

OREGON CITY PARKS & RECREATION

Parks and Recreation Advisory Committee Meeting Announcement

Monday: February 24, 2003 7:00 PM

Meeting Location: Pioneer Community Center, Lower Level

If you are unable to attend, please contact Jim Row 503-496-1565 or Bill Woods, by Monday, February 24 at 5:00 PM. After 5:00 on Monday please contact Jim Row at 503-804-2100

Agenda

| | |
|--------------------------------------|---------------------------------|
| Call to Order: Bill Woods | 7:00 PM |
| Establish Quorum | |
| Minutes of Last Meeting: | January 2003, attached |
| Old Business: | |
| Cemetery Rules | Larry Potter |
| Motion: Friends of Mt. View | Attached |
| Public Comment | * Recommendation to Commission* |
| PRAC Openings | Bill Woods |
| Library Park/Carnegie Center Project | Jim Row |
| Commission Work Session | Discussion |
| Revised Bylaws, draft | Attached |
| Director's Report | Attached, January, 2003 |
| Participation numbers | Attached, Month and YTD |
| Budget Reductions 02-03 budget | |
| New Business | |
| Bylaw revisions | Dee |
| Items for next meeting: | March 24 |

Information only:

February 20 Reception for Michelle Edmondson, Carnegie Center
February 24-March 3: NRPA Midyear meetings, Washington, DC. Dee attending
March 3 5:30-6:30 PM Commission Work Session, City Hall
March 5, 7:00 City Commission, City Hall
March 11, 7:00 PM CICC, Fire Station on 7th
March 12, 7:00 PM, Youth Sports Meeting, Pioneer Center, Lower level
March 17, 7:00-9:00 Historic Oregon City Project, Pioneer Center, upstairs, enter off parking lot
March 19, 7:00 PM City Commission, City Hall

OREGON CITY PARKS & RECREATION ADVISORY COMMITTEE

BY-LAWS

(Amended February 2003)

I. CREATION

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

- Strike →*
1. There shall be seven (7) members on the PRAC, with one position reserved for a representative of the Pioneer Center. ~~In an effort to obtain representation from throughout the parks and recreation service area, 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 and no more than 2 members living within the same Neighborhood Association area.~~ 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.

Strike →

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

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. The Chairperson is responsible for identification of subcommittees and subsequent member selection.
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. The PRAC encourages citizen participation and will, from time to time, request specific or general citizen/expert input.

move to

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. ^{+ term limits}
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

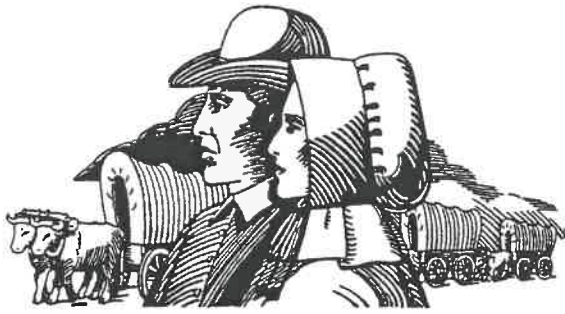
1. A minimum of 9 regular meetings shall be schedule annually, at a time and place agreed upon by the committee. The meetings shall ordinarily begin at 7:00 PM and end no later than 9:30 PM.
2. The Chairperson, Park and Recreation Director, or the City Commission may call special meetings, as needed. 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.

* * * * *



OREGON CITY PARKS & RECREATION Activity Report

Month of January 2003

Highlights of the past month:

Aquatics

- The pool has begun using a liquid chlorinating product (Sodium Hypochlorite) rather than the solid chlorinating product (Calcium Hypochlorite) that had been in use. This lower quality product is expected to save about \$3200 a year.
- Reductions have been made in our facility/ pool-heating schedule.
- We may participate in a program called "April Pool's Day " on April 26. The program attempts to increase community awareness of water safety.

Carnegie

- Classes are starting to pick up. Watercolor and Bead classes are growing stronger.
- Saturday Night Java had a record breaking 270 people in attendance. Unfortunately some people were even turned away.
- The Children's Museum attendance is increasing. More groups have been scheduled and mom's clubs are beginning to meeting here.
- Attendance and interest in Gallery is growing. More people complementary regarding the gallery and the quality of the artwork

Recreation

- Spring classes have been scheduled.
- Contacted new instructors and will be adding magic, tap, and skin care classes in the spring.
- We are coordinating with neighboring Parks & Recreation agencies on a regional Hershey Track and Field Program for Spring term.
- Summer staff recruitment is underway.

