

CITY OF SALEM
PARKS AND RECREATION ADVISORY BOARD (SPRAB)
ON-LINE MEETING AGENDA

Si necesita ayuda para comprender esta información, por favor llame 503-588-6003.

Individuals needing special accommodations such as sign language, foreign language interpreters or equipment for the hearing impaired must request such services at least 48 hours prior to the meeting. To request accommodations or services, please call 503-588-6211 or 503-588-6003 (TTD/TTY 503-588-6439), or by e-mail at: twhitler@cityofsalem.net at least two business days in advance.

This regular meeting of the Salem Parks and Recreation Advisory Board will take place online. This page will tell you how to participate in this digital format. The agenda for the meeting is on page two.

DIGITAL MEETING INFORMATION

The City will be using ZOOM software to host this meeting. If you are new to ZOOM, you will be able to access the meeting without downloading the application. If you wish to download the software, that option will be provided when you click on the link to the meeting.

To access the September 10, 2020, 5:30 p.m. Zoom meeting from computer, tablet, or smartphone click on the following link:

<https://zoom.us/j/94472373551?pwd=WkdiZUhMempUMERZSDRHWPpTa0RtQT09>

You can also view the meeting on YouTube at the following link:

https://www.youtube.com/channel/UCQLj9RKZNHu4wfYcs_TC0TA

PUBLIC COMMENT

Contact Toni Whitler, Parks Planner, at twhitler@cityofsalem.net if you wish to provide public comment on any agenda or non-agenda item.

Email comments: Please provide email comments no later than 4:00 p.m. the day before the meeting.

Live, public comment: Please contact Toni Whitler no later than 3:00 p.m. the day of the meeting.

Public comments will only be addressed during the public comment period as noted on the agenda (see Agenda on page 2) and will include comment on agenda and non-agenda items. Email comments submitted will be addressed during the comment period.

CONTACT INFORMATION

The City of Salem and the Salem Parks and Recreation Advisory Board thank you for your support by using the digital format. For any questions or concerns about the above information, please contact Toni Whitler, Parks Planner, at twhitler@cityofsalem.net or 503-588-6211.

It is the City of Salem's policy to assure that no person shall be discriminated against on the grounds of race, religion, color, sex, marital status, familial status, national origin, age, mental or physical disability, sexual orientation, gender identity, and source of income, as provided by Salem Revised Code 97. The City of Salem also fully complies with the Title VI of the Civil Rights Act of 1964, Americans with Disabilities Act of 1990, and related statutes and regulations, in all programs and activities.

Es la política de la Ciudad de Salem asegurar que ninguna persona será discriminada por motivos de raza, religión, color, sexo, estado civil, situación familiar, origen nacional, edad, discapacidad mental o física, orientación sexual, identidad de género, ni fuente de ingresos, de acuerdo con el Salem Revised Code Chapter 97. La Ciudad de Salem también cumple plenamente con el Title VI of the Civil Rights Act of 1964, y los estatutos y reglamentos relacionados, en todos los programas y actividades.

**CITY OF SALEM
PARKS AND RECREATION ADVISORY BOARD
DIGITAL AGENDA
SEPTEMBER 10, 2020 – 5:30 to 7:00 p.m.**

**BOARD MEMBERS, CITY STAFF &
UPCOMING MEETINGS**

BOARD MEMBERS

Dylan McDowell, Chair
Micki Varney, Vice Chair
Alan Alexander
Tony Caito
Diana Dickey
Woody Dukes
Dave Fridenmaker
Keith Norris
Paul Rice

CITY STAFF

Robert Chandler, Assistant Public Works Director
Mark Becktel, Operations Division Manager
Patricia Farrell, Parks and Natural Resources Planning Manager
Jennifer Kellar, Parks and Recreation Services Manager
Becky George, Recreation Supervisor
Milan Davis, City Urban Forester
Toni Whitler, Parks Planner & Board Liaison

UPCOMING MEETINGS

- October 8, 2020, 5:30 p.m. -
Next regular SPRAB Meeting (online)

LINKS

BOARD WEB PAGE:

