



# City of Sandy

## Agenda

### **Parks & Trails Advisory Board Meeting**

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

**Meeting Date:** Wednesday, March 27, 2019

**Meeting Time:** 7:00 PM

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	Page
<b>1. ROLL CALL</b>	
<b>2. PUBLIC COMMENT</b>	
<b>3. CONSENT AGENDA</b>	
3.1. Meeting Minutes <a href="#">Parks &amp; Trails Advisory Board - 30 Jan 2019 - Minutes - Pdf</a> <a href="#">Parks &amp; Trails Advisory Board - 09 Jan 2019 - Minutes - Pdf</a>	3 - 9
<b>4. CHANGES TO THE AGENDA</b>	
<b>5. NEW BUSINESS</b>	
5.1. OPRD Grant Discussion  <a href="https://www.oregon.gov/oprd/hcd/finasst/pages/grants.aspx">https://www.oregon.gov/oprd/hcd/finasst/pages/grants.aspx</a>	
5.2. Shade Structure and Bathrooms at Bornstedt Park  Restroom: last year portable restroom rented through Clinkscales Portable Toilets for a total of \$1,290.75. <a href="#">Restroom Quote I</a> <a href="#">Restroom Quote II</a> <a href="#">Preliminary Shade Structure Proposal</a> <a href="#">Pergola Ideas</a>	10 - 25
5.3. Parks Master Plan Next Steps	
5.4. Conceptual Trail Corridors	26

[Existing PMP Park Facility Plan](#)

- 5.5. Finalize meeting times

**6. OLD BUSINESS**

- 6.1. Roles and Responsibilities: being drafted by Karey Milne at the direction of Council. 27 - 38  
See existing policies attached.

[ADMIN 100 Advisory Boards, Commissions and Committee Policy](#)

[Appeal Authorization](#)

[Parks Programming Plan](#)

**7. STAFF UPDATES**

**8. ADJOURN**



**MINUTES**  
**Parks & Trails Advisory Board Meeting**  
**Wednesday, January 30, 2019 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 Laurie Smallwood, Councilor

**COUNCIL ABSENT:**

**STAFF PRESENT:** James Cramer, Associate Planner and Tanya Richardson, Community Services Director

**MEDIA PRESENT:**

**1. Roll Call**

**2. Public Comment**

- 2.1. Sandy River Trail Signs (email from public member attached)

The Parks and Trails Advisory Board (Board) discussed the email from the concerned citizen regarding the signage in Sandy River Park. While the Board agreed the language on the signs could be different they also found the existing language on the signs to be adequate. The Board recommended no change to the signs.

**3. Consent Agenda**

January 9, 2019 Meeting Minutes TBD

**4. Changes to the Agenda**

- 4.1. Meeting Addition: Ponder Lane Subdivision

Mike Robinson with Schwabe, Williamson and Wyatt presented a proposal for a subdivision on Ponder Lane for his client Geo Development. Mr. Robinson asked the Board to reconsider the prior Board recommendation not to accept a parks fee in-lieu of dedicating parks land. After discussion between the

Board and Mr. Robinson a motion was made to reconsider the prior recommendation. The motion failed with a vote of two (Michael Weinberg and Valerie Wicklund) recommending the prior decision be reconsidered and two (Susan Drew and Kathleen Walker) recommending the prior decision stand until the Board had additional time to consider the request. The Board asked Mr. Robinson to bring the request back before them at the February meeting.

4.2. Meeting Addition: Parks Budget to Actual Financial Results

Valerie Wicklund presented the financial reports of the Parks actual revenues and expenses compared to budgeted amounts for the 18 months ending December 31, 2018. The reports covered the three funds; In-Lieu, Administration, and Capital Improvements. The Board requested that Kelly O'Neil let them know the nature of \$21,600 of Park SDC expenses in the In-Lieu Fund. The combined undesignated surplus from all funds, at December 31, 2018, was \$1,473,670.

5. **New Business**

5.1.

The Board discussed the proposed 32 lot subdivision on Jacoby Road named Jacoby Heights and whether the applicant should be required to install a trail connection on the property to connect to the future extension of Tickle Creek Trail. The Board recommended that a tract be created in the Jacoby Heights subdivision and dedicated to the City and cited three primary reasons that they would like to see the land dedicated: 1) increased protection of the trees located within the FSH buffer area; 2) a larger area through which a connector trail to Tickle Creek Trail could meander; and, 3) to provide a wider riparian buffer that would not only better protect Tickle Creek, but would also enhance the natural beauty along the future extension of the Tickle Creek Trail. The Board also recommended that a trail connection extend north from the intersection of Middlebury Avenue and Woodstock Street. After review of the Lidar data the Board was unsure about the subdivision proposal's justification for moving the trail connection to tax lot 800.

*It is hereby recommended the Parks and Trails Advisory Board provided recommendations/advisement to be included with the City's staff report for Planning Commission consideration.*

CARRIED.

5.2.

The discussion on the Bornstedt Park shade structure did not occur due to time restrictions and will be discussed at a future Parks and Trails Advisory Board meeting.



- 5.3. Discuss agenda items and information the Parks and Trails Advisory Board would like to discuss at the January 9, 2019 joint meeting between City Council and the Parks and Trails Advisory Board.

The Board discussed the items and information they would like to see covered at the joint meeting with the City Council. The items included the following topics:

- Where we have been, where are we now, and where are we going
- Parks fee in lieu vs. land dedication (What is the Council's perspective on dedication of land vs. parks fee in-lieu?)
- Parks fee in lieu spending limitations from our city attorney
- Quorum rules and open meeting laws from our city attorney
- Roles and responsibilities
- Term limits. Are term limits desired?
- Future trail layout and trail connections
- Future parks locations
- Consultant for Parks Master Plan
- Project manager to assist staff and the Parks Board with the consultant for the Parks Master Plan
- Parks and trail consolidation plan
- How is staff being used? (Parks staff, Public Works staff, and Development Services staff)

- 5.4. Review Conceptual trail corridors previously drafted by the Parks and Trails Advisory Board.

The discussion on the Conceptual Trail Corridors did not occur due to time restrictions and will be discussed at a future Parks and Trails Advisory Board meeting.

- 5.5. Review and update Trail facilities' CIP List.

The discussion on the Trail Facilities CIP List did not occur due to time restrictions and will be discussed at a future Parks and Trails Advisory Board meeting.

**6. Old Business**

**7. Board Member Updates**

8. **STAFF UPDATES**
9. **Adjourn**

Draft



**MINUTES**  
**Parks & Trails Advisory Board Meeting**  
**Wednesday, January 9, 2019 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 and Tanya Richardson, Community Services Director

**MEDIA PRESENT:**

1. Roll Call
2. Public Comment
3. Changes to the Agenda

*Valerie requested to discuss a list of the City's current parks. Item 6.1 was postponed to the January 30, 2019 meeting.*

4. Consent Agenda
  - 4.1. August 22, 2018 Meeting Minutes
  - 4.2. October 17, 2018 Meeting Minutes
  - 4.3. December 19, 2018 Meeting Minutes

3

*Kathleen Walker submitted the attached suggestions regarding the August 22, 2018; October 17, 2018 and December 19, 2018 meeting minutes.*

[Kathleen Walker Minutes Suggestions](#)

5. New Business

5.1. New Council Liaison Laurie Smallwood

A new Council Liaison, Laurie Smallwood, has been appointed to the Parks and Trails Advisory Board. Please give her a warm welcome.

*Laurie introduced herself and discussed her excitement to participate on the Parks and Trails Advisory Board.*

5.2. 2017 Capital Improvement Projects (CIP) List

The Parks and Trails Advisory Board previously completed a draft CIP List which will be shared and discussed among the group.

*Kathleen presented a spreadsheet with the Board's previously drafted CIP list. The presentation went through the City's parks and the Board discussed potential improvements per park.*

5.3. Prospective Park and Trails Location

The Parks and Trails Advisory Board previously completed exercises to determine prospective locations of new parks and trails facilities within the City's service area. Those maps will be presented and discussed among the Board.

*Kathleen presented Google Earth maps that identified the City's parks/facilities with radii identifying service areas.*

**6. Old Business**

6.1. Parks Capital Projects Fund

We will postpone the discussion regarding the Parks Capital Projects Fund balance to the proposed January 30, 2019 meeting to consolidate the discussion on budgeting.

