

CITY OF SHERWOOD, OREGON

ORDINANCE NO. 814

AN ORDINANCE OF THE CITY OF SHERWOOD, OREGON ESTABLISHING A PARKS AND RECREATION BOARD, TO BE KNOWN AS THE SHERWOOD PARKS AND RECREATION ADVISORY BOARD, DESIGNATING THE PURPOSES AND RESPONSIBILITIES OF THE BOARD, PROVIDING FOR APPOINTMENT OF BOARD MEMBERS AND BASIC RULES OF ORDER, AND ESTABLISHING AN EFFECTIVE DATE.

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WHEREAS, the Council of the City of Sherwood, Oregon finds that there is a need to develop and coordinate short-term and long-range objectives, strategies and projects for the purposes of maintaining and operating a useful and economic public parks and recreation system within the City.

WHEREAS, in furtherance of maintaining and operating a public park and recreation system the City Council finds that there is a need to coordinate the acquisition, development and/or disposal of new park lands; to coordinate park development with land use and economic development planning; to develop and promote recreation programs and to minimize the costs and maximize the benefits of upgrading both existing and future park facilities.

WHEREAS, the City Council recognizes the central role that volunteers and volunteerism plays in developing and improving City parks and wishes to continue to encourage citizen participation in the future of the City park system.

NOW, THEREFORE BE IT ORDAINED BY THE COUNCIL OF THE CITY OF SHERWOOD, OREGON AS FOLLOWS:

Section 1: BOARD ESTABLISHED

- A. Parks and Recreation Advisory Board, hereinafter referred to as the "Board", is hereby established for the purposes of advising the City Council and the City Administration on parks and recreation policies, planning and management, and shall have the duties and responsibilities described in this Ordinance.

Section 2: MEMBERSHIP

- A. The Board shall consist of seven (7) voting members who shall be appointed by the Mayor, with the consent of the City Council.
- B. At least four (4) voting Board members shall be, and remain during their terms, residents of the City of Sherwood.
- C. Members of the Board shall serve without compensation except for reimbursement for duly authorized expenses.
- D. The Mayor, with the consent of the City Council, shall appoint a Council representative to the Board, which representative shall be a non-voting member of the Board.

Section 3. TERMS OF OFFICE

- A. Except as provided in subsection (B) of this section, the terms of office of Board members shall be four years and members may be reappointed to serve two or more consecutive terms.

- B. To provide for the orderly transition of Board business, the initial terms of voting Board members shall be one (1) year for two(2) members, two(2) years for two(2) members, three (3) years for two(2) members and four (4) years for the seventh Board member, with all subsequent appointments or reappointments being for a full four (4) year term. Such initial terms of office shall be determined by lot from among Board members at their first meeting and the results filed with the City Recorder.
- C. The nonvoting Council representative to the Board shall be appointed for a term coincident with the length of his or her term on the City Council.
- D. Upon resignation, permanent disqualification or removal of any Board member, a successor shall be appointed by the Mayor, with the consent of the City Council, to fill the remainder of that members unexpired term. Board members missing three consecutive regular meetings, without the prior consent of the Board, shall be disqualified and removed from office.

Section 4. RULES OF ORDER

- A. At its first meeting, the Board shall elect a Chairperson and Vice-Chairperson and other officers deemed necessary for the effective conduct of Board business. Thereafter, such officers shall be elected at or before the Board's first meeting in each calendar year.
- B. Four (4) members of the Board shall constitute a quorum for the conduct of business.
- C. The Board shall act by a majority vote of the members present at a meeting, excluding members present but abstaining.
- D. The Board shall hold at least twelve (12) meetings per calendar year and may hold such other meetings as are necessary to perform its functions.
- E. Before any meeting of the Board, public notice shall be given as required by law and common practice. Minutes shall be taken of each meeting and filed with the City Recorder.
- F. The Board may adopt rules of procedure to regulate the conduct of meetings. In the absence of such rules, proceedings of the Board shall be conducted in accordance with the current edition of Robert's Rules of Order.

Section 5. STAFF ASSISTANCE

The Director of the City Public Works Department, and any other staff as may be assigned from time to time by the Public Works Director or the City Manager, shall advise and assist the Board when requested and within the resources of the Department, provided however that the Board shall not preempt any departmental or administrative prerogative as established by the City Charter, City Code of Ordinances or the City Council.

Section 6. DUTIES AND RESPONSIBILITIES

The Board shall:

- A. Evaluate community needs and resources on a regular basis and incorporate relevant findings into a statement of purpose guiding the provision of parks and recreation services to the City.

- B. Establish long-range plans, goals and objectives for the acquisition and development of new City parklands and the improvement and maintenance of existing parks.
- C. Develop and recommend to the City Administration and City Council annual budget appropriations supporting and prioritizing parks and recreation operational and capital programs.
- D. Regularly review and advise the City Council and City Administration on specific programs and policies relative to parks and recreation goals and objectives.
- E. Coordinate and/or review plans and activities undertaken by volunteer agencies and individuals that are directed toward the improvement of City parks, beautification of other areas of the City and organizing of recreation programs.
- F. Provide for liaison between the City and corporate, civic, fraternal, non-profit or other groups in the scheduling and conduct of community-wide events and activities.
- G. Consider land use planning issues as they relate to parks, including but not limited to greenway identification and use, preservation of natural areas, and development and use of landscaped areas and/or parks dedicated by new subdivisions and construction.
- H. Implement public participation and awareness programs designed to combat vandalism and misuse of City parks, throughfares, public facilities, greenways and similar areas.
- I. Undertake additional responsibilities relative to the City parks and recreation system as may be designated by the City Council or requested by the City Administration.
- J. Act on parks rules and regulations, consider parks activity and use permits and undertake other matters relative to City parks and public areas, pursuant to Ordinance No. 653 provided however that where Ordinance No. 653 refers to "approvals", "concurrences" or similar constructions, the Board shall only be empowered to advise and recommend. Henceforth, references in Ordinance No. 653 to "Park Commission" shall be construed to mean the Board, and references to "City Administrator" shall be construed to mean the City Manager or his or her designee.

Section 7. SEPARATE CONSTRUCTION

In the event any subsection, subdivision, phrase, clause, sentence or work in this Ordinance is for any reason held invalid or unconstitutional by a court of competent jurisdiction, such holding shall not invalidate the remainder of this Ordinance, but shall be confined to the subsection, subdivision, phrase, clause, sentence, or work held invalid or unconstitutional.

Section 8. EFFECTIVE DATE

This Ordinance shall become effective on the 30th day after its enactment by the City Council and approval by the Mayor.

Duly passed by the City Council this  
9 day of January, 1985

Polly Blankenbaker  
Polly Blankenbaker, City Recorder

Approved by the Mayor this 11 day  
of January, 1985

Mary L. Tobias  
Mary Tobias, Mayor of the  
City of Sherwood

	Aye	Nay
Tobias	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Oyler	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gothie	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reid	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Thornton	<input checked="" type="checkbox"/>	<input type="checkbox"/>