<https://www.cityofsalem.net/Pages/parks-and-recreation-advisory-board.aspx>

AGENDA

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. MINUTES**
 - a. June 11, 2020
- 4. PUBLIC COMMENT** (*Public Comment for Hearings will be received at the time of each hearing.*)
- 5. BOARD ITEMS/PRESENTATIONS**
 - a. Climate Action Task Force Alternate Seat – *Chair McDowell*
- 6. INFORMATION REPORTS** (*Will be provided in advance*)
 - a. Urban Forestry Update
 - b. Parks Planning Update
 - c. Parks Operations Update
 - d. Recreation Services Update
- 7. PUBLIC HEARINGS**
 - a. Appeal of Tree Removal Permit Approval - 725 Market Street NE
 - b. Appeal of Approval to Remove City Trees - 500 block of Salem Heights Road S.
- 8. NEW BUSINESS**
- 9. NEXT MEETING**
 - a. **OCTOBER 8, 2020**
- 10. ADJOURN**



SALEM PARKS AND RECREATION ADVISORY BOARD
DIGITAL MEETING
June 11, 2020
DRAFT MINUTES

MEMBERS PRESENT

Alan Alexander
Diana Dickey
Woody Dukes
David Fridenmaker
Dylan McDowell
Paul Rice
Micki Varney

MEMBERS ABSENT

Tony Caito

STAFF PRESENT

Mark Becketl
Patricia Farrell
Jennifer Kellar
Milan Davis-absent
Becky George
Toni Whitler

1. ROLL

Tony Caito marked absent

2. APPROVAL OF MINUTES

Member Fridenmaker did not see public comment from previous meeting from Nick Fortey about Orchard Heights crossing. Toni will check the minutes and adjust accordingly. Minutes approved with amendments-Micky seconded the minutes.

3. PUBLIC COMMENT

a. E.M. Easterly brought up the issue of a mapping error still being addressed as part of a package of mapping errors that will be corrected in the Salem Comprehensive Plan Update and the next Comprehensive Park System Master Plan Update. Mr. Easterly wants a continued eye on it.

4. ACTION ITEMS

a. Eagle's View Park Draft Master Plan

Toni Whitler and consultant Derek Sergison, ESA, presented the draft master plan and highlighted the process and features of the plan.

Ms. Whitler noted that there are two disk golf baskets, not three, as seen on the original draft. The plan will be updated, and the change has been relayed to the neighbors with no comment received on the change.

Chair McDowell said he was able to attend the meeting and noted everyone was very excited about the park.

Member Rice commented that it is a genuinely nice site, and this is a good interpretation of what the public wanted.

Member Varney stated that she was impressed by the turnout and how staff reached out to the public with surveys. She likes the idea of a basketball court at the base of the slope for sound reduction- thinking about the needs of the community.

Derek Sergison commented that the uses for multi-use sports court are still to be determined.

Ms. Whitler said that when the City is ready to move forward with construction, a survey will go out to the neighborhood for opinions/selections of playground equipment and type of use for the multi-use court.

Member Dickey said it was a good planning effort and was happy to see 93 people engage in the selection process.

Member Dukes moved to endorse the Eagle's View Park Master Plan and forward to City Council for adoption. Member Rice seconded the motion.

Vote: All members voted in favor of the motion.

b. Letter of Support for Park Ranger

Chair McDowell and Member Alexander worked on the letter endorsing expansion of Park Ranger duties.

After brief discussion, Member Varney moved to endorse the letter as written. Member Dickey seconded.

Vote: All members voted in favor of the motion.

5. INFORMATION REPORTS

(Information reports will now be provided as written reports ahead of the meetings.)

a. Mission Street Parks Conservancy Report

Christine Chute was unable to participate in the Zoom meeting.
The report was submitted and reviewed.

b. Urban Forestry Report

Milan Davis was absent, but the Board will receive his report after the meeting.

c. Parks Planning Report

Member Dickey encouraged everyone to check the link to the Geer Park Master Plan Update.

d. Parks Operations Report

There was a request by Member Dickey for information on Transient Occupancy Funds and the impact on parks and recreation services associated with a decrease in this funding due to the current health pandemic. It was decided to address in August when more information is available. (Since the time of this meeting, the August meeting was cancelled, and this item will be addressed in September.)

