

NO Dean



OREGON CITY PARKS & RECREATION

Parks and Recreation Advisory Committee Meeting Announcement

Monday: April 28, 2003 7:00 PM

Meeting Location: Pioneer Community Center, Lower Level

If you are unable to attend, please contact Dee Craig, 503-496-1546 or Bill Woods, by Monday, April 28 at 5:00 PM. After 5:00 on Monday please contact Dee at 503-887-3477

Agenda

Call to Order: Bill Woods

7:00 PM

Establish Quorum

Minutes of Last Meeting:

February 2003, attached

Old Business:

PRAC Opening

Bill Woods

Library Park/Carnegie Center Project

Project Review/Recommendation ?

Revised Bylaws, draft

Attached

Clackamas River Trail Alignment

Discussion, Public invited

New Business

Designation of property as Park

Requires Commission Action

Boom Property

Peninsula Park

Eocache Request

Letter from Linda Downing

Attached, February and March, 2003

Attached, Month and YTD

Director's Report

Participation numbers

Budget 03-04

Possible Property Acquisition

Items for next meeting:

May 19 or ? regular meeting date is Memorial Day

Information only:

May 1 & 2: Budget Meetings, 5:00 PM, Commission Chambers

May 3: Budget Meetings, 8:00 AM, Commission Chambers

May 14. Civic Improvement Trust Grant Awards, 5:30 PM, Commission Chambers

state grant 5/9
McLaughlin
UBA - past
Thurs

6/2-7:30 city hall

OREGON CITY PARKS & RECREATION ADVISORY COMMITTEE

BY-LAWS

(Amended ~~March 2003~~ February 2003)

I. CREATION

prac
city
commission

The Oregon City Parks and Recreation Advisory Committee was established by the City Commission of Oregon City to advocate for recreational opportunities in the City of Oregon City, and to oversee the implementation of the Oregon City Park and Recreation Master Plan.

II. NAME

Title name of this organization is the Oregon City Parks and Recreation Advisory Committee, hereinafter referred to as the PRAC.

III. PURPOSE

The PRAC exists to aid the City of Oregon City in providing ample and diverse recreational opportunities for City residents, in part by advising the City Commission, through the Director of Parks and Recreation, on the implementation of the Park and Recreation Master Plan. The following partially lists the objectives and responsibilities relative to the purpose; objectives may be added to or deleted as necessary:

1. Maintain active communications with the Director of Parks & Recreation and other relevant City staff.
2. Provide recommendations to the City Commission relative to parks and recreation.
3. Solicit citizen opinions relative to parks and recreation.
4. Request information from, and consult with, service organizations, special interest groups, neighborhood associations, and other professionals as appropriate.

5. Oversee implementation of the Parks and Recreation Master Plan through periodic reviews, updates, and recommended revisions.
6. Provide public meeting time for citizen input.

IV. ORGANIZATION

1. There shall be seven(7) members on the PRAC, with one position reserved for a representative of the Pioneer Center. Members may reside outside the city limits of Oregon City; however, there shall not be more than two (2) non-residents. ~~Each member shall demonstrate expertise, experience, or positive interest in an area of parks or recreation;~~ the members shall represent a broad range of interests and experience necessary to achieve the goals and objectives of the Committee.

To achieve play

~~1. There shall be seven (7) members on the PRAC, with one position reserved for a representative of the Pioneer Center. Members are encouraged to reside within the city limits of Oregon City; however, residency is not mandatory for appointment; however, there shall not be more than two (2) non-residents. Each member shall demonstrate expertise, experience, or positive interest in an area of parks or recreation; the members shall represent a broad range of interests and experience necessary to achieve the goals and objectives of the Committee. No committee member shall serve more than two consecutive terms.~~

~~Thus, the Advisory Committee will be comprised of 6 members at large and 1 representative of the Pioneer Community Center.~~

~~2.2~~ There will be Chair and Vice-Chair positions for the PRAC. Each position will be for a one-year term. The PRAC will select members as Chair and Vice-Chair each January with a nomination and voice vote process.

