

**RESOLUTION 08-83**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE OSWEGO ESTABLISHING AN ADMINISTRATIVE POLICY FOR PARK AND NATURAL AREA FRIENDS GROUPS.**

**WHEREAS**, the City works with many different Friends groups, through its Parks & Recreation Department, to maintain and develop the City's park system; and

**WHEREAS**, the scope of the work done by these Friends groups ranges from occasional weekend ivy pulls to more organized and involved efforts; and

**WHEREAS**, there is no process for formally acknowledging City support for the work of Friends groups, or prioritizing Friends group projects with existing objectives for the City's park system;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Lake Oswego that:

**Section 1.** An administrative policy for Park and Natural Area Friends Groups be established as shown in the attached Exhibit "A".

**Section 2.** Effective Date. This Resolution shall take effect upon passage.

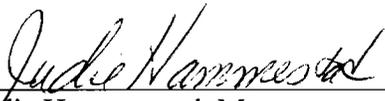
Considered and enacted at the regular meeting of the City Council of the City of Lake Oswego on the 2nd day of December, 2008.

AYES: Mayor Hammerstad, Groznik, Hennagin, Johnson, Jordan, McPeak, Turchi

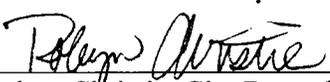
NOES: None

EXCUSED: None

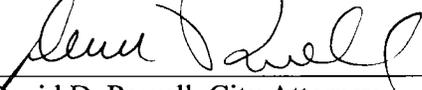
ABSTAIN: None

  
\_\_\_\_\_  
Judie Hammerstad, Mayor

ATTEST:

  
\_\_\_\_\_  
Robyn Christie, City Recorder

APPROVED AS TO FORM:

  
\_\_\_\_\_  
David D. Powell, City Attorney

**CITY OF LAKE OSWEGO**

**Policy for Park and Natural Area Friends Groups**

**Parks & Recreation Administrative Policy #8**

**PURPOSE**

The City of Lake Oswego recognizes and appreciates the contributions of local Friends groups in supporting and developing the City's parks system. Friends groups are important vehicles for raising funds, implementing special projects and programs, maintaining parks and natural areas, and encouraging public support for the City's extensive park system.

The following guidelines are intended to assist the City in establishing a process for formal recognition of Friends groups for City parks, and clarifying roles and responsibilities in supporting and improving the park system.

**DEFINITIONS**

"Friends group" - Any group of no less than four (4) individuals organized for the purpose of for developing, maintaining, and/or financially supporting the City's park system.

"Natural Resources Advisory Board" (NRAB) - A volunteer citizen advisory board appointed by the City Council to advise the City Council on policy issues related to natural area issues in the City, including park land.

"Park" - Any park, natural area, and open space managed for recreational use and/or resource protection.

"Parks & Recreation Advisory Board" (PRAB)- A volunteer citizen advisory board appointed by the City Council to advise the City Council on policy issues related to parks and recreation services, programs, and park properties.

"Parks & Recreation Department" - Refers to the City Department responsible for overseeing parks, facilities, programs, and services.

## EXHIBIT A

### GUIDELINE

The City encourages the involvement of Friends groups in achieving its goals and objectives for developing, maintaining, and financially supporting the City's park system.

Friends group activities may include, but are not limited to:

- Raising funds for a variety of purposes that benefit the City's park system such as specific capital improvements, special projects and restoration activities.
- Providing general maintenance of parks and natural areas, such as invasive species removal and undertaking habitat restoration activities.
- Providing cultural and social activities for the enjoyment of the general public.
- Spreading awareness and advocating for the benefits of parks and natural areas in Lake Oswego.

All Friends groups must:

- Have an open membership policy regardless of race, sex, sexual orientation, color, national origin, age or disability.
- Have a written mission statement and/or by-laws, approved by the City, clearly stating the purpose of the group and the activities they intend to undertake.
- Include at least 4 members.
- Hold, at a minimum, quarterly meetings for which meeting minutes are taken and submitted to a designated staff person in the Parks & Recreation Department.

A Friends group may be an unincorporated association, or a private, non-profit entity created under Oregon law.

