



Administration Office  
503/645-6433  
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**Board of Directors Regular Meeting  
December 7, 2009  
6:00 p.m. Executive Session; 7:00 p.m. Regular Meeting  
HMT Recreation Complex, Peg Ogilbee Dryland Meeting Room  
15707 SW Walker Road, Beaverton**

**AGENDA**

- 6:00 PM 1. Executive Session\*
- A. Personnel
  - B. Land
- 7:00 PM 2. Call Regular Meeting to Order
- 7:05 PM 3. Action Resulting from Executive Session
- 7:10 PM 4. Audience Time\*\*
- 7:15 PM 5. Board Time
- 7:20 PM 6. Consent Agenda\*\*\*
- A. Approve: Minutes of November 2, 2009 Regular Meeting
  - B. Approve: Monthly Bills
  - C. Approve: Monthly Financial Statement
  - D. Approve: Resolution for System Development Charge Annual Cost Adjustment
  - E. Appoint: Budget Committee Member
  - F. Approve: Amended Resolution Approving Amendments to Exhibit D of the Tigard Urban Service Agreement
- 7:25 PM 7. Unfinished Business
- A. Approve: Revised Planning & Budget Process – Priority Performance Measures
  - B. Status: FY 2009-10 Park District Goals & Objectives
  - C. Information: General Manager’s Report
- 8:00 PM 8. New Business
- A. Approve: Mid-Block Trail Crossings Position Paper
  - B. Approve: Elsie Stuhr Center Expansion Master Plan
  - C. Adopt: Acquisition Parameters and Due Diligence Guidelines for Acquisitions under the Bond Program
- 9:00 PM 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 and Recreation District. **\*\* Audience Time/Public Comment:** 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, 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 American 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:** November 25, 2009  
**TO:** The Board of Directors  
**FROM:** Doug Menke, General Manager  
**RE:** Information Regarding the December 7, 2009 Board of Directors Meeting

### **Agenda Item #6 – Consent Agenda**

Attached please find Consent Agenda items #6A-F for your review and approval.

- Action Requested: Approve Consent Agenda Items #6A-F as submitted:**
- A. Approve: Minutes of November 2, 2009 Regular Meeting**
  - B. Approve: Monthly Bills**
  - C. Approve: Monthly Financial Statement**
  - D. Approve: Resolution for System Development Charge Annual Cost Adjustment**
  - E. Appoint: Budget Committee Member**
  - F. Approve: Amended Resolution Approving Amendments to Exhibit D of the Tigard Urban Service Agreement**

### **Agenda Item #7 – Unfinished Business**

#### **A. Revised Planning & Budget Process – Priority Performance Measures**

Attached please find a memo from Keith Hobson, Director of Business & Facilities, providing a priority list of performance metrics that have been compiled for consideration by the Board of Directors in establishing Goal Outcomes to use in the 2011-2012 planning and budget process. Keith will be at your meeting to provide an overview of the memo and to answer any questions the Board of Directors may have.

**Action Requested: Board of Directors approval of the initial proposed priority performance measures for use in the planning and budget process for the 2011-2012 budget.**

#### **B. FY 2009-10 Park District Goals & Objectives**

Attached please find a memo from myself providing a status report for the Park District FY 2009-10 Goals and Objectives. This report outlines the accomplishments to date toward meeting the Action Steps assigned by the Board of Directors to the Objectives and Goals identified within the Park District's Comprehensive Plan.

**Action Requested: No Action Requested – Informational Report Only.**

#### **C. General Manager's Report**

Attached please find the General Manager's Report for the December 7, 2009 Regular meeting.

**Agenda Item #8 – New Business**

**A. Mid-Block Trail Crossings Position Paper**

Attached please find a memo from Hal Bergsma, Director of Planning, regarding a position paper for Board of Directors consideration on the topic of mid-block trail crossings. Hal will be at your meeting to provide an overview of the memo and to answer any questions the Board of Directors may have.

**Action Requested: Board of Directors approval acknowledging the findings of this position paper and directing the General Manager to implement its recommendations.**

**B. Elsie Stuhr Center Expansion Master Plan**

Attached please find a memo from Hal Bergsma, Director of Planning, regarding the proposed Master Plan for the Elsie Stuhr Center Expansion, which is a 2008 Bond Program project. Hal, along with Steve Gulgren, Superintendent of Planning & Development, and Tim Wybenga of TVA Architects, the project consultant, will be at your meeting to provide an overview of the memo and to answer any questions the Board of Directors may have.

**Action Requested: Board of Directors approval of the Elsie Stuhr Center Master Plan.**

**C. Acquisition Parameters and Due Diligence Guidelines for Acquisitions under the Bond Program**

Attached please find a memo from Hal Bergsma, Director of Planning, regarding proposed Acquisition Parameters and Due Diligence Guidelines pertaining to the 2008 Bond Measure. The intent of the Acquisition Parameters and Due Diligence Guidelines is to establish Board-approved criteria and conditions under which the General Manager is authorized to negotiate and structure land acquisition transactions for presentation to the Board of Directors for final approval. Hal will be at your meeting to provide an overview of the memo and to answer any questions the Board of Directors may have.

**Action Requested: Board of Directors adoption of the Acquisition Parameters and Due Diligence Guidelines.**

**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 at the HMT Recreation Complex, Peg Ogilbee Dryland Training Center, 15707 SW Walker Road, Beaverton, on Monday, November 2, 2009. Executive Session 6:00 p.m.; Regular Meeting 7:00 p.m.

Present:

Larry Pelatt	President/Director
Bob Scott	Secretary/Director
William Kanable	Secretary Pro-Tempore/Director
Joseph Blowers	Director
John Griffiths <i>(via telephone)</i>	Director
Doug Menke	General Manager

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

President, Larry Pelatt, called Executive Session to order for the following purposes:

- To consider information or records that are exempt by law from public inspection, and
- To conduct deliberations with persons designated by the governing body to negotiate real property transactions.

The Executive Session is held pursuant to ORS 192.660(2), which allows the Board to meet in Executive Session to discuss the aforementioned issues.

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

### **Agenda Item #2 – Call Regular Meeting to Order**

President, Larry Pelatt, called the Regular Meeting to order at 7:05 p.m.

### **Agenda Item #3 – Action Resulting from Executive Session**

**Bob Scott moved the Board of Directors authorize staff to complete the acquisition of the subject property in the Park District's southwest quadrant subject to the cost limit and funding sources discussed in Executive Session. Bill Kanable seconded the motion. Roll call proceeded as follows:**

John Griffiths            Yes  
Joe Blowers              Yes  
Bill Kanable              Yes  
Bob Scott                 Yes  
Larry Pelatt               Yes

The motion was **UNANIMOUSLY APPROVED**.

Bob Scott moved the Board of Directors authorize staff to complete the acquisition of the subject property in the Park District's northeast quadrant subject to the cost limit discussed in Executive Session. Joe Blowers seconded the motion. Roll call proceeded as follows:

Bill Kanable              Yes  
John Griffiths             Yes  
Joe Blowers               Yes  
Bob Scott                 Yes  
Larry Pelatt               Yes

The motion was **UNANIMOUSLY APPROVED**.

Bob Scott moved the Board of Directors add a new agenda item, Resolution Approving Amendments to Exhibit D of the Tigard Urban Service Agreement, to this evening's agenda as item 10C under New Business. Bill Kanable seconded the motion. Roll call proceeded as follows:

Joe Blowers              Yes  
John Griffiths             Yes  
Bill Kanable              Yes  
Bob Scott                 Yes  
Larry Pelatt               Yes

The motion was **UNANIMOUSLY APPROVED**.

#### **Agenda Item #4 – Oregon Recreation & Park Association Awards**

Doug Menke, General Manager, introduced Amanda Rich, Oregon Recreation & Park Association (ORPA) Executive Director, to present three awards ORPA recently bestowed upon Park District employees.

Amanda introduced Karin Madsen, Program Coordinator at Cedar Hills Recreation Center, noting that ORPA awarded Karin the SPRINT (Section for PRogramming INTerests) Programming Award. This award is given to those who develop successful creative, innovative or unique programs. Amanda noted that Karin was recognized for her creative summer youth camps at Cedar Hills Recreation Center, and described those camps which included the Eco-Fashion Camp, Settling Days Homestead Camp, and CSI Camp.

- ✓ Karin thanked ORPA and the Board of Directors for the recognition and described a few unique features of the camps, noting that they represent the popular trend of combining recreation with education.

Amanda introduced Julie Reilly, Natural Resource Specialist, noting that ORPA awarded Julie the Natural Resources Section Outstanding Service Award. This award is given to those who demonstrate leadership and have contributed to ORPA and the natural resources field for many years. Amanda noted that Julie was recognized for her role in helping

establish the section, serving as its president, and making other contributions such as co-authoring Metro's "Green Trails" and Goal 5's "Low Impact Development Approaches."

- ✓ Julie thanked ORPA and the Board of Directors for the recognition, noting that ORPA is a wonderful organization with members who are willing to actively contribute.

Amanda noted that the David E. Clark Professional Honor Award is presented to a professional ORPA member who, through incentive, inspiration and demonstration of leadership, has made noteworthy contributions over a period of time to the recreation and park movement. Candidates must have been active in the field for a minimum of 15 years and an ORPA history of membership for at least 10 years. Amanda introduced Jim McElhinny, Director of Park & Recreational Services, noting that this is the highest recognition ORPA can bestow. She described Jim's thirty years of service to the park and recreation field, including his involvement in ORPA and its Legislative Committee.

- ✓ Jim thanked ORPA and the Board of Directors for the recognition, noting that this award is humbling, especially when considering the dedication of his fellow park and recreation colleagues.

#### **Agenda Item #5 – Request for Exemption from Competitive Bidding Process for Synthetic Turf**

##### **A. Open Hearing**

President, Larry Pelatt, opened the public hearing.

##### **B. Staff Report**

Keith Hobson, Director of Business & Facilities, provided a detailed overview of the memo included within the Board of Directors information packet, noting that staff is requesting Board approval to seek an exemption from the public bidding process for the selection of a synthetic turf product, in accordance with the State of Oregon exemption process. In 2005 a similar exemption was granted that allowed the District to enter into a sole source agreement with FieldTurf, which expires in March 2010. The District will be installing synthetic turf in two upcoming bond projects, at Cedar Hills Park and Southwest Community Park. An exemption from competitive bidding would benefit the District by allowing the District to negotiate with the supplier for a reduced contract cost for design and materials, as well as giving the District the ability to establish common maintenance, staff training, warranties and product representation. If the Board authorizes the exemption, staff would prepare a Request for Proposals (RFP) for competitive solicitation for the contract.

##### **C. Public Comment**

*There was no testimony during public comment.*

##### **D. Board Discussion**

*There was no Board discussion.*

##### **E. Close Hearing**

President, Larry Pelatt, closed the public hearing.

**F. Board Action**

Bill Kanable moved the Board of Directors, acting as the Local Contract Review Board, adopt the after-the-fact evaluation comparing the actual results to the findings in the original exemption of the public improvement projects, for the installation of the synthetic turf fields at PCC Rock Creek and HMT Recreation Complex Field #2; approve the findings to exempt from competitive bidding the selection and installation of a synthetic turf product for upcoming projects within the next five years, in accordance with the State of Oregon competitive bidding exemption provisions outlined in ORS 279C.335; approve the resulting supplier selected from the RFP process to be exclusively included as the supplier in future synthetic turf product construction contracts at District facilities; and, authorize the General Manager or his designee to negotiate and execute the agreement with the selected synthetic turf supplier. Bob Scott seconded the motion. Roll call proceeded as follows:

Joe Blowers	Yes
John Griffiths	Yes
Bob Scott	Yes
Bill Kanable	Yes
Larry Pelatt	Yes

The motion was **UNANIMOUSLY APPROVED**.

**Agenda Item #6 – Audience Time**

Pavel Goberman, PO Box 1664, Beaverton, is before the Board of Directors this evening regarding a situation where he was not allowed to speak at a recent Elsie Stuhr Center Advisory Committee meeting. In addition, Pavel described his request to the Park District to facilitate a debate between himself, as a candidate for US Senate, and Senator Ron Wyden, noting that his agenda is in support of the senior citizens of the country. Pavel submitted written testimony into the record.

- ✓ Larry Pelatt noted that the Park District does not typically engage in politics and, therefore, would not facilitate such a debate; however, he noted that staff would look into the situation where he was not allowed to speak at the Advisory Committee meeting.

**Agenda Item #7 – Board Time**

Bob Scott asked that staff provide any feedback received on the activities guide distribution change whereby guides would no longer be mailed to residents, but available online and at various facilities for pick up instead.

- ✓ Bob Wayt, Director of Communications & Development, noted that at this time there has been little feedback; however, he would keep the Board apprised.

President, Larry Pelatt, referenced the Management Report included within the Board of Directors information packet, and asked for confirmation that 86% of patrons registering for fall basketball did so online.

- ✓ Doug Menke, General Manager, confirmed this.

Bill Kanable commented that he recently attended the National Recreation & Park Association annual conference, noting that it was a great conference and that he appreciates the opportunity to take part.

Larry commented that the Park District ran well while the General Manager was out of town, noting that this is a testament to the quality of Park District staff.

**Agenda Item #8 –Consent Agenda**

**Bill Kanable moved the Board of Directors approve Consent Agenda items (A) Minutes of October 5, 2009 Regular Meeting, (B) Monthly Bills, (C) Monthly Financial Statement, and (D) Recreational Trail Program Grant Application Resolution. Bob Scott seconded the motion. Roll call proceeded as follows:**

<b>Joe Blowers</b>	<b>Yes</b>
<b>John Griffiths</b>	<b>Yes</b>
<b>Bob Scott</b>	<b>Yes</b>
<b>Bill Kanable</b>	<b>Yes</b>
<b>Larry Pelatt</b>	<b>Yes</b>

**The motion was UNANIMOUSLY APPROVED.**

**Agenda Item #9 – Unfinished Business**

**A. 2008 Bond Measure**

Doug Menke, General Manager, introduced Hal Bergsma, Director of Planning, and Bruce Barbarasch, Superintendent of Natural Resources & Trails Management, to provide an overview of the memo included within the Board of Directors information packet.

Hal provided a detailed overview of the memo sections regarding architecture and engineering contracts, public meetings, land acquisition, and play structure replacement projects, while Bruce provided a detailed overview of natural resource activities related to the bond. Hal and Bruce offered to answer any questions the Board may have.

- ✓ Hearing no questions, President, Larry Pelatt, requested the staff report for the next agenda item.

**B. Energy Savings Performance Contract Project Development Plan**

Keith Hobson, Director of Business & Facilities, introduced Ann Mackiernan, Operations Analysis Manager, to provide an overview of the memo included within the Board of Directors information packet. Keith noted that Cameron Hamilton, Business Development Manager, and Laura Ward, Senior Program Manager, both with McKinstry, are also in attendance this evening.

Ann provided a detailed overview of the memo, noting that staff is requesting Board ratification of the findings of the Project Development Plan (PDP) conducted as the second step in the Energy Savings Performance Contract (ESPC) project as well as authorization to move forward to the Design and Construction phase of the ESPC project. She noted that this evening's information is a continuation of what was presented to the Board of Directors at their August 24, 2009 meeting, but that the calculations have been further refined. At the August presentation, the list of projects was approximately \$3 million; however, since that time, the list has been reduced to \$1.6 million due to projects no longer feasible because of a projected NW Natural Gas rate reduction of 17%. Projects that involved NW Natural Gas, such as boiler projects, no longer provided the necessary energy cost savings.



Ann provided a detailed overview of the Cash Flow Analysis scenarios included within the Board of Directors information packet via PowerPoint presentation, noting that the cash flow scenario that staff will most likely recommend is one without infusing any capital and that includes the replacement of one boiler system in the package. Ann noted that with the ratification of the findings of the PDP and the authorization to move forward, staff will select the final construction project list and the ESPC will move to the next phase of the project, the Design and Construction phase.

President, Larry Pelatt, asked when the boiler being considered for inclusion within the package is scheduled to be replaced.

- ✓ Dave Chrisman, Superintendent of Maintenance Operations, replied in about five years.
- ✓ Keith noted that based on the condition of the asset, it may not make it that far.
- ✓ Doug Menke, General Manager, noted that another challenge is the complexity of a boiler replacement and the potential impact to the facility.

Bob Scott referenced the cash flow analysis, noting that the life of the equipment is listed as 10 years; however, the cash flow analysis period is 20 years.

- ✓ Cam replied that those are default values.
- ✓ Ann replied that the life of the equipment number is actually a blend of all of the different projects.

Ann described that in the Design and Construction phase, final equipment cost calculations would be determined and established as Guaranteed Maximum Prices. The guaranteed energy savings calculations would also be finalized during this phase of the ESPC.

Cam explained that due to the significance of the project, McKinstry had their boiler specialists examine the boiler proposed for replacement and due to the discovery that the condition of the boiler is of a critical nature, it was decided not to install a micro turbine, but to focus on replacement of the entire unit instead.

- ✓ Larry asked why the micro turbine is not being considered along with the replacement of the boiler.

Cam replied that the boiler handles the cool and hot water and building heat and that the micro turbine would have only partially handled the load for the cool water. Given the current condition of the boiler, a new heating solution became more critical than installing the micro turbine.

Bill Kanable noted that the Park District's Maintenance staff inspects the boilers as well and asked whether the change in paint color described earlier as an indication of system deterioration could be a recent change.

- ✓ Cam replied that it had been there for a while.

Bill asked whether our Maintenance staff should have noticed it.

- ✓ Cam replied that McKinstry inspected the boiler when it was open, which provided a better view. In addition, the person conducting the inspection was the state's Boiler Board president, appointed by the Governor, who has a wealth of information.
- ✓ Dave noted that a much higher level of review is available when the boiler is opened up.

Bill asked when the boiler was installed.

- ✓ Dave replied 1978.

Larry asked what the remaining life of the boiler is.

- ✓ Laura replied that while the unit is showing signs of decline, it is hard to determine exactly how fast the deterioration is happening.
- ✓ Cam confirmed that all of the unit's components are showing signs of wear.
- ✓ Dave noted that this is an opportunity to leverage the replacement now.

Larry and Bill expressed agreement.

- ✓ Cam offered reassurance that there is some life left within the existing boiler, but that an opportunity is available now to plan for its replacement.

Larry agreed, commenting that he feels the Park District does a good job of planning for such replacements as is evident by the lack of significant maintenance problems that are a result of defective planning.

Keith referenced Bob Scott's previous question, noting that according to fiscal law as well as Park District policies, the Park District would not establish a financing term that exceeds the average life of the asset being financed.

**Bob Scott moved the Board of Directors ratify the Project Development Plan findings conducted as the second step in the Energy Savings Performance Contract and authorize to move forward to the Design and Construction phase of the project. Bill Kanable seconded the motion. Roll call proceeded as follows:**

<b>John Griffiths</b>	<b>Yes</b>
<b>Joe Blowers</b>	<b>Yes</b>
<b>Bill Kanable</b>	<b>Yes</b>
<b>Bob Scott</b>	<b>Yes</b>
<b>Larry Pelatt</b>	<b>Yes</b>

**The motion was UNANIMOUSLY APPROVED.**

### **C. General Manager's Report**

Doug Menke, General Manager, provided a detailed overview of the General Manager's Report included within the Board of Directors information packet, which included the following topics:

- Budget Committee Vacancy
  - *It was the consensus of the Board of Directors to advertise for the Budget Committee vacancy.*
- City of Portland/Bureau of Environmental Services (BES)
  - President, Larry Pelatt, stated that the Park District needs to push hard for BES to conduct a feasibility study on the use of boring on this project, rather than digging and trenching, and to receive a copy of that study.
  - Joe Blowers commented that he has major concerns with this project.
- Leadership Development Update
- All Staff Meetings
- Letter from Patron regarding Jenkins Estate Staff
- Board of Directors Meeting Schedule
  - *It was the consensus of the Board of Directors to hold the February Regular Board meeting on February 8, 2010 and the March Regular Board meeting on March 8, 2010.*

Doug offered to answer any questions the Board of Directors may have regarding the General Manager's Report.

- ✓ Hearing no questions, President, Larry Pelatt, requested the staff report for the next agenda item.

### **Agenda Item #10 – New Business**

#### **A. Revised Planning & Budget Process**

Keith Hobson, Director of Business & Facilities, provided a detailed overview of the memo included within the Board of Directors information packet which recommends changes to the Park District's planning and budgeting process. Keith noted that one of the key differences being recommended is that the annual goal setting, as done by the Board of Directors, focus on performance measure outcomes for each goal that the Board would like to see rather than specific activities to be accomplished. Using the outcomes established by the Board, staff would convene in cross-departmental teams to develop business plans designed to achieve those outcomes. Business plans would then feed into the budget process as priority funding items. Goals, objectives and action steps from the Comprehensive Plan would still be the basis for business plans. The intention of creating goal outcomes is to measure progress and ensure that the action steps and objectives are effectively moving toward achievement of the goal. Keith stated that no official action is being requested of the Board of Directors this evening, noting that if the Board consensus is to move forward with this proposed process, staff would return to the Board at the December Regular Board meeting to request a review of proposed performance measures.

Joe Blowers referenced Goal Outcome 1 included within the memo, of Park Maintenance reducing travel time as a percent of overall Maintenance staff time from 25% to 18%, and asked how the Board would know whether that was a reasonable goal.

- ✓ Keith replied that once the priority measures are established, they would be tracked so that the Board would have some history as reference. In addition, there would be staff input as to what could be accomplished. Another factor is that these do not all have to be one-year outcomes but could span multiple years.
- ✓ President, Larry Pelatt, noted that the Park District would also be tracking information from like organizations that could provide some baselines as well.

Bob Scott described his interpretation of the process in that not a lot of the detailed information would move up to the Board's level; instead, that detailed information would build the budget that the Board looks at from the 20,000 foot level.

- ✓ Bill Kanable expressed agreement, noting that the details would be supporting information to help drive the budget numbers. Having a business plan as to how the Park District is quantifying or qualifying its direction within the budget numbers does make sense. It is happening now in an indirect way through staff reports and verbal updates, whereas this would be a written, trackable methodology.

Doug Menke, General Manager, noted that it would be staff's intent to provide a laundry list of target areas that may generate thoughts from the Board as to other areas. For example, the Board may come to a consensus that the overall concept of reducing travel time is good and would then direct staff to return with supporting data in order to distinguish what it would mean to reduce travel time by 10% and whether that would impact other areas of operations.

Larry noted that this process would allow the Board a participatory aspect of setting targets while not inserting itself into operations. He expressed support for the proposal, noting that he believes it will head the Park District in a lot of great directions.

- ✓ Joe expressed agreement.

Bob asked what led staff to this idea.

- ✓ Keith replied that staff had been discussing how to make the budget process more closely aligned with goals, as well as how to make the goals more quantifiable. In addition, he had learned about a similar process through a Government Finance Officers Association conference he attended.

Larry noted that he likes the proposal because it creates a goal driven thought process that can be reevaluated at any point in the process. He expressed that the Board has had too many goals in the past that are almost intangible with a limited number of action steps, which he believes become out of sync when matching budgets to goals.

- ✓ Keith noted that the key difference in this process from his perspective is that it really focuses on outcomes rather than inputs or activities.
- ✓ Joe noted that it also provides staff more opportunities to be involved, so it is a real collaborative effort from both standpoints and is less arbitrary than some of the Board's goals have been in the past.

Joe considered that the Comprehensive Plan would be what keeps the Board at the 20,000-foot level. He cautioned that the Board should not get so involved in details that it loses the big picture of where the Park District is headed. That would be his only concern with the proposal.

- ✓ Bill replied that the other side to the issue is that the Board is so disassociated with the actual delivery of the goal. Through this process, if the Board wants to know a greater level of detail, it can trace the information down to that level.

Joe stated that the Board just needs to ensure that it can look at the big picture within this process as well as the details.

- ✓ Larry commented that his interpretation is that it is an even step process whereas the current process results in some steps that are small and some that are too large and in the end they do not line up well.

Joe asked when the goals and objectives would change.

- ✓ Keith replied that the overriding goals would change when the Comprehensive Plan changes, which is a five year window.
- ✓ Doug noted that staff would have a better grasp on this when the recommendations are brought back to the Board in December. He noted that this is going to be a fluid process that will rely on feedback and fine-tuning.

President, Larry Pelatt, confirmed the Board of Directors consensus to move forward with the revised planning and budgeting process recommendations.

## **B. Retirement Plan Investment Policy**

Keith Hobson, Director of Business & Facilities, provided a detailed overview of the memo included within the Board of Directors information packet requesting Board adoption of Investment Policy recommendations for the funds held in the District retirement plan.

Keith noted that staff has been working with the District's retirement plan consultant, Tom Smothers, to review investment performance of the retirement plan assets and to develop recommendations for enhancing that performance. Based on this review, staff has entered into an agreement with Morningstar Managed Portfolios to invest a portion of District retirement plan assets in a fund managed by Morningstar. The approval of the investment policy for the assets held in the District retirement plan enables staff to work with the Retirement Plan consultant and investment manager to structure an investment strategy that best serves the needs of the retirement plan. It also ensures that there is clear policy guidance between the Board of Directors, staff, the retirement plan consultant and the investment manager. Keith introduced Tom Smothers, the Park District's Pension Consultant, and Aaron Peterson, Regional Director for Morningstar, to provide a brief introduction of the new investment strategy and to answer any questions the Board may have.

Tom stated that he has worked on the Park District's retirement plan since 1982 and that it has grown to a size where it could benefit from diversification and he is pleased that the Park District secured Morningstar for that purpose. In effect, all that is being done is that the current retirement plan assets at risk as far as being in equities are being moved to Morningstar in the same type of custodial position, but with a portfolio approach that they have developed with multiple layers of oversight, and at a low level of cost as well.

President, Larry Pelatt, asked for confirmation that the new investment policy would provide significantly more balance and diversification for the plan.

- ✓ Tom confirmed this and provided a brief overview of the activities that transpired and led to this recommendation.
- ✓ Aaron provided a brief overview of what is included within the growth portfolio.

Larry asked who is developing the parameters.

- ✓ Keith replied that there are two parts to that answer. There is an investment mix where some assets will still be kept within the Standard Guarantee Fund. But, we now have a range, so we will continue to monitor the plan with Tom and Aaron to determine how much of the funds should be in each. Beyond that, the decisions being made by the Board tonight are in effect setting those parameters and Tom and Aaron will tell the Park District when it is time to update those parameters.
- ✓ Tom provided a detailed overview of how he sees the fund growing over time, the amount of flexibility and how the portfolio could react to changes in the marketplace.

**Bob Scott moved the Board of Directors approve the Investment Policy for District Retirement Plan Assets as recommended in Attachment A. Bill Kanable seconded the motion. Roll call proceeded as follows:**

<b>John Griffiths</b>	<b>Yes</b>
<b>Joe Blowers</b>	<b>Yes</b>
<b>Bill Kanable</b>	<b>Yes</b>
<b>Bob Scott</b>	<b>Yes</b>
<b>Larry Pelatt</b>	<b>Yes</b>

**The motion was UNANIMOUSLY APPROVED.**

**C. Resolution Approving Amendments to Exhibit D of the Tigard Urban Service Agreement**

Doug Menke, General Manager, commented that Park District staff received the request for this agenda item from Washington County on the Friday prior to this evening's Board meeting.

Hal Bergsma, Director of Planning, provided a detailed overview of the memo distributed to the Board of Directors this evening, a copy of which was entered into the record, regarding an expedited request received from Washington County to amend the section of the Tigard Urban Service Agreement relating to provision of park and recreation services in order to enable a hearing to take place on November 24, 2009 on a petition concerning the formation of a special district to manage and operate the aquatic centers at Tigard and Tualatin High Schools. Hal provided a detailed overview of the activities leading up to the requested amendment, noting that the action requested this evening is Board approval of the resolution approving amendments to Exhibit D of the Tigard Urban Service Agreement, and offered to answer any questions the Board may have.

President, Larry Pelatt, commented that he sees no reason that the Park District should stand in the way of the potential formation of this aquatic district.

- ✓ Bill Kanable agreed, noting that it is all going to come down to a public vote in the end.

Joe Blowers asked for confirmation that the Tigard parks bond measure and this are two separate issues.

- ✓ Larry confirmed this.
- ✓ Doug noted that the Tigard parks bond measure will be voted on tomorrow while this issue would not be on the ballot until May 2010.

**Bob Scott moved the Board of Directors approve an amendment to the exhibit of the Tigard Urban Services Agreement relating to the provision of park and recreation services in the Tigard area. Bill Kanable seconded the motion. Roll call proceeded as follows:**

<b>Joe Blowers</b>	<b>Yes</b>
<b>John Griffiths</b>	<b>Yes</b>
<b>Bill Kanable</b>	<b>Yes</b>
<b>Bob Scott</b>	<b>Yes</b>
<b>Larry Pelatt</b>	<b>Yes</b>

**The motion was UNANIMOUSLY APPROVED.**

**Agenda Item #11 – Adjourn**

There being no further business, the meeting was adjourned at 8:45 p.m.

---

Larry Pelatt, President

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Bob Scott, Secretary

Recording Secretary,  
Jessica Collins

Tualatin Hills  
Park & Rec.Accounts Payable  
Over \$1,000.00October 31, 2009  
Summary

<u>Check Number</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Check Amount</u>
240041	10/08/09	City of Beaverton Advertising	2,750.00 \$ 2,750.00
240172	10/13/09	THPRD - Petty Cash Asset Accounts	3,000.00 \$ 3,000.00
239983	10/05/09	Pacific Fence & Wire Co.	1,513.44
239988	10/05/09	Pioneer Manufacturing Co.	3,470.00
240332	10/15/09	United Rentals, Inc. Capital Outlay-Athletic Facility Improvement	1,089.64 \$ 6,073.08
239994	10/05/09	Recreation Resource, Inc.	6,056.50
240404	10/22/09	Pacific Fence & Wire Co. Capital Outlay-Athletic Facility Replacement	2,250.40 \$ 8,306.90
240062	10/08/09	Peterson Structural Engineers	1,560.00
240258	10/15/09	Interface Engineering, Inc.	4,586.94
240457	10/26/09	TVA Architects Capital Outlay-Bond-Facility Expansion & Improvements	2,926.60 \$ 9,073.54
240173	10/13/09	Ticor Title Insurance Capital Outlay-Bond-Land Acquisition	1,750.00 \$ 1,750.00
240306	10/15/09	Reutov Forest Services Capital Outlay-Bond-Natural Resources Projects	1,632.50 \$ 1,632.50
240269	10/15/09	MacKay & Sposito, Inc.	17,691.40
240419	10/26/09	David Evans & Associates, Inc. Capital Outlay-Bond-New/Redeveloped Community Parks	18,558.17 \$ 36,249.57
240247	10/15/09	GreenWorks, PC Capital Outlay-Bond-New/Redeveloped Neighborhood Parks	1,680.00 \$ 1,680.00
240427	10/26/09	Game Time, Inc. Capital Outlay-Bond-Replacements & Improvements	35,096.61 \$ 35,096.61
239933	10/05/09	Crescent Electric Supply Co.	4,699.24
239960	10/05/09	Koeber's, Inc.	9,525.00
240027	10/05/09	Willard Power Vac, Inc.	11,280.20
240069	10/08/09	Rodda Paint Co.	1,186.79
240383	10/20/09	Precision Locksmith Service	3,752.00
240438	10/26/09	Michelson Paint Contracting Capital Outlay-Building Replacements	4,600.00 \$ 35,043.23
240294	10/15/09	Peterson Structural Engineers	2,101.00
240326	10/15/09	Todd Hess Building Co. Capital Outlay-Challenge Grant Competitive fund	8,642.11 \$ 10,743.11
240506	10/29/09	Platt Electric Supply, Inc. Capital Outlay-CRA Rewire Underwater Lights	8,378.00 \$ 8,378.00
239929	10/05/09	Coast Pavement Services, Inc.	1,750.00
240225	10/15/09	Daneal Construction, Inc.	1,997.00
240290	10/15/09	Pacific Asphalt Surface Sealing	14,934.15
240440	10/26/09	Northwest Playground	26,673.28
240486	10/29/09	All Concrete Specialties, Inc. Capital Outlay-Park & Trail Replacements	4,865.00 \$ 50,219.43
239857	10/01/09	GRI Geotechnical Resources, Inc.	2,131.00
239951	10/05/09	Grainger	1,098.70
240293	10/15/09	PBS Engineering & Environmental	2,800.00

Tualatin Hills  
Park & Rec.

Accounts Payable  
Over \$1,000.00

October 31, 2009  
Summary

<u>Check Number</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Check Amount</u>
240415	10/26/09	Caswell/Hertel Surveyors, Inc.	2,787.00
240494	10/29/09	Chicago Title	274,402.00
		<b>Capital Outlay-SDC-Park Development/Improvements</b>	<b>\$ 283,218.70</b>
239965	10/05/09	Leadership Beaverton	2,175.00
240361	10/19/09	Douglas R. Menke	2,014.36
240472	10/27/09	James S. McElhinny	1,553.70
240473	10/27/09	Lisa R. Novak	1,003.14
240499	10/29/09	John Griffiths	1,165.12
240500	10/29/09	Steven Gulgren	1,130.59
		<b>Conferences</b>	<b>\$ 9,041.91</b>
239902	10/05/09	PGE	23,831.00
240195	10/15/09	PGE	4,916.06
		<b>Electricity</b>	<b>\$ 28,747.06</b>
240182	10/15/09	Standard Insurance Company	201,510.67
240514	10/30/09	Blue Cross/Blue Shield	176,036.18
240517	10/30/09	MetLife	22,124.40
240520	10/30/09	Standard Insurance Company	2,151.80
240525	10/30/09	UNUM Life Insurance-LTC	1,408.70
240526	10/30/09	Unum Life Insurance-LTD	10,488.79
		<b>Employee Benefits</b>	<b>\$ 413,720.54</b>
240176	10/15/09	Aetna / ING Life Insurance	5,917.66
240179	10/15/09	Manley Services	6,268.81
240183	10/15/09	Standard Insurance Company	25,164.11
240184	10/15/09	Standard Insurance Company	4,078.33
240513	10/30/09	Aetna / ING Life Insurance	5,917.66
240516	10/30/09	Manley Services	7,277.31
240521	10/30/09	Standard Insurance Company	28,313.32
240522	10/30/09	Standard Insurance Company	4,078.33
240524	10/30/09	THPRD - Employee Assn.	6,646.47
		<b>Employee Deductions</b>	<b>\$ 93,662.00</b>
240335	10/15/09	Western Equipment Distr., Inc.	35,007.10
		<b>Fleet Capital Replacement</b>	<b>\$ 35,007.10</b>
239971	10/05/09	Marc Nelson Oil Products, Inc.	1,081.43
		<b>Gas &amp; Oil (Vehicles)</b>	<b>\$ 1,081.43</b>
239901	10/05/09	NW Natural	18,256.28
		<b>Heat</b>	<b>\$ 18,256.28</b>
239864	10/01/09	Oregon Fencing Alliance	1,615.00
240039	10/06/09	Rhythm Of My Heart	3,816.00
240058	10/08/09	NSAOUA	3,013.50
240400	10/22/09	NSAOUA	2,005.00
		<b>Instructional Services</b>	<b>\$ 10,449.50</b>
240003	10/05/09	SDAO	112,216.00
		<b>Insurance</b>	<b>\$ 112,216.00</b>
239873	10/01/09	Stark Street Lawn & Garden West	2,250.00
239916	10/05/09	Beaverton Auto Parts	2,036.51
239952	10/05/09	Guaranteed Pest Control	1,626.00
240025	10/05/09	Wibbing Pump Service LLC	1,487.00
240232	10/15/09	Farley Manufacturing, Inc.	9,840.32
240390	10/20/09	Wibbing Pump Service LLC	2,496.98
240412	10/26/09	Boiler & Combustion Service	9,074.25
		<b>Maintenance Services</b>	<b>\$ 28,811.06</b>



Tualatin Hills  
Park & Rec.

