



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

**Board of Directors Regular Meeting  
Thursday, November 12, 2020**

**5:15 pm Executive Session  
5:30 pm Regular Meeting**

**AGENDA**

1. Executive Session\*
  - A. Legal
2. Call Regular Meeting to Order
3. Action Resulting from Executive Session
4. [Public Hearing: Resolutions Adopting an Updated System Development Charge Methodology, Adopting the System Development Charge Fee Schedule, and Adopting a 20-year System Development Charge Capital Improvement Project List](#)
  - A. Open Hearing
  - B. Staff Report
  - C. Public Comment\*\*
  - D. Board Discussion
  - E. Close Hearing
  - F. Board Action
5. Audience Time\*\*
6. Board Time
  - A. Committee Liaisons Updates
7. Consent Agenda\*\*\*
  - A. [Approve: Minutes of October 14, 2020 Regular Board Meeting](#)
  - B. [Approve: Monthly Bills](#)
  - C. [Approve: Monthly Financial Statement](#)
  - D. [Approve: Resolution Authorizing Amendment to the Tualatin Hills Park & Recreation District Retirement Plan Fiduciary Responsibility Delegation Charter](#)
8. Unfinished Business
  - A. [Information: General Manager's Report](#)
9. New Business
  - A. [Review: System Development Charges Administrative Procedures Guide](#)
10. Adjourn

**Due to the current State of Emergency as a result of the COVID-19 pandemic, the THPRD Board of Director's November 12, 2020 Regular Meeting will be conducted electronically. Live streaming of this meeting will be available at <https://youtu.be/XFE4U2zSs3A> and also posted on the district's website at [www.thprd.org](http://www.thprd.org)**

**\*Executive Session:** Executive Sessions are permitted under the authority of ORS 192.660. Copies of the statute are available at the offices of Tualatin Hills Park & Recreation District.

**\*\* Audience Time / Public Testimony:** Testimony is being accepted for this meeting by email only. If you wish to submit testimony, please do so **by 3 pm on November 12, 2020** to [boardofdirectors@thprd.org](mailto:boardofdirectors@thprd.org).

Testimony received by the designated time will be read into the record during the applicable agenda item with a 3-minute time limit.

**\*\*\*Consent Agenda:** Testimony regarding an item on the Consent Agenda will be heard under Audience Time. Consent Agenda items will be approved without discussion unless there is a board member request to discuss a particular Consent Agenda item. The issue separately discussed will be voted on separately.

In compliance with the Americans with Disabilities Act (ADA), this material, in an alternate format, or special accommodations for the meeting, will be made available by calling 503-645-6433 at least 48 hours prior to the meeting.



## MEMO

**DATE:** November 2, 2020  
**TO:** Board of Directors  
**FROM:** Doug Menke, General Manager

**RE:** Information Regarding the November 12, 2020 Board of Directors Meeting

**Agenda Item #4 – Resolutions Adopting an Updated System Development Charge Methodology, Adopting the System Development Charge Fee Schedule, and Adopting a 20-year System Development Charge Capital Improvement Project List**

Attached please find a memo outlining the process for a public hearing to consider an update to the district's System Development Charge methodology.

**Action Requested:** Board of directors' approval of Resolution 2020-25 Adopting an Updated System Development Charge Methodology; Resolution 2020-26 Adopting the System Development Charge Fee Schedule; and, Resolution 2020-27 Adopting a System Development Charge Capital Project List.

**Agenda Item #7 – Consent Agenda**

Attached please find the following consent agenda items for your review and approval:

- A. Approve: Minutes of October 14, 2020 Regular Board Meeting
- B. Approve: Monthly Bills
- C. Approve: Monthly Financial Statement
- D. Approve: Resolution Authorizing Amendment to the Tualatin Hills Park & Recreation District Retirement Plan Fiduciary Responsibility Delegation Charter

**Agenda Item #8 – Unfinished Business**

- A. General Manager's Report

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

**Agenda Item #9 – New Business**

- A. Updated System Development Charges Administrative Procedures Guide Attached please find a memo presenting a draft System Development Charges Administrative Procedures Guide update. Staff will incorporate input from the board and stakeholders in a final SDC APG to be brought to the board for approval in January 2021.

