

ORDINANCE No. 592

AN ORDINANCE ESTABLISHING A PARK AND RECREATION BOARD FOR THE CITY OF STAYTON, OREGON; PROVIDING FOR APPOINTMENTS AND TERMS OF OFFICE, DEFINING THE BOARD'S FUNCTIONS AND RESPONSIBILITIES.

The City of Stayton ordains as follows:

Section 1. For the purpose of maintaining and developing the parks and recreation programs, to advise the City Council in such matters there is hereby created a board of five people known as the Park and Recreation Board.

Section 2. Membership, Appointment & Terms of Office

The Park and Recreation Board shall consist of five members appointed at large, at least three from within the City boundaries, by the Mayor. Members shall be appointed to serve two-year terms and may be appointed for any number of terms. Appointments shall be made at the first regularly scheduled City Council meeting each year. The Mayor will appoint three people to two-year terms and two people to one-year terms. Thereafter appointments shall be made as terms expire. The initial appointees shall serve terms expiring December 31, 1984 and 1985, respectively.

Section 3. Vacancies and Removal

Appointments to fill vacancies shall be for the remainder of the unexpired term. A member may be removed by the Mayor for misconduct or misperformance of duty. A member who is absent for three consecutive meetings without an excuse approved by the Park and Recreation Board shall be presumed to be in non-performance of duty and the City Council shall declare the position vacant. Recommendations for misconduct or non-performance of duty shall be made in writing from the Park and Recreation Board to the Mayor, City Council and Park and Recreation Director.

Section 4. Meetings

The Stayton Park and Recreation Board will meet monthly on the first Tuesday of each month or if that day falls on a holiday the next Thursday. All members and the Director shall be notified of a meeting at least seven days prior to the date the meeting will be held. Emergency meetings may be called by the Chairperson provided at least 24-hour notice is given to the Director and each member of the Park and Recreation Board. A majority of the members of the Park and Recreation Board shall constitute a quorum. All meetings of the Park and Recreation Board shall be open to the public.

Section 5. Officers

The Park and Recreation Board shall elect a Chairperson and Vice-Chairperson at its first meeting of each year. The Chairperson shall appoint a Secretary of the Board at this meeting.

## Section 6. Duties of Officers

The duties of officers of the Park and Recreation Board shall be as follows:

### A. Chairperson

1. Preside at all meetings of the Park and Recreation Board;
2. Call meetings of the Park and Recreation Board in accordance with the Bylaws;
3. Sign correspondence of the Park and Recreation Board.

### B. Vice-Chairperson

1. During the absence of Chairperson the Vice-Chairperson shall perform all of the duties of the Chairperson.

### C. Secretary

1. Maintain a record of all proceedings of the Board.

## Section 7. Functions and Responsibilities

### A. General Functions of the Board:

1. To define the objectives of public recreation services and make plans and general policies in accordance with them;
2. To maintain the highest quality and standards of recreational service;
3. To interpret the importance and need of recreation service;
4. To keep public officials informed of the status and progress of recreation service;
5. To advise in the selection of the Director and in the definition of the Director's duties and responsibilities.
6. To recommend a sound fiscal plan to achieve park and recreation goals.
7. To recommend an adequate system of park and recreation areas and facilities.
8. To assist in providing stability and continuity to general operations.
9. To evaluate the service of the park and recreation system in relation to its objectives.

B. Specific Responsibilities and Duties of the Board:

1. Act in an advisory capacity to the City Council, City Administrator and Parks and Recreation Director;
2. Recommend policies as to parks and recreation service for approval of the City Council;
3. Advise the City Council on problems of development of recreational services, areas, facilities and programs;
4. Aid in coordinating the Parks and Recreation services with the programs of other governmental agencies and voluntary organizations;
5. Review the effectiveness of the Parks and Recreation Program with the Park and Recreation Director and City Administrator;
6. Review the performance of the Parks and Recreation Director.
7. Interpret the policies and functions of the Parks and Recreation programs to the public;
8. Aid in the recruiting and coordinating of volunteers for all Park and Recreation issues.
9. Prepare an annual work program and budget recommendation for the Stayton Parks and Recreation programs for presentation by the Director to the City Council and Budget Committee. This report shall be completed at least two weeks prior to the annual budget presentation by the City Administrator to the Budget Committee.

PASSED BY THE COMMON COUNCIL THIS 3<sup>rd</sup> DAY OF October, 1983.

Signed by the Mayor this 5<sup>th</sup> day of October, 1983.

Henry A. Putter  
Mayor

ATTEST:

Chris Vandenberg  
City Administrator