



## CITY OF LAKE OSWEGO NATURAL RESOURCES ADVISORY BOARD MINUTES

June 4, 2001

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### I. CALL TO ORDER & ROLL CALL

Chair Keith Moe opened the meeting of June 4, 2001 at 6:30 PM in the Human Resources Conference Room of City Hall, 380 A Avenue, Lake Oswego, Oregon.

Members present were Chair Moe, Russell Jones, Jonathan Snell, Sara Asby\*, Kelly Riordan. Deborah Shimkus was excused. Vice Chair Christine Roth and Nicholas Vance were absent.

Staff present were Chris Jordan, Assistant City Manager, and Lisa Hamerlynck, Natural Resource Coordinator.

### II. ANNOUNCEMENTS

Ms. Hamerlynck announced the City had purchased the Brock property. Mr. Moe observed a legal issue needed to be resolved as to whether Open Space bonding language would allow the riding stable operation there to continue.

### III. APPROVAL OF MINUTES

**The Minutes of April 10, 2001 were approved unanimously.**

### IV. REGULAR BUSINESS

#### 1. Financial Update by Chris Jordan

**Chris Jordan, Assistant City Manager**, described the City's budgeting process and suggested how the NRAB might influence that process. He explained that the City Charter provided that the City Manager was responsible for proposing a budget to the Budget Committee, which recommended the budget to the City Council. He said the City Manager considered recommendations from all City departments and advisory boards when he prepared a proposed budget. He advised that the proposed budget primarily provided for current services because the City was facing future budget shortfalls and was running out of reserves. He distributed a financial summary and pointed out that the City maintained a specific minimum percentage of "contingency" funding and projected "excesses" or "shortfalls" for the next five years. He pointed out that City expenses were growing faster than revenue. He noted the projection showed the City would eventually run out of reserves as a

result of Measure 50, which limited property tax increases on existing construction to 3% per year. He compared the 3% increase with projected increases in the cost of personnel (7.7%) and materials and services (8.4%). He anticipated the City would continue to endeavor to cut expenses and would reduce staffing by attrition.

Mr. Jordan pointed out the draft Capital Improvement Plan for 2001-2006 (CIP) showed a decline in funding over the five-year period and focused more on maintenance projects, such as playground replacement, than development projects. He noted the Parks and Open Space section of the CIP showed the following categories were funded: Open Space Acquisitions (\$3.4 million); Athletic Fields (\$2.4 million); Millennium Park (\$.9 million); Minor Park Improvements (\$.75 million); Park Acquisition (\$.616 million); Streetscapes (\$.6 million); George Rogers Park (\$.25 million); and Iron Smelter Rehabilitation (\$.1 million). He noted that \$1.2 million was available for first year Parks and Recreation capital projects, but funding declined in the remaining years. He noted that Systems Development Charges (SDCs) would provide \$400,000 for Phase III of Millennium Plaza. He explained that funding of improvements at George Rogers Park had been carried forward from the current year's budget to next year's budget. Ms. Hamerlynck confirmed the City was ready to select an architect for the project. Mr. Jordan advised that when there was no money for new park projects, they might be funded if the voters agreed to bond funding (debt that could only be used for capital projects and was to be paid back over a 20 year period), or a levy (debt that must be repaid in five years and was typically used to fund operations and maintenance). He noted that the City was not levying the maximum amount that had been approved in a November 1996 vote. The City had requested that levy specifically to obtain \$1 million to transfer to the School District for extracurricular activities. He said that the School District had subsequently been authorized its own levy and the City had reduced its tax rate by that \$1 million. He anticipated that the Council would not consider raising the levy again for other purposes. He advised that Open Space and Field bond funds were to be totally dedicated to the purposes approved by voters and Utility Funds revenue (Water, Sewer, etc.) was required to be spent only on utility projects. He noted that some Water Utility Funds would be spent to upgrade the water treatment plan and construct Endangered Species Act (ESA) approved water intake facilities. He explained that although Systems Development Charges (SDCs) revenue was decreasing as the City became built out, remodeling projects were increasing and required the City to operate at full service to provide staff for permitting, inspections, land use review, etc. He related that the City had not filled two vacant planner positions and a vacant planning director position.

