



PARKS & TRAILS ADVISORY BOARD

Wednesday, November 13, 2024 at 6:00 PM
Sandy City Hall and via Zoom

AGENDA

VIRTUAL ONLY

TO ATTEND THE MEETING ONLINE VIA ZOOM:

Please use this link: <https://us02web.zoom.us/j/84264600830>

ROLL CALL

CHANGES TO THE AGENDA

PUBLIC COMMENT

The Board Chair will call on you when it is your turn to speak- you'll have 3 minutes.

CONSENT AGENDA

- [1.](#) Approval of Minutes

NEW BUSINESS

- [2.](#) An overview of the Parks & Recreation Budget

OLD BUSINESS

STAFF UPDATES

ADJOURN

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PARKS & TRAILS ADVISORY BOARD

Item # 1.

Wednesday, October 09, 2024 at 6:00 PM
via Zoom

MINUTES

THIS MEETING WILL BE HELD ONLINE VIA ZOOM:

<https://us02web.zoom.us/j/84264600830>

ROLL CALL

PRESENT

Ryan Aultman
David Breames
Alexandria Gale
Don Robertson
Kimberly Seigal
Will Toogood

ABSENT

Upekala Wijayratne

Staff present:

Rochelle Anderholm-Parsch

Tiana Rundell

John Wallace

CHANGES TO THE AGENDA

PUBLIC COMMENT

The Board Chair will call on each person when it is their turn to speak. You will have 3 minutes.

CONSENT AGENDA

1. Approval of Minutes

Motion to approve the minutes.

Motion made by Aultman, Seconded by Seigal.

Voting Yea: Aultman, Robertson, Seigal, Toogood

(Breames & Gale were not present during this motion)

OLD BUSINESS

2. A refined look at future Meinig Park Improvements.

Rochelle introduces Kurt and Kurt shares a power point presentation.

Topics discussed include proposed pathways, creek restoration, parking lot changes, play area, additional restrooms and shelters, in hill seating.

Survey results are shared.

A few Earthscapes playground designs are shared.

Kim loved the Earthscapes playground- she felt it was more fitting and liked the wood design.

Ryan liked the Earthscape design- felt it fit the community and that it was unique. He also liked the sasquatch idea of a custom piece.

Alex agreed with Kim and felt it blended in well.

Will liked it as well. He felt sasquatch would be unique.

Don was excited by this design. He liked the troll idea. He also mentioned the idea of incorporating the Sandy logo into one of the pieces.

Restroom/Shelter:

Don liked the proposed shelter changes. He felt it enhanced ADA accessibility. He does want to make sure the uniqueness of the shelters are retained.

Ryan liked the ADA accessibility and likes the idea of restrooms closer to the playground.

NEW BUSINESS

3. An overview of Sandy Parks and recreation's Volunteer program

John presents a power point.

Questions posed on minimum age for volunteering, if you need to be a sandy resident, and if other departments use this software.

Ryan shares his kudos with the team.

4. Grant Letter of Support for Tickle Creek Park & Trail Restoration

Rochelle provides background on this grant. We're asking for the parks board to sign the letter of support..

Motion for Don Robertson to sign this letter of support.

Motion made by Toogood, Seconded by Breames.

Voting Yea: Aultman, Breames, Gale, Robertson, Seigal, Toogood

5. David Breames requested a change to the Agenda to discuss covered basketball courts.

David Breames requested a change to the agenda.

He inquired if Parks & Recreation would be able to cover one of the basketball courts- ie: Timberline or Barlow.

Kim agreed that a covered court closer to home would be nice.

Rochelle explains that Deer Pointe park will have either a 1/2 or full basketball court. Council has expressed interest in all or a portion of it being covered so staff is getting options and prices on that.

Staff is interested in improving existing basketball courts but funding is an issue.

Don brings up the idea of budgets being part of the November Agenda. Group agrees. Rochelle added it to the November agenda.

STAFF UPDATES

Rochelle's updates:

Cedar Park's Grand Opening is scheduled for November 2nd.

John's Updates:

Mt. Storm recruitment time- registration is open.

