



Administration Office
503/645-6433
Fax 503/629-6301

**Board of Directors Regular Meeting
Tuesday, April 11, 2017
6:30 pm Executive Session; 7:00 pm Regular Meeting
HMT Recreation Complex, Peg Ogilbee Dryland Meeting Room
15707 SW Walker Road, Beaverton**

AGENDA

1. Executive Session*
 - A. Land
2. Call Regular Meeting to Order
3. Action Resulting from Executive Session
4. Audience Time**
5. Board Time
 - A. Advisory Committee Liaison Update
6. Consent Agenda***
 - A. [Approve: Minutes of March 14, 2017 Regular Board Meeting](#)
 - B. [Approve: Monthly Bills](#)
 - C. [Approve: Monthly Financial Statement](#)
 - D. [Approve: Resolution Authorizing Recreational Trails Program Grant Application for Trail Construction at 155th Avenue Wetlands Natural Area](#)
 - E. [Approve: National Water Safety Month Proclamation](#)
 - F. [Approve: Programs Functional Plan Modifications](#)
 - G. [Approve: Resolution Appointing a Trustee to the District's 457 Deferred Compensation Plan and 401\(a\) Plan](#)
7. Unfinished Business
 - A. [Review: Somerset West and Cedar Hills Park Redevelopment Funding / Phasing Options](#)
 - B. [Information: General Manager's Report](#)
8. New Business
 - A. [Review: Naming Southwest Quadrant Community Park](#)
 - B. [Update: Crowell Woods Park Community Engagement Process](#)
9. 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: April 4, 2017
TO: Board of Directors
FROM: Doug Menke, General Manager

RE: Information Regarding the April 11, 2017 Board of Directors Meeting

Agenda Item #6 – Consent Agenda

Attached please find consent agenda items #6A-G for your review and approval.

Action Requested: **Approve Consent Agenda Items #6A-G as submitted:**

- A. [Approve: Minutes of March 14, 2017 Regular Meeting](#)
- B. [Approve: Monthly Bills](#)
- C. [Approve: Monthly Financial Statement](#)
- D. [Approve: Resolution Authorizing Recreational Trails Program Grant Application for Trail Construction at 155th Avenue Wetlands Natural Area](#)
- E. [Approve: National Water Safety Month Proclamation](#)
- F. [Approve: Programs Functional Plan Modifications](#)
- G. [Approve: Resolution Appointing a Trustee to the District's 457 Deferred Compensation Plan and 401\(a\) Plan](#)

Agenda Item #7 – Unfinished Business

A. [Somerset West and Cedar Hills Park Redevelopment Funding / Phasing Options](#)

Attached please find a memo requesting board of directors' review of the funding and phasing options for the estimated budget shortfalls for the Somerset West Park and Cedar Hills Park bond projects. Based on the board's discussion, staff will return at a future meeting for board approval of a strategy. Keith Hobson, director of Business & Facilities, along with Gery Keck, superintendent of Design & Development, will provide an overview on this topic and answer any questions the board may have.

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

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

Agenda Item #8 – New Business

A. [Naming Southwest Quadrant Community Park](#)

Attached please find a memo requesting board of directors' consideration of a recommendation to name the new Southwest Quadrant Community Park Mountain View Champions Park. Based on the board's discussion, staff will conduct additional public outreach as appropriate and return to the board in May to request formal adoption of a name. Geoff Roach, director of Community Partnerships, will provide an overview of the recommendation and answer any questions the board may have.

B. [Crowell Woods Park Community Engagement Process](#)

Attached please find an update regarding the outcomes of the Crowell Woods Park community engagement process. Gery Keck, superintendent of Design & Development, and Steve Gulgren, senior park planner, will provide the update and answer any questions the board may have.

Other Packet Enclosures

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



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

A Regular Meeting of the Tualatin Hills Park & Recreation District Board of Directors was held on Tuesday, March 14, 2017, at the HMT Recreation Complex, Dryland Training Center, 15707 SW Walker Road, Beaverton, Oregon. Executive Session 6:30 pm; Regular Meeting 7 pm.

Present:

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

Agenda Item #1 – Executive Session (A) Land

President Jones called executive session to order for the purpose of conducting deliberations with persons designated by the governing body to negotiate real property transactions. Executive session is held pursuant to ORS 192.660(2)(e), which allows the board to meet in executive session to discuss the aforementioned issue.

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 #2 – 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, March 14, 2017, at 7:15 pm.

Agenda Item #3 – Action Resulting from Executive Session

There was no action resulting from executive session.

Agenda Item #8 – New Business *(agenda item taken out of order)*

A. Resolution Naming Cedar Hills Park Synthetic Athletic Field “Bruce S. Dalrymple Field”

General Manager Doug Menke introduced Bob Wayt, director of Communications & Outreach, to provide a presentation regarding a proposal that the yet-to-be-built synthetic athletic field at Cedar Hills Park be named in honor of the late Bruce S. Dalrymple, a former THPRD board member and community volunteer who passed away in 2010. In addition, Doug acknowledged Bruce’s family members in attendance.

Bob provided a detailed overview of the request to name the synthetic athletic field at Cedar Hills Park “Bruce S. Dalrymple Field” via a PowerPoint, a copy of which was entered into the record, and included the following information:

- Bruce’s public service to the community, including as a THPRD board member and Beaverton City Councilor, as well as his advocacy for synthetic athletic fields
- The public outreach process used to communicate the naming proposal to the public
 - A majority of respondents supported the naming recommendation
- The proposal is consistent with board policy for naming of district property

Bob noted that the action requested of the board this evening is approval of Resolution 2017-05, naming the future synthetic athletic field at Cedar Hills Park “Bruce S. Dalrymple Field” and offered to answer any questions that the board may have.

Larry Pelatt commented that he served on the THPRD Board of Directors with Bruce, noting that Bruce was an amazing individual and a real inspiration. He described how Bruce approached his service on the board with a high-level view, but that he also would not hesitate to get more intricately involved in order to help a worthy cause or project move forward.

Ali Kavianian expressed support for naming the future synthetic athletic field at Cedar Hills Park “Bruce S. Dalrymple Field.”

John Griffiths commented that he served on the THPRD Board of Directors with Bruce for quite a few years, noting that Bruce never walked away from a disagreement, but would work hard toward a compromise. He believes that naming a synthetic athletic field after Bruce would be a fitting tribute as Bruce was an early supporter of the district’s foray into synthetic turf.

General Manager Doug Menke recalled a story about Bruce raising \$15,000 in a short amount of time through his work with Beaverton Rotary to pay the medical bills of a person in need.

Bob Scott noted that he served with Bruce on the THPRD Budget Committee and he supports naming the future synthetic athletic field at Cedar Hills Park “Bruce S. Dalrymple Field”.

President Jones stated that although he never served with Bruce on a district-related board or committee, he did interact with him through his work with the City of Beaverton, and that he saw him as a role model in terms of his public service to the community.

John Griffiths moved that the board of directors approve Resolution 2017-05, naming the future synthetic athletic field at Cedar Hills Park “Bruce S. Dalrymple Field.” Larry Pelatt seconded the motion. Roll call proceeded as follows:

Bob Scott	Yes
Ali Kavianian	Yes
Larry Pelatt	Yes
John Griffiths	Yes
Jerry Jones Jr.	Yes

The motion was UNANIMOUSLY APPROVED.

Sandra Dalrymple and Bruce’s sons in attendance, Brian and Jason, thanked the board for honoring Bruce in this manner, noting that the family is very touched and believes that naming a synthetic athletic field after Bruce is a fitting tribute to his legacy.

Agenda Item #4 – Audience Time

There was no testimony during audience time.

Agenda Item #5 – Board Time

Bob Scott commented on local business Golden Valley Brewery, noting that they are enthusiastic about working with THPRD.

Agenda Item #6 – Consent Agenda

Larry Pelatt moved that the board of directors approve consent agenda items (A) Minutes of February 14, 2017 Regular Meeting, (B) Monthly Bills, (C) Monthly Financial Statement, (D) Resolution Reappointing Parks Bond Citizen Oversight Committee Members, and (E) Resolution Authorizing Application for Local Government Grant Program for Enhancements at Cedar Hills Park. Ali Kavianian seconded the motion. Roll call proceeded as follows:

John Griffiths	Yes
Bob Scott	Yes
Ali Kavianian	Yes
Larry Pelatt	Yes
Jerry Jones Jr.	Yes

The motion was **UNANIMOUSLY APPROVED**.

Agenda Item #7 – Unfinished Business

A. Recreational Immunity Under ORS 105.672 to 105.696 (Public Use of Lands Act)

Keith Hobson, director of Business & Facilities, introduced Special Districts Association of Oregon (SDAO) representatives Geoff Sinclair, director of Claims Administration, and Scott Neufeld, director of Risk Management, to provide an overview of the impacts of the recent Oregon Supreme Court decision that limited the scope of recreational immunity under the Public Use of Lands Act. As background, the Oregon Supreme Court decision in Johnson v. Gibson in March 2016 ruled that the statutory immunity afforded under the Act is limited in scope to only the landowner and does not extend to the landowner's employees, agents and volunteers. Since THPRD is required by Oregon Revised Statute to defend, save harmless and indemnify its employees, volunteers, and agents who are acting in the course and scope of their duties, the court's interpretation of the statute effectively increases THPRD's risk exposure for those lands it owns that are made available for recreational use without fee or charge to the public.

Geoff and Scott provided a detailed overview of how the recent court ruling impacts public land owners via a PowerPoint presentation, a copy of which was entered into the record. Information included operational adjustments and risk management advice the district may wish to consider in order to lessen any litigious exposure created by the courts ruling, as well as a brief overview of legislation that SDAO, along with THPRD and other local governmental agencies, are working on in order to develop alternative clarifying language to address the court's decision.

Keith noted that the district has already made limited operational adjustments in response to the court's ruling in that it no longer provides signage on newly acquired properties nor allows public access to these sites until the sites are developed and maintained to a level that ensures safe access. He noted that other operational adjustments for consideration could include:

- Eliminating public access to natural areas that do not have maintained public access amenities such as trails and designated walkways.
- Closing or restricting access to skate parks or other high-risk amenities. Restricting access could include requiring a waiver, monitoring usage, and potentially charging a fee to recover costs of monitoring and the increased exposure.
- Increasing staff resources to more aggressively monitor and mitigate potential hazards in parks and trails and consider closure until such hazards can be mitigated.

Keith noted that staff are seeking input from the board this evening regarding these suggested, or other, operational adjustments and offered to answer any questions the board may have.

Bob Scott inquired whether the district could be held liable if a person injures themselves while trespassing on closed district property.

- ✓ Geoff replied that although the district could still potentially be sued, the district's case is much stronger if the person suing was trespassing.

Larry Pelatt asked whether posting signage identifying potential hazards or stating “use at your own risk” would lessen any liability exposure for the district.

- ✓ Scott replied that although signage can help, the district would also need to make sure that such signage remains posted.
- ✓ Keith noted that another drawback to posting signage is that once an area has signage, that becomes the district’s level of service and the expectation is that any like areas would be similarly signed and if not, the district has created a liability exposure for itself.
- ✓ Geoff noted that thousands of signs would likely be required in such an effort and could become a maintenance burden.

Ali Kavianian asked about best practices used in attempting to mitigate risks at skate parks.

- ✓ Scott replied that the district currently operates its skate parks in the recommended fashion with adequate signage and continual inspections.
- ✓ Geoff described the change in user groups for skate parks over the past decade from individuals to more of a family activity, which increases the risk for litigation. He noted that the district needs to aggressively monitor its skate parks for any potential hazards, such as raised screws. Before the recent court ruling, skate parks were not much of a concern to SDAO, but are now one of the highest-risk amenities.

President Jones asked how the district identifies a safety hazard and what the process is to address it.

- ✓ Keith noted that the district identifies safety hazards either through patron communication or district staff observation, at which point the hazard becomes a “known safety hazard.”
- ✓ Mark Hokkanen, Risk & Contract manager, explained that every amenity the district offers has national standards associated with it, which helps guide district staff in evaluating each amenity’s safety status. If a safety hazard is identified, the amenity is closed to public use until it can be fixed.
- ✓ Keith added that most identified safety hazards can be addressed fairly quickly; those that cannot be funded through the district’s budget process and are closed to public use until funding becomes available and the required repairs can be made.

John Griffiths asked about the status of SDAO’s legislative efforts pertaining to this matter.

- ✓ Geoff provided an update on SDAO’s proposed legislation moving through the legislative process, noting that there is a large coalition of public and private organizations in support of this effort. He noted that it is a fluid process and that at the moment, they are confident that there is strong enough support for a successful outcome.
- ✓ General Manager Doug Menke commented that the critical outcome is not just that the legislation passes, but that it passes with the desired language that would elevate the threshold.

John inquired whether there is anything more the district board can do to assist the cause.

- ✓ Keith replied that the board’s approval of Resolution 2017-03 last month supporting the legislation addressing the scope of the immunity under the Act to be considered during the current Legislative session was very helpful. At this point, there is no need for special contacts to be made by the board members, but if this changes, district staff will inform the board.
- ✓ Discussion occurred regarding the large and varied coalition of support building around the legislation and the various public land owners impacted by the court’s recent ruling.

President Jones thanked SDAO for their efforts in this matter and the informative presentation.

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:

- Crowell Woods New Neighborhood Park
 - Gery Keck, superintendent of Design & Development, provided an overview of an expanded community engagement process for the new Crowell Woods neighborhood park project via a PowerPoint presentation, a copy of which was entered into the record.
- THPRD Communications Update
 - Bob Wayt, director of Communications & Outreach, provided an overview of recent THPRD communications efforts and media coverage via a PowerPoint presentation, a copy of which was entered into the record.
- Agency Accreditation Update
 - Deb Schoen, superintendent of Community Programs, provided an update regarding the district's progress toward earning accreditation through the Commission for Accreditation of Park and Recreation Agencies via a PowerPoint presentation, a copy of which was entered into the record.
- Babette Horenstein Tennis Center LED Lighting Project
 - Keith Watson, superintendent of Sports, provided an overview of an upcoming project to retrofit the Babette Horenstein Tennis Center and two outdoor air structures with LED lighting 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.

President Jones complimented district staff on the expanded outreach efforts for the new neighborhood park, noting that he is pleased to see such robust attendance numbers for the neighborhood meetings.

- ✓ Larry Pelatt expressed agreement with Jerry's comments, noting that there has been a noticeable increase in public participation over the past few years through such expanded communications efforts.
- ✓ Gery noted that one benefit of doing so much public outreach at the beginning of a project is knowing that there will be neighborhood support for it going forward.
- ✓ Keith Hobson, director of Business & Facilities, noted that district staff has been invited by the National Recreation and Park Association to provide a session on this topic at the upcoming annual congress.

President Jones complimented Bob on his department's communications efforts, noting that without media regularly attending the district's public meetings, it falls to district staff to distribute information to the media that may be of interest.

Larry asked whether the mentees engaged in the accreditation process are also gaining greater exposure within the district that may help them move up within the organization.

- ✓ Aisha Panas, director of Park & Recreation Services, provided a detailed overview of the staff efforts associated with the accreditation process, noting that this is but one of the opportunities available for staff in encouraging their continued growth within the district.

John Griffiths inquired whether there is an opportunity for district staff to inquire of the National Recreation and Park Association (NRPA) Gold Medal award selection committee what THPRD could have been done better in order to increase our chances of winning the Gold Medal award.

- ✓ Deb replied that there is not an opportunity for direct feedback, but that district staff requested and received the applications from two Gold Medal award-winning districts in

order to evaluate what those applications had that THPRD's did not. In addition, district staff sent out this year's application for peer review by other park and recreation professionals.

- ✓ General Manager Doug Menke noted that it is not unusual for it to take multiple years of applying before winning a Gold Medal award.

President Jones commented that although the district has a tendency to be humble about its success, receiving the Gold Medal award would be a win for the entire community, as well open doors for other opportunities, such as grant funding.

- ✓ Deb commented on the district's increased involvement with NRPA, including district staff being invited by NRPA to present two sessions at the upcoming congress, an article penned by district staff in the most recent *Parks & Recreation Magazine*, and an increase in district staff becoming certified park and recreation professionals.

President Jones described his experience with LED lighting projects and associated payback periods, noting that the district's anticipated payback period of less than four years makes the project very justifiable. He especially enjoys the allocation of the United States Tennis Association's donation to this project, as it will essentially become a recurring donation since every year the district will save on energy and maintenance costs.

John asked whether the district is considering any other LED lighting projects in the district.

- ✓ Keith Hobson, director of Business & Facilities, replied that the district will continue to work with the Energy Trust of Oregon in order to identify additional facilities that would fall within the acceptable payback range.

Agenda Item #9 – Adjourn

There being no further business, the meeting was adjourned at 8:30 pm.

Jerry Jones Jr., President

Ali Kavarianian, Secretary

Recording Secretary,
Jessica Collins

Check #	Check Date	Vendor Name	Check Amount
36375	02/15/2017	Community Newspapers, Inc. Advertising	1,166.70 \$ 1,166.70
298436	02/06/2017	OPSIS Architecture, LLP Capital Outlay - Aquatic Center Renovation	10,227.66 \$ 10,227.66
298592	02/15/2017	Sustainable Performance Solutions LLC	138,510.00
ACH	02/15/2017	Fieldturf USA, Inc. Capital Outlay - Athletic Facility Replacement	294,513.49 \$ 433,023.49
298458	02/06/2017	BBL Architects	1,408.00
298481	02/08/2017	Cedar Mill Construction Co, LLC	13,760.18
298728	02/27/2017	Cedar Mill Construction Co, LLC Capital Outlay - Bond - Facility Rehabilitation	1,489.60 \$ 16,657.78
298731	02/27/2017	Donnerberg Enterprises, LLC Capital Outlay - Bond - Land Acquisition	10,100.00 \$ 10,100.00
298588	02/15/2017	Sere Ltd. Capital Outlay - Bond - Natural Resources Projects	3,900.00 \$ 3,900.00
298441	02/06/2017	Portland General Electric	2,182.11
298470	02/06/2017	GameTime c/o Marturano Recreation Co.	125,482.82
298558	02/15/2017	Cornerstone Management Group, Inc.	6,890.00
298561	02/15/2017	David Evans & Associates, Inc.	10,497.55
298574	02/15/2017	Milroy Golf Systems, Inc.	2,500.00
298580	02/15/2017	P & C Construction	145,634.00
ACH	02/15/2017	MacKay Sposito, Inc. Capital Outlay - Bond - New/Redevelop Community Parks	11,301.00 \$ 304,487.48
36194	02/15/2017	Koeber's, Inc.	13,110.95
298555	02/15/2017	Brandsen Hardwood Floors, Inc. Capital Outlay - Building Replacements	22,238.00 \$ 35,348.95
ACH	02/06/2017	Northwest Techrep, Inc. Capital Outlay - Information Technology Improvement	376.00 \$ 376.00
ACH	02/06/2017	Northwest Techrep, Inc.	23,023.30
298557	02/15/2017	CDW Government, Inc. Capital Outlay - Information Technology Replacement	2,550.56 \$ 25,573.86
298580	02/15/2017	P & C Construction Capital Outlay - Park & Trail Improvements	20,460.00 \$ 20,460.00
298473	02/06/2017	Landscape Structures, Inc.	13,077.60
298576	02/15/2017	Northwest Playground Equipment, Inc.	6,484.75
298692	02/24/2017	Playcraft Direct, Inc.	52,800.11
298732	02/27/2017	Grating Pacific, LLC Capital Outlay - Park & Trail Replacements	5,241.00 \$ 77,603.46
298457	02/06/2017	Assessment Associates, Inc.	1,400.00
298475	02/06/2017	Lawyers Title Insurance Corporation	1,108.25
298476	02/08/2017	Assessment Associates, Inc.	1,400.00
298559	02/15/2017	Daneal Construction, Inc. Capital Outlay - SDC - Park Development/Improvement	69,600.75 \$ 73,509.00
ACH	02/01/2017	Debra Fife	2,232.89
ACH	02/01/2017	Jerry Jones Jr	1,737.85
36132	02/15/2017	Beaverton Arts Foundation Conferences	2,000.00 \$ 5,970.74

Check #	Check Date	Vendor Name	Check Amount
298447	02/06/2017	THP Foundation Correct Intel donation to THPF	14,936.02 \$ 14,936.02
ACH	02/27/2017	BridgePay Network Solutions, LLC Credit Card Processing Fees	1,918.65 \$ 1,918.65
298704	02/24/2017	Washington Federal N.A. Debt Interest-FF&C Series 2013	5,506.92 \$ 5,506.92
298704	02/24/2017	Washington Federal N.A. Debt Principal-FF&C Series 2013	13,537.76 \$ 13,537.76
298429	02/06/2017	PGE	19,704.86
298567	02/15/2017	PGE	3,340.36
298680	02/24/2017	PGE	1,867.08
298681	02/24/2017	PGE Electricity	30,200.69 \$ 55,112.99
298610	02/15/2017	Standard Insurance Company	219,978.47
298740	02/28/2017	Kaiser Foundation Health Plan	257,784.27
298741	02/28/2017	Moda Health Plan, Inc.	30,012.40
298744	02/28/2017	Standard Insurance Co.	13,193.04
298750	02/28/2017	UNUM Life Insurance-LTC Employee Benefits	1,355.30 \$ 522,323.48
298609	02/15/2017	PacificSource Administrators, Inc.	3,756.52
298611	02/15/2017	Standard Insurance Company	32,312.91
298612	02/15/2017	Standard Insurance Company	4,225.63
298615	02/15/2017	Voya Retirement Insurance & Annuity Co.	9,800.00
298743	02/28/2017	PacificSource Administrators, Inc.	4,834.02
298745	02/28/2017	Standard Insurance Company	33,592.02
298746	02/28/2017	Standard Insurance Company	4,225.63
298749	02/28/2017	THPRD - Employee Assn.	13,622.88
298752	02/28/2017	Voya Retirement Insurance & Annuity Co. Employee Deductions	9,800.00 \$ 116,169.61
298428	02/06/2017	NW Natural	30,830.65
298679	02/24/2017	NW Natural	3,574.20
36903	02/28/2017	NW Natural Heat	30,600.76 \$ 65,005.61
298450	02/06/2017	Universal Whistles, LLC	11,154.00
298598	02/15/2017	Universal Whistles, LLC Instructional Services	9,504.00 \$ 20,658.00
298725	02/27/2017	Brown & Brown Northwest Insurance	34,940.00 \$ 34,940.00
36679	02/15/2017	Guaranteed Pest Control Service Co, Inc.	1,477.00
298551	02/15/2017	AG West Supply	1,144.26
298702	02/24/2017	United Site Services Maintenance Services	1,434.38 \$ 4,055.64
298445	02/06/2017	Staples Advantage	12,692.42
36194	02/15/2017	Koeber's, Inc.	408.00
36692	02/15/2017	Airgas Nor Pac, Inc.	3,815.45
298697	02/24/2017	Staples Advantage	8,421.21
298705	02/24/2017	Wilbur-Ellis Company Maintenance Supplies	1,419.00 \$ 26,756.08

Check #	Check Date	Vendor Name	Check Amount
298694	02/24/2017	Ricoh USA Inc. Office Supplies	1,632.90 \$ 1,632.90
298662	02/21/2017	US Postmaster Postage	18,208.01 \$ 18,208.01
298453	02/06/2017	Allegro Design	2,200.00
298556	02/15/2017	Bullard Law, P.C.	2,520.00
298577	02/15/2017	Now Nerd Corporation	20,000.00
298583	02/15/2017	Providence Health & Services	1,650.00
298686	02/24/2017	Mark Sherman Consultants	1,102.00
298698	02/24/2017	Technology Integration Group (TIG)	7,743.00
298726	02/27/2017	Bullard Law, P.C.	2,608.00
ACH	02/27/2017	Beery, Elsnor & Hammond, LLP Professional Services	14,593.34 \$ 52,416.34
36377	02/15/2017	Portland Trail Blazers	19,585.00
298685	02/24/2017	William Darryl Kealy Program Supplies	2,284.34 \$ 21,869.34
36910	02/28/2017	Waste Management of Oregon Refuse Services	7,825.06 \$ 7,825.06
298694	02/24/2017	Ricoh USA Inc. Rental Equipment	3,207.28 \$ 3,207.28
298446	02/06/2017	Technology Integration Group (TIG)	2,100.00
ACH	02/06/2017	Northwest Techrep, Inc.	264.00
298593	02/15/2017	Talbot, Korvola & Warwick, LLP	6,825.00
ACH	02/24/2017	Smith Dawson & Andrews	3,000.00
298730	02/27/2017	City of Hillsboro Technical Services	11,973.82 \$ 24,162.82
298670	02/22/2017	Karlean Lawson Technical Training	1,269.00 \$ 1,269.00
298676	02/24/2017	Electric Lightwave	4,831.62
36905	02/28/2017	AT&T Mobility Telecommunications	9,055.90 \$ 13,887.52
298449	02/06/2017	Tualatin Valley Water District	3,525.80
298700	02/24/2017	Tualatin Valley Water District	2,105.08
ACH	02/24/2017	Marc Nelson Oil Products, Inc. Vehicle Gas & Oil	1,387.48 \$ 7,018.36
36911	02/28/2017	City of Beaverton	9,689.27
36912	02/28/2017	Tualatin Valley Water District Water & Sewer	13,555.24 \$ 23,244.51
Grand Total			\$ 2,074,067.02

Tualatin Hills Park & Recreation District

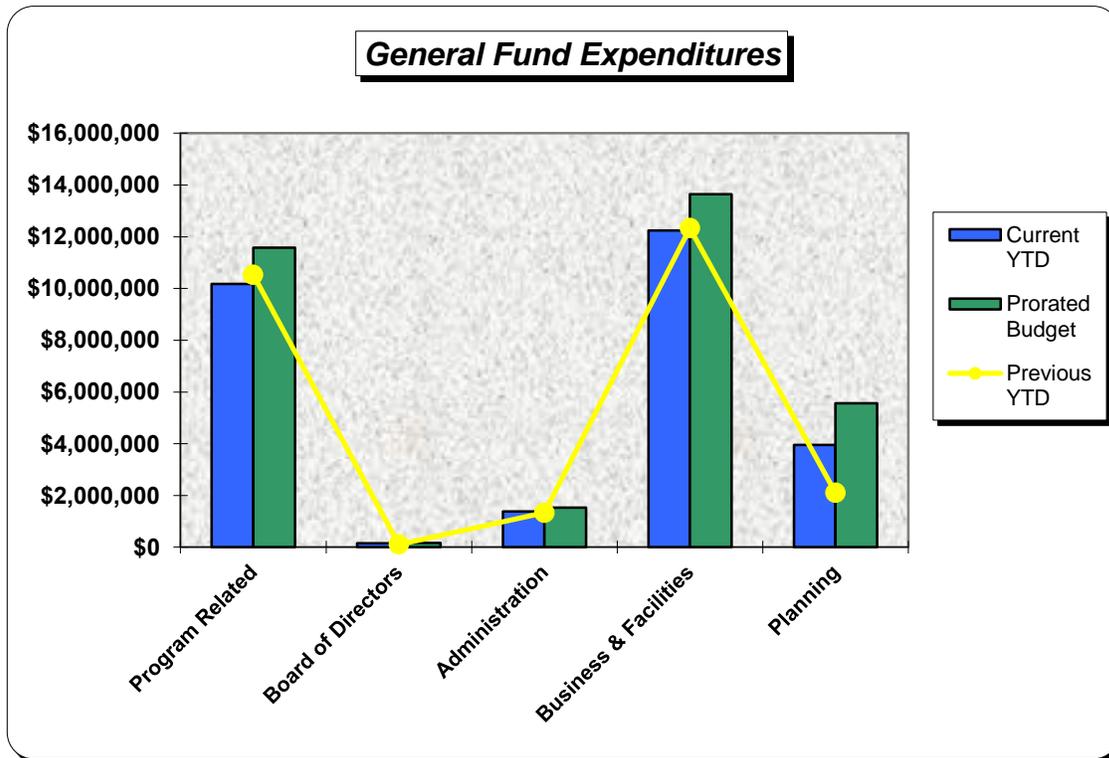
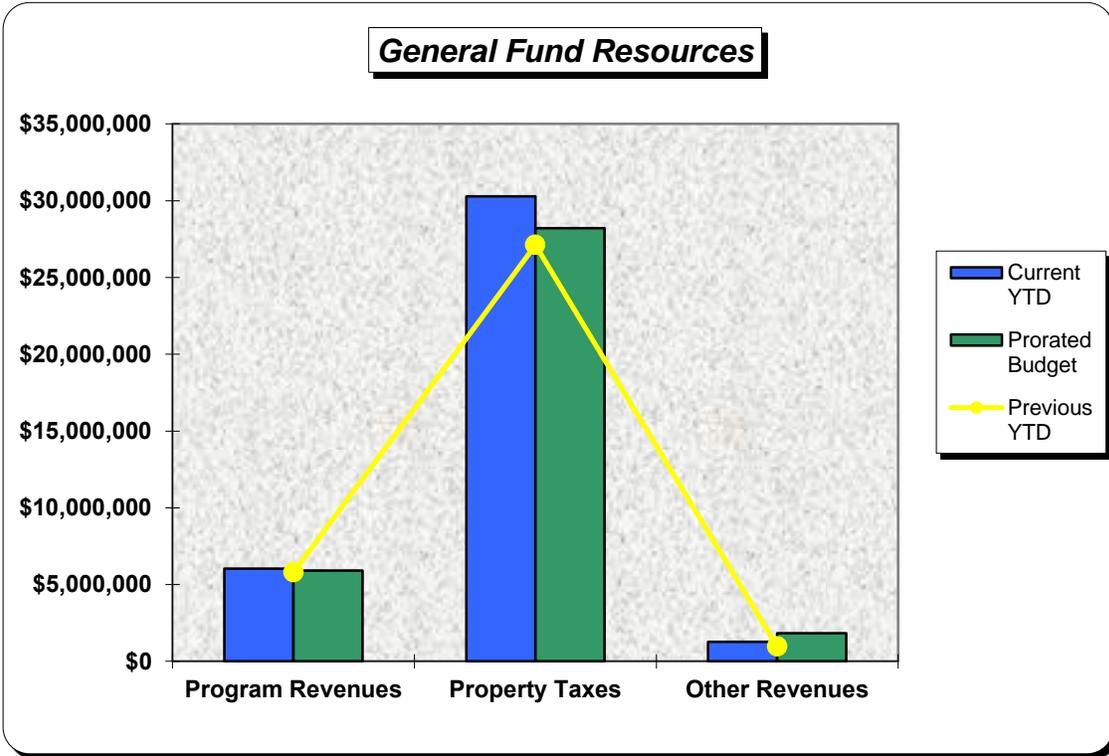
General Fund Financial Summary
February, 2017

	<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	\$ 109,381	\$ 1,396,567	\$ 1,661,621	84.0%	\$ 3,038,333
Tennis Center	77,902	617,649	679,500	90.9%	1,090,883
Recreation Centers & Programs	210,655	3,012,130	2,601,096	115.8%	4,975,712
Sports Programs & Field Rentals	41,462	817,039	803,006	101.7%	1,583,634
Natural Resources	31,186	191,870	159,436	120.3%	392,278
Total Program Resources	470,586	6,035,256	5,904,659	102.2%	11,080,840
Other Resources:					
Property Taxes	570,861	30,290,204	28,204,805	107.4%	29,251,852
Interest Income	17,399	89,733	62,702	143.1%	145,000
Facility Rentals/Sponsorships	187,990	472,373	415,962	113.6%	579,650
Grants	175,606	380,412	1,020,441	37.3%	1,615,844
Miscellaneous Income	41,791	330,821	328,893	100.6%	494,833
Total Other Resources	993,647	31,563,543	30,032,803	105.1%	32,087,179
Total Resources	\$ 1,464,233	\$37,598,799	\$ 35,937,462	104.6%	\$43,168,019
Program Related Expenditures:					
Parks & Recreation Administration	40,281	322,984	564,599	57.2%	858,709
Aquatic Centers	311,037	2,491,281	2,777,765	89.7%	4,083,168
Tennis Center	93,422	700,106	701,333	99.8%	1,052,732
Recreation Centers	347,020	3,329,727	3,699,516	90.0%	5,413,845
Programs & Special Activities	88,391	723,658	869,916	83.2%	1,291,440
Athletic Center & Sports Programs	156,679	1,367,151	1,648,557	82.9%	2,433,452
Natural Resources & Trails	139,346	1,241,712	1,317,178	94.3%	1,979,201
Total Program Related Expenditures	1,176,176	10,176,619	11,578,864	87.9%	17,112,547
General Government Expenditures:					
Board of Directors	21,127	148,924	162,708	91.5%	288,100
Administration	164,508	1,385,009	1,524,883	90.8%	2,379,289
Business & Facilities	1,451,302	12,245,652	13,642,932	89.8%	20,357,451
Capital Outlay	1,211,441	3,951,883	5,565,419	71.0%	7,458,717
Contingency/Capital Replacement Reserve	-	-	-	0.0%	4,100,000
Total Other Expenditures:	2,848,378	17,731,469	20,895,942	84.9%	34,583,557
Total Expenditures	\$ 4,024,554	\$27,908,087	\$ 32,474,806	85.9%	\$51,696,104
Revenues over (under) Expenditures	\$ (2,560,321)	\$ 9,690,711	\$ 3,462,656	279.9%	\$ (8,528,085)
Beginning Cash on Hand		9,271,337	8,528,085	108.7%	8,528,085
Ending Cash on Hand		\$18,962,048	\$ 11,990,741	158.1%	\$ -

Tualatin Hills Park and Recreation District

General Fund Financial Summary

February, 2017





MEMO

DATE: April 5, 2017
TO: Doug Menke, General Manager
FROM: Keith Hobson, Director of Business & Facilities

RE: Resolution Authorizing Recreational Trails Program Grant Application for Trail Construction at 155th Avenue Wetlands Natural Area

Introduction

The Oregon Parks and Recreation Department (OPRD) is accepting grant applications for the Recreational Trails Program (RTP). Applications are due by May 1. Staff are seeking approval to submit a RTP grant application for \$138,669 to fund construction of a neighborhood trail connection at 155th Avenue Wetlands Natural Area. Staff request board of directors' approval of the Resolution 2017-07 authorizing staff to apply for this grant.

