



MEETING NOTICE

TUALATIN PARK ADVISORY COMMITTEE
January 10, 2017 - 6:00 PM

COMMUNITY SERVICES ADMINISTRATION OFFICE
Tualatin Community Park
8515 SW Tualatin Road

A. CALL TO ORDER

1. Roll Call

B. APPROVAL OF MINUTES

1. December 13, 2016

C. ANNOUNCEMENTS

1. Chair
2. Staff
3. Public

D. OLD BUSINESS

1. Parks and Recreation Master Plan Update
2. Hedges Creek Erosion Update
3. Advisory Committee Terms Expiring

E. NEW BUSINESS

1. Capital Improvement Plan
2. Annual Report of the Committee
3. Parks System Development Charge Annual Report
4. Tualatin Riverkeepers Update

F. FUTURE AGENDA ITEMS

G. COMMUNICATIONS FROM COMMITTEE MEMBERS

H. ADJOURNMENT



DRAFT MINUTES

TUALATIN PARK ADVISORY COMMITTEE
December 13, 2016

COMMUNITY SERVICES ADMINISTRATION OFFICE
Tualatin Community Park
8515 SW Tualatin Road

MEMBERS PRESENT: Kay Dix, Krista Nanton, Valerie Pratt, Dana Paulino, Anthony Warren, Dennis Wells

MEMBERS ABSENT:

STAFF PRESENT: Rich Mueller, Parks and Recreation Manager

PUBLIC PRESENT:

OTHER:

A. CALL TO ORDER

Chair Dennis Wells called the meeting to order at 6:14 pm.

B. APPROVAL OF MINUTES

The minutes of the November 8, 2016 meeting were unanimously approved, on a motion by Anthony Warren, and seconded from Valerie Pratt.

C. ANNOUNCEMENTS

1. Chair
There were none.
2. Staff
Rich Mueller provided updates on the following: volunteer projects, Youth Advisory Council update, Starry Nights & Holiday Lights event, Pohl Center programs & events and holiday sculpture enhancements.
3. Public
There were none.

D. OLD BUSINESS

1. Parks and Recreation Master Plan Update
The master plan update is scheduled to begin after the first of the year.
2. Tualatin River Greenway Trail Featured in Landscape Architecture Magazine
Rich Mueller shared an article in Landscape Architecture Magazine that highlighted the Tualatin River Greenway Trail in the December 2016 issue. The new trail section was featured in the magazine due to the interpretive displays and connection to the Ice Age Floods National Geologic Trail which is a partnership project with the National Park Service.

E. NEW BUSINESS

1. Park System Information

A summary sheet of Tualatin parks, greenways and natural areas showing acreage and trails was shared with committee members.

2. Tree City USA Application

The 2016 application information for Tree City USA was distributed to committee members by Rich Mueller. This included tree board, community forestry annual budget, Arbor Day observance and proclamation, Arbor Week activities, 2016 accomplishments and 2017 work plan.

3. Advisory Members Term Expiring

It was announced that four advisory member terms expire in February 2017. These members include Kay Dix, Dana Paulino, Valerie Pratt and Dennis Wells. Members reapply through the City volunteer website which Rich Mueller will send a link to the committee.

4. Hedges Creek Erosion

Committee members received information about an erosion issue with the trail behind Ibach Park. Rich Mueller shared photos of the erosion and creek bank failure on the gravel and boardwalk trail between Hedges Drive and Alsea Court. The City has hired environmental and design consultants to reduce further damage and repair the erosion condition.

F. FUTURE AGENDA ITEMS

G. COMMUNICATIONS FROM COMMITTEE MEMBERS

H. ADJOURNMENT

Dennis Wells adjourned the meeting at 7:05 pm, on a motion from Anthony Warren, and second by Valerie Pratt.

