



Administration Office
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**Board of Directors Regular Meeting
June 8, 2015
6:00 p.m. Executive Session; 7:00 p.m. Regular Meeting
HMT Recreation Complex, Peg Ogilbee Dryland Meeting Room
15707 SW Walker Road, Beaverton**

AGENDA

1. Executive Session*
 - A. Personnel
2. Call Regular Meeting to Order
3. Action Resulting from Executive Session
4. Swearing in of Reelected & Newly Elected Board Members
5. Audience Time**
6. Board Time
7. Consent Agenda***
 - A. [Approve: Minutes of May 4, 2015 Regular Board Meeting](#)
 - B. [Approve: Monthly Bills](#)
 - C. [Approve: Monthly Financial Statement](#)
 - D. [Award: HMT Tennis Center Reroofing Construction Contract](#)
 - E. [Approve: Programs Functional Plan](#)
8. Unfinished Business
 - A. [Approve: Resolution Amending District Compiled Policies Chapter 6 - Finance](#)
 - B. [Information: General Manager's Report](#)
9. New Business
 - A. [Review: Board Communication & Outreach](#)
10. Adjourn

Executive Session:** Executive Sessions are permitted under the authority of ORS 192.660. Copies of the statute are available at the offices of Tualatin Hills Park & Recreation District. *Public Comment/Audience Time:** If you wish to be heard on an item not on the agenda, or a Consent Agenda item, you may be heard under Audience Time with a 3-minute time limit. If you wish to speak on an agenda item, also with a 3-minute time limit, please wait until it is before the Board. Note: Agenda items may not be considered in the order listed. *****Consent Agenda:** If you wish to speak on an agenda item on the Consent Agenda, you may be heard under Audience Time. Consent Agenda items will be approved without discussion unless there is a request to discuss a particular Consent Agenda item. The issue separately discussed will be voted on separately. In compliance with the Americans with Disabilities Act (ADA), this material, in an alternate format, or special accommodations for the meeting, will be made available by calling 503-645-6433 at least 48 hours prior to the meeting.



MEMO

DATE: June 3, 2015
TO: Board of Directors
FROM: Doug Menke, General Manager

RE: **Information Regarding the June 8, 2015 Board of Directors Meeting**

Agenda Item #4 – Swearing in of Reelected & Newly Elected Board Members

Washington County Board of Commissioners Chair Andy Duyck will be in attendance to swear in reelected board member John Griffiths and new board member Ali Kavianian.

Agenda Item #7 – Consent Agenda

Attached please find consent agenda items #7A-E for your review and approval.

Action Requested: **Approve Consent Agenda Items #7A-E as submitted:**

- A. [Approve: Minutes of May 4, 2015 Board Meeting](#)**
- B. [Approve: Monthly Bills](#)**
- C. [Approve: Monthly Financial Statement](#)**
- D. [Award: HMT Tennis Center Reroofing Construction Contract](#)**
- E. [Approve: Programs Functional Plan](#)**

Agenda Item #8 – Unfinished Business

A. [Resolution Amending District Compiled Policies Chapter 6 – Finance](#)

Attached please find a memo reporting that amendments have been prepared to District Compiled Policies Chapter 6, Finance, to reflect the strategies and direction of the Service and Financial Sustainability Plan. Keith Hobson, director of Business & Facilities, will be at your meeting to present highlights of the amendments and answer any questions the board may have.

Action Requested: **Board of directors' approval of Resolution No. 2015-10, Amending District Compiled Policies Chapter 6 - Finance.**

B. [General Manager's Report](#)

Attached please find the General Manager's Report for the June regular board meeting.

Agenda Item #9 – New Business

A. [Board Communications & Outreach](#)

Attached please find a memo regarding various communications methods the board of directors may wish to consider using in order to facilitate communication and outreach to the public. Bob Wayt, director of Communications & Outreach, will be at your meeting to present an overview on this topic and answer any questions the board may have.

Other Packet Enclosures

- [Management Report to the Board](#)
- [Monthly Capital Report](#)
- [Monthly Bond Capital Report](#)
- [System Development Charge Report](#)
- [Newspaper Articles](#)



**Tualatin Hills Park & Recreation District
Minutes of a Regular Meeting of the Board of Directors**

A regular meeting of the Tualatin Hills Park & Recreation District Board of Directors was held on Monday, May 4, 2015, at the HMT Recreation Complex, Dryland Training Center, 15707 SW Walker Road, Beaverton. Executive Session 6 pm; Regular Meeting 7 pm.

Present:

John Griffiths	President/Director
Bob Scott	Secretary/Director
Jerry Jones Jr.	Secretary Pro-Tempore/Director
Joseph Blowers	Director
Larry Pelatt	Director
Doug Menke	General Manager

Agenda Item #1 – Executive Session (A) Legal (B) Land

President Griffiths called executive session to order for the following purposes:

- To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed, and
- To conduct deliberations with persons designated by the governing body to negotiate real property transactions.

Executive session is held pursuant to ORS 192.660(2)(e) & (h), which allows the board to meet in executive session to discuss the aforementioned issues.

President Griffiths noted that representatives of the news media and designated staff may attend the executive session. All other members of the audience were asked to leave the room. Representatives of the news media were specifically directed not to disclose information discussed during executive session. No final action or final decision may be made in executive session. At the end of executive session, the board will return to open session and welcome the audience back into the room.

Agenda Item #2 – Call Regular Meeting to Order

President Griffiths called the regular meeting to order at 7 pm.

Agenda Item #3 – Action Resulting from Executive Session

Joe Blowers moved that the board of directors approve the granting of permanent and temporary easements on land within the northwest quadrant to support a sewer improvement project, subject to appropriate due diligence review and approval by the general manager. Larry Pelatt seconded the motion. Roll call proceeded as follows:

Bob Scott	Yes
Jerry Jones Jr.	Yes
Larry Pelatt	Yes
Joe Blowers	Yes
John Griffiths	Yes

The motion was UNANIMOUSLY APPROVED.

Jerry Jones Jr. moved that the board of directors approve the declaration of surplus property for a site in the northwest quadrant, subject to appropriate due diligence review and compliance with all adopted policies and statutes regarding the disposition of district property. Bob Scott seconded the motion. Roll call proceeded as follows:

Joe Blowers	Yes
Larry Pelatt	Yes
Bob Scott	Yes
Jerry Jones Jr.	Yes
John Griffiths	Yes

The motion was UNANIMOUSLY APPROVED.

Agenda Item #4 – Washington County Partner in Public Health Award

Eric Owens, superintendent of Recreation, introduced Tricia Mortell, Public Health Division Manager for Washington County Health & Human Services, to recognize THPRD and FamilyCare, Inc., with Washington County's Partner in Public Health Award. Eric introduced Maegan Pelatt, Manager of Service Coordination for FamilyCare, Inc., who is also in attendance this evening.

Tricia noted that the Partner in Public Health Award recognizes an organization/business that has developed an innovative public health program that positively affects its employees and/or the community. THPRD and FamilyCare, Inc., are being recognized with this award due to their collaboration to help low-income families become physically active and learn about healthy eating.

- ✓ President Griffiths thanked district staff and FamilyCare, Inc., for their efforts in this area.

Agenda Item #5 – Audience Time

Bill Athenas, 15400 SW Heron Court, Beaverton, is before the board of directors this evening regarding maintenance concerns at Murrayhill Park. He described the recent invasive weed removal program that has taken place at Murrayhill Park over the past few years funded via the 2008 Bond Measure, noting that he has observed some blackberry and Scotch broom returning to the previously cleared areas. He described the invasive nature of these plants, noting that if they are allowed to regain a foothold, they will soon spread and essentially waste the tax dollars that had gone into cleaning up the area. He commented that he had spoken to a district staff person about his concerns and was told that the district does not address Class B invasive weeds, of which these species are categorized. He requested that the district reexamine their maintenance practices for this area in order to maintain the integrity of the bond project.

- ✓ Bruce Barbarasch, superintendent of Natural Resources & Trails Management, commented that the staff person Mr. Athenas spoke with was misinformed and offered to discuss his concerns about Murrayhill Park with him personally.
- ✓ President Griffiths noted that he, too, has observed some invasive species returning to the area and has been assured by the general manager that staff is addressing the issue.

Neil Soiffer, 9215 NW Lovejoy Street, Portland, is before the board of directors this evening regarding recent changes in practice at the Tualatin Hills Tennis Center. He described a variety of procedural changes that he believes are driving patrons from the center, including hours of operation, cancellation policy, fees collection, and not applying the senior discount to non-primetime court rates. He explained that he regularly uses the Tennis Center during non-primetime hours, for which the rates are reduced in order to encourage more participation during low-use times of day. However, the senior discount is no longer being offered in conjunction with non-primetime hours, which he disagrees with as he believes that the non-primetime fees should be considered as a rate, not a discount. In addition, the senior discount in conjunction with the non-primetime rates should result in an increase in the overall revenue for the Tennis Center as it

would further incentivize the usage of the facility at a time when no one else is using it. He commented that he has noticed a decrease in usage at the Tennis Center since all of these changes have been implemented and that he personally knows former users who have joined private tennis clubs as a result.

President Griffiths asked Mr. Soiffer to clarify his main area of concern.

- ✓ Mr. Soiffer replied that he would like the board to instruct staff to reinstate the senior discount for non-primetime hours, noting that without the senior discount, it is the same price for a senior to play during peak times as non-peak.

Larry Pelatt asked district staff for the intent behind not applying the senior discount to non-primetime rates.

- ✓ Keith Hobson, director of Business & Facilities, replied that this issue is addressed in the Service and Financial Sustainability Plan adopted by the board, which states that the district would evaluate implementation of fee pricing adjustments, but that additional discounts should not be applied to these adjustments.

Larry commented that he believes the board may need to further discuss this aspect of the Service and Financial Sustainability Plan in that he can see the point in the argument that a non-primetime rate is an attempt to drive participation to certain times and that an additional discount should be applicable.

- ✓ General Manager Doug Menke commented that this issue will be before the board later this evening under agenda item 8B, Resolution Amending District Compiled Policies Chapter 6 – Finance.

General Manager Doug Menke commented that Tennis Center revenue is up 5% in the last 12 months, including the timeframe that the air structures were unavailable due to emergency maintenance issues.

- ✓ Mr. Soiffer replied that this has not been his observation, noting that perhaps it could be attributed to an increase in classes versus individual court usage.

Jerry Jones Jr. requested that staff evaluate whether the local private clubs are indeed more inexpensive than the district's offerings, as testified this evening.

- ✓ Doug replied that he can speak from personal experience that they are not and, in addition, the private clubs are highly competitive in securing court times; however, staff will provide the board with the requested information.

Agenda Item #6 – Board Time

There were no comments during board time.

Agenda Item #7 – Consent Agenda

Larry Pelatt moved that the board of directors approve consent agenda items (A) Minutes of April 13, 2015 Regular Board Meeting, (B) Monthly Bills, (C) Monthly Financial Statement, and (D) Parks Bond Citizen Oversight Committee Chair. Bob Scott seconded the motion. Roll call proceeded as follows:

Jerry Jones Jr.	Yes
Joe Blowers	Yes
Bob Scott	Yes
Larry Pelatt	Yes
John Griffiths	Yes

The motion was UNANIMOUSLY APPROVED.

Agenda Item #8 – Unfinished Business

A. Fee Waiver Program for District Residents

Bob Wayt, director of Communications & Outreach, introduced Juan Mercado, community outreach coordinator, to provide an overview of the memo included within the board of directors' information packet regarding the current discussions relating to the district's fee waiver program for residents (i.e. the Family Assistance Program). With the adoption of the district's Comprehensive Plan Update in late 2013, the recommendation was made that the district evaluate certain policies and practices in order to either control costs or increase cost recovery. The initial presentation to the board on this subject occurred at the December 8, 2014 regular meeting.

Juan provided an overview of the fee waiver program review process and public outreach that has taken place thus far via a PowerPoint presentation, a copy of which was entered into the record, noting that the following changes are being recommended for consideration of board adoption this evening:

- Discontinue funding to third-party providers that offer programs through the district.
- Discontinue funding to tryout-based affiliated sports league programs such as classic soccer. Recreational programs offered by those leagues would continue to be eligible for assistance from THPRD.
- Change the name to the THPRD Scholarship Program to more accurately reflect that individuals as well as families can qualify for assistance.

Juan offered to answer any questions the board may have.

Larry Pelatt asked for confirmation that the recommended adjustments would not impact the district's recreational affiliated sports groups.

- ✓ General Manager Doug Menke confirmed this.

Bob Scott asked for additional information regarding the services to district residents by third-party providers.

- ✓ Bob Wayt replied that these are for-profit businesses that provide offerings that the district does not, such as river rafting and ice skating.

Bob asked if there is any concern in not offering financial assistance for third-party programs that the district does not have the expertise or facilities to run.

- ✓ Doug replied that in many cases the district has private contractors that conduct programs within the district's facilities, all of which would still be eligible for assistance. It is the off-site, third-party providers that would be impacted.

President Griffiths asked how many patrons would be affected by the recommended changes.

- ✓ Juan replied that in 2014, \$2,000 in assistance was used for programs provided by third-party providers and \$8,000 was used for tryout-based affiliated sports programs.
- ✓ General Manager Doug Menke commented that the tryout-based affiliated sports programs are very expensive, much more than the \$200 in assistance allotted to qualifying district residents, and that these organizations also have their own scholarship programs.
- ✓ Larry expressed agreement, noting that the funding assistance that would no longer be provided to competitive league players is a small percentage of the total amount of fees assessed to participate in such programming.

Joe Blowers expressed support for the recommended changes, noting that they align well with the district's philosophy of providing recreational opportunities for a broad spectrum of the community.

- ✓ President Griffiths expressed agreement, noting that the funding saved would now be available to other patrons interested in participating in more recreational-based programs.

Bob Scott moved that the board of directors approve the changes to the fee waiver program for district residents as proposed. Joe Blowers seconded the motion. Roll call proceeded as follows:

Larry Pelatt	Yes
Jerry Jones Jr.	Yes
Bob Scott	Yes
Joe Blowers	Yes
John Griffiths	Yes

The motion was UNANIMOUSLY APPROVED.

B. Resolution Amending District Compiled Policies Chapter 6 – Finance

General Manager Doug Menke introduced Keith Hobson, director of Business & Facilities, to provide an overview of the memo included within the board of directors' information packet regarding the district's fee policies as contained in Chapter 6 of the District Compiled Policies (DCP). These policies need to be updated to reflect the recent changes that resulted from the Comprehensive Plan Update and the Service and Financial Sustainability Analysis adopted by the board in late 2013. The initial presentation to the board on this subject occurred at the November 3, 2014 regular meeting.

Keith described the review of the district's financial policies that has taken place thus far, noting that the proposed amendments to DCP 6 reflect the strategies and direction of the Service and Financial Sustainability Plan. DCP 6 has historically provided policy level guidance on fee-setting rather than detailed procedures. Although the cost recovery philosophy and the use of cost recovery targets to establish fees is recognized in the amended DCP 6, it does not specify the cost recovery target for each service, nor does it specify the means of calculating fees. Instead, staff will prepare, and the general manager will approve, detailed administrative procedures that cover these. Keith provided a brief overview of the proposed changes to this policy that were drafted after the board last reviewed it in November, which include the following: the definition of "military" pertaining to the military discount, the newly-adopted name for the THPRD Scholarship Program, and language added to clarify that the limitation in fee adjustments to any single fee applies to both discounts and other fee adjustments. Keith noted that this particular change was based on language contained within the Service and Financial Sustainability Plan which directs THPRD to consider implementing additional fee costing for prime/non-primetime and seasonal demand pricing strategies and that additional admission discounts should not apply to these pricing structures. The other proposed amendments remain as originally presented to the board in November. Keith stated that the action being requested this evening is board approval of a resolution amending District Compiled Policies Chapter 6 – Finance, and offered to answer any questions the board may have.

Larry Pelatt referenced the public testimony received earlier this evening during audience time, noting that although he understands the intent behind prohibiting double discounts in terms of combining a senior and military discount, he does not believe that a non-primetime rate should be considered a discount as such rates are attempting to drive demand to a specific, underutilized timeframe within a facility that would otherwise remain empty.

- ✓ Keith noted that the recommendation this evening stems from the board-adopted Service and Financial Sustainability Plan. He described the thought-process behind the recommendation that doubling up on market rates and discounts created pricing anomalies. He provided an example of the 20-punch pass, which when it was previously priced at a discounted rate and then combined with a senior discount, created a user fee

substantially lower than the standard drop-in fee, which reduced the district's ability to achieve cost recovery. Another point is that as the senior discount is phased down, at a certain point the non-primetime fee will be less than a senior-discounted rate.

Larry reiterated his previous comment that non-primetime rates are a deliberate method to drive demand and should be considered a fee rather than a discount. He suggested that the board pause on this particular decision in order to evaluate the financial and usage impacts that would occur if discounts are allowed on non-primetime rates.

- ✓ Keith expressed agreement that additional evaluation could be conducted, noting that if the board wishes to reconsider the recommendation pertaining to discounts being applied to non-primetime rates, that the board should also consider a revision to the Service and Financial Sustainability Plan in order to remain consistent.

Joe Blowers requested more information regarding the overall attendance rates at the Tualatin Hills Tennis Center, noting that he would like to better understand how great the usage deficit is during the non-primetime hours.

- ✓ General Manager Doug Menke confirmed that this information would be provided.

Jerry Jones Jr. expressed agreement with Larry's comments, noting that his interpretation of the double-discount recommendation related to not being able to apply both a senior and military discount to one fee. In addition, Jerry referenced the commitment to periodically compare fees to the market and asked how often this would be done.

- ✓ Keith replied approximately every three years.

Jerry suggested that consideration be given to conducting reviews more often.

- ✓ Larry commented that the length of time of 3 years between conducting comparisons took into account the funding and staff time in order to collect the necessary information.
- ✓ Keith noted that some fees are evaluated on a more frequent basis, such as drop-in fees.

Jerry commented that private businesses constantly reassess fees and how to stay marketable, and encouraged the district to find a balance between the staff time it takes to conduct such analysis and remaining competitive. He inquired what level of authorization is necessary in order for the district to react to changing market conditions.

- ✓ Keith replied that the policy under consideration for adoption is high-level and sets the framework for the actual fee calculations that would then be conducted by staff. He explained how a program fee is typically calculated.

Jerry expressed agreement, noting that he supports the district's ability to react to market conditions as nimbly as possible.

- ✓ Keith commented that by having the board approve the framework, staff can establish the fees as a function of cost. Fees are driven by cost and cost recovery. While market is a factor in a sense that the program will not be successful if priced over market, it does not directly set the fee.
- ✓ Larry recalled the lengthy discussions the board had when initially deliberating the concepts of pricing via cost recovery or market condition.

President Griffiths concluded that the board needs additional information in order to continue the discussion on this recommendation.

- ✓ General Manager Doug Menke stated that this item would be brought back before the board for review and consideration again in order to address the feedback received from the board this evening.

C. Advisory Committee Structure Options

General Manager Doug Menke introduced Bruce Barbarasch, superintendent of Natural Resources & Trails Management, to provide an overview of the memo included within the board of directors' information packet regarding the current policy discussion relating to the district's

utilization of advisory committees, which was a recommendation made within the district's Comprehensive Plan Update adopted in late 2013. The initial presentation to the board on this subject occurred at the November 3, 2014 regular meeting.

Bruce provided an overview of the process thus far, noting that at the initial presentation to the board on this subject, staff presented a concept for advisory committee restructuring which included the following:

- A. Defining the difference between fundraising (friends) and advisory groups. The recommendation stated that friends groups would fundraise and make improvements to a facility or set of amenities, while advisory committees would cover issues that affect broad areas of district operations and services.
- B. Increase opportunities to broaden the public involvement process. This included diversity and inclusion efforts by offering short-term committees, web-based open houses and surveys, having in-park input opportunities, and targeting public involvement to underserved audiences at times and locations that work well for them.
- C. Improve the effectiveness of advisory committees.

He noted that while the board seemed comfortable with the recommendations for A and B, there were mixed feelings about the proposed single, broad-based advisory committee intended to address assignment C. Based on that feedback, staff has researched and conducted public outreach on a different model, one which would combine the district's current eight advisory committees into three committees: Nature & Trails, Parks & Events, and Programs & Activities. Under this recommendation, the Stuhr Center Advisory Committee would transition to a friends group, which the committee supports, and senior programming would be folded into other areas.

Bruce stated that no formal action is being requested this evening and that staff intends to return to the board at a future date with a formal recommendation taking into consideration feedback received this evening. Bruce offered to answer any questions the board may have.

Jerry Jones Jr. complimented staff's proposal this evening, noting that he believes this new structure will bolster and strengthen the district's advisory committees, and that he is looking forward to serving as a liaison to one of the committees.

- ✓ Joe Blowers expressed agreement with Jerry's comments.

Bob Scott questioned whether the Parks & Events category is too broad and perhaps would better function as separate committees. He questioned how these two areas relate to each other.

- ✓ Joe expressed agreement with Bob's comments and asked whether any district events occur outside of a district park.

Bruce replied not a district-wide event, but that the district's facilities host their own indoor events. He conceded that this topic area may also fit well within the Programs & Activities category, noting that this may need to be further discussed among staff.

President Griffiths inquired as to the level of board member participation recommended.

- ✓ Bruce replied that the vision is that these committees would meet anywhere from once a month to once a quarter based on their agendas and current discussion areas. He noted that how involved the board chooses to be can be determined by the board.
- ✓ Board discussion occurred regarding whether board members would be assigned to one committee at a time, rotate attendance amongst all of the committees, or share attendance of one committee between two board members. It was agreed that the board liaison should attend a meeting of their assigned committee at least once per quarter.
- ✓ Joe warned against board members becoming entrenched in a specific topic area by being assigned to one particular committee for too long and suggested adding language

that would encourage a yearly rotation of committee assignments. The other board members agreed that while this is a valid point, they would like to see how this process moves along first before creating such a specific rule.

- ✓ Jerry commented that other agencies handle this process by designating the board president to assign which board members serve on which committees.

Bruce recapped the board's feedback this evening as while the structure of the recommendation is sound, the board may want to look at moving around some of the subject areas. Additionally, include soft language regarding board member involvement.

- ✓ President Griffiths confirmed this, noting that while he believes that the board intent is to be involved in the committees, exactly how this involvement will be accomplished will unfold as the board moves through this new structure, rather than by creating specific rules preemptively.

D. Parks Functional Plan

Aisha Panas, director of Park & Recreation Services, provided an overview of the memo included within the board of directors' information packet regarding the draft Parks Functional Plan (PFP) being presented to the board for adoption this evening. This functional plan was recommended for development within the 2013 Comprehensive Plan Update and provides a vision and set of tools to help staff prioritize and measure the success of park planning, development and maintenance in the district. An initial outline for the PFP was presented to the board at their September 22, 2014 regular meeting, followed by a draft plan presentation at the April 13, 2015 regular meeting. Aisha noted that staff is requesting formal adoption of the PFP this evening by the board of directors.

Aisha provided an overview of the changes to the draft PFP that resulted from the board's feedback via a PowerPoint presentation, a copy of which was entered into the record, and offered to answer any questions the board may have.

President Griffiths referenced the new prioritization criterion added of in-district versus out-of-district and asked how this might affect the district's future service areas, such as North Bethany and South Cooper Mountain.

- ✓ Aisha replied that this scoring criterion is specific to the development of parks, not acquisition, noting that if a significant number of neighbors have annexed to the district around the parcel in question, it would score higher for development. She noted that the framework for the future service areas of North Bethany and South Cooper Mountain require property owners to annex to the district either prior to the development application being submitted or at least by the time of final approval. On the other hand, this will affect areas developed prior to such requirements, where the district has neighborhoods within its current boundaries that are not annexed to the district.

Larry Pelatt provided a hypothetical example of a joint development project between the park district and school district on property owned by the school district that borders some in-district residents, but also borders out-of-district residents. He asked how this project would score out under the proposed criterion for in-district versus out-of-district.

- ✓ Aisha replied this is only one criterion in a list of many and that ownership of the property is also a criterion. The district would be more likely to prioritize development of a site owned by the district. However, a criterion also included is whether the property presents a unique opportunity. There are many ways that such a proposal could increase its score.

President Griffiths referenced the New Underserved Areas Map and asked which color reflects highly dense areas, in particular those residents that are living in apartments that do not have access to a park nearby.

- ✓ Aisha replied that the areas identified on the map are those without any level of service. Otherwise, there is a level of service that is being provided. She provided a detailed overview of the map and what the different colors reflect in terms of level of service, including whether there will likely ever be a potential for service, such as with the large private commercial areas.

Jerry Jones Jr. referenced the Revised Land Acquisition Criteria and asked if partnership could also be a factor added to the criterion of “Is the property a donation or being discounted or expand an existing park?”

- ✓ Bob Scott expressed agreement with this suggestion.
- ✓ Aisha confirmed that this would be added.

Joe Blowers moved that the board of directors approve the Parks Functional Plan as proposed. Jerry Jones Jr. seconded the motion. Roll call proceeded as follows:

Larry Pelatt	Yes
Bob Scott	Yes
Joe Blowers	Yes
Jerry Jones Jr.	Yes
John Griffiths	Yes

The motion was UNANIMOUSLY APPROVED.

President Griffiths opened the floor for public testimony and apologized for the oversight in not calling for testimony prior to the board’s decision this evening.

Laura Porter, 2135 SW Knollcrest Drive, Portland, is before the board of directors this evening regarding the Parks Functional Plan. She commented that although she serves as chair for the Natural Resources Advisory Committee, her testimony this evening is that of her own opinions. She noted that the committee has reviewed the draft PFP and was pleased to see so many of their comments incorporated into the final draft. She suggested that Level of Service criteria include a new criterion that would call for consideration of the Natural Resource Functional Plan in evaluating potential park developments. She explained that this would create a direct linkage between the two documents, which should work together strongly since so many parks contain natural resource aspects. She reminded the board of how highly the district’s residents have rated protection of natural resources in district-conducted surveys and requested that they take her suggestion under consideration.

President Griffiths asked district staff to comment on Ms. Porter’s suggested additional criterion.

- ✓ Aisha explained that all of the functional plans are being developed under the umbrella of the district’s Comprehensive Plan and that all are intended to be used in conjunction with each other. She provided a similar example of a trail that runs through a park and how that would necessitate drawing information from the Trails Functional Plan. However, she conceded that currently all of the documents are separate. She suggested development of an overarching cover document that would be attached to each plan that clarifies how each of the plans should work together.

E. Program Functional Plan

Eric Owens, superintendent of Recreation, provided an overview of the memo included within the board of directors’ information packet regarding the draft Programs Functional Plan (PRFP) being presented to the board for review this evening. This functional plan was recommended for

development within the 2013 Comprehensive Plan Update and provides a vision and set of tools to help staff prioritize and measure the success of programs. An initial outline for the PRFP was presented to the board at their September 22, 2014 regular meeting. Eric noted that after the board's review and comments this evening, staff will return to the board to request consideration of adoption of the PRFP at a future board meeting.

Eric provided a detailed overview of the draft PRFP via a PowerPoint presentation, a copy of which was entered into the record, and which included the following information:

- Program Development and Service Assessment: Lays the groundwork for continuously assessing and reviewing recreational programming. This will help to ensure that a balanced set of programs and services meet the needs and interests of the community.
- Access for All Programming: Guidance for staff to ensure that the entire community is considered in the programming of activities, including meeting the needs of low-income families, providing inclusion services for participants with disabilities, and conducting community outreach.
- Facilities: Helps direct staff on the use of facilities, facility resources, facility scheduling and future facility development.
- Staffing: Provides information and direction for recruiting, hiring and training quality staff as well as the use of volunteers to augment program delivery.
- Cost Recovery: Details a method for a balanced cost recovery model that identifies and establishes financial accountability and sustainability goals, while equally supporting the core values, vision, and mission of the district and the community it serves.

Eric offered to answer any questions the board may have.

Bob Scott complimented staff on all of the work that has been done in developing the functional plans, noting that he appreciates the analytical thought process that has been used throughout.

Joe Blowers inquired how the district will measure whether programs are encouraging diversity.

- ✓ Eric replied that staff will be actively seeking out programming that is culturally sensitive and serves people with disabilities, but that a specific measurement has not been identified.

Joe suggested that measuring the success of diversity-focused programming could be a good indicator.

- ✓ Eric agreed, noting that another measurement could be the increase in use of the district's inclusion services.

Larry Pelatt asked whether the district collects ethnicity data on its patrons.

- ✓ Keith Hobson, director of Business & Facilities, replied that the district does not currently collect such data due to the politically sensitive nature of requesting such information.

Joe asked how the district can measure improvements in this area if the data is not collected, in both the areas of the employment of the district more closely reflecting its residents, as well as providing appropriate programming and services.

- ✓ Larry noted that although it is legal to collect such information for employment purposes, it becomes more convoluted when being collected for other purposes. He suggested that staff work with district legal counsel to further explore this area.
- ✓ General Manager Doug Menke confirmed that this topic area would be further researched.

B. General Manager's Report

General Manager Doug Menke provided an overview of his General Manager's Report included within the board of directors' information packet, including the following:

- General Obligation Bond Issue Refinancing
 - Keith Hobson, director of Business & Facilities, provided an update regarding the General Obligation Bond Issue Refinancing, noting that the process has been

completed at an interest rate lower than initially anticipated. Overall, the debt financing for the \$100 million authority has resulted in lower interest and levy rates, and a shorter debt period than originally anticipated in November 2008.

- Senior Fee Accommodations
 - Eric Owens, superintendent of Recreation, provided an update regarding the various steps that are underway in an attempt to mitigate fee increases for senior programs at the Stuhr Center and district-wide.
- THPRD/Portland Parks & Recreation Partnership
 - Bruce Barbarasch, superintendent of Natural Resources & Trails Management, provided a PowerPoint presentation, a copy of which was entered into the record, regarding logs harvested from Lowami Hart Woods Natural Area during its construction that are being utilized at Portland Parks & Recreation's Westmoreland Park for their nature play area.
- Upcoming Dedication Events
 - Bob Wayt, director of Communications & Outreach, provided a PowerPoint presentation, a copy of which was entered into the record, noting upcoming dedication events to celebrate the completion of major bond projects in 2014.
- Board of Directors Meeting Schedule
- Memorial Day Event

Doug offered to answer any questions the board may have.

Jerry Jones Jr. thanked district staff for working so diligently in attempting to find other options to lessen the expense for seniors to participate in district programs.

President Griffiths referenced the recent public relations controversy experienced by the district regarding the potential sale of surplus park property. He noted that one of the lessons that could be taken away from this experience is the need to create a forum or some type of channel whereby a board member could have an opportunity to address current topics or proposals in a public manner. He described the City of Beaverton's newsletter that includes a city councilor column. He suggested that the board further consider this concept, noting that district staff is working on some ideas for the board's consideration.

Agenda Item #9 – Adjourn

There being no further business, the meeting was adjourned at 9 pm.

