



CITY OF OREGON CITY CITY COMMISSION JOINT WORK SESSION WITH THE PARK & RECREATION ADVISORY COMMITTEE AGENDA

**City Hall Chambers, 625 Center Street, Oregon City
Tuesday, December 08, 2020 at 7:30 PM**

The public is strongly encouraged to relay concerns and comments to the Commission in one of three ways:

- *Email at any time up to 12 p.m. the day of the meeting to recorderteam@orc.org.*
- *Phone call (Monday – Friday, 8 am – 5 pm) to 503-496-1505, all messages will be relayed and/or citizens can sign-up to be called during the meeting to provide over-the-phone testimony.*
- *Mail to City of Oregon City, Attn: City Recorder, P.O. Box 3040, Oregon City, OR 97045*

CONVENE JOINT WORK SESSION

ROLL CALL/INTRODUCTIONS

DISCUSSION ITEM

1. Oregon City Parks and Recreation Cost Recovery Training & Beneficiary of Service Exercise

COMMUNICATIONS

ADJOURNMENT

PUBLIC COMMENT GUIDELINES

Complete a Comment Card prior to the meeting and submit it to the City Recorder. When the Mayor calls your name, proceed to the speaker table, and state your name and city of residence into the microphone. Each speaker is given three (3) minutes to speak. To assist in tracking your speaking time, refer to the timer on the table.

As a general practice, the City Commission does not engage in discussion with those making comments.

Electronic presentations are permitted but shall be delivered to the City Recorder 48 hours in advance of the meeting.

ADA NOTICE

The location is ADA accessible. Hearing devices may be requested from the City Recorder prior to the meeting. Individuals requiring other assistance must make their request known 48 hours preceding the meeting by contacting the City Recorder's Office at 503 657 0891

Agenda Posted at City Hall, Pioneer Community Center, Library, City Web site.

Video Streaming & Broadcasts: The meeting is streamed live on Internet on the Oregon City's Web site at www.orcity.org and available on demand following the meeting. The meeting can be viewed live on Willamette Falls Television on channel 28 for Oregon City area residents. The meetings are also rebroadcast on WFMC. Please contact WFMC at 503 650 0275 for a programming schedule



CITY OF OREGON CITY

Staff Report

625 Center Street
Oregon City, OR 97045
503-657-0891

To: City Commission **Agenda Date:** 12/08/2020
From: Parks and Recreation Director, Kendall Reid
Aquatic and Recreation Manager, Rochelle Anderholm-Parsch

SUBJECT:

Oregon City Parks and Recreation Cost Recovery Training & Beneficiary of Service Exercise

STAFF RECOMMENDATION:

This item will provide the City Commission and Parks and Recreation Advisory Committee (PRAC) with an update on the Smart Approach to Cost Recovery Analysis for the Parks and Recreation Department.

EXECUTIVE SUMMARY:

Oregon City Parks and Recreation staff contracted with Amilia Consulting USA to help in a department-wide cost recovery analysis, and methodology creation.

Jamie Sabbach, the founder and CEO of '110% Inc. Amilia Consulting, USA will provide a webinar and education session to supply information and context regarding the cost recovery work that the Oregon City Parks and Recreation Department is doing in consultation with 110% Inc.

The Commission and PRAC will take part in a beneficiary of service exercise. This exercise will provide an opportunity for the Commission and the Advisory Committee to rank service categories based on whether the service provides a high-level of community benefit, or if a service provides a high-level of individual benefit.

BACKGROUND:

An objective listed in the 2008 Parks Master Plan was to create a department cost recovery philosophy and policy. As a step in meeting this objective, the Oregon City Parks and Recreation Department contracted with Amilia Consulting USA to assist in a department-wide cost recovery analysis, and methodology creation.

The Smart Approach to Cost Recovery in Public Parks & Recreation has 5 phases.

Phase 1 is staff education and training as to the 'why' of cost recovery.

Phase 2 is the development of service categories. This work required a department taskforce to name and define all services provided. After a list of all department services was compiled, the taskforce developed and defined service categories.

Phase 3 includes a cost of service analysis. This analysis encompasses a break-down of the Parks and Recreation Department's direct and indirect costs. This step was highly intensive and required a deep dive into the department's financials. All revenue and expense data were compiled, then uploaded by the consultant into the cost recovery software. This software will provide an analysis of where the department is currently and will deliver true metrics to help the department move forward in a fiscally responsible manner.

Phase 4 is the beneficiary of service workshop. During this phase, staff, policy makers, and/or advisory boards will actively participate in determining each service category's 'beneficiary of service'. This workshop allows participants to rank the department's service categories starting from services generating the greatest 'community benefit' to those services generating the greatest 'individual benefit'. This work allows the Oregon City Parks and Recreation Department to build our cost recovery model – a visual representation of our strategy. The outcome illustrates which services should receive the greatest subsidy, and which services may receive little to no subsidy.

Phase 5 will unveil the Cost Recovery Tool and the results of cost of service analysis. This data will include the cost to provide (both direct and indirect) each individual service in the system, and current cost recovery performance. Current cost recovery performance results will be used as the baseline from which the department can justifiably and rationally set cost recovery/subsidy allocation goals and targets. These targets will be illustrated on the department's cost recovery model. Thus, completing the visual representation of the department's cost recovery philosophy. These results will guide fees and charges and will make for informed financial decisions moving forward.

To date, the Oregon City Parks and Recreation Department is in Phase 4. Staff, along with a variety of community stakeholders, met with the consultant to conduct the beneficiary of services exercise. Invited external stakeholders included representation from the Oregon City Parks Foundation, Citizen Involvement Committee, Neighborhood associations, Downtown Oregon City Association, Clackamas Heritage Partners, Unite Oregon City, and Oregon City Chamber of Commerce. The beneficiary of service exercise during the joint session with the Commission and PRAC will complete Phase 4.

After the joint work session between PRAC and the Commission, the Oregon City Parks and Recreation Department will start Phase 5. This final phase will provide a visual representation of the department's cost recovery philosophy. To reiterate, this model will guide fees and charges and will make for informed financial decisions moving forward. This is the final phase in the Smart Approach to Cost Recovery.

Oregon City Parks and Recreation Department goal is to bring the cost recovery model to the Commission at a future meeting to codify as policy.

OPTIONS:

No action is required at this time.