Pioneer Community Center

- Facility use Community = 607; Facility use Seniors = 1326; Outreach = 2682; Transportation = 878; Volunteers = 187
- Tax Aid to Seniors, disabled and low income started and will continue through April 15th
- Grounds maintenance done by Parks Dept and ETBS students

Cemetery

- Planted boulevard trees around Sections M&N
- Removed or transplanted trees – Completed
- Pruning continues
- Free Community Service (Pioneer Section)
- Inventory of assets continue
- Equipment repair in progress

Parks

- Play equipment inspection and repairs completed
- Inventory of assets continue
- Equipment repair in progress
- Community Service removed brush at Old Canemah Parks and Singer Creek Park
- Larry Potter, Operations Supervisor has been meeting with various Neighborhood Associations to discuss park maintenance projects.

Administration

- Developed and Advertised RFP for Engineering Drawings and Bid Documents for Wesley Lynn Park.
- Submitted Land and Water Grant for Wesley Lynn Park, Phase I to State Parks
- Collaborated with Water Environmental Service, City Engineer, Greenworks, and Lango Hansen on Cove Master Plan, Tri-Cities Expansion Master Plan and the Clackamas River Trail construction project and cooperative planning and grading of the overall site.
- Began planning for extension of the trail system through Clackamette Park in preparation for next Recreational Trails Granting process.
- Assisted the Art Commission in the development of the % for Arts program draft document.
- Continue to meet with TDC and Oregon City heritage groups in an effort to strengthen and reduce duplication of effort.
- Contracted for reprint of Historic Maps and Walking tour guides.
- Facilitate youth sports association's joint coaches and parent training with local sports groups, volunteers, and Community Education program.
- Prepare reduction budgets for this budget year.

Up Coming Events/ Dates of note:

Carnegie

- The Saturday Nite Java performer on March 15 will be Riverwind Quintet
- The Spring Activity Brochure will be mailed by the end of February.
- The February Show in Gallery will be Paintings by Doug Hunt.
- 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.

Pioneer Community Center

- New program Drumming Circle scheduled to start in April

Administration:

- Dee will be in Washington DC participating in the NRPA Mid Year Conference and visiting with Oregon's Congressional delegation the last week in February.

Concerns and Challenges:

Carnegie

- Staffing and managing programs at the center while picking up some recreation programs with reduced staffing.

Recreation

- The Recreation Programmer will be laid off February 20th as a part of our required mid-year budget cuts. This change will limit our ability to program and manage many of our recreation classes and activities.

Administration

- Providing quality programs to youth and families with reduced staffing and supplies
- Maintaining safe parks, facilities and working environment with reduced budgets.

| | 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 | YTD | Prev YTD | |
|----------------------|--------|---------|--------|-----------|-------------------------|---------|---------|--------|----------|--------|-----------------------------|--------|---------|--------|----------|--------|-------|--------|-------|--------|-----|--------|------|--------|--------|----------|--|
| Aquatics | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| School Lessons | 0 | | 0 | | 1,556 | | 1,818 | | 2,195 | | 1,830 | | 875 | | | | | | | | | | | | 8,273 | N/A | |
| Public Lessons | 5,877 | | 3,481 | | 606 | | 1,038 | | 750 | | 198 | | 816 | | | | | | | | | | | | 12,766 | N/A | |
| Lap/ Adult Swim | 817 | | 688 | | 323 | | 767 | | 551 | | 451 | | 745 | | | | | | | | | | | | 4,342 | N/A | |
| Recreational Swim | 2,359 | | 1,607 | | 120 | | 207 | | 351 | | 119 | | 343 | | | | | | | | | | | | 5,106 | N/A | |
| Family Swim | 320 | | 208 | | 24 | | 156 | | 113 | | 28 | | 169 | | | | | | | | | | | | 1,018 | N/A | |
| Water Exercise | 728 | | 622 | | 294 | | 748 | | 607 | | 369 | | 701 | | | | | | | | | | | | 4,069 | N/A | |
| Swim Team/ Synchro | 1,745 | | 1,175 | | 535 | | 1,665 | | 3,239 | | 1,376 | | 1,391 | | | | | | | | | | | | 11,126 | N/A | |
| Rentals | 694 | | 598 | | 673 | | 735 | | 705 | | 1,275 | | 851 | | | | | | | | | | | | 5,531 | N/A | |
| TOTAL AQUATICS | 12,540 | N/A | 8,379 | N/A | closed 2 weeks 4,130 | N/A | 7,134 | N/A | 8,511 | N/A | Pool closed 1 week 5,646 | | 5,891 | | 0 | | 0 | | 0 | | 0 | | 0 | | 52,231 | N/A | |
| Carnegie | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Gallery | 1,384 | | 1,308 | | 871 | | 958 | | 999 | | 633 | | 1,005 | | | | | | | | | | | | 7,158 | N/A | |
| Children's Museum | 413 | | 403 | | 404 | | 566 | | 636 | | 553 | | 1,182 | | | | | | | | | | | | 4,157 | N/A | |
| Adult Classes | | | | | | | 10 | | 12 | | 7 | | 37 | | | | | | | | | | | | 66 | N/A | |
| Youth Classes | 75 | | 8 | | | | | | | | | | | | | | | | | | | | | | 83 | N/A | |
| Meetings | 36 | | 45 | | 78 | | 43 | | 58 | | 18 | | 145 | | | | | | | | | | | | | N/A | |
| Concerts in the Park | 3,300 | | 4,000 | | | | | | | | | | | | | | | | | | | | | | | N/A | |
| Empowering | 8 | | | | | | 30 | | 18 | | 150 | | | | | | | | | | | | | | 206 | N/A | |
| Java | | | | | 30 | | | | | | | | | | | | | | | | | | | | | | |
| Events | | | | | | | 340 | | | | 179 | | 220 | | | | | | | | | | | | | | |
| Rental | | | 75 | | 100 | | | | | | | | | | | | | | | | | | | | | | |
| 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 | | 0 | | 0 | | 0 | | 0 | | 0 | | 20,337 | N/A | |
| Recreation | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Parent & Child | | | | | | | | | | | | | 30 | | | | | | | | | | | | | N/A | |
| Youth Classes | | | | | | | | | | | 7 | | | | | | | | | | | | | | 7 | N/A | |
| Adult Classes | 115 | | 72 | | 195 | | 284 | | 208 | | 8 | | 291 | | | | | | | | | | | | 1,173 | N/A | |
| Indoor Playground | | | | | 17 | | 13 | | 28 | | 10 | | 26 | | | | | | | | | | | | | | |