Accounts Payable  
Over \$1,000.00

October 31, 2009  
Summary

<u>Check Number</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Check Amount</u>
239930	10/05/09	Coastwide Laboratories	1,916.98
239957	10/05/09	J.F. Shelton Company	2,456.25
239982	10/05/09	OVS Total Solutions	1,720.00
239998	10/05/09	Rodda Paint Co.	1,153.44
240005	10/05/09	Stanley Steemer	2,417.39
240021	10/05/09	Univar USA, Inc.	2,097.70
240026	10/05/09	Wilbur-Ellis Company	10,718.00
240201	10/15/09	Airgas Nor Pac, Inc.	4,223.11
240218	10/15/09	Coastwide Laboratories	3,527.19
240236	10/15/09	Fazio Bros.	1,978.69
240253	10/15/09	Home Depot Credit Services	2,616.81
240289	10/15/09	OVS Total Solutions	2,968.20
240311	10/15/09	Rodda Paint Co.	1,366.90
240376	10/20/09	Lonnie Endicott Excavating	1,023.00
240405	10/22/09	Pioneer Manufacturing Co.	1,466.85
240460	10/26/09	Woodco	1,840.95
		<b>Maintenance Supplies</b>	<b>\$ 43,491.46</b>
240018	10/05/09	TriMet	13,677.66
240512	10/29/09	Westside Metro Soccer Club	1,150.00
		<b>Miscellaneous Other Services</b>	<b>\$ 14,827.66</b>
239927	10/05/09	Class Act Uniforms	2,099.50
240267	10/15/09	Lithtex, Inc.	1,290.00
240283	10/15/09	OfficeMax - A Boise Company	4,621.51
240308	10/15/09	Ricoh Americas Corporation	1,928.63
		<b>Office Supplies</b>	<b>\$ 9,939.64</b>
239875	10/01/09	United States Postal Service	3,000.00
		<b>Postage</b>	<b>\$ 3,000.00</b>
239938	10/05/09	Ed Murphy & Associates	4,437.00
240010	10/05/09	Tarlow Naito & Summers, LLP	3,286.00
240016	10/05/09	TouchStone Technology, Inc.	1,620.00
240149	10/13/09	Beery, Elsnor & Hammond, LLP	7,966.74
240174	10/13/09	Washington County	3,000.00
		<b>Professional Services</b>	<b>\$ 20,309.74</b>
239852	10/01/09	Food Services of America	1,403.92
239918	10/05/09	Beaverton School District #48	3,177.60
239937	10/05/09	Discount School Supply	1,153.12
240028	10/06/09	Beaverton School District #48	4,998.40
240226	10/15/09	Discount School Supply	1,597.80
240235	10/15/09	FastSigns of Beaverton	1,000.00
240254	10/15/09	HSBC Business Solutions	3,695.98
240265	10/15/09	Lazerquick	1,154.27
240298	10/15/09	Portland Parks and Recreation	1,218.50
240365	10/20/09	Beaverton School District #48	2,942.40
		<b>Program Supplies</b>	<b>\$ 22,341.99</b>
240200	10/15/09	Waste Management of Oregon	6,515.33
		<b>Refuse Services</b>	<b>\$ 6,515.33</b>
240448	10/26/09	Ricoh Americas Corporation	2,415.54
		<b>Rental Equipment</b>	<b>\$ 2,415.54</b>
240426	10/26/09	Fred Shearer & Sons	8,224.00
		<b>Rental Facility</b>	<b>\$ 8,224.00</b>
239939	10/05/09	Edwards Enterprises	1,760.00
240169	10/13/09	Sound Security, Inc.	9,426.00

Tualatin Hills  
Park & Rec.

Accounts Payable  
Over \$1,000.00

October 31, 2009  
Summary

<u>Check Number</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Check Amount</u>
240421	10/26/09	Endever Tree Service	5,000.00
240451	10/26/09	SimplexGrinnell LP	23,170.81
240509	10/29/09	Special Districts Association	1,000.00
		<b>Technical Services</b>	<b>\$ 40,356.81</b>
240371	10/20/09	Everybody's Business, Inc.	2,000.00
		<b>Technical Training</b>	<b>\$ 2,000.00</b>
240187	10/15/09	AT&T Mobility	1,252.47
240193	10/15/09	Nextel Communications	2,437.95
		<b>Telecommunications</b>	<b>\$ 3,690.42</b>
239899	10/05/09	City of Beaverton	15,942.27
239903	10/05/09	Tualatin Valley Water District	52,102.22
239905	10/05/09	West Slope Water District	1,060.11
240197	10/15/09	Tualatin Valley Water District	4,832.46
		<b>Water &amp; Sewer</b>	<b>\$ 73,937.06</b>
		<b>Report Total:</b>	<b>\$ 1,495,257.20</b>

## Tualatin Hills Park &amp; Recreation District

General Fund Financial Summary  
October, 2009

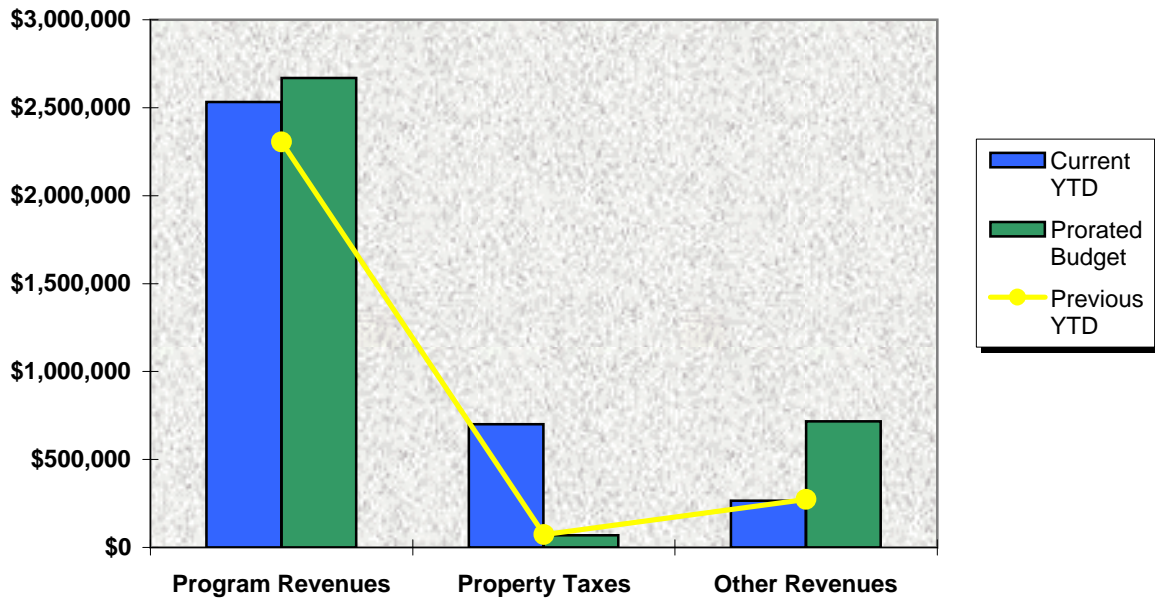
	<b>Current Month</b>	<b>Year to Date</b>	<b>Prorated Budget</b>	<b>% YTD to Prorated Budget</b>	<b>Full Fiscal Year Budget</b>
<b>Program Resources:</b>					
Aquatic Centers	\$ 92,115	\$ 717,732	\$ 705,158	101.8%	\$ 2,500,562
Tennis Center	49,992	226,566	253,246	89.5%	981,575
Recreation Centers & Programs	137,598	1,239,537	1,350,618	91.8%	4,562,899
Sports Programs & Field Rentals	158,891	299,689	287,258	104.3%	1,122,100
Nature Park	6,386	49,000	73,377	66.8%	303,210
<b>Total Program Resources</b>	<b>444,982</b>	<b>2,532,524</b>	<b>2,669,657</b>	<b>94.9%</b>	<b>9,470,346</b>
<b>Other Resources:</b>					
Property Taxes	613,535	701,096	68,765	1019.6%	22,921,506
Interest Income	303	4,735	64,575	7.3%	225,000
Facility Rentals/Sponsorships	16,474	58,278	89,884	64.8%	294,700
Grants	100	800	800	100.0%	660,940
Miscellaneous Income	77,769	201,800	561,397	35.9%	3,621,913
<b>Total Other Resources</b>	<b>708,181</b>	<b>966,709</b>	<b>785,420</b>	<b>123.1%</b>	<b>27,724,059</b>
<b>Total Resources</b>	<b>\$ 1,153,163</b>	<b>\$ 3,499,233</b>	<b>\$ 3,455,077</b>	<b>101.3%</b>	<b>\$37,194,405</b>
<b>Program Related Expenditures:</b>					
Parks & Recreation Administration	46,114	232,831	91,261	255.1%	585,005
Aquatic Centers	283,736	1,455,238	1,348,555	107.9%	3,502,741
Tennis Center	73,106	324,029	309,598	104.7%	905,256
Recreation Centers	352,826	1,921,907	1,992,280	96.5%	4,993,182
Programs & Special Activities	129,839	700,574	765,690	91.5%	1,827,422
Athletic Center & Sports Programs	112,495	482,557	537,422	89.8%	1,695,339
Natural Resources/Nature Park	92,435	420,552	475,865	88.4%	1,344,251
<b>Total Program Related Expenditures</b>	<b>1,090,551</b>	<b>5,537,688</b>	<b>5,520,670</b>	<b>100.3%</b>	<b>14,853,196</b>
<b>General Government Expenditures:</b>					
Board of Directors	22,989	56,144	274,533	20.5%	1,880,364
Administration	130,571	568,025	596,470	95.2%	1,629,700
Business & Facilities	1,113,143	5,391,675	5,587,378	96.5%	15,349,940
Planning	101,674	423,947	365,972	115.8%	1,266,339
Capital Outlay	72,036	441,735	2,032,399	21.7%	5,806,854
<b>Total Other Expenditures:</b>	<b>1,440,413</b>	<b>6,881,526</b>	<b>8,856,752</b>	<b>77.7%</b>	<b>25,933,197</b>
<b>Total Expenditures</b>	<b>\$ 2,530,964</b>	<b>\$12,419,214</b>	<b>\$ 14,377,423</b>	<b>86.4%</b>	<b>\$40,786,393</b>
<b>Revenues over (under) Expenditures</b>	<b>\$(1,377,801)</b>	<b>\$( 8,919,981)</b>	<b>\$(10,922,346)</b>	<b>81.7%</b>	<b>\$( 3,591,988)</b>
<b>Beginning Cash on Hand</b>		<b>4,302,587</b>	<b>3,591,988</b>	<b>119.8%</b>	<b>3,591,988</b>
<b>Ending Cash on Hand</b>		<b>\$( 4,617,394)</b>	<b>\$( 7,330,358)</b>	<b>63.0%</b>	<b>\$ -</b>

# Tualatin Hills Park and Recreation District

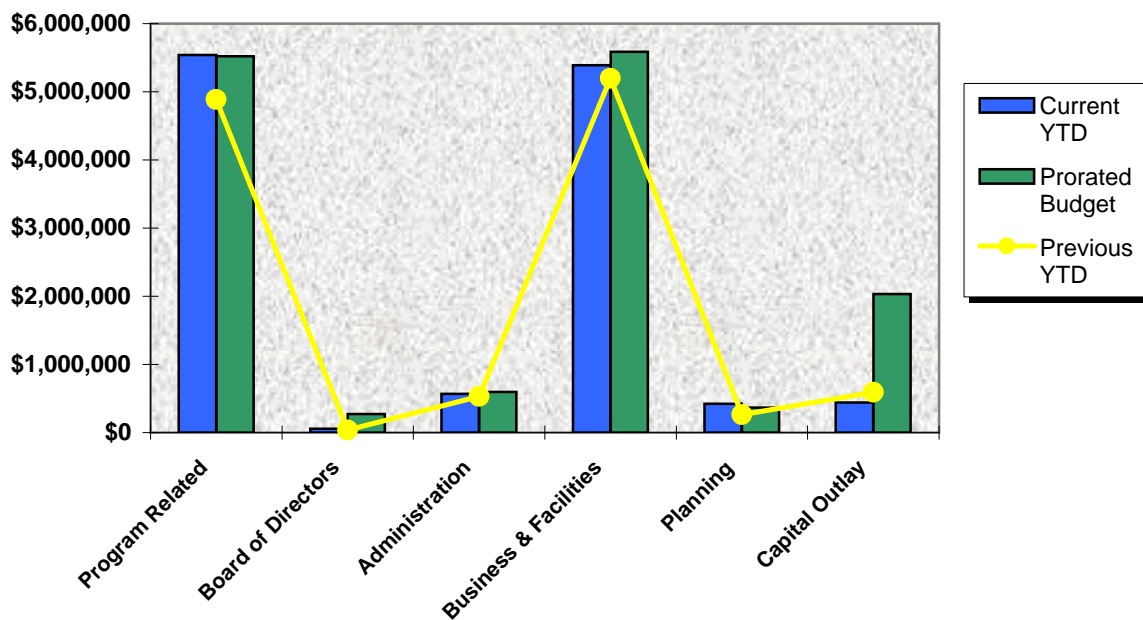
## General Fund Financial Summary

October, 2009

### General Fund Resources



### General Fund Expenditures





[6D]

**MEMO**

**DATE:** November 18, 2009  
**TO:** Doug Menke, General Manager  
**FROM:** Hal Bergsma, Director of Planning

**RE:** Resolution for System Development Charge Annual Cost Adjustment

**Summary**

Staff requests that the Board of Directors review Resolution No. 2009-23 (attached) and staff recommendation to decrease the System Development Charge (SDC) rates, adopt the resolution, and direct staff to take the appropriate steps to implement the rate adjustment.

**Background**

The Board of Directors approved a resolution implementing the SDC program on November 17, 1998. The resolution provided the Board of Directors the method to annually adjust SDC rates. The SDC methodology was updated by Board resolution in 2007.

The current Park District SDC collection percentage rate is 100% of the total allowable SDC collection rate available.

**Proposal Request**

The Tualatin Hills Park & Recreation District’s adopted SDC resolution includes a provision requiring an annual adjustment of the SDC rates. The District’s SDC Consultant, Don Ganer of FCS Group, has submitted information (see the letter dated November 3, 2009 which is Exhibit A to the attached proposed Resolution No. 2009-23) that provides the figures to be used to obtain the adjustment factor noted below.

$$\begin{aligned}
 & -19\% \times 0.50 = -9.50\% \\
 & + -1.7\% \times 0.50 = -0.85\% \\
 \hline
 & = -20.7\% \times 0.50 = -10.35\%
 \end{aligned}$$

Applying this factor noted above to the District’s current rates results in the following proposed adjusted rates:

<u>Rate Type</u>	<u>New Adjusted Rate</u>	<u>Old Rate - Adjusted Factor</u>
Single Family:	\$6,175	(\$6,888 - \$713)
Multi Family:	\$4,617	(\$5,150 - \$533)
New Employee:	\$160	(\$179 - \$19)

A resolution is attached to adjust the SDC fees as noted above. The District's legal council, Berry, Elsner & Hammond, LLP, has reviewed and approved the resolution form. Don Ganer of FCS Group, will be in attendance at the December 7, 2009 Regular Board Meeting to answer any questions the Board may have regarding the SDC rate adjustments.

**Benefits of Proposal**

The recommended annual rate adjustment as prescribed by the Park District's adopted SDC methodology allows the SDC rates to keep up with inflationary increases to land and construction costs. However, due to the current economic landscape, the proposed rate adjustment for 2010 is an overall decrease, when compared to the 2009 rates. Therefore, the benefits in this case, would be for the development community, which would pay a reduced amount of park SDCs to the District for 2010.

**Potential Downside of Proposal**

The proposed reduction in SDC rates means that less SDC funds will be collected throughout the year, which will reduce the total amount of SDC funds available for future District projects.

**Action Requested**

Board of Directors adoption of Resolution No. 2009-23 for the System Development Charge annual cost adjustment and direct staff to coordinate with Washington County and the City of Beaverton to implement the adjusted fees effective January 1, 2010.

**RESOLUTION NO. 2009-23**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
TUALATIN HILLS PARK & RECREATION DISTRICT**

**APPROVING SYSTEM DEVELOPMENT CHARGE ANNUAL COST ADJUSTMENT**

**WHEREAS**, Tualatin Hills Park & Recreation District has by resolution (dated and signed November 17, 1998) adopted a System Development Charge; and

**WHEREAS**, Section 4(f) of said resolution provides that on January 1 of each year, the amount of the System Development Charge shall be adjusted to account for changes in the costs of acquiring and constructing park and recreation facilities; and

**WHEREAS**, the Board adopted the current SDC methodology and rates effective January 1, 2009, by Resolution 2008-14 and as such annual review of the District's SDC in light of applicable cost indexes is appropriate at this time.

**NOW THEREFORE BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE  
TUALATIN HILLS PARK & RECREATION DISTRICT:**

Section 1. Pursuant to Section 4(f) of the District resolution adopted November 17, 1998, the System Development Charge Annual Cost Adjustment, prepared by Don Ganer of FCS Group, dated November 3, 2009 and attached hereto as Exhibit A is hereby approved.

Section 2. The adjustment shall decrease the Tualatin Hills Park & Recreation District's System Development Charges as follows:

	<u>Current Fee</u>	<u>Fee Adjustment</u>	<u>New Fee</u>
Single Family Residential	\$6,888	-\$713	<b>\$6,175</b>
Multi Family Residential	\$5,150	-\$533	<b>\$4,617</b>
New Employee	\$179	-\$19	<b>\$160</b>

Section 3. This Resolution shall be effective January 1, 2010 to allow Washington County and the City of Beaverton ample time to implement the adjustment.

Adopted and passed this 7<sup>th</sup> day of December 2009.

TUALATIN HILLS PARK &  
RECREATION DISTRICT

\_\_\_\_\_  
Larry Pelatt, Board President

\_\_\_\_\_  
Bob Scott, Board Secretary

ATTEST:

\_\_\_\_\_  
Jessica Collins, Recording Secretary





## Exhibit A

November 3, 2009

Mr. Steven S. Gulgren, ASLA  
Superintendent of Planning and Development  
Tualatin Hills Park & Recreation District  
5500 SW Arctic Drive, Suite #2  
Beaverton, OR 97005

RE: 2009 SDC Rate Adjustments

Dear Mr. Gulgren:

The Tualatin Hills Park and Recreation District's adopted Parks and Recreation SDC Resolution includes the following provision requiring annual adjustment of the SDC rates based on changes in costs:

*Notwithstanding any other provision, the dollar amounts of the SDC set forth in the SDC Methodology Report shall on January 1<sup>st</sup> of each year be adjusted to account for changes in the costs of acquiring and constructing parks and recreation facilities. The adjustment factor shall be based on the change in average market value of undeveloped land in the District, within the Metro Urban Growth Boundary, according to the records of the County Tax Assessor, and the change in construction costs according to the Engineering News Record (ENR) Northwest (Seattle, Washington) Construction Cost Index; and shall be determined as follows:*

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

The Washington County Tax Assessor's office has informed me that the market value adjustment used for 2009 is -19.0% for land category 100, which they consider to be the best index match for parks. The Construction Cost Index (CCI) for Seattle for the past year has decreased by 1.7% as reported in the November 9, 2009 issue of *Engineering News Record* (ENR). The cost adjustment formula yields the following adjustment factor:

$$\begin{aligned} & -19.0\% \times 0.50 = -9.50\% \\ + & -1.7\% \times 0.50 = -0.85\% \\ = & -20.7\% \times 0.50 = -10.35\% \end{aligned}$$

November 3, 2009  
Mr. Steven S. Gulgren, ASLA  
Superintendent of Planning and Development  
2009 SDC Rate Adjustments  
page 2

Application of this adjustment factor produces the following SDC rates:

Single Family:	<b>\$ 6,175</b>	(6,888 - 713)
Multi-Family:	<b>\$ 4,617</b>	(5,150 - 533)
New Employee:	<b>\$ 160</b>	(179 - 19)

Please let me know if you need any additional information.

Sincerely,  
FCS GROUP



Don Ganer  
Senior Project Manager



[6E]

## MEMO

**DATE:** November 30, 2009  
**TO:** The Board of Directors  
**FROM:** Doug Menke, General Manager

**RE:** Budget Committee Member

There is currently one open position on the Tualatin Hills Park and Recreation District Budget Committee. At the direction of the Board of Directors, notice of the vacancy was published and applications to serve on the Committee were accepted from November 3, 2009 through November 30, 2009. One application was received (attached).

### Action Requested

Board of Directors appointment of Ruth Rosimo to serve on the Park District's Budget Committee for a three-year term, expiring on June 30, 2012.

# TUALATIN HILLS PARK & RECREATION DISTRICT



Serving Beaverton and the west side since 1955.

## Tualatin Hills Park & Recreation District Budget Committee Application

<b>Name:</b> Ruth Rosimo	<b>Date:</b> 24 November 2009
<b>Address:</b> [REDACTED]	
<b>Phone:</b> [REDACTED]	[REDACTED]
<b>Email:</b> [REDACTED]	

*Please note you must reside within the Park District's boundaries to serve on the Budget Committee.*

1. Please explain your interest in serving on the Budget Committee:  
Having served on the THPRD Budget Committee the last two years, I would like to continue providing recommendations and input to the THPRD budget development process. I am interested in providing service to the community that I live in and know that serving on the THPRD Budget Committee is one way of providing this service.
2. How long have you lived in the community? 17 years
3. Have you served on other volunteer committees? Yes  No  If yes, please explain where, when, and what your responsibilities were:  
THPRD Budget Committee; served from 2007 – 2009; provide overview, input on THPRD budget  
THPRD Cedar Hills Recreation Center Advisory, served 2001 – 2007; work on issues, provide input, recommendations on issues that pertain to recreation center.
4. Have you or your family participated in any District activities?  
What: Assorted classes  
When: Over the years beginning in 1990 to present  
Where: THPRD Cedar Hills Recreation Center, Aloha Swim Center and Beaverton Swim Center
5. If employed, what is your occupation? Self employed providing accounting and bookkeeping services to non-profits and small businesses.
6. Please describe any work experience or areas of expertise that you feel would benefit the Budget Committee:  
With an education background in finance and accounting, plus over 20 years of work experience in finance, I think I can provide expertise that would benefit the Budget Committee.

**Please return application by November 30, 2009 to:**

**Mail:** Attn: Jessica Collins, Executive Assistant  
Tualatin Hills Park & Recreation District  
15707 SW Walker Road, Beaverton, OR 97006

**Fax:** 503-629-6303

**Email:** jcollins@thprd.org



[6F]

## MEMO

**DATE:** November 30, 2009  
**TO:** Doug Menke, General Manager  
**FROM:** Hal Bergsma, Director of Planning

**RE:** Amended Resolution Approving Amendments to Exhibit D of the Tigard Urban Service Agreement

### Summary

On November 2, 2009, the Board of Directors adopted a resolution approving amendments to Exhibit D of the Tigard Urban Service Agreement (TUSA) proposed by Washington County relating to the provision of park and recreation services. (Pursuant to the TUSA, THPRD is one of the parties to the agreement that must approve of amendments to Exhibit D.) This amendment was intended to recognize the potential formation of a special district to manage and operate the aquatic centers at Tigard and Tualatin High Schools in advance of a Washington County Board of Commissioners public hearing on the proposed formation.

Subsequent to the Board's action, the Tigard City Council approved an amendment to Exhibit D on November 24, 2009 that varied from the amendment proposed by Washington County and approved by the Board. It is staff's understanding that the other parties that must approve of amendments to Exhibit D are willing to accept the version approved by the Tigard City Council. All approvals must be completed prior to the date of the rescheduled Board of Commissioners hearing on December 8, 2009. Therefore, Board of Directors' action on Tigard's language must occur at the December 7, 2009 meeting.

### Background

As noted in my memo to you dated October 30, 2009 (Attachment 1), amendments to Exhibit D of the TUSA were proposed by County staff consistent with a request made in a letter you addressed to the County Planning Commission regarding Ordinance No. 726. Although the County-proposed amendments were acceptable to our Board, it was not acceptable to the Tigard City Council because the County's language referred to the proposed district as a parks and recreation district limited in function to providing aquatic services. The Tigard City Council would prefer to refer to the proposed aquatic district just as a special district. Another change in the Tigard language is removal of any reference to THPRD. Given that THPRD is not a service provider in the TUSA, the exact wording of the amendment, which is intended to be temporary, is not of particular concern to the District.

### **Proposal Request**

Attachment 2 shows the proposed amendments to Exhibit D approved by the Tigard City Council. The amendments are to add a new item 3 and the footer of the exhibit. Approval of this amendment by the City of Tigard, Washington County, THPRD and Metro would be sufficient to allow a vote on formation of the proposed aquatic district on May 18, 2010.

### **Benefits of Proposal**

Approval of the amendment would allow the process for creation of the proposed aquatic district to continue on a schedule that would allow for it to come into existence before the pools at Tigard and Tualatin High Schools are mothballed.

### **Potential Downside of Proposal**

Approval of the amendment would allow for creation of another government agency in Washington County involved in the provision of park and recreation services. However, in the short term, this is the only way to assure that the pools remain open to the public.

### **Action Requested**

Board of Directors approval by consent and the Board President's and Secretary's signing of the proposed resolution in Attachment 2 amending previously adopted Resolution No. 2009-22.



## MEMO

**DATE:** October 30, 2009  
**TO:** Doug Menke, General Manager  
**FROM:** Hal Bergsma, Director of Planning  
**RE:** Non-agenda item for Board consideration at their November 2, 2009 meeting relating to amendment of the Tigard Urban Service Agreement

### Summary

Washington County is scheduled to conduct a hearing on November 23, 2009 on a petition concerning the formation of a special district to manage and operate the aquatic centers at Tigard and Tualatin High Schools. In advance of that hearing, County staff has identified the need to make certain amendments to the section of the Tigard Urban Service Agreement (TUSA) relating to provision of park and recreation services. Pursuant to the agreement, THPRD is one of the parties to the agreement that must approve of the amendments. If the Board does not act on these amendments before November 24<sup>th</sup>, the Board of County Commissioners will need to continue their public hearing on the formation petition.

### Background

Staff received the attached memo (Attachment 1) from County staff on Friday, October 30, 2009, after the Board agenda and packet had been completed and mailed. What the County is proposing is generally consistent with what you requested in your letter to the County Planning Commission dated October 7, 2009 (Attachment 2) in advance of their public hearing on Proposed Ordinance No. 726, which contained amendments to the Washington County Comprehensive Plan needed to allow County Board consideration of the petition. In your letter, you suggested that "...a process should be engaged in involving all the parties to the Tigard Urban Service Agreement to come to a preliminary decision about the role of the proposed park and recreation district in serving the Bull Mountain area, including West Bull Mountain, before the formation of the proposed new district goes to a vote."

Since you sent the letter, it has been determined by the County that although the proposed district would be formed under the section of State statute relating to park and recreation districts, its function would be limited solely to management and operation of the aquatic centers at Tigard and Tualatin High Schools because that was specified in the petition. The proposed District could not provide other park and recreation services without going through the same process that is being followed now. Based on that determination the Board of Commissioners voted unanimously on October 27, 2009 to approve Ordinance No. 726.

As you know, the proposed aquatic district would not provide service outside the boundaries of the Tigard-Tualatin School District, so its service area would not overlap with THPRD's service area. If the proposed aquatic district is not formed by July 1, 2010 the school district has stated they will mothball the pools due to inadequate funding for their operation, making them unavailable for public use.

### **Proposal Request**

Attachment 3 shows the proposed amendments to Exhibit D of the Tigard Urban Service District. The amendments are to item 2 and the footer of the exhibit. The substance of the amendment to item 2 is that "CITY, COUNTY, and THPRD may also consider formation of a new park and recreation district limited to providing aquatic facilities and services." Approval of this amendment by the City of Tigard, Washington County, THPRD and Metro would be sufficient to allow a vote on formation of the proposed aquatic district on May 18, 2010.

### **Benefits of Proposal**

Approval of the amendment would allow the process for creation of the proposed aquatic district to continue on a schedule that would allow for it to come into existence before the pools at Tigard and Tualatin High Schools are mothballed.

### **Potential Downside of Proposal**

Approval of the amendment would allow for creation of another government agency in Washington County involved in the provision of park and recreation services. However, in the short term this is the only way to assure that the pools remain open to the public.

### **Action Requested**

Board of Directors' approval and the Board President's and Secretary's signing of the proposed resolution in Attachment 4.



**AMENDED RESOLUTION NO. 2009-22**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE TUALATIN HILLS  
PARK & RECREATION DISTRICT  
APPROVING AMENDMENTS TO EXHIBIT D OF  
THE TIGARD URBAN SERVICE AGREEMENT**

**WHEREAS**, Washington County has received a petition to form a special district, to be called the Tigard-Tualatin Aquatic District, which as proposed would manage and operate the aquatic centers at Tigard and Tualatin High Schools; and

**WHEREAS**, the Washington County Board of County Commissioners is scheduled to conduct a public hearing, as required by state law and the Metro Code, on the measure to form the proposed special district on December 8, 2009 prior to placing the measure on the May 18, 2010 Primary Election ballot; and

**WHEREAS**, County staff has determined that an amendment to Exhibit D of the Tigard Urban Service Agreement, addressing delivery of park and recreation services within the Tigard Urban Service Area, must be approved by the parties to Exhibit D of that agreement, including THPRD, before the December 8, 2009 public hearing; and

**WHEREAS**, the proposed special district would serve only areas within the boundaries of the Tigard-Tualatin School District and would not have a service area that overlaps with the THPRD service area. Now, therefore,

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

The Board of Directors of the Tualatin Hills Park & Recreation District hereby approves of the amendments to Exhibit D of the Tigard Urban Service Agreement as described in the attachment to this resolution.

This resolution is effective upon its passage by the Board of Directors.

Approved by the Tualatin Hills Park & Recreation District Board of Directors on the 7<sup>th</sup> day of December 2009.

\_\_\_\_\_  
Larry Pelatt, Board President

\_\_\_\_\_  
Bob Scott, Board Secretary

Adoption and date attested by:

\_\_\_\_\_  
Jessica Collins, Recording Secretary

## EXHIBIT D

### PROVISIONS OF AGREEMENT FOR PARKS, RECREATION AND OPEN SPACE

CITY, TUALATIN HILLS PARK AND RECREATION DISTRICT (THPRD), COUNTY, and METRO agree:

1. That the CITY shall be the designated provider of park, recreation and open spaces services to the Tigard Urban Service Area (TUSA) shown on Map A. Actual provision of these services by the CITY to lands within the TUSA is dependent upon lands being annexed to the CITY. Within the Metzger Park Local Improvement District (LID), the CITY will be a joint provider of services. The CITY and THPRD, however, may also enter into inter-governmental agreements for the provision of park, recreation and open space services to residents within each other' boundaries, such as the joint use of facilities or programs. This provision does not preclude future amendments to this AGREEMENT concerning how park, recreation and open space services may be provided within the TUSA.
2. That the CITY and the COUNTY should further examine the feasibility of creating a park and recreation district for the TUSA.
3. CITY and COUNTY are supportive of a petition to form a special district for the exclusive purpose of providing aquatic services within the Tigard/Tualatin School District boundaries being placed on the May 2010 ballot. This clause shall automatically expire if the petition does not gain voter approval.
4. That standards for park, recreation, and open space services within the TUSA will be as described in the CITY'S park master plan.
5. That the CITY and COUNTY are supportive of the concept of a parks systems development charge as a method for the future acquisition and development of parks lands in the TUSA that are outside of the CITY. The CITY and COUNTY agree to study the feasibility of adopting such a systems development charge for lands outside of the CITY.
6. That at the next update of its parks master plan, the CITY shall address all the lands within the TUSA.
7. That the Metzger Park LID shall remain as a special purpose park provider for as long as a majority of property owners within the LID wish to continue to pay annual levies for the operation and maintenance of Metzger Park. The CITY and COUNTY also agree to the continuation of the Metzger Park Advisory Board. However, the COUNTY as administrator of the LID, may consider contracting operation and maintenance services to another provider if that option proves to be more efficient and cost-effective. This option would be presented and discussed with the Park Advisory Board before the COUNTY makes a decision.

8. That continuation of the Metzger Park LID shall not impede provision of parks, and eventually recreation services, to the Metzger Park neighborhood by the CITY. Continuation of the Metzger Park LID will be considered as providing an additional level of service to the neighborhood above and beyond that provided by the CITY.
- 9 That the CITY and COUNTY will coordinate with Metro to investigate funding sources for acquisition and management of parks which serve a regional function.
- 10 That Metro may own and be the provider of region-wide parks, recreation and open space facilities within the TUSA. Metro Greenspace and Parks facilities typically are to serve a broader population base than services provided to residents of the TUSA by the CITY. Where applicable, the CITY, COUNTY, and METRO will aspire to coordinate facility development, management and services.



[7A]

## MEMO

**DATE:** November 17, 2009  
**TO:** Doug Menke, General Manager  
**FROM:** Keith Hobson, Director of Business & Facilities  
**RE:** Revised Planning and Budget Process – Priority Performance Measures

### Summary

A priority list of performance metrics has been compiled for consideration by the Board of Directors in establishing Goal Outcomes to use in the 2011-2012 planning and budget process.

### Background

A proposal for a new planning and budgeting process was presented to the Board of Directors at the November 2, 2009 Board meeting. The intent of the new process is to promote focus on goal outcomes rather than specific activities. The focus on outcomes is intended to promote more creativity and flexibility in designing the activities intended to bring about the desired outcomes.

Under the new process, the Board of Directors will establish performance measure outcomes, called Goal Outcomes, from the goals, objectives and action steps of the Comprehensive Plan. Once outcomes are determined, staff will convene in cross-departmental teams to develop business plans designed to achieve these outcomes. Business plans will feed into the budget process as priority funding items.

The implementation plan reviewed at the November 2009 Board meeting notes that the first step is for staff to request Board of Directors review of relevant performance measures.

### Proposal Request

For each of the goals and objectives in the Comprehensive Plan, staff has identified performance measures. For many of these performance measures, the data already exists to calculate the measure, but, for others, data will have to be compiled.

From this master list of performance measures, the Board of Directors will be able to establish measurable Goal Outcomes for use in the fiscal year 2011-2012 planning and budgeting process. To ensure that the District is prepared to use these measures in establishing goal outcomes, however, staff is requesting Board of Directors review of the measures and approval of an initial list of priority performance measures on which to focus.

To assist the Board, staff has included, as attachments, the master list of performance measures based on all Comprehensive Plan goals and objectives, and a recommended list of priority performance measures. These recommended priority measures are also shown as highlighted in blue in the master list.

#### **Benefits of Proposal**

Approval by the Board of a proposed list of priority performance measures will enable staff to continue moving forward in implementing the proposed outcome-based planning process. Use of performance measures will measure effectiveness in goal achievement while allowing flexibility in the approach taken to achieve the goal. Also, by identifying priority performance measures this far in advance of the 2011-2012 planning process, it will be possible to gather necessary data and create needed benchmarks to guide the development of viable goal outcomes.

#### **Potential Downside of Proposal**

The potential downside to the proposal is that new issues or priorities may arise after the identification of the priority measures. To address this concern, staff and the Board will have an opportunity to review the priority performance measures before finalizing goal outcomes for fiscal year 2011-12, and make adjustments if necessary.

#### **Action Requested**

Board of Directors approval of the initial proposed priority performance measures for use in the planning and budget process for the 2011-2012 budget.

