



City of Sandy

Agenda

Parks & Trails Advisory Board Meeting

Meeting Location: City Hall- Council Chambers, 39250 Pioneer Blvd., Sandy, Oregon 97055

Meeting Date: Wednesday, October 17, 2018

Meeting Time: 7:00 PM

Page

1. ROLL CALL

2. PUBLIC COMMENT

3. CHANGES TO THE AGENDA

4. NEW BUSINESS

4.1. Roll Tide Proposed Development:

4

A new development including single family and multi-family dwelling units has been proposed east of Deer Pointe. The City will require parkland dedication therefore staff will present the preliminary plans for the board to discuss and provide staff comments for consideration. Questions from staff:

- Would the board support a fee-in-lieu for a portion of the required land dedication?
- Would the board support a variance to eliminate a street on the east side of the park?

Concise comments shall be determined at this meeting.

[Proposed Development Concept](#)

4.2. Public Engagement Opportunities:

Staff would like to ask the Board if they have any suggestions on public engagement opportunities for staff to preform for the parks and trails master planning process. There was a survey completed by citizens in 2013 and a "Dot Activity" completed at the 2018 Longest Day Festival (results have been previously shared with board). The intention of these exercises is to better understand the wants, needs and expectations of our citizens. This will help the board and staff complete the needs assessment and make recommendations for the parks and trail master plan.

5. OLD BUSINESS

- 5.1. "Facility Condition Inventory": 5 - 8

At the August 22, 2018 Park and Trail Advisory Board meeting City staff, Kim Yamashita and James Cramer, introduced an exercise for board members to inventory existing park facilities. Staff will reiterate the intentions of the voluntary exercise and turn the discussion to the board to continue the conversation and determine next steps. A decision on how members would like to proceed shall be determined.

[Parks and Trails Advisory Board Inventory Exercise](#)
[Public Works - Maintenance vs. Capital Improvement](#)

6. STAFF UPDATES

- 6.1. ADMIN 100 Advisory Boards, Commissions and Committee Policy: 9 - 19

Chapter 2.21, Park Board, was repealed May 18, 2018 by Ordinance 2018-06. It was then replaced by Resolution 2018-14 and subsequently ADMIN 100 established policy for Advisory Boards, Commissions and Committees. Provided are the documents associated with the above approvals as well as Council goals for your records.

[ADMIN 100 Advisory Boards, Commissions and Committee Policy](#)
[City Council Goals 2017-2019](#)

- 6.2. Parks Programming Plan: 20 - 21

Prior to the Planning division taking on the City's park planning, an internal team determined a break down of responsibilities for park's programming. Attached is a copy of the break down for your records.

[Parks Programming Plan](#)

- 6.3. Barlow Trail Monument Repair:

Public Works has received a quote and contracted with Valley West Landscapes to complete the repairs to the Barlow Trail monument. The scope of work includes the removal of the existing brick cap, installation of a 1.5"-2" gray mortar top as well as cleanup and haul away. The contractor has indicated to Public Works they will begin work in November.

- 6.4. Daniloff Photography:

Photos of Sandy were taken by Steve Daniloff in September and can be viewed by using the following link:

<https://www.daniloffphoto.com/Corporate-Photography/Sandy-Oregon-City-Images-2018/>

