



Administration Office
503-645-6433
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**Board of Directors Regular Meeting
Tuesday, October 10, 2017
6:00 pm Executive Session; 7:00 pm Regular Meeting
HMT Recreation Complex, Peg Ogilbee Dryland Meeting Room
15707 SW Walker Road, Beaverton**

AGENDA

- 6:00 PM 1. Executive Session*
A. Land
- 7:00 PM 2. Call Regular Meeting to Order
- 7:05 PM 3. Action Resulting from Executive Session
- 7:10 PM 4. [Presentation: Tualatin Hills Park Foundation](#)
- 7:20 PM 5. Audience Time**
- 7:25 PM 6. Board Time
A. Committees Liaisons Update
- 7:30 PM 7. Consent Agenda***
A. [Approve: Minutes of August 15, 2017 Regular Board Meeting](#)
B. [Approve: Monthly Bills](#)
C. [Approve: Monthly Financial Statement](#)
D. [Approve: Resolution Approving Updated Local Government Investment Pool \(LGIP\) Signers](#)
- 7:35 PM 8. Unfinished Business
A. [Approve: THPRD Grant Strategy](#)
B. [Information: General Manager's Report](#)
- 7:55 PM 9. New Business
A. [Approve: Recommended Goal Outcomes for Fiscal Year 2018/19 Planning & Budgeting](#)
B. [Review: System Development Charges Administrative Procedures Guide](#)
C. [Review: Signage Policy Update](#)
- 8:45 PM 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: October 5, 2017
TO: Board of Directors
FROM: Doug Menke, General Manager

RE: Information Regarding the October 10, 2017 Board of Directors Meeting

Agenda Item #4 – Presentation: Tualatin Hills Park Foundation

Attached please find a memo announcing that Sherre Calouri, secretary of the board of trustees for the Tualatin Hills Park Foundation, will be at your meeting to present a ceremonial capital campaign check to THPRD. Sherre will be joined by foundation trustee, Angelique Okeke.

Agenda Item #7 – Consent Agenda

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

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

- A. Approve: Minutes of August 15, 2017 Regular Board Meeting
- B. Approve: Monthly Bills
- C. Approve: Monthly Financial Statement
- D. Approve: Resolution Approving Updated Local Government Investment Pool (LGIP) Signers

Agenda Item #8 – Unfinished Business

A. THPRD Grant Strategy

Attached please find a memo requesting board of directors' approval on the draft grant strategy, also attached. Keith Hobson, director of Business & Facilities, and Jeannine Rustad, superintendent of Planning, will be at your meeting to provide an overview of the draft grant strategy and to answer any questions the board may have.

Action Requested: **Board of directors' approval of the draft grant strategy.**

B. General Manager's Report

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

Agenda Item #9 – New Business

A. Recommended Goal Outcomes for Fiscal year 2018/19 Planning & Budgeting

Attached please find a memo presenting a priority list of performance measures with associated goal outcomes that have been compiled for consideration by the board of directors for use in the FY 2018/19 planning and budgeting process. Keith Hobson, director of Business & Facilities, and Katherine Stokke, interim Operations Analysis manager, will be at your meeting to provide an overview of the memo and priority list and answer any questions the board may have.

Action Requested: **Board of directors' approval of the goal outcomes for priority performance metrics for use in the fiscal year 2018/19 planning and budgeting process.**

B. [System Development Charges Administrative Procedures Guide](#)

Attached please find a memo requesting board of directors' review and input on a draft System Development Charges (SDC) Administrative Procedures Guide (APG). Staff will incorporate input from the board into a final APG for consideration of board approval in November 2017. Keith Hobson, director of Business & Facilities, and Jeannine Rustad, superintendent of Planning, will be at your meeting to provide an overview of the draft guide and answer any questions the board may have.

C. [Signage Policy Update](#)

Attached please find a memo requesting board of directors' review and input on a new Signage Policy Update intended to replace the original Signage Master Plan. Staff will incorporate input from the board into a final policy for consideration of board adoption at a future meeting. Keith Hobson, director of Business & Facilities, and Steve Gulgren, senior park planner, will be at your meeting to provide an overview of the draft policy 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](#)



MEMO

DATE: September 27, 2017
TO: The Board of Directors
FROM: Doug Menke, General Manager

RE: Tualatin Hills Park Foundation

Sherre Calouri, Secretary of the board of trustees for the Tualatin Hills Park Foundation, will be at your October 10, 2017 board of directors meeting to present a ceremonial capital campaign check to THPRD. Sherre will be joined by Foundation trustee, Angelique Okeke. This will be a short presentation and expect a few photographs to be taken before it concludes.



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 Tuesday, August 15, 2017, at the HMT Recreation Complex, Dryland Training Center, 15707 SW Walker Road, Beaverton, Oregon. Regular Meeting 6 pm; Executive Session to immediately follow.

Present:

Jerry Jones Jr.	President/Director
Ali Kavarianian	Secretary/Director
Felicita Monteblanco	Secretary Pro-Tempore/Director
Holly Thompson	Director
Doug Menke	General Manager

Absent:

John Griffiths	Director
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Agenda Item #1 – Call Regular Meeting to Order

The Regular Meeting of the Tualatin Hills Park & Recreation District Board of Directors was called to order by President Jerry Jones Jr. on Tuesday, August 15, 2017, at 6 pm.

President Jones announced that Agenda Item #6, Public Hearing for a Request for Exemption from Competitive Procurement Process for Splash Pad Equipment, would be delayed until the end of this evening's Regular Meeting.

Agenda Item #2 – Swearing In of Reelected & Newly Elected Board Members

City of Beaverton Mayor Denny Doyle performed the swearing in ceremonies for reelected board member Jerry Jones Jr. and newly elected board members Felicita Monteblanco and Holly Thompson for their four-year terms on the THPRD Board of Directors effective July 1, 2017.

Agenda Item #3 – Board Time

Ali Kavarianian welcomed the board's new members and complimented district staff on the successful summer event season, noting that these events keep the district in front of the public.

- ✓ Holly Thompson echoed Ali's comments, noting that the district's summer events she attended were well-organized and enjoyed by the community.
- ✓ Felicita Monteblanco expressed agreement with Ali and Holly's comments, stating that it is a good reminder that the district's greatest asset is its staff.
- ✓ President Jones commented that he, too, appreciates district staff's efforts and enjoyed meeting employees at the recent staff appreciation picnic. It was clear to him how much the employees enjoy working for the district, which is a testament to management staff.

President Jones described the concept of a future board of directors' retreat in order for the board to have a focused discussion on its goals moving forward. General Manager Doug Menke will offer potential retreat dates for the board members' consideration.

A. Board Liaison Assignments

President Jones noted that based on the board members' preferences, the following board members will serve as liaisons to the following district committees:

- Nature & Trails Advisory Committee: John Griffiths
- Parks & Facilities Advisory Committee: Holly Thompson
- Programs & Events Advisory Committee: Felicita Monteblanco
- Parks Bond Citizen Oversight Committee: John Griffiths
- Audit Committee: Holly Thompson
- Tualatin Hills Park Foundation: Felicita Monteblanco
- Fiduciary Committee: Ali Kavarianian

Agenda Item #4 – Election of Officers for Fiscal Year 2017/18

President Jones opened the floor to nominations for board officers for fiscal year 2017/18, effective immediately.

Ali Kavarianian nominated Jerry Jones Jr. to serve as president of the Tualatin Hills Park & Recreation District Board of Directors for fiscal year 2017/18. Holly Thompson seconded the nomination. Hearing no further nominations, a vote was called. The nomination to elect Jerry Jones Jr. to serve as president for fiscal year 2017/18 was UNANIMOUSLY APPROVED.

Holly Thompson nominated Ali Kavarianian to serve as secretary of the Tualatin Hills Park & Recreation District Board of Directors for fiscal year 2017/18. Felicita Monteblanco seconded the nomination. Hearing no further nominations, a vote was called. The nomination to elect Ali Kavarianian to serve as secretary for fiscal year 2017/18 was UNANIMOUSLY APPROVED.

Holly Thompson nominated Felicita Monteblanco to serve as secretary pro-tempore of the Tualatin Hills Park & Recreation District Board of Directors for fiscal year 2017/18. Ali Kavarianian seconded the nomination. Hearing no further nominations, a vote was called. The nomination to elect Felicita Monteblanco to serve as secretary pro-tempore for fiscal year 2017/18 was UNANIMOUSLY APPROVED.

Agenda Item #5 – Metro Update

President Jones introduced Metro Councilor Kathryn Harrington to provide an update regarding Metro's most recent projects and initiatives.

Councilor Harrington provided a detailed overview of handouts she provided to the board, copies of which were entered into the record, covering various Metro-led initiatives and ways THPRD and Metro can work together for the betterment of the community in the areas of parks and natural areas, as well as transportation. She noted how an agency does its work is very important in that it not only achieves the agency's service goals, but has a great impact on the community as a whole. She is proud of the work Metro has done to make improvements to equity, diversity and inclusion. This evening, she wishes to share some of the lessons that she has had the opportunity to experience and encourages THPRD to consider in Metro and THPRD's work together. She provided a brief overview of each of the following Metro programs and initiatives, with additional information found in the handouts provided:

- Strategic Plan to Advance Racial Equity, Diversity and Inclusion
- Equity in Contracting policy (minority-owned, woman-owned, service-disabled veteran-owned or emerging small businesses)
 - Equity in Contracting Annual Report for FY 2015/16
 - Case studies of businesses involved in this program

- Construction Career Pathways Project
- Partners in Nature and Connect with Nature Programs
- Exploring diversity in hiring practices
- 2018 Regulation Transportation Plan Update
 - Councilor Harrington is championing a change in the policy of implementing half of the network in the next 20 years to a faster timeline
 - Transportation Regional Snapshot
 - Connecting priorities to the vision
 - Development of an equitable and inclusive transportation network
 - Active Transportation: 10-Year Investment Scenarios for Connected Centers and Corridors

Councilor Harrington offered to answer any questions the board may have.

Felicita Monteblanco applauded Metro's commitment to equity and requested that equity be a discussion topic for the upcoming THPRD board of directors' retreat. She asked Councilor Harrington for an overview of Metro's community placemaking grant program.

- ✓ Councilor Harrington replied that Metro has multiple grant programs benefiting different aspects of the community, one of which that was recently repurposed into a placemaking program. She noted that one of THPRD's board members served on the grant application evaluation committee to help determine how to allocate the \$100,000 available for different, community level placemaking projects with the goal to foster a sense of community. Over 50 applications were received with over \$1.5 million in assistance requested. It was a challenging task for the grant application evaluation committee, but ultimately multiple grants were awarded.

Felicita noted that two of those grant awards were for organizations within Washington County: the Tualatin Riverkeepers in partnership with Centro Cultural, and Supa Fresh Youth Farm. She described how placemaking could apply to THPRD's efforts, especially considering that the district serves many in unincorporated Washington County.

Ali Kaviainain thanked Councilor Harrington for her presentation this evening, noting that he appreciates this expanded level of communication between the two agencies.

Holly Thompson complimented Metro's efforts in diversity and inclusion, noting that focusing on racial equity first is a difficult topic to broach, but makes good business sense. She noticed that outreach has indicated that many businesses that could qualify for Equity in Contracting programs are unaware of such opportunities. She described the opportunity for Metro to play a coordinating role in the community for all jurisdictions in order to increase the pool and welcome these businesses together. In addition, she looks forward to the conversation on the important role that THPRD trails play in the area's transportation system, noting that it is going to take more investment to understand and appreciate exactly how the community uses the trail system, what their experiences have been, as well as how to make those experiences even more successful.

President Jones commented that he is excited to learn more about the Construction Career Pathways Project and how THPRD could partner in that effort. He is aware firsthand of the need for technical labor as well as the rewards available to those who choose to go into such fields.

President Jones offered that a THPRD board member could attend a Metro council meeting in the future in order to report on current district efforts and its partnership with Metro.

- ✓ Councilor Harrington noted that John Griffiths serves on the Metro Policy Advisory Committee as an alternate for Washington County special districts, which is greatly appreciated. He has been a valued resource for Metro with regard to the type of work Metro and THPRD does together.

President Jones described THPRD's legislative efforts in Washington, D.C., over the past few years in support of trail system construction, noting that trails are expensive to build, particularly to regional standards and conforming to this area's topography. However, when THPRD is granted federal funds for a trail project, the project is required to be managed through the Oregon Department of Transportation (ODOT) and therefore constructed to even more costly road standards. He suggested that Metro and THPRD work collaboratively to request state legislators to help change that process.

- ✓ Councilor Harrington replied that this has been a focus of the Metro Council for as long as she has been a member. The Federal Highway Administration has been working on some improvements to this process, but it is important that impacted agencies not lose sight of this issue. For many of this area's regional trails, the most complicated and therefore most expensive segments are the ones remaining.

General Manager Doug Menke referenced The Intertwine Alliance convened by Metro some years ago as a unique alliance of public agencies, nonprofits and private businesses working to integrate nature into the region. In his opinion, Metro's success in the area of greenspace preservation is not talked about enough, and its delivery of such assets has been a wonderful complement to the work of THPRD. He believes it is an area that needs further promotion and is also proud of Metro's continued support of The Intertwine Alliance.

- ✓ Councilor Harrington encouraged THPRD staff to meet with Jonathan Blasher, Metro's new Director of Parks & Nature.

President Jones thanked Councilor Harrington for the informative presentation and for Metro's continued partnership with THPRD.

Agenda Item #7 – Audience Time

There was no public testimony during audience time.

Agenda Item #8 – Consent Agenda

Ali Kavianian moved that the board of directors approve consent agenda items (A) Minutes of June 20, 2017 Regular Meeting, (B) Monthly Bills, (C) Monthly Financial Statement, (D) Intergovernmental Agreement with Clean Water Services for Fanno Creek Greenway Project, (E) Resolution Acknowledging Property Acquisitions for Fiscal Year 2016/17 and Describing Funding Source(s) and Purpose, (F) Resolution Appointing Budget Committee Members, (G) Resolution Appointing Audit Committee Member, (H) Resolution Naming North Bethany Park Sites, and (I) Somerset West Park Phase 1 Consultant Contract. Holly Thompson seconded the motion. Roll call proceeded as follows:

Felicita Montebianco	Yes
Holly Thompson	Yes
Ali Kavianian	Yes
Jerry Jones Jr.	Yes

The motion was UNANIMOUSLY APPROVED.

Agenda Item #9 – Unfinished Business

A. Strategic Plan and Service and Financial Sustainability Plan

Katherine Stokke, interim Operations Analysis manager, provided an overview of the memo included within the board of directors' information packet regarding a status update on the Strategic Plan and Service and Financial Sustainability Plan adopted by the board of directors in December 2013, via a PowerPoint presentation, a copy of which was entered into the record. Katherine noted that, since adoption, staff have worked with the board on updating district policies based on the recommendations within these plans, as well as the adoption of related

functional plans. As such, staff have updated all action items, which are described in one of four categories:

- Operationalized – A continuous process undertaken on a regular basis.
- Completed – All work related to this item has finished.
- In Progress – Work on this item has started. Anticipated date of completion is included in the status update.
- Removed – Item will be addressed through alternate means or has been considered and determined not a direction the district wants to pursue.

Katherine provided an overview of each of the exhibits included within the board of directors' information packet:

- Exhibit A: Action item progress update for the two plans, combined and individual. Overall progress between the two plans shows that 213 of the total 236 items have been Operationalized or Completed; 17 have been Removed; and 6 are In Progress. There are no longer any items in the Planned category.
- Exhibit B: Strategic Plan progress update by goal. This exhibit shows the Strategic Plan items split out according to the eight goals with a comparison of their status as of August 2017, August 2016, October 2015, and September 2014.
- Exhibit C: Service & Financial Sustainability Analysis update by theme. This exhibit shows the Service and Financial Sustainability Analysis items split out by theme, with a comparison of their status at the same time periods as previously noted.
- Exhibit D: Items in progress and items removed (i.e., addressed through alternate means or considered and determined not a direction THPRD wants to pursue). In prior updates, staff included the detailed status of all 236 items in the packet. Many of those items are now Completed or Operationalized. In order to be efficient with the board's time, this year's exhibit shows only those items which are In Progress or have been Removed.

Katherine concluded the presentation by noting that since adoption of these plans almost four years ago, implementation has focused on the highest priority items. Many of the remaining items were designated as lower priorities. Additionally, new projects and initiatives have arisen in the interim. The next step will be to update all of the district's functional plans over the next two years in order to lay the groundwork for the district's next Strategic Plan update. Katherine offered to answer any questions the board may have.

Hearing no comments or questions, President Jones requested the staff report for the next agenda item.

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:

- Raleigh Park Concept Plan
 - Bruce Barbarasch, superintendent of Natural Resources & Trails Management, provided an overview of the development of a concept plan for Raleigh Park, via a PowerPoint presentation, a copy of which was entered into the record. Staff intend to present a final draft plan to the board for consideration in November.
- PCC Rock Creek Sports Complex Archery Range
 - Aisha Panas, director of Park & Recreation Services, provided some photos of an archery range recently constructed on the north practice field at the district's PCC Rock Creek Sports Complex, via a PowerPoint presentation, a copy of which was entered into the record.

- AmeriCorps National Civilian Community Corps (NCCC) Partnership Recap
 - Jon Campbell, superintendent of Maintenance Operations, provided an overview of the AmeriCorps NCCC partnership with the Maintenance and Natural Resource departments this summer that resulted in completion of 30 different projects throughout the district, via a PowerPoint presentation, a copy of which was entered into the record.
- Board of Directors Meeting Schedule

Doug offered to answer any questions the board may have.

Raleigh Park Concept Plan

Felicita Montebianco inquired how the recent expanded community outreach effort for the Crowell Woods Park master planning process informed the outreach for the Raleigh Park concept plan.

- ✓ Bruce replied that one particular lesson learned is that there is no such thing as too much community outreach. He noted that it is challenging to hear from the entire community through the typical public meeting process so district staff were sent to the park to reach out to its users, as well as knock on doors of the residences near the park.

Holly Thompson asked for additional information regarding the current utilization of the tennis courts at Raleigh Park.

- ✓ Bruce replied that based on the community outreach conducted, district staff feels confident in recommending that one of the three existing tennis courts transition to a pickleball court.
- ✓ President Jones described how pickleball is growing in popularity and is a great way to allow another use on an already existing tennis court.

President Jones complimented district staff on their outreach efforts for this project, commenting that it is apparent that the district has taken great strides in such efforts over the past few years.

AmeriCorps National Civilian Community Corps (NCCC) Partnership Recap

Holly Thompson commented that she has enjoyed hearing a common theme throughout the General Manager's Report of collaboration, partnerships and exploring new opportunities.

Agenda Item #6 – Public Hearing: Request for Exemption from Competitive Procurement Process for Splash Pad Equipment

A. Open Hearing

President Jones opened the Public Hearing to review the findings supporting a competitive procurement and brand name exemption for the Cedar Hills Park splash pad system equipment.

B. Staff Report

Gery Keck, superintendent of Design & Development, provided an overview of the memo included within the board of directors' information packet, noting that staff is requesting board approval to exempt Vortex from the competitive procurement process for splash pad system equipment and approval of a "brand name" specification to permit Vortex to be exclusively included as the splash pad systems provider for Cedar Hills Park, in accordance with the State of Oregon exemption process. He noted that in 2009, the board approved a five-year exemption from the competitive procurement process for splash pad suppliers and equipment, and to allow the general manager to select a supplier based on a Request for Proposals (RFP) process. Upon completion of the RFP process in April 2010, the general manager authorized Vortex for the splash pad supplier and equipment exemption. The two projects anticipated for splash pads included the Conestoga Recreation & Aquatic Center (CRAC) and Cedar Hills Park. Since that time, the CRAC project has been completed, but the Cedar Hills Park project has been delayed and the five-year procurement exemption expired.

Gery noted that the exemption would not substantially diminish competition since THPRD had conducted an RFP process to select the supplier and specified brand of equipment. It changed the process from being a cost-based solicitation to a qualitative solicitation and allowed for the solicitation to be made before designs were completed, ensuring that the designs are compatible with the selected brand of equipment throughout district facilities.

Gery noted that the benefits of an exemption would allow THPRD to: 1) proceed seamlessly with the specification and design of its splash pad facilities, 2) interchange elements between splash pad facilities, 3) establish common maintenance, staff training, warranties and product representation, 4) negotiate volume costs for design and materials with the supplier, and 5) minimize consultant fees and project management costs by allowing staff familiarity with the supplier's products and with the preparation of standardized documents and specifications.

Gery noted that a public comment was received on this proposal from Empex Watertoys expressing concern regarding the fairness of the request for exemption, a copy of which was provided to the board and entered into the record. Gery offered to answer any questions the board may have.

President Jones asked if Empex Watertoys was one of the respondents to the initial RFP in 2010.

✓ Gery replied that they were not.

Ali Kavianian commented that splash pads consist of complex equipment and asked whether there is any concern regarding the longevity of Vortex as a company.

✓ Gery replied that there are no concerns at this point.

C. Public Comment

There was no public comment.

D. Board Discussion

President Jones expressed support of the requested exemption due to the complexity of the product and that the original RFP was an open process, noting that essentially if the Cedar Hills Park project had progressed on its original construction schedule, the action being requested this evening would not have been necessary.

Felicita Montebianco expressed agreement with the proposal, particularly since the action requested is in relation to only one project.

E. Close Hearing

President Jones closed the public hearing.

F. Board Action

Ali Kavianian moved that the board of directors approve to exempt Vortex from the competitive procurement process for splash pad system equipment for Cedar Hills Park; and, approve a "brand name" specification to permit Vortex to be exclusively included as the splash pad systems provider for Cedar Hills Park. Holly Thompson seconded the motion. Roll call proceeded as follows:

Holly Thompson	Yes
Felicita Montebianco	Yes
Ali Kavianian	Yes
Jerry Jones Jr.	Yes

The motion was UNANIMOUSLY APPROVED.

Agenda Item #10 – Executive Session (A) Legal (B) Land

President Jerry Jones Jr. 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) and (h), which allows the board to meet in executive session to discuss the aforementioned issues.

President Jones noted that representatives of the news media and designated staff may attend executive session. 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 returned to open session and welcomed the audience into the room.

Agenda Item #11 – Reconvene Regular Meeting

The Regular Meeting of the Tualatin Hills Park & Recreation District Board of Directors was reconvened by President Jerry Jones Jr. on Tuesday, August 15, 2017, at 8:10 pm.

Agenda Item #12 – Action Resulting from Executive Session

Ali Kavianian moved that the board of directors authorize staff to grant an easement in the northwest quadrant of the district, subject to the appropriate due diligence review and approval by the general manager. Felicita Monteblanco seconded the motion. Roll call proceeded as follows:

Holly Thompson	Yes
Felicita Monteblanco	Yes
Ali Kavianian	Yes
Jerry Jones Jr.	Yes

The motion was UNANIMOUSLY APPROVED.

Felicita Monteblanco moved that the board of directors authorize staff to grant a right-of-way easement in the northwest quadrant of the district, subject to the standard due diligence review and approval by the general manager. Ali Kavianian seconded the motion.

Roll call proceeded as follows:

Holly Thompson	Yes
Felicita Monteblanco	Yes
Ali Kavianian	Yes
Jerry Jones Jr.	Yes

The motion was UNANIMOUSLY APPROVED.

Holly Thompson moved that the board of directors authorize staff to acquire property in the southwest quadrant of the district for the price discussed in executive session, using bond funds designated for acquisition of natural areas, subject to appropriate due diligence review and approval by the general manager. Ali Kavianian seconded the motion.

Roll call proceeded as follows:

Felicita Monteblanco	Yes
Holly Thompson	Yes
Ali Kavianian	Yes
Jerry Jones Jr.	Yes

The motion was UNANIMOUSLY APPROVED.

Agenda Item #13 – Adjourn

There being no further business, the meeting was adjourned at 8:15 pm.

Jerry Jones Jr., President

Ali Kavianian, Secretary

Recording Secretary,
Jessica Collins

Check #	Check Date	Vendor Name	Check Amount
40954	07/17/2017	Community Newspapers, Inc.	1,200.00
41148	07/17/2017	Community Newspapers, Inc.	3,250.00
41546	07/17/2017	Red Tricycle	3,262.50
300550	07/20/2017	Red Tricycle	3,262.50
		Advertising	\$ 10,975.00
300364	07/05/2017	Precision Locksmith Service	3,455.00
300555	07/20/2017	Staples Advantage	977.35
		Capital Outlay - ADA Projects	\$ 4,432.35
300538	07/20/2017	OP SIS Architecture, LLP	3,060.00
300612	07/25/2017	OP SIS Architecture, LLP	5,382.00
		Capital Outlay - Aquatic Center Renovation	\$ 8,442.00
ACH	07/05/2017	Fieldturf USA, Inc.	17,170.08
300509	07/18/2017	Fitzpatrick Fence and Rail, Inc.	24,000.00
		Capital Outlay - Athletic Facility Replacement	\$ 41,170.08
300548	07/20/2017	Portland Mechanical Contractors	1,924.00
		Capital Outlay - Bond - Facility Rehabilitation	\$ 1,924.00
300455	07/14/2017	Daneal Construction, Inc.	687.00
		Capital Outlay - Bond - Land Acquisition	\$ 687.00
300331	07/05/2017	David Evans & Associates, Inc.	9,816.41
300502	07/18/2017	Cornerstone Management Group, Inc.	6,890.00
300542	07/20/2017	P & C Construction	293,539.00
300561	07/20/2017	Sustainable Performance Solutions LLC	103,611.00
		Capital Outlay - Bond - New/Redevelop Community Parks	\$ 413,856.41
300565	07/20/2017	Treecology, Inc.	2,500.00
		Capital Outlay - Bond - New/Redevelop Neighborhood Parks	\$ 2,500.00
300360	07/05/2017	Pacific Fence & Wire Co.	1,515.00
		Capital Outlay - Bond - Youth Athletic Field Development	\$ 1,515.00
300357	07/05/2017	Mid Pac Construction, Inc.	765.12
300368	07/07/2017	Majic Painting	46,050.00
300608	07/25/2017	Northwest Control Company, Inc.	38,899.00
300628	07/25/2017	River City NW Mechanical, LLC	4,515.00
300642	07/25/2017	Arctic Sheet Metal, Inc.	4,768.00
		Capital Outlay - Building Replacements	\$ 94,997.12
300559	07/20/2017	Superior Glass Works	3,675.00
		Capital Outlay - Entry Garbage Cans	\$ 3,675.00
300610	07/25/2017	Office Depot/Workspace Interiors	726.47
		Capital Outlay - Ergonomic Office Equipment	\$ 726.47
300326	07/05/2017	Budd Wentz Productions	4,435.00
		Capital Outlay - Facility Challenge Grants	\$ 4,435.00
41061	07/17/2017	GISI Marketing Group	1,100.80
41240	07/17/2017	GISI Marketing Group	650.00
300572	07/20/2017	Western Bus Sales, Inc.	56,800.00
		Capital Outlay - Fleet Capital Improvement	\$ 58,550.80

Check #	Check Date	Vendor Name	Check Amount
300317	07/05/2017	99 West Trailers	18,700.00
300492	07/18/2017	99 West Trailers	23,070.00
300630	07/25/2017	Royal Moore Toyota	25,891.50
		Capital Outlay - Fleet Capital Replacement	\$ 67,661.50
300503	07/18/2017	Daneal Construction, Inc.	11,400.00
300506	07/18/2017	Earthworks Excavation and Construction, Inc.	22,667.00
		Capital Outlay - Park & Trail Replacements	\$ 34,067.00
ACH	07/05/2017	MacKay Sposito, Inc.	5,110.13
300453	07/12/2017	Real Estate Services Group, Inc.	5,200.00
300455	07/14/2017	Daneal Construction, Inc.	27,732.00
300455	07/14/2017	Daneal Construction, Inc.	30,048.00
300571	07/20/2017	Will Werner LLC	1,464.00
ACH	07/25/2017	MacKay Sposito, Inc.	10,776.38
		Capital Outlay - SDC - Park Development/Improvement	\$ 80,330.51
ACH	07/12/2017	Karrie Johnson	1,121.92
		Conferences	\$ 1,121.92
300660	07/25/2017	THP Foundation	1,200.00
		Correct donation-WaCty SIP-Schouten	\$ 1,200.00
300516	07/18/2017	The Intertwine Alliance Foundation	10,000.00
300569	07/20/2017	Washington County	500.00
		Dues & Memberships	\$ 10,500.00
300569	07/20/2017	Washington County	47,247.08
		Elections	\$ 47,247.08
300345	07/05/2017	PGE	30,039.93
300667	07/25/2017	PGE	7,839.77
		Electricity	\$ 37,879.70
300301	07/03/2017	Kaiser Foundation Health Plan	263,301.64
300301	07/03/2017	Kaiser Foundation Health Plan	1,564.56
300302	07/03/2017	Moda Health Plan, Inc.	26,225.43
300303	07/03/2017	Standard Insurance Co.	12,848.22
300304	07/03/2017	UNUM Life Insurance-LTC	1,586.00
ACH	07/03/2017	Massachusetts Mutual Life Insurance Company	54,000.00
300484	07/17/2017	Standard Insurance Company	217,273.75
300745	07/31/2017	Kaiser Foundation Health Plan	272,904.82
300746	07/31/2017	Moda Health Plan, Inc.	28,586.03
300749	07/31/2017	Standard Insurance Co.	14,782.36
300755	07/31/2017	UNUM Life Insurance-LTC	1,575.40
		Employee Benefits	\$ 894,648.21
300483	07/17/2017	PacificSource Administrators, Inc.	15,787.93
300485	07/17/2017	Standard Insurance Company	36,009.75
ACH	07/17/2017	Massachusetts Mutual Life Insurance Company	16,048.05
300748	07/31/2017	PacificSource Administrators, Inc.	5,317.31
300750	07/31/2017	Standard Insurance Company	35,200.04
300753	07/31/2017	THPRD - Employee Assn.	13,730.83
ACH	07/31/2017	Massachusetts Mutual Life Insurance Company	15,948.10
		Employee Deductions	\$ 138,042.01

Check #	Check Date	Vendor Name	Check Amount
300344	07/05/2017	NW Natural	8,573.92
300666	07/25/2017	NW Natural	1,587.69
41890	07/31/2017	NW Natural	1,831.12
		Heat	\$ 11,992.73
300373	07/07/2017	Universal Whistles, LLC	4,554.00
300637	07/25/2017	Universal Whistles, LLC	5,478.00
		Instructional Services	\$ 10,032.00
300554	07/20/2017	Special Districts Association of Oregon	140,712.50
300632	07/25/2017	Special Districts Association of Oregon	98,542.06
		Insurance	\$ 239,254.56
300324	07/05/2017	Bernhardt Golf	18,189.04
300357	07/05/2017	Mid Pac Construction, Inc.	250.00
300358	07/05/2017	Northwest Control Company, Inc.	1,500.00
300359	07/05/2017	Northwest Tree Specialists	1,400.00
41176	07/17/2017	Guaranteed Pest Control Service Co, Inc.	1,651.00
300515	07/18/2017	Hydro Clean Environmental, LLC	4,800.00
300540	07/20/2017	Otis Elevator Company	4,570.79
300567	07/20/2017	United Site Services	7,999.00
300607	07/25/2017	Multnomah County DCJ	4,212.00
300617	07/25/2017	Pacific Sports Turf, Inc.	15,146.00
300627	07/25/2017	Rexius Forest By-Products, Inc.	3,500.00
300631	07/25/2017	Solutions Construction Services, LLC	2,900.00
300649	07/25/2017	Engineered Control Products, Inc.	16,184.76
300678	07/26/2017	Fastenal Company	1,276.56
		Maintenance Services	\$ 83,579.15
300325	07/05/2017	Best Buy in Town, Inc.	1,785.00
300335	07/05/2017	Forestry Suppliers, Inc.	1,359.56
300360	07/05/2017	Pacific Fence & Wire Co.	2,115.00
300362	07/05/2017	Phoenix Asphalt Maintenance Co., Inc.	1,518.30
300366	07/05/2017	Staples Advantage	3,355.39
ACH	07/05/2017	ORCA Pacific, Inc.	2,565.67
40709	07/17/2017	Wilbur-Ellis Company	1,465.00
40955	07/17/2017	Airgas Nor Pac, Inc.	7,782.81
41106	07/17/2017	Target Specialty Products	1,623.22
41374	07/17/2017	Amazon.com	1,030.09
41616	07/17/2017	Airgas Nor Pac, Inc.	2,757.84
41635	07/17/2017	Step Forward Activities, Inc.	4,480.00
41655	07/17/2017	Step Forward Activities, Inc.	1,775.25
300497	07/18/2017	Beaverton Auto Parts	2,499.00
300508	07/18/2017	Fastenal Company	1,094.16
300555	07/20/2017	Staples Advantage	6,276.95
300616	07/25/2017	Pacific Fence & Wire Co.	4,952.00
300619	07/25/2017	Pioneer Manufacturing Co.	1,827.00
300627	07/25/2017	Rexius Forest By-Products, Inc.	17,094.00
300633	07/25/2017	Staples Advantage	1,299.50
300634	07/25/2017	Step Forward Activities, Inc.	1,855.00
300650	07/25/2017	Fazio Brothers Sand & Gravel	10,180.50
		Maintenance Supplies	\$ 80,691.24
300636	07/25/2017	THP Foundation	1,627.60
		Misc Tender Funds	\$ 1,627.60

Check #	Check Date	Vendor Name	Check Amount
300675	07/26/2017	Jerry Crane Office Supplies	1,200.00 \$ 1,200.00
300568	07/20/2017	US Postmaster Postage	19,355.49 \$ 19,355.49
41240	07/17/2017	GISI Marketing Group Printing & Publication	432.00 \$ 432.00
300551	07/20/2017	Roger N. Smith Associates, Inc.	1,375.00
300562	07/20/2017	Talbot, Korvola & Warwick, LLP	15,000.00
300606	07/25/2017	Mark Sherman Consultants	1,841.00
300615	07/25/2017	Pac/West Communications	5,450.00
300623	07/25/2017	Portland State University	1,750.00
300646	07/25/2017	CSG Professional Services, Inc.	8,904.00
ACH	07/25/2017	Beery, Elsnor & Hammond, LLP Professional Services	7,987.85 \$ 42,307.85
300316	07/05/2017	4Imprint, Inc.	8,044.89
300339	07/05/2017	Hyder Graphics	3,669.41
300363	07/05/2017	Potter Manufacturing Co.	7,678.62
300372	07/07/2017	U.G. Cash & Carry	5,588.82
300448	07/12/2017	Capital One Commercial	3,289.61
41208	07/17/2017	American Red Cross Health & Safety Services	1,189.00
300491	07/18/2017	4Imprint, Inc.	2,918.49
300498	07/18/2017	Beaverton School District #48	4,406.40
300622	07/25/2017	Portland Kayak Company	1,716.00
300629	07/25/2017	River Drifters Whitewater, Inc.	2,496.00
300671	07/26/2017	Beaverton School District #48 Program Supplies	2,039.85 \$ 43,037.09
41895	07/31/2017	Waste Management of Oregon Refuse Services	7,109.65 \$ 7,109.65
300572	07/20/2017	Western Bus Sales, Inc.	1,500.00
300572	07/20/2017	Western Bus Sales, Inc. Rental Equipment	1,350.00 \$ 2,850.00
300610	07/25/2017	Office Depot/Workspace Interiors	3,969.98
41900	07/31/2017	AT&T Mobility Small Furniture & Equipment	1,079.99 \$ 5,049.97
300309	07/03/2017	Kronos Incorporated	36,444.90
300333	07/05/2017	F & F Farm and Reforestation LLC	20,033.04
300361	07/05/2017	Pacific Talent, Inc.	4,312.50
300494	07/18/2017	Accela, Inc. #774375	28,985.83
300500	07/18/2017	Cafferata Consulting LLC	1,058.00
300532	07/20/2017	Metro Mountain Climbing	3,500.00
300537	07/20/2017	Native Ecosystems NW, LLC	3,500.00
300543	07/20/2017	Pacific Talent, Inc.	6,900.00
300557	07/20/2017	Stew Dodge	1,950.00
300597	07/21/2017	Portland PartyWorks, Inc.	2,628.40
300648	07/25/2017	Edwards Enterprises	2,045.60
ACH	07/25/2017	Smith Dawson & Andrews	3,000.00
300677	07/26/2017	ESRI, Inc. Technical Services	13,100.00 \$ 127,458.27

