

## POULSBO DISTRIBUTION SCHEDULE

### RESOLUTION NO. 2012-10

### **SUBJECT: Parks and Recreation Commission**

#### CONFORM AS TO DATES & SIGNATURES

- (X) Filed with the City Clerk: 07/25/2012
- (X) Passed by the City Council: 08/01/2012
- (X) Signature of Mayor
- (X) Signature of City Clerk
- ( ) Publication: N/A
- (X) Effective: 08/01/2012

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Jill A. Boltz  
City Clerk

August 3, 2012  
Date

## **RESOLUTION NO. 2012-10**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF POULSBO,  
WASHINGTON, ESTABLISHING THE PARKS AND RECREATION COMMISSION AS  
A CITIZENS ADVISORY BOARD

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**WHEREAS**, the City Council adopted Ordinance No. 2012-12, on August 1, 2012, repealing Section 2.36 Parks and Recreation Commission from the Poulsbo Municipal Code, in order to allow its re-formation by Council resolution, with the goal and intention being to give more flexibility to the Council to assign and provide direction to boards formed by the City Council; and

**WHEREAS**, the City Council determines to establish the Parks and Recreation Commission by this Resolution; and

**WHEREAS**, the City Council adopted Resolution No. 2012-08 on August 1, 2012 establishing general rules governing citizen advisory boards; and

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Poulsbo as follows:

### **SECTION 1. Formation.**

The park and recreation commission is hereby established, subject to general provisions in Resolution No. 2012-08, pertaining to general rules applicable to citizen advisory boards, and this Resolution, including any amendments thereto.

### **SECTION 2. Scope of work and task description.**

The park and recreation commission shall be responsible to the city council for its duties and actions. The duties of the park shall include, but not be limited to the following:

A. To give advisory recommendations to the city council on all regulations, resolutions, plans, policies, projects and proposals relating to the city park system, recreational facilities or open space;

B. To consult with and give advisory recommendations to the public works director and the parks and recreation director regarding policies and programs for the maintenance and use of all the city's park and recreational facilities;

C. To give advisory recommendations to the State Environmental Policy Act (SEPA) responsible official on all plans and policies relating to the city park system;

D. To give advisory recommendations to the State Environmental Policy Act (SEPA) responsible official on all development impact mitigation proposals for projects requiring SEPA

review, except in instances when a monetary donation complying with the recommended standards set forth in the city's parks and open space plan is proposed;

E. To promote public use and awareness of the city's park facilities and services;

F. To hold public meetings from time to time to solicit public input for the city's park and open spaces planning process;

G. To apprise the city council, the parks and recreation director and the public works director of the community's park and recreational needs;

H. To periodically prepare an update of the city's comprehensive park and open space plan (including the six-year park system capital improvement program) in conjunction with the public works director, the parks and recreation director and the planning director for review and final approval of the city council;

I. To cooperate with the public works director and the parks and recreation director in resolving any concerns or complaints that arise regarding the park system;

J. To encourage individuals and community groups to give funds, manpower and property for the improvement and development of city parks and recreational facilities;

K. Perform such other services and studies as may be requested by the council.

### **SECTION 3. Term of commission.**

This commission shall constitute a standing advisory board, subject to further city council resolution. No sunset provision is established.

### **SECTION 4. Membership.**

The parks and recreation commission shall be composed of seven voting members. Members shall be appointed by the mayor with confirmation from the city council. Members shall show an interest in accomplishing the purposes of the commission.

### **SECTION 5. Residency or other special member requirements.**

A. Members of the park and recreation commission shall meet the following residency qualifications:

1. At least five members shall be residents of the city of Poulsbo at the time of appointment and throughout their tenure in office. Any resident member who ceases to live within the Poulsbo city limits during the term of his/her office shall forfeit the office;

2. Up to two members may be nonresidents of the city who live in the North Kitsap School District. Any nonresident member who ceases to live within the North Kitsap School District during the term of his/her office shall forfeit the office.

B. Current Poulsbo city employees are not eligible to serve as members on the park and recreation commission.

**SECTION 6. Terms of office.**

A. All members shall serve for a period of three years; provided that those members presently serving shall serve out the remainder of their unexpired terms. All subsequent appointment to these positions shall be for three-year terms.

**SECTION 7. Meetings.**

A. The park and recreation commission shall meet on the fourth Monday of every other month beginning in February at seven p.m. in Poulsbo City Hall. In the event that any regular meeting day falls upon a city holiday, the meeting shall be conducted on the following Monday, unless a special meeting date is set in advance. Special meetings may be held as often as the commission deems necessary. All meetings shall be open to the public, in accordance with Chapter 42.30 RCW, the Open Public Meetings Act.

B. For purposes of conducting the commission's business, exercising its powers and for all other purposes, a quorum of the commission shall consist of four or more members. Any action taken by a majority of those present, when those present constitute a quorum at any regular or special meeting of the commission, shall be deemed and taken as the action and decision of the commission.

C. In addition to electing from its membership a presiding officer, the commission may elect such officers as it deems necessary in order to conduct its business. The commission may adopt such rules of procedure as it deems necessary.

D. The commission shall audio record or keep minutes of all meetings held and all business transacted. All records of the commission shall be open for public inspection, except those that may be exempt from public disclosure under state law.

**SECTION 8. Recommended parks and recreation department budget.**

The commission shall submit recommendations for the parks portion of the public works department budget and the parks and recreation department budget to the public works director and the parks and recreation director on or before June 15th of each year. The public works director and the parks and recreation director shall prepare draft versions of the budgets for review by the park commission. The commission, public works director and recreation

director together shall alter the draft budgets prepared in order to conform to the parks and open space plan goals and policies, the six-year park system capital improvement program, the maintenance and operation needs and the reserve fund needs.

In addition to the amount of money recommended for the parks portion of the public works department to carry on its activities for the ensuing year, the budgets may include recommendations for the acquisition of land, structures and facilities needed for the efficient administration, construction and development of the public park and recreation system

**SECTION 9. Annual report to city council.**

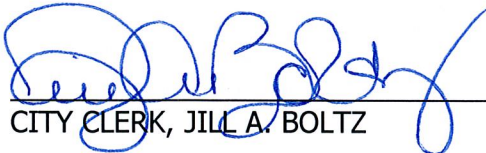
The parks and recreation commission shall make a full report in writing to the city council on or before the council's first meeting in May of each year. The report shall advise the council of its goals and objectives for the current year and any other general recommendations and reports that relate to the prescribed duties and responsibilities of the commission.

RESOLVED this 1st day of August, 2012.

APPROVED:

  
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MAYOR, REBECCA ERICKSON

ATTEST/AUTHENTICATED:

  
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CITY CLERK, JILL A. BOLTZ

FILED WITH THE CITY CLERK: 07/27/2012  
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