**Tualatin Hills Park and Recreation District  
Comprehensive Plan Goal Performance Metrics  
Master List for Budget Year 2011-2012**

<b>GOAL 1 - Quality, Accessible Parks</b>				
<b>Objectives:</b>	<b>Indicators:</b>	<b>Data:</b>	<b>Measurements Currently Available</b>	<b>Measurements Currently NOT Available</b>
<b>1 A.) Plan to serve all patrons as district expands with parks</b>	Standard acres/population: Neighborhood Parks = 0.9-1.0 acres/1,000 population, within 0.5 mile Community/Special Use Parks = 2.0 acres/1,000 population, within 1.75 miles	1.) Acres/1,000 population 2.) Develop query tools in Asset Database to calculate actual to standard comparison 3.) Update Planning service area maps for proximity	# acres/1,000 population, Proximity service maps % District coverage	Asset Database query tool
1.) Continue to participate in North Bethany Master Planning	THPRD staff continued involvement in North Bethany Master Planning Task Force, North Bethany Concept Plan	1.) THPRD Position Paper 2.) Task Force recommendations 3.) Acres of land acquired per the North Bethany Concept Plan		# acres of land acquired per the No. Bethany Concept Plan
<b>1 B/1 C.) Provide community/neighborhood parks or community/neighborhood park facilities throughout the district</b>	Standard acres/population: Neighborhood Parks = 0.9-1.0 acres/1,000 population, within 0.5 mile Community/Special Use Parks = 2.0 acres/1,000 population, within 1.75 miles	1.) Acres/1,000 population 2.) Develop query tools in Asset Database to calculate actual to standard comparison 3.) Update Planning service area maps for proximity	# acres/1,000 population, Proximity service maps % District coverage	Asset Database query tool
1.) Use a Land Acquisition Specialist to pursue acquisition targets and acquire additional targets for Metro Local Share funds	Land Acquisition Specialists hired (2)	# acres acquired with Specialist assistance  Specialist involvement as % to total acquired acres per year Bond or Metro funds spent	# acres acquired with Specialist assistance  Specialist involvement as % to total acquired acres per year Total Bond or Metro funds spent	
<b>1 D.) Consider impact of arterial roads and state highways as potential barriers to park development</b>	Baseline inventory (count) of parks adjacent to arterial roads & highways	1.) Develop query tools in Asset Database to calculate actual count for comparison to baseline inventory 2.) Develop desired radius standards for potential property acquisitions (include a question about proximity to major thoroughfares)		Asset Database query tool, Radius standards for acquisition review
<b>1 E.) Provide other parks: linear, special use (i.e., dog park)</b>	Inventory of other parks	1.) Planning service area maps for proximity 2.) # other parks owned/maintained 3.) # unique services offered at the other parks	% District coverage # other parks owned/maintained # unique services offered at the other parks	
1.) Develop approach to meet potential future needs for dog parks, including partnerships and sponsorships	Inventory of dog parks	# dog parks/population	# dog parks/population	
<b>1 F.) Involve citizens, staff and partnering agencies in developing Master Plans</b>	Internal & external task force teams, Advisory Committee involvement, Public Open Houses, Public Hearings, Web site posting	# public meetings held, open house patron feedback (surveys, etc.), task force recommendations, # Web site patron comments	# public meetings held, # patron surveys, etc., # Web site patron comments	
<b>1 G.) Work with partnering agencies (i.e., BSD) to jointly acquire land and co-locate facilities</b>	IGA agreements, specific agreements or partnerships	# co-owned facilities, # co-owned properties (i.e., Mt. Williams)	# co-owned facilities, # co-owned properties (i.e., Mt. Williams), # total co-owned acres	
<b>1 H.) Acquire land of adequate size and appropriate location to provide needed amenities</b>	Standard acres/population: Neighborhood Parks = 0.9-1.0 acres/1,000 population, within 0.5 mile Community/Special Use Parks = 2.0 acres/1,000 population, within 1.75 miles	1.) Acres/1,000 population 2.) Develop query tools in Asset Database to calculate actual to standard comparison 3.) Update Planning service area maps for proximity	# acres/1,000 population, Proximity service maps % District coverage	Asset Database query tool

**Tualatin Hills Park and Recreation District  
Comprehensive Plan Goal Performance Metrics  
Master List for Budget Year 2011-2012**

<b>GOAL 2 - Recreational Programs &amp; Facilities</b>				
Objectives:	Indicators:	Data:	Measurements Currently Available	Measurements Currently NOT Available
<b>2 A.) Recreation programming to address the needs of all user groups and all income level</b>		1.) Class Management data- develop query report based on types of programs offered 2.) Summarize # of patrons granted Family Assistance 3.) Family Assistance reports	# Family Assistance grants/year Total Family Assistance dollars awarded/year, # patrons served per year by Family Assistance.	Specific Class Management reports
1.) Enhance recreation program offerings in underserved areas	Specific programs organized for outreach, Rec Mobile program, program waiting lists (i.e., Nike soccer outreach program)	1.) Class Management data- end of term waiting lists for programs not meeting patron demand 2.) # Rec Mobile visits & # kids served/visit 3.) District demographic data for comparison to patrons served	# patrons served by: Family Assistance Rec Mobile Free swim lesson program Therapeutic Rec program (including inclusion)	<b>Need to define "underserved"</b>
2.) Conduct lifecycle analysis of programs and activities	Registration level for program	# Registrations- all programs currently evaluated term to term (new programs are given 2 terms to become profitable). Develop standard evaluation form.	# class registrations-compared year over-year	Class lifecycle evaluation form
3.) Adopt program standards and performance measures to track financial performance of each program as it compares to budget goals	Enrollment and program revenue	Class Management Class Reports- # enrolled compared to minimum enrollment requirements, actual revenue to minimum revenue	% Minimum class registration % Cost recovery per class	
4.) Continue to expand partnerships to provide specialized services (i.e., cultural programs, special needs programs)	# of partner-run programs (i.e., Red Cross, affiliated youth programs, concert/event sponsors, TR Drop-in partners, NACs, etc.)	# partner-run programs # patrons registered in these programs		# partner-run programs # patrons registered in these programs
5.) "Brand" specific programs to expand & reinforce the market	Logo and tagline, recognizable program offerings: Rec Mobile, Hike 'n' Bike, Party in the Park, Chocolate Fantasy, Big Truck Day, etc.	# patrons attending district events	# patrons attending district events	
6.) Increase online registration	# patrons who register online, increased online capacity from new MAC grant cable project	IT report to track online data & trends	# patrons to register online	
7.) Continue to track registration with demographics	# patrons who register, age & gender of patrons registered	Class Management Class Reports- reports # enrolled compared to minimum requirements and actual revenue compared to minimum revenue, develop query to count age & gender of patrons registered for programs. Add "optional" field for ethnicity on forms (class evaluation forms, Family Assistance application, online surveys, etc.)	Age & gender data from Class Management	<b>Need to track ethnicity data</b>
8.) Create system for patron feedback on programs	Evaluation process	1.) Program evaluation forms 2.) Create online survey for program feedback/comments 3.) Patron Email communications	% positive program evaluation forms # patron Email communications	online survey for program feedback/comments
9.) Rec Mobile	# youth served per year, # vehicles in service	Rec Mobile attendance reports	# patrons served by Rec Mobile (attendance reports)	
10.) Identify additional programs to meet low income needs	Family Assistance grants, free swim lessons program, Rec Mobile visits	# of patrons granted Family Assistance, add questions to Family Assistance application about program offerings (i.e., what other programs would you like to see offered, etc.). Add a question to FA application for patrons to describe barriers to program attendance (i.e., language, transportation, economics, etc.) # free swim lessons taught, Rec Mobile attendance	# patrons served by: Family Assistance Rec Mobile Free swim lesson program Therapeutic Rec program (including inclusion)	

**Tualatin Hills Park and Recreation District  
Comprehensive Plan Goal Performance Metrics  
Master List for Budget Year 2011-2012**

<b>GOAL 2 - Recreational Programs &amp; Facilities</b>				
<b>Objectives:</b>	<b>Indicators:</b>	<b>Data:</b>	<b>Measurements Currently Available</b>	<b>Measurements Currently NOT Available</b>
<b>2 B.) ADA Accessibility</b>	Completed five-year Implementation Plan, # special needs programs offered to people with disabilities as % of total offerings (i.e., Camp Rivendale, TR drop-in, etc.), Inclusion Program	Class Management data, develop query report to calculate % offerings, Asset Database- add field for ADA amenities by site, develop query to report all ADA features. # of patrons served through the Inclusion Program.	Class Management reports (existing), # patrons served at Camp Rivendale (attendance reports)	% ADA Plan implemented
<b>2 C/2 D.) Multigenerational facility additions</b>	Standard 1 facility/50,000 population, within 1.75 miles, patron Bond Survey results for viability	1.) Develop query tools in Asset Database to calculate actual to standard comparison 2.) Update Planning service area maps for proximity	Proximity service maps	Asset Database query tool
1.) Assess existing facilities to determine physical condition and effective life span	Facility age, major mechanical system age/condition, develop standard facility for cost comparison	Engineer reports on structure and functionality, standard to actual feature comparison by site		Engineer reports on structure and functionality, standard to actual feature comparison by site
2.) Involve citizens and staff representatives in the design of new recreation/aquatic centers	Task force team composition, Advisory Committee involvement, Public Outreach meetings	# public meetings held, patron feedback (surveys, etc.), task force recommendations	# public meetings held	
<b>2 F.) Provide playing fields throughout the district per standards</b>				
1.) Provide desired amount of usable field hours	Goal 2014: Field hours desired vs usable field hours available, field inventory	1.) Affiliate field allocation book 2.) Updated field availability (needs assessment, including field inventory) 3.) Develop comparative report for field needs by hour vs field usable hour availability 4.) Annual "net" revenue after deducting unusable hours	# field hours provided % field needs met	Comparative report for field needs by hour vs field usable hour availability
1a.) Update the 2005 Playing Fields Needs Assessment Report	Goal 2014: Field hours desired vs usable field hours available, field inventory	1.) Affiliate field allocation book 2.) Updated field availability (needs assessment, including field inventory) 3.) Develop comparative report for field needs by hour vs field usable hour availability	# field hours provided Updated field availability (needs assessment, including field inventory)	Comparative report for field needs by hour vs field usable hour availability
1b.) Continue to partner with other groups to schedule use of fields and rec/aquatics centers	Goal 2014, IGA agreements, youth affiliate partnerships	1.) Affiliate field allocation book 2.) Develop attendance reports of BSD student use of pools and rec centers for BSD programs	# field hours provided from shared fields	Attendance reports of BSD student use of pools and rec centers for BSD programs
1c.) Explore options to increase scheduling efficiency	Goal 2014, # of games accommodated should equal the # of usable hours	1.) Field Scheduler- identify "loads" 2.) Updated field availability (needs assessment, including field inventory) 3.) Develop comparative report for field needs by hour vs field usable hour availability		Develop Field Scheduler Comparative report for field needs by hour vs field usable hour availability
1d.) Implement strategies for minimizing conflicts among field users	Goal 2014, THPRD staff participation in the Unified Fields Committee, User group meetings with THPRD participation	1.) Total # of written complaints from field users 2.) # of User group meetings attended by THPRD staff		Total # of written complaints from field users, # of User group meetings attended by THPRD staff



**Tualatin Hills Park and Recreation District  
Comprehensive Plan Goal Performance Metrics  
Master List for Budget Year 2011-2012**

<b>GOAL 2 - Recreational Programs &amp; Facilities</b>				
Objectives:	Indicators:	Data:	Measurements Currently Available	Measurements Currently NOT Available
<b>2 G.) Use multi-purpose fields for use and cost efficiencies</b>	# multi-use field hours available, # field hours from multi-purpose field above what would be available with a regular field instead	1.) Affiliate field allocation book 2.) Updated field availability (needs assessment) 3.) Develop comparative report for field needs by hour vs field usable hour availability 4.) DSL for athletic fields 5.) Cost/field to maintain (with and without labor)	# field hours provided Updated field availability (needs assessment, including field inventory), Desired Service Level (DSL) for athletic fields, Maintenance cost/field	Comparative report for field needs by hour vs field usable hour availability
1.) Prolonged field life and improved field conditions	Field usability (condition for play)	1.) Maintain fields according to planned frequency 2.) Annual field maintenance costs 3.) # of field reconditionings/year/field 4.) # of field hours of play	Annual field maintenance costs/field # field reconditionings/year/field # field hours provided	
2.) Pursue development of new synthetic turf fields or replace existing grass fields with turf when cost effective	# synthetic turf fields owned/maintained Beaverton School District IGA	# grass fields replaced with turf, co-funding (grant) revenue for synthetic turf construction		# grass fields replaced with turf, co-funding (grant) revenue for synthetic turf construction

<b>GOAL 3 - Maintenance and Operations</b>				
Objectives:	Indicators:	Data:	Measurements Currently Available	Measurements Currently NOT Available
<b>3 A.) Continue to improve efficiency &amp; cost effectiveness including cost reduction for transportation</b>	Cost/maintained developed acre, annual fuel expense per mile driven, DSL, develop Centralized (Bulk) Purchasing policies with drop shipping	1.) General ledger expenses by facility/sq. ft. 2.) Cost/developed acres 3.) Track total maintenance mileage and fuel costs for trend analysis 4.) DSL/area maintained	General ledger expenses by facility/square foot. Cost/developed acres, Total maintenance mileage and fuel costs Desired Service Level/area maintained	
1.) Continue to pursue target site for centralized maintenance operations	Real estate market availability	Building needs analysis	Building needs analysis	
1a.) Pursue possible joint maintenance yard with other agencies	Real estate market availability, partner agency need or interest	Building needs analysis	Building needs analysis	
2.) Prioritize deferred maintenance on a five- and ten-year plan of funding, update annually	List of routine deferred maintenance capital projects	1.) Unfunded Capital list in budget document 2.) Replacement Summary report 3.) 10-Year Routine Replacement Schedule	Replacement Backlog Balance	
3.) Continue capital depreciation/replacement budget for major facilities and equipment which incorporates lifecycle cost estimates	List of major capital replacement projects	1.) Unfunded Capital list in budget document 2.) Replacement Summary report 3.) 10-Year Major Replacement Schedule	Unfunded Capital list in budget document Replacement Summary report 10-Year Routine Replacement Schedule	
4.) Establish a five-year capital improvement plan for new facilities, major renovations/maintenance, land acquisitions and other major capital expenditures. Update annually.	Master Plan, SDC Project List, Bond Project List, Aging Facility 10-Year Plan, Goal 2014 Plan	1.) SDC 5-Year Cash Flow 2.) Bond Cash Flow 3.) Attendance statistics 4.) Field Hour Availability & Utilization	SDC 5-Year Cash Flow Bond Cash Flow Attendance statistics Field Hour Availability & Utilization	
5.) Develop level of maintenance service to improve cost effectiveness and proper level of service	Use & visibility: levels of service (high, medium, low) DSL's	Maintenance cost/field, cost/developed acre, cost/undeveloped acre, cost/sq. ft. (bldg or pool), cost/vehicle	Cost/mile traveled Transportation costs per developed acre Vehicle miles traveled per developed acre	

**Tualatin Hills Park and Recreation District  
Comprehensive Plan Goal Performance Metrics  
Master List for Budget Year 2011-2012**

<b>GOAL 3 - Maintenance and Operations</b>				
<b>Objectives:</b>	<b>Indicators:</b>	<b>Data:</b>	<b>Measurements Currently Available</b>	<b>Measurements Currently NOT Available</b>
6.) Develop guidelines to determine which maintenance functions should be contracted out	Define functions as regular vs specialized, low vs high use areas (including remote sites), cost, equipment availability. Analysis of in-house production vs outside (i.e., signs)	1.) G/L expense for outside vs inside vendor use 2.) Periodic cost & frequency of service analysis 3.) Activity specific analysis 4.) Develop standards of cost/time/frequency	% General ledger expense for outside versus inside use	Periodic cost & frequency of service analysis Activity specific analysis Develop standards of cost/time/frequency
7.) Determine if other organizations could handle any maintenance functions (inter-agency)	Perform a feasibility study for IGA, Joint Use Agreements (I.e., TVWD refueling)	G/L expense savings (fuel, DEQ testing, etc.)	General ledger expense savings (fuel, DEQ testing, etc.)	
8.) Automate all irrigation and lighting within 5 to 10 years	Inventory of automated vs un-automated irrigated sites, inventory of lighted vs un-lighted sites	1.) Develop query tools in Asset Database to calculate % automated irrigation sites. 2.) Maxicom reports	% systems automated	Asset Database query tool
9.) Disposition of small ineffective parcels/facilities	Perform a study of small (or inaccessible) sites to develop list for possible disposition	Develop query tools in Asset Database to flag property by size and location		Asset Database query tool
<b>3 B.) Use most cost-effective combination of park district staff, volunteers, user groups, community groups, other jurisdictions &amp; contractors to provide maintenance services</b>	List of co-managed sites, IGAs, MOUs, Joint Use Agreements, Advisory Committees, Impact on cost of service	1.) Cost/developed park acre maintained 2.) Cost/square foot building maintained 3.) Cost/square foot aquatics buildings	Cost/developed park acre maintained Cost/square foot building maintained	
1.) Co-managed sites (i.e., Cooper Mountain Regional Park)	(i.e., DSL), volunteer participation	4.) # volunteer hours (i.e., install play equip)	Cost/square foot aquatics buildings # volunteer hours (i.e., install play equip)	
2.) Field hours traded for in-kind services rendered	# field hours traded, develop a list of qualified activities/projects for trade	Develop reporting to quantify and track field hours traded for services rendered by affiliated groups		Field hour trade report
3.) Increased volunteer hours worked for park district	# volunteer hours worked	Volunteer Works software- volunteer hour & program tracking system for year-over-year data	Total # volunteer hours	
<b>3 C.) Base management standards and practices for specific facilities on each one's design, intended level of use, and extent of active use amenities</b> Develop stand alone maintenance plans for each indoor facility- daily and long-term custodial and maintenance functions, mechanical systems, other operating system maintenance.	A written plan per facility	% DSL funded in budget % DSL achieved compared to budget		% DSL funded in budget % DSL achieved compared to budget
<b>3 D.) Organize maintenance activities by a combination of function and geographic region, with some carried out at a central location and other dispersed throughout the District</b>				
Move primary maintenance yard to central district site with satellite sites in other three quadrants	Develop written regional maintenance operation plans by quadrant	Building needs analysis	# acres of yard acquired # square feet facility acquired	Develop written regional maintenance operations plan by quadrant Facility acquisition
<b>3 E.) Ensure timely communication &amp; coordination about safety and security issues among facility staff, security personnel, and facility patrons.</b>				
1.) Timely communication & coordination about safety and security for staff & patrons	Communication Plan developed, online incident reporting tool, Emergency Response Plan	Develop response report for rate and coverage per closure/incident		Emergency response report

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GOAL 3 - Maintenance and Operations			Measurements Currently Available	Measurements Currently NOT Available
Objectives:	Indicators:	Data:		
2.) Operate safe parks and facilities	Incident Reporting/Tracking system, Security reports on incidents/exclusions	# of patron incidents, # of worker comp claims, SHARP certifications, security statistics (i.e., # exclusions, # incidents, # encroachments, etc.), # staff assists with security issues	# of patron incidents, # of worker comp claims, SHARP certifications, security statistics (i.e., # exclusions, # incidents, # encroachments, etc.), # staff assists with security issues	

GOAL 4 - Natural Areas & Open Spaces			Measurements Currently Available	Measurements Currently NOT Available
Objective:	Indicator:	Data:		
<b>4 A.) Acquire, conserve &amp; enhance high quality natural areas by working cooperatively with other groups</b>				
1.) Work with appropriate agencies, advocacy groups and others to identify and acquire natural areas per the district Natural Resource Management Plan	IGAs, MOUs, partnerships (i.e., TPL, Metro)	# agency agreements Dollars raised/spent # acres acquired with partners	# agency agreements Total dollars raised/spent	# acres acquired with partners
2.) Remove & control non-native plants where feasible and appropriate	Natural Resources work plans by site	% native cover in different priority level parks		% native cover in different priority level parks
3.) Regularly maintain and monitor condition of natural areas	Natural Resource Site Inventory	Every 5th year update inventory of high priority sites, annual visit to each property, properties meet quality standard based on % native cover per classification.	% native cover per classification	
4.) Regularly review and coordinate maintenance protocols and activities among Natural Resources and Maintenance personnel	Park Info Group (PIG) meeting agendas	Comparison of maintenance management plan (MMP) to what got done, # of PIG meetings, # of MMPs or restoration plans completed for different park classifications Development of shared electronic work plan calendar	Compare Maintenance Management Plan to actual performance, # PIG meetings/year	Maintenance Management Plan or restoration plan development  Development of shared electronic work plan calendar
<b>4 B.) Develop an interconnected system of open spaces and wildlife habitat working cooperatively with other groups</b>	IGAs and MOUs	Develop query tools in Asset Database to calculate actual to standard comparison  Develop GIS data on connectivity  Compare planned acquisition areas to actual acquisitions	Compare planned acquisition areas to actual acquisitions	Develop Asset Database query tools to calculate actual to standard comparison Develop GIS data on connectivity
<b>4 C.) Use park district facilities &amp; programs, as well as partnerships with schools and other agencies to increase the public's understanding of natural resources, processes and habitats</b>	Ranger/NR programs offered, total hours of programming available, # of students attending sessions	Class Management registration data	# Natural Resource education programming hours	
1.) Provide environmental education programs through in-school programs staffed by the district	Program registration, hours of programming available	Class Management registration data	# Natural Resource education in-school programming hours	
2.) Integrate exploration of district natural areas into existing summer camp programs	Program registration	Class Management registration data # of camp hours spent in THPRD parks, # of Interpretive Center Programs participated in by camps (or program hours), training hours provided by IC staff to THPRD camp staff	# Natural Resource education camp programming hours	# of camp hours spent in THPRD parks, # of Interpretive Center Programs participated in by camps (or program hours), training hours provided by Interpretive Center staff to THPRD camp staff

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<b>GOAL 4 - Natural Areas &amp; Open Spaces</b>				
Objective:	Indicator:	Data:	Measurements Currently Available	Measurements Currently NOT Available
<b>4 D.) Manage open spaces and natural areas to lessen human impacts and allow natural processes to continue while providing safe access</b>				
1.) Coordinate trails development and maintenance activities with natural resource management objectives and activities	Park Info Group (PIG) meeting agendas, NR Master Plan, Trails Master Plan, Park Maintenance Plans	# of parks that meet Trails Management Program standards		# of parks that meet Trails Management Program standards
1a.) Create park inspector routes to provide baseline service levels for natural areas	Desired Service Level (DSL)	Measure % of desired service accomplished. (Compare # of hours of work requested vs # of hours available.)		% Desired Service Level funded in budget % Desired Service Level achieved compared to budget
2.) Work cooperatively with other agencies to manage rights-of-way for utilities within natural areas	Easement agreements	% of easement agreements mapped and recorded in Asset Database.		% of easement agreements mapped and recorded in Asset Database.
<b>4 E.) Maintain man-made amenities in natural areas to meet educational and recreational needs while managing or limiting access and maintaining the natural resource</b>				
1.) Use policies and procedures outlined in the district's Natural Resources Management Plan to guide development and maintenance of structures or amenities in natural areas	NR Management Plan	# of parks that meet Trails Management Program standards		# of parks that meet Trails Management Program standards
<b>4 F.) Allow for most natural processes to occur in natural areas or natural area elements of other district facilities</b>	NR Restoration Plans, Park Maintenance Plans	# of restoration plans or Maintenance Management Plans implemented that allow natural processes to occur.		# of restoration plans or Maintenance Management Plans implemented that allow natural processes to occur.
<b>4 G.) Strive to provide adequate funds to pay for natural areas monitoring, maintenance, restoration and other needed activities</b>	DSL	Measure % of desired service accomplished. (Compare # of hours of work requested vs # of hours available.)	Measure % of desired service accomplished	

<b>GOAL 5 - System of Connect Trails</b>				
Objective:	Indicator:	Data:	Measurements Currently Available	Measurements Currently NOT Available
<b>5 A.) Close gaps in regional trail system by completing missing segments</b>	Trails Master Plan	Board of Directors Annual Score Card Total miles of continuous trails, Develop query tools in Asset Database to calculate total miles of trails, Miles of trail per 100,000 population	Board of Directors Annual Score Card: Total miles of continuous trails, Miles of trail per 100,000 population	Asset Database query tool
1.) Work with other agencies & private entities to acquire trail easements or land for trail connection	Easement agreements, IGAs and MOUs	Total # of easements		Total # of easements
2.) Investigate the feasibility of improving trail connectivity of isolated trail segments by various methods (temporary soft trails, directional signage, on-street trail route markings)	Develop analysis of connectivity options	# miles continuous trail connection open for public use		# miles continuous trail connection open for public use
<b>5 B.) Attempt to provide access to the trail system for people of all abilities</b>	Trails Master Plan District policy- install ADA whenever possible ADA Transition Plan	Where possible to measure- # trails with less than or equal to 5% slope		Where possible to measure- # trails with less than or equal to 5% slope
<b>5 C.) Continue to link trails to parks, neighborhoods and community facilities</b>	Trails Master Plan	Board of Directors Annual Score Card: % uncompleted miles of trails to total miles of trails specified in the Trails Master Plan	Board of Directors Annual Score Card: % proposed trails completed # segments still to complete	
1.) Resolve trail encroachments	Encroachment policies and procedures	# of encroachments resolved as % of total encroachments Goal = 0% encroachments	# of encroachments resolved as % of total encroachments	

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<b>GOAL 5 - System of Connect Trails</b>				
Objective:	Indicator:	Data:	Measurements Currently Available	Measurements Currently NOT Available
2.) Work with neighbors, community groups and trail user/advisory groups to schedule and conduct community events and projects along trails	Task force composition for event development, NR volunteer projects, Park/Trail Maintenance Plans	# events held # NR volunteer hours worked per year park/trail maintenance plans vs actual work performed	# events held # NR volunteer hours worked/year Desired Service Level trail maintenance	
<b>5 D.) Locate trailheads at parks, schools or other community facilities and furnish trails with amenities</b>	Trail Master Plan	# kiosks in the district		# kiosks in the district
<b>5 E.) Develop and implement trail design and development standards that are easy to access for maintenance, security &amp; emergency vehicles</b>				
1.) Organize, coordinate and implement a trails operation plan, develop & implement a trails maintenance plan for routine, major and renovation activities	Trails Operation Plan Maintenance replacements- trail annual resurfacing budget	Trails Operation Plan implementation  # miles resurfaced per year Trail quality standards rating system	# miles resurfaced per year	Trails Operation Plan implementation  Trail quality standards rating system
2.) Use standards to design and develop specific classes of trails	Trails Master Plan	# of miles by category of trails		# miles by category of trails
3.) Regularly monitor condition and security of existing trails through routine inspections	Trails Management Plan Park Maintenance Plans	Trails Management Plan- signs at access points (# kiosks), # patron trail adoptions, # community events along trails, Trail Watch reports, well managed vegetation, Safety Inspection Reports	# community events along trails, # Trail Watch reports, # internal Safety Inspection reports	# kiosks in the district # patron trail adoptions
4.) Refine regulations and provide information through signage	Signage Master Plan Trails Management Plan	# signs replaced after implementation of Signage Master Plan	Signage Master Plan	# signs replaced after implementation
5.) Use staff and volunteers to keep trails free of litter and obstructions	Develop Trail Inspection Routes, Trail Management Plan	# volunteer hours per year, # inspection routes completed per year	# volunteer hours	Trail Inspection Routes
<b>5 F.) Preserve view corridors, view sheds and public rights-of-way in designing and developing trails</b>	Trails Master Plan IGAs & partnership agreements (i.e., Metro)	# co-acquired rights-of-way		# co-acquired rights-of-way
Work with utility providers in planning for shared use- planning, funding for utility placement	Easement agreements, cell tower agreements, utility agreements	Cell tower revenue HMT transformer purchase (proposed)	Cell tower revenue	HMT transformer purchase (proposed)
<b>5 G.) Partner with other agencies to develop safe on-street bikeways, road crossings, and parallel multi-use paths</b>	Develop inventory of trails, IGAs MOUs, management agreements (Cooper Mtn), Other agency Transportation Plans	# miles of partner properties		# miles of partner properties
<b>5 H.) Pursue variety of funding sources to design, develop and maintain trails</b>	Grants received and volunteer hours donated to trail maintenance, Trails Advisory Committee work, Bond funding	General ledger grant revenue; Volunteer Works software- volunteer hour & program tracking system for year-over-year data, bond dollars spent on trails	General ledger grant revenue, volunteer hours, bond & SDC dollars spent to build trails	
1.) Pursue grant opportunities to fund trail acquisition and construction	Grants applications (i.e., Metro)	G/L grant revenue	General Ledger grant revenue	

<b>GOAL 6 - Efficient Service Delivery</b>				
Objective:	Indicator:	Data:	Measurements Currently Available	Measurements Currently NOT Available
<b>6 A.) Provide and maintain facilities in a flexible manner to continue to respond to changing needs &amp; conditions within the district</b>	Comprehensive Plan, operating & capital expenses per facility, age of facility, statistics on specific facility use	1.) Cost/square foot building maintained 2.) Cost/square foot aquatics buildings 3.) Annual capital costs/facility 4.) Engineer reports on aging facilities 5.) Regular comparison of actual district demographics to Comprehensive Plan estimates	Cost/square foot building/pool maintained Annual capital costs/facility Engineer reports on aging facilities	Regular comparison of actual district demographics to Comprehensive Plan estimates

**Tualatin Hills Park and Recreation District  
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<b>GOAL 6 - Efficient Service Delivery</b>				
Objective:	Indicator:	Data:	Measurements Currently Available	Measurements Currently NOT Available
1.) Establish criteria and protocols for replacing major park & rec facilities as an alternative to making capital improvements	Aging Facility Engineer Reports, Develop Aging Facility 10-Year Plan	Engineer Reports, Aging Facility 10-Year Plan	Engineer reports (GH complete)	Aging Facility 10-Year Plan Engineer reports- other facilities, Replace versus repair analysis
<b>6 B.) Continue to pursue partnerships in land acquisition, facility development, programming, marketing, maintenance and other activities</b>	IGAs, MOUs, Field Use Agreements (BSD, churches)	# programs co-operated (PCC, Cooper Mtn.), # properties co-owned (Mt. Williams)/maintained (BSD), TVWD fuel savings, shared field available hours	% co-owned/maintained property	# programs co-operated (PCC, Cooper Mtn.), # properties co-owned (Mt. Williams), TVWD fuel savings, shared field available hours
1.) Identify and pursue partnerships with private vendors in developing and managing facilities	Sponsorships, partnership agreements (concessions, cell towers, GH preschool lessees, Nike/Intel internships)	G/L sponsorship revenue, capital grants, cell tower revenue, concession revenue, rent revenue, internship revenue	General ledger sponsorship revenue, total capital grant revenue, cell tower revenue, concession revenue, rent revenue, internship revenue	
<b>6 C.) Solicit funding from the private sector to help finance specific projects with possible on-going funding</b>	Private sector partnerships	G/L revenue for sponsorships, grants, special events, and other revenues	General ledger revenue	
1.) Develop a 5-10 year strategic plan for the Foundation	Foundation Board of Trustees Goals, Foundation financial statements	Funds raised for sponsorships, grants, special events, and other revenues	Total funds raised for sponsorships, grants, special events, and other revenues	
2.) Support Foundation to expand contributions to district funding, improve cost-effectiveness of fund raising, enhance donor management and better market and communicate its activities	Revenue- contributions, grants, sponsorships	# donors/sponsors per year, average amount of donation/sponsorship	# donors/sponsors per year, Average amount of donation/sponsorship	
3.) Establish a committee to assist the Foundation in identifying annual, minor/major capital & program fundraising goals & priorities	Hire Executive Director for the Foundation to define & lead the fundraising efforts	G/L sponsorship revenue, grants and other revenue	General ledger sponsorship revenue, grants and other revenue	
<b>6 D.) Continue to ensure SDC revenue to cover cost of growth</b>	SDC Fee Methodology Annual CPI adjustment to SDC rates	SDC 5-Year Cash Flow Monthly SDC Activity Report SDC Project List	SDC 5-Year Cash Flow Monthly SDC Activity Report SDC Project List	
1.) Update SDC rates and regularly monitor to reflect updated CIPs	SDC Fee Methodology Annual CPI adjustment to SDC rates	SDC 5-Year Cash Flow Monthly SDC Activity Report SDC Project List	SDC 5-Year Cash Flow Monthly SDC Activity Report SDC Project List	
2.) Work with developers to make sure land in lieu of SDCs is adequate to meet district needs & goals	SDC developer contracts Comprehensive Plan Trails Master Plan	Develop land requirements checklist to use in evaluating land offers SDC Credits Appraisals	SDC Credits Appraisals	Develop land requirements checklist to use in evaluating land offers
<b>6 E.) Ensure operating and maintenance funds for new facilities before construction</b>	Center revenue and expenses from comparable facility	Long-term Financial Plan	Long-term Financial Plan	
<b>6 F.) Continue to assess user fees equitably and cost-effectively</b>				
1.) Implement Fee Study fee increases and develop formal process for continuing to regularly evaluate and adjust fees as needed	User fee revenue, program registration Cost recovery by center	Class Management revenue and registration reports Cost Recovery by center	Class Management revenue and registration reports Cost Recovery by center	
2.) Develop a plan for meeting deferred maintenance needs	User fee reviews, energy performance contracting agreements	Level of actual deferred maintenance Capital Replacement Summary, 10-Year Routine Replacement Summary	Capital Replacement Summary, 10-Year Routine Replacement Summary	
3.) Continue Family Assistance program for participants and families in need	Continued patron interest in FA program	# FA applications # patron FA grants per year  Total annual FA expense  Average dollars granted per patron per year	# Family Assistance applications # patron Family Assistance grants per year  Total annual Family Assistance expenditure  Average dollars granted per patron per year	

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<b>GOAL 6 - Efficient Service Delivery</b>				
Objective:	Indicator:	Data:	Measurements Currently Available	Measurements Currently NOT Available
<b>6 G.) Continue to attract, retain and train highly qualified employees</b> 1.) Provide professional development and training for staff, including participation in professional organizations	Annual Training Calendar Leadership Program	# employees attending in-house training sessions # employees to graduate Leadership Program # employees attending professional conferences with training sessions	# employees attending in-house training hours provided Full time turnover rate	# employees attending professional conferences with training sessions  # employees with professional certifications # employees completed Leadership Academy
	Educational Aid Reimbursement Program	# participants in Education Aid Reimbursement Program, # class hours reimbursed/year  # employees with professional certifications  # employees completed Leadership Academy		
2.) Continue to monitor and adjust compensation and other personnel policies in relation to industry standards	Annual base labor market rate  Publication as called for in the Compensation Policy for exempt employees as adopted by the BOD in 12/07 Exempt salary market survey (every 2-3 years) Annual COLA for represented staff	Rate matrix comparable to annually Published base labor market rate  Survey data compared to THPRD data  Annual COLA budget increase	Rate matrix comparable to annually published base labor market rate  Survey data compared to THPRD data	
<b>6 H.) Continue to encourage and recognize the importance of volunteers and other community groups in meeting district needs</b>  Continue to work with sports association and other user groups/volunteers to manage/maintain/improve district activities	Continued partnership with sports associations	# volunteer hours per year # THPRD awards given to volunteers and associations	# volunteer hours per year	# THPRD awards given to volunteers and associations

<b>GOAL 7 - Effective Information Communication</b>				
Objective:	Indicator:	Data:	Measurements Currently Available	Measurements Currently NOT Available
<b>7 A.) Use standing district advisory committees, CPOs, NACs and other community groups to review and solicit guidance</b>	Policy decisions driven by outside group input	# meetings per month, # meetings initiated by an outside organization (i.e., NAC), # endorsements	# meetings per month, # endorsements	# meetings initiated by an outside organization (i.e., NAC)
1.) Establish project/plan specific advisory groups, task forces and ad hoc committees to provide guidance on specific efforts	Group/committee/task force groups used	# groups formed/utilized per year, Recommendations adopted from groups, # citizens/patrons engaged per year		# groups formed/utilized per year # citizens/patrons engaged per year
2.) Define advisory committee roles/responsibilities, review regularly	Advisory Committee Task Force	Restructured advisory committee structure. Annual review of Charter.	Reformat adopted Annual review of Charter	
3.) Consider evaluating advisory committee structure, roles, responsibilities and procedures so that they can provide comprehensive, balanced guidance	Advisory Committee Task Force	Task Force recommendations. Restructured advisory committee structure. Annual review of Charter.	Reformat adopted	
<b>7 B.) Regularly communicate with and provide opportunities for the general public to learn about and comment on district activities</b>	Community Outreach Procedure	# Level 2 projects/year, # Level 3 projects/year, # Level 4 projects/year- develop outreach checklist for reporting communication compliance		Develop outreach checklist for reporting communication compliance