John Griffiths, President

Bob Scott, Secretary

Recording Secretary,
Jessica Collins

Check #	Check Date	Vendor Name	Check Amount
286210	04/03/2015	Northwest Playground Equipment, Inc. Capital Outlay - ADA Projects	2,436.00 \$ 2,436.00
286336	04/15/2015	Hal's Construction, Inc. Capital Outlay - Athletic Facility Replacement	21,960.00 \$ 21,960.00
13415	04/13/2015	Grainger Capital Outlay - Building & Pool Equipment Improvements	6,632.00 \$ 6,632.00
286333	04/15/2015	Apollo Drain & Rooter Service, Inc. Capital Outlay - Building Improvements	6,325.10 \$ 6,325.10
13508	04/13/2015	Exercise Equipment NW, Inc.	16,322.00
286378	04/15/2015	Life Fitness	23,678.00
286341	04/15/2015	OPSIS Architecture, LLP	2,851.25
286335	04/15/2015	Contech Services, Inc.	7,990.00
286212	04/03/2015	RMS Pump, Inc.	18,000.00
ACH	04/24/2015	ORCA Pacific, Inc.	3,576.12
286332	04/15/2015	Affordable Window Coverings	1,468.00
286340	04/15/2015	Mid Pac Construction, Inc. Capital Outlay - Building Replacements	1,873.00 \$ 75,758.37
286211	04/03/2015	Oregon Corrections Enterprises	9,003.91
286296	04/08/2015	Pyramide USA, Inc. Capital Outlay - Carryover Projects	3,966.50 \$ 12,970.41
286363	04/15/2015	Bensink Seal Coat Manufacturing, Inc.	2,940.25
286378	04/15/2015	Life Fitness Capital Outlay - Facility Challenge Grants	2,317.26 \$ 5,257.51
286205	04/03/2015	BBL Architects Capital Outlay - Facility Expansion & Improvements	4,851.50 \$ 4,851.50
ACH	04/15/2015	Northwest Techrep, Inc.	1,066.50
286376	04/15/2015	Kronos Incorporated Capital Outlay - Information Technology Improvement	6,550.00 \$ 7,616.50
286401	04/17/2015	Dan Riehl Excavating, Inc. Capital Outlay - Land Acquisition	18,250.00 \$ 18,250.00
286447	04/24/2015	John Oscar Grade III Capital Outlay - Natural Resources Projects	22,230.00 \$ 22,230.00
286339	04/15/2015	MacKay Sposito, Inc.	2,922.90
286446	04/24/2015	David Evans & Associates, Inc. Capital Outlay - New/Redeveloped Community Parks	81,627.89 \$ 84,550.79
286213	04/03/2015	T Edge Construction, Inc.	44,922.50
14174	04/13/2015	Northwest Tree Specialists	2,600.00
286342	04/15/2015	Vigil-Agrimis, Inc.	4,567.41
286448	04/24/2015	Vigil-Agrimis, Inc. Capital Outlay - New/Redeveloped Neighborhood Parks	2,211.50 \$ 54,301.41
286204	04/03/2015	AKS Engineering & Forestry, LLC	2,550.00
286210	04/03/2015	Northwest Playground Equipment, Inc.	1,787.00
286398	04/17/2015	City of Beaverton	1,000.00
286331	04/15/2015	3J Consulting, Inc. Capital Outlay - Park & Trail Replacements	1,083.42 \$ 6,420.42
286207	04/03/2015	Lawyers Title Insurance Corporation	10,000.00
286208	04/03/2015	Lawyers Title Insurance Corporation Capital Outlay - SDC - Land Acquisition	10,000.00 \$ 20,000.00
286209	04/03/2015	Native Ecosystems NW, LLC Capital Outlay - Trails/Linear Parks	6,920.00 \$ 6,920.00

<u>Check #</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Check Amount</u>
286230	04/03/2015	Larry Pelatt	3,358.03
ACH	04/03/2015	John Griffiths	3,403.05
286304	04/08/2015	Douglas R. Menke	3,208.16
14083	04/13/2015	Marriott	1,827.44
		Conferences	\$ 11,796.68
13582	04/13/2015	Getty Images (US), Inc.	2,399.00
13945	04/13/2015	ORPA	3,500.00
		Dues & Memberships	\$ 5,899.00
286274	04/08/2015	PGE	30,018.67
286354	04/15/2015	PGE	1,544.27
286443	04/24/2015	PGE	26,590.12
		Electricity	\$ 58,153.06
286348	04/15/2015	Standard Insurance Company	181,848.39
286520	04/30/2015	Kaiser Foundation Health Plan	244,180.34
286521	04/30/2015	Moda Health Plan, Inc.	30,514.96
286524	04/30/2015	Standard Insurance Co.	13,568.83
286530	04/30/2015	UNUM Life Insurance-LTC	1,289.20
		Employee Benefits	\$ 471,401.72
286347	04/15/2015	PacificSource Administrators, Inc.	8,097.00
286349	04/15/2015	Standard Insurance Company	32,022.28
286351	04/15/2015	Standard Insurance Company	2,768.32
286353	04/15/2015	Voya Retirement Insurance & Annuity Co.	7,075.00
286523	04/30/2015	PacificSource Administrators, Inc.	9,129.00
286525	04/30/2015	Standard Insurance Company	34,659.93
286527	04/30/2015	Standard Insurance Company	2,768.32
286529	04/30/2015	THPRD - Employee Assn.	15,030.03
286532	04/30/2015	Voya Retirement Insurance & Annuity Co.	7,075.00
		Employee Deductions	\$ 118,624.88
286273	04/08/2015	NW Natural	18,274.23
286442	04/24/2015	NW Natural	10,837.62
		Heat	\$ 29,111.85
286196	04/03/2015	Beaverton Volleyball Officials Association	3,058.00
286395	04/15/2015	Universal Whistles, LLC	1,765.00
		Instructional Services	\$ 4,823.00
ACH	04/03/2015	RCO Steam Cleaning, Inc.	2,600.00
13344	04/13/2015	Guaranteed Pest Control Service Co, Inc.	1,404.00
13612	04/13/2015	Speedy Septic Service	1,513.70
13727	04/13/2015	Christenson Electric, Inc.	10,738.57
13910	04/13/2015	Lovett, Inc.	2,114.50
14198	04/13/2015	Guaranteed Pest Control Service Co, Inc.	1,404.00
286364	04/15/2015	Boiler & Combustion Service	1,834.62
286390	04/15/2015	Portland General Electric	12,390.91
		Maintenance Services	\$ 34,000.30
ACH	04/03/2015	ORCA Pacific, Inc.	3,585.11
13417	04/13/2015	Coastwide Laboratories	2,610.56
13683	04/13/2015	Coastwide Laboratories	2,101.63
13726	04/13/2015	Target Specialty Products	1,393.97
13820	04/13/2015	Pioneer Manufacturing Co.	3,413.50
13898	04/13/2015	Coastwide Laboratories	1,200.59
13994	04/13/2015	Valley Athletics	1,815.00
14018	04/13/2015	Target Specialty Products	1,727.27
14037	04/13/2015	Pioneer Manufacturing Co.	1,455.00
14086	04/13/2015	Coastwide Laboratories	2,349.52
286369	04/15/2015	Fazio Brothers Sand & Gravel	1,046.42
		Maintenance Supplies	\$ 22,698.57

<u>Check #</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Check Amount</u>
13335	04/13/2015	OfficeMax Incorporated	1,614.43
14141	04/13/2015	Ricoh Americas Corporation	1,853.13
14166	04/13/2015	Ricoh Americas Corporation	1,540.60
		Office Supplies	\$ 5,008.16
286238	04/03/2015	US Postal Service CMRS-PB	3,000.00
		Postage	\$ 3,000.00
13605	04/13/2015	Print Graphics	3,158.00
13725	04/13/2015	GISI Marketing Group	7,456.00
13933	04/13/2015	Print Graphics	1,846.19
14053	04/13/2015	GISI Marketing Group	1,335.68
ACH	04/15/2015	Signature Graphics	87,111.88
		Printing & Publications	\$ 100,907.75
286236	04/03/2015	Tech Heads, Inc.	1,338.00
286375	04/15/2015	Karen Kane Communications	2,500.00
286382	04/15/2015	Mark Sherman Consultants	1,668.00
ACH	04/24/2015	Beery, Elsnor & Hammond, LLP	7,178.24
ACH	04/24/2015	Smith Dawson & Andrews	3,000.00
		Professional Services	\$ 15,684.24
286198	04/03/2015	Capital One Commercial	2,126.58
14046	04/13/2015	AED Superstore	1,559.00
286387	04/15/2015	Pepsi-Cola Company	1,688.70
286391	04/15/2015	Portland Youth Soccer Association	1,145.00
286453	04/24/2015	ecoShuttle	1,020.00
286481	04/24/2015	U.G. Cash & Carry	2,504.92
		Program Supplies	\$ 10,044.20
14156	04/13/2015	Ricoh Americas Corporation	3,159.59
14164	04/13/2015	Ricoh Americas Corporation	3,159.59
		Rental Equipment	\$ 6,319.18
286195	04/03/2015	Beaverton School District #48	12,520.28
286362	04/15/2015	Beaverton School District #48	6,490.83
		Rental Facility	\$ 19,011.11
286201	04/03/2015	Dell Marketing L.P.	2,250.88
286368	04/15/2015	Facilitation & Process, LLC	4,580.25
ACH	04/15/2015	Northwest Techrep, Inc.	20,820.16
		Technical Services	\$ 27,651.29
ACH	04/01/2015	Kylie Bayer-Fertterer	1,405.52
286389	04/15/2015	Portland Community College	5,000.00
		Technical Training	\$ 6,405.52
286440	04/24/2015	Integra Telecom	4,440.49
		Telecommunications	\$ 4,440.49
286479	04/24/2015	THP Foundation	2,748.95
		THPF Reimbursed Concessions/Sales	\$ 2,748.95
ACH	04/03/2015	Marc Nelson Oil Products, Inc.	2,180.67
ACH	04/15/2015	Marc Nelson Oil Products, Inc.	2,053.22
286480	04/24/2015	Tualatin Valley Water District	4,791.11
		Vehicle Gas & Oil	\$ 9,025.00
286275	04/08/2015	Tualatin Valley Water District	5,171.87
286357	04/15/2015	Tualatin Valley Water District	1,331.33
		Water & Sewer	\$ 6,503.20
		Report Total:	\$ 1,329,738.16

Tualatin Hills Park & Recreation District

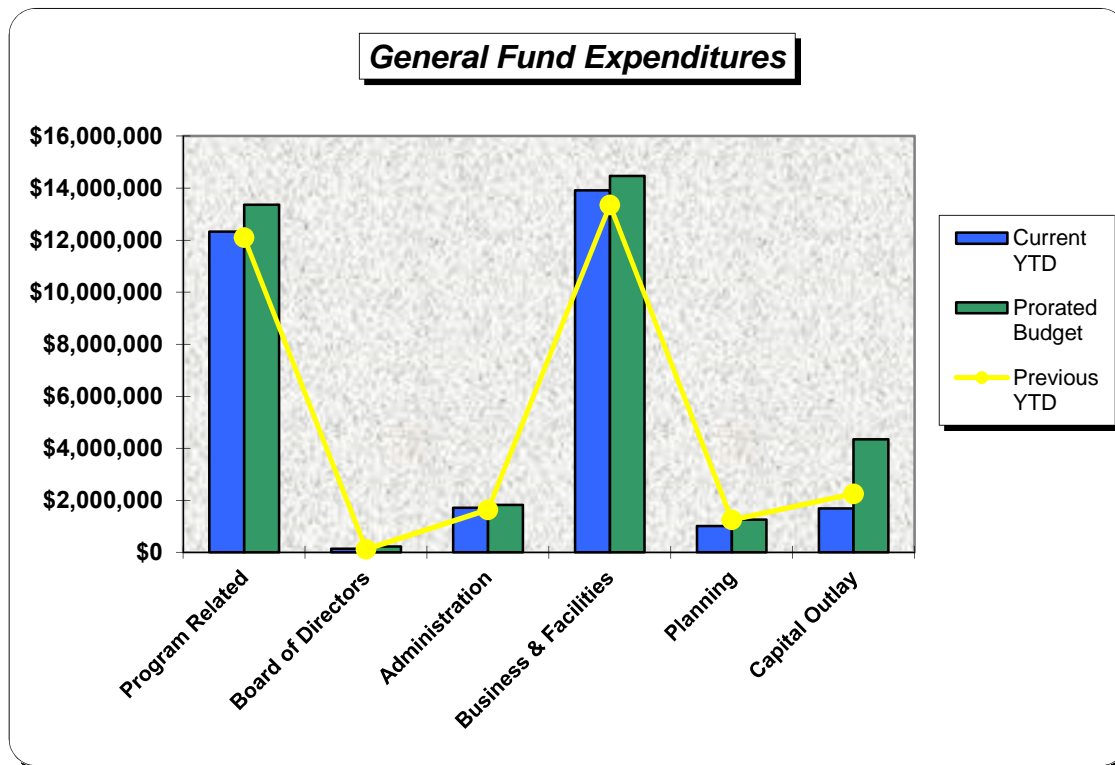
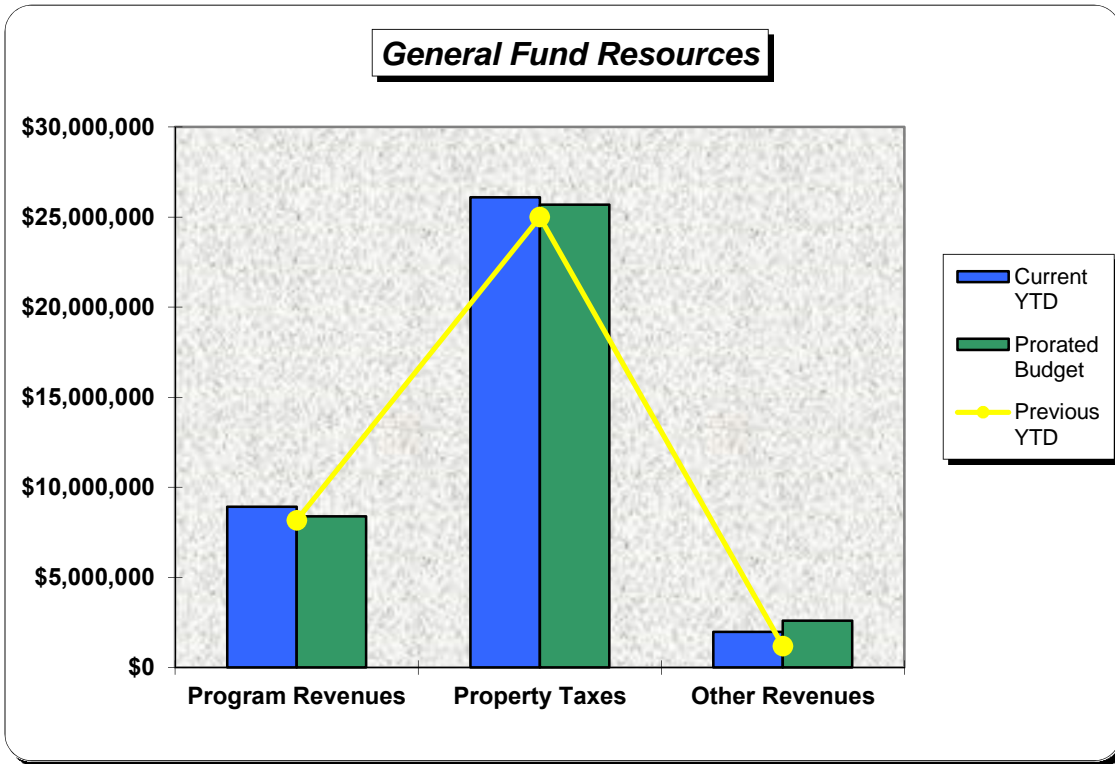
General Fund Financial Summary
April, 2015

	<i>Current Month</i>	<i>Year to Date</i>	<i>Prorated Budget</i>	<i>% YTD to Prorated Budget</i>	<i>Full Fiscal Year Budget</i>
Program Resources:					
Aquatic Centers	\$ 491,482	\$ 2,242,637	\$ 2,277,562	98.5%	\$ 2,755,784
Tennis Center	136,238	899,398	913,655	98.4%	1,034,170
Recreation Centers & Programs	1,050,627	4,381,467	4,037,179	108.5%	4,988,370
Sports Programs & Field Rentals	257,514	1,069,394	915,344	116.8%	1,219,146
Natural Resources	156,275	336,343	253,585	132.6%	318,668
Total Program Resources	2,092,136	8,929,239	8,397,325	106.3%	10,316,138
Other Resources:					
Property Taxes	109,971	26,108,130	25,685,980	101.6%	26,535,005
Interest Income	5,837	55,276	60,966	90.7%	135,000
Facility Rentals/Sponsorships	22,535	551,849	364,691	151.3%	462,000
Grants & Contributions	644	787,804	1,351,957	58.3%	1,351,957
Miscellaneous Income	72,694	592,862	823,943	72.0%	960,783
Total Other Resources	211,681	28,095,921	28,287,537	99.3%	29,444,745
Total Resources	\$ 2,303,817	\$37,025,160	\$36,684,862	100.9%	\$39,760,883
Program Related Expenditures:					
Parks & Recreation Administration	55,931	503,966	632,237	79.7%	759,647
Aquatic Centers	290,265	3,128,159	3,423,750	91.4%	4,099,609
Tennis Center	85,965	874,584	860,613	101.6%	1,043,082
Recreation Centers	348,867	3,835,994	4,102,078	93.5%	4,925,270
Programs & Special Activities	106,500	1,291,577	1,403,076	92.1%	1,698,668
Athletic Center & Sports Programs	122,830	1,365,706	1,465,884	93.2%	1,789,516
Natural Resources & Trails	130,550	1,325,414	1,475,566	89.8%	1,794,939
Total Program Related Expenditures	1,140,908	12,325,400	13,363,204	92.2%	16,110,731
General Government Expenditures:					
Board of Directors	26,210	134,964	223,883	60.3%	261,119
Administration	237,750	1,719,294	1,824,449	94.2%	2,161,629
Business & Facilities	1,217,435	13,919,923	14,461,912	96.3%	17,571,260
Planning	102,459	1,010,996	1,262,266	80.1%	1,523,286
Capital Outlay	116,530	1,689,642	4,342,189	38.9%	5,310,718
Contingency	-	-	-	0.0%	2,100,000
Total Other Expenditures:	1,700,384	18,474,819	22,114,701	83.5%	28,928,012
Total Expenditures	\$ 2,841,292	\$30,800,219	\$35,477,905	86.8%	\$45,038,743
Revenues over (under) Expenditures	\$ (537,475)	\$ 6,224,941	\$ 1,206,957	515.8%	\$ (5,277,860)
Beginning Cash on Hand		\$ 6,445,779	5,277,860	122.1%	5,277,860
Ending Cash on Hand		\$12,670,720	\$ 6,484,817	195.4%	\$ -

Tualatin Hills Park and Recreation District

General Fund Financial Summary

April, 2015





MEMO

DATE: May 26, 2015
TO: Doug Menke, General Manager
FROM: Keith Hobson, Director of Business & Facilities

RE: **HMT Tennis Center Reroofing Construction Contract**

Introduction

Staff request board of directors' approval of the lowest responsible bid for the HMT Tennis Center Reroofing Construction Contract and authorization for staff to execute a contract with Pioneer Sheet Metal for the amount of \$1,114,277.

Background

The board of directors approved funding for the HMT Tennis Center Reroofing project in the FY 2014/15 budget in the amount of \$868,000. The proposed budget for FY 2015/16 includes additional funding of \$320,000, which will increase the total project budget, including soft costs, to \$1,188,000. There are adequate appropriations in FY 2014/15, through other project savings, to cover the award of the contract prior to July 1, 2015.

Staff has worked with our consultant team, led by Opsis Architecture, to complete the construction documentation and bidding process. Permits have been obtained through the city.

The project originally went to bid on April 8, 2015, with a bid opening on April 23, 2015. A total of four bids were received with base bids ranging from \$1,203,700 to \$1,542,500. Staff rejected all bids due to the fact they were all over the project budget. Staff and the consultant team value engineered the project design with the intent to reduce the scope and project cost. The value engineered items did not significantly impact the quality of the project. Three of the main value engineered items include reducing the insulation thickness, adjusting the roof's furring system and keeping the existing gutter system.

On May 13, 2015, the project was re-bid and the bid opening occurred on May 26, 2015. A total of five bids were received and the lowest responsible bidder submitted a base bid of \$1,114,277. The base bid and project soft costs combined are \$1,171,254; this is within the project budget, but leaves a smaller contingency than anticipated. Staff recommend moving forward with the base bid and existing project budget and are comfortable with the reduced construction contingency.

Construction is scheduled for 75 days and begins late July 2015 with completion being no later than October 9.

Proposal Request

The project will include removal of all metal roofing and hat channels, top layer of fiberglass batt insulation and all flashing. An inner layer of batt insulation will remain in place in the existing

structural deck. The new roofing system will consist of a new 2" layer of rigid foam insulation, water and vapor shield, furring, flashing and a concealed clip system metal roof. The roof will have a 30-year "no dollar limit" warranty that covers both materials and workmanship. Staff had the district's legal counsel review this warranty to ensure that all potential risks, including issues related to installation, are appropriately covered.

Staff are seeking board of directors' approval to award the contract based on the lowest responsible bid for the project.

Benefits of Proposal

Approval of the bid will achieve a new roof system on the Tennis Center with a minimum 30-year life.

Potential Downside of Proposal

There are no apparent downsides to this proposal.

Action Requested

Board of directors' approval to award a contract to Pioneer Sheet Metal and authorization for the general manager or his designee to execute the contract for the HMT Tennis Center Reroofing Construction.

**Tualatin Hills Park & Recreation District
PROJECT AWARD RECOMMENDATION REPORT**

Project:	HMT Tennis Center Reroofing Construction		
Contractor:	<u>Pioneer Sheet Metal</u>		
SCOPE OF WORK			
Location:	HMT Tennis Center		
Description:	Reroof Tennis Center		
FUNDING SOURCE			
Funding Sources:	Amount:	Page:	
2014/15 Capital funds	\$868,000		
2015/16 Capital fund request	\$320,000		
Total Project Funding	\$1,188,000		
PROPOSALS RECEIVED			

Low to High Bid	Contractor:	Base Bid Amt.:	Contractor worked for THPRD previously?	Contractor references checked?	Contractor registered w/ Appropriate Boards?
1	Pioneer Sheet Metal	\$1,114,277	No	Yes	Yes
2	Martin Sheet Metal	\$1,127,000	No	Yes	Yes
3	TTL Sheet Metal	\$1,251,286	No	Yes	Yes
4	Portland Sheet Metal	\$1,288,485	No	Yes	Yes
5	Pacific Tech	\$1,460,000	No	Yes	Yes



MEMO

DATE: May 15, 2015
TO: Doug Menke, General Manager
FROM: Aisha Panas, Director of Park & Recreation Services

RE: **Programs Functional Plan**

Summary

At the May 4, 2015 regular board meeting, staff made a presentation on the draft Programs Functional Plan (PRFP) and requested board feedback. The plan has been updated based on comments and discussion at the meeting. Staff is requesting board approval of the document at the June 8 regular board meeting.

Background

The district's first comprehensive plan provided a guide for future decisions and activities about how the district would acquire, develop, operate and maintain land, facilities and programs over a 20-year period. Subsequent updates to this plan occurred in 2006 and 2013 to recognize accomplishments and identify future needs based on changing in-district demographics and trends in providing park and recreation services.

With the 2013 Comprehensive Plan Update, there was a directive for staff to create functional plans to guide their work. In total, five functional plans will be developed in the areas of athletic facilities, natural resources (approved in December 2014), parks (approved in May 2015), programs and trails. In summer 2014, an interdepartmental committee was formed to create and develop the PRFP. The plan also received review from various district advisory committees and during a community open house. The plan was available online at the district's website for public review and comment.

The PRFP is a guide to help district staff meet cost recovery goals and address programming trends (present and future) established in the 2013 Comprehensive Plan Update and Service and Financial Sustainability Analysis. It provides direction and guidance for program development, service assessment, Access for All programming, cost recovery and ways of monitoring success.

Updates to the Programs Functional Plan

Changes/additions to the PRFP based on comments from the board of directors at their May 4 meeting include the following:

Updated Chapter 4.1 – Diversity (pg. 12)

THPRD is currently undertaking a comprehensive effort to develop a plan for improving diversity and inclusion across the district. This plan will specifically address programming, engagement and communications. That plan will be a companion to the Programs Functional Plan and will guide the district's diversity and inclusion efforts in the

future. Multiple dimensions of diversity such as age, gender, gender identity, sexual orientation, race, ethnicity, education level, and ability will be addressed. Multiple evaluation techniques will be incorporated in the strategic plan to demonstrate success or need for improvement in all goal areas.

Benefits of Proposal

The proposal will provide guidance for staff for programming, cost recovery, facility use and development and monitoring for success.

Potential Downside of Proposal

There are no potential downsides to the proposal.

Action Requested

Board of directors' approval of the Programs Functional Plan.

Tualatin Hills Park & Recreation District Programs Functional Plan

Board of Directors

Joe Blowers, Director

John Griffiths, President

Jerry Jones Jr., Secretary Pro-Tempore

Larry Pelatt, Director

Bob Scott, Secretary

THPRD Management Oversight

Jim McElhinny, Director of Park & Recreation Services

Aisha Panas, Director of Park & Recreation Services

Doug Menke, General Manager

THPRD Project Team

Eric Owens, Superintendent of Recreation

Kristin Atman, Interpretive Programs Supervisor

Lindsay Bjork, Garden Home Recreation Center Supervisor

Deb Schoen, Conestoga Recreation & Aquatic Center Supervisor

Sabrina Taylor Schmitt, Aloha Swim Center Supervisor

Consultant

Mark Fulop and Fatima Oswald, Facilitation & Process, LLC

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1.0 Introduction

This Programs Functional Plan addresses how THPRD develops, delivers and evaluates the recreational programs it offers to benefit the entire community. The plan provides guidance and structure for programming at THPRD. It is based on recent reports and technical data, and a wealth of experiential knowledge developed over six decades of programming in the greater Beaverton community. Information used in programming decisions comes from: a service assessment tool, a cost recovery model, success monitoring, evaluation of facility usage rates (present and future), review of staffing and volunteer data, and the allocation of available financial resources made in the context of other district needs and opportunities.

2.0 Background

The Tualatin Hills Park & Recreation District (THPRD) continually strives to meet the individual and family recreational needs of its diverse community. We do so in a customer-centered environment with the ultimate goal of supporting healthy lifestyles. To do this, THPRD offers the following quality sports and recreation facilities:

- Two recreation centers
- One recreation & aquatic center
- Five indoor and two outdoor swim centers
- Two nature centers
- One senior center
- One athletic center
- One tennis center
- Two historic sites
- One camp site for people with special needs
- Various community-based parks, fields and courts

THPRD's recreation centers feature:

- Fitness rooms
- Swimming pools
- Gymnasiums
- Sports fields
- Gymnastics rooms
- Outdoor play areas
- Splash pads
- Multipurpose classrooms
- Preschool and afterschool rooms

Utilizing these spaces, THPRD offers programs and classes on a wide variety of recreational topics for all age ranges, from newborn to those 55 and better. Each year, the district provides over 3,000 unique classes.

2.1 Guiding Principles

The mission of THPRD is to provide high-quality park and recreation facilities, programs, services, and natural areas that meet the needs of the diverse communities it serves. Our vision is to enhance healthy and active lifestyles while connecting more people to nature, parks, and programs. We do this through stewardship of public resources and by providing programs and spaces to fulfill unmet needs.

THPRD developed the following guiding principles as a basis for making decisions about recreation programs, services, and facilities in the future. Essentially, these guiding principles answer the questions of how, for what reason, why, where, and for whom can THPRD best serve and meet the recreational and sports needs of the community. These guiding principles are based partly on data gathered from a 2012 THPRD survey of community opinions. The survey gathered and evaluated feedback on THPRD's services. (Survey results can be found in the 2013 Comprehensive Plan Update)

Guiding principles for staff to consider during program development and assessment:

- We work to enhance healthy and active lifestyles.
- We connect (more) people to nature, parks, and recreational programming.
- We champion diversity in our programs and services striving to reach new and underserved communities.
- We provide quality sports and recreation programs for all ages, backgrounds, and abilities. Quality programs require quality facilities.
- We work to ensure efficient service delivery (to fund park district activities).
- We ensure that there is a public voice in our planning, decision making, and programming.

THPRD will continue to seek community input (e.g. surveys, focus groups, and stakeholder interviews) when evaluating programs and events. The evaluation of programs is an ongoing process. Staff will obtain feedback for programs at least on a term-by-term basis. Depending on the program, immediate feedback may be necessary, such as special events. In addition, technology and new media will be used to more extensively facilitate effective and inexpensive information gathering and communication with the public.

2.2 Purpose of Plan

The Programs Functional Plan addresses Goal 2 of the 2013 Comprehensive Plan Update, which directs staff to, "Provide quality sports and recreation facilities and programs for park district residents and workers of all ages, cultural backgrounds, abilities and income levels."

The purpose of this plan is to provide guidance and structure so staff can develop recreational programs that meet the needs of the entire community.

Specifically, this plan will guide future decisions related to the following areas:

- Program development and assessment

- Facility use (present and future)
- Staff and volunteer management
- Financial sustainability as related to programming

This plan is guided by the research of the 2013 THPRD Service and Financial Sustainability Analysis, developed by GreenPlay, LLC. The primary goal of the analysis was to establish resource allocation and cost recovery priorities, identify core services, and establish organizational sustainability through a logical and thoughtful philosophy that supports the core values, vision, and mission of THPRD and its community. Data from this plan, as well as the work of the THPRD Recreation Advisory Committee, guided the development of this Programs Functional Plan.

To serve our community, THPRD will rely on community outreach, demographic information, industry trends and other relevant data to inform our programming. We will stay flexible and dynamic as our community's needs change. Achieving a nimble system is a major challenge, and a critical goal.

This Programs Functional Plan is an adaptive document, allowing each program area to be evaluated, validated and/or modified as the district's demographics, resident priorities and resources change.

2.3 Demographics and Population Information

As noted in section 2.1, in November 2012, a survey of community opinions was conducted, measuring and gathering public feedback on THPRD's services. High-level analysis indicated that when asked to rank the top five community issues/problems, respondents felt parks and recreation services should **focus on positively impacting healthy, active lifestyles**. This clearly topped the list with 68% of households indicating it as being important.

As we plan for the future, community needs should be considered in the context of our changing demographics. The district's population grew from roughly 192,000 to 224,000 between 2000-2010. However, the average household size of 2.51 persons did not significantly change over that time period. It is estimated that the population will continue to grow at rates between 0.9% and 1.4% annually. Community growth is expected to continue, especially within our diverse populations.

In summary, demographic trends and population forecasts to reference for future planning efforts are:

- Areas with the highest levels of population growth during 2000-2010 include: the NW areas (north of Highway 26 and east of 185th Ave.), the north-central section (including areas north of Cornell Road), and peripheral areas in the SW section (one south of Farmington Road and other areas near the intersection of Murray Blvd. and Scholls Ferry Rd.)
- Between 2000 and 2010, the growth rate among younger residents (ages 0-4, 5-9, and 10-14) was approximately 5% lower than the district's overall growth rate.

- Age of residents (Population- Appendix A)
- Birth rates in Washington County and THPRD declined during the 2000s and remained constant through 2010.
- Between 2001-2010, Washington County had just over 35,000 net migrants.
- Oregon's rapid population growth during the 1990s will not likely be replicated in the foreseeable future because of an aging population.
- Nearly 100 languages are spoken in the Beaverton School District.
- Fifty percent of the population under 18 years of age within THPRD is non-white.
- The U.S. Census Bureau statistics find that 56.7 million Americans (18.7% of the population) have some type of disability, making people with disabilities among the largest American minority groups in all U.S. regions.

2.4 Relationship to Comprehensive Plan

The 2006 THPRD Comprehensive Plan Update was a guiding document that included goals, visions, and level of service recommendations to meet the park and recreation needs of the district for five years. The 2013 Comprehensive Plan Update built upon that initial plan. It helped to further the mission of THPRD and determine the additional service needs to be provided in conjunction with other recreation providers.

The 2013 Comprehensive Plan Update resulted in a *System-wide Priority Analysis - 10 Year Plan for Growth (See 2013 Comprehensive Plan Update page 5, Purpose of Plan)*, which focused on immediate, short term and longer term capital development and improvement strategies that correspond to the community's unmet needs and priority investments for critical park and recreation services. The 10 Year Plan was created in conjunction with a cost recovery and service assessment plan.

The plan was developed through a range of planning processes that included:

- Community Needs Assessment
- Community Interest and Opinion Survey
- Core Services Identification
- Inventory and Level of Service Analysis
- Demographic Implications
- Financial and Funding Analysis
- Operational, Maintenance, and Management Planning

The plan responds to opportunities and constraints as well as changing community demographics.

2.5 General Funding and Service Area

THPRD has a service area of 50 square miles and over 230,000 residents. Our programs, activities and events are attended by more than a million people annually.

THPRD functions as a Special Purpose Public Service District (i.e. special district) whose areas of responsibility have been determined through a legislative act. Property taxes are the primary source of funding for the district. The current tax rate as of 2015 is \$1.3073 per \$1,000 assessed value. Residents living in THPRD's service area are referred to as in-district residents. These are the people whose property taxes provide the primary funding for THPRD operations.