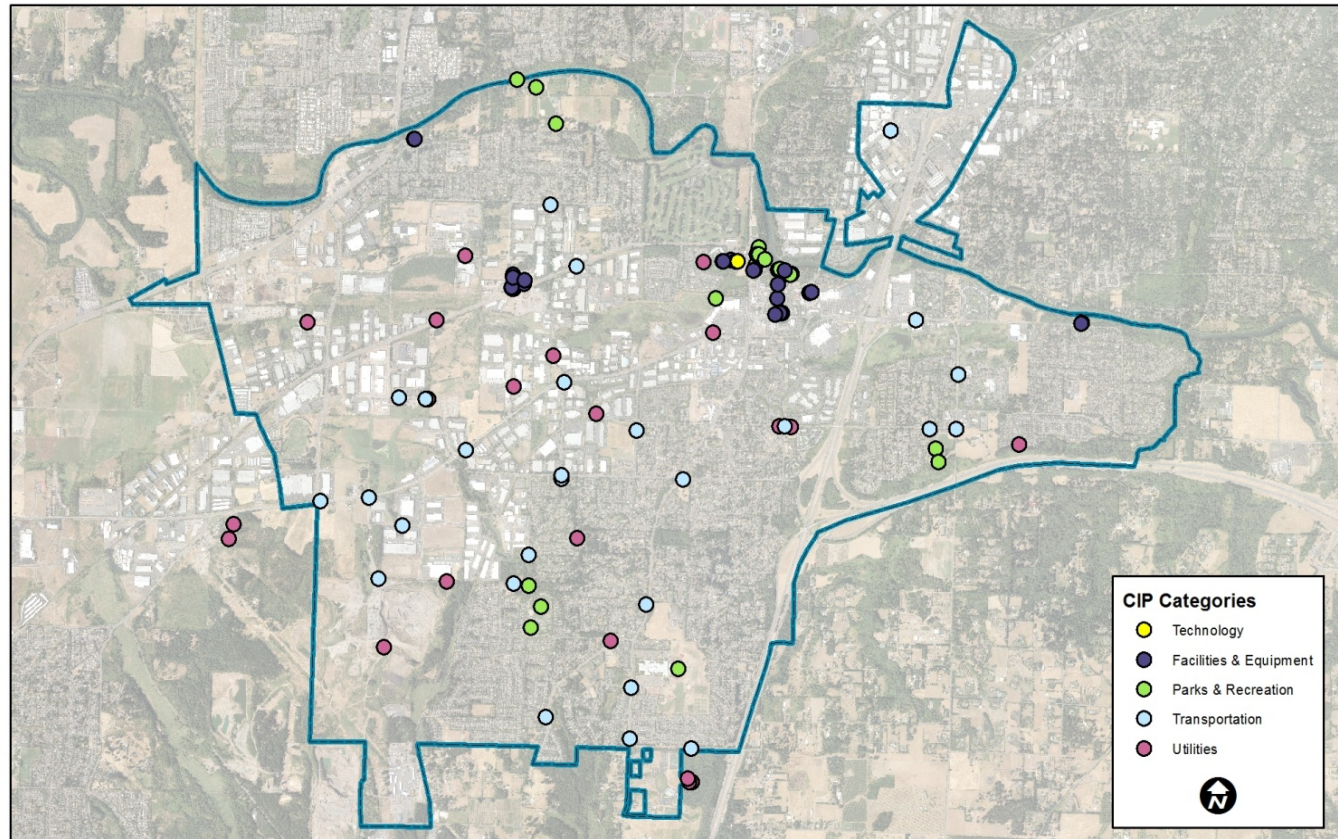


Capital Improvement Plan 2018-2027



City of Tualatin

January 10, 2017



Project Categories



**FACILITIES &
EQUIPMENT**

**PARKS &
RECREATION**

TECHNOLOGY

TRANSPORTATION

UTILITIES

Priorities

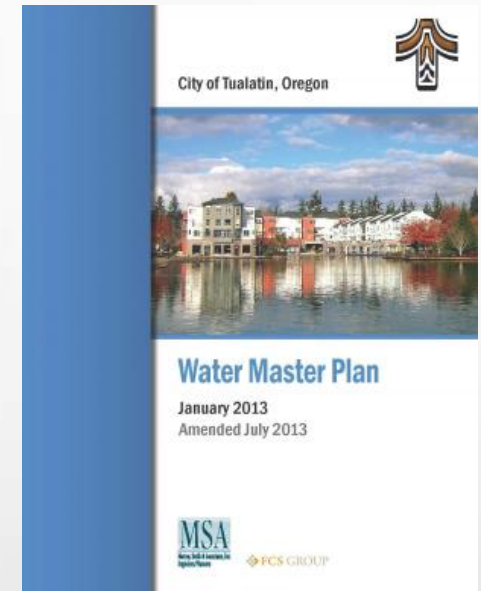
Council goals

Health and safety

Regulatory requirements

Master Plans

Service delivery needs



Funding Sources



System Development Charges

Water, Sewer & Storm Rates

Gas Taxes

General Fund

Grants & Donations

2017/18 CIP Summary

Facilities & Equip.	\$382,000
Parks & Rec.	\$334,000
Technology	\$288,000
Transportation	\$2,631,000
Utilities	\$2,394,000
Total	\$6,029,000





2017/18 Facilities Projects



Core Area Parking: ADA Project- Red Lot	8,000
Core Area Parking: ADA Project- White Lot 2 ADA spaces	16,000
Core Area Parking: ADA Project- White Lot 4 spaces	8,000
Library Furnishing Replacement	10,000
Vehicles	340,000
FY 17/18 Total	382,000



2017/18 Parks & Rec Projects



Greenways: Tualatin River Greenway Land Acquisition	25,000
Juanita Pohl Center: Furniture Replacement	15,000
Juanita Pohl Center: Kitchen Design & Renovation	223,000
Tualatin Commons Wave Rail Painting	35,000
Van Raden Comm Center: Roof Replacement	36,000
FY 17/18 Total	334,000



2017/18 Technology Projects



Electronic Document Management System	100,000