<u>Check #</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Check Amount</u>
41783	07/17/2017	Associaton of Nature Center Administrators	1,050.00
		Technical Training	\$ 1,050.00
300663	07/25/2017	Allstream	5,023.52
41901	07/30/2017	Comcast Cable	1,069.19
41900	07/31/2017	AT&T Mobility	8,427.71
		Telecommunications	\$ 14,520.42
ACH	07/07/2017	Marc Nelson Oil Products, Inc.	6,726.62
300566	07/20/2017	Tualatin Valley Water District	4,757.80
ACH	07/20/2017	Marc Nelson Oil Products, Inc.	3,044.69
ACH	07/25/2017	Marc Nelson Oil Products, Inc.	2,815.50
		Vehicle Gas & Oil	\$ 17,344.61
300643	07/25/2017	Beaverton School District #48	40,576.42
41896	07/31/2017	City of Beaverton	15,212.14
41898	07/31/2017	Tualatin Valley Water District	24,607.40
41899	07/31/2017	West Slope Water District	1,059.82
41904	07/31/2017	Tualatin Valley Water District	23,632.98
		Water & Sewer	\$ 105,088.76
		Grand Total	\$ 2,774,565.55

Tualatin Hills Park & Recreation District

General Fund Financial Summary
July, 2017

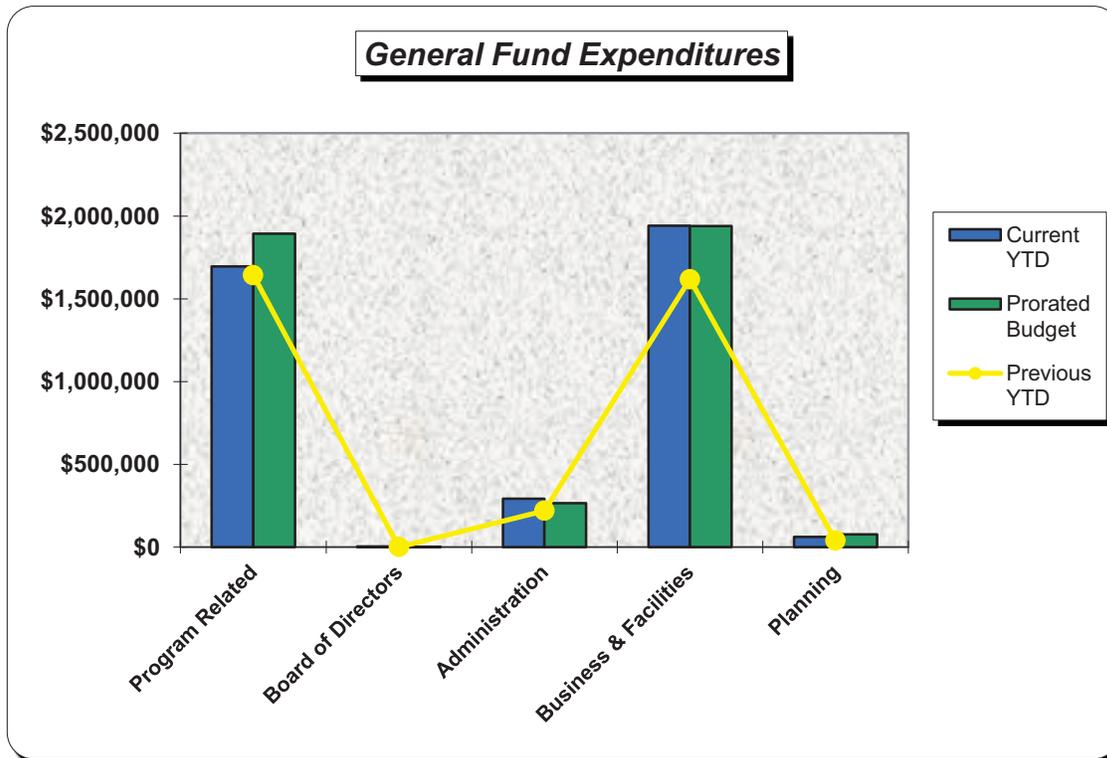
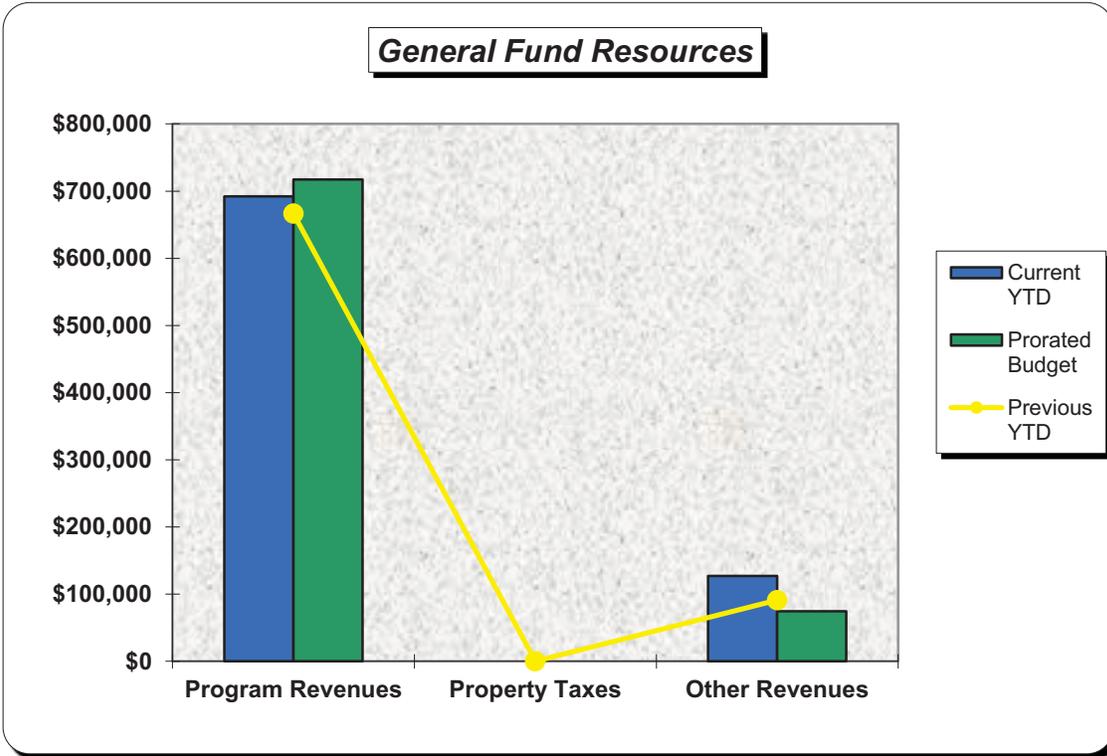
	<i>Current Month</i>	<i>Year to Date</i>	<i>Prorated Budget</i>	<i>% YTD to Prorated Budget</i>	<i>Full Fiscal Year Budget</i>
Program Resources:					
Aquatic Centers	\$ 187,689	\$ 187,689	\$ 231,683	81.0%	3,216,289
Tennis Center	19,968	19,968	17,264	115.7%	1,129,096
Recreation Centers & Programs	382,585	382,585	365,580	104.7%	5,185,786
Sports Programs & Field Rentals	71,871	71,871	72,956	98.5%	1,639,061
Natural Resources	29,970	29,970	29,817	100.5%	406,200
Total Program Resources	692,083	692,083	717,300	96.5%	11,576,432
Other Resources:					
Property Taxes	-	-	-	0.0%	30,741,497
Interest Income	15,083	15,083	6,827	220.9%	155,000
Facility Rentals/Sponsorships	17,582	17,582	27,552	63.8%	473,900
Grants	63,401	63,401	-	0.0%	2,055,417
Miscellaneous Income	30,834	30,834	40,238	76.6%	497,250
Total Other Resources	126,900	126,900	74,617	170.1%	33,923,064
Total Resources	\$ 818,983	\$ 818,983	\$ 791,917	103.4%	\$45,499,496
Program Related Expenditures:					
Parks & Recreation Administration	56,290	56,290	64,452	87.3%	685,221
Aquatic Centers	395,672	395,672	424,465	93.2%	4,159,169
Tennis Center	96,918	96,918	91,705	105.7%	1,045,843
Recreation Centers	641,094	641,094	727,681	88.1%	6,433,607
Community Programs	66,766	66,766	78,567	85.0%	583,120
Athletic Center & Sports Programs	235,920	235,920	293,755	80.3%	2,401,814
Natural Resources & Trails	202,642	202,642	213,396	95.0%	2,097,536
Total Program Related Expenditures	1,695,302	1,695,302	1,894,021	89.5%	17,406,310
General Government Expenditures:					
Board of Directors	4,722	4,722	1,214	388.8%	269,895
Administration	292,242	292,242	265,139	110.2%	2,513,864
Business & Facilities	1,941,649	1,941,649	1,939,033	100.1%	22,024,609
Capital Outlay	61,361	61,361	78,280	78.4%	6,419,213
Contingency/Capital Replacement Reserve	-	-	-	0.0%	5,050,000
Total Other Expenditures:	2,299,974	2,299,974	2,283,666	100.7%	36,277,581
Total Expenditures	\$ 3,995,276	\$ 3,995,276	\$ 4,177,687	95.6%	\$53,683,891
Revenues over (under) Expenditures	\$ (3,176,293)	\$ (3,176,293)	\$ (3,385,770)	93.8%	\$ (8,184,395)
Beginning Cash on Hand		9,969,032	8,184,395	121.8%	8,184,395
Ending Cash on Hand		\$ 6,792,739	\$ 4,798,625	141.6%	\$ -

Note: Beginning Cash will be revised when closing of FY 16/17 has been completed

Tualatin Hills Park and Recreation District

General Fund Financial Summary

July, 2017





MEMO

DATE: September 27, 2017
TO: Doug Menke, General Manager
FROM: Keith Hobson, Director of Business & Facilities

RE: **Resolution Approving Updated Local Government Investment Pool (LGIP) Authorized Signers**

Introduction

Staff is requesting the board of directors approve the resolution updating the authorized signers for the Local Government Investment Pool (LGIP).

Background

THPRD regularly invests excess working capital in the LGIP. The LGIP is an open-ended, no-load, diversified portfolio offered to eligible public entities. Oregon State short-term funds are commingled with other public agencies in a safe environment for short-term investments.

The Oregon State Treasury requires a minimum of two contacts with full access rights to initiate transactions, open and close pool accounts, and manage all of the district's accounts. Currently THPRD has four authorized signers: Keith Hobson, director of Business & Facilities, Cindy Hopper, fiscal operations supervisor, as well as two terminated staff members.

Proposal Request

Staff is requesting board of directors' approval of the resolution which will remove the two terminated employees from the LGIP authorized signer list: Catherine Brucker and Laurel Lahmers while leaving Keith Hobson, director of Business & Facilities, and Cindy Hopper, fiscal operations supervisor, as the two authorized signers on the LGIP accounts. The resolution has been reviewed and approved by THPRD's legal counsel.

Benefits of Proposal

Approval of an updated list of authorized signers for the LGIP will allow the district to manage short-term investments and cash flow requirements.

Potential Downside of Proposal

There are no apparent downsides to this request.

Action Requested

Board of directors' approval of Resolution No. 2017-17 to update the Local Government Investment Pool Authorized Signers.

RESOLUTION NO. 2017-17

A RESOLUTION OF THE TUALATIN HILLS PARK & RECREATION DISTRICT RELATING TO THOSE STAFF MEMBERS AUTHORIZED TO MANAGE THE DISTRICT'S LOCAL GOVERNMENT INVESTMENT POOL ("LGIP") ACCOUNTS

WHEREAS, the LGIP is an open-ended, no-load, diversified portfolio that serves as a liquid and conservative short-term investment vehicle for Oregon local governments;

WHEREAS, THPRD regularly invests excess working capital into the LGIP;

WHEREAS, the Oregon State Treasury requires agencies to identify at least two contacts with full access rights to initiate transactions, open and close pool accounts and otherwise manage all of THPRD's accounts; and

WHEREAS, due to staff changes, THPRD seeks to remove two former employees from the list of staff members authorized with full access to THPRD's LGIP accounts.

NOW, THEREFORE, the Board of Directors for Tualatin Hills Park & Recreation District resolves as follows:

Section 1. Catherine Brucker and Laurel Lahmers are removed as authorized contacts for THPRD's LGIP accounts.

Section 2. Keith Hobson and Cindy Hopper will remain as the two authorized contacts for THPRD's LGIP accounts.

Section 3. This resolution is effective immediately upon its adoption.

ADOPTED by the Board of Directors of the Tualatin Hills Park & Recreation District this 10th day of October, 2017.

Jerry Jones Jr., Board President

Ali Kavianian, Board Secretary

ATTEST:

Marilou Caganap
Recording Secretary



MEMO

DATE: September 29, 2017
TO: Doug Menke, General Manager
FROM: Keith Hobson, Director of Business & Facilities

RE: THPRD Grant Strategy

Introduction

Staff is requesting board of directors' approval of the draft grant strategy, which furthers the district objective to more effectively identify and pursue grant opportunities.

Background

Strategy 19 of the *Strategic Plan & Service and Financial Sustainability Plan* provides that:

THPRD will identify several (3 to 5) ideas per budget cycle from the Alternative Parks and Recreation Operations and Capital Development Funding Sources section of the Service and Financial Sustainability Analysis to formulate a work team to explore the pros and cons, and potential outcomes for consideration to implement through managers.

Consistent with this strategy, the board adopted an objective to develop a grant strategy for the district and to create the grant specialist position and the grant steering committee.

Staff presented the draft grant strategy to the board of directors for their review at their January 10, 2017 meeting. As noted at that time, the grant strategy will allow the district to take a proactive approach to grant funding opportunities. Organizing priorities and developing partnerships ahead of time will allow limited response times for grant applications to be used in putting together compelling projects and supporting documentation, as opposed to using limited time to select a project and find partners and support. Such an approach should lead to a higher success rate in securing grant funding. An additional benefit of the grant strategy will be the ability to ensure adequate staffing resources are available to implement grant projects.

Since the presentation to the board in January 2017, staff has worked to finalize the grant strategy outlining how the grant specialist, grant steering committee, staff and management will work together to pursue grant and outside funding opportunities. The committee has met three times since its inception in April 2017. The committee has been instrumental in reviewing and finalizing the grant strategy, as well as working to identify and prioritize projects that will be good candidates for grant applications.

Proposal Request

Staff is seeking board approval of the draft grant strategy.

The attached draft grant strategy outlines:

- The roles and responsibilities of the grant specialist and grant steering committee;

- How grant projects will be identified and prioritized;
- The processes for requesting approval to pursue grant opportunities, grant writing, quarterly and financial reporting, developing partnerships and pursuing sponsorships and donations; and
- How implementation of the grant strategy will be evaluated.

A key component of the grant strategy was the development of a grant matrix that outlines grant opportunities, including application deadlines, grant program requirements, guidelines and restrictions, potential partners and project identification sources. Additional elements to the grant strategy, arising from the grant matrix development, included the development of a list of potential projects for grant funding consideration; a grant project priorities list; a flow chart illustrating the project selection and prioritization process and a grant project pre-proposal form.

These components are attached to the grant strategy as the following exhibits:

- Exhibit A – Project Selection & Prioritization Flowchart
- Exhibit B – Project List by Funding Category
- Exhibit C – Funding Opportunities Summary
- Exhibit D – Project Priorities for Grants
- Exhibit E – Grant Project Pre-Proposal Review Form

With approval of the draft grant strategy, the grant specialist – in collaboration with the grant steering committee – will:

- Continue to research grant opportunities and update the *Funding Opportunities Summary*
- Evaluate and refine the quarterly update reporting process
- Update the district's operational procedures for grant applications
- Identify and apply for grants based on the *Project Priorities for Grants* list

Benefits of Proposal

As set forth in the background section of the grant strategy, the benefits include:

- Allowing the district to take a proactive and systematic approach to seeking grant funding.
- Researching funding opportunities and prioritizing projects ahead of time allowing the district to:
 - Develop partnerships to support the district's applications;
 - Match projects and programs to grant programming requirements;
 - Ensure that grant funding supports the highest priority project and program needs; and
 - Spend limited response time (to grant application deadlines) developing compelling application packages.
- Expanding the use of grant funding from primarily planning, design and development to all areas of the district's operations.
- Ensuring that staffing resources are available for grant projects in the event of an award of funding with the ability to plan ahead.
- Enabling the district to develop relationships with grant agency staff, thus gaining insight into the types of grant projects that are likely to be successful with the dedicated grant specialist staff position.
- Allowing a coordinated effort between departments, bringing the expertise from the various aspects of the district's operations by having a grant steering committee.
- Improving the ability to leverage both district and partner funds.

Most significantly, the systematic and coordinated approach should result in increased success in obtaining grant awards, allowing the district to enhance services or amenities within available resources.

Potential Downside of Proposal

There is no apparent downside to this proposal.

Action Requested

Board of directors' approval of the draft grant strategy.

Tualatin Hills Park & Recreation District Grant Strategy

Background

Strategic Plan & Service and Financial Sustainability Plan, Strategy 19.a provides that

THPRD will identify several (3 to 5) ideas per budget cycle from the Alternative Parks and Recreation Operations and Capital Development Funding Sources section of the Service and Financial Sustainability Analysis to formulate a work team to explore the pros and cons, and potential outcomes for consideration to implement through managers.

Consistent with this strategy, the board adopted an objective to develop a grant strategy that will allow the district to have a systematic approach to development and prioritization of project lists, identification of grant opportunities, developing partnerships and leveraging funding sources.

The grant strategy will allow the district to take a proactive approach to grant funding opportunities. Organizing priorities and developing partnerships ahead of time will allow limited response times for grant applications to be used in putting together compelling projects and supporting documentation, as opposed to using limited time to select a project and find partners and support. Such an approach should lead to a higher success rate in securing grant funding. An additional benefit of the grant strategy will be the ability to ensure adequate staffing resources are available to implement grant projects.

Historically, the district has focused its grant applications in the areas of planning, design and development, with a more limited focus on maintenance and programming. The grant strategy, with leadership of the grant specialist and assistance of the grant steering committee, shall allow the district to expand its use of outside funding to all aspects of the district's operations. The strategy will allow better coordination between departments, advisory committees and the park foundation.

The grant strategy and methodical tracking of application awards will allow district staff to review what resulted in successful applications, as well as analyze and address why other grants were not successful. For example, the grant specialist will be able to follow up with grant administrators to inquire why a proposal was not successful and gain insight on the types of projects that are more suited for a particular grant.

Urban Planner – Grant Specialist

The Urban Planner – Grant Specialist (grant specialist) shall be the key staff in overseeing the day-to-day operations of the district's grant program. The grant specialist's duties shall include:

- Organizing and overseeing a grant steering committee:
 - Coordinating with superintendents to identify representatives to the grant steering committee.
 - Convening meetings of the grant steering committee, setting agendas and following up with committee members on action items.
- Leading the development, implementation and ongoing evaluation of district grant strategy. This shall include:
 - Coordinating with the grant steering committee and management in the development and refinement of the grant strategy for review and approval by the board; developing grant review criteria; and developing grant strategy evaluation criteria.
 - Researching federal, state and private grant programs and disseminating information on these programs to grant steering committee, staff and management.
 - Identifying resources needed to meet grant strategy goals and objectives and establishing procedures and internal monitoring and reporting systems to assure effective grant program administration.
- Managing all aspects of preparing grant proposals and tracking grant projects, including:
 - Monitoring grant proposals following submittal to funding agencies and gathering and providing additional information as needed.
 - Working with THPRD's legal counsel, Finance Services staff and funding agencies to collect grant funds.
 - Making presentations at public agencies in support of THPRD funding requests.
 - Coordinating with legal and Finance Services Department staff to ensure compliance with local, state and federal reporting requirements.
- Revising the grant operating procedure for the District Operational and Policy Procedures Manual.
- Maintaining an up-to-date intranet database of grant information (the *Funding Opportunities Summary*), including a calendar of grant deadlines, summary of grant program requirements, guidelines and restrictions and research aides. An example of the *Funding Opportunities Summary* is attached as Exhibit A. The grant specialist shall also maintain a project list by grant funding category, as illustrated in Exhibit B.

- Working with the grant steering committee on funding proposals and making recommendations to management on whether to pursue an opportunity.

Grant Steering Committee

The grant steering committee shall be headed by the grant specialist and have representatives from the following departments:

- Design & Development
- Natural Resources
- Aquatics
- Sports
- Maintenance
- Recreation
- Finance
- Community Partnerships

The grant specialist shall work with the management team, center supervisors and superintendents on selecting the appropriate staff for the grant steering committee.

The purpose of the grant steering committee is to assist in:

- Developing and refining the grant strategy, grant review criteria and grant strategy evaluation criteria.
- Identifying and researching grant opportunities.
- Identifying and recommending project priorities for grants.
- Identifying matching funds.
- Identifying and fostering community partners (whether for letters of support or monetary or in-kind contributions). Once potential partners are identified, the grant steering committee shall make recommendations as to the appropriate level of contact for developing relationships.
- Grant writing. While the grant specialist will be responsible for compiling grant applications, including general information and background material, "subject area experts" from the grant steering committee will assist in writing those portions of a grant application specific to their department. The grant specialist shall compile grant material to make sure the application is written in a unified voice.
- Grant steering committee members shall serve as the main point of contact for their department or center for grant proposals. For grant opportunities not on the Project List, the grant steering committee shall review funding proposals and make recommendations as to whether to pursue. The grant steering committee will assess grant administrative requirements to determine whether the district can reasonably meet them.

The grant steering committee shall also assist in reviewing the grant strategy and making recommended changes to ensure goals and objectives of the strategy are met.

It is anticipated that the grant steering committee shall be more active in the beginning, as the strategy is developed, grant and funding opportunities identified and projects identified and prioritized. Once this initial work is completed, the grant steering committee shall meet, as needed, to provide updates, review progress, update criteria, tracking and matrices, and assist in developing quarterly board reports.

Grant Project Priorities

Grant project priorities shall take into account individual grant criteria and be based on the following factors:

- Planning and Design & Development: Functional plans, project budget shortfalls and the five-year capital improvement plan.
- Natural Resources: Functional plan, project budget shortfalls and five-year capital improvement plan.
- Maintenance: Deferred maintenance capital lists, project budget shortfalls and the five-year capital replacement program.
- Programming: Off-set costs of service enhancements and existing and new programs and offerings.

A matrix of grant opportunities and potential priority projects shall be presented to the board annually for review and approval. The matrix shall identify matching funds. Refer to the *Project Selection & Prioritization Flowchart*, which illustrates this process.

Prioritizing and identifying target projects for grants and outside funding will enable the district to include in the budget matching funds, as well as pursue any outside matching leverage.

Grant Funding Requests

It is recognized that opportunities may arise that were not included on the Funding Opportunities Summary or the Project List. In such instances, a grant steering committee member shall work with the appropriate staff to submit a *Grant Project Pre-Proposal Review Form* (Exhibit E) to the grant specialist. The grant specialist shall submit the approval form to the grant steering committee

for review and, with advice of the grant steering committee, make recommendations to management.

Grant Writing

The grant specialist shall be responsible for convening the appropriate team to put together a grant application and shall assign tasks, including creating appropriate graphics, writing responses, and securing letters of support. At the outset of a grant writing effort, the grant specialist will set forth a project schedule, allowing sufficient time for supervisor review of the final grant application.

The grant specialist shall be responsible for securing any necessary board approvals, editing and finalizing grant applications and ensuring that grant applications are complete and submitted on time.

Quarterly Reports

The grant specialist, with input and review of the grant steering committee, shall provide quarterly reports to the board. Quarterly reports shall include details on:

- Grants applied for during quarter
- Status of grant applications
- Progress of awarded grant projects

In addition to quarterly reports, the grant specialist and appropriate staff may present grant opportunities to the board as opportunities arise.

Partnerships

Partnerships play an ever-increasing role in the success of the district in securing grants and implementing projects. The grant specialist shall work with the grant steering committee, management and staff to identify partners as well as appropriate staff and/or board members to foster relationships. Relationships can range from partners who can offer in-kind donations, political or letters of support and financial support.

Relationships will be developed at all levels, from staff to elected officials. Level of effort in developing relationships should be relative to the funding opportunity pursued. For example, more emphasis may be made building relationships with local and regional partners as compared to national partners. At a minimum, relationships should be built with the program or grant administrator at all levels.

The following table outlines the general appropriate level of contact between a partner and district staff.

Partner Type	Partner Representative	District Contact
Federal, state or local elected official	Elected official	Legislative counsel, board member, general manager and/or director
	Staff to Elected officials	Legislative counsel and/or director
	General staff	Superintendent and/or staff
Federal, state or local agency	Director or senior management	Legislative counsel, general manager and/or director
	General staff	Director and/or superintendent
	Grant staff	Grant specialist
Private corporation	CEO, CFO, President or other upper management	Board member, general manager and/or director
	Government or community affairs liaison	General manager and/or director
Non-profit organization	CEO, CFO, President or other upper management	Board member, general manager and/or director
	Government or community affairs liaison	Director and/or superintendent
	Grant staff	Grant specialist

Sponsorships and Donations

Large scale sponsorship and donation efforts related to a specific project will be conducted by the Community Partnerships Department and/or the Tualatin Hills Park Foundation. The grant specialist will coordinate with the director of Community Partnerships to ensure grant writing efforts and sponsorships and donation efforts do not interfere with each other.

Small scale sponsorships and donations related to special events will be conducted by superintendents, center supervisors and/or other designated staff. These sponsorships and donations are intended as one-time occurrences for features, prizes or other activities associated with a special event. Small scale sponsorship and donation efforts should be coordinated with the grant specialist for tracking and reporting purposes associated with quarterly reporting and to ensure such efforts do not interfere with grant writing efforts.

Financial Reporting

The grant specialist shall work with the chief financial officer or their designee to track grant funding and costs of projects funded by the grants, to ensure compliance with federal and state laws and regulations, and grant reporting and auditing requirements. The chief financial officer or their designee will also establish administrative overhead rates to allow administrative costs of grant projects to be recovered.

Grant Strategy Evaluation

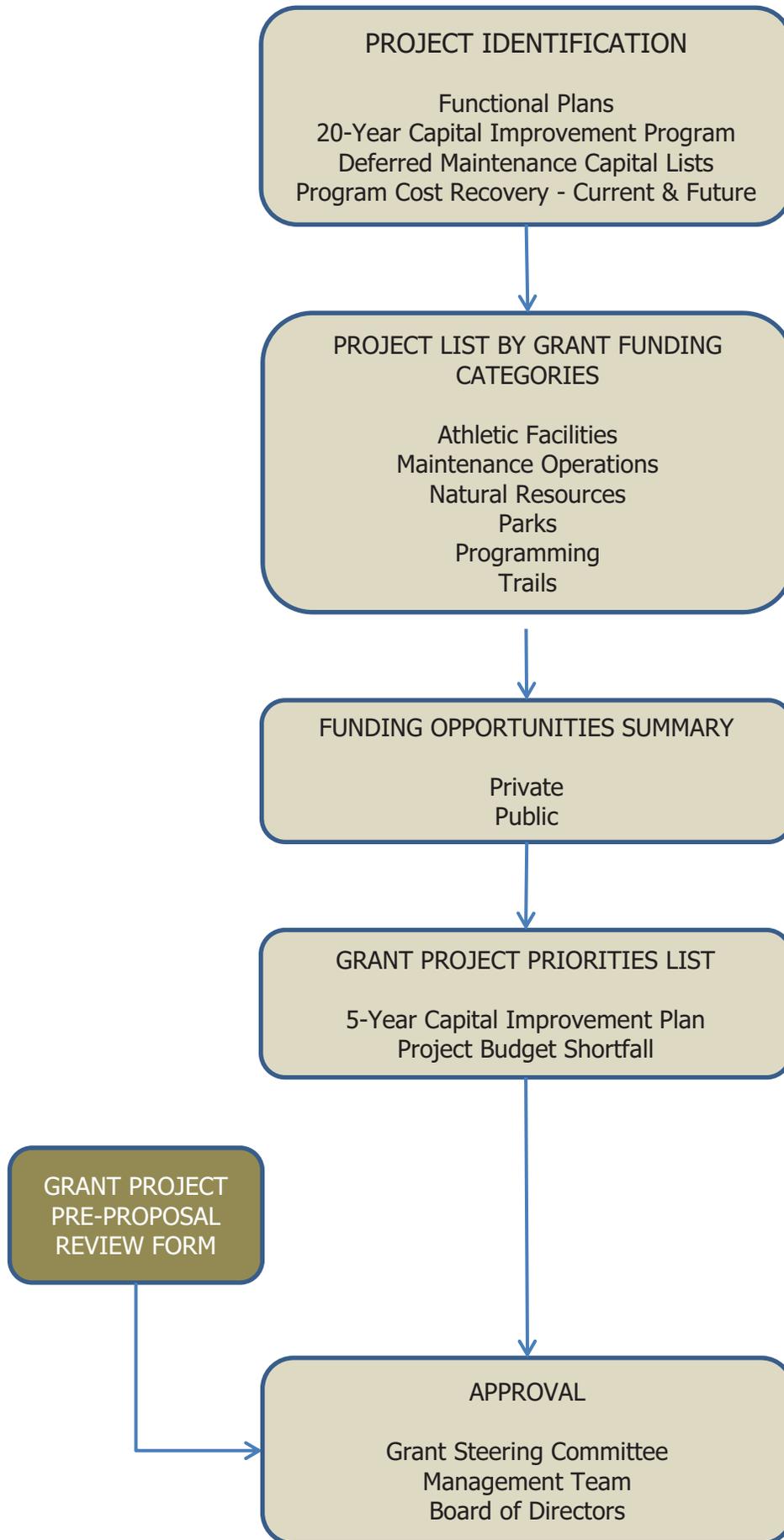
The measure of success should not simply be the number of grants applied for or the number or dollar amount of funding awarded. While this information is important to track, the quality of grant applications and the match of grant proposals to grant criteria are more important. That is, efforts should be spent on writing strong proposals that are a good match for the funding opportunity.

Evaluation criteria should include:

- Ranking of projects in relation to grant criteria. For example, a numeric ranking can be given between 1 and 5, with 1 being weak and 5 being strong.
- Follow up with agency grant staff to determine why project was or was not awarded funding. If funding was not awarded, was there additional information the district could have provided?
- Success in leveraging both internal and partner resources.
- Annual tracking of district funding off-set (grant revenues and shortfalls).