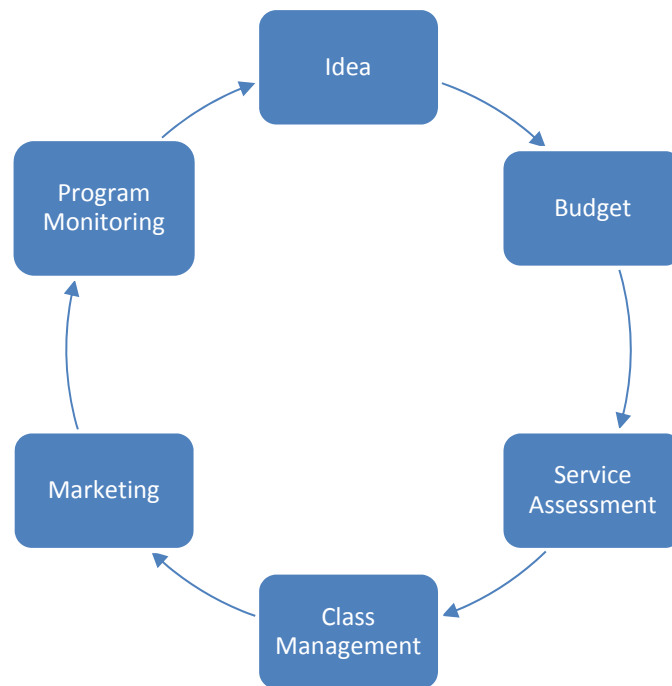
Residents who live outside the THPRD service area are referred to as out-of district residents. These residents pay additional amounts to utilize fee-based activities in lieu of the property tax revenues not received by THPRD.

3.0 Program Development and Service Assessment

Over time, recreation offerings have evolved into being all things to all people. In order to become more efficient and economically sustainable, the district conducts evaluations of its programs and services. The district currently offers a wide variety of programs to people of all ages, backgrounds, and abilities. Utilizing a service assessment matrix, each department will determine which programs are core to the district's mission and which are desirable, but should be offered at competitive rates. Through this assessment, the types of recreation programs currently provided will change, as will the quantity and variety of offerings. Programs will focus on those that utilize resources most efficiently and meet community needs.

The Programs Functional Plan lays the groundwork for continuously assessing and reviewing THPRD recreational programming. This will help to ensure that a balanced set of programs and services with central management oversight are being offered that meet the needs and interests of the community. It will also support THPRD's mission and financial sustainability goals. Traditionally, community need and support has been for programs in recreation, natural resources, aquatics, sports, and tennis. Current program evaluations and new program proposals will be reviewed on an ongoing basis utilizing strategies to assist staff in making programming decisions, and in developing a diverse offering of services and programs.

3.1 Program Delivery Model



A program delivery model is a systematic and consistent approach for program development, delivery, and monitoring and includes the following:

- Idea: Program inception or idea is generated by staff or the community, current industry trends and/or during program monitoring (Section 3.4).
- Budget: Allocation of district resources. Planning begins in November and involves several steps, including identifying the category of service (See Appendix B) and cost recovery goals. Any new funding request requires approval of a business plan.
- Services Assessment: A tool to determine market position, fit and financial viability (Section 3.2).
- Class Management: Development of the class, which includes a lesson plan, program goals, category of service, program fee/calculation sheet (Section 7.0-7.5).
- Marketing: Development of the Activities Guide and other promotional material.
- Program Monitoring: Monitors success of programs and includes several components, including: class evaluations, program observation forms (Section 3.3), satisfaction surveys, registration monitoring, cancellation practices, and wait list monitoring (Section 3.4).

3.2 Service Delivery Monitoring

At the most basic level, service delivery levels will be monitored through registrations, event participation, and facility usage. Furthermore, program contact hours will be used to ensure that the goals of providing a variety of programs for various user groups, in addition to meeting

cost recovery goals, are met. Success will be measured by program attendance, evaluations, program observations, cancellations, and wait lists. Additionally, success will be evaluated by maintaining the number of program contact hours for each program area each year.

Goal

Staff will target areas of service that are specific to the unique needs of individual communities throughout the district and review services to ensure responsiveness to each unique service area and their socio-economic conditions.

Core Strategies

- On an annual basis, staff will use the Service Assessment tool (See Appendix F) to determine THPRD’s recreation program position in the market relative to appropriate fit, financial viability, taxpayer support, and market strength.
- On a quarterly basis, staff will monitor all new programs for success and financial viability.
- Staff will assess registration and program revenue for new programs allowing at most three terms to achieve minimums and ongoing success.
- Staff will cancel and/or replace all programs that fail to meet minimums after three terms.

See Appendix C for instructions on how to use the matrix and its application for program development, assessment and prioritization.

Services Assessment Matrix <small>© 2009 GreenPlay LLC and GP RED</small>		Financial Capacity Economically Viable		Financial Capacity Not Economically Viable	
		Alternative Coverage High	Alternative Coverage Low	Alternative Coverage High	Alternative Coverage Low
Good Fit	Strong Market Position	Affirm Market Position 1	Advance Market Position 2	Complementary Development 5	"Core Service" 6
	Weak Market Position	Divest 3	Invest, Collaborate or Divest 4	Collaborate or Divest 7	Collaborate or Divest 8
Poor Fit	Divest				9

Fit is the degree to which a service aligns with the agency's values and vision, reflecting the community's interests. If a service aligns with the agency's values and vision, and contributes to the overall enhancement of the community, it is classified as a "good fit", if not, the service is considered a "poor fit."

Financial Capacity is the degree to which a service (including a program, facility or land asset) is currently, or potentially, attractive as an investment of current and future resources to an agency from an economic perspective.

Market Position is the degree to which the organization has a stronger capability and potential to deliver the service than other agencies – a combination of the agency's effectiveness, quality, credibility, and market share dominance.

Alternative Coverage is the extent to which like or similar services are provided in the service area to meet customer demand and need.

At the most basic level, the Public Sector Services Assessment Matrix offers the following strategies to assist THPRD in filling programming gaps and initiating changes to achieve sustainable program offerings:

1. Define the real costs of offering a program and set fees that cover expenses. Develop a systematic process for the divestment of services to mitigate resource loss. Divestment could mean no longer offering a specific service at a specific location, repurposing a facility space, or elimination of a service altogether.
2. Determine how best to provide services with available resources, including partnerships and collaboration, and allocate resources (funding and staffing) appropriately within program areas.
3. Strengthen market position of high performing services through program outcome planning and marketing efforts. Develop consistent strategies to deal with waiting lists on services which are at, or near capacity, and are determined to advance the market position.
4. Utilize the service assessment matrix annually to review service offerings and ensure responsiveness to community input and financial sustainability targets.

3.3 Services Quality Monitoring

THPRD works toward continuous improvement of programs and services. Tools to monitor quality include systematic observations of classes, the use of participant satisfaction surveys, adapting to current trends for continual improvement, as well as a survey of the public's future interests will be conducted every 3-5 years as the functional plan is updated. It is a thoughtful

and rational process where assumptions are tested in order to determine not only what actions work, but why, and how to improve them.

Our success monitoring framework:

1. Assess existing program/service experience. Utilize program satisfaction surveys to gauge patron satisfaction compared to their expectations.
2. Determine what is missing in the desired experience. Determine what actions could be implemented to address factors contributing to desired conditions.
3. Take planned action. Make changes.
4. Monitor, analyze and evaluate results. Identify changes over time and compare to desired conditions. Analyze and evaluate monitoring results.
5. Modify actions accordingly.
6. Repeat process quarterly.

3.4 Success Monitoring

This plan will identify methods to make monitoring efforts more comprehensive, integrated, and efficient by focusing success monitoring on programming and the effectiveness of service assessment and cost recovery. There are three levels of monitoring success including the ongoing review of service delivery (how much), service quality (how well), and what evidence of community impact are seen (do our programs matter).

In addition, actively managing class enrollment levels can provide options for residents to pursue the program of their choosing, while allowing staff to manage the resources of the facility at an optimal level. Minimum enrollment number, cancellations and waitlist information. The following outlines the processes staff will follow to ensure classes are monitored and actively managed:

- Two weeks from the start of a class, programmers will evaluate the status of all classes to make a decision to promote, combine classes, or cancel. At this time, staff begins to monitor wait lists to see if additional classes can be added from wait lists.
- Any class that has little to no registration will be canceled. However, when patrons are called with a class cancellation notice, alternative options will be made available to attempt to transfer them into another program.
- Low enrollment classes - staff will either combine with the same class at another time if possible or staff will attempt to promote the class through marketing mechanisms including Facebook, the THPRD website, or emailing past participants. Staff will also contact enrolled participants to let them know their class could be canceled to see if they could provide additional participants for the program. Lastly other facilities will be contacted to see if they have a wait list for a similar program.
- Some exceptions include well established programs with a history of late enrollment or new classes. These classes will be canceled three business days prior to the class starting.
- Many classes and activities have a very strong following and fill quickly on registration day or within a few days of registration. This can create long wait lists that can potentially become a barrier for residents to participate in programs that they desire.

The active management of wait-lists can provide not only options for residents to pursue the program of their choosing, but allows staff to manage the resources of the facility at an optimal level.

4.0 Access for All Programming

All aspects of diversity are important when effectively programming recreational activities in our community. THPRD strives to be responsive to the needs of our residents by effectively communicating with our patrons. Previous work with Portland State University gave suggestions to help improve programming for diverse communities and further outreach in the future will continue the conversation to make the necessary changes to provide equitable opportunities for recreation. The vision statement for our diversity program is:

“We provide all individuals the opportunity to play, learn, and explore, and all employees and volunteers the opportunity to further the district's mission. We do this by removing barriers to participation, fostering an inclusive culture, and offering programs that celebrate the district's diverse population.”

4.1 Diversity

Population shifts have profound ramifications for the district. If we are to be successful in fulfilling our mission of serving all within our boundaries, we will need to address changes in several categories:

- Programming: Create affordable classes better targeted to the interests of our multicultural residents.
- Engagement: To be certain THPRD hears the opinions and values of all cultures in our service area, encourage all populations to serve on advisory committees, volunteer in planning and implementing programs and special events, and marketing programs to specific audiences.
- Communications: Determine the most effective means to communicate and market our services to all cultures

THPRD is currently undertaking a comprehensive effort to develop a plan for improving diversity and inclusion across the district. The Diversity and Inclusion Strategic Plan will address the following:

- Multiple dimensions of diversity: age, gender, gender identity, sexual orientation, race, ethnicity, education level and ability.
- Two themes will be incorporated throughout the plan: communication and evaluation
 - Communication: a variety of communication avenues will be used to ensure the district's vision for diversity and inclusion is understood by employees and volunteers.
 - Evaluation: multiple evaluation techniques will be incorporated in the strategic plan to demonstrate success or need for improvement in all focus areas.

- Focus areas will be explored during the planning process and may include: hiring/retention practices, training and development for employees, policy review and development, disability culture, and supplier diversity.

4.2 Americans with Disabilities Act

THPRD does not discriminate on the basis of disability in the admission to, access to, or operations of its programs, services, or activities. THPRD does not discriminate on the basis of disability in its hiring or employment practices. THPRD will provide reasonable accommodations to a qualified applicant or employee with a disability.

4.3 Specialized Recreation

Despite progress in social attitudes, people with disabilities continue to experience stigma and exclusion, as well as social and economic marginalization. The need for inclusive, accessible programs for children and adults with disabilities far outpaces available services.

THPRD provides Inclusion Services and Specialized Recreation Programs. The vision statement for Inclusion Services and Specialized Recreation is:

“Tualatin Hills Park & Recreation District promotes the power of choice to enhance the quality of life for individuals of all abilities. We do this by providing diverse, accessible recreation in an environment that promotes dignity, success and fun.”

4.4 Mobile Programs

Mobile programs are currently being used to meet our overarching mission. The objective of mobile programs is to provide opportunities for the community who are unable to attend programs and activities held at our facilities due to obstacles such as proximity, cost, transportation, and registration requirements.

Current outreach programs include the following:

Rec Mobile (2)

Nature Mobile (1)

Wellness on Wheels (1)

4.5 Scholarships

The district will make accommodations for low income individuals and families by providing financial assistance through the district scholarship program. Please refer to District Compiled Policies Chapter 6, Finance, for further information.

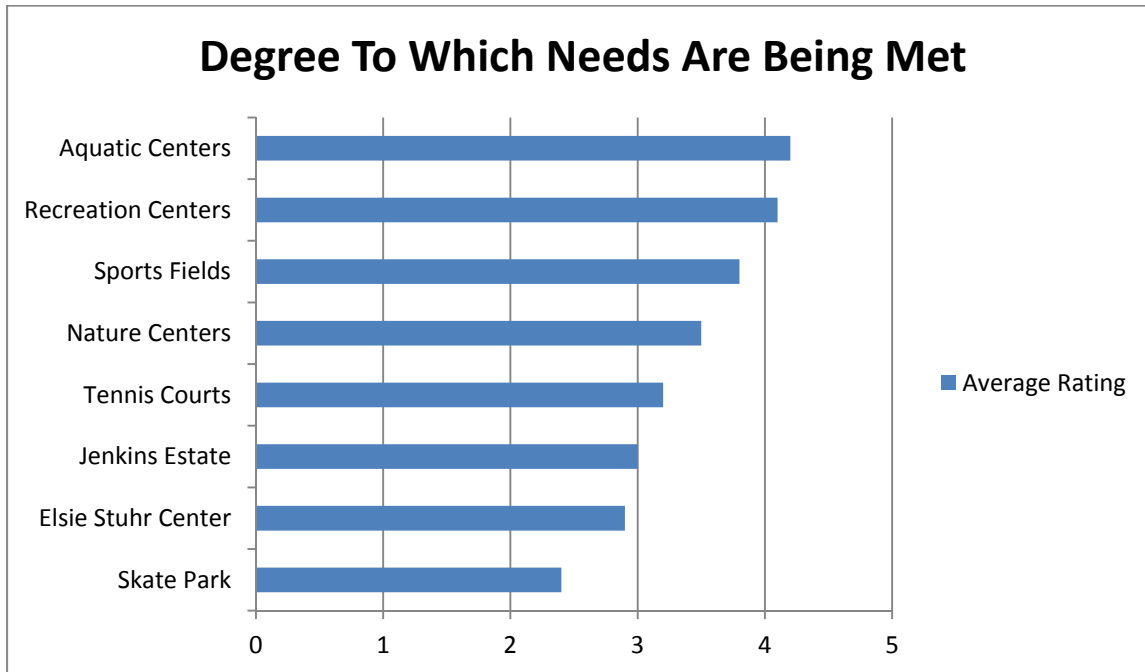
5.0 Existing Facilities

As noted in section 2.1, in November 2012, RRC Associates, Inc. performed a survey to gather public feedback on THPRD services.

Per the survey, THPRD received positive ratings about access to its indoor facilities. Program expansion priorities included swimming, fitness, and wellness, which require indoor space. A

common theme throughout all indoor facilities was that they are all very clean and well maintained. Many of the facilities are aging and are “well loved.” Staff clearly take pride in the facilities they are entrusted to operate and it is reflected in the level of care provided for the buildings and grounds. Facilities use and planning are two functions included in this plan.

In the 2012 survey (see graphic below), the public identified the degree to which needs are being met with the level of current facilities on a scale to 1-5, with 1 being not at all important, 5 being very important, and 3 being neutral.



5.1 Facilities Use

Annually, THPRD staff will collect and review facility use data. This review will assist staff in prioritizing and planning the use of existing facilities. Based on data, THPRD will be better equipped to make decisions about allocating space according to the program and service priorities for the coming year. Such allocations will also inform the prioritization of maintenance and improvement of existing facilities.

5.2 Program and Facilities Planning

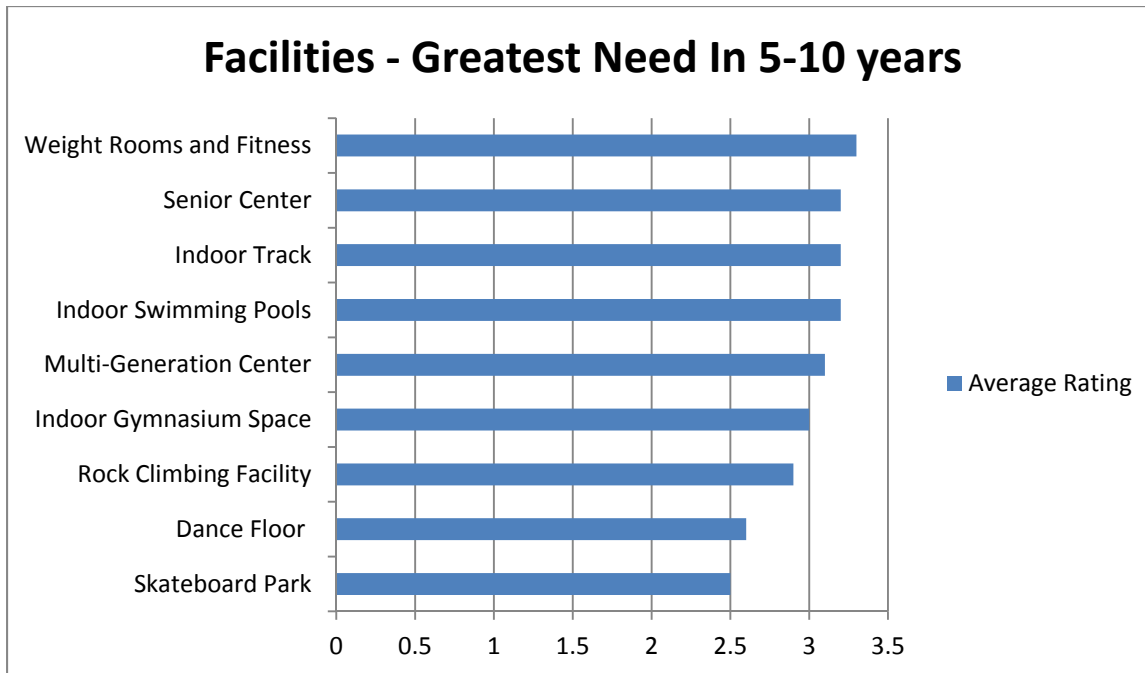
Peak and off-peak times for our facilities should be considered. Staff will take into account the following:

- Are there programs that should be divested, thereby freeing up space that could be used by a high demand program?
- Is there additional space to program our high demand core programming during peak times?
- Can a facility be adapted to house additional remolded/modified programs?
- Peak programming when developing a new facility.

- Opportunities for partnerships and collaboration.

5.3 Future Facilities

In the 2012 survey (see graphic below), the public was asked their opinion about the greatest need for future facilities, amenities and services over the next five to ten years, with 1 being not at all important, 5 being very important, and 3 being neutral.



When facilities are expanded and/or new facilities are constructed, it will be imperative for THPRD to consider input from the public. However, staff expertise and knowledge should help drive some of the decisions to ensure that any facility additions or changes will meet the programming needs of that community. It should be noted that any future facility will not be one dimensional in programming and will instead focus on being a multigenerational and multiuse facility.

6.0 Staffing

THPRD programming staff will strive to attract, train and retain quality employees with a focus on creating a high-performing and diverse workforce. In addition, THPRD will strive to support a healthy work-life balanced environment, while insuring compliance with federal, state and local employment regulations. In support of this, THPRD will promote diversity in the workforce, provide professional skill development and continuing education opportunities for staff, while also providing management and performance reviews.

Human Resources will recruit from the community we serve to better represent the community. To ensure we are attracting the best local talent available, we will need to increase

recruitment and hiring to ensure our staff, for all positions (including managerial and supervisory roles) is representative of the diverse population we serve.

6.1 Volunteers

Volunteers play a role in supporting THPRD programming. The volunteer program aims to expand opportunities for involvement in THPRD, and to strengthen volunteerism in our agency and community, for the benefit of the individual, the district, and the community as a whole. The THPRD Volunteer Services Program is committed to involving a diverse group of citizens in supporting their community.

Since 2002, THPRD Volunteer Services has existed in support of these goals:

1. To support an effective relationship between paid staff and our volunteers.
2. To provide an opportunity for a meaningful experience for volunteers.
3. To supplement and expand THPRD programs and services.
4. To strengthen involvement and ownership by citizens of their park system.

THPRD will continue to encourage and recognize the important role of program and community volunteers in meeting needs. For volunteer policies and procedures please refer to the Department of Programs and Special Activities.

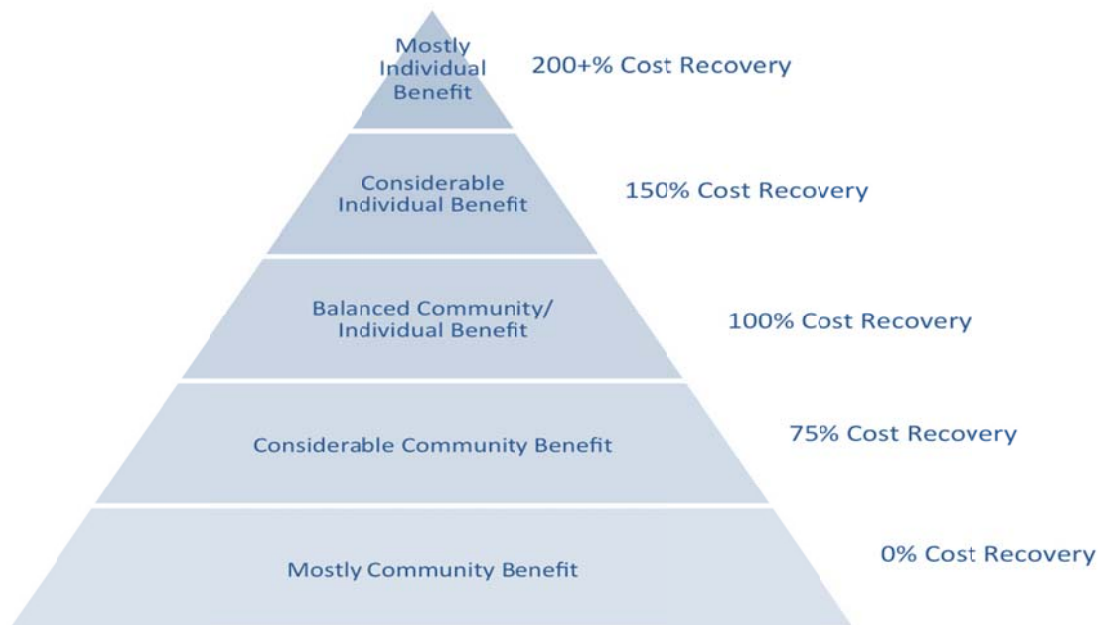
7.0 Cost Recovery/Fees

Another goal of THPRD is to create a balanced cost recovery model that identifies and establishes financial accountability and sustainability goals, while equally supporting the core values, vision, and mission of the district and the community it serves. As community need grows and evolves, the district will continue to approach the allocation of taxpayer funds thoughtfully and responsibly in an effort to maintain the quality standards established for our programs and services.

By focusing on community benefit, we have established a cost recovery and pricing model that meets our core values as stewards of the public dollar and as a quality service provider.

7.1 Methodology

Pyramid Methodology is used to sort categories of service and determine cost recovery targets. The pyramid details cost recovery and subsidy goals corresponding with the benefit received by the community as a whole.



- Tier I: target 0% cost recovery -mostly community benefit
 - Tier II: target 75% cost recovery -considerable community benefit
 - Tier III: target 100% cost recovery -balanced individual and community benefit
 - Tier IV: target 150% cost recovery -considerable individual benefit
 - Tier V: target 200% cost recovery -mostly individual benefit
- See Appendix D for full Cost Recovery Pyramid.

7.2 Tier Reclassification

There may be an occasion where staff or the community feel that a program or activity should be moved from its current tier location to another. A request for a tier reclassification will need to follow these steps:

- Service Assessment Matrix results
- Current cost recovery achievements
- Justification of community benefit
- Submission to superintendent
- Public notification and feedback
- Management approval

7.3 Pricing Methodology

Program pricing methodology is based on the value/cost of service provision, market conditions, demand, industry trends and cost recovery targets.

- Cost recovery pricing: a fee based on cost recovery goals within market pricing ranges.
- Market pricing: a fee based on demand for a service and what the market will bear.

- Competitive pricing: a fee based on what similar service providers or competitors are charging.
- Arbitrary pricing: a fee that ignores market conditions and cost recovery goals based on a general provision to meet budget goals. This applies when goals for cost recovery are not required but the service can sustain a fee.

7.4 Financial Sustainability

Program prices are set based on cost recovery goals which are established in order to achieve financial sustainability. When cost recovery targets require a price to be at a level where they are no longer affordable to the user, cost control measures, as well as alternate funding options must be explored. Alternate funding sources can include:

- Grants
- Partnerships
- Donations
- Collaborations
- Volunteer contributions

7.5 Program Fees (Class Calculation Sheet See Appendix E)

Class Fee Calculation Sheets are used to determine class fees based on all direct and in-direct costs.

- Per hour program fees are developed based on the category of service classification within each tier of the pyramid and all direct expenditures associated with the program.
- Fees include staff cost, services and supplies, and contractor percentages.
- Each program will be allocated a facility use cost, if applicable.
- Fees are established on a minimum enrollment number.

7.6 Out of District Fees

The purpose of this policy is to ensure THPRD charges fair and equitable fees for participation in district programs and for use of district facilities by in-district residents and out-of-district users. The district will establish fees for out-of-district users of district services that are equitable with fees for district residents recognizing the contribution made by district residents through property taxes.

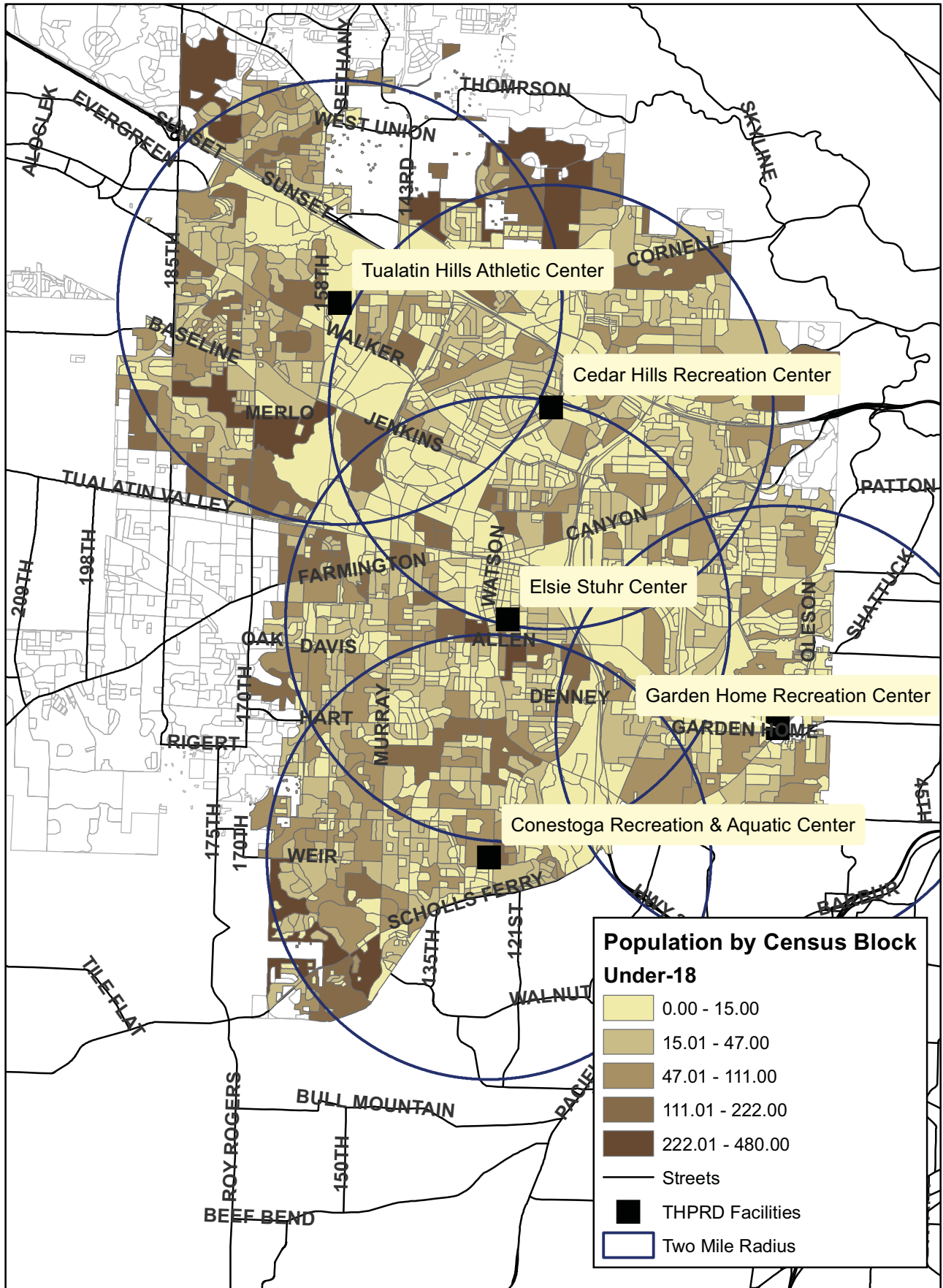
Please refer to District Compiled Policies Chapter 6, Finance, and district administrative procedures 3.01.05, Out-of-district Fees, for further information.

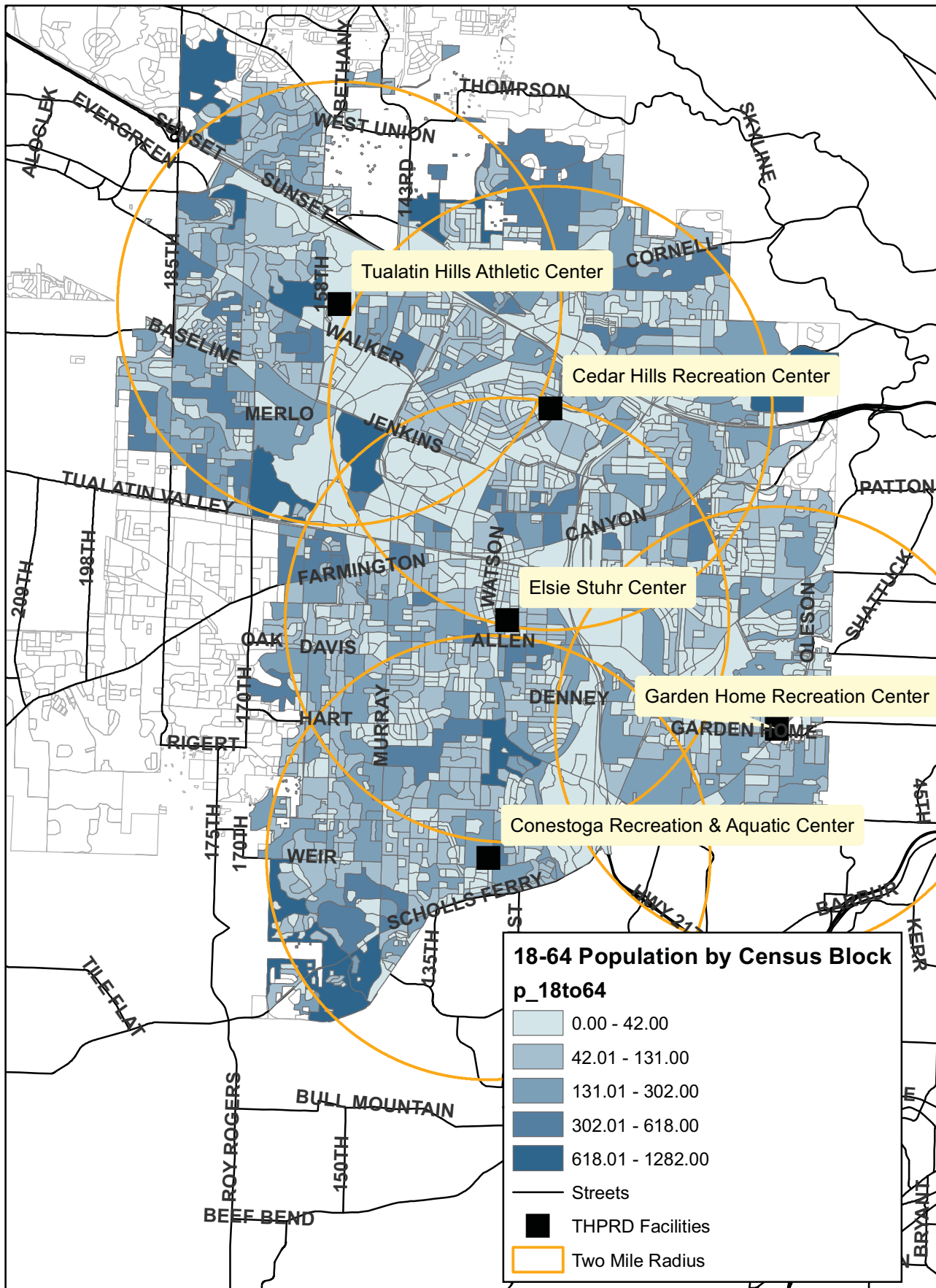
7.7 Discounts

The district will establish appropriate fee discounts for selected groups. Only in-district residents will be eligible for fee discounts, and only one discount may be applied to each fee.