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Police Data Authentication for CJIS Certification	43,000
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Police MDT Replacement Plan	145,000
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FY 17/18 Total	288,000
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2017/18 Transportation Projects



65th Ave and Hospital: Concept Study	10,000
65th Ave and Sagert St: New Traffic Signal	726,000
Blake Street Concept Study: 115th to 124th	100,000
Boones Ferry Rd & Alabama St: Concept Study	10,000
Grahams Ferry and Dogwood: Concept Study	20,000
Myslony Bridge: west of 112th Ave	1,565,000
Transportation System Plan: Mid-term Update	200,000
FY 17/18 Total	2,631,000



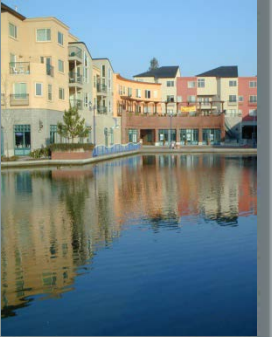
2017/18 Utilities Projects



Blake: West of 108th to 115th- 12" Pipe	427,000
Myslony St/112th Ave Intersection: Loop System	490,000
Water Reservoirs: A1 Painting & Cleaning	720,000
Water Reservoirs: B2 Exterior Painting & Cleaning	133,000
Water Reservoirs: C1 Roof Replacement	624,000
FY 17/18 Total	2,394,000



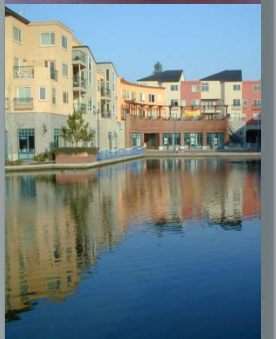
CIP Schedule



- Aug 2016 CIP kick-off
- Sept 2016 Utility Coordination
- Oct 2016 General Fund prioritization
- Nov/Dec 16 Internal draft CIP
- Jan 2017 CIP to Committees
- Feb 2017 CIP to Council



CIP Update



Questions?