Background

The RTP program requires a minimum \$10,000 request and has no maximum limit. Typical grant awards are between \$50,000 and \$150,000. RTP grants are reimbursement grants and require a 20% match in local funding from the local agency. The RTP program provides funds for eligible non-motorized, motorized and water trails. Grant proposals may include land acquisition, new trail development, rehabilitation of existing trails, or trail support facilities and amenities. Eligible projects include new trail construction for connection to regional trails and other community points of interest. Staff have identified the construction of a new neighborhood trail as a strong candidate for RTP grant consideration.

Grant assistance is being sought to construct a quarter-mile long soft-surface trail at 155th Avenue Wetlands Natural Area. The trail will function as a neighborhood connection between 155th Avenue, at the east end, to the Westside Trail, at the west end. The crushed rock trail will be 6-feet wide and will provide increased access to recreational opportunities along the Westside Trail.

The project will also strengthen THPRD's partnership with the City of Beaverton, who currently owns the property and has been discussing contributing in-kind services to the project.

The estimated budget for the grant project includes anticipated engineering, natural area enhancements, construction costs and a 15% contingency. Engineering is expected to be completed in fall 2018 with trail construction likely to begin by summer 2019. The project would be completed by fall 2019.

Total estimated cost for the project is \$263,336. Staff recommend submitting a grant application for \$138,669, which is 53% of the total estimated project cost. THPRD's financial responsibility in match funding is estimated at \$124,667, which is 47% of the total estimated project cost. THPRD's match will include district staff time (\$30,000), City of Beaverton design review and

permit fee waivers (\$4,667), and cash contribution (\$90,000) in System Development Charge (SDC) funds.

The attached resolution has been reviewed and approved by THPRD's legal counsel, Beery Elsner & Hammond, LLP.

Proposal Request

Staff are seeking approval to submit a RTP grant application for \$138,669 to fund construction of a neighborhood trail connection at 155th Avenue Wetlands Natural Area. Staff request board of directors' approval and signature on the attached resolution authorizing staff to apply for this grant.

Benefits of Proposal

A successful grant award allows THPRD to complete an important neighborhood trail connection at a reduced cost to THPRD (staff time and \$90,000 in SDCs) and a continued partnership with the City of Beaverton.

Potential Downside of Proposal

There is no apparent downside to the proposal.

Action Requested

Board of directors' approval of Resolution 2017-07, Authorizing Application to the Oregon Parks and Recreation Department to the Recreational Trails Program for Trail Construction at the 155th Avenue Wetlands Natural Area.

RESOLUTION NO. 2017-07

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
TUALATIN HILLS PARK & RECREATION DISTRICT
AUTHORIZING APPLICATION TO THE OREGON PARKS AND RECREATION
DEPARTMENT TO THE RECREATIONAL TRAILS PROGRAM
FOR TRAIL CONSTRUCTION AT 155TH AVENUE WETLANDS NATURAL AREA**

WHEREAS, state funds are available through the Oregon Parks and Recreation Department (OPRD) to the Recreational Trails Program (RTP) grant program for trail projects; and

WHEREAS, the Tualatin Hills Park & Recreation District (THPRD) is a special service district that is eligible to receive said federal grant funds; and

WHEREAS, THPRD has identified as high priorities the construction of a quarter-mile long trail at THPRD's 155th Avenue Wetlands Natural Area; and

WHEREAS, THPRD has available local matching funds to fulfill its share of obligation related to this grant application should the grant funds be awarded; and

WHEREAS, THPRD will provide adequate funding for ongoing operations and maintenance of this park and recreation facility should the grant funds be awarded; and

LET IT HEREBY BE RESOLVED BY THE BOARD OF DIRECTORS OF THE TUALATIN HILLS PARK & RECREATION DISTRICT IN BEAVERTON, OREGON, that:

Section 1: The board of directors demonstrates its support for and authorizes staff to submit a grant application to the Oregon Parks and Recreation Department for trail construction at 155th Avenue Wetlands Natural Area.

Section 2: This resolution shall be effective following its adoption by the board of directors.

Approved by the Tualatin Hills Park & Recreation District Board of Directors on the 11th day of April 2017.

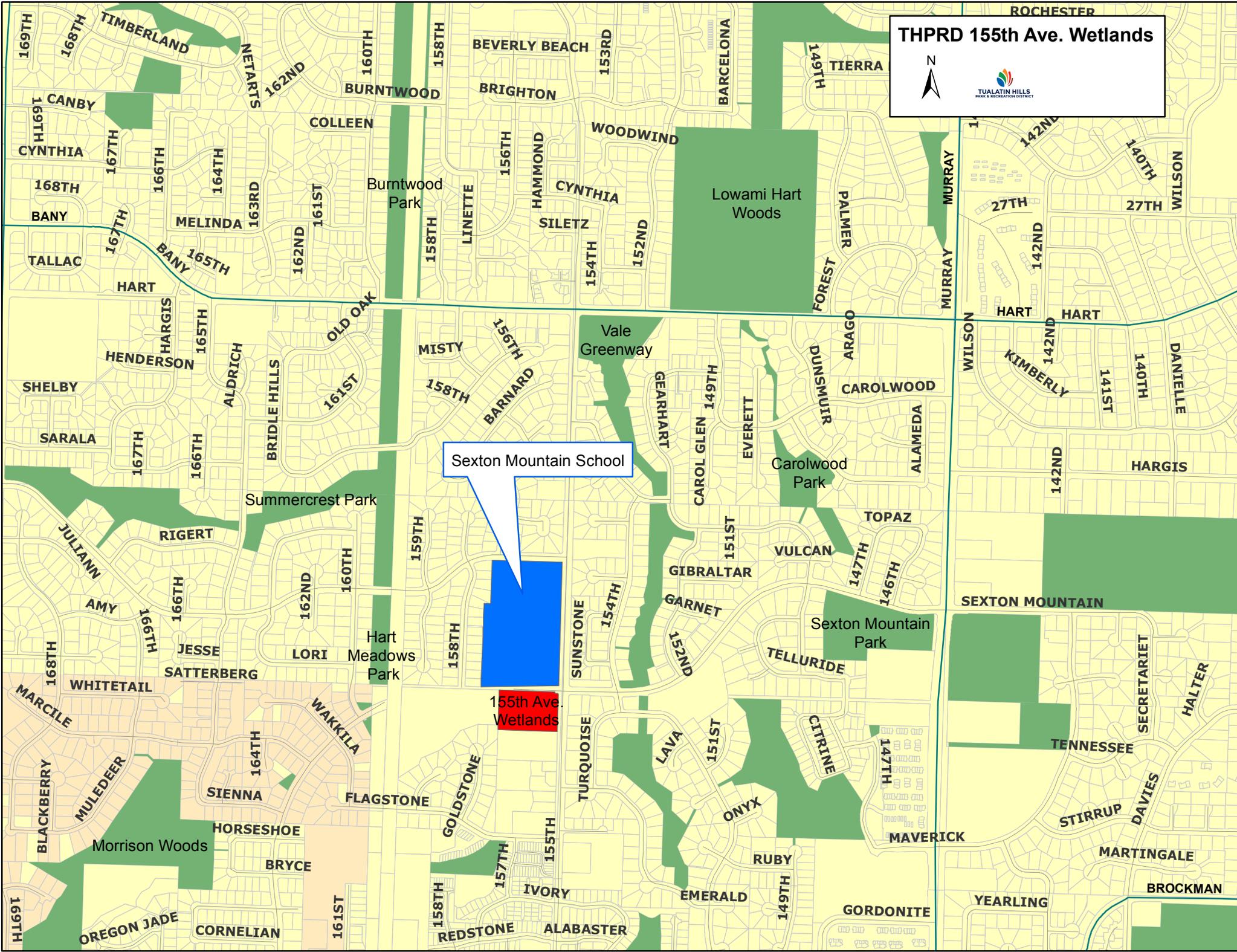
Jerry Jones, Jr., President

Ali Kavianian, Secretary

ATTEST:

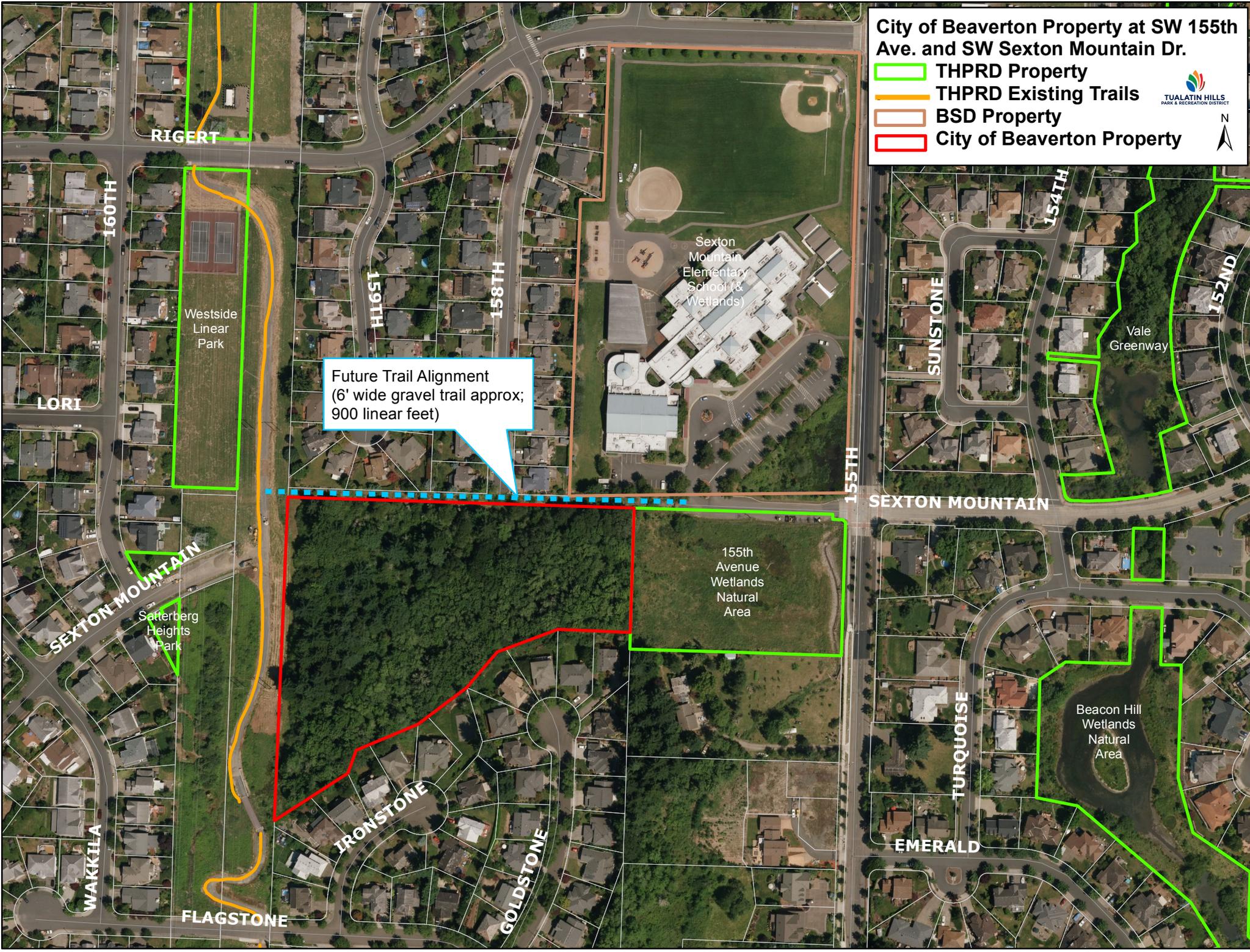
Jessica Collins, Recording Secretary

THPRD 155th Ave. Wetlands



City of Beaverton Property at SW 155th Ave. and SW Sexton Mountain Dr.

-  THPRD Property
-  THPRD Existing Trails
-  BSD Property
-  City of Beaverton Property



Future Trail Alignment
(6' wide gravel trail approx;
900 linear feet)



MEMO

DATE: March 22, 2017
TO: Doug Menke, General Manager
FROM: Aisha Panas, Director of Park & Recreation Services

RE: **Proclamation of National Water Safety Month**

The National Recreation and Park Association has identified May 2017 as National Water Safety Month. Submitted for consideration for the April 11, 2017 Board of Directors meeting is a Proclamation in observance of National Water Safety Month.

Action Requested

Board of Directors recognition and endorsement of the attached proclamation declaring May 2017 as National Water Safety Month in the Tualatin Hills Park & Recreation District.

TUALATIN HILLS PARK & RECREATION DISTRICT

PROCLAMATION

By the Board of Directors

WHEREAS, individuals and organized forms of recreation and the creative use of free time are vital to the happy lives of all of our citizens and education, athletic and recreation programs throughout the Tualatin Hills Park & Recreation District encompass a multitude of activities that can result in personal accomplishment, self-satisfaction and family unity for all citizens, regardless of their background, ability level or age; and

WHEREAS, citizens of the Tualatin Hills Park & Recreation District should recognize the vital role that swimming and aquatic-related activities relate to good physical and mental health and enhance the quality of life for all people; and

WHEREAS, the Tualatin Hills Park & Recreation District is extremely proud of the swimming facilities, aquatic programs and other related activities of their Park District and their contribution to providing to all ages a healthy place to recreate, a place to learn and grow, to swim, build self-esteem, confidence and a sense of self-worth which contributes to the quality of life in our community;

NOW, THEREFORE, I, Jerry Jones, Jr., Board of Directors President, Tualatin Hills Park & Recreation District, do hereby declare the month of May 2017 as

NATIONAL WATER SAFETY MONTH

And do urge all those in the Tualatin Hills Park & Recreation District to support and promote this observance.

Signed this 11th day of April, 2017.

Jerry Jones, Jr., President

Ali Kavarianian, Secretary



MEMO

DATE: March 27, 2017
TO: Doug Menke, General Manager
FROM: Aisha Panas, Director of Park & Recreation Services

RE: Programs Functional Plan Modifications

Summary

The Programs Functional Plan (PRFP) adopted by the board of directors in June 2015 provides a vision and set of tools to help staff prioritize and measure the success of programs. At the February 14, 2017 regular board meeting, staff presented a summary of the plan and provided background on changes being proposed to update the document.

Background

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

With the 2013 Comprehensive Plan Update, there was a directive for staff to create functional plans to guide their work. In total, five functional plans were developed in the areas of athletic facilities, natural resources, parks, programs and trails.

Since the adoption of the PRFP, staff have begun the pursuit of agency accreditation by the Commission for Accreditation of Park and Recreation Agencies (CAPRA). Through this work, staff have determined that the PRFP would benefit from the inclusion or modification of several items, which are described below.

Proposal Request

Amendments to the PRFP include the following items, as well as some minor housekeeping edits:

1. **Service Determinants.** This section adds a set of six questions that staff will use to evaluate programs and services offered to the public. These determinants will be considered in addition to the Service Assessment Matrix to better direct staff to meet the programming needs to serve our community. (Section 3.3)
2. **Service Assessment Matrix.** The adopted plan describes the Service Assessment Matrix, but this update of the PRFP gives better direction for using the matrix and the process for collecting and reporting on this information. (Section 3.4)

3. **Reporting Information.** The PRFP was modified to include more reporting data regarding year-end activity summary or reports. (Section 3.7)
4. **Programming Standards Manual.** Program goals and objectives from the district's award-winning Programming Standards Manual developed for Conestoga Recreation & Aquatic Center have been included. These have been updated to address programs in all areas of programming district-wide. (Appendix B)

Benefits of Proposal

The amendments to the PRFP will continue to provide guidance for staff for programming, cost recovery, facility use and development, and monitoring for success. These amendments will also help the district demonstrate compliance with Standard 2.0 – Planning, as outlined in the CAPRA National Accreditation Standards.

Potential Downside of Proposal

There are no potential downsides to the proposal.

Action Requested

Board of directors' approval of the changes to the Programs Functional Plan.

Tualatin Hills Park & Recreation District Programs Functional Plan

Board of Directors

Jerry Jones, Jr., President
Ali Kavarianian, Secretary
Bob Scott, Secretary Pro-Tempore
John Griffiths, Director
Larry Pelatt, Director

THPRD Management Oversight

Aisha Panas, CPRP, Director of Park & Recreation Services
Doug Menke, General Manager

THPRD Project Team

Eric Owens, Superintendent of Recreation
Lindsay Bjork, CPRP, Cedar Hills Recreation Center Supervisor
Deb Schoen, CPRP, Superintendent of Community Programs
Sabrina Taylor-Schmitt, CPRP, Conestoga Recreation & Aquatic Center Supervisor
Kristin Smith, Interpretive Programs Supervisor
Michael Egging, CPRP, Community Programs Office Tech

Consultant

Mark Fulop and Fatima Oswald, Facilitation & Process, LLC

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1.0 Introduction

This Programs Functional Plan addresses how THPRD develops, delivers and evaluates the recreational programs it offers to benefit the entire community. The plan provides guidance and structure for programming at THPRD. It is based on districtwide reports and plans, technical data, and includes a wealth of experiential knowledge developed over six decades of programming in the greater Beaverton community. Information used in programming decisions comes from several service determinants: service assessment tools, a cost recovery model, success monitoring, evaluation of facility usage rates (present and future), review of staffing and volunteer data, and the allocation of available financial resources made in the context of other district needs and opportunities. This plan will be updated every 3 to 5 years.

2.0 Background

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

- Two recreation centers
- One recreation & aquatic center
- Five indoor and two outdoor swim centers
- Two nature centers
- One senior center
- One athletic center
- One tennis center
- Two historic sites
- One recreational camp for people experiencing disabilities
- Various community and neighborhood parks, fields, and sport courts

THPRD's recreation centers generally feature:

- Fitness rooms
- Swimming pools
- Gymnasiums
- Adjacent sports fields
- Gymnastics rooms
- Outdoor play areas
- Splash pads
- Multipurpose classrooms
- Preschool and Afterschool rooms

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

2.1 Guiding Principles

The mission of THPRD is to provide high-quality park and recreation facilities, programs, services, and natural areas that meet the needs of the diverse communities it serves. Our vision is to enhance healthy and active lifestyles while connecting more people to nature, parks, and programs.

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

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

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

THPRD will continue to seek community input through surveys, focus groups, and stakeholder interviews when evaluating programs and events. The evaluation of programs is an ongoing process. Staff will obtain feedback for programs at least on a term-by-term basis. Depending on the program, immediate feedback may be necessary. Also, technology and social media will be used to more extensively facilitate efficient and inexpensive information gathering and communication with the public.

2.2 Purpose of Plan

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

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

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

- Program development and assessment
- Facility use (present and future)

- Staff and volunteer management
- Financial sustainability as related to programming

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

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

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

2.3 Recreation and Leisure Trends

THPRD reviews recreation and leisure trends in a variety of ways. We look at local, national, and global trends.

THPRD utilizes NRPA's Facility Market Reports to review census and marketing data and insights about the direct market served by our facilities. Periodic surveys, Facebook engagement, and program evaluations identify local trends.

THPRD reviews a variety of reports each year to analyze national trends. The Physical Activity Council produces an annual report that tracks sports, fitness and recreation participation, inactivity and spending levels.

Other resources that THPRD uses include the annual National Recreation and Park Association (NRPA) Field Report, the NRPA Connect networking tool, American Engagement with Parks Survey, NRPA Out-of-School Time Survey, Americans' Broad-Based Support for Local Recreation and Park Services report, and The Economic Impact of Local Parks report. Another resource is NRPA's monthly Parks & Recreation magazine.

The Future Trends Team was created as a think-tank for viewing long-term trends and environmental scanning. The team has assembled a report on emerging issues, last updated in 2015. The report touches on issues such as globalization, generations and demographics, climate change, energy, technology, organizational structure and leadership, local governments, park and recreation, dissemination of information and connectivity, and infrastructure.

THPRD programming staff identifies recreation trends annually as part of the midyear budget process. Staff utilizes a tool to identify trends and provide justification for either adopting or not adopting a new program based on that trend. Staff will determine how these trends relate to THPRD's goals and objectives.

2.4 Demographics and Population Trends

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

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

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

- Areas with the highest levels of population growth between 2000 and 2010 include: the northwest areas (north of Highway 26 and east of 185th Ave.), the north-central section (including areas north of Cornell Road), and peripheral areas in the southwest section (one south of Farmington Road and areas near the intersection of Murray Blvd. and Scholls Ferry Rd.)
- Between 2000 and 2010, the growth rate among younger residents (ages 0-4, 5-9, and 10-14) was approximately 5% lower than the district's overall growth rate
- Age of residents (See Appendix A)
- Birth rates in Washington County and THPRD declined during the 2000s and remained constant through 2010
- Between 2001 and 2010, Washington County had just over 35,000 migrant residents
- Oregon's rapid population growth during the 1990s will not likely be replicated in the foreseeable future because of an aging population
- Nearly 100 languages are spoken in the Beaverton School District
- Fifty percent of the population under 18 years of age within the THPRD service area is non-white
- The U.S. Census Bureau statistics find that 56.7 million Americans (18.7% of the population) have some disability, making people experiencing disabilities among the largest American minority groups in all U.S. regions

2.5 Relationship to Comprehensive Plan

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

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

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

- Community needs assessment
- Community interest and opinion survey
- Core services identification
- Inventory and level of service analysis
- Demographic implications
- Financial and funding analysis
- Operational, maintenance, and management planning

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

2.6 General Funding and Service Area

THPRD has a service area of 50 square miles and over 240,000 residents. Our programs, activities, and events are attended by more than a million people annually.

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

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

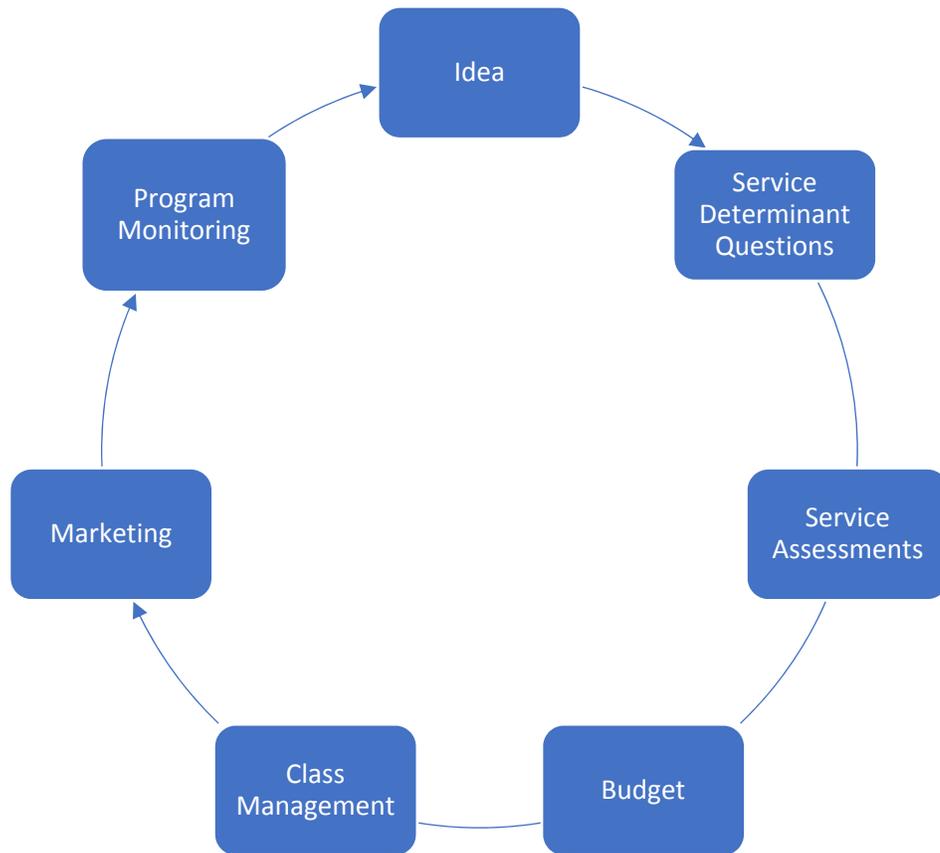
3.0 Implementation and Development

Over time, recreation offerings have evolved into being all things to all people. To become more efficient and economically sustainable, the district conducts evaluations of its programs and services. The district currently offers a wide variety of programs to people of all ages,

backgrounds, and abilities. Utilizing service assessment tools, each department will determine which programs are core to the district’s mission, which are desirable, and those that fall outside the organization’s priorities. Through these assessment tools, the types of recreation programs currently provided will change, as will the quantity and variety of offerings. Programs will focus on those that utilize resources most efficiently and meet community needs.

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

3.1 Program Service Delivery Model



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

- Idea: Program inception or design is generated by staff or the community, current industry trends and during program and success monitoring (Section 3.6)

- Service Determinants: Six screening questions used by staff to ensure program or service idea meets district mission and priorities
- Service Assessment: Tools to determine community access, market position, fit, and financial viability (Section 3.3 and 3.4)
- Budget: Allocation of district resources. Planning begins in November and involves several steps, including identifying the category of service and cost recovery goals. Any new funding requests require the approval of a business plan
- Class Management: Development of the class, which includes a lesson plan, program goals, category of service, program fee/calculation sheet (Section 7.0)
- Marketing: Development of the Activities Guide and other promotional material
- Program Monitoring: Monitors success of programs and includes several components, including program evaluations, program observation forms, satisfaction surveys, registration monitoring, cancellation practices, and wait list control (Section 3.6)

3.2 Service Determinants

THPRD asks the following six determinants questions when assessing programs and services offered to the public:

1. Does this program or service meet conceptual foundations of play, recreation and, leisure? (See Section 3.2)
2. Does this program or service meet organizational philosophy, mission, vision, goals and objectives?
3. Does this program or service meet community interests and desired needs?
4. Does this program or service create a participant-focused culture?
5. Does this program or service provide an experience that is desirable for the participant?
6. Does this program or service provide community opportunities?

3.3 Service Assessment

Service assessment tools allow THPRD to focus on delivering high-quality services in a more focused way. The Alternate Service Provider Analysis (See Appendix C) and the Service Assessment Matrix (figure 1) help the district think about these pragmatic questions:

- Is THPRD the best or most appropriate organization to provide the service?
- Is market competition good for the park district community?
- Is THPRD spreading its resources too thin without the capacity to sustain core services and the system in general?
- Are there opportunities to work with another organization to provide services in a more efficient and responsible manner?

Goal

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

Core Strategies

- Every 3 to 5 years, utilize the Service Assessment Matrix to determine THPRD’s recreation program position in the market relative to appropriate fit, financial viability, taxpayer support, and market strength. The Alternate Provider Services Analysis is used by program staff as needed, to review and assess other service providers that are specific to a location or activity
- On a quarterly basis, monitor all new programs for success and financial viability
- Assess registration and program revenue for new programs allowing a minimum of three terms to achieve target enrollment
- Cancel or replace programs that fail to meet targets after three terms

Figure 1

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

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

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

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

Fit

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

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

Financial Capacity

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

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

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

Market Position

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

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

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

Alternative Coverage

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

Unfair Competition

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

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

Recommended Provision Strategies – Defined (numbers refer to Figure 1)

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

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

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

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

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

Collaboration (4, 7, 8) – THPRD determines that the service can be enhanced or improved through the development of a collaborative effort as THPRD’s current market position is weak.

Collaborations (e.g., partnerships) with other service providers (internal or external) that minimize or eliminate duplication of services while most responsibly utilizing THPRD resources are recommended.

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

3.4 Community Inventory

Every 3 to 5 years, THPRD compiles an inventory of parkland and recreation facilities, programs and services in the service area. Staff engages the Community Inventory Matrix when analyzing their programs and services using the service assessment tool. This information is used by programming staff to identify new opportunities for programs and services, as well as potential partners. It is also used by staff to help avoid duplication of services. (See Appendix D)

3.5 Program Goals and Objectives

In addition to the guiding principles defined during the 2013 Comprehensive Update (see 2.1) and annual goals identified by the district’s board of directors, THPRD sets specific goals and objectives for each program area within the Recreation, Aquatics, Sports and Natural Resources departments. These goals are reviewed every 3 to 5 years. (See Appendix B)

3.6 Program and Success Monitoring

Service delivery levels will be monitored through registrations, event participation, and facility usage. Furthermore, program contact hours will be used to ensure that goals are met for providing a variety of programs for various user groups, and meeting cost recovery goals. Success will be measured by program attendance, evaluations, program observations, cancellations and the existence of wait lists. Additionally, success will be evaluated by maintaining the number of program contact hours for each program area each year.