**7. STAFF UPDATES**

**8. Adjourn**



James Cramer <jcramer@ci.sandy.or.us>

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## January 9, 2019 Meeting

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**Kathleen Walker** <walkertrails@gmail.com>

Wed, Jan 9, 2019 at 6:45 PM

To: James Cramer <jcramer@ci.sandy.or.us>, Bethany Shultz <bethanyv22@gmail.com>, Michael Weinberg <mikejwein@aol.com>, Susan Drew <purrmarshal@yahoo.com>, Tanya Richardson <trichardson@ci.sandy.or.us>, Valerie Wicklund <vwicklund@gmail.com>, Laurie Smallwood <lsmallwood@ci.sandy.or.us>

Hi James - Here are the additions I would suggest to the past meeting minutes. Thanks for getting them out!

Input on Parks Board Meeting Minutes

August Meeting Minutes: Kathleen expressed concerns that the Parks Superintendent and Park staff should be inventorying maintenance needs and not Parks Board staff because they have more knowledge of what constitutes needing maintenance, priorities, and safety issues. Also, it is important to have one or two people do the inventory to get a consistent overview of the needs. Item 5.1 - can you please clarify that a special event or use permit has been adopted?

October Meeting Minutes: Item 5.1 - Kathleen again expressed concerns that park inventories should be done and are the responsibility of the Parks Superintendent. That information is needed to complete the Parks Master Plan. My comment about Recreation Immunity was not whether or not we were covered to perform the inventories. It was a statement that the duty of safety inspections is with City staff and not volunteer park board members. Item 6.3 Can you please document the location for the photos in the notes. Item 6.2: Kathleen asked about the status of the Parks Master Planning Process and asked that James add that to the November meeting agenda and give us a status update and where we are going with it.

December Meeting Minutes: Item 4.1 - There was a discussion and a consensus by those in favor of requiring land dedication, that the land dedication parcel be on the edge of the properties in order to combine this dedication with future park land dedication on adjacent properties to ensure a larger park is dedicated. Item 4.2 - I believe there was also an option mentioned of requiring an amount of funds sufficient to contract out the long term successful restoration over several years could also be deposited and property transferred.

Kindest Regards,

Kathleen Walker

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100% DBE

1047 W 600 N, Suite B-1  
 Brigham City, Utah 84302  
 Phone (435) 239-7000  
 Fax (801) 732-9200  
 Bid prepared by Ben Hubbard  
 Cell (435) 553-1313

Bid Date: January 30, 2019

**Project:  
 Sandy Oregon Park Restroom**

**We wish to bid on the above project:**

Item	Description	Unit	Unit Price FOB jobsite	Quantity	Total
1	Easi-Set Carson Wet Restroom	Bldg.	\$74,164	1	\$74,164
2	Delivery to Sandy Oregon	Ea	\$4500	1	\$4,500
3	Sales Tax (6.5%) Material	LS	As Applicable	1	As Applicable
	<b>TOTAL</b>				\$78,664

**Delivery included, add appropriate sales tax, if required**

*Inclusions, Exclusions and Clarifications: Please review carefully*

**Inclusions:**

- Delivery to Sandy Oregon included.
- Crane Service for install included.
- Building design, submittals, shop drawings and engineering included.
- Engineering stamped by a Washington licensed P.E.
- Building complete with walls, floor and roof, all precast concrete. Floor extent is the building footprint.
- 5,000 psi concrete and grade 60 non-epoxy reinforcement
- Stain color for roof and walls to be determined.
- Doors frames are cast into the walls. Doors and frames are painted steel with stainless steel hardware.
- Door color to be determined.
- Exterior to include two wall finishes and one roof finish
- Flooring to be epoxy with grit.
- Building to include a water fountain.
- -Building to meet local code and ordinances.
- Restrooms to in hand dryer upgrade.
- All buildings are ADA designed and accessible.
- Access required for tractor and 48' trailer and a 150-ton mobile crane.

- Monthly progress payments shall be made for completed products stored at Mountain West Precast.
- Mountain West Precast is a NPCA Certified plant. Outside testing by others, if required.
- This is a three-page proposal, our terms are a part of this proposal and cannot be severed.
- If Performance and Payment Bond is required, cost to be paid by the Customer. Bond Rate is 2.5%
- Crane and delivery scheduling requires a 10-day lead time.
- There is one mobilization included in this proposal.
- Mountain West Precast is a Certified Utah DBE and WOSB Company.

**Exclusions**

- Area for building is to be at finished grade and Utility locations identified.
- Site Utility/Final Connection by others. Sub-base Materials (Gravel) by others.
- Barricades, flagmen, traffic control, if required, site preparation and compaction, site grading or setting lines and grades, site plans drawings, site utilities permits.
- Site subgrade, plumbing and electrical. Electrical to be brought up to building chase and connected to the building by others.
- Site repair, prep and re-grading from delivery is by others.
- All underground conduits, plumbing electrical or water will require wet pouring around floor drains and floor blockouts.
- No Retention.

**Delivery Schedule:**

- Drawings and submittals will be delivered for approval by Owner within 30 calendar days of receipt and acceptance of purchase order.
- Any resubmittal will be returned to Owner with corrections within 10 calendar days.
- Building will be procured and manufactured for delivery to project site 90 calendar days from complete approval of submittals and a notice to proceed.
- 10 days are required to coordinate delivery permits.
- All warranty and As-build documentation will be delivered to Owner within two weeks of completion of the building.

**Geotechnical Report:** Owner to provide a site soils report prior to design or indicate agreement to direct us to use US Geological Standard Survey Map information with a soil bearing pressure of 1500 psi. [www.usgs.gov/](http://www.usgs.gov/)  
Changes in the foundation requirements not previously known or available at time of bid will result in a change order.

**Terms:** Net 30 for product produced and stored in the Mountain West Precast yard. A 0.5% prompt payment discount is allowed for invoices paid within 10 days. Payments on billing are to be current before delivery commences. No Retention. In the event that it becomes necessary to enforce the provisions of this agreement or to obtain redress for the breach or violation of any of its provisions, Mountain West Precast shall be entitled to recover from the other party all costs and expenses associated with such proceedings, including reasonable attorney’s fees and interest.

**Scheduling of delivery:** Mountain West Precast will send a shipping confirmation for acceptance by the owner to be signed and returned three days prior to delivery. The shipping confirmation indicates that the site is prepared and compacted for acceptance of the building and that the crane and truck and trailer have proper and safe access to the site for unloading and setting the building.

**Delivery Standby Time:** One Mobilization is included in this proposal. Should Mountain West Precast be delayed because of corrections needed due to misplaced utilities, improper site preparation, site obstructions, or extra work not in our scope, the crew will be charged at \$250 per hour. The trucking standby is charged at \$175. per hour.

**Proposal:** Proposal is valid for 90 days from the first date mentioned. By accepting this proposal and/or awarding a contract to Mountain West Precast, you agree that this proposal document will be a part of your formal contract whether or not such contract so provides or contains an integration clause.

**Service Charge:** Service Charge of 1.5% monthly will be assessed on all past due accounts.

Proposal submitted by	Ben Hubbard	:	435-239-7000	ben.hubbard@mwprecast.com
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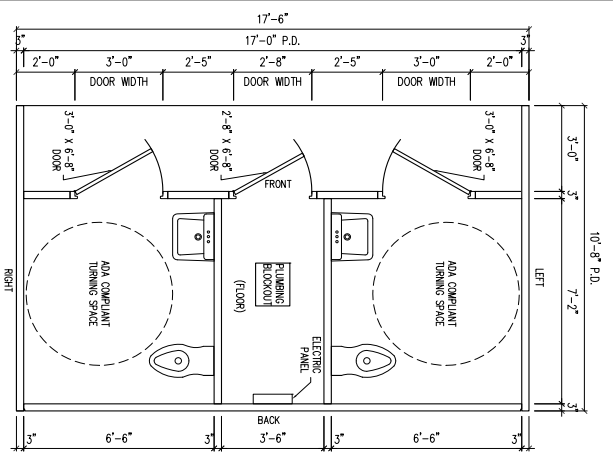
This proposal document must accompany all orders with the proper acknowledgement and acceptance of the above terms and conditions and are verified by the signature below. All precast products will be produced as per the approved Mountain West Precast shop drawings. It is the sole responsibility of the contractor to confirm that the Mountain West Precast shop drawings meet or exceed all plan and specification requirements. Should any terms of this proposal be changed in the customers proposed purchase order Mountain West Precast reserves the right to rescind the proposal.

