



City of Tualatin

www.ci.tualatin.or.us

TUALATIN PARK ADVISORY COMMITTEE

MEETING NOTICE

DATE: **Tuesday, March 21, 2013**

TIME: **6:00 PM**

PLACE: **Juanita Pohl Center (Multi-Purpose Room)
8513 SW Tualatin Road (Inside Tualatin Community Park)
Tualatin, Oregon 97062**

AGENDA

- A. Call to Order
- B. Approval of Minutes: February 12, 2013
- C. Communications
 - 1. Public
 - 2. Chairperson
 - 3. Staff
 - a. Centennial Celebration update
(<http://www.tualatinoregon.gov/recreation/tualatins-centennial-celebration>)
 - b. You Are There!
 - c. Arbor Week Ad Hoc Committee - Proclamation
- D. Old Business
 - 1. Ice Age Tonquin Trail Master Plan
 - a. Approved by Tualatin City Council February 25, 2013
 - 2. Transportation System Plan
 - a. Adopted by Tualatin City Council February 25, 2013
 - 3. Land Acquisition
 - a. Property located at 11605 SE Hazelbrook Road
- E. New Business
 - 1. Community Services Department 101

- a. TPARK will receive a presentation on the City's Community Services Department
- 2. Lafky Park Playground Replacement
 - a. Project Update.
- F. Future Agenda Items
 - 1. Review TPARK enabling ordinance
- G. Communications from TPARK Committee members (All)
- H. Adjournment



OFFICIAL (DRAFT)

TPARK ADVISORY COMMITTEE MINUTES – February 12, 2013

MEMBERS PRESENT: Connie Ledbetter, Bruce Andrus-Hughes, Dana Paulino, Valerie Pratt, Stephen Ricker, Kay Dix, Dennis Wells

MEMBERS ABSENT: None

STAFF PRESENT: Carl Switzer, Parks and Recreation Manager

PUBLIC PRESENT: None

OTHER: Larry McClure, Heritage Center Director
Art Sasaki, President, Tualatin Historical Society

A. CALL TO ORDER

Meeting called to order at 6:05 p.m.

B. APPROVAL OF MINUTES

January 8, 2013 minutes unanimously approved.

C. COMMUNICATIONS

C.1 Public – None

C.2 Chairperson – None

C.3 Staff - TPARK members encouraged to attend the Visual Chronicle Artists Reception at the Tualatin Public Library immediately after this meeting. Staff recapped the “You Are There” play which celebrates Tualatin’s incorporation and provided an update on the Arbor Week Ad Hoc Committee.

D. OLD BUSINESS

D.1 Ice Age Tonquin Trail Master Plan

TPARK unanimously recommended to the Tualatin City Council that they approve the IATTMP. IATTMP scheduled for approval by City Council on February 25, 2013.

D.2 Transportation System Plan

TPARK unanimously recommended to the Tualatin City Council that they adopt PTA-12-02. Council is scheduled to consider adoption of the PTA on February 25, 2013.

E. NEW BUSINESS

E. 1. 2012 Tualatin Heritage Center Annual Report

TPARK received the annual report from Larry McClure and Art Sasaki and subsequently unanimously recommended that council accept the report. It will be presented to Council at their February 25, 2013 meeting.

E. 2. Lafky Park Playground Replacement

TPARK received a project update.

F. FUTURE AGENDA ITEMS

F.1 Lafky Park Playground Replacement

F.2 Linking Tualatin and SW Corridor Plan updates

F.3 TPARK Enabling Ordinance review

G. COMMUNICATION FROM TPARK MEMBERS (All)

None.

H. ADJOURNMENT

The meeting was adjourned at 7:18 p.m. so that members could attend the Centennial Celebration themed artists reception.