Please refer to District Compiled Policies Chapter 6, Finance, and district administrative procedures 3.01.04, Fee Discounts, for further information.

Appendix A





Tualatin Hills Athletic Center

Cedar Hills Recreation Center

Elsie Stuhr Center

Garden Home Recreation Center

Conestoga Recreation & Aquatic Center

18-64 Population by Census Block

p_18to64

0.00 - 42.00

42.01 - 131.00

131.01 - 302.00

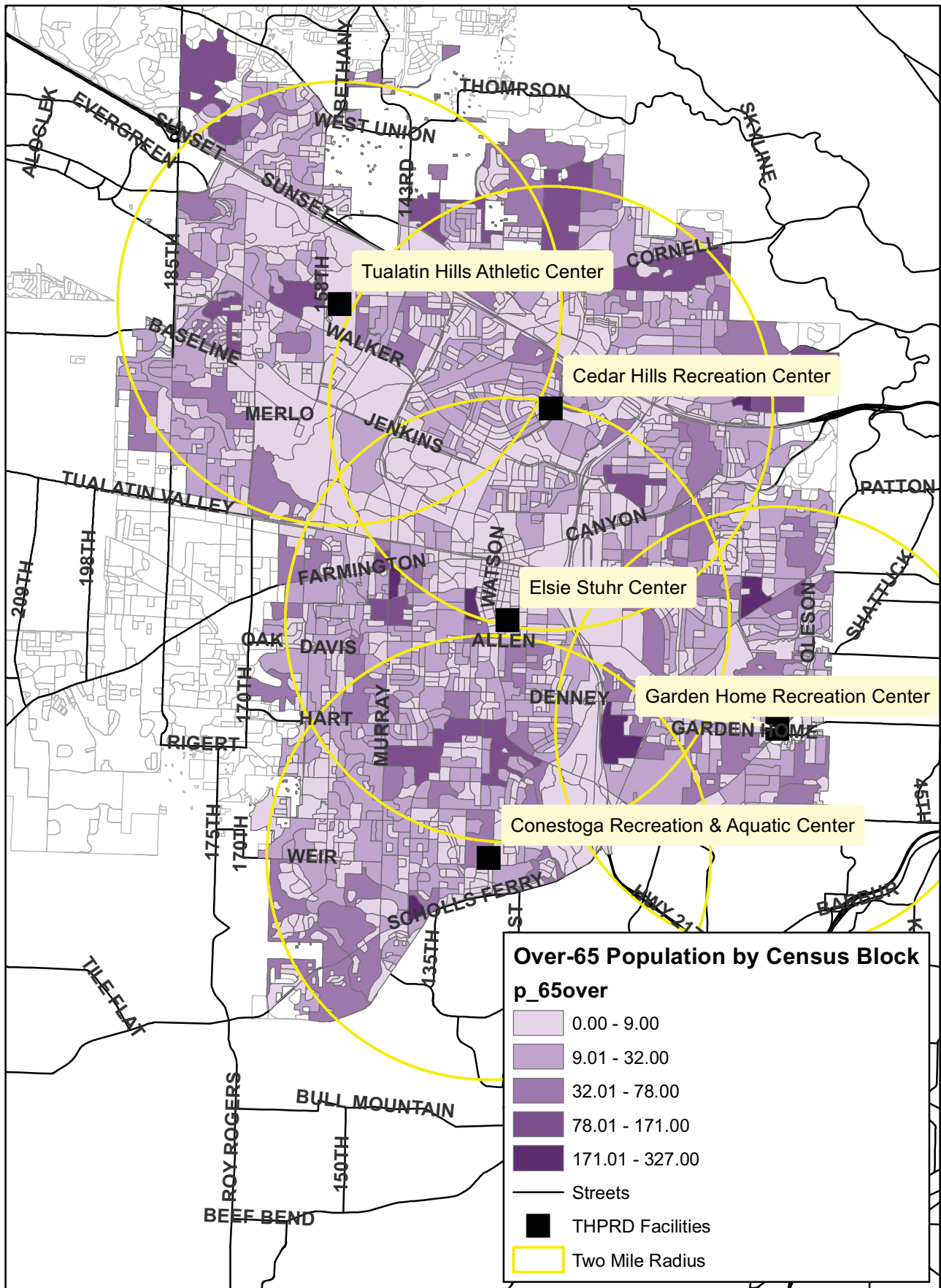
302.01 - 618.00

618.01 - 1282.00

Streets

THPRD Facilities

Two Mile Radius



Categories of Service

Prior to confirming the placement of services on the pyramid from the previous cost/benefit analysis, and sorting each new service onto the pyramid, the Project Team was responsible for refining the existing, and creating additional Categories of Services, including definitions and examples. These **thirty-one** categories of services and their definitions are summarized below.

THPRD'S CATEGORIES OF SERVICE

TIER 5: MOSTLY INDIVIDUAL BENEFIT

Concession and Vending – Food and beverage for individual use or consumption.

Merchandise – Items for individual or team use (examples: Logo clothing, tennis balls, memorial benches, bricks and trees, etc.).

Private/Semi-Private Lessons – Lessons arranged for one to three students with a specific instructor and/or time.

Rentals /Exclusive Use – Private – Rentals for exclusive use of spaces and facilities (examples: room rental, lap lane, fields, gyms, basketball or tennis courts, and entire facility, or picnic shelter, community garden which are only available for private rentals, etc.) on a one-time or one season basis by an individual, group, or business by a private individual, group, non-profit or for-profit business.

Tenant Leases – Long-term rentals for exclusive use of spaces and facilities for ongoing or multiple time-periods by a private individual, group, non-profit, or for-profit business (examples: communication and utility leases and easements, preschool, Portland Timbers, private residential residences or surplus property, etc.).

Equipment Rentals – Various agency-owned equipment available to renters (examples: banquet chairs/tables, audio/video equipment, tennis ball machines, stage, etc.).

Trips – Day, overnight, and extended trips that provide opportunities for participants to visit selected destinations outside of THPRD facilities and parks (examples: Elsie Stuhr Center excursions, outdoor recreation trips, specialized recreation trips, etc.).

Organized Parties – Includes a rental of space as well as an organized and monitored activity by staff; may or may not include food, cake, entertainment, and favors, catering and other planning functions (examples: swim birthday parties, nature birthday parties, weddings, baptisms, etc.).

Permitted Services – Allowable non-exclusive use permitted services for filming/photography rights, parking, concession/vending cart operations, alcohol, special events by others, etc.

Professional Services – Facility and program management or scheduling services provided by agency through contract to outside groups or other agencies (examples: mobile senior fitness programs to residential facilities, private residence tree trimming, church site maintenance, cooperative service agreements, etc.).

TIER 4: CONSIDERABLE INDIVIDUAL BENEFIT

Classes, Workshops and Clinics – Competitive – Same as above, with a focus on competitive activities; has a pre-requisite for participation or is try-out based (examples: tennis tournament prep program, etc.).

Specialized Activities – Targeted, individualized group activities led by THPRD staff, requiring advanced scheduling that are typically offered on a one-time or limited basis, or center specific one-time events (examples: school group activities or field trip, scout programs, home school activities, Bugfest, Fall Festival, Big Truck Day, Fun Run/Walk, Twilight Track, disc golf, bocce, Chocolate Fantasy, Junk in Your Trunk, etc.).

Drop-In Childcare/Babysitting – Drop-in on-site child care for participants using THPRD facilities and/or programs.

Leagues/Tournaments Restricted – Scheduled multi-game restricted sporting events for various age groups that are organized and/or managed by THPRD, may or may not be officiated and/or judged, and may or may not be scored, providing an individual or a team experience for participants with the intent to play a game/match-format or to compete (examples: open tennis, ASA sanctioned softball, etc.).

TIER 3: BALANCED COMMUNITY/INDIVIDUAL BENEFIT

Classes, Workshops, and Clinics – Intermediate/Advanced – Same as above, with a focus on intermediate/advanced progressive activities; has a pre-requisite for participation (examples: pre-competitive swim, specific skill refinement, tennis hit groups, lifeguard training, Splash Recreational Swim Team, etc.).

Rentals/Exclusive Use – Associate – Exclusive use of spaces and facilities (examples: room rental, lap lane, fields, gyms, basketball or tennis courts, entire facility, etc.) by a non-profit group on a one-time or on-going basis to groups identified as having common interests with the agency and may or may not have a formal agreement (examples: YMCA, THPRD inter-governmental agencies, Beaverton School District, NAC/CPO, etc.).

Rentals/Exclusive Use – Affiliates – Exclusive use of spaces and facilities (examples: room rental, lap lane, fields, gyms, basketball or tennis courts, entire facility, etc.) by a non-profit group on a one-time or on-going basis to groups identified as having aligned interests with the agency, fulfills a core service in lieu of the agency, serves primarily District residents, and has a formal agreement (examples: THPRD aquatic clubs, THPRD sports clubs, Foundations/Advisory Committees/Friends Groups, West Portland Boxing, etc.).

Leagues/Tournament Unrestricted – Scheduled multi-game sporting events for participants of multi-skill levels and various age groups that are organized and/or managed by THPRD, may or may not be officiated and/or judged, and may or may not be scored, providing an individual or a team experience for participants with the intent to play a game/match-format or to compete on a recreational level (examples: entry level tennis, volleyball, softball, basketball, Middle School track and cross-country, etc.).

Preschool – Structured curriculum-based licensed or license exempt education and enrichment programs for children 2.5-5 years old that prepare them for kindergarten. Programs may or may not include full day childcare and are managed and delivered by THPRD.

Camps/Before and After School Care – Non-licensed recreational and child care camps, school break programs, and after school programs with a social, child care and/or recreational focus which may include field trips, rather than specific instructional or skills programs. (examples: Winter or Spring Breaks, Summer Full-day Camp, non-contact school days, Nature and Sports Camp, etc.).

Community Service Program/Internship – Services that support educational or repayment requirements (example: court-ordered restitution, service learning requirements, college degree required internships, etc.).

Therapeutic/Adapted/Special Recreation Services – Specialized non-mandated on-site leisure drop-in opportunities and classes for people with disabilities designed and managed to be specific to the physical, cognitive, social, and affective needs of these populations. These are not unified programs, nor are they reasonable accommodations required as inclusionary services (examples: Camp Rivendale and TR drop-in programs, specialized aquatics, etc.).

Social Services – Services that are offered by agency to provide a social, wellness, or safety benefit that do not fit into other traditional park and recreation instructional, special event and/or athletics offerings (examples: tax preparation services, senior meal programs, flu shots, toenail and foot care, literacy, blood pressure clinic, AARP driving course, support groups, etc.).

Social Clubs – THPRD recognized, regularly scheduled, recurring, THPRD or self-managed group interest meetings and get-togethers (examples: Stuhr Book Group, Texas Hold-em, Chess, Bridge, potluck, etc.).

TIER 2: CONSIDERABLE COMMUNITY BENEFIT

Monitored Facility Usage – Drop-in use of a facility/activity that is non-instructed, and is actively monitored by agency staff/volunteer supervision. (examples: drop-in gym, drop-in swimming, weight room, billiards/cards, computer lab, tennis center courts, nature center, etc.).

Classes, Workshops, and Clinics – Introductory/Multi-Level – No pre-requisite for participation, entry level group recreational and/or instructional programs and activities for all ages (examples: learn to swim, beginning-level classes, multi-level fitness, nature and environment, arts and crafts, general interest, rec mobile, nature mobile, nature days, etc.).

Volunteer Program – Internal management of opportunities for individuals or groups to donate their time and effort to a structured or scheduled experience (examples: park watch, coaches, LITE, Junior Lifeguards, trail maintenance, education or events, Friends Groups, etc.).

TIER 1: MOSTLY COMMUNITY BENEFIT

Community-wide Events – Community-wide events that are not center specific, run by THPRD, typically offered on an annual basis that may or may not require registration (examples: Party in the Park, Concerts, Sunday Trailways, Farmer’s Market, Groovin on the Green, etc.).

Open Park Usage – Use of a park/activity that is non-registered and non-instructed, and is not actively monitored by agency staff/volunteer supervision. (examples: trail, playgrounds, park, self-guided tours, outdoor sport courts, disk golf, skate park, dog park, etc.).

Inclusion Services – Provides for reasonable accommodation and programs to any Department activity, park, and/or facility providing leisure opportunities to people with disabilities. Inclusion services are intended to comply with the Americans with Disabilities Act (ADA federal mandate).

Support Services – Services and facilities that are provided by the staff and volunteers that support the administration, operations, and/or general agency operations that are not allocated as direct expenses (examples: information technology, finance and accounting services, human resources, district-wide marketing, planning and development, internal trainings, Board Appointed Advisory Committee, risk management services, director and assistant directors offices, etc.).

THPRD's Categories of Service Key:

- 1 Concession and Vending**
- 2 Merchandise**
- 3 Classes, Workshops and Clinics - Beginning/Multi-Level**
- 4 Classes, Workshops and Clinics - Intermediate/Advanced**
- 5 Classes, Workshops and Clinics - Competitive**
- 6 Private/Semi-Private Lessons**
- 7 Rentals/Exclusive Use - Private**
- 8 Rentals/Exclusive Use - Associates**
- 9 Rentals/Exclusive Use - Affiliates**
- 10 Tenant Leases**
- 11 Equipment Rentals**
- 12 Non-Monitored Park/Facility Usage**
- 13 Monitored Park/Facility Usage**
- 14 Trips**
- 15 Organized Parties**
- 16 Tournaments and Leagues**
- 17 Specialized Activities**
- 18 Community-wide Events**
- 19 Preschool**
- 20 Camps/Before and After School Care**
- 21 Drop-In Childcare/Babysitting**
- 22 Professional Services**
- 23 Permitted Services**
- 24 Volunteer Program**
- 25 Community Service Program**
- 26 Inclusion Services**
- 27 Therapeutic/Adapted/Special Recreation Services**
- 28 Social Services**
- 29 Social Clubs**
- 30 Support Services**

Assign a number to each budget line item. Wages and benefits carried under the Planning and Supervision budget section are usually considered Support Services (#30) unless directly attributable elsewhere (ex. Park Rangers).

Appendix C

The Public Sector Service Assessment

Based on the MacMillan Matrix for Competitive Analysis of Programs, the Public Sector Services Assessment Matrix is an extraordinarily valuable tool that is specifically adapted to help public agencies assess their services. The MacMillan Matrix realized significant success in the non-profit environment and has led to application in the public sector. The Public Sector Agency Services Assessment Matrix is based on the assumption that duplication of existing comparable services (unnecessary competition) among public and non-profit organizations can fragment limited resources available, leaving all providers too weak to increase the quality and cost-effectiveness of customer services. This is also true for public agencies.

The Public Sector Agency Service Assessment Matrix assumes that trying to be all things to all people can result in mediocre or low-quality service. Instead, agencies should focus on delivering higher-quality service in a more focused (and perhaps limited) way. The Matrix helps organizations think about some very pragmatic questions.

Q: Is the agency the best or most appropriate organization to provide the service?

Q: Is market competition good for the citizenry?

Q: Is the agency spreading its resources too thin without the capacity to sustain core services and the system in general?

Q: Are there opportunities to work with another organization to provide services in a more efficient and responsible manner?

Services Assessment Matrix <small>© 2009 GreenPlay LLC and GP RED</small>		Financial Capacity Economically Viable		Financial Capacity Not Economically Viable	
		Alternative Coverage High	Alternative Coverage Low	Alternative Coverage High	Alternative Coverage Low
Good Fit	Strong Market Position	Affirm Market Position 1	Advance Market Position 2	Complementary Development 5	"Core Service" 5
	Weak Market Position	Divest 3	Invest Collaborate or Divest 4	Collaborate or Divest 7	Collaborate or Divest 8
Poor Fit	Divest				9

Directions for Public Sector Agency Services Assessment Matrix

In order to determine where a new or existing program lies on the Services Assessment Matrix, the following steps are followed:

- 1) Determine whether or not the program is a good fit with THPRD's mission and guiding principles.
- 2) Determine whether or not the program is economically viable.
- 3) Determine the market position of the program.
- 4) Determine whether or not there is alternative coverage.

Depending on where a program lies on the Matrix, determines the direction of the program or program idea: advance market position, affirm market position, complementary develop the program, invest in the program, collaborate with others to offer the program, or divest the program altogether.

Fit

Fit is the degree to which a service aligns with the agency's values and vision, reflecting the community's interests. If a service aligns with the agency's values, vision and guiding principles, and contributes to the overall enhancement of the community, it is classified as good fit; if not, the service is considered a poor fit. In order for a program to be considered a good fit, it must answer yes to four of the following six questions below. If it does not answer yes to at least four questions below, it is considered a poor fit and should not be pursued.

- Does the program work to enhance healthy and active lifestyles?
- Does the program connect people to nature, parks, and recreational programming?
- Does the program champion diversity and reach new audiences and underserved communities?
- Will the program be a quality sports and recreation program for all ages, backgrounds, and abilities?
- Will the program meet outlined cost recovery goals?
- Does the program have public interest or support?

Financial Capacity

Financial Capacity is the degree to which a service (including a program, facility or land asset is currently or potentially attractive as an investment of current and future resources to an agency from an economic perspective.

In order for a program to be classified as economically viable, it must answer yes to four of the following seven questions. If it does not answer yes to at least four of the questions below, it is considered not economically viable.

- Does the service have the capacity to sustain itself (break even) independent of General Fund or taxpayer subsidy/support?

- Can the service reasonably generate at least 50% from fees and charges?
- Can the service reasonably generate excess revenues over direct expenditures through the assessment of fees and charges?
- Are there consistent and stable alternative funding sources such as donations, sponsorships, grants and/or volunteer contributions for this service?
- Can the service reasonably generate at least 25% of the costs of service from alternative funding sources?
- Is there demand for this service from a significant/large portion of the service's target market?
- Can the user self-direct or operate/maintain the service without agency support?

Market Position

Market Position is the degree to which the organization has a stronger capability and potential to deliver the service than other agencies – a combination of the agency's effectiveness, quality, credibility, and market share dominance.

In order for a program to be classified as strong market position, it must answer yes to five of the following nine questions. If it does not answer yes to at least five of the questions below, it is considered weak market position.

- Does the agency have the adequate resources necessary to effectively operate and maintain the service?
- Is the service provided at a convenient or good location in relation to the target market?
- Does the agency have a superior track record of quality service delivery?
- Does the agency currently own a large share of the target market currently served?
- Is the agency currently gaining momentum or growing its customer base in relation to other providers? (e.g., "Is there a consistent waiting list for the service?")
- Can you clearly define the community, individual, environmental and/or economic benefits realized as a result of the service?
- Does agency staff have superior technical skills needed for quality service delivery?
- Does the agency have the ability to conduct necessary research, pre and post participation assessments, and/or properly monitor and evaluate service performance therefore justifying the agency's continued provision of the service? (Benchmarking performance or impact to community issues, values, or vision)
- Are marketing efforts and resources effective in reaching and engaging the target market?

Alternative Coverage

Alternative Coverage is the extent to which like or similar services are provided in the service area to meet customer demand and need. If there are no other large (significant), or very few small agencies producing or providing comparable services in the same region or service area, the service should be classified as "low coverage." Otherwise, coverage is "high."

Unfair Competition

It has become somewhat challenging to draw a line of demarcation between those services that are recognized to be the prerogative of the private sector and those thought to be the responsibility of the public sector. Overlap of service production and provision are common. A continuing problem today is the lack of clarification between what sector should be producing or providing which services, therefore, developing boundaries. What is needed is the reshaping of how public and private sector agencies work independent of each other or together in a more effective way, becoming complementary rather than duplicative.

Service lines are blurred due to a variety of factors. Whether it is due to the emergence of new services, not offered before, in response to customer demand, or reduced availability of public funds and therefore greater dependence on revenue generation, these blurred lines sometimes result in charges that the public sector engages in unfair competition practices by offering similar or like services to those of the private sector. These charges result from the resource advantages the public sector has over the private sector including but not limited to immunity from taxation and the ability to charge lower fees for similar or like services due to receipt of subsidy dollars.

Recommended Provision Strategies – Defined (numbers refer to graphic above)

Affirm Market Position (1) – a number of (or one significant) alternative provider(s) exists yet the service has financial capacity and the agency is in a strong market position to provide the service to customers or the community. Affirming market position includes efforts to capture more of the market and investigating the merits of competitive pricing strategies. This includes investment of resources to realize a financial return on investment. Typically, these services have the ability to generate excess revenue.

Advance Market Position (2) – a smaller number or no alternative providers exist to provide the service, the service has financial capacity and the agency is in a strong market position to provide the service. Due primarily to the fact that there are fewer if any alternative providers, advancing market position of the service is a logical operational strategy. This includes efforts to capture more of the market, investigating the merits of market pricing, and various outreach efforts. Also, this service may be an excess revenue generator by increasing volume.

Divestment (3, 4, 7, 8, 9) – the agency has determined that the service does not fit with the agency's values and vision, and/or the agency has determined it is in a weak market position with little or no opportunity to strengthen its position. Further, the agency deems the service to be contrary to the agency's interest in the responsible use of resources, therefore, the agency is positioned to consider divestment of the service.

Investment (4) – investment of resources is the agency's best course of action as the service is a good fit with values and vision, and an opportunity exists to strengthen the agency's current weak market position in the marketplace.

Complementary Development (5) – the service is a good fit, a number of (or one significant) alternative provider(s) exists which provide the service, the agency is in a strong market position to provide the service, yet it does not have financial capacity to the agency. “Complementary development” encourages planning efforts that lead to complementary service development rather than duplication, broadening the reach of all providers. Although there may be perceived market saturation for the service due to the number or like services of alternative providers, demand and need exists justifying the service’s continued place in the market.

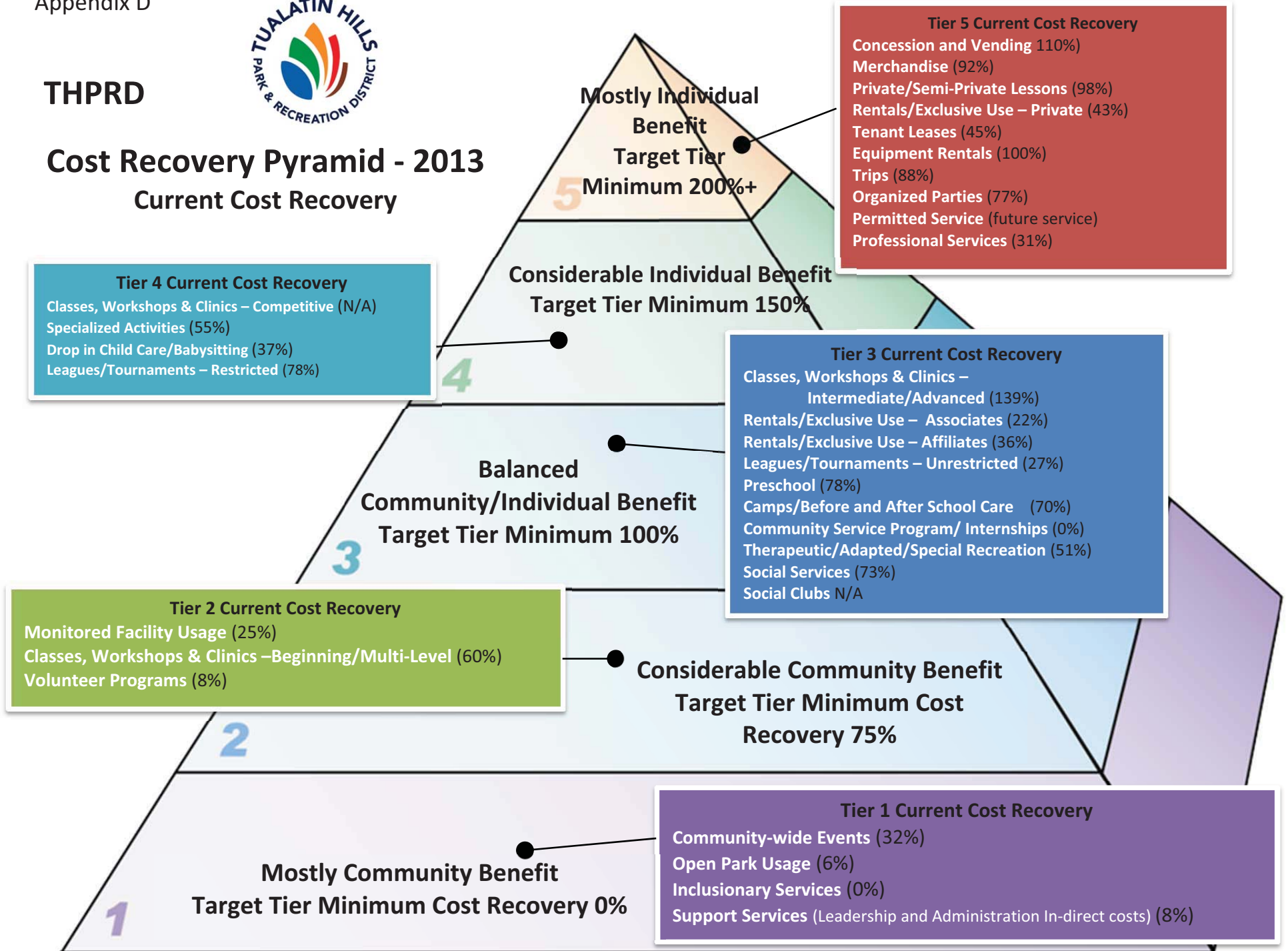
Collaboration (4, 7, 8) – the agency determines that the service can be enhanced or improved through the development of a collaborative effort as the agency’s current market position is weak. Collaborations (e.g., partnerships) with other service providers (internal or external) that minimize or eliminate duplication of services while most responsibly utilizing agency resources are recommended.

Core Service (6) – these services fit with the agency’s values and vision, there are few if any alternative providers, yet the agency is in a strong market position to provide the service. However, the agency does not have the financial capacity to sustain the service outside of General Fund support and the service is deemed to not be economically viable. These services are “core” to satisfying the agency’s values and vision typically benefiting all community members, or are seen as essential to the lives of under-served populations.



THPRD

Cost Recovery Pyramid - 2013
Current Cost Recovery



Appendix E

Tualatin Hills Park & Recreation District Instructional Camp Fee (Proposed Recreation Calculation Form)

Class Title:		Swim, Preschool 1-2			
Instructor:					
Class Minimum:	3	Class Maximum:	20		
A) Class Hours	9	X	0.500	=	4.500
	sessions		hrs/session		class hours
B) Class Prep-Lead Instructor	9	X	0.000	=	0.000
	sessions		hrs/session		prep hours
B-1) Class Prep-Staff Instructor	0	X	0.000	=	0.000
	sessions		hrs/session		prep hours
C) Contact Hours	4.500	X	3	=	13.500
	class hour		class minimum		contact hours
D) Instructor Wages	21.50				
	Per Hour				
Number of Instructors	1	X	21.50	=	21.50
E) Staff Wages	0.00				
	Per Hour				
Number of Staff	0	X	0.00	=	0
F) Instructor Cost:	4.500	+	0.000	X	21.50
G) Staff Cost:	4.500	+	0.000	X	0
H) Total base staff/instructor Cost:					\$ 96.75
I) Direct Cost Load	96.75	X	\$1.33 Instructor P/R taxes&supplies		\$ 128.68
J-1) Department Administration	13.500	X	\$ 3.75	=	\$ 50.63
J-2) Facility Cost	13.500	X	\$ 1.95	=	\$ 26.33
K) Other Direct Costs (i.e. bus rental, driver, admission fees, etc.)					\$ 0.00
L) Total cost Instruction	128.68	+	76.96	+	0.00
M) Total Fee/Student	205.64	/	3	=	\$ 68.55
	per class cost		class minimum		in-district fee/person
--Tier (Category of Service)[%]					% 75
--Total Fee/Student [refined]					\$ 51.41
N) Fee/Class Session	51.41	\$ /	4.5	=	\$ 11.42
			class hours		Fee/class hour

Fee Increase Cap Calculation		Total Class Fee % Cap	
Previous Class	21.00	54.00	
	\$ instruction wages	Previous fee/student (include prep cost but not student misc fees).	
	0.00	5.00	
	\$ Staff wages	\$ Previous # class hours (do not include prep hours)	
	3 (Minimum)	10.80	OR
		11.02	last year fee, or more
Proposed Class	21.50	11.42	
	\$ Instructor wages	\$ Proposed fee/Camp hr.	
	0.00		
	\$ Staff Wages		
Percent Change	2.38	-81.69	
	%	%	
Fee % Cap	2.38	15	17.38
	%Instructor wage inc	% Fee cap	%

O) Fee/Class Capped at 15% increase plus instructional wage increase	\$ 11.02	X	117.38	%	=	\$ 12.94
P) Fee/class/session-lower of K or L (Use current fee if it exceeds K but is less than L)						\$ 11.42
Q) Subtotal Fee/student	\$ 11.42	X	4.500	=	\$ 51.39	
R) Total Fee/Student						\$ 51.39
*** Adjusted annually per the adopted budget					ROUND:	\$ 51.00
+++ Adjusted annually- unit costs/hour per the LTFP						
NOTE- Greyed boxes require manual input	Supply Fees if Necessary					\$ 0.00

Glossary of Terms and Definitions

Advisory Committees: These groups are created by and members appointed by the District Board to provide recommendations to the District Board pertaining to specified operational and/or planning functions. Membership may include District Board members, staff members, and/or citizens. These groups are long-standing advisory groups.

Alternative Funding: Other ways to improve cost recovery in addition to user fees and charges. May include grants, sponsorships, volunteer programs, cell tower fees, rental house fees, gifts, and other miscellaneous income categories, etc.

Alternative Coverage: Is the extent to which like or similar services are provided in the service area to meet customer demand and need.

Arbitrary Pricing: A fee that ignores market conditions and cost recovery goals based on a general provision to meet budget goals. This applies when goals for cost recovery are not required but the service can sustain a fee.

Attendance: Attendance is measuring the total number of times that a participant attends the class. It's also the total number of spectators and participants in a *tournament*, festival or event, or total number of visitors at a rental function or meeting. It measures the users and non-users at a program or event.

Benefit: The degree to which programs and services positively impact the public.

Business Plan: A method for requesting new budget funding, A plan to accomplish a set goal (a priority goal identified by the Board of Directors). A description of the "idea" including resources needed and leveraged funds and how the plan will accomplish the goal.

Category of Service: It is the descriptions of the service we are provide and used as classify what tier of service the program is. This is coded into the budget and class calculation sheets.

Comprehensive Plan: A guiding document which included goals, visions, and level of service recommendations to meet the parks and recreation needs of the District for the next five years. Updated July 2014.

Competitive Pricing: A fee based on what similar service providers or competitors are charging.

Class Fee Calculation Sheets: Sheets in class management system where hours and supplies are entered and the per user fee of the class is created.

Class Management System: THPRD's internal operating system for program registration and drop-in programs.

Contact Hours: Number of hours of contact with patrons. Standard contact hour assumptions are used in budget worksheets for like activities.

Cost Recovery: The degree to which the cost (direct and/or indirect) of facilities, services, and programs is supported by user fees and/or other designated funding mechanism such as grants, partnerships, volunteer services etc., versus tax subsidies.

