



**MEETING NOTICE & AGENDA
TUALATIN PARK ADVISORY COMMITTEE
February 11, 2025 - 6:00 pm**

Virtual Meeting

Options to Join

Video: <https://us06web.zoom.us/j/86452614095>

Phone: +1 253 215 8782 US (Tacoma)

Meeting ID: 864 5261 4095

“We are a group of enthusiastic advocates for the Parks & Recreation system with a focus on the stewardship and enhancement of our community.”

A. Call to Order

1. Roll Call

B. Approval of Minutes

1. December 10, 2025
2. January 14, 2025

C. Communication & Comments

1. Chair
2. Staff
3. Public

D. Old Business

1. Projects Update
 - a. Bond Project Status
 - b. Utility Fee Projects
 - c. Las Casitas Park Renovation
2. Committee Goals
 - a. 2025 Goals
3. Annual Report
 - a. Presentation
4. Parks & Recreation Director Update

E. New Business

1. New Member Orientation
2. Updates
 - a. Programs
 - b. Projects
 - c. Operations
 - d. Volunteers

F. Upcoming Dates & Calendar Review

1. March Meeting (in person with remote option)

G. Committee Member Communications

H. Adjournment



Minutes

TUALATIN PARK ADVISORY COMMITTEE December 10, 2024

Parks & Recreation Office (virtual option)

| | |
|-------------------------|--|
| Members Present: | Emma Gray, John Makepeace, Carl Hosticka, Rebecca Ryan, Cosimah Slider, Beth Dittman, Michael Klein |
| Members Absent: | None |
| Staff Present: | Megan George, Interim Parks Director Kira Hein, Project Manager Bella DePhillipo, Office Coordinator |
| Public: | Bryan Aptekar |

A. Call to Order

1. Emma Gray called the meeting to order at 6:00 pm.

B. Approval of Minutes

1. The minutes from November 12, 2024 were approved on a motioned from Cosimah Slider, seconded by Carl Hosticka, and unanimously approved.

C. Communication & Comments

1. Chair
Emma Gray brought up the letter written to the City Manager about the Parks Director hiring process, and formally asked Michael Klein to sit in on the interviews. Emma also reminded the committee that Megan George is serving as interim Director.
2. Staff
Megan George mentioned the passing of community member Joe. She also made the committee aware of the upcoming swearing-in ceremony for the newly re-elected members of City Council.
3. Public
None

D. Old Business

1. Park Bond Update: Kira Hein presented updates on current bond projects.
 - a. Veterans Plaza: The last concrete sidewalk pour was completed today, and the reflection pool is currently being worked on. The work is still expected to be completed near the first of the year. The Brick program remains open until January 10th and will reopen in the fall, but bricks can be ordered at any time.
 - i. Beth Dittman asked about honoring Joe, and staff indicated a brick would be purchased in his honor.
 - b. Nyberg Creek: Kira walked the path with the Wetland Conservatory today, and is working on 90% design for the project.
 - c. Riverfront Park: the sign on the parkland has been installed. Kira is working on an RFP for the park, and is currently in process.
 - d. Athletic Fields: Engagement is complete, and parks staff are waiting on the hiring

of a new director to continue the project.

2. Committee Goals

- a. 2025 Goals: Emma Gray asked for committee recommendations for 2025 goals, and said she would bring a draft to the next meeting.
 - i. Carl Hosticka suggested meeting in person more often.

3. Utility Fee Projects

- a. Project Review & Discussion: Kira Hein went over the process of utility fee scoring, and said the committee could review the scores at the next meeting.
 - i. Emma Gray asked about the budget committee part of the process, and Megan George spoke on how they make an overall decision on projects as a whole. She also reminded the group that Don Hudson will be present at the next meeting to present on parks finances.
- b. Victoria Woods: RA Gray construction has been chosen for the project, and Kira Hein will have a construction schedule to share soon.
- c. Little Woodrose: Currently working on design, planning to go out to bid in the spring.
- d. Tualatin Community Park Shelter: currently under construction, aging posts are being replaced by the end of winter.
 - i. Rebecca Ryan asked about the utility fee covering school fields, and Kira explained that since fields are shared the costs are also shared.

E. New Business

1. Parks & Recreation Director

- a. Selection Process & Status: Megan George told the committee that the applicant pool has been narrowed down to 6 candidates, and that panel interviews will take place on Tuesday. She also reminded the group that the deadline for interview questions is Friday at noon.
- b. Michael Klein opened up a discussion about interview questions, and suggested asking about the candidates' experience with major capital projects. Carl Hosticka suggested asking about experience with public engagement, and Emma Grey suggested asking about communications skills.

2. Annual Report

- a. Content: Emma Gray reminded the group that the annual report will be presented at one of the March Council meetings. Bella DePhillipo is currently working on the presentation.
- b. Committee Photo: A photo of the committee was taken.

3. Updates

- a. Programs: Kira Hein spoke on the holiday parades – 33 vehicles in addition to city vehicles on Sunday, 47 Saturday, and 44 Friday. Rebecca Ryan commended the tracking website.
- b. Projects: Kira Hein presented that Las Casitas Park is out to bid. She also said that Basalt Creek Linear Park will be out to bid in the spring.
- c. Operations: Kira Hein presented that parks maintenance staff are working on leaf removal, and planning for street tree work.
- d. Volunteers: Kira Hein directed attention to the volunteer projects detailed in the meeting packet.

