

RESOLUTION NO. 162

**A RESOLUTION OF THE CITY OF UNIVERSITY PLACE,
WASHINGTON, ESTABLISHING A PARKS AND RECREATION
COMMISSION, REPEALING RESOLUTION NO. 141.**

WHEREAS, Resolution No. 141, adopted April 7, 1997, to establish a City Parks and Recreation Commission;

WHEREAS, the City Council wishes to be clear as to its expectations of the Parks and Recreation Commission and to establish procedures by Resolution for the Commission's activities consistent with other City boards and Commissions;

WHEREAS, the City Council wishes to provide for ongoing appointments to and set terms for the Parks and Recreation Commission; **NOW, THEREFORE**,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF UNIVERSITY PLACE, WASHINGTON, AS FOLLOWS:

Section 1. Parks and Recreation Commission Established. The City Council hereby establishes a Parks and Recreation Commission.

Section 2. Purpose. The purpose of the Parks and Recreation Commission is to advise the City Council on 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 the City Council.

Section 3. Membership. The Commission is appointed by the City Council, and is advisory to the City Council, and serves without compensation.

A. Effective January 1, 1998, there shall be nine members of the Parks and Recreation Commission. Two former University Place Parks District Board Commissioners will serve through December 31, 1999, the term equal to the term of office to which they were elected as Commissioner:

Brian Halquist	December 31, 1999
Kris Stroad-Moore	December 31, 1999

B. In order to provide for staggered terms, new commissioners appointed to the Parks and Recreation Commission effective January 1, 1998, will serve terms of office as follows: two will serve a one-year term; two will serve a two-year term and three will serve a three-year term. New Commissioners shall determine amongst themselves which two will serve

a one-year term, which two will serve a two-year term, and which three will serve a three-year term, but, if necessary, lots will be drawn to determine terms. All future appointments to the Commission will serve terms of office as provided in Section 5 of this Resolution.

Section 4. Commission Appointments.

A. Appointments to the Parks and Recreation Commission will be by the City Council during a regularly scheduled meeting. It is desirable, but not mandatory, that the Commissioners reflect the diversity and geographic distribution of the citizenry of University Place, as well as the recreational, sports, conservation and cultural interests to the extent possible. It is also desirable that at least one member should come from the senior community and one from the youth population, if possible.

B. When a vacancy occurs, the Commission will hold informational interviews with all applicants and present their recommendations on candidates to the City Council.

C. The Council may appoint a separate committee to advise as to the acquisition and management of land for parks services.

Section 5. Term of Office. Except as provided in Section 3 of this Resolution, commissioners shall be appointed to serve for a term of four years and there shall be no term limits.

Section 6. Vacancies and Removal of Members. Vacancies occurring otherwise than through the expiration of terms shall be filled by the Council, following recommendations from the Parks Commission, within 90 days of the vacancy, for the unexpired term. Members may be removed, by the City Council for inefficiency or nonperformance of duty, misconduct, or malfeasance in office. A Parks & Recreation Commission member may be removed for having more than two unexcused absences or four excused absences from regular business meetings, during a twelve-month period.

Section 7. Organization. The Commission shall elect its own Chairperson and Vice-Chairperson, and create and fill such other offices as it may determine it requires. The Adoption of amended Resolution No. 141, establishing a Parks and Recreation Commission Vice-chairperson shall preside in the absence of the chairperson. The Chairperson and Vice-Chairperson shall be voting members of the Commission. The Commission shall hold at least one regular meeting each month for not less than ten months in each year. A majority of the members of the Commission shall constitute a quorum. The Commission shall adopt rules for transaction of business, and shall keep a written record of its meetings, attendance, resolutions, transactions, findings and determinations which shall be a public record. The Commission shall keep a tape-recorded record of any public hearing.

Section 8. Voting. A majority vote of a quorum of the Parks and Recreation Commission shall be necessary to legally act on any matter before the Commission.

Section 9. Conflict of Interest. A member of the Parks and Recreation Commission shall not participate in any Commission proceeding or action in which any of the following has a direct or substantial financial interest: The member or the spouse, brother, sister, child, parent, father-in-law, mother-in-law of the member; any business in which the member is then servicing or has served within the previous two years; or any business for which the member is negotiating or for which the member has an arrangement or understanding concerning prospective partnership or employment. Any actual or potential interest shall be disclosed at the meeting of the Commission where the action is being taken. In addition, a member shall not participate in any quasi-judicial proceeding that would involve a violation of the appearance of fairness doctrine.

Section 10. Expenditures. All Parks and Recreation expenditures shall be through City staff pursuant to City rules and policies. Any expenditure for the Commission shall be within the amounts appropriated for the purpose by the City Council.

Section 11. Consultants and Advisors. The Commission may recommend to the Council the retention of consultants or professional service providers to assist the Commission in its studies and review. Upon approval by the City Council, professional service providers shall be hired by the City. In addition, the Commission, through its Chairperson, may request formal opinions or recommendations from the City Attorney, Public Works Director/City Engineer, or Planning and Community Development Director, on any matter pending before it.

Section 12. Powers and Duties. The Commission will assist the Council as follows:

- A. To make investigations and surveys concerning the future park, playground and recreation resources of the city;
- B. To formulate plans for the future development of the parks and playgrounds system of the city;
- C. To recommend to the City Council regarding planning, promotion, management, acquisition, construction, development, maintenance, and operation of public recreational facilities and recreational programs, including restrictions on and compensation to be paid for concessions or privileges in the public parks within the city;
- D. To review the City Manager's proposed annual budget for the operation, maintenance and acquisition of public recreational facilities of the city; to review the City Manager's proposed Parks Capital Improvement Program; to advise the City Council on Parks and Recreation budgets;
- E. To cooperate with any and all departments of the city and with public school authorities, Pierce County, the State of Washington, other cities and jurisdictions in the surrounding area in the furtherance of a well-rounded parks and recreation program;

F. To recommend such rules and regulations in regard to the use of the parks and other recreational facilities as shall best serve the interests of the public;

G. To monitor and review all moneys, or other properties donated to the City for the purpose of acquisition of parks or the improvement of the parks or recreation system of the city and to recommend the use in such manner as shall best carry out the interests of the donors, consistent with the public interest, provided that all moneys so received shall be forthwith paid into the City treasury, except that all donations made for special purposes shall be placed in a separate fund to be known as the Parks and Recreation Donation Fund and shall be paid out by the City only in payment of the special purpose for which the donation is made; and,


H. To do any and all of the things necessary, proper, and appropriate to secure for the public a quality and comprehensive parks and recreation program and the use and enjoyment of the parks and other recreational facilities of the city.

Section 13. Staff Support. The City's Parks and Recreation Manager shall be staff liaison to support Commission tasks, administer all Park and Recreation budgets, and shall hire professional service providers on technical needs as funds are budgeted.

Section 14. Repealer. Resolution No. 141 is repealed.

Section 15. Effective Date. This resolution shall take effect immediately upon adoption.

ADOPTED BY THE CITY COUNCIL DECEMBER 15, 1997



Linda Bird, Mayor

ATTEST:



Susan Matthew, City Clerk