Proclamation

Proclamation Declaring April 7 - April 13, 2013 Arbor Week in the City of Tualatin

WHEREAS Arbor Day is a celebration observed throughout the nation and the world in which individuals and groups are encouraged to plant, care for, and celebrate the many values of trees, and Arbor Day is observed in the State of Oregon during the first full week of April, which this year will be April 7 - 13, 2013; and

WHEREAS healthy trees reduce the erosion of topsoil by wind and water, moderate the temperature, calm traffic, clean the air, produce oxygen, provide habitat for wildlife, and are a renewable resource giving us paper and countless other wood products; and

WHEREAS trees beautify our community, increase property values, and enhance the economic vitality of business areas in Tualatin, and thousands of trees and shrubs are planted by volunteers on Tualatin's parklands every year; and

WHEREAS 2013 marks the 26th consecutive time the City of Tualatin has been certified as a Tree City USA by the National Arbor Day Foundation for following best-practices in urban forestry management and Tualatin has received the Tree City USA Growth Award 12 times for outstanding achievement in strengthening its tree care program.

BE IT PROCLAIMED BY THE CITY COUNCIL OF THE CITY OF TUALATIN, that:

Section 1. All citizens are urged to support efforts to protect and plant trees to gladden the hearts and promote the well being of present and future generations.

Section 2. The citizens of the City of Tualatin support the Oregon Department of Forestry and the National Arbor Day Foundation in their recognition of the value of trees and forests by proclaiming April 7 - 13, 2013, as Arbor Week in Tualatin.

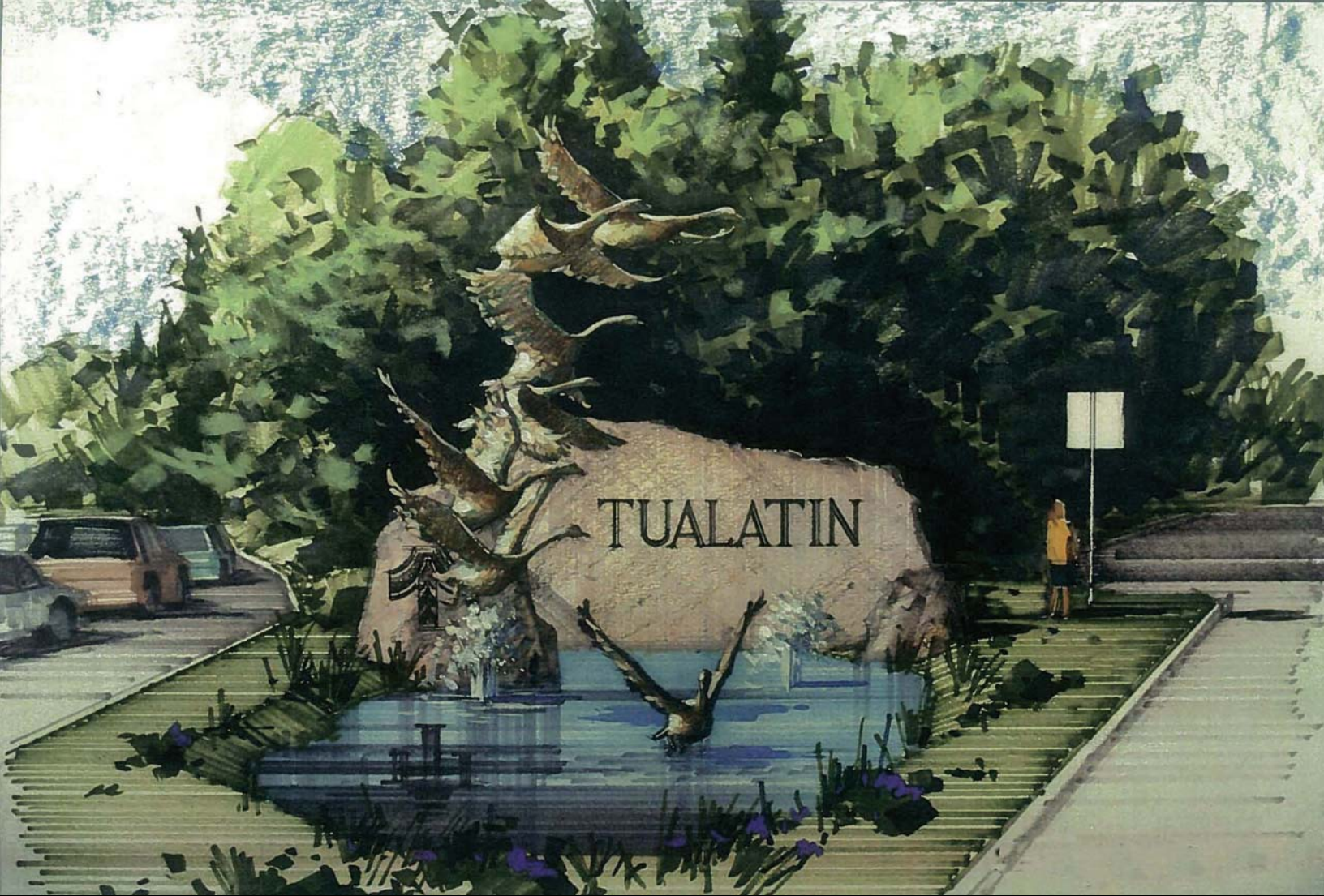
INTRODUCED AND ADOPTED this 25th day of March, 2013.