Senior field trips per usual.

The Center's 2nd annual veteran's pinning ceremony is scheduled for November 8th.

Tiana's Updates:

Brandon passed his laws and safety exam- he's on his way to being a pesticide applicator.

Fantasy Forest playground posts have been resealed as well as ones at the Borntedt gazebo.

The Parks team is starting on Winterfest lights October 21st.

Tickle Creek Trail- The supplemental environmental project team is working to remove invasive species along the tickle creek trail corridor. Tiana conducted a walk with FEMA to quantify the amount of debris from the storm that's eligible for possible future reimbursement.

New tables at Tupper & swings coming this month.

ADJOURN

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Budget Overview

**Parks and Trails Advisory Board Meeting
Nov. 13, 2024**

Agenda

Item # 2.

Understanding the City Budget & Parks and Recreation Funding

Objective: Explain the connection between city policy, budget allocation, and how the Parks Board can help guide informed recommendations for funding.

Documents Driving the Department's Budget Goals

Key Documents: Parks & Trails Master Plan (PTMP), City-Wide Comp Plan, CIP Plan

The City Budget: Who Makes the Budget Decisions

Key Point: Council-Approved Budget Shapes City Priorities

Sandy's Budget Philosophy

Key Point: Expenditure Control Budgeting

Budget Timeline

Key Point: Helping Inform PTAB's agenda regarding learning, goal setting, recommendation, engagement

BN 2023-2025 City-Wide Resources & Expenditures

Key Point: Where do City funds come from and where are they spent

Parks & Recreation Operating Costs and Overall General Fund Allocations

Key Point: A look at the budget pie and the slices that make up the budget.

Parks & Recreation Capital Improvement Budget

Key Point: How are park improvements and projects funded and current BN allocations.

FY July 2023-2025 Council Goals & P&R Alignment:

Council & Parks Budget Alignment

Key Point: Comparing FY 2023-2025 council goals and related Parks and Recreation goals, highlighting alignment and progress.

FY July 2025-2027: Forming the CIP & Understanding PTAB's Role in Budget Recommendations

Key Point: How the board can prepare for future projects and funding by making informed recommendations based on the data.

Conclusion & Next Steps

Key Points: Action items for the parks board; 1. Learning, 2. Goal-setting, 3. Recommendations, 4. Engagement



Understanding the City Budget & Parks and Recreation Funding

Item # 2.

City Budget as Policy

- Sets goals directed by Council
- Guides departmental objectives, including Parks and Recreation

Two Key Budget Allocations

- **Operational Expenses**
 - Funds the day-to-day costs of running city departments.
 - Covers essential expenses such as materials, services, and personnel (salaries and benefits).
- **Capital Improvement Budget**
 - Dedicated to funding long-term projects and infrastructure improvements.
 - Supports major investments like new facilities, upgrades, and other projects with lasting value.

Parks Board's Role

- Provide insights for informed funding decisions
- Understand public financing impacts on Parks and Recreation

Link to Reference:

- [Adopted 2023-2025 City Budget](#)

Documents Driving the Department's Budget Goals

- Parks and Trails Master Plan (LINK)
- City-Wide Comprehensive Plan (LINK)
- Financial Sustainability Policy (LINK) *directly related to operations and budget philosophy
- Adopted Budget (which include funds allocated and CIP Plan) (LINK)

The City Budget: Budget Committee and Council

Who Makes the Budget Decisions:

City Council

- Composed of the Mayor and six members.

Budget Committee

- Includes the Mayor, City Council members, and seven additional members appointed by the City Council.