**Oregon City Parks and Recreation
Children's Museum Attendance
2002-2003**

| | July | August | September | October | November | December | January | February | March | April | May | June | Year to Date |
|---|------------|------------|------------|------------|------------|------------|--------------|----------|----------|----------|----------|----------|--------------|
| Oregon City | | | | | | | | | | | | | |
| Barclay Hills | 21 | | 20 | | 63 | 13 | 10 | | | | | | |
| Canemah | 2 | | 19 | | | 7 | 14 | | | | | | |
| McLoughlin | 36 | 43 | 52 | 45 | 62 | 58 | 49 | | | | | | 345 |
| Gaffney/ Hillendale | 26 | | 28 | 66 | | 16 | 33 | | | | | | 169 |
| Hilltop/ CCC | 36 | 48 | 20 | 62 | | 34 | 93 | | | | | | 293 |
| Park Place | | 14 | 16 | | 41 | 20 | 30 | | | | | | |
| South End | 37 | 41 | 6 | 21 | 32 | 26 | 56 | | | | | | 219 |
| Rivercrest | | 17 | 25 | 42 | 34 | 17 | 28 | | | | | | 163 |
| Other/ Unknown | 27 | 14 | 19 | | 12 | 38 | 67 | | | | | | 177 |
| Total Oregon City | 185 | 177 | 205 | 236 | 244 | 229 | 380 | 0 | 0 | 0 | 0 | 0 | 1,656 |
| Other | | | | | | | | | | | | | |
| Beaverton/ Tigard | 7 | | 23 | 9 | 12 | 13 | 21 | | | | | | 85 |
| Beavercreek | 6 | 13 | 7 | 2 | 7 | 11 | 48 | | | | | | |
| Canby | 11 | 4 | 13 | 23 | 11 | 23 | 37 | | | | | | 122 |
| Clackamas | 28 | 20 | 38 | 16 | 43 | 20 | 94 | | | | | | 259 |
| Estacada | | 10 | | 14 | | | 3 | | | | | | 27 |
| Gladstone | 21 | 8 | 2 | 30 | 31 | 26 | 69 | | | | | | 187 |
| Gresham | 6 | 4 | 3 | 4 | 8 | 7 | | | | | | | 32 |
| Lake Oswego | 3 | | 12 | 9 | 14 | 25 | 38 | | | | | | 101 |
| Milwaukie | 34 | 28 | | 5 | 26 | 28 | 100 | | | | | | 221 |
| Molalla | 26 | 20 | 4 | 15 | 4 | 11 | 76 | | | | | | 156 |
| Portland | 3 | 36 | 36 | 44 | 55 | 46 | 41 | | | | | | 261 |
| Redland | | 17 | 4 | 58 | 20 | 4 | 9 | | | | | | |
| Tualatin | 4 | 3 | 4 | 4 | 21 | 5 | 13 | | | | | | 54 |
| West Linn | 33 | 33 | 30 | 62 | 74 | 65 | 184 | | | | | | 481 |
| Wilsonville | 2 | 6 | 8 | 8 | 21 | 33 | 27 | | | | | | 105 |
| Other South | 7 | 3 | 15 | 10 | 12 | 4 | 19 | | | | | | 70 |
| Other North | | | | | | | 8 | | | | | | |
| Out of State | 11 | 11 | | 11 | | 3 | 15 | | | | | | |
| Other | 6 | 10 | | 6 | 33 | | | | | | | | 55 |
| Total Other | 208 | 226 | 199 | 330 | 392 | 324 | 802 | 0 | 0 | 0 | 0 | 0 | 2,216 |
| Grand Total | 393 | 403 | 404 | 566 | 636 | 553 | 1,182 | 0 | 0 | 0 | 0 | 0 | 3,872 |
| Cultural Pass Visits (included in totals) | | | | 17 | 15 | 7 | 22 | | | | | | |



CITY OF OREGON CITY

PARKS AND RECREATION

December 30, 2002

To: Dee Craig
From: Larry Potter
RE: **OBJECTIONABLE ARTICLES**

Cemetery Staff discussed the issue of objectionable articles in the cemetery with the members of Friends of Mountain View and they agreed unanimously that signs should to be posted at entrances to the Cemetery explaining that articles will be removed and that staff will adhere to the rules about removing said articles.