CITY OF TUALATIN, OREGON

BY _____
Mayor

ATTEST:

BY _____
City Recorder



**City of Tualatin
2012-2013
Adopted Budget**

Dedicated to Quality Service for our Citizens



Park Development Fund

The Park Development Fund captures the revenues and expenditures for the planning, land acquisition, and development of parks and recreation areas and facilities. The Park Development Fund derives its revenues from restricted sources such as System Development Charges, grants, and donations. Tualatin’s share of the 2006 Metro Natural Areas Bond Measure are received and expended through this fund.

Highlights of FY2011/2012

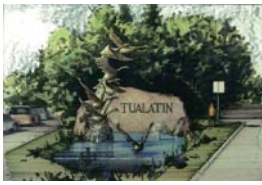
- Completed renovation of the north area of Tualatin Community Park, including restoration of the sports field and construction of a dog park, associated with the Lower Tualatin Pump Station project by Clean Water Services.
- Completed an addition and renovation of the Juanita Pohl Center.
- Participated in the Tonquin Trail Master Plan in partnership with Metro and the cities of Wilsonville and Sherwood.
- Participated in the Transportation System Plan update with a focus on the on and off street system of pedestrian and bicycle facilities on streets and through greenways, natural areas, and parks.



| Summary | |
|---------------------|-----------------------|
| Department Director | Paul Hennon |
| Expenditures | \$ 843,510 |
| Funding Source | Park Development Fund |

Goals for FY2012/2013

- Participate in the Transportation System Plan update with a focus on the on and off street system of pedestrian and bicycle facilities on streets and through greenways, natural areas, and parks.
- Complete acquisition of at least one (1) parcel within the Tualatin River Greenway.



Community Services

Park Development

Expenditures

| Account Description | Actual FY 09-10 | Actual FY 10-11 | Adopted FY 11-12 | Approved FY 12-13 | Adopted FY 12-13 |
|---------------------------------------|----------------------------|----------------------------|-----------------------------|------------------------------|-----------------------------|
| Office Supplies | - | - | 100 | 100 | 100 |
| Printing & Postage | 1 | - | 100 | 100 | 100 |
| Photographic Supplies | - | - | 100 | 100 | 100 |
| Consultants | 9,800 | 15,833 | 5,000 | 5,000 | 5,000 |
| Property Management | 2,989 | 2,734 | - | - | - |
| Materials & Services | 12,790 | 18,567 | 5,300 | 5,300 | 5,300 |
| Reimburse - General Fund | 17,230 | 19,024 | - | - | - |
| Transfers - General Fund | - | - | 16,917 | 13,690 | 13,690 |
| Transfers & Reimbursements | | 19,024 | 16,917 | 13,690 | 13,690 |
| Land Acquisition | 432,952 | - | 389,545 | 804,520 | 804,520 |
| Buildings & Additions | - | 3,100 | - | - | - |
| Feasibility Studies | - | - | 20,000 | 20,000 | 20,000 |
| Projects Professional Svc | - | 56,944 | - | - | - |
| Projects Construction | 127,909 | 38,843 | - | - | - |
| Fund Projects | 70,902 | 5,950 | 524,745 | - | - |
| Capital Outlay | 631,763 | 104,837 | 934,290 | 824,520 | 824,520 |
| Total Expenditures | \$ 661,783 | \$ 142,428 | \$ 956,507 | \$ 843,510 | \$ 843,510 |