Mr. Jordan explained how the NRAB could become more involved in the budgeting process. He suggested that the NRAB could influence how the funds that had been allocated for Minor Park Improvements (\$150,000) were spent next year. He suggested that they solicit advice from Ms. Hamerlynck and the Parks and Recreation Department staff as they formed a recommendation. He clarified that master planning did not qualify as a capital project, but he suggested that the City might be able to find way to fund that process. He advised the Board that the

optimum time to submit a recommendation to the City Manager was between January and March of 2002, when he was preparing to propose a budget. He clarified that the Board could send a recommendation to the City Manager at any time that would require funds that were already in the CIP or that proposed a supplemental budget (from contingency funds) for a special project. The City Manager would then ask the Council to consider the recommendation. He said that master planning or the Bryant Woods project could be funded from the Parks and Open Spaces – Capital Outlay category of \$1.35 million that was not yet allocated to projects. He explained that another source of funds could be excess funds from a capital project that had been completed under budget. He stressed that the best avenue for the Board to take would be to enlist the support of the City Manager, who would advocate the recommended projects (such as master planning) and ask that they be included in Council goals. Ms. Hamerlynck advised NRAB members to determine clear NRAB goals in the fall of 2001 for the following year so they would be ready to submit their recommendations to the Council in a timely manner. Mr. Jordan confirmed there was a direct relationship between Council goals and the city budget. He directed the members' attention to the Financial Summary – Resources by Source/Requirements by Use (see page I-44). Mr. Moe noticed language on page I-22 that "The adoption of already drafted master plans have no additional funding, but will have an effect on future budgets." Mr. Jordan explained that meant that a bond measure might be necessary to fund master planning if there were no existing revenue sources to pay for it and the project was listed in the CIP. He related that the Council was to consider the budget on June 5, 2001 and the CIP on June 19, 2001.

\*Ms. Asby joined the meeting at 6:45 PM.

The members decided to schedule NRAB goal setting discussions for October – December. They agreed that the best way to influence the City was at Council goal-setting time. They considered ways to develop closer relationships with the Council, including arranging natural area tours for the Councilors. Mr. Moe observed that the Council had adopted most NRAB goals for the current period and he anticipated that the NRAB would focus on advocating master plan implementation and some line item projects.

## 2. NRAB Representation at Council Meeting

Ms. Asby volunteered to attend a Council meeting to support NRAB recommendations. She planned to contact Chris Roth to see if she would also agree to attend the meeting. Mr. Snell opined that the Board might have been more successful in advocating funding of resource-related projects if the NRAB had not been challenged by staffing changes. Members reviewed Ms. Asby's letter to Ron Bunch, Government Affairs Liaison. Ms. Hamerlynck explained that Mr. Bunch was assembling recommendations from all advisory boards into one document for the Council to review.

### 3. Community Forestry Plan

Kelly Riordan volunteered to research how other community forestry programs worked and prepare an application for an Oregon Department of Forestry (ODF) grant of seed money for a program in Lake Oswego. The members reviewed community forestry materials and noted that some jurisdictions employed as many as six arborists and some knew the exact number of street trees in their city. They noted that one grant had provided funds that allowed one city to hire youth to inventory trees. Mr. Moe observed that a community forestry program would be a wonderful lasting legacy of the NRAB's work. He said most useful data that could be provided by such a program was to track the City's tree resource over time. He anticipated the program would provide inspection and mitigation guidelines.

Ms. Hamerlynck related that the City placed money received from tree cutting permits into a tree-planting fund (that was current approximately \$70,000), but there was no plan showing where the new trees should be planted. She suggested that grant funds could be used as "seed money" to set up the City program, trees could be purchased with money from the tree-planting fund, and an education program could be implemented that would show people how to care for trees. She related that the City of Portland Tree Liaison Program conducted an eight-week training program for community members. Graduates of the program were designated as "Certified Community Foresters" who could advise their own neighborhoods about street trees. She said the Portland program representatives had offered to help the City of Lake Oswego set up its own program.

### 4. Maintenance Worker Job Description

Ms. Hamerlynck announced that the City would accept applications for the open Part Time Maintenance Worker position until June 8, 2001. She explained the job description had been crafted to identify applicants who could accomplish the type of work required in natural areas. A discussion ensued about how long the person would be working for the City and what types of things they would be doing. Mr. Snell expressed concern about the loss of the full time position and wondered how that position had been removed. Members acknowledged that a full time maintenance worker was needed and they hoped that this part time position would be fully funded in the future. Mr. Snell observed that the city seemed to be more focused on funding high maintenance, high visibility street medians than providing funds to maintain natural areas in a long term sustainable fashion. He contrasted the cost and benefits of a few initial years of low maintenance activities to establish healthy riparian areas, bio swales and under story with the high cost of maintenance (fertilizer, mowing, planting) in other more intensively landscaped areas.

