



Director Approval - Original Approval Date: 12/31/2016  
Update Approval Date: 12/31/2021  
Signature: \_\_\_\_\_

Date: 12/31/2016      Updated: 12/31/2021      Date To Be Reviewed: Five Years – 12/31/2026  
Created: 09/04/12

## Title of Document: 7.4 LOPR\_Asset Management and Disposition Policy – Lake Oswego Parks and Recreation Park Land

### INTRODUCTION

This policy is a guide for the asset management and disposition determination of the park lands of the City of Lake Oswego (“City”). The City has a diverse portfolio of park land assets that has accumulated over many years and that supports the delivery of a wide range of parks and recreation services. Through this policy, the City will ensure a transparent, fair and equitable process before any disposal of park land occurs. The policy is based on the principles that park lands are assets that should be periodically assessed in terms of how well they advance the long term vision and goals of the park system and deliver services to the general public.

Disposal of property that no longer furthers the long term vision and goals, or efficiently and effectively delivers parks and recreation services may be desirable and the City can realize significant alternative benefits from disposal of the property in accordance with all applicable laws. Though unique and exemplary circumstances may occur, the overriding philosophy is that park land assets are acquired for present and future needs of the community and should not be disposed of. This is particularly true of park land assets that fall into the following categories; riverfront, containing streams, and/or Sensitive Lands.

### DEFINITIONS

*Asset disposition or asset disposal* is the process of determining that identified land no longer meets the service delivery needs of the City and should be removed from the City’s park land asset portfolio.

*Park* is any parcel of real property that is managed and/or operated by the Parks and Recreation Department of the City of Lake Oswego.

*Asset management* is the activity that aligns the City’s park land assets with the goals and objectives of the City.

*Surplus property* is park land that is not practical, now or in the foreseeable future, to maintain or is not suitable or effective for its intended use or alternative use for City park purposes.

*Parks, Recreation and Natural Resources Advisory Board (PRNAB)* is the Lake Oswego Parks and Recreation Advisory Board whose powers are derived from Lake Oswego Code **12.51.056**.



Director Approval - Original Approval Date: \_\_\_\_\_  
Update Approval Date: \_\_\_\_\_  
Signature: \_\_\_\_\_

---

## POLICIES AND PROCEDURES

**Section 1. *Asset management and disposition.*** The steps in this asset management and disposition policy are:

- (1) An inventory of park lands, kept up to date with periodic Parks and Recreation Department staff reviews to ensure that park lands are meeting long term vision and goals, and delivering the desired parks, recreation and environmental services, utilizing the assessment criteria listed in Section II;
- (2) Advising the City Manager of any parcels that are not meeting long term vision and goals, and performing cost-effective and adequate parks, recreation and environmental service delivery and of any discovery, through the review process, of an imbalance in parks and recreation service delivery or park acreage compared to established level of service standards and population demographics;
- (3) City Manager determination whether further study by Parks and Recreation Department is warranted and whether the City Attorney's Office should research and report on legal issues concerning the property at issue and any potential disposition determination;
- (4) Parks and Recreation Department staff report to PRNAB when a parcel of land is identified by the City Manager as being potentially surplus to the City's service delivery needs, with the information listed in Section III to be discussed with PRNAB in cases of potential disposal;
- (5) PRNAB study and discussion of the Parks and Recreation Department staff report;
- (6) One or more public hearings by PRNAB on disposal of a particular parcel, in accordance with established guidelines for public hearings as noted in the Lake Oswego City Code and,
- (7) A recommendation from PRNAB to the City Manager, Mayor, and City Councilors, accompanied by a Department staff report to the City Manager, Mayor, and City Councilors of the findings and conclusions.

**Section 2. *Property assessment criteria.*** The periodic property assessment reviews are a tool for the effective management and improvement of the delivery of parks and recreation services to City residents and are not intended in any way to indicate a ranking of park lands. Factors to be considered in assessment of each parcel include, where available, the following:

*Assessment of service delivery.*

- (1) A determination whether the property advances the vision and goals identified in the adopted comprehensive plan for Parks, Recreation and Natural Area (i.e. Parks Plan 2025).



Director Approval - Original Approval Date: \_\_\_\_\_  
Update Approval Date: \_\_\_\_\_  
Signature: \_\_\_\_\_

## PARKS & RECREATION

- (2) A determination of the current demand for parks, recreation and environmental services in the particular location, noting any change in demographics and environmental need that has affected the provision of services, and a projection of the future demand;
- (3) The nature, quality and quantity of services provided and the ways in which the property could provide services, including alternative services, to the public that fulfills parks and recreation goals;
- (4) Whether any unnecessary duplication of services exists, especially in the nearby area;
- (5) The convenience of the location for intended users; and,
- (6) The suitability of the property for its intended or unintended uses or if it meets any other City/community needs.