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<b>GOAL 7 - Effective Information Communication</b>				
Objective:	Indicator:	Data:	Measurements Currently Available	Measurements Currently NOT Available
1.) Update the district Web site to provide information and feedback opportunities on plans & policies, using project specific Web sites when needed	Web site organization & usability Bond Web site	# Web site hits per month Develop comment section on Web site and track responses	# Web site hits per month	Develop comment section on Web site and track responses
<b>7 C.) Work with partnering agencies and groups on plans/projects of mutual interest</b>	IGAs, MOUs	# IGA agreements in place, # co-owned projects (i.e., PCC)		# co-owned projects
1.) Market district programs and opportunities via partner Web sites, newsletters, etc.	Partner publications that mention THPRD	# partner Web sites linked to THPRD Web site # partner print material mentioning THPRD		# partner Web sites linked to # partner print material mentioning THPRD
<b>7 D.) Provide timely and accurate information to the Board of Directors to allow consistent and effective decisions</b>	Monthly Board meetings	Monthly Board packets	Monthly Board packets	
1.) Conduct quarterly updates/work sessions for the Board of directors on planning-related issues and policies	Monthly Board meetings	Quarterly Board Updates delivered at the monthly Board meetings once per quarter		Quarterly Board Updates
2.) Provide annual report to the Board of Directors summarizing progress in meeting the Comp Plan goals	Annual Board Goal setting meeting	Annual review of prior year results and accomplishments as related to the Comp Plan	Annual Board goal review	
<b>7 E.) Provide opportunities for all district departments and staff to participate in the planning &amp; development processes</b>				
1.) Regularly update the Comp Plan (every 5 to 10 years). Update sections sooner where necessary.		Documentation of update with management approval	Updated Comp Plan Interim updates	
2.) Require a review of the Comp Plan by each department as they develop their annual budget and work plans	Annual Board Goal setting meeting	Develop sign-off sheet as part of the budget package with management sign-off	Annual Board goal setting	Dept level goal review
<b>7 F.) Work with ethnic/cultural advocacy or community groups to enhance communications about district programs, facilities and opportunities</b>	Special event involvement, school presentations, Public Awareness Program (Outreach component)	# events, # presentations	# events, # presentations	
1.) Expand and use targeted methods to provide district information to ethnic groups	Spanish section of Web site  Spanish translator for registration  Bi-lingual Office Tech position E-Subscription program Rec/Nature Mobile program  Participation in outreach groups  (i.e., Somalian outreach group)	# Web site hits to Spanish section  # Spanish registrations processed  # E-Subscriptions # Rec Mobile visits per year (# kids served)  # Nature Mobile visits per year (# kids served)  Work with Washington Cty to identify groups  # Direct mailings to targeted groups	# Web site hits to Spanish section # Spanish registrations processed Bi-lingual Office Tech position # E-Subscriptions # Rec Mobile visits per year (# kids served) # Nature Mobile visits per year (# kids served)  # Direct mailings to targeted groups	Work with Washington Cty to identify groups
<b>7 G.) Regularly communicate with public through media</b>	Newspaper articles TV spots  Other print/online media	# press releases/press events # THPRD related articles in print (Board packet)  Total newspaper column inches of print	# press releases/press events # THPRD related articles in print (Board packet)	Total newspaper column inches of print
1.) Continue to market programs, facilities & volunteer opportunities- assess demand (i.e., using surveys)	Customer satisfaction results (Web surveys, site surveys)	# patron/customer surveys performed  Survey result compilations # volunteer hours/year	# patron/customer surveys performed Survey result compilations # volunteer hours/year	
2.) Establish "brand" for all materials	Logo and tagline	# print material distributed with logo/tagline  Web site use of logo/tagline	Web site use of logo/tagline	# print material distributed with logo/tagline



**Tualatin Hills Park and Recreation District  
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Master List for Budget Year 2011-2012**

<b>GOAL 7 - Effective Information Communication</b>				
Objective:	Indicator:	Data:	Measurements Currently Available	Measurements Currently NOT Available
3.) Continue producing high quality print material as well as increased use of electronic media to inform & register patrons	Produce Activities Guide that meets high quality set of goals/guidelines	# Activities Guides mailed to patrons # Activities Guides printed # patrons to register online # Activities Guides downloaded from the Web	# Activities Guides mailed to patrons, # Activity Guides printed # patrons to register online	# Activities Guides downloaded from the Web
4.) Continue to implement the district's media communication strategy to publicize district information	Advertising Video production Community events Print materials Web site Activities Guide  Newspaper articles  TV spots Other print/online media	% resident contact: # Web site hits # print communications # meetings attended # grand openings # community events sponsored (concerts, parades, etc.) # publications printed (maps, brochures, camp guides, fact sheets, school packets) # press releases/press events # THPRD related articles in print (Board packet)  Total newspaper column inches of print	% resident contact: # Web site hits # print communications # meetings attended # grand openings # community events sponsored  # publications printed # press releases/press events # THPRD related articles in print (Board packet) Total newspaper column inches	Resident survey of district awareness & perception (every 2-3 years)

<b>GOAL 8 - Environmental and Financial Sustainability</b>				
Objective:	Indicator:	Data:	Measurements Currently Available	Measurements Currently NOT Available
<b>8 A.) Design facilities in an environmentally and cost-conscious manner</b>	Sustainability Plan, sustainability purchasing guidelines (in development)	Utility expense savings	Utility units/year/square foot	Sustainability Plan, sustainability purchasing guidelines (in development)
1.) Incorporate material and designs that promote longer facility life and reduce environmental impacts	Annual review of asset condition and type and quantity of materials used	1.) Asset life exceeding anticipated replacement date (annual replacement assessment) 2.) % sustainable material used vs total material use (plastic boardwalks, bridges, play equipment, picnic tables, permeable paving)	Annual replacement assessment	% sustainable material used vs total use
2.) Work with partnering agencies to help protect water quality by acquiring and protecting natural areas	Acres of natural areas owned, IGA agreements	# acres natural areas owned/maintained by THPRD	# acres natural areas owned/maintained by THPRD	
<b>8 B.) Consider environmental impacts of maintenance and operational activities and standards</b>	District Sustainability Plan and purchasing policies. Decreasing carbon footprint by employing sustainable practices (recycling trash, using recycled products, using alternate fuel vehicles, buying green tags, etc.). McKinstry performance contracting program for utility savings. Baseline purchasing & operational levels, sustainable costing model, sustainability audit	1.) Calculate the district carbon footprint 2.) Track utility savings through performance contracting 3.) Annual sustainability purchasing/operating levels compared to the baseline		Calculate the district carbon footprint Track utility savings through performance contracting Annual sustainability purchasing/operating levels compared to the baseline
1.) Continue and expand use of hybrid vehicles	Develop replacement schedule to replace gasoline vehicles with hybrid vehicles	# hybrid vehicles operated, % hybrid vehicle of total fleet, % miles traveled by alternate fuel vehicles	# hybrid vehicles operated, % hybrid vehicle of total fleet, % miles traveled by alternate fuel vehicles	
2.) Promote reduced water consumption design guidelines and standards	Central Control designs, water conservation equipment replacement standards, partnership with TVWD to evaluate equipment	G/L cost of water. Units of water used per year	General ledger cost of water. Units of water used per year	

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GOAL 8 - Environmental and Financial Sustainability			Measurements Currently Available	Measurements Currently NOT Available
Objective:	Indicator:	Data:		
3.) Promote on-site filtration and reuse of grey water for irrigation and develop practices to reduce storm drain runoff	Use of permeable surfaces (synthetic turf, permeable parking)	G/L cost of water. Units of water used per year	General ledger cost of water. Units of water used per year	
4.) Promote health & fitness and reduce automobile use by implementation of the Trails Master Plan	Achieve Trails Master Plan milestones	Total # continuous trail miles		Total # continuous trail miles
5.) Encourage district use of recycled paper	Purchasing policy	% recycled content of paper purchased	% recycled content of paper purchased	
6.) Continue to develop maintenance plans that incorporate sustainable practices	Develop District Sustainability Plan (including sustainable purchasing policies), use of ESPC, solid waste generation	1.) G/L utility savings 2.) Sustainable purchasing 3.) Pounds of solid waste generated by the district	General ledger utility savings	Sustainability Plan, sustainability purchasing guidelines (in development) # pounds solid waste generated by the district
7.) Continue district recycling program where feasible	District Sustainability Plan District recycling policies	# pounds recycled materials G/L cost trash removal (may increase for increased recycled matter)	# pounds recycled materials General ledger cost trash removal	
<b>8 C.) Provide facilities and services in a financially sustainable manner</b>	Level of deferred maintenance. Fee Study	Long-term Financial Plan scenarios	Long-term Financial Plan scenarios	
<b>8 D.) Provide and enhance opportunities for employees to reduce impacts on the natural environment (alternate energy &amp; transportation)</b>	# of alternate fuel vehicles in use by the district, # of employees who carpool or take public transportation to work	Fuel cost/mile of hybrid vehicles. Develop fuel log for hybrid vehicles to track mileage and fuel consumption. TriMet annual survey of employee commuting habits, # TriMet annual passes sold to staff	# TriMet annual passes sold to staff	Fuel log for hybrid vehicles to track mileage and fuel consumption

Key: grid highlighted boxes indicate a Comprehensive Plan goal for which no measure currently exists  
blue highlighted goals are recommended goals for budget considerations for planning year 2011-2012

**Tualatin Hills Park and Recreation District  
Comprehensive Plan Goal Performance Metrics  
Recommended Priority Performance Metrics for Budget Year 2011- 2012**

<b>GOAL 1 - Quality, Accessible Parks</b>				
Objectives:	Indicators:	Data:	Measurements Currently Available	Measurements Currently NOT Available
<b>1 A.) Plan to serve all patrons as district expands with parks</b>	Standard acres/population: Neighborhood Parks = 0.9-1.0 acres/1,000 population, within 0.5 mile Community/Special Use Parks = 2.0 acres/1,000 population, within 1.75 miles	1.) Acres/1,000 population 2.) Develop query tools in Asset Database to calculate actual to standard comparison 3.) Update Planning service area maps for proximity	# acres/1,000 population, % District coverage	
<b>1 B/1 C.) Provide community/neighborhood parks or community/neighborhood park facilities throughout the district</b>	Standard acres/population: Neighborhood Parks = 0.9-1.0 acres/1,000 population, within 0.5 mile Community/Special Use Parks = 2.0 acres/1,000 population, within 1.75 miles	1.) Acres/1,000 population 2.) Develop query tools in Asset Database to calculate actual to standard comparison 3.) Update Planning service area maps for proximity	# acres/1,000 population, % District coverage	
<b>1 H.) Acquire land of adequate size and appropriate location to provide needed amenities</b>	Standard acres/population: Neighborhood Parks = 0.9-1.0 acres/1,000 population, within 0.5 mile Community/Special Use Parks = 2.0 acres/1,000 population, within 1.75 miles	1.) Acres/1,000 population 2.) Develop query tools in Asset Database to calculate actual to standard comparison 3.) Update Planning service area maps for proximity	# acres/1,000 population, % District coverage	

<b>GOAL 2 - Recreational Programs &amp; Facilities</b>				
Objectives:	Indicators:	Data:	Measurements Currently Available	Measurements Currently NOT Available
<b>2 A.) Recreation programming to address the needs of all user groups and all income level</b> 1.) Enhance recreation program offerings in underserved areas	Specific programs organized for outreach, Rec Mobile program, program waiting lists (i.e., Nike soccer outreach program)	1.) Class Management data- end of term waiting lists for programs not meeting patron demand 2.) # Rec Mobile visits & # kids served/visit 3.) District demographic data for comparison to patrons served	# patrons served by: Family Assistance Rec Mobile Free swim lesson program Therapeutic Rec program (including inclusion)	
3.) Adopt program standards and performance measures to track financial performance of each program as it compares to budget goals	Enrollment and program revenue	Class Management Class Reports- # enrolled compared to minimum enrollment requirements, actual revenue to minimum revenue	% Minimum class registration % Cost recovery per class	
10.) Identify additional programs to meet low income needs	Family Assistance grants, free swim lessons program, Rec Mobile visits	# of patrons granted Family Assistance, add questions to Family Assistance application about program offerings (i.e., what other programs would you like to see offered, etc.). Add a question to FA application for patrons to describe barriers to program attendance (i.e., language, transportation, economics, etc.) # free swim lessons taught, Rec Mobile attendance	# patrons served by: Family Assistance Rec Mobile Free swim lesson program Therapeutic Rec program (including inclusion)	
<b>2 F.) Provide playing fields throughout the district per standards</b> 1.) Provide desired amount of usable field hours	Goal 2014: Field hours desired vs usable field hours available, field inventory	1.) Affiliate field allocation book 2.) Updated field availability (needs assessment, including field inventory) 3.) Develop comparative report for field needs by hour vs field usable hour availability 4.) Annual "net" revenue after deducting unusable hours	# field hours provided % field needs met	

**Tualatin Hills Park and Recreation District  
Comprehensive Plan Goal Performance Metrics  
Recommended Priority Performance Metrics for Budget Year 2011- 2012**

<b>GOAL 3 - Maintenance and Operations</b>			<b>Measurements Currently Available</b>	<b>Measurements Currently NOT Available</b>
<b>Objectives:</b>	<b>Indicators:</b>	<b>Data:</b>		
<b>3 A.) Continue to improve efficiency &amp; cost effectiveness including cost reduction for transportation</b> 2.) Prioritize deferred maintenance on a five- and ten-year plan of funding, update annually	List of routine deferred maintenance capital projects	1.) Unfunded Capital list in budget document 2.) Replacement Summary report 3.) 10-Year Routine Replacement Schedule	Replacement Backlog Balance	
5.) Develop level of maintenance service to improve cost effectiveness and proper level of service	Use & visibility: levels of service (high, medium, low) DSL's	Maintenance cost/field, cost/developed acre, cost/undeveloped acre, cost/sq. ft. (bldg or pool), cost/vehicle	Cost/mile traveled Transportation costs per developed acre Vehicle miles traveled per developed acre	
8.) Automate all irrigation and lighting within 5 to 10 years	Inventory of automated vs un-automated irrigated sites, inventory of lighted vs un-lighted sites	1.) Develop query tools in Asset Database to calculate % automated irrigation sites. 2.) Maxicom reports	% irrigation systems automated	
<b>3 C.) Base management standards and practices for specific facilities on each one's design, intended level of use, and extent of active use amenities</b> Develop stand alone maintenance plans for each indoor facility- daily and long-term custodial and maintenance functions, mechanical systems, other operating system maintenance.	A written plan per facility	% DSL funded in budget % DSL achieved compared to budget		% DSL funded in budget % DSL achieved compared to budget

<b>GOAL 4 - Natural Areas &amp; Open Spaces</b>			<b>Measurements Currently Available</b>	<b>Measurements Currently NOT Available</b>
<b>Objective:</b>	<b>Indicator:</b>	<b>Data:</b>		
<b>4 A.) Acquire, conserve &amp; enhance high quality natural areas by working cooperatively with other groups</b> 3.) Regularly maintain and monitor condition of natural areas	Natural Resource Site Inventory	Every 5th year update inventory of high priority sites, annual visit to each property, properties meet quality standard based on % native cover per classification.	% native cover per classification	
<b>4 C.) Use park district facilities &amp; programs, as well as partnerships with schools and other agencies to increase the public's understanding of natural resources, processes and habitats</b>		Class Management registration data	# Natural Resource education programming hours	
1.) Provide environmental education programs through in-school programs staffed by the district	Ranger/NR programs offered, total hours of programming available, # of students attending sessions	Class Management registration data # of camp hours spent in THPRD parks, # of Interpretive Center Programs participated in by camps (or program hours), training hours provided by IC staff to THPRD camp staff	# Natural Resource education programming hours	
<b>4 D.) Manage open spaces and natural areas to lessen human impacts and allow natural processes to continue while providing safe access</b> 1.) Coordinate trails development and maintenance activities with natural resource management objectives and activities 1a.) Create park inspector routes to provide baseline service levels for natural areas	Desired Service Level (DSL)	Measure % of desired service accomplished. (Compare # of hours of work requested vs # of hours available.)		% Desired Service Level funded in budget % Desired Service Level achieved compared to budget

**Tualatin Hills Park and Recreation District  
Comprehensive Plan Goal Performance Metrics  
Recommended Priority Performance Metrics for Budget Year 2011- 2012**

<b>GOAL 5 - System of Connect Trails</b>				
Objective:	Indicator:	Data:	Measurements Currently Available	Measurements Currently NOT Available
<b>5 A.) Close gaps in regional trail system by completing missing segments</b>	Trails Master Plan	Board of Directors Annual Score Card Total miles of continuous trails, Develop query tools in Asset Database to calculate total miles of trails, Miles of trail per 100,000 population	Board of Directors Annual Score Card: Total miles of continuous trails, Miles of trail per 100,000 population % proposed trails completed	Asset Database query tool
<b>5 E.) Develop and implement trail design and development standards that are easy to access for maintenance, security &amp; emergency vehicles</b> 1.) Organize, coordinate and implement a trails operation plan, develop & implement a trails maintenance plan for routine, major and renovation activities	Trails Operation Plan Maintenance replacements- trail annual resurfacing budget	Trails Operation Plan implementation  # miles resurfaced per year Trail quality standards rating system		Trail quality standards rating system
<b>GOAL 6 - Efficient Service Delivery</b>				
Objective:	Indicator:	Data:	Measurements Currently Available	Measurements Currently NOT Available
<b>6 A.) Provide and maintain facilities in a flexible manner to continue to respond to changing needs &amp; conditions within the district</b>	Comprehensive Plan, operating & capital expenses per facility, age of facility, statistics on specific facility use	1.) Cost/square foot building maintained 2.) Cost/square foot aquatics buildings 3.) Annual capital costs/facility 4.) Engineer reports on aging facilities 5.) Regular comparison of actual district demographics to Comprehensive Plan estimates	Cost/square foot building/pool maintained	
<b>6 B.) Continue to pursue partnerships in land acquisition, facility development, programming, marketing, maintenance and other activities</b>	IGAs, MOUs, Field Use Agreements (BSD, churches)	# programs co-operated (PCC, Cooper Mtn.), # properties co-owned (Mt. Williams)/maintained (BSD), TVWD fuel savings, shared field available hours	% co-owned/maintained property	
<b>6 F.) Continue to assess user fees equitably and cost-effectively</b>  1.) Implement Fee Study fee increases and develop formal process for continuing to regularly evaluate and adjust fees as needed	User fee revenue, program registration Cost recovery by center	Class Management revenue and registration reports Cost Recovery by center	% Cost Recovery by center	
<b>6 H.) Continue to encourage and recognize the importance of volunteers and other community groups in meeting district needs</b>  Continue to work with sports association and other user groups/volunteers to manage/maintain/improve district activities	Continued partnership with sports associations	# volunteer hours per year # THPRD awards given to volunteers and associations	# volunteer hours per year	

**Tualatin Hills Park and Recreation District  
Comprehensive Plan Goal Performance Metrics  
Recommended Priority Performance Metrics for Budget Year 2011- 2012**

<b>GOAL 7 - Effective Information Communication</b>				
Objective:	Indicator:	Data:	Measurements Currently Available	Measurements Currently NOT Available
<b>7 B.) Regularly communicate with and provide opportunities for the general public to learn about and comment on district activities</b> 1.) Update the district Web site to provide information and feedback opportunities on plans & policies, using project specific Web sites when needed	Web site organization & usability Bond Web site	# Web site hits per month Develop comment section on Web site and track responses	# Web site hits per month	
<b>7 G.) Regularly communicate with public through media</b> 4.) Continue to implement the district's media communication strategy to publicize district information	Advertising Video production Community events Print materials Web site Activities Guide  Newspaper articles  TV spots Other print/online media	% resident contact: # Web site hits # print communications # meetings attended # grand openings # community events sponsored (concerts, parades, etc.)  # publications printed (maps, brochures, camp guides, fact sheets, school packets) # press releases/press events # THPRD related articles in print (Board packet)  Total newspaper column inches of print	% resident contact: # Web site hits # print communications # meetings attended # grand openings # community events sponsored  # publications printed  # press releases/press events # THPRD related articles in print (Board packet) Total newspaper column inches	Resident survey of district awareness & perception (every 2-3 years)

<b>GOAL 8 - Environmental and Financial Sustainability</b>				
Objective:	Indicator:	Data:	Measurements Currently Available	Measurements Currently NOT Available
<b>8 A.) Design facilities in an environmentally and cost-conscious manner</b>	Sustainability Plan, sustainability purchasing guidelines (in development)	Utility expense savings	Utility units/year/square foot	
<b>8 B.) Consider environmental impacts of maintenance and operational activities and standards</b> 1.) Continue and expand use of hybrid vehicles	Develop replacement schedule to replace gasoline vehicles with hybrid vehicles	# hybrid vehicles operated, % hybrid vehicle of total fleet, % miles traveled by alternate fuel vehicles	% miles traveled by alternate fuel vehicles	
6.) Continue to develop maintenance plans that incorporate sustainable practices	Develop District Sustainability Plan (including sustainable purchasing policies), use of ESPC, solid waste generation	1.) G/L utility savings 2.) Sustainable purchasing 3.) Pounds of solid waste generated by the district		# pounds solid waste generated by the district

**Key: grid highlighted boxes indicate a Comprehensive Plan goal for which no measure currently exists**



[7B]

## MEMO

**DATE:** November 23, 2009  
**TO:** The Board of Directors  
**FROM:** Doug Menke, General Manager

**RE:** FY 2009-10 Park District Goals & Objectives

Attached please find a status report for the Park District FY 2009-10 Goals and Objectives. This report outlines the accomplishments to date toward meeting the Action Steps assigned by the Board of Directors to the Objectives and Goals identified within the Park District's Comprehensive Plan.

**Action Requested**

Informational report only. No Board action requested.

# Park District 2009-10 Goals and Objectives Update

**1 Provide quality neighborhood and community parks that are readily accessible to residents throughout the District's service area.**

OBJECTIVES	ACTION STEP	RANK	UPDATE
Plan for the area the District expects to serve as it expands.	Begin implementation of the successful bond program using the approved and prioritized project schedule.	1	<p>Planning staff has begun the implementation of Phase I of the 2008 Bond Program. The first 16 projects that were identified in the approved and prioritized master schedule are underway. Most of these projects are well into the master planning process. Staff has also completed the design process (including neighborhood meetings) for the 11 play equipment replacement projects identified in the Bond Program. Several of these projects are in construction and one has already been completed.</p> <p>Maintenance staff has actively begun the Maintenance replacement and upgrade projects. Completed projects to-date include the Sunset Pool Tank repair and play equipment replacement at Roxbury Park. Projects that are currently in process include the Athletic Center HVAC installation, seismic irrigation at Roxbury Park and play equipment replacement at Murrayhill Park. The seismic upgrade package has been determined and design is underway for the first three facilities.</p> <p>Natural Resources staff has been assessing and evaluating restoration and enhancement natural resource sites. Preparation of plans to carry out these projects has begun.</p>
	Continue to participate in the North Bethany Master Planning, ensuring inclusion and funding of park and trails infrastructure.	7	Planning staff has been actively involved in the North Bethany planning process, including suggesting changes to ordinance language and convening a meeting of government agency and development representatives to discuss the provision of parks and open spaces in the area. The Board of County Commissioners adopted a



			conceptual plan for the area by ordinance in October 2009 but much work remains to be done to implement the plan, which staff will participate in. The Bond Land Acquisition Specialist is in the process of identifying potential acquisition targets in the area.
	Consider whether to offer to serve new areas (e.g. Bull Mountain).	<b>8</b>	This action step relates to planning for the West Bull Mountain area, which has been suspended by the County to focus on the North Bethany planning process. When the West Bull Mountain planning process resumes the issue of which agency will provide park and recreation services for the area will need to be resolved. Staff will update the Board on the status of the planning process and the District's potential role in service provision as the process evolves.
When acquiring land and planning for new neighborhood parks, ensure that sites are of an adequate size and in appropriate locations to provide needed amenities (playing fields, picnic areas, etc.), reduce overall maintenance costs, and provide adequate access and visibility to residents of the park's half-mile service area radius.	Prioritize potential neighborhood and other park sites for future acquisition.	<b>2</b>	Planning staff has worked closely with the Board through a series of executive sessions to evaluate and prioritize potential park acquisition sites by District quadrant. As additional information is gathered on each site further refinement of priorities will occur.
	Using land acquisition specialists, pursue existing land acquisition targets with intent to close acquisitions. Actively move forward to acquire targets identified by the 2008 bond measure or for Metro Local Share funds as well as appropriate sites offered as donation or for SDC credits.	<b>3</b>	A Bond Program Land Acquisition Specialist (LAS) has been hired. The LAS has begun contacting the owners of higher priority acquisition targets and negotiating acquisitions. Critical acquisitions needed to complete capital projects and acquisition of land for a community park in the NE quadrant and a recreation/ aquatic center in the SW quadrant have been given the highest priority. The existing LAS for non-bond projects has also been assisting in acquiring necessary easements for bond program trail projects as well as working on non-bond acquisitions, including a few donations of natural areas. Staff has also been working with the Trust for Public Land and Metro to pursue certain acquisitions, including two using Metro Local Share funds.

In developing master or other plans for new and existing park facilities, engage and involve citizens, Park District staff from all departments, and partnering agencies.	Complete, adopt, and implement a community outreach policy that specifies appropriate notice for various District planning, operations and maintenance activities.	4	Planning staff was the lead for an interdepartmental team formed to develop the Community Outreach Policy. Staff met numerous times to develop the various criteria and levels of the outreach policy. The General Manager adopted the COP in July 2009. Upon its adoption, all departments were notified that the policy was adopted and ready for implementation on all District projects.
Provide community parks or special use facilities (e.g., the Tualatin Hills Nature Park and Jenkins Estate) throughout the Park District at a combined standard of approximately 2.0 acres per thousand residents. All residents should be within two miles of a community park or special use facility.	When acquiring land for new community parks or special use facilities consider adequacy of access via public transit. Coordinate with Tri-Met in assessing and enhancing availability of transit access.	5	As noted previously, staff has been pursuing acquisition of a community park site in the NE quadrant and a recreation/aquatic center site in the SW quadrant. Since few sites for these purposes are available that are adequate in size, access via public transportation has not been a major consideration to this point. However, the sites being considered are on or near major streets and therefore should have adequate transit service now or in the near future. As decision-making about acquisition of these sites progresses, further analysis of transit access will be provided to the Board.
Provide other parks, including linear parks, special use facilities (including unique special-purpose facilities, urban plazas, skate parks, dedicated pet areas and others) consistent with descriptions and standards of the Comp Plan.	Develop an approach to meet the potential future need for any dog parks or other pet areas within existing parks, including partnership/sponsorship opportunities with community groups, private companies and non-profit organizations. Identify and develop at least one new dog park.	6	The Park District is awaiting final documents for a partnership with Portland Community College to develop a Dog Park at PCC. \$50,000 is budgeted in FY 09/10 Capital Projects for the development of the Dog Park. A time line has been established, and the projected opening of the Dog Park is scheduled for April/May 2010.

**2 Acquire, conserve and enhance natural areas and open spaces within the District.**

OBJECTIVES	ACTION STEP	RANK	UPDATE
Acquire, conserve and enhance high quality natural areas, including wetlands, riparian areas and uplands, by working cooperatively with Clean Water Services, the City of Beaverton, Washington County, Metro, homeowners associations, developers, landowners and others, consistent with acquisition standards and criteria and the Park District Natural Resource Management Plan.	Consistent with the intent of the bond measure commitments, work with appropriate agencies (including Metro Open Spaces), environmental advocacy groups and others to identify and acquire natural areas based on criteria provided in the Park District Natural Resource Management Plan and as refined by natural resource staff.	1	Natural Resources staff have worked with the Planning Department to assess more than 30 properties for acquisition relating to the Bond. The Trust for Public Land worked with THPRD to acquire a property in the Bronson Creek area with other funds.

<p>Strive to provide adequate funds to pay for natural areas monitoring, maintenance, restoration and other needed activities.</p>	<p>Coordinate trails development and maintenance activities with natural resource management objectives and activities, considering objectives, goals, practices and standards included in the Park District Natural Resource Management Plan and Trails Master Plan. Create park inspector routes to provide baseline service levels for natural areas.</p>	<p><b>2</b></p>	<p>A core group of paid, part-time Natural Resources Technicians now regularly visit natural areas. They do maintenance, respond to patron inquires, and support technical work completed by full time staff and volunteers. Staff developed a Trails Management Program that provides guidelines by which staff can enhance trail user's experiences through improvements such as maps, interpretive signs, and maintenance standards. Multiple departments are involved in the program.</p>
<p>Develop an interconnected system of open spaces and wildlife habitat areas, working cooperatively with partnering agencies and jurisdictions, private property owners and others, consistent with the Natural Resource Management Plan and Trails Master Plan.</p>	<p>Use bond funds designated for acquisition of natural areas and linear parks supplemented by other funding sources such as Metro bond funds, District and County park SDC revenues, and grants to acquire an interconnected system of open spaces and wildlife habitat areas.</p>	<p><b>3</b></p>	<p>Planning and Natural Resources staff have worked together over the last year to assess and prioritize natural areas and linear corridors for acquisition using bond funds and other funding sources. As acquisition efforts proceed this working relationship will continue. The Superintendent of Natural Resources and Trails Management will participate in Board executive session discussions of possible acquisitions. Staff have investigated grant opportunities but have not yet found any suitable to complement a bond project. Staff priorities for acquisition have taken connectivity into account.</p>
<p>Use Park District facilities and programs, as well as partnerships with schools and other agencies to increase the public's understanding of natural resources, processes and habitats.</p>	<p>Provide and consider expanding environmental education programs for children through in-school programs utilizing Nature Park/Natural Resources staff. Integrate exploration of Park District natural areas into existing summer camp programs.</p>	<p><b>4</b></p>	<p>The Nature Mobile Program has reached thousands of people through visits to underserved community destinations, concerts in the parks, farmers markets, and in-park school programs. Environmental education programs were offered in several summer camp programs. Non-nature camps made visits to our natural areas. Interpretive Center staff are also teaching classes at the new Community School program.</p>

**3 Develop and maintain a core system of regional trails, complemented by an interconnected system of community and neighborhood trails, to provide a variety of recreational opportunities, such as walking, bicycling and jogging.**

OBJECTIVES	ACTION STEP	RANK	UPDATE
<p>Close gaps in regional trails by completing missing segments and connect regionally significant trails with local trails to ensure local access and connectivity.</p>	<p>Complete construction for the Fanno Creek Trail Segment 4 (Beaverton School District bus barn to City of Beaverton operations).</p>	<p><b>1</b></p>	<p>Segment #4 of the Fanno Creek Trail (from BSD bus barn to COB operations) will not be constructed in FY 09/10. Staff continues to work through various issues to secure property for the trail and has submitted an application and supporting documents for the Land Use Process with the COB. BSD has notified Park District staff that their bus barn property will not be available to start construction on until after July 1, 2010.</p>
	<p>Using bond funds and other funding sources, improve trail connectivity of isolated trail segments by various methods such as installing temporary soft trail connections, installing trail directional signage to guide trail users around existing trail gaps, and work with local jurisdictional agencies for on-street trail route markings.</p>	<p><b>2</b></p>	<p>Planning staff worked closely with the Maintenance Department to install a temporary soft surface trail connection through the Bluffs Park so neighbors could access the temporary trail on the McDaniel Property to the new Bonny Slope School. The Bluffs trail is temporary and will become a permanent trail in the future as part of a bond project. An interdepartmental team has been assembled, and is meeting to review criteria and develop a recommendation on how to spend designated signage funds in the FY budget 09/10. Some funding could go to installing directional signage to guide trail users around existing trail gaps.</p>

<p>Pursue a variety of funding sources to design, develop and maintain trails, including volunteer services, state and federal grants, private foundations, land trusts, service clubs and individual donors.</p>	<p>Pursue grant and partnership funding to leverage or add to bond/SDC revenues for the design and development of trail segments in addition to those identified in the 2008 bond measure.</p>	<p><b>3</b></p>	<p>Planning staff continues to pursue grant opportunities for various uncompleted trail segments as well as other trail/park amenities. Staff is preparing to submit a grant application for a Connect Oregon III Grant to leverage bond funding for the construction of Segment #4 of the Waterhouse Trail. Staff continues to work with a private developer to develop plans for a SDC partnership, which will complete Segment #7 of the Waterhouse Trail. This segment was not part of the Bond Program due to the partnership agreement in place, prior to the bond passage. This segment is expected to be completed in the same time frame as the Bond Program's Waterhouse Trail projects.</p>
<p>Develop and implement trail design and development standards that are easy to maintain and access by maintenance, security and emergency vehicles.</p>	<p>Adopt and implement a trails operations plan that specifies procedures for use, monitoring and maintenance of trail facilities.</p>	<p><b>4</b></p>	<p>The Trails Management Program takes information for the Trails Plan and combines it with a vision of how to maintain a safe and attractive trail system. Program recommendations will be phased in over multiple years.</p>
<p>Partner with Washington County, cities and other agencies to support development of on-street bikeways, separated parallel multi-use paths and convenient roadway crossings that help further implementation of the Trails Master Plan.</p>	<p>Coordinate with Washington County to implement projects needed to create safe and direct road crossings that support trail connections.</p>	<p><b>5</b></p>	<p>Staff has been working with County staff and the members of the Trails Advisory Committee to refine a process proposed by the County to review proposed mid-block trail crossings of major roads. This process should be established in the next few months. Staff has also drafted a position paper on mid-block crossings for Board consideration which includes several recommendations for action in the short term and the long term.</p>

	<p>Participate in the Washington County Coordinating Committee (WCCC) process to assure the District's interests relating to bikeways are represented.</p>	<p><b>6</b></p>	<p>Staff has been attending the monthly meetings of the Technical Advisory Committee to the WCCC to represent the District's interests. Through the WCCC process several proposed trail projects were added to the financially constrained project list making them eligible to receive future federal funding. These projects include funding for bridges over major roads that intersect with the Westside Trail including Scholls Ferry Road, Farmington Road, the Tualatin Valley Highway and Sunset Highway.</p>
	<p>Using funds from the Metro Transportation Improvement Program, complete the feasibility study for the crossing of Hall Blvd. by the Fanno Creek Trail.</p>	<p><b>7</b></p>	<p>Planning staff has completed a Draft project scope of work and has forwarded it to Metro and ODOT for their comments. Staff has recently received comments back from both agencies and is currently incorporating the comments into the scope of work. Staff will then submit the Final scope of work and once Metro and ODOT approve it, the scope of work will be incorporated into an IGA between all three agencies. Once the IGA is approved and signed, staff will prepare a RFP and will work toward hiring a consultant for the project.</p>
<p>In designing and developing trails, preserve view corridors and viewshed, public rights-of-way for future access and/or utilities, and sensitive natural areas or resources.</p>	<p>Work with Metro to obtain funds from the 2006 Open Spaces Bond and other sources to acquire and develop right-of-way for the Westside Trail.</p>	<p><b>8</b></p>	<p>Staff has explored this possibility with Metro and is working to assure that the upcoming master planning process for the Westside Trail that is being managed by Metro, but for which THPRD has allocated matching funds, will include an element to establish the precise route of the trail north of the Nature Park. If the route can be established then Metro funds can be sought from the 2006 Open Spaces Bond to acquire right-of-way for later development. Additionally, \$2.4 million in federal flexible funds were received in the last year through Metro's MTIP process to construct Segment 18 of the Westside Trail between the Rock and Bronson Creek Trial routes connecting Kaiser Ridge and Kaiser Woods parks.</p>

Continue to link trails to parks, neighborhoods, community facilities such as libraries, civic and community centers, parks, schools, other athletic facilities and shopping areas.	Coordinate with Tri-Met when planning trail alignments so as to allow for trail users to access the public transit system at stops near trail routes.	<b>9</b>	Most trail routes are confined to existing powerline easements or parallel stream corridors so there is limited flexibility in aligning them with transit stops. However, some existing planned routes do connect to or pass near transit stops such as the Merlo LRT station at the end of the Waterhouse Trail, the Beaverton Creek LRT station near the Westside Trail, the Elmonica LRT station near the Waterhouse Trail, and several LRT stations along the route of the Beaverton Creek Trail. In the last year staff worked with the cities of Beaverton and Tigard to propose an active transportation corridor project to Metro called the Crescent Connection that would have included elements of the Beaverton Creek Trail and the Fanno Creek Trail in close proximity to light rail and the new Westside Express commuter train. This project proposal was not selected by Metro as a final candidate for federal funding, but it demonstrates how District trails can connect with public transit.
	Work with City of Beaverton and County staff to identify opportunities to improve trail connections to community facilities and shopping areas.	<b>10</b>	As noted above staff worked with the City preparing the Crescent Connection proposal which would have provided connectivity to major employment and shopping areas along its route through Downtown Beaverton and near Washington Square. Staff also worked with County staff in identifying potential on-street bicycle system improvements in the Aloha area that they proposed as an active transportation project which could allow for a future westward extension of the Crescent Connection.

**4 Provide quality sports and recreational facilities for Park District residents and workers of all ages, cultural backgrounds, abilities and income levels.**

OBJECTIVES	ACTION STEP	RANK	UPDATE
<p>Provide a variety of programs at recreation centers to address the needs of all user groups, including children, teens, adults, seniors, ethnic and minority residents, and persons with disabilities; provide programs and services that meet the needs of people of all incomes.</p>	<p>Work with the business community to expand the Rec-mobile program including a new NatureMobile program.</p>	<p><b>1</b></p>	<p>NIKE provided funds to purchase a second vehicle and Fastsigns reduced costs to decorate the new vehicle. Summer 2009 was the vehicle's first summer in use. Staff also partnered with the Beaverton School District to expand the sites to 16 in summer 2009, most of which served the federal lunch program.</p>
	<p>Continue to review the program needs noted in the Comp Plan.</p>	<p><b>6</b></p>	<p>Staff continue to seek opportunities to provide program opportunities for those currently underserved. Increased demand for inclusion services helps provide opportunities for those who might not otherwise be able to participate due to barriers. Additionally, increase in the number of Family Assistance requests demonstrates the growing need of many of our citizens during tough economic times.</p>
<p>Continue to use a multi-purpose approach for use of District fields, focusing on ways to reduce conflicts among different sports/user groups, increase efficiency of use, improve field conditions, and prolong field life.</p>	<p>Work with sports groups and individual users to implement strategies for minimizing conflicts among field users, continue to identify new strategies as unique situations arise.</p>	<p><b>2</b></p>	<p>Staff continues to evaluate the allocation of hours according to each sport's use of fields by size, type and location. The use is reviewed and compared to inventory and demand seasonally to identify the specific deficiencies and surplus of field time. The inventory is adjusted through site reconfiguration or allocation until such a point that all demand is met.</p>



<p>In designing and programming recreation/aquatic centers, create facilities with unique identities and programs that reflect the needs, desires and demographics of surrounding District residents.</p>	<p>Continue to adopt and use program standards and specific performance measures; track the financial performance of each program and activity to ensure consistency with budget goals.</p>	<p><b>3</b></p>	<p>As part of the fee study implementation, an automated class cost calculation form was developed to set fees at an appropriate level to recover costs. This automated form continues to be used by program staff and provides automated audit tools for reviewing class fees. Each year, as the fee increase phase-in progresses, Operations Analysis staff perform a thorough review of all class fees to ensure they are correctly calculated. Staff also prepares monthly reports of program revenue and cost activity to monitor performance on an ongoing basis. If an area of concern is identified, such as camp revenue this past summer, a more thorough analysis is conducted to determine causes and potential mitigating factors. In the case of camps last summer, revenue was found to be short of budget, but through the detailed analysis it was discovered to be isolated to a few facilities and costs were correspondingly reduced to ensure overall recovery.</p>
<p>Ensure that access to Park District programs, parks and facilities for people with disabilities is consistent with the American with Disabilities Act (ADA).</p>	<p>Begin implementing year one of the five-year implementation plan.</p>	<p><b>4</b></p>	<p>ADA improvement projects for 14 park sites are included in the Bond Program. This includes parking and ADA access improvements at the HMT Complex. Park improvements include parking upgrades, access/pathway upgrades, and the addition of ADA tables, pads, and ramps. Some ADA projects will be completed in FY 2009/10.</p>
<p>Provide playing fields throughout the District, using the standards outlined in this plan and the Park District's 2005 Playing Fields Needs Assessment.</p>	<p>Pursue development of new synthetic turf fields and/or replace existing natural grass fields with synthetic fields when it is found to be a cost-effective method of prolonging field life and meeting overall long-term field needs, and/or addressing other Park District goals and objectives. Work closely with the Beaverton School District in these efforts.</p>	<p><b>5</b></p>	<p>As part of the Bond Program, new synthetic turf fields are proposed at Cedar Hills Park and SW Community Park. All other bond projects specified for athletic fields are evaluated for including a synthetic turf field. In conjunction with determining overall demand by sport, size, type and location, staff is working on models to determine the specific projected point in demand that make synthetic turf more cost effective than natural grass fields.</p>

**5 Operate and maintain parks and facilities in an efficient, safe and cost-effective manner, while maintaining high standards.**

OBJECTIVES	ACTION STEP	RANK	UPDATE
Ensure timely communication and coordination about safety and security issues among facility staff, security personnel, and facility patrons.	Use Park Patrol, Park Watch program, alarm systems, and other Security Operations measures to emphasize safety for facility and park patrons. Continue to imbed the District's new Emergency Response Plan (ERP) in regular operations, providing a resource for employees to respond to various emergencies (including assistance to patrons in those situations). Design and conduct training exercises for employees based on the ERP.	<b>1</b>	Security Operations has completed all action steps and continues to use these measures on a daily/weekly basis. District's ERP is a model that many public agencies in Oregon and elsewhere in the U.S. seek to follow.
Use the most cost-effective combination of Park District staff, volunteers, user groups, community groups, other jurisdictions and contractors to provide maintenance services.	Work with Metro to explore cooperative arrangements for future maintenance of the Cooper Mountain Regional Park and other regional park and recreation facilities as they are developed. Begin operations of the Regional Park per the Intergovernmental Agreement.	<b>2</b>	Natural Resources staff have operated Cooper Mountain Nature Park for 5 months. Staff provide trail/facility maintenance, environmental education, and ranger services at the park. Staff cooperate with Metro staff on natural area management and programming.
Continue to improve the efficiency and cost effectiveness of maintenance operations, including reducing costs associated with the transportation of personnel and equipment.	Institute a five to ten-year plan to automate all irrigation and lighting systems.	<b>3</b>	Staff has inventoried all manual systems in order to measure the total cost of conversion. As the existing manual systems come due for replacement they are replaced with automated systems. This should generally automate the lighting and irrigation systems within the ten-year target. Some supplemental investment may be needed to centralize control of some existing systems that will not be replaced.
	Based on the feasibility study completed in 2007, continue to pursue a target site for relocation and centralization of maintenance facilities. Also continue to pursue, through acquisition or partnership, sites for satellite maintenance facilities.	<b>4</b>	Staff has engaged a commercial real estate agent to pursue potential relocation target sites. To date staff has reviewed 4 sites. These four sites will be reviewed by the Board of Directors in their December 7, 2009 Executive Session. Based on the outcome of that discussion staff will determine the next steps to take.

**6 Provide value and efficient service delivery for taxpayers, patrons and others who help fund Park District activities.**

OBJECTIVES	ACTION STEP	RANK	UPDATE
<p>Continue to attract, retain and train high quality employees.</p>	<p>Continue to provide professional development and training opportunities for staff, including participation in professional organizations and conferences, in-house training and other, similar activities.</p>	<p><b>1</b></p>	<p>In September the District completed the initial Leadership Development Program. An interdepartmental team is now reviewing the future leadership program and is designing a multi-tier Leadership Academy. As currently envisioned this academy will consist of 3 levels: the first will provide general skills-based training to a broad base of employees, the second will provide higher level training on critical management skills, and the third will involve an experienced based learning program on leadership skills. In addition, the Human Resources Department has scheduled new management level training opportunities this year in the areas of communication, conflict resolution, and performance management.</p> <p>Planning staff continues to partake in professional development and training opportunities as workloads permit. Staff has attended professional workshops, seminars, and State &amp; National conferences to maintain professional registrations. Staff also continues to participate in numerous professional organizations at varying levels.</p>

<p>Continue to pursue partnerships in land acquisition, facility development, programming, marketing, maintenance and other activities with partnering service providers.</p>	<p>Explore and take advantage of opportunities for sharing or contracting with other agencies for provision of certain services such as land acquisition services, employee training, records management, information services and maintenance.</p>	<p><b>2</b></p>	<p>The Park District continues to partner with the City of Beaverton on staff training opportunities. Under this partnership the District can participate in City sponsored training classes in exchange for sharing the cost. Through this arrangement staff have been able to participate in training opportunities that would not otherwise have been available.</p> <p>Washington County has expressed interest in assisting in land acquisition, particularly for trail easements, and the Beaverton School District recently indicated interest in assisting in capital project management.</p> <p>By becoming a member of the Washington County Broadband Users Group (BUG) the District's internet capabilities have been enhanced including gaining access to a web site only available to local governments that participate in the BUG called GeoNet which provides a wide range of information on individual properties in the county.</p>
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	<p>Attempt to leverage bond funds with funding from other agencies such as Metro and the State in order to realize project improvements with a value greater than the \$100 million that will be received from bond sales.</p>	<p><b>3</b></p>	<p>As noted previously, staff is in the process of preparing a grant application to receive funding through the State's Connect Oregon III transportation improvement program to fund development of a part of Segment 4 of the Waterhouse Trail that is not budgeted in the bond program to allow more direct trail access to the Merlo and Elmonica LRT stations.</p> <p>The District previously received approval of grant funds from the State to build a picnic shelter in Schiffler Park, adding to improvements that will be funded by the bond program. We are also exploring using County SDC and Local Share funds as well as Clean Water Services' funds to supplement District bond program and Local Share funds in acquiring park and open space land in the North Bethany area.</p> <p>Staff is working with the US Soccer Foundation on a \$100,000 grant request for development of a synthetic turf field in conjunction with the bond. Determination on eligibility to be funded is December 2009 with a final determination on funding in early 2010.</p>
<p>Solicit funding from the private sector to help finance specific projects and possibly to continue to fund ongoing programs (e.g. the Family Assistance program).</p>	<p>Work with the business community to increase grants for the Family Assistance Program. Seek sponsorships for other key District-wide programs.</p>	<p><b>4</b></p>	<p>One modest grant, from Fred Meyer, was secured for Family Assistance. The transition of the position of development coordinator has hampered efforts in this objective. Short-term strategy to replace that resource, possibly through consultant contract, is being considered.</p>
	<p>Continue to counsel the Foundation Board of Trustees on organizational changes and other ideas to increase strategic fund-raising capacity.</p>	<p><b>5</b></p>	<p>Staff has participated in Foundation board and executive committee meetings and offered ideas and recommendations. Staff has also provided informational and promotional assistance to the Foundation's new executive director and Champions Too Field project.</p>

**7 Effectively communicate information about Park District goals, policies, programs and facilities among District residents, customers, staff, District advisory committees, the District Board, partnering agencies and other groups.**

OBJECTIVES	ACTION STEP	RANK	UPDATE
<p>Educate patrons on progress of investments and projects associated with 2008 bond measure.</p>	<p>Execute a comprehensive bond implementation communications program, using a wide range of tools to reach audiences throughout the District.</p>	<p><b>1</b></p>	<p>The bond implementation communications plan has been developed and has been executed to date, most notably through creation of special pages on the THPRD Web site. Other tools used to promote implementation efforts include activities guide stories, media relations, newsletters, signage, and a grand reopening event at Sunset Swim Center. Efforts are continuing as progress is made on projects.</p>
<p>Regularly communicate with and provide opportunities for the general public to learn about and comment on District activities.</p>	<p>Continue to broaden the District’s Public Awareness Program, increasing outreach to minorities, new residents, residents unaware of District services, and seniors while emphasizing benefits of THPRD to the community. Develop a more structured employee communications program to increase staff understanding of key initiatives. Strive for a Web site that is more interactive and dynamic, therefore increasing public use. Refine communications and marketing to specific user groups via electronic media.</p>	<p><b>2</b></p>	<p>Current public awareness program outreach focuses primarily on new residents through targeted direct-mail letters and incentive offer; and minorities, through special events, other communications, and hiring of first Spanish-speaking office tech. An interdepartmental team has surveyed employees and is assessing employee communications before providing recommendations to management in early 2010. The Web site has been enlivened with new features, including new design, better graphics, more photos and occasional videos as well as a "Question of Week" visitors can submit. The District's first electronic newsletter was created and is distributed to more than 12,000 recipients monthly since June.</p>

<p>Provide opportunities for all Park District departments and staff to participate in the planning and development processes.</p>	<p>Implement protocols and procedures for communicating and coordinating among Park District staff, partnering agencies and the general public related to the following areas:</p> <ul style="list-style-type: none"> <li>• Design, development and programming for new facilities.</li> <li>• Major renovation and expansion of existing facilities.</li> <li>• Access and security issues for new and existing facilities.</li> <li>• Ongoing maintenance and operation of facilities.</li> </ul>	<p><b>3</b></p>	<p>As mentioned above, Planning staff was the lead for an interdepartmental team formed to develop the Community Outreach Policy (COP), which was adopted in July 2009. The COP defines specific processes for public outreach relating to various types and levels of projects/activities involving District sites and facilities. The COP does not specify how to involve District staff and partnering agencies in planning and other activities for District sites and facilities; however, recent practice has been to assure that such involvement occurs. For Bond Program projects an internal working group with directors, managers and superintendents from all divisions has met monthly to share information and discuss issues. At the project level, internal interdepartmental staff committees have been formed for all park and trail planning projects to guide the project manager. For major projects a project task force has been appointed to represent various community organizations and interests. Staff also works closely with standing advisory committees on projects related to their area of interest, such as the Trails Advisory Committee.</p>
<p>Use standing Park District advisory committees, CPOs, NACs and other community groups to review and solicit guidance.</p>	<p>Implement the findings of the task force and Board approved recommendations concerning the Park District's Advisory Committees' structure.</p>	<p><b>4</b></p>	<p>The Board of Directors approved the following at their October 5, 2009 meeting:</p> <ol style="list-style-type: none"> <li>1. Approval of the new broad based Advisory Committee structure.</li> <li>2. Approval of the revised Advisory Committee By-Laws/Guidelines.</li> <li>3. Authorization to form Friends Groups as requested.</li> <li>4. Authorization to advertise for broad based Advisory Committee members, beginning in November.</li> </ol> <p>All media has been contacted, and applications are available for the broad based Advisory Committees. Applications received will be submitted to the Board of Directors for approval. New Committees may begin meeting in 2010 as their membership warrants.</p>

<p>Work closely with partnering agencies and groups on plans and projects of mutual interest.</p>	<p>Assign staff to participate in inter-agency committees and working groups to further District interests and identify opportunities to partner in the provision of park and recreation facilities and services.</p>	<p><b>5</b></p>	<p>Staff works closely with the Beaverton School District on inter-agency opportunities, including the use of fields, gyms, pools, community school programs and after-school programs. The Natural Resources Department works consistently with partnering agencies on natural area restoration development and acquisition. Prime example, Cooper Mountain Regional Park.</p> <p>Staff has participated in meetings of the Metro Regional Trails Group and will participate in various Metro committees to implement the Intertwine concept. In the last year staff represented the District at meetings of the Beaverton Transportation Plan Update TAC. As noted previously, staff has represented the District in Washington County planning projects for North Bethany and West Bull Mountain.</p> <p>Staff has also been involved in a new group called Partners for a Sustainable Washington County Community (PSWCC), a coalition of eleven Washington County government and special districts working together on sustainability. PSWCC researches sustainable practices, facilitates collaboration, and develops and presents sustainability education and training for the partners.</p>
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**8 Incorporate principles of environmental and financial sustainability into the design, operation, improvement, maintenance and funding of Park District programs and facilities.**

OBJECTIVES	ACTION STEP	RANK	UPDATE
<p>Consider the environmental impacts of maintenance and operational activities and standards.</p>	<p>Continue updating the Park District's Sustainability Plan and seek Board approval of the updated plan.</p>	<p><b>1</b></p>	<p>A staff committee has completed a costing model to identify the most sustainable products for purchase, as well as a staff survey and audit to identify high return on investment activities, and developed a form and target areas to track baseline purchasing.</p>



<p>Design facilities in an environmentally and cost-conscious manner.</p>	<p>Conserve energy and other natural resources by utilizing green building technologies and practices for all new Park District facilities and major renovations to existing facilities. Work with an Energy Savings Performance Contractor (ESPC) to implement mechanical system improvements identified in the Technical Energy Audit.</p>	<p><b>2</b></p>	<p>In November, the Board of Directors approved the Project Development Plan phase of the Energy Savings Performance Contract. With this approval staff is working with the ESPC to move the project through design and construction. As included in the Project Development Plan, this project will include 20 different improvements with a total cost of approximately \$1.6 million. These improvements will have a payback, through energy cost savings, of approximately 16 years.</p>
<p>Provide and enhance opportunities for employees to reduce impacts on the natural environment (e.g., through use of alternative forms of transportation or energy use).</p>	<p>Investigate expansion of use of hybrid, electric, bio-diesel, and other low-emission vehicles by the Park District.</p>	<p><b>3</b></p>	<p>Staff has continued to research low-emission and alternative fuel vehicles in an effort to find appropriate uses for the District. One specific target is the courier vehicle, which is currently a Compressed Natural Gas (CNG) vehicle. This vehicle is due for replacement and CNG is no longer a viable option. Operations Analysis staff has completed development of a Sustainable Costing Model, and Maintenance are actively using this model to evaluate fleet replacement purchases.</p>



[7C]

## MEMO

**DATE:** November 30, 2009  
**TO:** The Board of Directors  
**FROM:** Doug Menke, General Manager

**RE:** General Manager's Report for December 7, 2009

### **Elsie Stuhr Center 35<sup>th</sup> Anniversary Party**

The Elsie Stuhr Center is turning 35 years young on Wednesday, February 18, 2010. A very special program is being planned to celebrate the day. The Board will be receiving invitations just after the New Year inviting you to be a part of the activities to enjoy entertainment, refreshments, and be special guests. The celebration is scheduled from 1-2:30 p.m.

### **City of Beaverton Rated Top Place to Raise Kids**

Beaverton was chosen as the best place in Oregon to raise children by Business Week magazine. Beaverton was chosen for a variety of reasons, including affordability, school performance, prevalence of parks, and its network of bike paths.

### **Board of Directors Meeting Schedule**

Please note the following Board of Directors meeting schedule:

- January Regular Board Meeting – Monday, January 11, 2010
- February Regular Board Meeting – Monday, February 8, 2010
- March Regular Board Meeting – Monday, March 8, 2010
- April Regular Board Meeting – Monday, April 5, 2010



[8A]

## MEMO

**DATE:** November 16, 2009  
**TO:** Doug Menke, General Manager  
**FROM:** Hal Bergsma, Director of Planning  
**RE:** Mid-Block Trail Crossings Position Paper

### Introduction

The Tualatin Hills Park & Recreation District (THPRD) has gradually been developing a network of off street trails throughout the District for many years. The District's trails network encompasses many different types of trails from regional to community to neighborhood and natural trails. Most of the neighborhood and natural trails are located in or correspond to specific park sites. Regional and community trails provide numerous recreation opportunities while connecting neighborhoods, schools, parks, business centers and neighboring cities. These trails also provide transportation alternatives and therefore are truly multi-use trails.

Regional and community trail routes in the District generally follow powerline corridors or streams. Most of the locations at which these routes cross major streets are not at controlled street intersections. This means to cross, trail users must either divert to a controlled intersection to cross safely, or they must risk crossing during a break in street traffic. If the diversion is for a relatively short distance, trail users may choose to travel out-of-direction to the controlled intersection to cross. If, however, the out-of-direction distance/time is viewed as substantial and/or the volume of street traffic at the time is low, trail users often will cross without traffic controls present. The travel experience for trail users can be especially challenging if they must choose between crossing a street with high traffic volumes or going out-of-direction for a substantial distance. If this is a frequent experience for trail users, they may be less likely to use a trail.

To provide a good travel experience for users of District trails, especially users who may be commuting and have limited time for travel, it is important that trail routes are designed to limit travel distances and delays. Otherwise, patrons may be less inclined to use District trails, especially for commuting. Provision of appropriately designed mid-block crossings will help assure that users of District trails will have a good travel experience.

### Background

#### **District Plans and Policies**

The 2006 Trails Plan specifically addresses road crossings. Goal 3 of the Plan, "Access", includes the phrase "... address safe crossings at major roadways." In the "Needs Overview" section of the Plan, it is noted that utilitarian needs of trail users include:

- Direct routes where they are required to stop as few times as possible; and
- Safe trail crossings over major motorized routes.
- In the “Public Input” section, it is noted that a need that emerged from discussions with the public and the Trails Advisory Committee (TAC) is to “Find and create safe street crossings, particularly across TV Highway, Farmington Road, Hall Boulevard, Walker Road, 185<sup>th</sup> and Sunset Highway.”

The Plan includes a separate ten-page section about trail/roadway crossings and discusses different types of crossing alternatives from at-grade crossings to signalized crossings to refuge islands. The section also includes technical information, pictures of various crossing options as well as diagrams of typical crossing treatments.

### **National, State, Regional, County and City Policies and Practices**

Authority for approval of mid-block crossings resides with the operator of the roadway, whether the State (e.g., Sunset Highway and Tualatin Valley Highway), Washington County (e.g., Walker Road and 185<sup>th</sup> Avenue) or the City of Beaverton (e.g., Hall Boulevard within the City). As explained in the 2006 Trails Plan:

“Trail-roadway crossings should comply with the Association of American State Highway and Transportation Officials (AASHTO) Guide for the Development of Bikeway Facilities, Oregon Department of Transportation (ODOT), and Manual of Uniform Traffic Control Devices (MUTCD) standards.”

### *Signal Warrants*

The Plan devotes several pages to discussion of signal warrants for crossings of major streets in the nationally recognized MUTCD, noting:

“Warrants for the application of Traffic Control Devices (TCD) are a series of guidelines – not absolute values – that should be used in evaluating a situation. The satisfaction of a warrant is not proof that a TCD is needed, and failure to fully satisfy any specific warrant does not guarantee that the device could not serve a useful purpose. The application of warrants is effective only when combined with sound engineering judgment.”

The Plan discusses the difficulty in meeting warrants in the 2003 MUTCD for mid-block crossings based on Pedestrian Volume (Warrant 4) because existing volumes are insufficient. It is suggested that another warrant process (Warrant 2, Four Hour Vehicular Volume) relating to TCDs at intersections with minor roadways may be more reasonable. This process was used by the City of Portland to justify crossings for the Springwater Corridor based on projected pedestrian volumes.

In approving a mid-block crossing of SE 82<sup>nd</sup> Avenue by the Springwater Corridor Trail in 1994, the Oregon Department of Transportation allowed the City of Portland to use another MUTCD warrant section. That section, which is now called Warrant 8, Roadway Network, allows consideration of total projected intersection traffic volume on weekends while allowing definition of a regional trail as a major route on an official plan.

It should be noted that if a proposed crossing is within 300 feet of an existing signalized intersection, the 2003 MUTCD (Section 4C.05) calls for pedestrians to be diverted to that location for crossing. The difficulty, as recently experienced with the diversion from the Westside Trail route at its crossing of Farmington Road to the intersection of Farmington and 160<sup>th</sup>, is that the diversion route is not wide enough for two-way pedestrian/bicycle travel. Section 4C.05 qualifies the guidance that crossings within 300 feet of an existing traffic signal must be diverted with the phrase "...unless the proposed traffic control signal will not restrict the progressive movement of traffic." In the case of the Westside Trail crossing of Farmington Road, the District's consultant, David Evans and Associates, concluded "The addition of a pedestrian signal would likely have a minor impact on traffic operations." They recommended signalization of the trail crossing. Nevertheless, the County chose to divert the trail to the existing intersection.

A 2006 report prepared by the Transit Cooperative Research Program (TCRP) and the National Cooperative Highway Research Program (NCHRP) titled "Improving Pedestrian Safety at Unsignalized Crossings" includes a critique of the present warrant approach, suggesting it is biased against pedestrians and in favor of vehicles and inadequately considers factors such as prospective pedestrian volumes if a signalized crossing is installed, crossing delays for pedestrians, and street traffic volumes and speeds.

#### *Local Policies and Practices*

There is no specificity in Metro's, the City's or the County's Transportation Plans about when mid-block crossings would be appropriate, although all three plans call for an interconnected pedestrian/bicycle system, both on-street and off-street. The County Transportation Plan does call for the County to:

"Work, as appropriate, with Metro, Tualatin Hills Park and Recreation District (THPRD), cities, other agencies and organizations, and private development to plan, map and construct an off-street system of multi-use trails and pathways."

Using funds from a State Transportation Growth Management grant, Washington County recently had a consulting firm, Parametrix, prepare proposed criteria and a process for evaluating whether to allow mid-block trail crossings and how they might be designed to fit different situations. Staff and the TAC reviewed the draft criteria and provided comments to County staff. County staff involved with the project met with the TAC to discuss the project's status. The TAC and THPRD staff had questions and concerns about the proposed criteria, particularly how future demand for a signalized crossing would be considered and timing of crossings if a signal is provided. Nevertheless, support was expressed for the idea of establishing review criteria. According to County staff, the final consultant report and recommendations should be completed soon and then the Washington County Board of Commissioners will be asked to approve the proposed mid-block crossings review process and criteria. Staff will continue to work with County staff on this matter.

County staff has also indicated willingness to work with THPRD staff on providing a mid-block crossing of 185<sup>th</sup> Avenue south of West Union Road in association with a road improvement project. This is an opportunity to develop a mid-block crossing with County funds that are not readily available for most locations where a crossing may be needed.

### *State Policies*

Finally, the Oregon Bicycle and Pedestrian Plan, an element of the Oregon Transportation Plan, is presently in the process of being updated with approval by the Oregon Transportation Commission anticipated in 2010. Chapter 5 of the Draft Plan addresses street crossings. It is noted in the introduction to the chapter that:

“Mid-block crossings are a fact that planners and designers need to consider: people will take the shortest route to their destination. Prohibiting such movements is counter-productive if pedestrians continue to cross the road with no protection. It is better to design roadways that enable pedestrians to cross safely.”

Evidence of the truth of this statement is provided by recent counts of users of the Fanno Creek Trail in the vicinity of its uncontrolled crossing of Hall Boulevard. These counts, taken in September during a late weekday afternoon and during early Saturday and Sunday afternoons, recorded over 400 trail users with almost a third (31%) choosing to cross at the uncontrolled intersection.

The draft chapter goes on to note that:

“In many instances, a mid-block crossing has fewer conflicts than a crossing at an intersection, as the pedestrian has to see a gap in just the traffic proceeding down the street: at intersections, there are additional conflicts with vehicles turning left and right into the pedestrian’s path.”

### **Findings**

Based on the preceding information and other research, staff finds that:

1. To create a viable network of multi-use trails within the District, greater attention needs to be given to addressing the issue of intersections of trails with streets, particularly major roads.
2. In recognition of the fact that the State, City and County control the operation of streets and roads that District trails intersect with, the District needs to work closely with these agencies in determining how best to cross them.
3. Criteria for determining warrants for signalized mid-block crossings are subject to interpretation and change.
4. Given that crossings of major roads can be expensive to design and construct, and that the State, City and County may not have the resources to fund such improvements, the District may need to seek other funding sources and/or provide its own funding.

### **Recommendations**

Based on the above information and findings, staff recommends that the Board of Directors take the following positions on the issue of providing mid-block street crossings for its multi-use trails:

#### **In the short term:**

- The District will work closely with the City of Beaverton, Washington County and other jurisdictions on mid-block crossings needed to complete trail projects funded

by the 2008 Bond Measure. Project staff and consultants should approach staff of the appropriate agency (City, County or State) early in the process to begin discussions about how to best approach needed crossings, especially of major roads. If the City, County or State staff response is not deemed to be reasonable, with the approval of the General Manager, the District should contract with outside consultants specializing in crossings to represent the District in negotiations.

- The District will continue to work with Washington County to refine and adopt reasonable mid-block crossing approval criteria and procedures.

**In the long term:**

The District should work proactively with other local jurisdictions and bicycle/pedestrian advocacy groups toward resolving the mid-block crossings issue. In doing so, the District will press the following positions:

- State, regional and local transportation plans should adopt policies and practices that give the safety and convenience of pedestrians and bicyclists a status equal in importance to that of those who use motor vehicles.
- District staff and consultants should work to assure that each proposed mid-block crossing provides the optimal level of service and safety for trail users when completed.
- Consideration should be given to applying different interpretations to the MUCTD warrants for signalized mid-block crossings or even amending the Oregon version of the MUCTD to allow for different warrant criteria that address issues identified in the TCRP/NCHRP report "Improving Pedestrian Safety at Unsignalized Crossings" as well as the section of the 2006 Trails Plan addressing trail-roadway crossings.
- If signalization of a mid-block crossing of a major street is not warranted due to distance from the nearest controlled intersection and inability to adequately coordinate signal timing, the travel route between the trail and the intersection must be designed and constructed to allow for safe two-way travel on both sides of the street.
- Federal funding should be sought through Metro to construct needed crossings of major streets including separated grade crossings where at-grade crossings are not possible.
- The State, City, County and the District should allocate an adequate portion of their capital funds to designing and constructing needed mid-block crossings.
- Funding priority should go to construction of mid-block crossings needed along regional or community trail routes that are otherwise complete and/or those trail routes that have the highest user demand.

**Action Requested**

Board of Directors approval acknowledging the findings of this position paper and directing the General Manager to implement its recommendations.



[8B]

## MEMO

**DATE:** November 19, 2009  
**TO:** Doug Menke, General Manager  
**FROM:** Hal Bergsma, Director of Planning  
**RE:** Elsie Stuhr Center Expansion Master Plan

### Summary

The Park District has hired TVA Architects (TVA) to provide architectural services for the Elsie Stuhr Center Expansion project. TVA has completed schematic design drawings and a cost estimate. The design team staff, Management Team, and the Elsie Stuhr Advisory Committee have all approved the schematic design. A public open house was held on November 18 at the Stuhr Center and the schematic design was well received.

### Background

TVA has considered the entire building and has reconfigured the plans to enhance the relationships of new and existing space along with functionality. The new plan consolidates exercise spaces and social spaces, which makes the entire building function better. The project schematic cost estimate also indicates the expansion project is within budget.

### Budget

The portion of the project budget programmed for the facility expansion (\$1,500,000) appears to be adequate based on the schematic cost estimate. The sub-consultants have not completed the entire analysis for the seismic upgrade element of the project, so the complete seismic repair cost estimate is not yet available. The design team will have the Tier Two seismic analysis by mid-December. As all these issues are interrelated, the team will be able to make recommendations after that data becomes available.

### Proposal Request

The building expansion is on track for meeting bond program requirements. Staff proposes that we proceed with the facility design and evaluate the budget for the seismic element of the project and the availability of funding for a complete roof replacement after the final seismic repair designs are known.

Tim Wybenga of TVA Architects will be at the December 7, 2009 Board of Directors regular meeting to make a presentation with staff on the Elsie Stuhr Center Expansion Master Plan.



**Benefits of Proposal**

TVA created a more functional and attractive new layout and look for the Elsie Stuhr Center. The proposed Master Plan is on budget.

**Potential Downside of Proposal**

Once the final seismic repair designs have been concluded, staff will need to evaluate the budget for the seismic element of the project.

**Action Requested**

Board of Directors approval of the Elsie Stuhr Center Master Plan.





[8C]

## MEMO

**DATE:** November 16, 2009  
**TO:** Doug Menke, General Manager  
**FROM:** Hal Bergsma, Director of Planning

**RE:** Acquisition Parameters and Due Diligence Guidelines for Acquisitions under the Bond Program

### Summary

Attached are proposed Acquisition Parameters and Due Diligence Guidelines pertaining to the THPRD 2008 Bond Measure. The intent of the Acquisition Parameters and Due Diligence Guidelines is to establish the Board-approved criteria and conditions under which THPRD's General Manager and his/her designees are authorized to negotiate and structure land acquisition transactions for presentation to the Board of Directors for final approval.

### Background

The Parks Bond Citizen Oversight Committee spent time at their September 24, 2009 meeting reviewing policy questions that had originally been raised at their first meeting last May. Included in this discussion were Land Acquisition Policies pertaining to the 2008 Bond Measure. The committee reviewed multiple alternatives for each policy issue using the analysis tool that has been previously used by the District in adopting fiscal policies and fee policies. This tool assesses the impact of each policy alternative against multiple criteria that reflect internal and external impacts as well as professional guidance and political viability.

In the end, the Oversight Committee was able to reach consensus on a recommended policy alternative for each of the questions. Their recommendations are summarized below.

#### Land Acquisition Policies:

- What process is required for valuing buildable land?
  - *Committee Recommendation:*
    - *An appraisal must be done for the District or for the property owner by an independent certified appraiser consistent with industry and District standards. The District must then have an independent review done by a certified appraiser.*

- What process is required for valuing non-buildable land?
  - *Committee Recommendation:*
    - *An appraisal and review must be done only if an acquisition exceeds \$100,000 in value or the cost/acre is higher than the standard price previously paid by the District for non-buildable land or higher than the market value for similar non-buildable land as determined by previous appraisals commissioned by the District.*
  
- Should the District pay more than appraised value for land?
  - *Committee Recommendation:*
    - *The Board of Directors may choose to pay more than appraised value if they adopt written findings explaining how the site has unique attributes of benefit to the District.*

**Proposal Request**

In response to the Bond Oversight Committee’s direction as described above, staff has developed the attached Acquisition Parameters and Due Diligence Guidelines for consideration by the Board of Directors.

**Benefits of Proposal**

The approval of acquisition parameters will permit THPRD to deal with landowners in a timely and business-like manner and provide for consistency and transparency in the acquisition program.

THPRD generally intends to pay no more than fair market value for property, it being acknowledged, however, that the metropolitan real estate market is dynamic, and the process of identifying fair market value is not exact. THPRD’s acquisition process should provide as much flexibility as possible to achieve the goals of the Bond Measure Program and to reflect the actual market conditions affecting the fair market value of properties targeted for acquisition.

**Potential Downside of Proposal**

There does not appear to be any downside to this proposal.

**Action Requested**

Board of Directors approval to adopt the attached Acquisition Parameters and Due Diligence Guidelines.

# THPRD BOND MEASURE ACQUISITION PROGRAM

## ACQUISITION PARAMETERS

### **Definition:**

"Acquisition Parameters" are the Board-approved criteria and conditions under which THPRD's General Manager and his/her designees are authorized to negotiate and structure land acquisition transactions for presentation to the Board of Directors for final approval.

### **Rationale:**

The creation of pre-approved acquisition parameters will permit THPRD to deal with landowners in a timely and business-like manner and provide for consistency and transparency in the acquisition program.

### **Intent:**

THPRD generally intends to pay no more than fair market value for property, it being acknowledged, however, that the metropolitan real estate market is dynamic, and the process of identifying fair market value is not exact. THPRD's acquisition process should provide as much flexibility as possible to achieve the goals of the Bond Measure Program and to reflect the actual market conditions affecting the fair market value of properties targeted for acquisition.

### **Acquisition Parameters:**

THPRD Board of Directors authorizes the General Manager and his/her designees to negotiate and structure real estate transactions related to the 2008 Bond Measure provided all of the following criteria/conditions are met:

#### **Purchase Price**

The negotiated purchase price for the property is either:

1. Equal to or less than the fair market value as established by the appraisal and appraisal review processes described below (note that THPRD will actively solicit donations and bargain sales); or
2. Above such fair market value if the Board of Directors has authorized acquisition of the property at such price after finding that acquisition of the property at the negotiated purchase price is in the "public interest." In order to conclude that such a purchase is in the public interest, the Board of Directors must conclude that:
  - The failure to acquire the property will significantly compromise THPRD's ability to achieve the goals described in the 2008 Bond Measure; and

- The purchase will not reduce the amount of funds available to purchase other critical, high priority properties targeted for acquisition using bond funds.

In addition, the Board of Directors shall also consider the following factors before concluding that such a purchase is in the public interest:

- Whether there are immediate and known competing offers or other market pressures that put THPRD at risk of permanently losing the opportunity to purchase and preserve the property unless THPRD agrees to pay the negotiated purchase price; and
- Whether any other parties are making financial contributions toward the purchase price.

### **Appraisal**

An independent certified appraiser has completed an appraisal of the property that states a conclusion of the fair market value of the property or, if appropriate, a range of value. The appraisal may be in summary report format. The appraiser shall state in the appraisal any assumptions that he/she relied upon to determine the property's fair market value; however, the appraisal shall not be based upon any "extraordinary assumptions" made by the appraiser that materially affect the property's fair market value.

### **Appraisal Review**

A certified appraiser has completed a review of the appraisal. Such appraisal review shall be completed in accordance with the Uniform Standards of Professional Appraisal Practice ("USPAP") and general appraisal standards and may include a determination of an acceptable range of value for the property by the review appraiser. If the review appraiser determines that the appraisal does not meet USPAP or other general appraisal standards, the review appraiser, after consultation with and at the direction of THPRD Director of Planning, may either (a) work with the appraiser to correct the deficiencies, (b) order a second appraisal to be reviewed in the manner set forth herein, or (c) make a final determination of the range of value for the property.

For properties and parcels that are clearly defined as "non-buildable" – delineated and jurisdictional wetlands, riparian floodplains, and open space land, for example – an appraisal and review must be done only if the purchase price of an acquisition exceeds \$100,000 in value or the price per acre is higher than the standard price previously paid by the District for "non-buildable" land.

### **Due Diligence**

"Due diligence" has been completed in conformance with the due diligence section of this Acquisition Program and no unusual circumstances have been found to exist.

## **DUE DILIGENCE GUIDELINES**

### **Definition:**

“Due diligence” is the systematic inspection of the legal title and physical condition of real property before that property is purchased to assure protection of public investment in park, natural area and trail properties. Due diligence should be conducted in advance of closing so that reasonable problems can be adequately addressed prior to closing.

### **Components:**

- The Due Diligence Team is comprised of the Director of Planning, the Land Acquisition Specialist, THPRD’s attorney, the Natural Resources Superintendent and other District staff or contractors as deemed necessary by the Director of Planning.
  
- Appraisal:  
An appraisal of the property must be completed to determine the property’s fair market value and provide other useful information about the property. The appraisal shall be in the format described in the previous section regarding acquisition parameters and shall be reviewed in the manner set forth therein.
  
- Examination of Title:
  - THPRD must satisfy itself that the property is the seller’s to sell, that THPRD understands what rights will be conveyed, that all parties necessary for the conveyance are involved, and that any rights that are not a part of the transaction will not defeat the purpose of the acquisition.
  - Due diligence requires the review and inspection of the title report and related documents, including the deed to the current owner, recorded easements and other encumbrances, water rights, access rights, taxes, liens, etc.
  - Other documents that need to be inspected include unrecorded leases with existing tenants or farmers, management agreements, records pertaining to personal property included in the sale, surveys, and agreements the seller may have entered into that may not be of record.
  