F. Upcoming Dates & Calendar Review

Emma Gray reminded the group that there will be a lot going on at the January meeting, and also reminded members to reapply to the committee.

G. Committee Member Communications

None

H. Adjournment

Emma Gray adjourned the meeting at 6:52 pm.



Minutes

TUALATIN PARK ADVISORY COMMITTEE

January 14, 2025

Virtual Meeting

| | |
|-------------------------|--|
| Members Present: | Carl Hosticka, Beth Dittman, Emma Gray, Michael Klein, Rebecca Ryan, Cosi Slider |
| Members Absent: | John Makepeace |
| Staff Present: | Megan George, Interim Parks & Recreation Director Rich Mueller, Parks Planning & Development Manager Bella DePhillipo, Office Coordinator Kira Hein, Project Manager Don Hudson, Assistant City Manager/Finance Director |
| Public: | None |

A. Call to Order

1. Emma Gray called the meeting to order at 6:00 pm.

B. Approval of Minutes

1. Rich Mueller explained to the committee that the December minutes are not ready, and will be reviewed at the next meeting.

C. Communication & Comments

1. Chair: none
2. Staff: none
3. Public: none

D. Old Business

1. Park Bond Update
 - a. Projects Status: Kira Hein presented on ongoing parks bond projects.
 - i. The RFP for the Riverfront Park is being finalized, and proposals are expected in February. Emma Gray asked about TPARK involvement in RFP decisions for this park, and Rich Mueller responded that in the RFP selection is a staff responsibility governed by City procurement requirements. Kira added that there will be a public engagement phase, which TPARK will be involved in.
 - b. Veterans Plaza
 - i. Completion Status: Kira Hein reported that completion has been pushed back to February, but is still on track for the official opening.
 - ii. Brick Program: Kira Hein clarified that brick order forms are still being accepted all year long, and she shared that community member Joe will be receiving a brick.

- iii. Shade Shelter Funding: Megan George shared that the shade structure originally intended to go in the plaza is currently being included in a state funding request, and she asked if the committee would write a letter of support. The committee agreed, and Megan added that there will also be an opportunity for in-person or virtual testimony. Rebecca Ryan requested the shade structure design, and Rich Mueller will send it out.
2. Committee Goals
 - a. 2025 Goals: Emma Gray went over the ideas for 2025 goals, and requested that feedback be sent to her or parks staff at any time.
 3. Utility Fee Projects
 - a. Project Review & Discussion: Rich Mueller presented, showing the assets scored by parks maintenance and prioritized by department managers.
 - b. Recommendation Consideration: Emma Gray entertained the motion to approve, Beth Dittman moved and Cosi Slider seconded. The utility fee project recommendations for funding were approved unanimously.
 4. Annual Report
 - a. Content: Bella DePhillipo will present a draft of the report to the next meeting.
 - b. Committee Photo: A photo was taken by Bella DePhillipo.
 5. Parks & Recreation Director Selection Update
 - a. Megan George shared that Sherilyn Lombos is close to making a decision between the three finalists.

E. New Business

1. City Budget & Finance Information (Don Hudson, Assistant City Manager/Finance Director)
 - a. Presentation: Emma Gray introduced Don Hudson and briefly described his role for the city. Don then shared a presentation on Parks Department budget and finances.
 - i. City Budget Process
 - ii. Funds Available for Parks and Recreation
 - iii. Financial Overview of Funding Sources
 - iv. Core Opportunity Reinvestment Area
 - b. Questions
 - i. Rebecca Ryan asked if the utility fee has an end date, and Emma Gray clarified that it is ongoing. Don Hudson then added that a parks replacement fund is currently under discussion.
 - ii. Emma Gray asked how money is allocated to different SDC funds, Don Hudson responded that they're under separate ordinances.
 - iii. Emma Gray and Beth Dittman asked how the desire to increase services factors in, Don Hudson said that he and Sherilyn Lombos make individual decisions based on add package requests.
 - iv. Emma Gray and Beth Dittman expressed interest in knowing how the budget is allocated. Beth also suggested an annual financial presentation, and Don Hudson agreed.
2. Las Casitas Park Construction Update
 - a. Rich Mueller shared that construction bids were closed last week, and that the bid recommendation and award will be taken to Council on the 27th for consideration.

3. 2025 Meetings

- a. In Person/Virtual: Beth Dittman shared the results of the survey she sent out to members. Carl Hosticka asked about having more hybrid meetings, and Emma Gray acknowledged the difficulties with communication in a hybrid meeting. Emma proposed a motion for three meetings per year, which Cosi Slider motioned and Beth Dittman seconded. The motion passed by the vote of members.

4. Updates

- a. Programs: Bella DePhillipo shared information about Share the Love.
- b. Projects: Kira Hein shared that the Victoria Woods staircase is currently under construction.
- c. Operations: Bella DePhillipo shared that parks maintenance staff are currently working on street tree maintenance.
- d. Volunteers: No updates.

F. Upcoming Dates & Calendar Review

Emma Gray shared the calendar, and let the committee know that she would be at the City Council meeting on the 27th.