Chair McDowell mentioned a grant opportunity through Oregon Recreation and Parks Association to assist agencies in reopening parks. Ms. Kellar said they will pursue the grant for support of temporary toilets and sanitation stations.

e. Recreation Services Report

Chair McDowell asked about the status of the virtual Stride program and wondered if the event will remain virtual. Ms. George responded that they are going to try to hold an in-person STRIDE event on June 25th or 27th and will look at alternating groups of 25. She could not confirm at this time if it would happen due to the current public health situation.

Member Dukes asked about the Awesome 3000. Ms. George replied that the Salem-Keizer Education Foundation is dissolving the run and Family YMCA will be taking over the program. It will not occur this year.

f. Damage report

Minto Brown Park: A pole was struck, and damage was \$466 dollars. Hoover Park graffiti was removed at a cost of \$424 dollars.

g. Status of Unsheltered Persons in City Parks

Mr. Bechtel spoke to the many challenges associated with the temporary allowance of camping in Cascades Gateway and Wallace Marine Parks.

Member Rice noted that it is no longer pleasant to walk in the park and there has been quite a bit of damage to the natural environment. Mr. Bechtel said that the police are aware of issues due to the camping.

6. NEXT MEETING

The July and August meetings were cancelled, and the next regularly scheduled meeting is September 10, 2020.

7. Upcoming Agenda Items

Chair McDowell expressed an interest in pursuing diversity outreach, how to engage, how to encourage more applications for SPRAB.

Member Rice said there is a lot of diversity in the community and agrees that more outreach should be done to encourage participation from the diverse community.

Chair McDowell suggested using churches and schools as a way to plant seeds of interest.

Ms. Farrell said that she wanted to add that Secor Park construction contract was awarded to Emery and Sons and Secor Park construction begins after July 4. Member Alexander who is also chair of Sunnyslope Neighborhood Association, received an email about the construction and shared his excitement with the Board.

8. ADJOURN

6:33 PM

Information Reports Packet

For SPRAB Meeting September 10, 2020

1. Urban Forestry Report – Milan Davis, Urban Forester
2. Parks and Natural Resources Planning Report (includes Climate Action Task Force Memo)
Patricia Farrell, Parks and Natural Resources Planning Manager
3. Parks Operations Report – Jennifer Kellar, Parks Operations and Recreation Services
Manager
4. Recreation Service Report– Becky George, Recreation Services Supervisor
5. Parks Damage Report for August

Urban Forestry Report for September SPRAB

12,831 trees have been inventoried thus far, Don Gunther and Johnny McDougal are the primary parks staff doing the inventory and have been collaborating with PW GIS staff, Kevin Pearson and Michael Medina to improve the collection method and capture the data we will use to help maintain and understand the urban canopy in multiple new ways.

The GIS tree inventory is being utilized already by Tom Bradley and Milan Davis to make work orders and complete Service Requests in the IPS system. The Parks Staff was the first department city-wide to go paperless and work out of the new IPS system to read, review and inspect service requests created by PW Dispatch.

The tree crew/Urban Forestry unit received 127 service requests from Public Works Dispatch for the month of August of those 36 were after hour call backs for the tree crew. Only two departments in Salem Public Works Department received more service requests than the tree crew and that was the Water Department and Backflow.

The tree crew currently has 3 full time tree trimmers and one full time Parks maintenance operator, and 3 seasonal laborers.(4 full time tree crew staff) With the extreme amount of after hours calls the Tree crew was suffering some fatigue. We have had to ask assistance from parks staff, Parks Project Coordinator Dan Silberstein and Parks Maintenance operator Jeff Ball, with the large volume of call outs. As of the 2nd weekend in August the Tree crew got approval for weekend Standby pay from Jennifer Kellar, in which two parks staff are assigned Standby Duty to answer the phone from dispatch and have an hour to report and attend to any fallen tree in the right of way or a tree blocking the road or bike lane. If the amount of after hour calls continue we will employ this Standby Duty until calls lessen. The Urban Forester was taking all after hours calls from February until the second week in August. Currently the weekend Standby Duty will have the on-call phone from Friday after hours until start time Monday morning, but the Urban Forester continues to have the on call phone during weeknights.

We are currently working on our tree planting list and should have total numbers for SPRAB on the October report. We are using the inventory to improve our current process and have worked with planting contractor Treecology and Friends of Trees to use the inventory to select all of their locations for this coming planting season. By selecting and visiting all the proposed planting sites and inventorying where we want them to plant and the species we want them to use. In previous years the contractors have selected locations and species. This has been a collaborative process with Parks planning and Urban Forestry and both contractor and the city will benefit from this.