- Inspection of the Property:
  1. Location of Boundaries. Due diligence requires the review of any existing survey of the property. Absent a recent survey, THPRD should identify the known or assumed property boundaries on site. If such boundary identification is not apparent, a new survey will be conducted unless deemed unnecessary or uneconomical by the Due Diligence Team. Additionally, THPRD must identify that both legal and physical access to the property exist and are usable. Legal and physical access by the public will be secured unless the nature of the property is such that access restrictions are acceptable for that property.
  
  2. Physical Inspection. The Due Diligence Team or its contractors and agents must physically inspect the property for environmental assessment purposes and to identify possible hazards, unrecorded easements and trespassers, and to make a

preliminary evaluation of the condition of any structures and improvements (roads, fences, utilities, etc.). Any encroachments, potential property boundary disputes, or unrecorded use of the property identified either during property inspection or in title search will be resolved prior to closure unless deemed impractical by the Due Diligence Team, and the Due Diligence Team has authorized closing notwithstanding such circumstances(s).

3. Environmental Review. THPRD shall contract with an environmental professional to conduct a Phase I Environmental Assessment in accord with the relevant requirements of the federal All Appropriate Inquiries standards and in accord with applicable State of Oregon law and regulation, for the purpose of establishing the Innocent Landowner Defense pursuant to applicable sections of the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA). If the Phase I Environmental Assessment identifies environmental conditions indicative of releases or threatened releases of hazardous substances, pollutants, contaminants, petroleum and petroleum products and controlled substances, THPRD shall contract with an Environmental Professional to conduct a Phase II Environmental Investigation, which may include soil and groundwater sampling and testing, in accord with American Society for Testing and Materials (ASTM) standards. The General Manager may authorize the expenditure of 2008 Bond Measure funds to remediate environmental contamination identified on a property by a Phase II Environmental Assessment provided that the General Manager has concluded that (a) such expenditure is reasonable in relation to the purchase price and appraised value of such property, and (b) such expenditure will result in receipt of a "No Further Action" letter, or a substantial equivalent, from the Oregon Department of Environmental Quality or will substantially eliminate the probability of future environmental liability to THPRD, based on information provided in the Phase II Environmental Assessment. If such expenditure successfully remediates an environmental condition identified in a Phase II Environmental Assessment, then such condition shall no longer be considered an "unusual circumstance," as described in the following paragraph.
- Unusual Circumstances:  
If, in the course of due diligence, the Due Diligence Team discovers any unusual deed or title restrictions, encumbrances, or environmental conditions that may prohibit or unduly restrict THPRD's ability to use the property as THPRD intends or that may create a liability to THPRD, such restrictions, encumbrances, or conditions shall be considered "unusual circumstances." As provided in the acquisition parameters section, the General Manager and his/her designees may not complete the purchase of a property with such unusual circumstances without obtaining the specific approval of THPRD's Board of Directors prior to such acquisition.





## Management Report to the Board December 7, 2009

### Administration

*Hal Bergsma, Director of Planning*

*Jessica Collins, Executive Assistant*

*Keith Hobson, Director of Business & Facilities*

*Jim McElhinny, Director of Park & Recreational Services*

*Bob Wayt, Director of Communications & Development*

1. The Winter-Spring 2010 Activities Guide is now available for viewing on the District's Web site. A postcard mailed to all homes within District boundaries went out in late November. The postcard reminded residents that beginning with this activities guide, it will no longer be direct mailed to households except for the summer term. The primary reason for the change is the District's commitment to sustainability. Patrons needing a printed copy of the activities guide can get one starting December 21 at any THPRD recreation or aquatic center or the Administration Office. It will also be available at certain community locations identified on the postcard, including Beaverton City Library.
2. The Tualatin Hills Park & Recreation District and the THPRD Employee Association are joining hands to encourage giving to the less fortunate during the holiday season. New toys and food are being accepted at most THPRD centers from November 27 through December 17. It's part of a drive called "Drop In and Help Out Our Neighbors," sponsored by THPRD and OSEA Chapter 400, the union that represents most Park District employees. Toys collected through the drive will go to KGW's Toy Drive. All donated food will be sent to the Sunshine Pantry in Beaverton for distribution to local children, adults and families.
3. January 2010 will mark the implementation of the third step of the phased-in, four-year program fee increase authorized by the Board of Directors in 2007. The increase, which varies by program, helps offset the rising costs of operations, particularly maintenance, that result from greater public use. Also in January 2010, the quarterly assessment fee that out-of-District residents pay to use THPRD programs and facilities is increasing from \$54 to \$67. The adjustment reflects the same percentage increase as in-District residents are paying on their property taxes due to passage of the Park District's 2008 Bond Measure. Staff have received advance information to help them answer questions about the fee changes.
4. Starting in December, THPRD will use Facebook, the No. 1 social networking site in the world, to promote events and programs. Perhaps more significant, Facebook is interactive, allowing users to share their thoughts, applause, concerns and ideas about THPRD. The initial plan is to have 11 separate Facebook pages that patrons can become "fans" of, depending on their favorite THPRD activity or facility.

Establishing a presence on Facebook is the latest example of the District's expanding portfolio of ways to communicate with patrons; earlier this year, THPRD launched a Twitter account and began distributing a monthly e-newsletter.

### **Aquatics**

*Sharon Hoffmeister, Superintendent of Aquatic Program Services*

1. The dive-in movie *Jaws* at the Aquatic Center on Friday, October 30 was a great success. We had 140 swimmers attend, very focused on the movie. The next dive-in movie will be *The Polar Express* on Friday, December 18.
2. Fall programs are winding down. Staff is gearing up for a busy winter break. Sunset Swim Center will be offering their very popular one-day camps. Harman Swim Center is offering a Junior Lifeguarding class. Conestoga Recreation & Aquatic Center and the Aquatic Center are offering Lifeguard Training classes. Additionally, the Aquatic Center will offer a Water Safety Instructor course. Aloha Swim Center will be closed for two projects: the new family dressing rooms (bond project) and resurfacing the pool deck (capital project).
3. The High School Water Polo season has come to an end. The Aquatic Center hosted the State High School Water Polo tournament November 13 and 14. The championship games both attracted over 300 spectators. The High School Swimming season is now underway.

### **Maintenance**

*Dave Chrisman, Superintendent of Maintenance Operations*

1. Staff responded to the first storm of the winter, November 16-17, which generated high winds, heavy rains and, fortunately, very little damage. Staff are focusing efforts on drain checks to ensure that high priority collection basins, culverts and drains are free of debris and leaves. Staff also responded to numerous down tree limbs and branches, but no significant tree damage. Efforts will continue on a regular basis throughout the winter to check drains and remove debris.
2. The play equipment replacement bond project at Murrayhill Park and the irrigation replacement bond project at Roxbury Park are underway. Maintenance staff serve as the project lead, working with contractors for both installations. Both projects will be completed by spring. Planning staff coordinated and managed the pre-construction phase of the projects.
3. The HMT Recreation Complex Athletic Center HVAC Bond Project will begin the week following Thanksgiving. The initial phase will focus on installing piping and control systems. The new unit will be installed toward the end of the project allowing sufficient time for ordering, shipping and constructing the outside pad. The project will be completed in mid-March.
4. Maintenance staff are working with our Risk and Security Departments to develop an improved Driver's Safety Training Program. The program will go into effect next spring, prior to hiring numerous part time seasonal staff. The program is modeled after a successful Colorado program which emphasizes a comprehensive training

component as well as field evaluations, pre-hire reviews, formal accident reviews and other key elements. Although we currently provide many of these elements, the intent is to improve and bolster existing practices.

### **Natural Resources & Trails Management**

*Bruce Barbarasch, Superintendent of Natural Resources & Trails Management*

1. Ranger Programs. Rangers have been leading well-attended walks in parks including Koll Center, Fanno Creek, and Cooper Mountain to promote natural resources activities, bond projects, and trails. More weekly walks are scheduled during the winter and spring.
2. Trails Management Program. Natural Resources and Maintenance staff have begun the trail assessment process to determine new trail maintenance and enhancement needs.
4. Newt Day. Despite receiving about 1.5 inches of rain during the day, nearly 375 people participated in our annual celebration of fall natural events on October 31.
5. Volunteer Report. Two hundred seventy volunteers worked in seven different parks over the last month, including Jenkins, Summercrest, Matrix Hill, and Autumn Ridge Parks. Together, our volunteers contributed approximately 850 hours of time, valued at \$15,300. Eagle Scouts are currently working on removing targeted non-native plants from David's Windsor Park as well as building a kiosk, map and flyer dispensers to post at parks.

### **Planning & Development**

*Steve Gulgren, Superintendent of Planning & Development*

1. 2008 Bond Measure. The Planning & Development Department has completed A&E contract negotiations for 15 of the first 16 scheduled bond projects. The remaining contract relating to the Westside/Waterhouse Trail project has been delayed due to potentially very positive project negotiations with TriMet regarding the proposed trail location. Staff has also held neighborhood open house meetings for Meadow Waye Park, Conestoga Recreation & Aquatic Center, and the Elsie Stuhr Center.
2. Hiteon Park Play Equipment Replacement. Planning staff led the design process for the project by completing the neighborhood open house meeting, finalizing the design, ordering the play equipment and receiving quotes for the construction. Once the design process was completed, Planning staff turned the project over to the Maintenance Department for the installation in conjunction with a neighborhood/volunteer effort. Overall, the Capital Improvement Project funded through the General Fund came in under budget and on time.
3. Park District Renaming Project. The District renaming project will pick up where the 2006 Comprehensive Plan left off, by moving forward with recommending name changes to parks based on the naming guidelines approved in the Comprehensive Plan. Planning staff is leading an interdepartmental team for this project. The first staff meeting to kick-off the project has been completed. Planning and Natural Resources staff have reviewed all of the existing park names and have made some

suggestions as to the renaming of numerous parks. Planning staff will be setting up the second staff meeting in early December to review the proposed name changes and to discuss additional criteria and guidelines that will be used in the renaming process. The proposed name changes will eventually come before the Board of Directors for approval.

### **Programs & Special Activities**

*Lisa Novak, Superintendent of Programs & Special Activities*

1. The Superintendent of Programs & Special Activities is evaluating a variety of THPRD parks as potential new community garden sites.
2. Tennis Center staff has submitted sanction forms for ten 2010 tournaments. At this point, it looks as though the USTA/PNW Junior Sectionals will also come back to THPRD as opposed to alternating back to Yakima.
3. The Elsie Stuhr Center offered a free Thanksgiving Dinner for the community on Thanksgiving Day. Approximately 700 people attended. The dinner was held in cooperation with St. Matthews Lutheran Church and Loaves & Fishes. Sponsors for the event included Reser's Foods, New Seasons, and Minuteman Press.

### **Recreation**

*Eric Owens, Superintendent of Recreation*

1. Conestoga Recreation & Aquatic Center staff have applied for a National Park and Recreation Association (NRPA) grant. The program is called "Sticks for Kids," which is a program developed as a partnership between NRPA and the Golf Course Builders Association of America. The program is dedicated to introducing and teaching youth the fundamentals of golf through chipping, putting, club stance, grip, etiquette, and basic rules of the game.
2. The Oregon Environmental Council has selected Conestoga Recreation & Aquatic Center as an Eco-Healthy Child Care. Cedar Hills Recreation Center received the same designation this past summer. Garden Home Recreation Center is also working on receiving this designation.
3. Painted Sky Northstar Native American Dance Troupe held their second annual Open House on Friday, November 12 at Garden Home Recreation Center. More than 12 tribes were represented and attendees were treated to beautiful handcrafted jewelry, clothing, blankets, music and dance. Painted Sky will also be featured on OPB, *For the Generations*, on Wednesday, November 25 at 10:30 p.m. Garden Home Recreation Center will be mentioned in the credits.
4. The Rec Mobile will again visit low-income housing areas to provide activities during the December holiday break. The program will be in the community starting on December 21 and will end on December 30. The Rec Mobile will not operate December 24-25. The four sites will be Spencer House, Fir Crest Manor, Merlo Station and Willow Springs.

5. Staff recruited leaders in the Latino community to attend the THPRD/Latino Outreach meeting on November 10. The meeting was a success with ten leaders of the Latino community attending and all expressing interest in being involved with the project and long-term diversity for THPRD.

### **Security Operations**

*Mike Janin, Superintendent of Security Operations*

1. Security Operations staff has met with five different surveillance companies and toured both Cedar Hills Recreation Center and Garden Home Recreation Center. It is our plan to install a four or five camera "Observational System" in each building that is monitored by the front desk receptionist. The cameras will image hallways, entrances and exits. Funding will be sought via Special Districts Association of Oregon (SDAO) grants. We have involved each Center's Advisory Committees explaining the projects, steps to be accomplished and asking for their input in the planning process and it has been well received.

### **Sports**

*Scott Brucker, Superintendent of Sports*

1. Winter Basketball Leagues:
  - Youth programs have begun practices with the annual pre-season jamborees being held December 5 and 12. Games for the youth programs begin January 9 while games for the adult program began November 17 and the high school program began November 29.
  - Program registration numbers as of November 18:
    - Fifth Grade Recreational: 45 teams as compared to 44 in 2009.
    - Middle School Recreation/Competitive Programs: 77 teams as compared to 69 in 2009.
    - Middle School Metro Junior: 26 teams as compared to 30 in 2009.
    - High School Recreational: Continuing registration with 55 teams as compared to 65 in 2009.
    - Adult Recreational: 29 teams as compared to 28 in 2009.
2. Affiliated Programs. Staff has completed initial processing to establish Westview Lacrosse as an affiliated program. Southridge, Beaverton and Aloha are very close to completing the required paperwork and will join Sunset, which was established in 2008. Once all five programs have completed the process, they will be full affiliated sports programs.
3. Beaverton School District. Staff continues to work with Beaverton School District staff to develop a working model to operationally apply the Intergovernmental Agreement. Staff is confident that a draft plan will be ready by March 2010.

## **Business Services**

*Cathy Brucker, Finance Manager*

*Nancy Hartman-Noye, Human Resources Manager*

*Mark Hokkanen, Risk and Contract Manager*

*Ann Mackiernan, Operations Analysis Manager*

*Phil Young, Information Services Manager*

1. The THPRD Wellness Committee hosted the annual Healthy Living Fair on October 20. Vendors present included: Regence BlueCross/BlueShield, Washington County, Providence Healthcare, New Seasons Market, Costco, and Summit Health which provided comprehensive health screenings, including blood pressure and cholesterol checks. Information was distributed about the Portland Bicycle Transportation Alliance, recycling practices, and dyna-band exercise bands. Over eighty staff members attended.
2. Seasonal flu shots have been offered, at no cost, to all full-time and regular part-time employees. Providence Health Care hosted two separate on-site clinics and administered seventy shots. Supply of H1N1 flu vaccine for the adult general population is still extremely limited, thus we have been unable to offer this vaccine. We will continue to monitor the supply and options for distribution throughout the winter.
3. Training in the use of the Sustainability Costing Model was delivered to the Athletic Field Maintenance staff as the second of two beta-test groups. Field Maintenance and Vehicle Maintenance staff will work with the model for the remainder of the calendar year and provide feedback on the mechanics and ease of use.
4. Risk Management staff has completed Special Districts Association of Oregon's (SDAO) "Best Practices" Self-Assessment Checklist. Best Practices is a tool to address specific activities within the organization that may be used or undertaken to properly identify risks, and options to mitigate those risks. As an incentive to improve performance, SDAO ranks the responses to earn discounts on the 2010 general liability, auto liability and property contribution, for a maximum of \$9,000. In the past, the District has earned the maximum possible discount.
5. A GIS Subcommittee has met several times and has developed a Data Layer Request Form along with procedures for data collection and data maintenance. Upon completion of a recommended layer list, all of the subcommittee's work will be presented to the GIS team for further direction.
6. Staff is preparing orientation information for the kickoff meeting for the 2010/11 Budget cycle. District staff will be introduced to the Business Plan concept to be implemented with the new year. Furthermore, we will be hosting a "Budgeting 101" workshop to take staff from start to finish - to educate, or re-educate, staff on the budget formulation process.
7. The Operations Analyst assisted the Park Maintenance group in documenting the current inventory of signs in all of our parks as a component of the Signage Master Plan Implementation team.

**Calendar of Upcoming Meetings & Events**

<b>December</b>						
<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
		<b>1</b>	<b>2</b> Jenkins Estate Holiday Tea	<b>3</b> Aquatics Advisory Committee Meeting 7pm Dryland	<b>4</b>	<b>5</b> Garden Home Holiday Bazaar Jenkins Estate Holiday Tea
<b>6</b> Holiday Bazaar @ Garden Home RC	<b>7</b> <b>BOARD MEETING</b>	<b>8</b> Jenkins Estate Holiday Tea	<b>9</b> Garden Home RC Advisory Committee Meeting 10:30am	<b>10</b> Nature Park Advisory Committee Meeting 7pm	<b>11</b>	<b>12</b>
<b>13</b>	<b>14</b> Stuhr Center Advisory Committee Meeting 10am	<b>15</b> Conestoga Advisory Committee Meeting 7pm Trails Advisory Committee Meeting 7pm @ Stuhr Center Jenkins Estate Advisory Committee Meeting 1pm	<b>16</b>	<b>17</b> Athletic Center Advisory Committee Meeting 4:30pm Cedar Hills RC Advisory Committee Meeting 6pm	<b>18</b> Evening with Santa @ Conestoga USTA/PNW Challenger Tourn. @ Tennis Center 500ppl Elsie Stuhr Day 10am-Noon Dive-In Movie @ Aquatic Center	<b>19</b> USTA/PNW Challenger Tourn. @ Tennis Center 500ppl
<b>20</b> USTA/PNW Challenger Tourn. @ Tennis Center 500ppl	<b>21</b> USTA/PNW Challenger Tourn. @ Tennis Center 500 ppl	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b> <b>HOLIDAY</b>	<b>26</b>
<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>		

**2009**

\* Please note that only athletic events expecting 500 or more attendees are listed \*

<b>January</b>						
<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
					<b>1</b> HOLIDAY	<b>2</b>
<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
<b>10</b>	<b>11</b> BOARD MEETING	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>
<b>17</b>	<b>18</b> HOLIDAY	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>
<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>
<b>31</b>						

**2010**

<b>February</b>						
<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b>7</b>	<b>8</b> BOARD MEETING	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b> Chocolate Fantasy @ Jenkins Estate	<b>13</b>
<b>14</b>	<b>15</b> HOLIDAY	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
<b>21</b>	<b>22</b> BUDGET COMMITTEE MEETING	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>
<b>28</b>						

**2010**



**Tualatin Hills Park and Recreation District**  
**Monthly Capital Project Report**  
**Estimated Cost vs. Budget**  
**Through 10/31/09**

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)		
<b>GENERAL FUND</b>													
<b>CAPITAL OUTLAY DIVISION</b>													
<b>CARRY FORWARD PROJECTS</b>													
Off-leash Dog Park Construction	15,000	15,000	35,000	50,000	50,000	-	-	50,000	Budget	50,000	50,000	-	-
Land Acquisition- Jenkins Estate Right of Way	90,000	90,000	-	90,000	90,000	-	-	90,000	Budget	90,000	90,000	-	-
John Quincy Adams Young House Renovation	100,000	5,000	-	100,000	5,000	85,687	-	5,000	Budget	90,687	5,000	9,313	-
Stuhr Center- Bequest Funded Project	75,000	63,000	-	75,000	63,000	6,443	-	63,000	Budget	69,443	63,000	5,557	-
GIS Development	40,000	35,362	(4,492)	35,508	30,870	7,036	-	30,870	Budget	37,906	30,870	(2,398)	-
Server Replacement	-	-	4,492	4,492	4,492	-	4,482	-	Complete	4,482	4,482	10	10
Board/Conference Room-Audio	8,000	6,500	-	8,000	6,500	1,073	-	6,500	Budget	7,573	6,500	427	-
Software Upgrades	25,000	25,000	-	25,000	25,000	6,420	-	18,580	Budget	25,000	18,580	-	6,420
Challenge Grant Competitive Fund	30,000	30,000	-	30,000	30,000	-	4,979	25,021	Budget	30,000	30,000	-	-
John Marty Park Community Garden	14,750	5,700	2,000	16,750	7,700	15,016	-	7,700	Budget	22,716	7,700	(5,966)	-
HMT Administration Center Front Office Remodel	15,000	5,530	70,000	85,000	75,530	7,576	5,911	69,619	Budget	83,106	75,530	1,894	-
BMX Park Maintenance	3,000	3,000	-	3,000	3,000	-	-	3,000	Budget	3,000	3,000	-	-
Performance Contract Energy Efficiency Improvements	14,500	14,500	-	14,500	14,500	-	-	14,500	Budget	14,500	14,500	-	-
Barnes School Field Irrigation Restoration	35,000	35,000	-	35,000	35,000	-	1,071	33,929	Budget	35,000	35,000	-	-
Tennis Center Roof Overlay Panels	20,000	14,500	-	20,000	14,500	5,500	-	14,500	Budget	20,000	14,500	-	-
Conestoga Recreation & Aquatic Center Rewire Underwater	47,000	46,406	-	47,000	46,406	4,447	12,855	33,551	Budget	50,853	46,406	(3,853)	-
Athletic Field Turf Renovation	100,000	95,000	-	100,000	95,000	3,244	-	98,241	Award	101,485	98,241	(1,485)	(3,241)
Tennis Court Resurface/Overlay	67,490	67,490	-	67,490	67,490	67,488	-	-	Complete	67,488	-	2	67,490
Large Rotary Mower	50,000	50,000	36,000	86,000	86,000	-	82,293	-	Complete	82,293	82,293	3,707	3,707
<b>TOTAL CARRYOVER PROJECTS</b>	<b>749,740</b>	<b>606,988</b>	<b>143,000</b>	<b>892,740</b>	<b>749,988</b>	<b>209,930</b>	<b>111,591</b>	<b>564,011</b>		<b>885,532</b>	<b>675,602</b>	<b>7,208</b>	<b>74,386</b>
<b>ATHLETIC FACILITY REPLACEMENT</b>													
Resurface Tennis Courts (5 Sites)			90,307	90,307	90,307	-	90,308	-	Complete	90,308	90,308	(1)	(1)
Long Jump Court Resurface			2,000	2,000	2,000	-	1,998	-	Complete	1,998	1,998	2	2
Athletic Facility Fence Repair			8,300	8,300	8,300	-	8,726	-	Complete	8,726	8,726	(426)	(426)
Baseball/Softball Backstop Replacement (1 Site)			3,456	3,456	3,456	-	3,053	-	Complete	3,053	3,053	403	403
Basketball Asphalt Pads (2 Sites)			16,000	16,000	16,000	-	13,315	-	Complete	13,315	13,315	2,685	2,685
Install Bleacher Backs & Rails			6,600	6,600	6,600	-	6,128	-	Complete	6,128	6,128	472	472
Athletic Field Lamps & Ballasts			16,500	16,500	16,500	-	-	16,500	Budget	16,500	16,500	-	-
Garden Home Recreation Center Weight Room Equipment			9,000	9,000	9,000	-	9,000	-	Complete	9,000	9,000	-	-
<b>TOTAL ATHLETIC FACILITY REPLACEMENT</b>			<b>152,163</b>	<b>152,163</b>	<b>152,163</b>	<b>-</b>	<b>132,528</b>	<b>16,500</b>		<b>149,028</b>	<b>149,028</b>	<b>3,135</b>	<b>3,135</b>
<b>ATHLETIC FACILITY IMPROVEMENT</b>													
Baseball/Softball Field Netting (various sites)			5,000	5,000	5,000	-	2,731	2,269	Budget	5,000	5,000	-	-
Synthetic Turf Magnet			3,500	3,500	3,500	-	3,470	-	Complete	3,470	3,470	30	30
Lost Park Water Meter			10,000	10,000	10,000	-	9,127	-	Complete	9,127	9,127	873	873
Sunset Park Asphalt & Drainage Improvement			6,000	6,000	6,000	-	3,640	2,360	Budget	6,000	6,000	-	-
Garden Home Park Drainage Completion			50,171	50,171	50,171	-	1,453	48,718	Budget	50,171	50,171	-	-
PCC Recreation Complex Boomless Spray System Support			3,500	3,500	3,500	-	-	3,587	Award	3,587	3,587	(87)	(87)
Cedar Hills Recreation Center Volleyball Standards			2,500	2,500	2,500	-	1,594	-	Complete	1,594	1,594	906	906
<b>TOTAL ATHLETIC FACILITY IMPROVEMENT</b>			<b>80,671</b>	<b>80,671</b>	<b>80,671</b>	<b>-</b>	<b>22,015</b>	<b>56,934</b>		<b>78,949</b>	<b>78,949</b>	<b>1,722</b>	<b>1,722</b>
<b>PARK AND TRAIL REPLACEMENTS</b>													
Drinking Fountains (3 Sites)			19,000	19,000	19,000	-	-	19,000	Budget	19,000	19,000	-	-
Irrigation (3 Sites)			70,000	70,000	70,000	-	11,016	58,984	Budget	70,000	70,000	-	-
Signage (Signage Master Plan Project)			75,000	75,000	75,000	-	-	75,000	Budget	75,000	75,000	-	-
Fanno Farm House Fence Replacement			15,000	15,000	15,000	-	-	15,000	Budget	15,000	15,000	-	-
Forest Hills Park Tables & Benches			1,810	1,810	1,810	-	-	1,810	Budget	1,810	1,810	-	-
Jenkins Estate Well & Stable Septic System			28,000	28,000	28,000	-	-	28,000	Budget	28,000	28,000	-	-
Concrete Sidewalk Repair (11 Sites)			87,500	87,500	87,500	-	27,858	59,642	Budget	87,500	87,500	-	-
Asphalt Path Replacement & Repair (11 Sites)			177,000	177,000	177,000	-	20,381	156,619	Budget	177,000	177,000	-	-
Waterhouse Bridge Repair			25,000	25,000	25,000	-	440	22,000	Award	22,440	22,440	2,560	2,560
Hiteon Park Play Structure			40,000	40,000	40,000	-	31,599	4,562	Award	36,161	36,161	3,839	3,839
Foothills Park Fence/Fabric			-	-	-	-	1,771	-	Complete	1,771	1,771	(1,771)	(1,771)
<b>TOTAL PARK AND TRAIL REPLACEMENTS</b>			<b>538,310</b>	<b>538,310</b>	<b>538,310</b>	<b>-</b>	<b>93,065</b>	<b>440,617</b>		<b>533,682</b>	<b>533,682</b>	<b>4,628</b>	<b>4,628</b>

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	(1)	(2)	(3)	(1+3)	(2+3)	(4)	(5)	(6)		(4+5+6)	(5+6)		
<b>PARK AND TRAIL IMPROVEMENTS</b>													
Memorial Benches			8,000	8,000	8,000	-	-	8,000	Budget	8,000	8,000	-	-
Bethany Lake Community Garden Expansion			15,000	15,000	15,000	-	-	15,000	Budget	15,000	15,000	-	-
Future Community Garden			35,000	35,000	35,000	-	-	35,000	Budget	35,000	35,000	-	-
RTP Grant - Fanno Creek Trail Bridge			48,000	48,000	48,000	-	-	48,000	Budget	48,000	48,000	-	-
MTIP Grant - Fanno Creek Trail/Hall Crossing			359,000	359,000	359,000	-	-	359,000	Budget	359,000	359,000	-	-
LGGP Grant - PCC Recreation Complex Restrooms			35,000	35,000	35,000	-	-	35,000	Budget	35,000	35,000	-	-
<b>TOTAL PARK AND TRAIL IMPROVEMENTS</b>			<b>500,000</b>	<b>500,000</b>	<b>500,000</b>	<b>-</b>	<b>-</b>	<b>500,000</b>		<b>500,000</b>	<b>500,000</b>	<b>-</b>	<b>-</b>
<b>CHALLENGE GRANTS</b>													
Challenge Grants			75,000	75,000	75,000	-	1,377	73,623	Budget	75,000	75,000	-	-
<b>TOTAL CHALLENGE GRANTS</b>			<b>75,000</b>	<b>75,000</b>	<b>75,000</b>	<b>-</b>	<b>1,377</b>	<b>73,623</b>		<b>75,000</b>	<b>75,000</b>	<b>-</b>	<b>-</b>
<b>BUILDING REPLACEMENTS</b>													
Harman Swim Center Filter Pit Sump Pump			3,000	3,000	3,000	-	-	3,000	Budget	3,000	3,000	-	-
Chemtrol Units (2 Pools)			4,400	4,400	4,400	-	-	4,400	Budget	4,400	4,400	-	-
Raleigh Swim Center Skim Gutter Valve			1,000	1,000	1,000	-	-	1,000	Budget	1,000	1,000	-	-
Raleigh Swim Center Main Drain Valve			1,000	1,000	1,000	-	-	1,000	Budget	1,000	1,000	-	-
Beaverton Swim Center Circulation Pump			4,400	4,400	4,400	-	-	4,400	Budget	4,400	4,400	-	-
Jenkins Estate Pump House Re-roof			18,000	18,000	18,000	-	-	18,000	Budget	18,000	18,000	-	-
Jenkins Estate Gate House Re-roof			22,000	22,000	22,000	-	-	22,000	Budget	22,000	22,000	-	-
Conestoga Recreation & Aquatic Center Gym Roof Cap			3,000	3,000	3,000	-	-	3,000	Budget	3,000	3,000	-	-
Dryland Training Center Roof			40,000	40,000	40,000	-	-	41,284	Award	41,284	41,284	(1,284)	(1,284)
Aloha Swim Center Metal Roof Coat			18,000	18,000	18,000	-	-	20,146	Award	20,146	20,146	(2,146)	(2,146)
Windows & Doors (9 Sites)			35,931	35,931	35,931	-	7,611	28,320	Budget	35,931	35,931	-	-
Beaverton Swim Center Shower Room Wall Tile			16,000	16,000	16,000	-	-	15,899	Award	15,899	15,899	101	101
Aquatic Swim Center North Windows Recaulk			16,000	16,000	16,000	-	967	15,033	Budget	16,000	16,000	-	-
Cedar Hills Recreation Center Tile (Room 2 & 3)			38,000	38,000	38,000	-	-	38,000	Budget	38,000	38,000	-	-
Garden Home Recreation Center Tile Floor			7,500	7,500	7,500	-	-	6,888	Award	6,888	6,888	612	612
Athletic Center Floor Study			25,000	25,000	25,000	-	356	24,644	Budget	25,000	25,000	-	-
Wood Floor Resurface (4 Sites)			21,150	21,150	21,150	-	16,133	21,215	Award	17,348	17,348	3,802	3,802
Carpets (4 Sites)			33,226	33,226	33,226	-	20,776	12,450	Budget	33,226	33,226	-	-
Cedar Hills Recreation Center Lower R/R Vinyl Floor			15,000	15,000	15,000	-	-	15,000	Budget	15,000	15,000	-	-
Aloha Swim Center Non-Skid Floor (Pool Deck)			20,000	20,000	20,000	-	-	20,000	Budget	20,000	20,000	-	-
Exterior Painting (4 Sites)			10,200	10,200	10,200	-	7,422	2,778	Budget	10,200	10,200	-	-
Garden Home Recreation Center Tile Floor (Room 15)			7,000	7,000	7,000	-	-	5,523	Award	5,523	5,523	1,477	1,477
Cedar Hills Recreation Center Lighting Shower Rooms			1,000	1,000	1,000	-	-	1,000	Budget	1,000	1,000	-	-
Cedar Hills Recreation Center Lights (Rooms C1 & D, Lwr Hall)			10,000	10,000	10,000	-	1,036	8,964	Budget	10,000	10,000	-	-
Somerset West Swim Center Interior Light Fixtures			1,320	1,320	1,320	-	62	1,258	Budget	1,320	1,320	-	-
Athletic Center Pathway Light Fixtures			23,000	23,000	23,000	-	-	23,000	Budget	23,000	23,000	-	-
HMT Administration Center Skylight (Front Entry)			38,000	38,000	38,000	-	-	38,000	Budget	38,000	38,000	-	-
Garden Home Recreation Center Beams (Front Entry)			4,000	4,000	4,000	-	-	4,000	Budget	4,000	4,000	-	-
Window Shades & Blinds (4 Sites)			43,045	43,045	43,045	-	-	43,045	Budget	43,045	43,045	-	-
Sunset Swim Center Window Shades			12,500	12,500	12,500	-	-	10,500	Award	10,500	10,500	2,000	2,000
Athletic Center Gym Divider Curtains ( 5)			38,000	38,000	38,000	-	-	36,570	Award	36,570	36,570	1,430	1,430
Locker Light Fixtures (2 Sites)			14,000	14,000	14,000	-	-	14,000	Budget	14,000	14,000	-	-
Jenkins Estate Main House Dishwasher			3,700	3,700	3,700	-	-	3,700	Budget	3,700	3,700	-	-
Garden Home Recreation Center Light Fixtures (Rm 8)			2,600	2,600	2,600	-	-	2,600	Budget	2,600	2,600	-	-
Supply Fan Motor (2 Sites)			9,500	9,500	9,500	-	-	9,500	Budget	9,500	9,500	-	-
Aloha Swim Center Balcony Fans			2,200	2,200	2,200	-	-	2,200	Budget	2,200	2,200	-	-
Exhaust Fans (4 Sites)			13,500	13,500	13,500	-	-	13,500	Budget	13,500	13,500	-	-
HMT Administration Center Condensing Unit (Server Room)			8,500	8,500	8,500	-	-	8,500	Budget	8,500	8,500	-	-
Stuhr Center HVAC Ductwork Cleaning			11,500	11,500	11,500	-	11,280	-	Complete	11,280	11,280	220	220
Jenkins Estate Water Tower Heater			1,150	1,150	1,150	-	-	1,150	Budget	1,150	1,150	-	-
Garden Home Recreation Center Heat Pump (Library)			18,000	18,000	18,000	-	-	18,000	Budget	18,000	18,000	-	-
Schlottman House Heat Pump Units (2 each)			13,000	13,000	13,000	-	5,461	7,539	Budget	13,000	13,000	-	-
Cedar Hill Recreation Center (2) drinking fountains			4,000	4,000	4,000	-	3,954	-	Complete	3,954	3,954	46	46
Jenkins Estate Stable Water Heater			1,000	1,000	1,000	-	-	1,000	Budget	1,000	1,000	-	-
Harman Swim Center ADA Drinking Fountain			2,500	2,500	2,500	-	-	2,500	Budget	2,500	2,500	-	-
Stuhr Center Garbage Disposal (Kitchen)			2,600	2,600	2,600	-	-	2,600	Budget	2,600	2,600	-	-

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	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)		
<b>BUILDING REPLACEMENTS (continued)</b>													
Harman Swim Center Holding Tank (Domestic)			32,000	32,000	32,000	-	-	32,000	Budget	32,000	32,000	-	-
Garden Home Recreation Center Batteries Emergency Light System			2,000	2,000	2,000	-	-	2,000	Budget	2,000	2,000	-	-
Raleigh Swim Center Security Fence			2,500	2,500	2,500	-	-	2,500	Budget	2,500	2,500	-	-
Beaverton Swim Center Furnace			5,000	5,000	5,000	-	-	5,000	Budget	5,000	5,000	-	-
Jenkins Estate Gate House Furnace			3,000	3,000	3,000	-	-	3,000	Budget	3,000	3,000	-	-
Tennis Center Indoor Court Relamp			4,300	4,300	4,300	-	3,857	-	Complete	3,857	3,857	443	443
Tennis Center East Air Structure Relamp			1,300	1,300	1,300	-	1,010	290	Budget	1,300	1,300	-	-
<b>TOTAL BUILDING REPLACEMENTS</b>			<b>688,522</b>	<b>688,522</b>	<b>688,522</b>	<b>-</b>	<b>79,925</b>	<b>601,896</b>		<b>681,821</b>	<b>681,821</b>	<b>6,701</b>	<b>6,701</b>
<b>BUILDING IMPROVEMENTS</b>													
Asbestos Abatement (2 Sites)			9,000	9,000	9,000	-	-	9,000	Budget	9,000	9,000	-	-
Chemical Storage Sheds (3 Sites)			5,000	5,000	5,000	-	-	5,000	Budget	5,000	5,000	-	-
Aluminum Folding Tables for Special Events			3,500	3,500	3,500	-	-	3,500	Budget	3,500	3,500	-	-
Nature Park Interpretative Center Office Furniture			1,000	1,000	1,000	-	231	769	Budget	1,000	1,000	-	-
Jenkins Estate Enclosed Metal Dish Storage Cabinets			2,700	2,700	2,700	-	-	2,700	Budget	2,700	2,700	-	-
<b>TOTAL BUILDING IMPROVEMENTS</b>			<b>21,200</b>	<b>21,200</b>	<b>21,200</b>	<b>-</b>	<b>231</b>	<b>20,969</b>		<b>21,200</b>	<b>21,200</b>	<b>-</b>	<b>-</b>
<b>ENERGY SAVINGS PERFORMANCE CONTRACT</b>													
Energy Saving Improvements			3,000,000	3,000,000	3,000,000	-	-	3,000,000	Budget	3,000,000	3,000,000	-	-
<b>TOTAL ENERGY SAVINGS PERFORMANCE CONTRACT</b>			<b>3,000,000</b>	<b>3,000,000</b>	<b>3,000,000</b>	<b>-</b>	<b>-</b>	<b>3,000,000</b>		<b>3,000,000</b>	<b>3,000,000</b>	<b>-</b>	<b>-</b>
<b>ADA PROJECTS</b>													
Garden Home Recreation Center ADA Accessible Indoor Play			1,000	1,000	1,000	-	1,000	-	Complete	1,000	1,000	-	-
<b>TOTAL ADA PROJECTS</b>			<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>-</b>	<b>1,000</b>	<b>-</b>		<b>1,000</b>	<b>1,000</b>	<b>-</b>	<b>-</b>
<b>TOTAL CAPITAL OUTLAY DIVISION</b>	<b>749,740</b>	<b>606,988</b>	<b>5,199,866</b>	<b>5,949,606</b>	<b>5,806,854</b>	<b>209,930</b>	<b>441,732</b>	<b>5,274,550</b>	<b>-</b>	<b>5,926,212</b>	<b>5,716,282</b>	<b>23,394</b>	<b>90,572</b>

