



CITY OF OREGON CITY REGULAR MEETING AGENDA

City Hall Commission Chambers, 625 Center St., Oregon City, OR 97045
Thursday, August 22, 2024 at 6:00 PM

Ways to participate in this public meeting:

- Attend in person, location listed above. Please see the public comment guidelines below.
- Register to provide electronic testimony (email kbuth@orc.org or call 503-496-1511 by 3:00 PM on the day of the meeting to register)
- Email kbuth@orc.org (deadline to submit written testimony via email is 3:00 PM on the day of the meeting)

1. CALL TO ORDER AND ROLL CALL

2. PUBLIC COMMENTS

Please see the public comment guidelines below.

3. PRESENTATIONS

3.a. Volunteer Opportunities

4. GENERAL BUSINESS

4.a. Approval of April 26, 2024 PRAC minutes

4.b. Transition plan & 6-month PRAC agenda discussion

4.c. PRAC Annual Report

4.d. Summer season updates

5. NEXT SCHEDULED MEETING - SEPTEMBER 26TH, 2024

6. ADJOURNMENT

PUBLIC COMMENT GUIDELINES

Complete a Comment Card prior to the meeting and submit it to the clerk. When the Chair calls your name, proceed to the speaker table, and state your name and city of residence. Each speaker is given 3 minutes to speak. As a general practice, the committee does not engage in discussion with those making comments. Complaints shall be addressed at the department level prior to addressing the committee.

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 Website.

Video Streaming & Broadcasts: The meeting is streamed live on the [Oregon City's website](https://www.oregoncity.org) and available on demand following the meeting. The meeting can be viewed on Willamette Falls Television channel 28 for Oregon City area residents as a rebroadcast. Please contact WPMC at 503-650-0275 for a programming

schedule.



City of Oregon City Volunteer Opportunities

Hannah Schmidt
Community Engagement Specialist



VOLUNTEER OPPORTUNITIES

Parks & Recreation

- Park Host
- Oregon City Ivy League
- Cemetery Clean-ups
- Park Clean-ups
- Ermatinger House
- Seasonal Camps and Field Trips
- Junior Camp Counselor Program
- Swim Lesson Aid Program
- Misc. Cleaning/Organizing
- Misc. Park and Recreation Events

Pioneer Community Center

- Meals on Wheels Driver
- Kitchen Helper
- Dining Room Host
- Arts and Crafts Instructor
- Fitness/Exercise Instructor
- Tech/Computers Instructor
- Games Facilitator
- Guest Speaker/Presentation
- Gardening

Other

- Boards and Committees
- Transcriptionist/ Record Keeping
- Event Transportation Management
- Community Events/Programs



VOLUNTEER RECRUITMENT

Each Department conducts their own recruitment for volunteers when specific volunteer roles need to be filled, but the City has taken measures to inform the public of City-wide volunteer opportunities through community outreach.

- Oregon City Business Alliance Forum (January 2024)
- Oregon City Spring Forward Community Resource Fair (April 2024)
- Clackamas Community College Summer Connections (June 2024)
- Oregon City First City Celebration (July 2024)
- Oregon City National Night Out (August 2024)



ONLINE ACCESS

Volunteer Opportunities now accessible online at
<https://orcity.news/volunteer>

The new webpage features:

- Access to all the volunteer opportunities the City offers
- Links to more information about highlighted/popular volunteer programs
- Online volunteer application form
- Volunteer calendar with upcoming events
- Ability to post news highlights/volunteer photos



VOLUNTEER OPPORTUNITIES

The City of Oregon City hosts a variety of volunteer programs and events every year. From the City's Meals on Wheels Program, to cemetery cleanups, to volunteering with the Ernstinger House, there are as many different opportunities for you to get involved! Take a look at the list of volunteer opportunities that the City is currently offering below:

Current Volunteer Opportunities

[Parks and Recreation](#)

- [Oregon City Ivy League](#)
- [Cemetery Cleanups](#)
- [Ernstinger House](#)
- [Park Host](#)
- [Swim Lesson Aid](#)
- [Junior Camp Counselor Program](#)
- [Seasonal Camp/Field Trips](#)

[Pioneer Community Center](#)

- [Activity Leaders \(games, fitness, arts\)](#)
- [Dining Room Host \(Mondays, Wednesdays\)](#)
- [Kitchen Helpers \(Mondays, Tuesdays\)](#)
- [Meals on Wheels Drivers \(Tuesdays, Wednesdays, Thursdays\)](#)

[Other...](#)

- [Oregon City Boards and Committees](#)
- [Transcription/Record Keeping](#)
- [Event Transportation Management](#)
- [Community Events/Programs](#)

Interested in one or more of the opportunities listed above? Fill out our [Volunteer Application](#) and get involved today! Even if you didn't see a volunteer opportunity that caught your eye, filling out one of our volunteer applications will give you the chance to select the ways you would like to be involved with the City of Oregon City for the future.



Calendar

There are no published events in current month.

August 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

[VIEW ALL](#)

2023/2024 Volunteer Appreciation Award Winners





[Volunteer Application Form](#)

[Community Partners](#)

[Oregon City Ivy League](#)

[Cemetery Activity/Events](#)

[Ernstinger House](#)

[Park Host](#)

[Swim Lesson Aid Program](#)

[Pioneer Community Center](#)

[Home](#) | [Departments](#) | [News and Information](#) | [Get Involved](#) | [Volunteer Opportunities](#) | [Volunteer Application Form](#)

VOLUNTEER APPLICATION FORM

City of Oregon City Volunteer Application

Volunteer Information

First Name*

Last Name*

Address*

City*

State*

Zip Code*

Email Address*

Phone Number*

Emergency Contact Information

First Name*

Last Name*

Phone Number*

Areas of Interest; Please check all that apply: *

☐ Meals on Wheels Driver (Pioneer Community Center)

☐ Kitchen Helper (Pioneer Community Center)

☐ Dining Room Host (Pioneer Community Center)

☐ Arts and Crafts (Pioneer Community Center)

☐ Filmmaker/Editor (Pioneer Community Center)

☐ Tech/Computer (Pioneer Community Center)

☐ Games Facilitator (Pioneer Community Center)

☐ Grand Spokes/Personer (Pioneer Community Center)

☐ Gardening (Pioneer Community Center)

☐ Activity Leader (Pioneer Community Center)

☐ Park Host

☐ Oregon City Ivy League (involved speaker, referee)

☐ Cemetery Clean-ups

☐ Parks Clean-ups

☐ Ernstinger House

☐ Seasonal Camps and Field Trips

☐ Junior Camp Counselor Program

☐ Swim Lesson Aid Program

☐ Misc. Parks and Recreation Events

☐ Misc. Cleaning/Organizing (Parks and Recreation)

☐ Scouts and Commissioners

☐ Transportation/Needs Keeping

☐ Event Transportation Management

☐ Community Events/Programs

☐ Other

Other:

When are you available to volunteer? *

☐ On a regular basis

☐ Once a week

☐ Once a month

☐ Only for Special Events

☐ Other

Other:

Preferred volunteer days: Check any and all that apply: *

☐ Monday

☐ Tuesday

☐ Wednesday

☐ Thursday

☐ Friday

☐ Saturday

☐ Sunday

ADA: Do you have any special needs that require reasonable accommodations? *

☐ Yes

☐ No

☒ Receive an email copy of this form.

Email address

This field is not part of the form submission.

