



Director Approval - Original Approval Date: 6/30/2019
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 Signature: _____

PARKS & RECREATION

Date: 06/30/2019 **Updated:** 06/30/2022 **Date To Be Reviewed:** Three Years – 06/30/2025

Title of Document: 3.2 LOPR_Administrative Offices

Lake Oswego Parks & Recreation (LOPR) is fairly unique in that since its original location in the old City Hall in 2007, the department main administrative offices have moved several times into different locations (West End Building, Palisades Elementary School, Public Golf Course Pro Shop) and always been housed in multiple locations.

Once the new Lake Oswego Recreation and Aquatic Center is completed (est. late 2023), the administrative offices (including for the renovated, co-located municipal golf course) will be housed in the Center with the Teen Lounge remaining at Christ Church Parish, the Indoor Tennis Center, and Parks Division located at the Maintenance Administrative Center.

The new center is being designed with spaces for personnel, registration functions, meeting and storage spaces, and will be equipped with the necessary equipment to operate efficiently and effectively. Refer to the diagram at the end of this document to view the approved design.

The locations of administrative office spaces (all with restrooms) and types of equipment is outlined in the table below:

LOCATION – All accessible to staff and the public – (during operating hours.)	FUNCTIONS	EQUIPMENT	PUBLIC MEETING ROOMS
Adult Community Center (ACC)	Registration Staff ACC Staff	Computers, Printers/Fax/Scanners, Phones, Kitchen	Yes
Christ Church Parish (CCP) (Leased Spaces)	Recreation Staff	Computers, Printers/Fax/Scanners, Phones	No
Indoor Tennis Center (ITC)	Registration ITC Staff	Computers, Printers/Fax/Scanners, Phones	Yes
Luscher Farm Farmhouse	Recreation Staff Director	Computers, Printers/Fax/Scanners, Phones, Kitchen	No
Maintenance Center	Parks Staff	Computers, Printers/Fax/Scanners, Phones, Kitchen	Yes

The City IT Department ensures access to network resources, including Wi-Fi, current hardware and software, and telephones with voice over data functionality.