**Other Packet Enclosures**

- Management Report
- Monthly Capital Report
- Monthly Bond Capital Report
- System Development Charge Report



## MEMO

**DATE:** October 27, 2020  
**TO:** Doug Menke, General Manager  
**FROM:** Jeannine Rustad, Planning Manager

**RE:** **Resolutions Adopting an Updated System Development Charge Methodology, Adopting the System Development Charge Fee Schedule, and Adopting a 20-Year System Development Charge Capital Improvement Project List**

### **Introduction**

Staff is requesting the board of directors conduct a public hearing at the November 12, 2020 board meeting to gather public input relating to the proposed System Development Charge methodology update. At the close of the hearing, staff request that the board approve resolutions adopting the updated system development charge (SDC) methodology, adopting the system development charge fee schedule, and adopting a 20-Year system development charge capital improvement project list.

### **Background**

At the board's request, staff have been working on the update of the SDC methodology since summer 2019. This update was undertaken to address three policy issues: (1) affordable housing waivers; (2) tiering of residential SDCs; and (3) level of service. Staff engaged consultant Deb Galardi of Galardi Rothstein Group to update the district's SDC methodology and address these issues.

Staff engaged stakeholders, including market rate housing providers, affordable housing providers and advocates, jurisdictional partners and the Home Builders Association of Metro Portland through email and four (4) virtual stakeholder meetings. Additionally, the board heard information on the update at the following meetings:

- November 12, 2019: System Development Charge Methodology Update: Policy Framework Issues (New Business)
- December 10, 2019: System Development Charge Methodology Update: Policy Framework (Work Session)
- March 10, 2020: System Development Charge Methodology Update: Policy Issues – Affordable Housing Waivers (Unfinished Business)
- June 9, 2020: System Development Charge Methodology: Residential Tiering (Unfinished Business)
- July 22, 2020: SDC Discussion on Affordable Housing, Level of Service and Unit Cost (Work Session)
- August 12, 2020: Hearing on the proposed System Development Charge Methodology update



- October 14, 2020: Resolution Adopting Affordable Housing System Development Charge Waiver Policy

As part of the SDC methodology update process, the board must convene a public hearing to obtain public comment regarding the update. At the August 4 stakeholder meeting, staff informed participants of the November hearing date and asked any wanting written notice to email staff with their mailing address. No requests for written notice were made. The draft SDC methodology report has been available for review since September 11, 2020. As a result of the restrictions and office closures due to Covid-19, an email was sent to all stakeholders on September 11, 2020, notifying them of the availability of the methodology and indicating that we could email a digital copy to those who request one and that a paper copy could be made available with advance notice. Digital copies were sent to four stakeholders. Thus, the district has met the statutory requirements for 90-day notice of the hearing and that the methodology be available for review at least 60 days prior to the hearing (ORS 223.304(7)(a)). The comment period will close on November 11, 2020.

The methodology reflects the board's direction to accommodate affordable housing waivers, as well as a tiered approach to single-family residential SDCs. Staff continues to work with Washington County and the City of Beaverton on implementation of the tiered approach to single-family housing and, as such, the resolution adopting a SDC fee schedule uses the average rate for single-family housing. Staff is targeting July 2021 for implementation of the tiered approach to single-family residential SDCs.

While the project list includes the total cost for development of recreation/aquatic centers, consistent with the board's direction, only 30% of the development of those centers is included in the fee schedule. Finally, also consistent with board direction, the fee schedule reflects the phasing in of non-residential fees over a two-year period.

### **Proposal Request**

Staff is requesting the board of directors conduct a public hearing at the November 12, 2020 board meeting to gather public input relating to the proposed System Development Charge methodology update. At the close of the hearing, staff request that the board approve resolutions adopting the updated system development charge (SDC) methodology, adopting the system development charge fee schedule and adopting a 20-Year system development charge capital improvement project list.

The attached resolutions have been reviewed and approved by legal counsel.

### **Benefits of Proposal**

Approval of the SDC methodology update, fee structure and project list will ensure that the district has adequate funding to pay for land acquisition and districtwide park amenities needed to maintain service levels with the population growth and development. Additionally, the updated methodology reflects the board's desire to create a more equitable method for charging residential SDCs by (1) providing for affordable housing waivers and (2) tiering single-family residential SDCs. Furthermore, this updated methodology defines multi-family housing as any housing that shares a common wall. That is, under the new methodology, duplex, tri- and quad-plexes, as well as town and row homes – all considered “missing middle” housing – are considered multi-family, resulting in a reduced SDC fee for these types of housing. This will help further state, regional and local efforts to encourage the development of missing middle housing. Lastly, the updated methodology reduces the assumption of occupancy of accessory dwelling units (ADUs), thus lowering the SDC fee for ADUs.

