1469-ORD
7/23/2015

ORIGINAL

CITY OF BELLEVUE, WASHINGTON

ORDINANCE NO. 6241

AN ORDINANCE regarding membership, appointment, terms, powers and duties of the Parks and Community Services Board; Repealing Chapter 3.62 of the Bellevue City Code; enacting a new Chapter 3.62 and providing for an effective date.

WHEREAS, RCW 35.18.060 states that "The council may provide for the appointment by the Mayor, subject to confirmation by the Council, of the city planning commission, and other advisory citizens' committees, commissions and boards advisory to the City Council"; and

WHEREAS, RCW 35A.11.020 further provides that "The legislative body of each code city shall have power to organize and regulate its internal affairs...; and to define the functions, powers, and duties of its officers and employees"; and

WHEREAS, because different City Councils have established six Boards and Commissions over the years to advise the Council on different aspects of city business, inconsistencies have resulted between the enabling code chapters for those six Boards and Commissions, sometimes leading to confusion as to their respective roles and responsibilities; and

WHEREAS, the City Council desires to harmonize the enabling code chapters between the six Boards and Commissions to provide greater clarity and reduce confusion about roles and responsibilities; and

WHEREAS, Chapter 3.62 establishing the Parks and Community Services Board has not been amended or otherwise revised since 1993; now, therefore,

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

Section 1. Chapter 3.62 of the Bellevue City Code and applicable sections of Ordinance Nos. 4621, 4477, 3272 and 58 are hereby repealed.

Section 2. A new Chapter 3.62 is hereby added to the Bellevue City Code entitled "Parks and Community Services Board" which provides as follows:

Chapter 3.62
PARKS AND COMMUNITY SERVICES BOARD

Sections:

3.62.010 Parks and Community Services Board established.
3.62.020 Officers.
3.62.030 Meetings.

3.62.040 Council communications.
3.62.050 Bylaws and procedures.
3.62.060 Staff support.
3.62.070 Powers and duties.
3.62.080 Limitations.

3.62.010 Parks and Community Services Board established.

There shall be a Parks and Community Services Board of the City of Bellevue.

A. Membership and Appointment. The Parks and Community Services Board shall consist of seven members appointed by the Mayor following the consent of a majority of the City Council. Board members shall be appointed without respect to political affiliation and shall serve without compensation. The Council Liaison may recommend appointment of a non-voting ex-officio member.
B. Eligibility. Members of the Parks and Community Services Board must be residents of the City of Bellevue.
C. Terms of Office. The term for all positions on the Board shall be four years. Each position shall expire on May 31 of the last year of the term. The expiration date of the terms of the positions on the Board shall be staggered so that no more than four positions expire in the same year.
   No person shall serve more than two consecutive terms, provided a person appointed to fill an unexpired term of less than two years is eligible to serve two successive four-year terms, and provided further, a person who is ineligible to serve for having served two consecutive terms may again serve after two years have elapsed from the end of the second such term.
D. Vacancies, Removal of Board Members, and Filling of Unexpired Terms.
   i. The position of a member of the Parks and Community Services Board shall become vacant upon such member ceasing to be a resident of the City.
   ii. Members of the Board may be removed at any time by the Mayor, upon approval of a majority of the City Council, for neglect of duty, conflict of interest, unexcused absence from three consecutive regular meetings of the Board, or for any reason deemed sufficient by a majority of the Council. The decision of the Council shall be final and there shall be no appeal.
   iii. Vacancies occurring for reasons other than the expiration of a term shall be filled for the unexpired portion of the term by appointment by the Mayor upon approval of a majority of the Council.
E. Ethical Standards. Board members shall be held to high ethical standards and shall at all times comply with the provisions of Chapter 3.92 BCC, as they exist now or may be hereafter amended.

3.62.020 Officers.

A Chair, Vice Chair and such other officers as the Board deems necessary shall be elected annually from its members. The Chair shall preside at meetings; the Vice Chair shall preside at meetings in the absence of the Chair.