G. Committee Member Communications











None.

H. Adjournment

Emma Gray adjourned the meeting at 7:35 pm.

Bond Projects

2/4/2025

| <u>Projects</u> | <u>Phase 1</u> 2023-26 | <u>Phase 2</u> 2026-29 | <u>Status</u> |
|---|---|--|---|
| Trail Connections Nyberg Creek/Wetlands Design Construction |  |  | In Construction Design Construction summer/fall 2025 |
| New River Access Community Park Expansion Planning & Design Construction |  |  | Concept Plan Proposals 1/22/25 |
| Athletic Fields Parks TCP field lights (replacement LED) Neighborhood park fields School shared use partnership Planning/Design Construction |  |  | Completed February 2024 Planning w/Community Sports on hold Plan w/School District & Com Sports on hold |
| Upgrades Veterans Plaza |  | | In Construction - completion spring 2025 |
| Natural Areas Property acquisition Natural parkland WA County Community Park Expansion Community Park Expansion |  |  | Park Acquisitions Completed Acquired May 2023 Acquired September 2023 Acquired May 2023 Acquired October 2024 |
| Play & Park Equipment Atfalati Ibach Jurgens Ibach (tween/teen area) |  | | Playground Projects Completed Completed December 2023 Completed December 2023 Completed February 2024 Completed April 2024 |

PARQUE LAS CASITAS EN CONSTRUCCIÓN

El Parque Las Casitas estará en construcción desde el 12 de febrero y por todo el invierno de 2025. Durante las obras, el parque estará cercado, y no habrá acceso para bicicletas ni peatones. No se permite estacionar al frente del parque.

¡El nuevo Parque Las Casitas tendrá un área de juegos completamente nuevo, una cancha de básquetbol y aros de chorros de agua!



LAS CASITAS PARK UNDER CONSTRUCTION

Las Casitas Park will be under construction from February 12 to winter 2025. During construction the park will be fenced off, and there will be no through-access for bikes or pedestrians. No parking is allowed in front of the park.

The new Las Casitas Park will feature a brand-new playground, basketball court, and splash pad!



https://www.valleytimes.news/news/new-playground-splashpad-at-tualatins-las-casitas-park-soon-to-become-reality/article_0f85092a-e27d-11ef-957f-fb34a05211bb.html

FEATURED

New playground, splashpad at Tualatin's Las Casitas Park soon to become reality

Ray Pitz
Feb 4, 2025

1 of 2



Tualatin is moving forward with plans to make just under \$2 million in renovations to significantly revamp Las Casitas Par
Courtesy rendering: Tualatin Parks & Recreation



Tualatin is moving forward with plans to make just under \$2 million in renovations to significantly revamp a small neighborhood park. That will mean the installation of a new playground, splashpad, half-court basketball facility and more.

On Monday, Jan. 27, the Tualatin City Council approved plans to hire PHK Construction, LLC, which does business under the name ARTIS, submitted the winning bid of \$1.99 million for Las Casitas Park.

Formerly known as Stoneridge Park, Las Casitas Park, a so-called “pocket park,” is located on the north side of Southwest 68th Avenue just off Southwest Sagert Street.

Other amenities planned for the park site include picnic tables, benches, trash cans, lighting, landscaping/irrigation, and an accessible walkway to Rolling Hills Apartment Complex, according to Rich Mueller, parks planning and development manager.

The park will gain in size from one-third of an acre to almost a one-half acre after the city obtained two private property easements and will include an Americans with Disabilities Act-compliant accessible ramp that connects to Rolling Hills Apartments.

Built in the 1970s and early 1980s, the former Stoneridge Park has been badly in need of remodeling for years, Ross Hoover, Tualatin Parks & Recreation director, told The Times in 2021. At that time, access to the park was through a hole in a chainlink fence.

That same year, the Tualatin Parks & Recreation Department held several open houses at the park to determine what types of amenities residents in the area — many of whom speak Spanish — wanted to see. The city also reached out with

online surveys in English and Spanish.

In 2023, more than 420 people voted to change the name of the park to Las Casitas Park, which means “little houses” or “the little houses,” a name that refers to the smaller duplexes or apartments in that area, a neighborhood that some residents refer to as Las Casitas, city officials say.

Approval of the contract means construction will begin sometime in March with the park open by winter 2025 or early 2026, Mueller told the council.

Asked by Councilor Maria Reyes how the city will get information out to the public regarding the park’s closure, Mueller explained: “City staff already has some engagement opportunities set up and we’ll provide information on the project, the schedule, closures, things like that.”

The closure also will be posted online and signs at the park will note the closure dates as well.

“I just want to say I’m really excited to see this move forward,” Councilor Valerie Pratt told the council.

Construction set to start in March on Parque Las Casitas

By **Barbara Sherman** - February 10, 2025



A revamped Las Casitas Park would have an improved basketball court, new playground equipment, a water feature, and a mural. COURTESY/CITY OF TUALATIN

There is a lot of excitement building over a little park in Tualatin.

The Tualatin City Council voted unanimously 5 to 0 on Jan. 27 to award a \$1.999-million contract to PHK Construction, LLC, dba ARTIS, to build Las Casitas Park.