**Potential Downside of Proposal**

The changes made in the updated SDC methodology may result in reduced collection of SDCs. However, given the statewide scrutiny of SDCs, particularly park SDCs, the cumulative actions proposed in the updated methodology may serve as an example of how to create a more equitable approach to SDCs.

**Action Requested**

Staff is requesting the board of directors conduct a public hearing at the November 12, 2020 board meeting to gather public input relating to the proposed System Development Charge methodology update. At the close of the hearing, staff request that the board approve resolutions adopting the updated system development charge (SDC) methodology, adopting the system development charge fee schedule and adopting a 20-Year system development charge capital improvement project list.

**RESOLUTION NO. 2020-25**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
TUALATIN HILLS PARK & RECREATION DISTRICT ADOPTING AN  
UPDATED SYSTEM DEVELOPMENT CHARGE (SDC) METHODOLOGY**

**WHEREAS**, the Tualatin Hills Park & Recreation District (THPRD) adopted a system development charge and corresponding methodology by resolution in November 1998 (the “SDC Resolution”), which was amended in September 2001 and August 2003, and updated in November 2007 and March 2016; and

**WHEREAS**, the system development charge methodology adopted by THPRD in 2016 was based on needs identified in THPRD’s 2013 Comprehensive Plan Update, which considers capital facility needs through the year 2035; and

**WHEREAS**, THPRD adopted the following functional plans addressing needs and priorities for each amenity:

- Athletic Facilities Functional Plan (March 7, 2016);
- Parks Functional Plan (May 2015 and updated April 2019);
- Trails Functional Plan (February 2016); and
- Natural Resources Functional Plan (December 2014).

**WHEREAS**, an updated system development charge methodology report titled “Draft Methodology Report Parks System Development Charges” and dated September 9, 2020 (the “2020 SDC Methodology Report”) has been prepared to reflect growth costs identified in the 2013 Comprehensive Plan Update and functional plans; and

**WHEREAS**, notice of a public hearing was provided to all interested parties as required by ORS 223.304 and the 2020 SDC Methodology Report was available for public review 60 days prior to the public hearing; and

**WHEREAS**, a public hearing was held on November 12, 2020 to receive testimony concerning the 2020 SDC Methodology Report; and

**WHEREAS**, Section 12(c) of the SDC Resolution provides that the board of directors may from time to time amend or adopt a new SDC Methodology Report by resolution.

**NOW THEREFORE, the Tualatin Hills Park & Recreation District resolves:**

- Section 1: The 2020 SDC Methodology Report, attached as Exhibit A, is adopted;
- Section 2: The assumptions, conclusions and findings of the 2020 Methodology Report that determine the anticipated costs of capital improvements required to accommodate growth, and the rates for the parks and recreation system development charges to finance these capital improvements are adopted; and
- Section 3: All references in the SDC Resolution and SDC Administrative Procedures Guide documents shall be updated to reflect the 2020 SDC Methodology Report.

**RESOLUTION NO. 2020-25**

Approved by the Tualatin Hills Park & Recreation District Board of Directors on the 12<sup>th</sup> day of November 2020.

\_\_\_\_\_  
Ashley Hartmeier-Prigg, President

\_\_\_\_\_  
Tya Ping, Secretary

ATTEST:

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



# Draft Methodology Report **Parks System Development Charges**

September 9, 2020



Clifton-Currans, LLC

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## SECTION 1

# 1. Introduction

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## 1.1 Authorization

In September 2019, the Tualatin Hills Park and Recreation District (District or THPRD) contracted with Galardi Rothstein Group (GRG) to update its System Development Charge (SDC) methodology. The project was conducted in two phases; the first phase was focused on reviewing policy issues and identifying options for further development in Phase 2.<sup>1</sup> Phase 2 included the technical analysis to update the SDC methodology based on the policy framework identified in Phase 1, and development of an updated SDC fee schedule and project list.

