



OREGON CITY PARKS & RECREATION

Parks and Recreation Advisory Committee Meeting

Monday, October 25, 2004

**Pioneer Community Center, lower level
615 5th Street, Oregon City**

If you are unable to attend, please contact Scott Archer, 503-496-1546 or Bill Woods, 503-535-6426.

***** 6:00 p.m. – Special Work Session *****

1. Parks & Recreation Master Plan update
2. PRAC Goals
3. Other

7:00 p.m. Regular Meeting

AGENDA

1. Call to order: Bill Woods, Chair
2. Approval of minutes – September 27, 2004 meeting
3. Citizen comments on issues and items not on the agenda
4. Old business:
 - a. Jon Storm Park Master Plan - update
 - b. Other
5. New business:
 - a. Dogs in parks/off-leash issues
 - b. Other
6. Director's report
 - a. Monthly reports and statistics
 - b. New Pioneer Center - senior services van
 - c. Project updates
 1. Clackamas River Trail
 2. Wesley Lynn Park
 3. Transient Dock @ Jon Storm Park
7. Items for next meeting: November 22, 2004

PRAC Goal-Setting Session

Possible Discussion Items

CURRENT PROJECTS UNDER DEVELOPMENT

- Clackamas River Trail – Cove
- Wesley Lynn Park – phase 1
- Transient Dock Project
- * Jon Storm Park Restroom – Just received notification of successful grant application for State Marine Board funding. While not being constructed yet, will be moving forward to complete project by June 2005.

CURRENT PLANNING PROJECTS & ISSUES

- Jon Storm Park Master Plan
- Oregon City Trails Plan
- Canemah Neighborhood Park Master Plan (just completed)
- Parks & Recreation Master Plan Update – next steps?

FUTURE DEVELOPMENT PROJECTS – PRIORITIES

- Jon Storm Park (portions already in progress – transient dock, restroom)
- Wesley Lynn Park – next phase/expansion?
- Canemah Neighborhood Park
- Clackamas River Trail
- Chapin Park improvements
- Other

OTHER ISSUES

- Land acquisition
- Funding issues/priorities
- Recreation programs expansion
- O.C. Swimming Pool
- Pioneer Center
- Carnegie Center
- Other

Example Scope of Work

Parks & Recreation Master Plan Update

WORK PROGRAM

TASK 1 PROJECT INITIATION

1.1 Project Initiation/City Meeting #1

The Planning Team will meet with City staff to discuss contract administration, finalize the project scope, time schedule, budget, outline roles and responsibilities, confirm end products, and determine public involvement strategies in order to tailor and refine the planning process. Based on this discussion, CONSULTANT will revise the project scope and schedule as needed.

In addition, CONSULTANT will work with the City to help select members of a Planning Advisory Committee (PAC) that represents a wide range of recreation interests in the community. This committee will work directly with CONSULTANT and the City staff on a regular basis.

1.2 Community Tour

With the assistance of the park and recreation staff, maintenance representatives and other city officials, CONSULTANT will tour the community to observe changes that have occurred since the last plan was completed.

1.3 Document Review

CONSULTANT will collect and review relevant past reports, such as the Park Master Plans, the Trails Plan, Oregon City's Comprehensive Plan, and other documents that could provide important information to the planning study.

1.4 Planning Advisory Committee (PAC Meeting #1)

The purpose of the first meeting is to:

- Explain the purpose of the planning study and the planning process
- Clarify the roles and responsibilities
- Finalize specific meeting times and dates
- Explain the survey process and start developing the questionnaire

Task 1 Products

- Revised scope of work
- Refined time schedule
- Formation of PAC

TASK 2 COMMUNITY PROFILE

2.1 Base Map Preparation

Using mapping information provided by the City, CONSULTANT will prepare an AutoCad or GIS base map of the planning area. This drawing will later be used to analyze the existing park system, assess park and facility needs, and develop a layout plan of future park sites.