Map above for contactor created from Inventory on Salem Maps online seen below



In the sample inventory map above trees in yellow are available planting locations and trees in blue are existing trees. Currently we have inventoried 12,840 trees and have identified 1838 new planting locations.

PLANTING ADDRESS	TREE SPECIES 1st Choice	TREE SPECIES 2nd Choice	Width
1672 40th Place SE	Corylus colurna	Platanus acerfolia 'exclamation'	8' no sidewalk
1672 40th Place SE	Corylus colurna	Platanus acerfolia 'exclamation'	8' no sidewalk
4074 Campbell Dr SE	Ginkgo biloba (male only)	Taxodium distichum	6'
4094 Campbell Dr SE	Platanus acerfolia 'exclamation'	Nyssa sylvatica	6'
4114 Campbell Dr SE	Platanus acerfolia 'exclamation'	Nyssa sylvatica	6'
4134 Campbell Dr SE	Platanus acerfolia 'exclamation'	Nyssa sylvatica	6'
4154 Campbell Dr SE	Pistachia chinensis 'western son'	Gymnocladus dioicus 'espresso'	6'
4164 Campbell Dr SE	Pistachia chinensis 'western son'	Gymnocladus dioicus 'espresso'	6'
4174 Campbell Dr SE	Pistachia chinensis 'western son'	Gymnocladus dioicus 'espresso'	6'
4184 Campbell Dr SE	Gymnocladus dioicus 'espresso'	Pistachia chinensis 'westrn son'	6'
4184 Campbell Dr SE	Gymnocladus dioicus 'espresso'	Pistachia chinensis 'westrn son'	6'
4214 Campbell Dr SE	Platanus acerfolia 'exclamation'	Nysaa sylvatica	6'
4224 Campbell Dr SE	Platanus acerfolia 'exclamation'	Nysaa sylvatica	6'
4254 Campbell Dr SE	Quercus hypoleuoides	Gymnocladus dioicus 'espresso'	6'
4254 Campbell Dr SE	Quercus hypoleuoides	Gymnocladus dioicus 'espresso'	6'
4264 Campbell Dr SE	Quercus douglasii	Tilia cordata 'greenspire'	6'
4274 Campbell Dr SE	Quercus douglasii	Tilia cordata 'greenspire'	6'
4294 Campbell Dr SE	Quercus hypoleuoides	Pistachia chinensis 'westrn son'	6'
opp 4323 Campbell Dr SE	Taxodium distichum 'shawnee'	Nyssa sylvatica	6'
opp 4323 Campbell Dr SE	Taxodium distichum 'shawnee'	Nyssa sylvatica	6'
4394 Campbell Dr SE	Pistachia chinensis 'western son'	Maclura pomifera 'white shield'	6'
4396 Campbell Dr SE	Maclura pomifera 'white shield'	Platanus acerfolia 'exclamation'	6'
4464 Campbell Dr SE	Pistachia chinensis 'western son'	Platanus acerfolia 'exclamation'	6'
4474 Campbell Dr SE	Pistachia chinensis 'western son'	Platanus acerfolia 'exclamation'	6'
4484 Campbell Dr SE	Pistachia chinensis 'western son'	Platanus acerfolia 'exclamation'	6'
4486 Campbell Dr SE	Pistachia chinensis 'western son'	Platanus acerfolia 'exclamation'	6'
4510 Campbell Dr SE	Pistachia chinensis 'western son'	Platanus acerfolia 'exclamation'	6'
4512 Campbell Dr SE	Pistachia chinensis 'western son'	Platanus acerfolia 'exclamation'	6'
4403 Campbell Dr SE	Taxodium distichum 'shawnee'	Nyssa sylvatica	6'
4393 Campbell Dr SE	Taxodium distichum 'shawnee'	Nyssa sylvatica	6'
4353 campbell Dr SE	Taxodium distichum 'shawnee'	Nyssa sylvatica	6'
4273 Campbell Dr SE	Taxodium distichum 'shawnee'	Nyssa sylvatica	6'
4263 Campbell Dr SE	Quercus douglasii	Tilia cordata 'greenspire'	6'
4183 Campbell Dr SE	Pistachia chinensis 'western son'	Gymnocladus dioicus 'espresso'	6'
4175 Campbell Dr SE	Pistachia chinensis 'western son'	Gymnocladus dioicus 'espresso'	6'
4173 Campbell Dr SE	Pistachia chinensis 'western son'	Gymnocladus dioicus 'espresso'	6'
4163 Campbell Dr SE	Pistachia chinensis 'western son'	Gymnocladus dioicus 'espresso'	6'
4153 Campbell Dr SE	Pistachia chinensis 'western son'	Gymnocladus dioicus 'espresso'	6'
4133 Campbell Dr SE	Celtis occidentalis	Platanus acerfolia 'exclamation'	6'
4123 Campbell Dr SE	Celtis occidentalis	Platanus acerfolia 'exclamation'	6'
4115 Campbell Dr SE	Celtis occidentalis	Platanus acerfolia 'exclamation'	6'
4073 Campbell Dr SE	Quercus nuttallii	Quercus shumardii	6'
4055 Campbell Dr SE	Quercus nuttallii	Quercus shumardii	6'