City staff worked closely with the community in 2020, engaging with more than 950 people in its 23 engagement opportunities to develop a redesign for the .35-acre park that includes a trail linking nearby apartments to public transit on Southwest Sagert Street. COURTESY/CITY OF TUALATIN

Rich Mueller, parks planning and development manager, recapped the long road to this point, starting with the adoption of the city's Parks & Recreation Master Plan in 2019. In

2020 the process to create Las Casitas (called Stoneridge Park at the time) began with extensive community and neighborhood involvement using a Spanish-first approach ("Reimagina El Parque Stoneridge") followed by a site assessment and community-identified park amenities.

The process included 23 onsite and online engagement opportunities with more than 950 community members involved, according to Mueller. "This led to a concept development and finally narrowing down to the preferred design selected by community members," he said.

Renaming the park was a separate four-month process started by a neighborhood initiative that involved 420 community members involved through events, online and surveys. The community supported naming the park Las Casitas Park or Parque Las Casitas, which the City Council adopted in November 2023.

The name, Spanish for "little houses," is also a nickname for the Stoneridge neighborhood, which is comprised of mostly multi-family units. The neighborhood surrounding the park is multilingual, with a large number of Spanish speakers, and a smaller contingent that speaks Chuukese, native to the mid-Pacific Caroline Islands, and parts of Guam and Hawaii.

According to Mueller, construction on the park will run from March 2025 through winter 2025, with the park expected to open to the community during the 2025-26 winter.



The .35-acre park site concept plan, which includes a planted area, a mural and "seatwall," a water feature, playground equipment and an accessible ramp between the park and the Rolling Hills Apartments, can be viewed on the city's website. A future phase will include a shelter.

Following Mueller's presentation, Councilor Octavio Gonzales said, "This is very exciting for our community" and asked if there would be grass in the park. "Yes, there will be formal grass and a synthetic playground surface," Mueller answered.

Gonzales said that he hoped the care and watering of the grass would be in line with the city's sustainability program, which aims to conserve water. He added that he hoped the city was considering the labor demands of the plants and trees placed in the park, noting that in the past the city had planted trees too large for sites that need ongoing pruning. "We need the right plants for the right locations," he said.

Mueller answered that the park would use a smart irrigation system that is used in other parks and that the landscaping underwent a parks maintenance review. Gonzales asked if he could take a look at the landscaping plan, and Mueller said it would be sent to him.



Councilor Maria Reyes wondered about public outreach with the park's opening a year away.

"The city staff already has engagement opportunities set up to provide information on the project," Mueller said. "That will go out electronically, and there will be physical signs posted. We can connect with the neighborhood and let them know."

Councilor Valerie Pratt added, "It's pretty exciting since the Parks Master Plan passed to get to this point. We're really excited to see this move forward this year."

Las Casitas is located at 19489 S.W. 68th Avenue in Tualatin.

Barbara Sherman

Barbara Sherman is an award-winning journalist who has worked as a reporter and editor at several metro-area newspapers for more than three decades. You can reach Barbara at barb@tigardlife.com.



Tualatin Parks Advisory Committee

2024 Annual Report



THIS IS US

“We are a group of enthusiastic advocates for the Parks & Recreation system with a focus on the stewardship and enhancement of our community.”

Meetings Attended

Activities Attended

Hours Volunteered



CURRENT MEMBERS

- Emma Gray, Chair
- Beth Dittman, Vice-Chair
- Carl Hosticka
- Michael Klein
- John Makepeace
- Rebecca Ryan
- Cosimah, Student Member