This report presents the results of the SDC update, including the policy framework, SDC methodology, project list, and fee schedule options. The methodology was developed in conformance with Oregon legal requirements, standard industry practice, and the District's policy objectives and functional and other plans.

## 1.2 Report Organization

- **Section 1 – Introduction** – This section presents information on the District's SDC project objectives, and the policy and legal framework for the methodology.
- **Section 2 – SDC Cost Basis** – Presents the first element of the SDC methodology: the current and future levels of service used to determine growth capacity needs, and the growth-related costs in aggregate based on the updated SDC project list.
- **Section 3 – SDC Assessment** – Presents the second element of the SDC methodology: information on system-wide unit costs per person, assumptions of number of persons per residential dwelling unit, and the process for determining future inflationary adjustments.
- **Appendix A – Policy Papers** – Policy papers on Affordable Housing Waivers, Tiering of Residential SDCs and Level of Service from Phase 1.
- **Appendix B – Residential Equivalency** – Summarizes the detailed assumptions related to employment and projected park use by nonresidential development.

Separate from the methodology, the District will adopt by resolution, the following items:

- **Appendix C – SDC Project List** – Provides the list of projects needed to increase park, trail, and recreation facility capacity for future growth, that are to be funded with SDC revenue. The list includes the project description, and the estimated cost, timing, and portion of cost eligible for SDC funding.
- **Appendix D – SDC Schedule** – Provides the SDCs by development type and fee structure (average and tiered for residential), based on the methodology and project list presented in this report. Consistent with Oregon law and the District's SDC ordinance,

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<sup>1</sup> Policy papers from Phase 1 are presented in Appendix A.



the fees presented in Appendix D may be adjusted periodically for changes in costs or changes in the project list.

*Note: The calculations contained in this report were produced by computer spreadsheets where numbers extend beyond the decimal places shown in the tables presented, so slight variations exist due to rounding. However, these variations are not material.*

## 1.3 Background

System development charges are an important funding source for parks, trails, and recreation facility capital improvement projects. The District last updated its SDC methodology in 2016, with annual inflationary adjustments adopted in 2018 and 2019. In 2019, the THPRD Board of Directors (Board) requested that staff update the SDC methodology. The primary objective of the update was to incorporate a more equitable approach to SDCs, with three primary areas of inquiry:

1. Residential SDC Structure,
2. Level of Service, and
3. Affordable Housing

Oregon legislation (Oregon Revised Statutes 223.297-.314) establishes guidelines for the calculation and administration of SDCs. Within these guidelines, local governments have latitude in selecting approaches that best align with local policy objectives. The updated methodology presented in this report reflects feedback from the Board and stakeholders obtained through virtual meetings and written testimony on the key methodological issues. Specifically, the District hosted four stakeholder meetings, and presented information to the Board at two work sessions, four board meetings and a public hearing between November 2019 and August 2020.

## 1.3 Policy Framework

Based on the feedback received, Table 1 (following page) summarizes the recommendations related to SDC implementation and administration that were developed as part of the SDC update. In addition to addressing the three key policy issues established initially by the Board, stakeholders also provided feedback on the implementation strategy for updated nonresidential SDCs.

**Table 1-1**  
*Policy Framework*

<b>Policy Issue</b>	<b>Recommendations</b>
Residential SDC Structure	<ul style="list-style-type: none"> <li>• Implement a 4-tiered SDC structure for Single-Family residential</li> <li>• Maintain existing uniform structure for multifamily</li> </ul>
Level of Service	Reduce the amount of the cost of recreation/aquatic centers funded through SDCs to 30%.
Affordable Housing	Adopt a policy on affordable housing waivers that includes the following elements: <ul style="list-style-type: none"> <li>• Housing at 30% of median family income (MFI) will be eligible for a 100% waiver of SDCs.</li> <li>• Housing at 60% MFI waivers will be eligible for 50% waivers.</li> <li>• A cap of 632 housing units (225 30% MFI housing units and 408 60% MFI housing units).</li> <li>• Requirement of a 60-year deed restriction on affordability.</li> <li>• A sunset provision on the waivers when any of these criteria are met (1) reaching the waiver cap, (2) adoption of a new methodology or (3) revision of the affordable housing policy resolution.</li> </ul>
Nonresidential SDCs	Phase in the recommended SDC increase over 2 years

## 1.4 Legal Framework

Oregon Revised Statutes (ORS) 223.297 through 223.314 authorize local governments to assess SDCs for the following types of capital improvements:

- Drainage and flood control (i.e., storm water)
- Water supply, treatment, and distribution
- Wastewater collection, transmission, treatment, and disposal
- Transportation
- Parks and recreation

In addition to specifying the infrastructure systems for which SDCs may be assessed, the SDC legislation provides guidelines on the calculation and modification of SDCs, accounting requirements to track SDC revenues, and adoption of administrative review procedures. Key elements of provisions that pertain to the methodology and project list are summarized below.