THPRD works toward continuous improvement of programs and services. Tools to regularly monitor quality include: participant evaluation forms, systematic observations of classes, participant satisfaction surveys, user comments (physical forms located at facilities and web-base feedback) and adapting to current trends for continual improvement. It is a thoughtful and rational process in order to determine not only what actions work, but why they work and how to improve them as they relate to our mission, vision, and established program goals and objectives.

THPRD’s success monitoring framework:

1. Assess existing program/service experience. Utilize participant evaluation forms and satisfaction surveys to gauge patron satisfaction. Compared user expectations to established goals and objectives(See Appendix E)

2. Through observation and collected feedback, determine what is missing in the desired experience. Determine what actions could be implemented to improve the experience
3. Implement changes
4. Monitor, analyze, and evaluate results
5. Modify actions accordingly
6. Repeat process quarterly

This plan will identify methods to make monitoring efforts more comprehensive, integrated, and efficient by focusing success monitoring on programming and the effectiveness of service assessment and cost recovery.

Actively managing class enrollment levels can provide options for residents to pursue the program of their choosing, while allowing staff to manage the resources of the facility at an optimal level. The following outlines the processes staff will follow to ensure enrollment numbers, cancellations, and wait lists are monitored and actively managed:

- Two weeks from the start of a class, programmers will evaluate the status of all classes to decide to promote, combine classes, or cancel.
- Any class that has little to no registration will be canceled. However, when patrons are called with a class cancellation notice, alternative options will be made available to attempt to transfer them into another program.
- Low enrollment classes - staff will either combine with the same type of class at another time if possible, or staff will attempt to promote the class through marketing mechanisms including Facebook, the THPRD website, or emailing past participants. Staff will also contact enrolled participants to let them know their class could be canceled to see if they could provide additional participants for the program. Lastly, other facilities will be contacted to determine if they have a wait list for a similar program.
- Some exceptions include well-established programs with a history of late enrollment or new classes. These classes will be canceled three business days before the class start date.
- Many classes and activities have a strong following and fill quickly on registration day or within a few days of registration. This can create long wait lists that can potentially become a barrier for residents to participate in programs that they desire. The active management of wait lists can provide not only options for residents to pursue the program of their choosing but allows staff to manage the resources of the facility at an optimal level.

3.7 Program and Service Statistics

THPRD collects statistics on its programs and services at various intervals: daily, weekly, monthly, and annually. The statistics are available to a variety of staff through reports in THPRD's internally developed Daily Ops software system.

Each facility collects and reviews a variety of data, including but not limited to: registration, attendance, and facility use figures to evaluate their programs. Examples:

- Recreation center: hourly room totals, leases, and rentals
- Swim centers: lesson and drop-in attendance
- Tennis: reservation and tournament attendance
- Athletic Center: league registrations, skate park numbers, etc.
- Natural Resources: trail counts, Nature Center visitors

Annual KPIs at each facility and department are tracked.

- KPIs include: classes offered, classes held, attendance, expenditures, revenue, and cost recovery.

Facility, department, and organization budget targets are monitored and reviewed

- Regular review of period reports
- Midyear projection reporting review
- Fiscal year operating budget development, review, and approval

4.0 Access for All Programming and Community Engagement

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

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

4.1 Diversity

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

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

4.2 Community Outreach Roadmap

The Community Outreach Roadmap is the first formal outreach plan effort developed for THPRD. The Community Outreach Roadmap provides a strategic focus for outreach efforts and includes community outreach goals, strategies, and suggested approaches. Also, the roadmap gives an overview of the activity-based strategies for outreach in the district, a description of the recommended activities, and a timeline for implementation of the roadmap. The roadmap is designed to ensure a continued commitment to developing inclusive practices for outreach efforts undertaken by the park district. To meet the needs of the diverse and changing community, the district must strive to engage in inclusive outreach practices and open the door wider to include underserved and un-served populations to enable participation from all residents in the community.

The roadmap emphasizes on-going relationship building with community conveners, community partners. In addition, the Community Outreach Roadmap considers diversity and inclusion from a multi-dimensional perspective, including different generations, income levels, abilities, gender identities, sexual orientations, and ethnic and racial identities. The Community Outreach Roadmap advocates for enabling all residents to have access to district programs and activities. Outreach is defined by a strong motivation to provide a high quality of customer service to the public and to include all district residents in the myriad opportunities at THPRD.

4.3 Americans with Disabilities Act (ADA) Transition Plan

THPRD's Americans with Disabilities Act (ADA) Transition Plan was prepared to be consistent with the requirements set forth in Title II of the ADA. The ADA states that a public entity must reasonably modify its policies, practices, or procedures to avoid discrimination against people with disabilities. This report will assist THPRD in identifying policy, program, and physical barriers to accessibility, and to develop barrier removal solutions that will facilitate the opportunity of access to all individuals.

The ADA Transition Plan, adopted by the board of directors in December 2016, is the result of a detailed evaluation of the district's facilities where programs, activities, and services are available to the public. Facilities include the interior and exteriors of recreation centers, swim centers, and administrative buildings, parks, and trails.

The ADA Transition Plan is intended to provide a framework for the continuous improvement of district facilities to serve people with disabilities. Barriers to district facilities will be removed systematically based on established program priorities. It is the intent of the district to address and remove barriers to accessibility in its facilities upon on the immediate necessity of programmatic access, the degree of complexity, and overall cost. The information contained in Chapter 2 of the ADA Transition Plan describes the schedule for barrier removal in the district's facilities. The preliminary schedule represents a 15-year plan for barrier removal.

THPRD does not discriminate on the basis of disability in its hiring or employment practices. THPRD will provide reasonable accommodations to a qualified applicant or employee experiencing a disability.

4.4 Adaptive and Inclusion Recreation

People experiencing disabilities continue to face stigma and exclusion, as well as social and economic marginalization. The need for inclusive, accessible programs for children and adults experiencing disabilities far outpaces available services.

THPRD's Sports Department includes staff focused on adaptive and inclusive recreation. These staff members provide guidance for adaptive and inclusive recreation programs throughout the district. The vision statement for this program area is:

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

4.5 Mobile Recreation

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

Current outreach programs include the following:

- **Rec Mobile**
THPRD's Rec Mobiles provide free athletic, artistic and educational programs at local schools, parks, and housing complexes. Our two vehicles have been equipped with sports and recreation equipment, arts and craft supplies, and more.
- **Nature Mobile**
The Nature Mobile is a mobile classroom that allows THPRD's Natural Resources staff to bring environmental education programs to schools, parks, libraries and neighborhoods throughout the park district.
- **Wellness on Wheels**
The WOW program brings fitness programs to "55 and better" district residents who are unable to come to the Elsie Stuhr Center for their fitness classes by traveling to THPRD recreation and aquatic centers, independent living facilities, low-income housing facilities, hospitals, local churches, and meeting spaces.

4.6 Scholarship Program

The district will make accommodations for individuals and families needing support by providing financial assistance through the district Scholarship Program. Please refer to District Compiled Policies Chapter 6 - Finance for further information.

4.7 Marketing Plan

THPRD develops an annual Marketing Plan that includes:

- A. Marketing objectives
- B. Situation assessment, to include:

- I. Examination of demographic trends
- II. Economic climate
- C. Market coverage by alternative providers
- D. Segmentation, targeting, and positioning
- E. Marketing mix
- F. Marketing methods
- G. Evaluation criteria and methods.

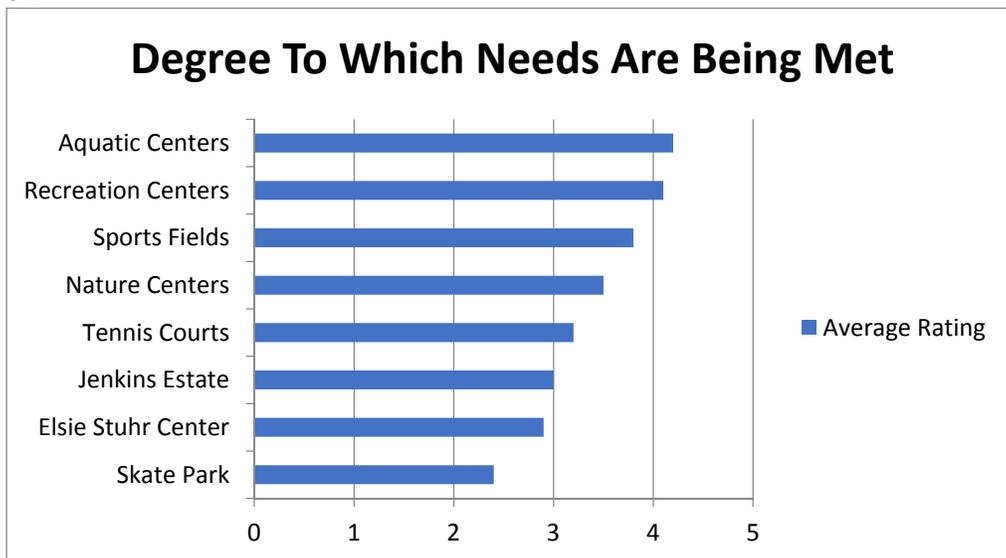
Programming staff works closely with the marketing specialist, communications specialist, and graphics specialist to ensure programs are promoted.

5.0 Existing Facilities

According to a 2012 survey, THPRD received positive ratings about access to its indoor facilities. Program expansion priorities included swimming, fitness, and wellness, which require indoor space. A common theme throughout all indoor facilities was that they are all clean and well maintained. Many of the facilities are aging and are “well loved.” Staff clearly take pride in the facilities they are entrusted to operate, and it is reflected in the level of care provided for the buildings and grounds. Facilities use and planning are two functions included in this plan.

In the survey (Figure 2), the public identified the degree to which needs are being met with the level of current facilities. On a scale of 1 to 5 where 1 = Not at All Met and 5 = Completely Met, respondents indicated the following:

Figure 2



5.1 Facility Use

Annually, THPRD staff will gather and review facility use data. This review assists staff in prioritizing and planning the use of existing facilities. Based on this data, THPRD will be better equipped to make decisions about allocating space per the program and service priorities for

the coming year. Such allocations will also inform the prioritization of maintenance and improvement of existing facilities.

5.2 Program and Facility Planning

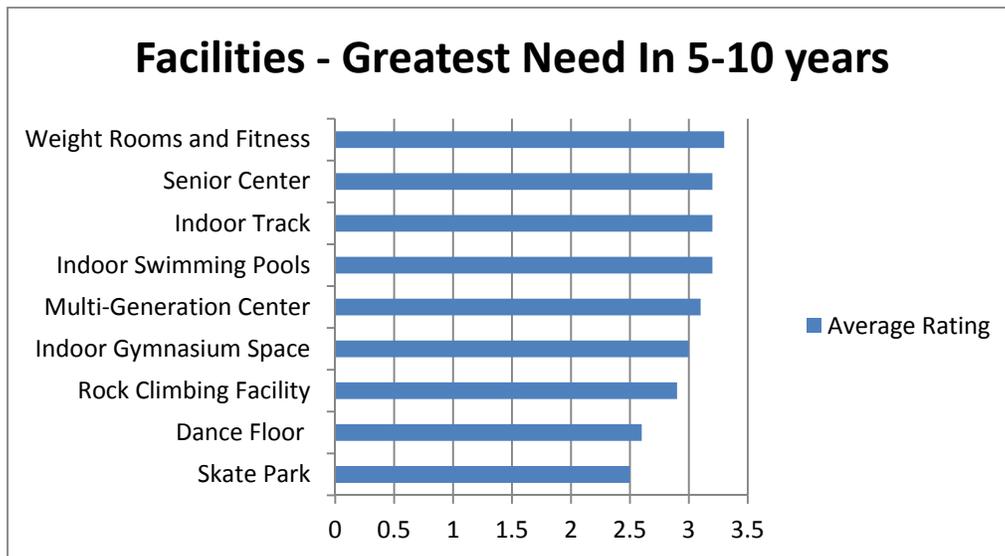
Peak and off-peak times for our facilities should be considered. Staff will consider the following:

- Are there programs that should be divested, thereby freeing up space that could be used by a high demand program?
- Is there additional space to program our high demand core programming during peak times?
- Can a facility be adapted to house additional remolded/modified programs?
- What are the peak programming times at the facility?
- Are there opportunities for partnerships and collaboration?

5.3 Future Facilities

In the 2012 survey (Figure 3), respondents rated the greatest needs of the district over the next 5 or 10 years on a 5 point scale where 1 = “Not at All Important” and 5 = “Very Important”.

Figure 3



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

6.0 Staffing

THPRD programming staff will strive to attract, train and retain quality employees with a focus on creating a high-performing and diverse workforce. In addition, THPRD will strive to support a

healthy work-life balance environment, while ensuring compliance with federal, state and local employment regulations. In support of this, THPRD will promote diversity in the workforce, provide professional skill development and continuing education opportunities for staff, while also providing management and performance reviews.

The Human Resources Department will recruit from the community to better represent the patrons we serve. To ensure we are attracting the best local talent available, we will need to increase recruitment and hiring to make certain our staff, for all positions (including managerial and supervisory roles) is representative of the diverse population we serve.

6.1 Volunteers

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

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

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

THPRD will continue to encourage and recognize the important role of program and community volunteers in meeting needs.

7.0 Cost Recovery and Fees

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

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

7.1 Cost Recovery Methodology

A pyramid methodology (Figure 4) is used to sort categories of service and determine cost recovery targets. The pyramid details cost recovery and subsidy goals corresponding with the benefit received by the community.

Figure 4



- Tier I: target 0% cost recovery - mostly community benefit
- Tier II: target 75% cost recovery - considerable community benefit
- Tier III: target 100% cost recovery - balanced individual and community benefit
- Tier IV: target 150% cost recovery - considerable individual benefit
- Tier V: target 200% cost recovery - mostly individual benefit

See Appendix F for full Cost Recovery Pyramid

7.2 Tier Reclassification

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

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

7.3 Pricing Methodology

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

- Cost recovery pricing: a fee based on cost recovery goals within market pricing ranges.

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

7.4 Financial Sustainability

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

- Grants
- Partnerships
- Donations
- Collaborations
- Volunteer contributions

7.5 Program Fees

Class fee calculation sheets (Category of service key and class calculation sheet - See Appendix G) are used to determine class fees based on all direct and indirect costs.

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

7.6 Out-of-District Fees

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

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

7.7 Discounts

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

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

8.0 Appendices

Appendix A – Age Data (page 25)

Appendix B – Goals & Objectives (page 28)

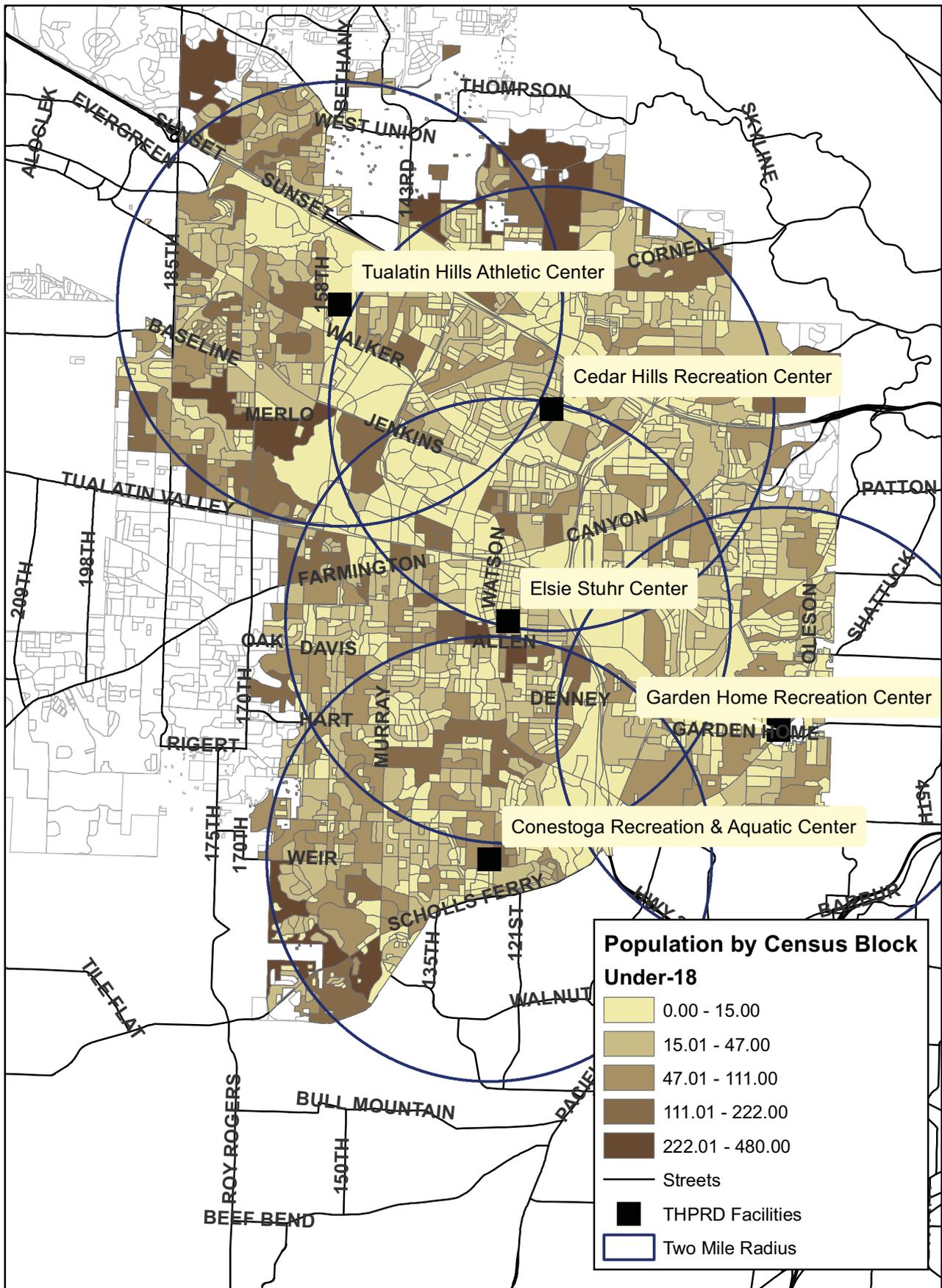
Appendix C – Alternate Provider Service Analysis (page 31)

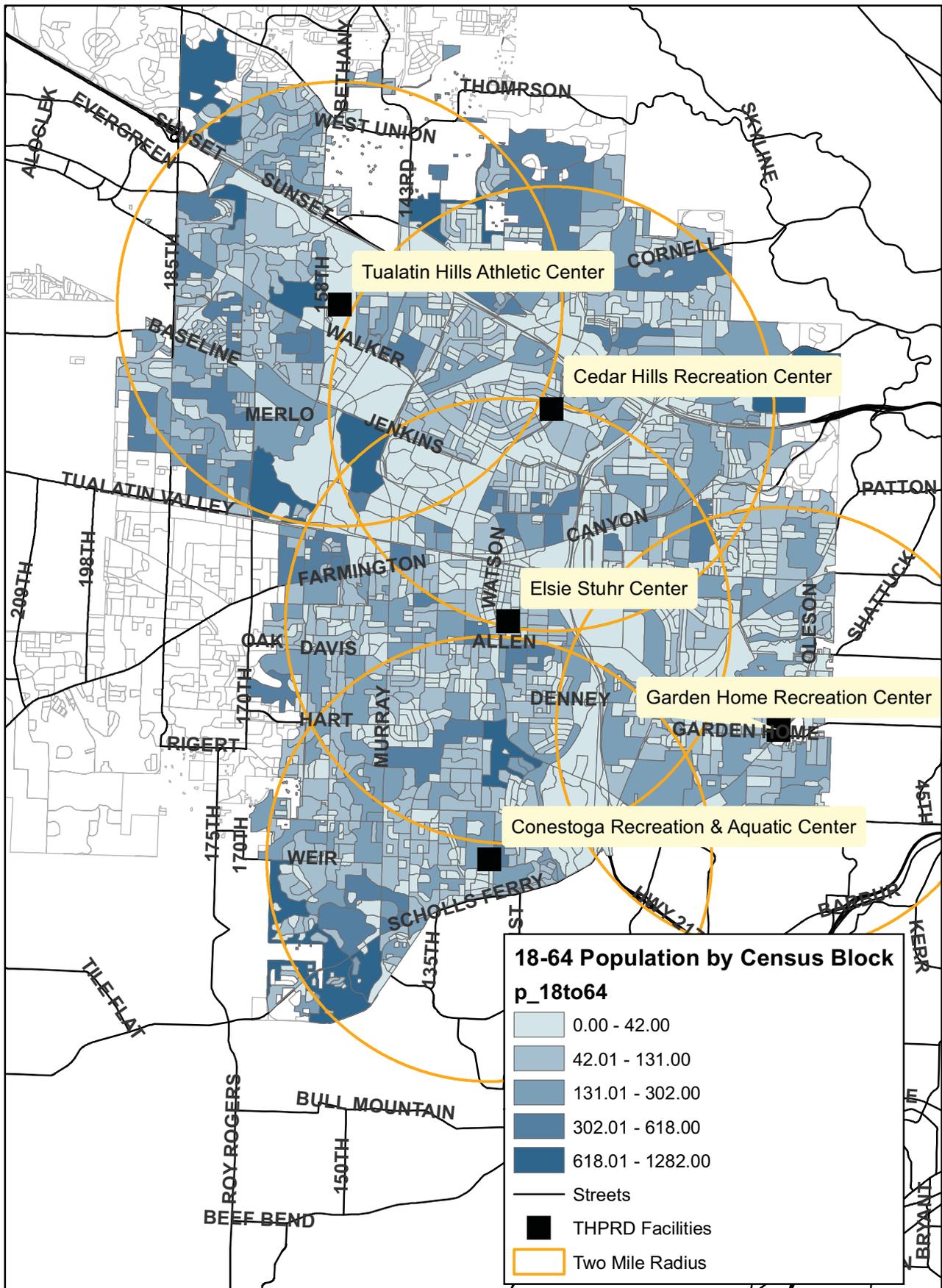
Appendix D – Community Inventory (page 32)

Appendix E – Participant Evaluations (page 36)

Appendix F – Cost Recovery Pyramid (page 40)

Appendix G – Category of Service and Class Calculation Sheet (page 41)







TUALATIN HILLS PARK & RECREATION DISTRICT

Program Goals and Objectives

Goals

Preschool: Build a foundation to provide the opportunity to develop skills for lifelong learning

Youth / Teen / Adult / Senior / Family: Provide an opportunity to foster independence and socialization while improving personal growth by improving knowledge and skills in designated area.

Objectives

Arts & Crafts

Preschool: Child will develop fine-motor skills while encouraging creative expression. The youth will learn a number of techniques to demonstrate the elements of art including line, shape, form color and texture. They will create everything from collages to sculptures and glue stick control.

Youth: Teach the children visual art techniques, and provide them with opportunities and a wide range of materials and media to explore. We support and extend the children's spontaneous learning during these arts and craft activities. Develop artistic fundamentals and explore self-expression.

Teen / Adult / Senior / Family: Developing the skills and creative interests of students, generally and sometimes towards a particular craft or trade, handicrafts are often integrated into educational systems, both informally and formally. Most crafts require the development of skill and the application of patience, but can be learned by virtually anyone.

Adaptive and Inclusive Recreation: Provide artistic tasks that are appropriate to the person's abilities. The tasks should allow the person to express themselves through an art piece or a craft. The project should be something the student has the ability to complete in class.

Aquatics

Preschool: Provide an opportunity for socialization, as well as an introductory foundation to develop skill and safety awareness in and around the water.

Youth / Teen / Adult / Senior / Adaptive and Inclusive Recreation: Provide an opportunity for socialization, physical activity and safety awareness in and around the water. Swim instruction provides participants a safe and logical progression for swim instruction. Foster swimming as a fun, lifelong activity in a family-oriented, safe, clean and supervised environment, supporting health and wellness.

Camps

Preschool: Child will learn social skills while being in groups. Child will also learn basic skills such as waiting turns, communicating with words, and sharing.

Youth: Campers will participate in a range of enjoyable adventures designed to foster social interaction, facilitate personal growth and to develop educational and recreational skills.

Fitness / Movements

Preschool: To introduce various athletic skills in positive manner, creating a foundation for future development. Stand on tiptoes, kick a ball, begin to run, walk up and down stairs holding on, and throw ball overhand.

Youth: Participate in physical activity for health, enjoyment, challenge, self-expression, and/or social interaction. Analyze the personal benefits that result from participating in physical activity, both as individuals and with others. To encourage cooperation and respect for others, as well as teach problem-solving and promoting athletic development skills in the form of individual and organized sports.

Teen / Adult: Improve health, fitness, and quality of life through physical activity.

Senior: Improve cardiorespiratory and muscular fitness for life by participating in physical activity that improves muscle tone and respiratory fitness.

Adaptive and Inclusive Recreation: Participate in physical activity for health, enjoyment, challenge, self-expression, and/or social interactions. Analyze the personal benefits that result from participating in physical activity, both as individuals and with others.

Family: Provide activities that encourage physical fitness that can be done as a family. Teach skills they can take home to continue a healthy lifestyle together.

General Interest / Events

All: To provide the opportunity for socialization while improving personal growth by improving knowledge and skills in designated area.

Health / Wellness

Preschool: To identify that healthy behaviors that impact personal health.

Youth: Able to identify examples of emotional, intellectual, physical, and social health.

Teen / Adult / Senior / Adaptive and Inclusive Recreation: Improve the health, function and quality of life.

Family: Demonstrate the ability to advocate for personal, family, and community health.

Music

Preschool: Encourages creative expression and develops coordination through music and movement.

Youth: Through exploration and discovery, students will be able to express themselves as thinking, feeling musicians and develop their musical imaginations through speaking, singing, playing, moving and composing.

Teen / Adult / Senior / Adaptive and Inclusive Recreation / Family: Through varied applied music projects, students will understand standards of quality in performance and composition, become lifelong learners of music-

Nature Education

Preschool: Develop a curriculum structure that focuses on experiential learning through exposure to nature and the changing seasons. Children will form friendships, learn respect, and have the opportunity to grow.

Youth / Teen / Adult / Senior / Adaptive and Inclusive Recreation / Family: To create educational opportunities to connect people and nature by developing a greater understanding and appreciation for plants and wildlife.

Preschool Learning

Preschool: Working on fine motor skills like cutting straight lines, buttoning or zipping closures, assembling shapes correctly, coloring in pictures, tracing hands or objects onto paper and controlling glue sticks. Children will develop the ability to interact with peers respectfully and to form positive peer relationships

Sports - General

Preschool / Youth: Learning how to work as a team to accomplish a shared goal. Working on hand-eye coordination, and learning about sportsmanship.

Teen / Adult / Senior: By participating in a team sport the participant will exhibit valuable skills such as: Communication, Leadership Development, Healthy Behavior, and Social Awareness.

Sports – Leagues

Youth: To encourage cooperation and respect for others, as well as teach problem-solving skills while building strength and fitness in the form of organized sports.

Adult: To promote fitness, healthy competition, fun and community building in the form of organized sports.

Trips / Tours

Teen / Adult / Senior: Getting out and exploring with other like-minded adults and enjoying the social aspect of traveling with others.

Recreation Community Inventory

Recreation Provider	55+	Youth Dance	Adult Dance	Youth Gymnastics	Y Sports Classes	Drop-in Sports	Martial Arts	Yoga	Group Fitness	Personal Training	Adult Art	Youth Art	After-School Program	Preschool Classes	Month Preschool/9	Child Care	Indoor Play Park	Full Day Camps	Birthday Parties	Youth General Interest (Cooking, Theater, etc.)	Adult General Interest (Cooking, Theater, etc.)	Events	Other
THPRD: Location																							
Portland Parks & Recreation																							
Hillsboro Parks & Recreation																							
YMCA of Beaverton																							
Mittleman Jewish Community Center																							
Kinder Care																							
Beaverton School District-provider																							
Other private childcare facility																							
Other private childcare facility																							
24 Hour Fitness																							
Club Sport																							
Villa Sport																							
LA Fitness																							
Crunch																							
Bethany Athletic Club																							
Other Private Health Club																							
Other Private Health Club																							
Oregon Gymnastics Academy																							
Omega Gymnastics																							
Westside Dance and Gymnastic																							
Other Private Gymnastics Club																							
MVP Dance																							
Encore Performing Arts Center																							
Dance West																							
Arthur Murray Dance Studio																							
Other Private Dance Studio																							
Other Private Dance Studio																							
Spotlight Musical Theater Academy																							
Oregon Children's Theater																							
PDX Sports Center																							
Private Sports/Martial Arts Center																							
Private Sports/Martial Arts Center																							
Multnomah Arts Center																							
Ano's Art for Creative Minds																							
Young Rembrandts																							
Oregon College of Arts and Crafts																							
Montessori Preschool																							
Other Private Preschool Program																							
Other Private Preschool Program																							

Aquatic Community Inventory

Recreation Provider	<i>Preschool Learn to Swim</i>	<i>School Age Learn to Swim</i>	<i>Teen/Adult Learn to Swim</i>	<i>Private Lessons</i>	<i>Fitness Classes</i>	<i>Parent Child</i>	<i>Diving</i>	<i>Synchronized</i>	<i>Inclusive/Adaptive</i>	<i>Guard/Jr. Guard Training</i>	<i>Non-competitive swim team</i>	<i>Competitive swim Team</i>	<i>Advance Swim Skills</i>	<i>Women-Only</i>	<i>Lap Swim</i>	<i>Open Swim</i>	<i>Family Swim</i>
THPRD: Location _____	x	x	x	x	x	x	x	x	x	x	x		x	x	x	x	x
Portland Parks & Recreation																	
Hillsboro Parks & Recreation																	
YMCA of Beaverton																	
Mittleman Jewish Community Center																	
Bethany Athletic Club																	
Club Sport																	
Villa Sport																	
LA Fitness																	
24 Hour Fitness																	
Other Private Health Club _____																	
Other Private Health Club _____																	
Tualatin Hills Thunderbolts Swim Club																	
Tualatin Hills Dive Club																	
Tualatin Hills Synchro Club																	
Tualatin Hills Water Polo Club																	
Tualatin Hills Master Swim Club																	

Nature Community Inventory

Recreation Provider	<i>Curriculum Preschool Programs</i>	<i>Pre age classes</i>	<i>Youth Age classes</i>	<i>Adult classes</i>	<i>Camps</i>	<i>Special Events</i>	<i>Tours</i>	<i>Outdoor Recreation</i>	<i>Educational Group Lessons</i>	<i>Other</i>
THPRD: Location _____	x	x	x	x	x	x	x	x	x	x
Portland Parks & Recreation										
Hillsboro Parks & Recreation										
Tryon Creek State Park										
Oregon Zoo										
OMSI										
Trackers Earth										
Jackson Bottom Wetlands Preserve										
Mad Science										
Woodhaven Preschool										



Recreation Program Participant Evaluation

Program Area: General Interest

Cooking, Personal Growth, Recreation Preschool

Instructor Name: _____ **Term:** _____ **Year:** _____

We want you to hate missing class! We are in the business of creating great recreation opportunities. We greatly appreciate your comments and we will use your feedback to continually improve our programs.

