



**CITY OF LAKE OSWEGO**  
**PARKS & RECREATION**  
**ADVISORY BOARD**

**Description**

**History**

On November 20, 1990, the City Council of the City of Lake Oswego passed Ordinance 2016, creating the "Parks & Recreation Commission." The original ordinance has since been amended by Ordinances 2028 and 2091. Ordinance 2091 changed the name to "Parks & Recreation Advisory Board."

**Mission and Duties**

The mission of the Parks & Recreation Advisory Board ("PRAB") is to assist the City in the use and management of City parks and playing fields for sporting, cultural, and social enjoyment of the citizens of Lake Oswego. The PRAB shall be the advisory focus for park use, planning, acquisition, development, maintenance, and management of public parks lands. The PRAB shall coordinate with other governmental and community organizations in park planning, programming, and use.

The PRAB shall:

1. Communicate the needs of the public in the areas of parks and recreation to the City Council and, through the City Manager, to the City staff;
2. Assist staff in the preparation of park plans, site and building designs, maintenance standards, management strategies, and provisions of recreation programs and services;
3. Monitor recreation demand trends to Lake Oswego citizens and integrate this information into park acquisition, development, and management programs;

4. Assist and recommend the identification of potential sites to be added to the park system, easement or rights-of-way, pedestrian trails, equestrian trails, and bikeways; assist in the planning and acquisition of designated parks, including fund raising, donations, grant assistance, public information programs, bond elections, and other appropriate activities;
5. Encourage and promote community awareness by conducting interest surveys, meetings, distribution of publicity and other materials, and other appropriate communications opportunities; and work cooperatively with the Commission for Citizen Involvement and neighborhood and community organizations;
6. Develop an annual strategic plan to include recommendations to the City staff and City Council for a capital improvement and maintenance program, along with priorities for development that will meet the near and long-term needs of the community;
7. Advise on actions potentially affecting parks, recreation facilities, and recreation programs;
8. Assist, upon request, in the development of meaningful rules and regulations for the ongoing maintenance of order, safety, and decency in park and recreation facilities and programs;
9. Develop ad hoc subcommittees, with Council approval, to facilitate the work of the Board in specific subject areas, setting the specific charges of the subcommittees, the number of members, duration of the subcommittees, and indicate to the subcommittees that they report to them directly on all matters;
10. Assist the Council and City staff in establishing citizen task forces and ad hoc committees to review and update plans, and to provide detailed studies and reports on areas of new policy development;
11. Monitor, upon request, and provide the City Council and the School Board with recommendations on the implementation of the joint City and School Board field operating agreement. (Ordinance 1724, 03/06/79; Ordinance 2016, Section 5, 11/20/90.)

### **Coordination with Natural Resources Advisory Board**

Certain parts of the mission and duties of the Natural Resources Advisory Board may overlap with those of the Parks & Recreation Advisory Board. To provide for appropriate communication and coordination, the Chairs of the two advisory boards shall meet together from time to time to coordinate the work of the two bodies. Minutes of these meetings shall be taken and made available to the members of both advisory boards and the City Council. The City Council may schedule a joint meeting of the two bodies at least once per year.

### **Composition, Term**

The PRAB shall consist of seven (7) members appointed by the City Council for three-year terms, plus one member less than 18 years old who shall be appointed for a one-year term which may be renewed for one additional term.

### **Qualifications**

Regular members of the Parks & Recreation Advisory Board shall reside within the Lake Oswego city limits or the limits of the City's Urban Services Boundary, except no more than one (1) member may reside outside the city limits.

### **Contact Person**

Ivan Anderholm, Parks & Recreation Director, (503) 675-2548.