\_\_\_\_\_  
Signature

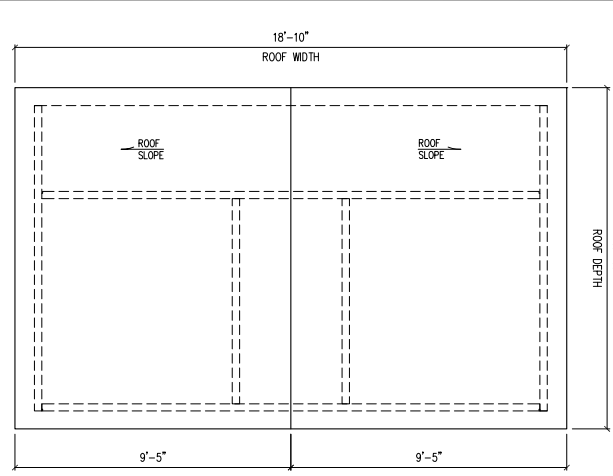
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Date

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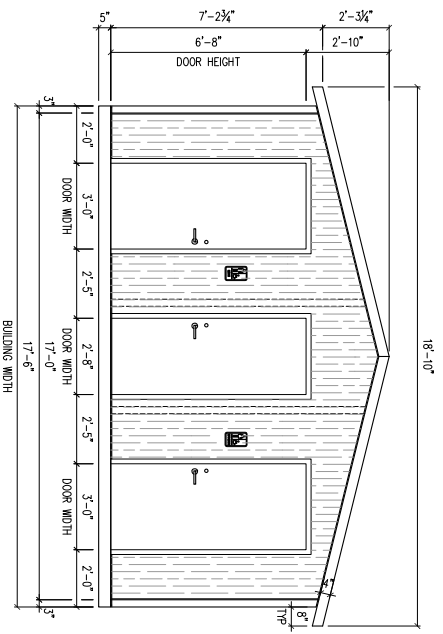


FLOOR PLAN

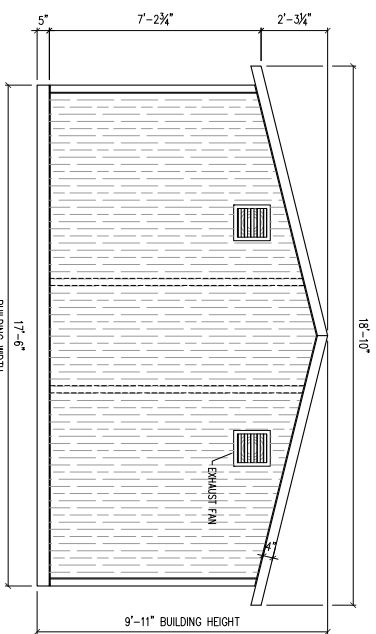


BUILDING LAYOUT

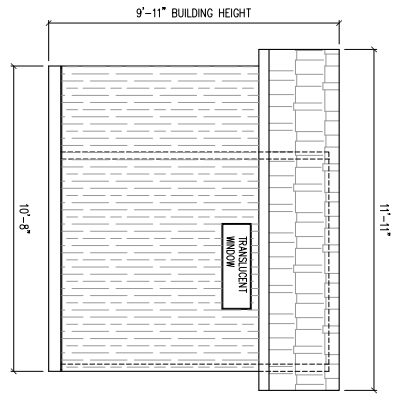
ROOF PLAN



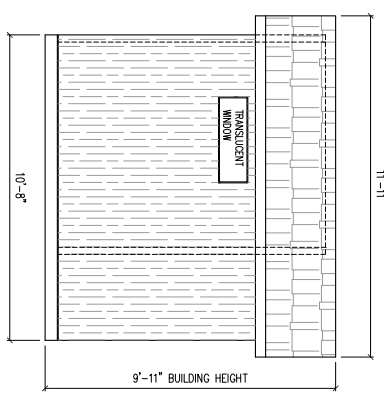
FRONT ELEVATION



BACK ELEVATION



RIGHT ELEVATION



LEFT ELEVATION

NOTE: FINISH OPTIONAL, VARIOUS FINISHES ARE AVAILABLE

- EASI-BRICK
- BARBOARD
- BROOM
- OTHER: \_\_\_\_\_

GENERAL NOTES:

1. ALL REQUIRED OPENINGS FOR ELECTRIC, MECHANICAL, LIGHTS, ETC. MUST BE SIZED AND LOCATED BY BUYER ON THIS DRAWING (OPENING SIZES AND LOCATIONS MAY HAVE TO BE ALTERED IF THEY INTERFERE WITH CONNECTIONS OR REINFORCING)
2. ALL MEMBERS ARE FROM EXTERIOR
3. ALL MEMBERS TO BE RELEASED BEFORE BUILDING CAN BE RELEASED FOR PRODUCTION

MESSAGE CENTER	
BUILDING FINISH	-
BUILDING STAIN	-
DOOR COLOR	-
BUILDING WEIGHT	-
CUSTOMER APPROVAL	DATE:
APPROVED BY:	DATE:

PROJECT: 10'-8" x 17'-6" x 9'-11"  
 EASI-SET CARSON FLUSH RESTROOM BUILDING  
 CONTRACTOR: CONTRACTOR.

DATE	DESCRIPTION	INI.	REV.

**EASI-SET WORLDWIDE**  
 5119 Cattlett Rd. • Midland, VA 22728 • info@EasiSet.com  
 www.EasiSet.com • 800-547-4045 • Fax 540-439-2541

SHEET LAYOUT

BUILDING LAYOUT

January 25<sup>th</sup> 2019  
Proposal #1901018



**STRUCTURE CAST**  
...High Performance Precast

CREATING PRECAST SOLUTIONS SINCE 1974  
WOMEN OWNED SMALL BUSINESS – WOSB 160389  
WOMEN BUSINESS ENTERPRISE – WBE 1600356

CALIFORNIA LICENSE # 774870  
DIR #100000000308  
CA CERTIFIED SBE #42811

To: James Cramer, Sandy Oregon

**Subject: Double Wet ADA Restroom**

Item	Qty.	Description	Price
1	1	Carson Double Wet ADA Restroom	\$79,250.00
		Delivery	\$ 3,200.00
			<b>\$82,450.00</b>

**Delivery included, add appropriate sales tax, if required**

**Inclusions, Exclusions and Clarifications: Please review carefully**

- Delivery to jobsite included; unloading and setting.
- Submittals, shop drawings and engineering included. Building complete with walls, floor and roof, all Precast concrete. Roof with cedar shake pattern and Stone wainscot and wood molded walls on the building exterior.
- Exterior stained, color TBD. Interior stained white Restroom floors are painted gray two-part epoxy.
- Interior restroom walls are covered with floor drains in each restroom.
- Restrooms have dusk to dawn LED exterior lighting at each door, and interior motion activated LED lighting.
- Both restrooms are ADA standard, Gender neutral.
- All fixtures, Toilet, sink, ADA grab bars and toilet roll holders are stainless steel. One electric hand dryer in each restroom.
- 5,000 psi concrete and non-epoxy reinforcement
- Doors are standard hollow core steel and hardware is stainless steel.
- Access required for tractor and a 40' lowboy trailer and 90 ton hydraulic crane
- Monthly progress payments shall be made for completed products stored at StructureCast. Crane and delivery scheduling requires a 5-day lead time.
- This is a two-page proposal, our terms are a part of this proposal and cannot be severed.



**PRECAST BUILDINGS**  
Easi-Set • Easi-Span



8261 McCutchen Road – Bakersfield – California 93311  
P 661-833-4490 – F 661-280-5626 – [www.structurecast.com](http://www.structurecast.com)

Page 1 of 2

**Subject: Double Wet ADA Restroom**

**Exclusions**

- Barricades, flagmen, traffic control, if required, site preparation and compaction, site grading or setting lines and grades, site plans drawings, permits.
- Site foundation, plumbing and electrical to the building and the connection of the utilities.
- Site repair, prep and re-grading from delivery is by others.
- StructureCast is a PCI and NPCA Certified Plant, outside testing by others if required.
- If Performance and Payment Bond is required, cost to be paid by the Customer.

**Delivery Schedule:**

- Drawings and submittals will be delivered for approval by Owner within 20 calendar days of receipt and acceptance of purchase order.
- Any resubmittal will be returned to Owner with corrections within 10 calendar days.
- Building will be procured and manufactured for delivery to project site 30 calendar days from complete approval of submittals and a notice to proceed.
- Buildings will be installed in one week at site when ready. 5 days are required to coordinate crane and delivery permits.
- All warranty and As-build documentation will be delivered to Owner within two weeks of completion of the building.

**Geotechnical Report:** Owner to provide a site soils report prior to design or indicate agreement to direct us to use US Geological Standard Survey Map information with a soil bearing pressure of 1500 psi. [www.usgs.gov/](http://www.usgs.gov/)  
Changes in the foundation requirements not previously known or available at time of bid will result in a change order.