Class Day(s): Mon Tues Wed Thurs Fri Sat Sun **Class Time:** _____

Preparedness: Excellent Good Fair Needs Improvement

Did the program start and end on time? Were supplies/equipment appropriate and readily available?

Instruction: Excellent Good Fair Needs Improvement

Was proper instruction provided for program activities? Were the activities appropriate for the skill level?

Cooperation: Excellent Good Fair Needs Improvement

Did you or your child experience positive interactions with others?

Motivation: Excellent Good Fair Needs Improvement

Did you or your child want to come to class? Did the environment promote excitement and enthusiasm (ex. music, class flow, room/location)?

Participation: Excellent Good Fair Needs Improvement

Did you or your child have the opportunity to fully participate in the activity?

Creativity: Excellent Good Fair Needs Improvement

Did the program foster creativity?

Communication: Excellent Good Fair Needs Improvement

Did THPRD facility staff provide adequate, timely and appropriate program details?

If you have any further questions or inquiries, please don't hesitate to contact staff at your recreation center.

Please list two favorite things you or your child can share about this program?

Other comments, including areas of improvement:

GOALS – General Interest

Preschool: Building a foundation to provide the opportunity to develop skills for lifelong learning

Youth: Provide opportunity to foster independence and socialization while improving personal growth by improving knowledge and skills in designated area.

Teen/Adult: Provide opportunity for socialization while improving personal growth by improving knowledge and skills in designated area.

OBJECTIVES – General Interest

All Participants: To provide the opportunity for socialization while improving personal growth by improving knowledge and skills in designated area.

If you have any further questions or inquiries, please don't hesitate to contact staff at your recreation center.



Aquatics Program Participant Evaluations

Program Area: Aquatic Instructional Programs
Baby/Toddler and Me, Preschool Swimming, Learn-to-Swim, Splash, Diving, Synchronized Swimming, Water Polo

Instructor Name: _____ **Date:** _____ **Year:** _____

Class Name: _____

We value your comments and suggestions. We take what you have to say very seriously and will use your feedback as a way to modify and improve future classes. We want each student's experience to very best it can be!

Class Day(s): Mon Tues Wed Thurs Fri Sat Sun **Time:** _____

Preparedness: Excellent Good Fair Needs Improvement

Did the program start and end on time? Was equipment appropriate and readily available?

Instruction: Excellent Good Fair Needs Improvement

Was proper instruction provided for program activities? Were the activities appropriate for the skill level?

Skill Development: Excellent Good Fair Needs Improvement

Did your child experience improvement in knowledge and skills?

Cooperation: Excellent Good Fair Needs Improvement

Did your child experience positive interactions with others?

Motivation: Excellent Good Fair Needs Improvement

Did your child want to come to class? Did the environment promote excitement and enthusiasm?

Participation: Excellent Good Fair Needs Improvement

Did your child have the opportunity to fully participate in the activity?

Communication: Excellent Good Fair Needs Improvement

Did THPRD facility staff provide adequate, timely and appropriate program details?

If you have any further questions or inquiries, please don't hesitate to contact staff at your aquatic center.

Please list two favorite things you would like to share about your child's experience with this program?

Other comments, including areas of improvement:

GOALS – Learn to Swim/ Baby/Toddler & Me/ Preschool Swimming /Specialized Aquatics

Under 3/Preschool: Building a foundation to provide the opportunity to develop skills for lifelong learning

Youth: Provide opportunity to foster independence and socialization while improving personal growth by improving knowledge and skills in designated area.

Teen/Adult/Specialized: Provide opportunity for socialization while improving personal growth by improving knowledge and skills in designated area.

OBJECTIVES – Learn to Swim/ Baby/Toddler & Me/ Preschool Swimming /Specialized Aquatics

Under 3 and Preschool: Provide an opportunity for socialization, as well as an introductory foundation to develop skill and safety awareness in and around the water.

Youth/Teen/Adult/Specialized: Provide an opportunity for socialization, physical activity and safety awareness in and around the water. Swim instruction provides participants a safe and logical progression for swim instruction.

GOALS – Splash, Diving, Synchronized Swimming, Water Polo

All: Provide opportunity to foster independence and socialization while improving personal growth by improving knowledge and skills in designated area.

OBJECTIVES – Splash, Diving, Synchronized Swimming, Water Polo

Youth: Learning how to work in a team setting to accomplish individual and shared goals. Working on stroke refinement, coordination, and learning about sportsmanship.

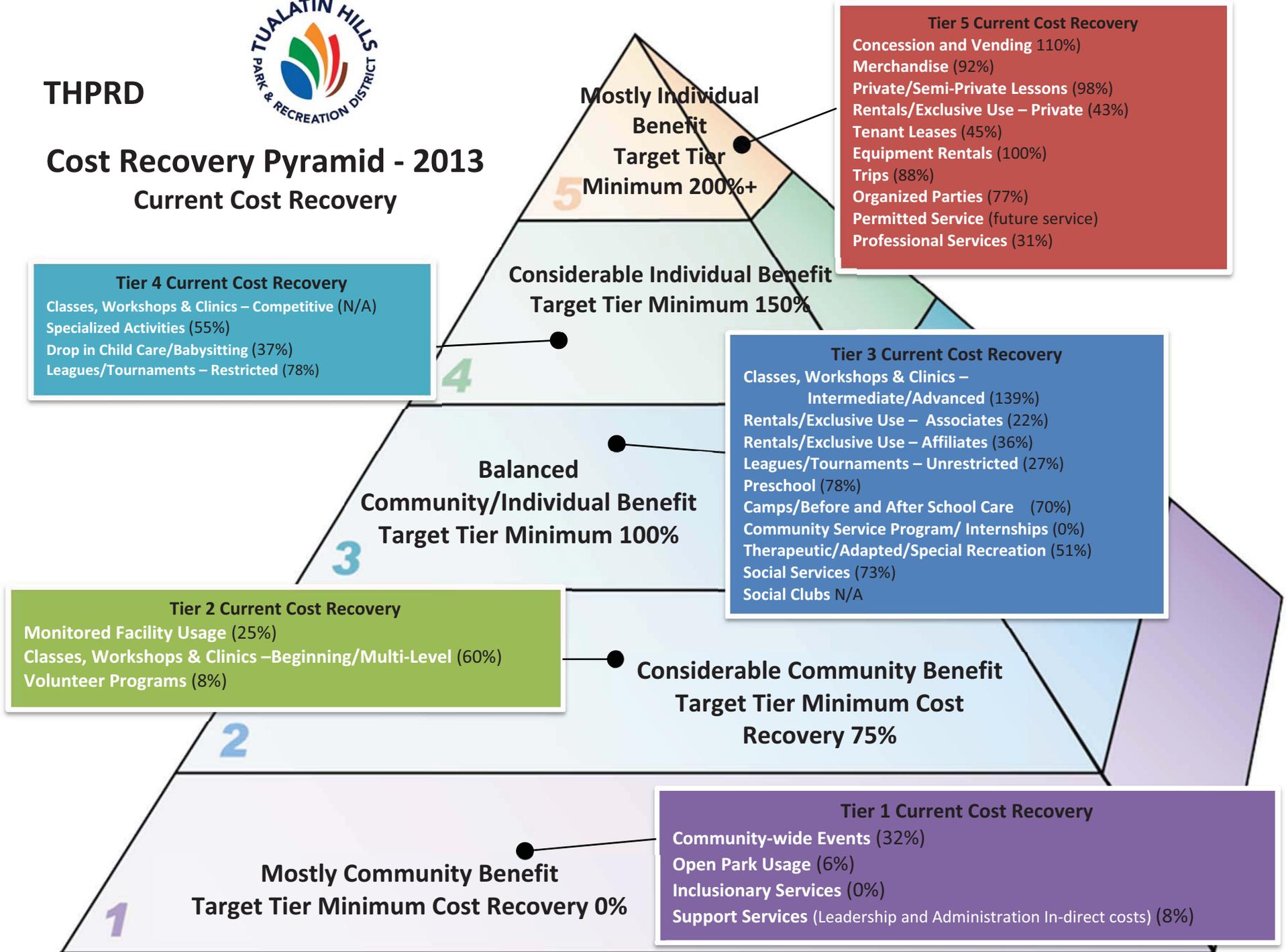
Teen/Adult: By participating in a team sport the participant will exhibit valuable skills such as: Communication, Leadership Development, Healthy Behavior, Social Awareness, in addition to supporting health and wellness, and skill refinement.

If you have any further questions or inquiries, please don't hesitate to contact staff at your aquatic center.



THPRD

Cost Recovery Pyramid - 2013
Current Cost Recovery



Categories of Service

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

THPRD'S CATEGORIES OF SERVICE

TIER 5: MOSTLY INDIVIDUAL BENEFIT

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

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

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

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

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

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

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

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

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

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

TIER 4: CONSIDERABLE INDIVIDUAL BENEFIT

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

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

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

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

TIER 3: BALANCED COMMUNITY/INDIVIDUAL BENEFIT

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

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

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

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

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

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

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

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

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

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

TIER 2: CONSIDERABLE COMMUNITY BENEFIT

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

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

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

TIER 1: MOSTLY COMMUNITY BENEFIT

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

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

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

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

THPRD's Categories of Service Key:

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

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

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

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

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

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

Total Camp with Fee	\$ <input type="text" value="51.00"/>	<input type="button" value="Save"/>	<input type="button" value="Cancel"/>
----------------------------	---------------------------------------	-------------------------------------	---------------------------------------

Glossary of Terms and Definitions

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



[6G]

MEMO

DATE: April 6, 2017
TO: Doug Menke, General Manager
FROM: Keith Hobson, Director of Business & Facilities

RE: Resolution Appointing a Trustee to the District's 457 Deferred Compensation Plan and 401(a) Plan

Introduction

The attached resolution authorizes the board of directors to appoint a trustee to the district's 457 deferred compensation plan and 401(a) plan.

Background

THPRD is proposing to move to a new deferred compensation plan provider, effective May 1, 2017. With the assistance of an independent consultant, Impact Benefits and Retirement, Inc., staff completed a request for proposal process to determine the best solution for employees participating in our existing plans (Voya and The Standard). Eleven RFPs were sent with nine responses. Criteria for the evaluation included: investment options, pricing, and support both on the administration and employee side. A group of THPRD employees, including both represented and management staff, reviewed the proposals and narrowed it down to four potential providers. These four companies: The Standard, Voya, Principal and Mass Mutual were invited to interview. Based on the criteria listed above and the information provided in the interviews, THPRD is proposing to move to a single provider, Mass Mutual. Informational meetings will be conducted and staff continue to receive regular updates on the move to Mass Mutual throughout the transition process.

Proposal Request

Staff are requesting approval of the attached resolution which appoints a trustee to the district's 457 deferred compensation plan and 401(a) plan. Park district legal counsel has reviewed and approved of the resolution.

Benefits of Proposal

Appointing one trustee versus two trustees will streamline investment opportunities for staff, lowering investment costs for staff while simplifying the administration of the plan.

Potential Downside of Proposal

There is no apparent downside to the proposal.

Action Requested

Board of directors' approval of Resolution 2017-08, appointing a trustee to the district's 457 deferred compensation plan and 401(a) plan.

Resolution No. 2017-08

**A RESOLUTION OF THE TUALATIN HILLS PARK & RECREATION DISTRICT
BOARD OF DIRECTORS APPOINTING A TRUSTEE TO
THE DISTRICT'S 457 DEFERRED COMPENSATION PLAN AND 401(a) PLAN**

The Tualatin Hills Park & Recreation District Board of Directors resolves as follows:

- Section 1. The board appoints Reliance Trust Company, 1100 Abernathy Road, 500 Northpark, Suite 400, Atlanta, GA 30328, as Trustee with respect to the Tualatin Hills Park & Recreation District 457 Deferred Compensation Plan and Tualatin Hills Park & Recreation District 401(a) Plan, effective May 1, 2017.
- Section 2. The board authorizes the plan record keeper, Mass Mutual, to act as an agent of the Trustee as indicated in the Trust Agreement.
- Section 3. This resolution is effective on the date the board adopts it.

ADOPTED by the Board of Directors of the Tualatin Hills Park & Recreation District this 11th day of April, 2017.

Jerry Jones Jr., Board President

Ali Kavarianian, Board Secretary

ATTEST:

Jessica Collins
Recording Secretary



[7A]

MEMO

DATE: March 20, 2017
TO: Doug Menke, General Manager
FROM: Keith Hobson, Director of Business & Facilities
RE: **Somerset West and Cedar Hills Park Redevelopment Funding / Phasing Options**

Introduction

Staff are requesting board of directors' review of the funding and phasing options for the estimated budget shortfalls of the Somerset West Park and Cedar Hills Park bond projects based on the approved master plans. No decision is being requested at this time, and, based on board feedback, staff will return at a future meeting for board approval of a strategy.

Background

Somerset West Park master plan (Exhibit A) was approved at the January 10, 2017 board meeting and the Cedar Hills Park master plan (Exhibit B) was approved at the October 11, 2016 board meeting. The board was informed at these meetings that both master plans are over the current available project funding and that staff would be investigating potential funding or phasing options to reduce the budget shortfalls.

The project budget for Somerset West Park is \$1,070,525; however, there is an existing project cost overage within the bond program's neighborhood park redevelopment category of \$46,987 leaving an available project funding balance of \$1,023,538.

The total estimated project cost for the entire Somerset West Park master plan is \$2,793,221, which is \$1,769,683 above the current available project funding. Staff anticipate that this cost overage could decrease as the project moves ahead and a more detailed design is completed. The estimated project budget for the entire master plan also includes a 15% contingency of \$364,333.

A phase I option for the Somerset West Park master plan (Exhibit C) has been proposed and the total estimated project cost would be \$1,535,240, which is \$511,702 above the current available project funding. The phase I estimate includes a 15% contingency of \$207,108. The amenities in the phase I option include everything in the master plan except the parking lot expansion and the new basketball half courts. It should be noted, that the phase I option will meet the obligations made in the 2008 bond program and is consistent with other park renovation projects funded by the 2008 bond program. Phase II consists primarily of a parking lot expansion to serve the outdoor pool, and the resulting relocation of the basketball courts.

The project budget for Cedar Hills Park is \$6,436,283. With the surplus of \$1,038,288 in the bond program's community park category, the available project funding for Cedar Hills Park is \$7,474,571.

The estimated project cost for the Cedar Hills Park master plan is \$9,637,995, which is \$2,163,424 above the current available funding. This estimate includes a 13% contingency (contingency is reduced at various project milestones including master plan approval) of \$1,108,796. Staff are submitting two park amenities, the sport court and picnic pavilion, for the Local Government Grant Program in the total amount of \$340,000 to help offset the project's cost overage. Should THPRD not receive the grant, these items could also be phased to a later date in order to lower the initial project cost.

Per THPRD's debt policy 6.02, the district is allowed the use of non-general obligation supported debt as long as it does not negatively impact future obligations. Somerset West Park and Cedar Hills Park bond redevelopment projects are both exceeding their allotted project funding. Therefore, staff have developed funding options for the board's review.

The following chart outlines four funding options for Somerset West Park and two options for Cedar Hills Park. The chart identifies the capital expenditures, operating expenditures, and debt service costs for the options outlined for each park project.

Bond Project Improvement Funding

	Somerset West Park				Cedar Hills Park	
	Option One - Complete Project with Bond & SDC Funds	Option Two - Complete Project with Bond & Debt Funds	Option Three - Phase 1 Only with Bond & SDC Funds	Option Four - Phase 1 Only with Bond & Debt Funds	Option One - Complete Project with Bond & SDC Funds	Option Two - Complete Project with Bond & Debt Funds
Capital Expenditure:						
Bond Funds	\$1,023,538	\$1,023,538	\$1,023,538	\$1,023,538	\$6,436,283	\$6,436,283
SDC Funds	1,769,683	-	511,702	-	2,163,424	-
Debts Funds		1,786,000	-	516,000	-	2,185,000
Bond category savings	-	-	-	-	1,038,288	1,038,288
Total Capital	\$2,793,221	\$2,809,538	\$1,535,240	\$1,535,240	\$9,637,995	\$9,637,995
Operating Expenditure:						
Annual Debt Service ¹	-	\$151,384	-	\$43,372	-	\$183,374
Total Annual Operating Expenditure:	-	\$151,384	-	\$43,372	-	\$183,374
Debt Service Costs:						
Principal	-	\$1,786,000	-	\$516,000	-	\$2,185,000
Interest	-	484,761	-	138,887	-	587,202
Total Debt Service Costs²:	-	\$2,270,761	-	\$654,887	-	\$2,772,202

¹ Annual Debt Service based on average 15 year loan at 3.25% interest

² Total Debt Service Costs include estimated costs of issuance

Proposal Request

Staff request board of directors' review and feedback for the funding/phasing options for Somerset West Park and Cedar Hills Park.

Benefits of Proposal

THPRD has identified the need to review bond project funding and options for both park projects to determine the most beneficial method to move forward with the park redevelopment projects. The information provided will be helpful in making decisions regarding funding and/or phasing the bond redevelopment park projects that will in turn allow THPRD to move forward with design and construction.

Potential Downside of Proposal

There is no foreseeable downside to the requested action since this action is related to the funding/phasing of improvements only, and not to the actual costs creating the shortfall.

Maintenance Impact

While maintenance impact has previously been provided at master plan approval, and is not a direct impact of this requested action, it is being again included to provide context for the operating cost impacts of each option. The annual incremental increase to the maintenance cost as a result of the proposed Somerset West Park improvements for phase I is estimated at \$6,324. The annual incremental increase to the maintenance cost as a result of the proposed Somerset West Park improvements for a full master plan build out is estimated at \$7,115. The annual incremental increase to the maintenance cost as a result of the proposed Cedar Hills Park improvements for a full master plan build out is estimated at \$41,522.

Action Requested

No formal action is requested. Staff are seeking board of directors' review and feedback on the Somerset West Park and the Cedar Hills Park master plans funding and phasing options. Staff will return to the board in May with a formal proposal for approval for both park redevelopment projects.



LEGEND

MAIN PARKING LOT
 ADA Spaces 2
 Full Time Standard Spaces 40
 Total Parking Spaces 42

ON STREET PARKING
 Standard Spaces 15

GRAND TOTAL
 57 Spaces

- Existing Pool House A
- Existing Pool B
- Traditional Play (2-12yrs) C
- Existing Creek to be Restored D
- Portable Enclosure E
- New Parking Lot F
- New Entry & Drop Off G
- Existing Tennis Courts H
- Wetland Area I
- Multi-Use Field / Open Space J
- Backstop K
- On Street Parking L
- Creek Daylighting M
- Wetland Board Walk (Pedestrian) N
- Picnic Area O
- New Trees P
- 8' wide Paved Loop Path Q
- Nature Play (all ages) R
- Culvert S
- Terraced Seating T
- Wood Deck U
- Picnic Shelter V
- Bioswale at Parking Lot W
- 1/2 Court Basketball X
- Log Bench Y



Exhibit A



PARKING ESTIMATES:

Estimated Potential Park =	129 Stalls
Estimated Potential School =	118 Stalls
Total Estimated Potential Shared Parking =	247 Stalls



Exhibit B

Cedar Hills Park
Approved Master Plan
 October, 2016



LEGEND

- Traditional Play (2-12yrs) A
- Existing Creek to be Restored B
- Multi-Use Field / Open Space C
- Backstop D
- On Street Parking E
- Creek Daylighting F
- Wetland Board Walk (Pedestrian) G
- Picnic Area H
- 8' wide Paved Loop Path I
- Nature Play (all ages) J
- Culvert K
- Log Bench L
- Drainage Improvements M
- Portable Enclosure N



Exhibit C



MEMO

DATE: March 24, 2017
TO: The Board of Directors
FROM: Doug Menke, General Manager

RE: **General Manager's Report for April 11, 2017**

NRPA's Park and Recreation Magazine: Staying Ahead of the Curve

THPRD's Future Trends Team was featured in the March 2017 issue of National Recreation and Park Association's (NRPA) Parks and Recreation magazine (see attached). The team functions as an internal think-tank to step back from day-to-day operations and identify impacts of "mega trends" for the next 10 to 20 years. The attached article, "Staying Ahead of the Curve," coauthored by Keith Hobson, director of Business & Facilities, and Katherine Stokke, operations analyst, highlights the team's research and discusses its role in fostering innovative and critical thinking. NRPA has invited the authors to present a speed session at the 2017 national conference. Katherine Stokke will be at your meeting to provide a brief overview of this topic.

Board of Directors & Budget Committee Meeting Schedule

The following dates are proposed for the board of directors and budget committee meeting schedule over the next few months. All dates are Tuesdays unless otherwise noted.

- April 18, 2017 (budget committee work session)
- May 9, 2017
- May 16, 2017 (budget committee budget approval)
- June 20, 2017 (regular board meeting & board of directors budget adoption)
- July Regular Board Meeting – No Meeting Scheduled
- August 15, 2017
- September Regular Board Meeting – No Meeting Scheduled
- October 10, 2017

Staying Ahead of the Curve

www.nrpa.org/parks-recreation-magazine/2017/march/staying-ahead-of-the-curve/



Like most innovations, the creation of the Future Trends Team within the Tualatin Hills Park & Recreation District (THPRD) was generated by several recognized organizational needs. We were looking to encourage growth and development among staff recognized as strategic thinkers. We wanted to cultivate an environment of being a learning organization that supports innovation. And, we recognized that we operate in an environment of continuous change and we should identify long-term trends driving this change. By identifying the trends, we believed we could get ahead of the change rather than just react to it. Out of these recognized needs, THPRD developed an internal think tank of futurists in training, and the team continues to evolve much like the trends it researches.

How We Work

Keith Hobson, THPRD director of Business & Facilities, had the idea to assemble the Future Trends Team in October 2011. In forming this team, he identified staff who he believed had the necessary creativity and strategic thinking. While he strove to get members from departments throughout the district, his first priority was members who could positively contribute to the team's charge (to step back from day-to-day operations and identify impacts of "mega trends" for the next 10 to 20 years) and who had capacity to take on an intensive new commitment. The team ranges from nine to 12 members, and as some participants cycle off the roster during the annual summer hiatus, new recruits join to ensure fresh blood and allow greater opportunity for insights from the team to take hold throughout the organization.

This cross-functional team thrives on diverse viewpoints, encouraging a healthy dose of skepticism by assigning an official devil's advocate at each meeting to help prevent groupthink and continually challenge us to stretch our assumptions. Other key meeting roles include an "agenda cop" to help keep discussions productive and a scribe to record them for future reference.

We identified and organized research around the following macro trends:

- Globalization
- Generations and demographics
- Climate change
- Energy
- Technology
- Organizational structure and leadership
- Dissemination of information and connectivity
- Infrastructure

Why the Team Works

We have researched the importance for organizations to stay nimble and flexible in a constantly changing world, and we apply the same principle to our team. By taking a hard look at bumps in the road, we maintain the core elements that make our team work (humor is a must in each meeting) while tweaking or replacing those that do not (too many small groups doing different readings does not make for fruitful discussion).

One challenge is covering agenda topics while still allowing tangents to spark creative thoughts. A seemingly throwaway comment once triggered a real change when a member joked that THPRD's annual all-staff meeting should feature presentations about staff failures instead of the usual staff successes. After a lighthearted moment, the potential of such an idea sank in. After all, we had researched organizations that embraced failure as a path to innovation. As a result, Staff Innovation presentations debuted at the next annual meeting, and, to this day, they still replace the old success stories on the agenda.

In our quest to maintain a 20-year perspective, another hard-learned lesson is the importance of not getting too operational. We emphasize this for two reasons. First, we wanted to encourage innovation within the normal management structure of the district and did not want the responsibility for operational innovation to be outsourced to our team. Second, and more important, the time horizon for future trend analysis is 20 years and beyond, and allowing operational thinking into our discussions limited us and shortened our time horizon. Research and discussions may spark an idea for members to pursue in their departments, but the emphasis lies in envisioning what the future may mean for society and the world at a high level.

Benefits of an Internal Think Tank

Future Trends Team participation requires research and helps members sharpen their critical thinking skills. This type of intellectual discipline encourages evidence-based decision-making, even outside of team activities. For example, our early discussions of generational trends and rapidly changing demographics helped THPRD expedite the process of creating a position for equity and inclusion, undergoing an internal diversity climate survey, and rolling out a road map and equity council based on the survey results.

Cultivating a long-term perspective has also benefited THPRD's succession planning. By participating on a team that embraces productive conflict and encourages diverse views, we learn and practice important communication skills. Exposure on the team has helped identify future leaders, increasing their internal network and giving them a foundation for growth.

Future-Focused Strategic Planning

How does a future-focused team conduct strategic planning for itself? For starters, we are transitioning from being product-oriented to being more process-oriented. Instead of producing reports from our research, we will begin to share our meeting minutes as a record of topics and insights. For even greater transparency, we will make our research resources available to all staff so they can follow along with the themes.

We also emphasize truth-checking our past projections. By comparing the actual outcomes of a trend with what the team had expected to see, we can continuously improve our own predictive skills. In 2015, we revisited the original 2012 report and refreshed it with new data, identifying two new macro trends — infrastructure and the dissemination of information and connectivity — in the process.

Of course, environmental scanning never stops. Some trends identified in the team’s infancy have already reached the mainstream; for example, augmented reality recently took the park and recreation industry by storm through Pokémon GO.” We have our work cut out for us to stay ahead of the frontier. Research and discussion topics for this year include cyber security, intergenerational equity, environmental justice, biotechnology and new forms of commerce and education.

After that, who knows what the future may hold? THPRD’s Future Trends Team looks forward to finding out.

Keith Hobson is the Director of Business and Facilities at Tualatin Hills Park & Recreation District. **Katherine Stokke** is the Operations Analyst at Tualatin Hills Park & Recreation District.



MEMO

DATE: April 3, 2017
TO: Doug Menke, General Manager
FROM: Geoff Roach, Director of Community Partnerships
RE: **Naming Southwest Quadrant Community Park**

Introduction

District staff propose that the new Southwest Quadrant Community Park (SWQCP) be named *Mountain View Champions Park* in recognition of the park's all-abilities nature, the area's geographic connection to mountain views (Mount Williams and Cooper Mountain), and the opportunity "champions" affords to recognize many people who partnered with THPRD to design and construct the park. This staff recommendation is consistent with the conclusions of an ad hoc volunteer naming committee's report (attached). The naming committee produced the report following a period of extensive public outreach to solicit naming ideas. The name would be consistent with District Compiled Policies (DCP) 8.05, Naming of District Property.

Background

Staff worked with Chet Orloff, director emeritus of the Oregon Historical Society and member of the Oregon Geographic Names Board, to create an eight-member, ad hoc naming committee. The committee reviewed entries from the public, provided naming ideas based on their own experiences, and helped staff prioritize a naming recommendation for consideration by the THPRD Board of Directors.

Requesting naming proposals from our public was communicated in a variety of ways:

- A page was developed on THPRD's website to invite the public to propose names. The web page received entries between December 1, 2016 and January 15, 2017.
- A news release was advanced to THPRD media outlets, as well as approximately 500 contacts representing area affinity groups, with emphasis on Aloha.
- Visits on two occasions were made by THPRD staff to Citizen Participation Organization 6 (the Aloha area) to encourage the submittal of names.
- The naming committee held a public work session on February 2, 2017.
- A postcard inviting participation in the naming process was sent to property owners and residents in neighborhoods adjacent to the new park.

The committee also solicited names from the Confederated Tribes of Grand Ronde Community of Oregon, reviewed the land titles of properties comprising portions of the park for name leads, and consulted historical information related to Washington County and Oregon.

The district's web page received more than 500 entries suggesting a permanent name for the park. The naming committee considered nearly 50 potential names. Evidenced in the web page entry results were two organized campaigns to secure recognition for deceased public servants. One campaign was for a police officer, Dan Bortolin, who passed in 2004. The second campaign was for an educator, James Barlow, who passed in 2016.

A copy of all the entries received is the subject of Appendix A in the report that accompanies this memo.

DCP 8.05, Naming of District Property, states:

It is District Policy to name or rename District properties so as to best serve the interests of the District and its residents and ensure a worthy and enduring legacy for the District's park and recreation system. To this end, the District supports consideration of naming and renaming requests within the following broad categories:

1. *Historic Events, People and Places:* The history of a major event, place or person may play an important role in the naming or renaming of a District property as communities often wish to preserve and honor the history of the District and the communities it serves, historical figures, its Native American heritage, local landmarks and prominent geographical locations, and natural and geological features.
2. *Outstanding Individuals*
3. *Donors*

In consideration of this policy, the significant contributions by many in our community, the area's geography, and those who intend to use this new park, THPRD staff recommends the THPRD Board of Directors consider *Mountain View Champions Park* as the permanent name.

Benefits of Proposal

Permanently naming the park in this way would be an enduring tribute to all those who donated funds, provided expertise, and worked tirelessly to champion the vision for this model of inclusion. It also recognizes a geographical reference that the area is known for, i.e. mountain views. The name affords ample opportunity to tell a story about place and the contributions that have been made. The name is lasting. The past and the present can be interpreted under the staff recommendation. The future can still unfold and the name will remain relevant.

Potential Downside of Proposal

As is always the case, there are ample name elements to select from based on input from the public and the committee's report. The committee and staff recommend against any individual appearing in the name for the park because so many have been involved and because the staff recommendation is lasting and durable.

Action Requested

No formal action is requested at the April 11, 2016 meeting. However, based on the board of directors' discussion, staff are prepared to engage in additional public outreach as appropriate before the May board meeting. A resolution adopting the permanent name for the new park would be prepared for consideration at the May 2017 meeting.



Permanent Name for SW Quadrant Community Park

Recommendations and Report

For the Board of Directors – Tualatin Hills Park & Recreation District

Submitted by SWQCP Naming Committee and THPRD Staff

February 28, 2017

Recommendation

A permanent name for SW Quadrant Community Park should include the following:

One of these words: **Champions** or **Community**

And, one or a combination of these words: **Aloha, Four Creations, Inclusivity, Mountain View, Wheeler Crossing**

Context

Champions - captures the spirit of this park project. A Champions Too field is present, a Champions Council was integral to the fundraising efforts and a Champions Too Steering Committee of agencies and nonprofit organizations serving people with disabilities informed park design.

Community - embodies the nature and purpose of this park. The park is built for the community and is funded by the community. Community is a technical term for THPRD referring to park size, amenities, and service area. The THPRD definition of community fits this park.

Aloha - the present day name of the community where the park is located.

Four Creations - a reference to a mythic origins story of the Atfalati Kalapuya. It is an important story of the first people of Washington County.

Inclusivity - the word emphasizes an important goal for this park, that it will include everyone. The park will have a place for everyone in it.

Mountain View – the area of Aloha where the park is situated affords views of Mt. Williams and Cooper Mountain. The views already influence a sense of place at this location. The park is co-located with Mountain View Middle School and the school has been associated with the views and this name by the community for decades. The name is generally accepted by the public and is likely to remain relevant for the distant future. THPRD also has park facilities atop both “mountains”.

Wheeler Crossing - on January 9, 1912, the community became Aloha with the opening of the area’s first post office. Previously, the area was known as Wheeler Crossing.

The committee and staff also bring the names of two public servants to the Board’s attention. Their names received the most entries from the public input process:

- Officer Dan Bortolin (303 public entries). Deceased in 2004.
- James Barlow, Aloha High School Teacher (189 entries) Deceased in 2016.