The City Budget: Sandy's Budget Philosophy

Budget Approach & Philosophy

- Focus on *Expenditure Control Budgeting* to manage costs effectively
- **General Fund Departments (Parks and Recreation)**
 - Funded by general revenues (e.g., property taxes, franchise fees)
 - Can carry over budget savings to the next biennium

Council-Directed Allocations

- General fund allocations determined by City Council through the budget process

Budget Timeline

Tentative Budget Calendar

January 2025

- Council goal setting workshop
- Interview and appoint budget committee members

February 2025

- Department directors prepare their individual budgets

March 2025

- City Manager prepares proposed budget

April 2025

- Publish notice of budget committee meetings
- First & Second budget committee meeting

May 2025

- Third & Fourth budget committee meeting Item # 2.
 - Budget committee approves budget
- Publish budget summary and notice of budget hearing

June 2025

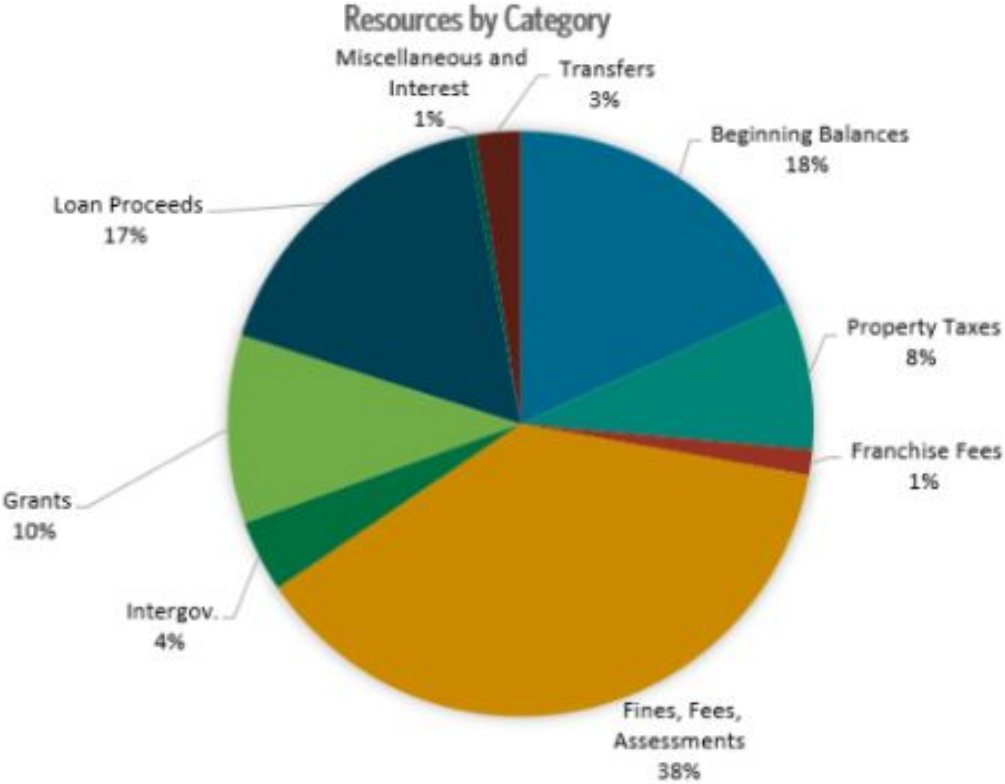
- Budget hearing
 - Council meeting to enact resolutions to adopt budget, make appropriations, and impose Taxes
- Submit tax certification documents to County Assessor

July 2025

- Submit copy of complete budget document to County

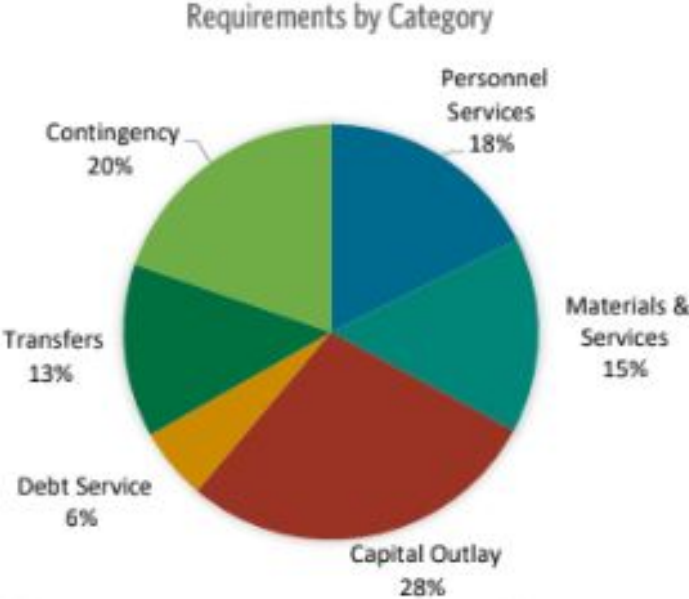
BN 2023-2025 City-wide Resources

Item # 2.