ONLINE VOLUNTEER APPLICATION FORM



<https://www.orcity.org/3104/Volunteer-Application-Form>

OREGON CITY IVY LEAGUE

A newly established volunteer program that aims to target invasive species in the City of Oregon City

- Established in April 2024
- Volunteers 13 years or older are welcome to join
- Last two work parties have been dedicated to servicing Old Canemah Park
- Volunteers have specifically focused efforts on English Ivy removal but have also helped to remove other invasive plant species, such as:
 - Common Holly
 - Himalayan Blackberry
 - Tree of Heaven
 - Scotch Broom
- Volunteers utilize a ringing technique to clear native tree species of English Ivy
- Volunteer program is supported by Oregon City Parks Foundation



WHY ENGLISH IVY?

English Ivy is an aggressive invasive species that has the power to completely engulf a tree with its creeping vines.

Once English Ivy has invaded, its rapid growth blocks sunlight from its host's foliage and prevents growth of the tree, slowly killing it over time. The weight from the English Ivy can also become heavy over time, making the tree more susceptible to blowing limbs down in storms and endangering nearby structures and the public.



UPCOMING OREGON CITY IVY LEAGUE EVENTS

**Subscribe to the Oregon
City Ivy League Email
List**



bit.ly/oc-ivy-league

Water Board Ivy Pull

Oregon City will be hosting their next Ivy Pull Work Party on September 21 from 9 a.m. – 12 p.m.

- Please send an email to hschmidt@orccity.org if you are interested in volunteering.
- Volunteers must be 13 years or older, those under 18 must be accompanied by their guardian or an adult leader.
- This event is BYOT (Bring Your Own Tools).
- A porta-potty will be available onsite.
- Snacks, water, and coffee will be available for volunteers.

Springwater Environmental Science School Fieldtrip

Oregon City Ivy League will be hosting a fieldtrip for Mr. Frystak's 8th grade class on October 18 at River Access Park.

- Ivy Pull with environmental education components
- In collaboration with Clackamas River Basin Council and Greater Oregon City Watershed Council
- This event will be closed to the public

2024 VOLUNTEER RECOGNITION AWARDS

July 30, 2024

Oregon City hosted their second annual Volunteer Appreciation Event this past July. The following awards were distributed at the event:

- Social Impact Award: Oregon City Parks Foundation
- Emerging Volunteer Award: Bella Bone
- Outstanding Committee Member: Timothy Lainhart
- Volunteer Organization of the Year: Friends of the Oregon City Library
- Volunteer of the Year: Dave McCloskey





THANK YOU

WWW.OREGONCITY.ORG

CITY OF OREGON CITY
PARKS AND RECREATION ADVISORY COMMITTEE
Meeting Minutes
City Hall Commission Chambers
Thursday, April 26, 2024 at 6:00 PM

CALL TO ORDER

Steve Williams called meeting to order at 6:00 pm.

INTRODUCTIONS

Members: Joyce Gifford, Ken Worcester, Tim Wuest (remote), Steve Williams, Erin McClellan (remote), Emily Lisborg

Staff: Kendall Reid, Parks and Recreation Director; Kori Buth, Administrative Assistant; Parks and Cemetery Manager, Tom Kissinger; Aquatics and Recreation Manager, Melissa Sebastian; Pioneer Community Center Manager, Cecily Rose

APPROVAL OF MINUTES

March 28th, 2024 minutes approved
David Bone motioned, Ken Worcester seconded
Roll call unanimously passed motion

PUBLIC COMMENT

PRESENTATIONS

Tri-City Outfall Project Update – presented by Jeff Stallard with Water Environment Services

Joyce Gifford asked if the tunnel would run under Shari's Restaurant. It does not run under any buildings.

Ken Worcester asked about the location of the outfall and if they are in a spot that scours good. Jeff confirmed that the area has a cobble bottom. Ken asked if WES is still also reserving the outfall above the falls for potential future. Jeff mentioned that they sold the majority of the property but kept the outfall for the future unknowns, even though use of it is not indicated in the ten-year capital plan.

Steve Williams asked how far the diffusers extend above the bottom of the river. Jeff confirmed that the diffusers are about 24 inches tall, and they are the only portion that will stick up into the river. They are designed to break-away if struck by a heavy load, rather than break the pipe underneath them. They are also chained to the pipe in case they do break-away. Steve also talked about collaborating with the I-205 bridge construction. How ODOT is putting in pillars could substantially change the hydraulics and asked how that might impact the flush and flow of the "garbage hole"? Jeff stated that I-205 Project team did a scour analysis, and the diffuser sits outside any of the impact that their analysis modeled and something that WES did verify to confirm it would not be a concern.

Steve mentioned that the current flow of the Willamette River is 14,000 and asked how the outflow amounts adjust to the lowering of flows. Jeff stated that the new pipe will be able to pass 108 million gallons per day and WES has designed their system to account for a 25-year flood elevation.

Bee City – presented by Laura Rost with Xerxes Society

Introduction provided by Emily Lisborg

Both NRC and CIC have recommended to the Commission that Oregon City become a Bee City.

Emily Lisborg mentioned that she is excited to see the growth of this program.

Steve Williams asked Kendall if there was any more discussion that needed to take place on this topic. Kendall mentioned that there are already discussions happening with Tualatin, and Lake Oswego, as well as Public Works and Planning to learn more about the Bee City program. Next steps would be scheduling a meeting with Laura to continue conversations.

Ken Worcester asked if the pollinator garden project at the Pool was still in the works. Tom Kissinger confirmed that plans are moving forward for the Pool location, as well as a pollinator project taking place at River Access Trail. Parks submitted a grant through Xerxes for plants at the Pool. Ken asked if Xerxes was also going to help with garden design, but Tom confirmed that they have a good idea of where to place plants along the hillside so there is no need for design help, but Xerxes has a great plant list.

Emily Lisborg asked if this is a topic that will need to go to Commission prior to being implemented. Kendall mentioned that the Commission is aware of the program, and he has had some conversations with them. It is important that as things move forward, the City Commission is involved to ensure we get clear direction from them.

Erin McClellan mentioned the different options for pollinator garden placements and asked if there has ever been concern over placing them near recreation areas or picnic sites. Presenter, Laura, mentioned that this has been voiced as concern before but there are ways to provide a level of comfort to the public, such as habitat signage. Native plants attract such a diverse variety of species and the more diversity you have in a habitat, the fewer yellowjackets you have. Most bees either can't sting or don't want to sting, so the plants would attract a calmer and more gentle variety of bees. Yellowjackets are mostly attracted to garbage.

GENERAL BUSINESS

Deferred Maintenance Updates provided by Tom Kissinger for Parks, and Kyle Christoph for Facilities. Tom's presentation focuses on how we define deferred maintenance, the types, what exists in parks currently and looking at funding going forward. Kyle's presentation looks at specific projects.

Deferred Maintenance represents things (picnic tables, benches, playground components, shelters, fences, buildings, equipment, etc.) that have reached the end of their life span but there is no current budget to replace/repair them immediately. We used Bureau Veritas North America to perform an assessment of deferred maintenance needs and costs.

Joyce Gifford recalled that Oregon City Construction Class took part in building the structures at Hillendale and Wesley Lynn and wondered if that was still an option to collaborate with them on future projects or for maintenance/repair on the shelters they built. Tom confirmed that those volunteer groups and opportunities would be a great idea and a way to mitigate some of the costs of deferred maintenance. Oregon parks Foundation also has a "We Care for Parks" program they are putting together, where they match skilled volunteers to park projects, to specifically address deferred maintenance.

