

5/14/2019

To; Gladstone Mayor Tammy Stempel and the Gladstone City Council

From: The Gladstone Parks Board

#### Lack of park funding in the next budget

The parks board would like the City Council members and the Mayor to re-consider the lack of funding for the Gladstone City Parks in the next proposed budget cycle. Leaving our Parks with nothing would be a terrible mistake. Not only does it leave the Parks lacking for future needed projects, it leaves them with no emergency fund except to come back to the council to transfer funds from another account later. A lack of preparedness is a precursor to failure. Our Parks, our tax payers and our neighbors deserve more than that. In listening to citizens needs and desires for our Parks they want more not less. The community spoke and they are strongly in support of our parks. By not funding our Parks Capitol Improvement you would be going against the wishes of our citizens.

Gladstone has 97 miles of Parks and to leave them with no funding is incomprehensible to this Parks Board, we are willing to put in the work to make our parks a better place but we can't even file for grants with no funds to match or even help out. Most Grant Funding as you all well know is determined by how much time and money, we are willing to match and or give. Without funds we would potentially lose out on so many opportunities. Public works has a current list of needed repairs to some of the facilities located at the parks and with no funds? How can we even do that?

This Parks board believes that if needed our City will need to make do with the current number of employees and not plan to hire more until true funding for them can be met. To hire more people and leave our Parks system with nothing is not smart budgeting. We need to pay for what we have first then add more. Smart budgeting is necessary for a town our size, we need more than ever to live within our means.

Taking what's important away from our citizens feels like a ploy to gain additional funding and that's not what Gladstone is all about. This is not a political game to us. We care about each other, our kids, our schools and the health and welfare of our senior citizens. It is this Council's responsibility to fund the basics first, and that must include our parks.

Our Parks Board would like this Council and Mayor to consider funding the Parks Capitol Improvement Fund with \$100,000.00 per year.

Note: Voted to submit at the Gladstone Parks Board 5/13/2019



# Park Host Handbook

## Host Opportunities and Amenities

Park Hosts in the city support park operations and provide a valuable point of contact for visitors in the parks. Hosts temporarily reside in a recreational vehicle (RV) in a designated location in the park.

The primary role of a park host is to provide information and assistance to park visitors as needed. Hosts must be available to perform certain tasks within specified timeframes. Park hosts will regularly interact with people using the park for park shelter reservations, special events, sports practices and games. It is important that hosts be knowledgeable about the parks and community. They will need to provide information about usage of the parks and rules and regulations, as needed.

The City is looking for hosts willing to serve a minimum 3-month duration, unless a shorter time length is established by the Parks Manager. Hosts may serve a maximum of six months annually. If no other qualified applicants are available, the Parks Manager may extend the time limit on a month-by-month basis. The intent of the Park Host Program is not to provide semi-permanent housing or a place for individuals to reside while working elsewhere in the community.

Park Host location of assignments may be requested, but final location determination is made based on operational needs and availability. Return hosts are not guaranteed placement at a specific park.

Park Locations: [List park address here]

[Insert name here] Park Host program includes the use of a RV site for the duration of term of service. Clackamette RV park offers power and water hookup with on-site dump station access. All other park host sites offer full hookup.

Hosts are insured by the City of [Insert name here] for liability and workers compensation while performing volunteer duties.

## Qualifications

The qualifications must be met and maintained for entirety of term as a Park Host.

- Must be at least 25 years of age
- Ability to pass background check (each spouse/partner residing in the RV)
- Must possess good communication skills
- Demonstrate courteousness and display a helpful attitude to all visitors of the park, even in stressful situations
- Able to carry out all the host duties and responsibilities which include physical activity

- Safely lift up to 40 pounds
- Bending
- Stretching
- Pulling
- Walking
- Ability to work in and adapt to changing conditions that are primarily outside in hot, cold, wet, windy or other adverse weather
- Ability to accrue a recommended rate of no less than two hours daily (hours worked by spouses meet the daily minimum requirement)
- Work most weekends and all holidays during their term
- Work under the direction of the Parks Manager and in conjunction with full-time and seasonal staff
- Maintain good working relationship with fellow hosts
- Must have a suitable RV that is fully self-contained, in good repair and have current tags

## Host Duties and Responsibilities

Host duties and responsibilities for [insert park names here]. Hosts will be trained in park procedures, rules and regulations and host responsibilities and supervised by Parks Department management and staff.

A clear statement of duties for each park host position include, but are not limited to the following:

- Maintain facilities and grounds
  - Wear host vest provided by Parks Department at all times while outside in the park
  - Walk through entire park in the morning, afternoon and evening
  - Open gates daily at 5:00 a.m. and close nightly at 10:00 p.m.
  - Clean, sanitize and stock restrooms (place restroom closed signs during cleaning)
  - Empty trash receptacles
  - Clean picnic tables and grills and disposing of ashes
  - Limb pickup in public areas
  - Maintain a litter-free facility by using a pick stick to clean up throughout the park
  - Pick up cigarette butts
  - Report problems or unsafe or hazardous conditions to parks management or police as applicable
- Assist visitors in the park and answer questions and explain rules and regulations
- Assist with Shelter Reservations
  - Make sure shelter is clean and ready prior to reservations
  - Place "Shelter Reserved" signs for reservations and special events
  - Following reservation, make sure shelter is clean and garbage is emptied

- Relay if cleaning is required or damage has occurred in the shelter or park following events beyond typical use
- Communicate with park staff regarding stocking park supplies, park concerns, vandalism or graffiti.

Additional duties and responsibilities for [insert park name]:

- Perform certain administrative tasks
  - Greet RV Park guests
  - Distribute “Procedures and Regulations”
- Be observant of potential problems and address as needed.

## Standards of Conduct

While on duty, hosts are a representative of the City of [Insert name here]. Hosts must maintain a professional standard code of conduct. It is very important that hosts speak and act courteously and professionally. Hosts are expected to be a model camper by practicing good housekeeping at all times in and around their assigned site.

Hosts are not expected to handle a situation that is out of their scope of duties as a park host and violations or emergencies should be reported to either the Parks Department or Police.

Hosts must comply with Park Rules, Regulations and Ordinances of the City below. [Insert name here] Parks have a smoke and tobacco free ordinance. Smoking is permitted only in the hosts RV or within the immediate host site. Smoking is not permitted in other areas of the park.

Hosts may not appear for volunteer service under the influence of alcohol or illegal drugs.

## Problems in the Park

Hosts should be aware and observant of activities happening in the park. If there is a problem in the park, information can be relayed to the Parks Department staff in person, with a phone call or email.

If there is a situation with a park visitor, the Host can attempt to address the problem. If the park visitor seems cooperative, the host can ask the visitor to correct the problem. If the problem persists and needs to be addressed with concern of damage or harm, Non-Emergency Police can be contacted at [000-000-0000]. If the situation is an emergency, call 911.

## Terminating Hosts

The Parks Department may terminate a host for the following reasons:

- Failure to fulfill minimum hours worked
- Violation of rules or regulations may be grounds for immediate termination
- Unwillingness or inability to perform duties or be a positive representative of the City

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