7. BOARD UPDATES

8. CONSENT AGENDA

8.1. Meeting Minutes

22 - 27

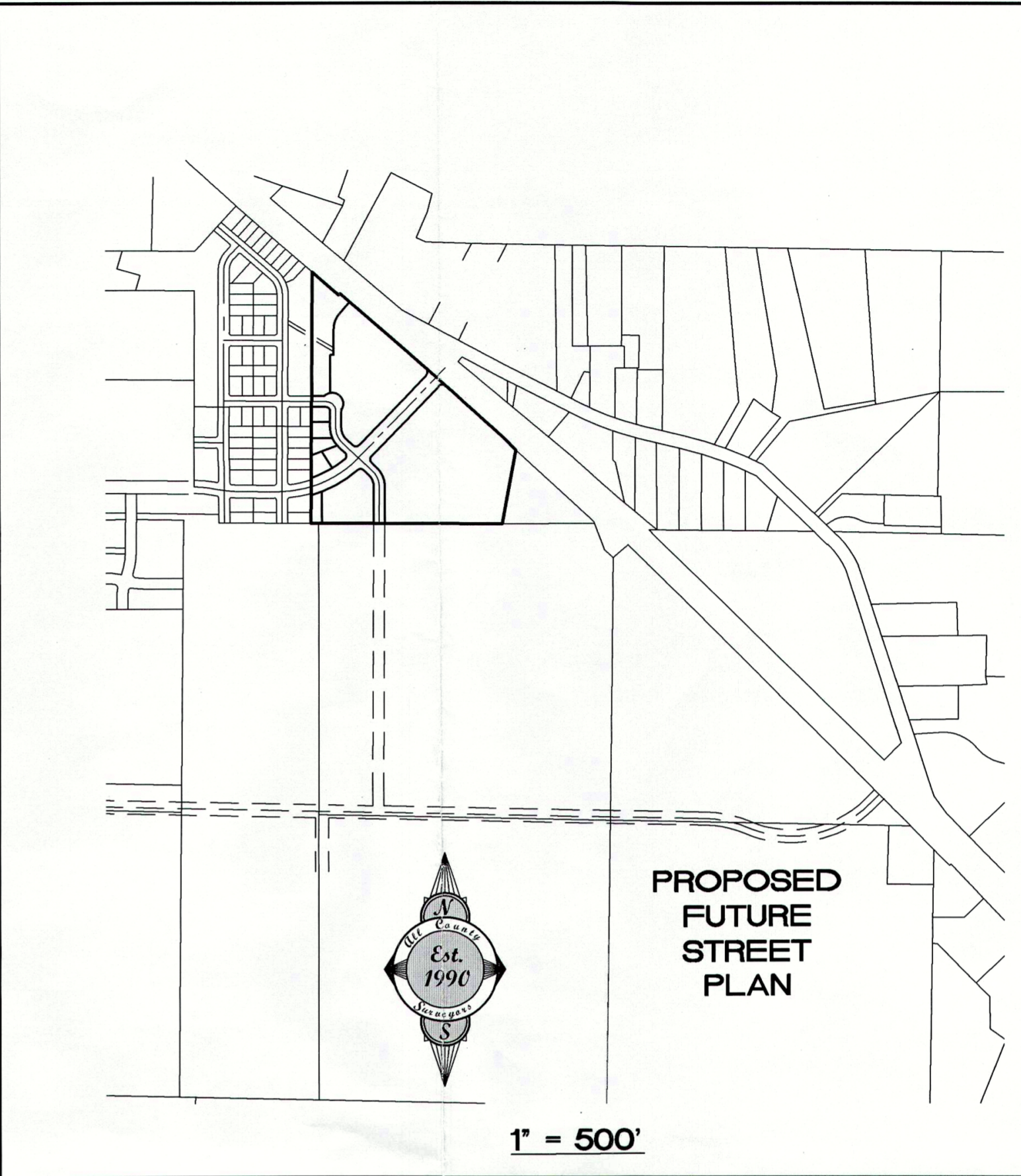
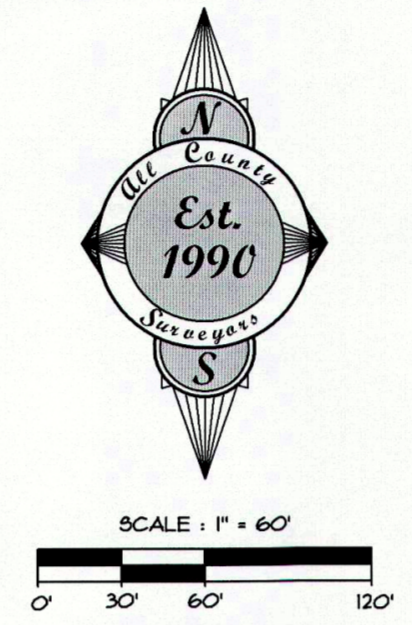
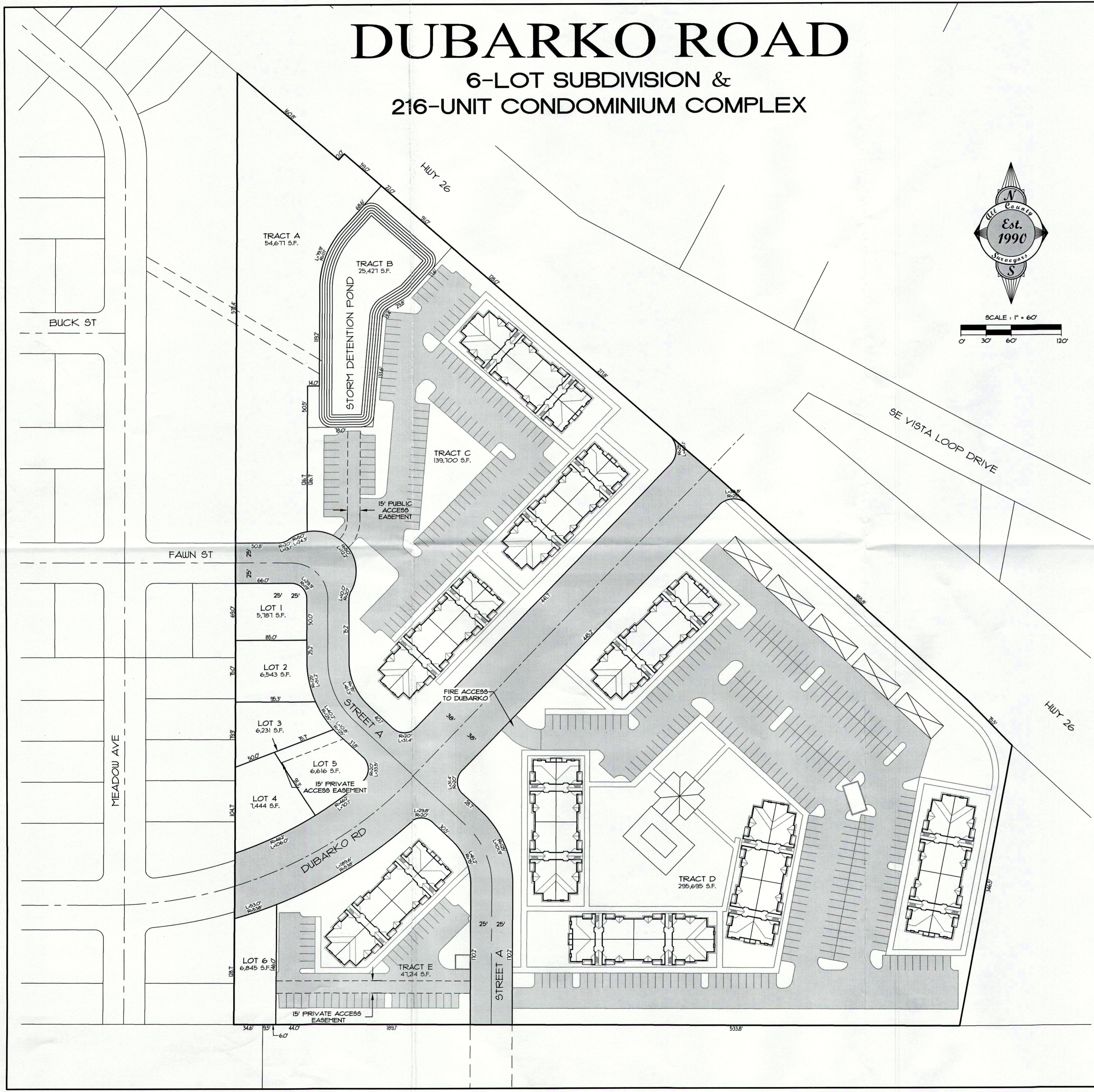
[Parks & Trails Advisory Board Meeting - 22 Aug 2018 - Minutes - Pdf](#)