**Terms:** Net 30 for product produced and stored in the StructureCast yard. A 2% prompt payment discount is allowed for invoices paid within 10 days. Payments on billing are to be current before delivery commences. No Retention. In the event that it becomes necessary to enforce the provisions of this agreement or to obtain redress for the breach or violation of any of its provisions, StructureCast shall be entitled to recover from the other party all costs and expenses associated with such proceedings, including reasonable attorney's fees and interest. If liquidated damage clauses are to be a part of StructureCast's contract, add 5 times their daily amount to the total of this proposal.

**Scheduling of delivery:** StructureCast will send a shipping confirmation for acceptance by the owner to be signed and returned three days prior to delivery. The shipping confirmation indicates that the site is prepared and compacted for acceptance of the building and that the crane and truck and trailer have proper and safe access to the site for unloading and setting the building.

**Delivery Standby Time:** One installation set up is included in this proposal. Should StructureCast be delayed because of corrections needed due to misplaced utilities, improper site preparation, site obstructions, or extra work not in our scope, the crew will be charged at \$400. per hour. The crane will be charged at \$500 per hour and trucking standby is charged at \$175. per hour.

**Proposal:** Proposal is valid for 90 days from the first date mentioned. By accepting this proposal and, or awarding a contract to StructureCast, you agree that this proposal document will be a part of your formal contract whether or not such contract so provides or contains an integration clause.

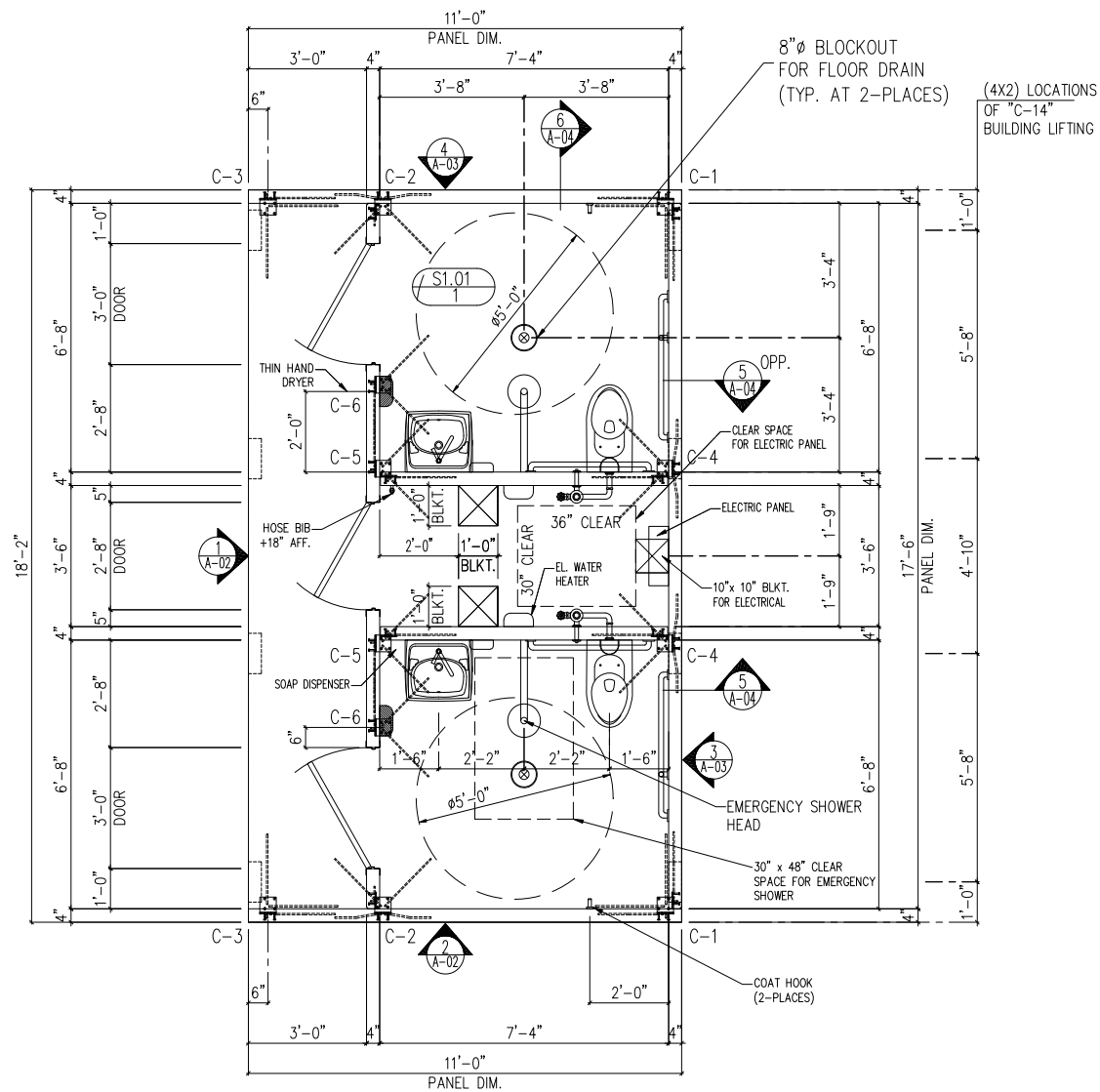
**Service Charge:** Service Charge of 1.5% monthly will be assessed on all past due accounts.

Proposal submitted by Brent Dezember	661-833-4490	<a href="mailto:brent@structurecast.com">brent@structurecast.com</a>
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This proposal document must accompany all orders with the proper acknowledgement and acceptance of the above terms and conditions and are verified by the signature below. All precast products will be produced as per the approved StructureCast shop drawings. It is the sole responsibility of the contractor to confirm that the StructureCast shop drawings meet or exceed all plan and specification requirements. Should any terms of this proposal be changed in the customers proposed purchase order StructureCast reserves the right to rescind the proposal.

_____	_____	<u>Brent Dezember</u>
Signature	Date	Brent Dezember

8261 McCutchen Road – Bakersfield – California 93311 P 661-833-4490 – F 661-280-5626 – <a href="http://www.structurecast.com">www.structurecast.com</a>	Page 2 of 2
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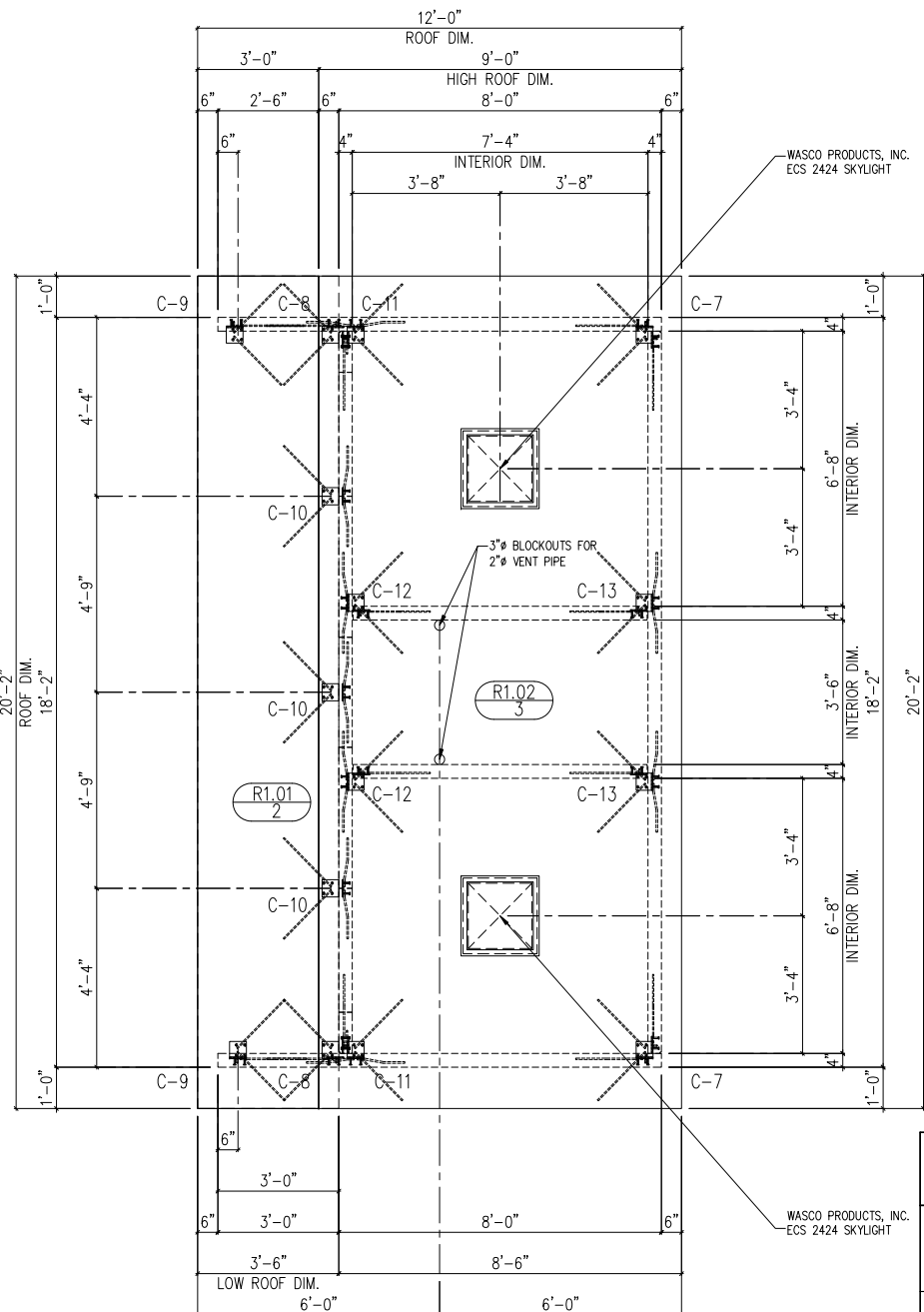