This was a spread sheet created from an inventory of an area designated as underserved by the Parks Planning department, then we visited the site, inventoried the existing and available trees and came up with a species list based on the soil space and overhead utilities

We are still working on a door hanger to provide residents with information on the services provided the day of work or when we are scheduling work, on this hanger we also hope to provide an overview of the services we provide as well as some helpful links to find more information about Salem's Urban Forest.

We are interviewing for our opening for Tree Trimmer this month, unfortunately we only had one applicant who was qualified enough to invite for an interview. Currently the city of Salem PW Department starting pay for the tree trimmer position is \$21.73, comparatively Eugene pays their entry level tree trimmers \$24.03 and our contractor Mountainview Tree Service pays their entry level tree trimmers \$25-30 per hour, that's almost \$7500-\$12000 less annually.

We have been working daily with our sidewalk crews to try and cut around tree trunk flares when possible. Many trees around Salem have lifted sidewalks, destroyed drains, damaged curbs and roads and interfered with water and sewer service. Although we do not like the idea of cutting roots, when it can be done minimally we try to see if the tree can still thrive as a city tree. Unfortunately many times the work being done is so severe to the livelihood of the tree we are having to remove otherwise healthy trees. But along with these situations we also have the city crews go out of their scope of work to improve conditions for trees. Below is a picture from a tree on the 300 Block of Rural Ave SE, where they had proposed cutting many surface roots and some larger stabilizing roots to repair the sidewalk back to normal grade. After conversations with crews and supervisors we were able to hump over all the roots using sand and gravel over the surface roots and curve around the flare roots. We are doing this when we can if the project allows.



Lastly, I would like to share that we lost a beautiful Oregon white oak at Pioneer Cemetery this month. This tree was well over 100 years old and held a prominent spot in the cemetery for a

very long time. Little damage was done by the failure of the large limb that tore out the majority of the trunk and landed over numerous gravestones. We were able to remove the tree with minimal impact on the grounds.



Parks and Natural Resources Planning Update – September 2020

Geer Park is receiving a master plan update for 20 undeveloped acres. The first virtual open house has been completed. Consultants are now preparing three design alternatives for the next open house, scheduled for September 19. New amenities may include a skate park, ballfields, trails, off-leash dog area, playground and shelter.

Bush Pasture Park and Deepwood Cultural Landscape Management Plan. The first public virtual open house was held August 17-30 with online survey and 351 people took the survey. Results of survey will be summarized and put on the website. In general, people enjoy walking in the park, the oaks and the camas fields, and the Deepwood formal gardens.

Woodmansee Park master plan update- the consultants are now working on summary of first open house and three design alternatives for park master plan. Second open house is scheduled to go live October 5. It will be virtual open house format with a public survey, similar to the last open house.

Secor Park construction is underway and going smoothly. The Contractor's initial schedule shows the majority of the work finished by the end of September with landscaping and restoration being completed in October. Bridge and playground being installed soon.

Eagle's View Park master plan was adopted by City Council July 27. Report is being finalized.