Emily Lisborg mentioned that the deferred maintenance cost for Waterboard Park being so high. Tom confirmed that it does reflect the cost that would be needed to restabilize the road. The dollar amount is a placeholder for now, as we consider the future of Waterboard Park.

Ken Worcester asked how sprinkler heads are listed as deferred maintenance and if those are not currently serviced. Tom clarified that keeping a system functioning properly, efficiently, and up to date is what is being referred to as deferred maintenance. Ken asked if that would be considered more of a capital project if those large items needing replacing. Tom stated that it would potentially be a capital project. Ken asked what the threshold is for capital outlay. Tom stated that Finance considers anything over \$10,000 as capital but not sure what the typical lifespan is considered. Kendall then confirmed that the capital threshold is actually at \$5,000. Ken mentioned that titles are important, Tom agreed, and confirmed that the day-to-day repairs and maintenance are going to be handled and fixed as they arise. Ken asked what a roof or skylight replacement would look like or be considered. Tom stated that depending on the size of the building, it could fall into the capital category. Tom mentioned the painting of the cemetery offices and it was brought up that at a threshold of only \$5,000, everything is capital.

Tom wanted to make sure to provide a definition of their deferred maintenance so that the group could all be on the same page when we start strategizing on how to fund these large needs.

Ken Worcester wanted to clarify that the Local Government Grant and the Land & Water (federal program) are both coordinated through state parks, while the Metro Local Share grant are separate. ORPA might have a program that would be able to help put up a playgroup. Tom mentioned that if we are able to establish local vendors that are able to donate time and/or resources, that is a great way to come up with a match for some of these applicable grants that require it.

Emily Lisborg mentioned that it looks like everything on the deferred maintenance list is mostly abiotic elements. Is there a comparable analysis that accounts for the biotic elements? Example, there has been a lot of ivy and blackberry work at Singer Creek but is there opportunity for getting a deferred maintenance assessment for all parks. Tom says we don't currently have any documents that reflect this, but one of the major components of the Metro Nature Bond is restoration, so Tom stated we are working on it. The restoration side takes more time to plan out since we don't currently have a document to work off for this side of natural maintenance needs. We hope to become more forward-thinking and put the work in now to avoid loss of the tree canopy.

Kyle Christoph referred to Ken Worcester's previous comment regarding small items as deferred maintenance and stated that everything becomes deferred if there is no money or manpower to handle them. Kyle explained that his work happens City-wide, not just within Parks and Recreation and budgets are determined with each department Director or Manager to establish the financial plan for both deferred maintenance and compliance (sprinkler systems, elevator permits, etc.) funding. The Parks Department recognizes the importance of maintaining their assets and spaces. Part of that comes from the fact that Parks is such a public-facing entity that more thought goes into caring for those areas. Some of the important deferred maintenance items that have been able to be addressed over the last year have taken place at the aquatic center, such as replacing the UV filtration system, refinishing the pool shell, boiler and pipe repairs and hazardous sidewalk repairs. Unfortunately, some deferred maintenance items are overlooked because they are not visible needs. It is a testament to the pool and parks staff who see the needs that might not be flashy but are important. Some additional deferred maintenance work done in the parks has been the lighting at the Cemetery mausoleum, Cemetery restroom replacement, City Hall air handler units, and End of the Oregon Trail HVAC unit repairs. Upcoming projects include a porch rebuild and exterior painting at Ermatinger House, new flooring at the Carnegie Library (estimated closure time will be hard on the Library so a timeline is not yet established), Access control system and security cameras at Pioneer Center, as well as bathroom renovations and lighting and electrical upgrades at Community Development. Kyle also went over the deferred maintenance projects that were not approved in the budget. Kyle is currently gathering quotes for the deck repairs, but that will have to come from an alternative funding source. The Pioneer kitchen remodel is currently funded, but on hold to ensure it is the best use of money.

Steve Williams asked how many of the unapproved items can also be classified as safety issues. Kyle would certainly classify the deck replacement at EOT as a safety hazard. There is currently 40% of one of the decks blocked off from the public. Steve asked how safety issues are prioritized in the budget and list and projects. Kyle confirmed that safety always comes first when it comes to triaging scenarios, but it still comes down to full funding issues.

Ken Worcester asked how the decision is made when you are faced with an option to spend \$10k to repair or \$50k to replace, in reference to the HVAC units are EOT. Kyle responded by saying that there was not \$50k in the budget and it was at the point that the system was going to fail and the timeline for getting Commission approval and replacement of the unit in December was not feasible so that group decision was made to repair instead. Kendall added that direction was given for Kyle to gather some estimates to present to City Commission and Kyle gave his input that a shorter-term repair may be the best way to go, given the timing and the fact that it has to be taken into account that some of these facilities are approaching their end of life. There will need to continue to be repairs made, of course, but the Facilities Master Plan may help address some of these facilities moving forward, as community involvement increases, and the public provides feedback on what they hope to see. Ken asked if, since Facilities Department doesn't have its own dedicated fund, Kyle is just advising other departments how to spend their money. Kendall responded by saying that the division was created in hopes that would change how the maintenance budget is laid out. The deferred maintenance assessment was done to call out the immediate needs, to be able to share that information with City leadership and Department Heads, so that budget season approaches, those needs can be considered in funding. Beginning with this most recent budget biennium, there has started to be more separation and clarity on funding specific to maintenance projects and needs.

Emily Lisborg asked for clarity on the floors in the original building at the library and if that would impact the entirety of the building. What will be the duration and type of closure? Kyle stated that the original floors can't continue to be sanded and there is a wood floor in the new building that is not wearing well, so that plan is to make it a cohesive design between the two spaces. There would potentially be about a three-week closure, so deciding on the best time for that to happen and the ability to offer alternative services is being considered.

Steve Williams wondered what PRAC could do to help and offer support. Kendall mentioned that the next step is May 7th at the joint work session with city commissioners to discuss the CIP and alternative funding. Steve asked if there was a document available to PRAC to review prior to that meeting. Kendall mentioned that he has a meeting on Monday to finalize that document and will then distribute it to the group.

Wesley Lynn Fenced Dog Park Proposal – Tom Kissinger

There were three parks considered to identify a location for a new fenced dog park – Barclay, Stafford, and Wesley Lynn Parks. They are all currently unfenced dog parks. Wesley Lynn's terrain seemed like the best fit. Tom went through the details of the plans and design of the fencing, plantings, and wetland restoration. Funding will come from Metro Local Share Grant funds. It qualifies

for this grant due to the habitat restoration aspect. The next steps would be public outreach and then start putting together the funding application.

Steve Williams asked about the drainage plan at the site. Tom mentioned that there is a particular wetland area where drainage would need to be considered in the design. Steve also mentioned that this was a site we stopped at during our PRAC tour and the idea was mentioned at that time to run a single fence along the length of the field/sidewalk to pose a separation from the neighborhood and wondered if that was considered as an alternative to a full fenced-in area. Tom mentioned that it could certainly be an alternative, as the amount of fencing would probably be able to do the same. Thinking of user conflict, it is typically better to have a fully fenced space so that dogs can be free to roam, but there is always the challenge of having too many dogs in the fenced area. Ideally, we would still have the off-lease unfenced area that exists adjacent to the proposed fenced location.