Cemetery staff's recommendation is to post signs at both entrances to the Cemetery giving notice that articles will be removed as of April 15, 2003 if not removed by families' prior. Attached you will find a draft of a sign that we would like to post.

D. of Parks & Recreation
PO Box 3040
320 Warner Milne Rd.
Oregon City, OR 97045
503-657-0891 Ext. 230
Fax 503-657-6629

Aquatics
PO Box 3040
1121 Jackson St.
Oregon City, OR 97045
503-657-8273
Fax 503-657-0037

Mountain View Cemetery
500 Hilda St.
Oregon City, OR 97045
503-657-8299
Fax 503-656-7488

Parks Maintenance/Reservations
500 Hilda St.
Oregon City, OR 97045
503-657-8299
Fax 503-656-7488

Carnegie
PO Box 3040
606 John Adams St.
Oregon City, OR 97045
503-557-9199
Fax 503-557-9290

Pioneer Community Center
Adults of All Ages
615 5th St.
Oregon City, OR 97045
503-657-8287
Fax 503-657-9851

NOTICE

Mountain View Cemetery Rules & Regulations

Dated 1924 through current

Due to safety concerns for groundskeepers and visitors to Mountain View Cemetery the following rules will be strictly adhered to on the date of April 15, 2003.

OBJECTIONABLE ARTICLES

The cemetery management prohibits enclosures of any kind, ornaments, chairs, benches, vases, glass cases, toys or any other article, and the management reserves the right to remove same without notice to the lot holder.

Please remove all personal objects by the above date. If you have any questions, please contact Mountain View Cemetery office 503-657-8299.

Dee Craig

From: Larry Potter
Sent: Tuesday, February 18, 2003 2:59 PM
To: Dee Craig
Subject: PRAC meeting

Following is an outline of topics or handouts that I will have available for the Feb. 24th meeting:

INTRODUCTION

- 1) Mountain View Cemetery Rules and Regulations
- 2) Friends of Mountain View minutes concerning motion to post signs for removal of decorations
- 3) Pictures of various decorations located throughout Mountain View Cemetery (18 pictures in all)
- 4) Hands on (Various decorations picked up off of the grounds of Mountain View Cemetery)
- 5) Rules from local Cemeteries (River View, Skyline, St John the Apostle, Lincoln, Mt Calvary)
- 6) Safety of visitors is our foremost concern
- 7) Safety of workers
- 8) Damage to equipment
- 9) What prompts these safety concerns "mowers" blades spinning in excess of 2,300 rpm, projectiles that can come out in excess of 100mph

18808 Roundtree Drive
Oregon City, OR 97045
January 17, 2003

Ms. Dee Craig, Director
Parks & Recreation Department
City Hall
320 Warner Milne Road
Oregon City, OR 97045

RE: Mt View Cemetery Regulations

Dear Ms. Craig:

I am very surprised that the cemetery has certain rules and regulations which are going to be enforced after April 15, 2003 concerning placing items around graves. My 17 year old son drowned 4 1/2 years ago and he is buried at Mt View Cemetery. I do not remember being provided a copy of these rules and regulations at that time, although you told me through a phone call that should have been done. I have seen the signs posted in the cemetery forbidding glass from being placed on the graves, and I have abided by that rule. But I did not realize there were rules against having items on or around graves.

What is going to happen on holidays--Veterans Day, Memorial Day and Christmas? Will we be allowed to put wreaths on graves at Christmas time and flags on the veterans graves on Memorial and Veterans Day?

I visit my son's grave at least once a week on Sundays after church. There are two angel statues on his headstone. The groundskeepers can mow around the area so I feel that items left on the headstone do not hamper mowing and should be allowed to remain on the headstone. It gives me great comfort to visit Mike's grave and see the angel statues there. I work adjacent to the cemetery and can see his grave out the conference room window because I can spot the two angel statues to realize exactly where his grave is from afar. I also put a balloon or pinwheel on Mike's grave occasionally and a wreath at Christmas time.

You stated there were safety issues involved, and the people who mow the cemetery need to get off the mower and move the objects, mow and then replace objects. This would not be a problem if a ruling were made that non glass items could be left on the headstone as long as it does not impede mowing.