BN 2023-2025 City-Wide Expenses Include

Item # 2.

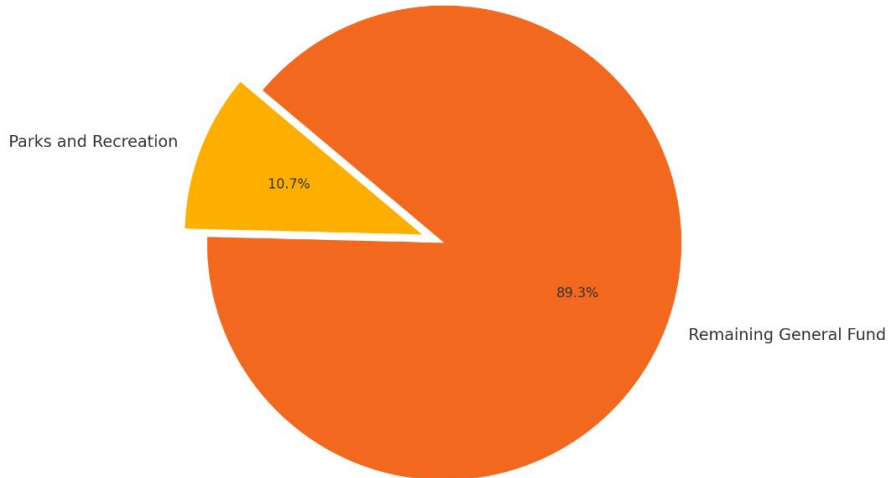


Parks and Recreation Operating costs

Item # 2.

Category	BN 21-23 Budget	BN 23-25 Adopted	% of General Fund Allocation
Recreation	\$977,619.00	\$1,110,909.00	2.78%
Seniors	\$1,321,892.00	\$1,503,076.00	3.76%
Parks Buildings & Ground	\$998,439.00	\$1,666,085.00	4.17%
Total P&R Budget	\$3,297,950.00	\$4,280,070.00	11%