FLOOR PLAN

SCALE: 1/4"=1'-0"

FINISH NOTES:

1. ALL EXTERIOR WALLS SHALL BE SMOOTH FORM FINISH , STAINED & SEALED WITH WATER REPELLENT PENETRATING STAIN (COLOR TO BE HC136 AZTEC SAND) AND COATED WITH ACRYLIC ANTI-GRAFFITI SEALER.
2. INTERIOR WALLS AND CEILING WILL BE SMOOTH STEEL TROWEL FINISH & STAINED WITH MODIFIED ACRYLIC, WATER REPELLENT PENETRATING STAIN. THE COLOR WILL BE WHITE FOLLOWED BY A CLEAR ACRYLIC ANTI-GRAFFITI SEALER.
3. INTERIOR FLOORS SHALL BE LIGHT BROOM FINISH & COATED WITH TWO-PART EPOXY PAINT. THE COLOR WILL BE GRAY.
4. EXTERIOR FLOORS SHALL BE LIGHT BROOM FINISH & SEALED WITH CLEAR SEALER.
5. ROOF SHALL BE CEDAR SHAKE, STAINED & SEALED WITH WATER REPELLENT PENETRATING STAIN (COLOR TO BE HC126 NATURALLY RED) AND COATED WITH ACRYLIC ANTI-GRAFFITI SEALER.
6. ROOF TRIM & DOORS COLOR WILL BE HC126 NATURALLY RED.



ROOF PLAN

SCALE: 1/4"=1'-0"

NOTE:  
FOR ADA REQUIRED LAYOUT  
SEE SHEET "A-05".  
(TYP FOR ALL RESTROOMS)

ISSUED FOR CONSTRUCTION  
JANUARY 11, 2019



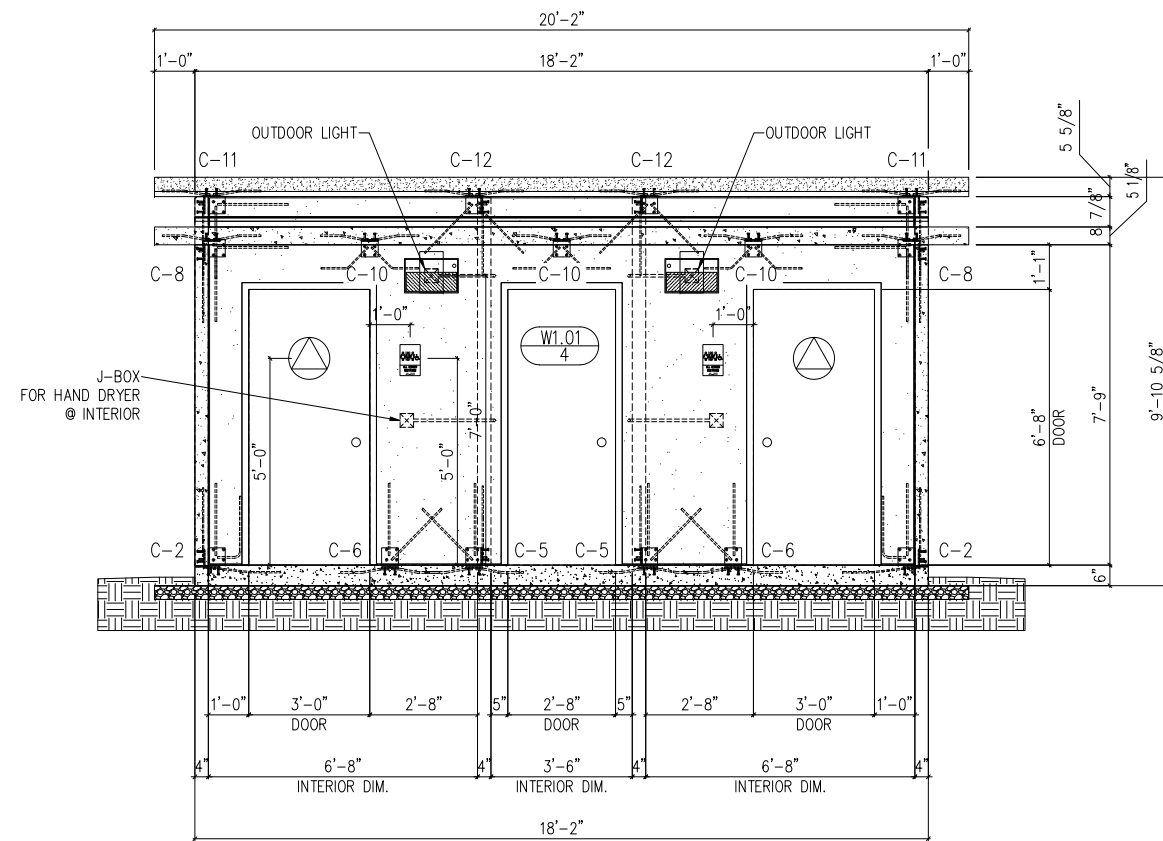
DATE:	12-12-18	NO:	DATE:	DESCRIPTION	BY:
DRAWN BY:	HS				
CHECKED BY:	LG				
JOB NO:	1808365				

OWNER: --  
ENGINEER: --  
CONTRACTOR: --

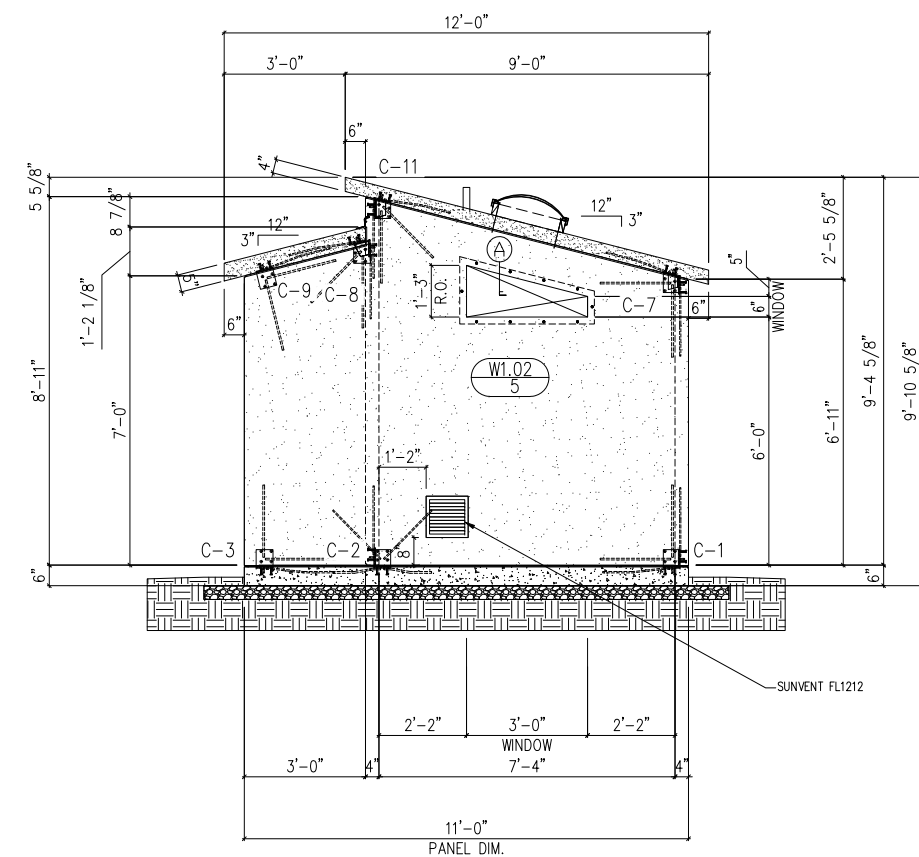
PROJECT: Stanislaus County Department of  
Environmental Resources  
EASI-SET RESTROOM BUILDING  
11'-0"x18'-2"x8'-10"