[Parks & Trails Advisory Board Meeting - 22 Aug 2018 - Minutes - Html](#)

9. ADJOURN

DUBARKO ROAD

6-LOT SUBDIVISION & 216-UNIT CONDOMINIUM COMPLEX



AREA TOTALS

TOTAL SITE AREA	= 695,869 SF
	= 15.98 ACRES
PUBLIC TRACTS	= 80,104 SF
	= 1.84 ACRES
R-1 SINGLE FAMILY	= 39,466 SF
	= 0.91 ACRES
R-3 CONDOMINIUMS	= 482,609 SF
	= 11.08 ACRES
PUBLIC ROW	= 93,690 SF
	= 2.15 ACRES

DENSITY CALCULATIONS

R-1 SINGLE FAMILY MIN DENSITY	0.91 AC/5 UNITS/AC) = 5 UNITS
R-1 SINGLE FAMILY MAX DENSITY	0.91 AC/8 UNITS/AC) = 7 UNITS
R-1 SINGLE FAMILY PROPOSED DENSITY	6 UNITS
R-3 CONDOMINIUMS MIN DENSITY	11.08 AC/10 UNITS/AC) = 111 UNITS
R-3 CONDOMINIUMS MAX DENSITY	11.08 AC/20 UNITS/AC) = 222 UNITS
R-3 CONDOMINIUMS PROPOSED DENSITY	216 UNITS

R-3 PARKING CALCULATIONS

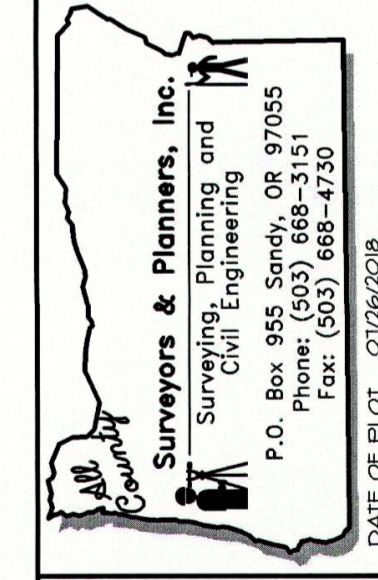
ASSUMED UNITS PER BUILDING IN TRACT C AND D:	
3-BEDROOM:	3 UNITS
2-BEDROOM:	13 UNITS
1-BEDROOM:	8 UNITS
ASSUMED UNITS PER BUILDING IN TRACT E:	
2-BEDROOM:	12 UNITS
1-BEDROOM:	12 UNITS
TRACT C PARKING REQUIRED:	137 SPACES
TRACT C PARKING PROPOSED:	141 SPACES
TRACT D PARKING REQUIRED:	228 SPACES
TRACT D PARKING PROPOSED:	269 SPACES (DOES NOT INCLUDE ADDITIONAL PARKING IN GARAGES)
TRACT E PARKING REQUIRED:	42 SPACES
TRACT E PARKING PROPOSED:	42 SPACES

REVISION	NO.	DATE	BY



SCALE	VERT: N/A	HORIZ: 1"=60'
DATE	07/26/2018	
FILE	18-016-PLANNING.dwg	
SECTION	18	5E
LEGAL	TWP.	RANGE
	25	5E

PROJECT: **DUBARKO ROAD SUBDIVISION & CONDOMINIUM DEVELOPMENT**
PRELIMINARY LOT LAYOUT
LOCATION: 40808 & 41010 HWY 26, SANDY, OR 97055