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	(1)	(2)	(3)	(1+3)	(2+3)	(4)	(5)	(6)		(4+5+6)	(5+6)		
<b>INFORMATION SERVICES DEPARTMENT</b>													
Workstations			65,000	65,000	65,000	-	17,106	47,894	Budget	65,000	65,000	-	-
Servers (Kronos, CRA, Unity, (3) Telephone)			35,000	35,000	35,000	-	22,144	12,856	Budget	35,000	35,000	-	-
LAN/WAN equipment			35,000	35,000	35,000	-	-	35,000	Budget	35,000	35,000	-	-
Printers/network printers			5,000	5,000	5,000	-	1,408	3,592	Budget	5,000	5,000	-	-
FAX- IP based solution			3,000	3,000	3,000	-	-	3,000	Budget	3,000	3,000	-	-
Software- Misc. Applications, Development & Network			20,000	20,000	20,000	-	3,523	16,477	Budget	20,000	20,000	-	-
Computer Workstation & Telephone for Front Desk			3,400	3,400	3,400	-	-	3,400	Budget	3,400	3,400	-	-
Computer Workstation for Athletic Center			500	500	500	-	-	500	Budget	500	500	-	-
Selectron Upgrade			4,000	4,000	4,000	-	2,405	1,595	Budget	4,000	4,000	-	-
Kronos Update			26,760	26,760	26,760	-	4,527	22,233	Budget	26,760	26,760	-	-
<b>TOTAL INFORMATION TECHNOLOGY IMPROVEMENTS</b>			<b>197,660</b>	<b>197,660</b>	<b>197,660</b>	<b>-</b>	<b>51,113</b>	<b>146,547</b>		<b>197,660</b>	<b>197,660</b>	<b>-</b>	<b>-</b>
<b>TOTAL INFORMATION SYSTEMS DEPARTMENT</b>	<b>-</b>	<b>-</b>	<b>197,660</b>	<b>197,660</b>	<b>197,660</b>	<b>-</b>	<b>51,113</b>	<b>146,547</b>		<b>197,660</b>	<b>197,660</b>	<b>-</b>	<b>-</b>
<b>MAINTENANCE DEPARTMENT</b>													
<b>BUILDING EQUIPMENT REPLACEMENT</b>													
Conestoga Recreation/Aquatic Center Pressure Washer			2,000	2,000	2,000	-	-	2,000	Budget	2,000	2,000	-	-
Stuhr Center Pressure Washer			2,000	2,000	2,000	-	-	2,000	Budget	2,000	2,000	-	-
Somerset West Swim Center Vacuum			1,500	1,500	1,500	-	-	1,500	Budget	1,500	1,500	-	-
Conestoga Recreation/Aquatic Center Carpet Extractor			1,800	1,800	1,800	-	-	1,800	Budget	1,800	1,800	-	-
Garden Home Recreation Center Propane Floor Buffer			4,000	4,000	4,000	-	3,897	-	Complete	3,897	3,897	103	103
Sunset Swim Center Ladder (Upper Roof Access)			2,500	2,500	2,500	-	522	1,264	Award	1,786	1,786	714	714
Conestoga Recreation/Aquatic Center Water Feature Remote Control			1,600	1,600	1,600	-	-	1,600	Budget	1,600	1,600	-	-
Conestoga Recreation/Aquatic Center One-Man Lift			8,000	8,000	8,000	-	6,596	-	Complete	6,596	6,596	1,404	1,404
Athletic Center Pressure Washer			1,500	1,500	1,500	-	-	1,500	Budget	1,500	1,500	-	-
<b>TOTAL BUILDING EQUIPMENT REPLACEMENT</b>			<b>24,900</b>	<b>24,900</b>	<b>24,900</b>	<b>-</b>	<b>11,015</b>	<b>11,664</b>		<b>22,679</b>	<b>22,679</b>	<b>2,221</b>	<b>2,221</b>
<b>FLEET REPLACEMENTS</b>													
Utility Vehicles (3) Electric Gators			30,000	30,000	30,000	-	19,976	10,024	Budget	30,000	30,000	-	-
Bunker Rake			9,500	9,500	9,500	-	-	9,500	Budget	9,500	9,500	-	-
Aerator / Seeder			13,500	13,500	13,500	-	-	13,500	Budget	13,500	13,500	-	-
Large Rotary Mower			86,000	86,000	86,000	-	82,293	-	Complete	82,293	82,293	3,707	3,707
Trim Rotary Mowers (2)			22,000	22,000	22,000	-	23,577	-	Complete	23,577	23,577	(1,577)	(1,577)
Utility Vehicle Toro 3300D Workman			22,000	22,000	22,000	-	19,219	-	Complete	19,219	19,219	2,781	2,781
Full Size Pickups (4)			79,000	79,000	79,000	-	34,846	45,711	Award	80,557	80,557	(1,557)	(1,557)
Compact Pickups (3)			42,000	42,000	42,000	-	-	45,711	Award	45,711	45,711	(3,711)	(3,711)
Spreader			4,000	4,000	4,000	-	3,611	-	Complete	3,611	3,611	389	389
15-passenger van			25,500	25,500	25,500	-	-	24,350	Award	24,350	24,350	1,150	1,150
Blower			7,200	7,200	7,200	-	6,325	-	Complete	6,325	6,325	875	875
<b>TOTAL FLEET REPLACEMENTS</b>			<b>340,700</b>	<b>340,700</b>	<b>340,700</b>	<b>-</b>	<b>189,847</b>	<b>148,796</b>		<b>338,643</b>	<b>338,643</b>	<b>2,057</b>	<b>2,057</b>
<b>TOTAL MAINTENANCE DEPARTMENT</b>	<b>-</b>	<b>-</b>	<b>365,600</b>	<b>365,600</b>	<b>365,600</b>	<b>-</b>	<b>200,862</b>	<b>160,460</b>		<b>361,322</b>	<b>361,322</b>	<b>4,278</b>	<b>4,278</b>
<b>GRAND TOTAL GENERAL FUND</b>	<b>749,740</b>	<b>606,988</b>	<b>5,763,126</b>	<b>6,512,866</b>	<b>6,370,114</b>	<b>209,930</b>	<b>693,707</b>	<b>5,581,557</b>	<b>-</b>	<b>6,485,194</b>	<b>6,275,264</b>	<b>27,672</b>	<b>94,850</b>

**Tualatin Hills Park and Recreation District**  
**Monthly Capital Project Report**  
**Estimated Cost vs. Budget**  
**Through 10/31/09**

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)		
<b>SDC FUND</b>													
<u>LAND ACQUISITION</u>													
Land Acquisition (FY 09)	335,000	335,000	(274,402)	60,598	60,598	-	10,500	50,098	Budget	60,598	60,598	-	-
Land Acquisition (FY 10)	-	-	150,000	150,000	150,000	-	828	149,172	Budget	150,000	150,000	-	-
Bonny Slope/BSD Land Acquisition	-	-	350,000	350,000	350,000	-	395,000	(45,000)	Budget	350,000	350,000	-	-
Church of Christ Property	-	-	274,402	274,402	274,402	-	274,402	-	Complete	274,402	274,402	-	-
<b>TOTAL LAND ACQUISITION</b>	<b>335,000</b>	<b>335,000</b>	<b>500,000</b>	<b>835,000</b>	<b>835,000</b>	<b>-</b>	<b>680,730</b>	<b>154,270</b>	<b>-</b>	<b>835,000</b>	<b>835,000</b>	<b>-</b>	<b>-</b>
<u>IMPROVEMENT/DEVELOPMENT PROJECTS</u>													
Beaverton Powerline Trail Segments 7-11	802,500	-	-	802,500	-	469,227	469,672	246,024	Budget	1,184,923	715,696	(382,423)	(715,696)
Synthetic Turf Field Matching Funds	800,000	600,000	-	800,000	600,000	200,000	-	600,000	Budget	800,000	600,000	-	-
Fanno Creek Trail	1,311,950	1,261,950	-	1,311,950	1,261,950	223,128	19,475	1,242,475	Budget	1,485,078	1,261,950	(173,128)	-
MTIP Grant Match for Westside Trail	40,000	40,000	-	40,000	40,000	283	-	40,000	Budget	40,283	40,000	(283)	-
Winkleman Park Initial Site Improvements	-	-	70,000	70,000	70,000	-	34,741	35,259	Budget	70,000	70,000	-	-
Bonny Slope/BSD Trail Development	175,000	175,000	-	175,000	175,000	47	-	175,000	Budget	175,047	175,000	(47)	-
LWCF Grant Match/Schiffler Park Pavillion	40,000	40,000	10,000	50,000	50,000	-	-	50,000	Budget	50,000	50,000	-	-
Jackie Husen Park Construction	190,844	190,844	-	190,844	190,844	-	-	190,844	Budget	190,844	190,844	-	-
PCC Rec Complex Site Amenities	-	-	72,000	72,000	72,000	-	9,562	62,438	Budget	72,000	72,000	-	-
MTIP Grant Match-Fanno Creek Trail/Hall Blvd Crossing	-	-	41,000	41,000	41,000	-	-	41,000	Budget	41,000	41,000	-	-
LGGP Grant Match-PCC Restroom	-	-	35,000	35,000	35,000	-	-	35,000	Budget	35,000	35,000	-	-
RTP Grant Match-Fanno Creek Bridge	-	-	12,000	12,000	12,000	-	-	12,000	Budget	12,000	12,000	-	-
Winkleman Park Master Plan	-	-	100,000	100,000	100,000	-	2,034	97,966	Budget	100,000	100,000	-	-
Undesignated Projects	-	-	3,151,965	3,151,965	3,151,965	-	-	-	Budget	-	-	3,151,965	3,151,965
<b>TOTAL DEVELOPMENT/IMPROVEMENT PROJECTS</b>	<b>3,360,294</b>	<b>2,307,794</b>	<b>3,491,965</b>	<b>6,852,259</b>	<b>5,799,759</b>	<b>892,685</b>	<b>535,484</b>	<b>2,828,006</b>	<b>-</b>	<b>4,256,175</b>	<b>3,363,490</b>	<b>2,596,084</b>	<b>2,436,269</b>
<b>Total - SDC Fund</b>	<b>3,695,294</b>	<b>2,642,794</b>	<b>3,991,965</b>	<b>7,687,259</b>	<b>6,634,759</b>	<b>892,685</b>	<b>1,216,214</b>	<b>2,982,276</b>		<b>5,091,175</b>	<b>4,198,490</b>	<b>2,596,084</b>	<b>2,436,269</b>

**KEY**  
 Budget Estimate based on original budget - not started and/or no basis for change  
 Reallocated Project Scope has been reduced to provide funding for another project  
 Award Estimate based on Contract Award amount or quote price estimates  
 Complete Project completed - no additional estimated costs to complete.

**Tualatin Hills Park and Recreation District**  
**Monthly Bond Capital Projects Report**  
**Estimated Cost vs. Budget**  
**Through 10/31/09**

Description	Project Budget			Project Expenditures			Project Cumulative (4+5+6)	Est. Cost (Over) Under Budget (3-7)
	Initial Project Budget	Adjustments	Current Project Budget	Expended Prior Years	Expended Year-to-Date	Estimated Cost to Complete		
	(1)	(2)	(1+2)	(4)	(5)	(6)		
<b>BOND CAPITAL PROJECTS FUND</b>								
<u>LAND ACQUISITION</u>								
New Neighborhood Park	1,500,000	-	1,500,000	-	41,501	1,458,499	1,500,000	-
New Neighborhood Park	1,500,000	-	1,500,000	-	-	1,500,000	1,500,000	-
New Neighborhood Park	1,500,000	-	1,500,000	-	-	1,500,000	1,500,000	-
New Neighborhood Park	1,500,000	-	1,500,000	-	-	1,500,000	1,500,000	-
New Neighborhood Park	1,500,000	-	1,500,000	-	-	1,500,000	1,500,000	-
New Neighborhood Park	1,500,000	-	1,500,000	-	-	1,500,000	1,500,000	-
New Community Park	10,000,000	-	10,000,000	-	-	10,000,000	10,000,000	-
Natural Area Acquisitions	8,400,000	-	8,400,000	-	-	8,400,000	8,400,000	-
New Linear Park and Trail Acquisitions	1,200,000	-	1,200,000	-	6,794	1,193,206	1,200,000	-
Community Center Site Acquisition	5,000,000	-	5,000,000	-	-	5,000,000	5,000,000	-
<b>TOTAL LAND ACQUISITION</b>	<b>33,600,000</b>	<b>-</b>	<b>33,600,000</b>	<b>-</b>	<b>48,295</b>	<b>33,551,705</b>	<b>33,600,000</b>	<b>-</b>
<u>NEW/REDEVELOPED NEIGHBORHOOD PARKS</u>								
AM Kennedy Park	1,285,250	-	1,285,250	2,072	6,154	1,277,024	1,285,250	-
Barsotti Park	1,285,250	-	1,285,250	-	-	1,285,250	1,285,250	-
Kaiser Ridge Park	771,150	-	771,150	-	-	771,150	771,150	-
Roy Dancer Park	771,150	-	771,150	-	-	771,150	771,150	-
Roger Tilbury Memorial Park	771,150	-	771,150	-	-	771,150	771,150	-
Cedar Mill Park	1,125,879	-	1,125,879	-	-	1,125,879	1,125,879	-
Camille Park	514,100	-	514,100	-	-	514,100	514,100	-
Somerset West Park	1,028,200	-	1,028,200	-	-	1,028,200	1,028,200	-
Pioneer Park	514,100	-	514,100	-	-	514,100	514,100	-
Vista Brook Park	514,100	-	514,100	-	-	514,100	514,100	-
Westside Waterhouse Trail Connection	1,542,300	-	1,542,300	974	5,002	1,536,324	1,542,300	-
Nature Park Old Wagon Trail	359,870	-	359,870	223	4,701	354,946	359,870	-
NE Quadrant Trail - Bluffs	257,050	-	257,050	951	-	256,099	257,050	-
<b>TOTAL NEW/REDEVELOPED NEIGHBORHOOD PARKS</b>	<b>10,739,549</b>	<b>-</b>	<b>10,739,549</b>	<b>4,220</b>	<b>15,857</b>	<b>10,719,472</b>	<b>10,739,549</b>	<b>-</b>
<u>NEW/REDEVELOPED COMMUNITY PARKS</u>								
SW Community Park	7,711,500	-	7,711,500	-	-	7,711,500	7,711,500	-
Cedar Hills Park	6,194,905	-	6,194,905	2,346	45,449	6,147,110	6,194,905	-
Schiffler Park	3,598,700	-	3,598,700	2,477	40,386	3,558,837	3,598,700	-
<b>TOTAL NEW/REDEVELOPED COMMUNITY PARKS</b>	<b>17,505,105</b>	<b>-</b>	<b>17,505,105</b>	<b>4,823</b>	<b>85,835</b>	<b>17,414,447</b>	<b>17,505,105</b>	<b>-</b>
<u>TRAILS/LINEAR PARKS</u>								
Westside Trail Segments 1, 4, & 7	4,267,030	-	4,267,030	1,334	4,886	4,260,810	4,267,030	-
Jordan/Jackie Husen Park	1,645,120	-	1,645,120	1,508	3,605	1,640,007	1,645,120	-
Lowami Hart Woods Park	822,560	-	822,560	1,708	2,991	817,861	822,560	-
Rock Creek & North Bethany Trails	2,262,040	-	2,262,040	1,273	6,813	2,253,954	2,262,040	-
Waterhouse Trail Segments 1, 5 and West Spur	3,804,340	-	3,804,340	3,273	6,128	3,794,939	3,804,340	-
<b>TOTAL TRAILS/LINEAR PARKS</b>	<b>12,801,090</b>	<b>-</b>	<b>12,801,090</b>	<b>9,096</b>	<b>24,423</b>	<b>12,767,571</b>	<b>12,801,090</b>	<b>-</b>
<u>YOUTH ATHLETIC FIELDS</u>								
Winkleman Park	514,100	-	514,100	394	926	512,780	514,100	-
Meadow Waye Park	514,100	-	514,100	1,504	9,686	502,910	514,100	-
New Fields in NW Quadrant	514,100	-	514,100	-	-	514,100	514,100	-
New Fields in NE Quadrant	514,100	-	514,100	-	-	514,100	514,100	-
New Fields in SW Quadrant	514,100	-	514,100	-	-	514,100	514,100	-
New Fields in SE Quadrant	514,100	-	514,100	-	-	514,100	514,100	-
<b>TOTAL YOUTH ATHLETIC FIELDS</b>	<b>3,084,600</b>	<b>-</b>	<b>3,084,600</b>	<b>1,898</b>	<b>10,612</b>	<b>3,072,090</b>	<b>3,084,600</b>	<b>-</b>

**Tualatin Hills Park and Recreation District**  
**Monthly Bond Capital Projects Report**  
**Estimated Cost vs. Budget**  
**Through 10/31/09**

Description	Project Budget			Project Expenditures			Project Cumulative (4+5+6)	Est. Cost (Over) Under Budget (3-7)
	Initial Project Budget	Adjustments	Current Project Budget	Expended Prior Years	Expended Year-to-Date	Estimated Cost to Complete		
	(1)	(2)	(1+2)	(4)	(5)	(6)		
<b>FACILITY EXPANSIONS AND IMPROVEMENTS</b>								
Structural Upgrades at several facilities	5,141,000	-	5,141,000	93,819	6,279	5,040,902	5,141,000	-
Sunset Swim Center Structural Upgrades and parking lot	1,135,133	-	1,135,133	-	5,013	1,130,120	1,135,133	-
Sunset Swim Center Air Handling Tunnel/Pool Tank	514,100	-	514,100	285,918	-	-	285,918	228,182
Elsie Stuhr Center Expansion	1,542,300	-	1,542,300	3,225	7,162	1,531,913	1,542,300	-
Conestoga Recreation & Aquatic Center Expansion	5,449,460	-	5,449,460	5,506	18,553	5,425,401	5,449,460	-
Aloha ADA Dressing Rooms	123,384	-	123,384	74	8,577	114,733	123,384	-
Aquatics Center ADA Dressing Rooms	133,666	-	133,666	215	1,029	132,422	133,666	-
Athletic Center HVAC Upgrades	514,100	-	514,100	5,007	18,397	352,748	376,152	137,948
HMT ADA Parking and other site improvement	950,057	-	950,057	-	138	949,919	950,057	-
ADA Improvements - numerous sites	293,037	-	293,037	-	-	293,037	293,037	-
<b>TOTAL FACILITY EXPANSION AND IMPROV.</b>	<b>15,796,237</b>	<b>-</b>	<b>15,796,237</b>	<b>393,764</b>	<b>65,148</b>	<b>14,971,195</b>	<b>15,430,107</b>	<b>366,130</b>
<b>REPLACEMENTS AND IMPROVEMENTS</b>								
Play Structure Replacements at 11 sites	810,219	-	810,219	3,788	117,821	688,610	810,219	-
Bridge/Boardwalk Replacements at 6 sites	244,712	-	244,712	-	-	244,712	244,712	-
Irrigation Replacement at Roxbury Park	49,354	-	49,354	-	-	49,354	49,354	-
Pedestrian Path Replacement at 3 sites	116,188	-	116,188	-	-	116,188	116,188	-
<b>TOTAL REPLACEMENTS AND IMPROVEMENTS</b>	<b>1,220,473</b>	<b>-</b>	<b>1,220,473</b>	<b>3,788</b>	<b>117,821</b>	<b>1,098,864</b>	<b>1,220,473</b>	<b>-</b>
<b>NATURAL RESOURCES PROJECTS</b>								
Roger Tilbury Memorial Park	30,846	-	30,846	-	-	30,846	30,846	-
Cedar Mill Park	30,846	-	30,846	-	-	30,846	30,846	-
Jordan/Jackie Husen Park	308,460	-	308,460	-	-	308,460	308,460	-
NE/Bethany Meadows Trail Habitat Connection	246,768	-	246,768	-	-	246,768	246,768	-
Kaiser Ridge Park	10,282	-	10,282	-	-	10,282	10,282	-
Allenbach Acres Park	41,128	-	41,128	-	-	41,128	41,128	-
Crystal Creek Park	246,768	-	246,768	-	-	246,768	246,768	-
Foothills Park	61,692	-	61,692	-	-	61,692	61,692	-
Commonwealth Lake Park	41,128	-	41,128	-	-	41,128	41,128	-
Nature Park	30,846	-	30,846	-	-	30,846	30,846	-
Pioneer Park	10,282	-	10,282	-	-	10,282	10,282	-
Whispering Woods Park	51,410	-	51,410	-	-	51,410	51,410	-
Willow Creek Nature Park	20,564	-	20,564	-	-	20,564	20,564	-
AM Kennedy Park	30,846	-	30,846	-	-	30,846	30,846	-
Camille Park	77,115	-	77,115	-	-	77,115	77,115	-
Vista Brook Park	20,564	-	20,564	-	-	20,564	20,564	-
Greenway Park/Koll Center	61,692	-	61,692	-	-	61,692	61,692	-
Bauman Park	82,256	-	82,256	-	-	82,256	82,256	-
Fanno Creek Park	162,456	-	162,456	-	-	162,456	162,456	-
Hideaway Park	41,128	-	41,128	-	-	41,128	41,128	-
Murrayhill Park	61,692	-	61,692	-	1,633	60,059	61,692	-
Hyland Forest Park	71,974	-	71,974	-	-	71,974	71,974	-
Cooper Mountain Area	205,640	-	205,640	-	-	205,640	205,640	-
Winkleman Park	10,282	-	10,282	-	-	10,282	10,282	-
Lowami Hart Woods Park	287,896	-	287,896	-	-	287,896	287,896	-
Rosa/Hazeldale Parks	28,790	-	28,790	-	-	28,790	28,790	-
Mt Williams Park	102,820	-	102,820	-	-	102,820	102,820	-
Jenkins Estate	154,230	-	154,230	-	-	154,230	154,230	-
Summercrest Park	10,282	-	10,282	-	-	10,282	10,282	-
Morrison Woods Park	61,692	-	61,692	-	-	61,692	61,692	-
Interpretive Sign Network	339,306	-	339,306	-	-	339,306	339,306	-
Beaverton Creek Trail	61,692	-	61,692	-	-	61,692	61,692	-

**Tualatin Hills Park and Recreation District**  
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Description	Project Budget			Project Expenditures		Estimated Cost to Complete	Project Cumulative	Est. Cost (Over) Under Budget
	Initial Project Budget	Adjustments	Current Project Budget	Expended Prior Years	Expended Year-to-Date			
	(1)	(2)	(1+2)	(4)	(5)			
Bethany Wetlands Park	41,128	-	41,128	-	-	41,128	41,128	-
Bluegrass Downs Park	15,423	-	15,423	-	-	15,423	15,423	-
Restoration of new properties to be acquired	643,022	-	643,022	-	-	643,022	643,022	-
<b>TOTAL NATURAL RESOURCES PROJECTS</b>	<b>3,702,946</b>	<b>-</b>	<b>3,702,946</b>	<b>-</b>	<b>1,633</b>	<b>3,701,313</b>	<b>3,702,946</b>	<b>-</b>
<b>BOND ADMINISTRATION COSTS</b>								
Debt Issuance Costs	1,493,000	-	1,493,000	516,987	-	976,013	1,493,000	-
Technology Needs	18,330	-	18,330	20,597	-	(2,267)	18,330	-
Office Furniture	7,150	-	7,150	3,642	298	3,210	7,150	-
Consultant Costs	31,520	-	31,520	-	-	31,520	31,520	-
	<b>1,550,000</b>	<b>-</b>	<b>1,550,000</b>	<b>541,226</b>	<b>298</b>	<b>1,008,476</b>	<b>1,550,000</b>	<b>-</b>
<b>TOTAL BOND CAPITAL PROJECTS FUND</b>	<b>100,000,000</b>	<b>-</b>	<b>100,000,000</b>	<b>958,815</b>	<b>369,922</b>	<b>98,305,133</b>	<b>99,633,870</b>	<b>366,130</b>





**MEMORANDUM**

Date: November 20, 2009  
 To: Board of Directors  
 From: Keith Hobson, Director of Business and Facilities  
 Re: **System Development Charge Report for September, 2009**

Below please find the various categories for System Development Charges, i.e., Single Family, Multiple Family, Manufactured Housing Unit, 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 September, 2009.

<b>Type of Dwelling Unit</b>	<b>Current SDC per Type of Dwelling Unit</b>
Single Family	\$6,888.00 with 1.6% discount = \$6,777.79
Multi-Family	\$5,150.00 with 1.6% discount = \$5,067.60
Non-residential	\$179.00 with 1.6% discount = \$176.14

<b><u>City of Beaverton Collection of SDCs</u></b>		<b><u>Receipts</u></b>	<b><u>Collection Fee</u></b>	<b><u>Total Revenue</u></b>
2,384	Single Family Units	\$5,795,346.55	\$176,779.90	\$5,972,126.45
15	Single Family Units at \$489.09	\$7,336.35	\$221.45	\$7,557.80
1,399	Multi-family Units	\$2,624,822.68	\$80,892.66	\$2,705,715.34
0	Less Multi-family credits	(\$7,957.55)	(\$229.36)	(\$8,186.91)
178	Non-residential	\$398,473.47	\$11,924.23	\$410,397.70
<b><u>3,976</u></b>		<b><u>\$8,818,021.50</u></b>	<b><u>\$269,588.88</u></b>	<b><u>\$9,087,610.39</u></b>

<b><u>Washington County Collection of SDCs</u></b>		<b><u>Receipts</u></b>	<b><u>Collection Fee</u></b>	<b><u>Total Revenue</u></b>
5,928	Single Family Units	\$14,003,098.90	\$418,141.12	\$14,421,240.02
-300	Less Credits	(\$623,548.98)	(\$19,285.02)	(\$642,834.00)
1,796	Multi-family Units	\$3,663,878.09	\$110,290.65	\$3,774,168.74
-24	Less Credits	(\$47,323.24)	(\$1,463.61)	(\$48,786.85)
80	Non-residential	\$242,474.50	\$6,433.66	\$241,881.41
<b><u>7,480</u></b>		<b><u>\$17,238,579.27</u></b>	<b><u>\$514,116.80</u></b>	<b><u>\$17,745,669.32</u></b>

<b><u>Recap by Agency</u></b>		<b><u>Percent</u></b>	<b><u>Receipts</u></b>	<b><u>Collection Fee</u></b>	<b><u>Total Revenue</u></b>
3,976	City of Beaverton	33.87%	\$8,818,021.50	\$269,588.88	\$9,087,610.39
7,480	Washington County	66.13%	\$17,238,579.27	\$514,116.80	\$17,745,669.32
<b><u>11,456</u></b>		<b><u>100.00%</u></b>	<b><u>\$26,056,600.77</u></b>	<b><u>\$783,705.68</u></b>	<b><u>\$26,833,279.71</u></b>

<u>Recap by Dwelling</u>	<u>Single Family</u>	<u>Multi-Family</u>	<u>Non-Resident</u>	<u>Total</u>
City of Beaverton	2,399	1,399	178	3,976
Washington County	<u>5,628</u>	<u>1,772</u>	<u>80</u>	<u>7,480</u>
	<u>8,027</u>	<u>3,171</u>	<u>258</u>	<u>11,456</u>

**Total Receipts to Date** **\$27,137,713.65**

**Total Payments to Date**

Refunds	(\$1,992,840.42)	
Administrative Costs	(\$18.65)	
Project Costs -- Development	(\$16,173,197.35)	
<u>Project Costs -- Land Acquisition</u>	<u>(\$6,398,268.83)</u>	<b><u>(\$24,564,325.25)</u></b>
		<b><u>\$2,573,388.40</u></b>

<u>Recap by Month, FY 2009-10</u>	<u>Receipts</u>	<u>Expenditures</u>	<u>Interest</u>	<u>SDC Fund Total</u>
through June 2009 (1)	\$26,581,982.54	(\$23,540,002.08)	\$1,953,470.67	\$4,995,451.13
July	\$165,948.78	(\$594,177.49)	\$3,210.58	(\$425,018.13)
August	\$193,244.90	(\$404,866.60)	\$2,951.55	(\$208,670.15)
September	\$196,537.43	(\$25,279.08)	\$2,485.19	\$173,743.54
October	\$0.00	\$0.00	\$0.00	\$0.00
November	\$0.00	\$0.00	\$0.00	\$0.00
December	\$0.00	\$0.00	\$0.00	\$0.00
January	\$0.00	\$0.00	\$0.00	\$0.00
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
	<b><u>\$27,137,713.65</u></b>	<b><u>(\$24,564,325.25)</u></b>	<b><u>\$1,962,117.99</u></b>	<b><u>\$4,535,506.39</u></b>

(1) Net of \$929,664.98 of SDC Credits awarded for park development projects.

Projected SDC receipts through June 30, 2009 per the budget were \$27,638,077. Actual receipts were \$25,099,174. This fiscal year's projected total receipts per the budget are \$3,416,094.

**Tualatin Hills Park and Recreation District**  
Systems Development Charge - Monthly Accounting, Year-to-Date FY 2008-09

**City of Beaverton Collection of S.D.C.'s**

	Unit Rate	Revenue	Collection Fee	Total
607 Single Family Units	1,891.50	1,147,194.75	35,480.25	1,182,675.00
138 Single Family Units	2,102.96	290,208.48	8,975.52	299,184.00
327 Single Family Units	2,203.84	720,655.68	22,288.32	742,944.00
15 Single Family Units	489.09	7,336.35	221.45	7,557.80
331 Single Family Units	2,327.03	770,250.47	23,818.53	794,069.00
205 Single Family Units	2,457.01	503,687.05	15,577.95	519,265.00
281 Single Family Units	2,638.40	741,390.40	22,929.60	764,320.00
303 Single Family Units	2,891.57	876,145.71	27,097.29	903,243.00
167 Single Family Units	3,466.78	578,952.26	17,905.74	596,858.00
25 Single Family Units	6,674.47	166,861.75	2,706.70	169,568.45
14 Single Family Units	6,777.79	94,889.06	1,510.25	96,399.31
464 Multi-family Units	1,454.03	674,669.92	20,866.08	695,536.00
0 Multi-family Units	1,616.99	0.00	0.00	0.00
0 Less Credits		(7,957.55)	(229.36)	(8,186.91)
110 Multi-family Units	1,694.59	186,404.90	5,765.10	192,170.00
74 Multi-family Units	1,789.65	132,434.10	4,095.90	136,530.00
245 Multi-family Units	1,889.56	462,942.20	14,317.80	477,260.00
68 Multi-family Units	2,029.24	137,988.32	4,267.68	142,256.00
332 Multi-family Units	2,224.21	738,437.72	22,838.28	761,276.00
0 Multi-family Units	2,445.37	0.00	0.00	0.00
102 Multi-family Units	2,666.53	271,986.06	8,411.94	280,398.00
4 Multi-family Units	4,989.86	19,959.46	329.88	20,289.34
0 Multi-family Units	5,067.60	0.00	0.00	0.00
178 Non-residential	Various	398,473.47	11,924.23	410,397.70
<b>3,990</b>	<b>Total</b>	<b>8,912,910.56</b>	<b>271,099.13</b>	<b>9,184,009.70</b>

Improvement Fee (1)	Reimbursements Fee (1)	Collection/ Admin Fee (1)	Total SDC Fee
1,048,032.00	27,282.50	107,350.50	1,182,675.00
265,123.05	6,904.25	27,156.70	299,184.00
658,362.68	17,144.86	67,436.46	742,944.00
	6,697.37	174.41	7,557.80
703,667.30	18,324.67	72,077.03	794,069.00
460,148.68	11,983.04	47,133.28	519,265.00
677,305.11	17,638.15	69,376.74	764,320.00
800,412.26	20,844.07	81,896.68	903,243.00
528,908.01	13,773.65	54,176.34	596,858.00
150,263.73	3,913.15	15,391.55	169,568.45
85,424.62	2,224.65	8,750.04	96,399.31
545,663.32	86,768.81	63,103.87	695,536.00
	0.00	0.00	0.00
(6,422.81)	(1,021.33)	(742.77)	(8,186.91)
150,761.60	23,973.40	17,435.00	192,170.00
107,110.79	17,032.25	12,386.96	136,530.00
374,420.99	59,538.66	43,300.36	477,260.00
111,602.97	17,746.58	12,906.45	142,256.00
597,237.68	94,969.95	69,068.37	761,276.00
	0.00	0.00	0.00
219,978.41	34,979.93	25,439.66	280,398.00
15,917.39	2,531.12	1,840.79	20,289.34
	0.00	0.00	0.00
373,092.56	0.00	37,905.14	410,397.70
<b>7,873,707.71</b>	<b>476,736.77</b>	<b>833,565.17</b>	<b>9,184,009.70</b>

**Washington County Collection of S.D.C.'s Revenue**

	Unit Rate	Revenue	Collection Fee	Total
1,916 Single Family Units	1,891.50	3,624,114.00	112,086.00	3,736,200.00
(91) Less SFR Credits	1,891.50	(172,126.50)	(5,323.50)	(177,450.00)
351 Single Family Units	2,102.96	738,138.96	22,829.04	760,968.00
(91) Less SFR Credits	2,102.96	(191,369.36)	(5,918.64)	(197,288.00)
741 Single Family Units	2,203.84	1,633,036.71	50,515.29	1,683,552.00
(118) Less SFR Credits	2,203.84	(260,053.12)	(8,042.88)	(268,096.00)
714 Single Family Units	2,327.03	1,661,582.84	51,294.16	1,712,877.00
732 Single Family Units	2,457.01	1,798,531.32	55,624.68	1,854,156.00
528 Single Family Units	2,638.40	1,393,075.20	43,084.80	1,436,160.00
324 Single Family Units	2,981.57	936,868.68	28,975.32	965,844.00
349 Single Family Units	3,466.78	1,209,906.22	37,419.78	1,247,326.00
151 Single Family Units	6,674.47	1,007,844.97	16,312.05	1,024,157.02
122 Single Family Units	6,777.79	826,890.38	13,159.81	840,050.19
117 Multi-family Units	1,454.03	169,830.51	5,552.49	175,383.00
41 Multi-family Units	1,616.99	66,296.59	2,050.41	68,347.00
68 Multi-family Units	1,694.59	115,232.12	3,563.88	118,796.00
194 Multi-family Units	1,789.65	347,192.10	10,737.90	357,930.00
(24) Less MFR Credits	1,789.65	(47,323.24)	(1,463.61)	(48,786.85)
508 Multi-family Units	1,889.56	959,896.48	29,687.52	989,584.00
563 Multi-family Units	2,029.24	1,142,101.28	35,322.58	1,177,423.86
139 Multi-family Units	2,224.21	309,165.19	9,561.81	318,727.00
118 Multi-family Units	2,666.53	314,650.54	9,731.46	324,382.00
48 Multi-family Units	4,989.86	239,513.28	4,082.60	243,595.88
16 Multi-family Units	5,067.60	81,081.60	1,303.56	82,385.16
0 Manufactured Housing	1,483.13	0.00	0.00	0.00
0 Manufactured Housing	2,039.91	0.00	0.00	0.00
32 Manufactured Housing	2,445.37	78,251.84	2,420.16	80,672.00
80 Non-residential	Various	242,474.50	6,433.66	248,908.16
<b>7,528</b>	<b>Total</b>	<b>18,224,803.09</b>	<b>531,000.33</b>	<b>18,748,776.67</b>