This recommendation is:

- Unanimously supported by the naming committee.
- Focused on themes present at and around the new park that allow storytelling – welcoming to all, area geography, local history, the champions involved, etc.
- Suggesting that individuals be honored elsewhere.
- The product of the committee’s experience in naming geographic features, knowledge of our county, and based on review of the entries received from the public via the web page.
- Designed to provide the board with vetted and supported name options for this park.

Background

In early 2016 THPRD staff approached Chet Orloff, director emeritus of the Oregon Historical Society and member of the Oregon Geographic Names Board, to recruit him to select and lead an ad hoc naming committee for SWQCP. Seven additional members joined Mr. Orloff on the committee. The committee has included:

Chet Orloff, Historian

Director Emeritus, Oregon Historical Society

Mark S. Harmon

Executive Director, Washington County Museum

Chris Wegner

Aloha resident & businessman

Matt Pedersen

Principal, Mountain View Middle School

David Harrelson

Acting Cultural Resources Manager
The Confederated Tribes of
Grand Ronde Community of Oregon

Mike Dahlstrom

Manager, Community Engagement Program
Washington County of Oregon

Layton Rosencrance

THPRD Park Advisory Committee member

Ted Calouri

Former Oregon Legislator

The committee's inaugural meeting was held in September 2016. The committee reviewed THPRD's proposed process for public engagement in naming SWQCP, the district naming policy, guidance on naming conventions and the role of the committee.

A call for proposed names was then publicly announced and included the following actions:

- A list of name prospects from The Confederated Tribes of Grand Ronde Community of Oregon was requested and received.
- A review of historical information related to Washington County and Oregon by Mr. Orloff was performed.
- A search of park property land titles for name leads was completed by the Washington County Museum.
- A web page was developed on THPRD's website to invite the public to propose names. The webpage was open to receive entries between December 1, 2016 and January 15, 2017.
- A press release was advanced to THPRD media outlets.
- A press release was sent to approximately 500 contacts for area affinity groups, with emphasis on Aloha.
- Visits on two occasions were made by THPRD to Citizen Participation Organization 6 (the Aloha area) to encourage the submittal of names and to report on THPRD progress on new park construction.
- A work session of the naming committee was open to the public on February 2, 2017.
- A postcard inviting participation in the naming process was sent to property owners and residents in neighborhoods adjacent to the new park.

The committee held a second formal meeting in February 2017 when name proposals submitted by members of the committee and the public were reviewed and prioritized. The committee reviewed more than 608 entries and deliberated on nearly 50 names (see Appendix A for details). Following this meeting THPRD staff drafted the recommendation and report. The committee reviewed, edited and approved the recommendation report in its final form before it was submitted to the THPRD Board of Directors in March 2017.

The committee disbanded with the submission of this report to the THPRD Board of Directors. The committee's recommendations and report are offered in the spirit of buttressing a Board decision concerning a powerful, lasting and permanent name for the new park. What is not selected for use in a name for the new park from the above list may have application elsewhere in the district. The naming committee appreciates the opportunity to serve the THPRD Board of Directors and the District staff in this manner.

Appendix A

Chart – Proposed Name Entries

Public Names	Raw Votes	Votes: duplicates removed	Committee Proposed	Category
Aloha Atfalati Community Park	1	1		1
Aloha Community Crossing	1	1		1
Aloha Community Field	1	1		1
Aloha Community Park	1	1		1
Amarette Barnes Park	1	1		3
Atfalati Park	1	1	✓	5
Atiyeh			✓	
Atuk Park			✓	
Camas			✓	
Chakeipi			✓	
Community Crossing	1	1		1
Constable			✓	
Dakta Park			✓	
Ebberts			✓	
Edson Arantes do Nascimento (PELE)	1	1		3
Farmington Park	1	1		1
Flippin			✓	
Four Creations			✓	
Frontier Field	1	1		1
Glen E. Dawson Sports Center	3	3		3
Hartung			✓	
Inclusivity Park	1	1		6
James Barlow Community Park	247	189		3
Kalapuya			✓	
Kenoyer Park			✓	
Kia-cuts Park			✓	
Kno-tah			✓	
Le Medicine Park			✓	
Marie Curie Park	1	1		3
Mazama Park	1	1		1
Metzler Park, Mike Metzler Park or "Iron Mike" Metzler park	1	1		3
Mt. View Park/Mountain View Park	3	3		1
Mt. View Recreation Complex	1	1		1
Officer Dan Bortolin Memorial Park	335	303		3
Sappolil Park			✓	
Southwest Aloha Community Field	1	1		1
Southwest Aloha Park	1	1		1
Tabitha Brown			✓	
Timber Valley	1	1		4
Vaandering Memorial Park	1	1		3
Veterans Park	1	1		3
Wapato			✓	
Wapiti			✓	
Wheeler Crossing	1	1		2
Total	609	519		

Key:

1. Geographical
2. Historical event
3. People/person
4. Plant, animal, landscape
5. Pre-European settlement
6. Other

Context – Short Narrative for each submitted name

These names and the related text are derived from proposed names submitted by naming committee members and from public entries made on the web page between December 1, 2016 & January 15, 2017.

Aloha Atfalati Community Park

Aloha for the location. Atfalati are the original tribe who lived in Washington County (Forest Grove hills).

Aloha Community Crossing

1. The original name of Aloha was Wheeler Crossing.
2. "Community Crossing" reflects THPRD's mission to serve the entire community ("Community"), and "Crossing" is a place where all our paths cross.
3. "Community Crossing" is alliterative (C and C), which helps to remember it.
4. "Aloha" helps specify where the park is located.
5. "Aloha Community Crossing" creates the abbreviation "ACC", which may help in remembering it and/or referring to it in a shorthand manner.

Aloha Community Field

1. The word "Aloha" helps specify where the park is located.
2. The word "Community" reflects THPRD's mission to serve the entire community.
3. "Park" applies not only to open spaces (which this place will provide), but also to sports facilities, which this place will also provide (e.g. the former PGE Park in Portland, AT&T Park for baseball in San Francisco, etc).
4. "Aloha Community Field" creates the abbreviation "ACF", which also helps in remembering it.

Aloha Community Park

Aloha Community Park To show that we embrace the community.

Amarette Barnes Park

Barnes taught at Beaverton HS for 41 years, from 1929 to 1970. In 1972 she won the J. Arthur Young award for community service for her work with various local and international service organizations. She was president of Community Concerts, the precursor to Concerts in the Park in the 1950s and was deeply involved as a migrant farm worker activist. She was highly admired by students and community members for her lifetime dedication to social justice issues and community involvement. Deceased August 21, 2002.

Atfalati/Atfalati Park

The name of a collection of related but independent villages whose members spoke a dialect of Northern Kalapuya, the northernmost of three languages composing the [Kalapuyan](https://en.wikipedia.org/wiki/Kalapuyan) language-family. Tualatin is a variant of the word.

The Atfalati IPA also known as the Tualatin or Wapato Lake Indians were a tribe of the Kalapuya Native Americans who originally inhabited some 24 villages on the Tualatin Plains in the northwest part of the U.S. state of Oregon; the Atfalati also lived in the hills around Forest Grove, along Wapato Lake and the north fork of the Yamhill River, and possibly at Portland.

The Atfalati spoke the Tualatin-Yamhill (Northern Kalapuya) language, which was one of the three Kalapuyan languages. <https://en.wikipedia.org/wiki/Atfalati>

Atiyeh

Governor Victor Atiyeh.

Atuk Park

The Tualatin Kalapuya word for Tarweed (*Madia elegans*, *Madia sativa*), a yellow flower plant that produces an edible seed. This seed was harvested through the burning of the prairies. It was a staple food of the Kalapuya and one of only two known plants that were cultivated in a way that would be understood today as constituting agriculture.

Camas

Significant food item for Tualatin people.

Chakeipi

Variant of the word for beaver in Kalapuyan. Hence, place of the Beaver.

Community Crossing

1. The original name of Aloha, Oregon, was "Wheeler Crossing" .
2. "Community Crossing" reflects THPRD's mission to serve all community members ("Community") and suggests a place where all our paths cross ("Crossing").
3. "Community Crossing" is alliterative (C and C), thus making it easier to remember.

Constable

Elizabeth Constable was well-regarded pioneer and midwife.

Dakta Park

Chinuk wawa word for Doctor. It is a cool word. Parks are a part of healthy living.

Ebberts

George Ebberts was a trapper and early pioneer leader. His wife, Fanny, was Nez Perce and was known for helping other Indians deal with the arrival and settlement of Washington County.

Edson Arantes do Nascimento (PELE)

Portland is getting to be known as a soccer capital of the US. PELE is the best known soccer player. He brought soccer to the US, he is aging and may not live much longer. It would be a great honor. It would be easy to call let's go to PELE park.

Farmington Park

Farmington Road is an integral part of the Aloha Reedville Community. Thousands of vehicles travel on it daily to other destinations, overlooked and turned away from.

Flippin

James Flippin owned the land claim that makes up part of the new park. He was an early pioneer and the clerk for the Union School District.

Four Creations

Mythic origins story of the Atfalati Kalapuya.

Hence, "Four Creations Park" would reference an important story of the first people of Washington County.

Frontier Field

1. Because the development along the Eastern boundary of the park is officially known as "Frontier Knolls". I am aware of this because I'm one of the homeowners, at 5625 SW 170TH AVENUE, and have lived here since 1989).
2. "Frontier Field" is alliterative (F and F), the musicality of which helps in remembering it.

3. "Frontier Field" has three syllables, which in the marketing domain seems to be the word length that is the most memorable, easily pronounceable, sonorous and marketable, e.g. "Ty-le-nol", "Chev-ro-let", "Frig-i-daire", "Hon-ey-well", etc.

Glenn E. Dawson Sports Center

A long time THPRD employee since the days of Rod Harman and Steve Weise. Heavily involved in his community and the education system.

Hartung

Tom Hartung was a prominent businessman and state senator.

Inclusivity Park

The park will include everyone and have a place for everyone in it.

James Barlow Community Park (Died in 2016)

- Influential educator
- Inspirational member of the community
- Leader/mentor
- Positive impact on community and students
- Award recipient (to name a few)
 - The Governor's Award for Excellence in Education
 - J. Young Arthur Award
 - National Council for the Social Studies Spirit of America Award
 - Spirit of the Northwest Award
 - Rotary International Teacher of the Year.
- Compassionate
- Author "Unfettered: A Philosophy of Education"

James Barlow was an influential educator that shared his love of teaching and brought inspiration to the community and his students. He was a leader and a mentor to those he taught and left a lasting impact on the many students that passed through his classroom over the 35+ years of teaching. He won many awards and was recognized for his commitment to teaching and his innovative ways to get his students involved.

Kalapuya

A large language group among whose members were the Atfalati (Tualatin) Indians

Kenoyer Park

The last speaker of the Tualatin Kalapuya language was a man by the name of Louis Kenoyer. His father and mother were Peter and Nancy Kenoyer. A book about the Life of Louis Kenoyer is forthcoming from OSU Press for Fall 2017 or Spring 2018

Kia-cuts Park

Kia-cuts was a person and tribal signatory to the Willamette valley treaty of 1855. There is a waterfall and other places named after him.

Kno-tah Park

Kno-tah signed an unratified treaty on behalf of the Tualatin Kalapuya. Little to nothing is known of this person although the name was the inspiration for the Indian face carving at Shute's Park in Hillsboro.

Le Medicine Park

Le Medicine was a person who signed treaties on behalf of the Tualatin Kalapuya and is believed to be one of the Indian Doctor's (Dakta) or medicine men on the early Grand Ronde Indian reservation

Marie Curie Park

I did a report on her in 5th grade and i have seen very few places named after her.

Mazama

Since the park is located next to Mountain View Middle School, I thought it would be a nice play off the school's name and a tribute to the Portland based mountaineering organization.

Metzler Park, Mike Metzler Park or "Iron Mike" Metzler Park

"Iron Mike" Metzler began teaching at Beaverton HS in 1922 and was elected its principal in 1924. In 1926 he was elected superintendent of Beaverton Schools (grade school and high school). Beaverton HS was the only public high school in what is now the Beaverton School District from 1902 to 1960. Greatly admired and revered by students and colleagues alike, he retired as principal from BHS in 1953. He was named by the Beaverton Valley Times as one of the 100 people who shaped the city of Beaverton. He served in WWI. Metzler was highly involved and influential in the community for decades. Deceased 1981.

Mountain View Park/Mountain View Recreation Complex/ Mt. View Park

The site is adjacent to Mountain View Middle School and has already been associated with that name by the community for decades. Beautiful views of Mt. Williams and Cooper Mountain are visible from the site and are influential in creating a sense of place. The name is agreeable to the public, simple, and will remain relevant for the distant future.

Officer Dan Bortolin Memorial Park (Died in 2004)

- D.A.R.E. Officer
- School Resource Officer
- Leader/mentor
- Cornerstone of the community
- Charismatic and unwavering leadership
- Man of integrity

Officer Dan Bortolin served as a Beaverton Police Officer and was part of the D.A.R.E. program for 20+ years. His positive and influential leadership is highly praised by the countless youth in the community he served and allowed him to be more than just a police officer to the community. He was a mentor, a friend and someone for students to count on. Children that he worked with, now grown members of the Beaverton community, attribute their success today to his own caring, encouragement and never-failing support.

Sappolil Park

The Chinuk wawa word for a cake made of Tarweed (*Madia elegans*, *Madia sativa*), a yellow flower plant that produces an edible seed. This seed was harvested through the burning of the prairies. It was a staple food of the Kalapuya and one of only two known plants that were cultivated in a way that would be understood today as constituting agriculture.

Southwest Aloha Community Field

1. The words "Southwest Aloha" help specify where the park is located.
2. "Southwest" is the same word that was used by THPRD in both the construction project "SW (southwest) QUADRANT PARK", and in its unofficial nomenclature "Southwest Community Park" , thus creating continuity between the park's former designations and its final official name.
3. "Community" reflects THPRD's mission to serve the entire community.
4. "Field" applies not only to open spaces (which this place will provide), but also to sports facilities, which this place will also provide.

Southwest Aloha Park

1. The words "Southwest Aloha" help specify where the park is located.
2. "Southwest" is the same word that was used by THPRD in both the construction project "SW (southwest) QUADRANT PARK", and in its unofficial nomenclature "Southwest Community Park" , thus creating continuity between the park's former designations and its final official name.

3. "Park" applies not only to open spaces, which this place will offer, but also to sports facilities (e.g. PGE Park, AT&T Park in S.F., etc.), which will be the main function of this place.

4. "Southwest Aloha Park" (South West Aloha Park)" creates the acronym "SWAP", which also helps in remembering it.

Tabitha Brown

Early pioneer and educator. Called "Mother of Oregon." Brown assisted in the founding of [Tualatin Academy](#), which would grow to become [Pacific University](#). In a sense, Brown is the mother of education in Oregon.

Timber Valley

Timber and lumber were vitally important to the growth and economics in our area when this area was being settled.

Vaandering Memorial Park

From notes at a neighborhood meeting hosted by THPRD at Mountain View Middle School on 10/8/14. From a neighbor present at the meeting: "Alex passed suddenly in 2010 at age 11. I believe he would have loved the park and I think it would be a wonderful way to honor not only Alex, but the Vaandering family's unwavering commitment to the Aloha community and the countless hours of volunteer work they give to Aloha Football and to Challenger Little League Baseball." Alex participated in Challenger Little League Baseball.

Veterans Park

Dedicate the park to all the men and women who fought for this grateful nation.

Wapato

Significant food item for Tualatin people.

Wapiti Park

The word means elk in the Chinuk wawa language. Elk were much more common in the prairie and valley portions of Washington county only 20 years ago.

Wheeler Crossing

On January 9, 1912, the community received its name with the opening of a post office named Aloha; the area had previously been known as Wheeler Crossing.

THPRD's Naming Policy

8.05 Naming of District Property

- A. Purpose. To provide direction for the naming of new District properties, the renaming of existing District properties, and the naming of features in otherwise named District properties.
- B. Policy. It is District policy to name or rename District properties and features in otherwise named District properties so as to best serve the interests of the District and its residents and ensure a worthy and enduring legacy for the District's park and recreation system. To this end, the District supports consideration of naming and renaming requests within the following broad categories.
 - (1) Historic Events, People, and Places: The history of a major event, place or person may play an important role in the naming or renaming of a District property as communities often wish to preserve and honor the history of the District and the communities it serves, historical figures, its Native American heritage, local landmarks and prominent geographical locations, and natural and geological features.
 - (2) Outstanding Individuals: The District has benefited, through its evolution, from the contributions made by many outstanding individuals. This category is designed to acknowledge the sustained contribution that has been made by such individuals to the District and the development and management of the District's park and recreation system.
 - (3) Donors: Over the years, the District has benefited from the financial contributions made by residents, businesses, and foundations. On occasion, the significance of such donations may warrant consideration being given to requests from either the donor or another party to acknowledge such a gift

by naming District property for the donor, the donor's surname, a family member or friend of the donor, a donating business, or a person associated with a donating business

- C. Implementation Strategy. The Board of Directors must approve the naming/renaming of District properties. Upon receiving a naming/renaming request, the Manager will evaluate it to determine whether the proposal is consistent with Board policy. The Manager may deny a proposal not deemed by the manager to be consistent with existing Board policy. Any person(s) whose proposal to name/rename a District property is denied may seek review of the decision by filing a written request with the Board of Directors within ten (10) days of the Manager's denial. All proposals deemed by the Manager as being consistent with Board policy will be referred to the Board for approval. All decisions of the Board are final.



MEMO

DATE: March 22, 2017
TO: Doug Menke, General Manager
FROM: Keith Hobson, Director of Business & Facilities

RE: **Crowell Woods Park Community Engagement Process**

Introduction

Staff will present an update to the board regarding the outcomes of the Crowell Woods Park community engagement process. This is for board information only and no board action is requested.

Background

As diversity and inclusion have become a more relevant topic of discussion worldwide over the last several years, THPRD and other like agencies have been challenged to get diverse and underrepresented community members involved with their projects, especially during the master plan phase. Staff have made previous minor attempts to attract diverse community members in the past, most notably for the Evelyn M. Schiffer Memorial Park project.

The Crowell Woods Park project was targeted as the project to really focus on the engagement of diverse community members. In this effort, THPRD hired JLA Public Involvement (JLA) as a specialized consultant in the field of public involvement. The goal of the enhanced community engagement process is to reach out to a diverse community to get input about the project before the master plan process begins. The input gathered during this engagement process will help to shape the master plan for the future neighborhood park.

An update on this topic was presented briefly to the board in the general manager's report at their March 14, 2017 regular meeting. JLA has worked with staff to set up a three-stage process to get more diverse community engagement in the project. Before beginning the first stage, staff worked with JLA to set up a separate project website that would be featured on THPRD's web homepage. This additional online presence was developed to keep the community up to date on the progress of the project and to solicit more community input. The project website had a site/project description, a fact sheet with a project timetable, and project news and events tabs. The news and events tab encouraged community members to get involved with the project and advertised upcoming events such as the meetings in stages one and two. The website also contained updates to the project such as the summaries of the stages as the stages were completed and the online survey.

The first stage was the needs assessment stage. It focused on communication networking and partnerships with the community as a get-the-word-out campaign about the project. THPRD's community outreach coordinator played an important role in this stage making contacts with Vive NW and Unite Oregon to inform the groups and their members about the project and to try and get member engagement. Stage one culminated with three community conversation

meetings that were held in November. Each meeting targeted a special group; park neighbors, diverse community members and young families. There were a total of 31 patrons that attended the three meetings.

There were three common themes that emerged from the community conversations. The most common theme was a desire to maintain the natural setting of the properties. The other two themes that surfaced were to create a gathering place that would be inviting to community members of all types, and to make the park safe and clean. Based on these three common themes that emerged, staff developed the tagline of "A safe gathering place in a natural setting." This tagline and the three common themes were carried forward as an important overall design theme that would be used to guide the development of the park concepts in stage 2.

The second stage was the park concept input stage. Running concurrently, but slightly ahead of this stage was an online survey which generated 181 patron respondents, 10,000 views, 300 likes and 358 clicks. There were 19 questions in the online survey. One of the more important questions asked a broad based question about which park uses would you be most interested in: active recreation, passive recreation, educational opportunities or community benefit opportunities? Passive recreation was the highest-ranked answer and was followed by community benefit opportunities and active recreation.

Another important question asked what uses would make a welcoming place for people in the neighborhood. The top five amenity answers were walking trails/paths, playground, dog facilities, natural areas and picnic areas. Other question examples were:

- How often do you visit parks? (two-thirds reported once a week or more),
- Are you likely to use this park after it opens? (85% said yes)
- How far do you live from the new park site? (42% reported within a driving distance of two to five miles away).

Most of the survey respondents were identified as being in the 35-54 age range. A summary report of all of the survey responses is attached (Exhibit A).

Stage two also included three design workshops that were held in February; and were attended by 32 patrons. At the beginning of each design workshop, staff shared the information gathered at the previous community conversations including the three common themes, the tagline and some of the online survey results. Staff also discussed the environmental constraints and opportunities of the site based on the existing site features which include a small creek, wetlands, vegetative buffers and some steep topography.

The patrons took all of this information and began preparing conceptual designs for the park. The design exercise was to focus on what site amenities were preferred and where they could be located, as well as the relationships and connectivity of various amenities to each other. Eight concept plans were generated from the design workshops and all of them looked very similar. The overall theme of all eight concept plans was that the eastern parcel should be developed as the neighborhood park parcel. The middle parcel (existing Crowell Woods parcel) would remain more natural with a soft-surfaced gravel pathway that would connect the eastern and western parcels. The western parcel would also remain natural and would have soft-surfaced gravel pathways that would provide a pedestrian connection to SW Pheasant Lane.

There were a lot of discussions on how to potentially design the eastern parcel. Overall, the theme of retaining the natural setting of the site held true, but the community also recognized the importance to develop a neighborhood park on this parcel that would serve as a gathering

place for the community. The community thought that the southeast corner, where the existing residence is currently located should be the main access point to the neighborhood park and would be the most logical area to develop as the active recreation area for the park. This area could include a hybrid of traditional play and nature play, a kiosk, paved pathways, a smaller shelter, open space areas, benches, and other typical neighborhood park amenities such as signage, trash receptacles, etc. All of the concept plans recognized the need for a relatively short pedestrian bridge over the creek to connect the southeast corner to the northwest corner and to the other two connecting parcels to the west.

The northwest corner could have a secondary public access point with paved pathways to continue the connectivity theme of all three parcels to the neighborhood. There were a lot of discussions about a possible community garden area in this location because there is more sunlight available between the existing tree canopies. The project's internal design team thought that building on the idea of a community garden and adding an educational edible native-species garden component would create an interesting and unique opportunity to the neighborhood park.

With all of the information gathered from the previous stages, the online survey and community engagement, staff and the landscape architectural consultant firm (WHPacific) will be proceeding with the development of a preferred master plan which is stage three of the process. Once completed, the preferred master plan will be presented to the advisory committees, and at another neighborhood meeting which will be held for additional community review and input. The culmination of this phase will be board approval of the preferred master plan, which is tentatively scheduled for June 20, 2017.

Proposal Request

This is for board information only and no board action is requested. A vicinity map (Exhibit B) and aerial map (Exhibit C) of the park's location are attached for reference.

Benefits of Proposal

No board action is requested. However, once the master plan is approved and the park is constructed and open the public, there will be major benefits to the community.

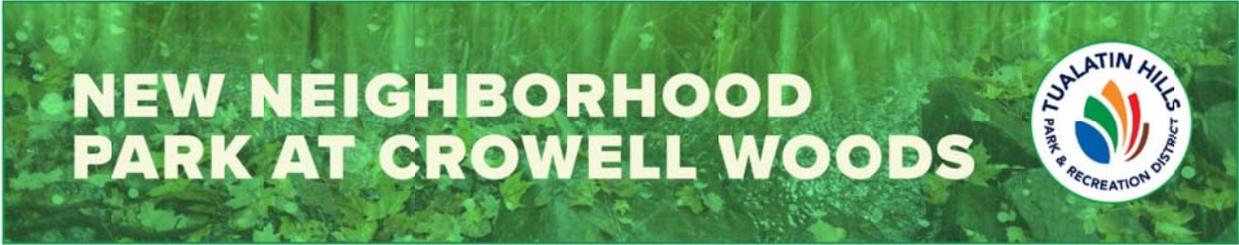
Potential Downside of Proposal

There is no apparent downside to the proposal.

Action Requested

No board of directors' action requested. Informational report only.

EXHIBIT A



Survey Report

OVERVIEW

Tualatin Hills Park & Recreation District launched an online survey to gather input from the community regarding priorities and desires for the design of the new neighborhood park at Crowell Woods in Aloha. The survey was hosted on SurveyMonkey.com and was open to the public for nearly six weeks between the dates of January 4 and February 13, gathering a total of 181 responses. It was promoted with posts on THPRD’s Facebook page, an email announcement sent via THPRD’s listserv, and a postcard mailed out to 685 patrons. A Spanish translation of the survey was also made available; however this survey only gathered one response, despite being promoted on the postcard.

The survey questions are attached as an appendix to this document.

RESPONSES TO QUESTIONS ABOUT PARKS

Question 3: Which park uses would you be most interested in?

The first two survey questions asked about where the respondent lives, and will be discussed below. Question 3 was the most important question in the survey, asking the respondent to rank, in order of most to least interest, four categories of park uses.

These categories included:

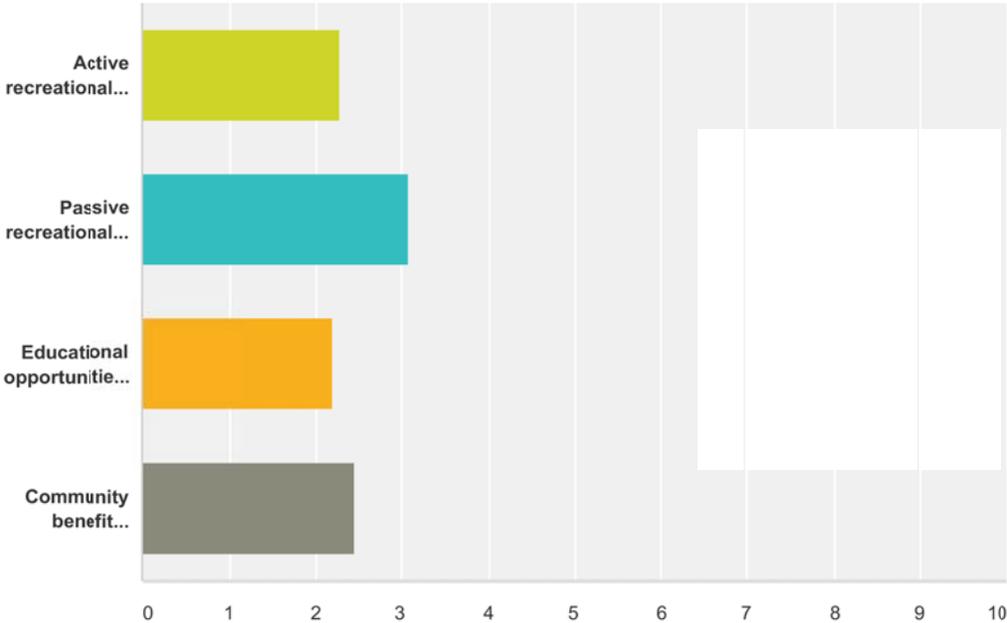
- *Active recreational activities* — for example: multi-purpose sport courts, sport games (bocce, horseshoes), playground equipment, exercise equipment, etc.
- *Passive recreational activities* — for example: open grassy lawn areas, pathways for walking and hiking, natural areas, benches for sitting, etc.
- *Educational opportunities* — for example: interpretive signage, classes, wildlife viewing, natural areas, etc.
- *Community benefit opportunities* — for example: community gardens, shelters for picnics and gatherings, trails for connecting neighborhoods, etc.

The passive recreational activities category was the most highly ranked option in terms of weighted average (as shown in the chart below) and also in terms of distribution (49% of survey respondents ranked it at #1).

EXHIBIT A

Q3 Which park uses would you be most interested in? Rank your choices from 1 (most interested) to 4 (least interested).

Answered: 162 Skipped: 19



Differences of opinion regarding active recreational activities

The other three options show fairly similar support in terms of weighted average. However, active recreational opportunities generated a polarizing response: 43% of respondents chose it as their “least interested” category and 27% ranked it “most interested”. People who live close to the park, and who would be more likely to be impacted more by active uses, are less enthusiastic for this category than people who live farther away. Of the 25 respondents who said that they live adjacent to the park site (one or two blocks away) and answered this question, 20% ranked this category first and 56% ranked it category last. Among the 113 respondents who live a half mile away or farther and answered the ranking question, 40% ranked it last. Both of these groups agreed on passive recreational activities; this category was the most popular first choice among nearby neighbors and those who live farther away. Interest for the active category declined with age. Among the 18–34 age group, those ranking it first slightly outnumbered those ranking it last; respondents of age 35–54 were slightly more likely to rank it last than first; and among the 15 respondents in the oldest age category, 55–74, nine ranked it last while only two ranked it first. Respondents who live with children under the age of 18 in their home were more likely to be interested in active recreational activities than respondents without children at home. Those with children at home were slightly more likely to rank the category first than last, while those without children at home were about twice as likely to rank it last than first.

EXHIBIT A

See table below for a detailed analysis of how respondents ranked the four categories.

	1	2	3	4	Total	Score
Active recreational activities — for example: multi-purpose sport courts, sport games (bocce, horseshoes), playground equipment, exercise equipment, etc.	27.16% 44	16.67% 27	13.58% 22	42.59% 69	162	2.28
Passive recreational activities — for example: open grassy lawn areas, pathways for walking and hiking, natural areas, benches for sitting, etc.	48.77% 79	23.46% 38	14.81% 24	12.96% 21	162	3.08
Educational opportunities — for example: interpretive signage, classes, wildlife viewing, natural areas, etc.	9.88% 16	27.78% 45	33.95% 55	28.40% 46	162	2.19
Community benefit opportunities — for example: community gardens, shelters for picnics and gatherings, trails for connecting neighborhoods, etc.	14.20% 23	32.10% 52	37.65% 61	16.05% 26	162	2.44

Question 4: Thinking more broadly about your community, what park uses would make a welcoming place for people in the neighborhood?