Climate Action Plan has begun, and consulting company is Verdis Group. The plan will provide a roadmap for how the city, local businesses, and residents can reduce greenhouse gas emissions and adaptations to climate change for a more resilient community. A task force will be formed with representatives from different sectors. SPRAB chair will be included on the task force. A SPRAB alternate needs to be chosen.

Willamette Slough Ludwigia - First treatment went well and response from public was positive. The second treatment is tentatively scheduled for September 8th-11th.

Tree Planting Projects. Friends of Trees planting projects being solidified and calendar forthcoming. Also additional street tree planting will be through Treecology contract.

City Council Work Session on City Trees. Scheduled for October 19,2020. Exact topics to be determined. Changes to Administrative Rule may stem from Council direction at work session.

TO: Salem Parks and Recreation Advisory Board

FROM: Patricia Farrell, Parks and Natural Resources Planning Manager

DATE: September 3, 2020

SUBJECT: **Climate Action Plan Task Force Representative**

Task Force Representative:

I am requesting Chair McDowell represent the Salem Parks and Recreation Advisory Board (SPRAB) on the Climate Action Plan (CAP) Task Force. Mr. McDowell will be charged with participating on the Task Force and reporting to SPRAB the progress on the CAP. As with other committees, an alternate person is also assigned, in the case where Mr. McDowell cannot attend.

Task Force Details:

The Task Force will be comprised of approximately 40 people, composed of a cross section of community and organizational stakeholders representing sectors such as education, business, vulnerable populations, insurance, finance, tourism, public health, transportation, energy, environment, neighborhoods, one planning commissioner and two city councilors.

Task Force members will be asked to participate in four virtual workshops over the course of the next 17 months. Workshops are tentatively scheduled for three hours each, during normal business hours. It is expected between two to three hours of work will be needed in between workshops. Each workshop will be interactive and designed to elicit the collective wisdom of the individuals selected to serve. The workshops will contain both offline and online components. Members will be asked to read and review certain documents ahead of the meetings, to participate in online surveys, to participate in videoconference meetings, to share information about the Climate Action Plan with your contacts, and to answer questions and provide feedback throughout the process.

The Task Force meetings will be public meetings and there will be other opportunities for the public to engage in this process. Working together, the City and consultant will conduct broad, inclusive public outreach to ensure all sectors of the Salem community have opportunities to provide input and feedback throughout the development of the CAP.

Background:

The City of Salem is beginning an 18-month process to develop a Climate Action Plan. The CAP will help guide municipal and community efforts to reduce greenhouse gas emissions and to prepare for and adjust to the impacts of climate change.

The CAP will identify goals, targets, and timelines, and it will provide the strategies, actions, and policies that will be used to reach the identified targets. The CAP will describe the actions governments, businesses, organizations, and the community can take to help achieve the goals. Actions identified in the CAP will lead to climate-related benefits for the community in the near term and will serve as the foundation for sustained forward movement toward longer-term community goals and targets.

***Our Salem* Coordination:**

This CAP project will be closely coordinated with *Our Salem*, the City's ongoing project to update the Salem Area Comprehensive Plan, as these strategies are likely to achieve multiple overlapping community goals.

Development of the Climate Action Plan began in July 2020 and it will be completed by December 2021.

Parks Operations Update – September 2020

COVID-19 Pandemic – Phase II Continuation of current sanitization practices and refuse pick-up. Increased refuse dumpster pick-up by from 3 – 4 days per week at Wallace Marine Park due to increasing amounts of usage and campers. Camping levels at Cascade Gateway Park and Wallace Marine Park, in both the undeveloped areas of the parks and park parking lots, continue to grow. Car camping numbers have grown to 40+ in each of these respective parks.

DPI is continuing to provide security monitoring services at Marion Square Park and Wallace Marine Park. Security staff is provided 7-days per week from 8:00 a.m. – midnight. Security monitoring services began the end of March 2020 and have been extended through August 31, 2020. Monthly extensions have been given and will be evaluated in the future on current activity levels, phasing of Pandemic, and financial impact to City budgets. Since the inception of the pandemic, Parks Operations budget has been responsible for all COVID-19 related expenses in Parks. Aside from security services, expenses would include: city staff increased frequency and enhanced level of cleaning services, social distancing/sanitation monitors for scheduled reservations, additional cleaning supplies and COVID-related signage. Security services constitute an expense of approximately \$26,000/month. As such, City Manager Steve Powers has recommended a transfer resolution to go to Council to approve \$312,000 (an annualized amount) for security services in Parks related to COVID. This transfer would be from General Fund Contingency to Non-Departmental. Non-security related expenses would continue to be borne by the Parks Operating budget.

