

AGENDA

City of Oregon City Parks and Recreation Advisory Committee Meeting

**Pioneer Community Center
615 5th Street, Oregon City, OR 97045**

**Monday, August 24, 2009
7:00 P.M.**

- 1) Call to order
- 2) Introduction of new member Rachel Gordon
- 3) Approval of minutes – June 22, 2009 regular meeting
- 4) Citizen comments on issues and items not on the agenda
- 5) General business
 - (a) Clackamas Heritage Partners consultant report
 - (b) Carnegie Center utilization decision process
 - (c) McLoughlin Promenade restoration project
 - (d) Other general business
- 6) PRAC member reports
- 7) Director/staff reports
 - (a) 99E improvements/Jon Storm Park dedication celebration postponed
 - (b) Sportcraft boat ramp
 - (c) Recreation Services update
 - (d) Parks maintenance update
 - (e) Other
- 8) Next meeting date – September 28, 2009
- 9) Adjournment of regular meeting to applicant interviews

Meeting Minutes

City of Oregon City Parks and Recreation Advisory Committee Meeting

**Pioneer Community Center
615 5th Street, Oregon City, OR 97045**

Monday, June 22, 2009

Attendance

Members: Martha Sumption, Marty Bertsch, Dan Kromer, Bryan Watt, Ted Schumaker

Excused: Steve McAdoo

Staff: Scott Archer, Community Services Director; Denise Kai, Assistant Parks and Recreation Director; Larry Potter, Parks and Cemetery Manager

Guests: None

- 1) Call to order: Vice-chair Marty Bertsch called the meeting to order at 7:00 PM.
- 2) Approval of minutes: May 18, 2009 regular meeting minutes approved as written.
- 3) Citizen comments on issues and items not on the agenda: None.
- 4) General business
 - (1) New business
 - (a) 4th of July Celebration and fireworks event cancelation: Scott Archer informed PRAC that the 4th of July Celebration (including the fireworks, music and other activities) event has been cancelled for this year, and indefinitely for future years. This was decided recently after discussion with the City Commission at a work session. It is being cancelled due to lack of available staffing to safely operate the event, continued lack of support from former event partners (Gladstone, West Linn) and lack of future funding support via the Metro Enhancement Grant process. Staff will be publicizing this cancellation notice as widely as possible throughout the community.
 - (b) Clackamas Heritage Partners consultant review process: Scott Archer informed PRAC that the City has contracted with AKT Consultants to review the Clackamas Heritage Partners operations. The City Commission wanted to know whether PRAC was interested in being involved in the review process. PRAC discussed this and determined they do not wish to be involved in the process, but would like to receive the report when it is complete.
 - (c) PRAC applicant follow-up: Based on the review and interview of applicants at the previous meeting/s, PRAC unanimously approved a recommendation to appoint Rachel Gordon to one of the vacant positions with a term through December 31, 2011. Staff will forward the recommendation to Mayor Norris.
 - (d) Web streaming of meetings and possible regular meeting day change: At the previous meeting PRAC agreed to explore having the PRAC meetings broadcast via our *Granicus* system. The meetings would be available via broadcast both live and archived for playback any time. This would provide

better transparency and information to the public about committee and city business. Additionally, this provides a permanent audio and video record of the meetings, versus just the written minutes. To do this the meetings would need to be held in the City Commission chambers because of the recording system. Since the meetings conflict with another standing meeting in the chambers, PRAC will need to move its regular meeting to another standing date, such as the third Monday. PRAC is agreeable to the web streaming. A decision will need to be made about the change in regular meeting night. This will begin sometime after the new city hall is opened.

- (e) Carnegie Center utilization decision process: Scott Archer updated the Committee on the decision process. A consultant RFP will be advertised in July/August. PRAC will be kept apprised on the status of this project.
- (f) McLoughlin Promenade project – update: Project planning continues to proceed.
- (g) OC 150 Sesquicentennial celebration – tree planting event update: Still awaiting further coordination of the event. Steve McAdoo was to contact the Mayor to follow up – since he is not at this meeting, this report will need to wait until the next meeting.

5) PRAC member reports

- (a) Dan Kromer visited Jon Storm Park recently and runs the Promenade regularly.
- (b) Bryan Watt reported on the status of the pool starting blocks. He and the O.C. Swim Team requested funding support from the City Commission at a recent meeting. The Commission will be considering this request for potential action at its July 1 meeting.

6) Director/staff reports

- (a) 99E improvements & Jon Storm Park dedication & community celebration: Tentatively scheduled for September 10 & 12.
- (b) Sportcraft boat ramp: Oregon State Marine Board grant application was approved at their recent board meeting. Still finalizing permits. Project will likely be done in calendar year 2010.
- (c) Recreation Services update provided by Denise Kai on the following:
 - (i) Swimming pool roof & HVAC unit replacements moving forward.
 - (ii) Spray park openings were delayed due to staffing and maintenance issues.
 - (iii) Pioneer Center improvements substantially completed. Parking lot repairs will be made.
- (d) Parks maintenance update provided by Larry Potter.