~~3.3.~~ The Chairperson is responsible for identification of subcommittees and subsequent member selection.

~~4.4.~~ The Director of Oregon City Parks & Recreation or designee shall attend all meetings. Their purpose is to aid the PRAC through information, initiation of projects, perspective, referrals, and other customary staff support services.

~~5.5.~~ The PRAC encourages citizen participation and will, from time to time, request specific or general citizen/expert input.

V. MEMBER ELIGIBILITY

1. Appointment to the PRAC will be made by the Mayor of Oregon City.
2. The terms for the PRAC will be three (3) years.
3. The terms will be structured so that no more than three member's terms expire during any one-year.
4. No committee member shall serve more than two consecutive terms.
no more than 2 from anyone
- 4.5. Member resignations will be filed with the Chairperson as soon as possible after the member has decided to resign. The newly appointed member shall assume the remainder of the existing term.
- 5.6. After two (2) consecutive unexcused absences, the Committee member will be contacted by the Chairperson, who shall then determine continued membership.

VI. MEETINGS

1. A minimum of 9 regular meetings shall be schedule annually, at a time and place agreed upon by the committee. The meetings shall ordinarily begin at 7:00 PM and end no later than 9:30 PM.
2. The Chairperson, Park and Recreation Director, or the City Commission may call special meetings, as needed. A minimum notice of 72 hours must be provided for any called special meeting.
3. A quorum shall exist when half of the appointed membership is present.
4. Parks and Recreation Staff shall be responsible for recording minutes for all meetings.
5. Voting will be by voice vote. No voting by proxy.
6. Formal agenda items must be submitted to the Staff Representative 5 working days prior to the meeting date.
7. Citizens may introduce future agenda items at the beginning of each meeting (limited to 5 minutes).

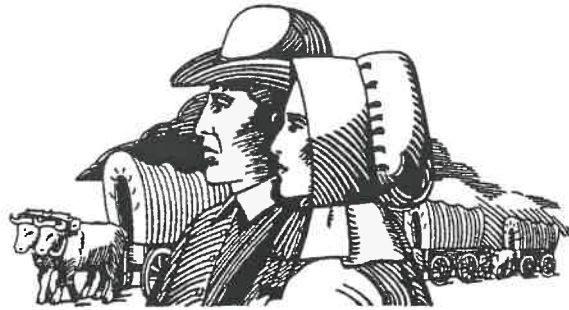
8. Meeting Procedure: The parliamentary procedure for meeting and operations of the Committee shall be the responsibility of and within the authority of the Chairperson. In the event there is a disagreement or objection to the procedures pursued by the Chairperson, Roberts Rules of Order, Newly Revised, shall constitute the authority.

VII. AMENDMENTS

1. Modification of these By-Laws must be approved by the City Commission before they become effective.
2. The procedure to recommend modification of these By-Laws to the City Commission shall be:
 - a. All recommended modifications are to be presented and discussed at a regularly scheduled PRAC meeting; recommendation to the City Commission may be made at the same meeting if consensus is reached.
 - b. A majority vote of the PRAC membership present is necessary to recommend a change in the By-Laws.

* * * * *

PRAC Approval 6/26/00
Bylawsamend00



OREGON CITY PARKS & RECREATION

Activity Report

Month of: March 2003

Highlights of the past month:

Aquatics

- The swimming pool hosted the Columbia Basin Swim League Championship meet this again year. The meet drew over one thousand parents and swimmers during the two-day event
- Aquatics staff conducted a lifeguard training course over spring break that trained nearly 15 members of the community, many of whom will begin working at the swimming pool
- We will be participating in National T.V. turn off week by cooperating with the School District on reduced or free admission on Family and Recreational Swim programs during the week of April 20
- On Saturday, April 26th we will be a host site for April Pool's Day, a regional water safety event. Admission to Recreational swim will be free and those that participate will receive valuable water safety information. Izzy's, the Clackamas County Sheriffs Department and TVF&R support the event.

