



Date: 12/31/2021 **Updated:** **Date To Be Reviewed:** Five Years – 12/31/2026

Title of Document: 1.1.1 LOPR_ Approving Authority_ Policy Body

Background:

The City of Lake Oswego operates a council-manager form of government, which vests policy authority in an elected city council and administrative authority for day-to-day operations in an appointed, professional City Manager.

The City Council comprised of the Mayor and six Councilors is the primary policy-making and taxation decision-making body for the City of Lake Oswego and its Departments. The City Council is responsible for approving the budget and approving purchases over \$100,000. The City Council approved the delegation of authority to City leadership for purchases less than \$100,000.

The City Manager is the full-time, Chief Administrative Officer of the City and is responsible for the effective and efficient administration of the City, assuming full management responsibility, leadership, and accountability for all City operations, including direct or indirect supervision of all employees. The City Manager conducts or coordinates, through department heads, departmental strategic planning efforts and other studies of City services to ensure they are provided in the most effective manner. The City Manager serves at the pleasure of the Council and is accountable for achieving policies, goals, and objectives established by the Council.

The City Manager performs all duties as provided in the Charter and ordinances of the City of Lake Oswego. The City Manager directs the development and implementation of the City’s goals, objectives, policies, and priorities and routinely provides advice and assistance to the Mayor and Council on a wide variety of issues. The City Manager prepares and submits a proposed City budget for the ensuing fiscal year, properly administers the budget as adopted, and keeps the Council advised of the financial condition and needs of the City. The City Manager is also responsible for enforcing and administering all City laws, ordinances, policies, and regulations.

CITY CHARTER/CODE

34.12.617 City Council to Establish Park Rules.

PARKS POLICIES & PROCEDURES

File 1.6 LOPR_Resolution 16-24 PARKS RULES_123116.pdf

Section I: Authority



Director Approval - Original Approval Date: _____
Update Approval Date: _____
Signature: _____

PARKS & RECREATION

Lake Oswego Parks & Recreation (LOPR) operates under the auspices of the City Council and City Manager and has authority to enforce Park Rules. The Parks & Recreation Director job description enables authority to create policies and procedures related to the provision of parks and recreation services and programs.

PARKS & RECREATION DIRECTOR AUTHORITY TO ESTABLISH POLICIES AND PROCEDURES IN ENSURING QUALITY PROGRAMS AND SERVICES.

From the Director of Parks & Recreation Job Description.

6. Works with supervisors to plan, organize and implement programs within areas of responsibilities including stating goals and objectives, short and long range work plans, establishing policies and procedures and in ensuring quality services.

Refer to PP&P 1.6.B for the Director Authority & Approval Process for Parks & Recreation Policies and Guidelines.

Links to Sources

LO City Code and Charter

<https://www.codepublishing.com/OR/LakeOswego/>

City Council Meetings and Minutes

<https://www.ci.oswego.or.us/citycouncil/city-council-meetings>

Parks Director Job Description

https://www.ci.oswego.or.us/sites/default/files/fileattachments/hr/webpage/11511/director_parks_and_recreation_2013.pdf

Related Documents

1.1 LOPR_Source of Authority

1.1.1.A LOPR_City Organizational Chart

1.6.B LOPR_Director Authority & Approval Process

Responsibility/Contacts: Director, Deputy Directors, Administrative Assistants