2.2 Community Analysis

CONSULTANT will update the community profile information that may affect recreation interests, needs and participation. The CONSULTANT Team will also study existing demographic information, such as the 2000 Census, population forecasts, and other statistics. In addition, we will analyze the community in terms of growth areas, natural recreation resources, land use patterns, political boundaries and other features. The CONSULTANT Team will present a summary of this information to the City and PAC as **Discussion Paper #1** (Community Profile).

2.3 Stakeholder Interviews

CONSULTANT will interview 5-10 stakeholder groups or individuals for input on current community understandings, priorities, issues and perceived needs. Interviews may be conducted by telephone or in person. We will work with the City to develop interview questions and to identify appropriate stakeholder groups. CONSULTANT will then prepare a summary of findings and present it to City staff for review and possible modification to the study approach.

Task 2 Products

- Discussion Paper #1 (Community Profile)
- Stakeholder interview summary

TASK 3 ANALYSIS OF THE PARK AREAS, FACILITIES AND PROGRAMS

3.1 Park Evaluation

CONSULTANT will evaluate each park or recreation area managed by the City according to:

- Condition, deficiencies and current operational problems
- Overall evaluation of the park system including its strengths and weaknesses

3.2 Sport Facilities

CONSULTANT will inventory and evaluate public and private sport facilities found in the community according to playing standards. Facilities evaluated will include sport fields, tennis courts, indoor facilities and swimming pools.

3.3 Recreation Program

The CONSULTANT Team will evaluate the City's recreation program in terms of:

- Types of programs offered
- Registration levels
- Operating costs and revenue

3.4 Departmental Operations

CONSULTANT will analyze the Department's operations in terms of:

- Organizational structure
- Overall cost of services
- Revenue production
- Comparisons to other communities

3.5 Park Operations

CONSULTANT will analyze park operations in terms of:

- Maintenance responsibilities

- Organizational structure of the maintenance division
- Cost per acre to maintain the system
- Calculation of acres of park land per maintenance employee

3.6 City Staff Meeting #2

The CONSULTANT Team will meet with City staff to review findings of the leisure services program. This information will be summarized into **Discussion Papers #2** (Evaluation of Park Areas, Facilities, Programs and Services). At this same meeting CONSULTANT and the City staff will review the first draft of a questionnaire and discuss the upcoming workshop meeting

3.7 PAC Meeting #2

CONSULTANT will host a meeting with PAC to:

- Review first draft of the questionnaire
- Review Discussion Paper #1 (Community Profile)
- Review Discussion Paper #2 (Evaluation of park areas, facilities, programs and services)
- Discuss the upcoming public workshop meeting

Task 3 Products

- First draft of the questionnaire
- Discussion Paper #1 (Community Profile)
- Discussion Paper #2 (Evaluation of park areas, facilities, programs and services)

TASK 4 RECREATION NEEDS ASSESSMENT

The recreation needs assessment is an analysis of need for park land, facilities and program stated in quantifiable terms. This information will be collected from a number of sources including City staff, the Planning Advisory Committee, a recreation survey, the workshop meeting, input from stakeholder groups, and a level of service the City believes it can afford. Need will be quantified for specific land areas and facilities and will be expressed as a standard or ratio to a population base. The updated standards will be formulated specifically for Oregon City and will be derived from mathematical models developed by CONSULTANT. Our approach to the needs assessment is described below.

4.1 The Recreation Survey

CONSULTANT proposes a self-administered random household survey distributed to selected households in the community. Completed in the prescribed manner, an accurate sampling of opinions and participation levels can be made. We propose a sample size of 400 responses, which will give us a 95% confidence level. Typically, we hire a non-profit group seeking a fundraiser to distribute and pick up the questionnaires. Generally, the response rate is about 50% to 60%. All residents ages 10 and over are asked to fill out the form. Another option we have to distributing the questionnaire is to mail them to selected households and have them returned by mail. Follow up calls are made to assure a good response rate (about 50%)

There are other survey approaches you may wish to consider, such as a mailer sent out in the utility billings, a mass mailer sent to all households, or a telephone survey. CONSULTANT has conducted all of these types, but over time we have found the method described above provides us more accurate information, permits us to ask more difficult questions and allows the client to see the actual results. Some of the information that can be expected to be collected is:

- Population profile information
- Attitudes and opinions related to services
- Park and facility needs

- Information on current recreation participation compared to the NORTHWEST AVERAGE, which is the average participation levels for the last 15 communities surveyed.
- Analysis by geographical areas of the community
- Measure of support for funding facilities and programs
- Perceived need for specialized facilities, such as sport fields, indoor recreation space and aquatic facilities.