EXHIBITS:

- A. Project Selection & Prioritization Flowchart
- B. Project List by Funding Category
- C. Funding Opportunities Summary
- D. Project Priorities for Grants
- E. Grant Project Pre-Proposal Review Form



Project List by Funding Category

Project Name	Community Livability			Education	Health & Wellness	Natural Resources				Outdoor Recreation			Safety & Security	Specialty		Transportation			Welfare & Equity		
	Arts & Culture	Interpretive	Placemaking			Acquisition	Conservation & Preservation	Outdoor Education	Restoration & Enhancement	Acquisition	Development	Rehabilitation		Community Garden	Sport Specific	Bicycle & Pedestrian	Regional Trail	Wayfinding	Children & Youth	Seniors	People w/ Disabilities
Athletic Facilities																					
New YAF (NW-3, Living Hope)											X										
New STF w/ Lights – SCM											X			X							
New STF w/ Lights – NEQ											X			X							
New YAF – NB									X	X				X							
New YAF – SCM									X	X				X							
New YBF – NB									X	X				X							
New YBF – SCM									X	X				X							
Maintenance Operations																					
Commonwealth Lake Park Bridge Replacement (2)								X			X										
Greenway Park Bridge Replacement								X			X			X							
Butternut Park Play Equipment Replacement											X										
Pirate Park Play Surfacing Replacement											X						X		X		

Project Name	Community Livability			Education	Health & Wellness	Natural Resources				Outdoor Recreation			Safety & Security	Specialty		Transportation			Welfare & Equity		
	Arts & Culture	Interpretive	Placemaking			Acquisition	Conservation & Preservation	Outdoor Education	Restoration & Enhancement	Acquisition	Development	Rehabilitation		Community Garden	Sport Specific	Bicycle & Pedestrian	Regional Trail	Wayfinding	Children & Youth	Seniors	People w/ Disabilities
Jenkins Estate/Camp Rivendale Play Surfacing Replacement												X							X		X
Natural Resources																					
New Public Access - SCN		X				X	X	X	X			X									
New Public Access - Bannister Creek Greenway		X					X	X	X			X									
New Public Access - Lilly K Johnson Natural Area		X					X	X	X			X									
New Education/Maintenance Facility at THNC		X		X				X													
Update Interpretive Exhibits at THNC	X	X	X					X													
Programming/Outreach Assistance for Underserved Communities																			X	X	X
Land Acquisition						X															
Parks																					
New NP (SW-5, Altishin)												X									
New NP (NW-4, Mitchell)												X									

Project Name	Community Livability			Education	Health & Wellness	Natural Resources				Outdoor Recreation			Safety & Security	Specialty		Transportation			Welfare & Equity		
	Arts & Culture	Interpretive	Placemaking			Acquisition	Conservation & Preservation	Outdoor Education	Restoration & Enhancement	Acquisition	Development	Rehabilitation		Community Garden	Sport Specific	Bicycle & Pedestrian	Regional Trail	Wayfinding	Children & Youth	Seniors	People w/ Disabilities
New NP (SE-1, Cobb)									X												
New NP (NE-3, Wilson)									X												
New CP (NE-1, Teufel)									X			X									
Winkelman Park Phase 2 (New CP, SW-6)									X			X	X								
New NP (SW-4 Sterling Savings)									X												
Roger Tilbury Memorial Park Phase 2 (New NP, NE-5)		X					X	X	X												
Enhance Center Street Park									X	X			X								
Enhance Garden Home Park									X	X			X								
Enhance Harman Park & SC									X	X		X	X								
Enhance John Marty Park									X	X		X	X	X							
Enhance Raleigh Park & SC							X	X	X	X			X								
Enhance West Sylvan Park									X	X											
Enhance Willow Park									X	X											
Enhance Hazeldale Park							X	X	X	X		X									
Enhance Ridgecrest Park									X	X											
Enhance Somerset Meadows									X	X											
Enhance Somerset West Park & SC							X	X	X	X		X									

Project Name	Community Livability			Education	Health & Wellness	Natural Resources				Outdoor Recreation			Safety & Security	Specialty		Transportation			Welfare & Equity		
	Arts & Culture	Interpretive	Placemaking			Acquisition	Conservation & Preservation	Outdoor Education	Restoration & Enhancement	Acquisition	Development	Rehabilitation		Community Garden	Sport Specific	Bicycle & Pedestrian	Regional Trail	Wayfinding	Children & Youth	Seniors	People w/ Disabilities
Programs																					
Free Swim Lessons					X									X				X		X	
Adaptive Swim Lessons (1-on-1 and small groups)					X									X					X	X	
Third Grade Swim Lessons					X									X				X			
Water Safety Programs				X								X		X				X	X	X	
Hire-to-Train Instructors				X										X							
Free Fitness in the Park					X													X	X	X	
Wellness on Wheels					X													X	X	X	
Rec Mobile	X			X				X										X		X	
Nature Mobile	X			X				X										X		X	
Senior Fitness Test					X														X		
Evidence Based Fitness (Balance or Fall Prevention)					X														X		
Self Defense for Older Adults					X									X					X		
Trails																					
New RT - Beaverton Creek Trail #3										X	X						X	X			

Project Name	Community Livability			Education	Health & Wellness	Natural Resources				Outdoor Recreation			Safety & Security	Specialty		Transportation			Welfare & Equity				
	Arts & Culture	Interpretive	Placemaking			Acquisition	Conservation & Preservation	Outdoor Education	Restoration & Enhancement	Acquisition	Development	Rehabilitation		Community Garden	Sport Specific	Bicycle & Pedestrian	Regional Trail	Wayfinding	Children & Youth	Seniors	People w/ Disabilities		
New RT - Beaverton Creek Trail #1 & #2									X	X					X	X							
New CT - Bethany Creek Trail-2 #3									X	X					X								
New CT - Cedar Mill Creek Trail #4									X	X					X								
New RT - Fanno Creek Trail #5									X	X					X	X							
New CT - South Jonson Creek Trail #5									X	X					X								
New RT - Westside Trail #12 - #14									X	X					X	X							
New RT - Westside Trail #15 - #17									X	X					X	X							
New RT - Westside Trail #19									X	X					X	X							
New RT - Westside Trail US-26 Crossing															X	X							
Enhance CT - Waterhouse Trail #2										X	X				X								
Enhance CT - Waterhouse Trail #6										X	X				X								
Enhance RT - Westside Trail #2 - #4										X	X				X								

Project Name	Community Livability			Education	Health & Wellness	Natural Resources				Outdoor Recreation			Safety & Security	Specialty		Transportation			Welfare & Equity		
	Arts & Culture	Interpretive	Placemaking			Acquisition	Conservation & Preservation	Outdoor Education	Restoration & Enhancement	Acquisition	Development	Rehabilitation		Community Garden	Sport Specific	Bicycle & Pedestrian	Regional Trail	Wayfinding	Children & Youth	Seniors	People w/ Disabilities
Enhance RT - Westside Trail #5										X	X				X						
Enhance RT - Westside Trail #6										X	X				X						

Typical Grant Funding Categories:

- Community Livability
 - Arts & Culture
 - Interpretive
 - Placemaking
- Education
- Health & Wellness
- Natural Resources
 - Acquisition
 - Conservation & Preservation
 - Outdoor Education
 - Restoration & Enhancement
- Outdoor Recreation
 - Acquisition
 - Development
 - Rehabilitation
- Safety & Security
- Specialty
 - Aquatics
 - Community Gardens
 - Soccer / Futsal
 - Tennis
 - Baseball / Softball
- Transportation
 - Bicycle & Pedestrian
 - Regional Trails
 - Wayfinding
- Welfare & Equity
 - Children & Youth
 - Seniors
 - People w/ Disabilities
 - Low-Income
 - Minorities

Sponsoring Agency	Grant Name & Website	Purpose	Funding Range	Match Requirements	Application Deadline	Other Requirements	Potential Partners	Project Source	Project Sponsor	Matching Funds
Advantis Credit Union	Grow Community Fund - www.advantiscu.org/grow-the-advantis-community-fund/learn-about-grow.html	Community Livability; Education; Health & Wellness; Specialty - Community Gardens	Max. \$10,000	None	Summer		THPF; BSD; Non-profits; Community Groups; Master/Community Gardeners	Programs FP; Deferred Maintenance	Community Partnerships; Community Programs Recreation; Maintenance	THPF; Friends Groups; GF; ST
Art Place America	National Creative Placemaking Fund - www.artplaceamerica.org/our-work/national-creative-placemaking-fund/introduction	Community Livability - Placemaking; Education	\$50,000 - \$500,000	None	Winter		THPF; Community Groups; Local Artists	Natural Resources FP; Parks FP	Natural Resources; Planning; Design & Development	THPF; Friends Groups; SDC
Autzen Foundation	Autzen Foundation Grant - www.autzenfoundation.org/	Community Livability - Arts & Culture; Education; Welfare & Equity	Not specified	Not specified	Spring, Summer, Fall		THPF; BSD; Non-profits; Community Groups	Programs FP	Community Partnerships; Community Programs; Recreation	THPF; Friends Groups; GF; ST
Beaverton Rotary Foundation	Community Service Grant - portal.clubrunner.ca/2431/SitePage/Beaverton-rotary-foundation	Community Livability; Welfare & Equity	\$1,000 - \$3,000	None	Varies (twice/year)		THPF; Beaverton Rotary Club	Programs FP; Deferred Maintenance	Community Partnerships; Community Programs; Recreation; Maintenance	THPF; Friends Groups; SDC
CareOregon	Community Benefit Grant Program - http://www.careoregon.org/AboutUs/CommunityBenefitGrantProgram.aspx	Health & Wellness; Welfare & Equity - Children & Youth, People w/ Disabilities	\$1,500 - \$20,000; \$20,000 - \$80,000	Not specified	February; April		THPF; Non-profits; Community Groups	Programs FP	Aquatics; Community Partnerships; Community Programs; Recreation	THPF; Friends Groups; GF; ST
Collins Foundation	Collins Foundation Grant - www.collinsfoundation.org/submission-guidelines	Community Livability - Arts & Culture; Education; Health & Wellness; Welfare & Equity - Children & Youth	Not specified	Not specified	Ongoing		THPF; BSD; Non-profits; Community Groups	Programs FP	Community Partnerships; Community Programs; Recreation	THPF; Friends Groups; GF; ST
Fiskars	Project Orange Thumb Grant - www2.fiskars.com/Community/Project-Orange-Thumb	Specialty - Community Gardens	Max. \$2,500	None	Annual		Master/Community Gardeners Groups	Parks FP; Deferred Maintenance; Programs FP	Community Partnerships; Planning; Design & Development; Maintenance; Community Programs	THPF; Friends Groups; GF; SDC; ST
Hedco Foundation	Hedco Foundation Grant - P.O. Box 339; Danville, CA; 94526-0339; 925-743-0257	Health & Wellness; Welfare & Equity - Children & Youth, People w/ Disabilities	Not specified	Not specified	Annual		THPF	Programs FP	Community Partnerships; Community Programs; Recreation	THPF; Friends Groups; GF; ST
Hoover Family Foundation	Hoover Family Foundation Grant - gosw.org/sites/hfff/	Community Livability - Arts & Culture; Education; Welfare & Equity	Max. \$10,000	None	Spring, Summer, Fall		THPF; BSD; Non-profits; Community Groups	Programs FP	Community Partnerships; Community Programs; Recreation	THPF; Friends Groups; GF; ST
Juan Young Trust	Juan Young Trust Grant - gosw.org/sites/juanyoungtrust/	Education; Health & Wellness; Welfare & Equity - Children & Youth	Not specified	Not specified	Spring, Summer, Fall, Winter		THPF; BSD; Non-profits; Community Groups	Programs FP	Community Partnerships; Community Programs; Recreation	THPF; Friends Groups; GF; ST

Sponsoring Agency	Grant Name & Website	Purpose	Funding Range	Match Requirements	Application Deadline	Other Requirements	Potential Partners	Project Source	Project Sponsor	Matching Funds
Kresge Foundation	Local Systems Grant - kresge.org/opportunities	Community Livability; Welfare & Equity	Not specified	Not specified	Ongoing		THPF; Local Artists; Non-Profits; Community Groups; CoB; WaCo	Natural Resources FP; Parks FP	Community Partnerships; Natural Resources; Planning; Design & Development	THPF; Friends Groups; SDC
Meyer Memorial Trust	Meyer Memorial Trust Grant - mmt.org/	Community Livability; Education; Health & Wellness; Welfare & Equity	\$40,000 - \$300,000	None	Ongoing		THPF; BSD; Non-profits; Community Groups	Programs FP	Community Partnerships; Community Programs; Recreation	THPF; Friends Groups; GF; ST
National Recreation and Park Association (NRPA)	Various - www.nrpa.org/Grant-Fundraising-Resources/	Health & Wellness; Natural Resources - Outdoor Education; Specialty - Community Gardens; Welfare & Equity	Varies depending on grant program	Varies depending on grant program	Varies depending on grant program		Non-profits; Neighborhood Groups; Community Groups	Programs FP; Parks FP; Natural Resources FP	Community Programs; Recreation; Planning; Design & Development; Natural Resources	GF; SDC; Friends Groups; ST
Oregon Community Foundation	Community Grant - www.oregoncf.org/grants-scholarships/grants	Community Livability - Arts & Culture; Education	\$10,000 - \$30,000	None	Summer, Winter		THPF; BSD; Non-profits; Neighborhood Groups; Community Groups; Environmental Groups	Programs FP; Natural Resources FP; Parks FP	Community Partnerships; Community Programs; Recreation; Natural Resources; Planning; Design & Development	THPF; Friends Groups; GF; SDC; ST
Oregon Community Foundation	Nike Community Impact Fund - www.oregoncf.org/grants-scholarships/grants/ocf-funds/nike	Health & Wellness; Outdoor Recreation - Development; Specialty	\$5,000 - \$20,000	None	Summer, Winter		THPF; Sports Organizations/Clubs; Non-Profits; Friends Groups; Booster Clubs; BSD	Athletic Facilities FP; Parks FP; Deferred Maintenance; Programs FP	Community Partnerships; Sports; Community Programs; Planning; Design & Development; Maintenance	THPF; Friends Groups; GF; SDC; ST
Oregon Wildlife Heritage Foundation	Beulah Drake Grant - www.oregon-wildlife.org/#!/grants/c10i8	Natural Resources - Conservation & Preservation, Outdoor Education, Restoration & Enhancement	Max. \$10,000	None	Spring, Summer, Fall, Winter		CWS; Environmental Groups; Neighborhood Groups	Natural Resources FP	Natural Resources	GF; SDC; Friends Groups; ST
Reeve Foundation	Quality of Life Grant - www.christopherreeve.org/get-support/grants-for-non-profits/program-overview	Health & Wellness; Welfare & Equity - People w/ Disabilities	Max. \$25,000	None	Winter		THPF; BSD; Non-profits; Community Groups	Programs FP; Parks FP; Trails FP	Aquatics; Community Programs; Recreation; Sports; Planning; Design & Development; Natural Resources	THPF; GF; ST; SDC; Friends Groups
Reser Family Foundation	Reser Family Foundation Grant - www.thereserfamilyfoundation.org/	Community Livability - Arts & Culture; Education; Health & Wellness; Natural Resources	Up to \$12,500; \$12,500 - \$50,000	None	Summer, Winter	Letter of Intent required w/ requests over \$12,500	THPF; BSD; Non-profits; Community Groups; Environmental Groups	Programs FP; Natural Resources FP	Community Partnerships; Community Programs; Recreation; Natural Resources	THPF; Friends Groups; GF; SDC; ST

Sponsoring Agency	Grant Name & Website	Purpose	Funding Range	Match Requirements	Application Deadline	Other Requirements	Potential Partners	Project Source	Project Sponsor	Matching Funds
Robert Wood Johnson Foundation	Culture of Health Prize - www.rwjf.org/en/library/funding-opportunities/2017/chr-prize6.html?cid=xsp_partners_unpd_ini:2018cohprizecfdte:20170810	Health & Wellness	\$25,000	None	Fall	Pre-application; if selected to submit a full application, a site visit from selection committee will take place	BSD; Non-profits; Community Groups; CoB; WaCo; THPF	Programs FP	Community Programs; Recreation; Aquatics; Sports; Community Partnerships	GF; ST
Special Districts Association of Oregon / Special Districts Insurance Services	Safety & Security Matching Grant - www.sdao.com/S4/Programs/grant_program.aspx	Safety & Security	Max. \$10,000	50%	Summer		Friends Groups; Neighborhood Groups	Deferred Maintenance	Maintenance; Risk; Security Operations	GF; ST
US Soccer Foundation (USSF)	Safe Places to Play Grant - ussoccerfoundation.org/grants/	Specialty - Soccer & Futsal (development & enhancement - synthetic turf, lighting, irrigation, sport courts)	Not specified	Not specified	Spring, Fall, Winter	Letter of Intent	Soccer organizations/clubs; BSD	Athletic Facilities FP; Parks FP; CIP; Deferred Maintenance	Sports; Design & Development; Planning; Maintenance	GF; SDC; Friends Groups; ST
US Swimming Foundation	Make a Splash Grant	Specialty - Aquatics	TBD	TBD	TBD	TBD	TBD	Programs FP	Aquatics; Sports; Community Programs; Recreation	GF; ST
Washington County Visitors Association	Tourism Development Capital Grant - tualatinvalley.org/industry/about-wcva/tourism-grants/	Transportation - Wayfinding	Not specified	25%	Annual		Neighborhood Groups; Community Groups	Trails FP; Natural Resources FP; Parks FP	Natural Resources; Planning; Design & Development	GF; SDC; Friends Groups; ST

Sponsoring Agency	Grant Name & Website	Purpose	Funding Range	Match Requirements	Application Deadline	Other Requirements	Potential Partners	Project Source	Project Sponsor	Matching Funds
Institute of Museum and Library Studies	Various - www.imsils.gov/grants/apply-grant/available-grants	Arts & Culture; Education	\$5,000 - \$500,000 (range varies depending on grant program)	None or 1:1 (depending on grant program)	Annual (February, April, July or December depending on grant program)		BSD; Community Groups; Local Artists	Natural Resources FP; Parks FP; Programs FP	Natural Resources; Planning; Design & Development; Community Programs; Recreation	GF; SDC; Friends Groups; ST
Metro	Nature in Neighborhoods Capital Grant - www.oregonmetro.gov/tools-partners/grants-and-resources/nature-grants	Community Livability; Natural Resources - Acquisition, Restoration & Enhancement	\$25,000 - \$750,000	2:1	Fall		CWS; CoB; WaCo; Neighborhood Groups; Environmental Groups	Natural Resources FP; Parks FP; CIP	Natural Resources; Planning; Design & Development	GF; SDC; Friends Groups; ST
Metro	Nature in Neighborhoods Restoration Grant - www.oregonmetro.gov/tools-partners/grants-and-resources/nature-grants	Natural Resources - Conservation & Preservation, Restoration & Enhancement	\$25,000 - \$100,000	2:1	Spring		CWS; CoB; WaCo; Neighborhood Groups; Environmental Groups	Natural Resources FP	Natural Resources	GF; ST; Friends Groups
Metro	Nature in Neighborhood Education Grant - www.oregonmetro.gov/tools-partners/grants-and-resources/nature-grants	Natural Resources - Interpretive, Outdoor Education	\$25,000 - \$100,000	2:1	Summer		BSD; Neighborhood Groups; Environmental Groups	Natural Resources FP; Parks FP; CIP	Natural Resources	GF; ST; Friends Groups
Metro	Nature in Neighborhood Trails Grant - www.oregonmetro.gov/tools-partners/grants-and-resources/nature-grants	Natural Resources - Interpretive, Restoration & Enhancement; Transportation - Regional Trails	\$25,000 - \$100,000	1:1	Winter		CWS; CoB; WaCo; Neighborhood Groups; Environmental Groups	Trails FP; Natural Resources FP; Deferred Maintenance; CIP	Design & Development; Planning; Natural Resources; Maintenance	GF; SDC; Friends Groups; ST
Metro	Regional Flexible Funds Allocation/Metropolitan Transportation Improvement Program - www.oregonmetro.gov/public-projects/regional-flexible-funding-transportation-projects	Transportation - Bicycle & Pedestrian, Regional Trails	Min. \$250,000	10.27%	Odd Years		CoB; WaCo	Trails FP; CIP	Design & Development; Planning; Natural Resources	SDC
Metro	Travel Options Grant - www.oregonmetro.gov/tools-partners/grants-and-resources/travel-options-grants	Transportation - Wayfinding	Min. \$50,000	10.27%	Even Years			Trails FP; CIP	Natural Resources; Planning; Design & Development	GF; ST; Friends Groups
Metro	Community Placemaking - www.oregonmetro.gov/tools-partners/grants-and-resources/community-placemaking-grants	Community Livability	\$5,000 - \$25,000	Not Specified	Spring; Fall		Non-profits; Community Groups; Local Artists; BSD; CoB; WaCo	Natural Resources FP; Parks FP	Natural Resources; Planning; Design & Development	GF; SDC; Friends Groups; ST
National Endowment for the Arts	Our Town Grant - www.arts.gov/grants-organizations/our-town/introduction	Community Livability - Arts & Culture, Placemaking	\$25,000 - \$200,000	50%	Spring; Summer, Fall		BSD; Non-profits; Community groups; Artists	Natural Resources FP; Parks FP	Natural Resources; Planning; Design & Development	GF; SDC; Friends Groups; ST
National Fish and Wildlife Foundation	Various - www.nfwf.org/whatwedo/programs/Pages/home.aspx	Natural Resources - Conservation & Preservation, Restoration & Enhancement	\$25,000 - \$250,000 (range varies depending on grant program)	1:1	Annual (Spring, Summer, Fall or Winter depending on grant program)	Letter of Intent	CWS; Environmental Groups; Community Groups	Natural Resources FP	Natural Resources	GF; ST; Friends Groups
Oregon Department of Fish and Wildlife (ODFW)	Restoration & Enhancement Program Grant - www.dfw.state.or.us/fish/re/	Natural Resources - Restoration & Enhancement (shorelines); Access to Water	\$3,000 - \$500,000	None	Quarterly		CWS; Environmental Groups; Community Groups	Natural Resources FP; Parks FP; Deferred Maintenance	Natural Resources; Planning; Design & Development; Maintenance	GF; ST; Friends Groups
Oregon Department of Transportation (ODOT)	ConnectOregon - www.oregon.gov/ODOT/TD/TP/pages/connector.aspx	Transportation - Bicycle & Pedestrian, Regional Trails	Min. \$250,000	10.27%	Odd Years		CoB; WaCo	Trails FP; CIP	Planning; Design & Development	SDC

Sponsoring Agency	Grant Name & Website	Purpose	Funding Range	Match Requirements	Application Deadline	Other Requirements	Potential Partners	Project Source	Project Sponsor	Matching Funds
ODOT	Enhance It - www.oregon.gov/ODOT/TD/STIP/Pages/WhatsChanged.aspx	Transportation - Bicycle & Pedestrian, Regional Trails	Min. \$250,000	10.27%	Even Years		CoB; WaCo	Trails FP; CIP	Planning; Design & Development	SDC
ODOT	Various (unique opportunities as funding is available)	Transportation - Bicycle & Pedestrian, Regional Trails	Varies depending on funding program	10.27%	Varies depending on funding program		CoB; WaCo	Trails FP; CIP	Planning; Design & Development	SDC
Oregon Parks and Recreation Department (OPRD)	Land & Water Conservation Fund Grant - www.oregon.gov/oprd/GRANTS/pages/lwcf.aspx	Outdoor Recreation - Acquisition, Development, Rehabilitation	\$25,000 - \$300,000	50%	Winter		Non-profits; Neighborhood Groups; Community Groups; Local Agencies	Parks FP; Trails FP; CIP; Deferred Maintenance	Planning; Design & Development; Natural Resources; Maintenance	SDC; GF; ST
OPRD	Local Government Grant Program - www.oregon.gov/oprd/GRANTS/pages/local.aspx	Outdoor Recreation - Acquisition, Development, Rehabilitation	Small Grant: \$10,000 - \$75,000; Large Grant: \$75,000 - \$750,000	50%	Spring		Non-profits; Neighborhood Groups; Community Groups; Local Agencies	Parks FP; Trails FP; CIP; Deferred Maintenance	Planning; Design & Development; Natural Resources; Maintenance	SDC; GF; ST
OPRD	Recreational Trails Program Grant - www.oregon.gov/oprd/GRANTS/pages/trails.aspx	Outdoor Recreation - Acquisition, Development, Rehabilitation	\$10,000 - \$300,000	20%	Winter	Letter of Intent	Non-profits; Neighborhood Groups; Community Groups; Local Agencies	Trails FP; CIP; Deferred Maintenance	Planning; Design & Development; Natural Resources; Maintenance	SDC; GF; ST
OPRD	Veterans & War Memorials Grant - www.oregon.gov/oprd/HCD/FINAST/pages/grants.aspx	Specialty - Development, Rehabilitation, Restoration	\$5,000 - \$100,000	20%	Winter		Veterans' Groups; Community Groups	Parks FP; Deferred Maintenance	Planning; Design & Development; Maintenance	GF; ST; Friends Groups
Oregon Watershed Enhancement Board (OWEB)	Various - www.oregon.gov/OWEB/GRANTS/pages/index.aspx	Natural Resources - Conservation & Preservation, Restoration & Enhancement	TBD	TBD	TBD	TBD	CWS; CoB; WaCo; Neighborhood Groups; Environmental Groups	Natural Resources FP	Natural Resources	GF; ST; Friends Groups
US Department of Health and Human Services	Empowered Communities for a Healthier Nation Initiative	Health & Wellness; Welfare & Equity	\$300,000 - \$350,000	Not Specified	Summer		THPF; BSD; Non-profits; Community groups	Programs FP	Community Partnerships; Community Programs; Recreation	GF; ST; Friends Groups
Washington County	Major Streets Transportation Improvement Program - www.co.washington.or.us/LUT/TransportationFunding/what-is-mstip.cfm	Transportation - Bicycle & Pedestrian, Regional Trails	No limits	1:1	Odd Years	Used for leverage of other grant funds	WaCo	Trails FP; CIP	Planning; Design & Development	SDC

Project Priorities for Grants – FY17/18-18/19

October 2017

Project Name	Project Cost	Match Source	Grant Opportunity	Grant Request
Athletic Facilities				
New Youth Athletic Field – NWQ-3 (Living Hope property)	\$390,500	SDC	OPRD LGGP; US Soccer Foundation	\$50,000 - \$100,000
New Synthetic Turf Field w/ Lights – South Cooper Mountain	\$2.0M - \$2.5M	SDC	OPRD LGGP; US Soccer Foundation	\$400,000 - \$500,000
New Synthetic Turf Field w/ Lights – NEQ-1 (Teufel property)	\$2.0M - \$2.5M	SDC	OPRD LGGP; US Soccer Foundation	\$400,000 - \$500,000
New Youth Athletic Field – South Cooper Mountain	\$600,000 - \$800,000	SDC	OPRD LGGP; US Soccer Foundation	\$100,000 - \$200,000
New Youth Athletic Field – North Bethany	\$600,000 - \$800,000	SDC	OPRD LGGP; US Soccer Foundation	\$100,000 - \$200,000
Maintenance Operations				
Commonwealth Lake Park Bridge Replacements	\$190,000	GF	OPRD LGGP; OPRD LWCF; OWEB	\$75,000 - \$95,000
Butternut Park Play Equipment Replacement	\$180,000	GF	OPRD LGGP	\$90,000
Pirate Park Play Surfacing Replacement	\$250,000	GF	CareOregon; Collins Foundation; Hedco Foundation; Hoover Foundation; Juan Young Trust; OPRD LGGP; Reeve Foundation	\$125,000
Jenkins Estates/Camp Rivendale Play Surfacing Replacement	\$100,000	GF	CareOregon; Collins Foundation; Hedco Foundation; Hoover Foundation; Juan Young Trust; OPRD LGGP; Reeve Foundation	\$50,000
Natural Resources				
New Public Access – Bannister Creek Greenway	\$275,000 - \$500,000	SDC	Metro NIN; NFWF; ODFW RE; OPRD LGGP; OPRD LWCF; OWEB	\$125,000 - \$250,000
New Public Access – Lilly K Johnson Natural Area	\$275,000 - \$500,000	SDC	Metro NIN; NFWF; OPRD LGGP; OPRD LWCF	\$125,000 - \$500,000
Update Interpretive Exhibits at Tualatin Hills Nature Center	\$50,000 - \$100,000	GF; ST	Advantis; Art Place America; Hoover Foundation; IMLS; Metro NIN; NRPA; OWHF	\$25,000 - \$50,000
Programming – Outreach Assistance for Underserved Communities	\$20,000 - \$40,000	GF; ST	Autzen Foundation; Collins Foundation; Hoover Foundation; Juan Young Trust; Meyer Memorial Trust; NRPA; OCF; OWHF;	\$10,000 - \$20,000

Exhibit D
Grant Strategy (October 2017 - DRAFT)

Project Name	Project Cost	Match Source	Grant Opportunity	Grant Request
			Reser Family Foundation	
Land Acquisition	\$400,000 - \$800,000	SDC	Metro NIN; OPRD LWCF	\$200,000 - \$400,000
Parks				
New Neighborhood Park (NWQ-2, Crowell Woods Park)	\$778,184	SDC	OPRD LGGP; OPRD LWCF ORLP	\$389,092
Enhance Somerset West Park & Swim Center	\$835,700	Bond	OPRD LGGP; OPRD LWCF; Metro NIN	\$200,000 - \$300,000
New Neighborhood Park (NWQ-4, Mitchell property)	\$1,722,000	SDC	OPRD LGGP; OPRD LWCF	\$300,000 - \$400,000
New Neighborhood Park (SWQ-5, Altishin property)	\$1,200,000	SDC	OPRD LGGP; OPRD LWCF	\$250,000 - \$350,000
New Neighborhood Park (NEQ-3, Wilson property)	\$752,500 - \$1,137,500	SDC	OPRD LGGP; OPRD LWCF	\$200,000 - \$300,000
New Neighborhood Park (SEQ-1, Cobb property)	\$2,691M - \$3,754M	SDC	OPRD LGGP; OPRD LWCF	\$300,000 - \$400,000
Programs				
Make a Splash Free Swim Lessons	\$10,000	GF, ST	CareOregon; Collins Foundation; Hedco Foundation; Juan Young Trust; US Swimming Foundation	\$5,000
Adaptive Swim Lessons	\$12,000 - \$16,000	GF, ST	CareOregon; Collins Foundation; Hedco Foundation; Juan Young Trust; Reeve Foundation; US Swimming Foundation	\$6,000 - \$8,000
Free 3 rd Grade Swim Lessons	\$400,000	FG, ST	CareOregon; Collins Foundation; Hedco Foundation; Juan Young Trust; US Swimming Foundation	\$200,000
Free Fitness in the Park	\$4,042	GF, ST	CareOregon; Collins Foundation; Hedco Foundation; Juan Young Trust; RWJF	\$1,500 - \$2,500
Recmobile & Naturemobile	\$80,000	GF, ST	CareOregon; Collins Foundation; Gedco Foundation; Juan Young Trust	\$30,000 - \$50,000
Wellness on Wheels	\$10,190	GF, ST	CareOregon; Collins Foundation; Hedco Foundation; Juan Young Trust	\$4,000 - \$6,000
Senior Fitness Test / Evidence Based Fitness – Balance & Fall	\$12,620	GF, ST	CareOregon; Collins Foundation; Hedco	\$4,000 - \$8,000

Exhibit D
Grant Strategy (October 2017 - DRAFT)

Project Name	Project Cost	Match Source	Grant Opportunity	Grant Request
Prevention			Foundation; Juan Young Trust	
Self-Defense for Older Adults	\$6,900	GF, ST	CareOregon; Collins Foundation; Hedco Foundation; Juan Young Trust	\$3,000 - \$4,000
Trails				
New Community Trail – Cedar Mill Creek Trail #4	\$500,000 - \$750,000	SDC	OPRD LGGP; OPRD LWCF	\$300,000 - \$450,000
New Community Trail – Bethany Creek Trail-2 #3	\$750,000 - \$1,100,000	SDC	Metro Trails; OPRD LGGP; OPRD LWCF; OPRD RTP	\$450,000 - \$660,000
New Regional Trail – Westside Trail #19	\$1.0M - \$1.8M	SDC	Metro RFFA; Metro Trails	\$880,000 - \$1.58M
New Regional Trail – Westside Trail US-26 Crossing (Planning)	\$8.0M - \$12.0M	SDC	Metro RFFA; ODOT Enhance-It	\$7.04M - \$10.56M
Enhance Community Trail - Waterhouse Trail #6	\$2.3M - \$3.9M	GF	Metro Trails; OPRD LGGP; OPRD LWCF	\$250,000 - \$500,000
Enhance Community Trail - Waterhouse Trail #2	\$1.3M - \$1.6M	GF	Metro Trails; OPRD LGGP; OPRD LWCF	\$250,000 - \$500,000
Enhance Regional Trail - Westside Trail #5 OR #6	\$977,360 - \$1,221,435	GF	Metro Trails; OPRD LGGP; OPRD LWCF	\$250,000 - \$500,000
Enhance Regional Trail - Westside Trail #2	\$2.6M - \$3.3M	GF	Metro Trails; OPRD LGGP; OPRD LWCF	\$250,000 - \$500,000
Miscellaneous				

Abbreviations / Acronyms

Project Name	Match Source	Grant Opportunity
NWQ – Northwest Quadrant NEQ – Northeast Quadrant SEQ – Southeast Quadrant SWQ – Southwest Quadrant	GF – General Fund SDC – System Development Charges ST – Staff Time	ODFW – Oregon Department of Fish and Wildlife RE – Restoration & Enhancement ODOT – Oregon Department of Transportation OPRD – Oregon Parks and Recreation Department LGGP – Local Government Grant Program LWCF – Land and Water Conservation Fund ORLP – Outdoor Recreation Legacy Program RTP – Recreational Trails Program IMLS – Institute of Museum and Library Services NIN – Nature in Neighborhoods NRPA – National Recreation and Park Association NFWF – National Fish and Wildlife Foundation OCF – Oregon Community Foundation OWHF – Oregon Wildlife Heritage Foundation OWEB – Oregon Watershed Enhancement Board RFFA – Regional Flexible Funds Allocation RWJF – Robert Wood Johnson Foundation

GRANT PROJECT PRE-PROPOSAL REVIEW FORM

This worksheet assists in the determination of the financial feasibility of funding requests from non-district sources and provides acknowledgment of approvals prior to making such requests. All grant applications and funding requests must be approved by the grant specialist and/or management team.

Project Sponsor: _____ Today's Date: _____

Name of Grant: _____

Amount Requested: \$ _____ Application Due Date:

Project Name: _____

1. What district goal(s) or objective(s) does this request help to accomplish or what benefit will the district receive from this request?

2. Does the application require board of directors action? YES NO

3. Will this request require the Park Foundation to act as a pass through agent? YES NO

4. What are the funding source? Federal \$ _____
State \$ _____
Private \$ _____
Other: \$ _____

5. Is a match or contribution required? YES NO

a. If no, is one being offered? YES NO

b. Amount of the match or contribution: \$ _____

c. Source of the match or contribution: _____

d. Is the source already budgeted for? YES NO

e. If no, when will it be budgeted? _____

6. Is this request for operational purposes?

YES NO

a. Will it be reimbursed on already funded operating expenses?

YES NO

b. If no, explain how it will be funded:

7. Is this request for combined operational and capital purposes?

YES NO

a. Are other district departments or divisions involved with the project?

YES NO

b. If yes, provide details and the contact person(s):

8. Will this request affect staffing levels if awarded?

YES NO

a. If yes, provide details:

9. Will this request delay or cancel other projects if awarded?

YES NO

a. If yes, which projects and how will they be affected:

Approvals for grant application or funding request development:

Include appropriate departmental supervisory signatures acknowledging permission to move forward with development of a project proposal. For proposals involving multiple departments, signatures from those departments is also required.

Center Supervisor	Superintendent	Director
_____	_____	_____
print name	print name	print name
_____	_____	_____
signature	signature	signature

Grant Specialist / Planning Department:

This form will be returned to the project sponsor upon approval or denial by the grant specialist unless management team approval is needed. If such approval is needed, this form will be returned to the appropriate departmental director for submission to the management team.

Approved Denied Date: _____

Reason for denial:

Management Team Approval:

If more than \$25,000 is being requested, management team approval is required. Submission of this form to the management team is the responsibility of the appropriate department director.

Approved Denied Date: _____



MEMO

DATE: October 5, 2017
TO: The Board of Directors
FROM: Doug Menke, General Manager

RE: General Manager's Report for October 10, 2017

Commission for Accreditation of Park and Recreation Agencies (CAPRA)

At the National Recreation and Park Association conference last week, THPRD staff attended a hearing with the Commission for Accreditation of Park and Recreation Agencies (CAPRA) and were officially conferred accreditation by CAPRA. This makes THPRD one of only four CAPRA-accredited agencies in Oregon. Nationally, fewer than 2% of agencies are where we are today.

During the hearing, members of the committee were highly complimentary of our application, which satisfied all 151 of the CAPRA standards. We were told that is quite a rare accomplishment, and that our application can now serve as the standard against which others will be judged. A plaque commemorating our accreditation has been ordered and a presentation will be made at a future board meeting when the plaque becomes available.

Equity Assessment Cohort Overview

THPRD, along with other members of the Intertwine Alliance, is a participant in an "equity assessment cohort" to evaluate what the park district does well and what it can improve on regarding racial equity. A team of employees completed an assessment tool developed by the Coalition of Communities of Color. In addition to the assessment, employees attended various trainings on human resources practices, policy development, and data collection. The process is facilitated by Julia Meier of the City Club of Portland and Dr. Ann Curry-Stevens of Portland State University. One of the main takeaways from the process is that THPRD would benefit from having more data about its employees and its patrons to determine where racial disparities exist.

Beaverton School District Intergovernmental Agreement Overview

Park district staff are continuing to work with representatives of the Beaverton School District to update the existing intergovernmental agreement that guides the use and maintenance of property owned by both districts. Generally, the park district maintains athletic fields and facilities in exchange for the use of school district fields and facilities to run park district recreational programs. At the board's meeting on October 10, Aisha Panas, director of Park & Recreation Services, will provide an update on the progress of the amendments, outline the overarching principles guiding the development of the revised IGA, and answer any questions the board may have.

Mobile Recreation Programs

THPRD's Rec Mobile and Nature Mobile programs had a busy summer in 2017! The Rec Mobile program visited THPRD parks, Beaverton School District elementary schools, libraries, low-income apartment complexes and other community locations to provide a variety of educational

and active experiences for visitors of all ages to engage in. Over 10,000 participants came out to play with the Rec Mobile this summer.

The Nature Mobile visited 10 parks each week this summer, highlighting a variety of nature-themed experiences. In addition to these visits, the Nature Mobile also provided hands-on nature activities at various community events and programs including City of Beaverton celebrations, Beaverton School District sites and THPRD special events. During the summer of 2017, Nature Mobile staff engaged nearly 9,000 people with nature activities and programs at parks in their local neighborhoods. Staff will provide a brief presentation on the district's mobile programs at the October board meeting.

Board of Directors Meeting Schedule

The following dates are proposed for the board's meeting schedule over the next few months:

- November 14, 2017
- November 15, 2017 (Board Retreat – exact time TBA)
- December 12, 2017



MEMO

DATE: September 18, 2017
TO: Doug Menke, General Manager
FROM: Keith Hobson, Director of Business & Facilities
RE: Recommended Goal Outcomes for Fiscal Year 2018/19 Planning and Budgeting

Introduction

A priority list of performance measures for fiscal year 2018/19, with associated goal outcomes, has been compiled for the board of directors' consideration. Staff requests that the board adopt the goal outcomes as the priority measures to use in the planning and budgeting process for FY 2018/19.

Background

In 2011, the board of directors began the process of adopting priority goal outcomes to initiate the annual planning and budgeting process. Staff uses these goal outcomes in the budget development process each year by creating business plans to address the goal outcomes. Those business plans that most cost-effectively address the goal outcomes are funded in the budget process.

On September 22, 2014, the board adopted a new set of goal outcomes based on the work of the 2013 Strategic Plan update and the Service and Financial Sustainability Plan (SFSP). The approval of the Strategic Plan on December 9, 2013, changed, modified or deleted many of the objectives from the original 2006 Comprehensive Plan, and the goal outcomes for FY 2015/16 reflected this update.

On October 11, 2016, the board adopted a new set of goal outcomes for FY 2017/18 to focus on specific areas of priority and to classify measures into five categories based on performance measurement best practices:

1. Demand – measures service demand
2. Input – measures resources used
3. Output – measures how much work is performed / units of service provided
4. Efficiency – measures work performed per resource used
5. Outcome – measures services successfully delivered

With the close of FY 2016/17, a preliminary measure of goal performance for that fiscal year is possible, and the preliminary actuals are reflected in the attached Exhibit A. A final evaluation of the year-end progress of the FY 2016/17 goal outcomes and an update of the in progress FY 2017/18 business plans will accompany the midyear budget update.