Cost: Cost is defined as all expenditures associated with an activity or service. Price or fee is the amount charged to the customer for the activity or service. **Direct Cost:** Includes all of the specific, identifiable expenses (fixed and variable) associated with providing a service, or operating and maintaining a facility, space, or program. These expenses would not exist without the program or service and often increase exponentially.

Fit: The degree to which a service aligns with the agency's values and vision, reflecting the community's interests.

Financial Capacity: Is the degree to which a service (including a program, facility or land asset) is currently, or potentially, attractive as an investment of current and future resources to an agency from an economic perspective.

For-Profit/Private Group: A group that does not have an IRS status that exempts it from paying taxes.

Full-Time Benefited Employee: A regular employee who works at least 40 hours per week on a regularly scheduled basis. Full-Time Benefited Employees are eligible for the benefits package, are eligible for transfer or promotion to other regular positions within THPRD, and are eligible for other rights applicable to regular employment.

Indirect Cost: Please refer to the Direct and Indirect Costs document.

Low Enrollment: When a registered program does not reach minimum requirements set by class calculation sheets.

Market Position: Is the degree to which the organization has a stronger capability and potential to deliver the service than other agencies – a combination of the agency's effectiveness, quality, credibility, and market share dominance.

Market Pricing: A fee based on demand for a service and what the market will bear.

Market Rate Fee: Fee based on demand for a service or facility. The market rate is determined by identifying all providers of an identical service (e.g. private sector providers, other special districts or municipalities, etc.), and setting the fee at the highest level the market will bear.

Minimum Service Level: The lowest "acceptable" service level at facilities; a function of maintenance levels, staffing levels, types and numbers of amenities available (picnic sites, nature trails, restrooms, recreation centers, etc.), types and numbers of additional program offerings, quality of customer service, etc.)

Community Needs Assessment: method of gaining community input on direction of future programming

Out of District: A person whose primary residence is outside of THPRD's service area/boundary and does not meet the residency test in any way.

Off-Peak: Period of least demand for services and programs.

Patron/Participant/Guest/User/Visitor: Persons who use facilities and/or services, visit parks, and/or participate in programs and activities.

Participation: Participation refers to the number of those who are enrolled in a program, workshop, activity, or event. They are the doers or users, the enrollees, or the class attendees.

Peak: Period of highest demand for services and programs. Peak and off-peak categorizations may vary for services and programs within a facility or park. For example, in a park, day use may be highest during the same time period in which demand for interpretive programs is low.

Program: Activities and special events offered by THPRD at various locations with specific participant purposes such as education, skill development, socialization, or health.

Program Attendance: Attendance is measuring the total number of times that a participant attends the class this does not include spectators.

Pyramid Methodology: The pyramid details cost recovery and subsidy goals corresponding with the benefit received by the community as a whole.

In District Resident: Currently defined as those who live within THPRD boundary and/or own property within the district boundary and pay annual property taxes to THPRD.

Scholarship): The scholarship or fee reduction policy is intended to provide recreation and leisure opportunities at a reduced rate to citizens of the agency with economic need. Ability to pay should not be a factor for participation.

Service Assessment Matrix: Based on the MacMillan Matrix for Competitive Analysis of Programs, the Public Sector Services Assessment Matrix is based on the assumption that duplication of existing comparable services among public and non-profit organizations can fragment limited resources available, leaving all providers too weak to increase the quality and cost-effectiveness of customer services. Developed by Greenplay IIc.

Subsidy: Funding through taxes or other mechanisms that is used to financially support programs or services provided to users and participants. Subsidy dollars provide for the program or service costs (direct and/or indirect) that are not covered by user or participant fees, or other forms of alternative funding. This is the community's investment.

Wait List: A list created when a class has reach capacity for participants who would like to register for that program.



MEMO

DATE: May 13, 2015
TO: Doug Menke, General Manager
FROM: Keith Hobson, Director Business & Facilities

RE: Resolution Amending District Compiled Policies Chapter 6 - Finance

Introduction

The district's fee policies, as contained in Chapter 6 of the District Compiled Policies (DCP 6), need to be updated to reflect the recent changes that resulted from the 2013 Comprehensive Plan Update and the Service and Financial Sustainability Analysis. The updated DCP 6 was presented to the board of directors for review at their November 3, 2014 meeting, and for approval at their May 4, 2015 meeting. Based on feedback at the May 4, 2015 meeting, DCP 6 has been modified and is being brought back for approval at this time.

Background

In 2013 the district, working with GreenPlay, LLC, completed an update of the Comprehensive Plan. At that same time, the district and GreenPlay, LLC completed the development of a resource allocation and cost recovery philosophy and model, and a service assessment and service portfolio. At the September 9, 2013 board of directors meeting, the board approved two reports that represented the outcome of these projects:

1. Comprehensive Plan Update
2. Service and Financial Sustainability Analysis

These reports contained a number of recommendations and these recommendations were compiled into an updated Strategic Plan and a new Service and Financial Sustainability Plan. These plans were adopted by the board of directors at their December 9, 2013 meeting.

The Service and Financial Sustainability Plan contained a number of recommendations related to cost recovery and fee setting, specifically:

- **Target 3:** Adopt the Target Tier Minimum Cost Recovery Percentage as the fiscal target for budget preparation, the basis for establishing fees, and public accountability.
- **Strategy 3.a:** *THPRD will recommend to the Board of Directors formal acceptance of this plan (**Service and Financial Sustainability Plan**) as the foundation for THPRD's decision-making regarding cost recovery.*
- **Target 4:** Adopt the pricing strategies as the methodology for fee setting by THPRD.
- **Strategy 4.a.:** *THPRD will recommend to the Board of Directors to authorize the District to set fees using the Pricing Strategies outlined in the Service Portfolio as the foundation for THPRD's decision-making, allowing staff to respond to market conditions, opportunities, and service demands in a timely manner, versus approval of every fee for the next year.*

While the board has already reviewed and provided direction on policies related to fees (discounts, out-of-district fees, and fee waivers), the district's actual fee policies contained in DCP 6 have not yet been updated to reflect the direction provided in the Service and Financial Sustainability Plan.

The proposed changes to DCP 6 were presented to the board of directors for review at their November 3, 2014 meeting. Based on the input received at that meeting, and subsequent to it, an amended DCP 6 was brought to the board of directors for approval at their May 4, 2015. This version contained a language change stating that only one discount *or fee adjustment* could be applied to any fee. The board expressed concern that applying this limitation to fee adjustments, and especially off-peak fees, might not be appropriate and requested additional information as to the impact of off-peak fees. The action was tabled at that meeting.

Proposal Request

Rather than continuing to delay approval of all the other changes to the fee policies in DCP 6, pending the outcome of the analysis of off-peak fees, staff is proposing that the board of directors approve an amended DCP 6 wherein the reference to fee adjustments has been eliminated. This will allow the district to complete the policy adjustments regarding fees, but leave open the issue of whether fee adjustments and discounts should be jointly limited until data analysis is completed. When that analysis is completed, it will be presented to the board for a final determination on this issue.

Staff has prepared amendments to DCP 6 to reflect the strategies and direction of the Service and Financial Sustainability Plan. Attached are two versions of the amended DCP 6, one showing the changes in redline form and one showing a final clean version. This version of the amended DCP 6 reverses the prior language change regarding only one fee adjustment or discount and returns to the original language presented in November making this limit apply to discounts only.

DCP 6 has historically provided policy level guidance on fee setting rather than detailed procedures, and the amendment is intended to do the same. While it recognizes the cost recovery philosophy and the use of cost recovery targets to establish fees, it does not specify the cost recovery target for each service nor does it specify the means of calculating fees. Staff will prepare, and the general manager will approve, detailed administrative procedures that cover these in order to implement the policy established by the board in DCP 6.

Similarly the amended DCP 6 recognizes the work already done to modify district discounts, out-of-district fees, and fee waiver procedures, but does not include the implementation plans or the detailed operating procedures. Again these are covered in administrative procedures that have been or will be approved by the general manager.

Benefits of Proposal

The proposed amendment to DCP 6 updates the district policies regarding user fees to reflect all of the work done to date to implement the recommendations of the Service and Financial Sustainability Plan.

Potential Downside of Proposal

There is no apparent downside to this proposal.

Action Requested

Board of directors' approval of Resolution No. 2015-10, amending District Compiled Policies Chapter 6 - Finance.

RESOLUTION NO. 2015-10

TUALATIN HILLS PARK & RECREATION DISTRICT, OREGON

A RESOLUTION APPROVING DISTRICT COMPILED POLICIES CHAPTER SIX,
AS AMENDED

- a. The Tualatin Hills Park & Recreation District (District) board adopted District Compiled Policies (DCP) Chapter 6 on April 6, 2009; and
- b. The District board desires to amend sections of DCP Chapter 6 concerning District Finance; and
- c. The amendments to Chapter 6 amend provisions relating to user fees and cost recovery.

THE TUALATIN HILLS PARK & RECREATION DISTRICT RESOLVES:

Section 1. The DCP Chapter 6, as amended and attached as Exhibit A to this resolution is adopted. This new Chapter 6 replaces the Chapter previously adopted by the Board on April 6, 2009.

Section 2. This resolution takes effect on June 8, 2015.

BOARD OF DIRECTORS APPROVAL: June 8, 2015

John Griffiths, President

Bob Scott, Secretary

ATTEST:

Jessica Collins, Recording Secretary

DISTRICT COMPILED POLICIES

CHAPTER 6 – FINANCE

6.01 Fees and Charges

- (A) ~~The Board will set general fees and charges by resolution and delegate authority to the Manager to set administrative fees and charges. The District will take into account the following criteria~~The manager will establish fees for District services based on policy guidelines established by the Board. These policy guidelines include:
- ~~(1) Charging fair and equitable fees for participation in District programs and for use of District facilities by District residents and non-resident users~~Fees will be calculated to achieve the desired level of cost recovery based on direct cost for each service type. ;
 - ~~a.~~
 - ~~(2) Use consistent methodology, incorporating consideration for direct and overhead costs;~~Fees will be established for out-of-district users of District services that are equitable with fees for District residents recognizing the contribution made by District residents through property taxes.
 - ~~(3) User fees for District residents that consider other contributions such as property taxes, levies or other means~~Appropriate fee discounts will be established for select user groups including seniors, youth, patrons with disabilities, and the military. Only District residents will be eligible for fee discounts. Only one discount or pricing adjustment, such as off peak or non-prime time fees, may be applied to each fee. Only one discount may be applied to each fee.
 - ~~(4) Accommodations for senior users;~~
 - ~~(5) Accommodations for disabled patrons;~~
 - ~~(6)(4) The “THPRD Scholarship Program” will provide accommodation for low-income District residents in the form of a limited amount of user fee waivers. Accommodations for low income patrons as arranged through the Family Assistance Program;~~
 - ~~(7)(5) Current markets in the public and private sectors~~Fees will periodically be compared against similar fees for both public and private sector providers; and.
 - ~~(8)(6) Adjustment and implementation of fees~~Fees will be adjusted and implemented, as necessary, to ensure continued equity, consistency and fairness.

DISTRICT COMPILED POLICIES

- (B) The Board will review District fee policy as needed to ensure fees are in line with these [criteria guidelines](#).

6.02 Debt Policies

- (A) The District use of non-general obligation supported debt should not negatively impact future operations.

Working Guidelines: *The District should not issue any new non-general obligation debt until other financial targets are met, unless the source of future annual debt service is identified, with preference toward using debt for projects that provide cost savings or revenue enhancements.*

- (B) The District use of non-general obligation debt should provide an appropriate matching of the benefits provided to the cost of the debt service.

- (1) Working Guidelines – use of debt: *Non-general obligation debt should be used for projects that provide savings or revenue enhancements that meet or exceed the debt service costs, and for land acquisition or capital improvements. Non-general obligation debt may be used to finance capital replacements in an emergency situation.*

- (2) Working Guidelines – term of debt: *The term of non-general obligation debt should not exceed 100% of the weighted average life of the projects being funded.*

6.03 Minimum Fund Balances / Reserves

- (A) The District should maintain an appropriate level of ending fund balance in the General Operating Fund to provide financial stability and minimize service disruptions.

Working Guidelines: *The District should maintain ending general operating fund balance levels of 10 percent of operating expenses. In any year in which the District is not at the targeted fund level, the budgeted contingency or unappropriated ending fund balance will be increased by 1% of property tax revenues.*

- (B) The District should measure its obligation for replacement of assets and ensure that replacements are managed in a manner that does not negatively impact District services.

- (1) Working Guidelines – measurement of replacement obligation: *The District should measure the replacement obligation based on deferred replacements (i.e. backlog) for both major and routine replacements plus percentage of life used for major replacements.*

DISTRICT COMPILED POLICIES

- (2) Working Guidelines – prioritization of maintenance replacements funding: *The District should priority fund all major items replacements (subject to condition of asset deferrals) a minimum of \$350,000 of routine replacements, and fund the balance of routine replacements based on available funding.*

6.04 Cost Recovery

- (A) The District should establish consistent guidelines to measure the full cost of District programs and capital projects.

- (1) Working Guidelines – operating programs: ~~*The District should measure the cost of programs based on a full cost method, including measurement of direct variable cost, other variable cost, and an allocation of fixed indirect cost, based on actual utilization.*~~ *The District will measure the cost of providing services for both the direct cost and indirect cost. The direct cost includes all the specific identifiable expenses (fixed and variable) associated with providing a service, program or facility; these costs would not exist without the service or program. The indirect cost encompasses overhead (fixed and variable) including the administrative cost of the District; these costs would exist without any of the specific services or programs.*

- (2) Working Guidelines – capital projects: *The District should measure the cost of capital projects based on the direct external cost plus the full cost (including indirect cost allocations) of District staff time to manage the projects.*

- (B) The District should maintain fee policies that utilize the measurement of cost recovery / subsidy of District programs subject to other District goals.

Working Guidelines: ~~*In establishing program fees, the District should measure and consider both the variable cost of programs or activities and the full cost of programs or activities, including fixed costs and an allocation of overhead. District fees should also be established based on an allocation of available program subsidy, which is in turn based on available non-program resources*~~ *The desired level of cost recovery of direct costs will be based on the level of public versus private benefit the service provides as sorted by into five tiers:-*

- a. Tier 5, mostly individual benefit, will have desired cost recovery of 200%.*
- b. Tier 4, considerable individual benefit, will have desired cost recovery of 150%.*
- c. Tier 3, individual and community benefit, will have desired cost recovery of 100%.*

DISTRICT COMPILED POLICIES

d. Tier 2, considerable community benefit, will have desired cost recovery of 75%,

e. And Tier 1, mostly community benefit, will have little to no cost recovery from fees.

Categories of District services have been sorted and assigned a cost recovery tier through the Service and Financial Sustainability Assessment. Service categories can move between tiers, if necessary, but only upon completion of an established review process with criteria consistent with those that drove the initial tier assignment.

- (C) The District should recognize cost recovery of internal support functions for activities funded by special or restricted funds to ensure that there are no hidden interfund subsidies.

Working Guidelines: The District should charge the cost of staff support to capital projects, and should recognize an interfund reimbursement so that all capital costs are borne by the capital projects fund.

6.05 Cost / Benefit Analysis

The District should establish a consistent methodology of measuring cost / benefit analysis that can be used for proposed capital expansion or acquisitions.

Working Guidelines: The District should assess cost / benefit based on net present value of net financial returns using a discount rate equal to the District current borrowing rate.

6.06 Financial Goal Measurement

- (A) The District should establish, through the long-term financial planning process, financial goals and strategies and should periodically review these goals and strategies.

Working Guidelines: The District should review the goals and strategies annually as part of the Board of Directors annual goals and objectives.

- (B) The District should periodically measure progress toward financial goals.

Working Guidelines: The District should develop an annual reporting process for measuring progress toward financial goals.

DISTRICT COMPILED POLICIES

CHAPTER 6 – FINANCE

6.01 Fees and Charges

- (A) The manager will establish fees for District services based on policy guidelines established by the Board. These policy guidelines include:
 - (1) Fees will be calculated to achieve the desired level of cost recovery based on direct cost for each service type.
 - (2) Fees will be established for out-of-district users of District services that are equitable with fees for District residents recognizing the contribution made by District residents through property taxes.
 - (3) Appropriate fee discounts will be established for select user groups including seniors, youth, patrons with disabilities, and the military. Only District residents will be eligible for fee discounts. Only one discount may be applied to each fee.
 - (4) The “THPRD Scholarship Program” will provide accommodation for low-income District residents in the form of a limited amount of user fee waivers.
 - (5) Fees will periodically be compared against similar fees for both public and private sector providers.
 - (6) Fees will be adjusted and implemented, as necessary, to ensure continued equity, consistency and fairness.
- (B) The Board will review District fee policy as needed to ensure fees are in line with these guidelines.

6.02 Debt Policies

- (A) The District use of non-general obligation supported debt should not negatively impact future operations.

Working Guidelines: *The District should not issue any new non-general obligation debt until other financial targets are met, unless the source of future annual debt service is identified, with preference toward using debt for projects that provide cost savings or revenue enhancements.*
- (B) The District use of non-general obligation debt should provide an appropriate matching of the benefits provided to the cost of the debt service.

DISTRICT COMPILED POLICIES

- (1) Working Guidelines – use of debt: *Non-general obligation debt should be used for projects that provide savings or revenue enhancements that meet or exceed the debt service costs, and for land acquisition or capital improvements. Non-general obligation debt may be used to finance capital replacements in an emergency situation.*
- (2) Working Guidelines – term of debt: *The term of non-general obligation debt should not exceed 100% of the weighted average life of the projects being funded.*

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DISTRICT COMPILED POLICIES

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- (2) Working Guidelines – capital projects: *The District should measure the cost of capital projects based on the direct external cost plus the full cost (including indirect cost allocations) of District staff time to manage the projects.*
- (B) The District should maintain fee policies that utilize the measurement of cost recovery / subsidy of District programs subject to other District goals.

Working Guidelines: The desired level of cost recovery of direct costs will be based on the level of public versus private benefit the service provides as sorted by into five tiers:

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- c. Tier 3, individual and community benefit, will have desired cost recovery of 100%.*
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DISTRICT COMPILED POLICIES

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- (B) The District should periodically measure progress toward financial goals.

Working Guidelines: *The District should develop an annual reporting process for measuring progress toward financial goals.*



MEMO

DATE: May 28, 2015
TO: The Board of Directors
FROM: Doug Menke, General Manager

RE: **General Manager's Report for June 8, 2015**

Certificate of Achievement for Excellence in Financial Reporting

The district recently received notice that the Comprehensive Annual Financial Report for the fiscal year ended June 30, 2014, has qualified for receipt of the Certificate of Achievement for Excellence in Financial Reporting. The Certificate of Achievement is awarded by the Government Finance Officers Association of United States and Canada, and is considered the highest form of recognition in governmental accounting and financial reporting. This is the tenth consecutive year that the district has received the award.

National Run a Mile Day

In partnership with Beaverton School District's Stoller Middle School and *Youth Runner Magazine*, Cedar Hills Recreation Center hosted the national RUN A MILE day on Tuesday, May 12 at Stoller Middle School. This is a youth fitness event founded by the American Running Association. The goals of the RUN A MILE event are to celebrate the mile and encourage people of all ages, especially children from elementary to middle school ages, to participate by running a mile. The Health & PE teachers from Stoller had each of their classes run the course during their PE time. In addition, Jacob Wismer School 5th graders were invited to join in and run during our middle school practice time to meet our coaches and get more information about our middle school programs. We had over 700 students participate. Youth Runner Magazine was there for much of the event and supplied all of the participants with t-shirts, while Cedar Hills Recreation Center staff provided fruit, water and other giveaways.

Go Baby Go Program

Conestoga Recreation & Aquatic Center has partnered with Oregon State University to offer "Go Baby Go," a program that provides modified, ride-on cars to young children with disabilities so they can move around independently. The modified toy cars give children with mobility disabilities a chance to play and socialize with their peers more easily. Conestoga currently has one car in stock in the Indoor Play Park equipment that was donated by OSU.

Memorial Day Event

Once again this year, the district was pleased to assist American Legion Post 124 in holding the Memorial Day event at Veterans Memorial Park. This year's event, although held under cloudy skies, brought out several hundred spectators. Included in the program was THPRD Board President John Griffiths who shared his thoughts on the day. The park was prepared for the event by our park maintenance staff and again many compliments were received regarding how nice the park looked and how it added so much to the ceremony.

THPRD's Concerts in the Parks

THPRD's popular series of free outdoor concert and theater events provide our residents an opportunity to enjoy quality arts and entertainment this summer. This year's series includes four music and one theater event featured in five parks. Free concerts, scheduled on Thursday nights, kick off a summer of events on July 2. Party in The Park will be held on July 25 at the HMT Complex, and promises to be bigger and better than ever. Our summer music finale, Groovin' On The Grass, brings national touring acts to the stage and unites music lovers for a night out at the HMT Complex (general admission tickets are \$10 in advance). This year touring favorite Tower of Power will perform on August 15. For a complete schedule of special events please visit www.thprd.org.

Board of Directors Meeting Schedule

The following dates are proposed for the board of directors meeting schedule over the next few months:

- June Budget Adoption Meeting – Monday, June 22
- July Regular Board Meeting – No Meeting Scheduled
- August Regular Board Meeting – Monday, August 10
- September Regular Board Meeting – No Meeting Scheduled
- October Regular Board Meeting – Monday, October 5



MEMO

DATE: May 28, 2015
TO: Doug Menke, General Manager
FROM: Bob Wayt, Director of Communications & Outreach

RE: **Board Communication & Outreach**

In today's communications world, we are fortunate to have a variety of tools we can use to share information with the public. In the past, the park district relied heavily on the news media for that purpose, but today, we have our own website, social media, e-newsletter, print newsletters, email blasts and other online methods (including motion picture and still imagery) we can use to effectively communicate directly with those we serve.

At the same time, the district is dealing with a variety of issues, some of which become more and more complex as time goes on. Without effective communications, board decisions can be easily misunderstood, leading potentially to criticism and opposition. To improve public understanding of how board decisions are made, it is prudent to strategically take advantage of some or all of the communications tools available.

The board has shown strong interest in this subject matter and as such Board President John Griffiths has placed this on the agenda for discussion. I will be at the June 8 board meeting to offer thoughts on the topic and to answer any questions the board may have.



Management Report to the Board June 8, 2015

Communications & Outreach

Bob Wayt, Director of Communications & Outreach

1. The park district will once again play a major role in the City of Beaverton's annual Picnic in the Park series. THPRD will host an information table, while the Rec Mobile and Nature Mobile will provide a variety of activities for children. Maintenance Operations will work in advance to make sure each park site is ready. The schedule kicks off June 15 at Carolwood Park and is followed by events at Camille Park (June 18), Autumn Ridge Park (June 25) and Evelyn M. Schiffler Memorial Park (June 26).
2. Summer classes, camps and programs have yet to begin, but district staff are already preparing for fall. Activities guide production is underway now and will continue until it goes to the printer in late June. Fall registration starts August 15.
3. The Beaverton Valley Times reported on May 21 that THPRD's 2008 voter-approved bond measure will be paid off two years earlier than originally scheduled (in 2027 instead of 2029). As a result, taxpayers will save more than \$5 million. The good news results from a recent THPRD refinancing of bonds originally sold in 2009. District staff provided *The Times* with the information and will communicate it to the public in other ways as well.

Community Partnerships

Geoff Roach, Director of Community Partnerships

1. Overview: The campaign remains on schedule. With secured grants, gifts and pledges to date, the campaign is beyond 52.6% of goal. Developments for April and May 2015 include:
 - A. Foundations
 - i. In April, THPF responded to specific requests for information that resulted from a February board meeting of a California-based family foundation. We have been told that a final decision will be known by the end of June.
 - ii. New foundation requests have been either made or are being positioned now.
 - iii. Application submittal schedule for emerging foundations is understood.
 - a. Working with a targeted list of emerging foundations now.
 - b. Strategic cultivation of priority foundations is proceeding.
 - B. Individual donor prospects
 - i. Calls and meetings with donor prospects continue.
 - ii. The second annual meeting of the Champions Council was successful and was held on May 7, 2015. New donor, THPF board of trustee and Champions Council prospects were identified.
 - C. The Program Summit held in February at Providence Park has transformed THPRD's Champions Too Steering Committee into a program and partnering incubator. The committee meets routinely now and new partners and programs are emerging.

Aquatics

Sharon Hoffmeister, Superintendent of Aquatic Program Services

1. Our outdoor pools (Raleigh, Somerset West and Sunset's wading pool) will open for the summer season beginning Monday, June 15. They will stay open through Labor Day, Monday, September 7, 2015.

Maintenance

Jon Campbell, Superintendent of Maintenance Operations

1. LM Construction recently replaced three sections of the pervious concrete parking lot at the Sunset Swim Center that showed signs of failure. The three areas were closed for 10 days while the concrete cured, and reopened on May 27.
2. Parks staff prepared for the Memorial Day Service at Memorial Park on Monday, May 25. THPRD provided bleachers, audio equipment, all landscape services and placed flags at the perimeter of the park early Monday morning on Memorial Day. THPRD coordinated the program with the Beaverton Chapter of American Legion Post 124.

Natural Resources & Trails Management

Bruce Barbarasch, Superintendent of Natural Resources & Trails Management

1. Greenway Park Loop Trail. After completing a public survey and analyzing the options for the loop trail in the center of the park, a partial access option was implemented. This allowed patron access to all three bridges and beavers to use the center portion of the trail, which was closed.
2. Cooper Mountain Grazing. As part of a pilot project, six cows grazed in fenced-in habitat areas at Cooper Mountain Nature Park. Metro and THPRD staff are determining if the cows were an effective weed control tool.
3. Nature in Neighborhoods Grant. Staff applied for a Metro grant to improve habitat in the Willow Creek Greenway.

Planning & Development

Steve Gulgren, Superintendent of Planning & Development

1. Bond Land Acquisition/House Demolitions: Asbestos test results were recently provided by Certified Environmental Consulting, LLC for eight recent land acquisition properties. The reports indicated six structures have asbestos-containing material. These properties will require asbestos abatement prior to demolition. Five of the sites have water wells. Only one has a well log report with the state that identifies the particulars of the well. The other wells are not documented with the state and therefore there are no records to identify the size or construction of the well. Staff anticipates needing to have four of the wells decommissioned.

In April, a series of arson fires at the vacant house at NE Park required staff to expedite permitting to knock the burned structures down to minimize their attractiveness to further arson activity. Staff worked with Clean Water Services (CWS) to obtain an emergency service provider letter that allowed the district to knock down the remains of the structures. The day the permit was issued, staff had a contractor standing by and the structures came down. Staff is currently working on a simplified site analysis required by CWS to obtain a service provider letter to remove all the debris and foundations of the structures. Due to the wet nature of the site and proximity of the structures near the stream, CWS may determine they need a site assessment and possibly approval from other jurisdictional agencies. This would require additional funds and time to hire an environmental consultant to complete the assessment, reports, and submit for permits to go through the process.

Programs & Special Activities

Lisa Novak, Superintendent of Programs & Special Activities

1. Volunteer Services & Special Events staff have successfully launched the online ticket sales for Groovin' on the Grass - Tower of Power. Ticket sales were offered initially to THPRD e-newsletter subscribers, and then to the general public beginning May 29.

Recreation

Eric Owens, Superintendent of Recreation

1. The Recreation Department hosted their Lead Summer Staff training on Saturday, May 9. The training was attended by 40 summer staff from Cedar Hills, Conestoga and Garden Home, all of whom have been hired in a lead role for the summer. The training was held at Garden Home Recreation Center from 9 am to 1 pm and was led by staff from all three recreation centers. The topics focused on policy/safety, customer service and behavior management.
2. The Discovery Channel was at Cedar Hills Recreation Center on Sunday, May 10, to film a TV episode with Mat Roloff of *Little People Big World*, and his twin brother Sam, using the weight room.

Security Operations

Mike Janin, Superintendent of Security Operations

1. As a cooperative effort between agencies, the district allowed the Washington County Tactical Negotiations Team to use our two vacant houses on 187th in the Aloha area for scenario training. After going door to door and advising neighbors days prior to the three-day training the district was informed that the training went very well. Several of the neighbors who watched the training from their yards commented to deputies that they were very positive of the presence of deputies in their neighborhood and they supported the opportunity for the deputies and officers to train in a lifelike setting. Eventually, the structures will be demolished.

Sports

Scott Brucker, Superintendent of Sports

1. Athletic Facilities:
 - a. The regular season for spring lacrosse and recreational soccer have ended, baseball and softball will continue into the summer.
 - b. The tennis courts at Cedar Mill Park are completed and open for play.
 - c. The west air structure at the Tennis Center was taken down for the summer the last week of May; staff is scheduling the last two repair items (court resurfacing and north fence replacement) from the October windstorm for the first two weeks of June.

Business Services

Cathy Brucker, Finance Manager

Nancy Hartman Noye, Human Resources Manager

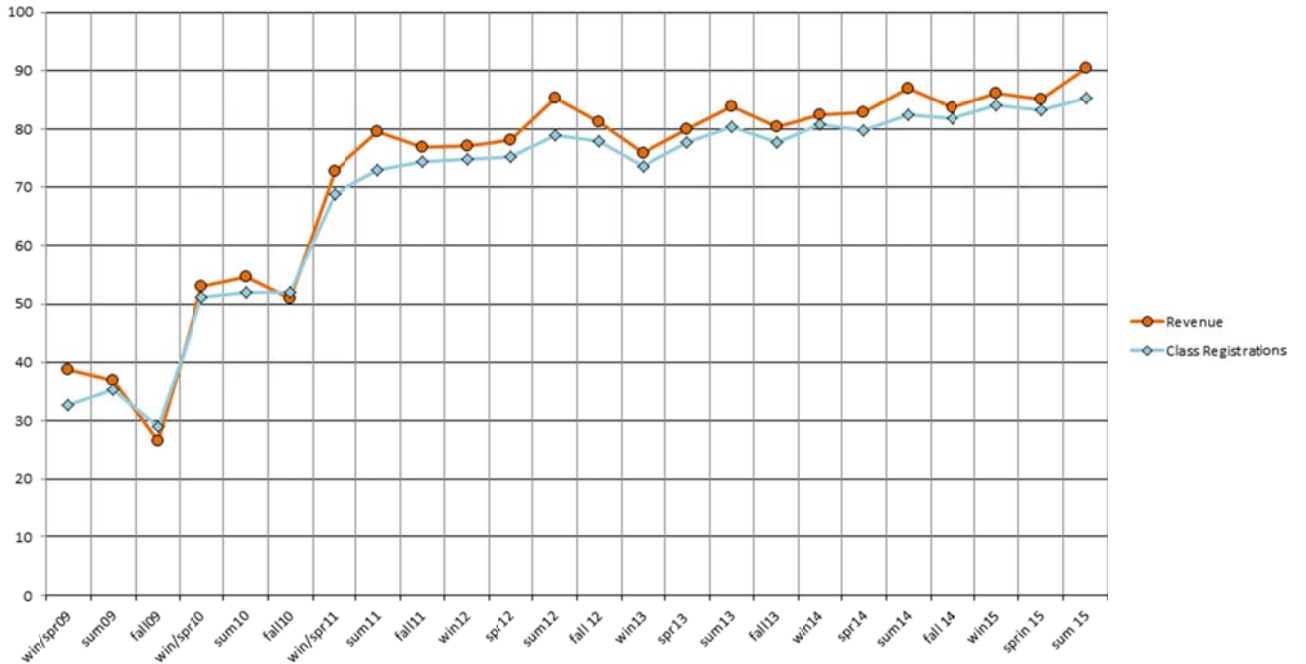
Mark Hokkanen, Risk & Contract Manager

Seth Reeser, Operations Analysis Manager

Phil Young, Information Services Manager

1. The Human Resources and Maintenance Departments participated in the Women in Trades Job Fair, May 14 and 15. This unique event offers dozens of hands-on activities designed to introduce women to the possibility of career in the trades and to help employers fill the gap in their labor force. Kylie Bayer-Fertterer, diversity & inclusion coordinator, Karlean Lawson, human resources assistant, Tracy Bardell, Athletic Facilities coordinator, and Nievita Hartness, Building Maintenance tech, were on hand to meet with participants and talk about their work at THPRD. Over 75 employers participated in the event which drew hundreds of job seekers.
2. Online registration continues to be the primary means for patrons to register for programs. We first introduced online registration in the fall of 2006. While there were some technical reasons for its initial slow adoption, by 2010 it became the primary means of registering for classes on opening day. Since 2010, year over year more patrons choose to use it every term.