Ken Worcester asked how big the fenced area at TSW is and mentioned this area at Wesley Lynn is still under an acre. Emily Lisborg mentioned that the space at Wesley Lynn is significantly bigger and doesn't seem to get quite as wet. Fencing will concentrate the use so what will be the plan for that during winter. Tom mentioned that the design including two entry areas will hopefully minimize wear and then chips will be laid around the concrete plazas at those entry points to help with the transition space.

Joyce Gifford asked if one of the next steps was to meet with the Hillendale neighborhood association. Tom confirmed that public engagement would be that next step prior to finalizing the application.

Steve Williams mentioned that he visited the site before the PRAC meeting and was greeted by three community members who had options both ways, the fenced-in space, and the more open concept.

It was confirmed that both TSW and the proposed fenced space at Wesley Lynn are both $\frac{3}{4}$ acre. Total dog space at Wesley Lynn is likely closer to 1.5 acre.

Ken Worcester asked if there were any ideas for this space that were displayed in the Master Plan, knowing that people also want a space to take their pets but wanted to consider future use. The space is not the right size for much else, such as another ball field.

Emily Lisborg was curious about the motive for breaking up the space to include a fenced space as well as still an off-lease space. Tom stated that cost was considered and then discussion moved towards the drainage issue and how that naturally split the space up. From a maintenance perspective, the small grassy section at the 45-degree corner can't get mowers to it anyway so it will be restored, built up and increased natural drainage. Tom mentioned adding some educational signage in the space.

Ken Worcester asked if Oregon City provides licensing of dogs or if it's Clackamas County. Confirmed that it is Clackamas County.

STAFF REPORTS

Kendall provided announcements regarding the Public Engagement Event happening on May 6th at the Pioneer Community Center.

May 7th is the joint work session with City Commission. That will potentially take the place of our PRAC meeting later in May.

Steve Williams mentioned that, in the past, when there has been a joint meeting, it has been considered the PRAC meeting for that month. Ken Worcester also mentioned that our normally scheduled date would be right before Memorial Day weekend, which might be busy for some people. The consensus is that we adjust timing of next meeting but leave open for other options.

Tom Kissinger provided an update on Pickleball costs. Bid results were gathered for surrounding areas over the last couple years. We could potentially apply for a grant but would have to come up with a 50% match and we do not have a budget for that.

MEMBER REPORTS

FUTURE AGENDA ITEMS

NEXT SCHEDULED MEETING – May 7th, 2024 - Joint Work Session

ADJOURNMENT

Meeting ended about 8:20 p.m.

PRAC Agenda Topics

- August
 - Volunteer Opportunities
 - Transition Plan and 6-month PRAC agenda
 - PRAC Annual Report
 - Summer Season Updates (Pioneer/Parks/Pool)
- September
 - Site Visit – Pool & Pool Pollinator Garden
- October
 - Shift date or hold virtually (ORPA Conference 10/23-10/25)
 - Cemetery Fees Update
 - Memorial & Bench Policy
 - Dept. Wide Behavior Policy
 - WES Good Neighbor Agreement Update
 - Holiday Programming Update
- November
 - Thanksgiving – No PRAC Meeting
- December
 - Work Session – PRAC Applicant Interviews
- January
 - Park Place Metro Enhancement Grant Project (Placeholder)
 - Jon Storm Section 6(f) Process Update (Placeholder)
 - Holiday Programming Review



PRAC Annual Report

Date: 8/5/24
Submitter: Melissa Sebastian, Aquatic & Recreation Manager
Department: **Parks & Recreation**

Summary:

The Oregon City Swimming Pool has had another year of increased successes that we want to highlight.

Staff Highlights

We could not operate our facilities or run our programs without our staff. This past year we recognized the work of our outstanding Aquatic and Recreation staff with an awards ceremony during our end of the year party. The awards given and staff highlighted are below left to right.

1. Cruse Condray was awarded our Aquatic Employee of the year. This past year Cruse got his Lifeguard Instructor Certification and has been a huge help with getting more staff certified, as well as Head Guarding many of our closing and weekend shifts.



2. Cole Solari was awarded for the Best Rescue of the Year. In October, Cole rescued someone who went off the slide and while swimming to the wall, suddenly submerged. He immediately responded and did a perfect rescue, helping keep our community safe.

3. Michael Janszen was awarded our Ghostbuster Award because she is the person many staff call when in need of advice, help, or mentoring. She has helped so many people on our team this year!

4. Ewon Cook was awarded Most Quotable because of the inspirational quotes and laughs he gives when on shift.

5. David Bushumad was given Rookie of the Year, being one of our staff hired within the last year who shows work ethic and the team environment he has contributed to since becoming a lifeguard with us.

6. Jordan Edgel was given our Trade Board Hero award because staff know he is there to help pick up a shift.



7. Jennifer Smythe was given the Jennifer Appreciation Award because our staff are all so thankful and appreciate her being the glue to our team and front desk operations.

Not pictured are:

8. Colin Blackwell was awarded our Unsung Hero Award because he is someone staff can always depend on when on shift and goes above and beyond.

9. Arran Hedley was awarded our Best Swim Lesson Instructor Award. We are so thankful they recently joined our team this past quarter.

These are just a handful of the dozens of aquatic and recreation staff on our team. We are so thankful for every single team member that has contributed to our programs and events this past year.

Staff successes

One of our Head Lifeguards, Michael Janszen, received their Lifeguard Instructor certifications which has made it possible for us to train and certify more employees and community members. Michael is also applying to become a Lifeguard Instructor Teacher and we hope to report next year, that they have completed that certification. That would allow us to train more lifeguard instructors. Michael Janszen also got their Certified Pool Operator certification this past year.

All staff renewed their Lifeguard/CPR/First Aid and Bloodborne Pathogens certifications this year after the American Red Cross did a major change in their certification process.

Melissa Sebastian graduated from the National Recreation and Parks Association Revenue Development School.

Rescues

Lifeguards made some amazing rescues. There were three active drownings off the slide and three reaching/simple assists during swim lessons this past year.

An amazing rescue we want to highlight was during a pool party rental, when a 9-year-old girl went off the slide and started to actively drown. Lifeguards, Shelby Gray and Cole Solari, were at stations 1 and 2, and it appears as though they both activated the EAP at the exact same time (the active drowning was in an area of a similar zone coverage). Shelby jumped in the water and started swimming towards the girl, and Cole immediately climbed down from the lifeguard stand and ran over the deck and watched Shelby head towards the victim, where he then jumped in when he realized he could make it there quicker from his position.

From the time the girl went down the slide to the time Cole got to her, was a total of 15 seconds, which is a fraction of the standard of getting to someone. Amazing job to the lifeguards involved as well as the lifeguards, Liam Dale and Madden Myers, who provided coverage to the pool when both other lifeguards were in the water. It was quickly covered and an amazing response from all members of the team that day.



Staff Retention

Compared to previous years, we have had our highest staff application rate and retention for Aquatics and Recreation. We did not hire out of the certification classes that were taught, as we did not need the additional staff. This speaks to the fact that staff truly want to work at our facility, even though we are the only aquatic facilities still paying minimum wage as base wage.

Facility Maintenance

This past year, we repainted our pool shell, but the paint is already chipping. We hope to plaster/repaint in this next year if we can find a contractor.