Proposal Request

The attached list of goal outcomes, Exhibit A, includes the staff recommendations for priority goal outcomes for FY 2018/19 budget preparation. The goal outcome sheet shows each recommended priority measure with actual results for FY 2013/14, FY 2014/15, FY 2015/16 as well as preliminary results for FY 2016/17, where available. Some of the goal outcomes require tracking new operational data and/or development of new data collection systems.

Benefits of Proposal

Board adoption of the priority goal outcomes ensures that the district allocates its resources to those projects and business plans that directly impact the Strategic Plan goals and Service and Financial Sustainability Plan objectives. Attaching specific metrics to the outcomes aids in the evaluation of the effectiveness of the business plans in achieving the objective and/or goal and will allow further refinement of the process in future fiscal years.

Potential Downside of Proposal

Approval of the proposed goal outcomes by the board of directors will result in a higher ranking for business plans that impact these measures. Projects that fall outside this scope will, potentially, have to wait for a subsequent cycle for funding consideration.

Action Requested

Board of directors' approval of the goal outcomes for priority performance metrics for use in the fiscal year 2018/19 planning and budgeting process.



FY 2018-19 THPRD Goal Outcomes

Parks		Final 2013-14	Final 2014-15	Final 2015-16	Preliminary	2017-18	2018-19
		(PY Service Level)	(PY Service Level)	(PY Service Level)	2016-17 (CY Service Level)	Goal Outcome	Goal Outcome
Goal 1	Provide quality neighborhood and community parks that are readily accessible to residents through the District's Service Area.						
Measures	Demand						
	Input						
	\$ of program grants applied for	N/A	N/A	651,616	424,858	increase	increase
	Output						
	\$ of program grants awarded	N/A	N/A	262,524	390,156	increase	increase
	% of district below service threshold (74.7)	1%	1%	N/A	N/A	decrease	decrease
	% of district that is identified walkable access below service threshold	25%	N/A	N/A	N/A	decrease	decrease
	Efficiency						
	Outcome						
	Average GRASP Score	75	82	N/A	N/A	maintain	maintain
Strategies	Strategy: Continue to pursue partnerships in land acquisition, facility development, programming, marketing, maintenance and other activities with partnering service providers (6B) Strategy: Use current baseline GRASP® analysis to guide future park development and land acquisition. (1D)						
Action Steps	2017-18 - Action Step: Update the Parks Functional Plan, including an updated GRASP analysis. 2017-18 - Action Step: Update the SDC CIP to reflect updated Parks Functional Plan. 2017-18 - Action Step: Propose conducting a land acquisition study to address needs in underserved areas of the district, as well as ensure service in new urban areas; this type of inventory study to include natural resource properties as well as future park sites, including urban parks, such as plazas, amphitheaters, etc. 2018-19 - Action Step: Conduct, if approved, a land acquisition study to address needs in underserved areas of the district, as well as ensure service in new urban areas; this type of inventory study to include natural resource properties as well as future park sites, including urban parks, such as plazas, amphitheaters, etc. 2018-19 - Action Step: Revise and adopt IGA with City of Beaverton. 2018-19 - Action Step: Revise and adopt IGA with Beaverton School District.						

Programs

		Final 2013-14 (PY Service Level)	Final 2014-15 (PY Service Level)	Final 2015-16 (PY Service Level)	Preliminary 2016-17 (CY Service Level)	2017-18 Goal Outcome	2018-19 Goal Outcome
Goal 2	Provide quality sports and recreation facilities and programs for park district residents and workers of all ages, cultural backgrounds, abilities and income levels.						
Measures	Demand						
	Input						
	\$ of program grants applied for	N/A	N/A	-	3,600	increase	increase
	Output						
	\$ of program grants awarded	N/A	N/A	-	-	increase	increase
	Efficiency						
	Outcome						
Strategies	Strategy: THPRD will identify several (3 to 5) ideas per budget cycle from the Alternative Parks and Recreation Operations and Capital Development Funding Sources section of the Service and Financial Sustainability Analysis and formulate a work team to explore the pros and cons, and potential outcomes for consideration to implement through managers.						
Action Steps	<p>2017-18 - Action Step: Tie together THPRD's planning process with grant strategies to allow for an entrepreneurial methodology, thus creating potential for success in aligned impact areas.</p> <p>2018-19 - Action Step: Provide quarterly reports to the board of directors on grant activity.</p>						

Maintenance and Operations

Goal 3	Operate and maintain parks in an efficient Safe and cost effective manner, while maintaining high standards.						
	Note, there are no Goal 3 strategies or actions steps for FY2017/18, thus no goal outcome measures.						

Natural Resources

		Final 2013-14 (PY Service Level)	Final 2014-15 (PY Service Level)	Final 2015-16 (PY Service Level)	Preliminary 2016-17 (CY Service Level)	2017-18 Goal Outcome	2018-19 Goal Outcome	
Goal 4	Acquire, conserve and enhance natural areas and open spaces within the district.							
Measures	Demand							
	Input							
	\$ of natural area grants applied for	N/A	N/A	110,000	423,125	increase	increase	
	Output							
	\$ of natural area grants awarded	N/A	N/A	-	250,000	increase	increase	
	Remaining balance of natural resource bond funds:							
	Restoration	2,957,842	2,854,792	2,522,648	2,458,238	decrease	decrease	
	Land Acquisition	4,612,034	4,291,773	3,829,720	3,748,073	decrease	decrease	
	Efficiency							
	Outcome							
	Cumulative # of natural resource acres acquired with bond or bond leveraged funds.	56	62	68	72	increase	increase	
	Cumulative # of natural resource acres restored with bond or bond leveraged funds.	TBD	TBD	TBD	TBD	increase	increase	
Strategies	Strategy: : Develop an interconnected system of greenways and wildlife habitat (4B)							
Action Steps	2017-18	- Action Step: Document Bond Fund spend down strategy by identifying priority property acquisition and development.						
	2017-18	- Action Step: Propose conducting a land acquisition study to address needs in underserved areas of the district, as well as ensure service in new urban areas; this type of inventory study to include natural resource properties as well as future park sites.						
	2018-19	- Action Step: Conduct, if approved, a land acquisition study to address needs in underserved areas of the district, as well as ensure service in new urban areas; this type of inventory study to include natural resource properties as well as future park sites.						

Trails

		Final 2013-14 (PY Service Level)	Final 2014-15 (PY Service Level)	Final 2015-16 (PY Service Level)	Preliminary 2016-17 (CY Service Level)	2017-18 Goal Outcome	2018-19 Goal Outcome
Goal 5	Develop and maintain a core system of regional trails, complemented by an interconnected system of community and neighborhood trails, to provide a variety of recreational opportunities, such as walking, bicycling and jogging.						
Measures	Demand						
	Input						
	\$ of trail grants applied for	600,000	109,200	466,425	4,022,194	increase	increase
	Output						
	\$ of trail grants awarded (NOTE: FY 2016-17 Metro RFFA Grant in partnership with ODOT)	-	-	400,000	3,691,212	increase	increase
	Efficiency						
	Outcome						
	Cumulative miles of trails with grant or grant leveraged funds.	TBD	TBD	TBD	TBD	N/A	increase
	Number of discrete trailsheds	60	60	TBD	TBD	decrease	decrease
Strategies	Strategy: THPRD will identify several (3 to 5) ideas per budget cycle from the Alternative Parks and Recreation Operations and Capital Development Funding Sources section of the Service and Financial Sustainability Analysis and formulate a work team to explore the pros and cons, and potential						
Action Steps	2017-18 - Action Step: Implement a grant strategy that prioritizes District needs and matches them against available funding opportunities and dedicates adequate resources to achieve strategic goals. 2018-19 - Action Step: Continue implementation of staffing plan.						

Efficient Service Delivery

Goal 6	Provide value and efficient service delivery for taxpayers, patrons and others who help fund park district activities.						
Strategies	Strategy: Continue to attract, retain and train high-quality employees. (6D)						
Action Steps	2017-18 - Action Step: Implement staffing plan. 2018-19 - Action Step: Continue implementation of staffing plan.						
Note, there are no goal outcome measures for the action steps identified for Goal 6.							

Communication

		Final 2013-14 (PY Service Level)	Final 2014-15 (PY Service Level)	Final 2015-16 (PY Service Level)	Preliminary 2016-17 (CY Service Level)	2017-18 Goal Outcome	2018-19 Goal Outcome
Goal 7	Effectively communicate information about park district goals, policies, programs and facilities among District residents, customers, staff, District advisory committees the District Board, partnering agencies and other groups.						
Measures	Demand						
	Input						
	Output						
	Discrete public contact points engaged in park master planning outreach.	TBD	TBD	TBD	1,604	increase	increase
	Active accounts	29,722	29,606	30,678	31,173	increase	increase
	Recreation/sports programs usage resulting from contacts with public	N/A	N/A	TBD	TBD	increase	increase
	# of digital conversions (emails, downloads, sign-ups, etc.)	N/A	N/A	TBD	TBD	increase	increase
	Efficiency						
	Outcome						
Strategies	Strategy: Work with ethnic and/or cultural advocacy or community groups to enhance communications about district programs, facilities and other opportunities to their constituencies. (7F) Strategy: Coordinate park district marketing efforts. (7H)						
Action Steps	2017-18 - Action Step: Formalize enhanced community engagement process for future master planning efforts. 2017-18 - Action Step: Utilize enhanced community engagement process for Bonny Meadows and S. Cooper Mountain Neighborhood Park for master planning efforts. 2018-19 - Action Step: Continue using enhanced community engagement process for future master planning efforts.						

Sustainability

		Final 2013-14 (PY Service Level)	Final 2014-15 (PY Service Level)	Final 2015-16 (PY Service Level)		2017-18 Goal Outcome	2018-19 Goal Outcome
Goal 8	Incorporate principles of environmental and financial sustainability into the design, operation, improvement, maintenance and funding of park district programs and facilities.						
Measures	Demand						
	Input						
	\$ of sustainability grants applied for	N/A	N/A	-	350,614	increase	increase
	Output						
	\$ of sustainability grants awarded	N/A	N/A	-	223,810	increase	increase
	Efficiency						
	Outcome						
	Cumulative utility savings achieved with grant or grant leveraged funds.	N/A	N/A	N/A	TBD	increase	increase
Strategies	Strategy: THPRD will identify several (3 to 5) ideas per budget cycle from the Alternative Parks and Recreation Operations and Capital Development Funding Sources section of the Service and Financial Sustainability Analysis and formulate a work team to explore the pros and cons, and potential outcomes for consideration to implement through managers.						
Action Steps	2017-18 - Action Step: Implement a grant strategy that prioritizes District sustainability needs and matches them against available funding opportunities and dedicates adequate resources to achieve strategic goals.						



[9B]

MEMO

DATE: September 19, 2017
TO: Doug Menke, General Manager
FROM: Keith Hobson, Director of Business and Facilities

RE: **System Development Charges Administrative Procedures Guide**

Introduction

Staff are requesting input from the board on the draft System Development Charge (SDC) Administrative Procedures Guide (APG). Staff will incorporate input from the board in a final APG to be brought to the board for approval in November 2017.

Background

ORS 223.297 *et seq.* governs the adoption and implementation of SDCs. Pursuant to the ORS, on March 7, 2016, the board adopted an updated methodology.

Purpose of the APG. While not required by law, the APG is intended to guide the district in implementing its SDC program. Specifically, the APG is intended to “*provide procedures for implementation and administration of SDCs for new development within the district*” (Draft APG, Section 1).

History of the APG. The first APG was effective January 1999. Since then, there have been spot amendments, but not a thorough review of the effectiveness of the APG. Since the initial APG, significant changes have occurred in the district, including urban growth boundary expansions in Bonny Slope West, North Bethany and South Cooper Mountain. Experiences in implementing the SDC program in North Bethany along with updated methodology resulted in the need for a review and revision of the APG.

Proposed Updates to the APG. The original APG was largely based on the requirements and procedures set forth in ORS 223.297 *et seq.* However, the original APG lacked specificity, making implementation challenging for district staff, the development community and permitting jurisdictions alike. The changes to the APG is intended to provide clarity and guidance in the implementation of the SDC program. Changes included:

- Adding a section with definitions of terms used in the APG
- Reorganizing the structure of the APG to follow a logical sequence
- Providing timelines for submissions of requests, administrative review and appeals to the board

The most significant changes are to the SDC Credit section, now Section 7 of the APG. The purpose of the revisions to the credit provisions is to provide a clear procedure for obtaining credits for both the acquisition of land and improvements to parks and trails.

The statutory provision regarding SDC credits is worded to apply more easily to improvements such as transportation, water or sewer, requiring credits where improvements are conditioned

as part of a development approval, included in the SDC methodology capital improvement program and/or either off-site or at a greater capacity than what is necessary to serve the development under application (ORS 223.304(4)). Per the statute, credits may only be granted for “the cost of that portion of such improvement that exceeds the local government’s minimum standard facility size or capacity needed to serve the particular development project or property.”¹ Under strict interpretation of this statute, it would be onerous on the district, permitting jurisdiction and development community to calculate the amount of a park or trail improvement entitled to SDC credits – that is, how much of the park is needed to serve the development subject to the application, and how much is required to serve a larger population.

The statute does allow leeway for a jurisdiction to allow credits in other instances. Specifically, ORS 223.304(5)(c) provides that the statute

. . . does not prohibit a local government from providing a greater credit, or from establishing a system providing for the transferability of credits, or from providing a credit for a capital improvement not identified in the plan and list adopted pursuant to ORS 223.309, or from providing a share of the cost of such improvement by other means, if a local government so chooses. [Emphasis added.]

Section 7 establishes the methodology for granting credits for the donation or contribution of land, as well as improvements for park and trail improvements that go beyond that which is statutorily required.

The following is a description of the new provisions of Section 7:

- Section 7.D. provides the procedure for valuing land. Due to past experience of entering into purchase and sale agreements prior to the establishment of a purchase price, the revised APG provides for the district and developer to enter into a memorandum of understanding (MOU) outlining the terms for the purchase and sale. A purchase and sale agreement will be entered into once the land has been appraised and a price agreed upon consistent with the appraisal.
- Section 7.E. sets forth the process for obtaining credits for park and trail improvements. This section will be the basis for revised SDC credit MOUs.
- Section 7.F. recognizes that project close-out can take a long period of time, during which additional items, through wear and tear, may be added to the “punch-list.” Subsection 7.F.2 is a new provision that allows the district, after 30 days of a notice of deficiency, to correct the deficiencies and withhold credits in the cost of the correction(s).
- In response to a request from the Home Builders Association (HBA) during the adoption of the 2016 SDC Methodology to allow for credits for park/trail improvements at the district’s cost, Section 7.G. allows a developer to choose to receive credits at either (1) their actual costs or (2) the district’s cost. If the latter option is selected, the district’s costs shall be determined by a third-party estimator. Under this option, the cost may include no more than a 5% contingency.
- Section 7.H is a new provision that provides remedies to the district in the event that the procedures for credit projects are not followed. This section is intended to address recent projects where improvements were either started prior to the district’s approval of plans and/or cost estimates or improvements were not constructed in accordance with approved plans or in excess of cost estimates.

¹ For example, a developer would be eligible for SDC credits if required to install a 10” water line, as opposed to an 8”, so as to allow water service to other development in the plan area. The credits required under statutes would be granted for the cost difference between the 8” and 10” pipe.

Public Outreach. The district shared an initial draft of Section 7 with the HBA. Management met with the HBA to discuss their comments and concerns, most of which were incorporated in the final draft. The following language was added to the introduction to Section 7 at the request of the HBA:

The following provisions shall serve as a 'safe harbor' for an applicant in that if the procedures set forth in this section are followed, the applicant shall be entitled to SDC credits.

The district shared the draft APG with planning and building officials at Washington County and the City of Beaverton, as well as the HBA. Staff are trying to schedule a meeting with the HBA and any of their members. Finally, the draft APG has been shared with several developers directly through the land development process.

To date, the most significant concern expressed has been from the HBA regarding the acquisition of land. Section 7 is intended to clarify the district's preference for granting SDC credits for the donation or contribution of land for parks or trails in new urban areas. This is due to the fact that a cash acquisition would require the district to appropriate revenues before they are collected, creating the need to borrow money to cover the acquisition. However, the district is aware of the amount of capital investment required by developers in making land development ready and that there may be instances where a cash acquisition is not only preferable, but necessary to meet the demands of development. Thus, the APG allows for the payment of cash for the acquisition of land upon board approval (Section 7, footnote 1). It is anticipated that the board could require the reduction in the purchase price to reflect the district's cost of borrowing to bridge the time between payment for the land and receipt of SDC revenues.

Proposal Request

Staff are requesting input from the board on the draft System Development Charge (SDC) Administrative Procedures Guide (APG). Staff will incorporate input from the board in a final APG, expected to be brought to the board for approval in November 2017.

Attachment A is a copy of the Draft APG. Staff has consulted with legal counsel on several provisions, including Section 7 (SDC Credits), to ensure compliance with ORS 223.297 *et seq.*

Benefits of Proposal

The benefits of the draft APG are that they provide clarity on the implementation of the district's SDC program.

Potential Downside of Proposal

There is no apparent downside to the proposal.

Action Requested

No formal action is requested at the October 10, 2017 meeting. However, based on the board of directors' discussion and feedback, staff will incorporate input in a final draft System Development Charge (SDC) Administrative Procedures Guide (APG), expected to be brought to the board for approval in November 2017.

Attachment A



Parks and Recreation System Development Charges

Administrative Procedures Guide

Revised Effective
October __, 2017

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SECTION 1. PURPOSE OF ADMINISTRATIVE PROCEDURES GUIDE.

- A. Future growth within the Tualatin Hills Park & Recreation District (THPRD or the district) should contribute to its fair share of the cost of improvements and additions to parks and recreation facilities needed to accommodate such growth.
- B. Parks and recreation system development charges (SDCs) will provide a source of revenue to finance the construction or improvements of THPRD's parks and recreation facilities necessitated by growth.
- C. ORS 223.297-223.314 authorize local governments, including special districts, to impose system development charges for parks and recreation.
- D. The district Board of Directors adopted a 2015 SDC Methodology Report by Resolution 2016-06 on March 7, 2016.
- E. This Administrative Procedures Guide (APG) will provide procedures for implementation and administration of SDCs for new development within the district.

SECTION 2. DEFINITIONS.

“Accessory dwelling unit” is a second dwelling unit that occupies the same lot with a detached single family dwelling unit and that is subordinate to the primary dwelling. The accessory dwelling unit may be located within, attached to, or detached from the primary detached single family dwelling unit. The accessory unit functions as a complete, independent living facility with provisions within the unit for a separate primary entrance, kitchen, bathroom and sleeping area.

“Administrator” shall be the general manager or the general manager's designee and shall be responsible with the management and implementation of the SDC program and the APG.

“Alternative SDC” shall mean an SDC established pursuant to Section 6.

“Applicant” means the owner or other person, including any business or corporation, who applies a building permit in the City of Beaverton or areas of Washington County within the district service boundary.

“Assisted living facility” means a facility providing skilled care for residents requiring a range of supportive personal and health services.

“Building” means any structure built and maintained for the support, shelter or enclosure of persons or property of any kind. This term shall not include temporary construction sheds or trailers erected to assist in construction and maintained during the term of a building permit.

“Building Official” means that person, or designee, certified by the State of Oregon and designated as such to administer the State Building Codes for the City or County.

“Building permit” means an official permit or certificate issued by a Building Official authorizing the construction or siting of any building or structure.

“Capital improvements” means public facilities or assets used for parks and recreation.

“Citizen or other interested party” means any person whose legal residence is within the boundaries of the district, as evidenced by registration as a voter within the district or by other proof of residency; or a person who owns, occupies or otherwise has an interest in real property that is located within district boundaries or is otherwise subject to the imposition of park SDCs, as outlined in Section 5.

“City” means the City of Beaverton, Oregon.

“Condition of development approval” is any requirement imposed on an applicant by a City or County land use or limited land use decision, or site plan approval.

“County” means Washington County, Oregon.

“Continuing care retirement community” is a building or group of buildings providing a continuity of residential occupancy and health care for elderly persons. This facility includes dwelling units for independent living, assisted living facilities, congregate care, plus a skilled nursing care facility of a suitable size to provide treatment or care of the residents; it may include ancillary facilities for the further enjoyment, service or care of the residents. The facility is restricted to persons over a certain age or couples (either married or domestic) where one of the spouses or partners is over a certain age.

“Credit” means the amount by which an applicant may be able to reduce the SDC fee, as provided in Section 7 of this APG.

“Development” means a building or other land construction, or making physical change in the use of a structure or land, in a manner that increases the usage of parks and recreation capital improvements or that may contribute to the need for additional or enlarged parks and recreation capital facilities.

“District” means the Tualatin Hills Park & Recreation District, an Oregon special district.

“District board” means the duly elected Board of Directors of the district.

“Dwelling unit” means a building or portion of a building consisting of one or more rooms including sleeping, cooking and plumbing facilities arranged and designed as permanent living quarters for one or more persons.

“Dwelling unit, attached single family” or **“attached single family dwelling unit”** means a dwelling unit that is attached to one or more dwelling units by one or more common vertical walls. This definition also includes, but is not limited to “duplex,” “zero lot line dwelling,” “townhouse,” and “row house.” With the exception of duplexes, attached single family dwelling units typically are separately owned.

“Dwelling unit, detached single family” or **“detached single family dwelling unit”** means a dwelling unit that is not attached to any other dwelling unit or building.

“Dwelling unit, duplex” or **“duplex”** means one-half of a single building consisting of two dwelling units attached by a common vertical wall.

“Dwelling unit, multi-family” or **“multi-family dwelling unit”** means a structure that contains three or more dwelling units that share common walls or floor/ceilings with one or more dwelling units. The land underneath the multi-dwelling structure is not divided into separate lots. Multi-dwelling structures includes structures commonly called garden apartments, apartments, and condominiums.

“Dwelling unit, single room occupancy” means a portion of a building consisting of one or more rooms including sleeping facilities with a shared or private bath, and shared cooking facilities and shared living/activity area. This definition also includes, but is not limited to “assisted living facility.”

“General Manager” means the chief executive officer of the district.

“Improvement fee” means a fee for costs associated with capital improvements to be constructed after the effective date of this APG.

“Manufactured housing” means a dwelling unit constructed off-site that has sleeping, cooking and plumbing facilities, that is intended for human occupancy, that is being used for residential purposes, and that was constructed in accordance with federal manufactured housing construction and safety standards and regulations in effect at the time of construction.

“New development” means development for which a building permit is required.

“Non-residential development” means any development that does not include one or more dwelling units.

“Over-capacity” means that portion of an improvement that is built larger or with greater capacity than is necessary to serve the applicant’s new development or mitigate for parks and recreation system impacts attributable to the applicant’s new development.

“Owner” means the owner or owners of record of real property as shown on the tax rolls of Washington County, or a person purchasing a piece of property under contract. For the purposes of this APG in terms of violations and binding agreements between the district and the owner, the “owner” shall mean the leaseholder, tenant or other person in possession or control of the premises or property at the time of the agreement or violation of agreement or the provisions of this APG.

“Permit” means a building permit.

“Previous use” means the most intensive use conducted at a particular property within the past 18 months prior to the date of application for a building permit. Where the site was used simultaneously for several different uses (mixed use) then, for the purposes of this APG, all of the specific use categories shall be considered. Where the previous use is composed of a primary use with one or more ancillary uses that support the primary use and are owned and operated in common, that primary use shall be deemed to be the sole use of the property.

“Proposed use” means the use proposed by the applicant for the new development or for a change in use of a property or structure. Where the applicant proposes several different uses (mixed use), all of the specific use categories shall be considered. Where the proposed use is composed of a primary use with one or more ancillary uses that support the primary proposed use and are owned and operated in common, that primary use shall be deemed to be the sole proposed use of the property.

“Qualified public improvement” means any parks and recreation system capital facility or conveyance of an interest in real property that increases the capacity of the district’s parks and recreation system, and is:

1. Required as a condition of development approval; and
2. Identified in the district’s SDC Capital Improvement Projects List and either is:
 - a. Not located on or contiguous to property that is the subject of development approval, or
 - b. Located in whole or in part on or contiguous to property that is the subject of development approval and, in the opinion of the administrator, is required to be built larger or with greater capacity (over-capacity) than is necessary for the applicant’s new development or to mitigate for parks

and recreation system impacts attributable to the applicant's new development.

“Remodel” or “remodeling” means to alter, expand or replace an existing structure.

“Senior Housing” means independent living restricted to persons over a certain age or couples (either married or domestic) where one of the spouses or partners is over a certain age. Senior housing may be part of a continuing care facility.

“SDC Capital Improvement Projects List (SDC-CIP)” means the district program set forth in Appendix B to the SDC Methodology Report that identifies all of the major parks and recreation improvements projected to be funded with SDC revenues through 2035, and includes the estimated cost, timing, and percentage of costs eligible for funding from SDC revenues for each project.

“SDC Credit Agreement” means the required agreement to receive credits pursuant to Section 7 in exchange for the donation of land and/or construction of qualified public improvements or approved projects on the SDC-CIP list.

“SDC Methodology Report” means the district report entitled Parks and Recreation System Development Charges Methodology Update, dated November 2015 adopted by resolution No. 2016-06.

SECTION 3. RULES OF CONSTRUCTION.

For the purposes of administration and enforcement of this APG, unless otherwise stated in this APG, the following rules of construction apply:

- A. In case of any difference of meaning or implication between the text of this APG and any caption, illustration, summary table, or illustrative table, the text shall control.
- B. The word “shall” is always mandatory and not discretionary; the word “may” is permissive.
- C. Words used in the present tense shall include the future; words used in the singular number shall include the plural and the plural the singular, unless the context clearly indicates the contrary.
- D. The phrase “used for” includes “arranged for,” “designed for,” “intended for,” “maintained for,” or “occupied for.”
- E. Where a regulation involves two or more connected items, conditions, provisions, or events:

1. "And" indicates that all the connected terms, conditions, provisions or events shall apply;
 2. "Or" indicates that the connected items, conditions, or provisions or events may apply singly or in any combination.
- F. The word "includes" shall not limit a term to the specific example, but is intended to extend its meaning to all other instances or circumstances of like kind or character.
- G. The word "structure" includes the word "building."
- H. The words "land," "property," "site," "lot," and "premises" are used interchangeably unless the context clearly indicates to the contrary.
- I. The words "proposal," "application," and "request" are used interchangeably unless the context clearly indicates to the contrary.

SECTION 4. SDC RATES, ANNUAL COST ADJUSTMENT AND METHODOLOGY.

A. SDC Rates.

1. As of the adoption of Resolution 2016-06 (adopting the amended system development charge methodology), the rates are set forth in the following table, which shall be annually adjusted pursuant to Section 4.A.2.

Area	Single-Family Residential	Multi-family Residential	New Employee	Senior Housing
District-wide (no overlay)	\$10,800	\$8,619	\$360	\$6,364
South Cooper Mountain	\$12,624	\$10,075	\$360	\$7,439
Bonny Slope West	\$12,789	\$10,206	\$360	\$7,536
North Bethany	\$12,645*	\$10,091*	\$360	\$7,451

*Pursuant to Resolution 2016-07, the residential fee in North Bethany was discounted by 3%, resulting in a single family SDC rate of \$12,268 and multi-family rate of \$9,791.

B. Annual Cost Adjustment.

ORS 223.304(8) allows for the periodic adjustment in SDC rates based on changes in district-adopted cost indices. Therefore, the district shall calculate the adjustment in the dollar amounts of the SDC rates set forth in the SDC Methodology report on or about January 1st of each year to account for changes in the expected costs of debt service and of acquiring and constructing facilities. The

adjustment factor shall be based on the change in average market value for the prior calendar year of undeveloped land in the district, within the Metro Urban Growth Boundary, according to the records of the County Tax Assessor, and the change in construction costs according to the *Engineering News Record* (ENR) Northwest (Seattle, Washington) Construction Cost Index (as reported in the November issue of the ENR); and shall be determined as follows:

$$\begin{aligned} & \text{Change in Average Market Value X 0.50} \\ + & \text{Change in Construction Cost Index X 0.50} \\ = & \text{Parks and Recreation System Development Charge Adjustment Factor} \end{aligned}$$

The parks and recreation System Development Charge Adjustment Factor shall be used to adjust the parks and recreation SDC, unless it is otherwise adjusted by the board or the board decides to forego an adjustment. If the board decides to forego an adjustment in a given year, such action shall not prevent the board from implementing the adjustment at a later time.

C. Methodology.

1. The methodology used to establish or modify SDC rates shall consider the estimated cost of projected capital improvements needed to increase the capacity of the system to which the fee is related. The methodology shall be calculated to obtain the cost of capital improvements for the projected need for future system users.
2. The methodology used to establish or modify the improvement fee or the reimbursement fee, or both, shall be contained in a resolution adopted by the district board.

D. Review of the Methodology. The parks and recreation SDC methodology report is the basis for calculating the parks SDCs due from new development, and shall be revised, amended or replaced as follows:

1. No later than every five (5) years, as measured from initial enactment, or as determined necessary by the administrator, the district shall undertake a review to determine that sufficient money will be available to help fund the parks and recreation SDC-CIP identified capacity increasing facilities; to determine whether the adopted SDC rate keeps pace with inflation; whether the parks and recreation SDC-CIP should be modified; and to ensure that such facilities will not be over-funded by the SDC receipts.
2. In the event that during the review referred to above, it is determined an adjustment to the SDC is necessary for sufficient funding of the SDC-CIP improvements or to ensure that the SDC-CIP improvements are not overfunded

by the SDC, the district board may propose and adopt appropriately adjusted SDCs.

3. The district board may from time to time amend or adopt a new SDC methodology report by resolution.

SECTION 5. APPLICABILITY, CALCULATION AND PAYMENT AND DEFERRAL OF PARKS SYSTEM DEVELOPMENT CHARGES

- A. Applicability. The SDC applies to all new development within the district, unless it is specifically exempted from the SDC pursuant to Section 6.

The SDC imposed by this APG are separate from and in addition to any applicable tax, assessment, charge or fee otherwise provided by law or imposed as a condition of development.

- B. Calculation of SDCs.

1. Change in Use. In a case where there is a modification to an existing structure (such as a change in use, alteration, expansion or replacement), the SDC is charged only if the modification will result in a net increase in the number of dwelling units (for residential development) or employees (for non-residential development), calculated as follows:

- a. Calculate an SDC on the proposed use as though the entire development was subject to the SDC;
- b. Calculate an SDC on the previous use, before modification, expansion, or redevelopment, as though the previous was subject to the SDC;
- c. Calculate the net SDC amount by subtracting the result of step b from the result of step a; if the result is zero or less than zero, no SDC is due. No refund shall be granted as a result of this calculation.

2. Parks and recreation SDCs for new development are calculated as follows:

- a. Residential Development shall be charged per unit for the number of dwelling units to be included in the project. The rates per unit shall be those that were most recently adopted by resolution of the district board.
- b. Accessory dwelling units shall be charged at one-half the detached single-family dwelling unit rate.
- c. Manufactured housing shall be charged at the detached single-family dwelling unit rate.
- d. Continuing Care Community. The SDCs for a continuing care community shall be the sum of the components of the community, as determined as follows:
 - i. At the senior housing rate for independent living units;

- ii. At the employment rate (Health Services – hospital) for assisted living or continuing or nursing care facilities;
 - iii. At the employment rate (Retail – restaurant/bar) for any communal dining facilities; and
 - iv. At the appropriate employment rate for any other such amenities as may be included in the community.
- e. Single room occupancy dwelling units shall be charged at one-half the multi-family dwelling unit rate.
- f. Non-Residential Development
- i. An applicant for a building permit shall indicate the type and number of square feet of building space for each non-residential use to be included in the project. Guidelines for the number of square feet required for each employee are included in Table 1 for major standard industry classifications. Where a proposed use does not specifically match one of the classifications listed in the table, the listed classification that most closely matches the proposed use, as determined by the administrator, may be substituted.
 - ii. The building department shall calculate the non-residential SDC by:
 - dividing the building space (square feet) for each non-residential use in the development by the number of square feet per employee (from the guidelines in the square feet per employee table, above), and
 - multiplying the result (from step i) by the SDC rate per new employee most recently adopted by resolution of the district board. Any proposed use which constitutes 10% or less of the total building space is considered an ancillary use and does not require a separate calculation; however, the building space for such uses must be included in the total for other non-residential uses.

TABLE 1: SQUARE FEET PER EMPLOYEE
(Recommended Guidelines from *Metro Employment Density Study*)

<u>Standard Industry Classification (SIC)</u>	<u>Square Feet Per Employee</u>	<u>Standard Industry Classification (SIC)</u>	<u>Square Feet Per Employee</u>
Manufacturing:		Trucking	1,500
General	700	Communications	250
Food Related	775	Utilities	225
Textile, Apparel	575		
Lumber, Wood Products	560	Retail:	
Paper and Related	1,400	General	700
Printing and Publishing	600	Hardware	1,000
Chemicals, Petrol,		Food Stores	675
Rubber, Plastics	850	Restaurant/Bar	225
Cement, Stone, Clay, Glass	800	Appliance/Furniture	1,000
Furniture and Furnishings	600	Auto Dealership	650
Primary Metals	1,000	Gas Station (gas only)	300
Secondary Metals	800	Gas Station (gas and service)	400
Non-Electrical Machinery	600	Regional Shopping Center	600
Electrical Machinery	375		
Electrical Design	325	Services:	
Transportation Equipment	500	Hotel/Motel	1,500
Other	400	Health Services (hospital)	500
		Health Services (clinic)	350
Wholesale Trade;		Educational (church)	1,300
Durable Goods	1,000	Cinema	1,100
Non-Durable Goods	1,150	Personal Services (office)	600
		Finance, Insurance, Real Estate,	
Warehousing -		Business Services (office)	350
Storage	20,000		
Distribution	2,500	Government Administration	300

C. When Payment is Due. Except as may be required by ORS 223.205-223.295 (Bancroft Bonding Act) or as provided below, payment of the parks SDC is due at the time of issuance of the building permit. The SDCs may be collected by the city or county with whom the district may enter into agreement for such collection. If

credits have been granted pursuant to Section 7, the district shall issue “waivers” to the applicant to present to the city or county, as applicable.

D. Deferral of SDCs.

1. Deferrals of the payment of SDCs may be granted in the following circumstances:
 - a. By resolution of the board upon a finding that the subject development meets a category of special need in the district for which the district and other service providers have agreed to grant special financial treatment in order to advance a specific public benefit. The resolution shall include the timing for the deferral.
 - b. By the administrator in cases of extreme circumstances or financial hardship, the administrator is authorized to enter into an agreement deferring payment of the applicable SDCs until no later than occupancy of the first dwelling unit in a given phase. The applicant shall have the burden of proving such circumstances or hardship, which may require sharing its development pro-forma with the district, which the district shall not share with any third party. Any agreement for deferral shall be in writing, signed by the administrator and applicant, and must be submitted to the jurisdictional agency controlling the permit.
 - c. A denial of the deferral may be appealed pursuant to Section 9.
2. Deferrals do not constitute a waiver of SDC payment but, rather, a delay in the normal schedule for collection of the fee.

SECTION 6. EXEMPTIONS AND ALTERNATIVE SDC CALCULATIONS.

Notwithstanding Section 5, certain types of new development are either fully or partially exempt from paying SDCs.

- A. Exempt Developments. The following new developments are fully exempt:
 1. Temporary uses, so long as the use or structure proposed in the new development will be used for not more than 180 days in a single calendar year.
 2. Alteration permits for tenant improvements.
 3. Alteration, expansion or replacement of an existing residential dwelling unit where no additional residential dwelling unit is created.
 4. The issuance of a placement permit for a manufactured home unit on a lot or parcel on which applicable park SDCs have previously been paid.
 5. New development that, in the administrator’s opinion, will not create demands on the parks and recreation system greater than those of the present use of the property.
- B. Partial Exemption. Where new development includes a mix of exempt and non-exempt forms of development, only that/those portion(s) of the new

development that qualify under this provision are eligible for an exemption. The balance of the new development that does not qualify for any exemption shall be subject to the full SDC.