FLOOR & ROOF PLANS

DWG NO: A-01



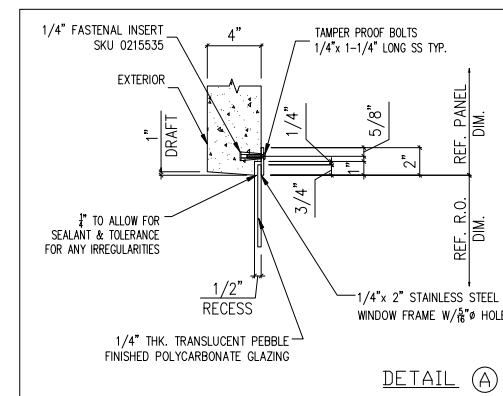
FRONT ELEVATION "1"  
SCALE: 1/4"=1'-0"





RIGHT ELEVATION "2"  
SCALE: 1/4"=1'-0"

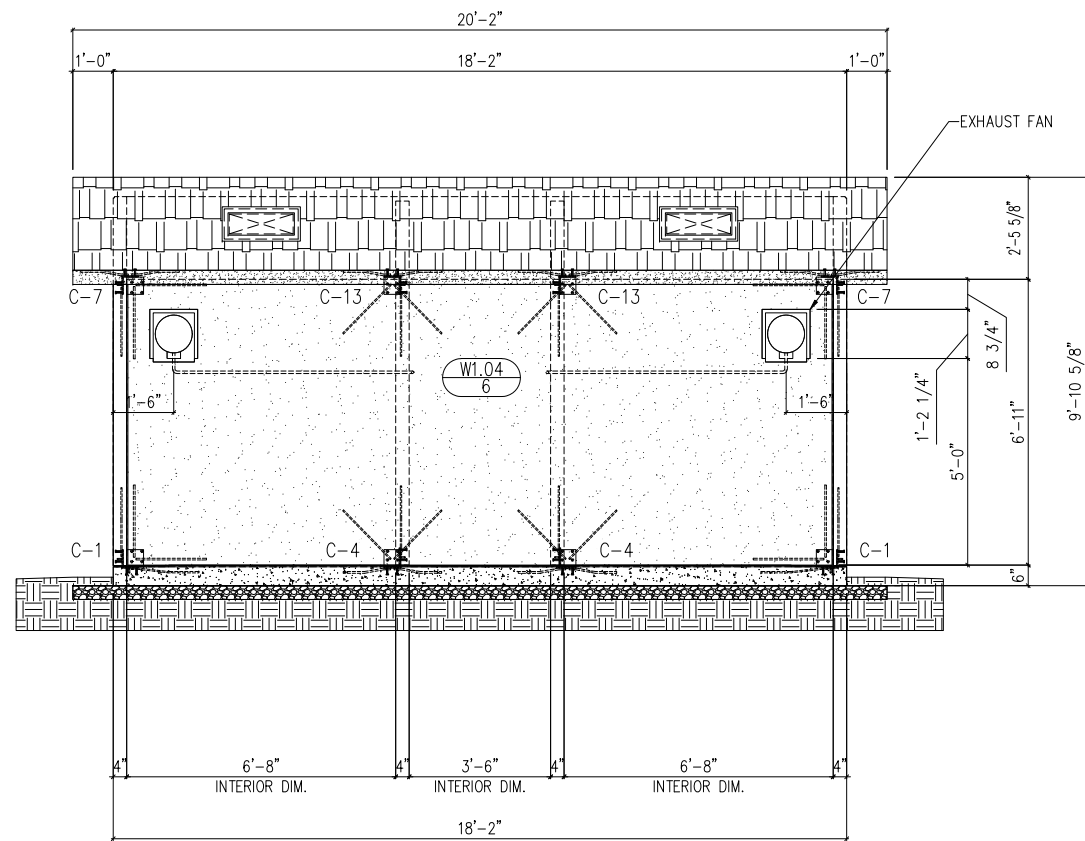
FINISH NOTES:

1. ALL EXTERIOR WALLS SHALL BE SMOOTH FORM FINISH , STAINED & SEALED WITH WATER REPELLENT PENETRATING STAIN (COLOR TO BE HC136 AZTEC SAND) AND COATED WITH ACRYLIC ANTI-GRAFFITI SEALER.
2. INTERIOR WALLS AND CEILING WILL BE SMOOTH STEEL TROWEL FINISH & STAINED WITH MODIFIED ACRYLIC, WATER REPELLENT PENETRATING STAIN. THE COLOR WILL BE WHITE FOLLOWED BY A CLEAR ACRYLIC ANTI-GRAFFITI SEALER.
3. INTERIOR FLOORS SHALL BE LIGHT BROOM FINISH & COATED WITH TWO-PART EPOXY PAINT. THE COLOR WILL BE GRAY.
4. EXTERIOR FLOORS SHALL BE LIGHT BROOM FINISH & SEALED WITH CLEAR SEALER.
5. ROOF SHALL BE CEDAR SHAKE, STAINED & SEALED WITH WATER REPELLENT PENETRATING STAIN (COLOR TO BE HC126 NATURALLY RED) AND COATED WITH ACRYLIC ANTI-GRAFFITI SEALER.
6. ROOF TRIM & DOORS COLOR WILL BE HC126 NATURALLY RED.

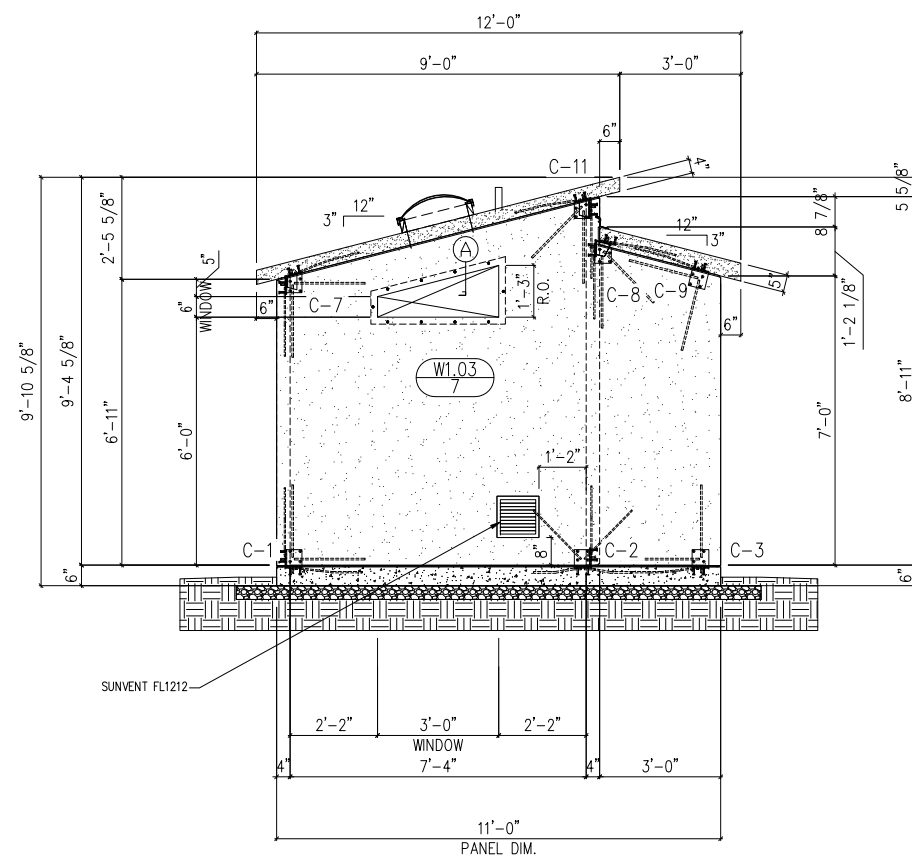


DETAIL (A)