Other maintenance items that we successfully completed this year include:

- New UV System - this helps keep the pool water disinfected and clean
- Repaired Steam System- this improved efficiency and helped keep the natatorium cooler
- Replaced some exterior hose bibs
- Restore the speaker system after the IT breach
- New HVAC software installed
- Replaced rooftop motors
- Some outside sidewalk repair

This year was also very exciting because a new aquatic/recreation facility was added to the future capital improvement list. Not knowing if this will happen, it is still very positive as this is the first step for our department to ensure access to a swimming pool for our community. The swimming pool will turn 60 within this next biennium and we have an aging facility and a long list of deferred maintenance that needs to be addressed. We were able to complete a lot this year, but still have \$500,000 of deferred maintenance that needs to be done.

Community Partnerships

The Aquatic and Recreation Manager has continued building partnerships and was able to support five Cultural Events this past year with Soulflags Art Community Center, Community Member Heidi Blackwell, Oregon City School District, and many more!

Hispanic Heritage Month

- Took place on October 14th and had about 100 or so people in attendance. This was hosted by the School District. We provided a photobooth and helped with set up, décor, and tear down.

Diwali Celebration

- Took place at the Pioneer Center on November 19th and around 200 people attended. This was the first Diwali Celebration held in Clackamas County and was a big success for us to be able to host it as a department.

Lunar New Year

- Took place on Feb 3rd and was a very well received event with over 500 attendees! We hosted this at the Pioneer Center.

MENA Festival

- Took place on April 14th and had about 100 people attend. We hosted this at the Pioneer Center.

Ukrainian Spring Festival



- Took place on May 11th and the School District hosted at Gardner Middle School, with about 250 people in attendance. The Ukrainian Foundation was heavily involved with the planning of this event and helped provide significant support.

Various photos from all of the events:



City-wide Contributions

Hosted five Blood Drives in the community room when other programs were not taking place.



Swim Lessons

Swim lessons are essential for promoting water safety, physical fitness, and overall well-being in our community. These lessons teach critical swimming skills, build confidence, and offer lifelong recreational opportunities. Beyond individual benefits, swim lessons have a profound impact on the entire community. By equipping residents with the skills needed to safely enjoy water activities, we create a safer environment, reduce the risk of water-related accidents, and foster a sense of camaraderie among neighbors.

The following statistics provide an analysis of the swim lessons conducted in 2023-2024, highlighting enrollment rates and the successful implementation of adjustments to meet the specific needs of our community members.

During FY24 the Oregon City Swimming Pool offered a total of 3,162 spots for swim lessons. The spots included 1,178 in the evening, 1,321 in the morning, and 663 Private Lessons. Of the available slots 2,920 were filled, accounting for 92.35% of the spots.

- Group lessons were filled at a rate of 92.44% compared to 90.72% last year.
- Thanks to high staffing levels, we were able to add additional lessons as space allowed. In the spring we were able to add an additional five classes and expand the number of participants in 10 others.
- Summer is by far our busiest session. Last year we taught 1,336 kids in the summer, accounting for 46% of our participation for the entire year.
- Evenings were our most popular time. These lessons were 97.45% full throughout the year.

We enhanced the Swim Lesson Level Test experience by offering two testing nights preceding each registration period. This initiative aimed to provide increased flexibility and convenience to our patrons, ensuring they can easily assess their skill levels and select appropriate swim lesson options for their children.

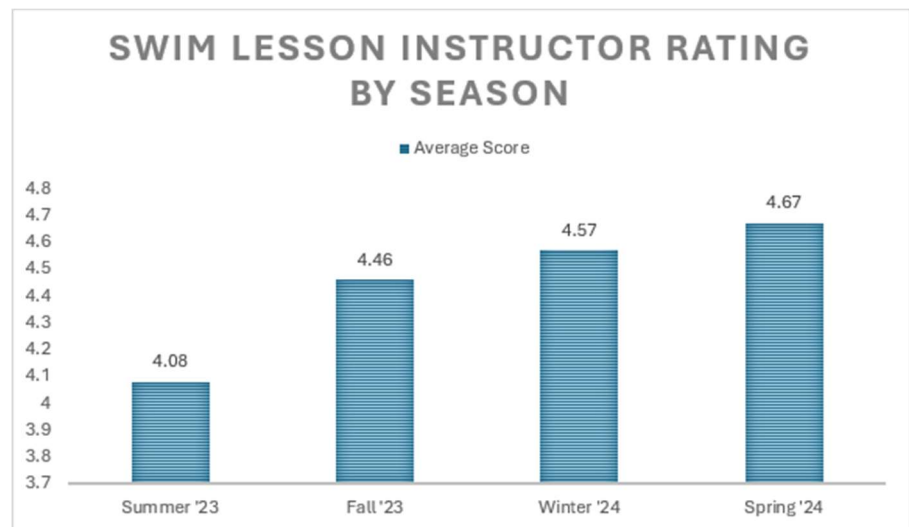
We also continued to reach out to the Oregon City School District about starting the School Swim Lesson program back up, but there was no interest from the districts side. When asked about what it would take to make it happen (funding, etc.) it sounds like the biggest hurdle is bus transportation.

This past year we also started offering electronic surveys versus paper surveys and email them at the end of each session to encourage more responses. We used the responses to help increase the ratings each quarter.



Our swim lesson instructors are rated on a score of 1-5 by parents after lessons. Here is the average score by season over the last year.

Summer 2023	4.08
Fall 2023	4.46
Winter 2024	4.57
Spring 2024	4.67



Fitness Opportunities - Aquatics and Recreation

Beginning last summer, the Oregon City Swimming Pool began offering partner memberships through health insurers to expand opportunities for fitness. Those three membership options are SilverSneakers, Silver&Fit, and Renew Active/One Pass. We have 113 members utilizing these options, accounting for 29% of our current memberships. Through these programs we get paid each time a member uses the facility. Through the end of June, we brought in approximately \$8,178 in revenue. With all three programs in place, we average \$1,140 per month.

We've been able to maintain our same classes for water exercise over this past year. We are actively looking for someone to fill some of our deep-end instruction needs in the mornings, but we have also been able to provide pool space for independent workouts so people can still come in and do some water fitness on their own. We have high attendance during those times.

Swim Teams

Our swimming pool has four different Swim Teams that use our facility: Oregon City Swim Team (our club team), Oregon City High School, Gladstone High School, and St. Johns the Apostle. We've received an increase in demand for more use of space but have been unable to accommodate due to the limited number of hours after school and not wanting to cancel swim lessons.

This past year, we hosted two club swim meets and four OCHS meets.

Recreation Programming

Camps took place in the summer, winter, and spring at three locations. We hosted camps during all three seasons in the community room at the pool, the Pioneer Community Center, and Rivercrest Park. At the PCC we had a Pre-k camp for ages 3-5 and a half-day camp for ages 5-11. Our other locations were available for kids aged 6-12.

- During the year we had 743 participants out of a total of 806 spots. We were 92.18% full for the year.



- Summer camps took place over ten weeks last summer. We had 687 of 716 spots filled for a total of 95.95%.

Our Indoor Playground ran from September-June on Tuesdays and Thursdays from 9:00am-2:00pm and we had almost 3,000 visitors this year.

Concerts took place on Thursdays in July & August 2023 at the End of the Oregon Trail.

- Hans & The Wanted performed on July 13 with approximately 1000 attendees.
- Good Day Sunshine performed on July 20 with approximately 2800 attendees.
- Taken By the Sky performed on July 27 with approximately 5000 attendees.
- Radical Revolution was performed on August 3 with approximately 3000 attendees.
- Hailey Verhaalen performed on August 10 with approximately 1000 attendees.
- Kalimba performed on August 17 with approximately 2500 attendees.
- Johnny Limbo and the Lugnuts performed on August 24 with approximately 3500 attendees.