Carnegie

- OC Women's Club held lunch meeting and viewed their gift of two outdoor benches
- Spring Brochure will be mailed by the end of April
- Children's Museum attendance increased in part due to special visit by preschools
- Carnegie Center web page (built by volunteer) beginning to take shape with much interest from Gallery artists
- Water Color classes doing well, continuing through spring
- Saturday Nite Java well attended, Dixieland Music featured
- Rivercrest Rox, an outdoor concert for youth coming together. Concert will be held in July
- Carnegie Center focus group continues to work very hard on playground and wading pool recommendations, as well as programming and marketing issues
- The new Carnegie Center sign is being installed at the corner of 7th and John Adams

Recreation

- We conducted another skateboard competition on Saturday, April 12 with all proceeds being dedicated to help improve the park
- We have begun to plan the summer program and recruit staff

Pioneer Center

- Facility use community – 541; Facility use seniors – 1441; Outreach requests – 2424; Transportation – 831; Volunteers – 182
- Finished painting hallway walls
- Started new cleaning service contract
- Outdoor area around flag poles cleaned up and plants added
- Spring classes began the last week of March

Cemetery

- Steve Little completed the irrigation auditor class
- Spot spraying of beds started
- Inventory completed for Cemetery
- Plant material installed in Section M&N
- Power washed Unit 1-5 mausoleums and walks

Parks

- Boy Scout's planted trees at Singer Creek Park
- Spot spraying of beds started
- Greg Harvey completed the irrigation auditor class
- Edging and chipping of beds completed at Clackamette Park
- Mowing routes continue
- Inventory completed for all parks
- Electrical hook ups reinstalled at Clackamette RV Park
- Cleanup of McLoughlin House has been completed

Administration

- Completed negotiations with Metro for Canemah park property
- Established alignment for Clackamas River Trail
- Met with Sheriff and other casual commercial users of Clackamette Cove to discuss trail
- Met with students from Crossroad School regarding an adopt a park project
- Met with youth sports users regarding training and field use
- Hosted the Historic Oregon City meeting at the Pioneer Center
- Reviewed 50% drawing for Wesley Lynn Park
- Met with Don Veddar to negotiate trail easement on Clackamette Cove property
- Made a presentation to the Caulfield Neighborhood Association regarding park property

Coming Events/ Dates of note:

Carnegie

- Work continues to develop the Center's web page
- Colored Pencil Society Show in April
- Continue to work with Oregon City Art Commission on First City Art Faire
- Saturday Nite Java, April 12 (the Carolines) and 26 (Shifty Henry & Subtract Smith)

Recreation

- This year's Easter Egg Hunt will take place at Rivercrest Park on April 19.
- The Hershey Track and Field Meet will be held at Rex Putnam on June 4th.
- The Pepsi Pitch, Hit and Run competition will be at Chapin Park on May 10

Pioneer Community Center

- Annual volunteer party April 25th
- Annual Senior Health Fair May 28th

Concerns and Challenges:

- Budget shortfall and staffing to maintain parks and programs

Oregon City Parks & Recreation
Program Attendance:
2002-2003

	July	July 01	August	August 01	September	Sept 01	October	Oct 01	November	Nov 01	December	Dec 01	January	Jan 01	February	Feb 01	March	Mar 01	April	Apr 01	May	May 01	June	Jun 01
Aquatics																								
School Lessons	0		0		1,555		1,818		2,195		1,830		875		1,422		2,063							
Public Lessons	5,877		3,481		606		1,038		750		198		816		851		994							
Lap/ Adult Swim	817		688		323		767		551		451		745		681		555							
Recreational Swim	2,359		1,607		120		207		351		119		343		318		713							
Family Swim	320		208		24		156		113		28		169		171		199							
Water Exercise	728		622		294		748		607		369		701		708		645							
Swim Team/ Synchro	1,745		1,175		635		1,665		3,239		1,376		1,391		1,086		657							
Rentals	694		598		673		735		705		1,275		851		1,342		3,180							
	closed 2 weeks										Pool closed 1 week													
TOTAL AQUATICS	12,540	N/A	8,379	N/A	4,130	N/A	7,134	N/A	8,511	N/A	5,846		5,891		6,579		9,006		0		0		0	
Carnegie																								
Gallery	1,384		1,308		871		958		999		633		1,005		883		975							
Children's Museum	413		403		404		566		636		553		1,182		869		1,201							
Adult Classes							10		12		7		37		33		77							
Youth Classes	75		8												6									
Meetings	36		45		78		43		58		18		145		50		49							
Concerts in the Park	3,300		4,000																					
Ermmatinger	8						30		18		150													
Java					30												21							
Events							340				179		220											
Rental			75		100												50							
TOTAL CARNEGIE	5,216	N/A	5,839	N/A	1,483	N/A	1,947	N/A	1,723	N/A	1,540		2,589		1,841		2,373		0		0		0	
Recreation																								
Parent & Child											7		30		4		50							
Youth Classes															15		91							
Adult Classes	115		72		195		284		208		8		291		292		91							
Indoor Playground					17		13		28		10		26		23									
Events					65								60											
Summer Day Camp	352		349																					
Preschool Day Camp	63		48																					
Soccer Camp	120																							
Field Trips	62		94																					
TOTAL RECREATION	712	N/A	563	N/A	277	N/A	297	N/A	236	N/A	25		377		330		141		0		0		0	
Pioneer																								
Home Delivered Meals	2,032		2,316		1,930		2,245		2,033		2,130		2,306		2,033		1,964							
Congregate Meals	367		318		377		365		408		356		410		429		403							
Transportation	1,148		1,054		1,018		981		755		984		878		879		831							
Outreach Services	2,429		2,765		2,320		2,626		2,559		2,429		2,682		2,479		2,424							
Trips	78		157		112		82		62		99		65		76		59							
Recreation	519		554		736		600		515		444		547		573		668							
Classes	400		297		192		580		518		76		673		593		343							
Meetings	244		176		278		297		184		57		350		363		417							
In-House Services	19		141		117		111		162		92		134		75		173							
Rentals	269		541		480		660		575		643		607		98		541							
TOTAL PIONEER	7,505	N/A	8,319	N/A	7,560	N/A	8,547	N/A	7,771	N/A	7,310		8,652		7,598		7,823		0		0		0	
Parks																								
Atkinson			2		1																			
Buena Vista			3				1		3		7		4		5		7							
Chapin	1		15		6		1																	
Clackamette General	9		12		9		1																	
Clackamette Horseshoe	3		9		4																			
Hillendale	10		8		7																			
Rivercrest	9		11		6																			
Ball Fields																								
RV Park	591		526		354		322		200		95		130		32		141							
	Park attendance is reported as the total number of rentals. RV Parks attendance is the estimated number of rental days. flooding																							
TOTAL PARKS	623	N/A	588	N/A	387	N/A	325	N/A	203	N/A	102		134		37		148		0		0		0	
Grand Total All	26,596	N/A	23,686	N/A	13,837	N/A	18,250	N/A	18,444	N/A	14,623		17,643		16,385		19,491		0		0		0	

YTD Prev YTD

11,758	N/A
14,611	N/A
5,578	N/A
6,137	N/A
1,388	N/A
5,422	N/A
12,869	N/A
10,053	N/A

67,816	N/A
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9,016	N/A
6,227	N/A
176	N/A
89	N/A
	N/A
	N/A
206	N/A

24,551	N/A
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	N/A
72	N/A
1,556	N/A
	N/A
125	N/A
701	N/A
111	N/A
120	N/A
166	N/A

2,958	N/A
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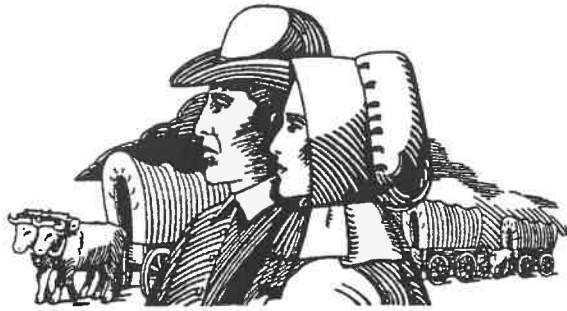
18,989	N/A
3,433	N/A
8,528	N/A
22,713	N/A
790	N/A
5,156	N/A
3,672	N/A
2,366	N/A
1,024	N/A
4,414	N/A

71,085	N/A
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3	N/A
30	N/A
23	N/A
31	N/A
16	N/A
25	N/A
26	N/A
0	N/A
2,391	N/A

2,545	N/A
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168,955	N/A
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OREGON CITY PARKS & RECREATION

Activity Report

Month of: February 2003

Highlights of the past month:

Aquatics

- Aquatics staff recently participated in an in-service that was conducted by TVF&R. The training focused on use of the automated defibrillator, CPR and breathing emergencies.
- The staff is working hard to keep up with the demands of a reduced staffing schedule.

Carnegie

- Attendance is holding steady.
- Beading class has grown and will split into two ability levels.
- Responded to public requests by adding adult and youth drawing classes.
- We began a series of public meetings to discuss issues surrounding the Carnegie Center and its facilities.
- Art Faire planning (with OCAC) is continuing. The event involving artists, music and food will be July 12th & 13th on the Carnegie and Pioneer grounds, with resulting street closures.
- The February Show in the Gallery was Paintings by Doug Hunt.

Recreation

- We will run all of the recreation classes and activities that were scheduled for spring, even though the Recreation Programmer was laid off.
- We are coordinating with neighboring Parks & Recreation agencies on a regionally combined Hershey Track and Field Program.
- We have begun to recruit summer staff.

Pioneer

- Facility use: Community = 563; Facility use Seniors = 1845; Outreach = 2479; Transportation = 879; Volunteers = 180
- Hallway walls repainted blue

Cemetery

- Tree pruning in cemetery completed
- ETBS crew cleaned portions of Pioneer Cemetery
- Cemetery inventory completed
- Mowing of cemetery grounds started
- Steve Little and Richard Reed attended a landscape seminar
- Section M&N plotting completed

Parks

- Bed mulched in Clackamette Park
- Brush chipped in Old Canemah Park
- Brush chipped in Singer Creek Park
- First phase of brush clearing completed in Singer Creek Park
- First phase of brush clearing completed in Old Canemah Park
- ETBS crews completed major cleanup at Pioneer Center
- Community Service cleaned Clackamette Park after the flooding
- ETBS crew assisted in chipping brush at Abernathy Creek

Administration

- Clackamas River Trail alignment determined
- Dee appointed to serve on the OR Outdoor Recreation Committee for Federal Land and Water Conservation Fund assistance program.
- Prepared draft budgets
- MOU with Metro on Canemah Children's Park
- Work with TDC Task Force on Historic Oregon City proposal
- Dee attended the National Park and Recreation Mid Year meetings and Congressional Session, Washington, DC.

Up Coming Events/ Dates of note:

Aquatics

- March 15th and 16th we will again play host to the Columbia Basin Swim Championships, a meet that brings about 500 participants, along with their families into the facility.
- We will be participating in a regional program called "April Pool's Day" on April 26. The program will attempt to increase community awareness of water safety.

Carnegie

- The Spring Activity Brochure will be mailed by the end of February.
- Saturday Night Java on March 15 from 8:00-10:00 pm will be Riverwind Quintet
- The February Show in Gallery will be Paintings by Leland John.
- Planning has begun for the summer "Concerts in the Park" program.

Recreation

- This year's Easter Egg Hunt will take place at Rivercrest Park on April 19.
- The Hershey Track and Field Meet will be held at Rex Putnam on June 4th.

Pioneer

- Annual Volunteer party scheduled for April 25th
- Senior Health Fair Scheduled for May 28th

Concerns and Challenges:

- We are struggling to provide a high level of service in the face of decreasing budgets and layoffs.