ISSUED FOR CONSTRUCTION JANUARY 11, 2019			
 STRUCTURE CAST		REVISIONS	
DATE:	12-12-18	NO:	
DRAWN BY:	HS	DATE:	
CHECKED BY:	LG	DESCRIPTION:	
JOB NO:	1808365	BY:	
OWNER:	---		
ENGINEER:	---		
CONTRACTOR:	---		
PROJECT: Stanislaus County Department of Environmental Resources EAST-SET RESTROOM BUILDING 11'-0" x 18'-2" x 8'-10"			
EXTERIOR ELEVATIONS			
DWG NO:	A-02		



BACK ELEVATION "3"  
SCALE: 1/4"=1'-0"



LEFT ELEVATION "4"  
SCALE: 1/4"=1'-0"

FINISH NOTES:

1. ALL EXTERIOR WALLS SHALL BE SMOOTH FORM FINISH , STAINED & SEALED WITH WATER REPELLENT PENETRATING STAIN (COLOR TO BE HC136 AZTEC SAND) AND COATED WITH ACRYLIC ANTI-GRAFFITI SEALER.
2. INTERIOR WALLS AND CEILING WILL BE SMOOTH STEEL TROWEL FINISH & STAINED WITH MODIFIED ACRYLIC, WATER REPELLENT PENETRATING STAIN. THE COLOR WILL BE WHITE FOLLOWED BY A CLEAR ACRYLIC ANTI-GRAFFITI SEALER.
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6. ROOF TRIM & DOORS COLOR WILL BE HC126 NATURALLY RED.

ISSUED FOR CONSTRUCTION  
JANUARY 11, 2019



STRUCTURE CAST

DATE:	12-12-18	REVISIONS			
DRAWN BY:	HS	NO:	DATE:	DESCRIPTION	BY:
CHECKED BY:	LG	1			
JOB NO:	1808365	2			

OWNER: --  
ENGINEER: --  
CONTRACTOR: --

PROJECT: Stanislaus County Department of  
Environmental Resources  
EASI-SET RESTROOM BUILDING  
11'-0"x18'-2"x8'-10"

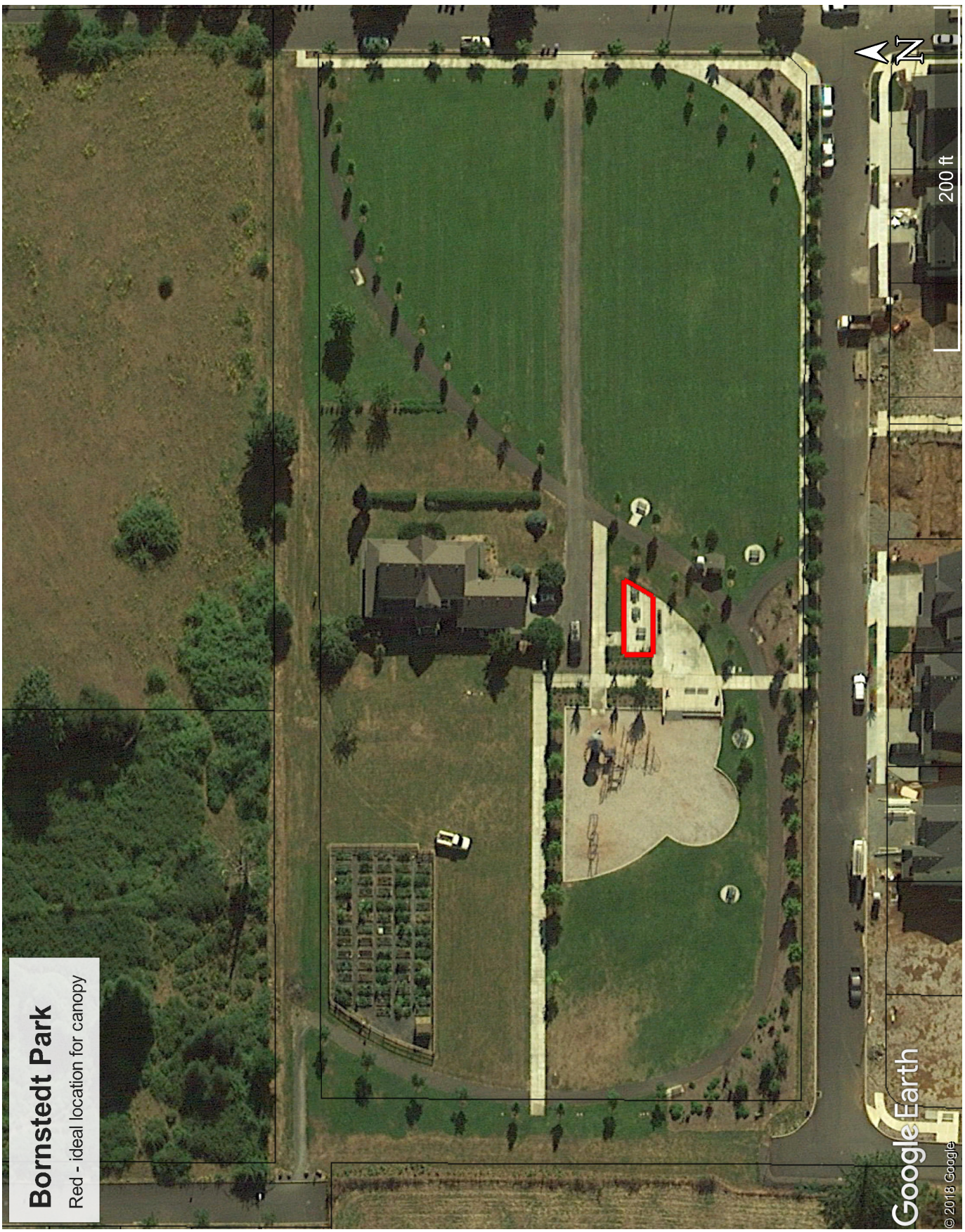
EXTERIOR ELEVATIONS

DWG NO: A-03





**Bornstedt Park**  
Red - ideal location for canopy



Google Earth  
© 2018 Google



---

**Sandy, OR**

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Amy Poe <amy@wyckam.com>  
To: James Cramer <jcramer@ci.sandy.or.us>

Wed, Jan 9, 2019 at 4:34 PM

Budget-wise, basic shade sails cost about \$20 to \$25 per square foot of coverage (designed, fabricated and installed). These would be like the shade sails we proposed for the plaza. For something like this we would probably be able to put most of the posts outside of the concrete, but would likely need one or two in the cement. Perhaps these could be adjacent to the bench closer to the splash pad, so they don't feel like obstacles. For 15' by 45', budget \$13,000 to \$17,000.

For example, I've drawn 3 shades sails with 2 posts next to the bench in the image below.



We can also make a shade structure that is cantilevered over the area and does not have posts in the cement, or one with the look of the awning on the yacht (on our website). A budget for something like that would be in the \$40 to \$60 per square foot range (and up!), as those would require more of a structure to support them. For 15' by 45', budget \$27,000 to \$40,000.

As with the plaza, coordinating the budget and the design is the critical first step. We can put together some design options if we know the budget you need to stay within. Or if you know the type of structure you want, we can provide an estimate for that.

Does that help?

Amy



---

**From:** James Cramer [mailto:jcramer@ci.sandy.or.us]  
**Sent:** Tuesday, January 8, 2019 3:48 PM  
**To:** Amy Poe  
**Subject:** Re: Sandy, OR

Amy,

Thanks for getting back to me. Right now is preliminary research to determine if I have the budget to add this for our citizens. Being covered is a standard concrete slab with picnic tables. Thought if it's possible the structure supports could be anchored just off the slab into the surrounding landscape as to not affect the existing infrastructure. It would be for seasonal use (summer predominantly) for shade. The bottom left corner of the red box is pointing to a splash pad that is heavily used in the summer months and it would be nice to give parents a place to escape the sun while being close in proximity.

Looking at the option of y'all's website under the "Weather Protections" tab I think the third canopy is interesting (believe that's what you used with Sandy's other proposal) or the simplicity of the bottom right photo on the yacht as well.

I hope all is well and look forward to hearing from you.

On Tue, Jan 8, 2019 at 3:31 PM Amy Poe <amy@wyckam.com> wrote:

Hi James,

Nice to hear from you. I'd be happy to help.

It's hard to tell from the photo what is being covered. It looks like picnic tables on a concrete slab?

Do you have a certain style of shade structure you are looking for? Or are you just looking for options? Is it primarily a seasonal use (shade only, not rain protection?) Do you have a budget in place, or is this preliminary research at this point?