STAFF REPORT

CITY OF TUALATIN

TO: Honorable Mayor and Members of the City Council

THROUGH: Sherilyn Lombos, City Manager

FROM: Paul Hennon, Community Services Director
Rich Mueller, Parks and Recreation Manager

DATE: 12/12/2016

SUBJECT: Consideration of the Parks System Development Charge (SDC) Annual Report for Fiscal Year 2015/2016

ISSUE BEFORE THE COUNCIL:

The Council will review the Parks System Development Charge (Parks SDC) report for FY 2015/2016 and consider staff recommendations.

RECOMMENDATION:

Staff recommends that Council accept the attached report.

EXECUTIVE SUMMARY:

Council established the current Parks SDC by adopting Ordinance 833-91 in 1991. The attached report fulfills the requirement of ORS 223.311 to provide an annual accounting of the Parks SDC and to recommend any changes to the SDC ordinance.

In FY 2015/2016, \$194,429.06 was collected, including \$193,842.00 in Parks SDC fees, \$0 in refunds and \$587.06 in interest. No credits or installment payments were authorized.

Expenditures on qualified parks system improvements totaled \$308,536.97. The specific improvements are listed on page 2 of the attached report.

FINANCIAL IMPLICATIONS:

The Parks SDC beginning fund balance, revenues and expenditures are budgeted in the Parks Development Fund (Fund 436).

Attachments: [A - Parks SDC Annual Report](#)

PARKS SYSTEM DEVELOPMENT CHARGE (Parks SDC) ANNUAL REPORT FOR FISCAL YEAR 2015/2016

Introduction

The Parks System Development Charge (Parks SDC) consists of an “improvement fee” that covers the cost of new capacity to meet the demands of new development, based on adopted standards and a capital improvement list. The Parks SDC does not include a “reimbursement fee” since the park system does not include any excess capacity that would be used by new development. The fee is charged per new residential dwelling unit.

Council approved the original Parks SDC in 1984 by adoption of Ordinance 655-84. In 1989 the Legislature enacted House Bill 3224 requiring local governments to meet specific statutory requirements and that system development charges be based upon past and future capital improvements to the system for which it is being collected. In 1991, Council adopted Ordinance 833-91 to repeal the original ordinance and bring the City in compliance with ORS 223.297 through 223.314 (System Development Charges). The fee established in the new ordinance went into effect on July 1, 1991.

In January 2004, Council authorized two actions affecting the Parks SDC. First, by adoption of Resolution 4192-04, the 1991 fee was adjusted to present value by applying an adjustment factor consisting of indexes for both land and construction. The second action taken by Council in January 2004, by adoption of Ordinance 1154-04, was to establish an annual adjustment factor indexing both land and construction costs to enable the Parks SDC to have the purchasing power to pay for park projects it is intended to fund. These changes have been incorporated into the Tualatin Municipal Code, Chapter 2-6, System Development Charges.

Purpose

The purpose of this report is to fulfill the requirements of ORS 223.311, which requires an annual accounting of Park SDCs be performed, and to recommend any changes in the Parks SDC as adopted by the City of Tualatin.

Revenue

During the period covered by this report (July 1, 2015 to June 30, 2016), the City of Tualatin collected \$194,429.06 in Parks SDC fees, refunds and interest on the fee income (\$193,842.00 in fees, \$0 in refunds and \$587.06 in interest).

Credits

No credits were authorized.

Installment Payment Agreements

No installment payment agreements were authorized.

Expenditures

Parks SDC funds were used in the following projects in Fiscal Year 2015/2016:

<u>Project Description</u>	<u>Parks SDC Amount</u>
1. Tualatin River Greenway Barngrover Street to Nyberg Lane	277,496.97
2. Transfer to General Fund Costs associated with management of Parks SDC	31,040.00
Total Expenditures	308,536.97

Recommendation

It is recommended the Community Services Director continue to monitor issues that may arise and review their impact on the Parks SDC legislation or fee.