Movies in the Park ran for all four Fridays in August at various local parks.

- Minions: Rise of Gru was shown at Wesley Lynn Park on August 4 with approximately 220 attendees.
- The Sandlot was shown at Tyrone S. Woods Park on August 11 with approximately 250 attendees.
- Puss in Boots: The Last Wish showed at Chapin Park on August 18 with approximately 225 attendees.
- Indiana Jones and the Raiders of the Lost Ark showed at Wesley Lynn Park on August 25 with 200 attendees

Ermatinger House

A total of 1,837 visitors came to the Ermatinger House this past year. 679 (youth and chaperones) of these were from Field Trips. This is a 25% increase in general attendance. The field trip program also grew from last year and increased our admissions revenue by 36%. We expect this to continue to grow through creative partnerships with the Clackamas County Historical Society, National Parks Service, Friends of the Ermatinger House, and End of the Oregon Trail Interpretive Center.



This year we had several events, including Friday Night Frights, Lantern Tours, and Murder Mystery. These events raised over \$4,000 in revenue.

Other events we did throughout the year, bringing in a total of 498 people, include:

- Heritage Days: **75** (includes June 2023 and June 2024)
- Sensory Santa: **18**
- September Music Event: **15**





- Murder Mystery: **52**
- Friday Night Frights: **85**
- Veteran's Day Soldiers' Stories: **14**
- Lantern Tours: **63**
- Heritage Holidays: **100**
- New History Minstrels perform: **20**
- Military Arms: **20**
- History presentations (April & May): **30**



Special Events

We also have seen success with other events, including:

- Concerts in the Park. This is an event that our Aquatic and Recreation Manager was responsible for this past year and that part-time aquatic and recreation staff work.
- Movies in the Park covers four evenings and we had average of 300 people per event.
- We had our Annual Swamp Swim event with 74 people in attendance. This is nearly double last year's attendees.
- Glow Swims had 214 attendees across 4 events.
- Our Pool Egg Hunts had 48 people attend.
- Other events already mentioned: Spring Forward Event and Ermatinger Events.

Financials- Aquatics

Aquatics	2022-2023 Revenue	2023-2024 Revenue
Grants	\$12,692.55	\$0
Rentals	\$37,750.10	\$40,737.73
Programs	\$75,493.50	\$78,131.25
Memberships/Punch Cards	\$65,979.56	\$73,478.75
Admissions	\$39,569.75	\$37,040.78
Swim Lessons	\$185,722.38	\$183,749.12
Swim Teams	\$58,594.19	\$50,595.60
Indoor Playground	\$2297.00	\$3248
Locker Rentals	\$359.06	\$141
Resale/Vending	\$237.19	\$1213
School Lessons	\$0	\$0
Misc.	\$41.50	\$0
Total Revenue	\$478,736.78	\$469,862.43
Total Expenses	953,473.17	1,075,600.71
Overall AQ Cost Recovery	50%	43%

*These numbers are not final as finance is still finalizing invoices.



2024-2025 Goals and Priorities

Staff Highlights

We want to focus this year on continuing to strengthen team building among pool employees and creating more space to make our aquatic and recreation staff feel like they belong just as much as anyone else in the city and in the department. We also want to continue to highlight them more and recognize them more and focus on retention of staff.

Aquatic Facility Maintenance

Our Swimming Pool needs a lot more to start to be addressed in this facility over the next year, but nothing has been budgeted for it. We need to get it repainted/replastered but have been struggling to find a contractor. This is the priority maintenance that will be taking place next year.

Over this next year we hope, throughout our implementation of the master plan process and working with other community members, that we can advocate for maintaining this vital facility within our City. It is crucial to replace equipment prior to it breaking, to ensure that no operations are interrupted. We are already in dire need for another pool to have more space for crucial programs like swim lessons and senior/adaptive fitness, but we also need to focus on keeping the current facility in full operation, and we can only do that by addressing the items proactively.

Swim Lessons

- Add in Dryland Water Safety Education Classes. Our goal is to do one heading into Spring and one in the Summer. Create dryland education for when pool closures occur due to emergencies.
- Promote our Swim Lesson Instructor Aid Program for ages 12+ who want to volunteer teaching swim lessons with an experienced instructor. This will allow us to train people prior to being able to hire them, so that it will reduce our training costs, as well as provide additional support within our classes at no additional cost.
- Continue to work with our School District to restart our School Swim Lesson Program. With the limited amount of after school time it is critical for our community to find another way to get swim lessons and this important life safety, and health and wellness skill, to our youth. We hope by working with the School District that we can use some of the class time to teach this skill.
- Continue to work on providing more scholarships through working with volunteers to help fundraise. The hope is to have enough fundraising to help cover the cost for School lessons.

Aquatic and Recreation Programming

- Continue to work towards building up partnerships with the Parks Foundation, Oregon City Together, and the Oregon City School district to allow for more programs, classes, and events for underserved members of the community. Identify programs for ages 12-14.
- Continue to add in fitness classes in the community room and working with staff members vs. contractors.
- Enhance Swim Nights with a wider variety of themes, approximately once per month. Examples of themed events include a Luau or Pirates Night. Additionally, explore the possibility of introducing food options such as hot dogs and utilize the outdoor patio space to optimize the overall experience.

**Ermatinger House:**

Our focus for this next year is our Field Trip program and continuing to partner with other sites to increase the numbers. We are also hoping to work with our Friend Group to add a new Hudson's Bay Store exhibit to the Ermatinger House..

Special Events

We will be continuing to do all the events we held last year.

Submitter: Cecily Rose

Department: **Pioneer Community Center**

Summary:

Pioneer Community Center continued to expand staffing, programming, and services for fiscal year 2023-2024.

Top 10:

1. Filling Social Service Programmer position
 2. Rental income exceeding budget in the amount of \$20,727.50
 3. Expansion of transportation services with new on-call/part time driver
 4. Hire for Rental and Events Coordinator position
 5. Reception desk reconfiguration and ADA upgrades
 6. Meals on Wheels donations exceeded budget by \$16,329.72
 7. Increased outreach of services and programs
 8. Ongoing involvement and participation in the Parks Master Plan
 9. Addition of new fundraising events
 10. Increased participation in activities and events at the Center
-

Report:

The Pioneer Center completed a project of the Reception Reconfiguration that provided some needed ADA upgrades to the reception desk, making the Center more inviting and welcoming for all. This past year could be defined as a year of growth for the Center.

1. Direct Client Services

Overview: The pioneer Community Center holds a subrecipient contract agreement with Clackamas County Social Services providing services that prioritize the needs of the most vulnerable, aging, and homebound community members in our community.



Nutrition:

The Pioneer Community Center provided a total of 45,023 total meals to those unable to cook for themselves. Of those meals, 37,462 were for home-bound senior residents in Oregon City and West Linn. Services are provided through nine Meals on Wheels routes. Oregon City residents receive deliveries four days per week and West Linn residents have meals delivered two days per week. The Center serves an average of 127 clients through the Home Delivered Meal program. The average age of a client on the program is 75. Routes are driven by volunteer drivers and staff when volunteers are not available. This fiscal year we were able to increase our days of delivery for the OC community from two days per week to four.