Fountain at the Commons

Community Services

Administration & Recreation

Library

Park Development Fund

Tualatin Scholarship Fund



Pumpkin Regatta

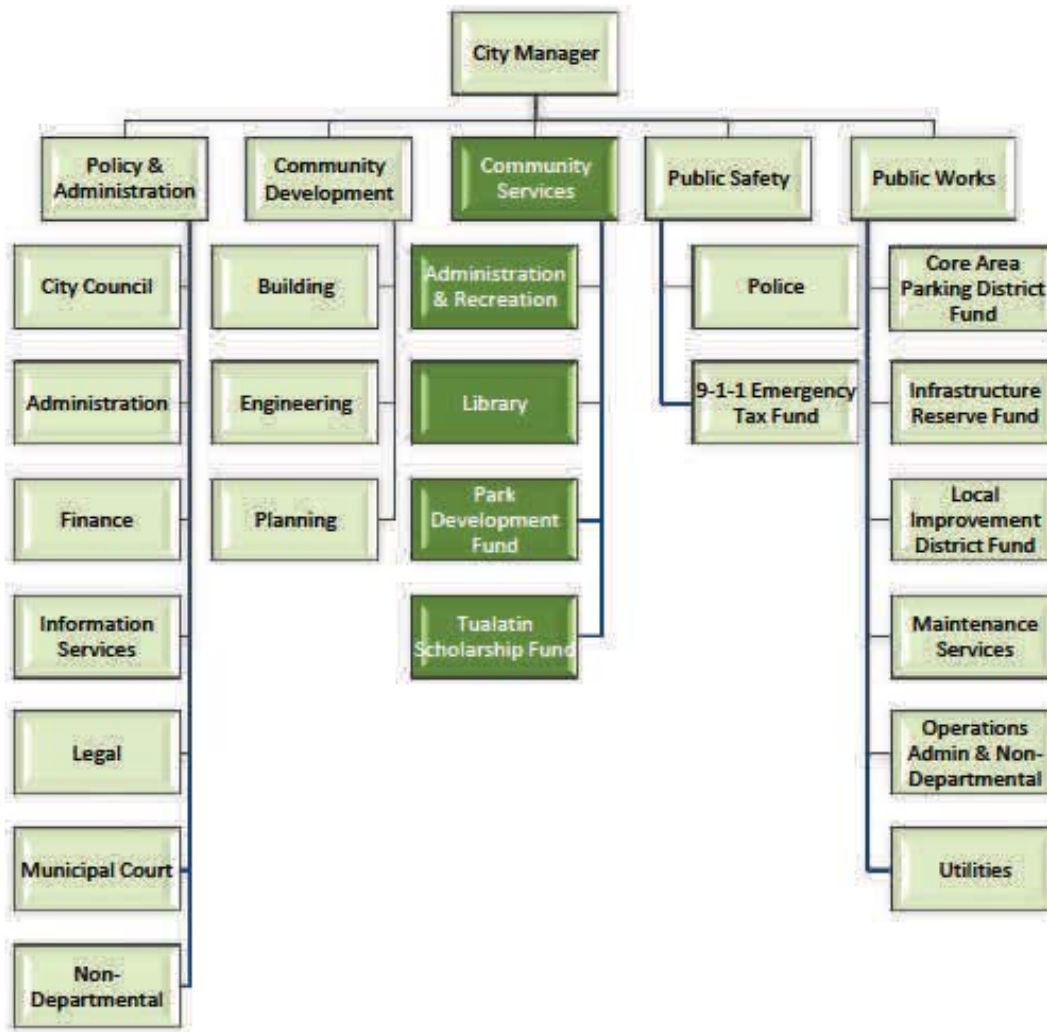


Concerts on the Commons

Paul Hennon,
Community
Services Director



Community Services





Administration

The vision of the Community Services Department is to create community through people, facilities, programs, and the natural environment. This vision is carried out through its missions:

- Strengthen Community Image and Sense of Place
- Support Economic Development
- Strengthen Safety and Security
- Promote Health and Wellness
- Foster Human Development and an Informed Citizenry
- Increase Cultural Unity
- Protect Natural and Cultural Resources
- Providing Recreational Experiences

The Community Services Department provides leadership and directs the functions of the entire department which includes the library, recreation and youth development services, older adult services, arts and cultural services, permitting for special events and park and recreation scheduling and facility reservations, park planning and development, and urban forestry policy and public education.