Percentage of Registration Activity on Opening Day by WWW



3. THPRD's Workers' Compensation Experience Modification Rate (EMR) rose slightly from 0.73 to 0.75 for FY 2015/16. The EMR is used as a multiplier in computing the district's Workers' Compensation premiums. It is based on a scale of 1.00 being the average incident rate for similar work nationwide. The park and recreation agencies within Special Districts Association of Oregon average EMR rate is 0.98. THPRD continues to be below the national average and a leader in Oregon.
4. An interdepartmental team is examining the rental and facility use forms district-wide. The objectives for the group are making the forms simpler and more user friendly, as well as making them easier to find on the website. Updated costing based on the cost recovery principles will be incorporated as part of the update.
5. Staff has completed the upload of the approved budget information for the 2015/16 fiscal year into the Springbrook financial system in preparation of the anticipated adoption by the board of directors on June 22, 2015.

June

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
	1	2	3	4	5	6
7	8 Board Meeting 7pm @ Dryland/HMT Stuhr Center Advisory Committee 10am	9 Parks Advisory Committee 6pm	10	11	12	13
14	15	16 Trails Advisory Committee 7pm	17	18 Sports Advisory Committee 1pm	19 Dive-in Movie @ Harman Swim Center	20 Roger Tilbury Memorial Park Dedication Event 2pm
21	22 Board Meeting 7pm @ Dryland/HMT	23 Natural Resources Advisory Committee 6:30pm	24	25	26	27 THPRD 60 th Anniversary Celebration @ Beaverton Swim Center 2-4pm
28	29	30				

2015

July

Sun

Mon

Tue

Wed

Thu

Fri

Sat

1

2

Summer Concert in
the Park @ Arnold
Park

3

4

5

6

7

8

9

Summer Concert in
the Park @ Greenway
Park

10

11

12

Summer Theater in
the Park @ Schiffler
Park

13

14

Parks Advisory
Committee 6pm

15

16

Sports Advisory
Committee 1pm

17

Cedar Mill Park
Dedication Event &
Summer Concert in
the Park

18

19

20

21

Trails Advisory
Committee 7pm

22

23

24

25

Party in the Park @
HMT Recreation
Complex

26

27

28

Natural Resources
Advisory Committee
6:30pm

29

30

31

2015

August

Sun

Mon

Tue

Wed

Thu

Fri

Sat

1

2

3

4

5

6

Summer Concert in
the Park @ Raleigh
Swim Center/Park

7

8

Big Truck Day @
Conestoga Recreation
& Aquatic Center

9

10

Board Meeting 7pm
@ Dryland/HMT

Stuhr Center
Advisory Committee
10am

11

Parks Advisory
Committee 6pm

12

13

14

15

Groovin' on the Grass
@ HMT Recreation
Complex

Dive-in movie @
Raleigh Swim Center

16

17

18

Trails Advisory
Committee 7pm

19

20

Sports Advisory
Committee 1pm

21

22

23

24

25

Natural Resources
Advisory Committee
6:30pm

26

27

28

29

30

31

2015

Tualatin Hills Park and Recreation District
Monthly Capital Project Report
Estimated Cost vs. Budget
Through 4/30/2015

Description	Project Budget				Project Expenditures		Estimated Total Costs				Est. Cost (Over) Under Budget		
	Prior Year Budget Amount	Budget Carryover to Current Year	New Funds Budgeted in Current Year	Cumulative Project Budget	Current Year Budget Amount	Expended Prior Years	Expended Year-to-Date	Estimated Cost to Complete	Basis of Estimate	Project Cumulative	Current Year	Project Cumulative	Current Year
	(1)	(2)	(3)	(1+3)	(2+3)	(4)	(5)	(6)		(4+5+6)	(5+6)		
GENERAL FUND													
CAPITAL OUTLAY DIVISION													
<u>CARRY FORWARD PROJECTS</u>													
JQAY House Renovation	100,000	1,800	-	100,000	1,800	87,371	-	1,800	Budget	89,171	1,800	10,829	-
Challenge Grant Competitive Fund	45,000	45,000	-	45,000	45,000	-	5,509	39,491	Budget	45,000	45,000	-	-
Signage Master Plan	75,000	53,000	-	75,000	53,000	70,108	42,535	-	Complete	112,643	42,535	(37,643)	10,465
Fanno Creek Trail Management	62,000	20,400	-	62,000	20,400	39,409	2,638	17,762	Budget	59,809	20,400	2,191	-
Pedestrian Pathways (7 sites)	88,414	88,414	-	88,414	88,414	67,063	-	-	Complete	67,063	-	21,351	88,414
Concrete Sidewalks (6 sites)	50,200	50,200	-	50,200	50,200	27,875	8,000	-	Complete	35,875	8,000	14,325	42,200
Stuhr Parking Lot Crack Repair	26,666	16,166	-	26,666	16,166	10,500	16,166	-	Complete	26,666	16,166	-	-
ADA Wonderland Park Playstructure cmp	13,200	13,200	-	13,200	13,200	13,200	-	-	Complete	13,200	-	-	13,200
Playstructure - Wonderland Park	113,000	113,000	-	113,000	113,000	98,806	5,584	-	Complete	104,390	5,584	8,610	107,416
FC Greenway Erosion Solution	75,000	60,000	60,000	135,000	120,000	41,972	53,944	-	Complete	95,916	53,944	39,084	66,056
Aqua Climb	9,180	9,180	-	9,180	9,180	-	3,967	3,967	Award	7,934	7,934	1,246	1,246
Aquatic Center Dive Tower Louvers	9,500	9,500	-	9,500	9,500	-	-	9,500	Budget	9,500	9,500	-	-
Jenkins Lead Abatement (Main House)	9,000	9,000	-	9,000	9,000	-	-	9,000	Budget	9,000	9,000	-	-
G-Max Testing Unit	14,000	14,000	-	14,000	14,000	-	-	-	Canceled	-	-	14,000	14,000
HMT Tennis Center Roof	868,000	868,000	-	868,000	868,000	1,723	2,055	864,222	Budget	868,000	866,277	-	1,723
Info System Workstations & Notebooks	67,000	35,000	-	67,000	35,000	32,213	-	35,000	Budget	67,213	35,000	(213)	-
Jenkins Estate Irrigation	-	-	-	-	-	1,778	2,275	-	Complete	4,053	2,275	(4,053)	(2,275)
FCSC Remodel	132,000	-	-	132,000	-	94,235	20,143	2,670	Award	117,048	22,813	14,952	(22,813)
Energy Savings Performance Contract Phase 2	674,736	-	-	674,736	-	416,486	-	40,300	Award	456,786	40,300	217,950	(40,300)
TOTAL CARRYOVER PROJECTS	2,431,896	1,405,860	60,000	2,491,896	1,465,860	1,002,738	162,816	1,023,712		2,189,266	1,186,528	302,630	279,332
<u>ATHLETIC FACILITY REPLACEMENT</u>													
Synthetic Turf - Aloha High	-	-	160,000	160,000	160,000	-	156,310	-	Complete	156,310	156,310	3,690	3,690
Tennis Court Resurfacing & Crack Repair	-	-	91,000	91,000	91,000	-	86,926	4,240	Award	91,166	91,166	(166)	(166)
Carolwood Park-Basketball Court Resurface	-	-	16,000	16,000	16,000	-	21,106	-	Complete	21,106	21,106	(5,106)	(5,106)
Somerset Park Hitting Wall	-	-	10,000	10,000	10,000	-	7,450	-	Complete	7,450	7,450	2,550	2,550
Tennis Stadium Marble Panels	-	-	-	-	-	-	5,592	-	Complete	5,592	5,592	(5,592)	(5,592)
Sinkhole Repair - Outdoor Tennis Courts	-	-	-	-	-	-	4,959	-	Complete	4,959	4,959	(4,959)	(4,959)
TOTAL ATHLETIC FACILITY REPLACEMENT			277,000	277,000	277,000	-	282,343	4,240		286,583	286,583	(9,583)	(9,583)
<u>ATHLETIC FACILITY IMPROVEMENT</u>													
Summercrest Park Tennis Bank	-	-	6,500	6,500	6,500	-	7,500	-	Complete	7,500	7,500	(1,000)	(1,000)
Synthetic Turf Field-Conestoga Middle School	-	-	650,000	650,000	650,000	-	-	650,000	Budget	650,000	650,000	-	-
TOTAL ATHLETIC FACILITY IMPROVEMENT			656,500	656,500	656,500	-	7,500	650,000	Budget	657,500	657,500	(1,000)	(1,000)
<u>PARK AND TRAIL REPLACEMENTS</u>													
Play Equipment (2 sites)	-	-	87,468	87,468	87,468	-	52,030	35,438	Budget	87,468	87,468	-	-
Irrigation & Drainage System Repairs	-	-	25,000	25,000	25,000	-	16,625	8,375	Budget	25,000	25,000	-	-
Trash Cans in Parks	-	-	5,000	5,000	5,000	-	-	5,000	Budget	5,000	5,000	-	-
Dog Bag Dispensers	-	-	10,000	10,000	10,000	-	10,128	-	Complete	10,128	10,128	(128)	(128)
Canopies	-	-	2,860	2,860	2,860	-	2,600	-	Complete	2,600	2,600	260	260
Burnsridge Park Picnic Table	-	-	2,500	2,500	2,500	-	2,500	-	Complete	2,500	2,500	-	-
Fences (2 sites)	-	-	4,500	4,500	4,500	-	4,417	-	Complete	4,417	4,417	83	83
Portable Toilet Enclosures (5)	-	-	5,000	5,000	5,000	-	2,487	2,513	Budget	5,000	5,000	-	-
Asphalt Path Replacement & Repairs (6 sites)	-	-	172,707	172,707	172,707	-	194,897	9,301	Award	204,198	204,198	(31,491)	(31,491)
Concrete Sidewalks (4 sites) & Curbing (2 sites)	-	-	38,117	38,117	38,117	-	37,494	-	Complete	37,494	37,494	623	623
Greenway Park Boardwalk Design Phase 1	-	-	40,000	40,000	40,000	-	35,818	6,462	Award	42,280	42,280	(2,280)	(2,280)
Signage (various sites)	-	-	26,400	26,400	26,400	-	1,003	21,887	Award	22,890	22,890	3,510	3,510
TOTAL PARK AND TRAIL REPLACEMENTS			419,552	419,552	419,552	-	359,999	88,976		448,975	448,975	(29,423)	(29,423)
<u>PARK AND TRAIL IMPROVEMENTS</u>													
Memorial Benches	-	-	8,000	8,000	8,000	-	4,742	3,258	Budget	8,000	8,000	-	-
ODOT Grant-Westside Trail#18 easement	-	-	150,000	150,000	150,000	-	130,208	19,792	Budget	150,000	150,000	-	-
Opinionator - Patron Feedback	-	-	2,500	2,500	2,500	-	1,360	1,140	Budget	2,500	2,500	-	-
Raleigh Park Shelter- LWCF Grant	-	-	50,000	50,000	50,000	-	-	-	Cancelled	-	-	50,000	50,000
Terra Linda Park Shelter-LGGP Grant	-	-	40,000	40,000	40,000	-	-	-	Cancelled	-	-	40,000	40,000
Roger Tilbury Phase 2-LGGP Grant	-	-	212,500	212,500	212,500	-	-	-	Cancelled	-	-	212,500	212,500
TOTAL PARK AND TRAIL IMPROVEMENTS			463,000	463,000	463,000	-	136,310	24,190		160,500	160,500	302,500	302,500

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	(1)	(2)	(3)	(1+3)	(2+3)	(4)	(5)	(6)		(4+5+6)	(5+6)		
CHALLENGE GRANTS													
Program Facility Challenge Grants			97,500	97,500	97,500	-	23,335	74,165	Budget	97,500	97,500	-	-
TOTAL CHALLENGE GRANTS			97,500	97,500	97,500	-	23,335	74,165		97,500	97,500	-	-
BUILDING REPLACEMENTS													
Cardio/Weight Room Equipment Replacement			40,000	40,000	40,000	-	40,000	-	Complete	40,000	40,000	-	-
Aquatic Center Roof			800,000	800,000	800,000	-	63,384	736,616	Budget	800,000	800,000	-	-
Aquatic Center Pool Deck			267,250	267,250	267,250	-	-	267,250	Budget	267,250	267,250	-	-
Aquatic Center Resurface Pool & Tile Repair			241,803	241,803	241,803	-	1,920	239,883	Budget	241,803	241,803	-	-
Aquatic Center Electronic HVAC Controls			115,485	115,485	115,485	-	6,658	108,827	Budget	115,485	115,485	-	-
Aloha Main Circulation Pump Platform			7,450	7,450	7,450	-	7,990	-	Complete	7,990	7,990	(540)	(540)
Replacement Pump/Motor (2)			24,600	24,600	24,600	-	23,500	-	Complete	23,500	23,500	1,100	1,100
Diatomaceous Earth Fltr Cvr-2			5,775	5,775	5,775	-	7,059	-	Complete	7,059	7,059	(1,284)	(1,284)
Beaverton Pool Gutter-line			5,600	5,600	5,600	-	6,090	-	Complete	6,090	6,090	(490)	(490)
Aquatic Center Gutters, Chm Cntrlr, Drain Covers			18,236	18,236	18,236	-	7,513	10,723	Budget	18,236	18,236	-	-
Aquatic Center 16' Dive Board			8,613	8,613	8,613	-	8,240	-	Complete	8,240	8,240	373	373
Aloha Splash Water Slide			5,471	5,471	5,471	-	3,935	-	Complete	3,935	3,935	1,536	1,536
Harman Lane Anchors			6,290	6,290	6,290	-	6,290	-	Complete	6,290	6,290	-	-
Lookout Platform Chair			7,132	7,132	7,132	-	5,615	-	Complete	5,615	5,615	1,517	1,517
Aloha Portable Slide			5,470	5,470	5,470	-	-	-	Cancelled	-	-	5,470	5,470
AC Track Drinking Fountain			1,000	1,000	1,000	-	645	-	Complete	645	645	355	355
Schlottmann Hot Water Heater			1,100	1,100	1,100	-	514	-	Complete	514	514	586	586
Cedar Hills Boiler Room Drains			2,760	2,760	2,760	-	2,760	-	Complete	2,760	2,760	-	-
CRAC Weld Boiler Heat Exchanger Pipes			2,000	2,000	2,000	-	330	-	Complete	330	330	1,670	1,670
AC Shower Mixers & Parts			1,600	1,600	1,600	-	1,575	-	Complete	1,575	1,575	25	25
NPIC Interior Restroom Sinks & Parts			1,100	1,100	1,100	-	486	-	Complete	486	486	614	614
SSC Asbestos Abatement & Recover Piping			9,200	9,200	9,200	-	3,100	5,340	Award	8,440	8,440	760	760
Carpet (AC & Dryland)			5,210	5,210	5,210	-	960	3,711	Award	4,671	4,671	539	539
Interior Paint (TC & NP)			2,000	2,000	2,000	-	1,629	-	Complete	1,629	1,629	371	371
NPIC Reseal Ceramic Tile Flooring			6,000	6,000	6,000	-	5,320	-	Complete	5,320	5,320	680	680
Wood Floors / Court Refinishing			17,400	17,400	17,400	-	16,119	1,600	Award	17,719	17,719	(319)	(319)
GH Tile Floor Replacement			1,000	1,000	1,000	-	995	-	Complete	995	995	5	5
AC Gym Wood Floors Screening/Resurfacing			10,500	10,500	10,500	-	10,160	-	Complete	10,160	10,160	340	340
NPIC Interior Restrooms Flooring			4,500	4,500	4,500	-	4,666	-	Complete	4,666	4,666	(166)	(166)
Stuhr Ctr Ice Machine			2,050	2,050	2,050	-	899	-	Complete	899	899	1,151	1,151
AC Socket Plates, Relamp & Blinds			10,674	10,674	10,674	-	9,824	-	Complete	9,824	9,824	850	850
TC Relamp / Washer & Dryer			7,500	7,500	7,500	-	6,499	-	Complete	6,499	6,499	1,001	1,001
Harman Window Shades			1,611	1,611	1,611	-	1,890	-	Complete	1,890	1,890	(279)	(279)
Furnace (CH & GH)			7,500	7,500	7,500	-	-	7,500	Budget	7,500	7,500	-	-
Adm Office Rooftop Unit & Duct Heater			13,648	13,648	13,648	-	6,587	4,087	Award	10,674	10,674	2,974	2,974
AC HVAC Electrical Repairs			4,000	4,000	4,000	-	230	3,770	Budget	4,000	4,000	-	-
NPIC Exterior Restrooms HVAC Fans			2,500	2,500	2,500	-	1,934	-	Complete	1,934	1,934	566	566
Camp Riv Upper Pavilion Exterior Painting			1,000	1,000	1,000	-	-	1,000	Budget	1,000	1,000	-	-
CH Downspouts Replacement			2,510	2,510	2,510	-	2,510	-	Complete	2,510	2,510	-	-
Fanno Farmhouse Picket Fence			2,500	2,500	2,500	-	821	-	Complete	821	821	1,679	1,679
Gutters (2 sites)			4,000	4,000	4,000	-	8,493	-	Complete	8,493	8,493	(4,493)	(4,493)
Greenway Park - Paint Structure & Replace Gutters			3,100	3,100	3,100	-	3,479	-	Complete	3,479	3,479	(379)	(379)
JEN Roof & Veranda Repairs			5,200	5,200	5,200	-	6,488	791	Budget	7,279	7,279	(2,079)	(2,079)
Tallac Terrace Park Play Pad Roof Repair			2,000	2,000	2,000	-	1,710	-	Complete	1,710	1,710	290	290
ASC Exterior Painting			14,889	14,889	14,889	-	-	14,889	Budget	14,889	14,889	-	-
NPIC Entrance Light Replacement & Interior Relamp			1,500	1,500	1,500	-	1,465	-	Complete	1,465	1,465	35	35
Fanno Farmhouse ADA Ramp			19,000	19,000	19,000	-	-	19,000	Budget	19,000	19,000	-	-
FCSC Roof Repairs & Consultation			18,096	18,096	18,096	-	-	18,096	Budget	18,096	18,096	-	-
AC Alcove Roof			11,500	11,500	11,500	-	12,412	-	Complete	12,412	12,412	(912)	(912)
JEN Stable Septic Tank			19,000	19,000	19,000	-	21,950	-	Complete	21,950	21,950	(2,950)	(2,950)
AC Compressor Replacement @ Stuhr Ctr			-	-	-	-	5,449	-	Complete	5,449	5,449	(5,449)	(5,449)

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	(1)	(2)	(3)	(1+3)	(2+3)	(4)	(5)	(6)		(4+5+6)	(5+6)		
Fanno Farmhouse Sewer Line	-	-	-	-	-	-	3,873	-	Complete	3,873	3,873	(3,873)	(3,873)
50 Mtr Pool Circulation Pump	-	-	-	-	-	-	7,453	-	Complete	7,453	7,453	(7,453)	(7,453)
Tennis Air Structures Reconst.	-	-	-	-	-	-	167,110	(166,110)	Award	1,000	1,000	(1,000)	(1,000)
CRA Boiler Valve Replacement	-	-	-	-	-	-	3,845	-	Complete	3,845	3,845	(3,845)	(3,845)
CRA HVAC Unit (damage repair)	-	-	-	-	-	-	5,698	-	Complete	5,698	5,698	(5,698)	(5,698)
GH HVAC Air Handler	-	-	-	-	-	-	3,401	-	Complete	3,401	3,401	(3,401)	(3,401)
SSC Surge Valve Repair	-	-	-	-	-	-	3,965	-	Complete	3,965	3,965	(3,965)	(3,965)
JEN Furnace Replacement	-	-	-	-	-	-	3,726	-	Complete	3,726	3,726	(3,726)	(3,726)
SSC Circulation Pump Motor	-	-	-	-	-	-	3,180	-	Complete	3,180	3,180	(3,180)	(3,180)
TOTAL BUILDING REPLACEMENTS			1,778,323	1,778,323	1,778,323	-	532,345	1,276,973		1,809,318	1,809,318	(30,995)	(30,995)
BUILDING IMPROVEMENTS													
FCSC Safety Shower for HAZMAT Locker	-	-	6,500	6,500	6,500	-	6,325	-	Complete	6,325	6,325	175	175
HMT Comm & Dev - Front Office Improvement	-	-	5,000	5,000	5,000	-	5,000	-	Complete	5,000	5,000	-	-
Administration Office Reconfiguration	-	-	110,000	110,000	110,000	-	160,483	2,066	Award	162,549	162,549	(52,549)	(52,549)
TOTAL BUILDING IMPROVEMENTS			121,500	121,500	121,500	-	171,808	2,066		173,874	173,874	(52,374)	(52,374)
ADA PROJECTS													
ASC Power Door Operator	-	-	2,183	2,183	2,183	-	1,750	-	Complete	1,750	1,750	433	433
GH ADA Sidewalk Addition	-	-	9,000	9,000	9,000	-	9,000	-	Complete	9,000	9,000	-	-
McMillan Park ADA Components	-	-	20,300	20,300	20,300	-	2,436	17,864	Budget	20,300	20,300	-	-
TOTAL ADA PROJECTS			31,483	31,483	31,483	-	13,186	17,864		31,050	31,050	433	433
TOTAL CAPITAL OUTLAY DIVISION	2,431,896	1,405,860	3,904,858	6,336,754	5,310,718	1,002,738	1,689,641	3,162,186		5,854,566	4,851,827	482,188	458,891
INFORMATION SERVICES DEPARTMENT													
INFORMATION TECHNOLOGY REPLACEMENTS													
Workstations/Notebooks	-	-	8,500	8,500	8,500	-	7,597	903	Budget	8,500	8,500	-	-
Server Replacements	-	-	35,000	35,000	35,000	-	30,837	4,164	Award	35,001	35,001	(1)	(1)
LAN/WAN Replacement	-	-	5,000	5,000	5,000	-	2,119	2,881	Budget	5,000	5,000	-	-
Printers/Network Printers	-	-	5,000	5,000	5,000	-	2,700	-	Complete	2,700	2,700	2,300	2,300
TOTAL INFORMATION TECHNOLOGY REPLACEMENTS			53,500	53,500	53,500	-	43,253	7,948		51,201	51,201	2,299	2,299
INFORMATION TECHNOLOGY IMPROVEMENTS													
Misc. Application Software	-	-	20,000	20,000	20,000	-	19,450	550	Budget	20,000	20,000	-	-
Workstation and Phone	-	-	14,500	14,500	14,500	-	12,430	2,070	Budget	14,500	14,500	-	-
Kronos Upgrade	-	-	22,000	22,000	22,000	-	14,825	7,355	Award	22,180	22,180	(180)	(180)
Virtual Desktop Infrastructure	-	-	79,500	79,500	79,500	-	69,263	5,736	Budget	74,999	74,999	4,501	4,501
FCSC Server Rack/UPS	-	-	7,500	7,500	7,500	-	7,313	-	Complete	7,313	7,313	187	187
FCSC Server Room Security	-	-	4,800	4,800	4,800	-	4,844	-	Complete	4,844	4,844	(44)	(44)
TOTAL INFORMATION TECHNOLOGY IMPROVEMENTS			148,300	148,300	148,300	-	128,125	15,711		143,836	143,836	4,464	4,464
TOTAL INFORMATION SYSTEMS DEPARTMENT	-	-	201,800	201,800	201,800	-	171,378	23,659		195,037	195,037	6,763	6,763
MAINTENANCE DEPARTMENT													
FLEET REPLACEMENTS													
72" Mowers (3)	-	-	42,000	42,000	42,000	-	41,920	-	Complete	41,920	41,920	80	80
Tire Balancer	-	-	8,500	8,500	8,500	-	9,056	-	Complete	9,056	9,056	(556)	(556)
Electric Utility Vehicle	-	-	12,500	12,500	12,500	-	11,677	-	Complete	11,677	11,677	823	823
52" Mowers (2)	-	-	14,400	14,400	14,400	-	14,196	-	Complete	14,196	14,196	204	204
52" Mower & 2 Trailers	-	-	15,500	15,500	15,500	-	8,098	10,757	Award	18,855	18,855	(3,355)	(3,355)
Large Rotary Mower	-	-	62,000	62,000	62,000	-	59,661	-	Complete	59,661	59,661	2,339	2,339
4x4 SUV Hybrid	-	-	43,000	43,000	43,000	-	28,079	-	Complete	28,079	28,079	14,921	14,921
Chipper	-	-	45,000	45,000	45,000	-	44,344	-	Complete	44,344	44,344	656	656
TOTAL FLEET REPLACEMENTS			242,900	242,900	242,900	-	217,031	10,757		227,788	227,788	15,112	15,112

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	(1)	(2)	(3)	(1+3)	(2+3)	(4)	(5)	(6)		(4+5+6)	(5+6)		
BUILDING MAINTENANCE EQUIPMENT REPLACEMENTS													
CHRC Vacuums & Battery Packs			2,600	2,600	2,600	-	2,598	-	Complete	2,598	2,598	2	2
Conestoga Floor Scrubber			1,900	1,900	1,900	-	1,840	-	Complete	1,840	1,840	60	60
Stuhr Center Wet Dry Vacuum			1,000	1,000	1,000	-	715	-	Complete	715	715	285	285
AC Vacuum & Batteries			1,200	1,200	1,200	-	1,088	-	Complete	1,088	1,088	112	112
TC Sweeper Batteries & Parts			1,100	1,100	1,100	-	755	-	Complete	755	755	345	345
NPIC Pressure Washer & Wand			1,000	1,000	1,000	-	999	-	Complete	999	999	1	1
TOTAL BLDG MAINT EQUIPMENT REPLACEMENTS			8,800	8,800	8,800	-	7,995	-		7,995	7,995	805	805
BUILDING MAINTENANCE IMPROVEMENTS													
Preventive Drain Emergency Response			11,340	11,340	11,340	-	6,632	-	Complete	6,632	6,632	4,708	4,708
Data Collection Tablets			1,200	1,200	1,200	-	985	-	Complete	985	985	215	215
TOTAL BUILDING MAINT IMPROVEMENTS			12,540	12,540	12,540	-	7,617	-		7,617	7,617	4,923	4,923
TOTAL MAINTENANCE DEPARTMENT	-	-	264,240	264,240	264,240	-	232,643	10,757		243,400	243,400	20,840	20,840
GRAND TOTAL GENERAL FUND	2,431,896	1,405,860	4,370,898	6,802,794	5,776,758	1,002,738	2,093,663	3,196,602		6,293,003	5,290,264	509,791	486,494
SDC FUND													
LAND ACQUISITION													
Land Acquisition (FY 14)	790,000	790,000	-	790,000	790,000	-	11,909	778,091	Budget	790,000	790,000	-	-
Land Acquisition - North Bethany	-	-	1,670,131	1,670,131	1,670,131	-	26,002	1,644,129	Budget	1,670,131	1,670,131	-	-
Summer Falls Property Acquisition	-	-	329,869	329,869	329,869	-	329,869	-	Complete	329,869	329,869	-	-
TOTAL LAND ACQUISITION	790,000	790,000	2,000,000	2,790,000	2,790,000	-	367,780	2,422,220		2,790,000	2,790,000	-	-
DEVELOPMENT/IMPROVEMENT PROJECTS													
Fanno Creek Trail / Scholls Greenwood Inn	2,011,950	60,000	-	2,011,950	60,000	1,946,487	8,064	51,936	Budget	2,006,487	60,000	5,463	-
Bonny Slope / BSD Trail Development	175,000	175,000	325,000	500,000	500,000	-	-	500,000	Budget	500,000	500,000	-	-
MTIP Grant Match - Westside Trail #18	82,205	19,275	201,125	283,330	220,400	73,266	20,461	199,939	Budget	293,666	220,400	(10,336)	-
Graf Meadows Park - Trail Connection	600,000	447,500	-	600,000	447,500	143,244	337,957	45,500	Award	526,701	383,457	73,299	64,043
Future Dog Park Construction - Site to be determined	50,000	50,000	-	50,000	50,000	-	-	50,000	Budget	50,000	50,000	-	-
Fanno Creek Trail - Hall Blvd Crossing	384,250	35,500	50,000	434,250	85,500	176,753	292	40,000	Award	217,045	40,292	217,205	45,208
Timberland Park - Project Management	34,000	17,750	-	34,000	17,750	-	34,515	4,075	Budget	38,590	38,590	(4,590)	(20,840)
Jackie Husen Park Expansion - Planning	-	-	83,500	83,500	83,500	-	79,797	2,526	Award	82,323	82,323	1,177	1,177
Connect OR Grant / Waterhouse Trail Segment 4	-	-	200,000	200,000	200,000	-	-	-	Canceled	-	-	200,000	200,000
LWCF Grant / Raleigh Park Shelter	-	-	50,000	50,000	50,000	-	-	-	Canceled	-	-	50,000	50,000
LGGP Grant / Terra Linda Park Shelter	-	-	40,000	40,000	40,000	-	-	-	Canceled	-	-	40,000	40,000
LGGP Grant / Roger Tilbury Park Phase 2	-	-	212,500	212,500	212,500	-	-	-	Canceled	-	-	212,500	212,500
Bethany Creek Falls 1 & 2 - Project Management	-	-	120,500	120,500	120,500	-	17,043	103,457	Budget	120,500	120,500	-	-
Bethany Terrace Trail #11 - Project Management	-	-	10,500	10,500	10,500	-	70	10,430	Budget	10,500	10,500	-	-
New Neighborhood Park Master Plans (2)	-	-	150,000	150,000	150,000	-	-	150,000	Budget	150,000	150,000	-	-
New Neighborhood Park Development	-	-	1,500,000	1,500,000	1,500,000	-	-	1,500,000	Budget	1,500,000	1,500,000	-	-
SW Quadrant Community Center - Site Feasibility	-	-	60,000	60,000	60,000	-	-	60,000	Budget	60,000	60,000	-	-
Natural Area Master Plan	-	-	100,000	100,000	100,000	-	-	100,000	Budget	100,000	100,000	-	-
Undesignated Projects	-	-	2,742,793	2,742,793	2,742,793	-	-	2,742,793	Budget	2,742,793	2,742,793	-	-
TOTAL DEVELOPMENT/IMPROVEMENT PROJECTS	3,337,405	805,025	5,845,918	9,183,323	6,650,943	2,339,750	498,199	5,560,656		8,398,605	6,058,855	784,718	592,088
GRAND TOTAL SDC FUND	4,127,405	1,595,025	7,845,918	11,973,323	9,440,943	2,339,750	865,979	7,982,876		11,188,605	8,848,855	784,718	592,088

KEY

- Budget Estimate based on original budget - not started and/or no basis for change
- Deferred Some or all of Project has been eliminated to reduce overall capital costs for year.
- Award Estimate based on Contract Award amount or quote price estimates
- Complete Project completed - no additional estimated costs to complete.