Parks and Recreation Allocation from Total General Fund

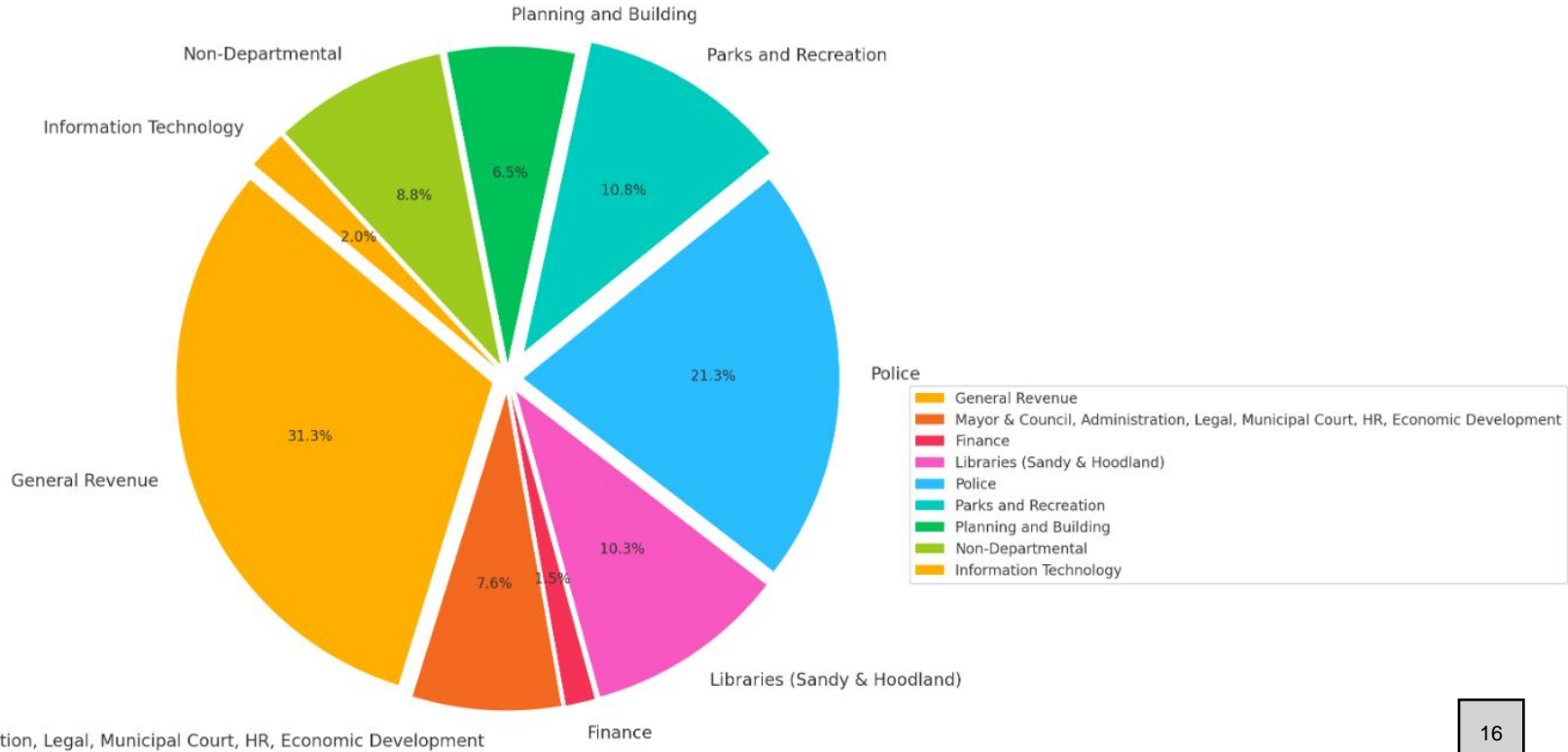


Total General Revenue: \$39,390,302

The Other Slices of the Budget Pie

Item # 2.

General Fund Allocations by Department (BN 23-25 Adopted) - Customized View



Parks and Recreation Capital Improvement Budget

Item # 2.

Two Funds that Support Park Capital Improvement Projects

- **Parks System Development Charges (SDCs)**
 - Fees collected during development that support the development and maintenance of future park projects and current infrastructure
 - Reimbursement vs. Improvement SDC's
 - Current rate (July 1, 2024) = SFR \$12,117.67
 - 1. Reimbursement amount = \$8897.09
- **Fee-in-Lieu of Parkland Dedication**
 - Supports the acquisition of land for parks and recreational facilities.

Parks Capital Project Fund BN 23-25

- **SDCs Allocation:** \$3,500,000 reserved for future park projects.
 - \$1.8 million for Community Campus development.
 - \$1.5 million for Deer Point Park.
 - \$200,000 for Meinig Park and trail development.
- **Land Purchase:** \$1,500,000 set aside for potential land acquisitions.
 - Funds for purchasing future athletic fields, natural areas, or open space preservation, aligned with City Council's goals.

Adopted CIP Plan

Item # 2.