The Community Services Department staffs the Tualatin Arts Advisory Committee (TAAC), Tualatin Park Advisory Committee (TPARK), the Youth Advisory Council (YAC), and serves as liaison to the Juanita Pohl Center Steering Committee and the Tualatin Heritage Center Steering Committee, and will participate with the Citizen Involvement Organizations.

| Summary | |
|---------------------|---|
| Department Director | Paul Hennon |
| FTEs | 5.375 |
| Expenditures | \$ 916,480 |
| Funding Source | General Fund |
| Advisory Committees | Arts Advisory Committee Parks Advisory Committee Youth Advisory Council |

What's New

Two awards were received for the Lower Tualatin Pump Station project in Tualatin Community Park. The awards were:

First Place Top Project Competition

Awarded by The Daily Journal of Commerce, 2011

Marvin M. Black Excellence in Partnering Award

Awarded by The Associated General Contractors of America.





Highlights of FY2011/2012

- Completed renovation of the north end of Tualatin Community Park including a dog park, sports field, pathway, and native plant restoration associated with the Lower Tualatin Pump Station.
- Completed the Helenius Greenway Master Plan.
- Completed an addition and renovation of the Juanita Pohl Center.
- For the 25th consecutive year, obtained Tree City USA certification from the National Arbor Day Foundation in cooperation with the USDA Forest Service and the National Association of State Foresters.
- Supported community use of park and recreation facilities by issuing over 9,600 sports field reservations and rentals of picnic shelter and recreation buildings.
- Continued to build community through recreation programs and special events with attendance and participation of about 15,000 people.

Goals for FY2012/2013

- Manage park and recreation programs and facilities in a manner that promotes health and wellness, creates a sense of place, protects natural and cultural resources, and contributes to the quality of life in Tualatin.
- Participate in local and regional planning initiatives to incorporate parks, trails, and natural areas, and recreation and library facilities including the regionally significant Tonquin Trail Master Plan project, Transportation System Plan update, and regional SW Corridor Plan/Linking Tualatin project.
- Increase community recreation participation by managing the Juanita Pohl Center, Van Raden Community Center, and Lafky House as a multi-generational recreation complex.
- Complete acquisition of at least one (1) parcel within Tualatin River Greenway.
- Coordinate the 2013 Centennial Celebration to commemorate Tualatin’s 100th Anniversary of Incorporation including various programs and activities and installation of a piece of public art at the Tualatin-Sherwood Road and Martinazzi Avenue intersection and at the Tualatin Public Library.

*Did you know...
The City of Tualatin has
received the Tree City Award
25 years in row?*