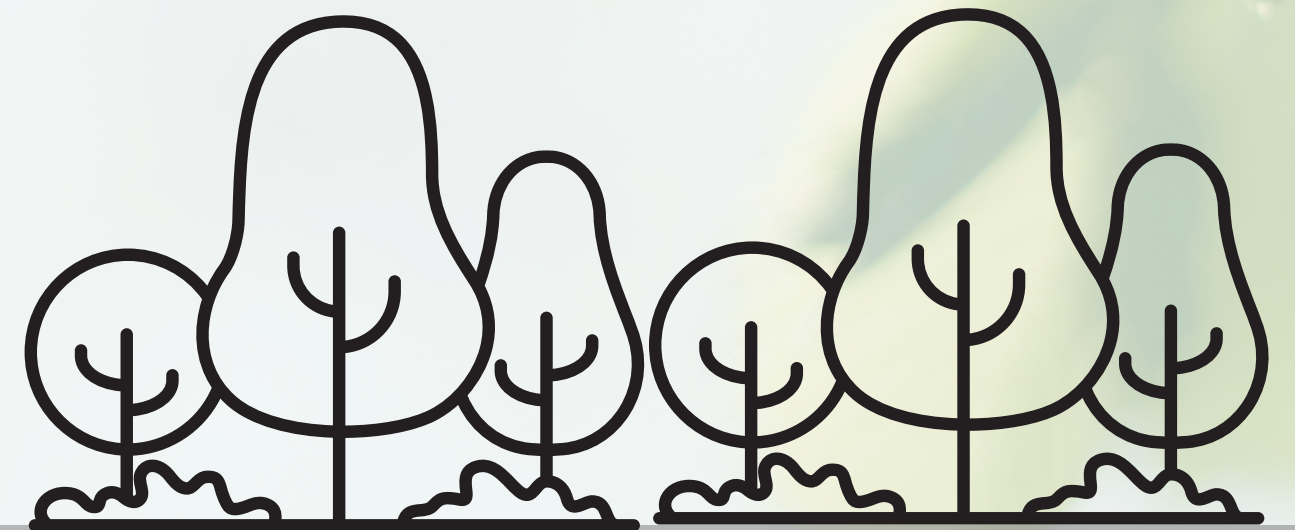


WHAT WE DO



CITY of
TUALATIN
Parks & Recreation

- Regular Meetings
 - Learn about Parks & Recreation activities
 - Evaluate and provide recommendations to city staff regarding the efficacy of policies, programs, and procedures
 - Provide feedback and guidance regarding priority of projects related to the bond & utility fee
- Represent Parks & Recreation System to City Council
- Attend Activities & Events
 - Advocate for participation & engagement in Parks & Recreation system
 - Provide community outreach
- Bee City Facilitation Committee
- Tree City USA Board



2024 ACCOMPLISHMENTS



Sustainability

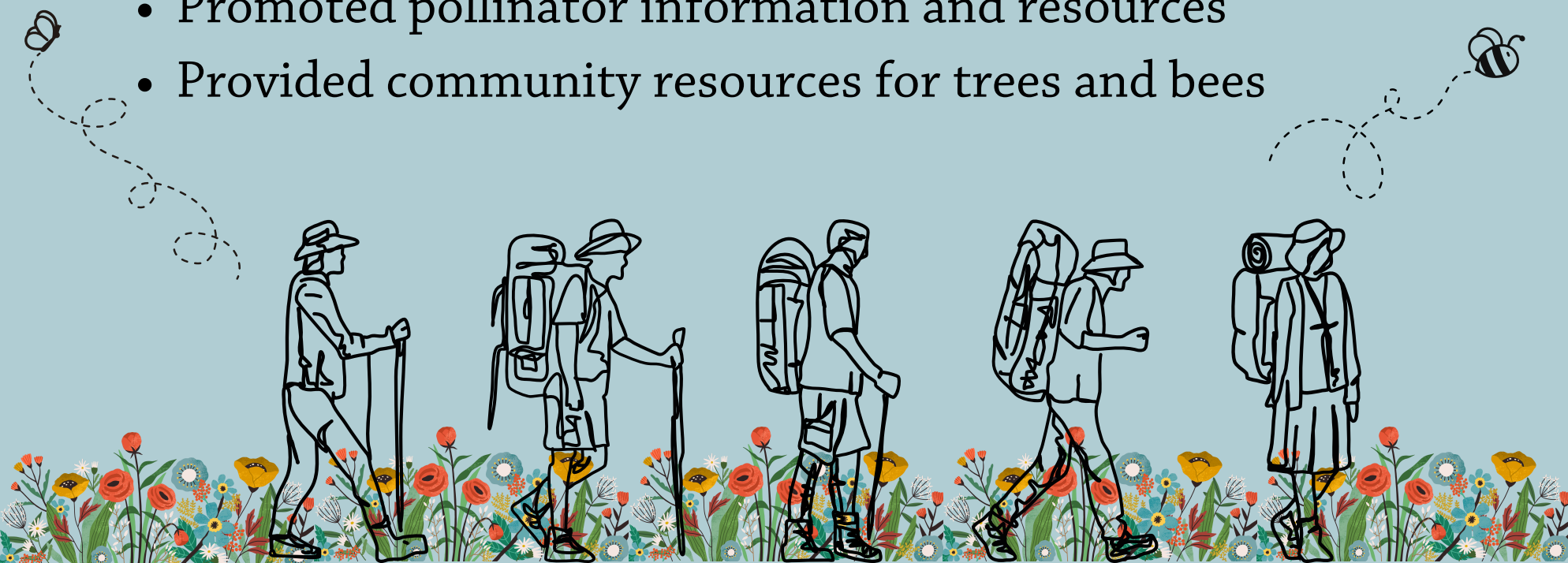
- Supported completion of the facilities inventory
- Identified intersections between parks operations and council-approved climate action plan
 - Prioritization of shade in playground projects
 - Prioritization of native plantings in parks projects
- Promoted pollinator information and resources
- Provided community resources for trees and bees

Diversity, Equity, and Inclusion

- Began conversations around current park naming policies for possible updates and recommendation
- Worked with Youth Advisory Committee to recruit an interested and engaged student member