Transient Occupancy Tax (TOT) Fund Update Budget Office is currently working with the Community Development Department and Public Works on refreshing a plan for possible reduction in TOT reimbursement. Currently, there is no indication that there will be a reduction in budget authority, however. Upon receipt of the updated plan, I will provide that additional information to SPRAB.

Based on information received by the City from Travel Salem, hotel occupancy continues to slowly improve in the Salem region. In August, occupancy is tracking at about 70%. Reports are that weekend occupancy is up to 80%, with weekday occupancy staying around 65%. Business travel has increased slightly; but is still predominantly leisure travel. Looking forward to the fall, there is some optimism about staying 60% occupancy levels.

Below are the TOT reimbursement amounts received by Recreation Services – Events, Softball and Parks Operations last fiscal year (2019-20) versus current fiscal year (2020-21). The chart denotes a slight increase in the reimbursement amount for Events and Softball between the years; with Parks Operations remaining constant.

	FY19-20	FY20-21
Riverfront park public event administration (175-60913500)	51,060	52,590
Softball tournament bidding (175-60913500)	43,610	44,920
Historic and city landscape maintenance (175-60913500)	1,360,080	1,360,080

COS-SKSD Maintenance Agreement Draft agreement currently with SKSD for final review. Awaiting their final comments to finalize and implement maintenance agreement. Will follow-up with SKSD designee regarding status of their review. Agreement still in review with SKSD.

Mission Street Parks Conservancy Memorandum of Understanding MOU has been reviewed by City Legal Department and signatures have been attained by both MSPC and COS designees. MOU is scheduled to come before SPRAB at the October 2020 meeting. Upon SPRAB's review, MOU will go to City Council in either December 2020 or January 2021 as an informational item.

Project Updates

- 1) Riverfront Park
 - a. Awaiting permits for north bathroom project. TBD on project start date due to permit issue.
 - b. Riverfront Park Amphitheater project began Monday, July 6, 2020. Project on-schedule and aggressively moving forward.
- 2) Orchard Heights
 - a. Tennis court rehabilitation project actively taking place. Project scheduled to be completed end part of September 2020.
- 3) Northgate Park
 - a. Replacement of three parks entrance/exit signs. Replacement of existing basketball backboards and nets. Addition of two additional end court basketball hoops to allow for full-court play. This will make available 6 basketball hoops in total. Pursuing estimates for resurfacing of the multi-purpose court, as well.
- 4) Sunnyslope Park
 - a. Sealcoating being applied to multi-purpose court.
- 5) Riverfront Park
 - a. Pavillion re-staining. Work beginning September 30, 2020.
- 6) Hillview Park
 - a. Shelter repainting and seal coating. Work beginning September 8, 2020.
- 7) Clark Creek Park (SPIF Project)
 - a. Landscape restoration project (adjacent to playground). Work beginning week of September 8, 2020.

- 8) Salem Parks Improvement Fund (SPIF) letters have been sent to all neighborhood association chairs/co-chairs apprising them of the guidelines and timelines associated with the 2020-2022 grant award cycle.

Parks and Recreation Advisory Board Meeting

September 2020

Recreation Update

1. Events/Facility Use

- Public Works Office, Room #325 of City Hall, continues to be closed. Permit Specialist staff in the front office are working remotely but are answering phones (M-F, 8 am to 5 pm) and assisting customers via email and our online payment system.
- The majority of facility reservations for both smaller private activities and larger community events through the end of the calendar year, have been cancelled, primarily by the permittee.
- Reservations that have not notified us of cancellation have been contacted by City staff. Permit Specialists have successfully contacted all existing September and October reservations. Many of these were provided a full refund of their facility use fees.
- Already receiving requests for park use, specifically Riverfront, in 2021. This includes interest by Salem Rotary to host a grand opening of the Gerry Frank Salem Rotary Amphitheater the middle of July.
- Staff are currently discussing options for the Annual Riverfront Park Holiday Tree Lighting event, as well as fireworks at Riverfront Park next July 4th. It is likely, due to COVID-19, the tree lighting event will not occur as it has previously. The feasibility of offering the July 4th fireworks show is also being considered, from the standpoint of the potential for pandemic ramifications as well as fiscal constraints.