7) Next meeting date: July meeting will not be held. Next meeting will be August 24.

8) Meeting was adjourned at 8:40 P.M.

CITY OF OREGON CITY

Clackamas Heritage Partners Review

July 27, 2009

EXECUTIVE SUMMARY

The City of Oregon City (City) requested an operations and financial assessment of Clackamas Heritage Partners' (CHP) management of the End of the Oregon Trail Interpretive Center (EOTIC), the Museum of the Oregon Territory (MOT) and the Stevens-Crawford House (SCH). During the project, AKT received a substantial amount of financial information on each of these organizations. AKT was not engaged to examine this information or to perform any attest functions. Although the information provided has been used to draw conclusions and make recommendations, AKT is not expressing any opinion regarding its accuracy or reliability.

The three fiscal years, 2006 to 2008, were used for this analysis. The combined financial results for the entire organization have fluctuated significantly with the large infusions of cash, subsequently used for significant investments.

Total CHP	2006	2007	2008
Earned Income	\$407,371	\$ 799,212	\$432,726
Contributed Income	\$227,642	\$ 327,836	\$368,929
Total Income	\$635,013	\$1,127,048	\$801,655
Expenses and Cost of Sales	\$727,492	\$ 936,593	\$940,574
Net Income	(\$ 92,479)	\$ 190,455	(\$138,919)

Assessing the fundamental CHP financial structure requires a modified analysis that removes one time events such as the land sale, major bequests and debt payments. The sum of net income from operations and supporting expenses provides the funding level needed from increased attendance, contributions or other earned income sources to meet annual expenses at current investment levels.

Fundamental Financial Structure	2006	2007	2008
Net Income from Operations	(\$134,849)	(\$ 73,836)	(\$154,894)
Willamette Falls Personnel Expense	(\$ 51,250)	(\$ 51,250)	(\$ 51,250)
Fundraising Expense	(\$ 61,092)	(\$ 71,245)	(\$ 72,267)
General and Administrative Expense, less Depreciation and Debt Payment	(\$ 61,694)	(\$ 72,448)	(\$ 97,631)
Total Net to be Funded	(\$308,885)	(\$268,779)	(\$376,042)

The Total Net to be Funded has fluctuated over the past three years. For this analysis, an estimate of (\$350,000) will be used as the baseline. The high end of the range is representative of the cost increases throughout the CHP financial structure that can be expected to continue going forward.

Opportunities for CHP to increase funding and areas requiring investment were assessed. The net funding need scenarios are summarized as follows:

Net Funding Need Scenarios	Status Quo	Mid-Range Growth	Full Capacity
Annual Attendance	30,000	60,000	90,000
Net Funding Need at current spending and investment levels	(\$350,000)	(\$ 250,000)	(\$ 150,000)
Additional Tumwater Net Income	\$ 0	\$ 60,000	\$ 115,000
Additional Individual Contribution Net of Staffing increase	\$ 85,000	\$ 95,000	\$ 180,000
Additional Management Capacity	\$ 0	(\$ 75,000)	(\$ 90,000)
Exhibit Refresh	(\$500,000)	(\$1,000,000)	(\$1,950,000)

Net Funding Need Scenarios	Status Quo	Mid-Range Growth	Full Capacity
Additional CHP Marketing	(\$ 25,000)	(\$ 75,000)	(\$ 100,000)
Total Potential Annual Net Funding Need with investment	(\$790,000)	(\$1,245,000)	(\$1,995,000)

In addition to the annual funding need, CHP has a number of capital investment requirements.

Capital Investment	
Curatorial facility	\$ 9,000,000
EOTIC	\$ 1,838,000
MOT	\$ 3,000,000
SCH / Ermatinger House	\$ 1,000,000
Total Capital Investment	\$14,838,000

The CHP business office operates effectively and efficiently. A lack of accounting oversight and review and intermittent business analysis was noted. CHP and City communication has been hampered by a lack of routine information flow. The CHP management structure is inadequate for an organization with multiple operating and organizational structures and an extensive, diverse partnership network.

Given flat attendance over the past three years combined with limited success in increasing funding, the CHP Board sought for ways to provide a stable source of earned income to fund the museums. Access to the Willamette Falls was deemed to be a significant and unique draw needed to drive higher visitation to the area, as well as provide the possibility for cash flow from aerial tram operations. The project was initiated in 2005 and continued through 2008 with discussions with a wide range of partners. Throughout the discussions, CHP received assurances of funding and ongoing partnership investment. However, the economic downturn in late 2008 coupled with a change in County funding allocations resulted in a funding delay. Unfortunately, CHP had anticipated a near-term cash infusion and had no cash on hand to absorb the delay. The museums were forced to close temporarily. Through emergency fundraising, they reopened in May.

