

ORDINANCE NO. 099-37

**AN ORDINANCE OF THE CITY OF SAMMAMISH,
WASHINGTON, CREATING A PARKS AND RECREATION
COMMISSION PROVIDING FOR THE SELECTION AND
REMOVAL OF PARKS AND RECREATION
COMMISSIONERS, AND SETTING FORTH
THEIR DUTIES AND RESPONSIBILITIES.**

WHEREAS, the City of Sammamish, Washington, will be incorporated as of August 31, 1999, and

WHEREAS, the citizens of the City of Sammamish are supportive of creating and sustaining parks and recreational facilities within the City; and

WHEREAS, RCW 35.21 authorizes the creation of a commission to administer park and recreation programs, NOW THEREFORE,

THE CITY COUNCIL OF THE CITY OF SAMMAMISH, WASHINGTON, DOES ORDAIN AS FOLLOWS:

Section 1. Parks and Recreation Commission. There is hereby created a Parks and Recreation Commission, consisting of nine members, to provide guidance and direction in meeting the parks and recreational needs of the City by advising the City Council and staff on matter relating to planning, acquisition, development and operation of park facilities and recreational programs within the City.

Section 2. Membership. A. **Number of Members.** The Parks and Recreation Commission shall consist of nine voting members, each of whom shall be appointed for a term of three years. However, the first appointments to the Parks and Recreation Commission shall consist of five individuals appointed for terms of two years and four individuals appointed for terms of three years. Subsequent appointments shall be for three year terms. Terms shall expire on October 1st.

B. **Appointment.** Each Council Member shall nominate one initial member of the Parks and Recreation Commission, subject to confirmation by the City Council. Members of the Parks and Recreation Commission must reside within the city limits of the City of Sammamish. Parks and Recreation Commission members shall be selected without respect to political affiliation and shall serve without compensation. The two remaining initial members, and all subsequent members of the Parks and Recreation Commission, shall be nominated by the Human Services Committee subject to confirmation by the City Council. These two remaining members do not need to reside within the City limits.

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

E. Vacancies. Vacancies, occurring other than through the expiration of term, shall be filled for the unexpired term in the same manner as for appointments as provided by the ordinance.

Section 3. Meetings A. Election of Officers. The Parks and Recreation Commission shall elect from among its members a chairperson, who shall preside at all meetings, a vice chairperson, who shall preside in the absence of the chairperson, and a secretary, who shall be responsible for maintaining the official minutes and other records of the Parks and Recreation Commission. The chairperson, vice Chairperson and secretary 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 such rules and regulations as are 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 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 Commission shall be advisory.

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

Section 4. Duties and Responsibilities. The Parks and Recreation Commission shall be an advisory board to the City Council, responsible for providing guidance and direction concerning the following matters:

- a. Comprehensive Park Planning.
- b. Acquisition of land and/or facilities.
- c. Development, design and operation of parks and recreation programming and facilities.
- d. Use fees and procedures for collecting fees.
- e. Park, play field and facility design.
- f. Capital Improvements Planning.
- g. Regulations and restrictions governing the hours of park and facilities use.
- h. Concessions

- i. Contracts, interlocal agreements, and lease agreements regarding parks and recreation activities.
- j. Proposed annual budget for the acquisition, development and operation of parks and recreation facilities and programs.
- k. All matters as may from time to time, be referred to the Parks and Recreation Commission by the City Council or the City Manager.

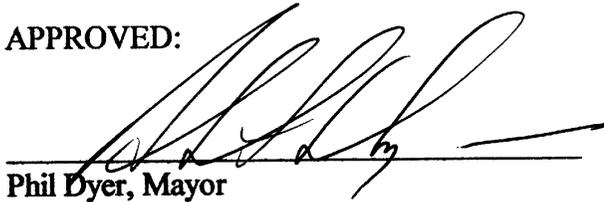
Section 5. Reporting. The Commission shall provide a written report to the City Council at least once each quarter on progress made on established work plans of the Commission. The Commission shall report at other times to the City Council such recommendations, events and activities as necessary or directed by the City Council to carry out the established duties and responsibilities by this ordinance.

Section 6. Severability. If any section, sentence, clause or phrase of this ordinance should be held invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality of any other section, sentence, clause or phrase of this ordinance.

Section 7. Effective Date. This ordinance, or a summary thereof consisting of the title, shall be published in the official newspaper of the City, and shall take effect and be in full force (5) five days after publication.

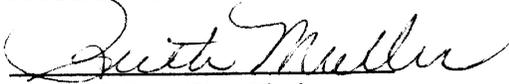
PASSED BY THE CITY COUNCIL OF THE CITY OF SAMMAMISH THIS 22nd
DAY OF September, 1999.