### 1.4.1 SDC Structure

An SDC may include a reimbursement fee, an improvement fee, or a combination of the two.

#### 1.4.1.1 Reimbursement Fee

The reimbursement fee is based on the value of available capacity associated with capital improvements already constructed or under construction. The methodology used to calculate the reimbursement fee must consider the cost of existing facilities, prior contributions by existing users, the value of unused capacity, grants, and other relevant factors. The objective of the reimbursement fee methodology is to require new users to contribute an equitable share of the capital costs of existing facilities.

### 1.4.1.2 Improvement Fee

The improvement fee is designed to recover the costs of planned capital improvements that add system capacity to serve future users. An increase in system capacity may be established if a capital improvement increases the level of performance or service provided by existing facilities or provides new facilities. The portion of the improvements funded by improvement fees must be related to the need for increased capacity to provide service for future users.

### 1.4.2 Project List

Local governments are required to prepare a capital improvement program or comparable plan, prior to establishment of an SDC, that includes a list of the improvements that the jurisdiction intends to fund with improvement fee revenues and the estimated timing, cost, and eligible portion of each improvement. The project list may be updated at any time. If an SDC is to be increased by a proposed modification to the list, then required action includes: (1) written notice provided to interested parties at least 30 days prior to adoption of the proposed modification and (2) hold a public hearing on the proposed modification if a request is received in writing up to seven days before the date of the planned adoption.

### 1.4.3 Credits

A credit must be provided against the improvement fee for the construction of “qualified public improvements.” Qualified public improvements are improvements required as a condition of development approval, identified in the system’s capital improvement program, and either (1) not located on or contiguous to the property being developed or (2) located in whole or in part, on or contiguous to, property that is the subject of development approval and required to be built larger or with greater capacity than is necessary for the particular development project to which the improvement fee is related.

### 1.4.4 Methodology Review and Notification Requirements

The methodology for establishing or modifying improvement or reimbursement fees must be available for public review prior to adoption. The local government must maintain a list of persons who have made a written request for notification prior to the adoption or amendment of such fees that are resultant of a methodology amendment. The requirements for any changes to the fees that represent a modification to the methodology are: (1) 90-day written notice prior to first public hearing, and (2) SDC methodology made available for review 60 days prior to the public hearing.

Application of one or more cost indices periodically is allowable and is not considered a change in the methodology, and is therefore not subject to the above review and notification procedures, provided that the index is published by a recognized agency, independent from the methodology, and incorporated into the methodology or adopted separately by ordinance or resolution. Furthermore, “a change in the costs of materials, labor, or real property as applied to projects or project capacity”<sup>2</sup> in the adopted project list are not considered modifications to the SDC methodology. As such, the local government is not required to adhere to the methodology notification provisions.

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<sup>2</sup> 2017 Oregon Revised Statutes 223.304 (8)(b)(A)

### 1.4.5 Other Provisions

Other provisions of the legislation include:

- Deposit of SDC revenues into dedicated accounts and annual accounting of revenues and expenditures, including a list of the amount spent on each project funded, in whole or in part, by SDC revenues.
- Expenditure of SDCs may include costs of complying with the provisions of the law, including costs of developing SDC methodologies and providing an annual accounting of SDC expenditures.
- Creation of an administrative appeals procedure, in accordance with the legislation, whereby a citizen or other interested party may challenge an expenditure of SDC revenues. Furthermore, in the event a written objection to the calculation of an SDC is received, the local government must provide information on the right to petition for review pursuant to ORS 34.010, and about any locally adopted administrative review procedures.

SECTION 2

## 2. SDC Cost Basis

### 2.1 Introduction

The methodology used to calculate parks SDCs begins with the determination of growth costs (the costs in aggregate associated with meeting the capacity needs of future growth).