- C. Applying for Exemption. Any applicant seeking an exemption under this Section shall request that exemption, in writing, no later than the time of application for the building permit. In support of the exemption request, the applicant must provide complete and detailed documentation demonstrating that the applicant is entitled to one of the exemptions described in Section 6.A.
- D. Administrator's Decision.
 - 1. The administrator shall grant the exemption if, in the administrator's opinion, the applicant has demonstrated with credible, relevant evidence that it meets the pertinent criteria in Section 5.A.
 - 2. Within 21 days of the applicant's submission of the request, the administrator shall provide a written decision explaining the basis for rejecting or accepting the request.
- E. Denial of an Exemption Request. An applicant whose exemption has been denied may
 - 1. Request an alternative SDC exemption under Section 6.A prior to the issuance of a building permit for the new development;
 - 2. Request a partial exemption under Section 6.B; or
 - 3. Appeal the denial to the board pursuant to Section 9.
- F. Alternative SDC Rate Calculation.
 - 1. An applicant may request an alternative SDC rate calculation if:
 - a. The applicant believes that the number of persons per dwelling unit resulting from the new development is, or will be, less than the number of persons per dwelling unit established in the SDC methodology report, and for that reason, the applicant's SDC should be lower than that calculated by the district.
 - b. The applicant believes that the number of employees resulting from the new development is, or will be, less than the number of employees established in the SDC methodology report, and for that reason, the applicant's SDC should be lower than that calculated by the district.
 - 2. If an applicant believes that the occupancy or employment assumptions for the class of structures that includes new development are inaccurate, the applicant must request an alternative SDC rate calculation under this section prior to the issuance of a building permit for the new development. Alternative SDC rate calculations must be based on

- analysis of occupancy of classes of structures, not on the intended occupancy of a particular new development.
3. In support of the alternative SDC rate request, the applicant must provide complete and detailed documentation, including verifiable dwelling occupancy or employment data, analyzed and certified by a suitable and competent professional. The applicant's supporting documentation must rely upon generally accepted sampling methods, sources of information, cost analysis, demographics, growth projections, and techniques of analysis as a means of supporting the proposed alternative SDC rate. The proposed alternative SDC rate calculation shall include an explanation with particularity why the rate established in the SDC methodology does not accurately reflect the new development's impact on the district's capital improvements.
 4. The administrator shall apply the alternative SDC rate if, in the administrator's opinion, the following are found:
 - a. The evidence and assumptions underlying the alternative SDC rate are reasonable, correct and credible and were gathered and analyzed in compliance with generally accepted principles and methodologies consistent with this section;
 - b. The calculation of the proposed alternative SDC rate was by a generally accepted methodology; and
 - c. The proposed alternative SDC rate better or more realistically reflects the actual impact of the new development than the rate set forth in the SDC methodology report.
 5. If, in the administrator's opinion, all of the above criteria are not met, the administrator shall provide to the applicant (by certified mail, return receipt requested) a written decision explaining the basis for rejecting the proposed alternative parks and recreation SDC rate.
- G. Appeal of a Denial of an Alternative Rate SDC. The decision of the administrator may be appealed to the district board, as described in Section 9. In addition, all persons who object to the calculation of a system development charge have a right to challenge the decision and petition for review of a final board decision pursuant to ORS 34.010 to 34.100.

SECTION 7. SDC CREDITS.

Applicants may apply for credits against (reductions of) the amount of SDCs they owe. Credits may be given by the district for the value of the:

- Donation or contribution of land;¹
- An improvement or another asset that is considered a “qualified public improvement;” or
- Construction of other park or recreation facilities in the district’s SDC-CIP list and approved by the administrator as an SDC credit project.

The following provisions shall serve as a “safe harbor” for an applicant in that if the procedures set forth in this section are followed, the applicant shall be entitled to SDC credits.

- A. Requests for Credits. Prior to issuance of a building permit for which SDC’s are due, the applicant shall submit to the administrator a request for credits for qualified public improvements, donation or contribution of land or construction of park or recreation facilities on the district’s SDC-CIP list. Such request shall include a proposed plan and estimate of cost for contributions of land and/or improvements. The proposed plan and estimate shall include:
1. A designation of the development for which the proposed plan is being submitted;
 2. A legal description of any land proposed to be donated and/or improved;
 3. A list of the contemplated capital improvements contained within the plan, including:
 - a. How they meet the criteria for a “qualified public improvement;” or
 - b. Evidence that the proposed improvements are on the SDC-CIP list and how they reduce the development’s demand upon existing capital improvements and/or the need for future capital improvements;
 4. An itemized estimate of the proposed construction costs provided by a professional architect or engineer; and
 5. A proposed time schedule for completion of the proposed improvement(s), including any master planning and outreach that may be required.
- B. District Response. The administrator shall respond to the applicant’s request in writing within 21 days of when the request is submitted on whether the district will proceed with the requested credit, or if additional time is required to review the request. If additional time is required, the administrator shall notify the applicant, in writing, of the amount of time required. If denied, the administrator shall provide a written explanation of the decision on the SDC credit request.

¹ Requests by the applicant for cash payment for land shall be subject to board approval and subject to board policies on land acquisition, as well as the process described in Section 7.D.

C. Remedy to District's Response.

1. If the applicant disputes the administrator's decision with regard to the amount of an SDC Credit, the applicant may seek an alternative SDC Credit calculation under Section 6.F. Any request for an Alternative SDC Credit calculation must be filed with the administrator in writing within 10 calendar days of the written decision on the initial credit request.
2. If the applicant disputes the administrator's denial of an SDC Credit request, the applicant may seek an appeal pursuant to Section 9.

D. Conditions for SDC Land Acquisition Credits. If an SDC credit request for the acquisition of land is approved, the following conditions must be met in order for an applicant to receive SDC credits. Failure to meet any or all of these requirements shall result in forfeiture of the right to credits, unless otherwise agreed to, in writing, by the administrator.

1. The district and the applicant shall enter into a letter of intent or Memorandum of Understanding (MOU) outlining the terms for the purchase and sale of the property, including timing for appraisal, appraisal review, due diligence and closing.

In the event the governing jurisdiction, either through code or condition of approval, requires assurances that property will be transferred to the district, or actual transfer, by a given time, the parties may enter into a purchase and sale agreement (PSA) in lieu of an MOU or letter of intent. In such instance, PSA shall provide that the price will be determined by appraisal consistent with the following subsection.

2. A System Development Charges Credit Agreement must be signed by the applicant and approved by the administrator.
3. Upon receipt of the legal description from the applicant, the district shall obtain a written appraisal based on fair market value by a qualified and professional appraiser based on comparable sales of similar properties between unrelated parties in a bargaining transaction. For lands valued over \$100,000, the appraisal shall be verified by an independent appraisal review. In new urban areas, all appraisals and appraisal reviews shall be based on the underlying zone and the assumption (with the exception of natural resource land, which shall be valued recognizing restrictions on development) that the property is developable pursuant to the applicable zoning regulations, but with the property unentitled and unimproved. The valuation date shall be the date the district receives the legal description for the property to be acquired. Appraisals and appraisal reviews will be completed in accordance with the most current Uniform Appraisal Standards for Federal Land Acquisition.

4. Upon agreement between the applicant and district on the price, as supported by appraisals performed in accordance with the previous subsection, the parties shall enter into a Purchase and Sale Agreement.
 5. Purchase of land shall be subject to:
 - a. Board approval; and
 - b. Due diligence determined necessary by the district.
- E. Conditions for SDC Credit Development Projects. If an SDC credit request is approved, the following conditions must be met in order for an applicant to receive SDC credits. Failure to meet any or all of these requirements shall result in forfeiture of the right to credits, unless otherwise agreed to, in writing, by the administrator.
1. Prior to the commencement of work on the project, the district and the applicant shall enter into a Memorandum of Understanding (MOU) outlining the project goals and objectives. The MOU shall, at a minimum, specify the estimated project costs, public outreach efforts, construction and inspection schedule, schedule for meetings between the applicant and district project managers and other project requirements and conditions.
 2. A System Development Charges Credit Agreement must be signed by the applicant and approved by the administrator.
 3. Any improvement that is not subject to an existing board-approved master plan shall under-go a master planning process. The master planning process shall be approved by the administrator and shall comply with the district's policies and procedures for public outreach. Master plans for new parks shall be subject to board approval.
 4. Development plans and specifications must be reviewed and approved by the district at the following times:
 - a) In advance of applying for land use approval from the City or County;
 - b) At the 50% construction document level (including specification table of contents and cost estimate);
 - c) At the 90% construction document level (including complete technical specifications) prior to submittal to the City or County; and
 - d) City or County approved plan set.
 5. All materials must be approved by the district and meet district standards, as set forth in the applicable Functional Plan(s).
 6. Americans with Disabilities Act (ADA) access standards must be met in the construction of all public parks and recreation facilities. Any exceptions to accessibility requirements must be consistent with the applicable Functional Plan(s).

7. Upon approval of plans, costs and any other required documentation, the district will issue a notice to proceed for construction. Construction started before the issuance of a notice to proceed may be (1) subject to forfeiture of SDC credits and (2) require removal of improvements not constructed to district standards at the expense of the applicant.
8. After construction close-out, the applicant shall provide as-built plan drawings and a minimum of a one-year written warranty guarantee for all improvements constructed on land to be transferred to the district. The warranty period begins the day SDC credited improvements are accepted by the district.

F. Final Inspection; Correction of Deficiencies.

1. When an applicant has completed construction and is otherwise ready to claim SDC credits on approved capital improvements constructed in accordance with the conditions in Section 7.E., the applicant shall request a final inspection. District staff will inspect all improvements and, if necessary, develop a closeout deficiency list. Once all deficiency list items have been satisfied, the one-year warranty will go into effect and, upon receipt of the close out documents, including the as-built plan drawings and final permit approvals, credits will be issued as provided in this guide and consistent with the SDC credit agreement.
2. In the event that closeout deficiency items are not completed within 30 days of notice of deficiencies, the district may opt to correct the deficiencies and withhold SDC credits in the amount necessary for the corrective action. In such an event, the district shall provide the applicant written notice of the outstanding deficiencies and the cost of corrective action. The applicant shall have ten (10) business days to make the corrections. If no action is taken by the applicant, the district may proceed to take the corrective actions and issue the credits, less the cost of the corrective actions. In the event the applicant fails to correct deficiencies, the district may also avail itself of the remedies provided in Section 7.H.

G. Calculating the Amount of SDC Credits.

1. Land Acquisition. For land required to be donated to or otherwise acquired by the district by conditions of approval or through an approved community or comprehensive plan, the district shall provide SDC credits for the acquisition. The value of the credits shall be based on the appraisal process described in Section 6.D.
2. Qualified Public Improvements. If a qualified public improvement is located in whole or in part on or contiguous to the property that is the subject of the development approval and is required to be built larger or with greater capacity than is necessary for the particular development project, a credit shall be given for the cost of the portion of the improvement that exceeds the district's

minimum standard facility size or capacity needed to serve the particular development or project or property. The applicant shall have the burden of demonstrating that a particular improvement qualifies for credit under this subsection. The request for credit shall be filed in writing no later than 60 days after the acceptance of the improvement by the district.

3. Credits for Capital Improvements Other Than Qualified Public Improvements.

Where the district and an applicant agree the capital improvement project is eligible for SDC credits in accordance with Section 7.A.3.b, eligible costs shall include soft (design, engineering and permitting) and hard (construction and materials) costs. The applicant may choose to base the value of the credits for the improvements on:

- a. The actual costs to the applicant. Such costs shall be submitted to the district for review and approval prior to the commencement of any construction activity. The district shall have no less than ten (10) business days to review cost estimates and shall provide any objections to the applicant in writing. Cost overruns must be submitted to the district, in writing, with documentation supporting the overrun and be approved by the district, in writing, to be eligible for credit.
- b. The cost to the district to construct the improvements. To determine such cost, upon approval of construction plans, the district may, at its discretion, accept the applicant's cost estimate or submit the plans to a third-party estimator. If the district chooses to use a third-party estimator, the district shall provide the developer the names of 3-5 estimators and the applicant shall give the district its order of preference from the list. If the first choice is not available, the district shall go to the next highest ranked available estimator. The cost shall include no more than a five percent (5%) contingency. Requests for the use of the contingency fee shall be submitted to the district, in writing, with supporting documentation and must be approved by the district, in writing, to be eligible for credit. The cost of the third-party estimator shall be deducted from the final credit amount.

H. District Remedies. In the event that improvements are constructed without prior district review and approval of plans and/or costs do not meet district specifications/standards or the applicant did not follow the requirements in Section 7.E., the district, at its option, may:

1. Refuse to accept the improvements and withhold SDC credits;
2. Require such improvements to be reconstructed, replaced to meet district specifications/standards or removed. The extra costs associated with the reconstruction, replacement or removal shall be assumed by the applicant.

- Additional SDC credits will not be allowed for extra work required to meet district specifications/standards;
3. Remedy the deficiency and deduct such cost from the SDC credits; and/or
 4. Require an extended warranty pursuant to Section 7.I.
- I. Extended, Insured Warranties. Extended, insured warranties may be required in the following circumstances:
1. The district agrees to accept improvements where plans or costs were not provided for the district's review and approval prior to the commencement of construction;
 2. The district was not provided opportunity to inspect improvements at agreed to intervals;
 3. Improvements were not constructed in accordance with district standards and/or approved plans;
 4. The applicant failed to follow any of the requirements of Section 7.E. or terms of an MOU, SDC credit agreement or other written agreement; or
 5. The parties have agreed, in writing, to an extended warranty in exchange for a modified inspection schedule.
- J. Deductions from SDC credits. Deductions or withholdings may be made to SDC credits under the following circumstances and/or for the following district costs:
1. Costs to correct deficiencies pursuant to Section 7.F.
 2. Costs to correct deficiencies where work by the applicant was not performed in accordance with district-approved plans or to district standards. Prior to deducting such cost, the district shall provide the applicant written notice of the deficiency and the estimated cost to correct such deficiency. The applicant shall have 10 business days from receipt of such notice to inform the district whether it will correct the deficiency.
 3. Project management costs. The applicant may elect to pay for either:
 - a. The cost of the district's project manager required to oversee the project. An estimated cost shall be provided in writing to the applicant after receiving the construction schedule and prior to commencement of the project. The district project manager shall track time dedicated to the project, which time records shall be made available to the applicant on a monthly basis; or
 - b. A third-party project manager. The district shall provide the applicant with three potential third-party project managers from which to choose. The district shall contract with the third-party project manager. Costs of the third-party project manager shall be paid for by the district and reimbursed by the applicant through reductions in SDC credits.
- K. Reimbursement of SDCs. Any applicant who submits a proposed plan pursuant to this Section, and desires the immediate issuance of a building permit, shall pay

applicable system development charges. Said payment shall not be construed as waiver of any credit. If credits are subsequently approved, any difference between the amount of SDCs paid and the amount that would have been paid net of credits, as determined by the administrator, shall be refunded to the applicant, less the processing fee charged by the issuing jurisdiction. In no event shall a refund by the district under this subsection exceed the amount of SDCs originally paid by the applicant.

L. Excess Credits.

1. Where the amount of an SDC Credit approved by the administrator under this Section exceeds the amount of the SDCs assessed by the district upon a new development, the excess credit may be applied against SDCs that accrue in subsequent phases of the original development project. In no event shall SDC credits granted exceed the amount of SDCs due on a development project.
2. Credits shall not be transferable from one development to another, unless authorized, in writing, by the administrator.

M. Time Limit for Use of Credits. Credits must be used within 10 years from the date the credit is given.

SECTION 8. RECEIPT, USE, EXPENDITURE, AND REFUNDS OF PARKS SDC REVENUES

A. Deposits.

1. The district shall establish separate accounts for each type of SDC, i.e., improvement and compliance and administration fees, which shall be maintained apart from all other accounts of the district. The proportion of SDC revenues to be allocated to each fund shall be determined from the most recent SDC methodology that was adopted by resolution of the district board.
2. Until needed for an authorized use, moneys deposited in the SDC accounts may be invested by the district, and any interest earned shall be credited to the SDC accounts in proportion to the amounts on deposit.

B. Authorized Uses

1. Capital Improvement Fees. The capital improvement must be included in the district's parks and recreation SDC-CIP. The SDC-CIP must: (1) list the specific projects that may be funded with SDC revenues; (2) provide the cost of each project; and (3) provide the estimated timing of each project. The SDC-CIP may be amended at any time. Moneys in the SDC improvement fee fund must be used for capital improvements that create additional capacity for new users. Moreover, the portion of a project that may be funded with improvement fee revenue must not exceed the eligibility percentage of that project that is specified for that project in the SDC-CIP.

2. Fees collected may be used for the direct costs of complying with the State statutes governing SDCs and for the costs of administering the SDC program.
 3. SDC revenues may be used for purposes that include, but are not limited to, the following:
 - a. Design and construction plan preparation and consultant fees;
 - b. Permitting;
 - c. Land and materials acquisition, including any costs of acquisition or condemnation. Land acquisition costs shall include environmental clean-up and demolition of structures;
 - d. Construction of parks and recreation capital improvements;
 - e. Design and construction of new drainage facilities required by the construction of parks and recreation capital improvements and structures;
 - f. Design and construction of new streets or other street improvements, drainage facilities, or other public improvements required by the construction of parks and recreation capital improvement structures. Improvements that an applicant is required to construct as a condition of approval of a development application shall not be eligible for SDC revenues;
 - g. Relocating utilities required by the construction of improvements;
 - h. Landscaping;
 - i. Construction management and inspection;
 - j. Surveying, soils and material testing;
 - k. Acquisition of capital equipment that is an intrinsic part of a facility;
 - l. Demolition that is part of the construction of any of the improvements on this list;
 - m. Payment of principal and interest, necessary reserves and costs of issuance under any bonds or other indebtedness issued by the district to provide money to construct or acquire parks and recreation facilities; and
 - n. Direct costs of complying with the provisions of ORS 223.297 to 223.314, including the consulting, legal and administrative costs required for developing and updating the system development charges methodologies and capital improvement program; and the costs of collecting and accounting for system development charge expenditures.
- C. Prohibited Uses. Money on deposit in the parks and recreation SDC accounts shall not be used for:
1. Any expenditure that would be classified as a maintenance or repair expense; or
 2. Costs associated with the construction of administrative office facilities that are more than an incidental part of other capital improvements; or

3. Costs associated with acquisition or maintenance of rolling stock; or
4. Operating costs after completion of capital improvements.

D. Challenges of Expenditures.

1. Any citizen or other interested person may challenge an expenditure of SDC revenues by filing a challenge to the expenditure with the administrator within two (2) years after the date of the disputed SDC revenue expenditure. The fee for filing such a challenge shall be \$100.
2. A challenge to an expenditure shall be submitted, in writing, and shall include the following information:
 - a. The name and address of the citizen or other interested person challenging the expenditure;
 - b. The amount of the expenditure, the project, payee or purpose and the approximate date on which it was made; and
 - c. The reason why the expenditure is being challenged.
3. The administrator will review the challenge and determine whether or not the expenditure was made in accordance with the provisions of the methodology, the APG and/or ORS 223.
4. If the district finds that the expenditure was not appropriate, the parks and recreation SDC account(s) must be reimbursed from other sources.
5. The district shall notify the person who submitted the challenge of the results of the review within twenty (20) business days following completion of the review.

E. Refunds of SDCs.

1. The district shall grant a refund of SDCs for the following reasons:
 - a. The administrator finds that there was a clerical error in the calculation of the SDC. In such an event, the SDC refund shall be in the amount of any overcharge;
 - b. The SDCs have not been expended within ten (10) years of receipt; or
 - c. The district determines through an alternative SDC rate calculation, alternative SDC credit calculation, alternative SDC exemption, or appeal that the amount paid for the SDCs exceeded the amount determined to be appropriate for the new development.
2. An applicant or owner shall be eligible to apply for a refund if:
 - a. The building permit or placement has expired and the development authorized by such permit was not commenced. If development was started but not completed, no refund shall be due for completed structures that are suitable for occupancy; or
 - b. The SDCs have not been expended or encumbered prior to the end of the fiscal year immediately following the 10th anniversary of the date upon which

such charges were paid. For the purposes of this Section, first funds received shall be deemed to be the first funds expended.

3. An application for a refund shall be filed, in writing, with the administrator and shall contain the following information:
 - a. The name and address of the petitioner;
 - b. The location of the property that is subject of the SDC;
 - c. A notarized, sworn statement that the petitioner is the current owner of the property on behalf of which the SDC fees were paid; including proof of ownership, such as a certified copy of the latest recorded deed;
 - d. The date the SDC fees were paid;
 - e. A copy of the receipt of payment of the SDC fees; and, if appropriate,
 - f. The date the building permit or placement permit was issued and the date of expiration.
4. The application for a refund shall be filed within ninety (90) days of the expiration of the building permit, placement permit, or within ninety (90) days of the end of the fiscal year following the 10th anniversary of the date upon which the SDC fee was paid. Failure to timely apply for a refund of the SDC fee shall waive any right to a refund.
5. Within thirty (30) days from the date of receipt of a petition for refund, the district will advise the petitioner of the status of the request for refund and, if such request is valid, the SDC shall be returned to the petitioner.
6. Refunds shall not be allowed for failure to timely claim credit or for failure to timely seek an alternative SDC rate under Section 6.F at the time of submission of an application for a building permit.
7. Refunds shall include interest earned on funds while on deposit in the parks and recreation SDC account.
8. Denial of a refund may be appealed pursuant to Section 9.

SECTION 9. APPEALS

- A. Appeals. Any person may appeal to the district board any decision of the administrator made pursuant to this APG by filing a written request with the administrator within fourteen (14) days after the delivery of the administrator's written decision to the applicant. The fee for appealing a decision to the district board shall be \$250.
 1. The appeal to be filed with the district board should contain the following information:
 - a. The name and address of the applicant;
 - b. The legal description of the property in question;
 - c. If issued, the date the building permit was issued;

- d. A brief description of the nature of the development being undertaken pursuant to the building permit;
 - e. If paid, the date the system development charges were paid; and
 - f. A statement of the reasons why the applicant is appealing a decision.
2. Upon receipt of an appeal, the district shall schedule a hearing before the board of directors at a regularly scheduled meeting or a special meeting called for the purpose of conducting the hearing and shall provide the applicant written notice of the date, time and place of the hearing.
 3. The district board shall conduct a hearing in a manner designed to obtain all information and evidence relevant to the requested hearing. Formal rules of civil procedures and evidence shall not be applicable; however, the hearing shall be conducted in a fair and impartial manner, with each party having an opportunity to be heard and present information and evidence.
 4. An applicant who appeals a decision and desires the immediate issuance of a building permit must pay the applicable system development charges prior to the time the request for hearing is filed. Such payment shall be deemed paid under "protest" and shall not be construed as a waiver of any review rights.
 5. An applicant may appeal a decision under this Section without paying applicable system development charges, but no building permit shall be issued until such system development charges are paid in the amount initially calculated or the amount approved upon completion of the review provided in this Section.
 6. The district board shall decide an appeal within one hundred twenty (120) days of the date of the appeal unless otherwise agreed to between the appellant and the district board. The decision of the district board may be reviewed under ORS 34.919 to 34.100, and not otherwise.

SECTION 10. AMENDMENT OF THE SDC-CIP

Any capital improvement being funded wholly or in part with revenues from the district's SDC fund shall be included in the district's adopted SDC-CIP. This list may be modified at any time by resolution of the district board. If the district's SDC will be increased by a proposed modification of the SDC-CIP to include one or more SDC-eligible capacity-increasing capital improvements, the following provisions shall apply.

- A. The district shall provide at least 30-days' notice of the proposed modification to persons who have requested notice. Such notice shall include the proposed adoption date.

- B. If the district receives a written request for a hearing on the proposed modification within fourteen (14) days of the date the proposed modification is scheduled for adoption, the district shall hold a public hearing. The district shall provide written notice to such persons requesting a hearing of the date, time and location for the hearing. To allow adequate time to provide notice, the hearing (and any action on the proposal) shall be scheduled for the next public meeting after the date the proposed modification was scheduled for adoption.
- C. If the district does not receive a written request for a public hearing, none is required, and the proposed modification and increase in the SDC may be adopted by the district board.
- D. Any decision of the district to increase the SDC by modifying the SDC-CIP may be judicially reviewed only as provided in ORS 34.010 to 34.100.

SECTION 11. NOTICE

- A. Maintenance of List. The district shall maintain a list of persons who have made a written request for notification prior to adoption or modification of a methodology for park SDCs. The district may periodically delete names from the list, but at least 30 days prior to removing a name, the district must notify the person whose name is to be deleted that a new written request for notification is required if the person wishes to remain on the notification list.
- B. Notice. Written notice shall be mailed to persons on the list at least 90 days prior to the first hearing to establish or modify a park SDC. The methodology supporting the SDC shall be available at least 60 days prior to the first hearing to adopt or amend a SDC. The failure of a person on the list to receive a notice that was mailed shall not invalidate the action of the district. No legal action intended to contest the methodology shall be filed after 60 days following adoption or modification of an SDC ordinance or resolution.

SECTION 12. RECORD KEEPING

- A. Records of Receipts. All parks and recreation SDCs received should be listed in chronological order, with each record indicating the date received, the amounts received, the name and location of the development for which the SDC was paid, the number(s) of the building permit(s), and the name of the applicant who paid the SDC.
- B. Records of Investments. Any funds on deposit in the parks and recreation SDC accounts that are not immediately necessary for expenditure, must be invested by the district, with all income derived from such investments deposited in the account. All investment transactions should include the date and a description of the transaction.

- C. Records of Expenditures. Records of disbursements should be recorded for each account, and should include the date of the expenditure and the name of the specific capital improvement project for which the funds are expended. In the case of a refund, the date and name of the person receiving the refund should be recorded.
- D. Timeliness of Records. Records of receipts and disbursements of SDCs shall be updated on each business day during which a transaction occurred. This information shall be recorded for each SDC transaction and shall be forwarded to the district at frequencies agreed upon by the district and the city and/or county.
- E. Reports. The district is required by ORS 223.311 to prepare by January 1 of each year an annual report accounting for all receipts and expenditures of parks and recreation SDC revenues. The annual report must show the total amount of system development charge revenues collected for each system and the projects that were funded in the previous fiscal year, and must include a list of the amount spent on each project funded, in whole or in part, with system development charge revenues.

SECTION 13. SEVERABILITY

If any clause, section or provision of this APG shall be declared unconstitutional or invalid for any reason or cause, the remaining portion this APG shall be in full force and effect and be valid.



MEMO

DATE: September 20, 2017
TO: Doug Menke, General Manager
FROM: Keith Hobson, Director of Business & Facilities

RE: Signage Policy Update

Introduction

Staff is requesting board of directors' review and input of a new Signage Policy Update which will replace the original Signage Master Plan. Staff will return at a future board meeting to seek approval of the Signage Policy Update. The board approved the district's first Signage Master Plan in 2009. Since that time, staff has identified necessary revisions to the Signage Master Plan due to logistical or regulatory requirements. This latest update also separates out signage policy guidance from design and installation details.

Background

The revisions that have been required are due to a wide variety of reasons such as; revised mounting hardware/installation techniques and the change of the district's logo. Upcoming revisions are required to comply with the ADA Transition Plan and the need for the creation of new signs that were not in the original Signage Master Plan.

With the inclusion of the new signs, there are very few signs in the system that have not been revised or need to be revised for one reason or another. Some signs need only one or two revisions, while other signs need up to six revisions, and the average seems to be about four revisions per sign. Listed below are the major reasons why the signs have been revised or need to be revised:

- New logo and color changes - already being implemented
- Mounting and hardware changes for installation - already being implemented
- New corner radius and border - already being implemented
- Style changes - already being implemented
- New style and text - already being implemented
- Modified directional strips with new arrow and border - already being implemented
- Dimension changes - needed for ADA Transition Plan compliance
- Font enlargement - needed for ADA Transition Plan compliance
- New 3D/braille font sizes - needs to be implemented
- Content changes - needs to be implemented
- New sign types needed - addition of new signs into the signage inventory

Staff is currently into Phase 3 of the signage replacement program based on the original Signage Master Plan. Of the original signs in place at the adoption of the Signage Master Plan, 11% still need to be replaced district wide to complete the signage replacement program. However, with the recent approval of the ADA Transition Plan in December 2016, the number of

signs that need to be replaced will increase to 41% of the current signage inventory. The signs that are most impacted are the A-3 and the rules & regulation signs.

Proposal Request

Staff is requesting board of directors' review and input of a new Signage Policy Update, which is attached. The proposed new Signage Policy Update differs from the previous Signage Master Plan in that the policy update displays just the sign visuals of the sign families only. In addition, it is proposed that all of the details regarding sign colors, text size, dimensions, installation details, etc., will be relocated to the Maintenance Standards Manual. The relocation of all of the sign details to the Maintenance Standards Manual will allow staff to make insignificant modifications to the signs as needed without requiring modification of the signage policy.

Also attached is Exhibit A which lists every sign and the revision from the original Signage Master Plan that has already been implemented or needs to be implemented. Exhibit B is the Signage Maintenance Standards that will become part of the Maintenance Standards Manual. These standards contain the design and installation detail that had previously been included in the Signage Master Plan. These are included for information only and will not be part of the requested approval of the Signage Policy Update.

Benefits of Proposal

Approval of the Signage Policy Update recognizes minor signage changes that have already taken place, and allows staff to continue moving forward to complete Phase 3 of the signage replacement program and the other replacements triggered by the ADA Transition Plan. Since the detailed design and installation standards have been moved from the Signage Policy Update to the Maintenance Standards Manual it also provides flexibility to staff to make minor modifications to take advantage of new materials, designs, or efficiencies, and to comply with any regulatory changes.

Potential Downside of Proposal

There is no apparent downside to the proposal.

Maintenance Impact

The sign replacement program has been funded in the budget for several years as staff has been phasing in the new signs to move towards completion of the original Signage Master Plan. Maintenance staff has also been very resourceful in repurposing old signs to be used again and recycling signs that could not be repurposed.

Action Requested

No action is requested. Staff is requesting board of directors' review and input of a new signage policy update.

DRAFT



TUALATIN HILLS
PARK & RECREATION DISTRICT

Tualatin Hills Park & Recreation District
Signage Policy Update

October 2017

Tualatin Hills Park & Recreation District Signage Policy Update

October 2017

**With participation and support from the
Tualatin Hills Park & Recreation District Board of Directors**

John Griffiths
Jerry Jones Jr.
Ali Kavianian
Felicita Monteblanco
Holly Thompson

MANAGEMENT TEAM

Doug Menke, General Manager
Jessica Collins, Executive Secretary
Keith Hobson, Director of Business & Facilities
Aisha Panas, Director of Park & Recreation Services
Geoff Roach, Director of Community Partnerships
Bob Wayt, Director of Communications & Outreach

Acknowledgements

The project team acknowledges the invaluable contributions of the following individuals and groups in updating this plan:

THE SIGNAGE POLICY UPDATE PROJECT TEAM

Bruce Barbarasch, Superintendent of Natural Resources & Trails Management
Tim Bonnin, Senior Park Planner
Anne Bookless, Maintenance Support Assistant
Rene' Brucker, Park Planner
Jerry Burgess, Park Maintenance Project Coordinator
Peter Foster, Park Planner
Steve Gulgren, Senior Park Planner
Scott Hinderman, Natural Resources
Sue LeBlanc, Graphics Specialist
Nicole Paulsen, Urban Planner II
Julie Rocha, Athletic Center Supervisor
Roger Whitaker, Park Maintenance Coordinator

Executive Summary

Purpose of Document

The Tualatin Hills Park & Recreation District's (THPRD) original Signage Master Plan (SMP) was approved by the board of directors on April 6, 2009. It was developed as a guide for all future exterior signs in THPRD's system of parks, trails, facilities and natural areas. The plan included graphic design standards for the variety of sign types necessary for the various conditions found throughout the district.

Signs located at, or on public use outdoor facilities perform the integral function of connecting a site and its visitors. They can identify, direct and interpret features within a park site and provide the users with a sense of knowledge and safety. Signs also identify the location as a THPRD site, which evokes images of highly maintained facilities and excellent public service.

In order for any signage system to be effective, it must have unity in both its message and basic design. Unity of message enables visitors to gain an understanding of appropriate park use and appreciation of the diverse resources owned and managed by THPRD. Unity of basic sign design identifies different sites as part of a larger park system and enables visitors to locate and access those parks with minimal effort.

The 2009 document provided guidelines for planning and implementing a signage system that promoted a positive relationship between the general public and THPRD.

Signage within the district:

- Provides image and identity for THPRD
- Identifies names and locations of individual parks, trails, natural areas and facilities
- Orients visitors to individual sites and the resources provided therein
- Provides visitors with regulatory information
- Assists visitors with wayfinding within individual sites
- Provides visitors with interpretive information regarding significant topics of natural area restoration, exhibits, landscape features, historical or cultural sites, flora and fauna, and other district programs
- Provides visitors with emergency information, warnings and other safety issues

In addition to the Signage Master Plan, a Wayfinding Plan for the Howard M. Terpenning (HMT) Recreation Complex was developed to provide patrons the necessary site signage to make their experience navigating the complex trouble free.

2013 Update

In November 2013, a new THPRD logo was rolled out. A Signage Master Plan project team met to discuss any other changes that needed to be made to the plan. During implementation of the original plan, the Planning and Maintenance departments found a better way to install the signs and suggestions were made to improve the design of the signs to enhance visual appeal. Some new signs were added, redundant signs were removed, some dimensions were adjusted, and the way the signs were made had changed. With these revisions in the Signage Master Plan, the district continue to evoke images of highly maintained facilities and excellent public service.

2017 Update

In November 2016, the Signage Policy Update project team met to discuss revisions needed to comply with the ADA Transition Plan. Many of the signs needed to be enlarged to accommodate a larger font size to meet ADA specifications. The signage policy will always comply with ADA standards. The project team also added additional signs, which included the new gender-neutral signs that were not in the original Signage Master Plan and, again redundant signs were removed. The 2017 Signage Policy Update simplifies the original Signage Master Plan and focuses on the graphic 'look' of the signs in their related sign families and not so much on all of the sign details. All of the signage details such as dimensions, installation techniques, letter height, font sizes, colors, etc., along with the safety sign set has been relocated to the Maintenance Standards Manual.

The Intertwine Regional Trail Signage set was also moved to the Maintenance Standards Manual. This sign set serves as a technical resource to guide parks and transportation agencies as they plan, design, and fabricate consistent wayfinding signage along regional trails in the Portland-Vancouver metropolitan area.

The relocation of all of the signage details to the Maintenance Standards Manual will allow staff greater flexibility to make insignificant sign revisions as needed to maintain efficiencies in placing sign orders.