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			Initial Project Budget	Adjustments	Current Total Project Budget FY 14/15	Expended Prior Years	Expended Year-to-Date	Total Expended to Date				Est. Cost (Over) Under Budget	Cost Expended to Budget	Cost Expended to Total Cost
			(1)	(2)	(1+2)=(3)	(4)	(5)	(4+5)=(6)	(7)		(6+7)=(9)	(3-9) = (10)	(6) / (3)	(6)/(9)
BOND CAPITAL PROJECTS FUND														
<u>New Neighborhood Parks Development</u>														
SE	91-901	AM Kennedy Park & Athletic Field	1,285,250	50,470	1,335,720	1,686,530	-	1,686,530	-	Complete	1,686,530	(350,810)	126.3%	100.0%
SW	91-902	Barsotti Park & Athletic Field	1,285,250	27,134	1,312,384	1,258,105	-	1,258,105	-	Complete	1,258,105	54,279	95.9%	100.0%
NW	91-903	Hansen Ridge Park (formerly Kaiser Ridge)	771,150	16,035	787,185	753,743	-	753,743	-	Complete	753,743	33,442	95.8%	100.0%
SW	91-904	Roy Dancer Park	771,150	16,308	787,458	651,272	-	651,272	-	Complete	651,272	136,186	82.7%	100.0%
NE	91-905	Roger Tilbury Park	771,150	19,335	790,485	291,348	630,440	921,788	-	Complete	921,788	(131,303)	116.6%	100.0%
		Total New Neighborhood Parks Development	4,883,950	129,282	5,013,232	4,640,998	630,440	5,271,438	-		5,271,438	(258,206)	105.2%	100.0%
UND		Authorized Use of Savings from Bond Issuance Administration Category	-	258,206	258,206	-	-	-	-	N/A	-	258,206	n/a	n/a
		Total New Neighborhood Parks Development	4,883,950	387,488	5,271,438	4,640,998	630,440	5,271,438	-		5,271,438	-	100.0%	100.0%
<u>Renovate & Redevelop Neighborhood Parks</u>														
NE	91-906	Cedar Mill Park, Trail & Athletic Fields	1,125,879	29,166	1,155,045	304,437	693,188	997,625	-	Complete	997,625	157,420	86.4%	100.0%
SE	91-907	Camille Park	514,100	28,634	542,734	585,471	-	585,471	-	Complete	585,471	(42,737)	107.9%	100.0%
NW	91-908	Somerset West Park	1,028,200	27,247	1,055,447	154,298	6,379	160,677	2,289,318	A&E	2,449,995	(1,394,548)	15.2%	6.6%
NW	91-909	Pioneer Park and Bridge Replacement	544,934	21,059	565,993	533,358	-	533,358	-	Complete	533,358	32,635	94.2%	100.0%
SE	91-910	Vista Brook Park	514,100	20,452	534,552	733,500	-	733,500	-	Complete	733,500	(198,948)	137.2%	100.0%
		Total Renovate & Redevelop Neighborhood Parks	3,727,213	126,558	3,853,771	2,311,064	699,567	3,010,631	2,289,318		5,299,949	(1,446,178)	78.1%	56.8%
<u>New Neighborhood Parks Land Acquisition</u>														
NW	98-880-a	New Neighborhood Park - NW Quadrant (Biles)	1,500,000	28,467	1,528,467	1,041,404	-	1,041,404	-	Complete	1,041,404	487,063	68.1%	100.0%
NW	98-880-b	New Neighborhood Park - NW Quadrant (Living Hope)	-	-	-	1,060,935	6,789	1,067,724	-	Complete	1,067,724	(1,067,724)	n/a	100.0%
NW	98-880-c	New Neighborhood Park - NW Quadrant (Mitchell)	-	-	-	36,849	692,066	728,915	-	Complete	728,915	(728,915)	n/a	100.0%
NW	98-880-d	New Neighborhood Park - NW Quadrant (PGE)	-	-	-	62,712	-	62,712	-	Complete	62,712	(62,712)	n/a	100.0%
NE	98-745-a	New Neighborhood Park - NE Quadrant (Wilson)	1,500,000	27,735	1,527,735	525,108	4,186	529,294	-	Complete	529,294	998,441	34.6%	100.0%
NE	98-745-b	New Neighborhood Park - NE Quadrant (Lehman - formerly undesignated)	1,500,000	31,870	1,531,870	2,094,725	-	2,094,725	-	Complete	2,094,725	(562,855)	136.7%	100.0%
SW	98-746-a	New Neighborhood Park - SW Quadrant (Sterling Savings)	1,500,000	24,453	1,524,453	1,058,925	-	1,058,925	-	Complete	1,058,925	465,528	69.5%	100.0%
SW	98-746-b	New Neighborhood Park - SW Quadrant (Altishin)	-	-	-	546,751	890	547,641	-	Complete	547,641	(547,641)	n/a	100.0%
SW	98-746-c	New Neighborhood Park - SW Quadrant (Hung easement for Roy Dancer Park)	-	-	-	60,006	-	60,006	-	Complete	60,006	(60,006)	n/a	100.0%
SE	98-747	New Neighborhood Park - SE Quadrant (Cobb)	1,500,000	15,547	1,515,547	2,559,230	609	2,559,839	-	Complete	2,559,839	(1,044,292)	168.9%	100.0%
NW	98-748	New Neighborhood Park (North Bethany) (McGettigan)	1,500,000	23,667	1,523,667	1,629,690	-	1,629,690	-	Complete	1,629,690	(106,023)	107.0%	100.0%
UND	98-749	New Neighborhood Park - Undesignated	-	-	-	-	-	-	-	Reallocated	-	-	n/a	0.0%
		Sub-total New Neighborhood Parks	9,000,000	151,739	9,151,739	10,676,335	704,540	11,380,875	-		11,380,875	(2,229,136)	124.4%	100.0%
UND		Authorized Use of Savings from New Community Park Land Acquisition Category	-	1,655,521	1,655,521	-	-	-	-	N/A	-	1,655,521	n/a	n/a
UND		Authorized Use of Savings from Community Center / Community Park Land Acquisition Category	-	573,615	573,615	-	-	-	-	N/A	-	573,615	n/a	n/a
		Total New Neighborhood Parks	9,000,000	2,380,875	11,380,875	10,676,335	704,540	11,380,875	-		11,380,875	-	100.0%	100.0%
<u>New Community Park Development</u>														
SW	92-915	SW Quad Community Park & Athletic Field	7,711,500	209,033	7,920,533	167,374	404,323	571,697	11,233,566	Design Dev	11,805,263	(3,884,730)	7.2%	4.8%
		Sub-total New Community Park Development	7,711,500	209,033	7,920,533	167,374	404,323	571,697	11,233,566		11,805,263	(3,884,730)	7.2%	4.8%
UND		Outside Funding from Washington County / Metro Transferred from Community Center Land Acquisition	-	384,251	384,251	-	-	-	-	N/A	-	384,251	n/a	n/a
		Total New Community Park Development	7,711,500	593,284	8,304,784	167,374	404,323	571,697	11,233,566		11,805,263	(3,500,479)	6.9%	4.8%

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			Initial Project Budget	Adjustments	Current Total Project Budget FY 14/15	Expended Prior Years	Expended Year-to-Date	Total Expended to Date				Est. Cost (Over) Under Budget	Cost Expended to Budget	Cost Expended to Total Cost
			(1)	(2)	(1+2)=(3)	(4)	(5)	(4+5)=(6)	(7)		(6+7)=(9)	(3-9) = (10)	(6) / (3)	(6)/(9)
<u>New Community Park Land Acquisition</u>														
NE	98-881-a	New Community Park - NE Quadrant (Teufel)	10,000,000	132,657	10,132,657	8,103,899	-	8,103,899	-	Complete	8,103,899	2,028,758	80.0%	100.0%
NE	98-881-b	Community Park Expansion - NE Quad (BSD/William Walker)	-	-	-	372,655	582	373,237	-	Complete	373,237	(373,237)	n/a	100.0%
Sub-total New Community Park			10,000,000	132,657	10,132,657	8,476,554	582	8,477,136	-		8,477,136	1,655,521	83.7%	100.0%
UND		Authorized Use of Savings for New Neighborhood Parks Land Acquisition Category	-	(1,655,521)	(1,655,521)	-	-	-	-	N/A	-	(1,655,521)	n/a	n/a
Total New Community Park			10,000,000	(1,522,864)	8,477,136	8,476,554	582	8,477,136	-		8,477,136	-	100.0%	100.0%
<u>Renovate and Redevelop Community Parks</u>														
NE	92-916	Cedar Hills Park & Athletic Field	6,194,905	166,269	6,361,174	173,955	42,852	216,807	7,837,369	A&E	8,054,176	(1,693,002)	3.4%	2.7%
SE	92-917	Schiffler Park	3,598,700	72,672	3,671,372	2,647,176	-	2,647,176	-	Complete	2,647,176	1,024,196	72.1%	100.0%
Total Renovate and Redevelop Community Parks			9,793,605	238,941	10,032,546	2,821,131	42,852	2,863,983	7,837,369		10,701,352	(668,806)	28.5%	26.8%
<u>Natural Area Preservation - Restoration</u>														
NE	97-963	Roger Tilbury Memorial Park	30,846	828	31,674	1,310	44	1,354	30,320	Planning	31,674	-	4.3%	4.3%
NE	97-964	Cedar Mill Park	30,846	835	31,681	193	8	201	9,799	Planning	10,000	21,681	0.6%	2.0%
NE	97-965	Jordan/Jackie Husen Park	308,460	8,275	316,735	24,317	1,789	26,106	31,294	Planting	57,400	259,335	8.2%	45.5%
NW	97-966	NE/Bethany Meadows Trail Habitat Connection	246,768	6,693	253,461	-	-	-	253,461	On Hold	253,461	-	0.0%	0.0%
NW	97-967	Hansen Ridge Park (formerly Kaiser Ridge)	10,282	243	10,525	8,186	-	8,186	4,814	Preparation	13,000	(2,475)	77.8%	63.0%
NW	97-968	Allenbach Acres Park	41,128	1,094	42,222	3,514	1,000	4,514	37,076	Planning	41,590	632	10.7%	10.9%
NW	97-969	Crystal Creek Park	205,640	5,530	211,170	5,374	16	5,390	94,610	Preparation	100,000	111,170	2.6%	5.4%
NE	97-970	Foothills Park	61,692	1,143	62,835	46,178	-	46,178	-	Complete	46,178	16,657	73.5%	100.0%
NE	97-971	Commonwealth Lake Park	41,128	759	41,887	30,809	-	30,809	-	Complete	30,809	11,078	73.6%	100.0%
NW	97-972	Tualatin Hills Nature Park	90,800	2,278	93,078	27,696	-	27,696	-	Complete	27,696	65,382	29.8%	100.0%
NE	97-973	Pioneer Park	10,282	233	10,515	7,490	5	7,495	2,952	Preparation	10,447	68	71.3%	71.7%
NW	97-974	Whispering Woods Park	51,410	897	52,307	48,871	-	48,871	-	Complete	48,871	3,436	93.4%	100.0%
NW	97-975	Willow Creek Nature Park	20,564	383	20,947	21,877	-	21,877	-	Complete	21,877	(930)	104.4%	100.0%
SE	97-976	AM Kennedy Park	30,846	667	31,513	24,695	703	25,398	7,302	Planting	32,700	(1,187)	80.6%	77.7%
SE	97-977	Camille Park	77,115	1,648	78,763	59,248	1,751	60,999	11,354	Planting	72,353	6,410	77.4%	84.3%
SE	97-978	Vista Brook Park	20,564	548	21,112	3,044	-	3,044	17,456	Planting	20,500	612	14.4%	14.8%
SE	97-979	Greenway Park/Koll Center	61,692	1,576	63,268	30,704	5,042	35,746	27,254	Preparation	63,000	268	56.5%	56.7%
SE	97-980	Bauman Park	82,256	1,984	84,240	30,134	19	30,153	-	Complete	30,153	54,087	35.8%	100.0%
SE	97-981	Fanno Creek Park	162,456	4,368	166,824	5,022	125	5,147	64,853	Preparation	70,000	96,824	3.1%	7.4%
SE	97-982	Hideaway Park	41,128	976	42,104	30,949	2,271	33,220	8,737	Planting	41,957	147	78.9%	79.2%
SW	97-983	Murrayhill Park	61,692	1,014	62,706	65,706	6	65,712	-	Complete	65,712	(3,006)	104.8%	100.0%
SE	97-984	Hyland Forest Park	71,974	1,316	73,290	58,821	3,300	62,121	-	Complete	62,121	11,169	84.8%	100.0%
SW	97-985	Cooper Mountain	205,640	5,577	211,217	14	-	14	211,203	On Hold	211,217	-	0.0%	0.0%
SW	97-986	Winkelman Park	10,282	237	10,519	5,894	-	5,894	-	Complete	5,894	4,625	56.0%	100.0%
SW	97-987	Lowami Hart Woods	287,896	7,680	295,576	36,144	55,601	91,745	73,255	Preparation	165,000	130,576	31.0%	55.6%
SW	97-988	Rosa/Hazeldale Parks	28,790	708	29,498	11,563	1,191	12,754	-	Complete	12,754	16,744	43.2%	100.0%
SW	97-989	Mt Williams Park	102,820	2,787	105,607	244	-	244	105,363	Planning	105,607	-	0.2%	0.2%
SW	97-990	Jenkins Estate	154,230	3,309	157,539	128,915	3,786	132,701	-	Complete	132,701	24,838	84.2%	100.0%
SW	97-991	Summercrest Park	10,282	188	10,470	7,987	-	7,987	-	Complete	7,987	2,483	76.3%	100.0%
SW	97-992	Morrison Woods	61,692	1,672	63,364	0	-	0	63,364	On Hold	63,364	-	0.0%	0.0%
UND	97-993	Interpretive Sign Network	339,306	8,697	348,003	159,784	131,217	291,001	48,299	Sign Fabrication	339,300	8,703	83.6%	85.8%
NW	97-994	Beaverton Creek Trail	61,692	1,673	63,365	-	-	-	63,365	On Hold	63,365	-	0.0%	0.0%
NW	97-995	Bethany Wetlands/Bronson Creek	41,128	1,116	42,244	-	-	-	42,244	On Hold	42,244	-	0.0%	0.0%
NW	97-996	Bluegrass Downs Park	15,423	418	15,841	-	-	-	15,841	On Hold	15,841	-	0.0%	0.0%
NW	97-997	Crystal Creek	41,128	1,116	42,244	-	-	-	42,244	On Hold	42,244	-	0.0%	0.0%
UND	N/A	Reallocation of project savings to new project budgets	-	(865,000)	(865,000)	-	-	-	-	Reallocation	0	(865,000)	0.0%	0.0%
SE	97-950	Hyland Woods Phase 2	-	45,000	45,000	-	-	-	45,000	Budget	45,000	-	0.0%	0.0%
SW	97-951	Jenkins Estate Phase 2	-	125,000	125,000	-	-	-	125,000	Budget	125,000	-	0.0%	0.0%
NW	97-952	Somerset	-	150,000	150,000	-	-	-	150,000	Budget	150,000	-	0.0%	0.0%
NW	97-953	Rock Creek Greenway	-	155,000	155,000	-	-	-	155,000	Budget	155,000	-	0.0%	0.0%
NW	97-954	Whispering Woods Phase 2	-	125,000	125,000	-	-	-	125,000	Budget	125,000	-	0.0%	0.0%

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			(1)	(2)	(1+2)=(3)	(4)	(5)	(4+5)=(6)	(7)		(6+7)=(9)	(3-9) = (10)	(6) / (3)	(6)/(9)
SE	97-955	Raleigh Park	-	110,000	110,000	-	-	-	110,000	Budget	110,000	-	0.0%	0.0%
NE	97-956	Bannister Creek Greenway/NE Park	-	75,000	75,000	-	-	-	75,000	Budget	75,000	-	0.0%	0.0%
NW	97-957	Beaverton Creek Greenway Duncan	-	20,000	20,000	-	-	-	20,000	Budget	20,000	-	0.0%	0.0%
SE	97-958	Church of Nazarene	-	30,000	30,000	-	-	-	30,000	Budget	30,000	-	0.0%	0.0%
SW	97-959	Lilly K. Johnson Woods	-	30,000	30,000	-	-	-	30,000	Budget	30,000	-	0.0%	0.0%
UND	97-914	Restoration of new properties to be acquired	643,023	17,440	660,463	598	-	598	634,192	On Hold	634,790	25,673	0.1%	0.1%
		Total Natural Area Restoration	3,762,901	95,906	3,858,807	885,281	207,874	1,093,155	2,765,652		3,858,807	-	28.3%	28.3%
		Natural Area Preservation - Land Acquisition												
UND	98-882	Natural Area Acquisitions	8,400,000	202,355	8,602,355	3,962,232	482,046	4,444,278	4,158,077	Budget	8,602,355	-	51.7%	51.7%
		Total Natural Area Preservation - Land Acquisition	8,400,000	202,355	8,602,355	3,962,232	482,046	4,444,278	4,158,077		8,602,355	-	51.7%	51.7%
		New Linear Park and Trail Development												
SW	93-918	Westside Trail Segments 1, 4, & 7	4,267,030	83,702	4,350,732	4,395,221	-	4,395,221	-	Complete	4,395,221	(44,489)	101.0%	100.0%
NE	93-920	Jordan/Husen Park Trail	1,645,120	45,644	1,690,764	1,227,496	-	1,227,496	-	Complete	1,227,496	463,268	72.6%	100.0%
NW	93-924	Waterhouse Trail Segments 1, 5 & West Spur	3,804,340	77,258	3,881,598	4,311,409	106,293	4,417,702	-	Complete	4,417,702	(536,104)	113.8%	100.0%
NW	93-922	Rock Creek Trail #5 & Allenbach, North Bethany #2	2,262,040	76,231	2,338,271	1,729,048	1,373	1,730,421	794,075	On Hold	2,524,496	(186,225)	74.0%	68.5%
UND	93-923	Miscellaneous Natural Trails	100,000	2,480	102,480	29,454	940	30,394	72,086	Budget	102,480	-	29.7%	29.7%
NW	91-912	Nature Park - Old Wagon Trail	359,870	3,094	362,964	238,702	-	238,702	-	Complete	238,702	124,262	65.8%	100.0%
NE	91-913	NE Quadrant Trail - Bluffs Phase 2	257,050	14,714	271,764	414,817	-	414,817	-	Complete	414,817	(143,053)	152.6%	100.0%
SW	93-921	Lowami Hart Woods	822,560	55,532	878,092	1,271,006	-	1,271,006	-	Complete	1,271,006	(392,914)	144.7%	100.0%
NW	91-911	Westside - Waterhouse Trail Connection	1,542,300	40,346	1,582,646	197,910	141,975	339,885	635,840	Const Docs	975,725	606,921	21.5%	34.8%
		Total New Linear Park and Trail Development	15,060,310	399,001	15,459,311	13,815,063	250,581	14,065,644	1,502,001		15,567,645	(108,334)	91.0%	90.4%
		New Linear Park and Trail Land Acquisition												
UND	98-883	New Linear Park and Trail Acquisitions	1,200,000	22,858	1,222,858	1,193,314	22,757	1,216,071	6,787	Budget	1,222,858	-	99.4%	99.4%
		Total New Linear Park and Trail Land Acquisition	1,200,000	22,858	1,222,858	1,193,314	22,757	1,216,071	6,787		1,222,858	-	99.4%	99.4%
		Multi-field/Multi-purpose Athletic Field Development												
SW	94-925	Winkelman Athletic Field	514,100	34,434	548,534	941,843	-	941,843	-	Complete	941,843	(393,309)	171.7%	100.0%
SE	94-926	Meadow Waye Park	514,100	4,791	518,891	407,340	-	407,340	-	Complete	407,340	111,551	78.5%	100.0%
NW	94-927	New Fields in NW Quadrant	514,100	13,943	528,043	75	-	75	527,968	Budget	528,043	-	0.0%	0.0%
NE	94-928	New Fields in NE Quadrant (Cedar Mill Park)	514,100	13,893	527,993	5,192	522,801	527,993	-	Complete	527,993	-	100.0%	100.0%
SW	94-929	New Fields in SW Quadrant	514,100	13,933	528,033	669	-	669	527,364	Budget	528,033	-	0.1%	0.1%
SE	94-930	New Fields in SE Quadrant (Conestoga Middle School)	514,100	13,944	528,044	123	3,705	3,828	524,216	Budget	528,044	-	0.7%	0.7%
		Total Multi-field/Multi-purpose Athletic Field Dev.	3,084,600	94,938	3,179,538	1,355,242	526,506	1,881,748	1,579,548		3,461,296	(281,758)	59.2%	54.4%
		Deferred Park Maintenance Replacements												
UND	96-960	Play Structure Replacements at 11 sites	810,223	3,685	813,908	772,530	350	772,880	-	Complete	772,880	41,028	95.0%	100.0%
NW	96-720	Bridge/boardwalk replacement - Willow Creek	96,661	1,276	97,937	127,277	-	127,277	-	Complete	127,277	(29,340)	130.0%	100.0%
SW	96-721	Bridge/boardwalk replacement - Rosa Park	38,909	369	39,278	38,381	-	38,381	-	Complete	38,381	897	97.7%	100.0%
SW	96-722	Bridge/boardwalk replacement - Jenkins Estate	7,586	34	7,620	28,430	-	28,430	-	Complete	28,430	(20,810)	373.1%	100.0%
SE	96-723	Bridge/boardwalk replacement - Hartwood Highlands	10,767	134	10,901	985	-	985	-	Cancelled	985	9,916	9.0%	100.0%
NE	96-998	Irrigation Replacement at Roxbury Park	48,854	63	48,917	41,902	-	41,902	-	Complete	41,902	7,015	85.7%	100.0%
UND	96-999	Pedestrian Path Replacement at 3 sites	116,687	150	116,837	118,039	-	118,039	-	Complete	118,039	(1,202)	101.0%	100.0%
SW	96-946	Permeable Parking Lot at Aloha Swim Center	160,914	1,515	162,429	191,970	-	191,970	-	Complete	191,970	(29,541)	118.2%	100.0%
NE	96-947	Permeable Parking Lot at Sunset Swim Center	160,914	3,401	164,315	512,755	-	512,755	-	Complete	512,755	(348,440)	312.1%	100.0%
		Sub-total Deferred Park Maintenance Replacements	1,451,515	10,627	1,462,142	1,832,269	350	1,832,619	-		1,832,619	(370,477)	1321.7%	900.0%
UND		Authorized Use of Savings from Facility Expansion & Improvements Category	-	177,920	177,920	-	-	-	-	N/A	-	177,920	n/a	n/a
UND		Authorized Use of Savings from Bond Issuance Administration Category	-	192,557	192,557	-	-	-	-	N/A	-	192,557	n/a	n/a
		Total Deferred Park Maintenance Replacements	1,451,515	381,104	1,832,619	1,832,269	350	1,832,619	-		1,832,619	-	100.0%	100.0%

Tualatin Hills Park and Recreation District
Monthly Bond Capital Projects Report
Estimated Cost vs. Budget
Through 4/30/2015

Quadrant	Project Code	Description	Project Budget			Project Expenditures			Estimated Cost to Complete	Basis of Estimate (Completed Phase)	Project Cumulative Cost	Variance		
			Initial Project Budget	Adjustments	Current Total Project Budget FY 14/15	Expended Prior Years	Expended Year-to-Date	Total Expended to Date				Est. Cost (Over) Under Budget	Cost Expended to Budget	Cost Expended to Total Cost
			(1)	(2)	(1+2)=(3)	(4)	(5)	(4+5)=(6)	(7)		(6+7)=(9)	(3-9) = (10)	(6) / (3)	(6)/(9)
Facility Rehabilitation														
UND	95-931	Structural Upgrades at Several Facilities	317,950	(195,027)	122,923	109,345	1,560	110,905	-	Complete	110,905	12,018	90.2%	100.0%
SW	95-932	Structural Upgrades at Aloha Swim Center	406,279	8,432	414,711	518,302	-	518,302	-	Complete	518,302	(103,591)	125.0%	100.0%
SE	95-933	Structural Upgrades at Beaverton Swim Center	1,447,363	35,101	1,482,464	775,636	25,420	801,056	68,276	Const Docs	869,332	613,132	54.0%	92.1%
NE	95-934	Structural Upgrades at Cedar Hills Recreation Center	628,087	16,739	644,826	46,749	61,629	108,378	373,268	Const Docs	481,646	163,180	16.8%	22.5%
SW	95-935	Structural Upgrades at Conestoga Rec/Aquatic Ctr	44,810	833	45,643	66,762	-	66,762	-	Complete	66,762	(21,119)	146.3%	100.0%
SE	95-937	Structural Upgrades at Garden Home Recreation Center	486,935	13,206	500,141	11,234	2,469	13,703	627,145	Master Planning	640,848	(140,707)	2.7%	2.1%
SE	95-938	Structural Upgrades at Harman Swim Center	179,987	2,779	182,766	73,115	-	73,115	-	Complete	73,115	109,651	40.0%	100.0%
NW	95-939-a	Structural Upgrades at HMT/50 Mtr Pool/Aquatic Ctr	312,176	4,692	316,868	233,369	-	233,369	-	Complete	233,369	83,499	73.6%	100.0%
NW	95-939-b	Structural Upgrades at HMT Aquatic Ctr - Roof Replacement	-	200,000	200,000	-	-	-	200,000	Master Planning	200,000	-	0.0%	0.0%
NW	95-940	Structural Upgrades at HMT Administration Building	397,315	6,080	403,395	299,599	-	299,599	-	Complete	299,599	103,796	74.3%	100.0%
NW	95-941	Structural Upgrades at HMT Athletic Center	65,721	85	65,806	66,000	-	66,000	-	Complete	66,000	(194)	100.3%	100.0%
NW	95-942	Structural Upgrades at HMT Dryland Training Ctr	116,506	2,101	118,607	75,686	-	75,686	-	Complete	75,686	42,921	63.8%	100.0%
NW	95-943	Structural Upgrades at HMT Tennis Center	268,860	4,949	273,809	74,804	-	74,804	-	Complete	74,804	199,005	27.3%	100.0%
SE	95-944	Structural Upgrades at Raleigh Swim Center	4,481	6	4,487	5,703	-	5,703	-	Complete	5,703	(1,216)	127.1%	100.0%
NW	95-945	Structural Upgrades at Somerset Swim Center	8,962	12	8,974	9,333	-	9,333	-	Complete	9,333	(359)	104.0%	100.0%
NE	95-950	Sunset Swim Center Structural Upgrades	1,028,200	16,245	1,044,445	626,419	-	626,419	-	Complete	626,419	418,026	60.0%	100.0%
NE	95-951	Sunset Swim Center Pool Tank	514,100	275	514,375	308,574	-	308,574	-	Complete	308,574	205,801	60.0%	100.0%
UND	95-962	Auto Gas Meter Shut Off Valves at All Facilities	-	-	-	-	6,713	6,713	24,703	Const Docs	31,416	(31,416)	0.0%	21.4%
Total Facility Rehabilitation			6,227,732	116,508	6,344,240	3,300,630	97,791	3,398,421	1,293,392		4,691,813	1,652,427	53.6%	72.4%
Facility Expansion and Improvements														
SE	95-952	Elsie Stuhr Center Expansion & Structural Improvements	1,997,868	30,311	2,028,179	2,039,367	-	2,039,367	-	Complete	2,039,367	(11,188)	100.6%	100.0%
SW	95-953	Conestoga Rec/Aquatic Expansion & Splash Pad	5,449,460	83,658	5,533,118	5,435,930	-	5,435,930	-	Complete	5,435,930	97,188	98.2%	100.0%
SW	95-954	Aloha ADA Dressing Rooms	123,384	158	123,542	178,764	-	178,764	-	Complete	178,764	(55,222)	144.7%	100.0%
NW	95-955	Aquatics Center ADA Dressing Rooms	133,666	1,083	134,749	180,540	-	180,540	-	Complete	180,540	(45,791)	134.0%	100.0%
NE	95-956	Athletic Center HVAC Upgrades	514,100	654	514,754	321,821	-	321,821	-	Complete	321,821	192,933	62.5%	100.0%
Sub-total Facility Expansion and Improvements			8,218,478	115,864	8,334,342	8,156,422	-	8,156,422	-		8,156,422	177,920	97.9%	100.0%
UND		Authorized Use of Savings for Deferred Park Maintenance Replacements Category	-	(177,920)	(177,920)	-	-	-	-	N/A	-	(177,920)	n/a	n/a
Total Facility Expansion and Improvements			8,218,478	(62,056)	8,156,422	8,156,422	-	8,156,422	-		8,156,422	-	100.0%	100.0%
ADA/Access Improvements														
NW	95-957	HMT ADA Parking & other site improvement	735,163	19,029	754,192	165,254	760,864	926,118	99,703	Bid Award	1,025,821	(271,629)	122.8%	90.3%
UND	95-958	ADA Improvements - undesignated funds	116,184	2,663	118,847	72,245	-	72,245	-	Complete	72,245	46,602	60.8%	100.0%
SW	95-730	ADA Improvements - Barrows Park	8,227	104	8,331	6,825	-	6,825	-	Complete	6,825	1,506	81.9%	100.0%
NW	95-731	ADA Improvements - Bethany Lake Park	20,564	194	20,758	25,566	-	25,566	-	Complete	25,566	(4,808)	123.2%	100.0%
NE	95-732	ADA Improvements - Cedar Hills Recreation Center	8,226	130	8,356	8,255	-	8,255	-	Complete	8,255	101	98.8%	100.0%
NE	95-733	ADA Improvements - Forest Hills Park	12,338	197	12,535	23,416	-	23,416	-	Complete	23,416	(10,881)	186.8%	100.0%
SE	95-734	ADA Improvements - Greenway Park	15,423	196	15,619	-	-	-	-	Cancelled	-	15,619	0.0%	0.0%
SW	95-735	ADA Improvements - Jenkins Estate	16,450	262	16,712	11,550	-	11,550	-	Complete	11,550	5,162	69.1%	100.0%
SW	95-736	ADA Improvements - Lawndale Park	30,846	40	30,886	16,626	-	16,626	-	Complete	16,626	14,260	53.8%	100.0%
NE	95-737	ADA Improvements - Lost Park	15,423	245	15,668	15,000	-	15,000	-	Complete	15,000	668	95.7%	100.0%
NW	95-738	ADA Improvements - Rock Crk Pwrlne Prk (Soccer Fid)	20,564	327	20,891	17,799	-	17,799	-	Complete	17,799	3,092	85.2%	100.0%
NW	95-739	ADA Improvements - Skyview Park	5,140	82	5,222	7,075	-	7,075	-	Complete	7,075	(1,853)	135.5%	100.0%
NW	95-740	ADA Improvements - Waterhouse Powerline Park	8,226	176	8,402	8,402	-	8,402	-	Complete	8,402	-	100.0%	100.0%
NE	95-741	ADA Improvements - West Sylvan Park	5,140	82	5,222	5,102	-	5,102	-	Complete	5,102	120	97.7%	100.0%
SE	95-742	ADA Improvements - Wonderland Park	10,282	163	10,445	4,915	-	4,915	-	Complete	4,915	5,530	47.1%	100.0%
Total ADA/Access Improvements			1,028,196	23,890	1,052,086	388,030	760,864	1,148,894	99,703		1,248,597	(196,510)	109.2%	92.0%
UND		Authorized Use of Savings from Bond Issuance Administration Category	-	196,510	196,510	-	-	-	-	N/A	-	196,510	n/a	n/a
Total ADA/Access Improvements			1,028,196	220,400	1,248,596	388,030	760,864	1,148,894	99,703		1,248,597	-	92.0%	92.0%

Tualatin Hills Park and Recreation District
Monthly Bond Capital Projects Report
Estimated Cost vs. Budget
Through 4/30/2015

Quad-rant	Project Code	Description	Project Budget			Project Expenditures			Estimated Cost to Complete	Basis of Estimate (Completed Phase)	Project Cumulative Cost	Variance		
			Initial Project Budget	Adjustments	Current Total Project Budget FY 14/15	Expended Prior Years	Expended Year-to-Date	Total Expended to Date				Est. Cost (Over) Under Budget	Cost Expended to Budget	Cost Expended to Total Cost
			(1)	(2)	(1+2)=(3)	(4)	(5)	(4+5)=(6)	(7)		(6+7)=(9)	(3-9) = (10)	(6) / (3)	(6)/(9)
Community Center Land Acquisition														
UND	98-884-a	Community Center / Community Park (SW Quadrant) (Hulse/BSD/Engel)	5,000,000	103,517	5,103,517	853,224	558,717	1,411,941	381,934	Award	1,793,875	3,309,642	27.7%	78.7%
UND	98-884-b	Community Center / Community Park (SW Quadrant) (Wenzel/Wall)	-	-	-	2,322,745	29,032	2,351,776	-	Complete	2,351,776	(2,351,776)	n/a	100.0%
Sub-total Community Center Land Acquisition			5,000,000	103,517	5,103,517	3,175,969	587,749	3,763,717	381,934		4,145,651	957,866	73.7%	90.8%
UND		Outside Funding from Washington County Transferred to New Community Park Development	-	(176,000)	(176,000)	-	-	-	-	N/A	-	(176,000)	n/a	n/a
UND		Outside Funding from Metro Transferred to New Community Park Development	-	(208,251)	(208,251)	-	-	-	-	N/A	-	(208,251)	n/a	n/a
UND		Authorized Use of Savings for New Neighborhood Parks Land Acquisition Category	-	(573,615)	(573,615)	-	-	-	-	N/A	-	(573,615)	n/a	n/a
Total Community Center Land Acquisition			5,000,000	(854,349)	4,145,651	3,175,969	587,749	3,763,717	381,934		4,145,651	-	90.8%	90.8%
Bond Administration Costs														
ADM		Debt Issuance Costs	1,393,000	(539,654)	853,346	24,772	-	24,772	-	Complete	24,772	828,574	2.9%	100.0%
ADM		Bond Accountant Personnel Costs	-	241,090	241,090	197,330	75,285	272,615	48,277	Budget	320,892	(79,802)	113.1%	85.0%
ADM		Deputy Director of Planning Personnel Costs	-	57,454	57,454	57,454	-	57,454	-	Complete	57,454	-	n/a	100.0%
ADM		Communications Support	-	50,000	50,000	12,675	-	12,675	37,325	Budget	50,000	-	25.4%	25.4%
ADM		Technology Needs	18,330	-	18,330	23,952	-	23,952	-	Complete	23,952	(5,622)	130.7%	100.0%
ADM		Office Furniture	7,150	-	7,150	5,378	-	5,378	-	Complete	5,378	1,772	75.2%	100.0%
ADM		Admin/Consultant Costs	31,520	-	31,520	48,093	-	48,093	-	Complete	48,093	(16,573)	152.6%	100.0%
Sub-total Bond Administration Costs			1,450,000	(191,110)	1,258,890	369,654	75,285	444,939	85,602		530,541	728,349	35.3%	83.9%
UND		Authorized Use of Savings for Deferred Park Maintenance Replacements Category	-	(192,557)	(192,557)	-	-	-	-	N/A	-	(192,557)	n/a	n/a
UND		Authorized Use of Savings for New Neighborhood Parks Development Category	-	(258,206)	(258,206)	-	-	-	-	N/A	-	(258,206)	n/a	n/a
UND		Authorized Use of Savings for ADA/Access Improvements Category	-	(196,510)	(196,510)	-	-	-	-	N/A	-	(196,510)	n/a	n/a
Total Bond Administration Costs			1,450,000	(838,383)	611,617	369,654	75,285	444,939	85,602		530,541	81,076	72.7%	83.9%
Grand Total			100,000,000	1,982,564	101,982,564	67,527,561	5,494,107	73,021,668	33,232,949		106,254,617	(4,272,052)	71.6%	68.7%

THPRD Bond Capital Program
Funds Reprogramming Analysis - Based on Category Transfer Eligibility
As of 4/30/2015

	Category (Over) Under Budget
Limited Reprogramming	
Land: New Neighborhood Park	-
New Community Park	-
New Linear Park	-
New Community Center/Park	-
	-
	-
Nat Res: Restoration	-
Acquisition	-
	-
	-
All Other	
New Neighborhood Park Dev	-
Neighborhood Park Renov	(1,446,178)
New Community Park Dev	(3,500,479)
Community Park Renov	(668,806)
New Linear Parks and Trails	(108,334)
Athletic Field Development	(281,758)
Deferred Park Maint Replace	-
Facility Rehabilitation	1,652,427
ADA	-
Facility Expansion	-
Bond Admin Costs	81,076
	(4,272,052)
	(4,272,052)
Grand Total	(4,272,052)



MEMORANDUM

Date: May 11, 2015

To: Board of Directors

From: Keith Hobson, Director of Business and Facilities

Re: **System Development Charge Report for March, 2015**

The Board of Directors approved a resolution implementing the System Development Charge program on November 17, 1998. Below please find the various categories for SDC's, i.e., Single Family, Multiple Family and Non-residential Development. Also listed are the collection amounts for both the City of Beaverton and Washington County, and the 1.6% handling fee for collections through March 2015.

