

RESOLUTION NO. 349

A RESOLUTION OF THE CITY OF UNIVERSITY PLACE, WASHINGTON,  
ESTABLISHING A PARKS AND RECREATION COMMISSION, REPEALING  
RESOLUTION NO. 162 AND 203

WHEREAS, the City Council has determined the need to repeal previous Park & Recreation Resolutions and establish a new Resolution Establishing the Parks & Recreation Commission;

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

Section 1. Repealer. Resolutions 162 and 203 establishing and amending the Parks & Recreation Commission, are hereby repealed.

Section 2. Parks and Recreation Commission Established. The City Council hereby establishes a Parks and Recreation Commission.

Section 3. Purpose & Mission Statement. The purpose of the Parks and Recreation Commission is to advise 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 the City Council.

Section 4. Membership. There shall be nine members of the Parks & Recreation Commission. Members shall be city residents, except the City Council may appoint one member who may reside outside the city. Members will immediately forfeit their appointment if they move outside the city limits. Members of the Parks & Recreation Commission shall serve without compensation. In addition, it is desirable, but not mandatory, that Commission members be drawn from throughout the city.

Section 5. Commission Appointments. Appointments to the commission will be by the City Council.

Section 6. Term. Commission members shall be appointed to four-year terms.

Section 7. Vacancies and Removal of Members. The Council will make appointments to fill any vacancies on the Commission. Members may be removed by City Council motion. Positions shall be deemed vacated after being absent for 4 consecutive unexcused regular meetings or missing more than 50% of the Commission meetings in any consecutive twelve month period.

Section 8. Public Meetings and Voting. All meetings shall be held in the City (except training or field trips) and comply with the Open Public Meetings Act. No Executive Session shall be noticed or held without the prior knowledge of the City Clerk and City Attorney. A quorum is necessary to act on any matter before the Commission. Five members of the Commission constitutes a quorum. Any recommendation that a majority of the Commission believes should be forwarded to the City Council shall be so forwarded. No subcommittee shall be created.

Section 9. Meeting Schedule Established. The Commission shall meet on the second Thursdays of each month at 7:00 p.m. at City Hall. Meetings held on a different date or time shall be considered special meetings. Special meetings will require notice of the meeting posted at the Fire Department, Library, City Hall and faxed to the City's official newspaper. All meetings shall be held in the City (not including training or site visits and field trips originating in the City). The City Clerk is responsible for assuring Commission meeting notices.

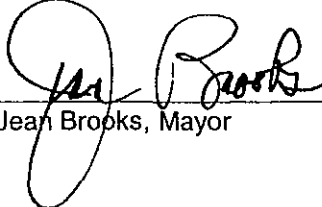
Section 10. Expenditures and Staff Support. Any expenditure for the Commission shall be within the amounts appropriated for the purposes set by the City Council and approved in advance by the City Manager or designee. Staff resource and support shall be as provided by the City Council in the adopted budget under the City Manager's authority.

Section 11. Organization. The Commission shall elect its own Chairperson and Vice-Chairperson. The 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 adopt rules for transaction of business, and shall keep a written record of its meetings, attendance, and recommendations. These records shall be public record and filed with the City Clerk.

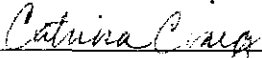
Section 12. Conflict of Interest. Each voting member present shall vote on all questions put to the Commission unless a conflict of interest under state law is present. Commission members may submit written comments for the record on an issue that will be voted on in their absence.

Section 13. Effective Date. This resolution shall take effect immediately upon adoption.

**ADOPTED BY THE CITY COUNCIL APRIL 15, 2002.**

  
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Jean Brooks, Mayor

**ATTEST:**

  
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Catrina Craig, City Clerk