4.2. Public Visioning Workshop (City meeting #1)

With input from the City, CONSULTANT will organize and facilitate a public workshop to involve community members of all ages and backgrounds in developing a vision for future park and recreation services. The City will determine the appropriate location and time for the meeting that will facilitate the attendance of the greatest number of participants. CONSULTANT will develop flyers and other publicity materials, which the City will distribute. City staff, PAC and local stakeholders will be encouraged to attend this meeting. The outcome of this meeting will be:

- Perceived recreation needs
- Recreation issues
- Suggested park facilities
- Funding preferences

4.3 Sports Group Survey

CONSULTANT will contact the organized sport groups through a survey and/or personal contact to obtain specific information about the needs of organized sports. Information collected will include the number of teams, frequency of play and practice, seasons of play, etc. The CONSULTANT Team will use this data to identify desired service levels for sport facilities and subsequently develop demand standards for facility needs.

4.4 Identification of Park and Facility Needs

Based on information derived from the survey, the public workshop, the sports group survey, input from City staff, and mathematical models previously developed by CONSULTANT, the CONSULTANT Team will develop demand standards specific to Oregon City. These standards will be expressed in terms of a ratio of acres or facilities per 1,000 people. The recommended standard (often referred to as the *Level of Service*) will then be compared with the existing supply to identify existing and future needs in terms of acres, miles or number of facilities. The Needs Report will include:

- A discussion on national recreation trends
- A discussion on the formation of a 501(c)(3) non-profit as a foundation to seek grants for programs and construction..
- A comparison of land/facilities with other cities
- Results of the survey
- Input data from public workshop meeting
- Input from special interest groups
- A collection of the raw survey tables
- A description of how each demand model was developed and what it means in terms of additional land or facilities.

4.5 City Staff Meeting #3

The CONSULTANT Team will meet with City staff to review the findings of the survey and needs assessment. This information will be summarized into **Discussion Papers #3 and 4** (Results of the Recreation Survey and the Needs Assessment).

4.6 PAC Meeting #3

CONSULTANT will present the results of the survey and the Needs Assessment Report to PAC.

Task 4 Products

- Raw survey tables
- Discussion Paper #3 (Survey Results)
- Discussion Paper #4 (Needs Assessment)

TASK 5 ISSUES AND SERVICES

5.1 Current Service Providers

CONSULTANT will prepare a current service matrix that identifies and evaluates park and recreation services and facilities now offered by the City and other agencies in the community. It will record the level of Customer satisfaction the community has with the service providers, including the City and other agencies in the community. The purpose of this task is to identify where voids and overlaps exist. This information will be used to establish the City's role in providing park and recreation services.

5.2 Issue Papers

Based on the information derived to date, CONSULTANT will prepare a series of issue papers that highlight special needs and problems that should be discussed in the Plan. Resolution of these issues will form the basic framework of the Plan.

5.3 Service Level Standards

CONSULTANT will calculate current standards and recommended service level standards for park land and recreation facilities. This information can later be used for evaluating SDC's.

5.4 PAC Meeting #4

CONSULTANT will meet with PAC to resolve the roles and responsibilities the City should assume and discuss the issue papers.

5.5 Brainstorming Session (City Staff Meeting #4)

CONSULTANT will host a half-day brainstorming session with key City staff people to discuss potential recommendations and policies in the Plan. This will also be the first time that goals and objectives will be discussed (Discussion Paper #5).

Task 5 Products

- Current services matrix
- Issue Papers
- Brainstorming session
- Discussion Paper #5 (Goals and Objectives)

TASK 6 RECOMMENDATIONS AND POLICIES

6.1 Design and Development Standards

CONSULTANT will update the design and development standards previously developed for each type of park, trail system, or open space area proposed in the City's park system.

6.2 Goals and Objectives

CONSULTANT will prepare goals and objectives for the department. These will also be the guidelines for the Plan.

6.3 Layout Plan

Based on the conclusions formed in Task 5.6, CONSULTANT will update the Park and Facility Layout Plan that describes the general location of future park sites, trail systems, open space areas and other facilities.

6.4 New Major Facilities

CONSULTANT will analyze the need for major new facilities, such as an indoor recreation center, sports field complex, aquatic complex or other specialized facility. This analysis will include a recommended design program, probable construction cost and a forecast of operating impacts.

6.5 Recommendations regarding Trails Plan

6.6 Recommendations to the Existing Park System

CONSULTANT will recommend changes, additions or improvements needed to existing parks and will provide associated cost for each.

6.7 Recreation Program Services

Based on the information derived from the analysis of the current recreation program (Task 3.3), survey results, and other sources, CONSULTANT will recommend changes and additions to the current recreation program conducted by the City and also recommend where partnerships Consultantht be a viable option.

6.8 Maintenance Operations

Based on the Analysis made in Task 3.5, CONSULTANT will recommend changes and approaches to park maintenance, which could result in more efficient operations. This task will also include recommendations on other options for maintaining parks and facilities, such as:

- Adopt-a-park programs
- Alternative community service
- Group volunteers
- Multi-handicap training programs

Task 6 Products

- Park design and development standards
- Outline of recommendations and policies
- Park and Facility Layout Plan
- Trails Plan
- Goals and Objectives

TASK 7 ACTION PLAN

7.1 Criteria for Prioritizing Projects

CONSULTANT will develop criteria for prioritizing projects. CONSULTANT will develop criteria for prioritizing projects. Establishing the criteria first, makes prioritizing easier.

7.2 List of Capital Projects

CONSULTANT will list all capital projects and actions recommended in the Plan and prioritize them according to the criteria established in Task 7.1.

7.3 Funding Options

CONSULTANT will identify and evaluate various funding options the City has for capital development.

7.4 Feasibility of Tax Supported Projects

Since a major project could require a tax supported funding mechanism to finance their construction, CONSULTANT will review the feasibility of offering such a proposal. This could include a major bond measure or the formation of special service districts or similar measures.

7.5 Funding Strategy

CONSULTANT will prepare an overall funding strategy for capital improvements. This could include multi-funding sources, such as a bond measure, SDCs, grants, serial levies, special state and local budget allocations and partnerships, as well as the formation of a 501(c)(3) non-profit as a foundation to seek grants for programs and construction..

7.6 Capital Improvement Plan

A short-term (usually 6 years) capital improvement plan will be developed listing projects in their priority, their cost and funding source.

7.7 SDCs

CONSULTANT will evaluate the feasibility of increasing park development fees or adding other facilities to the calculations for financing park improvements.

Task 7 Products

- Criteria for prioritizing projects
- List of funding sources
- Capital Improvement Plan
- Forecast of future maintenance requirements
- Review of park development fees

TASK 8 ADOPTION AND DOCUMENTATION

8.1 Draft Master Plan

CONSULTANT will prepare a draft report of the entire Park and Recreation Master Plan and send one reproducible copy to the City for reproduction and distribution.

8.2 City Staff Meeting #5

CONSULTANT will review the draft report with City staff for comments.

8.3 PAC Meeting #5

CONSULTANT will review the draft report with PAC and revise as suggested.

8.4 Public Review Meeting (City Meeting #2)

CONSULTANT will present the Plan to Park and Recreation Committee in a work session or at a public hearing.

8.5 City Council Work Session (City Meeting #3)

CONSULTANT will present the Plan to the City Commission in a work session.

8.6 Final Master Plan

Making revisions based on input from the City staff, PAC, public meeting with PRAC and the City Commission, CONSULTANT will finalize the Master Plan. Final documents will include:

- Twenty (20) bound copies and one unbound hardcopy of the final plan and one CD containing an electronic PDF file. The Final Master Plan will include maps and text that provides the following information:
 - Executive Summary
 - Description of the planning process
 - Summary of the community profile information
 - Assessment of parks and programs offered
 - Park and facility needs assessment
 - Park design standards
 - Recommendations and policies
 - Implementing and funding recommendations
- One full-sized and one reduced version colored copy of the Existing Parks and Facilities Map and the Park Layout Plan.



OREGON CITY PARKS & RECREATION

Monthly Parks & Recreation Report September 2004

Attendance & Participation statistics attached

AQUATICS

- September's maintenance closure was successful with many important projects being completed, including the painting of the community room and kitchen and replacement of the building's main water line, the natatorium's steam heating coils and the swimming pool pump
- Fall programs have begun with the public and school swimming lesson programs off to a good start
- We are preparing for this year's annual "Swamp Swim" which will take place on Friday, October 29 from 7:30-10:00 pm

CARNEGIE

- Art About Agriculture show was successful and popular with visitors as well as the artists
- Previously postponed Concert in the Park took place on September 9 with pretty good attendance considering it was a make-up event - the audience was thrilled with the band and their stage
- Center attendance was low (September is a typically slow month at the Carnegie Center)
- Children's Museum attendance is beginning to grow
- Artist Dave Haslett delivered another stone bench to be displayed in front of the Carnegie - his Stonemason's Guild is looking forward to a July – August show in the park
- "Fabric of Life" show is on display at the Ermatinger House
- Beautiful artwork by new Gallery artists and Carnegie Artists is the newest display
- Carnegie Center and Ermatinger House will take part in "Spirits of Halloween", a citywide event
- Display of hand blown and fused glass will be the October – November gallery show Increase attendance and awareness

PIONEER

- Closely monitoring transportation costs. County cost allocation found each ride to cost \$17.42. Met with ride connection to review bus specifics and cost.
- Julie had 2 trips this month: Oregon Zoo, and Trappist Abby - 20 participants went on each.
- Julie had 4 dine outs, averaged 14-20 participants per trip.
- Lou took Rose Linn seniors to the Trout farm, and Spruce Goose.
- Julie has attended the weekly chamber meetings
- Julie attended 1 Rotary club meeting
- Glen Tadina's band continues to play old time swing dance songs every Wednesday. Participation has been between 80-90 people per week. This has been a very positive event bringing in seniors of varying ages. Glen has agreed to donate 1 dance to the center. This will be in February.
- Lou took West Linn seniors to 2 dine outs, 1 pot luck. 15 participants per trip
- Donations: \$652 for the pioneer donation fund, and \$200 for meals on wheels
- Beth and Julie attended West Linn Seniors pot luck
- Kathy went to the ORPA conference. Senior centers have now joined as a section of this statewide parks & recreation professional association.
- Silent auction baskets/ Dance for Fund Raiser brought in \$500
- Front area being cleaned up / organized for better presentation for rentals. Brochure being developed for marketing building rentals.
- Kathy attended end of year golf group lunch.
- Building / Bus Maintenance: Minor building maintenance done 2 days per month. Ride Connection has us on the schedule for a new bus to replace the 12-passenger van (pending final approval). Current van in poor condition.
- Trips planned this month: Spirit mountain, Rasmussin Tulip farm
- Dine outs to various Oregon City locations
- Lou to do 2 West Linn Dine outs, 1 pot luck

PARKS

- Eagle Scouts installed new basketball hoop and painted at Pool
- Eagle Scouts assembles and installed picnic tables at Clackamette Park
- Installed memorial bench at Chapin Park
- Installed new electrical service for temporary snack shack at Chapin Park
- Spot sprayed beds, fence lines and blackberries
- Broadleaf spray
- Fall mowing and mulching of leaves