I am involved with The Compassionate Friends of Clackamas County, Oregon, a support group for bereaved parents, siblings and grandparents. I have talked with many, many bereaved parents and know how comforting and meaningful it is to visit graves of their deceased child and have something, be it a statue, balloon, or ornament on the grave. As a bereaved mother I cannot take care of my child anymore, and the only thing I can do now is care for his grave.

You stated that the budget was being tightened and only two people would be on duty for maintenance at the cemetery. I would think it would take more time to take items off the graves if this rule is enforced, than allowing non glass items on the headstones.

Please let me know when Parks and Recreation or City Commission meetings are scheduled to discuss this issue so that I can be allowed my input and state my case. I ask that the 1924 cemetery rules be discussed and modified.

Very truly yours,

Barb Halverson

cc: City Manager Brian Nakamura
Mayor Alice Norris
City Commissioners

Reasons for removal of “Objectionable Articles” from gravesites

1. Glass items are a hazard
2. Champagne glasses and Champagne bottles, liquor bottles are a liability to the City.
3. Items on “Flat Markers” have to be moved off the gravesite in order to mow.
 - Get off mower
 - Pick up articles on gravesite and marker
 - Get back on mower
 - Mow over the site
 - Get back off mower
 - Put items back on marker or around gravesite
 - Get back on mower

This is a seven-step process for each gravesite that has items cluttering the gravesite.

There are gravesites where the Mother's do not want Cemetery Staff to mow because they “maintain the site”. This is difficult when we have seasonal help and we have to attempt to explain to them where they can and cannot mow. Staff should be able to “mow and go”

4. Major Holidays – all decorations and flowers will be stripped seven (7) days following the Holiday.

Friends of Mountain View
February 11, 2003

Present:

Leo Epperson, John Williams, Don Andersen, Randy Thommen, Jim Garvison, Howard Klemson, Oscar Geisler, Carolyn Druhl, Larry Potter, Dee Craig, Ed Allick, Suzanne Wood, Chris Wadsworth

Jubb Property – Dee Craig Update

The commission will not be hearing further discussion regarding the Jubb Property purchase. Conversation with the Jubb Family in past months, they do not seem to be in a hurry to sell the property. The question was asked if the Jubb Family were to reduce the purchase price, would the commission be willing to hear it again? Ed Allick does not feel it is fair of the Commission to not hear our issue since the amount is reduced from what was requested on the ballot measure. Members of the Friends of Mountain View do not think the property will be available for purchase in two years. At this point in time there is nothing we can do. Dee Craig said that she will notify the members of Friends of Mountain View if she hears anything else from the Jubb Family.

Memorial Day Clean – Up

Tentatively scheduled for either Thursday or Friday May 8th or 9th depending on which of those days works best for the ROTC program.

Memorial Day Service

Letters were mailed out on January 22, 2003 and as of today's date there have been no responses or confirmations. The committee thought that sending a letter to Kurt Schrader to see if he would be interested in speaking at the service would be a good idea.

Section M&N Landscape Update

Larry Potter is still working on the design for the planting material. Larry mentioned to the group that if the money that had been donated was transferred to the special cemetery account Carolyn Druhl could receive a tax id # for a tax right off.

Canemah Cemetery

Howard said that there have been a lot of people showing up at the Cemetery to do genealogy research. He said that there should be volunteers at the Cemetery for the Memorial Day clean up.

Donation Box

Howard and Oscar need an approximate size for the donation box. They are going to go down to Clackamette Park and look at that one and use that as a demo.

Old Business

Ornamental Decoration Removal

The cemetery has been posted with signs stating that ornamental decorations will be removed from all gravesites effective in April 2003. These are being removed because they have become a hazard and safety issue.

Motion was made to post the signs and follow through with the removal of the Decorations. Moved, Seconded and Passed

The Cemetery will be stripped of all decorations seven (7) days after major holidays.

Grant Application

Metro Enhancement Grant applications are available and the group thought we should write one for the fountain at Unit 6 & 7 in the circle area. Ed Allick said that he will work with Larry Potter on the grant application.

Next meeting is scheduled for March 11, 2003

Respectfully submitted

Chris Brandt - Wadsworth

Dee Craig

To: PRAC

Subject: Comprehensive Plan update

Please review the attached update to the Parks and Recreation portion of the Comprehensive Plan and forward any comments to me ASAP.

The goal of this section was to tie the Comp Plan as closely as possible to the Parks and Recreation Master Plan and to eliminate the need to recreate it in Comp Plan or to add another plan overlay.

Thanks

Dee



Com Plan01-17 New
K_Parks and ...

K. PARKS AND RECREATION

[insert quote]

Parks and recreation facilities enhance the livability of a city and contribute to the well-being of its citizens. Oregon City is committed to providing and maintaining places and facilities for its growing population to recreate. The Parks and Recreation Master Plan is the primary inventory, planning, and implementation document for those resources. This element references the master plan as an ancillary document to the comprehensive plan, and sets out general goals and policies to manage city recreation facilities for the benefit of its residents.

Goals and Policies

Goal K-1

Maintain and enhance the existing park and recreation system while planning for future expansion to meet residential growth.