Collaboration

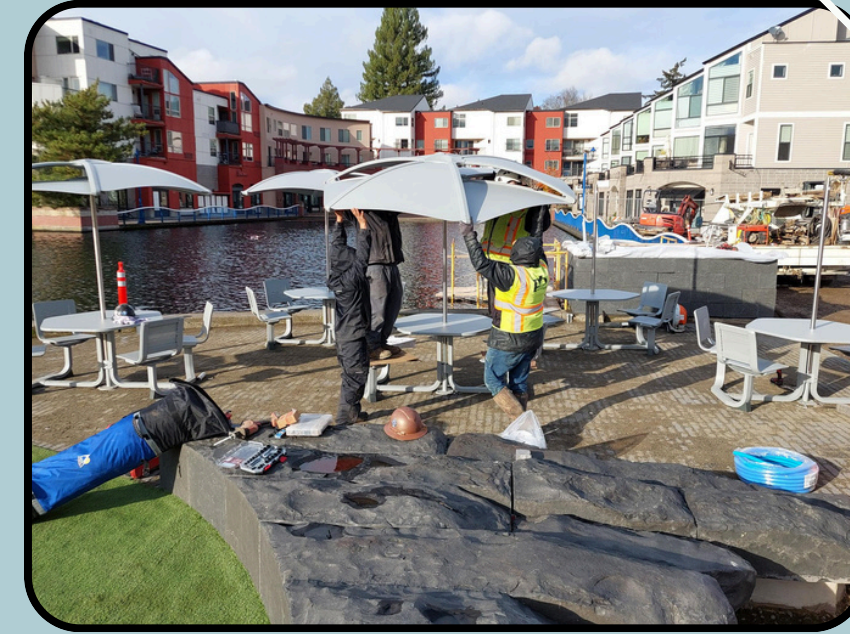
- Participated in selection process for new Parks Director



2024 ACCOMPLISHMENTS

Parks Bond & Utility Fee Projects

- Acted as ad hoc bond oversight committee
 - Actively pursued implementation of parks bond projects including:
 - Construction of Veterans Plaza
 - Replacement of TCP field lights
 - Completion of all playground improvement projects
 - Continued support on progress of new river access adjacent to Community Park
 - Supported planning and design of Nyberg Creek Wetlandstrail
 - Supported land acquisition for future parks assets and natural areas
- Advocated for continued progress for integrated trail system
 - Supported completion of 99w Trail improvement
- Assisted staff with prioritizing Utility Fee projects
 - Shelter at TCP



TPARK 2025 GOALS



Collaboration and Community Engagement

- Actively engage in onboarding new Parks Director
- Better understand the Parks budget and the relationship between projects and programs
- Engage with City Planning staff to identify intersections between Parks the Downtown Core planning process
- Engage with City Finance staff to identify best practice for Parks Bond funding oversight role
- Renew conversations about a Community Center
- Collaborate with the IDEA committee to coordinate overlap of activities
- Continue discussion around updates to park naming policies to prioritize community inclusion

Sustainability

- Explore potential for an integrated pest management program
- Evaluate existing tree code for possible climate resiliency updates and recommendations

Funded Projects (Bond, Utility Fee, ARPA, Cross-Agency funded, etc.)

- Continue to assist staff with prioritizing Utility Fee projects
 - Advise staff on action plans from facility assessment report
- Continue role as ad hoc bond oversight committee with specific emphasis on:
 - Creating momentum around identification of field improvements in partnership with Youth Sports and TTSD
 - Continuing progress on new river access
 - Construction of Nyberg Creek Wetlands Trail
 - Completion and appropriate community celebration of Veterans Plaza
- Continue to support design and construction of ARPA-funded Las Casitas Park

QUESTIONS & COMMENTS



CITYof
TUALATIN
Parks & Recreation

TPARK 2024 Annual Report

Advisory Committee New Member Orientation Outline

- 1) Welcome/Introductions
- 2) Discuss Committee
 - a. Purpose and Committee Make-Up
 - i. Purpose- provide code information
 - ii. Committee Make-Up- share Committee Rosters and explain roles and responsibilities for Staff, Committee Chair, Members, and Council Liaison (if relevant)
 - iii. Committee Documents: Mission and Vision, Annual Reports, Strategic Plans, Department Policies, Meeting Minutes
 - b. Committee Budget Information (if relevant)
 - c. Meeting Dates- provide date, time, location
 - d. Process
 - i. Committee procedures- provide parliamentary procedures if relevant
 - ii. Explain agenda creation process
 - iii. Share meeting format
- 3) Other City Information
 - a. Council Information
 - i. Vision
 - ii. Contact Information and Bios
 - b. Organization Chart
 - c. Tualatin Profile and Demographics
 - d. Volunteer Information
 - i. Advisory Board/Committee Volunteer Handbook
 - ii. Volunteer Guidelines
 - iii. Volgistics Training (if relevant for tracking hours)
- 4) Legal Information (outlined in Section III. Laws that Impact Boards and Commission)
 - a. Oregon Government Ethics Commission
 - b. Public Meetings Law
 - c. Public Records Law
- 5) Additional References
 - a. League of Oregon Cities Boards and Commissions Handbook
 - b.



City of Tualatin

Advisory Board/Committee Volunteer Handbook



2025 Tualatin City Council

From left:

Councilor Maria Reyes, Council President Valerie Pratt, Councilor Bridget Brooks, Mayor Frank Bubenik, Councilor Christen Saaco, Councilor Octavio Gonzalez, Councilor Cyndy Hillier

“We value a high quality of life for our community and will promote actions which increase community spirit and pride, and a sense of ownership, involvement and belonging in the community. We recognize the strengths which come from our heritage and background, our social and economic conditions, and our natural resources. We will manage growth in a manner that will build on these strengths, while fostering a sense of place and a unique identity for the City.”