The range of choices for heritage investment can be described at three levels: Current State Autonomy, Major Coordinated Initiative, and Core City Commitment. These levels align with the CHP assessment. Current State Autonomy is the Status Quo operating environment. Achieving Mid-Range Growth would require a Major Coordinated Initiative across the community. In order for CHP to reach Full Capacity, the City would need to commit to becoming a heritage destination.

The City's strategic choice for heritage investment will determine the pace and scale of actions to be taken for the future of the CHP managed sites as well as the other sites within the community. A committed and funded course of action will enable all parties to make stewardship choices aligned with the City vision.

Scott Archer

From: Scott Archer
Sent: Friday, August 14, 2009 11:55 AM
To: Larry Patterson; Alice Norris; Daphne Wuest; Doug Neeley; Doug Neeley -- personal; James Nicita; Rocky Smith, Jr.; Bryan Watt; Dan Kromer home; Dan Kromer work; Denise Kai; Larry Potter; Marty Bertsch; Rachel Gordon; Steve McAdoo; Ted Schumaker
Cc: Larry Potter; Denise Kai
Subject: Hazard tree removal at Clackamette Park
Attachments: SKMBT_C35209081317230.pdf

Mayor, City Commission, Parks & Recreation Advisory Committee:

The attached arborist report was done as a follow-up to park staff concerns about several hazard trees at Clackamette Park. The report identifies six cottonwood trees as significant hazards to life and property. Because of this potential liability, we plan to have a professional tree service company remove the trees in the next 2 or 3 weeks. We will look to replace these with appropriate species as soon as possible. Please let me know if you have any questions.

Thank you,



Scott Archer

sarcher@ci.oregon-city.or.us

Community Services Director

City of Oregon City

PO Box 3040

320 Warner Milne Rd.

Oregon City, Oregon 97045

503-496-1546 Direct phone

503-657-0891 City phone

503-657-6629 Fax

Website: www.oregoncity.org

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- 8) Next meeting date – September 28, 2009
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 - a) 8:00 – Mike Canale
 - b) 8:15 – Mike Mitchell (CONFIRMED)
 - c) 8:30 – Christine (CONFIRMED)
 - d) 8:45 – Justin (CONFIRMED)

Board or Commission Applying For: **Parks and Recreation Commission**

Personal Information:

Name: Mike Mitchell

**Address: 14582 Walnut Grove Way (Caufield Neighborhood Association)
Oregon City 97045**

Home Phone: 503-656-5071

Cell Phone: 503-209-4721

Email Address: mike.k.mitchell@gmail.com

How long have you lived in Oregon City?: 2 years

Employment:

Current Employer Name/Address:

Dolan Designs 2700 NW Front Avenue Portland 97210

Position: Director of Merchandising

How long?: 6 years

Work Phone: 503-220-0799

Work Experience: Globe Lighting--7 years; JCPenney Co. 20 years

Education:

Colleges: Linfield College

Years Completed: 4

Degrees: BA degree-- Business and Economics

Certifications: Human Resource Management certificate--PSU Continuing Educ.

Describe volunteer activity within this or other communities:

Hidden Creek Homeowners Association--board member and VP--West Linn Hidden Springs

Neighborhood Pool Association--board member--West Linn

Board or Commission Applying For: **Parks and Recreation Advisory Committee**

Personal Information:

Name: **Christine Bartley**

Address: 216 3rd Avenue (Canemah Neighborhood Association)

Oregon City, OR 97045

Home Phone: 503.650.9022

Cell Phone: none

Email Address: bartleys@earthlink.net

How long have you lived in Oregon City?: almost four years

Employment:

Current Employer Name/Address: unemployed (laid off recently from United Way of the Columbia-Willamette)

Position: administrative assistant

How long?: almost four years

Work Phone: none

Work Experience: mostly complex senior administrative positions with a lot of committee work, project work, writing, editing, and event planning

Education:

Colleges: University of California at Davis

Years Completed: four

Degrees: B.A. in English Literature, minor in Early Childhood Education

Certifications:

Describe volunteer activity within this or other communities:

Active member of Canemah Neighborhood Association

Board or Commission Applying For: **Parks and Recreation Advisory Committee**

Personal Information:

Name: Justin James Alan Wolfe

Address: 14605 Walnut Grove Way (Caufield Neighborhood Association)

Home Phone: 503-518-5518

Cell Phone: 503-803-0131

Email Address: wolfej@hotmail.com

How long have you lived in Oregon City?: 5 years 2 months

Employment:

Current Employer Name/Address: Not currently employed

Position: Certified Public Accountant

How long?: 2 years

Work Phone:

Work Experience: Certified Public Accountant

Education:

Colleges: Portland State University, Portland, Oregon

Years Completed: 5

Degrees: Bachelor in Business Administration: Accounting and Finance

Certifications: Oregon Certified Public Accountant

Describe volunteer activity within this or other communities:

Oregon City Budget Committee Member 2006 - 2009 Oregon Society of CPAs Coaching Program

- 2008 Oregon Society of CPAs Speaking Engagement at PSU Beta Alpha Psi Accounting

Fraternity - 2008 Oregon Food Bank volunteer 2007 - 2008