Policies

- Policy K-1 Provide an active neighborhood park-type facility within one half-mile and a community park-type facility within 3 to 5 miles of most residents of Oregon City.
- Policy K-2 Preserve and / or conserve open space corridors along creeks, urban drainage ways and steep hillsides.
- Policy K-3 Identify and construct a network of off-street trails throughout the city for walking and jogging.
- Policy K-4 Provide land for specialized facilities such as sports fields and indoor recreation facilities.
- Policy K-5 Seek out opportunities to coordinate and partner with other departments, agencies, and jurisdictions to fulfill the aims of the Parks and Recreation Master Plan.
- Policy K-6 Develop a community recreation center, with focus on providing programming and activities for the youth and families of Oregon City.
- Policy K-7 Where passive recreation is proposed, emphasis shall be placed on the retention of natural conditions and the natural environment
- Policy K-8 Identify revenue producing opportunities for inclusion within existing and future park development to offset operational costs.
- Policy K-9 Explore opportunities for the school district and the city to share recreation facilities such as athletic fields and meeting space.
- Policy K-10 Identify and protect land for parks and recreation within the urban growth boundary.
- Policy K-11 Develop a riverfront promenade along the Willamette River from River View Plaza at 5th Street to Clackamette Park.

Action Items

Action Item J-1 Update the Parks and Recreation Master Plan every 5 to 10 years.

Background

In 1999 the City adopted a new Parks and Recreation Master Plan as ancillary to the comprehensive plan, and substantially changed the way parks and recreations services are provided. The organizational structure of combining parks and cemetery operations with recreation (Carnegie Center, Aquatics, Pioneer Center and city-wide recreational programming) was implemented at the beginning of 2000, paving the way for greater implementation of the entire master plan.

Continued implementation and periodic reviews and updates of this plan should continue, with special attention paid to those areas of the city where rapid growth is occurring. Since it is difficult to purchase large tracts of park land within already-developed areas, the City should look to newly annexed areas and to areas within potential future expansions of the Urban Growth Boundary for possible regional and community parks while large, relatively inexpensive property still exists.

Policy J-12 Add property to the park and develop it to meet the current needs of existing neighborhoods whenever property adjacent to an existing neighborhood/community park becomes available.

The Waterfront Master Plan contains important provisions for recreation activities and open space/habitat protection. The City should work to implement the vision of the Waterfront Master Plan.

The City should partner with other service providers as well a private industry wherever possible to develop green spaces and areas for active recreational sites. The proposed sports complex in cooperation with Tri Cities (Environmental Services) in the area of Clackamette Cove is a prime example and this project should be aggressively courted. Where possible, the City should work with developers to include neighborhood park sites in subdivisions and, where possible, work with the developers to have them establish the park to city standards during subdivision development that would be given to the City to operate and maintain.

Regional and Community parks should both be developed in such a way that revenue producing amenities are included to bring in a revenue stream to fund partial maintenance of the system. Attention should be given to creating either an endowment fund or a steady revenue stream to offset the adding of new maintenance responsibilities on a currently overburdened system.

The development of bike and pedestrian connections through green ways, natural parks and already existing parks as well as through newly acquired property and easements should be aggressively developed. In particular, agreements with Metro and Clackamas County to implement Metro's Regional Trail System through and around Oregon City should be pursued. The City should consider taking the lead role in joint applications for state and federal Trail Grants.

Emphasis should be put on the Oregon City Loop Trail with the possibility of acquiring property or easements along the Canemah Bluffs to join the property owned by Metro with the City's promenade and Willamette River Trails.

A great emphasis needs to be placed on the development of recreational facilities as the City continues to grow. Demands for a Community Center with a new pool and other recreational amenities and programs are building, as was shown in the series of Town Hall meetings held in 2001 as part of the First City's Future planning (see *First City's Future Phase 1 Report*). Programming for youth and families in Oregon City is becoming ever more important. Activities for teens appear to be the greatest current need.

With the rapid growth bringing new families into the city and the surrounding area, revisiting the 1999 Parks and Recreation Mater Plan on a 5- to 10-year cycle will become imperative, as new residents will bring new ideas and demands.

o:\project\o\orct0000-0015\docs\other elements\parks & recreation\01-17 new k_parks and recreation.doc

Internal Memorandum Commission/Manager Correspondence

Date: February 3, 2003
To: Mayor and Commissioners
From: Brian Nakamura, City Manager
Subject: FY 2002/2003 Proposed Budget Reductions

Mayor and Commissioners,

It gives me great displeasure in drafting this memorandum for consideration. As all of you are aware, the City is facing a very difficult financial situation for the remainder of this fiscal year and most likely for FY 2003/04. Much of the City's fiscal constraints can be attributed to significant increases in real expenditures and not an under-estimation of revenues. While the City is experiencing three (3) to four (4) percent increases in property tax revenues annually (core revenue for the City's general fund), annual expenditures are increasing at a rate, on average, of seven (7) to ten (10) percent.

