR  
2.6.18  
Date Approved

**ATTEST:**  
*Kimberly A. Komoto*  
KIMBERLEY A. KOMOTO, CITY CLERK  
2/6/18  
Date Adopted  
2/9/18  
Date Published

**APPROVED AS TO FORM:**  
*Arthur “Pat” Fitzpatrick*  
ARTHUR “PAT” FITZPATRICK, CITY ATTORNEY