No changes to the methodology, procedures, or fees for the Parks SDC are recommended at this time.



STAFF REPORT

CITY OF TUALATIN

TO: Honorable Mayor and Members of the City Council

THROUGH: Sherilyn Lombos, City Manager

FROM: Paul Hennon, Community Services Director
Rich Mueller, Parks and Recreation Manager

DATE: 12/12/2016

SUBJECT: Consideration of **Resolution Number 5304-16** Authorizing an Agreement Between the City of Tualatin and the Tualatin Riverkeepers for Management and Operations of the Louis Walnut House

ISSUE BEFORE THE COUNCIL:

Council will consider approving an agreement for management and operations of the Louis Walnut House located within the Tualatin River Greenway at 11675 SW Hazelbrook Road.

RECOMMENDATION:

Staff recommends Council adopt the attached Resolution.

EXECUTIVE SUMMARY:

The City has leased the Louis Walnut House to the Tualatin Riverkeepers since 2011 and now both parties wish to build on their successful relationship to provide additional public benefits to the Tualatin community.

The City owns the historic building and does not have current financial resources at this time to use it for parks and recreation programming, nor for other City purposes

The City has the ability to discourage vandalism to the building by having it regularly occupied and the City can reduce operating costs by limiting vandalism and shifting some of the routine costs of operating the building to the Tualatin Riverkeepers

The Tualatin Riverkeepers has the organizational capacity to provide the following public benefits to the Tualatin Community in exchange for the right to use the facility for administrative purposes, which in part, support the provision of public benefits to the Tualatin community:

1. Introduce the residents of the City to a variety of natural resources surrounding the river, thereby building public support and appreciation for citizens in the City through the Tualatin Riverkeepers web and social media sites, presentations, and printed materials.
2. Serve as a public information location for citizens to access information about the Tualatin River

padding routes, historical, ecological, natural, wildlife, and public engagement opportunities, Monday through Friday, from 9:00 am to 2:00 pm.

3. Provide three historical presentations each year on the Tualatin River at locations such as the Tualatin Heritage Center, Winona Grange, and Tualatin Library.
4. Annually, execute nine ecological events related to the Tualatin River, including two Tualatin River clean ups, six property clean ups, and a school trip to Tualatin Community Park, with a Tualatin public school.
5. Participate in collaborative natural resources planning with City staff to provide input on restoration and planning efforts on the property in the future, assuring it retains its natural character but and enhances existing wetlands and riparian forest.
6. Assist with providing volunteers and funding for enhancement and restoration of the property.
7. Connect Tualatin students to the river outside of City limits by including approximately 100 Tualatin students (K-12) annually in half day field trips at Dirksen Nature Park in Tigard.
8. Coordinate and collaborate with City park maintenance to provide an urban forestry intern for the purpose of onsite and City-wide tree care.
9. Tualatin Riverkeepers Discovery Day activities, learning enhancement, environmental experience, and use of kayak equipment will be available to Tualatin residents during this annual event.
10. Trash pickup and removal from the property as needed.
11. Programs and activities will be offered at an affordable cost for people with low incomes and Tualatin residents will receive a discount on all programs and activities offered.

Under terms of the proposed agreement, the City will maintain the structural portions of the Walnut House and grounds maintenance. The Tualatin Riverkeepers will pay the costs of all utilities, solid waste and recycling removal, custodial services, paper products and restroom supplies, Internet, phone, fax, and cable services, litter removal from the adjacent grounds, management of the public benefits described in this report, and will maintain comprehensive general liability insurance as defined in the agreement.

The proposed agreement would end on June 30, 2021 and either party may terminate the agreement for cause or mutual agreement with ninety (90) days prior written notice.