The Center continues to provide a Congregate Dining option to patrons 5 days per week. The Pioneer Center provided 7,561 total meals through the congregate program, a 6.2% increase from last FY.

186 Home Delivered Meals Assessments were completed, determining the eligibility of homebound clients for the Meals on Wheels program per the Oregon nutrition services program standards.

Transportation:

The Pioneer Community Center provides transportation rides for residents of Oregon City as well as West Linn per the Intergovernmental Agreement with the City of West Linn. Currently the Center has three Ride Connection owned ADA accessible vehicles and one City owned van. The Center provides eight transportation programs weekly between Oregon City, West Linn, and recreational transportation services to include nutritional and cultural outings and experiences. Regular transportation service for grocery shopping, medical visits, and other regular appointments continues to be in high demand.

- The Pioneer Community Center provided a total of 5,939 rides during the last fiscal year.
- 1,226 rides were provided to West Linn residents.
- 4,713 rides were provided to Oregon City residents.

Social Services:

Client service staff provided direct support services that include the oversight of programs such as legal aid, low-income energy assistance, food pantry, support groups, tax services, and Animeals, RN provided foot care services, health screening, and exercise groups and classes. Other services include formal case management, reassurance and information and referral services as defined in the Clackamas County Social Services subrecipient agreement.

- The Social Services team completed 386 hours of case management for clients, providing them access to an array of service options to assure appropriate service and to maximize coordination of the service delivery system. This was an increase of 7.4% more case management from the previous year.
- 418 reassurance calls were made in the past year to determine if physically, geographically, and socially isolated clients receiving services were safe and well. When needed formal welfare checks with local authorities were instigated.



- 553 formal information and assistance units were provided, matching community members' needs with available resources.
- This year 132 applications were completed and approved for the Low-Income Energy Assistance Program. A service provided by Center staff to assist vulnerable, homebound, low-income residents with heat and energy bill assistance. 53% more applications were provided this year compared to last year.
- Social services programming and support groups resulted in 13,615 visits to the Pioneer Community Center.

2. Fiscal management

Overview: Fiscal management of the Pioneer Community Center is comprised of the stewardship of a Clackamas County subrecipient agreement for social services, a city of West Linn intergovernmental agreement for social services, Medicaid vouchers, rental revenue, donation management, management of sponsor and donor relations, fundraising, grant management, and the fiscal responsibility of the overall Pioneer Center budget.

Donations:

Staff worked diligently at donation programs and fundraising events. These events included the annual garage sale, holiday wreath sales, annual appeal, and a March for Meals campaign. In addition to these repeat events the FY 23-24 introduced two new annual fundraising events, our holiday bazaar and our spring affair bazaar. Total donations collected for 23-24 was \$82,667.55, an increase of \$20,409.21 from the previous year.

- The Meals on Wheels donation account received \$36,329.72 in total donations, an increase from the previous year of 9%.
- The Pioneer Center donation account took in \$25,495.57 this last fiscal year, down 8.7% from the previous year.

Rentals:

- The Pioneer Center continues to have a positive response to rental opportunities the facility has to offer. Rental revenue for fiscal year 23-24 totaled \$46,727.50 resulting in \$20,727.50 more than the projected \$26,000 budget.
- The Center had a total of 131 revenue-based rentals in the last year.
- Rentals provided facility visits from a total of 5,771 people in FY23-24.

Medicaid Funding:

- The Center provided a total of 227 total Medicaid transportation rides in the FY resulting in funding of \$3,859.
- The Center provided a total of 4,111 total Medicaid funded meals resulting in payments of \$50,359.75.

Subrecipient County Agreement:

- The Center received \$165,260.88 in reimbursements through the County Subrecipient agreement in the FY 23-24. These reimbursements were attached to Pioneer Center provided services in nutrition, clients services, energy assistance and transportation.

West Linn:

- The Pioneer Community Center provides Meals on Wheels and Transportation to the community of West Linn. The City of West Linn pays for these services



provided and payment of \$30,023.25 was collected in FY 23-24 with an outstanding invoice in the amount of \$10,007.75 still awaiting payment.

Grants:

- The Pioneer Community Center applied for four grants this FY 23-24 and had a 100% success rate.
- 1. A small grant for the new purchase of coolers was awarded by Clackamas County Meals on Wheels Inc. in the amount of \$1,500 to benefit the Meals on Wheels program.
- 2. Meals on Wheels America provided an award in the amount of \$3,112.71 through their Share the Love revenue share opportunity.
- 3. The Oregon Department of Human Services awarded the Pioneer Center \$22,482.45 for the Congregate Meal Infrastructure Grant. This award allowed for the purchase of new dining room tables, banquet tables, linens, dinner and flatware and additional items to better serve our congregate dining program.
- 4. The Oregon Department of Human Services also awarded the Pioneer Center \$50,000 for a transportation infrastructure grant. This grant will be used for the purchase of security cameras to protect the assets and safety of patrons of the transportation program. This project is currently underway.

3. Recreation Programming.

The Pioneer Community Center provides recreation to the community in the areas of art, education, wellness, health, cultural and nutrition. The recreational programming at the Pioneer Community Center resulted in 18,068 total visits to the Center. Some examples are listed below:

Recreation Type	Annual Visits
Walk in Recreation	11,832
Class & Recreation Programs	6,236
Outings/Trips	410

4. Facility Usage/Public Reach

The Pioneer Community Center is visited by thousands of people each year. Visits are associated with the regularly scheduled programs of social services, recreation events, rentals, educational classes and more. The Pioneer Community Center provided services and amenities that totaled 38,792 units of participation. Some examples are listed below:

Facility Use	Annual Visits
Rentals	5,771
Social Service Programs	12,443
Support Groups	1,172
Civic Groups/Meetings	498

5. Volunteer engagement and management

- The Pioneer Community Center relies heavily on the need for volunteers to provide programs and services to the community. Volunteers currently hold roles in the areas of nutrition helpers, Meals on Wheels drivers, recreation, receptionist, Pioneer



pantry, and additional miscellaneous programs. As programs have reopened and expanded the need for volunteers has increased. Volunteer recruitment is a continuous effort. Recruitment of volunteers in the FY 23-24 was a high priority and an enormous success for the Center. With the recruitment of 60 new volunteers this past year, we've seen direct impact on the expansion of services and programs.

- For the FY 23-24 there were 4,511.5 documented hours of volunteerism, a 6% growth from the previous year.
- The Pioneer Community Center more than doubled in total active volunteers from the previous year going from 48 active volunteers to 108.

6. Staff updates, recruitment and hiring.

- The Pioneer Community Center hired a Social Service Programmer in July of '23 kicking off the new FY 23-24 with the onboarding and training of this position that is responsible for managing the Meals on Wheels program.
- A vacancy occurred in the position of the Oregon City Van Driver position and a new Driver was hired in August for this replacement. In addition, a decision was made to hire an on-call/part time van driver to help on days when vacations or absences arise. This position was also filled in August of 2023.
- A vacancy occurred in the Nutrition Assistant Position in October of 2023 and multiple recruitments were made unsuccessfully. In June of '24 prior to the end of the Fiscal Year, a hire was made, and onboarding and training are currently in process.
- In November of 2023 a Rental and Events Coordinator joined our team. This position had been vacant for some time (formally a Recreational Coordinator) and a new job description was developed to better suit the needs of the Department.