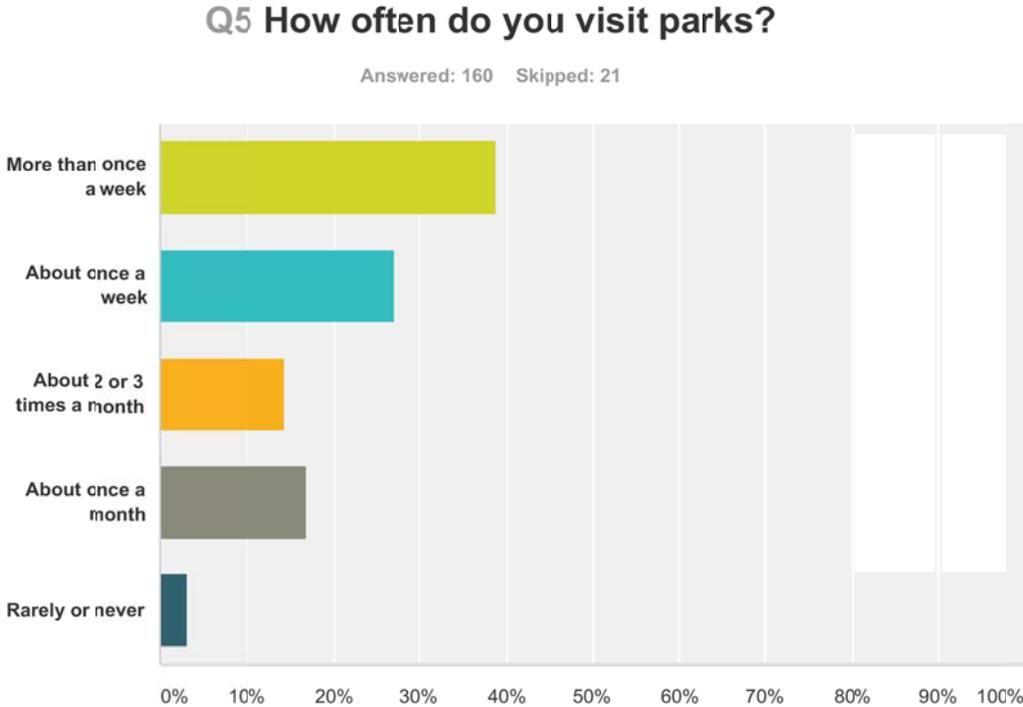
Survey respondents answered this question with suggestions for the amenities and attractions that they believe their neighbors in the community would like to see in the new park. After categorizing the open-ended responses, walking trails and paths emerged as the most popular category with 35 responses including mention of such features, followed by playgrounds and dog-friendly facilities. See the below table for a list of the most frequently mentioned park uses.

<u>Category</u>	<u>Responses</u>
Walking trails/paths	35
Playground	29
Dog facilities	17
Natural areas	13
Picnic area	13
Accessibility	7
Shelter	6
Peace & quiet	5
Safety	4
Garden	4
Skate/bike park	4
Lighting	3
Signage	3
Lawn/open area	3
Nature play	3
Sport court	3

EXHIBIT A

Question 5: How often do you visit parks?

Survey respondents are frequent park users. Two-thirds of them reported that they visit parks about once a week or more frequently.



Question 6: Are you likely to use the new park after it is open?

The large majority (85%) of respondents said they would be likely to use the new park, 15% said “don’t know,” and none said “no.”

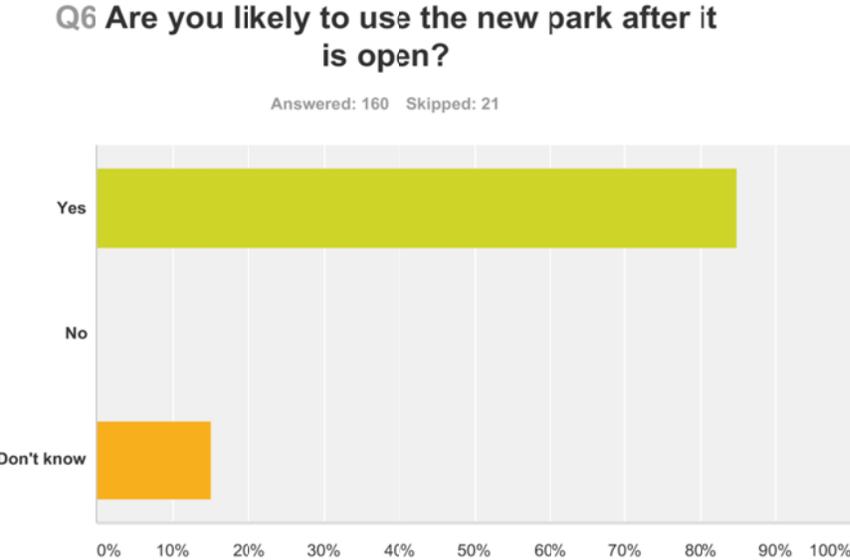


EXHIBIT A

Question 7: What is your favorite park?

Question 8: What about the park makes it your favorite?

In response to this pair of open-ended questions, Tualatin Hills Nature Park emerged as a clear favorite. Trails and hiking were mentioned as reasons for liking all of the most favorite parks, except for Magnolia Park which is liked for its water play area. The table below lists the top six most mentioned favorite parks, and the reasons given for what makes it a favorite.

<i>Favorite park</i>	<i># of mentions</i>	<i>What makes it favorite</i>
Tualatin Hills Nature Park	32	Trails, wilderness feeling, education center, wildlife viewing, seclusion
Cooper Mountain	8	Play areas, trails, shelter, restrooms
Jenkins Estate	6	Trail, playground, peaceful, picnicking, parking
Forest Park	6	Hiking, trees, uncrowded, mountain biking, wildlife
Magnolia Park	5	Water play area, bathroom
Noble Woods	5	Trails, trees

Question 9: Is there anything else you'd like to tell us?

Most respondents interpreted this open-ended question as a prompt to express what features and amenities they desire in the new park. Themes from responses to this question mainly reinforced and echoed the answers given to previous questions about preferred park uses. Some of the most prominent themes that emerged include:

- Value existing trees and natural serenity of the site as a retreat from the city
- Trails for passive recreation, biking, and neighborhood connections
- Dog play areas, dog-friendly trails, and facilities to keep the park clean
- Gathering spaces, including shaded seating areas and shelters
- Privacy, quiet, and security for neighbors who live adjacent to the park
- Accessibility for people of all ages and abilities
- Both support and opposition to sport courts and parking
- Incorporating natural materials into the park design

CONTACT INFO AND RESPONDENT CHARACTERISTICS

The remaining questions on the survey asked about respondents' location in relationship to the park site (Questions 1–2 and 14–15), contact information (Questions 10–13), demographics (Questions 16 and 17), and if their home has a yard or greenspace (Question 18).

Respondents' location

Question 1: How far do you live from the new park site?

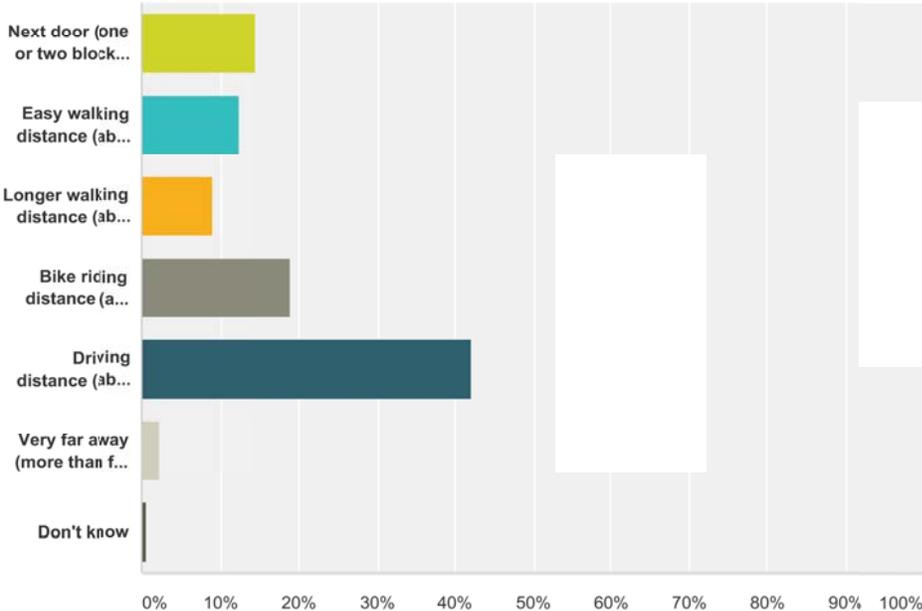
Question 2: Which direction do you live relative to the new park?

EXHIBIT A

The most frequently chosen answer to Question 1, at 42%, was “Driving distance (about two to five miles)”. About a quarter of respondents report living about a mile away or closer. In Question 2, respondents reported living to the south of the park more than other directions.

Q1 How far do you live from the new park site?

Answered: 178 Skipped: 3



Q2 Which direction do you live relative to the new park?

Answered: 179 Skipped: 2

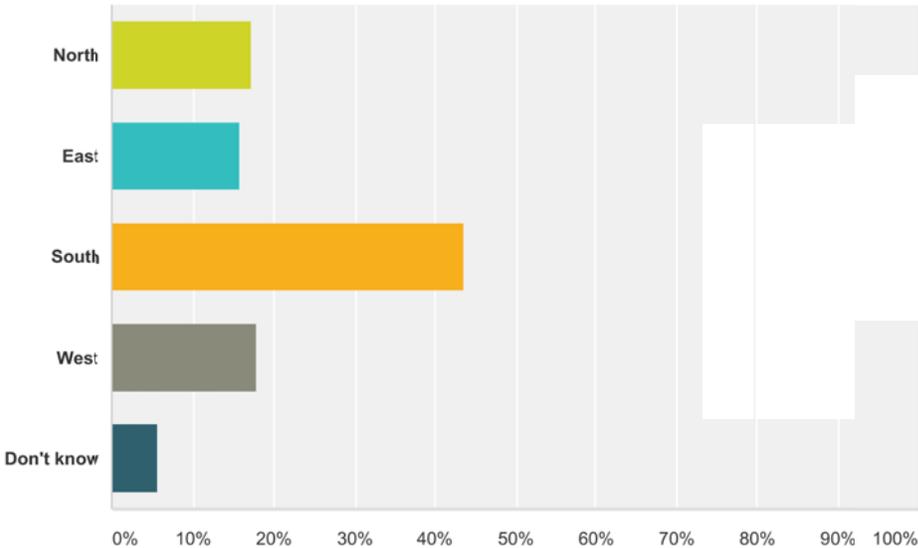


EXHIBIT A

Question 14: What is the ZIP code where you live?

Of the 146 respondents who provided a ZIP code, the majority reported living in 97003 or 97008.

<u>ZIP code</u>	<u># of responses</u>
97003	58
97008	42
97078	17
97229	15
97005	7
97124	7

Question 15: What street do you live on?

In response to Question 15, three streets were named by three or more respondents: 10 said Beaver Court, and three each said 173rd Court and 192nd Avenue.

Question 10: What are the best ways to communicate with you?

Of the 107 people who answered this question, the vast majority said that email was the best way to contact them. Email addresses, cell phone numbers for texting, and mailing addresses were provided in response to Questions 11–13.

Q10 What are the best ways to communicate with you?

Answered: 107 Skipped: 74

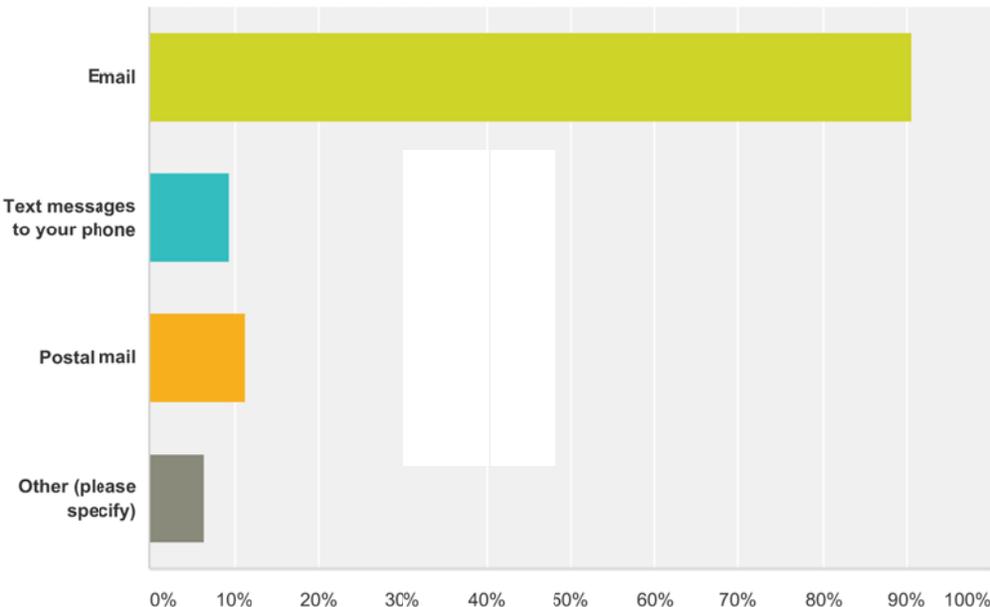
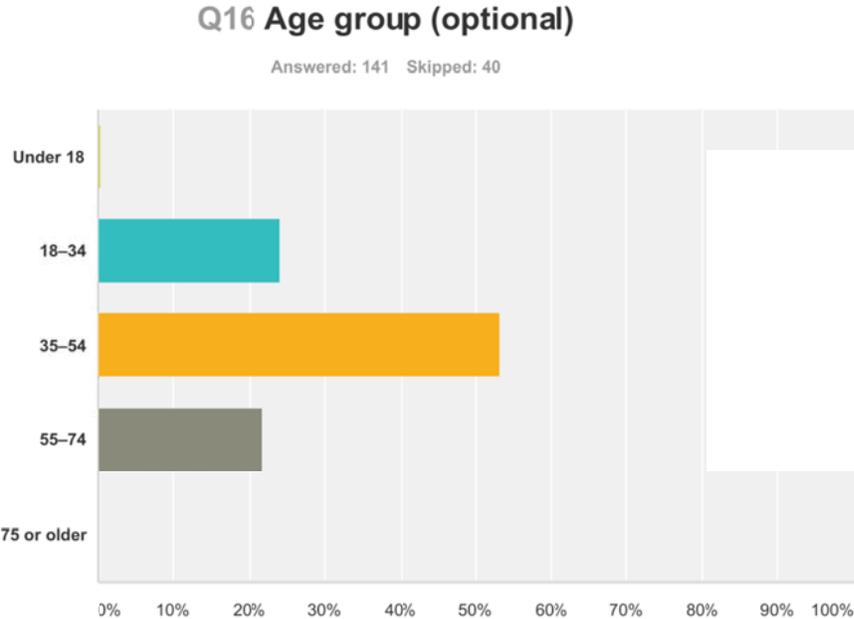


EXHIBIT A

Question 16: Age group

The majority of respondents who answered this question fall in the 35–54 age group, with the remainder split in half among older and younger.



Question 17: How many children under age 18 live in your home?

Nearly half of the 143 respondents who answered this question report that no children live in their home.

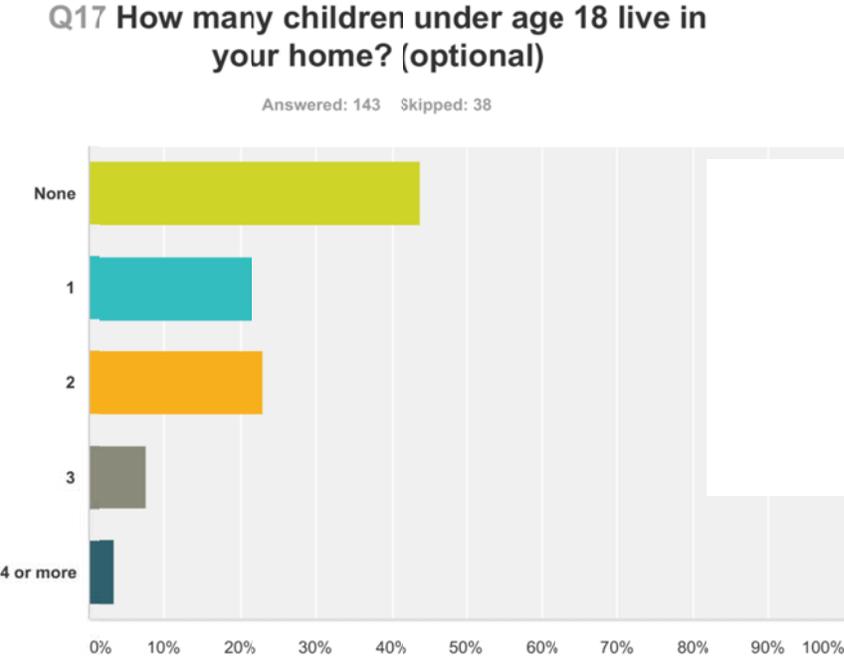


EXHIBIT A

Question 18: *Does your home have a yard or shared greenspace?*

Question 19: *Do you rent or own your home?*

The large majority (88%) of respondents say that their home does have a yard or shared greenspace. A similarly large majority (83%) said that they own their home. These results suggest the survey may not have reached many of the residents of the apartment and townhouse complexes that are adjacent to the park site.

DEMOGRAPHIC QUESTIONS

The remaining questions asked about languages spoken at home, race and Hispanic origin, immigrant/refugee status, and gender.

- Nearly all responses indicated that English, or English in combination with another language, is spoken at home.
- The reported racial diversity of those who responded to the survey does not quite match the diversity of the Aloha area — about 90% are non-Hispanic white.
- Only five respondents indicated that they identify as a refugee or immigrant.
- Of the 127 respondents who reported their gender, women outnumbered men by more than a 2-to-1 margin.

See the attached survey analysis report for further details about responses to Questions 20–24.

Appendix

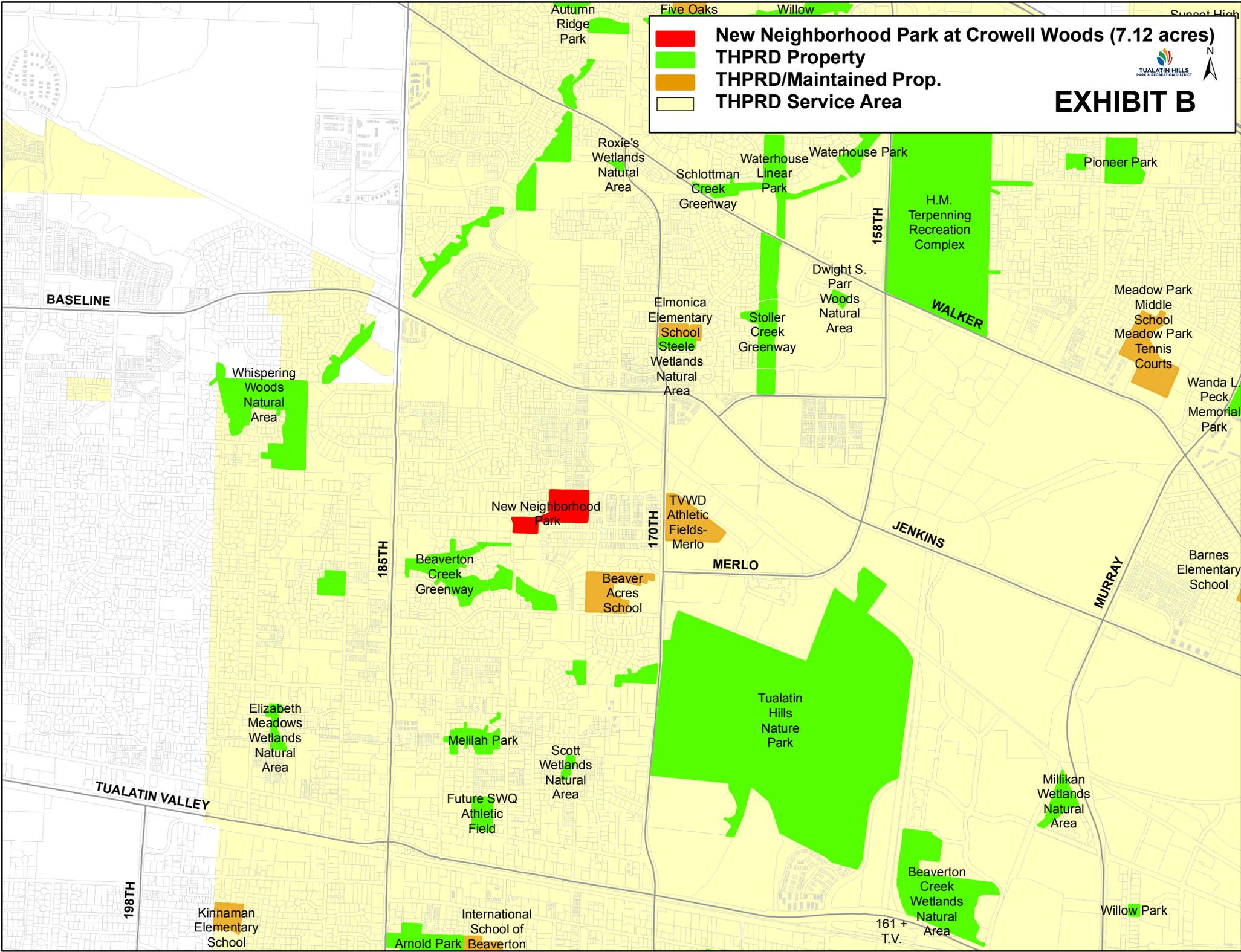
Survey questions

Survey analysis output from SurveyMonkey

- New Neighborhood Park at Crowell Woods (7.12 acres)**
- THPRD Property**
- THPRD/Maintained Prop.**
- THPRD Service Area**



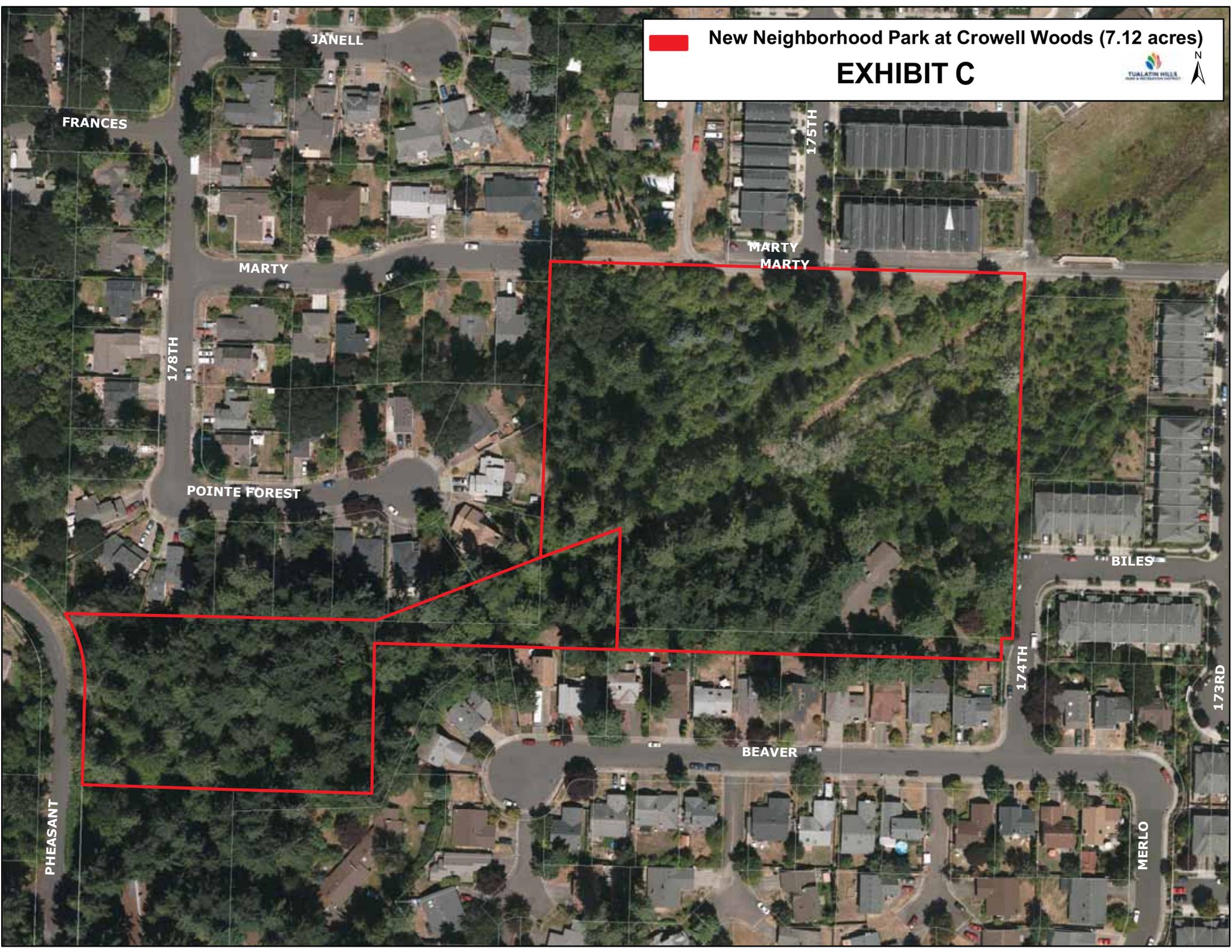
EXHIBIT B





New Neighborhood Park at Crowell Woods (7.12 acres)

EXHIBIT C





Management Report to the Board April 11, 2017

Communications & Outreach

Bob Wayt, Director of Communications & Outreach

1. The public is invited to a forum on April 29 featuring all candidates for three open positions on the THPRD Board of Directors. The forum will be held from 1 to 3 pm at the Elsie Stuhr Center. Each candidate will give a brief presentation and take questions from the audience. The candidates will also be available after the Q&A period to talk with anyone interested. The forum is being presented by the Friends of the Elsie Stuhr Center.
2. The graphics-added version of the Parks Bond Citizen Oversight Committee's seventh annual report has been posted on the THPRD website and mailed to community stakeholders throughout the Beaverton area. In addition, copies have been provided to Beaverton-area libraries, THPRD facilities, and other locations. The annual report covers bond measure progress through June 30, 2016.
3. The park district's summer activities guide was mailed in late March to all households within THPRD boundaries. As usual, the summer camp guide was included. Copies of the book were also distributed to THPRD facilities and selected community sites, including Beaverton-area libraries. The book has been available on www.thprd.org since mid-March. Registration for summer programs and activities begins April 22 at 8 am.

Community Partnerships

Geoff Roach, Director of Community Partnerships

1. Fundraising (at the end of March 2017):
 - The campaign has \$116,900 remaining to achieve the capital goal.
 - The campaign has raised over \$1,451,000 to date.
2. Phase 2 Fundraising (emerging now):
 - A program fund for increased recreation opportunities for people experiencing disability.
 - Champions Too Steering Committee testing the program fund concept with professional service providers at the upcoming Third Annual Programmer's Summit.
 - Fundraising for the program fund to commence in summer 2017.

Aquatics

Sharon Hoffmeister, Superintendent of Aquatics

1. THPRD received a sizeable equipment donation from the American Red Cross. The donation consisted of 48 adult and 21 junior manikins (with two faces per manikin and replacement lungs). The manikins are in excellent condition and will support districtwide equipment needs for CPR/AED training. This donation represents a tremendous cost savings (approximately \$24,000) to THPRD alleviating the need to replace some existing manikins in our inventory that are in disrepair. The local chapter of the American Red Cross services a five-state territory in supplying training equipment for classes. The demand for equipment has dropped and the local chapter is reducing its inventory.

2. Aquatics has had a strong start to summer recruitment. Staff have offered three lifeguard training classes recently that have all filled. Strong response is being received from the candidates of these classes for summer employment. Staff will continue to offer public classes through spring as well as continue to promote the Hire to Train program. The next Hire to Train program "class" will be offered at Aloha Swim Center this spring. Staff are currently screening applicants.

Community Programs

Deb Schoen, Superintendent of Community Programs

1. Volunteer Services and Special Events staff are working to finalize the 2017 Summer Events details. The 2017 series will feature a theme of conservation to mirror the City of Beaverton's summer theme of sustainability. These themes will be woven into activities and information provided to the community at each event.
2. The Rose Festival Half Marathon planning is moving ahead. Conestoga Recreation & Aquatic Center will offer childcare services to the runners on the day of the race. THPRD facilities will be promoting the race with postcards and event slides on the lobby monitors.

Maintenance

Jon Campbell, Superintendent of Maintenance Operations

1. The Whispering Woods Park Footbridge is being re-built. The major components of the bridge will be removed and replaced. New components include the stringers, deck boards, railings and additional rail wings, and all new galvanized hardware.
2. The Cedar Hills Recreation Center playground is being replaced and is projected to open for use on June 1. Improvements to the new playground will include additional drainage, two separate climbing structures to attract different age groups, ADA accessibility from both the neighboring sidewalk and parking lot, and two ADA accessible benches.
3. An eroded bank along the Fanno Creek Trail is being restored. High-water events this winter have eroded sections of the gravel shoulders between SW Hall Boulevard and SW Denney Road. Staff are spreading rock up to 4" in diameter over the impacted areas in an effort to stabilize the shoulder and protect the pathway from being undermined in the future.

Natural Resources & Trails Management

Bruce Barbarasch, Superintendent of Natural Resources & Trails Management

1. Sewer Work at Garden Home. Portland's Bureau of Environmental Services is conducting sewer repairs along Fanno Creek Trail near Garden Home Recreation Center. Work will continue through April and encompass a section of the field adjacent to the center.
2. Lowami Hart Woods Bridge. Heavy rains damaged a small bridge on a soft-surface trail in the park. Staff are conducting an outreach campaign to seek feedback on whether to repair, remove, or modify the bridge.
3. Outreach. Nature Mobile staff have been active in the community recently with visits to Commonwealth Lake and the grand opening of the Oregon Zoo's new education center.
4. Spring Break Camp. Nature Camp registrations are 30% higher than last year with 118 participants and an additional 14 on the wait list. Increased registrations may be a result of a new approach this year by offering individual days of camp as well as full weeks.

Planning, Design & Development

Gery Keck, Superintendent of Design & Development

Jeannine Rustad, Superintendent of Planning

1. Aquatic Center Renovation Phase 2 prequalification is completed. Staff recently completed a prequalification process for contractors who are interested in bidding on the upcoming renovation work at the Aquatic Center. The prequalification process was advertised in February, and proposals were due March 15. There were three proposals received from qualified contractors who have done work for THPRD in the past. Staff anticipate advertising the renovation bid package at the end of March with bids due at end of April.
2. In early March, staff submitted SW Quadrant Community Park for the National Recreation and Park Association 2017 Facility or Park Design Award. This award is presented to the jurisdiction that manages an innovative park or facility that serves as a model in its inclusiveness and responsiveness to the needs of the local community or region. The award will promote uniqueness, innovation, creativity and display a high degree of design quality for recreation usage. Staff anticipate feedback on the submittal in late June.
3. On March 7, staff attended the Aloha Tomorrow Technical Advisory Group meeting to provide design input related to a future town center at 185th Avenue and Tualatin Valley Highway. A second meeting, on March 23, was cancelled due to the high-level discussion and consensus received on March 7. Topics included:
 - Affordable housing: Create opportunities for in-placement (keeping residents in place while the area is changing), as well as look just outside of study area to identify and zone nearby, larger parcels, for affordable housing, helping to keep people near employment and transit. Adopt inclusionary zoning (i.e., requiring the inclusion of affordable housing in developments), as well as incentives for inclusion.
 - Transportation: The group agreed that the town center would remain on Alexander Street instead of widening TV Highway to the south, which conflicts with the railway.
 - Walkability: THPRD expressed support for walkability to parks, trails, and transit, along with the goal to have the improvements completed as development occurs (i.e., developers conditioned to complete improvements as part of their land use). Additionally, create a pedestrian and/or cycling corridor to the future South Hillsboro.
4. Staff attended the Metro Transportation Policy Alternatives Committee (TPAC)/ Metro Technical Advisory Committee (MTAC) Work Groups on March 17 to discuss the draft 2018 Regional Transportation Plan (RTP) Project Criteria. The criteria will inform projects to be included in the RTP, and Metro will be requesting updates to the project list in early June 2017. As a next step, Metro will revise the draft criteria to reflect feedback heard. It was clear that some criteria needed to be strongly vetted prior to moving forward. The next workshop meeting is planned for April 14. Staff will work to update trails projects to be included in 2018, as inclusion in the RTP will make projects eligible for federal funding.
5. Staff attended an affordable housing presentation hosted by Metro on March 17. The presenter, Tony Pickett, spoke on equity development lessons from his time in Atlanta and Denver. Mr. Pickett's experience has been with several Community Land Trusts (CLTs). CLTs typically own the underlying land, which is leased to the homeowners on a long-term renewable lease. Taking the land out of the cost of buying a home helps create affordability. A key to creating affordable housing is public and private partnerships, along with innovative and creative planning to define goals and vision for a community. Tools used in Atlanta and Denver were inclusionary zoning and a mixed income approach, rather than stand-alone developments of affordable housing. Integral to success has been the offering

of education and job opportunities to affordable housing owners. This, along with the use of CLTs, has allowed owners to build equity and move to market rate housing.