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Volunteering is the ultimate exercise in democracy. You vote in elections once a year, but when you volunteer, you vote every day about the kind of community you want to live in.

~Author Unknown

The Benefits of Volunteering:

- Add new skills to your resume or polish existing skills.
- Build your network and make new friends.
- Start or be a part of a meaningful conversation.
- Learn about the City of Tualatin.
- Make an impact in your community.
- Contribute to and shape the future of a place you care about.
- Be recognized for your service in multiple ways.
- Feel appreciated for giving your time and expertise.
- Volunteering is fun and rewarding!





Welcome to the City of Tualatin Volunteer Program

Thank you for your interest in volunteering with the City of Tualatin. This handbook provides you with the information you need to have the best volunteer experience possible.

We appreciate your willingness to serve the City of Tualatin, and we are grateful for the time you spend volunteering. We will strive to make your time here pleasant, productive, and meaningful.

If you find that your current assignment isn't quite right for your skills or interests, we hope you will consider other opportunities within the City of Tualatin. Our City has volunteer assignments in a variety of departments, where you can learn more about your local government while making a difference.

However you choose to serve the City, on a committee or board, planting a tree in one of our parks, or advancing literacy in the library, we will do our best to help you find an assignment that enriches your connection to the community.

Welcome!

Stacy Ruthrauff

Human Resources Director

503.691.3021

sruthrauff@tualatin.gov



City of Tualatin Volunteer Services Mission Statement

The City of Tualatin's Volunteer Services Division is designed to enhance and augment the delivery of City services to the community. Volunteering is a way for people to participate in their local government and positively contribute to its effectiveness. Democracy is advanced through the active participation of residents, citizens, businesses, and service groups and we encourage community members to volunteer within all appropriate programs and activities of the City.

Through serving their City, volunteers become a component of our City's philosophy of:

- Team Work
- One City
- Problem Solving
- Respect
- Empowerment
- Customer Service Experts
and Non-bureaucratic



Volunteer Program FAQs

What should I expect from the Board/Committee service?

- You will receive training.
- You will enjoy a comfortable, welcoming environment.
- You will be treated with respect and courtesy.
- You will be recognized for your contribution.

What are my responsibilities to the Board/Committee/Commission?

- A Board/Committee/Commission member may not have unexcused absences from two or more meetings, including regular and special work sessions during a calendar year, or absences from more than five such meetings held during the calendar year.
- You will agree to and keep a schedule, notifying us of any changes as soon as possible.
- Remember that you are a representative of the City of Tualatin while volunteering.

Where can I find volunteer assignment descriptions?

- You will be given a copy of your assignment description
The description is also available at:
www.tualatinoregon.gov/volunteer/volunteer-assignment-descriptions.

What if I can't make a scheduled meeting?

- Call your Staff Liaison as soon as possible.

What should I wear?

- Casual dress is acceptable, jeans or other slacks are fine.

Who do I go to with concerns?

- Any question regarding the operation of the board or committee which you serve should be directed to your Staff Liaison.
- Communicate with the media only under the direction of the Staff Liaison or Department Manager.

- If you need help understanding your assignment you can contact the your Staff Liaison or the Volunteer Program Manager, Jackie Konen, 503.691.3087.
- Your Staff Liaison is here to help you. Never hesitate to ask questions about your schedule, assignments, etc.
- The Human Resources Director has an office in City Offices / Library building, 18880 SW Martinazzi Avenue, 503.691.3021, and is available to assist with information about volunteer service.



Volunteer Policies and Procedures

Volunteer Services Division is part of the Human Resources Department. Volunteer Rules have been developed for the use of volunteers in the City. This handbook contains an abbreviated version of the rights and responsibilities of volunteers working in the City.

Your Staff Liaison has the complete *Volunteer Rules* and it is available electronically upon request.

General Volunteer Rules:

Confidentiality-

City volunteers must keep all *patron/customer personal* information private, including information that you hear or see during your volunteer service.

Resources-

City volunteers may not use City resources for personal use.

Training-

Advisory Boards/Committees volunteers will receive an orientation and training by their respective Staff Liaisons.

Ending Your Term-

Within one month of the end of your term the Deputy City Recorder will call to see if you would like to apply for an additional term. You will then be interviewed by the Council Committee on Advisory Appointments (CCAA). The CCAA will then make a recommendation to the City Council and upon their approval the Deputy City Recorder will notify you.

To resign from the board please send a letter stating your last date of service to the Deputy City Recorder, Nicole Morris, nmorris@tualatin.gov.

Evaluations and Exit Interviews-

Evaluations are generally informal conversations with the Staff Liaison. Our goal is to “check in” with you and evaluate your continued satisfaction with your assignment. During your service if either you or your Staff Liaison thinks a change is warranted, we will make every effort to accommodate an appropriate assignment. We’ll do our best to ensure that every volunteer feels successful in their assignment.

Exit Interviews help to us to evaluate the effectiveness of the Volunteer Program and to make improvements based on your feedback. You will receive an exit interview / survey from the Deputy City Recorder soon after you leave your position. Your participation is optional but would be greatly appreciated. All information is confidential.

Code of Conduct-

Volunteers should always conduct themselves in a manner appropriate to a volunteer in public service. Volunteers should always be courteous, efficient and helpful to staff and the public.