This section presents the projected future growth needs and the basis for determining the costs that will be recovered from growth through the SDCs (growth share). The District’s SDC methodology is based on an improvement fee structure only; no reimbursement fee is included.

### 2.2 Planned Level of Service

The District – through adoption of the SDC capital project list -- is planning for the development of the parks system consistent with the community’s desired LOS. The planned LOS for a particular park or facility type is defined by the equation below:

$$\frac{\text{Existing}Q + \text{Planned}Q}{\text{FuturePopulationServed}} = \text{PlannedLOS}$$

Where:

- *Q = quantity (acres of parks, miles of trails, or area or number of facilities), and*
- *Future Population Served = projected 2040 “equivalent population”*

#### 2.2.1 Population and Equivalent Population

Park capacity is measured in terms of people served – resident population and nonresident employees. Table 2-1 provides population and employment data derived from United States census and other sources. In addition to District-wide projections, population estimates are also provided for the North Bethany area to support development of overlay SDCs (discussed later in this report).

**Table 2-1**  
THPRD SDC Analysis  
*Population and Employment Data*

Item	Current 2020	Future 2040	Growth
<b>Total District</b>			
Population <sup>1</sup>	261,837	334,531	72,694
Employment <sup>2</sup>	116,708	149,110	32,402
North Bethany Area Population <sup>3</sup>	4,670	10,721	6,051

<sup>1</sup> Current estimated from American Community Survey for THPRD boundary. Projections based on WA County growth from Portland State University.

<sup>2</sup> Current estimated from On the Map tool (US Census) for THPRD boundary. Projections based on population WA County growth from Portland State University.

<sup>3</sup> Current permitted population - estimated based on historical SDC revenue collected in benefit areas. Future population based on November 2015 THPRD SDC Study.

The concept of *equivalent population* is used to recognize different utilization levels of parks by the general population (to estimate residential development needs) and employees (to estimate nonresidential development needs). Employees are assumed to have an equivalency factor significantly less than residents (0.22 as shown in Table 2-2), owing to the limited number of hours available outside of work for park use. These assumptions are consistent with national survey data related to nonresidential use of parks, which generally establish nonresidential equivalency factors between 0.2 and 0.5 per employee<sup>3</sup>.

**Table 2-2**  
*Population, Employment, and Residential Equivalent Population*

Category	Units	Equivalency Factor	Residential Equivalents <sup>1</sup>	% Total
<b>Current</b>				
Population	261,837	1.000	261,837	91.1%
Employment <sup>2</sup>	116,708	0.22	25,610	8.9%
<b>Total</b>	<b>378,545</b>		<b>287,447</b>	<b>100%</b>
<b>Future</b>				
Population	334,531	1.000	334,531	91.1%
Employment <sup>2</sup>	149,110	0.22	32,720	8.9%
<b>Total</b>	<b>483,641</b>		<b>367,251</b>	<b>100%</b>
<b>Growth</b>				
Population	72,694	1.000	72,694	91.1%
Employment <sup>2</sup>	32,402	0.22	7,110	8.9%
<b>Total</b>	<b>105,096</b>		<b>79,804</b>	<b>100%</b>

<sup>1</sup> Units X Equivalency Factor

### 2.2.2 Current and Future LOS

The following park and facility classifications are included in the SDC analysis:

- Neighborhood Parks
- Pocket Parks
- Community Parks
- Natural Areas
- Sports Facilities
- Trails
- Recreation Centers

**Table 2-3** (next page) summarizes existing park quantities for each classification for purposes of determining the existing LOS. The LOS for parks is based on acreage, while sports facilities, recreation trails and recreation centers are based on number, miles and square feet (SQ FT), respectively. The 20-year SDC Project List (Appendix C) includes development of both existing undeveloped land and new planned acquisitions. The difference between total future units and total existing units in Table 2-3, are the new units to be acquired. The detailed acquisition and development quantities are shown on the District’s planned 20-year project list included in Appendix C.

<sup>3</sup> See Appendix B for more information on employee equivalency factor calculations.