Five Year Capital Improvement Plan							
Fund	Project	Funding Source	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
General	Computer equipment	General revenue	32,900	73,000	-	-	-
	Machinery, equipment, and vehicles	General revenue	575,000	325,000	-	-	-
	Infrastructure improvements	General revenue	100,000	-	-	-	-
Street	General street maintenance	Local gas tax	10,000	-	200,000	200,000	200,000
	General street improvements	Local gas tax	70,000	-	100,000	100,000	150,000
	Machinery, equipment, and vehicles	Local gas tax	87,000	-	-	60,000	50,000
	Bell Street / 362nd extension	VRF/gas tax	1,505,000	-	-	-	-
	Dubarko Rd / Highway 211 Improvements	SDC	50,000	100,000	-	-	-
	Gunderson Rd / Highway 211 connection	Developer contribution/SDC	250,000	600,000	1,000,000	500,000	-
Transit	Transportation equipment	Grants/local transit tax	2,000,000	1,245,000	500,000	1,000,000	750,000
	Facility and equipment capacity improvements	Grants/local transit tax	248,486	-	-	-	-
	Maintenance building	Grants/local transit tax	-	-	3,000,000	-	-
	Administration building expansion	Grants/local transit tax	100,000	360,000	3,000,000	4,000,000	-
Parks Capital Projects	Land purchase (tbd)	Payment in lieu of land	-	1,500,000	-	-	-
	Community Campus development	SDC	1,800,000	-	-	-	-
	Deerpoint Park	SDC	-	1,500,000	-	-	-
	Parks and Trails development	SDC	100,000	100,000	-	-	-
Water	System updates and maintenance	Service charges	300,000	450,000	-	-	-
	Portland Pipeline project	Loans/service charges	3,000,000	5,686,000	14,471,000	8,000,000	-
	Aldercreek improvements	Loans/service charges	1,000,000	1,000,000	5,600,000	5,800,000	-
	Equipment and vehicles	Loans/service charges	194,000	-	-	-	-
Wastewater	General system maintenance	Service charges	150,000	150,000	-	-	-
	Equipment and vehicles	Service charges	154,500	-	-	-	-
	Treatment plant improvements/expansion	Loans/bonds/service charges	4,500,000	5,481,564	-	-	-
	Treatment plant - new eastside facility	Loans/bonds/service charges	-	-	9,200,000	37,000,000	33,400,000
	Sandy River outfall	Loans/bonds/service charges	-	-	5,800,000	9,700,000	5,200,000
	Discharge alternatives	Loans/bonds/service charges	-	-	-	-	7,400,000
Stormwater	System updates and maintenance	Service charges	50,000	70,000	100,000	100,000	150,000
	Equipment and vehicles	Loans/service charges	56,000	-	-	-	50,000
SandyNet	Fiber installations and equipment	Service charges	385,000	300,000	250,000	250,000	250,000
	Equipment and vehicles	Service charges	62,000	10,000	-	-	-
Operations Center	Facility repairs (paint, HVAC, etc.)	Transfer from other funds	100,000	-	-	-	-
Facilities Maintenance	Facility repairs (roof repairs, etc.)	Transfer from other funds	120,000	180,000	-	-	-
Total Cost of Capital Improvements Projects			16,999,886	19,130,564	43,221,000	66,710,000	47,600,000

FY 2023-2025 Council Goals & P&R Alignment

Item # 2.

Invest in our park system for current and future residents of Sandy and continue expansion of recreational opportunities for the community.

GOAL	NOTES
Design and construct the Community Campus Park improvements.	Complete
Complete design and construct park improvements at Deer Point Park.	In-Progress
Research and act on the purchase of park land for future park facilities and/or natural area and open space preservation.	In research phase
Work with the Oregon Trail School District for developing a new facility use agreement.	Currently Strategizing with Administration and Council
Explore ways to connect Sandy residents with aquatic opportunities, including swim lessons and water safety programs.	Complete
Reestablish a volunteer program and expand volunteer opportunities.	Complete



For BN 2020-2027 Equip the Parks and Trails Advisory Board (PTAB) to make well-informed CIP recommendations.

Key Strategies:

- **Set Next Year's CIP Goals:** Goals based on council priorities and projects currently underway and provide recommendations
 - a. Meinig Restoration / Improvements
 - b. Complete the construction phase of Deer Pointe Park
- **Understand Budget Processes:** Gain a deeper understanding of the city and department budget and how it impacts project funding.
- **Prioritize Funding Needs:** Provide data-driven input to influence funding priorities for future projects and provide a recommendation to council.

Conclusion & Next Steps

Item # 2.