6. THPRD purchased the last property of the SW Quadrant Community Park on March 13, a 0.56-acre property along 170th Avenue. The property, along with recently purchased properties to the west, will be part of a future phase of development of the park.

Recreation

Eric Owens, Superintendent of Recreation

1. The arbor covering the walkway to the Elsie Stuhr Center remembrance garden was recently replaced. Bruna McBride and the Beaverton Garden Club provided a donation to purchase materials, and coordinated the building and installation of the new arbor.
2. Conestoga Recreation & Aquatic Center continues to celebrate diversity each month. March is women's history month. The art class studied female impressionist artists and worked on a personal piece of their own. The artwork is on display at CRAC. The information bulletin board focused on THPRD women leaders. April is Autism Awareness month; we will do a fidget drive, as well as highlight THPRD programs for special needs, such as sensory swim.
3. Cedar Hills Recreation Center's THRIVE after school program has seen a steady increase in participation this school year over the prior year. February saw an 11% increase and March saw a 16% increase in registrations from the prior year. Overall, the program is averaging 95 participants per month.
4. Garden Home Recreation Center will be partnering with McKay Elementary School for the third year in a row to offer a running and soccer club to students. The cost of the program is paid by a grant from the school, and free to McKay Elementary students. The program grew this year and reached the 40 participant maximum.
5. The Recreation Department will be conducting summer camp staff interviews by a committee comprised of staff from Cedar Hills Recreation Center, Conestoga Recreation & Aquatic Center and Garden Home Recreation Center. This is the first year that a joint approach has been used and is designed to increase staff efficiency and standardize the process for all applicants. Group interviews will begin the week of spring break.

Security Operations

Mike Janin, Superintendent of Security Operations

1. Security Operations recently trained two new Park Watch volunteers for Greenway Park and the Fanno Creek Trail. Both individuals have asked to also patrol the Willow Creek Greenway, Whispering Woods and Hyland Woods. This will extend the coverage of our Park Watch volunteers to eight parks. In calendar year 2016, Park Watch volunteers logged 1,100 hours in our parks.

Sports

Keith Watson, Superintendent of Sports

1. Athletic Center
 - Winter basketball leagues concluded in March with playoffs for high school and adult teams, and the youth programs held an end-of-season tournament.

- Due to historically wet weather conditions, the spring season is off to a slow start. A difficult decision was made to close all THPRD-maintained grass fields for an extended period of time due to unsafe/unplayable conditions. Programming and maintenance staff worked together to assess fields and communicate to our user groups.
2. Babette Horenstein Tennis Center
 - The Babette Horenstein Tennis Center hosted a variety of spring break classes and camps for youth and adults. A total of eight one-day classes were offered as well as a tennis camp for junior players of varying skill and age levels.
 - Staff made several updates to the court locator map which is available online for our patrons. The map details court locations and the number of courts per site. It also lets patrons know if a site is closed due to construction.
 3. HMT Recreation Complex Field #2: The final phase of the field construction project was completed on March 23 with a field walkthrough to ensure all deficient items identified by staff had been addressed. While the field has been in use since March 6, there were a few non-safety related items that needed completion. Expansion of the field netting behind the east goal to keep balls from entering the trees will be completed this spring.
 4. Inclusion Services: Requests for inclusion support continue to increase. Spring break requests doubled from 2016 with over 450 hours of support requested for 2017. Since fall, our inclusion coordinator has hired five new assistants to meet the needs of patrons.

Business Services

*Ann Mackiernan, Chief Financial Officer
Nancy Hartman Noye, Human Resources Manager
Mark Hokkanen, Risk & Contract Manager
Seth Reeser, Operations Analysis Manager
Phil Young, Information Services Manager*

1. During the month of March, employees conducted mandatory earthquake drills. Departments were required to practice the drop, cover and hold technique and evacuation procedures. Some departments also included the general public in educational sessions and practiced evacuation scenarios. This is an annual requirement for public employers.
2. Spring class registration began on Saturday, March 4, with both the phone-in registration and web registration beginning at 8 am. Staff responded to 565 phone calls on Saturday, with 17% of the day's invoices, 13% of the revenue and 15% of the classes being processed by phone-in operators. Our public website performed very well, live-processing over 3,412 invoices on Saturday. During the first 15 minutes of registration, 172 classes reached their maximum enrollment; in total, 439 classes reached their maximum enrollment on opening day.

April

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Underwater Egg Hunt
5:30pm @ Conestoga
Rec & Aquatic Ctr

8

WipeOut! @ Aloha
Swim Ctr

9

10

11

Board Meeting 7pm
@ HMT/Dryland

12

13

14

15

Artisan Bazaar &
Spring Egg Hunt 9am
@ Cedar Hills Rec Ctr

Spring Egg Hunt
10:45am @ Garden
Home Rec Ctr

16

17

18

Budget Committee
Work Session 6pm
@ Elsie Stuhr Ctr

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Nature Day in the
Park 11am @ Vistra
Brook Park

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Joint Advisory
Committee Meeting
(all committees)
6:30pm @ Fanno
Creek Service Ctr

26

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Spring Native Plant
Sale 10am @ Tualatin
Hills Nature Ctr

30

2017

May

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
	1	2	3	4	5	6
7	8	9 Board Meeting 7pm @ HMT/Dryland	10	11	12	13
14	15	16 Budget Committee Meeting 6:30pm @ HMT/Dryland	17	18	19	20
21	22	23	24	25	26	27
28 Rose Festival Half Marathon @ Conestoga Rec & Aquatic Ctr	29	30	31			

2017

June

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Board Meeting 7pm
@ HMT/Dryland

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2017

Tualatin Hills Park and Recreation District
Monthly Capital Project Report
Estimated Cost vs. Budget
Through 2/28/17

Description	Project Budget					Project Expenditures		Estimated Total Costs			Est. Cost (Over) Under Budget		
	Prior Year Budget Amount	Budget Carryover to Current Year	New Funds Budgeted in Current Year	Cumulative Project Budget	Current Year Budget Amount	Expended Prior Years	Expended Year-to-Date	Estimated Cost to Complete	Basis of Estimate	Project Cumulative	Current Year	Project Cumulative	Current Year
	(1)	(2)	(3)	(1+3)	(2+3)	(4)	(5)	(6)		(4+5+6)	(5+6)		
GENERAL FUND													
CAPITAL OUTLAY DIVISION													
<u>CARRY FORWARD PROJECTS</u>													
JQAY House Renovation	100,000	1,800	-	100,000	1,800	87,371	-	1,800	Budget	89,171	1,800	10,829	-
Challenge Grant Competitive Fund	50,000	50,000	-	50,000	50,000	-	-	50,000	Budget	50,000	50,000	-	-
Aquatic Center Renovation	1,833,844	1,821,584	796,000	2,629,844	2,617,584	282,296	2,104,712	139,642	Award	2,526,650	2,244,354	103,194	373,230
Entry Garbage Cans	5,000	4,780	5,000	10,000	9,780	-	5,000	4,780	Budget	9,780	9,780	220	-
Play Equipment Design-Cedar Hills	17,500	10,680	-	17,500	10,680	-	390	10,290	Budget	10,680	10,680	6,820	-
Parking Lot-Hazeldale	236,480	194,414	-	236,480	194,414	19,387	2,933	214,160	Budget	236,480	217,093	-	(22,679)
Pedestrian Pathway & Playground Equipment-McMillan	197,115	197,115	-	197,115	197,115	68,808	105,990	718	Award	175,516	106,708	21,599	90,407
ADA Improvements-Aquatic Ctr Lift	21,000	13,812	-	21,000	13,812	12,079	-	-	Complete	12,079	-	8,921	13,812
Push-button activated lights - PCC tennis courts	3,300	3,300	-	3,300	3,300	-	-	3,300	Budget	3,300	3,300	-	-
Jenkins Lead Abatement (Main House)	18,000	18,000	-	18,000	18,000	20,430	-	-	Complete	20,430	-	(2,430)	18,000
Ergonomic Office Equipment	6,000	3,600	-	6,000	3,600	2,325	965	2,635	Budget	5,925	3,600	75	-
Conestoga Middle School Synthetic Turf Field	650,000	650,000	-	650,000	650,000	-	650,000	-	Award	650,000	650,000	-	-
Tennis Court Resurfacing-HMT Tennis Center (6 indoor cts)	60,000	60,000	-	60,000	60,000	-	34,017	-	Complete	34,017	34,017	25,983	25,983
TOTAL CARRYOVER PROJECTS	3,198,239	3,029,085	801,000	3,999,239	3,830,085	492,696	2,904,007	427,325		3,824,028	3,331,332	175,211	498,753
<u>ATHLETIC FACILITY REPLACEMENT</u>													
HMT Field #2 Synthetic Turf			575,000	575,000	575,000	-	433,406	87,054	Award	520,460	520,460	54,540	54,540
Skate Park Ramps			25,000	25,000	25,000	-	30,000	-	Complete	30,000	30,000	(5,000)	(5,000)
Tennis Court - Resurfacing (5 sites)			165,000	165,000	165,000	-	149,718	-	Complete	149,718	149,718	15,282	15,282
Baseball/Softball Backstops			10,000	10,000	10,000	-	4,946	-	Complete	4,946	4,946	5,054	5,054
TOTAL ATHLETIC FACILITY REPLACEMENT			775,000	775,000	775,000	-	618,070	87,054		705,124	705,124	69,876	69,876
<u>PARK AND TRAIL REPLACEMENTS</u>													
Concrete Sidewalk Repair (3 sites)			43,373	43,373	43,373	-	35,740	-	Complete	35,740	35,740	7,633	7,633
Play Equipment (3 sites)			338,000	338,000	338,000	-	108,207	229,793	Budget	338,000	338,000	-	-
Picnic Tables and Park Benches (3 sites)			13,645	13,645	13,645	-	9,811	-	Complete	9,811	9,811	3,834	3,834
Parking Lot Resurfacing (Bonny Slope Park)			55,000	55,000	55,000	-	23,442	-	Complete	23,442	23,442	31,558	31,558
Bridge Replacement (Whispering Woods Park)			15,000	15,000	15,000	-	5,241	13,300	Award	18,541	18,541	(3,541)	(3,541)
Drinking Fountain (Stuhr)			7,500	7,500	7,500	-	4,085	-	Complete	4,085	4,085	3,415	3,415
Asphalt Pedestrian Pathways (5 sites)			23,136	23,136	23,136	-	31,817	-	Complete	31,817	31,817	(8,681)	(8,681)
Irrigation Systems Redesign & Reconfiguration (5 sites)			20,000	20,000	20,000	-	923	19,077	Budget	20,000	20,000	-	-
Storm Water Management Redesign (Raleigh Park)			40,000	40,000	40,000	-	-	40,000	Budget	40,000	40,000	-	-
Fence Replacements (Fifth Street Park)			6,600	6,600	6,600	-	-	4,789	Award	4,789	4,789	1,811	1,811
Signage Master Plan Phase 2			40,000	40,000	40,000	-	14,161	25,839	Budget	40,000	40,000	-	-
Raleigh Park Dog Fountain			-	-	-	-	1,270	-	Complete	1,270	1,270	(1,270)	(1,270)
TOTAL PARK AND TRAIL REPLACEMENTS			602,254	602,254	602,254	-	234,697	332,798		567,495	567,495	34,759	34,759
<u>PARK AND TRAIL IMPROVEMENTS</u>													
Memorial Benches			8,000	8,000	8,000	-	2,556	5,444	Budget	8,000	8,000	-	-
Outdoor Fitness Equipment			17,062	17,062	17,062	-	14,237	-	Complete	14,237	14,237	2,825	2,825
Connect Oregon - Waterhouse Trail Segment (#4)			400,000	400,000	400,000	-	-	400,000	Budget	400,000	400,000	-	-
Rails to Trails - Westside to Waterhouse			48,000	48,000	48,000	-	-	48,000	Budget	48,000	48,000	-	-
OR Parks & Recreation - Vietnam War Memorial			35,000	35,000	35,000	-	-	-	Budget	-	-	35,000	35,000
LGGP - SW Quadrant Community Park			283,600	283,600	283,600	-	20,460	232,540	Award	253,000	253,000	30,600	30,600
Metro - Nature in Neighborhoods - Fanno Ck Grnwy bridge			400,000	400,000	400,000	-	-	-	Budget	-	-	400,000	400,000
OR Watershed Enhncmnt Bd-Fanno Crk Grnwy Br/habitat			200,000	200,000	200,000	-	-	-	Budget	-	-	200,000	200,000
TOTAL PARK AND TRAIL IMPROVEMENTS			1,391,662	1,391,662	1,391,662	-	37,253	685,984		723,237	723,237	668,425	668,425
<u>CHALLENGE GRANTS</u>													
Program Facility Challenge Grants			90,000	90,000	90,000	-	15,557	74,443	Budget	90,000	90,000	-	-
TOTAL CHALLENGE GRANTS			90,000	90,000	90,000	-	15,557	74,443		90,000	90,000	-	-
<u>BUILDING REPLACEMENTS</u>													
Cardio and Weight Equipment			40,000	40,000	40,000	-	-	40,000	Budget	40,000	40,000	-	-
Exterior Siding (north side GHRC)			60,000	60,000	60,000	-	60,000	-	Complete	60,000	60,000	-	-
Upper Balcony (Fanno Farmhouse)			8,500	8,500	8,500	-	-	8,500	Budget	8,500	8,500	-	-
Graffiti Protector & Interior Sealing Outdr Restrtrm (Nature Pk)			11,055	11,055	11,055	-	8,538	-	Complete	8,538	8,538	2,517	2,517

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	(1)	(2)	(3)	(1+3)	(2+3)	(4)	(5)	(6)		(4+5+6)	(5+6)		
Porch Rebuild (Schlottman & Bunk House)			13,700	13,700	13,700	-	-	13,700	Budget	13,700	13,700	-	-
Cedar Hills Exterior Repairs			83,500	83,500	83,500	-	-	83,500	Budget	83,500	83,500	-	-
Roof Repairs & Maintenance (4 sites)			8,000	8,000	8,000	-	-	8,280	Award	8,280	8,280	(280)	(280)
Wash Basins (Aloha)			3,400	3,400	3,400	-	1,145	-	Complete	1,145	1,145	2,255	2,255
Gym Receiver & Speaker (Conestoga)			3,000	3,000	3,000	-	-	3,000	Budget	3,000	3,000	-	-
Tennis Court Wind Screens (HMT)			1,500	1,500	1,500	-	-	1,500	Budget	1,500	1,500	-	-
Table Replacements (Nature Center)			3,000	3,000	3,000	-	-	3,000	Budget	3,000	3,000	-	-
Ergonomic Office Equipment			2,400	2,400	2,400	-	-	2,400	Budget	2,400	2,400	-	-
Refinish Wood Floors (4 sites)			36,351	36,351	36,351	-	29,944	-	Complete	29,944	29,944	6,407	6,407
Carpet Replacement (2 sites)			5,000	5,000	5,000	-	6,404	-	Complete	6,404	6,404	(1,404)	(1,404)
HVAC Ductwork (2 sites)			8,950	8,950	8,950	-	-	8,950	Budget	8,950	8,950	-	-
Steam Condensation Pump (GHRC)			2,800	2,800	2,800	-	2,774	-	Complete	2,774	2,774	26	26
Air Handler Bearing (3 sites)			20,200	20,200	20,200	-	11,585	8,615	Budget	20,200	20,200	-	-
Boiler Retuning (Aquatic Ctr)			5,570	5,570	5,570	-	300	5,687	Award	5,987	5,987	(417)	(417)
HVAC Dampers & Actuators (Admin)			3,616	3,616	3,616	-	-	-	Complete	-	-	3,616	3,616
Unions, Valves, Lines & Actuators (Conestoga)			8,030	8,030	8,030	-	3,050	4,980	Budget	8,030	8,030	-	-
Floor Drains (CHRC)			26,500	26,500	26,500	-	-	26,500	Budget	26,500	26,500	-	-
Boiler Pipe (Aloha)			1,975	1,975	1,975	-	1,708	-	Complete	1,708	1,708	267	267
Water Heater (Athletic Ctr)			3,500	3,500	3,500	-	2,116	-	Complete	2,116	2,116	1,384	1,384
Three-Meter Dive Stands (Aquatic Ctr)			42,860	42,860	42,860	-	-	42,860	Budget	42,860	42,860	-	-
Pool Slide Resurfacing (Conestoga)			5,150	5,150	5,150	-	4,660	-	Complete	4,660	4,660	490	490
Lane Lines (Conestoga)			3,000	3,000	3,000	-	2,944	441	Award	3,385	3,385	(385)	(385)
Pool Receiver & Speaker (Conestoga)			3,000	3,000	3,000	-	-	3,000	Budget	3,000	3,000	-	-
Guard Chair (Harman)			5,500	5,500	5,500	-	3,714	-	Complete	3,714	3,714	1,786	1,786
Pool Valves (Conestoga)			2,200	2,200	2,200	-	1,553	-	Complete	1,553	1,553	647	647
Circulation Pump & Motor (Sunset)			5,792	5,792	5,792	-	4,188	-	Complete	4,188	4,188	1,604	1,604
Underwater Lights (Aquatic Ctr)			121,067	121,067	121,067	-	-	121,067	Budget	121,067	121,067	-	-
Fire Suppression at Selected Facilities			8,000	8,000	8,000	-	1,268	6,732	Budget	8,000	8,000	-	-
Office Door & Jamb (Tennis Ctr)			2,000	2,000	2,000	-	-	2,000	Budget	2,000	2,000	-	-
Frosting of Windows (Aquatic Ctr)			6,000	6,000	6,000	-	5,695	-	Complete	5,695	5,695	305	305
GH Rm 10 Abatement			-	-	-	-	3,250	3,626	Award	6,876	6,876	(6,876)	(6,876)
Admin Office-Conf Room relo			-	-	-	-	2,283	5,858	Award	8,141	8,141	(8,141)	(8,141)
CRA Boiler-Emergency repairs			-	-	-	-	2,096	-	Complete	2,096	2,096	(2,096)	(2,096)
TC Air Structure Repairs			-	-	-	-	3,938	-	Complete	3,938	3,938	(3,938)	(3,938)
AC Concession Stnd Wtr Htr			-	-	-	-	3,175	-	Complete	3,175	3,175	(3,175)	(3,175)
ASC Emergency Valve Repair			-	-	-	-	1,131	-	Complete	1,131	1,131	(1,131)	(1,131)
CRA Control Vales			-	-	-	-	2,500	-	Complete	2,500	2,500	(2,500)	(2,500)
CRA Main drain & skmr pnmtc vl			-	-	-	-	7,138	-	Complete	7,138	7,138	(7,138)	(7,138)
HSC Chemtrol unit			-	-	-	-	970	2,184	Award	3,154	3,154	(3,154)	(3,154)
CHRC heater cooler units (2)			-	-	-	-	3,355	-	Complete	3,355	3,355	(3,355)	(3,355)
TOTAL BUILDING REPLACEMENTS			565,116	565,116	565,116	-	181,422	404,196		571,655	571,655	(6,539)	(6,539)
BUILDING IMPROVEMENTS													
Ventilation System (FCSC)			10,000	10,000	10,000	-	-	10,000	Budget	10,000	10,000	-	-
Roof Safety Protection (3 sites)			54,400	54,400	54,400	-	-	49,150	Award	49,150	49,150	5,250	5,250
Changing Tables			2,500	2,500	2,500	-	3,370	-	Complete	3,370	3,370	(870)	(870)
Inflatable Paddle Boards			11,200	11,200	11,200	-	7,592	3,608	Budget	11,200	11,200	-	-
LED Lighting (Conestoga)			16,500	16,500	16,500	-	-	22,381	Award	22,381	22,381	(5,881)	(5,881)
Deduct Meters (HMT)			10,000	10,000	10,000	-	-	8,000	Award	8,000	8,000	2,000	2,000
TOTAL BUILDING IMPROVEMENTS			104,600	104,600	104,600	-	10,962	93,139		104,101	104,101	499	499
ADA PROJECTS													
ADA Improvements - Aquatic Center			92,000	92,000	92,000	-	6,599	85,401	Budget	92,000	92,000	-	-
ADA Improvements - Athletic Center			8,000	8,000	8,000	-	791	7,209	Budget	8,000	8,000	-	-
TOTAL ADA PROJECTS			100,000	100,000	100,000	-	7,390	92,610		100,000	100,000	-	-
TOTAL CAPITAL OUTLAY DIVISION	3,198,239	3,029,085	4,429,632	7,627,871	7,458,717	492,696	4,009,358	2,197,549		6,685,640	6,192,944	942,231	1,265,773

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Description	Project Budget					Project Expenditures		Estimated Total Costs			Est. Cost (Over) Under Budget		
	Prior Year Budget Amount	Budget Carryover to Current Year	New Funds Budgeted in Current Year	Cumulative Project Budget	Current Year Budget Amount	Expended Prior Years	Expended Year-to-Date	Estimated Cost to Complete	Basis of Estimate	Project Cumulative	Current Year	Project Cumulative	Current Year
	(1)	(2)	(3)	(1+3)	(2+3)	(4)	(5)	(6)		(4+5+6)	(5+6)		
INFORMATION SERVICES DEPARTMENT													
<u>INFORMATION TECHNOLOGY REPLACEMENTS</u>													
Laptops (Workstations/Notebooks)			8,000	8,000	8,000	-	20,543	-	Complete	20,543	20,543	(12,543)	(12,543)
Servers			37,000	37,000	37,000	-	34,173	2,827	Budget	37,000	37,000	-	-
Printers/Network Printers			5,000	5,000	5,000	-	-	5,000	Budget	5,000	5,000	-	-
LAN/WAN			5,000	5,000	5,000	-	-	5,000	Budget	5,000	5,000	-	-
Switches			80,000	80,000	80,000	-	-	80,000	Budget	80,000	80,000	-	-
Color Plot Printer			2,500	2,500	2,500	-	2,551	-	Complete	2,551	2,551	(51)	(51)
Vehicle Maintenance Software			6,500	6,500	6,500	-	-	6,500	Budget	6,500	6,500	-	-
TOTAL INFORMATION TECHNOLOGY REPLACEMENTS			144,000	144,000	144,000	-	57,267	99,327		156,594	156,594	(12,594)	(12,594)
<u>INFORMATION TECHNOLOGY IMPROVEMENTS</u>													
PCI Compliance			55,000	55,000	55,000	-	-	-	Complete	-	-	55,000	55,000
Backup Tapes (off-site)			3,000	3,000	3,000	-	-	3,000	Budget	3,000	3,000	-	-
Software			20,000	20,000	20,000	-	10,620	9,380	Budget	20,000	20,000	-	-
TOTAL INFORMATION TECHNOLOGY IMPROVEMENTS			78,000	78,000	78,000	-	10,620	12,380		23,000	23,000	55,000	55,000
TOTAL INFORMATION SYSTEMS DEPARTMENT	-	-	222,000	222,000	222,000	-	67,887	111,707		179,594	179,594	42,406	42,406
MAINTENANCE DEPARTMENT													
<u>FLEET REPLACEMENTS</u>													
Mower - 52" (2)			32,000	32,000	32,000	-	31,375	-	Complete	31,375	31,375	625	625
Tandem axle trailer - 3.5 ton (3)			22,500	22,500	22,500	-	-	22,500	Budget	22,500	22,500	-	-
Full size pickup with liftgate			33,000	33,000	33,000	-	-	31,530	Award	31,530	31,530	1,470	1,470
Electric utility vehicle			14,000	14,000	14,000	-	-	14,000	Budget	14,000	14,000	-	-
Mower blade grinder			18,000	18,000	18,000	-	16,145	-	Complete	16,145	16,145	1,855	1,855
Wire feed welder			4,000	4,000	4,000	-	-	3,942	Award	3,942	3,942	58	58
Hydraulic press			2,500	2,500	2,500	-	2,176	-	Complete	2,176	2,176	324	324
Mower - 72"			15,000	15,000	15,000	-	13,710	-	Complete	13,710	13,710	1,290	1,290
Mini backhoe			35,000	35,000	35,000	-	-	34,311	Award	34,311	34,311	689	689
Infield rake			15,000	15,000	15,000	-	15,590	-	Complete	15,590	15,590	(590)	(590)
Sod cutter (2)			10,000	10,000	10,000	-	-	6,978	Award	6,978	6,978	3,022	3,022
Front loader			9,800	9,800	9,800	-	7,100	-	Complete	7,100	7,100	2,700	2,700
Single axle trailer - 1 ton (4)			20,000	20,000	20,000	-	-	20,000	Budget	20,000	20,000	-	-
Minibus			52,500	52,500	52,500	-	54,800	-	Complete	54,800	54,800	(2,300)	(2,300)
TOTAL FLEET REPLACEMENTS			283,300	283,300	283,300	-	140,896	133,261		274,157	274,157	9,143	9,143
<u>FLEET IMPROVEMENTS</u>													
Digital Playground Analyzer			2,500	2,500	2,500	-	2,525	-	Complete	2,525	2,525	(25)	(25)
Vehicle Wraps			12,200	12,200	12,200	-	7,381	6,430	Award	13,811	13,811	(1,611)	(1,611)
			14,700	14,700	14,700	-	9,906	6,430		16,336	16,336	(1,636)	(1,636)
<u>BUILDING MAINTENANCE EQUIPMENT REPLACEMENTS</u>													
Autoscrubber (CHRC)			3,000	3,000	3,000	-	2,883	-	Complete	2,883	2,883	117	117
Pool Covers (2 sites) - Raleigh, Somerset			12,900	12,900	12,900	-	9,129	-	Complete	9,129	9,129	3,771	3,771
TOTAL BLDG MAINT EQUIPMENT REPLACEMENTS			15,900	15,900	15,900	-	12,012	-		12,012	12,012	3,888	3,888
<u>BUILDING MAINTENANCE IMPROVEMENTS</u>													
Pool Vacuum Robot (Conestoga)			3,499	3,499	3,499	-	2,788	-	Complete	2,788	2,788	711	711
TOTAL BUILDING MAINT IMPROVEMENTS			3,499	3,499	3,499	-	2,788	-		2,788	2,788	711	711
TOTAL MAINTENANCE DEPARTMENT	-	-	317,399	317,399	317,399	-	165,602	139,691		305,293	305,293	12,106	12,106
GRAND TOTAL GENERAL FUND	3,198,239	3,029,085	4,969,031	8,167,270	7,998,116	492,696	4,242,847	2,448,947		7,170,527	6,677,831	996,743	1,320,285
SDC FUND													
<u>LAND ACQUISITION</u>													
Land Acq - N. Bethany Comm Pk													
Other							2,775						
Subtotal Land Acq-N Bethany Comm Pk			2,500,000	2,500,000	2,500,000	-	2,775	2,497,225	Budget	2,500,000	2,500,000	-	-

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Description	Project Budget					Project Expenditures		Estimated Total Costs			Est. Cost (Over) Under Budget		
	Prior Year Budget Amount	Budget Carryover to Current Year	New Funds Budgeted in Current Year	Cumulative Project Budget	Current Year Budget Amount	Expended Prior Years	Expended Year-to-Date	Estimated Cost to Complete	Basis of Estimate	Project Cumulative	Current Year	Project Cumulative	Current Year
	(1)	(2)	(3)	(1+3)	(2+3)	(4)	(5)	(6)		(4+5+6)	(5+6)		
Land Acq - N. Bethany Nghbd Pk													
Turple							536,831						
Cheng/Sato							2,175,778						
Rutto Diegel Miller (RDM)							2,138,707						
Traschel							1,357,120						
Abbey Meadows							1,566,680						
Orr							1,203,248						
Other							13,962						
Subtotal Land Acq-N. Bethany Nghbd Pk	-	-	7,650,000	7,650,000	7,650,000	-	8,992,326	-	Award	8,992,326	8,992,326	(1,342,326)	(1,342,326)
Land Acq - N Bethany Trails													
Grace Hollow							140,295						
Other							16,187						
Subtotal Land Acq-N Bethany Trails	-	-	1,300,000	1,300,000	1,300,000	-	156,482	1,143,518	Budget	1,300,000	1,300,000	-	-
Land Acquisition (FY16)							90,372						
Land Acq - Bonny Slope W Nhd Pk-Higgins							21,293						
Land Acq - Pointer Road Park							19						
Land Acq - SW Comm Pk-Strasburg							18,803						
Land Acq - Crowell Woods							663						
Land Acq - Roxbury Park Trail Reloc							2,722						
Land Acq - Other (Demo, etc)							42,068						
Subtotal Land Acq-General	1,485,000	1,485,000		1,485,000	1,485,000	-	175,940	8,802	Award	184,742	184,742	1,300,258	1,300,258
N Bethany Park & Trail - project management	65,000	45,000	105,000	170,000	215,000	12,924	8,153	148,923	Budget	170,000	157,076	-	57,924
SW Quadrant Community Park	2,600,000	2,600,000	-	2,600,000	2,600,000	-	-	2,250,000	Award	2,250,000	2,250,000	350,000	350,000
Connect OR Grant Match - Waterhouse Trail, Segment 4			300,000	300,000	300,000	-	772	299,228	Budget	300,000	300,000	-	-
SW Quadrant Neighborhood Park Master Plan & Design			200,000	200,000	200,000	-	-	200,000	Budget	200,000	200,000	-	-
Cedar Mill Creek Comm Trail Seg #4 Master Plan & Des			250,000	250,000	250,000	-	-	250,000	Budget	250,000	250,000	-	-
Undesignated projects	-	-	2,952,523	2,952,523	2,952,523	-	-	2,952,523	Budget	2,952,523	2,952,523	-	-
TOTAL DEVELOPMENT/IMPROVEMENT PROJECTS	8,253,330	7,450,000	4,623,023	12,876,353	12,138,023	1,067,634	1,111,882	10,308,620		12,488,136	11,420,502	388,217	717,521
GRAND TOTAL SDC FUND	9,738,330	8,935,000	16,923,023	26,661,353	25,923,023	1,067,634	10,448,559	14,799,011		26,315,204	25,247,570	346,149	675,453