APPROVED:



Phil Dyer, Mayor

ATTEST/AUTHENTICATED



Ruth Muller, City Clerk

APPROVED AS TO FORM:



Bruce Disend, City Attorney

Filed with the City Clerk: Sept. 17, 1999
Passed by the City Council: Sept. 22, 1999
Published: Oct. 12, 1999
Effective Date: Oct. 17, 1999

Parks and Recreation Commission

FIRST YEAR WORKPLAN

In order to adequately address the immediate demands and long term needs for parks, recreation, open space and other cultural facilities, the proposed Parks and Recreation Commission will need to undertake the following elements as part of an overall work plan:

1) **Parks and Recreations Plan:** Prior to January 1, 2001, a community wide Parks and Recreation Plan shall be developed and presented to the City Council for adoption. The plan shall include the following elements in approximate order of priority:

| <u>Activity:</u> | <u>Approximate Date</u> |
|--|-------------------------|
| • Inventory existing parks/schools/recreation | (2000) Dec-Jan |
| • Identification and coordination with other service providers including nearby cities, other public and private recreational organizations, school districts and others for joint development of facilities and usage | Jan-Feb |
| • Identify current and potential open space areas | Jan-Mar |
| • Develop community goals and objectives to follow | Mar-Apr |
| • Parks Standards to adopt | Mar-Apr |
| • Determine the demand and future growth for parks and recreational needs in the community | Mar-Jun |
| • A financial plan for acquisition, development and maintenance | Jun-Sept |
| • Examine changes in population characteristics that will impact the types and number of facilities needed | Mar-May |
| • An implementation schedule for developing additional parks | Jul-Sept |

2) **Land Acquisition/Donations:** Develop an immediate effort to acquire key parcels of land within six months and prior to the completion of a plan. Key parcels are land purchase and donation opportunities that will no longer exist or be impossible to acquire beyond a six month to one year time frame. The Commission shall take into account:

(On-Going)

- Topography and location of the property
- Aesthetic value as a park
- Relationship of property to overall community facilities
- Cost of property
- Recommendations to Council on acquisitions
- Interest and willingness of owner to donate or sell the property

3) **Acquisition of King County Parks:** Develop detailed recommendations and plan for the adoption and consolidation of the three King County parks already agreed to into a City system. Determine the following:

(2002)

- Existing standards and needed upgrading of any of the three parks

- Additions to facilities in terms of lighting, water, buildings, equipment landscaping and other factors
- Adoption of any fees to help pay for maintenance of the parks
- Parks regulation to adopt
- Maintenance and operation plan
- A schedule for acquiring and operating the parks

4) **Community Wide Survey:** The Commission shall conduct a survey (2000) in the community to identify and detail the demands for parks and recreations services. The survey shall take into account the current needs and identified trends in recreational services, activities and standards provided by cities. The survey shall include:

- Representation of all age groups
- A complete list of sporting, cultural and leisure activities options to consider
- Adequate input of interested organized groups
- Current problems or inadequacies of parks and recreational facilities
- One or more public meetings and hearings to solicit input from the community
- A determination of willingness to pay for certain activities

5) **Financial/Organizational Issues:** In preparing any Parks and (On-Going) Recreational Plan, the Commission shall take into account the organization and financial impacts and develop an appropriate plan for acquisition. The elements of the financial plan shall include:

- Total costs of acquiring the various properties
- Bonding and indebtedness issues
- Operation and maintenance costs
- A site plan and developmental costs of each property
- Staffing needs and costs
- Review contracts, interlocal agreements, lease agreements and make appropriate recommendations
- Develop a proposed annual budget.

6) **Commission Reporting/Council Relationships:** The Commission (On-Going) shall provide regular updates and written reports of not less than quarterly to the City Council on:

- Progress on plan preparation.
- Efforts to acquire properties.
- Other recommendations and decisions in meeting parks and recreation needs in the community.
- Address matters referred to the Commission from the Council.

7) **Recreation Program:** To the greatest extent possible, the City should (2000) work closely to develop a coordinated approach with existing service providers to provide a full range of program offerings by:

- Identifying existing recreational programs and providers in the City.
- Determining whether or not we need a City Recreational Director

- Identifying the needs for additional programs not currently or inadequately being provided.
- Identifying resources for providing these programs

8) **Youth Advisory Board:** The Commission needs to solicit youth opinion in the design or parks and creation of recreational programs. Toward this end, the Commission shall:

- Identify an appropriate number of youth of different ages to provide advice on youth programs.
- Develop a plan to incorporate youth considerations into any parks and recreation plan developed.
- Insure a proper representation of youth in the community survey.

The Parks and Recreation Commission shall carry out such duties as necessary with advice from the City Council in carrying out the mandates of the ordinance creating the Parks and Recreation Commission.