FINANCIAL IMPLICATIONS:

The City will avoid the routine building operating and potential vandalism costs and will receive the public benefits as cited in this report.

Attachments: [A- Resolution](#)

RESOLUTION NO. 5304-16

RESOLUTION AUTHORIZING AN AGREEMENT BETWEEN THE CITY OF TUALATIN AND THE TUALATIN RIVERKEEPERS FOR MANAGEMENT AND OPERATIONS OF THE LOUIS WALNUT HOUSE

WHEREAS, the City has leased the Louis Walnut House to the Tualatin Riverkeepers since 2011 and now both parties wish to build on their successful relationship to provide additional public benefits to the Tualatin community; and

WHEREAS, the City owns the historic building and does not have current financial resources at this time to use it for parks and recreation programming, nor for other City purposes; and

WHEREAS, the City has the ability to discourage vandalism to the building by having it regularly occupied and the City can reduce operating costs by limiting vandalism and shifting some of the routine costs of operating the building to the Tualatin Riverkeepers; and

WHEREAS, the Tualatin Riverkeepers has the organizational capacity to provide certain public benefits to the Tualatin Community in exchange for the right to use the facility for administrative purposes, which in part, support the provision of public benefits to the Tualatin community; and

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TUALATIN, OREGON, that:

Section 1. The City Manager is authorized to execute the attached Management and Operations Agreement for Louis Walnut House located in the Tualatin River Greenway at 11675 SW Hazelbook Road.

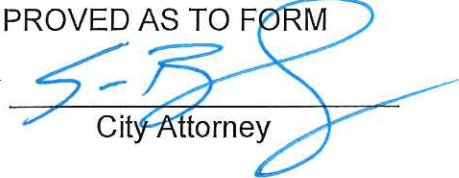
Section 3. This resolution is effective upon adoption.

INTRODUCED AND ADOPTED this 12nd day of December, 2016.

CITY OF TUALATIN, OREGON

BY  _____
Mayor

ATTEST:
BY  _____
City Recorder

APPROVED AS TO FORM
BY  _____
City Attorney

Appendix A

Tualatin Riverkeepers Public Benefits

Management and Operations Agreement for Louis Walnut House Section 3. Recreation and Environmental Programs

1. Riverkeepers will introduce the residents of the City to a variety of natural resources surrounding the river, thereby building public support and appreciation for citizens in the City through the Riverkeepers web and social media sites, presentations, and printed materials.
2. Riverkeepers will serve as a public information location for citizens to access information about the Tualatin River paddling routes, historical, ecological, natural, wildlife, and public engagement opportunities, from Monday through Friday from 9:00 am to 2:00 pm.
3. Riverkeepers will give three historical presentations each year on the Tualatin River at locations such as the Tualatin Heritage Center, Winona Grange, and Tualatin Library.
4. Each year Riverkeepers will execute nine ecological events related to the Tualatin River, including two Tualatin River clean ups, six property clean ups, and a school trip to Tualatin Community Park, with a Tualatin public school.
5. Riverkeepers will participate in collaborative natural resources planning with City staff to provide input on restoration and planning efforts on the property in the future, assuring it retains its natural character but and enhances existing wetlands and riparian forest.
6. Riverkeepers will assist with providing volunteers and funding for enhancement and restoration of the property.
7. Riverkeepers will connect Tualatin students to the river outside of City limits by including approximately 100 Tualatin students (K-12) annually in half day field trips at Dirksen Nature Park in Tigard.
8. Riverkeepers plan to coordinate and collaborate with City park maintenance to provide an urban forestry intern for the purpose of onsite and City-wide tree care.
9. Riverkeepers Discovery Day activities, learning enhancement, environmental experience, and use of kayak equipment will be available to Tualatin residents during this annual event.

10. Trash pickup and removal from the property will occur by the Riverkeepers as needed.

11. Programs and activities will be offered at an affordable cost for people with low incomes and Tualatin residents will receive a discount on all programs and activities offered.