| Account Description | Actual FY 09-10 | Actual FY 10-11 | Adopted FY 11-12 | Approved FY 12-13 | Adopted FY 12-13 |
|--------------------------------|--------------------|--------------------|---------------------|----------------------|---------------------|
| Full time | 220,690 | 269,524 | 282,323 | 360,440 | 360,440 |
| Part Time | 89,432 | 77,359 | 80,021 | 82,540 | 82,540 |
| Temporary | 33,430 | 22,063 | 23,630 | 32,365 | 32,365 |
| Overtime | 7,849 | 2,939 | 3,244 | 2,060 | 2,060 |
| Employee Benefits | - | 100 | - | - | - |
| FICA | 26,994 | 28,377 | 29,063 | 35,560 | 35,560 |
| WC Insurance & Tax | 3,599 | 5,112 | 1,097 | 890 | 890 |
| Pension | 37,779 | 40,690 | 53,969 | 67,190 | 67,190 |
| Insurance | 61,599 | 58,730 | 64,583 | 65,385 | 65,385 |
| Sick Leave | 1,435 | - | - | - | - |
| Vacation Buy Back | 2,917 | 2,856 | 2,000 | - | - |
| Comp Time Sell Back | 168 | 2,048 | - | - | - |
| Salaries & Benefits | 485,890 | 509,798 | 539,930 | 646,430 | 646,430 |
| Office Supplies | 1,290 | 2,883 | 1,800 | 4,500 | 4,500 |
| Printing & Postage | 7,483 | 1,456 | 3,200 | 750 | 750 |
| Photographic Supplies | 110 | 63 | 400 | 400 | 400 |
| Uniforms & Safety Equip | 216 | 67 | 300 | 500 | 500 |
| Medical & Other Testing | 541 | 371 | 490 | 690 | 690 |
| Cell Phones | 1,243 | 1,245 | 1,320 | 2,470 | 2,470 |
| Office Equip & Furniture | - | 178 | 500 | 1,400 | 1,400 |
| Computer Equip & Software | 471 | - | 1,300 | 1,300 | 1,300 |
| Personal Computer/Laptop | 1,930 | 2,275 | 1,330 | 3,600 | 3,600 |
| Donations-Outside Agency | 16,279 | 18,393 | 19,370 | 19,600 | 19,600 |
| Loaves & Fishes | 10,610 | 10,625 | 35,640 | - | - |
| Youth Development | 37,680 | 39,232 | 40,980 | 39,370 | 39,370 |
| Concerts on The Commons | 15,635 | 15,521 | 19,000 | 19,000 | 19,000 |
| CDBG Youth Program | 525 | 517 | - | - | - |
| Arts Program | 10,259 | 7,364 | 9,000 | 9,000 | 9,000 |
| Special Programs | 4,858 | 7,987 | 5,500 | 12,500 | 12,500 |
| Recreation Program Expend | 4,155 | 12,205 | 8,000 | 20,300 | 20,300 |
| Consultants | - | - | 1,000 | 1,000 | 1,000 |
| Conferences & Meetings | 4,326 | 5,983 | 8,390 | 12,670 | 12,670 |
| Membership Dues | 895 | 650 | 640 | 790 | 790 |
| Publication,Rpt,Ref Matl | 106 | 91 | 210 | 210 | 210 |
| Staff Training | 984 | 2,190 | 500 | 600 | 600 |
| Administrative Expense | 7,412 | 2,567 | 4,400 | 2,070 | 2,070 |
| Advertising-Recruitment | 565 | - | - | - | - |
| Advertising-Promotional | 1,861 | 1,250 | 32,130 | 33,290 | 33,290 |



| Account Description | Actual FY 09-10 | Actual FY 10-11 | Adopted FY 11-12 | Approved FY 12-13 | Adopted FY 12-13 |
|---------------------------------|----------------------------|----------------------------|-----------------------------|------------------------------|-----------------------------|
| Equipment Rental | 5,280 | 5,912 | 4,640 | 6,840 | 6,840 |
| R & M - Equipment | 1,931 | 2,902 | 2,660 | 3,060 | 3,060 |
| Materials & Services | 136,643 | 141,926 | 202,700 | 195,910 | 195,910 |
| Equipment & Furnishings | - | 29,449 | - | 54,000 | 74,140 |
| Capital Outlay | - | 29,449 | - | 54,000 | 74,140 |
| Total Expenditures | \$ 622,533 | \$ 681,172 | \$ 742,630 | \$ 896,340 | \$ 916,480 |

Community Services Department 101

What is trying to be achieved and how is it achieved?

Community Needs and Desires (planning documents [Parks and Recreation Master Plan] and processes [Tualatin Tomorrow])

Council Goals (framing Community Needs and Desires and future visioning)

CSD Vision and Mission (lenses through which to view implementation)

Tools to Achieve Goals (personnel, programs, facilities, policies)

Community Services Department Organization Chart

The Community Services Department has two divisions (Library and Parks and Recreation/Administration).

Community Services Department

The Community Services Department provides leadership and directs the functions of the entire department which includes the library, recreation and youth development services, older adult services, arts and cultural services, permitting for special events and park and recreation scheduling and facility reservations, park planning and development, and urban forestry policy and public education.

- Recreation programs for families, youth, teens (youth development), adults, and seniors. Entails program development, scheduling, implementation, management and evaluation. Marketing includes development of monthly brochure GetOut! Guide). Manages partnerships in delivery of services (Meals on Wheels People, Westside YMCA, PCC, etc.)
- Arts programs include ArtSplash, Visual Chronicle, Art Walk, and Concerts on the Commons. Partnerships supporting arts and culture (e.g. Tualatin Heritage Center, Ice Age Discovery Trail)
- Special Events include Starry Nights and Holiday Lights, West Coast Giant Pumpkin Regatta, TRYathlon, Arbor Week, Snow Ball, etc.
- Manage special event permits for other events like Crawfish Festival, Tualatin Farmers Market, Willowbrook Arts Camp, and many 5k/10k races.