**Table 2-3**  
 THPRD SDC Analysis  
*Summary of Existing and Planned Parks and Facilities<sup>1</sup>*

Type	Unit Type	Total	Developed Units		Total
		Existing Units	Existing Units	Planned Units <sup>1</sup>	Future Units
Parks					
Neighborhood	Acres	442.0	379.6	100.3	479.8
Pocket Parks	Acres	3.8	3.8	1.0	4.8
Community	Acres	276.0	216.6	81.5	298.1
Natural Area	Acres	1,255	1,255	120	1,375
Sports Facilities	Number	29.1	29.1	30.7	59.8
Recreation Trails	Miles	246.0	246.0	29.0	275
Recreation Centers <sup>2</sup>	SQ FT	467,197	407,197	120,000	527,197

<sup>1</sup> Based on 20-Year SDC Project List (Appendix C)

<sup>2</sup> Includes indoor recreation centers, pools, and indoor/outdoor sports facilities (e.g., tennis air structures).

Table 2-4 shows the existing and future developed and total LOS by park type based on the park quantities shown in Table 2-3 and the equivalent population shown in Table 2-2. The SDC Project List identifies planned projects designed to maintain (in the case of neighborhood & pocket parks) or enhance (in the case of community parks, recreation trails and recreation centers) the future developed LOS for all park users. The future developed LOS for natural area parks and sports facilities decline slightly over the planning period, as does the total LOS for all categories except recreation trails.

**Table 2-4**  
 THPRD SDC Analysis  
*Existing and Future Developed and Total LOS by Park Type<sup>1</sup>*

Type	Unit Type	Developed LOS (Units per 1,000 Equivalent Population)		Total LOS (Units per 1,000 Equivalent Population) <sup>2</sup>	
		Existing	Future	Existing	Future
Parks					
Neighborhood	Acres	1.32	1.31	1.54	1.31
Pocket Parks	Acres	0.01	0.01	0.01	0.01
Community	Acres	0.75	0.81	0.96	0.81
Natural Area	Acres	4.37	3.74	4.37	3.74
Sports Facilities	Number	0.86	0.75	0.86	0.75
Recreation Trails	Miles	0.10	0.16	0.10	0.16
Recreation Centers	SQ FT	1,417	1,436	1,625	1,436

<sup>1</sup> Existing and planned developed and total units (from Table 2-3) divided by the total current and future equivalent populations (From Table 2-2).

### 2.2.3 Implications for SDC Cost Basis

The LOS analysis provides a basis for determining the capacity needs of growth by park type to determine an equitable share of project list costs for purposes of development the SDC unit costs. Table 2-5 (next page) shows the developed park and facility units needed for growth based on the planned LOS by park type (Table 2-4) and the growth in equivalent population (Table 2-2).

Table 2-5 also shows the quantity of existing THPRD-owned land that will help meet future LOS standards, and the quantity of new land that must be developed to fully realize future LOS standards. For purposes of the capacity analysis, existing development needs are assumed to be met first from the existing inventory of parks and facilities; any additional need resulting from a planned increase in the LOS is met through a portion of the project list improvements.

Project list costs are allocated to growth and existing development in proportion to the quantity of new units needed. As shown in Table 2-5, 100 percent of project list development costs for new neighborhood, pocket, and natural area parks are needed for growth. Park and facility development projects for other categories (e.g., community parks and trails) help the District achieve a LOS standard that is higher than the existing LOS (as shown in Table 2-4); therefore, a portion of project list costs are allocated to existing development also.

The existing LOS for total land and facilities is higher than the current LOS for all park and facility types, with the exception of trails; therefore, land acquisition is needed entirely for future growth for all categories except trails.