### *Assessment of physical condition.*

- (1) Property description and size of the property and its major components;
- (2) Identification of the presence of river frontage, streams, habitat and/or Sensitive Lands;
- (3) The property's suitability, in terms of size and space configurations, for the primary activities occurring on the property;
- (4) The condition of the property and its major components, including the structural soundness of any facilities, code compliance, and adequacy of electrical, plumbing and mechanical capacities, natural resources and their relationship to the larger system;
- (5) Compliance with Americans with Disabilities Act requirements;
- (6) Safety of the park environment for staff and the public;
- (7) Sufficiency of parking and public transportation in the immediate area; and,
- (8) Capacity of the property, either currently or with reasonable improvements, to provide needed services to the public.

### *Financial considerations.*

- (1) Costs to maintain the property, including past and present capital improvement costs, and to operate and provide services on the property;
- (2) Market value of the property;
- (3) Reasonableness of cost per use; and,



Director Approval - Original Approval Date: \_\_\_\_\_  
Update Approval Date: \_\_\_\_\_  
Signature: \_\_\_\_\_

- 
- (4) Costs of any planned capital improvements on the property.

*Other considerations.*

- (1) Historical significance of the property;
- (2) Intent and funding mechanism used to acquire the property;
- (3) Suitability of the property for specified alternative parks and recreation uses; and,
- (4) Any other important and helpful information concerning the property

**Section 3. Identification of potentially surplus property.** The Parks and Recreation Department staff will prepare a report on the potential surplus land for review and consideration by PRNAB if a property in the asset portfolio is identified as not meeting parks and recreation vision and goals, service delivery needs, or alternative uses or methods of such service delivery are not practical for the parcel, and the City Manager has determined that the property may be surplus to all City uses, and that disposal will be studied by PRNAB. The staff will also consult with any stakeholders. The report will outline at a minimum:

- (1) The physical attributes of the property;
- (2) The reasons the property may not further park system vision and goals, or meet service delivery expectations and disposal should be considered;
- (3) Any recommendations of the stakeholders;
- (4) Current maintenance and operating costs;
- (5) Any applicable procedures or guidelines of the City;
- (6) Any written report from the City Attorney's office detailing the various legal issues, such as deed restrictions, encumbrances, encroachments and contractual matters connected with the property at issue;
- (7) The anticipated benefits and any negative consequences of disposal;
- (8) Historical factors associated with the property;
- (9) Any other information deemed desirable to assist a decision by the Advisory Board; and,
- (10) Parks and Recreation Department staff recommendation for expenditure of funds raised through a disposal.



Director Approval - Original Approval Date: \_\_\_\_\_  
Update Approval Date: \_\_\_\_\_  
Signature: \_\_\_\_\_

**Section 4. *Asset Disposal Considerations.*** A property will be considered for removal from the City’s asset portfolio only where:

- (1) It is not suitable or effective, now or in the foreseeable future, to advance the park system’s long term vision and goals or to provide its intended service delivery functions, and alternative City use of the property is not practical; or,
- (2) The City can realize significant alternative benefits by the disposal of the property.

Asset disposal decisions should be done within an integrated planning and periodic review framework that considers vision, goals, service delivery needs, City objectives, financial and budgetary constraints, and resource allocation in a citywide context to assure that the best interests of the City’s Parks and Recreation Department and the City as a whole are served.

**Section 5. *Public hearing, determination, recommendation and report.*** At least one public hearing on any potential disposal recommendation of a specific park property will be conducted by City Council. PRNAB’s recommendation to the City Manager, Mayor, and City Council for disposal of a park property will be accompanied by a report outlining Park and Recreation Department staff’s findings and summarizing its conclusions. At a minimum, the report will provide:

- (1) A description of the property and its historical significance;
- (2) The reasons for disposal, including the potential benefits to be realized specifically for the Parks and Recreation Department and also for the City as a whole;
- (3) As applicable, the appraised, real market and replacement values of the property, if known, and any costs associated with the recommendation;
- (4) The potential or alternative uses studied;
- (5) A summary of legal issues involved;
- (6) The public reaction, including stakeholder statements, to the recommendation of disposal; and,
- (7) A recommendation for the expenditure of any proceeds raised through a disposal.

**Section 6. *Disposition of property.*** The goal of property disposition is to obtain the highest possible value. The process shall be competitive and transparent. The process shall follow at a minimum the following:

- (1) Select licensed Realtor.



Director Approval - Original Approval Date: \_\_\_\_\_  
Update Approval Date: \_\_\_\_\_  
Signature: \_\_\_\_\_

PARKS & RECREATION

- 
- (2) Determine asking price, through assessed valuation and consultation with licensed Real Estate Broker.
  - (3) Determine active or passive marketing on property based on urgency of disposition.

**Section 7.** Any proceeds from the disposal of park land shall be allocated to, and expended by and for, the Parks and Recreation Department.

**Responsibility/Contacts:** Director, Administrative Assistant