2. Youth Recreation Programs

- STRIDE – These 5K and 10K run/walks have encompassed virtual running and in-person attendance in small numbers with rolling start times as needed. The September event, a 5K, is scheduled this Saturday, September 5 at Bush's Pasture Park. The October event will be a 5K and 10K held at Minto-Brown Island Park.
- Youth Recreation Programs – Summer programs have concluded. A total of 848 participants have joined in our youth recreation programs since January.
 - City of Salem Staff Led Programs – City of Salem Recreation staff led camps this summer included tennis, basketball, soccer, and the Summer Parks Program.
 - City Contractor Led Programs – We hosted contractor led camps in golf, martial arts, LEGO, cheer and outdoor wilderness.
 - Park Ranger Led Programs – We also partnered with the City of Salem Park Ranger again this summer, to hold a Junior Ranger Camp.
 - This fall we hope to offer classes like Tai Chi and LEGO along with an Owl Prowl and Fishing Derby. We are also exploring one day workshops for kids on school holidays. Of course, these all hold challenges with COVID-19 and the upcoming changes to our weather.

3. Softball and Kickball Leagues/Tournaments

- Leagues – Adult slow pitch softball and kick ball leagues are ongoing. Due to COVID-19 there were no spring leagues, we just pushed the start out to a summer league and a fall league. For summer league we ended up with 48 softball teams and 13 kickball teams for a total of 61. The fall league has started and is scheduled to go through the second week of October, with 40 softball teams and 11 kickball teams for a total of 51.
- Tournaments – We have had eight tournaments in the park since we moved into phase 2 (two of them city hosted), and we have five left on the schedule this fall (two of them city hosted). We were able to have two youth baseball tournaments in the park in August, something new! All tournaments have been down in numbers significantly due to mandates, rules, and specifically, us not allowing out of state players to participate. The adult slow pitch tournaments were hit the hardest by this.

Attached is the Parks and Open Space damage report. If you would like to be removed from this list or know if someone who should be added to the list, please let us know.



MEMO

TO: Jennifer Kellar, Parks and Recreation Services Manager
Public Works Department

FROM: Marlene Cisneros-Villalovos, Staff Assistant *MC*
Public Works Department

DATE: September 2, 2020

SUBJECT: **Damage to City of Salem Parks and Open Space**

Damage to the City of Salem's parks and landscape maintenance areas caused by malicious mischief, theft, and reckless action is reported by the appropriate law enforcement agency, citizens and maintenance personnel. The following is a total of these incidents during August 2020. The dollar amount shown represents the estimated repair/replacement cost for the damage sustained.

A total of \$512.99 occurred from 2 incidents. In comparison, the total from August 2019 was \$662.53 from 6 incidents.

CC: Steve Powers, City Manager
Gerald F. Moore, Chief of Police
Chuck Bennett, City Mayor
Lt. Ben Bales, Commander, SPD
Irma Dowd, Neighborhood Services Specialist
Reed Godfrey, SFD, Battalion Chief
Tye Godfrey, Facilities Services Division Manager
Jennifer Hingston, SPD, Graffiti Abatement / Volunteer Unit
Marcus Pitts, Risk Manager
Lt. Treven Upkes, SPD, Community Response Section
Peter Fernandez, PE, Public Works Director
Robert D. Chandler, PhD, PE, Assistant Public Works Director
Mark Bechtel, AICP, Operations Division Manager
Patricia Farrell, Parks and Natural Resources Planning Manager
Becky George, Recreation Supervisor
Toni Whitler, Planner

DAMAGE TO CITY OF SALEM PARKS AND OPEN SPACE
August-20

Date Occurred	Cost	Location / Neighborhood Association	Description
08/15/20	\$154.93	Wallace Marine Park	Vehicle crashed with fence knocked off hinges repaired hinges.
08/26/20	\$358.06	Bush Pasture Park	Handicap parking sign was damaged and replaced.
<u>2</u>	<u>\$512.99</u>		
Total Number of Incidents	Total Dollar Damage		