Amy

---

**From:** James Cramer [mailto:jcramer@ci.sandy.or.us]  
**Sent:** Tuesday, January 8, 2019 2:46 PM  
**To:** amy@wyckam.com  
**Subject:** Sandy, OR

Afternoon Amy,

I met you some time ago with a colleague of mine, David Snider, out in Sandy regarding a some shade structure in a plaza of ours. I manage our City's parks capital improvements and we have a park which is in need of some shelter/shade for the summer months. Curious if you'd be able to assist in helping me better understand the options I have as far as canopy structures goes. I'd be looking at an area of approximately 15'x45' (see attached photos).

Any help would be greatly appreciated. I hope all is well and look forward to hearing from you.

--

James A. Cramer  
Associate Planner  
City of Sandy  
39250 Pioneer Blvd  
Sandy, OR 97055  
phone (503) 783-2587  
jcramer@ci.sandy.or.us  
**Office Hours 8am - 4pm**

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--

James A. Cramer  
Associate Planner  
City of Sandy  
[39250 Pioneer Blvd](#)  
[Sandy, OR 97055](#)  
phone (503) 783-2587  
[jcramer@ci.sandy.or.us](mailto:jcramer@ci.sandy.or.us)  
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Canopy Design Options within Preliminary Discussion



Above is an example of the “shade sail” structure canopy with middle posts (\$20 to \$25 per SF; For a 15' by 45' structure approx. \$13,500 to \$16,875).



Above is an example of the “cantilevered” structure over the area and does not have posts (\$40 to \$60 per SF; For a 15' by 45' structure approx. \$27,000 to \$40,500).







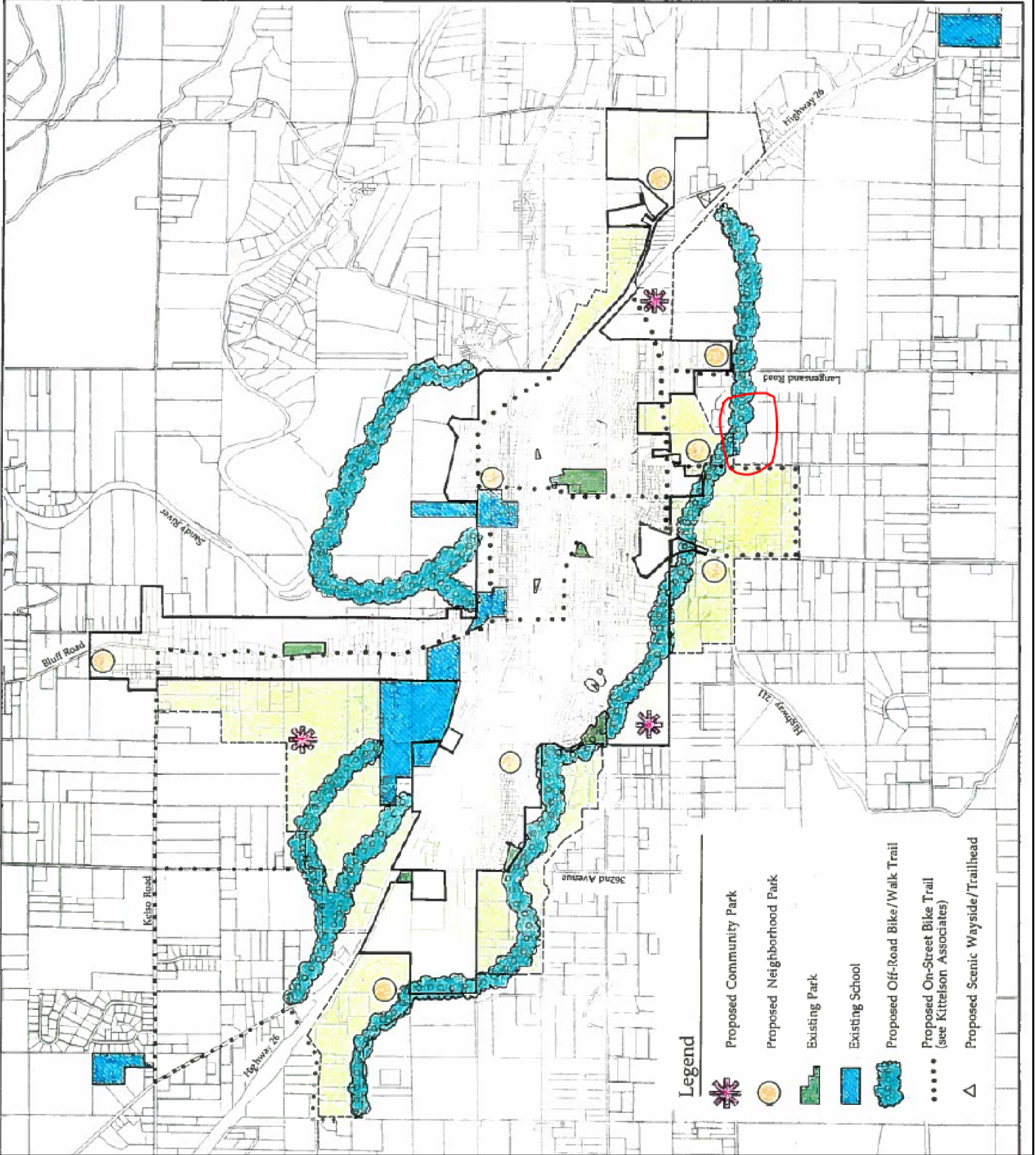
North Pacific Design  
Landscape Architecture  
917 Old Street, Suite 200  
Portland, Oregon 97205  
Tel: 503.334.9055

SEE  
ADOPTED  
APPENDIX








City of Sandy  
Department of  
Community Development  
3300 Wheeler Boulevard  
Sandy, Oregon

Parks Master  
Plan Facility

Sheet: \_\_\_\_\_ Scale: 1" = \_\_\_\_\_  
Date: May 15, 1997



**Legend**

-  Proposed Community Park
-  Proposed Neighborhood Park
-  Existing Park
-  Existing School
-  Proposed Off-Road Bike/Walk Trail
-  Proposed On-Street Bike Trail  
(see Kittelson Associates)
-  Proposed Scenic Wayside/Trailhead

**Advisory Boards, Commissions and Committee Policy**

**Number: ADMIN 100**

**Effective Date: May 22, 2018**

**Approval: City Manager**

<b>Purpose</b>	2
<b>Scope</b>	2
<b>Policy</b>	2
<b>Definitions:</b>	2
<b>Filling Vacancies on Advisory Boards, Committees and Commissions</b>	3
<b>Advisory Boards</b>	3
<b>Qualifications for Appointment to Advisory Boards</b>	4
<b>Advisory Board Terms of Service</b>	4
<b>Advisory Board Powers and Duties</b>	4
<b>Liaison Councilors Assigned</b>	5
<b>Advisory Board Officers</b>	5
<b>Planning Commission</b>	6
<b>Budget Committee</b>	6
<b>Arts Commission</b>	7
<b>Meetings</b>	7
<b>Government Standards and Practices Commission Requirements and Reporting</b>	8

## 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.



MEMORANDUM

TO: Kim Yamashita, City Manager, City of Sandy  
FROM: David Doughman, City Attorney's Office   
SUBJECT: Authority and Role of Sandy Parks and Trails Advisory Board  
DATE: October 24, 2018

---

Recently, you asked our office to outline the authority of the Parks and Trails Advisory Board ("Parks Board"). An issue arose at a recent meeting of the Parks Board regarding a development proposal that will be presented to the Sandy Planning Commission in the near future. Members of the Parks Board asked if the Parks Board could appeal the planning commission's decision if the board ultimately disagreed with the decision.

The authority of the Parks Board is limited to what is contained in Resolution 2018-14 and the ADMIN 100 document that establishes policy for Sandy's various advisory boards, commissions and committees. The Parks Board, like other city advisory boards (e.g. SandyNet, transit and library), exists as an extension of the city council and to advise the council on matters relevant to parks, open spaces and trails within the city. As such, its authority is limited to that which the council has granted it: acting in a purely advisory capacity to council. That authority does not include appealing or challenging decisions that another city commission (here, the Sandy Planning Commission) makes. State law at ORS 227.180(1) does permit the council on its own motion to review a decision of the planning commission.

An individual member of the Parks Board (or any other board or commission) would be entitled to participate *as an individual* in a hearing before the planning commission. Like any other individual who participates in a land use hearing, he or she would be able to appeal the decision to the council under his or her name but not in the name of the Parks Board as a body.

Please let me know if you have any questions.



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

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

	<p>Services and Parks Maint. Staff (chairs, benches, trees, and other small improvements) in the parks.</p> <ul style="list-style-type: none"> <li>• Collect and monitor SDC's and parks fee in-lieu.</li> </ul>	
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.		