7. Facility/Grounds Maintenance

- The reception reconfiguration project began in August of 2023 and was completed shortly after. This project provided ADA upgrades to the front reception and lobby area providing a more inclusive and equitable environment.
- In March of 2024 the Center had their annual spring cleanup and closure. During this time, carpets, floors, and windows were professionally cleaned. A large reader board/screen was installed for outreach purposes and the facility was deep cleaned including storage areas and cabinets.
- In March of 2024, the beautification of the Peace Garden was started. The parks division planted a mixture of native and Japanese plants in honor of the upcoming 50-year celebration of the sister city relationship with Tateshina Japan.
- Ending the year, the second slider has been ordered for the next phase of the slider repairs in the dining room and we are moving forward with a needed water heater replacement that serves the bathrooms and kitchen areas and is showing signs of wear and potential failure.



Submitter: Thomas Kissinger
Department: **Parks & Cemetery**

Summary:

Parks and Cemetery highlights for fiscal year 2023-2024

Reporting Period: July 1, 2023 - June 30, 2024

- **Park Projects:**

- Ballfield reconditioning at Chapin and Wesley Lynn Parks
- Park Place Environmental Heritage & Trails installation
- Installed new automated pay station for Clackamette Park Dump Station
- Major irrigation repairs at Hillendale, Wesley Lynn, Chapin, EOT
- Pollinator garden installed along the River Access Trail
- Coordinated with WES for major tree cleanup along River Access Trail
- Retrofitting and upgrading equipment to improve efficiencies
- Parks Work Orders:
 - Created: 2034
 - Completed: 2075

- **Cemetery Projects:**

- Mountain View Cemetery Veterans Memorial Plaza renovation project completed thanks to the generous donations from Three Rivers VFW Post 1324, Oregon City Woman's Club, Oregon City Optimists, OM Stone, Mutual Materials, Horizon Distributors, The Wall, Pacific Landscape Services, and Bud's Towing
- New niche wall installed in Mausoleum to allow Cemetery to continue to meet the need for niche cremation space
- Daughters of the American Revolution (DAR) coordinated and partnered with the Parks/Cemetery Division to install the Never Forget Garden and marker at Mountain View Cemetery
- Paving and slurry seal completed at Mountain View Cemetery
- Cemetery Work Orders:
 - Created: 621
 - Completed: 631

- **Volunteer Cleanups and Community Improvement Projects:**

- Ivy League partnering with Hannah Schmidt for ivy cleanup at Old Canemah.
- Partnered with GOCWC on Ivy cleanup at Atkinson
- Park Place Trail partnership with Park Place Neighborhood Association
- Arbor Day/Enhancement Day with Friends of Trees
- Oregon City Youth Sports completed spring cleanup of sports fields
- Oregon City High School JROTC
- Master Gardeners continue work at End of the Oregon Trail
- Cemetery Volunteer worked 13 hours on cleanup in the Old Cemetery



- Volunteers to support the Memorial Day Service included Boy Scout Troop #220, Clackamas Fire District #1, Gardiner Middle School, Hillside Chapel, Oregon Army National Guard, Oregon City High School JROTC, Oregon City Police Department, Parents of Murdered Children, Pioneer Rental, Serres Farms, VFW Post #1324.
 - Boy Scout Troop #220 and the Oregon City High School JROTC placed flags for Veterans Day and Memorial Day
- **Staffing and training**
 - Brandon Watt was officially offered the position as the Crew Lead for the Parks Department, after filling the role of Interim Manager for 4 months.
 - Debra Allen retired on July 31, 2023, after 7 years with the City.
 - New Park Maintenance Specialists Hired: Branden Hernandez and Jesse Domichel
 - Restructure crew park routes
 - Began contracting with Enviro-Master to provide janitorial service to the public park restrooms.
 - Park Maintenance Specialists Chris Jacobi and Alex Kniebuehler attended the Oregon Cemetery Association conference
 - Alex Kniebuehler completed an irrigation workshop offered by ORPA
 - Alex Kniebuehler completed pesticide application certification
 - Chris Jacobi/Brandon Watt/Tom Kissinger went to Hot Topics Workshop through ORPA
 - Grant workshop training completed by Jinny Knight
 - Training on new mowers and VenTrac tractor

- **Financial Reports**

Park and Sports Events and Rentals	
Park Statistics	Reservations Info
Shelter Reservation (Standard reservations of 1-99 people)	554
Park Rental (Use of Parks for large events)	40
Sports Fields (all individual field rentals)	1,063 reservations (4,311 hours)
Totals	1,657

Cemetery Meetings and Sales Summary		
Cemetery Statistics	Numbers	
Headstone Orders and Installation	54	
Headstone engraving Orders	39	
Lot/Crypt/Niche Sales	87	
Name Bar Orders and Installation	30	
Family appointments for lot sales and coordination of interments	145	
Bull Body Casket Burials: 39	Cremation Burials: 80	Total Burials: 119



Parks and Cemetery Revenue					
2023-2024	Park Event Rentals	Park Shelter	Ballfields	Clackamette RV Park	Cemetery
July	\$1,852.00	\$6,668.00	----	\$33,614.04	\$24,745.50
August	\$4,279.00	\$3,903.00	----	\$23,540.04	\$32,071.00
September	\$3,047.00	\$1,543.00	* \$789.00	\$17,560.06	\$35,270.00
October	----	\$308.00	* \$1095.00	\$13,015.00	\$44,843.00
November	\$100.00	\$261.00	----	\$8,955.01	\$25,105.00
December	----	\$261.00	----	\$7,105.00	\$10,209.00
January	\$50.00	\$649.00	----	\$6,835.00	\$25,832.67
February	\$1,822.00	\$1,931.00	----	\$7,085.00	\$13,351.67
March	\$2,794.00	\$4,391.00	* \$1,368.00	\$17,520.00	\$26,595.00
April	\$390.00	\$8,001.00	* \$2,412.00	\$17,485.00	\$16,694.66
May	\$50.00	\$9,936.50	* \$3,171.00	\$23,515.01	\$40,302.00
June	\$6,159.00	\$6,931.00	* 1,764.00	\$30,230.06	\$16,955.00
Totals	\$20,543.00	\$45,783.50	\$10,599.00	\$206,459.22	\$311,974.50

* Indicates hourly use of sports fields to be billed.

Parks Revenue	\$283,384.70
Cemetery Revenue	\$311,974.50
Total Revenue: Parks and Cemetery	\$595,359.20

Submitter: Kyle Christoph

Department: **Facilities**

Summary:

Facilities and Project Updates July 1, 2023 – June 30, 2024

Facilities:

- Work Orders July 1, 2023 -June 30, 2024
 - Work orders created: 1198
 - Work orders completed: 1167

Facilities Staffing:

- Joel Galeana started with Facilities in June and we're so glad to have him!

Facility Capital Improvement Highlights:



- Entry deck replacement at Ermatinger House to remove damaged boards. Decking was treated with an epoxy sealant to provide a longer lifespan, and prepare it future full building painting that is scheduled for late August.
- Removal of former circulation desk at Library and installation of new lighting control and catalog kiosk in its place.
- Replacement of EOT deck outside of Wagon 3, including full replacement of decking and monumental stairs.
- Installed two new 10 ton HVAC units at City Hall as part of our scheduled deferred maintenance concerns.
- Repaired concrete sidewalk and curb at Pool
- IT team led and internal cabling upgrade at Pioneer, including a new fiber optic supply line to a relocated switch to increase internet speeds and reliability.