3.62.030 Meetings.

A. The Board shall meet at least once a month, with the exception that, critical or time-sensitive work permitting, the Board may recess for either the month of August or December.
B. All meetings shall be open to the public; provided, the Board may hold executive sessions as permitted by law. Board business shall be conducted in compliance with the

requirements, as applicable, of the *Open Public Meetings Act*, 42.30 RCW, and the *Public Records Act*, 42.56 RCW, as they exist now or may be hereafter amended.

C. A majority of the membership shall constitute a quorum. Action may be taken by a majority of the members present, when a quorum exists.

D. Affirmative votes from a majority of members present and voting shall be necessary to carry any proposition. A member who fails to vote without a valid disqualification is declared to have voted in the affirmative.

E. A member not able to be physically present for a meeting may participate remotely using approved teleconferencing equipment. Remote participate must be approved in advance, either at an earlier Board meeting or before joining a current meeting. A member may participate remotely no more than four times per year, unless absent for medical reasons, and only two members may participate remotely during any one Board meeting. Such remote participation will be considered attendance at the meeting and shall be counted toward determination of a quorum.

   i. Examples of situations where remote participation is authorized include, but are not limited to:
      - An agenda item is time sensitive, and remote participation is needed to achieve a quorum;
      - An agenda item is of high importance to the member who cannot be physically present;
      - It is considered important for all members to participate in a key decision, but a member is unable to be physically present.

3.62.040 Council communications.
Formal communications with or feedback to the Council shall represent the official majority and/or minority opinions of the Board, and not those of individual Board members. Board members wishing to express an individual opinion shall provide their comments at the public comment opportunities on the meeting agenda.

3.62.050 Bylaws and procedures.
The Board shall adopt bylaws and procedures not inconsistent with any requirements established in the Bellevue City Code for the conduct of its meetings and hearings, setting of times of hearings, and giving of notice to the public.

3.62.060 Staff support.
The Parks and Community Services Department shall provide technical and administrative support for the Board.

3.62.070 Powers and duties.
The Board shall act in a policy advisory capacity to the City Council. With respect to City Parks and Community Services facilities and programs, the Board may hold public hearings and shall conduct studies, perform analyses, and prepare reports requested by the City Council. The Board shall review, advise, and make recommendations to the Council on policies regarding parks and open space and community services issues such as:

A. Master planning and planning for parks, public spaces and public plazas;

B. Long-range planning, including participation with the Planning Commission in preparing, reviewing and recommending comprehensive plan updates and subarea plans; provided that the Planning Commission shall review and make final recommendations to the City Council on all matters which will be adopted by the Council as part of the comprehensive plan.

ORIGINAL

C. Design for development and redevelopment;
D. Natural resources and environmental stewardship;
E. Capital improvement program (CIP) project prioritization;
F. Recreation opportunities for a wide range of interests, ages and abilities; and
G. Cultural diversity.

In addition, the Board:

H. Shall encourage utilization of parks and recreational activities.
I. May participate in community outreach activities assigned by City Council;
J. May provide the public with opportunities for involvement in the Board's activities;
K. May recommend particular concepts for inclusion in the City's vision, subject to approval by Council;
L. May research and provide suggestions regarding new matters or initiatives that Council may wish to consider;
M. Shall provide at least quarterly communication to the Council, highlighting major activities, future work plans, changes in work plans, and any policy direction requested;
N. Shall cooperate and coordinate with other Council-appointed boards, commissions, committees and task forces as appropriate; and
O. Shall perform other duties directed by the City Council.

3.62.080 Limitations.

The Board shall have no powers or duties related to the following activities:

A. Advocacy on behalf of the City or the Board without express Council permission;
B. Supervision of staff, administrative operations, or maintenance; and
C. Regional issues not specifically assigned to the Commission by the City Council.

Section 3. This ordinance shall take effect and be in force five (5) days after its passage and legal publication.

Passed by the City Council this 27th day of July, 2015 and signed in authentication of its passage this 27th day of July, 2015.

(SEAL)

Claudia Balducci, Mayor

Approved as to form:

Lori M. Riordan, City Attorney

Attest:

Myrna L. Basich, City Clerk

Published July 30, 2015.