SIGN TYPES

IDENTIFICATION SIGNS

A. Site Identification Signs

- A1. Standard Site Identification
- A2. Large Site Identification
- A3. Small Site Identification
- A4. Major Site Identification

B. Building Identification Signs

- B1. Building Identification Letters
- B2. Building Identification Panel
- B3. Building Identification Panel (Small)

C. Room & Area Identification Signs

- C1. Restroom Identification (Women)
- C2. Restroom Identification (Men)
- C3. Restroom Identification (Single-use Unisex)
- C4. Restroom Identification (Single-use Unisex) ADA/Changing Table
- C5. Restroom Identification (Single-use Unisex) ADA/Changing Table/Shower
- C6-C9. Area Identification Flags

D. Trailhead Signs

- D1. Trailhead Identification (Small)
- D2. Trailhead Identification with Map

E. Field Identification Signs

- E1. Field Identification
- E2. Court Identification (Tennis)
- E3. Field Identification (Ball Field)
- E4. Field Identification (Multi-sport)

INFORMATION SIGNS

F. Information Signs

- F1. Field Use By Permit
- F2. Field Maintenance
- F3. Do Not Feed Wildlife
- F4. Restroom Location
- F5. Restroom Location with Map
- F6. No Smoking
- F7. Picnic Pavilion
- F8. Do Not Remove Waterfowl
- F9. Lost or Stolen Items
- F10. Stairway
- F11. Natural Area
- F12. Nature Play Area

REGULATORY SIGNS

R. Regulatory Signs

- R1. Park/Trail Rules
- R2. Disc Golf Rules
- R3. Play Area Rules
- R4. Dog Park Rules
- R5. Basketball Rules
- R6. Roller Hockey Rules
- R7. Skate Park Rules
- R8. Tennis Rules
- R9. Synthetic Field Rules
- R10. Bike Skills Track Rules
- R11. Community Garden Rules
- R12. Splash Park Rules

SAFETY & WARNING SIGNS

S. Safety & Warning Signs

- S1. Walk Bicycles
- S2. Fire Extinguisher, Fire Alarm
- S3-S4. Emergency Exit
- S5. Danger Area
- S6. Fire Sprinkler System
- S7. AED Machine
- S8. Fire Lane
- S9. Miscellaneous Safety & Warning

DIRECTIONAL & TRAFFIC SIGNS

T. Directional & Traffic Signs

- T1. Trail Directional
- T2. Trail Mile Marker
- T3. Trail Connection
- T4. Trail Crossing
- T5. Pedestrian Directional
- T6. Wall Directional
- T7. Parking Lot Directional
- T8. Vehicle Directional

Type B Sign Family: Building Identification

These signs identify a building within a site.

Type B1 identifies buildings with three dimensional letters and logo.

Type B2 uses a panel mounted to a building.

Type B3 uses a smaller panel mounted to a building.

With any of the sign types, the building architecture, space available and colors should be evaluated to best complement the architecture.



Type B2 - Building Identification Panel



Type B1 - Building Identification Letters - Administration office(s)



Type B3 - Building Identification Panel (Small)



Type B1 - Building Identification Letters

Type C Sign Family: Room & Area Identification

These signs identify a room or area.

Types C1 through C3 identify restrooms. These signs are all ADA compliant with tactile and Braille messages. There are also ADA versions of both.

Type C4 identifies areas with a flag sign which helps provide greater visibility for area that may be hard to see without it.

Type C5 identifies major areas with an overhead sign to provide greater visibility from down a corridor, such as at the HMT site.

Type C6 identifies an area with three dimensional letters.

Type C7 identifies a parking area theme.

Type C8 identifies an area with symbols and can also provide direction with a directional header message.

Type C9 identifies areas within parks.



Type C1, C2, C3 - Restroom Identification



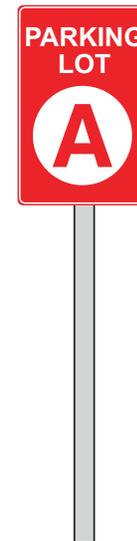
Type C4 - Area Identification Flag



Type C5 - Area Identification Overhang

Concessions

Type C6 - Area Identification Letters



Type C7 - Parking Area Identification



Type C8 - Area Identification Symbols



Type C9 - Area Identification - Small

Type D Sign Family: Trailhead Identification

These signs identify a trailhead.

Type D1 provides trailhead identification and rules without additional information.

Type D2 has a map included (both horizontal and vertical versions).

Optional directional panels can be applied to any of these.



Type D1 - Trailhead Identification (Small)



Type D2 - Trailhead Identification with Map

Type E Sign Family: Field Identification

These signs identify sports activity fields.

Type E1 provides field identification and rules.

Types E2 through E4 provide field identification using sports symbols and field numbers. These are typically attached to the fence.



Type E1 - Field Identification



Type E2 - Court Identification (Tennis)



Type E3 - Field Identification (Ball Field)



Type E4 - Field Identification (Multi-sport)

Type F Sign Family: Information Signs

These signs provide information to visitors.

Type F1 informs visitors they must obtain a permit to use the sports fields.

Type F2 informs visitors that THPRD maintains the fields and provides a contact number should they need assistance. Typically this sign is installed on the fence or wall of the sports field.

Type F3 informs visitors that feeding the wildlife is not allowed.

Types F4 and F5 provide information on a restroom location.

Type F6 informs visitors that smoking is not permitted.

Type F7 informs visitors the conditions for use of rental area such as picnic pavilions.

Type F8 informs visitors not to remove waterfowl.

Type F9 informs visitors about our policy on lost or stolen items.

Type F10 provides information on a stairway location.

Type F11 informs visitors about our natural area.

Type F12 provides information about the nature play area.



Type F2 - Field Maintenance



Type F7 - Picnic Pavilion



Type F8 - Do Not Remove Waterfowl



Type F1
Field Use By Permit



Type F3
Do Not Feed Wildlife



Type F4
Restroom Location



Type F5
Restroom Location w/Map



Type F6 - No Smoking



Type F9 - Lost or Stolen Items



Type F10 - Stairway



Type F11 - Natural Area



Type F12 - Nature Play Area

Type R Sign Family: Regulatory Signs

These signs provide rules and regulations.

Type R1 provides park/trail rules and is typically located at pedestrian entries to the park. It uses an angle post while the other Type R signs use utility posts.

Type R2 provides disc golf rules.

Type R3 provides rules for the children's play area.

Type R4 provides dog park rules.

Type R5 provides basketball rules.

Type R6 provides roller hockey rules.

Type R7 provides skate park rules.

Type R8 provides tennis rules.

Type R9 provides synthetic field rules.

Type R10 provides BMX track rules.

Type R11 provides community garden rules.

Type R12 provides splash pad rules.



Type R1
Park/Trail Rules

Type R2
Disc Golf Rules

Type R3
Play Area Rules

Type R4
Dog Park Rules

Type R8
Tennis Rules

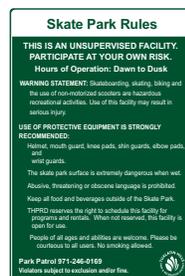
Type R9
Synthetic Turf Rules



Type R5
Basketball Rules



Type R6
Roller Hockey Rules



Type R7
Skate Park Rules



Type R10
BMX Track Rules



Type R11
Community Garden Rules



Type R12
Splash Pad Rules

Type S Sign Family: Safety & Warning Signs

These signs provide safety and warning information. These signs are all ADA compliant with tactile and Braille messages when needed.

Type S1 notifies patrons to walk their bicycles for safety.

Type S2 identifies fire extinguishers and fire alarm locations.

Type S3 identifies emergency exits. To be placed to the right of the door.

Type S4 identifies emergency exits. To be placed on door.

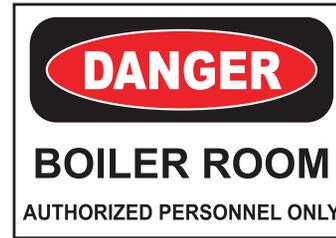
Type S5 identifies danger areas.

Type S6 identifies sprinkler system control area.

Type S7 identifies where an AED machine is located.

Type S8 identifies fire lane - no parking areas.

Type S9 are non-standard safety and warning signs typically used for a specific situation.



Type S5 - Danger Signs



Type S6 - Fire Sprinkler System



Type S7 - AED Machine



Type S8 - Fire Lane



Type S1 - Walk Bicycles



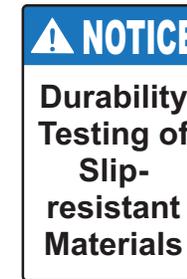
Type S2 - Fire Extinguisher, Fire Alarm



Type S3 - Emergency Exit



Type S4 - Emergency Exit



S9 - Other misc. safety signs

Type T Sign Family: Directional & Traffic Signs

These signs provide direction for pedestrians and vehicles.

Type T1 provides trail identification and direction.

Type T2 indicates mileage distance on trails.

Type T3 assists with directions at trail gaps to connect to the next trail segment.

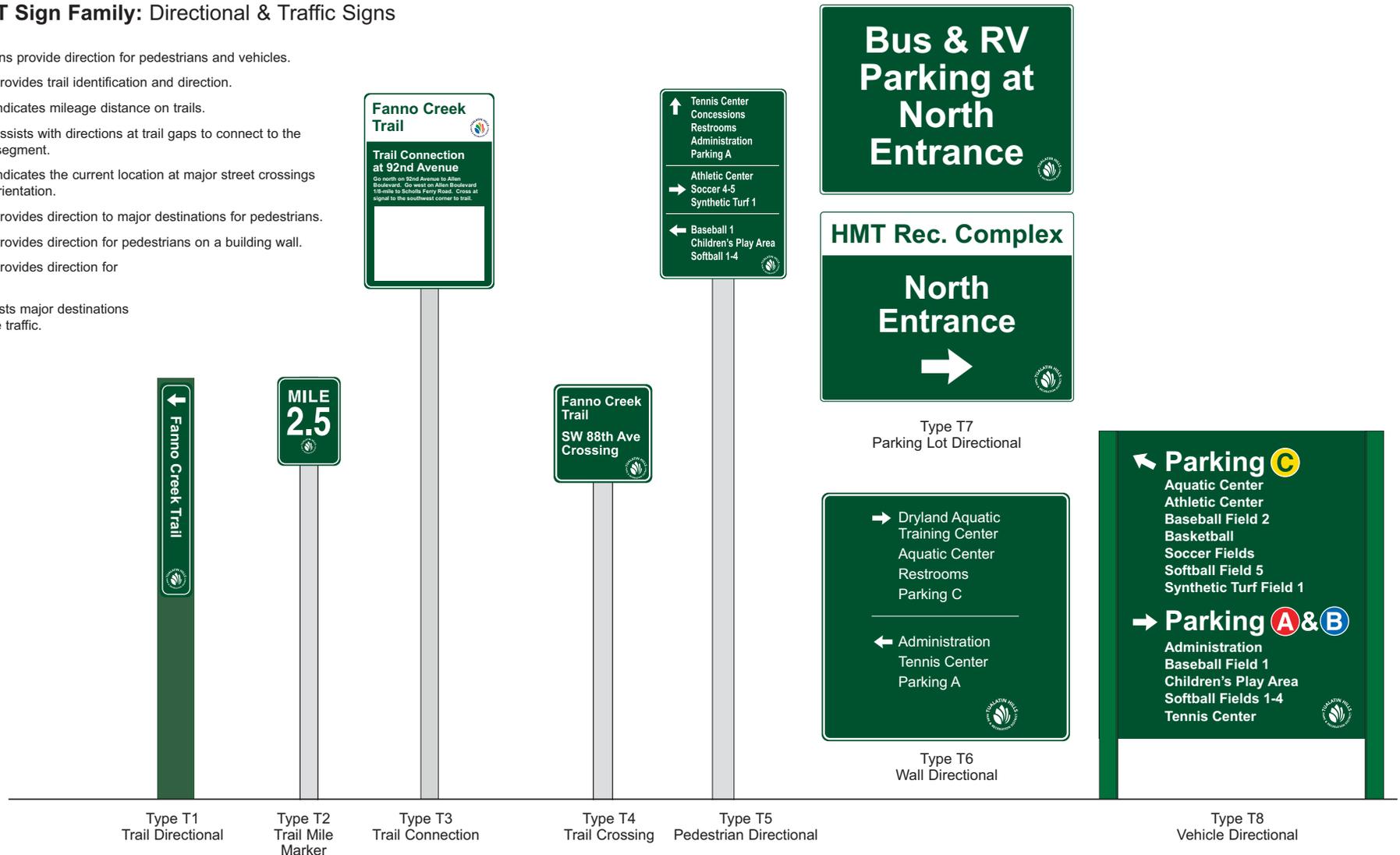
Type T4 indicates the current location at major street crossings for user orientation.

Type T5 provides direction to major destinations for pedestrians.

Type T6 provides direction for pedestrians on a building wall.

Type T7 provides direction for vehicles.

Type T8 lists major destinations for vehicle traffic.



SIGN TYPES

A. IDENTIFICATION SIGNS

A1. Standard Site Identification

New corner radius
New logo & color changes
Mounting & hardware changes

A2. Large Site Identification

New corner radius
New logo & color changes
Mounting & hardware changes

A3. Small Site Identification

New corner radius and added white border
New logo & color changes
Dimension changes
Font enlargement
Mounting & hardware changes

A4. Major Site Identification

New corner radius
New logo & color changes
Mounting & hardware changes

B. BUILDING IDENTIFICATION SIGNS

1. Building Identification Letters

New logo & color changes
Dimension changes
New 3-D letter sizes

B2. Building Identification Panel

New corner radius
New logo & color changes
Dimension changes
Mounting & hardware changes

B3. Building Identification Small

New sign type added

C. ROOM & AREA IDENTIFICATION SIGNS

All re-numbered to add new signs

C1. Restroom (Women)

New corner radius and added white border
Font enlargement

C1A. Restroom (Women) ADA

New sign type added

C2. Restroom (Men)

New corner radius and added white border
Font enlargement

C2A. Restroom (Men) ADA

New sign type added

C3. Restroom (Single-use Unisex)

New sign type added

C3A. Restroom (Single-use Unisex) ADA

New sign type added

C4. Restroom (Single-use Unisex)

ADA/Changing Table
New sign type added

C5. Restroom (Single-use Unisex)

ADA/Changing Table/Shower
New sign type added

C6-11. Area Identification Flags

New sign type added

C12. Area Identification Overhead

New corner radius

C13. Area Identification Letters

Not changed

C14. Parking Area Identification

New corner radius and added white border

C15. Area Identification Symbols

New corner radius and added white border

C16. Small Area Identification

New corner radius and added white border
New logo
Font enlargement

C17. Room Number

New sign type added

C18. Inside Court Number

New sign type added

D. TRAILHEAD SIGNS

Some re-numbered to add new signs

D1. Trailhead Identification (Small)

New corner radius and added white border

New logo

Dimension changes

Font enlargement

Mounting & hardware changes

Modified directional strips – new arrow/border

D2. Trailhead with Map (Old D2 eliminated)

New corner radius and added white border

New logo

Dimension changes

Font enlargement

Mounting & hardware changes

Modified directional strips – new arrow/border

E. FIELD IDENTIFICATION SIGNS

E1. Field Identification

New corner radius and added white border

New logo

Dimension changes

Font enlargement

Mounting & hardware changes

Modified Directional Strips – new arrow/border

E2. Court Identification (Tennis)

Not changed

E3. Field Identification (Ball Field)

Not changed

E4. Field Identification (Multi-Sport)

Not changed

I. INFORMATIONAL SIGNS

F1. Field Use By Permit

New corner radius and added white border

New logo

Dimension changes

Font enlargement

Mounting & hardware changes

F2. Field Maintenance

New corner radius and added white border

New logo

Font enlargement

Mounting & hardware changes

F3. Do Not Feed Wildlife

New corner radius and added white border

New logo

Font enlargement

Mounting & hardware changes

F4. Restroom Location

New corner radius and added white border

New logo and arrow style

Font enlargement

Mounting & hardware changes

F5. Restroom Location w/Map

New corner radius and added white border

New logo and arrow style

Font enlargement

Mounting & hardware changes

F6. No Smoking

New corner radius and added white border

New logo

New style and text

Font enlargement

Mounting & hardware changes

F7. Picnic Pavilion

New Sign

F8. Do Not Remove Waterfowl

New Sign

F9. Lost or Stolen Items

New Sign

F10. Stairway signs

New Sign

F11. Natural Area Sign

New Sign

F12. Natural Play area sign

New Sign

H. SITE MAP SIGNS

H1. Site Map

Mounting & hardware changes

New logo and arrow style

K. KIOSK SIGNS

K1. Kiosk

New logo

K2. Kiosk Map – Small

New Sign

K3. Kiosk Map – Medium

New Sign

K4. Kiosk Map – Large

New Sign

L. TEMPORARY SIGNS

L1. Area Closed

New corner radius and added white border

New logo

L2. Field Closed

New corner radius and added white border

New logo

L3. Trail Closed

New corner radius and added white border

New logo

M. SEASONAL & EVENTS

R. REGULATORY SIGNS

Some re-numbered to add/eliminate signs

R1. Park/Trail Rules

New corner radius and added white border

New logo

Dimension changes

Font enlargement

Content changes

Mounting & hardware changes

R2. Disc Golf Rules

New sign

R3. Play Area Rules

New corner radius and added white border

New logo

Dimension changes

Font enlargement

Content changes

Mounting & hardware changes

R4. Dog Park Rules

New corner radius and added white border

New logo

Dimension changes

Font enlargement

Content changes

Mounting & hardware changes

R5. Basketball Rules

New corner radius and added white border

New logo

Dimension changes

Font enlargement

Content changes

Mounting & hardware changes

R6. Roller Hockey Rules

New corner radius and added white border

New logo

Dimension changes

Font enlargement

Content changes

Mounting & hardware changes

R7. Skate Park Rules

New corner radius and added white border

New logo

Dimension changes

Font enlargement

Content changes

Mounting & hardware changes

R8. Tennis Rules

New corner radius and added white border

New logo

Dimension changes

Font enlargement

Content changes

Mounting & hardware changes

R9. Synthetic Field Rules

New corner radius and added white border

New logo

Dimension changes

Font enlargement

Content changes

Mounting & hardware changes

R10. Bike Skills Track Rules

New corner radius and added white border

New logo

Dimension changes

Font enlargement

Content changes

Mounting & hardware changes

R11. Community Garden Rules

New sign

R12. Splash Park Rules

New sign

S. SAFETY & WARNING SIGNS

S1. Walk Bicycles

New corner radius and added white border

New logo

Font enlargement

S2. Fire Extinguisher

New sign

T. DIRECTIONAL & TRAFFIC SIGNS

T1. Trail Directional

New corner radius and added white border

New logo

New arrow style

Mounting & hardware changes

T2. Trail Mile Marker

New corner radius and added white border

New logo

T3. Trail Connection

New corner radius and added white border

New logo

New arrow style

Mounting & hardware changes

T4. Trail Crossing

New corner radius and added white border

New logo

New arrow style

Mounting & hardware changes

T5. Pedestrian Directional

New corner radius and added white border

New logo

New arrow style

Mounting & hardware changes

T6. Wall Directional

New corner radius and added white border

New logo

New arrow style

Mounting & hardware changes

T7. Parking Lot Directional

New corner radius and added white border

New logo

Mounting & hardware changes

T8. Vehicle Directional

New corner radius and added white border

New logo

New arrow style

Mounting & hardware changes

T9. Vehicle A-board

New logo

Style changes

T10. Trail Closed Sign

New sign

U. UNIQUE SIGNS

New sign types always being added and changed



TUALATIN HILLS
PARK & RECREATION DISTRICT

Tualatin Hills Park & Recreation District
[Signage Maintenance Standards](#)

The signage maintenance standards is a 222-page document. Please click the link above to view.

October 2017



Management Report to the Board October 10, 2017

Communications & Outreach

Bob Wayt, Director of Communications & Outreach

1. A dedication of the Sue Conger Boardwalk and Overlook to Cedar Mill Falls is scheduled for Sunday, October 15, at 2 pm. It will be held in conjunction with the annual Cedar Mill Cider Festival, sponsored by THPRD. The boardwalk and overlook are adjacent to the John Quincy Adams Young House off NW Cornell Road. Conger was a passionate advocate for recreational opportunities in Cedar Mill.
2. Production of THPRD's winter/spring activities guide is underway. The guide will showcase the broad variety of programs, activities and events to be offered by the district January to June 2018. It is scheduled to be available online to patrons in early November and in print November 18 at the centers, Administration Office and selected community locations.
3. Preparations have started for THPRD's annual holiday giving drive. Employees in the Administration Office and centers will work together to benefit people in need in the Beaverton area. In addition, food will be collected at all sites for the Oregon Food Bank-Washington County Division starting the day after Thanksgiving.

Community Partnerships

Geoff Roach, Director of Community Partnerships

1. Capital Fundraising (at the end of September 2017)
 - The campaign is complete.
 - \$38,500 remains in confirmed pledges/obligations to collect, which is in progress.
 - Planning for the Grand Opening Community Celebration is underway. The event is Saturday, October 14, 3-6 pm.
2. Program Funds
 - There is \$55,000 in grant requests to Oregon foundations submitted at this time.
 - The Oregon Community Foundation held a grant proposal review with THPRD/THPF this month in advance of the foundation's proposal review and decision making in November 2017.
3. Park Recognition Feature
 - Final fabrication of the storytelling and acknowledgment panels is in progress now. Installation is scheduled for the week of October 4.
4. Tualatin Hills Park Foundation
 - The board of trustees held a foundation summer social in August.
 - Recruitment of THPF operations supporters to the Legacy Circle Giving Campaign continues.
 - Board recruitment continues with prospects of adding additional trustees in 2017.

Aquatics

Sharon Hoffmeister, Superintendent of Aquatics

1. Fall season is underway. The pools remain busy with high-demand Learn to Swim programs, the Aquatic Center closure and the addition of the new high school. Staff is busy flexing with changes and expanding programming where possible. A new opportunity this year is providing additional programming on Wednesday afternoons when the Beaverton School District has early dismissal, 90 minutes early. This provides a new programming block to expand high-demand programs and training opportunities.
2. The Aquatic Center closure projects are progressing on schedule. The pool is scheduled to reopen on December 11. The outdoor pools will remain open during that time with Raleigh Swim Center accommodating limited drop-in programs (lap swim and fitness classes) and rental time for affiliated aquatic clubs. Somerset West Swim Center is not offering any drop-in programs due to the low attendance from last year's limited schedule. Those needs can be accommodated at our other six pools. Somerset West is scheduled for rental time for affiliated aquatic clubs.
3. Two of our program coordinators, Sara Trevino (Harman Swim Center) and Jill Coyle (Beaverton Swim Center), will be presenting an educational session at the ORPA Conference in November. The title of their presentation is *Win, Win: Everyone Gets to Participate: Strategies for Providing Access to Aquatic Programs for People with Different Abilities*. They will be highlighting our Adaptive Aquatics and Healing Waters programs and how we have been successfully training staff to provide these high-quality programs for those with a variety of abilities.

Community Programs

Deb Schoen, Superintendent of Community Programs

1. The last Summer Celebration event for the season was held on August 24 at Raleigh Park. Rescheduled from August 3 due to excessive heat, the concert was popular with local residents as well as those drawn to the music style of the Garcia Birthday Band. Human Resources, Communications, Natural Resources and Community Programs all had a presence at the concert.
2. THPRD staff presented a total of five educational sessions at the National Recreation and Park Association Conference. Topics included: community engagement, leadership development, programming standards, programming diversity and becoming a smoke-free park and recreation agency.

Maintenance

Jon Campbell, Superintendent of Maintenance Operations

1. Four outdoor tennis courts at Camille Park have been repaired. Court repairs include 900 linear feet of crack repairs, six coats of surface paint, painted boundary lines, and new nets.
2. The bank stabilization project at Commonwealth Lake is complete. Staff installed 80 linear feet of large boulders, gravel and soil along the east side of the lake to provide two enhancements. The boulders have now increased the distance between the pathway and water, and this, in turn, will eliminate the water from eroding closer to the path in the future.
3. The new playground at Greenway Park is open for use. Improvements to the new playground include:

- additional drainage,
- an accessible school-age climbing structure with multiple slides and overhead climbing activities,
- a three-bay swing set for children aged 2-12 years,
- ADA access from an existing trail, and
- an ADA-accessible picnic table and park bench.

Natural Resources & Trails Management

Bruce Barbarasch, Superintendent of Natural Resources & Trails Management

1. Raleigh Park Concept Plan. Staff have been working with the public to refine a concept plan for Raleigh Park. A final open house was held on September 27.
2. Trail Staffing. In order to provide an increased level of service to patrons and operational efficiencies, we are planning a shift in staffing to move all trail-related staff work under the direction of the Natural Resources Department.
3. New Seasons Bag it Forward. The Tualatin Hills Nature Center was chosen by the staff at the Cedar Hills New Seasons Market as a recipient of their Bag It Forward donation program from now through end of January 2018. People who bring their own bag can vote to donate their bag credit toward environmental education programs and activities at the nature center. Additional information can be found here:
<https://www.newseasonsmarket.com/bag-it-forward/>

Planning, Design & Development

*Gery Keck, Superintendent of Design & Development
Jeannine Rustad, Superintendent of Planning*

1. In late September, Mountain View Champions Park opened to the public on schedule. Construction of this 21.5-acre park began in June of 2016 and was built by P&C Construction. The project was completed within the project budget including contingency. The grand opening event is planned for October 14.
2. On August 22, construction began on phase 2 of the Aquatic Center Renovation project. The project includes the replacement of the pool deck, pool tank surface, and underwater lighting system as well as the removal of the interior berm and expansion of the deck. The construction is scheduled to be completed by mid-December.
3. On September 19, staff presented a request to the Recreational Trails Program (RTP) Advisory Committee for the 155th Avenue Wetlands Neighborhood Trail project. The district applied to the Oregon Parks and Recreation Department seeking \$131,126 in grant funds to help construct a six-foot wide, ¼-mile-long soft-surface trail that will connect 155th Avenue (at Sexton Mountain Elementary School) to the Westside Trail. The district's match would be \$61,000 with a successful application. A recommended funding list from the committee is expected by early October.
4. On September 13, staff participated in a panel discussion at Westside Economic Alliance/Westside Transportation Alliance (WEA/WTA) on "The Future of Multi-Modal Commute Options". Panelists included Andy Mortensen of David Evans & Associates, who discussed the region's long-range growth forecast and the future of transit accessibility from the Washington County Transportation Futures Study; Dyami Valentine from the Washington County Planning Department, who discussed the county's Travel Options Assessment, their update on parking standards and two Transportation Growth

Management funded projects (the Tualatin Valley Highway Corridor Transit Concept and Access Plan and the strategic solutions for the first/last mile connections to transit); Tom Mills of TriMet, who discussed future improvements in the service enhance plan for the west side; and Jeannine Rustad, superintendent of Planning, who discussed examples of partnerships that help fill gaps in trails providing transit connections, including the Beaverton Creek and the Westside to Waterhouse trails. After the panel discussion, Washington County, TriMet and Nike officials and staff approached district staff expressing an interest in looking for ways to partner on trails connected to transit in the future.

Recreation

Eric Owens, Superintendent of Recreation

1. The Garden Home Recreation Center held their first annual mini-market on August 19. The idea behind the market was to promote local vendors and businesses, provide a community activity and collaborate with the Garden Home Community Library to celebrate the conclusion of its summer reading program. During the market, the library sponsored children's entertainment that included special guest Rojo the Llama and live music by Mo Phillips. The event included 30 vendors, raffle drawings, Rec Mobile activities, food vendor Sonia's Mix Grill and beer tastings provided by Golden Valley Brewing and Garden Home Growlers. The event had approximately 400 people in attendance.
2. The Elsie Stuhr Center's annual Harvest Bazaar was held September 7-8. It was another successful year for the bazaar! There were many new volunteers, both Stuhr Center patrons and community volunteers. A total of 103 volunteers put in over 3,000 hours of work, Monday through Saturday for four weeks, preparing for and working the sale. Our volunteers take great pride in making this sale successful and this was evident by our revenue of \$27,915.80. These funds are reinvested at the Stuhr Center.
3. The Conestoga Recreation & Aquatic Center held the first Celebrating Indian Culture event on Friday, September 15. There were 15 performances throughout the evening. The event, attended by over 700 participants, was designed to help build a connection between the park district and the local Indian community. The event was timed to correspond with the City of Beaverton's Welcome Week. Board member Holly Thompson provided an introduction, welcoming all to THPRD and reinforced the message that THPRD is a safe and fun place to recreate for the entire community. In addition to the performances, staff taught participants how to do Rangoli and provided Henna tattoos. There was a photo booth and a chance for everyone to learn traditional and classical Indian dances.

Security Operations

Mike Janin, Superintendent of Security Operations

1. As part of the Beaverton Police Department's New Officer Orientation Academy, BPD asked if three of their new officers could each spend a day riding along with Park Patrol. The idea is to introduce the officers to Park Patrol employees and get a tour of the district both in the city and the county. BPD has asked for this program so the officers better understand the cooperation between the agencies and will use Park Patrol as a resource. We were proud to meet the new officers for three days the first week of September. All three said it was an eye-opener to experience the size of the district and see all of our beautiful parks, facilities and trails.

Sports

Keith Watson, Superintendent of Sports

1. The Athletic Center's partnership with the Portland Trailblazers' Rip City Academy, a community-driven program to partner with THPRD's youth basketball programs, is being expanded this winter to include 5th grade through high school aged teams. We anticipate over 1,300 players in the program. Benefits for participants include: reversible game jerseys, game tickets, coaching shirts, coaching clinics, and other related discounts.
2. On September 16, the City of Beaverton held their Beaverton International Celebration at the Athletic Center. This family-friendly event included art, dance, music and activities showcasing the many cultures in Beaverton. THPRD hosted a booth at the event and estimated contact with over 300 individuals.
3. Staff is working with Portland Ultimate, an ultimate Frisbee league in Portland, to host their first ever West Side Fall League at the HMT Complex. The five-week season is a co-ed league for all skill levels and started Thursday, October 5.
4. As the popularity of pickleball continues, Tennis staff set up four courts on the outdoor stadium court this summer. Court rentals have been consistent with a group of 12-24 players showing up every Monday, Wednesday and Friday morning. The Babette Horenstein Tennis Center will host the group inside the air structures starting in October.
5. On August 12, THPRD partnered with FACT Oregon to host the All Ability Tri 4 Youth event at the HMT Complex. The race, which drew 95 participants, was for youth experiencing a disability along with their siblings and peers. Upon finishing, participants and their families enjoyed a post-race party on soccer field #1 with food, awards, games, demonstrations and a live DJ. Attendance was estimated at 500.
6. Our inclusion staff provided 4,947 hours of direct support this summer. By focusing on appropriate support for our campers, certain scenarios allowed one staff member to provide support to two or three campers at one time. This kept staff hours down while increasing contact and support hours.

Business Services

Ann Mackiernan, Chief Financial Officer

Nancy Hartman Noye, Human Resources Manager

Mark Hokkanen, Risk & Contract Manager

Seth Reeser, Interim Information Services Manager

Katherine Stokke, Interim Operations Analysis Manager

1. Electrical sub-meters were installed across the HMT Complex this past summer. This has enabled Operations Analysis and Maintenance staff to establish a process for reporting the monthly electricity usage by site for more granular tracking by facility. As an example of the benefits of this, the Athletic Center data was provided to an Energy Trust of Oregon approved vendor for a retro commissioning proposal to ensure that the HVAC system is calibrated and operating efficiently.
2. Talbot, Korvola & Warwick, LLP, completed their audit field work for the Tualatin Hills Park Foundation in August. Preliminary financial statements are currently under review by THPRD Finance Services staff.

3. The district migrated from Novell GroupWise as its email solution to Microsoft Office 365 late this summer. Information Services staff provided training and migration services for THPRD staff and elected officials. Additional meetings and training will occur over the next year as additional functionality within the Office 365 suite is pushed out to employees.
4. Risk & Contract Management completed the 2017 Best Practices Program for Special Districts Insurance Services (SDIS). The Best Practices Program is a checklist tool that identifies risks and options to mitigate those risks within specific activities of an agency. Used as an incentive to improve performance, SDIS provides up to 10% in discounts on the general liability, auto liability and property insurance premiums. In 2017, THPRD received a \$34,055 discount and has earned the maximum possible discount in all previous years of the program.
5. Human Resources staff participated in the Incight career fair on August 29. This unique event hosted by Oregon Vocational Rehabilitation Services is designed to offer job-ready candidates with disabilities the opportunity to meet with potential employers and to help employers fill the gap in their labor force. Over 75 local agencies participated in the event which drew hundreds of job seekers.