CEMETERY

- Spot sprayed beds and tree rings
- Continued grading work on Memorial Garden
- Fall mowing continues
- Trimmed trees
- Broadleaf spray

RECREATION

- Planning has begun for February's first annual "Daddy Daughter Dinner Dance", a Valentine's Day themed event that will include dinner, dancing and entertainment
- Teen Scene attendance is back over 200 again now that school has begun
- Our brand new Scottish Single Stick classes are already very popular, with about 30 people between the Monday and Wednesday evening sessions

CONCERNS AND CHALLENGES:

Carnegie

- Program winter classes and activities
- More thoroughly publicize the Carnegie Center and its activities

Pioneer

- Reception area volunteers – need more volunteers, more time for training
- Need to recruit volunteers, to continue strong pool of volunteers.
- Development of fund raising is time consuming and we are behind since this is my first year at the center. Continuing to make contacts and re-schedule events.

**Oregon City Parks and Recreation
Program Attendance
2004-2005**

July July 03 August August 03 September Sept 03 October

Aquatics

School Lessons	0	0	0	0	1,242	687	
Public Lessons	5,164	6,317	3,916	3,401	739	630	
Lap/ Adult Swim	606	637	631	640	401	442	
Recreational Swim	2,354	2,051	2,122	1,497	270	213	
Family Swim	233	352	262	181	49	67	
Water Exercise	859	787	794	652	395	428	
Swim Team/ Synchro	602	590	684	590	273	458	
Rentals	324	1,337	648	703	778	1,009	

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TOTAL AQUATICS	10,142	12,071	9,057	7,664	4,147	3,934	0
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Carnegie

Gallery	981	2,055	1,359	1,168	892	1,306	
Children's Museum	298	307	446	363	378	435	
Adult Classes	110	61	22	20	10	37	
Youth Classes	50		44		8		
Meetings	67	60	52	20	63	43	
Concerts in the Park	3,750	3,200	2,550	3,475	700		
Ermatinger	34		11		5		
Java							
Events	1,250		23			16	
Rental			42				

Art Faire

TOTAL CARNEGIE	6,540	5,683	4,549	5,046	2,056	1,837	0
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1 concert postponed - rain - rescheduled Sept 9

Recreation

Teen Scene	703		639		549		
Youth Classes	245	151	130	44	42	24	
Adult Classes		106	97	10	119	58	
Indoor Playground							
Events						58	
Summer Day Camp	360	225	320	125			
Preschool Day Camp	24	40	16				
Field Trips	7		14	12			

TOTAL RECREATION	636	522	1,216	191	710	140	0
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Pioneer

Home Delivered Meals	2,627	2,277	2,376	2,300	2,464	2,223	
Congregate Meals	629	508	557	501	575	531	
Transportation	958	1,217	1,303	842	920	615	
Outreach Services	704	2,867	733	2,921	655	2,877	
Trips	96	94	157	82	191	98	
Recreation	904	808	1,220	767	1,062	945	
Classes	186	446	53	152	294	417	
Meetings	107	139	49	80	141	94	
In-House Services	76	391	88	147	116	198	

Rentals	79	1,150	193	921	25	860	
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TOTAL PIONEER	6,366	9,897	6,729	8,713	6,443	8,858	0
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Parks

Atkinson			1				
Buena Vista	20	4	13	7	13	5	
Chapin	29	3	11	12	7	1	
Clackamette General	10	9	13	11	7	5	
Clackamette Horseshoe	5	5	6	9	3	4	
Hillendale	15	8	10	12	5	5	
Rivercrest	9	9	9	10	7	10	
Ball Fields							
RV Park	516	280	544	368	343	364	

Park attendance is reported as the total number of rentals. RV Park attendance is reported as the total number of rentals.

TOTAL PARKS	604	318	607	429	385	394	0
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Grand Total All	24,288	28,491	22,158	22,043	13,741	15,163	0
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