Volunteer Records-

The City uses the Volgistics database to track our Volunteer Program.

Volunteer records are confidential, and include the assignment held, the board/committee assigned, status, record of hours served, length of service and emergency contacts. This information will remain in electronic form and accessible by Volunteer Services and Staff Liaisons.

Political Activity-

The State of Oregon has placed restrictions on both employees and volunteers as regards political activity. “No public employee (volunteer) shall solicit any money, influence, service or other thing of value or otherwise promote or oppose any political committee or promote or oppose the nomination

or election of a candidate, the gathering of signatures on an initiative, referendum or recall petition, the adoption of a measure or the recall of a public office holder while on the job during working hours. However, this section does not restrict the right of a public employee to express personal political views.” Oregon Law § 260.432

Translation: you may not work to further a political organization or goal during volunteer hours.

Harassment-

Harassment of any nature will not be tolerated. Treat everyone with respect. If you experience issues with anyone, please let your staff liaison know.



Mayor Bubenik and City Staff celebrating Arbor Day

Self-Evaluation

This is a list of ways you can assess your on-going service to the City of Tualatin as a Board or Committee member.

1. I attend the meetings and contribute to the discussions and decisions.
2. I serve as Chair or lead special projects.
3. I share information with others in a positive manner. Whether I agree with the decision is immaterial; once the decision is made, I communicate the information in an appropriate manner.
4. I assist the board to develop short-term or one-time opportunities for others to be involved in our work.
5. I look for others who might serve on the board/committee or as my successor.
6. If I find myself overwhelmed by my responsibilities or I'm falling behind in completing tasks, I let the Chair or Staff Liaison know so adjustments can be made.
7. I am present at meetings or events. I understand that by participating I will feel engaged and informed.



Contacts

Nicole Morris, Deputy City Recorder, 503.691.3011,
nmorris@tualatin.gov

Megan George, Deputy City Manager, 503.691.3065,
twilliams@tualatin.gov

Sherilyn Lombos, City Manager, 503.691.3010,
slombos@tualatin.gov

Stacy Ruthrauff, Human Resources Director
503.691.3021 sruthrauff@tualatin.gov

Board/Committee Staff Liaisons:

Julie Ludemann – Tualatin Arts Advisory Committee
jludemann@tualatiin.gov

Jerianne Thompson – Tualatin Library Advisory Committee
jthompson@tualatin.gov

Rich Mueller – Tualatin Parks Advisory Committee
rmueller@tualatin.gov

Steve Koper - Architectural Review Board and
Tualatin Planning Commission
skoper@tualatin.gov

Don Hudson – Budget Advisory Committee
dhudson@tualatin.gov

Bryce McKenna – Core Area Parking District Board
bmckenna@tualatin.gov

Sara Shepherd - Juanita Pohl Center Committee
ssheperd@tualatin.gov

Julie Ludemann – Tualatin Youth Advisory Council
jludemnn@tualatin.gov

Jerianne Thompson & Betsy Ruef— Inclusion, Diversity, Equity,
Access (IDEA) Committee
jthompson@tualatin.gov / bruef@tualatin.gov
Tualatin Library Advisory Committee
jthompson@tualatin.gov

Meeting Day by Committee

Tualatin Arts Advisory Committee

3rd Tuesday of the month at 6:30 pm.

Tualatin Library Advisory Committee

1st Tuesday of the month at 6:00 pm at the Tualatin Public Library

Tualatin Parks Advisory Committee

2nd Tuesday of the month at 6:00 pm.

Architectural Review Board

As needed on Wednesday at 7:00 pm.

Tualatin Planning Commission

3rd Wednesday of the month at 6:30 pm.

Budget Advisory Committee

Two to three meetings held annually in May at 6:00 pm.

Core Area Parking

Quarterly at 12:00pm, 3rd Tuesday of the month

Tualatin Inclusion, Diversity, Equity & Access Committee (IDEA)

Third Monday each month 6:00-8:00pm.

Juanita Pohl Center Committee

Every other month, 3rd Wednesday at 10:00 am.

Tualatin Youth Advisory Council

1st, 3rd, Thursday per month at 6:00 pm.

Holiday Closures

In accordance with City policy we will be closed:

- **New Years Day**
- **Martin Luther King, Jr. Day***
- **President's Day***
- **Memorial Day**
- **Juneteenth**
- **Independence Day**
- **Labor Day**
- **Veterans Day***
- **Thanksgiving Day**
- **The day after Thanksgiving***
- **Christmas Day**

Thank you for your service to your Community. Citizen involvement is part of what makes Tualatin such a great place to live, work, learn and play.



Volunteer Services Department

City Council 2030 Vision Statement



JANUARY 2024

FEBRUARY 2025

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------------------------------|----------------------|-----------|----------|--------|--|
| | | | | | | 1 Share the Love Feb. 1 - 29 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 6 pm City Council | 11 6 pm TPARK | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 7 pm City Council | 25 | 26 | 27 | 28 | |

MARCH 2025

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|------------------------------|--------------------|-----------|----------|--------|--|
| | | | | | | 1 9 am - Summer Camp Registration |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 7 - pm City Council | 11 6 pm - TPARK | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 7 pm - City Council | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |