

**CITY OF PHOENIX, OREGON**

**ORDINANCE NO. 1001**

**AN ORDINANCE OF THE CITY OF PHOENIX  
TO ESTABLISH A PARKS AND RECREATION COMMITTEE IN  
CHAPTER 2.13 OF THE MUNICIPAL CODE**

**WHEREAS** the City of Phoenix previously established the Parks and Greenway Commission by Ordinance No. 894 and revised with Ordinance No.960: and

**WHEREAS** the City Council desires to amend the title of the committee and clarify its duties to the Council;

**THEREFORE, BE IT RESOLVED** by the City Council of the City of Phoenix as follows:

Section 1. Repeal: The following ordinances are hereby repealed in their entirety:

Ordinance No. 894, enacted December 3, 2007 and titled, An Ordinance Adding A New Chapter 2.13 to the Phoenix Municipal Code Creating a Parks and Greenway Commission

Ordinance No. 960, enacted on March 3, 2015 and titled, An Ordinance Amending Chapter 2.13 of the Phoenix Municipal Code, Parks and Greenway Commission.

Section 2. Establishment of the Committee:

The City of Phoenix hereby establishes an advisory committee titled Parks and Recreation Committee.

Section 3. Purpose of the Committee:

Its primary purpose shall be to assist and advise the City of Phoenix in the maintenance, planning and developing of city parks, recreation programs, City events, cultural programs, and facilities.

Section 4. General Duties and Responsibilities: The Parks and Recreation Committee is an appointed citizen body with the primary responsibility of providing recommendations to the Mayor and City Council on direction, planning and policy on matters pertaining to the acquisition and development of public parks, greenways, open spaces, recreational programs, City events, and cultural facilities. The Parks and Recreation Committee may make such other recommendations to assist the Council in developing and preserving aesthetic, maintenance, recreational and cultural values that serve the public interest. It may also perform such other related duties as may be assigned by the council, which may include, but not be limited to:

1. Perform periodic reviews of the City's Parks Master Plan.
2. Compile data to assist City policy making in the preservation and beautification of parks, recreational areas, and aesthetic areas in the City of Phoenix.

3. Make recommendations to the City Council on potential revisions and future delivery of services by the City of Phoenix as they pertain to parks and recreation.
4. Make recommendations to the City Council for modifications or additions to existing ordinances, policies and practices that help promote and make available recreational opportunities in the City of Phoenix.
5. Work in conjunction with other city commissions, committees, and boards, to help ensure coordination of various elements of the Parks Master Plan, recreation programs and cultural programs.
6. Conduct public meetings and make recommendations to the City Council on parks and recreation issues and ordinances.
7. Make recommendations for capital improvements and operations relating to the City of Phoenix's Parks and Recreation and its facilities.
8. Review and comment on fund-raising efforts and donations made on behalf of the City of Phoenix's Parks and Recreation.
9. Foster public awareness and involvement in all aspects of the City of Phoenix's Parks and Recreation and its facilities.
10. Assist with planning of City events, to include those that may be inside as well as outside park boundaries.

Section 5. Membership: The Parks and Recreation Committee shall consist of five (5) members, all of whom will be appointed by the Mayor with the consent of the City Council. Each member must be a citizen of the City of Phoenix that lives within the City limits. A member of the City Council shall be appointed by the Mayor, with the consent of the City Council, to serve as the Council Liaison to the Committee. The Council Liaison shall not vote and shall not count towards a quorum. The Council liaison shall ensure public meeting laws are followed by the Committee and shall report back to City Council on the business conducted by the Parks and Recreation Committee.

Section 6. Terms of Office and Filling Vacancies: The initial appointees shall begin serving upon their appointment date in 2019 until December 31, 2022. Thereafter, the regular term of office for each member of the Parks and Recreation Committee shall be for four (4) years, commencing upon appointment and terminating on December 31<sup>st</sup> of the fourth year of service. A vacancy shall be expeditiously filled by appointment of the Mayor, with the consent of the City Council, from among volunteer applicants. This replacement shall serve for the unexpired term of the member begin replaced. The Council Liaison shall be appointed for a one-year term, expiring December 31 of each year.

Section 7. Officers: The duly appointed members of the Parks and Recreation Committee shall elect from amongst themselves a Chair, Vice-Chair, and Secretary at the first meeting after which the Committee is first appointed. An election will be held at the beginning of the first meeting of every second calendar year of the Committee's existence to fill the positions of Chair and Vice-Chair. An election will be held at the beginning of the first meeting of each calendar year to fill the position of Secretary.

Section 8. Duties of Chair and Vice Chair: The Chair and Vice-Chair will serve as such, for two (2) year terms. The Chair shall preside at all meetings, set the agenda, recommend the creation of sub-committees to City Council, and appoint members to such sub-committees as are authorized by City Council. The Vice Chair shall perform the duties of the Chair in the absence of the Chair, and such other duties as may be assigned by the Chair. The Chair or Vice Chair shall preserve the decorum at the Parks and Recreation meetings.

Section 9. Duties of the Secretary: The secretary shall serve a one (1) year term. The secretary shall keep an accurate record of all Parks and Recreation Committee proceedings, including typed minutes and notes of all the meetings. A copy of the approved minutes, signed by the Chair of each Parks and Recreation Committee meeting shall be delivered to the City Recorder within five (5) days to include in the City Council packet and shall be a public record and available for public inspection. All hand-written notes and documents presented at the meeting shall be included in the items to be delivered to the City Recorder within the five (5) days. The secretary shall be responsible for providing semi-annual reports, in April and October of each year.

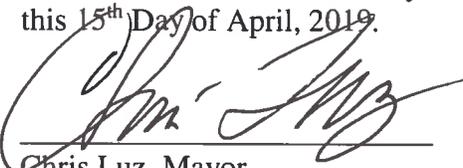
Section 10. Succession of Officers: Should an officer of the Committee no longer be able to serve in that capacity or on the Committee itself going forward, a process for succession for each officer's position will be developed by the Committee and enshrined in the By-Laws of the Committee.

Section 11. Quorum-Meeting Rules and Procedures-Number of Meetings: Three (3) of the voting members of the Committee shall constitute a quorum. The Parks and Recreation Committee shall adopt rules and procedures consistent with city ordinances and this ordinance. The Committee meetings shall include at least one (1) regularly scheduled meeting per month, unless canceled at the direction of the Chair due to lack of Committee business or other good reason. Meetings may be run informally in general accordance with the latest edition of *Roberts Rules of Order* or in accordance with the Parks Committee By-Laws.

Section 12. Removal from Committee: If a member of the Parks and Recreation Committee misses three (3) meetings during the course of a calendar year, that member may be recommended for removal from membership. The Committee members shall develop internal rules adopted in their By-Laws to determine the methodology of recommending the removal of a member from the Committee to the City Council. In addition, a Committee member may be removed for misconduct, with the consent of the City Council.

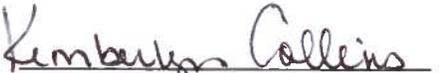
Section 13. Bylaws for City of Phoenix Parks and Recreation Committee: The Committee shall commence development of By-Laws for itself as soon as possible after the first meeting. These internally agreed upon By-Laws shall be presented to the City Council for its approval and/or amendment.

**PASSED AND ADOPTED** by the City Council and signed by me in authentication of thereof on this 15<sup>th</sup> Day of April, 2019.



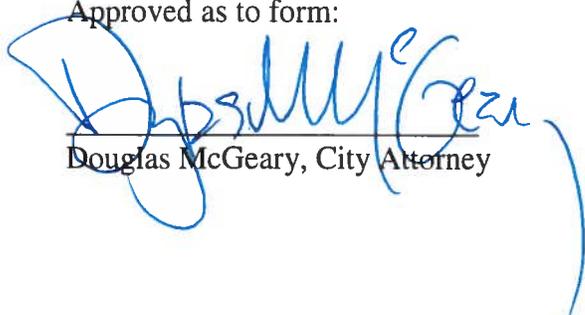
Chris Luz, Mayor

ATTEST:



Kimberlyn Collins, City Recorder

Approved as to form:



Douglas McGeary, City Attorney