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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 Est. Cost (Over) Under Budget	Percent of Variance Total Cost Variance to Budget	Cost Expended to Budget	Cost Expended to Total Cost						
			Initial Project Budget	Adjustments	Current Total Project Budget FY 16/17	Expended Prior Years	Expended Year-to-Date	Total Expended to Date								(7)	(6+7)=(9)	(3-9) = (10)	(10) / (3)	(6) / (3)	(6)/(9)
			(1)	(2)	(1+2)=(3)	(4)	(5)	(4+5)=(6)								(7)	(6+7)=(9)	(3-9) = (10)	(10) / (3)	(6) / (3)	(6)/(9)
BOND CAPITAL PROJECTS FUND																					
<u>New Neighborhood Parks Development</u>																					
SE	91-901	AM Kennedy Park & Athletic Field	1,285,250	50,704	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 Tilbury 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%						
UND	Authorized Use of Savings from Bond Issuance Administration Category		-	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	46,858	1,075,058	199,362	6,690	206,052	1,332,049	Master Planning	1,538,101	(463,043)	-43.1%	19.2%	13.4%						
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	147,030	3,874,243	3,045,534	6,690	3,052,224	1,332,049		4,384,273	(510,030)	-13.2%	78.8%	69.6%						
<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)	-	-	-	773,396	20,000	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	30.6%	69.4%	100.0%						
SW	98-746-b	New Neighborhood Park - SW Quadrant (Altishin)	-	-	-	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) (McGettigan)	1,500,000	23,667	1,523,667	1,629,763	-	1,629,763	-	Complete	1,629,763	(106,096)	-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	11,504,740	20,000	11,524,740	-		11,524,740	(2,370,620)	-25.9%	125.9%	100.0%						
UND	Authorized Use of Savings from New Community Park Land Acquisition Category		-	1,655,521	1,655,521	-	-	-	N/A	-	-	1,655,521	n/a	n/a	n/a						
UND	Authorized Use of Savings from Community Center / Community Park Land Acquisition Category		-	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	11,504,740	20,000	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	336,527	8,048,027	1,791,166	8,692,281	10,483,447	485,284	Bid Award	10,968,731	(2,920,704)	-36.3%	130.3%	95.6%						
Sub-total New Community Park Development			7,711,500	336,527	8,048,027	1,791,166	8,692,281	10,483,447	485,284		10,968,731	(2,920,704)	-36.3%	130.3%	95.6%						
UND	Authorized use of savings from Bond Facility Rehabilitation category		-	1,300,000	1,300,000	-	-	-	N/A	-	-	1,300,000	n/a	n/a	n/a						
UND	Authorized use of savings from Bond Administration (Issuance) category		-	1,400,000	1,400,000	-	-	-	N/A	-	-	1,400,000	n/a	n/a	n/a						
UND	Outside Funding from Washington County / Metro Transferred from Community Center Land Acquisition		-	384,251	384,251	-	-	-	N/A	-	-	384,251	n/a	n/a	n/a						
Total New Community Park Development			7,711,500	3,420,778	11,132,278	1,791,166	8,692,281	10,483,447	485,284		10,968,731	163,547	1.5%	94.2%	95.6%						

Tualatin Hills Park and Recreation District
Monthly Bond Capital Projects Report
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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 Est. Cost (Over) Under Budget	Percent of Variance Total Cost Variance to Budget	Cost Expended to Budget	Cost Expended to Total Cost
			Initial Project Budget	Adjustments	Current Total Project Budget FY 16/17	Expended Prior Years	Expended Year-to-Date	Total Expended to Date							
			(1)	(2)	(1+2)=(3)	(4)	(5)	(4+5)=(6)	(7)	(6+7)=(9)	(3-9) = (10)	(10) / (3)	(6) / (3)	(6)/(9)	
<u>New Community Park Land Acquisition</u>															
NE	98-881-a	New Community Park - NE Quadrant (Teufel)	10,000,000	132,657	10,132,657	8,103,899	-	8,103,899	-	Complete	8,103,899	2,028,758	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	256,902	6,451,807	279,737	197,621	477,358	9,160,637	Master Planning	9,637,995	(3,186,188)	-49.4%	7.4%	5.0%
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	331,305	10,124,910	2,912,821	197,621	3,110,442	9,160,637		12,271,079	(2,146,169)	-21.2%	30.7%	25.3%
<u>Natural Area Preservation - Restoration</u>															
NE	97-963	Roger Tilbury Memorial Park	30,846	1,161	32,007	8,222	1,400	9,622	22,234	Preparation	31,856	151	0.5%	30.1%	30.2%
NE	97-964	Cedar Mill Park	30,846	1,088	31,934	1,201	-	1,201	8,903	Establishment	10,104	21,830	68.4%	3.8%	11.9%
NE	97-965	Jordan/Jackie Husen Park	308,460	8,759	317,219	36,236	-	36,236	21,339	Establishment	57,575	259,644	81.9%	11.4%	62.9%
NW	97-966	NE/Bethany Meadows Trail Habitat Connection	246,768	9,765	256,533	-	-	-	256,533	On Hold	256,533	-	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	On Hold	13,031	(2,449)	-23.1%	122.2%	99.2%
NW	97-968	Allenbach Acres Park	41,128	1,519	42,647	9,419	-	9,419	32,411	Establishment	41,830	817	1.9%	22.1%	22.5%
NW	97-969	Crystal Creek Park	205,640	6,817	212,457	59,401	-	59,401	41,302	Establishment	100,703	111,754	52.6%	28.0%	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	753	21,317	4,754	660	5,414	15,204	Establishment	20,618	699	3.3%	25.4%	26.3%
SE	97-979	Greenway Park/Koll Center	61,692	1,897	63,589	40,468	4,260	44,728	18,443	Establishment	63,171	418	0.7%	70.3%	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	5,816	168,272	31,147	-	31,147	39,508	Establishment	70,655	97,617	58.0%	18.5%	44.1%
SE	97-982	Hideaway Park	41,128	1,072	42,200	38,459	-	38,459	3,537	Establishment	41,996	204	0.5%	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	8,135	213,775	14	-	14	213,761	On Hold	213,775	-	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	8,907	296,803	108,247	8,036	116,283	49,267	Establishment	165,550	131,253	44.2%	39.2%	70.2%
SW	97-988	Rosa/Hazeldale 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	3,987	106,807	16,649	3,270	19,919	86,888	Preparation	106,807	-	0.0%	18.6%	18.6%
SW	97-990	Jenkins Estate	154,230	3,365	157,595	136,481	-	136,481	-	Complete	136,481	21,114	13.4%	86.6%	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	2,439	64,131	0	-	0	64,131	On Hold	64,131	-	0.0%	0.0%	0.0%
UND	97-993	Interpretive Sign Network	339,306	9,048	348,354	314,187	6,320	320,507	18,970	Sign Fabrication	339,477	8,877	2.5%	92.0%	94.4%
NW	97-994	Beaverton Creek Trail	61,692	2,440	64,132	-	-	-	64,132	On Hold	64,132	-	0.0%	0.0%	0.0%
NW	97-995	Bethany Wetlands/Bronson Creek	41,128	1,627	42,755	-	-	-	42,755	On Hold	42,755	-	0.0%	0.0%	0.0%
NW	97-996	Bluegrass Downs Park	15,423	609	16,032	-	-	-	16,032	On Hold	16,032	-	0.0%	0.0%	0.0%
NW	97-997	Crystal Creek	41,128	1,627	42,755	-	-	-	42,755	On Hold	42,755	-	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	-	75,356	75,356	22,745	13,004	35,749	39,607	Preparation	75,356	-	-	47.4%	47.4%
SE	97-871	Jenkins Estate Phase 2	-	125,583	125,583	21,675	3,325	25,000	100,583	Preparation	125,583	-	-	19.9%	19.9%
NW	97-872	Somerset	-	150,778	150,778	-	-	-	150,778	Budget	150,778	-	-	0.0%	0.0%
NW	97-873	Rock Creek Greenway	-	155,804	155,804	-	-	-	155,804	Budget	155,804	-	-	0.0%	0.0%
NW	97-874	Whispering Woods Phase 2	-	95,493	95,493	-	-	-	95,493	Budget	95,493	-	-	0.0%	0.0%

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			Initial Project Budget	Adjustments	Current Total Project Budget FY 16/17	Expended Prior Years	Expended Year-to-Date	Total Expended to Date							
			(1)	(2)	(1+2)=(3)	(4)	(5)	(4+5)=(6)	(7)		(6+7)=(9)	(3-9) = (10)	(10) / (3)	(6) / (3)	(6)/(9)
SE	97-875	Raleigh Park	-	110,527	110,527	8,500	-	8,500	102,027	Budget	110,527	-	7.7%	7.7%	7.7%
NE	97-876	Bannister Creek Greenway/NE Park	-	75,389	75,389	-	-	-	75,389	Budget	75,389	-	0.0%	0.0%	0.0%
NW	97-877	Beaverton Creek Greenway Duncan	-	20,104	20,104	-	-	-	20,104	Budget	20,104	-	0.0%	0.0%	0.0%
SE	97-878	Church of Nazarene	-	30,156	30,156	-	7,144	7,144	23,012	Budget	30,156	-	23.7%	23.7%	23.7%
SW	97-879	Lilly K. Johnson Woods	-	30,123	30,123	15,097	1,634	16,731	13,392	Establishment	30,123	-	55.5%	55.5%	55.5%
UND	97-914	Restoration of new properties to be acquired	643,023	25,259	668,282	7,172	-	7,172	635,417	On Hold	642,589	25,693	3.8%	1.1%	1.1%
		Total Natural Area Restoration	3,762,901	124,611	3,887,512	1,350,741	49,053	1,399,794	2,469,813		3,887,512	-	0.0%	36.0%	36.0%
		Natural Area Preservation - Land Acquisition													
UND	98-882	Natural Area Acquisitions	8,400,000	254,849	8,654,849	4,806,432	30,375	4,836,807	3,818,042	Budget	8,654,849	-	0.0%	55.9%	55.9%
		Total Natural Area Preservation - Land Acquisition	8,400,000	254,849	8,654,849	4,806,432	30,375	4,836,807	3,818,042		8,654,849	-	0.0%	55.9%	55.9%
		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	86,243	2,348,283	1,738,151	3,325	1,741,476	783,020	On Hold	2,524,496	(176,213)	-7.5%	74.2%	69.0%
UND	93-923	Miscellaneous Natural Trails	100,000	3,367	103,367	30,394	-	30,394	72,453	Budget	102,847	520	0.5%	29.4%	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	655,985	474,243	1,130,228	-	Complete	1,130,228	460,632	29.0%	71.0%	100.0%
		Total New Linear Park and Trail Development	15,060,310	421,868	15,482,178	14,377,214	477,568	14,854,782	855,473		15,710,255	(228,077)	-1.5%	95.9%	94.6%
		New Linear Park and Trail Land Acquisition													
UND	98-883	New Linear Park and Trail Acquisitions	1,200,000	23,313	1,223,313	1,221,936	-	1,221,936	1,377	Budget	1,223,313	-	0.0%	99.9%	99.9%
		Total New Linear Park and Trail Land Acquisition	1,200,000	23,313	1,223,313	1,221,936	-	1,221,936	1,377		1,223,313	-	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	20,339	534,439	75	-	75	530,566	Budget	530,641	3,798	0.7%	0.0%	0.0%
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	20,323	534,423	724	-	724	529,905	Budget	530,629	3,794	0.7%	0.1%	0.1%
SE	94-930	New Fields in SE Quadrant (Conestoga Middle School)	514,100	19,833	533,933	228,524	305,409	533,933	-	Bid Award	533,933	-	0.0%	100.0%	100.0%
		Total Multi-field/Multi-purpose Athletic Field Dev.	3,084,600	114,071	3,198,671	2,106,499	305,409	2,411,908	1,060,471		3,472,379	(273,708)	-8.6%	75.4%	69.5%
		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%	1321.8%	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%

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			Initial Project Budget	Adjustments	Current Total Project Budget FY 16/17	Expended Prior Years	Expended Year-to-Date	Total Expended to Date				Est. Cost (Over) Under Budget	Total Cost Variance to Budget		
			(1)	(2)	(1+2)=(3)	(4)	(5)	(4+5)=(6)	(7)	(6+7)=(9)	(3-9) = (10)	(10) / (3)	(6) / (3)	(6)/(9)	
Facility Rehabilitation															
UND	95-931	Structural Upgrades at Several Facilities	317,950	(194,874)	123,076	112,126	-	112,126	-	112,126	10,950	8.9%	91.1%	100.0%	
SW	95-932	Structural Upgrades at Aloha Swim Center	406,279	8,497	414,776	518,302	-	518,302	-	518,302	(103,526)	-25.0%	125.0%	100.0%	
SE	95-933	Structural Upgrades at Beaverton Swim Center	1,447,363	36,369	1,483,732	820,440	-	820,440	49,392	869,832	613,900	41.4%	55.3%	94.3%	
NE	95-934	Structural Upgrades at Cedar Hills Recreation Center	628,087	18,177	646,264	539,331	5,013	544,344	-	544,331	101,933	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	-	66,762	(21,105)	-46.2%	146.2%	100.0%	
SE	95-937	Structural Upgrades at Garden Home Recreation Center	486,935	20,820	507,755	111,412	378,260	489,672	109,474	599,146	(91,391)	-18.0%	96.4%	81.7%	
SE	95-938	Structural Upgrades at Harman Swim Center	179,987	2,779	182,766	73,115	-	73,115	-	73,115	109,651	60.0%	40.0%	100.0%	
NW	95-939-a	Structural Upgrades at HMT/50 Mtr Pool/Aquatic Ctr	312,176	4,692	316,868	233,369	60	233,429	-	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	1,247	444,915	446,162	-	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	-	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	-	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	-	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	-	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	-	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	-	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	-	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	-	308,574	205,801	40.0%	60.0%	100.0%	
UND	95-962	Auto Gas Meter Shut Off Valves at All Facilities	-	122	122	9,000	984	9,984	25,199	35,183	(35,061)	100.0%	0.0%	28.4%	
Sub-total Facility Rehabilitation			6,227,732	130,472	6,358,204	3,951,222	829,232	4,780,454	184,065	4,964,506	1,393,698	21.9%	75.2%	96.3%	
UND	Authorized use of savings for SW Quad Community Park & Athletic Fields		-	(1,300,000)	(1,300,000)	-	-	-	-	-	(1,300,000)	n/a	n/a	n/a	
Total Facility Rehabilitation			6,227,732	(1,169,528)	5,058,204	3,951,222	829,232	4,780,454	184,065	4,964,506	93,698	1.9%	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	-	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	-	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	-	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	-	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	-	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%	
UND	Authorized Use of Savings for Deferred Park Maintenance Replacements Category		-	(179,613)	(179,613)	-	-	-	-	-	(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	-	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	-	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	-	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	-	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	-	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	-	23,416	(10,881)	-86.8%	186.8%	100.0%	
SE	95-734	ADA Improvements - Greenway Park	15,423	196	15,619	-	-	-	-	-	15,619	100.0%	0.0%	0.0%	
SW	95-735	ADA Improvements - Jenkins Estate	16,450	262	16,712	11,550	-	11,550	-	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	-	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	-	15,000	668	4.3%	95.7%	100.0%	
NW	95-738	ADA Improvements - Rock Crk Pwrlne Prk (Soccer Fld)	20,564	327	20,891	17,799	-	17,799	-	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	-	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	-	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	-	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	-	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%	
UND	Authorized Use of Savings from Bond Issuance Administration Category		-	189,890	189,890	-	-	-	-	-	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	-	100.0%	100.0%	100.0%	

Tualatin Hills Park and Recreation District
Monthly Bond Capital Projects Report
Estimated Cost vs. Budget
Through 2/28/17

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	Cost Expended to Budget	Cost Expended to Total Cost
			Initial Project Budget	Adjustments	Current Total Project Budget FY 16/17	Expended Prior Years	Expended Year-to-Date	Total Expended to Date				Est. Cost (Over) Under Budget	Total Cost Variance to Budget		
			(1)	(2)	(1+2)=(3)	(4)	(5)	(4+5)=(6)	(7)	(6+7)=(9)	(3-9) = (10)	(10) / (3)	(6) / (3)	(6)/(9)	
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	-	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	-	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	-	68,142	785,204	92.0%	8.0%	100.0%	
ADM		Bond Accountant Personnel Costs	-	241,090	241,090	288,678	-	288,678	-	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	-	57,454	-	-100.0%	n/a	100.0%	
ADM		Communications Support	-	50,000	50,000	12,675	-	12,675	37,325	50,000	-	0.0%	25.4%	25.4%	
ADM		Technology Needs	18,330	-	18,330	23,952	-	23,952	-	23,952	(5,622)	-30.7%	130.7%	100.0%	
ADM		Office Furniture	7,150	-	7,150	5,378	-	5,378	-	5,378	1,772	24.8%	75.2%	100.0%	
ADM		Admin/Consultant Costs	31,520	-	31,520	48,093	-	48,093	-	48,093	(16,573)	-52.6%	152.6%	100.0%	
ADM		Additional Bond Proceeds	-	1,507,717	1,507,717	-	-	-	-	-	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	3,876,864	103,876,864	76,525,748	10,608,229	87,133,977	19,404,536	106,556,405	(2,679,541)	-2.6%	83.9%	81.8%	

THPRD Bond Capital Program
Funds Reprogramming Analysis - Based on Category Transfer Eligibility
As of 2/28/17

		Category (Over)	Under Budget
Limited Reprogramming			
Land: New Neighborhood Park		-	
New Community Park		-	
New Linear Park		-	
New Community Center/Park		-	
		-	
		-	
Nat Res: Restoration		-	
Acquisition		-	
		-	
		-	
All Other			
New Neighborhood Park Dev		-	
Neighborhood Park Renov		(510,030)	
New Community Park Dev		163,547	
Community Park Renov		(2,146,169)	
New Linear Parks and Trails		(228,077)	
Athletic Field Development		(273,708)	
Deferred Park Maint Replace		-	
Facility Rehabilitation		93,698	
ADA		-	
Facility Expansion		-	
Bond Admin Costs		221,198	
		(2,679,541)	
		(2,679,541)	
Grand Total		(2,679,541)	



MEMORANDUM

Date: March 8, 2017

To: Board of Directors

From: Keith Hobson, Director of Business and Facilities

Re: **System Development Charge Report for January, 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 January 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>
2,949	Single Family Units	\$8,969,199.55	\$233,024.55	\$9,202,224.10
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)
264	Non-residential	\$702,725.03	\$18,679.91	\$721,404.94
5,500		\$16,096,107.46	\$396,089.51	\$16,492,196.97

<u>Washington County Collection of SDCs</u>		<u>Receipts</u>	<u>Collection Fee</u>	<u>Total Revenue</u>
8,653	Single Family Units	\$32,193,550.73	\$712,113.55	\$32,905,664.28
-300	Less Credits	(\$623,548.98)	(\$19,285.02)	(\$642,834.00)
2,946	Multi-family Units	\$8,316,719.07	\$195,410.06	\$8,512,129.13
-24	Less Credits	(\$47,323.24)	(\$1,463.61)	(\$48,786.85)
156	Non-residential	\$1,243,885.18	\$25,558.41	\$1,269,443.59
11,431		\$41,083,282.76	\$912,333.39	\$41,995,616.15

<u>Recap by Agency</u>	<u>Percent</u>	<u>Receipts</u>	<u>Collection Fee</u>	<u>Total Revenue</u>
5,500	City of Beaverton	\$16,096,107.46	\$396,089.51	\$16,492,196.97
11,431	Washington County	\$41,083,282.76	\$912,333.39	\$41,995,616.15
16,931		\$57,179,390.22	\$1,308,422.90	\$58,487,813.12

<u>Recap by Dwelling</u>	<u>Single Family</u>	<u>Multi-Family</u>	<u>Non-Resident</u>	<u>Total</u>
City of Beaverton	2,964	2,272	264	5,500
Washington County	<u>8,353</u>	<u>2,922</u>	<u>156</u>	<u>11,431</u>
	<u>11,317</u>	<u>5,194</u>	<u>420</u>	<u>16,931</u>

Total Receipts to Date **\$57,179,390.22**

Total Payments to Date

Refunds	(2,066,073.93)	
Administrative Costs	(\$18.65)	
Project Costs -- Development	(\$23,919,023.85)	
<u>Project Costs -- Land Acquisition</u>	<u>(\$24,499,292.52)</u>	<u>(\$50,484,408.95)</u>
		<u>\$6,694,981.27</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	\$0.00	\$0.00	\$0.00	\$0.00
March	\$0.00	\$0.00	\$0.00	\$0.00
April	\$0.00	\$0.00	\$0.00	\$0.00
May	\$0.00	\$0.00	\$0.00	\$0.00
June	\$0.00	\$0.00	\$0.00	\$0.00
	<u>\$57,179,390.22</u>	<u>(\$50,484,408.95)</u>	<u>\$2,260,457.12</u>	<u>\$8,955,438.39</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	0	0	0	0
March	0	0	0	0
April	0	0	0	0
May	0	0	0	0
June	0	0	0	0
	<u>11,317</u>	<u>5,194</u>	<u>420</u>	<u>16,931</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.

Construction of unique park under way in Aloha

BY KENT HOHLFELD
khohlfeld@djcOregon.com

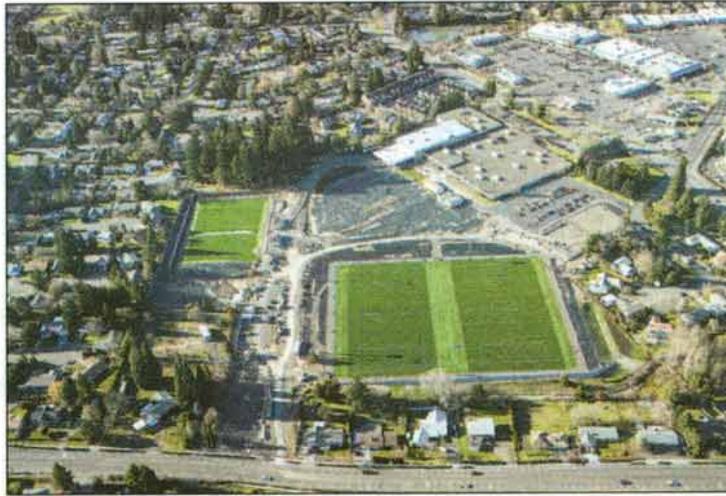
David Evans and Associates has joined forces with the Tualatin Hills Park & Recreation District and the Beaverton School District to build a unique park in Aloha. The Southwest Quadrant Community Park will be the first in Oregon designed to accommodate both able-bodied and disabled users without stairs or ramps.

"We had to look across the country (to find) parks like this," THPRD senior park planner and project manager Tim Bonnin said.

The park will include fields for baseball, soccer and lacrosse as well as tennis courts and protective shelters. Though private funding sources are helping pay for the \$14 million project, it's receiving \$10.6 million from a \$100 million bond approved by voters in 2008.

"It's one of the largest public investments that we have made in such a diverse community," Bonnin said.

The team planning the park on a 22-acre site at Southwest 170th Avenue and Farmington Road sought to make it accessible to all users without including ramps or stairs.



Oregon Aerial Photography, courtesy of Tualatin Hills Park & Recreation District
The Southwest Quadrant Community Park in Aloha is designed to be accessible to all users, with no stairs or ramps on the 22-acre site.

Plus, all playing fields needed to be level. That was a significant engineering challenge because the site's north side is 27 feet higher than its south side. Crews moved more than 50,000 cubic yards of dirt from one end of the site to the other.

"This was a huge grading project," said Todd Marcum, regional manager for land development at David Evans and Associates. "We had to deal with that without having any steps throughout the site."

P&C Construction began work on the

project in 2016, and was hampered by soil holding water from heavy winter rains. The issues prompted crews to work six-day weeks to stay on schedule.

"Getting the soil to dry out was a major problem," Bonnin said. "They had to aerate the soil constantly."

Designers also had to find a suitable synthetic material for the playing fields.

"The surface had to be hard enough to be accessible by wheelchair and still soft enough that people wouldn't get hurt when

they fall," Marcum said.

Then benches and shelters had to be positioned so that they would provide shade for park users.

"There are people who can't be out in the sun that we needed to accommodate, or just people who are out for picnics," Bonnin said. "We also needed places for caregivers to be able to use the shelters."

Once the design challenges were solved, funding and coordination had to be sorted out. Some of the land was owned by THPRD, some was owned by the Beaverton School District and more land had to be purchased from private owners.

"It went through land use planning, permits, stakeholder meetings, neighborhood task force (meetings)," Marcum said. "It was in 2014 that we began this process. THPRD did a great job with user stakeholders."

Despite the challenges, the park is expected to be open before the start of the 2017-18 school year.

"It is going to be the crown jewel of the bond program," said Bob Wayt, director of communications and outreach for THPRD. "It will be used by athletes with special needs and all abilities. This has been a labor of love."



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TUALATIN HILLS
PARK & RECREATION DISTRICT

Cedar Mill News March 2017

Metro grant enables new trail

The Metro Council has approved passing along a \$3.7 million federal grant to the Tualatin Hills Park & Recreation District (THPRD) for construction of a new, 1.5-mile trail near downtown Beaverton that will offer a variety of benefits to users.

The Beaverton Creek Trail will run east-west and connect Hocken Avenue in Beaverton to the Westside Regional Trail at the Tualatin Hills Nature Park. The pathway will be 12 feet wide, which is typical for a regional trail segment.

Funding will be awarded in 2019. The park district anticipates starting construction in 2020 and finishing by the end of 2021.

A Metro analysis shows that residents near the trail corridor include significantly above-average populations of minorities, low-income residents, and youth. User benefits will include a more pleasant, off-street transportation experience, safer passage, and improved access to light-rail and bus lines, employment and commercial areas, recreation and natural areas. It also fills a gap in THPRD's 70-mile trail system for walkers, joggers, bicyclists and others.

"Obviously, we are thrilled by this major grant, one of the largest we've ever received," said Doug Menke, THPRD general manager. "Trails are quite popular in our greater Beaverton area, with residents using them hundreds of thousands of times each year. It's the main reason we have invested so much time, energy, and funds the last several years to expand our trails network."

Much of that effort has been made possible by THPRD's 2008 voter-approved bond measure, which included the addition of

more than six miles of new trail connections.

"Everyone deserves the ability to get where they're going safely. The Beaverton Creek Trail will add another key link to a growing and vital regional trails network," said Metro Councilor Kathryn Harrington. "Like THPRD's other trails, it will offer a scenic, safe and healthy option for Washington



The new Westside Trail to Waterhouse Trail connection is near where the new trail will connect. Photo by Bob Wayt, THPRD

County residents and workers to enjoy on our journeys to work, school, errands, or visiting with friends. Most important, it will be open to everyone in our community: kids, families, commuters and others just getting out for fresh air."

The grant will cover about 80% of the estimated \$4.6 million project cost. THPRD will contribute



some systems development charge money and Washington County has provided additional funds. The City of Beaverton is assisting in the project as a technical partner, lending staff time and expertise.

The grant was one of nine that the Metro Council approved on Feb. 2 for trails and active transportation projects across the region. They totaled more than \$22 million.

THPRD Natural Area restoration events

Sat., Mar 11, 9-noon, Lost Park ivy & blackberry removal.

We will remove English ivy and plant native ferns throughout the forested portions of Lost Park. Bring a re-usable water bottle to drink from throughout the project. Tools, snacks and a water cooler will be provided. Meet at the trailhead at the end of NW 111th Ave., just south of Rainmont Road. Park along neighborhood streets. Minimum age 10 years.

Sat., Mar 25, 9-noon, NE Park ivy pull

NE Park is the forested area at the southeast corner of NW Saltzman & Laidlaw. We will remove English ivy from the forested areas. Bring a re-usable water bottle to drink from throughout the event. Tools, gloves, snacks, and a water cooler will be provided. Volunteers will meet the crewleader on the northeastern corner of this intersection. Please park along neighborhood streets, just north of Laidlaw.

Register online here: vol-gistics.com/ex/portal.dll/ap?AP=1710493901

Spring Registration

*Begins Saturday,
March 4, at 8 am*

Monday, March 6, for those outside of THPRD boundaries

TO REGISTER:

Visit thprd.org/portal or call 503-439-9400

Mail or walk-in registrations accepted beginning March 6.



thprd.org

Rec center hosts egg hunt that's underwater

Event is slated for Friday, April 7

By **MANDY FEDER-SAWYER**
The Times

Conestoga Recreation & Aquatic Center, part of the Tualatin Hills Park & Recreation District, will celebrate springtime with its annual Underwater Egg Hunt. The event takes place from 5:25 to 8:30 p.m. Friday, April 7 at the center, located next to Southridge High School at 9985 S.W. 125th Ave., Beaverton.

Participants ages 13 and younger can register in advance for one of five 30-minute egg hunts in the Conestoga pool; the earliest session is reserved for kids 8 and younger. Participants must be accompanied by an adult who is 18 or older, and those younger than 7 must be joined in the water by an adult.

The Underwater Egg Hunt is more than just a chance to search for prize eggs in the Conestoga pool. It also includes a photo booth, indoor play park, cupcake walk, bouncy house, bunny Bingo, coloring contests, crafts and other surprises.

To pre-register or learn more about this unique event, visit www.thprd.org or call Conestoga at 503-629-6313.

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. The district provides year-round recreational opportunities for people of all ages and abilities. 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.



THPRD is holding its annual Underwater Egg Hunt on April 7 at the Conestoga Recreation & Aquatic Center in south Beaverton.

COURTESY: THPRD

Instead of giving up, she got up – and now inspires as fitness instructor

by THPRD

“I am enough.” THPRD instructor Emily Liedtke repeats this simple affirmation to herself at least once a day. It’s a reminder of who she is and how far she’s come. The Beaverton native lost an impressive 211 pounds in 24 months, was featured in Health magazine’s November 2016 issue, and inspires her students and co-workers.

‘Health and fitness have to always be a focus in my life. It isn’t an option. The key for me is having an easy, sustainable, lifelong approach. You can’t look at it as a fad or something you are going to do temporarily. It also is important to have balance with regards to your mental and physical health. One tip that I always tell people now is that if you can get through the first 15 minutes of any workout, you can get through the rest...’

– Emily Liedtke, Fitness Instructor, Conestoga and Garden Home

As a child, Liedtke was athletic, always moving. She

danced, skied and also played tennis and soccer with the park district throughout her youth. Yet despite all the activity, her weight yo-yoed.

In 2014, bedridden with back pain, Liedtke suffered a mini-stroke. She weighed 340 pounds.

“My daughters couldn’t get their arms around me,” she recalled. “They wanted to play, but I couldn’t move.”

Instead of giving up, Liedtke got up. She started walking, at

first to the mailbox and back. Eventually she was able to walk

three miles a day, six days a week. She dropped 80 pounds, joined a gym and started working with a trainer. Eliminating fast food accelerated her weight loss.

Today, she is determined to maintain a healthy lifestyle.

She has taught barre, high-intensity interval training and athletic conditioning classes at THPRD’s Garden Home Recreation Center and Conestoga Recreation & Aquatic Center as many as five days a week. A self-

described workout fanatic, she adds more activities to her schedule every day and coaches families who want to be healthier.

“Fitness is my full-time job,” she said. She shares her journey with students and admits a few of them follow her from class to class.



At THPRD’s Garden Home Recreation Center on a recent Saturday morning, Emily Liedtke teaches barre to a large class group.

“It’s an inspiration to have Emily working with us at THPRD,” said Meredith Schwartz, program coordinator at Garden Home. “Her story validates that all of us are able to set goals and achieve them when we dedicate ourselves. She definitely keeps both staff and patrons motivated!”