Type of Dwelling Unit	Current SDC per Type of Dwelling Unit
Single Family	\$6,450.00 with 1.6% discount = \$6,346.80
Multi-Family	\$4,824.00 with 1.6% discount = \$4,746.82
Non-residential	\$167.00 with 1.6% discount = \$164.33

<u>City of Beaverton Collection of SDCs</u>		<u>Receipts</u>	<u>Collection Fee</u>	<u>Total Revenue</u>
2,854	Single Family Units	\$8,356,442.85	\$224,035.51	\$8,580,478.36
15	Single Family Units at \$489.09	\$7,336.35	\$221.45	\$7,557.80
1,582	Multi-family Units	\$3,359,442.57	\$93,831.20	\$3,453,273.77
0	Less Multi-family credits	(\$7,957.55)	(\$229.36)	(\$8,186.91)
242	Non-residential	\$565,224.44	\$16,444.14	\$581,668.58
4,693		\$12,280,488.66	\$334,302.94	\$12,614,791.60

<u>Washington County Collection of SDCs</u>		<u>Receipts</u>	<u>Collection Fee</u>	<u>Total Revenue</u>
7,568	Single Family Units	\$24,012,829.14	\$600,837.93	\$24,613,667.07
-300	Less Credits	(\$623,548.98)	(\$19,285.02)	(\$642,834.00)
2,686	Multi-family Units	\$7,158,564.47	\$177,791.94	\$7,336,356.41
-24	Less Credits	(\$47,323.24)	(\$1,463.61)	(\$48,786.85)
132	Non-residential	\$610,710.09	\$15,262.88	\$625,972.97
10,062		\$31,111,231.48	\$773,144.12	\$31,884,375.60

<u>Recap by Agency</u>	<u>Percent</u>	<u>Receipts</u>	<u>Collection Fee</u>	<u>Total Revenue</u>
4,693	City of Beaverton	\$12,280,488.66	\$334,302.94	\$12,614,791.60
10,062	Washington County	\$31,111,231.48	\$773,144.12	\$31,884,375.60
14,755		\$43,391,720.14	\$1,107,447.06	\$44,499,167.20

<u>Recap by Dwelling</u>	<u>Single Family</u>	<u>Multi-Family</u>	<u>Non-Resident</u>	<u>Total</u>
City of Beaverton	2,869	1,582	242	4,693
Washington County	<u>7,268</u>	<u>2,662</u>	<u>132</u>	<u>10,062</u>
	<u>10,137</u>	<u>4,244</u>	<u>374</u>	<u>14,755</u>

Total Receipts to Date **\$43,391,720.14**

Total Payments to Date

Refunds	(\$2,066,073.93)	
Administrative Costs	(\$18.65)	
Project Costs -- Development	(\$22,312,125.49)	
<u>Project Costs -- Land Acquisition</u>	<u>(\$9,898,360.93)</u>	<u>(\$34,276,579.00)</u>
		<u>\$9,115,141.14</u>

<u>Recap by Month, FY 2014/15</u>	<u>Receipts</u>	<u>Expenditures</u>	<u>Interest</u>	<u>SDC Fund Total</u>
through June 2014	\$39,401,807.67	(\$33,486,508.43)	\$2,080,328.32	\$7,995,627.56
July	\$362,365.38	(\$20,803.83)	\$3,301.39	\$344,862.94
August	\$987,171.47	(\$393,225.74)	\$3,456.91	\$597,402.64
September	\$249,346.55	(\$17,712.96)	\$3,674.53	\$235,308.12
October	\$873,400.03	(\$68,315.30)	\$4,075.89	\$809,160.62
November	\$194,447.92	(\$169,805.23)	\$3,793.85	\$28,436.54
December	\$295,672.24	(\$81,256.31)	\$4,059.49	\$218,475.42
January	\$418,767.88	(\$17,647.24)	\$4,160.44	\$405,281.08
February	\$265,694.78	\$3,702.09	\$3,793.74	\$273,190.61
March	\$343,046.22	(\$25,006.05)	\$4,461.20	\$322,501.37
April	\$0.00	\$0.00	\$0.00	\$0.00
May	\$0.00	\$0.00	\$0.00	\$0.00
June	\$0.00	\$0.00	\$0.00	\$0.00
	<u>\$43,391,720.14</u>	<u>(\$34,276,579.00)</u>	<u>\$2,115,105.76</u>	<u>\$11,230,246.90</u>

<u>Recap by Month, by Unit</u>	<u>Single Family</u>	<u>Multi-Family</u>	<u>Non-Residential</u>	<u>Total Units</u>
through June 2014	9,738	3,809	359	13,906
July	47	24	5	76
August	18	217	2	237
September	27	27	2	56
October	52	146	0	198
November	35	1	1	37
December	53	0	1	54
January	77	0	1	78
February	43	4	3	50
March	48	15	0	63
April	0	0	0	0
May	0	0	0	0
June	0	0	0	0
	<u>10,138</u>	<u>4,243</u>	<u>374</u>	<u>14,755</u>

Projected SDC balance as of June 30, 2014 per the budget was \$6,458,262. Actual balance was \$7,635,896. This fiscal year's projected total receipts per the budget are \$2,982,681.

Two fires break out on future park site

Firefighters douse two blazes in buildings THPRD plans to demolish

By ERIC APALATEGUI
The Times

After fires broke out at the site of a future park in Bethany two nights in a row, Tualatin Hills Park & Recreation District plans to have old structures removed from the area as soon as possible.

On the night of Wednesday, April 22, Tualatin Valley Fire & Rescue firefighters responded to the area of Northwest Saltzman and Laidlaw roads after receiving "vague reports" of a plume of black smoke in the area.

After a search of the area, firefighters located the blaze in the 4700 block of Saltzman, where they had to stretch about 500 feet of hose to reach an abandoned building nestled in a low, marshy area.

Because no one was inside and the fire was intense, firefighters fought the blaze defensively, keeping the fire contained to the building and preventing it from spreading to an

adjacent structure or nearby brush.

The next night, a THPRD security guard called 9-1-1 to report a fire in the adjacent structure that firefighters had spared from the first fire. Firefighters quickly contained this smaller fire, which affected two rooms.

Both fires remain under investigation. No one was injured.

THPRD bought the property in 2001, including a house that has been unoccupied since early last year, district spokesman Bob Wayt reported Friday.

The district does not currently have funding dedicated to developing this park site but had planned to demolish the buildings.

"As a result of the fire, we will try to expedite the permit process with Clean Water Services and Washington County to have the structures removed as soon as possible," Wayt said in an email.

Regional Westside Trail has it all

By **MILES VANCE**
PAMPLIN MEDIA GROUP

Walkers, bikers and runners who frequent the regional Westside Trail in Beaverton and Aloha really get to have it all.

If you like challenging hills that will get your heart pumping and afford beautiful views from elevated locales, you've got it.

If you like quiet trails and the chance to remove yourself from suburbia, feel as if you're surrounded by trees and nature, you've got that, too.

If you like flat and fast sections where you can really test your foot speed or run through your gears, there's plenty of that.

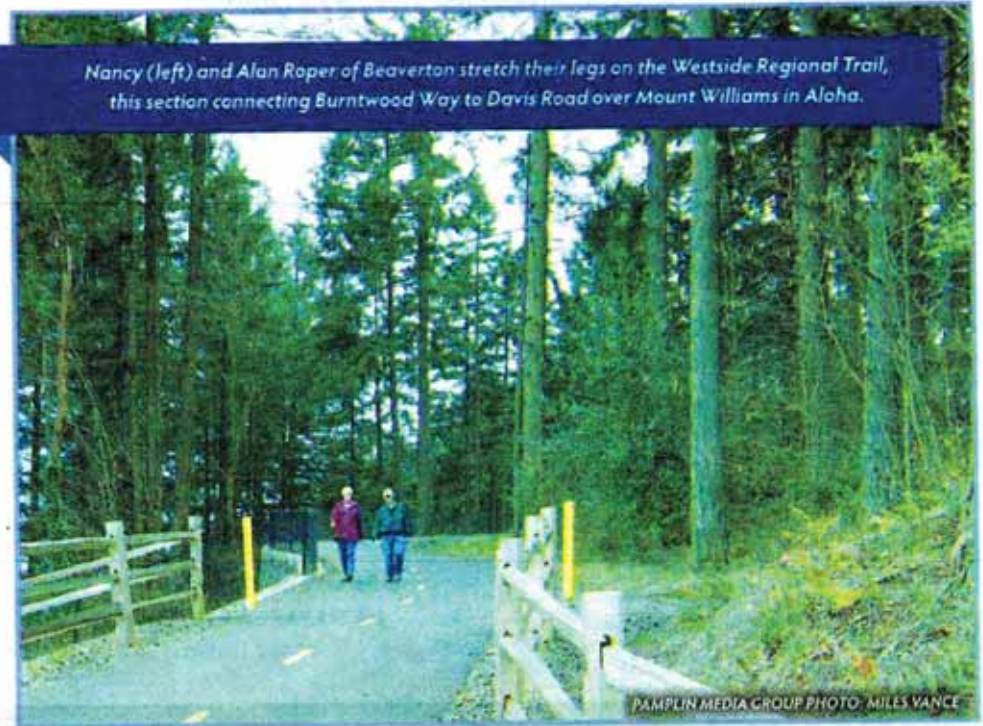
And if you really want to get lost in the woods without ever leaving the safety of a trail, you can do that, too, where the regional Westside Trail connects with Tualatin Hills Nature Park at 15655 SW Millikan Way in Beaverton.

From its southern starting point just off Barrows Road in Tigard, to its current northernmost point at Tualatin Hills Nature Park, the regional Westside Trail stretches more than six miles from end to end and offers users all the above and more.

"Oh we love it. We use it almost every day," said Beaverton resident Angela Nelsen, during a recent walk with friend Judy Rusaw on the meandering section of the trail that stretches between Southwest Rigert Road and Southwest Flagstone Drive.

One of the three newest portions of the trail — known as Segment 7 — takes users from Burntwood Way to Davis Road over Mount Williams. Built in partnership with the city of Beaverton, this segment is known for the challenging nature of its steep topography going over Mount Williams. The other two newest pieces of the trail — which along with the Mount Williams stretch added another 1.5 miles to its total length — are: Segment No. 1 stretches from Barrows Road to the east/west Summercreek Com-

Nancy (left) and Alan Roper of Beaverton stretch their legs on the Westside Regional Trail, this section connecting Burntwood Way to Davis Road over Mount Williams in Aloha.





FAR LEFT - The Westside Trail features many switchbacks as it climbs and descends the hills along its route, including this section between Flagstone Drive and Rigert Road in Aloha. **MILES VANCE**

LEFT - A jogger runs down a portion of the Westside Trail between Flagstone Drive and Nora Road in Aloha. **PAMPLIN MEDIA GROUP PHOTO: MILES VANCE**

BELOW This map shows the northernmost portion of the regional Westside Trail and its end meeting point at Tualatin Hills Nature Park. **CONTRIBUTED PHOTO: TUALATIN HILLS PARKS AND RECREATION DEPARTMENT**

munity Trail, then continues north toward Scholls Ferry Road; and Segment No. 4 connects Galena Way to Rigert Road.

The hilly nature of the Mount Williams section is already creating fans among those determined to get in shape and perhaps shed a few pounds while also enjoying some top-notch scenery.

"Since it's been open here, it's been ideal," said Beaverton resident Nancy Roper. "It's nice to walk where there is no traffic and it's quiet and we like listening to the birds sing."

"It really gets you moving," added Nancy's husband Alan Roper. "The hills — going down is great, but coming back up is something else."

Both the Ropers walk parts of the westside Regional Trail twice every day, with Alan averaging 5-7 miles per day while Nancy's racks up closer to 10 miles. For both, the trail offers exercise, an important piece of their weight loss/fitness plan, and the chance to spend time together in scenic settings that often showcase the area's wildlife.

"Early in the morning ... I walk (south) about 4 miles down and back to Southwest Teal Boulevard," Nancy said. "At that time of the morning, you see coyotes all the time. They look at me and I look at them and they go about their business and I go about my business."

And for those who venture as far as Tualatin Hills Nature Park, the rewards abound. The 222-acre park — which includes the confluence of Cedar Mill Creek and Beaverton Creek — is its own wildlife preserve with wetlands, forests, and streams that are habitat to insects, amphibians, reptiles, birds and mammals.

In addition to its trails, the Nature Park offers the chance to observe seasonal changes, such as the migration of rough-skinned newts to their breeding ponds, or the waves of spring wildflowers or breeding birds. For hikers, joggers, birders and botanists of any age, the mosaic of habitats within the park offers much to be discovered.



Tualatin Hills Park & Recreation District: connecting people, parks and nature

Portland Timbers expand presence at THPRD facility

By Bob Wyatt, THPRD

The Portland Timbers of Major League Soccer have expanded their training facility in Beaverton as part of a new agreement with THPRD.

Construction is complete on a 2,600-square-foot expansion of the adidas Timbers Training Center, which the Timbers have used since 2012. The center is located within THPRD's Fanno Creek Service Center in Beaverton.

The new space includes locker rooms, training areas, and office space as well as additional field time to serve the Timbers, Timbers Academy, the U-23s and T2 teams, and Portland Thorns FC women's professional soccer team.

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"This agreement is another good example of a public/private partnership that works," said Doug Menke, THPRD general manager. "We are pleased with the results of our original deal with the Timbers, and we believe this new agreement will only strengthen the presence of professional soccer in our community."

"We are extremely proud of the terrific partnership we have built with Tualatin Hills Park & Recreation," said Mike Golub, president of business operations for the Timbers. "Like THPRD, we are committed to doing all we can to make a positive contribution to our community."

Separately, THPRD will build a new synthetic turf field next year for public use at Conestoga Middle School as part of an agreement with the Beaverton School District. That deal was signed and announced last December.



The Portland Timbers have expanded their office space and field time at THPRD's Fanno Creek Service Center. The facility now serves not only the Timbers but the Timbers Academy, U-23s and T2 teams, and the Portland Thorns FC women's professional team (pictured).

"This agreement with the school district will allow us to offer more than enough field space to meet public demand in the southeast quadrant of our district for years to come," Menke said. "It will also be more convenient

geographically to the population base that needs the field time."

About THPRD

Celebrating its 60th anniversary in 2015, THPRD is the largest special park district in Oregon,

spanning about 50 square miles and serving 230,000 residents in the greater Beaverton area. The district provides year-round recreational opportunities for people of all ages and abilities. Offerings include thousands of widely diverse classes, more than 90 park sites with active recreational amenities, 60 miles of trails, eight swim centers, six recreation centers, and 1,400 acres of natural areas. For more information, visit www.thprd.org or call 503-645-6433.



Shop Local – Give Local – Stay Local... this is how we build a better Beaverton.

THPRD seeks ideas for future of trail system

By Wendy Owen
Beaverton Leader/OregonLive

B For a map of trails and link to THPRD survey, see orme.ws/lc8eV63

Years from now, a map of trails crisscrossing the Beaverton area could look like a series of arteries and blood vessels if the Tualatin Hills Park & Recreation District builds out a proposed system of trails.

Tualatin Hills Park & Recreation District is in the process of establishing a priority list of new trails and replacement trails. As part of that process, the district developed a map of current and proposed trails from Germantown Road to the north, Scholls Ferry Road to the south, Oleson Road to the east and Rock Creek to the west.

They're asking the public, by way of survey, for advice on such issues as the best locations to cross U.S. 26, should they focus on filling gaps in existing trails or building new, and what are the top trail amenities — porta-potties, bike repair stations?

The arteries on the map are called "regional trails" and include Westside Trail, running north to south from Bethany to beyond Scholls Ferry Road. With the exception of a few sections near the Nike campus and in Oak Hills, it is mostly complete. Regional trails connect communities, such as Tigard and Beaverton.

At one point, the Westside Trail was proposed to cross a portion of the Nike campus, but that section is now listed as an on-street connection

because of Nike's planned expansion. The trail has very few areas of on-street walking/riding because it follows a powerline corridor, which also runs through Nike's campus.

THPRD wouldn't say much about that portion of the trail except that it is "closely monitoring the current situation at the Nike campus. We welcome the opportunity to work with Nike and Washington County on the future trail alignment and bicycle and pedestrian improvements to roadways reconstructed near the campus," said THPRD in a statement.

Rock Creek Trail is also a regional trail and runs east and west, connecting Bethany with Hillsboro, as is the Fanno Creek Trail, which connects Tigard with the Greenway area southeast of Beaverton. Both trails are also in full use, but have the potential for extension.

Community trails would be the vessels. They connect areas like schools, parks, libraries and transit stops. The Waterhouse Trail is an example of a community trail. It runs north and south from Bethany to Tualatin Hills Nature Park near the Nike campus.

Neighborhood trails are the short trails that connect to schools, parks and neighborhoods.

Investigators focus on 3 suspicious Cedar Mill fires

By **Stuart Tomlinson**
Beaverton Leader/OregonLive

Washington County investigators are working to find the cause of three suspicious fires in a week at one unoccupied property in Cedar Mill.

The heavily wooded property with a main house and a two-story detached garage is owned by Tualatin Hills Park & Recreation District.

Stefan Myers, a Tualatin Valley Fire & Rescue spokesman, said a blaze on April 29 at 4950 N.W. Saltzman Road was reported at 7 p.m. and damaged the main house. Back-to-back fires on April 22 and 23 on the property near Saltzman's intersection with Northwest Laidlaw Road damaged the house and the garage.

"After the second fire, our investigators began working with Washington County sheriff's detectives to find who or what is causing these fires," Myers said.

The empty buildings are located on 4.4 acres of low, marshy land bisected by Ward Creek, and part of a larger, 7.6 acre parcel purchased by the district in 2001.

The property has been earmarked for a new 1.5- to 2-acre park, according a Washington County park funding plan from early April. Trails could also be built along Ward Creek, but officials say the funding is not yet available.

"We definitely want to accelerate the demolition of these buildings because of the fires," said Bob Wayt, a parks district spokesman.

Wayt said all necessary permits for demolishing the structures are in place for demolition this summer.

The house was occupied by a renter up until about a year ago, he said.

To fight the second fire, Myers said, firefighters had to reel-out 500 feet of firehose to reach the fire, which burned through the home's roof. Firefighters had to take a defensive stance due to the volume of fire, but were able to bring it under control in a half-hour.

When firefighters arrived at Wednesday night's fire they found smoke and flames coming from the house. Even though the home was empty, firefighters made sure there was no one inside. The blaze was quickly brought under control, Myers said.

Investigators from both agencies scoured the scene of Wednesday's fire for clues or evidence and to gather any

eyewitness statements. Investigators were back on the scene Thursday morning.

"Even though the fires were in abandoned buildings, if someone doesn't see it, the fire could grow and spread," Myers said. "We want to lower the risk to the community."

Anyone with information on the fires is asked to call TVF&R Deputy Fire Marshal Tom Mooney at 503-259-1419.

Cows on weed patrol at nature park

By Jerry Boone

For the Leader/OregonLive

There's a new invasive species in the Cooper Mountain Nature Park. But that's OK with Park Ranger Kyle Spinks.

The newcomers are a herd of six beef cattle grazing inside an electric fence that surrounds a portion of a hillside meadow. There, two bulls and four steers nibble at the lush grass or take shelter under a stand of native oak trees.

Spinks, of Tualatin Hills Park and Recreation District, and researchers from Metro, which owns the park that is managed by THPRD, hope the cows also attack some of the plants they'd rather not see on the grassy hillside.

"We are hoping they'll also eat things like tall oat grass, giant vetch and creeping velvet grass," Spinks said. "All three are used by cattlemen who graze cows, but none of them belong in the park land because they aren't native to it."

Yuxing Zheng, spokeswoman for Metro, said the cattle come from a local rancher who is paid for transporting the animals to and from the park and for helping to set up



JERRY BOONE/FOR THE LEADER

A herd of beef cattle graze in the lush meadow at the Cooper Mountain Nature Park.

the electric fence and watering area. The cattle have fresh pasture and Metro gets the benefit of weed control.

The cattle have one of the

most impressive dining rooms in the region, with a view that extends from Chehalem Mountain to Bull Mountain and across the Tualatin River

Valley to the colorful quilt of farmland on its south side. The view is among the reasons Metro purchased the land to preserve it as a park and nature habitat.

Park rangers oversee the grazing, bringing the cattle water once a day and walking the electric fence line to be sure it remains in tact.

"The cows know all about electric fences," he says, "so there hasn't been a problem."

He says the cattle will graze in the fenced portion of the meadow for about three weeks before Metro and the park district assess how effective they are at weed control.

"If it works the program will probably go longer," he says.

At least part of the rangers' time is spent talking to park visitors about the cows and why they are there.

Even though there are signs about the experiment at the park entrance, many hikers round the corner and are stunned by the sight, apparently unaware of the grazers.

The hikers look, take photos, ask questions, and then move on down the trail, the cows far less interested in the people than the people are in the cows.



TIMES PHOTO: JAIME VALDEZ

Cows graze on non-native species of grasses and plants at Cooper Mountain Nature Park.

The cows of Cooper Mountain

Beef cattle enlisted in the battle against invasive plants at the nature park

By ERIC APALATEGUI
The Times

Walking down the pathways at Cooper Mountain Nature Park, a visitor might hear the “kyeer, kyeer” of a Northern flicker.

Or the “wha-wha-wha” of a white-breasted nuthatch.

Or the “moooo” of a cow.

Close that Audubon field guide for a moment, because the lowing of six beef cattle may not be as out of place as you might imagine at the hilltop nature reserve.

Metro and Tualatin Hills Park & Recreation District are trying a pilot project on a little over an acre of prairie and oak forest inside the 232-acre park to see if the cows can help manage the vetch and other invasive plants continually trying to smother some of the most pristine upland wildlife habitat remaining in the Willamette Valley.

“From my understanding, cows really have a very acute palate,” said Scott Wagner, a THPRD park ranger based at Cooper Mountain. “Supposedly, cows think vetch is like candy.”

“Supposedly, cows think vetch is like candy.”

— Park Ranger
Scott Wagner

Indeed, on a recent visit, the purple-flowered plant in the pea family was invisible inside the fenced enclosure where two bulls and four steers grazed contentedly. The cows are a mix of Angus, Hereford and Pinzgauer breeds and greeted visitors with mellow curiosity.

While Wagner and a fellow THPRD ranger tend the small herd, which belong to a local rancher, Metro as landowner is paying the approximate \$20,000 cost. That cost would likely decline if the project is carried into future years because it includes some one-time expenses, Metro spokeswoman Yuxing Zheng said.

The first phase of this pilot project is scheduled for about three weeks and is near its midpoint.

The grazing cows, though not native to the hills, will help open up its meadows and improve plant habitats while they chomp on the vetch, tall oat grass and creeping velvet grass that tend to smother native wildflowers.

The native flowers at Cooper Mountain

Cows: Grazing helps open prairie for flowers

■ From page A1

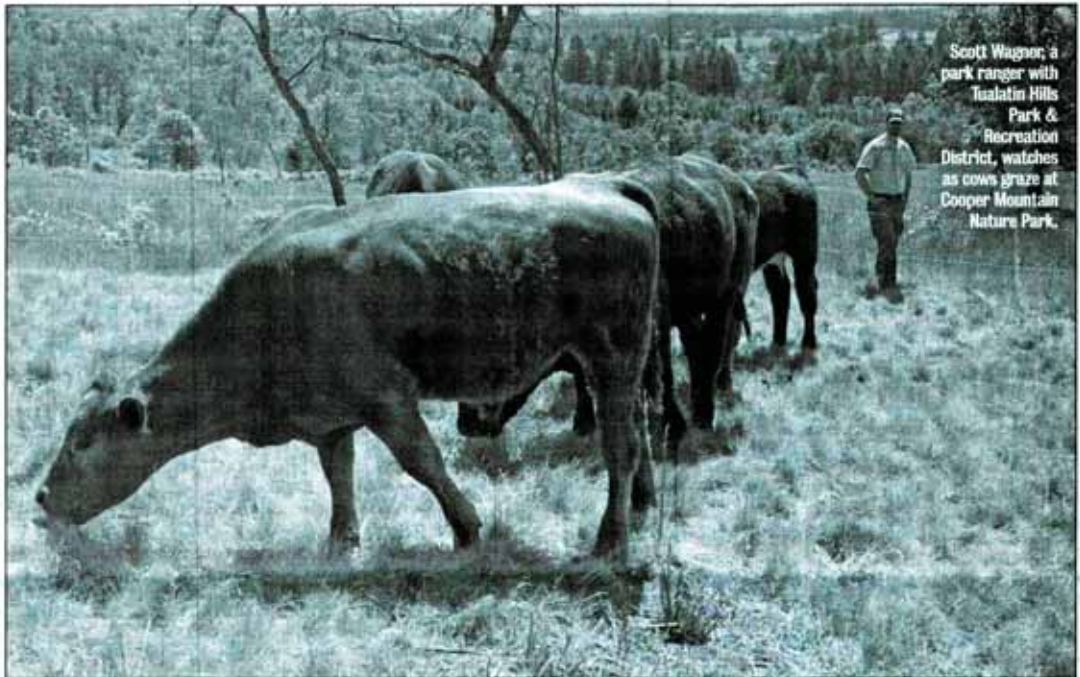
include perhaps the world's largest population of pale larkspur and a reintroduction of golden paintbrush, which had largely been decimated in the Willamette Valley.

While neither the cows nor other control methods will eliminate all the invasive plants, the idea is to give the natives a better chance at survival, Wagner said.

"Flowers drive the food web in prairies," explained Curt Zonick, a senior natural resources scientist with Metro. But without natural grazing or wildflowers to control grass species, grasses outcompete the flowers, he said.

The partners are likely to extend the test into the spring and summer of 2016 and 2017 before determining whether it's a success worth continuing.

"We're not going to know until we try it," Zonick said. "But there's a good chance that this could be a good tool."



Scott Wagner, a park ranger with Tualatin Hills Park & Recreation District, watches as cows graze at Cooper Mountain Nature Park.



Purple vetch, shown here by Wagner, an invasive plant, is a favorite food for cows grazing at Cooper Mountain Nature Park. Vetch is among non-native species that cattle are helping to suppress at the nature park.

TIMES PHOTO: JAIME VALDEZ

TUALATIN HILLS

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THPRD refinance saves taxpayers \$5 million

*Bond payments will
end in 2027, two
years ahead of
schedule*

By ERIC APALATEGUI
The Times

When is tax news good news?

How about when Tualatin Hills Park & Recreation District saves taxpayers more than \$5 million?

THPRD recently took advantage of the historically good bond market to refinance the majority of the \$100 million in bonds that voters approved in 2008.

The net effect of the \$5.1 million savings is that voters will pay off the bonds in 2027, two years ahead of the original schedule and without raising rates or diminishing buying power, said Keith Hobson, the district's director of business and facilities.

The refinanced portion of bonds came from a 2009 issue of \$58.5 million and also rolled in the district's final \$1.4 million left in bonding authority without increasing tax bills, Hobson said. Unaf-

ected was a separate 2011 bond issue for \$40.1 million from the same measure, he said.

While the refinancing windfall is still 12 years away when the bonds are retired early, district taxpayers also are getting some shorter-term relief.

Paying off the 2008 bonds had already proved less expensive than originally anticipated, thanks again to favorable rates. And beyond that, typical district homeowners should see about \$20 drop off their

annual tax bills because the district has paid off its 1994 bond measure.

The 2008 bond was aimed at buying and improving parks, recreational facilities, natural areas and trails across the district.

"We're hitting the home stretch on the bond work," Hobson said.

That work is roughly two-thirds complete, but there are still some big projects on the schedule in the coming years, among them:

- Development of a community park next to Mountain View Middle School
- Redevelopment of Cedar Hills Park
- Renovation of Somerset West Park
- Installation of an artificial turf field at Conestoga Middle School
- Work on the Westside and Waterhouse trail connection
- And acquisition and restoration of significant natural areas

"We're hitting the home stretch on the bond work."

— Keith Hobson,
THPRD business
and facilities
director

9.75" wide by 5.125"

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<p>July 2 Ants In The Kitchen Arnold Park 17770 SW Blanton St., Aloha</p>	<p>Aug. 6 Petty Fever Raleigh Park 3500 SW 78th Ave., Portland</p>
<p>July 9 Sabroso Greenway Park SW Pearson Ct. & SW Parkview Loop, Beaverton</p>	
<p>July 12 Songs For a New World Schiffler Park (Beaverton Civic Theater) 5475 SW Erickson Ave., Beaverton</p>	
<p>July 16 Tony Starlight Cedar Mill Park 10385 NW Cornell Rd, Portland</p>	

All shows 6 - 8 pm



www.thprd.org

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