Specific expenditures increases include the City's Public Employees Retirement System (PERS) contribution. As the City Commission is aware, Oregon PERS, in less than two years, has undergone a financial swing from being approximately \$15 million in the black to more than \$20 million in the red. The PERS financial shortfall is due primarily to the economic recession, less than stellar investments, and specific interest rate guarantees. The City within its FY 2002/03 budget, calculated its PERS contribution at 15% and the most recent Oregon PERS estimates place the City's contribution at more than 22.7%, for FY 2003/04. This PERS impact to the general fund is approximately \$320,000. Health care costs are also rising very quickly. In FY 2003/04 the City expects a 17% increase in medical care costs and an 11% increase in dental insurance costs, equating to an increase of approximately \$130,000 for the general fund. Materials, such as office supplies, and contract services, such as copy services, are rising at a rate greater than inflation. Fuel, communication technology services, and hardware costs continue to escalate beyond the

normal three percent cost of living adjustment accounted for in the FY 2002/03 adopted budget. It is these significant increases, as well as all inconsequential ones, that continue to create a funding “gap,” which is causing a rapid depletion of the City’s annual general fund and cash carryover (contingency).

To alleviate this rapid depletion, City Staff proposes the following program reductions for FY 2002/2003. These reductions in general funded services have a dual purpose: First, to ensure that for the remainder of the 2002/2003 fiscal year the City stays within its adopted budget; and second, to attempt to preserve some level of cash carryover (general fund contingency) for FY 2003/04.

The City’s general funded programs consist of public safety (police and fire), parks and recreation, library services, and in part, general administration. City Staff considers all general funded programs and services as essential and therefore proposes reductions among all affected departments.

PUBLIC SAFETY

Public safety, consisting of police and fire, proposes cost savings through personnel opportunities. Due to recent personnel changes and restructuring, the police department is able to realize a savings of approximately **\$135,000** for the remainder of FY 2002/03. These temporary personnel modifications, however, must not be considered permanent, as a nexus between officer and public safety is **pre-eminent**. I believe the City Commission and City Staff concur that officer safety is first and foremost.

That said, these proposed staffing reductions are likely to result in the following reductions in public safety service and response:

- Very limited Police response, and in some situations no response, to “Suspicious Person”, “Suspicious Vehicle”, or “Suspicious Circumstance” calls;
- Delayed response, and in some situations very limited Police response, investigation or report of the following incidents (unless the incident is in progress and/or a person is in custody/taken into custody);
 - Class B & C misdemeanor non-person crimes (i.e.: thefts under \$50, minor vandalism, trespass, etc)
 - Most Behavioral Crimes and other Criminal “Violations” (i.e.: possession of less than 1 oz of marijuana, drinking in public & MIP (alcohol/tobacco), curfew, municipal code/code enforcement)
- Reduction in traffic enforcement by approximately 10%;
- A 20% reduction in the number of serious felony crimes investigated by the Detective Unit;

- A 33% reduction in the hours the Police Records Unit is staffed each day.

These cuts will have a serious impact on the safety of our community and on the safety of the officers who serve our community. City Staff also expects that the City may experience a rapid rise in its crime rates in the short and long term.

COMMUNITY SERVICES

The Community Services Department, which includes Carnegie Center, Pioneer Community Center, municipal pool, more than 178 acres of parks, children and adult recreation programs, and Library, propose reductions in hours of operation, materials and services, programs, and staffing. These program and service reductions will result in approximately **\$148,000** in general fund savings for FY 2002/03.

Library

The Library will reduce materials and services, which adversely impact the City's ability to purchase new books, replace lost/damaged books and purchase AV equipment. The Library will immediately close to the public on Sunday (we already do this from May-September) and Monday. Limited staff will continue to work on Monday to check in and re-shelve books returned on Sunday and Monday and to complete the "pick list" of books requested to and from other county libraries for the Monday courier run. This will result in reduced circulation and ultimately reduced revenues for next year from the County.

Pioneer Center

In order to leave most current services intact at the Pioneer Center, cuts will severely limit the City's ability to maintain the building, which has needed major maintenance in the past three years, and it removes our ability to replace broken equipment. This reduction may impact the center's ability to provide meal services since most of the equipment, which needs replacing, is kitchen equipment used for the meal service program. The elimination of in-house custodial services to contract services will reduce personnel costs significantly, while minimizing reduction in day-to-day facility maintenance.

Park Operations

The ability to preserve staff so that the City can continue to maintain our infrastructure for safe public use is of utmost importance. The proposed reduction in materials and equipment will result in current staff not always having the equipment and materials necessary to provide services in a safe work environment. The City will reduce irrigation, which, depending on the amount of rain in spring may result in some brownouts in parks.