- Park facility and sports field rentals and scheduling including picnic shelters, building rentals, sports fields, and tenant leases. Also manages concession agreements such as Alder Creek Kayak and Canoe at Brown's Ferry Park.
- Urban forestry includes policy, education and promotion. Tree City USA, the Heritage Tree Program and the Arbor Week Celebration are examples.
- Park planning and development includes implementation of the Parks and Recreation Master Plan and other departmental planning documents. Land acquisition, site master planning, construction of park facilities, management and policy/rule development.

Public Involvement

The Community Services Department staffs the Tualatin Arts Advisory Committee (TAAC), Tualatin Park Advisory Committee (TPARK), the Youth Advisory Council (YAC), and serves as liaison to the Juanita Pohl Center Steering Committee and the Tualatin Heritage Center Steering Committee, and participates with the Citizen Involvement Organizations.

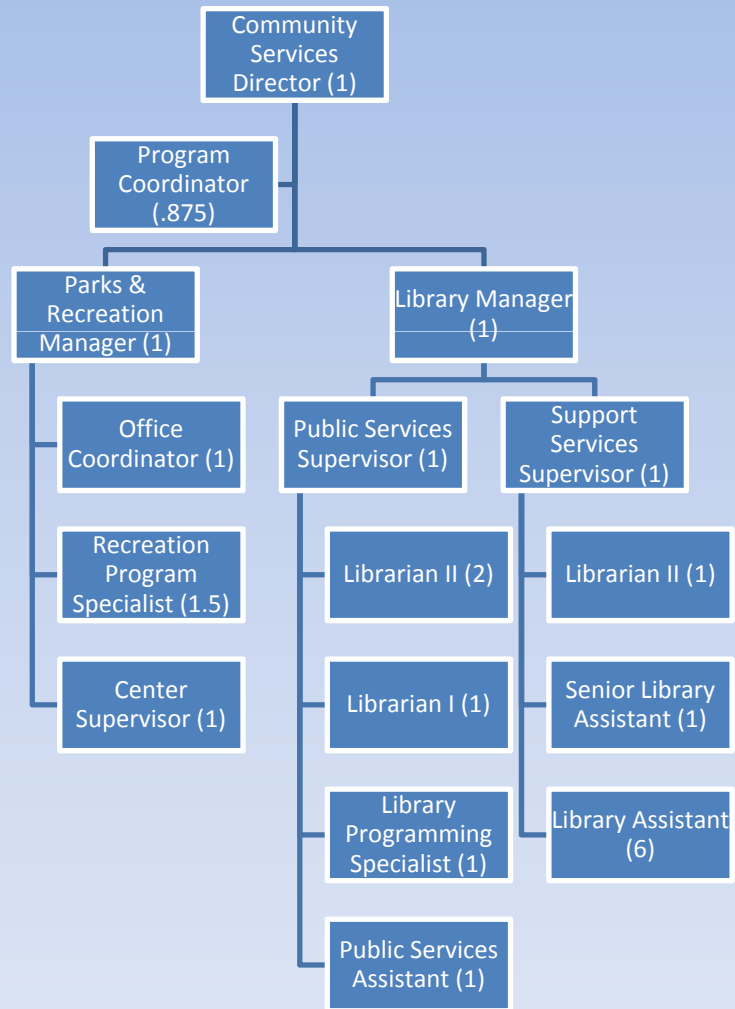
Role of Advisory Committee

Make suggestions and advise staff and City Council on programs, policies, and plans relating to parks, bicycle and pedestrian facilities, and recreation programs. (Not charged with development or administration of budget or with the development and implementation of programs.)

Participate – Strongest advocates know the parks, facilities, policies and programs. Best way to know them is to use them and participate in programs.

Advocate – Get others excited about your passion for parks and recreation.

Community Services: FTE=22.375





For more
information
call
503.691.3064

Lafky Park Playground Replacement Project

Public Design Workshop

Saturday, April 6, 2013 from 11:00 a.m. to 1:00 p.m.

Drop by the park and share your thoughts on new playground elements that meet your needs and enhance the park.

The playground will be replaced this spring!