### 5. Joint Meeting with PRAB Agenda Items

Ms. Hamerlynck advised that any joint board meeting was required to be approved by the Council. She suggested that the NRAB meet with the Parks and Recreation

Advisory Board (PRAB) during PRAB's July 18, 2001 meeting. She noted that the regularly scheduled NRAB meeting was July 2, 2001. Mr. Moe indicated that he would not be able to attend the July 18 meeting. Other members, however, indicated they would attend.

Ms. Hamerlynck anticipated the two Boards would agree to a joint meeting schedule and set priorities for the meeting. She said it was important for both Boards to understand each other's priorities and the projects they were involved with. She confirmed that Kim Gilmer, Director of Parks and Recreation, was the staff advisor to PRAB. The members reviewed a list of potential agenda items for the joint meeting (see Joint Meeting with PRAB Agenda Items). Mr. Moe indicated he believed Items #3, #5 and #7 were most important, and Items #9 and #10 were also important. Ms. Hamerlynck agreed to research and provide more information regarding the Three Rivers Land Conservancy concept plan for the Stafford area to the Board. The members also desired more information on PRAB's Recreation Plan, particularly how that plan would address trails. Mr. Snell recalled the formation of PRAB predated the NRAB and the NRAB had been subsequently formed to focus on natural areas. The Board decided to hold their own meeting on July 2, 2001 and then meet with PRAB on July 18, 2001.

#### 6. July Election

Mr. Snell indicated he would be willing to stand for election to chair in the July election.

#### 7. Surface Water Workshop/Meeting with Staff and Jonathan

Mr. Snell reported that he had held discussions with Engineering Department staff regarding the City's surface water management efforts. He explained that individual employees focused on different elements of the City's program, including creeks and ditches, piping facilities and erosion prevention and control. He related that Andy Harris was the City's representative to the Tualatin River Group, an organization of municipalities dealing with issues related the Tualatin River watershed. He advised that the City's storm water management permit had expired and a new application (filed by the City together with other Clackamas Country communities) was in process at the Department of Environmental Quality (DEQ). He explained that he would continue to review material provided to him by the Engineering Department, particularly information regarding how storm water management fees were allocated. He noted that the Surface Water Management Utility fee was fixed and not subject to a rate "escalator" as was the (drinking) Water Utility rate. He recalled that staff time was closely tracked so that the cost of staff time could be allocated to the correct account. He advised that the City was currently working under a storm water management program devised in 1992 even though the industry had changed since then. The 1992 plan focused on removal of (not prevention of) phosphorus and sediments in the water. He anticipated that the NRAB would make recommendations regarding the City's management program

and the Board would find many opportunities to recommend smarter and better storm water management practices. He indicated his desire to see a holistic approach to urban storm water management that would protect urban aquatic resources and cost less in both the short and the long term. He acknowledged that could be a challenge because the City was already mostly developed.

Ms. Hamerlynck advised that the City planned to update the 1992 Surface Water Management Plan next year. Mr. Snell proposed that the NRAB participate in that process beginning with the Request for Proposal stage. He related that the City had created an advisory board (that had included an NRAB representative) to provide recommendations prior to adoption of the 1992 plan.

## V. OTHER BUSINESS

### **Scout Project**

Ms. Hamerlynck reported that she had sent the Board's suggestions for potential Eagle Scout projects to the Boy Scout who had requested a project and he and Nancy Bantz, Special Projects, would continue to discuss them.

### **Tree Ordinance**

Mr. Moe related that the Council had received complaints that the Tree Ordinance was too restrictive. He anticipated the Council would ask the NRAB to recommend additional changes to the Ordinance. He recalled the Board's significant effort to fashion their previous recommendations regarding the Ordinance. He noted the new Forestry Commission included several arborists and he suggested that if the Council requested that the Board consider changes to the Tree Ordinance it might be beneficial for the NRAB and Forestry Commission to work together to accomplish that.

### **Upcoming meetings**

Ms. Hamerlynck suggested that NRAB members consider planning a barbeque or a hike.

### **Springbrook Creek**

Mr. Snell reported that after the City had completed an emergency water project near where Twin Fir Road crossed Springbrook Creek the crews had failed to repair the trail. He stressed that the cost of the trail cleanup should be included in the water project cost. Ms. Hamerlynck agreed to follow up with other City staff to determine how that was to be handled.

VI. ADJOURNMENT

There being no further business, Chair Moe adjourned the meeting at 8:29 PM.

Respectfully submitted,

Lisa Hamerlynck  
Natural Resource Coordinator.

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