CLIENT: **RIDGE PROPERTIES LLC**
1001 W. MILLER TRLS
PO BOX 103
CORNELIUS, OR 97113
PHONE: 971-221-9412

SHEET 1 OF 1
DESIGNED: CTH
DRAWN: CTH
CHECKED: RLMT
APPROVED: RLMT
RENEWAL DATE: 12/31/2019
DATE OF PLOT: 07/26/2018

**Parks and Trails Advisory Board
Inventory Exercise**

Park/Trail/Monument Name: _____

Date/Time Observed: _____

General Observations:

Maintenance Needs:

Proposed Improvements:



James,

This is the list that I was able to come up with. I am not able to devote much of my time to P,B&G operations so I'm sure there are things that Parks, Buildings & Grounds staff do that I didn't include.

I tried to separate functions that P,B and G staff perform on a daily, weekly, monthly or seasonal basis from those items that are performed on an as-needed basis, performed by contractors or are capital projects in existing parks or facilities. This category includes items that are expensive enough to capitalize (\$5K or greater) but benefit existing parks or facilities and are not eligible for SDC funding.

We have two fulltime, year round staff, one half-time year round position shared with the Community pool and one full-time seasonal worker (April through September). The shared position started in February and due to various issues has only worked for P,B and G for about 20 hours so far in 2018.

Among the bigger expenses coming out of the Parks Maintenance budget this biennium are:

- Replacement of EWF (engineered wood fiber) under play structures: \$6,000 – this includes purchase hauling, delivery and placement by the vendor.
- Annual hazard inspection and treatment or removal of trees in City parks and open spaces: \$15,000

These expenses, though significant aren't capitalized because they are for expendables or professional services.

I also think it is important to point out that the 3 FTEs (2.5 full time and 0.5 seasonal FTE) are not solely responsible for park maintenance they are also responsible for maintenance at the PW/Transit, Community Center, Library, City Hall, Sandy Community Campus and Police and occasionally the Hoodland Library buildings. Except for City Hall these buildings have separate contracts for landscape maintenance, (all buildings have separate janitorial contracts).

This work varies from unplugging toilets and changing light bulbs to moving furniture and installing ballot boxes.

Maintenance Examples – typically performed by P,B&G staff	Capital projects – operating budget examples – with current staffing levels and skills these projects would typically be contracted out
Coating repairs, spot painting, graffiti abatement. Painting of smaller structures and equipment	Prep, painting and sealing of large structures (i.e. Bornstedt House, Fantasy Forest, gazebo)
Landscape and turf care, including mowing, fertilizer and herbicide application	Concrete flatwork and repairs to existing concrete
Tree trimming, removal, pruning and thinning	Replacement of (or major repairs to) existing park structures or equipment
Irrigation system repair and maintenance	Installation and expansion of irrigation systems in existing developed parks
Trash collection and removal – including animal waste stations (24 total)	Existing landscape replacement including grading and earthwork
Maintenance and minor repairs to park equipment including furniture, fixtures, play structures and ancillary features	Roofing repairs and replacement on existing buildings and structures
Cleaning bathrooms (Meinig Park, Centennial Plaza)	Paving of paths and trails, parking lot overlays
Plumbing and minor electrical repair in City buildings (6 total)	Installation of new park and pathway lighting in existing parks
Debris and leaf removal on trails, paths and walkways in parks	Large tree removal and pruning for tree health and hazard reduction, includes City arborist annual inspection and reporting
Parking lot and sport court striping and sweeping	
Park lighting maintenance and repair	
Winterizing park buildings, plumbing and irrigation systems	
City Hall grounds maintenance (all other City buildings have landscape maintenance contracts paid for by their respective departments)	
EWF* placement and replenishment under play structures	

* EWF (engineered wood fiber)

Advisory Boards, Commissions and Committee Policy

Number: ADMIN 100

Effective Date: May 22, 2018

Approval: City Manager

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Purpose

To be used as a guide for the operations and management of Advisory Boards, Commissions and Committees as developed and appointed by the Sandy City Council.

Scope

This policy applies city wide to all Advisory Boards, Commissions and Committees, in addition to any other regulationary authority such as Oregon Revised Statutes, Sandy Municipal Code and the City Charter.

Policy

The City Council and staff welcome citizen involvement and support Advisory Boards, Commissions and Committees as they provide a much needed perspective on specific topics. All meetings are open to the public and the City of Sandy encourages you, whether a member or not to attend any meeting of interest.

It is the policy that all Advisory Boards, Commissions and Committees shall be established by a majority vote of the City Council, and by Resolution unless they are established by other governance such as State Law. No other entities will be established without following this process.

Definitions:

Advisory Boards - Citizens appointed by Council in an advisory role. Will advise council on a variety of issues and recommend policy.

Commissions - Planning Commission, Art's Commission and other assigned by ordinance or ORS that have decision making and/or quasi-judicial responsibility.

Committee - Budget Committee as required and defined by ORS.

Council Liaison - See "Liaison Councilors Assigned" below.

Entity - Advisory Boards, Commissions and Committees

Member - Anyone appointed to serve on an Advisory Board, Commission or Committee.