October

<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 Native Plant Sale 10am @ Tualatin Hills Nature Ctr
8	9	10 Board Meeting 7pm @ HMT/Dryland	11	12	13	14 Health & Wellness Resource Fair 9am @ Stuhr Ctr 14 Mountain View Champions Park Grand Opening Celebration 3pm
15 Cedar Mill Cider Festival 1pm @ JQAY House	16	17 Joint Advisory Committee Meeting (all committees) 6:30pm @ Fanno Creek Service Ctr	18	19	20 Pumpkin Hunt 6pm @ Garden Home Rec Ctr	21 Fall Festival 11am @ Cedar Hills Rec Ctr
22	23	24	25	26	27 Monster Bash @ Conestoga Rec & Aquatic Ctr	28 Pumpkin Bob 3pm @ Harman Swim Ctr
29	30	31				

2017

November

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Newt Day 12pm @
Tualatin Hills Nature
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Board Meeting 7pm
@ HMT/Dryland

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2017

December

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**Board Meeting 7pm
@ HMT/Dryland**

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2017

Tualatin Hills Park and Recreation District
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	(1)	(2)	(3)	(1+3)	(2+3)	(4)	(5)	(6)		(4+5+6)	(5+6)		
GENERAL FUND													
CAPITAL OUTLAY DIVISION													
CARRY FORWARD PROJECTS													
Parking Lot-Hazeldale	194,414	175,512	135,000	329,414	310,512	22,320	-	307,094	Budget	329,414	307,094	-	3,418
PCC Actuated Tennis Lights	3,300	3,300	-	3,300	3,300	-	-	3,300	Budget	3,300	3,300	-	-
ADA Improvements - Athletic Center	8,000	8,000	-	8,000	8,000	5,991	-	2,009	Budget	8,000	2,009	-	5,991
Aquatic Center Renovation Phase 2	386,190	386,190	1,300,000	1,686,190	1,686,190	42,875	4,367	1,505,978	Award	1,553,220	1,510,345	132,970	175,845
Raleigh Park Storm Water Management Design	40,000	40,000	-	40,000	40,000	-	-	40,000	Budget	40,000	40,000	-	-
Play Equipment - 3 sites	338,000	206,855	8,500	346,500	215,355	265,312	53,624	27,564	Budget	346,500	81,188	-	134,167
Signage Master Plan Implementation - Phase 2	40,000	25,839	-	40,000	25,839	20,216	536	19,248	Budget	40,000	19,784	-	6,055
Irrigation Systems Redesign & Reconfiguration (5 sites)	20,000	14,274	-	20,000	14,274	7,151	-	12,849	Budget	20,000	12,849	-	1,425
Cardio / Weight Equipment	40,000	40,000	-	40,000	40,000	-	-	40,000	Budget	40,000	40,000	-	-
Communication Network Switches	80,000	80,000	-	80,000	80,000	-	-	80,000	Budget	80,000	80,000	-	-
Outdoor Fitness Equipment	17,062	2,924	13,000	30,062	15,924	-	-	30,062	Budget	30,062	30,062	-	(14,138)
Drain Replacement - Cedar Hills Recreation Center	26,500	26,500	-	26,500	26,500	-	-	26,500	Budget	26,500	26,500	-	-
TOTAL CARRYOVER PROJECTS	1,193,466	1,009,394	1,456,500	2,649,966	2,465,894	363,865	58,527	2,094,604		2,516,996	2,153,131	132,970	312,763
ATHLETIC FACILITY REPLACEMENT													
Skate Park Ramp Conversion			50,000	50,000	50,000	-	-	50,000	Budget	50,000	50,000	-	-
Tennis Court Resurface (2 sites)			68,000	68,000	68,000	-	-	68,000	Budget	68,000	68,000	-	-
TOTAL ATHLETIC FACILITY REPLACEMENT			118,000	118,000	118,000	-	-	118,000		118,000	118,000	-	-
ATHLETIC FACILITY IMPROVEMENT													
TOTAL ATHLETIC FACILITY IMPROVEMENT			-	-	-	-	-	-	Budget	-	-	-	-
PARK AND TRAIL REPLACEMENTS													
Bridges and Boardwalks (6 sites)			790,000	790,000	790,000	-	-	790,000	Budget	790,000	790,000	-	-
Concrete Sidewalk Repair (7 sites)			81,831	81,831	81,831	-	250	81,581	Budget	81,831	81,831	-	-
Drinking Fountains (2 sites)			22,750	22,750	22,750	-	550	22,200	Budget	22,750	22,750	-	-
Irrigation Systems Redesign & Reconfiguration (2 sites)			22,800	22,800	22,800	-	-	22,800	Budget	22,800	22,800	-	-
Fencing			15,100	15,100	15,100	-	-	15,100	Budget	15,100	15,100	-	-
Landscaping			5,000	5,000	5,000	-	-	5,000	Budget	5,000	5,000	-	-
Asphalt Pedestrian Pathways (4 sites)			70,660	70,660	70,660	-	-	70,660	Budget	70,660	70,660	-	-
Play Equipment (2 sites)			190,000	190,000	190,000	-	-	190,000	Budget	190,000	190,000	-	-
Signage Master Plan Implementation - Phase 3			25,000	25,000	25,000	-	-	30,000	Award	30,000	30,000	(5,000)	(5,000)
Water Quality Facility			35,000	35,000	35,000	-	-	43,927	Award	43,927	43,927	(8,927)	(8,927)
TOTAL PARK AND TRAIL REPLACEMENTS			1,258,141	1,258,141	1,258,141	-	800	1,271,268		1,272,068	1,272,068	(13,927)	(13,927)
PARK AND TRAIL IMPROVEMENTS													
Memorial Benches			8,000	8,000	8,000	-	-	8,000	Budget	8,000	8,000	-	-
ConnectOR/Wa Cty MSTIP-Waterhouse Trail Seg #4			700,000	700,000	700,000	-	-	700,000	Budget	700,000	700,000	-	-
LGGP - SW Quadrant Community Park			268,210	268,210	268,210	-	-	268,210	Budget	268,210	268,210	-	-
Metro Nature in Neighborhoods			220,700	220,700	220,700	-	-	220,700	Budget	220,700	220,700	-	-
Erosion Control (2 sites)			10,000	10,000	10,000	-	-	10,000	Budget	10,000	10,000	-	-
Bench with Solar-powered charging station			2,425	2,425	2,425	-	-	2,425	Budget	2,425	2,425	-	-
Energy Trust of Oregon Rebates			135,900	135,900	135,900	-	-	135,900	Budget	135,900	135,900	-	-
LGGP - Cedar Hills Park			340,156	340,156	340,156	-	-	340,156	Budget	340,156	340,156	-	-
TOTAL PARK AND TRAIL IMPROVEMENTS			1,685,391	1,685,391	1,685,391	-	-	1,685,391		1,685,391	1,685,391	-	-
CHALLENGE GRANTS													
Program Facility Challenge Grants			75,000	75,000	75,000	-	-	75,000	Budget	75,000	75,000	-	-
TOTAL CHALLENGE GRANTS			75,000	75,000	75,000	-	-	75,000		75,000	75,000	-	-
BUILDING REPLACEMENTS													
Cardio and Weight Equipment			80,000	80,000	80,000	-	-	80,000	Budget	80,000	80,000	-	-
Babette Horenstein Tennis Center LED Lighting			307,000	307,000	307,000	-	-	307,000	Budget	307,000	307,000	-	-
Lead Paint Abatement			35,000	35,000	35,000	-	-	35,000	Budget	35,000	35,000	-	-
Parking Lot Relamp			5,000	5,000	5,000	-	-	5,000	Budget	5,000	5,000	-	-
Ceiling Tiles			4,000	4,000	4,000	-	-	4,000	Budget	4,000	4,000	-	-

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Ergonomic Equipment/Fixtures			6,000	6,000	6,000	-	-	6,000	Budget	6,000	6,000	-	-
Wood Floor Refinish			1,975	1,975	1,975	-	-	1,975	Budget	1,975	1,975	-	-
Locker Room Resurface			84,000	84,000	84,000	-	-	84,000	Budget	84,000	84,000	-	-
Carpet			10,000	10,000	10,000	-	-	10,000	Budget	10,000	10,000	-	-
Exhaust fans (3 sites)			28,150	28,150	28,150	-	-	28,150	Budget	28,150	28,150	-	-
Air Conditioner Units (2 sites)			18,433	18,433	18,433	-	-	18,433	Budget	18,433	18,433	-	-
Dive Tower Repair			2,500	2,500	2,500	-	-	2,500	Award	2,500	2,500	-	-
Lane Lines			1,506	1,506	1,506	-	-	1,506	Budget	1,506	1,506	-	-
Outdoor Pool Covers (2 sites)			12,200	12,200	12,200	-	-	9,892	Award	9,892	9,892	2,308	2,308
Wading Pool Chemtrol Probe			1,500	1,500	1,500	-	1,281	219	Budget	1,500	1,500	-	-
Roll Down Door Motor			4,500	4,500	4,500	-	-	4,500	Budget	4,500	4,500	-	-
Structure Repair - Camp Rivendale			2,000	2,000	2,000	-	-	2,000	Budget	2,000	2,000	-	-
Shower Facility Repair			7,500	7,500	7,500	-	-	7,500	Budget	7,500	7,500	-	-
TOTAL BUILDING REPLACEMENTS			611,264	611,264	611,264	-	1,281	607,675		608,956	608,956	2,308	2,308
BUILDING IMPROVEMENTS													
Fall Protection (5 sites)			52,155	52,155	52,155	-	-	52,155	Budget	52,155	52,155	-	-
Flooring			2,257	2,257	2,257	-	-	2,257	Budget	2,257	2,257	-	-
Office Space Expansion Design			10,000	10,000	10,000	-	-	10,000	Budget	10,000	10,000	-	-
Diving Winches (4 sites)			21,110	21,110	21,110	-	-	21,110	Budget	21,110	21,110	-	-
Gymnastic Room Windows			20,000	20,000	20,000	-	-	20,000	Budget	20,000	20,000	-	-
TOTAL BUILDING IMPROVEMENTS			105,522	105,522	105,522	-	-	105,522		105,522	105,522	-	-
ADA PROJECTS													
ADA Improvements - Beaverton Swim Center			7,500	7,500	7,500	-	-	7,500	Budget	7,500	7,500	-	-
ADA Improvements - Fanno Creek Service Center			20,000	20,000	20,000	-	-	23,825	Award	23,825	23,825	(3,825)	(3,825)
ADA Improvements - Jenkins Estate			2,200	2,200	2,200	-	-	2,200	Budget	2,200	2,200	-	-
ADA Improvements - Elsie Stuhr Center			10,650	10,650	10,650	-	-	10,650	Budget	10,650	10,650	-	-
ADA Improvements - Other			59,650	59,650	59,650	-	753	58,897	Budget	59,650	59,650	-	-
TOTAL ADA PROJECTS			100,000	100,000	100,000	-	753	103,072		103,825	103,825	(3,825)	(3,825)
TOTAL CAPITAL OUTLAY DIVISION	1,193,466	1,009,394	5,409,818	6,603,284	6,419,212	363,865	61,361	6,060,532		6,485,758	6,121,893	117,526	297,319
INFORMATION SERVICES DEPARTMENT													
INFORMATION TECHNOLOGY REPLACEMENTS													
Desktops			67,000	67,000	67,000	-	-	67,000	Budget	67,000	67,000	-	-
Servers			37,000	37,000	37,000	-	-	37,000	Budget	37,000	37,000	-	-
LAN/WAN			5,000	5,000	5,000	-	-	5,000	Budget	5,000	5,000	-	-
Desktop Printers			5,000	5,000	5,000	-	-	5,000	Budget	5,000	5,000	-	-
Phone			30,000	30,000	30,000	-	-	30,000	Budget	30,000	30,000	-	-
TOTAL INFORMATION TECHNOLOGY REPLACEMENTS			144,000	144,000	144,000	-	-	144,000		144,000	144,000	-	-
INFORMATION TECHNOLOGY IMPROVEMENTS													
Translation Software			2,474	2,474	2,474	-	-	2,474	Budget	2,474	2,474	-	-
Configuration Management Software			75,000	75,000	75,000	-	-	75,000	Budget	75,000	75,000	-	-
Time Clock			3,750	3,750	3,750	-	-	3,750	Budget	3,750	3,750	-	-
Computers (3)			11,000	11,000	11,000	-	-	11,000	Budget	11,000	11,000	-	-
Color Copier (Harman)			500	500	500	-	-	500	Budget	500	500	-	-
Folder / Sorter			12,000	12,000	12,000	-	-	12,000	Budget	12,000	12,000	-	-
Financial Software			436,800	436,800	436,800	-	-	436,800	Budget	436,800	436,800	-	-
TOTAL INFORMATION TECHNOLOGY IMPROVEMENTS			541,524	541,524	541,524	-	-	541,524		541,524	541,524	-	-
TOTAL INFORMATION SYSTEMS DEPARTMENT	-	-	685,524	685,524	685,524	-	-	685,524		685,524	685,524	-	-

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MAINTENANCE DEPARTMENT													
<u>FLEET REPLACEMENTS</u>													
High-production mowers			210,000	210,000	210,000	-	96,383	103,649	Award	200,032	200,032	9,968	9,968
72" Mowers			42,900	42,900	42,900	-	-	42,900	Budget	42,900	42,900	-	-
52" Mowers			24,300	24,300	24,300	-	24,021	-	Complete	24,021	24,021	279	279
FCSC Trash Compactor			34,000	34,000	34,000	-	-	34,000	Budget	34,000	34,000	-	-
2.5 ton Axle Trailers			10,500	10,500	10,500	-	-	10,500	Budget	10,500	10,500	-	-
High-pressure Parts Washer			10,500	10,500	10,500	-	-	10,500	Budget	10,500	10,500	-	-
Aerial Lift Truck			50,000	50,000	50,000	-	-	50,000	Budget	50,000	50,000	-	-
Die-cut Label Maker			2,500	2,500	2,500	-	-	2,500	Budget	2,500	2,500	-	-
Park Patrol Vehicle #3352			35,000	35,000	35,000	-	25,892	8,559	Award	34,451	34,451	549	549
TOTAL FLEET REPLACEMENTS			419,700	419,700	419,700	-	146,296	262,608		408,904	408,904	10,796	10,796
<u>FLEET IMPROVEMENTS</u>													
Vehicle Wraps			14,000	14,000	14,000	-	-	14,000	Budget	14,000	14,000	-	-
Minibus			52,000	52,000	52,000	-	56,800	-	Complete	56,800	56,800	(4,800)	(4,800)
			66,000	66,000	66,000	-	56,800	14,000		70,800	70,800	(4,800)	(4,800)
<u>BUILDING MAINTENANCE EQUIPMENT REPLACEMENTS</u>													
<u>BUILDING MAINTENANCE IMPROVEMENTS</u>													
Pool Vacuum Robot			6,000	6,000	6,000	-	4,655	-	Complete	4,655	4,655	1,345	1,345
TOTAL BUILDING MAINT IMPROVEMENTS			6,000	6,000	6,000	-	4,655	-		4,655	4,655	1,345	1,345
TOTAL MAINTENANCE DEPARTMENT	-	-	491,700	491,700	491,700	-	207,751	276,608		484,359	484,359	7,341	7,341
GRAND TOTAL GENERAL FUND	1,193,466	1,009,394	6,587,042	7,780,508	7,596,436	363,865	269,112	7,022,664		7,655,641	7,291,776	124,867	304,660
SDC FUND													
<u>LAND ACQUISITION</u>													
Land Acq - N. Bethany Comm Pk													
Other													
Subtotal Land Acq-N Bethany Comm Pk	695,600	695,600	804,400	1,500,000	1,500,000	-	-	1,500,000	Budget	1,500,000	1,500,000	-	-
Land Acq - N. Bethany Nghbd Pk													
Other							4,468						
Subtotal Land Acq-N. Bethany Nghbd Pk	-	-	2,000,000	2,000,000	2,000,000	-	4,468	1,995,532	Budget	2,000,000	2,000,000	-	-
Land Acq - N Bethany Trails													
Other							604						
Subtotal Land Acq-N Bethany Trails	386,000	386,000	904,000	1,290,000	1,290,000	-	604	1,289,396	Budget	1,290,000	1,290,000	-	-
Land Acquisition (FY16)							3,900						
Land Acq - Bonny Slope W Nhd Pk-Higgins							390						
Land Acq - Bonny Slope W Nhd Pk-Other							253						
Land Acq - Pointer Road Park							254						
Land Acq - SW Comm Pk-Strasburg							-						
Land Acq - Commonwealth Lake-Sharp							-						
Land Acq - Farmington Quarry							-						

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Land Acq - Crowell Woods							1,014						
Land Acq - Roxbury Park Trail Reloc							78						
Land Acq - Aspen Park							1,913						
Land Acq - Other (Demo, etc)													
Subtotal Land Acq-General	1,984,000	1,984,000		1,984,000	1,984,000	-	7,802	1,976,198	Budget	1,984,000	1,984,000	-	-
Land Acq - S Cooper Mtn Trail	-	-	500,000	500,000	500,000	-	-	500,000	Budget	500,000	500,000	-	-
Land Acq - S Cooper Mtn Nat Ar	400,000	400,000	-	400,000	400,000	-	-	400,000	Budget	400,000	400,000	-	-
Land Acq - Neighborhood Parks - S Cooper Mtn	-	-	500,000	500,000	500,000	-	-	500,000	Budget	500,000	500,000	-	-
Land Acq - Neighborhood Parks - Infill Areas	-	-	500,000	500,000	500,000	-	-	500,000	Budget	500,000	500,000	-	-
TOTAL LAND ACQUISITION	3,465,600	3,465,600	5,208,400	8,674,000	8,674,000	-	12,874	8,661,126		8,674,000	8,674,000	-	-
DEVELOPMENT/IMPROVEMENT PROJECTS													
Bonny Slope / BSD Trail Development	500,000	500,000	-	500,000	500,000	-	2,366	497,634	Budget	500,000	500,000	-	-
MTIP Grant Match - Westside Trail #18	210,500	107,000	860,000	1,070,500	967,000	970,183	155	234,799	Award	1,205,137	234,954	(134,637)	732,046
Bethany Creek Falls Phases 1, 2 & 3 - Proj Management	110,000	40,000	-	110,000	40,000	67,946	7,155	34,899	Budget	110,000	42,054	-	(2,054)
S Cooper Mtn Park and Trail Development - Prog Mgmt	-	-	50,000	50,000	50,000	3,893	-	46,107	Budget	50,000	46,107	-	3,893
NW Quadrant Neighborhood Park Master Plan & Design	200,000	195,000	-	200,000	195,000	-	268	194,732	Budget	195,000	195,000	5,000	-
New Neighborhood Park Development	1,500,000	1,499,000	-	1,500,000	1,499,000	-	1,211	1,497,789	Budget	1,499,000	1,499,000	1,000	-
SW Quad Community Center - Site Feasibility Analysis	80,000	80,000	-	80,000	80,000	-	-	80,000	Budget	80,000	80,000	-	-
Natural Area Master Plan	100,000	100,000	-	100,000	100,000	-	-	100,000	Budget	100,000	100,000	-	-
Building Expansion (TBD)	1,000,000	995,000	-	1,000,000	995,000	-	-	995,000	Budget	995,000	995,000	5,000	-
Deck Expansion (Aquatic Center)	150,000	150,000	-	150,000	150,000	-	-	150,000	Award	150,000	150,000	-	-
New Synthetic turf field- Conestoga Middle School	1,255,000	50,000	-	1,255,000	50,000	916,158	-	50,000	Award	966,158	50,000	288,842	-
MTIP Beaverton Creek Trail Master Plan Phase	115,000	26,000	-	115,000	26,000	12,688	-	102,312	Budget	115,000	102,312	-	(76,312)
MTIP Beaverton Creek Trail Land Acquisition ROW phase	250,000	247,000	-	250,000	247,000	-	19	246,981	Budget	247,000	247,000	3,000	-
NW Quadrant New Neighborhood Park Development	-	-	1,925,000	1,925,000	1,925,000	-	-	1,925,000	Budget	1,925,000	1,925,000	-	-
N Bethany Park & Trail - project management	215,000	141,000	-	215,000	141,000	12,924	765	201,311	Budget	215,000	202,076	-	(61,076)
SW Quadrant Community Park	2,600,000	2,250,000	-	2,600,000	2,250,000	1,619,949	3,975	626,076	Award	2,250,000	630,051	350,000	1,619,949
Connect OR Grant Match - Waterhouse Trail, Segment 4	300,000	300,000	-	300,000	300,000	-	2,414	297,586	Budget	300,000	300,000	-	-
SW Quadrant Neighborhood Park Master Plan & Design	200,000	200,000	-	200,000	200,000	-	1,212	278,341	Award	279,553	279,553	(79,553)	(79,553)
Cedar Mill Creek Comm Trail Seg #4 Master Plan & Des	250,000	250,000	-	250,000	250,000	-	-	250,000	Budget	250,000	250,000	-	-
Bethany Creek Trail #2, Segment #3 - Design & Devel	-	-	1,100,000	1,100,000	1,100,000	-	52	1,099,948	Budget	1,100,000	1,100,000	-	-
Undesignated projects	-	-	2,376,685	2,376,685	2,376,685	-	-	2,376,685	Budget	2,376,685	2,376,685	-	-
TOTAL DEVELOPMENT/IMPROVEMENT PROJECTS	9,035,500	7,130,000	6,311,685	15,347,185	13,441,685	3,603,741	19,592	11,285,200		14,908,533	11,304,792	438,652	2,136,893
GRAND TOTAL SDC FUND	12,501,100	10,595,600	11,520,085	24,021,185	22,115,685	3,603,741	32,466	19,946,326		23,582,533	19,978,792	438,652	2,136,893

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Quad-rant	Project Code	Description	Project Budget			Project Expenditures			Estimated Cost to Complete	Basis of Estimate (Completed Phase)	Project Cumulative Cost	Variance		Percent of Variance	
			Initial Project Budget	Adjustments	Current Total Project Budget FY 17/18	Expended Prior Years	Expended Year-to-Date	Total Expended to Date				Est. Cost (Over) Under Budget	Total Cost Variance to 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)	(10) / (3)
BOND CAPITAL PROJECTS FUND															
<u>New Neighborhood Parks Development</u>															
SE	91-901	AM Kennedy Park & Athletic Field	1,285,250	50,704	1,335,954	1,686,530	-	1,686,530	-	Complete	1,686,530	(350,576)	-26.2%	126.2%	100.0%
SW	91-902	Barsotti Park & Athletic Field	1,285,250	27,556	1,312,806	1,258,105	-	1,258,105	-	Complete	1,258,105	54,701	4.2%	95.8%	100.0%
NW	91-903	Hansen Ridge Park (formerly Kaiser Ridge)	771,150	16,338	787,488	753,743	-	753,743	-	Complete	753,743	33,745	4.3%	95.7%	100.0%
SW	91-904	Roy Dancer Park	771,150	16,657	787,807	651,272	-	651,272	-	Complete	651,272	136,535	17.3%	82.7%	100.0%
NE	91-905	Roger Tibbury Park	771,150	19,713	790,863	888,218	-	888,218	-	Complete	888,218	(97,355)	-12.3%	112.3%	100.0%
Total New Neighborhood Parks Development			4,883,950	130,968	5,014,918	5,237,868	-	5,237,868	-		5,237,868	(222,950)	-4.4%	104.4%	100.0%
Authorized Use of Savings from Bond Issuance Administration Category															
UND			-	222,950	222,950	-	-	-	-	N/A	-	222,950	n/a	n/a	n/a
Total New Neighborhood Parks Development			4,883,950	353,918	5,237,868	5,237,868	-	5,237,868	-		5,237,868	-	0.0%	100.0%	100.0%
<u>Renovate & Redevelop Neighborhood Parks</u>															
NE	91-906	Cedar Mill Park, Trail & Athletic Fields	1,125,879	29,756	1,155,635	993,843	-	993,843	-	Complete	993,843	161,792	14.0%	86.0%	100.0%
SE	91-907	Camille Park	514,100	28,634	542,734	585,471	-	585,471	-	Complete	585,471	(42,737)	-7.9%	107.9%	100.0%
NW	91-908	Somerset West Park	1,028,200	54,944	1,083,144	207,517	72	207,589	1,298,312	Design	1,505,901	(422,757)	-39.0%	19.2%	13.8%
NW	91-909	Pioneer Park and Bridge Replacement	544,934	21,278	566,212	533,358	-	533,358	-	Complete	533,358	32,854	5.8%	94.2%	100.0%
SE	91-910	Vista Brook Park	514,100	20,504	534,604	733,500	-	733,500	-	Complete	733,500	(198,896)	-37.2%	137.2%	100.0%
Total Renovate & Redevelop Neighborhood Parks			3,727,213	155,116	3,882,329	3,053,689	72	3,053,761	1,298,312		4,352,073	(469,744)	-12.1%	78.7%	70.2%
<u>New Neighborhood Parks Land Acquisition</u>															
NW	98-880-a	New Neighborhood Park - NW Quadrant (Biles)	1,500,000	28,554	1,528,554	1,041,404	-	1,041,404	-	Complete	1,041,404	487,150	31.9%	68.1%	100.0%
NW	98-880-b	New Neighborhood Park - NW Quadrant (Living Hope)	-	-	-	1,067,724	-	1,067,724	-	Complete	1,067,724	(1,067,724)	-100.0%	n/a	100.0%
NW	98-880-c	New Neighborhood Park - NW Quadrant (Mitchell)	-	-	-	793,396	-	793,396	-	Complete	793,396	(793,396)	-100.0%	n/a	100.0%
NW	98-880-d	New Neighborhood Park - NW Quadrant (PGE)	-	-	-	62,712	-	62,712	-	Complete	62,712	(62,712)	-100.0%	n/a	100.0%
NE	98-745-a	New Neighborhood Park - NE Quadrant (Wilson)	1,500,000	27,968	1,527,968	529,294	-	529,294	-	Complete	529,294	998,674	65.4%	34.6%	100.0%
NE	98-745-b	New Neighborhood Park - NE Quadrant (Lehman - formerly undesignated)	1,500,000	32,103	1,532,103	2,119,940	-	2,119,940	-	Complete	2,119,940	(587,837)	-38.4%	138.4%	100.0%
SW	98-746-a	New Neighborhood Park - SW Quadrant (Sterling Savings)	1,500,000	24,918	1,524,918	1,058,925	-	1,058,925	-	Complete	1,058,925	465,993	30.8%	69.4%	100.0%
SW	98-746-b	New Neighborhood Park - SW Quadrant (Allshin)	-	-	-	551,696	-	551,696	-	Complete	551,696	(551,696)	-100.0%	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)	-100.0%	n/a	100.0%
SE	98-747	New Neighborhood Park - SE Quadrant (Cobb)	1,500,000	15,547	1,515,547	2,609,880	-	2,609,880	-	Complete	2,609,880	(1,094,333)	-72.2%	172.2%	100.0%
NW	98-748	New Neighborhood Park (North Bethany) (McGittigan)	1,500,000	23,667	1,523,667	1,629,763	-	1,629,763	-	Complete	1,629,763	(105,096)	-7.0%	107.0%	100.0%
UND	98-749	New Neighborhood Park - Undesignated	-	1,363	1,363	-	-	-	-	Reallocated	-	1,363	-100.0%	n/a	0.0%
Sub-total New Neighborhood Parks			9,000,000	154,120	9,154,120	11,524,740	-	11,524,740	-		11,524,740	(2,370,620)	-25.9%	125.9%	100.0%
Authorized Use of Savings from New Community Park Land Acquisition Category															
UND			-	1,655,521	1,655,521	-	-	-	-	N/A	-	1,655,521	n/a	n/a	n/a
Authorized Use of Savings from Community Center / Community Park Land Acquisition Category															
UND			-	715,099	715,099	-	-	-	-	N/A	-	715,099	n/a	n/a	n/a
Total New Neighborhood Parks			9,000,000	2,524,740	11,524,740	11,524,740	-	11,524,740	-		11,524,740	-	0.0%	100.0%	100.0%
<u>New Community Park Development</u>															
SW	92-915	SW Quad Community Park & Athletic Field	7,711,500	343,963	8,055,463	10,968,731	-	10,968,731	-	Bid Award	10,968,731	(2,913,268)	-36.2%	136.2%	100.0%
Sub-total New Community Park Development			7,711,500	343,963	8,055,463	10,968,731	-	10,968,731	-		10,968,731	(2,913,268)	-36.2%	136.2%	100.0%
Authorized use of savings from Bond Facility Rehabilitation category															
UND			-	1,300,000	1,300,000	-	-	-	-	N/A	-	1,300,000	n/a	n/a	n/a
Authorized use of savings from Bond Administration (Issuance) category															
UND			-	1,400,000	1,400,000	-	-	-	-	N/A	-	1,400,000	n/a	n/a	n/a
Outside Funding from Washington County / Metro Transferred from Community Center Land Acquisition															
UND			-	384,251	384,251	-	-	-	-	N/A	-	384,251	n/a	n/a	n/a
Total New Community Park Development			7,711,500	3,428,214	11,139,714	10,968,731	-	10,968,731	-		10,968,731	170,983	1.5%	98.5%	100.0%

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			Initial Project Budget	Adjustments	Current Total Project Budget FY 17/18	Expended Prior Years	Expended Year-to-Date	Total Expended to Date				Est. Cost (Over) Under Budget	Total Cost Variance to Budget	Cost Expended to Budget	Cost Expended to Total Cost
			(1)	(2)	(1+2)=(3)	(4)	(5)	(4+5)=(6)				(7)	(3-9) = (10)	(10) / (3)	(6) / (3)
<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	20.0%	80.0%	100.0%
NE	98-881-b	Community Park Expansion - NE Quad (BSD/William Walker)	-	-	-	373,237	-	373,237	-	Complete	373,237	(373,237)	100.0%	n/a	100.0%
Sub-total New Community Park			10,000,000	132,657	10,132,657	8,477,136	-	8,477,136	-		8,477,136	1,655,521	16.3%	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	n/a
Total New Community Park			10,000,000	(1,522,864)	8,477,136	8,477,136	-	8,477,136	-		8,477,136	-	0.0%	100.0%	100.0%
<u>Renovate and Redevelop Community Parks</u>															
NE	92-916	Cedar Hills Park & Athletic Field	6,194,905	322,433	6,517,338	579,952	1,577	581,529	8,595,023	Design	9,176,552	(2,659,214)	-40.8%	8.9%	6.3%
SE	92-917	Schiffler Park	3,598,700	74,403	3,673,103	2,633,084	-	2,633,084	-	Complete	2,633,084	1,040,019	28.3%	71.7%	100.0%
Total Renovate and Redevelop Community Parks			9,793,605	396,836	10,190,441	3,213,036	1,577	3,214,613	8,595,023		11,809,636	(1,619,195)	-15.9%	31.5%	27.2%
<u>Natural Area Preservation - Restoration</u>															
NE	97-963	Roger Tilbury Memorial Park	30,846	1,371	32,217	14,790	-	14,790	17,066	Preparation	31,856	361	1.1%	45.9%	46.4%
NE	97-964	Cedar Mill Park	30,846	1,172	32,018	1,201	-	1,201	8,903	Establishment	10,104	21,914	68.4%	3.8%	11.9%
NE	97-965	Jordan/Jackie Husen Trail	308,460	8,961	317,421	36,236	-	36,236	21,339	Complete	57,575	259,846	81.9%	11.4%	62.9%
NW	97-966	NE/Bethany Meadows Trail Habitat Connection	246,768	12,192	258,960	-	-	-	258,960	On Hold	258,960	-	0.0%	0.0%	0.0%
NW	97-967	Hansen Ridge Park (formerly Kaiser Ridge)	10,282	300	10,582	12,929	-	12,929	102	Establishment	13,031	(2,449)	-23.1%	122.2%	99.2%
NW	97-968	Allenbach Acres Park	41,128	1,826	42,954	10,217	-	10,217	31,613	Establishment	41,830	1,124	2.8%	23.8%	24.4%
NW	97-969	Crystal Creek Park	205,640	7,208	212,848	59,401	-	59,401	41,302	Complete	100,703	112,145	52.7%	27.9%	59.0%
NE	97-970	Foothills Park	61,692	1,172	62,864	46,178	-	46,178	-	Complete	46,178	16,686	26.5%	73.5%	100.0%
NE	97-971	Commonwealth Lake Park	41,128	778	41,906	30,809	-	30,809	-	Complete	30,809	11,097	26.5%	73.5%	100.0%
NW	97-972	Tualatin Hills Nature Park	90,800	2,323	93,123	27,696	-	27,696	-	Complete	27,696	65,427	70.3%	29.7%	100.0%
NE	97-973	Pioneer Park	10,282	254	10,536	9,421	-	9,421	-	Complete	10,452	84	0.8%	89.4%	90.1%
NW	97-974	Whispering Woods Park	51,410	914	52,324	48,871	-	48,871	-	Complete	48,871	3,453	6.6%	93.4%	100.0%
NW	97-975	Willow Creek Nature Park	20,564	389	20,953	21,877	-	21,877	-	Complete	21,877	(924)	-4.4%	104.4%	100.0%
SE	97-976	AM Kennedy Park	30,846	741	31,587	26,866	-	26,866	-	Complete	32,730	(1,143)	-3.6%	85.1%	82.1%
SE	97-977	Camille Park	77,115	1,784	78,899	61,399	-	61,399	-	Complete	72,409	6,490	8.2%	77.8%	84.8%
SE	97-978	Vista Brook Park	20,564	897	21,461	5,414	-	5,414	15,204	Establishment	20,618	843	3.9%	25.2%	26.3%
SE	97-979	Greenway Park/Koll Center	61,692	2,072	63,764	44,728	-	44,728	18,443	Establishment	63,171	593	0.9%	70.1%	70.8%
SE	97-980	Bauman Park	82,256	2,024	84,280	30,153	-	30,153	-	Complete	30,153	54,127	64.2%	35.8%	100.0%
SE	97-981	Fanno Creek Park	162,456	6,190	168,646	31,147	-	31,147	39,508	Establishment	70,655	97,991	58.1%	18.5%	44.1%
SE	97-982	Hideaway Park	41,128	1,105	42,233	38,459	-	38,459	3,537	Complete	41,996	237	0.6%	91.1%	91.6%
SW	97-983	Murrayhill Park	61,692	1,031	62,723	65,712	-	65,712	-	Complete	65,712	(2,989)	-4.8%	104.8%	100.0%
SE	97-984	Hyland Forest Park	71,974	1,342	73,316	62,121	-	62,121	-	Complete	62,121	11,195	15.3%	84.7%	100.0%
SW	97-985	Cooper Mountain	205,640	10,157	215,797	14	-	14	215,783	On Hold	215,797	-	0.0%	0.0%	0.0%
SW	97-986	Winkelman Park	10,282	241	10,523	5,894	-	5,894	-	Complete	5,894	4,629	44.0%	56.0%	100.0%
SW	97-987	Lowami Hart Woods	287,896	9,345	297,241	120,157	-	120,157	45,393	Establishment	165,550	131,691	44.3%	40.4%	72.6%
SW	97-988	Rosa/Hazelidale Parks	28,790	722	29,512	12,754	-	12,754	-	Complete	12,754	16,758	56.8%	43.2%	100.0%
SW	97-989	Mt Williams Park	102,820	4,809	107,629	25,584	-	25,584	82,045	Preparation	107,629	-	0.0%	23.8%	23.8%
SW	97-990	Jenkins Estate	154,230	3,365	157,595	136,481	-	136,481	-	Complete	136,481	21,114	13.4%	96.6%	100.0%
SW	97-991	Summercrest Park	10,282	193	10,475	7,987	-	7,987	-	Complete	7,987	2,488	23.8%	76.2%	100.0%
SW	97-992	Morrison Woods	61,692	3,046	64,738	0	-	0	64,738	On Hold	64,738	-	0.0%	0.0%	0.0%
UND	97-993	Interpretive Sign Network	339,306	9,264	348,570	326,776	-	326,776	12,701	Sign Fabrication	339,477	9,093	2.8%	93.7%	96.3%
NW	97-994	Beaverton Creek Trail	61,692	3,047	64,739	-	-	-	64,739	On Hold	64,739	-	0.0%	0.0%	0.0%
NW	97-995	Bethany Wetlands/Bronson Creek	41,128	2,031	43,159	-	-	-	43,159	On Hold	43,159	-	0.0%	0.0%	0.0%
NW	97-996	Bluegrass Downs Park	15,423	761	16,184	-	-	-	16,184	On Hold	16,184	-	0.0%	0.0%	0.0%
NW	97-997	Crystal Creek	41,128	2,032	43,160	-	-	-	43,160	On Hold	43,160	-	0.0%	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%	0.0%
SE	97-870	Hyland Woods Phase 2	-	75,756	75,756	40,928	3,363	44,291	31,465	Preparation	75,756	-	58.5%	58.5%	58.5%
SW	97-871	Jenkins Estate Phase 2	-	126,535	126,535	28,325	-	28,325	98,210	Preparation	126,535	-	22.4%	22.4%	22.4%
NW	97-872	Somerset	-	152,205	152,205	-	-	-	152,205	Budget	152,205	-	0.0%	0.0%	0.0%
NW	97-873	Rock Creek Greenway	-	157,278	157,278	-	-	-	157,278	Budget	157,278	-	0.0%	0.0%	0.0%
NW	97-874	Whispering Woods Phase 2	-	96,396	96,396	-	-	-	96,396	Budget	96,396	-	0.0%	0.0%	0.0%

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			Initial Project Budget	Adjustments	Current Total Project Budget FY 17/18	Expended Prior Years	Expended Year-to-Date	Total Expended to Date	Est. Cost (Over) Under Budget				Total Cost Variance to Budget	Cost Expended to Budget	Cost Expended to Total Cost	
																(1)
SE	97-875	Raleigh Park	-	111,492	111,492	8,500	-	8,500	102,992	Budget	111,492	-	-	7.6%	7.6%	
NE	97-876	Bannister Creek Greenway/NE Park	-	76,102	76,102	-	-	76,102	76,102	Budget	76,102	-	-	0.0%	0.0%	
NW	97-877	Beaverton Creek Greenway Duncan	-	20,294	20,294	-	-	20,294	20,294	Budget	20,294	-	-	0.0%	0.0%	
SE	97-878	Church of Nazarene	-	30,374	30,374	7,144	-	7,144	23,230	Budget	30,374	-	-	23.5%	23.5%	
SW	97-879	Lilly K. Johnson Woods	-	30,250	30,250	16,731	-	16,731	13,519	Establishment	30,250	-	-	55.3%	55.3%	
UND	97-914	Restoration of new properties to be acquired	643,023	31,249	674,272	7,172	-	7,172	641,407	On Hold	648,579	25,693	-	1.1%	1.1%	
		Total Natural Area Restoration	3,762,901	147,990	3,910,891	1,430,072	3,363	1,433,435	2,456,977		3,908,317	2,574	0.1%	36.7%	36.7%	
Natural Area Preservation - Land Acquisition																
UND	98-882	Natural Area Acquisitions	8,400,000	291,123	8,691,123	4,906,776	410	4,907,186	3,783,937	Budget	8,691,123	-	-	0.0%	56.5%	
		Total Natural Area Preservation - Land Acquisition	8,400,000	291,123	8,691,123	4,906,776	410	4,907,186	3,783,937		8,691,123	-	0.0%	56.5%	56.5%	
New Linear Park and Trail Development																
SW	93-918	Westside Trail Segments 1, 4, & 7	4,267,030	85,084	4,352,114	4,395,221	-	4,395,221	-	Complete	4,395,221	(43,107)	-1.0%	101.0%	100.0%	
NE	93-920	Jordan/Husen Park Trail	1,645,120	46,432	1,691,552	1,227,496	-	1,227,496	-	Complete	1,227,496	464,056	27.4%	72.6%	100.0%	
NW	93-924	Waterhouse Trail Segments 1, 5 & West Spur	3,804,340	78,646	3,882,986	4,417,702	-	4,417,702	-	Complete	4,417,702	(534,716)	-13.8%	113.8%	100.0%	
NW	93-922	Rock Creek Trail #5 & Allenbach, North Bethany #2	2,262,040	93,652	2,355,692	1,741,731	-	1,741,731	782,765	Budget	2,524,496	(168,804)	-7.2%	73.9%	69.0%	
UND	93-923	Miscellaneous Natural Trails	100,000	4,053	104,053	30,394	-	30,394	72,453	Budget	102,847	1,206	1.2%	29.2%	29.6%	
NW	91-912	Nature Park - Old Wagon Trail	359,870	3,094	362,964	238,702	-	238,702	-	Complete	238,702	124,262	34.2%	65.8%	100.0%	
NE	91-913	NE Quadrant Trail - Bluffs Phase 2	257,050	14,797	271,847	414,817	-	414,817	-	Complete	414,817	(142,970)	-52.6%	152.6%	100.0%	
SW	93-921	Lowami Hart Woods	822,560	55,645	878,205	1,258,746	-	1,258,746	-	Complete	1,258,746	(380,541)	-43.3%	143.3%	100.0%	
NW	91-911	Westside - Waterhouse Trail Connection	1,542,300	48,560	1,590,860	1,151,626	-	1,151,626	-	Complete	1,151,626	439,234	27.6%	72.4%	100.0%	
		Total New Linear Park and Trail Development	15,060,310	429,963	15,490,273	14,876,435	-	14,876,435	855,218		15,731,653	(241,380)	-1.6%	96.0%	94.6%	
New Linear Park and Trail Land Acquisition																
UND	98-883	New Linear Park and Trail Acquisitions	1,200,000	23,326	1,223,326	1,221,936	-	1,221,936	1,390	Budget	1,223,326	-	-	0.0%	99.9%	
		Total New Linear Park and Trail Land Acquisition	1,200,000	23,326	1,223,326	1,221,936	-	1,221,936	1,390		1,223,326	-	0.0%	99.9%	99.9%	
Multi-field/Multi-purpose Athletic Field Development																
SW	94-925	Winkelman Athletic Field	514,100	34,601	548,701	941,843	-	941,843	-	Complete	941,843	(393,142)	-71.6%	171.6%	100.0%	
SE	94-926	Meadow Waye Park	514,100	4,791	518,891	407,340	-	407,340	-	Complete	407,340	111,551	21.5%	78.5%	100.0%	
NW	94-927	New Fields in NW Quadrant	514,100	25,395	539,495	1,280	-	1,280	529,361	Budget	530,641	8,854	1.6%	0.2%	0.2%	
NE	94-928	New Fields in NE Quadrant (Cedar Mill Park)	514,100	14,184	528,284	527,993	-	527,993	-	Complete	527,993	291	0.1%	99.9%	100.0%	
SW	94-929	New Fields in SW Quadrant	514,100	25,373	539,473	724	-	724	529,905	Budget	530,629	8,844	1.6%	0.1%	0.1%	
SE	94-930	New Fields in SE Quadrant (Conestoga Middle School)	514,100	19,833	533,933	546,601	(791)	545,810	(9,353)	Complete	536,457	(2,524)	-0.5%	102.2%	101.7%	
		Total Multi-field/Multi-purpose Athletic Field Dev.	3,084,600	124,177	3,208,777	2,425,781	(791)	2,424,990	1,049,913		3,474,903	(266,126)	-8.3%	75.6%	69.8%	
Deferred Park Maintenance Replacements																
UND	96-960	Play Structure Replacements at 11 sites	810,223	3,685	813,908	773,055	-	773,055	-	Complete	773,055	40,853	5.0%	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)	-30.0%	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	2.3%	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)	-273.1%	373.1%	100.0%	
SE	96-723	Bridge/boardwalk replacement - Hartwood Highlands	10,767	134	10,901	985	-	985	-	Cancelled	985	9,916	91.0%	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	14.3%	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)	-1.0%	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)	-18.2%	118.2%	100.0%	
NE	96-947	Permeable Parking Lot at Sunset Swim Center	160,914	3,248	164,162	512,435	-	512,435	-	Complete	512,435	(348,273)	-212.2%	312.2%	100.0%	
		Sub-total Deferred Park Maintenance Replacements	1,451,515	10,474	1,461,989	1,832,474	-	1,832,474	-		1,832,474	(370,485)	-25.3%	132.1%	900.0%	
UND		Authorized Use of Savings from Facility Expansion & Improvements Category	-	179,613	179,613	-	-	-	-	N/A	-	179,613	n/a	n/a	n/a	
UND		Authorized Use of Savings from Bond Issuance Administration Category	-	190,872	190,872	-	-	-	-	N/A	-	190,872	n/a	n/a	n/a	
		Total Deferred Park Maintenance Replacements	1,451,515	380,959	1,832,474	1,832,474	-	1,832,474	-		1,832,474	-	0.0%	100.0%	100.0%	

Tualatin Hills Park and Recreation District
Monthly Bond Capital Projects Report
Estimated Cost vs. Budget
Through 7/31/17

Quadrant	Project Code	Description	Project Budget			Project Expenditures			Estimated Cost to Complete	Basis of Estimate (Completed Phase)	Project Cumulative Cost	Variance		Percent of Variance	
			Initial Project Budget	Adjustments	Current Total Project Budget FY 17/18	Expended Prior Years	Expended Year-to-Date	Total Expended to Date				Est. Cost (Over) Under Budget	Total Cost Variance to Budget	Cost Expended to Budget	Cost Expended to Total Cost
			(1)	(2)	(1+2)=(3)	(4)	(5)	(4+5)=(6)				(7)	(3-9) = (10)	(10) / (3)	(6) / (3)
Facility Rehabilitation															
UND	95-931	Structural Upgrades at Several Facilities	317,950	(194,874)	123,076	112,126	2,888	115,014	-	Complete	115,014	8,062	6.6%	93.4%	100.0%
SW	95-932	Structural Upgrades at Aloha Swim Center	406,279	8,497	414,776	518,302	-	518,302	-	Complete	518,302	(103,526)	-25.0%	125.0%	100.0%
SE	95-933	Structural Upgrades at Beaverton Swim Center	1,447,363	36,836	1,484,199	820,440	-	820,440	49,392	Bid Results	869,832	614,367	41.4%	55.3%	94.3%
NE	95-934	Structural Upgrades at Cedar Hills Recreation Center	628,087	18,177	646,264	544,403	-	544,403	-	Complete	544,390	101,874	15.8%	84.2%	100.0%
SW	95-935	Structural Upgrades at Conestoga Rec/Aquatic Ctr	44,810	847	45,657	66,762	-	66,762	-	Complete	66,762	(21,105)	-46.2%	146.2%	100.0%
SE	95-937	Structural Upgrades at Garden Home Recreation Center	486,935	21,433	508,368	513,756	6	513,762	85,384	Bid Results	599,146	(90,778)	-17.9%	101.1%	85.7%
SE	95-938	Structural Upgrades at Harman Swim Center	179,987	2,779	182,766	73,115	-	73,115	-	Complete	73,115	109,651	60.0%	40.0%	100.0%
NW	95-939-a	Structural Upgrades at HMT Aquatic Ctr - Roof Replacement	312,176	4,692	316,868	233,429	-	233,429	-	Complete	233,429	83,439	26.3%	73.7%	100.0%
NW	95-939-b	Structural Upgrades at HMT Aquatic Ctr - Roof Replacement	-	203,170	203,170	446,162	-	446,162	-	Complete	446,162	(242,992)	-119.6%	219.6%	100.0%
NW	95-940	Structural Upgrades at HMT Administration Building	397,315	6,080	403,395	299,599	-	299,599	-	Complete	299,599	103,796	25.7%	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)	-0.3%	100.3%	100.0%
NW	95-942	Structural Upgrades at HMT Dryland Training Ctr	116,506	2,137	118,643	75,686	-	75,686	-	Complete	75,686	42,957	36.2%	63.8%	100.0%
NW	95-943	Structural Upgrades at HMT Tennis Center	268,860	5,033	273,893	74,804	-	74,804	-	Complete	74,804	199,089	72.7%	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)	-27.1%	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)	-4.0%	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	40.0%	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	40.0%	60.0%	100.0%
UND	95-962	Auto Gas Meter Shut Off Valves at All Facilities	-	122	122	9,984	-	9,984	25,199	Construction	35,183	(35,061)	100.0%	0.0%	28.4%
Sub-total Facility Rehabilitation			6,227,732	131,552	6,359,284	4,804,597	2,894	4,807,491	159,975	-	4,967,453	1,391,831	21.9%	75.6%	96.8%
Authorized use of savings for SW Quad Community Park & Athletic Fields			-	(1,300,000)	(1,300,000)	-	-	-	-	N/A	-	(1,300,000)	n/a	n/a	n/a
Total Facility Rehabilitation			6,227,732	(1,168,448)	5,059,284	4,804,597	2,894	4,807,491	159,975	-	4,967,453	91,831	1.8%	n/a	n/a
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)	-0.6%	100.6%	100.0%
SW	95-953	Conestoga Rec/Aquatic Expansion & Splash Pad	5,449,460	85,351	5,534,811	5,435,930	-	5,435,930	-	Complete	5,435,930	98,881	1.8%	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)	-44.7%	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)	-34.0%	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	37.5%	62.5%	100.0%
Sub-total Facility Expansion and Improvements			8,218,478	117,557	8,336,035	8,156,422	-	8,156,422	-	-	8,156,422	179,613	2.2%	97.8%	100.0%
Authorized Use of Savings for Deferred Park Maintenance Replacements Category			-	(179,613)	(179,613)	-	-	-	-	N/A	-	(179,613)	n/a	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	-	0.0%	100.0%	100.0%
ADA/Access Improvements															
NW	95-957	HMT ADA Parking & other site improvement	735,163	19,544	754,707	1,019,772	-	1,019,772	-	Complete	1,019,772	(265,065)	-35.1%	135.1%	100.0%
UND	95-958	ADA Improvements - undesignated funds	116,184	2,712	118,896	72,245	-	72,245	-	Complete	72,245	46,651	39.2%	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	18.1%	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)	-23.2%	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	1.2%	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)	-46.9%	153.1%	100.0%
SE	95-734	ADA Improvements - Greenway Park	15,423	196	15,619	-	-	-	-	Cancelled	-	15,619	100.0%	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	30.9%	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	46.2%	53.8%	100.0%
NE	95-737	ADA Improvements - Lost Park	15,423	245	15,668	15,000	-	15,000	-	Complete	15,000	668	4.3%	95.7%	100.0%
NW	95-738	ADA Improvements - Rock Crk Pwrtine Prk (Soccer Fld)	20,564	327	20,891	17,799	-	17,799	-	Complete	17,799	3,092	14.8%	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)	-35.5%	135.5%	100.0%
NW	95-740	ADA Improvements - Waterhouse Powerline Park	8,226	183	8,409	8,402	-	8,402	-	Complete	8,402	7	0.1%	99.9%	100.0%
NE	95-741	ADA Improvements - West Sylvan Park	5,140	82	5,222	5,102	-	5,102	-	Complete	5,102	120	2.3%	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	52.9%	47.1%	100.0%
Total ADA/Access Improvements			1,028,196	24,461	1,052,657	1,242,548	-	1,242,548	-	-	1,242,548	(189,890)	-18.0%	118.0%	100.0%
Authorized Use of Savings from Bond Issuance Administration Category			-	189,890	189,890	-	-	-	-	N/A	-	189,890	100.0%	n/a	n/a
Total ADA/Access Improvements			1,028,196	214,351	1,242,547	1,242,548	-	1,242,548	-	-	1,242,548	-	0.0%	100.0%	100.0%

Tualatin Hills Park and Recreation District
Monthly Bond Capital Projects Report
Estimated Cost vs. Budget
Through 7/31/17

Quar- rant	Project Code	Description	Project Budget			Project Expenditures			Estimated Cost to Complete	Basis of Estimate (Completed Phase)	Project Cumulative Cost	Variance		Percent of Variance	
			Initial Project Budget	Adjustments	Current Total Project Budget FY 17/18	Expended Prior Years	Expended Year-to-Date	Total Expended to Date				Est. Cost (Over) Under Budget	Total Cost Variance to 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)	(10) / (3)
Community Center Land Acquisition															
UND	98-884-a	Community Center / Community Park (SW Quadrant) (Hulse/BSD/Engel)	5,000,000	105,974	5,105,974	1,654,847	-	1,654,847	-	Complete	1,654,847	3,451,127	67.6%	32.4%	100.0%
UND	98-884-b	Community Center / Community Park (SW Quadrant) (Wenzel/Wall)	-	-	-	2,351,777	-	2,351,777	-	Complete	2,351,777	(2,351,777)	-100.0%	n/a	100.0%
Sub-total Community Center Land Acquisition			5,000,000	105,974	5,105,974	4,006,624	-	4,006,624	-		4,006,624	1,099,350	21.5%	78.5%	100.0%
UND		Outside Funding from Washington County Transferred to New Community Park Development	-	(176,000)	(176,000)	-	-	-	-	N/A	-	(176,000)	n/a	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	n/a
UND		Authorized Use of Savings for New Neighborhood Parks Land Acquisition Category	-	(715,099)	(715,099)	-	-	-	-	N/A	-	(715,099)	n/a	n/a	n/a
Total Community Center Land Acquisition			5,000,000	(993,376)	4,006,624	4,006,624	-	4,006,624	-		4,006,624	-	0.0%	100.0%	100.0%
Bond Administration Costs															
ADM		Debt Issuance Costs	1,393,000	(539,654)	853,346	68,142	-	68,142	-	Complete	68,142	785,204	92.0%	8.0%	100.0%
ADM		Bond Accountant Personnel Costs	-	241,090	241,090	288,678	-	288,678	-	Complete	288,678	(47,588)	-19.7%	119.7%	100.0%
ADM		Deputy Director of Planning Personnel Costs	-	57,454	57,454	57,454	-	57,454	-	Complete	57,454	-	-100.0%	n/a	100.0%
ADM		Communications Support	-	50,000	50,000	12,675	-	12,675	37,325	Budget	50,000	-	0.0%	25.4%	25.4%
ADM		Technology Needs	18,330	-	18,330	23,952	-	23,952	-	Complete	23,952	(5,622)	-30.7%	130.7%	100.0%
ADM		Office Furniture	7,150	-	7,150	5,378	-	5,378	-	Complete	5,378	1,772	24.8%	75.2%	100.0%
ADM		Admin/Consultant Costs	31,520	-	31,520	48,093	-	48,093	-	Complete	48,093	(16,573)	-52.6%	152.6%	100.0%
ADM		Additional Bond Proceeds	-	1,507,717	1,507,717	-	-	-	-	Budget	-	1,507,717	0.0%	0.0%	0.0%
Sub-total Bond Administration Costs			1,450,000	1,316,607	2,766,607	504,372	-	504,372	37,325		541,697	2,224,910	80.4%	18.2%	93.1%
UND		Authorized Use of Savings for Deferred Park Maintenance Replacements Category	-	(190,872)	(190,872)	-	-	-	-	N/A	-	(190,872)	n/a	n/a	n/a
UND		Authorized Use of Savings for New Neighborhood Parks Development Category	-	(222,950)	(222,950)	-	-	-	-	N/A	-	(222,950)	n/a	n/a	n/a
UND		Authorized use of savings for SW Quad Community Park & Athletic Fields	-	(1,400,000)	(1,400,000)	-	-	-	-	N/A	-	(1,400,000)	n/a	n/a	n/a
UND		Authorized Use of Savings for ADA/Access Improvements Category	-	(189,890)	(189,890)	-	-	-	-	N/A	-	(189,890)	n/a	n/a	n/a
Total Bond Administration Costs			1,450,000	(687,105)	762,895	504,372	-	504,372	37,325		541,697	221,198	29.0%	66.1%	93.1%
Grand Total			100,000,000	4,036,864	104,036,864	87,883,236	7,525	87,890,761	18,238,070		106,146,723	(2,109,859)	-2.0%	84.5%	82.8%
			160,000												

THPRD Bond Capital Program
Funds Reprogramming Analysis - Based on Category Transfer Eligibility
As of 7/31/17

		Category (Over)	Under Budget
Limited Reprogramming			
Land: New Neighborhood Park		-	
New Community Park		-	
New Linear Park		-	
New Community Center/Park		-	
		-	
		-	
Nat Res: Restoration		2,574	
Acquisition		-	
		2,574	
		2,574	
All Other			
New Neighborhood Park Dev		-	
Neighborhood Park Renov		(469,744)	
New Community Park Dev		170,983	
Community Park Renov		(1,619,195)	
New Linear Parks and Trails		(241,380)	
Athletic Field Development		(266,126)	
Deferred Park Maint Replace		-	
Facility Rehabilitation		91,831	
ADA		-	
Facility Expansion		-	
Bond Admin Costs		221,198	
		(2,112,433)	
		(2,112,433)	
Grand Total		(2,109,859)	
		(2,109,859)	



MEMORANDUM

Date: July 20, 2017

To: Board of Directors

From: Keith Hobson, Director of Business and Facilities

Re: **System Development Charge Report for June, 2017**

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 May 2017.

Type of Dwelling Unit	Current SDC per Type of Dwelling Unit
Single Family	\$10,800.00 with 1.6% discount = \$10,627.20
Multi-family	\$8,619.00 with 1.6% discount = \$8,481.10
Non-residential	\$360.00 with 1.6% discount = \$354.24

<u>City of Beaverton Collection of SDCs</u>		<u>Receipts</u>	<u>Collection Fee</u>	<u>Total Revenue</u>
2,952	Single Family Units	\$9,001,081.15	\$233,334.15	\$9,234,415.30
15	Single Family Units at \$489.09	\$7,336.35	\$221.45	\$7,557.80
2,272	Multi-family Units	\$6,469,041.40	\$144,392.96	\$6,613,434.36
0	Less Multi-family Credits	(\$52,194.87)	(\$229.36)	(\$52,424.23)
270	Non-residential	\$730,212.10	\$19,126.85	\$749,338.95
5,509		\$16,155,476.13	\$396,846.05	\$16,552,322.18

<u>Washington County Collection of SDCs</u>		<u>Receipts</u>	<u>Collection Fee</u>	<u>Total Revenue</u>
8,908	Single Family Units	\$35,027,917.23	\$738,326.35	\$35,759,985.34
-300	Less Credits	(\$623,548.98)	(\$19,285.02)	(\$642,834.00)
2,984	Multi-family Units	\$8,616,595.06	\$198,342.90	\$8,814,937.96
-24	Less Credits	(\$47,323.24)	(\$1,463.61)	(\$48,786.85)
157	Non-residential	\$1,396,915.63	\$28,046.71	\$1,424,962.34
11,725		\$44,370,555.70	\$943,967.33	\$45,308,264.79

<u>Recap by Agency</u>	<u>Percent</u>	<u>Receipts</u>	<u>Collection Fee</u>	<u>Total Revenue</u>
5,509	City of Beaverton	\$16,155,476.13	\$396,846.05	\$16,552,322.18
11,725	Washington County	\$44,370,555.70	\$943,967.33	\$45,308,264.79
17,234		\$60,526,031.83	\$1,340,813.38	\$61,860,586.97

<u>Recap by Dwelling</u>	<u>Single Family</u>	<u>Multi-Family</u>	<u>Non-Resident</u>	<u>Total</u>
City of Beaverton	2,967	2,272	270	5,509
Washington County	<u>8,608</u>	<u>2,960</u>	<u>157</u>	<u>11,725</u>
	<u>11,575</u>	<u>5,232</u>	<u>427</u>	<u>17,234</u>

Total Receipts to Date **\$60,526,031.83**

Total Payments to Date

Refunds	(\$2,066,073.93)
Administrative Costs	(\$18.65)
Project Costs -- Development	(\$25,072,107.85)
<u>Project Costs -- Land Acquisition</u>	<u>(\$25,769,208.96)</u>
	<u>(\$52,907,409.39)</u>
	<u>\$7,618,622.44</u>

<u>Recap by Month, FY 2016/17</u>	<u>Receipts</u>	<u>Expenditures</u>	<u>Interest</u>	<u>SDC Fund Total</u>
through June 2016	\$50,894,668.85	(\$40,992,117.90)	\$2,194,063.22	\$12,096,614.17
July	\$903,888.92	(\$17,397.40)	\$7,892.31	\$894,383.83
August	\$475,338.51	(\$199,060.21)	\$9,028.10	\$285,306.40
September	\$499,243.61	(\$1,574,857.42)	\$8,531.81	(\$1,067,082.00)
October	\$715,512.77	(\$149,423.55)	\$9,441.98	\$575,531.20
November	\$643,158.36	(\$63,946.85)	\$9,413.73	\$588,625.24
December	\$2,240,319.46	(\$804,799.72)	\$10,350.69	\$1,445,870.43
January	\$807,259.74	(\$6,682,805.90)	\$11,735.28	(\$5,863,810.88)
February	\$842,605.80	(\$955,952.86)	\$6,885.17	(\$106,461.89)
March	\$621,311.34	(\$592,220.64)	\$7,973.72	\$37,064.42
April	\$490,193.33	(\$109,640.41)	\$11,081.70	\$391,634.62
May	\$537,078.95	(\$51,096.53)	\$11,132.85	\$497,115.27
June	\$855,452.19	(\$714,090.00)	\$11,148.13	\$152,510.32
	<u>\$60,526,031.83</u>	<u>(\$52,907,409.39)</u>	<u>\$2,308,678.69</u>	<u>\$9,927,301.13</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 2016	10,906	4,820	401	16,127
July	49	0	2	51
August	53	0	2	55
September	55	0	0	55
October	61	41	3	105
November	45	24	2	71
December	76	300	3	379
January	72	9	7	88
February	63	3	2	68
March	53	3	1	57
April	43	0	0	43
May	47	0	1	48
June	52	32	3	87
	<u>11,575</u>	<u>5,232</u>	<u>427</u>	<u>17,234</u>

Projected SDC balance as of June 30, 2016 per FY17 budget was \$11,279,964 Actual balance was **\$11,544,271**.
 This fiscal year's projected total receipts per the budget are \$14,578,059.

All paws on deck for 'Doggie Paddle'

Before the pool closes, the park district will hold an event that goes to the dogs

By **MANDY FEDER-SAWYER**
The Times

Before the Tualatin Hills Aquatic Center closes for its second phase of scheduled renovations, the pool will host the third installment of the district's Doggie Paddle.

The Doggie Paddle — an open swim event open to any water-loving canine — will be held from 4 to 6 p.m. Sunday, Aug. 20.

Two 45-minute sessions are scheduled. Each one will accommodate as many as 50 dogs, but no humans. Owners must remain on the pool deck.

The shallow end of the pool will be used for this event. Stairs



The dogs in a public pool event takes place on Aug. 20. Tualatin Hills Parks and Recreation District will offer an open swim for pooches of all breeds. Registration is required for the event.

PHOTO CONTRIBUTED BY TUALATIN HILLS PARKS AND RECREATION

and a ramp will be provided to help the canine guests enter and exit the pool.

Pre-registration for the Doggie Paddle is available through the district's class registration system at thprd.org. The cost is \$8 in advance and \$10 on the day of event, if space remains available.

"The schedule doesn't allow us an opportunity to do this except when we know the pool is

going to be drained and cleaned. Otherwise, we'd consider making it an annual event," said Sharon Hoffmeister, superintendent of aquatics. "It's been a big hit each time we've held it."

Previous Doggie Paddles were held at the Aloha Swim Center and the Beaverton Swim Center, both in 2013.

Following the Doggie Paddle, the Aquatic Center will be closed Aug. 21 to Dec. 10. Among the

many capital improvements to be completed during the closure include resurfacing of the pool tank, replacement of the pool deck, redesign of the west side berm in the pool area, painting, resurfacing dressing room floors and ADA improvements.

During Phase 1, which was completed in 2016, the center's roof was replaced.

Raleigh Swim Center will remain open on a limited schedule through the end of November to host general public programs and rentals. Somerset West will open for rentals only.

Comparable programs at other district pools — which include the Sunset Swim Center, two miles away from the Aquatic Center — will be available for the general public. Swimmers can visit thprd.org/activities/aquatics for a complete list of aquatic drop-in programs and fitness classes available throughout the district.

Hillsboro Tribune, August 24, 2017

Park district opens archery facility at PCC Rock Creek

Emily Goodykoontz, Thursday, August 24, 2017

Just in time for bow hunting season, new range offers Beaverton-area residents a place to practice their skills

Washington County archers can hone their skills at a brand-new archery range — just in time for Oregon's bow hunting season.

Located on the north end of the 32-acre sports complex at Portland Community College's Rock Creek Campus, the family-friendly range holds 10 targets with distances ranging from 10 to 60 yards. It's free and open to the public — but you'll need your own archery equipment.

Oregon Department of Fish and Wildlife developed the range in partnership with the Tualatin Hills Park & Recreation District and a Portland archery organization, the Black Rose Traditional Archers.

"Archery is a sport that is growing in interest and we hope to build on that interest and make it more available to people within our park district," said Bob Wayt, spokesman for THPRD, which serves Beaverton, Rock Creek and Aloha.

The range is primarily for archers throughout the greater Beaverton area (THPRD's service territory), although others can also use it, Wayt noted.

He said interest in the sport piqued among local youth after the popular Hollywood film "The Hunger Games" was released. Since then they've operated youth archery programs in the area at various recreational centers, but this drop-in range is aiming for an older crowd.

The Rock Creek range, located at 17705 N.W. Springville Road, has been open for just a few weeks and there are no plans for a grand opening yet, but archers are welcome to use the range to gear up for Oregon's bow hunting season, which begins on Saturday.

Annual Harvest Bazaar Sale-a-bration – 2017

Elsie Stuhr Center

EVENT



Harvest Bazaar Sale-a-bration

Sept. 7th from 9am-6:30pm & Friday, Sept. 8th from 9am-4pm! The Stuhr Center's largest fundraiser is the Harvest Bazaar Sale-a-bration, and it will be here before you know it! Come be a part of the Stuhr Center members that come forward each year to lend their support and time for our sale. Each year our sales grow larger, and we couldn't do

it without YOU, our volunteers, who work joyfully as a team to make our sale the biggest fundraiser of the year.

Donate your used or new household items!

This year we are looking forward to your continued support as we make this year's sale bigger and better than before. Please help spread the word and get your donations ready!

We will be accepting items Monday through Saturday from August 7th to September 2nd during regular Center hours.



Elsie Stuhr Center Health & Wellness Resource Fair

Saturday, October 7th, 9am-1pm

- Health Screenings/Services
- Local Non-Profit Resources
- Senior Services Vendors
- FREE lectures
- FREE Give-Aways & Raffle Prizes
- FREE Healthy Snacks



Visit us at Elsie Stuhr Center, 5550 SW Hall Blvd, (503) 629-6342.

Thanks, Mike: Historic Schlottmann House at HMT gets period paint

by Bill Evans

With THPRD's historic Schlottmann House in need of a fresh coat of paint, the park district didn't have to look very far for a project manager.

Mike Janin, THPRD's superintendent of Security Operations, maintains his office in the early 20th century residence, which is part of the Howard M. Terpenning Recreation Complex at 158th and Walker Road, Beaverton. A history buff, Janin successfully angled for the opportunity to put his own distinctive mark on the building.

"I told Doug (Menke, THPRD general manager) that I wanted to put historical colors on the house," Janin said. "The HMT Complex is our flagship, so let's have buildings that stand out. I love restoration, and I knew we could

make the house pop if we could restore it with period colors."

Janin got the OK to proceed, provided he did the necessary due diligence. That included tracking down Schlottmann descendants to get the family's blessing.

The Schlottmann House was completed in 1906, after German emigrant Heinrick Schlottmann settled on part of the 92-acre property that is now the HMT Complex.

"I reached out and found a descendant, Charlie Schlottmann," Janin said. "He and his older brother Jim said the family would be honored if we put historical colors on the house."

Janin also consulted with the Washington County Museum and the color designer at Sherwin Williams.

"I laid out the colors, and she agreed they were correct for the



Security Superintendent Mike Janin spearheaded the effort to repaint the historic Schlottmann House, which was built in 1906. Janin chose green, wheat and roycroft copper red because those colors were popular then.

1910s and '20s," he said.

The house, after being painted white for more than a century, now wears two tones of green, wheat on the window borders, and

roycroft copper red on the window sashes.

The facelift didn't end there. Maintenance crews replaced the deck boards, a project made more

challenging by some corrosion in the foundation. New pillars were fabricated and installed, and some greenery was removed to expose the latticework.

"On old houses, that lattice served a purpose," Janin explained. "It was a venting system to keep the area underneath the porch dry."

The last step – new roof shingles – is scheduled for completion this fall, said Jon Campbell, Maintenance superintendent.



Visit Elsie Stuhr in October

EVENT

Elsie Stuhr Center Health & Wellness Resource Fair
Saturday, October 7th, 9am-1pm

- Health Screenings/Services
- Local Non-Profit Resources
- Senior Services Vendors
- FREE lectures
- FREE Give-Aways & Raffle Prizes
- FREE Healthy Snacks

Fighting Fragility Workshop

Fragility is common in aging and leaves older adults vulnerable to change in health. However, it can be prevented and timely recognition of symptoms, early diagnosis and targeted intervention can bring you back on a path to many more years of good health and independence.

Aging in Place

What does "Aging in Place" really mean? There are a multitude of products and services on the market for Aging in



Place. How do you choose which ones are most suitable for your individual desires and needs?

When to Start Looking at Senior Communities

Thinking about moving, but are unsure of where to start? Join us as Laura Andres outlines vital information regarding Senior Communities such as when to start looking, what to look for, what questions to ask, and the differences between Independent Living, Assisted Living, and Memory Care.

Transit 101 with TriMet

Staff from TriMet will be here to present how to use public transportation in order to travel independently. Learn about accessibility features on bus and MAX transportation, LIFT, Ride

Connection, fare rates, and more. 10/18 Wed 10-11:30am FREE

Mobile Technology Training Workshop

Attendees will gain the skills and confidence to use mobile technology via this workshop that is part of AT&T's national digital literacy initiative, Digital You. AT&T will provide tablet PCs for the training session; however attendees are encouraged to bring their personal mobile/smart phone. 10/23 Mon 10-11:30am FREE

Oregon

Ballet Theatre 2 Show

Brining ballet to the community! Donations to Oregon Ballet Theatre 2 greatly appreciated. Wednesday, October 25th 2:00pm Manzanita FREE



Visit us at Elsie Stuhr Center, 5550 SW Hall Blvd, (503) 629-6342.



COURTESY: OREGON AERIAL PHOTOGRAPHY

Mountain View Champions Park, located at and adjacent to Mountain View Middle School, is the largest of some 130 projects funded by THPRD's 2008 voter-approved bond measure. The "Champions Too" Field is at top left.

Champions Park slated to open

Largest THPRD project comes to fruition

By MANDY FEDER-SAWYER
The Times

Mountain View Champions Park, a 21.5-acre site in Aloha featuring "Champions Too," Oregon's first athletic field for people of all abilities, is nearly complete and will open to the public on Oct. 2.

The park is owned and managed by the Tualatin Hills Park & Recreation District. Through a partnership with the Beaverton School District, it is located at and adjacent to Mountain View Middle School at Southwest 170th Avenue and Farmington Road.

It includes side-by-side synthetic turf fields with lights and a natural grass baseball field with a multipurpose outfield. Among the other amenities are tennis courts, play equip-

ment, a community garden, shelters, a permanent restroom and concession stand, pathways, an open lawn area and parking.

The Champions Too field features synthetic turf, lights and a design that makes the park easily accessible to athletes of every ability. The new field will help boost the district's expansion of its Adaptive and Inclusive Recreation programs and can also be programmed for recreational youth league play.

In addition to Champions Too, the district further recognized the needs of all abilities by providing a 6,500-square-foot inclusive playground. The colorful apparatus can be used for climbing, sliding and other fun activities.

Mountain View Champions Park is the largest undertaking of the district's 2008 voter-approved bond measure, which has included 130 projects. It was funded mostly by the bond, but Champions Too and certain other site amenities were supported by a separate community fundraising campaign.

"This major new park is a wonderful addition to Aloha and the rest of our park district, serving a variety of recreational needs for residents," said Jerry Jones, president of the THPRD Board of Directors and an Aloha native himself. "It will be a natural gathering place where our guests can enjoy themselves and other people."

Construction began in June 2016 and is finishing on schedule, although weather — snow, rain and freezing temperatures followed by extreme heat — was a significant challenge during much of the project.

THPRD has scheduled a grand opening of the park on Oct. 14 from 3 to 6 p.m. Numerous free activities are planned for the public, including clinics by the Portland Timbers and Hillsboro Hops, adaptive sports clinics, large inflatable structures, face-painting, community partner booths, and food and beverages. Free parking will be available at Mountain View Middle School. For more information about the event, visit thprd.org/events/.

Parks district nets national applause

Only about 2 percent of parks districts garner accreditation

The Times

The Tualatin Hills Park & Recreation District has earned accreditation from the national Commission for Accreditation of Park and Recreation Agencies, known as CAPRA.

The news came Monday. The parks district is one of just four CAPRA-accredited park and recreation providers in Oregon.

Nationally, only 155 agencies — less than 2 percent of providers — are accredited.

“This is a significant milestone,” said Jerry Jones Jr., president of the board of directors, known as THPRD. “The 151 standards that accreditation requires are all indicators that THPRD is an agency that is acting strategically and responsibly on behalf of Beaverton-area residents.”

The district went through a long process to obtain accreditation, including a self-review in April, followed by preparing and documenting its compliance with the CAPRA standards. In June, three

CAPRA representatives completed a peer review of the district’s application materials.

“This valuable process has made us a better agency,” said Doug Menke, THPRD general manager. “We’ve reviewed, updated and documented plans that will guide our long-term operations and make us more effective at providing high-quality programs and services.”

National accreditation is considered a feather in the cap for public agencies.

“It’s a wonderful way to show residents that we’re acting with their best interests in mind,” Menke said. “We are responsibly going about our long-term planning, developing new programs, protecting natural resources and expanding opportunities for indoor and outdoor recreation.”

CAPRA is sponsored by the National Recreation & Park Association, which is currently holding its annual conference in the New Orleans.

In related news, the local parks district also has been selected as a finalist in its category for an NRPA Gold Medal Award. On Tuesday, a parks and recreation service in Grand Prairie, Texas, was announced as the winner.

This is the second straight year that the parks district has been a finalist.

New park opens in Aloha with recreational amenities for everyone

by Bob Wayt

Mountain View Champions Park, a 21.5-acre site in Aloha featuring “Champions Too,” Oregon’s first athletic field for people of all abilities, is now open to the public.

The park is owned and managed by the Tualatin Hills Park & Recreation District. Through a partnership with the Beaverton School District, it is located at and adjacent to Mountain View Middle School (SW 170th Avenue and SW Farmington Road).

It includes side-by-side synthetic turf fields with lights and a natural grass baseball field with a multipurpose outfield. Among the other amenities are tennis courts, play equipment, a community garden, shelters, a permanent restroom and concession stand, pathways, an open lawn area and parking.

The Champions Too field also features synthetic turf with lights. It represents a major effort by THPRD to expand its recreational offerings to those experiencing disability. The field will be available to able-bodied athletes when not in use by those with disabilities.

In addition to Champions Too, THPRD further recognized the needs of all abilities by providing a 6,500-square-foot inclusive playground. The colorful apparatus can be used for climbing, sliding and other fun activities.

Mountain View Champions Park is the largest undertaking of THPRD’s 2008 voter-approved bond measure, which has included 130 projects. It was funded mostly by the bond, but Champions Too and certain other site amenities were supported by a separate community fundraising campaign.

“This major new park is a



Mountain View Champions Park, located at and adjacent to Mountain View Middle School, is the largest of some 130 projects funded by THPRD’s 2008 voter-approved bond measure. The “Champions Too” Field is at top left. Photo ©Oregon Aerial Photography

wonderful addition to Aloha and the rest of our park district, serving a variety of recreational needs for residents,” said Jerry Jones, president of the THPRD Board of Directors and an Aloha native himself. “It will be a

natural gathering place where users can enjoy themselves and other people.”

Construction began in June 2016 and finished on schedule, although weather (snow, rain and freezing temperatures followed

by extreme heat) was a significant challenge during most of the project.

About THPRD

Formed in 1955, THPRD is the largest special park district in Oregon, spanning 50 square miles and serving about 240,000 residents in the greater Beaverton area. Offerings include thousands of widely diverse classes, 95 park sites with active recreational amenities, nearly 70 miles of trails, eight swim centers, six recreation centers, and about 1,500 acres of natural areas. For more information, visit www.thprd.org or call 503-645-6433.