#### **Recognition by City**

Friends groups must be formally recognized and approved of by the City prior to undertaking any activities related to the City's park system. Only one Friends group will be recognized by the City for each park site to avoid conflicting priorities and to facilitate better coordination and communication with City staff.

Large park sites may have a number of groups wanting to participate in some manner. In these cases, the Parks and Recreation Department reserves the right to select an umbrella organization to serve as the main point of contact with the City. Membership in the umbrella organization may come from existing organizations participating at the park site, and/or from the community at large.

## EXHIBIT A

~~the formally recognized Friends group functions as the umbrella organization and is the main contact with the City. The umbrella Friends group organization~~ is responsible for coordinating with the various groups to establish a singular mission and list of proposed projects, which are approved of by the City. All communication and coordination of activities is coordinated with the City through a contact with the Friends group.

### *Recognition Process*

To be recognized by the City, the Friends group activities must support and further the priorities established by the City for the City's park system as defined in adopted plans, established goals, and budgets.

Applications for recognition by the City must include the following information:

- Purpose of the group (mission, by-laws)
- Contact information for all members
- Structure of organization (formal vs. informal)
- Activities of interest (particular projects, implementation strategy, timelines, funding sources, etc.)

The application will be submitted to the Natural Resources Advisory Board (NRAB) and Parks & Recreation Advisory Board (PRAB) for review in a joint meeting to determine whether the activities of the Friends group supports and furthers the City's priorities for the particular park property. Criteria used to evaluate the application are as follows:

1. The community's need for the activities proposed by the Friends group.
2. Compatibility with approved master plans.
3. Compatibility with existing priorities for park development, programs, and maintenance.
4. The ability of the City to dedicate staff support and financial resources, if necessary, for proposed activities.
5. Ability of the Friends group to raise funds to support its stated activities.

If PRAB and NRAB determine that the criteria for recognition have been met a recommendation of recognition will be forwarded to City Council for consideration. The City Council shall make the final determination.

The Parks & Recreation Department shall notify the Friends group in writing of the City Council's decision.

EXHIBIT A

The City reserves the right to suspend or revoke formal recognition of any Friends group for cause.

## EXHIBIT A

### **Friends Group Activities**

Activities of Friends groups may be wide ranging depending on the interests and desires of its members. The work undertaken by a particular Friends group shall not be expanded beyond that defined in the application for recognition without prior approval from the City.

#### *Activity Guidelines:*

- All activities must be communicated and approved of by the Parks & Recreation Department in advance of implementation.
- Friends group activities must be coordinated with the Parks & Recreation Department to reduce conflicts with other City activities that may be occurring.
- Changes in scope of work must receive prior approval of the Parks & Recreation Department.
- Friends groups must receive training by City staff and follow established guidelines for safety when working on park property (i.e. proper handling of tools and equipment).
- Liability releases, provided by the City, are required for all volunteers working on City property.
- Over two years of inactivity shall be considered a forfeit of rights to be formally recognized by the City of Lake Oswego.
- Repeated failure to communicate project work to the Parks & Recreation Department shall be grounds for revocation of recognition.

#### *Annual Work Plan Review*

Friends groups are required to submit annual work plans to the Parks & Recreation Department for review and approval. Annual work plans must include the following information:

##### Prior Year:

- Prior year's accomplishments, compared with approved work plan.

##### Upcoming Year:

- List of proposed projects and activities
- Implementation timeline
- Anticipated city support (staff, materials, funds)

## EXHIBIT A

The Parks and Recreation Department shall review the work plan for consistency with the Friends group overall mission and role approved of by the City Council during the recognition process.

### *Funding*

#### *Request for City Financial Support*

Friends groups, by their nature, often raise funds or in kind support to implement their activities. On occasion, a Friends group may request financial support from the City. All requests for City financial support must be made in writing and must articulate the purpose for the funds, amount of funding, and timing when funding is needed. The City will evaluate the request along with other City funding priorities at the time of budget preparation.

#### *Grants*

Friends groups are encouraged to seek outside funding for projects. As the property owner, the City must be consulted before applying for any grants to ensure the grant criteria are acceptable.

The City will not serve as the fiscal agent for grants applied for by Friends groups.

### *Park Planning*

The City will endeavor to involve Friends groups, along with all other interested stakeholders and citizens, in public planning efforts related to the park property of interest.