Improvement Fee (1)	Reimbursements Fee (1)	Collection/ Admin Fee (1)	Total SDC Fee
3,310,848.00	86,220.00	339,132.00	3,736,200.00
(177,450.00)	0.00	0.00	(177,450.00)
674,334.72	17,560.80	69,072.48	760,968.00
(174,827.52)	(4,552.90)	(17,907.68)	(197,288.00)
1,491,886.08	38,851.20	152,814.72	1,683,552.00
(237,574.30)	(6,186.83)	(24,334.87)	(268,096.00)
1,517,872.54	39,527.93	155,476.53	1,712,877.00
1,643,067.47	42,788.30	168,300.23	1,854,156.00
1,272,658.71	33,142.16	130,359.13	1,436,160.00
855,886.36	22,288.73	87,668.85	965,844.00
1,105,322.72	28,784.53	113,218.75	1,247,326.00
907,560.68	23,634.72	92,961.62	1,024,157.02
744,413.73	19,386.21	76,250.27	840,050.19
137,591.83	21,879.20	15,911.97	175,383.00
53,619.73	8,526.36	6,200.91	68,347.00
93,198.08	14,819.92	10,778.00	118,796.00
280,803.97	44,652.13	32,473.90	357,930.00
(38,274.36)	(6,086.21)	(4,426.28)	(48,786.85)
776,350.46	123,451.60	89,781.94	989,584.00
923,714.97	146,884.81	106,819.67	1,177,423.86
250,048.36	39,761.51	28,917.10	318,727.00
254,484.83	40,466.98	29,430.19	324,382.00
194,732.47	26,761.16	22,102.21	243,595.88
64,632.81	10,277.63	7,474.56	82,385.16
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
66,532.38	6,805.81	7,333.81	80,672.00
219,009.50	884.80	21,991.76	241,881.41
<b>16,210,444.22</b>	<b>820,530.65</b>	<b>1,717,801.77</b>	<b>18,748,776.63</b>

**Recap by Agency**

	Revenue	Collection Fee	Total	Percent
City of Beaverton	8,912,910.56	271,099.13	9,184,009.69	32.88%
Washington County	18,224,803.09	531,000.33	18,748,776.67	67.12%
<b>Total</b>	<b>27,137,713.65</b>	<b>802,099.46</b>	<b>27,932,786.36</b>	

Improvement Fee (1)	Reimbursements Fee (1)	Collection/ Admin Fee (1)	Total SDC Fee
7,873,707.71	476,736.77	833,565.17	9,184,009.69
16,210,444.22	820,530.65	1,717,801.77	18,748,776.63
<b>24,084,151.93</b>	<b>1,297,267.42</b>	<b>2,551,366.94</b>	<b>27,932,786.32</b>

<b>Add</b>	Allocation of interest earned		1,962,117.99	
	Grant rec'd (Wa Cty) & Coparans pledge		24,000.00	
<b>Less</b>	SDC Credits for Land Donation Paid in Cash	x	(1,336,701.66)	
	Refunds of SFR Fees Collected in Error	x	(656,138.76)	
	Administrative Costs Paid	x	(18.65)	
	Collection Fees paid to City and County		(802,099.46)	

**Project Costs**

Inger Land Acquisition	(690,517.55)		(690,517.55)
Husen Land Acquisition	(448,254.93)		(448,254.93)
Fanno Trail Matching	(261,467.90)		(261,467.90)
Stover/JQAY Acquisition	(164,160.04)		(164,160.04)
PGE Land Acquisition	(3,500.00)		(3,500.00)
Rock Creek/Bethany	(775,329.38)		(775,329.38)
Camp Rivendell	(628,794.95)		(628,794.95)
Conestoga Play Structure	(27,951.70)		(27,951.70)
Synthetic Turf Project	(315,242.42)		(315,242.42)
Stuhr Building Expansion	(148,261.65)		(148,261.65)
Bluffs Park Development	(107,645.65)		(107,645.65)
Foege Park Development	(130,871.23)		(130,871.23)
Kelvin Land Acquisition	(46,448.00)		(46,448.00)
Beaverton Pwrln Trail	(922,543.78)		(922,543.78)
Kaiser Woods	(1,016,829.86)		(1,016,829.86)
PCC Athletic Fields MP & Construction	(9,471,474.08)		(9,471,474.08)
Synthetic Turf Field 2	(531,551.57)		(531,551.57)
Winkleman Land Acquisition	(27,000.00)		(27,000.00)
BSD Synth Turf Field Matching Funds	(200,000.00)		(200,000.00)
Nature Park Infrastructure	(98,362.62)		(98,362.62)
HMT Play Structure Phase II	(135,277.74)		(135,277.74)
Other Land Acquisition (thru FY07)	(627,196.85)		(627,196.85)
Novice Skate Park	(209,707.59)		(209,707.59)
CRA Backyard Master Plan	(103,987.26)		(103,987.26)
Mt. Williams Land Acquisition	(1,600,220.00)		(1,600,220.00)
Tennis Air Structure	(528,651.17)		(528,651.17)
Lowami Hart Woods Phase I	(88,366.77)		(88,366.77)
Garden Home Parking Lot Expansion	(300,050.89)		(300,050.89)
Aloha Park School Fields Restoration	(107,196.50)		(107,196.50)
Old Wagon Trail Rplcment Design	(33,927.72)		(33,927.72)
Land Acquisition (thru FY08)	(42,999.52)		(42,999.52)
Rystadt Property Acquisition	(88,001.85)		(88,001.85)
March Property Acquisition	(932,569.52)		(932,569.52)
Brady Property Acquisition	(355,708.77)		(355,708.77)
Nopper/Turner Property Acquisition	(268,913.36)		(268,913.36)
Winkleman Park Initial Site Imp.	(29,138.52)		(29,138.52)
Land Acquisition (thru FY09)	(7,742.21)		(7,742.21)
Young House & Property	(10,157.09)		(10,157.09)
Bonny Slope/BSL Land Acquisition	(586,075.81)		(586,075.81)
Winchester Land Purchase	(522,803.32)		(522,803.32)
MTIP Grant/Westside Trail	(283.20)		(283.20)
TE Grant Match/Westside Trail	(283.20)		(283.20)

**Total SDC Fund Cash Increase (Decrease) 4,528,479.65**

**1,808,191.07 | 1,414,117.50 | 1,282,157.33 | 4,528,465.93**

## AROUND THE COUNTY

# Would-be gardeners face long wait for plots

**Community sites** |  
As demand increases,  
questions arise about  
fairness of distribution

By **ELLEN GILMER**  
THE OREGONIAN

BEAVERTON — Paul Crable wants to grow vegetables, but he doesn't have good land for it. He applied for a community garden plot in Cedar Hills Park in 2007. Two years later, he still has no plot and no homegrown vegetables.

The Tualatin Hills Park & Recreation District manages the garden site at Southwest Cedar Hills Boulevard and Walker Road, as well as two others at Harman Swim Center and John Marty Park, for a total of 143 garden plots.

Sixteen people are on the Cedar Hills waiting list, and Crable is second in line. Nine people are on waiting lists for plots in the district's other two community gardens, said Lisa Novak, super-

intendent of programs and special activities for the district.

Novak said moving up the waiting list can take a while, but nothing else can be done because the garden plots are in high demand. She expects some spaces to become available early next year.

Crable, who lives in Cedar Mill, said he understands the demand but has discovered that some individuals have been granted as many as 10 of the 44 plots in Cedar Hills. He can't understand why one person would get 10 spaces, when he's been waiting two years for one.

Novak did not confirm that any individual had 10 plots but said some people had multiple plots. When the garden opened in 2007, she said, there wasn't much demand, so eager gardeners who had been displaced from another community garden were given multiple plots.

Those gardeners put many hours and dollars into their plots, Novak said, so the district will not ask them to vacate. How-

ever, she said, plots do become available periodically, and she contacts people on the waiting list as soon as she learns of an opening.

She also contacts all gardeners with plots in January to see if they want to continue their rental.

Single plots (15 by 15 feet) cost \$20 a year. Family plots (15 by 30 feet) are \$30 a year.

Novak said the district realizes demand for the plots is high and may reconsider how they are distributed, possibly by placing time limits on how long someone can rent a plot.

The city of Beaverton runs three other community gardens, with a total of 122 plots, and has waiting lists for all of them.

Ellen Gilmer: 503-294-5955;  
ellengilmer@  
news.oregonian.com

**Jenkins Estate Spooktacular:**  
11 a.m.-4 p.m. Includes carnival games, craft projects, face painting, hayride to the pumpkin patch and prizes. Costumes encouraged. Jenkins Estate, 8005 S.W. Grabhorn Road, Aloha; \$7 per child ages 2-10, adults free with child; 503-629-6355

**Pumpkin Fest:** 6:30-8:30 p.m.  
Come in costume to participate in pumpkin-oriented activities. Bring a swimsuit. Parent participation required. Conestoga Recreation & Aquatic Center, 9985 S.W. 125th Ave., Beaverton; \$7 a person (in-district); www.thprd.org or 503-629-6313



**POPULAR EVENT** — The Jenkins Estate Spooktacular attracted ghosts and goblins of all sorts last year and is likely to again this year, from 11 a.m. to 4 p.m. Saturday. See the Halloween Roundup on B4 for details.

#### WHAT'S AHEAD

##### ■ DISTRICT 1 CROSS COUNTRY:

The 2009 District 1 Cross Country Meet is set for 4:30 p.m. today (Thursday) at Tualatin Hills. The boys race begins at 4:30 p.m. with the top two teams and top three individual finishers from other teams earning berths to the Class 3A/2A/1A state meet.

## A HALLOWEEN EVENTS ROUNDUP

### Jenkins Estate Spooktacular

Children age 2 to 10 are invited to the annual Jenkins Estate Spooktacular Saturday, Oct. 31, from 11 a.m. to 4 p.m. at the Jenkins Estate, 8005 S.W. Grabhorn Road, Beaverton. Admission is \$7 per child, and adults are free when accompanied by children. The stables at the estate will be transformed into a "not so spooky" Halloween adventure. Admission includes carnival games, craft projects, face painting a hayride to the pumpkin patch and prizes. Additional hayride tickets for family members over 10 years old are available for \$1 (1 adult ticket is included with child with admission). Dracula's Snack Shack will be open for hungry goblins, serving children's favorite snacks. Costumes are encouraged. See [www.thprd.org](http://www.thprd.org) for more information.



## Park and recreation district to salute veterans with free Veterans Day activities

Tuesday, November 03, 2009

### The Hillsboro Argus

The Tualatin Hills Park and Recreation District will provide free drop-in programs to all Armed Forces personnel and their immediate families on Veterans Day, Nov. 11.

Armed Forces personnel - past and present - will simply need to show a military ID card at a THPRD recreation or aquatic center to take advantage of this new offer. THPRD plans to repeat the drop-in waiver for veterans next Memorial Day (May 31, 2010).

"Veterans Day is our country's special day to honor our veterans for their service to our nation," said Jim McElhinny, THPRD director of park and recreation services. "THPRD is proud to join in this recognition of our veterans and their families by offering free access to our drop-in programs for their enjoyment on Veterans Day."

In addition to the drop-in waiver, the Elsie Stuhr Center, the park district's recreation facility for adults 55 and over, will celebrate Veterans Day from 11:45 a.m. to 1 p.m. Tuesday, Nov. 10. Veterans will have reserved tables in the dining room, and Marv Doty, commander of Beaverton American Legion Post No. 124, will be the featured speaker. Other veterans are invited to speak as well. Lunch will be available for a suggested donation of \$2.75.

The drop-in fee waiver is good at these park district facilities during the following time frames on Nov. 11:

The Tualatin Hills Athletic Center, family and teen basketball from 8 a.m. to 4:30 p.m.; adult basketball from 11:30 a.m. to 2:30 p.m.; and adult badminton from 8 p.m. to 10 p.m.

Cedar Hills Recreation Center, weight room, cardio room and gymnasium open from 11 a.m. to 7 p.m.

Garden Home Recreation Center, weight room and gymnasium open from 12:30 to 6 p.m.

Conestoga Recreation and Aquatic Center, play gym for children ages 6 and younger from 10 a.m. to 12:15 p.m.; open gym from 1 to 6 p.m.; weight room from 9 a.m. to 6:30 p.m.; open family swim from 11:30 a.m. to 1 p.m.; and open swim for all ages from 4:15 to 5:15 p.m.

The Tualatin Hills Aquatic Center, open swim from 7:35 to 9 p.m.

Beaverton Swim Center, open family swim from 1 to 2:30 p.m.

Aloha Swim Center, open swim for adults from 1 to 2:15 p.m. and open swim for all ages from 7:40 to 9 p.m.

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## Aquatics decision left to southeast county voters

Tuesday, November 03, 2009

By Kurt Eckert

The Hillsboro Argus

The Argus

Washington County Commissioners surprised southeast county pool supporters Oct. 27 by letting voters decide whether to form a special taxing district to pay for operation of community pools at Tigard and Tualatin high schools.

The Tigard-Tualatin School District lacks the funds to keep the pools open, but the Tigard Tualatin Swim Club's plan calls for a vote of residents of the school district, which includes all or part of Tigard, Tualatin, Durham and King City, as well as unincorporated areas in Washington and Clackamas counties.

To pay the estimated \$500,000 a year to keep the pools open, the required tax levy would be about 9 cents per \$1,000 of assessed property value, or about \$27 per year for owners of a home worth \$300,000, according to the citizen group's calculations.

The proposed tax levy covers all expected operating costs, including inflation, and a contingency fund for major repairs and expenses. The amount will be permanently set to support both swim centers indefinitely.

School budget shortfalls make it likely one pool will be "mothballed" for part or all of next year while the other is kept open. Soon, both pools will have to close, school officials fear.

Mothballing means keeping a pool full of circulating, minimally-heated and treated water. This costs about \$100,000 a year, nearly as much as keeping the pool open. If not mothballed, a drained pool rises out of the ground, almost always causing permanent damage.

Complicating the issue is part of the school district lies outside of the urban growth boundary, and part of the Tigard urban service district lies outside of the school district.

Commissioners earlier worried about questions of access, and whether forming a special district for aquatics now might snarl plans for future parks' programs.

A Nov. 24 public hearing on the measure is scheduled.

"No one wants it to morph into something it wasn't intended to be," Commissioner Roy Rogers said. "Five years, 10 years from now, nobody wants to defend what happened today."

Going into the meeting, Rogers said he didn't think there was enough votes to put the issue to a ballot. He was wrong.

The vote was unanimous to allow the issue on the May 2010 ballot.

After County Counsel Dan Olsen said it appears legal to limit a park service district to aquatics only, Commissioners Andy Duyck, who previously said it would make more sense to explore the pools becoming part of the existing Tualatin Hills Parks and Recreation District, changed his mind in the interest of self-governance.

# Community 'thrilled' with new Hiteon play area

By **BOB WAYT**  
For Times Newspapers

With a big assist from community volunteers, not to mention taxpayers, Hiteon Park in South Beaverton now has shiny, new play equipment for children.

And if you ask one mother, it's an exciting upgrade to the neighborhood.

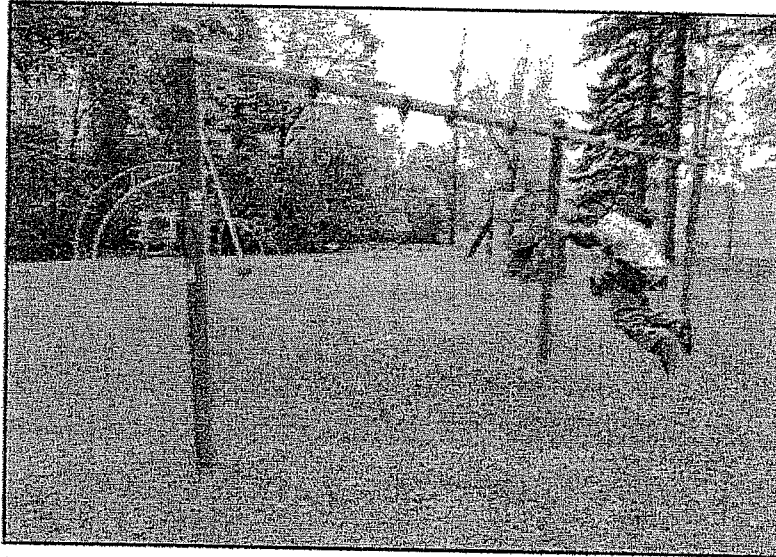
"When we saw the new playground, my kids were thrilled," said Katrina Froelich, mother of two, ages 3 and 5. "They loved it so much, we made an offer on a house nearby so we could walk to the park."

The Tualatin Hills Park and Recreation District, which maintains the park on Beaverton School District property at 13800 S.W. Brockman Road, officially completed the project on Thursday, Oct. 29.

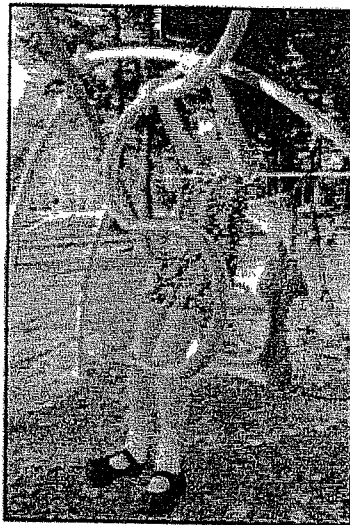
New swing sets were added, the last of the wood chips were spread, and a handsome split-rail fence buffering the play area from nearby 135th Avenue was finished.

Gone is outdated play equipment that was 22 years old, near the end of its life cycle. In its place is an assortment of colorful structures made for climbing, swinging, sliding and spinning.

The Park district's Planning Department held a neighborhood meeting last June to gather input on the play equipment design and other proposed



**BOB WAYT / For The Times**



improvements to Hiteon Park.

And on Saturday morning, Oct. 10, words turned into action. As part of what the park district calls a "community build," about 25 people spent several hours bringing the new play area to life. Among them were several members of the

by our general fund capital replacement budget."

THPRD maintenance workers prepared the site. Then Optimists and other volunteers helped assemble the play structures. By 2 p.m., all the equipment was bolted together and ready for anchoring in concrete. Meanwhile, two families with young children spread grass seed to begin revitalizing areas of bare soil.

"My favorite part was seeing the sleepy expressions on the faces of the youngest kids give way to wonder as the volunteers from the Optimist Club and local families assembled the many brightly colored pieces of equipment," said Deb Fife, a THPRD employee who coordinated the volunteer effort.

"Suddenly the kids had a giant boulder to climb on, and spinner cups and chutes and ladders took shape right before their eyes."

Katrina Froelich said she appreciates everyone who made the new play area at Hiteon Park possible. In her mind, their civic pride and collaboration symbolize what makes Beaverton a special place to live.

"I am so grateful to live in a community that supports parks," she said. "It's the best free entertainment and exercise in town. Thank you."

**PLAY DAYS** — Tylor Sovereign, 9, soars on the new swing set at Hiteon Park. Wood chips were spread deeply throughout the play area to cushion falls. Left, Hayley Smith climbs up part of the play structure that was completed last week.

Beaverton Optimist Club, park neighbors and other volunteers.

"We want to thank all of the volunteers for their participation," said Dave Chrisman, maintenance superintendent for THPRD. "Everything went very smoothly...it really could not have gone better.

"We also want to thank taxpayers, because without them, the children wouldn't have this new play equipment to enjoy for many years to come. This was a \$40,000 project funded



## Park district salutes veterans with free activities

The Tualatin Hills Park and Recreation District will provide free drop-in programs to all Armed Forces personnel and their immediate families on Veterans Day.

Military veterans — present and past — will need to show a military ID card at one of the district's recreation or aquatic centers to take advantage of the offer.

"Veterans Day is our country's special day to honor our veterans for their service to our nation," said Jim McElhinny, director of park and recreation services. "THPRD is proud to join in this recognition of our veterans and their families by offering free access to

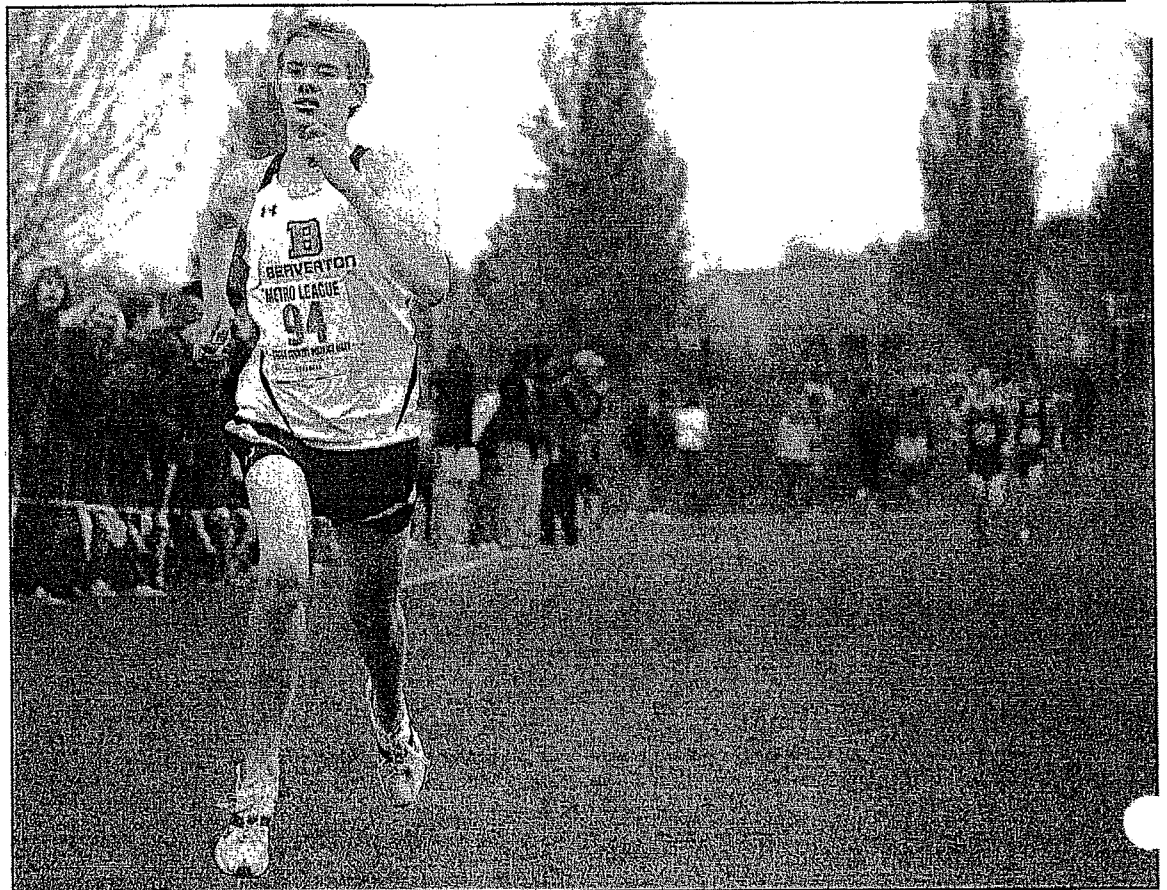
our drop-in programs for their enjoyment on Veterans Day."

In addition, the Elsie Stuhr Center, a recreation facility for adults 55 and older, will celebrate Veterans Day on Tuesday from 11:45 a.m. to 1 p.m. Veterans will have reserved tables in the dining room, and Marv Doty, commander of Beaverton American Legion Post 124, will be the featured speaker. Other veterans are invited to speak as well. Lunch will be available for a suggested donation of \$2.75.

For activity hours, center locations or other information, visit [www.thprd.org](http://www.thprd.org) or call 503-645-6433.

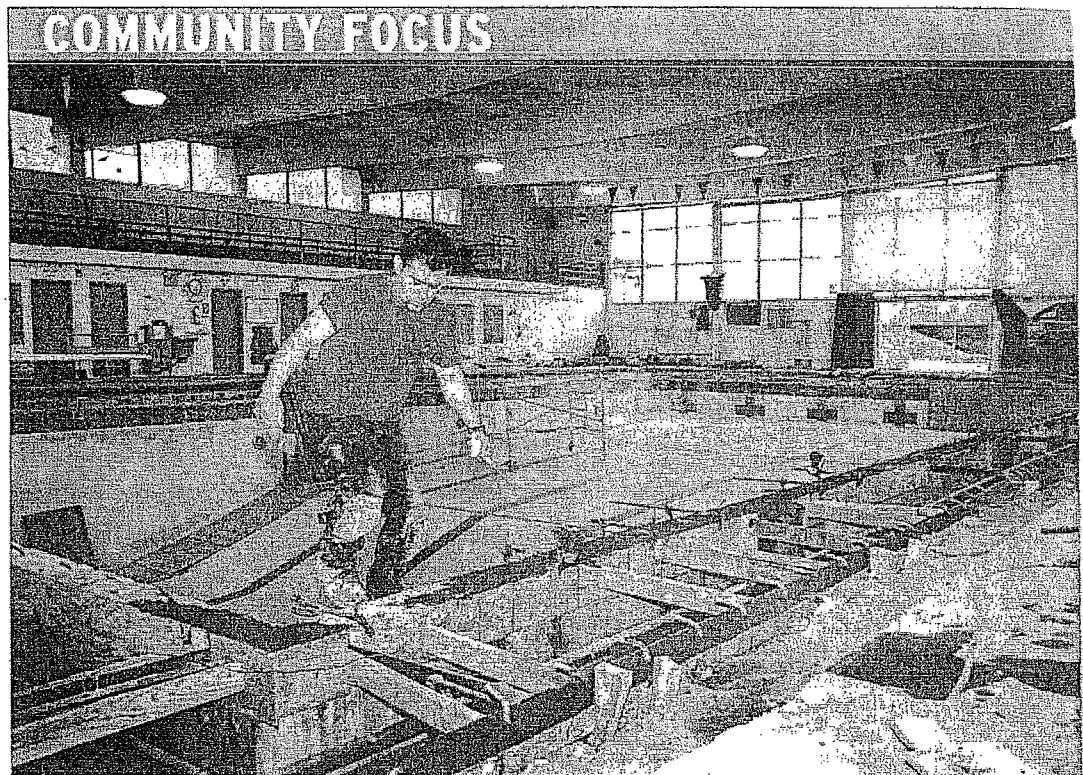
METRO LEAGUE CROSS COUNTRY | TUALATIN HILLS | OCT. 28, 2009

# *Running away with it*



JONATHAN HOUSE/The Times

**HISTORY MAKER** — Beaverton freshman Kevin Kavanaugh sprints to the finish line in last week's Metro League district cross country meet at Tualatin Hills.



TUALATIN HILLS PARK & RECREATION DISTRICT

Sergio Estrada of Bourke Construction works over the summer on refurbishing Sunset Swim Center, part of the work paid for by a \$100 million bond measure approved by voters a year ago.

## Tualatin Hills Park & Rec whittles its project to-do list

**\$100 million** | Passage of last year's bond means new trails, playground equipment, athletic fields — and more

By **JOE FITZGIBBON**  
SPECIAL TO THE OREGONIAN

BEAVERTON — Despite tough economic times in other parts of the state, Tualatin Hills Park & Recreation District planners are all smiles.

A year after voters approved a \$100 million bond measure, architects and land-use specialists are designing new trails and sports fields, buying property for parks and open spaces, adding playground equipment, improving wildlife habitats and upgrading facilities throughout the 50-square-mile district.

The transformation has Doug Menke, district general manager, beaming.

"Our facilities have been stretched and even running over capacity in some places for several years," Menke said. "The bond gives us a great opportunity to address many of the needs that our patrons said that they wanted."

Property tax bills that arrived recently in mailboxes include the increase to pay for the bond measure,

but carry some good news, as taxes go. The tax of 32 cents per \$1,000 of assessed value over the next 20 years — or \$80 a year on a \$250,000 house — is a nickel less than the 37 cents per \$1,000 originally estimated.

A credit rating upgrade from Standard & Poor's and competitive bidding by bond purchasers reduced the tax by 14 percent, administrators said. The new taxes are specifically earmarked for land acquisition, capital improvements and new construction, and cannot be used for district salaries, programs or operational expenses.

District administrators said that use of parks, trails and recreation centers has jumped by 67 percent since the last bond measure in 1994, with a noticeable crunch in park use and at sports fields and swimming pools. For the first time in its 54-year history, Tualatin Hills is making the preservation of natural areas one of its highest priorities.

After months of studies, a citizens oversight committee and district administrators have settled on budgets and timelines for 60 projects, ranging from \$77,300 for replanting Bauman Park to \$3.7 million to connect portions of the Waterhouse Trail with neighborhoods along TriMet and MAX routes. Most will be completed over the next three to five years.

### To learn more

For a listing of all 60 bond projects, construction start and completion dates, go to [www.thprd.org/bondprojects/schedule.cfm](http://www.thprd.org/bondprojects/schedule.cfm)

Half the projects are in the early stages of planning. This fall and next spring, families will see play structures added to 11 area parks and construction started on new athletic fields at Meadow Way and Winkelman parks. Workers will be restoring Commonwealth Lake, Foot-hills and Jordan/Jackie Husen natural areas, installing a network of interpretive signs in parks and breaking ground on trail projects.

"We have a patchwork of scenic trails that we want to connect," said Wendy Kroger, chairwoman of the district's Trail Advisory Committee. The district expects to spend about \$11.6 million to develop 6½ miles of trails that will give pedestrians and bicyclists an unimpeded, car-free paved pathway from Oregon 26 to Scholls Ferry Road in Tigard.

When completed, the Westside Trail, as it is being called, will resemble the

Please see **BOND**, Page B5

# Bond: Swimmers have reason to celebrate

Continued from Page B1

popular Fanno Creek Trail and link to a trail network ringing the metropolitan area from Forest Park to the Willamette River.

"Each time we open a new segment, we plan to hold a public celebration to encourage people to come out and see firsthand what natural treasures we have here," Kroger added.

Swimmers have reasons to celebrate, as well. Workers refurbished Sunset Swim Center over the summer, and the district is planning a three-year, \$5.3 million makeover of Conestoga Recreation and Aquatic Center.

A multimillion-dollar aquatic center was dropped from the original bond measure as too expensive, but planners hope to pay about \$5 million for land in the southwest part of the district for a future swim and recreation

facility. Because of ongoing negotiations, district officials would not identify the potential sites.

"We only work with willing sellers and have never used condemnation procedures," said Keith Hobson, facilities director. "We'll make an announcement when we reach an agreement."

Total land acquisition for expanded natural areas, new parks and trail extensions is estimated to cost \$33.6 million. New youth athletic fields, with year-round synthetic turf, will cost about \$9 million and will replace some of those lost when the Beaverton School District expanded school buildings.

Meanwhile, older adults who frequent the Elsie Stuhr Center's crowded fitness room will see it doubled in size, along with a seismic upgrade of the building and added parking by 2011. Costs are placed at \$1.5 million.

"We've been hearing about this for years and hope it happens soon," said Jim Howe, who has been using the center for eight years. "You feel jammed together right now, and there are times you just can't get on the equipment."

Joe Fitzgibbon: 503-223-0725;  
fitzgibbon@integra.net

## Countywide Veterans' Day offer is for military families

Free drop-in programs for armed forces personnel and their immediate families will be offered on Veterans Day, next Wednesday, by the Tualatin Hills Park & Recreation District.

Those serving in the military, present and past, need only show a military ID card to take advantage of this offer.

"Veterans Day is our country's special day to honor our veterans for their service to our nation," said district director Jim McElhinny. "THPRD is proud to join in this recognition of our veterans and their families by offering free access to our drop-in programs for their enjoyment on Veterans Day."

The activities covered by the Nov. 11 fee-waiver will be as follows:

- Tualatin Hills Athletic Center, 50 N.W. 158th Ave., family and teen basketball from 8 a.m. to 4:30 p.m.; adult basketball from 11:30 a.m. to 2:30 p.m.; and adult badminton from 8 to 10 p.m.

- Cedar Hills Recreation Center, 11640 S.W. Park Way, weight room, cardio room and gymnasium open from 11 a.m. to 7 p.m.

- Garden Home Recreation Center, 7475 S.W. Oleson Road, weight room and gymnasium open from 12:30 to 6 p.m.

- Conestoga Recreation & Aquatic Center, 9985 S.W. 125th Ave., play gym for children ages 6 and younger from 10 a.m. to 12:15 p.m.; open gym from 1 to 6 p.m.; weight room from 9 a.m. to 6:30 p.m.; open family swim from 11:30 a.m. to 1 p.m.; and open swim for all ages from 4:15 to 5:15 p.m.

- Tualatin Hills Aquatic Center, 15707 S.W. Walker Road, open swim from 7:35 to 9 p.m.

- Beaverton Swim Center, 12850 S.W. Third St., open family swim from 1 to 2:30 p.m.

- Aloha Swim Center, 18650 S.W. Kinnaman Road, open swim for adults from 1 to 2:15 p.m. and open swim for all ages from 7:40 to 9 p.m.

For more details call 503-645-6433 or visit the Web page at <http://tinyurl.com/yfpd2ee>.

— Roger Gregory



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Everything Oregon

## **Tualatin Hills Park district seeks budget committee volunteer**

**By The Oregonian**

November 08, 2009, 4:00AM

The **Tualatin Hills Park & Recreation District** is seeking a volunteer to fill a three-year term on the district's budget committee. Applicants must live within park district boundaries.

Applications may be picked up at the administration office, 15707 S.W. Walker Road, or printed from the Web site at [www.thprd.org](http://www.thprd.org). They must be returned by Nov. 30.

For information or to request a form, call executive assistant Jessica Collins at 503-645-6433.

-- The Oregonian

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Everything Oregon

## **Park district members to get special night at Blazers game**

**By Roger Gregory, The Oregonian**

November 11, 2009, 1:10PM

Members of Tualatin Hills Park & Recreation District have an opportunity to celebrate with the Portland Trail Blazers during their Jan. 2 home game against the Golden State Warriors.

That is "Tualatin Hills Park & Recreation Night." Anyone with an active park district membership card may purchase seats in the Rose Garden for the game.

About 100 seats on the 200 level are available for \$49 each, while 500 seats at \$19 each are available on the 300 level.

On game day, youth with tickets bought through THPRD can attend a Trail Blazer coaches-run clinic from 2 to 4 p.m. After the game, anyone with a THPRD Night Ticket may go onto the court after the game and shoot free throws.

Deadline to purchase is Monday, Dec. 7. Tickets may be purchased over the phone at 503-629-6330 or in person at the Tualatin Hills Athletic Center, 15707 S.W. Walker Road.

Printable order forms are available at [www.thprd.org](http://www.thprd.org).

-- **Roger Gregory**

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Everything Oregon

## **Park district seeks applicants for new advisory boards**

**By Roger Gregory, The Oregonian**

November 19, 2009, 4:19PM

Tualatin Hills Park & Recreation District is taking applications for eight new committees formed as the district restructures its advisory boards.

The committees are Sports, Aquatics, Recreation, Elsie Stuhr Center, Historic Facilities, Natural Resources, Trails and Parks.

Current advisory committee members can apply to the new committees. Residency in the park district is required, and successful applicants usually serve two-year terms.

Applications may be picked up in the district administration office, 15707 S.W. Walker Road, or printed from the Web site at [www.thprd.org](http://www.thprd.org).

Completed applications must be submitted to **Lisa Novak**, superintendent of programs and special activities, at the administration office. Submissions will be taken until the openings are filled.

**-Roger Gregory**

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# BEAVERTON VALLEYTIMES

## Park district seeks applicants for advisory groups

*The Beaverton Valley Times, Nov 21, 2009*

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**The Tualatin Hills Park and Recreation District has developed a new structure for its advisory committees that will improve their function and service to the community.**

In conjunction with the restructuring, the park district is now taking applications for positions on the new advisory committees. Individuals serving on existing advisory committees are eligible to apply for positions on the new committees.

Applicants approved by the park district's board will generally serve two-year terms.

The eight broad-based advisory committees serve as an arm of the THPRD board. Those that have been developed include Sports, Aquatics, Recreation (combining THPRD's three recreation facilities), the Elsie Stuhr Center and Historic Facilities.

There will also be separate committees devoted to Natural Resources, Trails and Parks.

Applications can be found at [www.thprd.org](http://www.thprd.org) in the Document Center on the About Us page of the THPRD Web site.

They can also be picked up at the park district Administration Office at Southwest 158th Avenue and Walker Road in Beaverton.

Applications must be submitted to Lisa Novak, superintendent of programs and special activities, at the Administration Office. Submissions will be accepted until the committees are filled.

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