Staff Member In Charge- The Department Head or his/her staff member designee is responsible for setting up agendas, meeting minutes, meeting space and other items needed for the holding of and assistance to the Advisory Boards, Commissions and Committees.

Filling Vacancies on Advisory Boards, Committees and Commissions

When a vacancy occurs on any Advisory Boards, Commissions and Committees, the City Manager shall cause applications to be filed by all interested candidates. All applications will be collected by the City Recorder.

- A. Applications for Budget Committee, Planning Commission and the Arts Commission will be forwarded to the City Council, and a date set for interviews and appointment of the positions by a majority vote of the council. All deliberations and votes are to be held in a noticed public meeting in accordance with Chapter 192 of the Oregon Revised Statute.
- B. Applications for Advisory Boards, including the Youth Advisory Council, will go to the Staff Member in Charge. Time will be set aside on a meeting agenda for discussion and recommendation of applicants by the other members of the applicable Advisory Board. All deliberations and votes are to be held in a noticed public meeting in accordance with Chapter 192 of the Oregon Revised Statute. The Staff Member in Charge will bring the recommendations to the City Council for approval.
- C. All Advisory Boards, Committees or Commissions, shall have between five and seven members, unless otherwise directed by ORS, SMC or other governance.

Advisory Boards

Advisory Boards, are established by the City Council via resolution. These Advisory Boards may also be governed by certain Oregon Revised Statutes (ORS), the City Charter, City Ordinance (SMC) or Resolution.

Qualifications for Appointment to Advisory Boards

In order to apply for an Advisory Boards you must either live inside the City Limits, or service district (Library District or Transit Service Area as examples). This include residents residing in the Urban Growth Boundary or Urban Reserve areas. Applications are also accepted from those that own a business in Sandy, yet live elsewhere. Employees of local businesses may also serve on Advisory Boards.

In the event of more applicants than open positions, priority will be given to residents of the City of Sandy unless the opening is in a District or Service area as stated above.

You must be 18 years old or older (except for the Youth Advisory Council).

Advisory Board Terms of Service

All members are appointed to a four year term, with half of the members terms expiring on the even years and the other half on the odd years to avoid replacement of the entire board at any one time. Members may serve only two consecutive terms unless no other candidates apply. Terms of service shall commence on the first day of January in the year of their appointment.

Appointments to fill an unexpected vacancy shall be for the remainder of the unexpired term. If necessary to establish continuity of membership, appointments may be made for less than a four-year term.

Advisory Board Powers and Duties

Unless otherwise directed by ORS, SMC or other governance, all Advisory Boards shall practice the following:

- Advise the Staff Member in Charge regarding policies for the development of services and facilities to best meet the current and long-standing needs of the community.
- Recruit and encourage other qualified citizens to be involved and apply for openings.
- Represent the needs, interests and desires of the entire service area for that entity.
- Assist the entity in achieving Council Goals.
- Each member shall have one vote for each topic requiring a vote.

- Help prepare and provide a presentation to City Council annually. The annual meetings regarding the advisory boards will be scheduled prior to Council goal setting. This will assist council with their vision and goal setting for the following year and beyond.

Liaison Councilors Assigned

To facilitate the exchange of information between the Council and its advisory bodies and standing committees, the Mayor will, at least biennially, make liaison and membership appointments to City boards, commissions and committees (except to Planning Commission to avoid ex parte issues).

In order to respect the separation between policy making and advisory boards, commissions and committees, councilors assigned as a liaison to advisory boards and committees shall adhere to the following guidelines:

- A. Not attempting to lobby or influence boards, commissions and committees on any item under their consideration. It is important for the advisory boards to make objective recommendations to the Council on items before them.
- B. Attending meetings of assigned liaison bodies, but should avoid becoming involved in the body's discussions without first explaining his or her role as a Council liaison.
- C. Not voting at the body's meeting on any item.

The agenda for the board, commission or committee will have an item for the Councilor to share information from the City Council and vice versa with the advisory body.

Councilors assigned as members of a board, commission, task force, or committee shall participate in the discussion and framing of recommendations to forward on to the full City Council. Councilors will represent the position of the advisory board, commission, task force, or committee when presenting recommendations to the City Council.

Advisory Board Officers

Unless otherwise governed by ORS, SMC or other statutory requirements all Advisory Boards, shall have a Chair and Vice Chair.

Planning Commission

The Planning Commission was established by the City Council in 1973 with the passing of Ordinance 1473. More information on the Planning Commission can be found in Chapter 2.16 of the Sandy Municipal Code.

The Sandy Planning Commission is a seven-member volunteer body of Sandy residents and/or business owners, there are also other opportunities for those living outside the city limits if they meet certain criteria referenced in Chapter 2.16 of the Sandy Municipal Code. that advises the City Council on long-range, comprehensive planning and land use issues within city limits and urban growth boundary. The Planning Commission also approves all amendments and updates to the Comprehensive Plan, recommends policy direction with regard to land use rules and regulations, and helps city staff ensure that Sandy is working within the framework of the State of Oregon's stated land use goals.

Budget Committee

ORS 294.414 requires that the governing body of each municipal corporation establish a budget committee in accordance with the provisions of that section.

The City of Sandy adopts a budget to guide its decision making and execution of the operating and capital plans. The budget is prepared at the direction of the City Manager to address the goals and objectives of the City Council and fulfill the service level expectations of its citizens and customers.

The budget is presented to the Budget Committee for consideration, deliberation and approval. The committee consists of seven (7) citizens members appointed by the City Council. The full committee also consists of the Mayor and City Council for a total of 14 members.

The City of Sandy operates on a biennial budget, so this committee meets every two years. The process usually takes about three days and includes opportunities for training.

At the first meeting of the Budget Committee, the body shall elect a presiding officer from amongst its members.

Arts Commission

Arts Commission was established to help enhance the quality of life in Sandy through art. By promoting the educational, cultural, economic and general welfare of Sandy by actively pursuing the placement of public art in public spaces within the Sandy City Limits, supporting literary arts, promoting musical and visual art performances and serving generally to develop, facilitate, and preserve access to the arts.

The Sandy Arts Commission was established by Ordinance 2017-07. Additional information on the Arts Commission can be found in Sandy Municipal Code, Chapter 18.01.

Meetings

All Advisory Boards, Committees, and Commission shall establish a regular time and place for meetings. Meetings need not occur if there are insufficient agenda items. Meetings shall be open to the public. Notice of each meeting shall be publicly posted at least twenty-four hours prior to a meeting in accordance with ORS 192. A meeting date may be changed or canceled by the Staff Member Facilitator, with prior notice to the membership.

If a need for an Ad Hoc or sub-committee should arise, the Staff Member Facilitator or Council Liaison will bring a request to City Council for consideration.

All meetings will have an agenda established and posted in accordance with ORS Chapter 192. The agenda shall contain an item label "Council Liaison Report".

Meeting Minutes will be taken at all Advisory Boards, Commissions and Committees meetings and a copy forwarded to the City Recorder within 30 days of the meeting.

Meeting Minute format will be prescribed by the City Recorder.

Government Standards and Practices Commission Requirements and Reporting

All Members of Advisory Boards, Commissions and Committees shall review and observe the requirements of the State Ethics Law (ORS 244.010 to 244.390) dealing with use of public office for private financial gain.

A. Members shall give public notice of any conflict of interest or potential conflicts of interest and the notice will be reported in the meeting minutes. In addition to matters of financial interest, Members shall maintain the highest standards of ethical conduct and assure fair and equal treatment of all persons, claims, and transactions coming before the Planning Commission or Council. This general obligation includes the duty to refrain from:

1. Disclosing confidential information or making use of special knowledge or information before it is made available to the general public.
2. Making decisions involving business associates, customers, clients, and competitors.
3. Repeated violations of Council Rules.
4. Promoting relatives, clients or employees for boards and commissions.
5. Requesting preferential treatment for themselves, relatives, associates, clients, coworkers or friends.
6. Seeking employment of relatives with the City.
7. Actions benefiting special interest groups at the expense of the City as a whole.
8. Expressing an opinion which is contrary to the official position of the Council without so stating.

B. In general, Members shall conduct themselves so as to bring credit upon the government of the City by respecting the rule of law, ensuring non-discriminatory delivery of public services, keeping informed concerning the matters coming before them and abiding by all decisions of the Council.

C. **PLANNING COMMISSION ONLY** - In accordance with ORS 244.050, it is the Commissioner's responsibility to file annual statements of economic interest with the Government Standards and Practices Commission. Each year, on or around the 1st of April,



WHERE INNOVATION MEETS ELEVATION

39250 Pioneer Blvd
Sandy, OR 97055
503-668-5533

Commissioner's will be sent a Statement of Economic Interest form from the Government Standards and Practices Commission. Commissioners should complete the form and return it directly to the Commission. It is important to complete the form in a timely manner; failure to do so may result in the imposition of a civil penalty and/or removal from office. Commissioners are also responsible for filing a Supplemental Statement of Economic Interest with the Government Standards and Practices Commission within 30 days of leaving office.





Departments / Administration (<https://www.ci.sandy.or.us/administration>) / City Council (<https://www.ci.sandy.or.us/city-council>) / City Council Goals 2017-2019 (<https://www.ci.sandy.or.us/city-council-goals-2017-2019>)

City Council Goals 2017-2019

Based on discussions at the City Council's January 7, 2017 retreat.

- **Improve the city's infrastructure to meet current standards and provide for managed future growth**
- **Build the city's tax base by supporting and expanding the business community**
- **Manage growth pressure through careful planning**
- **Build on the city's superb quality of life**
- **Ensure our city is a safe place for our residents and visitors**
- **Other goals/projects**

Improve the city's infrastructure to meet current standards and provide for managed future growth

This Year

- Explore and implement new funding for transportation needs.
- Continue to conduct sidewalk and sidewalk access apron inventory each year to improve pedestrian safety.
- Implement a phased approach to connecting multiple dwelling units and business community to fiber optics.
- Pursue a transfer of jurisdiction of Hwy 211 within the city limits to the City of Sandy as a step toward creating a safe pedestrian connection.
- Continue to work toward expansion of fiber optic network in the business community.
- Explore solutions to traffic problems at the library crosswalk, pending availability of funds for the long term solution identified in the Transportation Systems Plan.
Work with ODOT to improve signal timing on Hwy 26.

Next Two Years

- As funding becomes available, implement plan for 362nd Ave, Kate Schmitz Street and Bell Street extensions.
- Complete a facility assessment for long-term needs.
- Complete upgrades to security and accessibility to City Hall.

Long Range

- Identify a strategy to fund and build small individual landscaped medians on Hwy 26 east of 362nd.
- Look for opportunities to purchase land that can be used for community purposes in the future.
- Explore opportunities to improve pedestrian crossing at the east/west end of town across Hwy 26.
- Explore options to include a parking garage at or during the Cedar Ridge development.
- Expand City Hall frontage.

Build the city's tax base by supporting and expanding the business community

This Year

- Continue the Urban Renewal "facade" program.
- Maintain and build on the downtown community events (First Fridays, Trick or Treat Trail, Christmas Tree Lighting)

Next Two Years

- Explore incentives to promote new business construction on vacant land and underdeveloped properties.
- Develop a Pleasant Street Master Plan.
- Complete development and licensing program on SandyNet software.

Long Range

- Encourage location or development of a brew pub/restaurant.

- Encourage development of other dining opportunities to complement the offerings of existing businesses.
- Continue to seek medical facility that provide 24-hour service.
- Encourage development of a destination hotel/restaurant/conference center.
- Encourage development of apartments and condominiums on the top floors of downtown commercial buildings.

Manage growth pressure through careful planning

This Year

- Expand the urban growth boundary to increase the potential supply of larger residential lots.
- Identify ways to provide more "move up" home opportunities for Sandy residents.
- Fine tune zoning; e.g., consolidation of I-3 and I-2 zones.
- Finalize implementation of new system software with the eventual goal to reduce turnaround time for development applications.

Next Two Years

- Annex islands (properties surrounded by city limits) into the city.

Build on the city's superb quality of life

This Year

- Improve communication for city events and issues.
- Look for ways for the city to recognize notable achievements and people in the community.
- Complete the update of the park master plan.
- Develop Master plan for community center/pool facility and implement operational funding.
- Construct second planned dog park.

Next Two Years

- In cooperation with other agencies, develop a mountain bike trail in Sandy.
- Explore options to promote the development of "smart homes" within new subdivisions.
- Explore options for outdoor art installations.

Long Range

- Continue to seek funding for the bike/ped connection to the Springwater Trail.
- Plan for a loop trail system within the city and develop a strategy for funding it.
- Seek options for an RV park and camping for short-term stays.

Ensure our city is a safe place for our residents and visitors

This Year

- Continue communication of resources for neighborhood watch programs.

Next Two Years

- Increase officer safety by increasing police resources (personnel, equipment, etc.)
- Develop warming/emergency Shelter Facility

Other goals/projects

This Year

- Continue to build relationships between the City Council and other local governments and community organizations.
- Continue to explore ways to encourage the city's growing Spanish-speaking population to participate in city government, educational resources, and community activities. Examine ways that city facilities could be used for educational purposes.
- Identify strategies for eliminating the "digital divide" in Sandy.
- Update and implement a branding strategy. Identify funding mechanism for a branding plan.
- Establish youth council.

Next Two Years

- Identify new grant opportunities for city projects.
- Work with Oregon Trail School District to develop ROTC program.
- Explore options for Youth Programs and Internships.



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These images provided by Daniloff Photography (<https://www.daniloffphoto.com/>)

Proposed Workload/Responsibilities and Coordination Plan for City of Sandy Parks Program

Public Works (Mike)	Planning (Kelly)	Community Services (Tanya)
<p>Maintenance</p> <ul style="list-style-type: none"> ● Painting and refinishing of playground equipment, amenities, fencing, etc. ● Weed removal ● Mowing grass ● Tree pruning ● Bark chip installation ● Lighting maintenance ● Stage lighting and sound maintenance ● Trash/recycle removal ● Storm related cleanup ● Irrigation system repairs ● Handle complaints on damage to parks and needed repairs 	<p>Master Planning/CIP's</p> <ul style="list-style-type: none"> ● Long range Planning by staff. Conduct a long range master plan for review and approval by City Council. ● Communicate with Community Services and Parks Maint. staff regarding needs of future parks with regards to program type, size of facilities, location and other logistics. ● Coordinate and oversee Parks Advisory Committee. ● Write RFP's, send out RFP's and take bids from contractors. Manage builds and CIP improvements as developed in the Master Plan. ● Write RFP's and send out RFP's, take bids and hire contractors to install, replace or add amenities identified by Community 	<p>Operations/Programming</p> <ul style="list-style-type: none"> ● Identify future needs with both land and equipment needs (chairs, benches, trees, and other small improvements). Coordinate those needs with Planning staff. ● Develop, advertise and run programs associated with parks, including but not limited to: <ul style="list-style-type: none"> ○ Facility Rentals ○ Sporting Events ○ Community Events ○ Volunteer Events ○ Other programming ○ Events Permitting

	<p>Services and Parks Maint. Staff (chairs, benches, trees, and other small improvements) in the parks.</p> <ul style="list-style-type: none"> • Collect and monitor SDC's and parks fee in-lieu. 	
Budget line item for parks maintenance already exists. Continues to Operate Account 110.035	Create Budget for 1/3 FTE in Community Center Department. Move Parks CIP to Kelly	Create Budget Line Item for Parks Operations/ Programming. And Snr. Mngr to 110-034
Police Department (Roberts)		
Responsible for all complaints, investigations and follow up regarding graffiti, malicious damage reports and other criminal matters.		
No budgetary changes.		



MINUTES
Parks & Trails Advisory Board Meeting
Wednesday, August 22, 2018 City Hall-
Council Chambers, 39250 Pioneer
Blvd., Sandy, Oregon 97055 7:00 PM

COUNCIL PRESENT: Bethany Shultz, Board Member, Kathleen Walker, Board Member, Michael Weinberg, Board Member, Susan Drew, Board Member, Valerie Wicklund, Board Member, and Jeremy Pietzold, Council President

COUNCIL ABSENT:

STAFF PRESENT: James Cramer, Associate Planner

MEDIA PRESENT:

1. Roll Call

2. Public Comment
None.

3. Changes to the Agenda
James added "Photographer" to staff updated
Kathleen added "Special Use Permits" to agenda to Old Business

4. New Business

4.1. (Kim Yamashita) Parks and Trails Advisory Board visioning and a parks maintenance projects.

Kim solicited for the Parks & Trail Advisory Board (PTAB) to collect and document Parks maintenance needs. The intent is to create a "master list" of maintenance needs to be passed to Public Works to prioritize and complete. Life safety concerns first priority. Discussion regarding historic and future strategies commenced along with discussion regarding position roles. Kathleen volunteered to create a spreadsheet to use for consistent inventory. PTAB will brainstorm and revisit strategies at the next meeting.

4.2. (James Cramer) Parks and Trails Advisory Board 2018 Inventory
Discussion of Maintenance vs. Capital Improvement commenced.

James introduced a simplified worksheet to capture maintenance needs, possible capital improvements and general comments. Based on the discussion from Item 4.1 of this meeting, the Board will defer to the next meeting to discuss a set of standards to help create consistent results. Kim introduced the Monday.com program that the City internally uses to manage projects, workloads, etc.

4.3. Photographer

Our Economic Manager, David Snider, has an uncle who is a photographer and will be taking photos of Sandy for the website and will be taking photos of City parks. Discussion on potential photos to take commenced and suggestions were made to be passed on to David.

5. Old Business

5.1. Special Use Event Permit Update

Kim discussed the efforts made to create a special use/event permit policy for the City. Completed at staff level and similar to land use process. Discussion, as well as Q&A, commenced.

6. STAFF UPDATES

6.1. Agenda Postings

James gave a tutorial of the new ICompass system for public hearing meetings and updated the Board on how they will be receiving agendas moving forward.

6.2. Sandy Community Campus Parkland Annexation

James updated the Board that the City Council certified the challenge period has been met therefore the ballot title will be submitted to Clakamas County to be added to the November 6th Ballot. It was discussed that individuals can independently submit a letter to be added to the voter's pamphlet should they wish to.

6.3. Longest Day Parkway Adult Survey Results

James provided an update to the Adult's results from the Longest Day Parkway survey. Discussion regarding the differences between Park Type and Amenities, as well as future use of the results and various ideas based on the amenities identified, commenced.

7. Consent Agenda

7.1. Meeting Minutes

8. Adjourn

Draft



MINUTES
Parks & Trails Advisory Board Meeting
Wednesday, August 22, 2018 City Hall-
Council Chambers, 39250 Pioneer
Blvd., Sandy, Oregon 97055 7:00 PM

COUNCIL PRESENT: Bethany Shultz, Board Member, Kathleen Walker, Board Member, Michael Weinberg, Board Member, Susan Drew, Board Member, Valerie Wicklund, Board Member, and Jeremy Pietzold, Council President

COUNCIL ABSENT:

STAFF PRESENT: James Cramer, Associate Planner

MEDIA PRESENT:

1. Roll Call

2. Public Comment
None.

3. Changes to the Agenda
James added "Photographer" to staff updated
Kathleen added "Special Use Permits" to agenda to Old Business

4. New Business

4.1. (Kim Yamashita) Parks and Trails Advisory Board visioning and a parks maintenance projects.

Kim solicited for the Parks & Trail Advisory Board (PTAB) to collect and document Parks maintenance needs. The intent is to create a "master list" of maintenance needs to be passed to Public Works to prioritize and complete. Life safety concerns first priority. Discussion regarding historic and future strategies commenced along with discussion regarding position roles. Kathleen volunteered to create a spreadsheet to use for consistent inventory. PTAB will brainstorm and revisit strategies at the next meeting.

4.2. (James Cramer) Parks and Trails Advisory Board 2018 Inventory
Discussion of Maintenance vs. Capital Improvement commenced.

James introduced a simplified worksheet to capture maintenance needs, possible capital improvements and general comments. Based on the discussion from Item 4.1 of this meeting, the Board will defer to the next meeting to discuss a set of standards to help create consistent results. Kim introduced the Monday.com program that the City internally uses to manage projects, workloads, etc.

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