Aquatic, Recreation, and Carnegie Center

The Aquatics, Recreation, and Carnegie Center are considered one program for purposes of cuts. This is consistent with the way in which they are managed also. The Recreation/Aquatics Manager position is budgeted entirely in the Aquatics budget, but in reality provides management services to all three programs. This fact, in addition to the fact that Aquatics has been historically under budgeted, has led the City to make staffing

cuts effective January 1st in an effort to operate within the budget even with escalating utility and chemical costs, resulting in a decision to make deeper cuts in the Recreation budget. This is consistent with the policy of preserving programming facilities (Carnegie Center and Pool).

The elimination of one full time Recreation Programmer in the last half of FY 2002/03 cannot be viewed as a temporary 6-month reduction as it will be carried into the 2003-2004 budget and will result in immediate and on going reductions beginning with spring and summer programs for the youth in our community. It will eliminate the successful drop-in summer programs at Hillendale and Chapin parks, summer field trips, special event programming (Easter Egg Hunts, teen dances, school free classes and events), and our ability to partner with the School District on summer camps at Park Place and Hillendale Parks. All new programs, which have been implemented as a result of this position, will be reevaluated and only those, which can be assumed by either Carnegie or Aquatics staffs, will be continued. This position would be restored as soon as general fund funding allows.

GENERAL ADMINISTRATION

General Administration consists of finance, reception, and general administrative services. The reduction of one full-time permanent position to part-time will result in a savings of approximately **\$25,000**. The reduction of this position will result in extended customer service response at the reception desk during peak demand hours, delays to telephone and business license inquiries, and general administrative support. Job duties will be delegated to existing reception City staff and funding for such operations shall be shared among respective departments.

Serious consideration was given to limiting the hours of business for City Hall. In light of the City's responsibilities regarding development services, courts, building permits and inspections, and other essential administrative services, it is imperative that the City not adversely impact fee based services and programs that are not general fund dependent.

COMMUNITY DEVELOPMENT

The Community Development Department is funded through fees and does not directly rely upon general fund monies. However, the general fund contributed **\$57,000** in FY 2002/03 to assist with balancing the Community Development Department budget. To lessen and possibly eliminate a draw on general fund dollars for FY 2003/04, the Community Development Department is shifting one-quarter time of an engineer to public works, which creates a savings of approximately \$23,000. This, in effect, will reduce counter service hours by approximately four (4) hours per day.

A shift of one-quarter time of clerical staff to the Building Department is anticipated to save \$14,000 per year. In addition, the Community Development Department will also suspend its aerial flight mapping of new developments and utilities needed to keep the

City's GIS products current for FY 2002/03 and 2003/04, which saves approximately \$25,000.

A potential savings of \$62,000 for the Community Development Department will assist in reducing and/or eliminating the need for general fund assistance. Although only partial savings may be realized this fiscal year, the City can anticipate additional savings in FY 2003/04.

SUMMARY

These reductions, if implemented immediately, will result in approximately **\$308,000** in savings to the general fund for FY 2002/03, and if continued through FY 2003/04, a potential savings of **\$365,000**, when the net effects of the Community Development Department are realized.

As the City Commission is astutely aware, the City's budget is complex and sometimes intimidating. For fiscal year 2002/2003 the City budgeted approximately \$1.2 million for General Fund cash carry over (contingency). Expenditure increases experienced this fiscal year as a result of unanticipated materials and services, internal and external, and those projected for fiscal year 2003/2004, finds the City forecasting expenditures to exceed current (FY 2002/2003) and projected (FY 2003/2004) budget by approximately \$600,000. The services, programs, and personnel reductions outlined in this memorandum will hopefully assist the City in reducing the net negative effect of such expenditures (to approximately \$235,000), allowing for an adequate, but less than desirable fiscal year 2003/2004 cash carry over (contingency) of approximately \$1 million.

As stated, it gives me great displeasure in recommending these reductions in services, programs and personnel. However, for the City to remain fiscally solvent for the remainder of this fiscal year and anticipate any contingency for FY 2003/04, there is an immediate need to take action. As with the City Commission, City Staff hopes that these reductions in services and programs are not only sufficient to maintain a sound fiscal budget, but very temporary.

PRAC Meeting

Public Sign-In Form

24-Feb-03

7:00 PM

| | Name | Address | Phone # | Email |
|----|-----------------|-----------------------------------|----------|-------------------------|
| 1 | Barb Halverson | 18808 Roundtree | 655-6846 | BarbHalve@aol.com |
| 2 | Suzanne Wood | 400 Ogden Dr | 657-4145 | |
| 3 | Debbi Preston | 15399 S. Arborview Ct. O.C. 97045 | 518-8926 | prestonobkb@netzero.com |
| 4 | Doug Kelly | | | |
| 5 | Chris Wadsworth | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |
| 11 | | | | |
| 12 | | | | |
| 13 | | | | |
| 14 | | | | |
| 15 | | | | |
| 16 | | | | |
| 17 | | | | |
| 18 | | | | |
| 19 | | | | |
| 20 | | | | |
| 21 | | | | |
| 22 | | | | |