**Table 2-5**  
 THPRD SDC Analysis  
*Capacity Needs – Developed Acreage, Trails and Recreation Facilities*

Type	Unit Type	Total Units Needed <sup>1</sup>	Units from Existing Inventory <sup>2</sup>	Units from Project List <sup>3</sup>	Project List Allocation (%) <sup>4</sup>
<b>Parks</b>			<b>Future Growth</b>		
Neighborhood	Acres	104.3	4.0	100.3	100.0%
Pocket Parks	Acres	1.1	0.1	1.0	100.0%
Community	Acres	64.8	0.0	64.8	79.5%
Natural Area	Acres	298.8	178.8	120.0	100.0%
Recreation Trails	Miles	13.0	0.0	13.0	42.4%
Sports Facilities	Number	59.8	30.8	29.0	100.0%
Recreation Centers	SQ FT	114,561	0.0	114,561	95.5%
<b>Parks</b>			<b>Existing Development</b>		
Neighborhood	Acres	375.6	375.6	0.0	0.0%
Pocket Parks	Acres	3.8	3.8	0.0	0.0%
Community	Acres	233.3	216.6	16.7	20.5%
Natural Area	Acres	1,076.2	1,076.2	0.0	0.0%
Recreation Trails	Miles	46.8	29.1	17.7	57.6%
Sports Facilities	Number	215	215.2	0.0	0.0%
Recreation Centers	SQ FT	412,636	407,197	5,439	4.5%
<b>Parks</b>			<b>Total</b>		
Neighborhood	Acres	479.8	379.6	100.3	100.0%
Pocket Parks	Acres	4.8	3.8	1.0	100.0%
Community	Acres	298.1	216.6	81.5	100.0%
Natural Area	Acres	1,375.0	1,255.0	120.0	100.0%
Recreation Trails	Miles	59.8	29.1	30.7	100.0%
Sports Facilities	Number	275.0	246.0	29.0	100.0%
Recreation Centers	SQ FT	527,197	407,197	120,000	100.0%

<sup>1</sup> Future LOS (Table 2-4) x Equivalent Population/1,000 (Table 2-2).

<sup>2</sup> Existing inventory (from Table 2-3) assumed to first meets needs of existing development; any excess capacity available to meet growth needs.

<sup>3</sup> Total need, less units from existing inventory.

<sup>4</sup> Equal to number of units needed from project list divided by total project list additional units (Table 2-3).

## 2.3 SDC Cost Basis

Table 2-6 shows the development of the SDC cost basis for new park and facilities costs by park and facility type from the project list. As mentioned previously, land acquisition for all classifications except trails, is needed entirely for future growth, so the growth share of project costs is 100 percent. The portion of project list development costs included in the cost basis reflect the growth allocation percentages shown in Table 2-5 and the maximum-allowable funding level for Recreation Centers.

As discussed in Section 1, the current policy recommendations include a 30 percent funding level for Recreation Center development costs in the SDCs, and that the District seek the balance of required funding from other sources. For the purposes of the methodology report, the maximum allowable SDC cost basis is shown; however, the District may adopt SDCs at a lower level of funding via resolution.

**Table 2-6**  
THPRD Parks SDC Analysis  
*SDC Cost Basis*

Project Types	Acquisition <sup>1</sup>		Development <sup>1</sup>		Total
	\$	Growth % <sup>2</sup>	\$	Growth% <sup>3</sup>	Growth \$
<b>District-Wide</b>					
Neighborhood Parks	\$27,513,000	100%	\$109,958,879	100%	\$137,471,879
Pocket Parks	\$1,500,000	100%	\$4,732,404	100%	\$6,232,404
Community Parks	\$15,463,000	100%	\$57,941,718	79%	\$61,521,241
Natural Areas	\$1,800,000	100%	\$119,000	100%	\$1,919,000
Sports Facilities	\$0	n/a	\$23,600,000	100%	\$23,600,000
Trails	\$1,979,700	42%	\$122,058,587	42%	\$52,535,926
Recreation Centers <sup>4</sup>	\$9,800,000	100%	\$120,000,000	95%	\$124,360,560
Subtotal	\$58,055,700		\$438,410,588		\$407,641,010
<b>North Bethany Supplemental Costs</b>					
Neighborhood Parks	\$855,000	100%		100%	\$855,000
Community Parks	\$2,127,000	100%	\$3,000,000	79%	\$4,511,719
Subtotal	\$2,982,000		\$3,000,000		\$5,366,719
<b>Total</b>	<b>\$61,037,700</b>		<b>\$441,410,588</b>		<b>\$413,007,729</b>

<sup>1</sup> From SDC Project List (Appendix B).

<sup>2</sup> Based on information from Table 2-4.

<sup>3</sup> From Table 2-5.

<sup>4</sup> Reflects 100 percent of eligible costs.

Supplemental land acquisition and development costs in North Bethany are recovered specifically from new development within the North Bethany area, so are shown separately in Table 2-6.

## 2.4 Compliance and Administration Costs

Local governments may spend SDCs on the costs of complying with the SDC statutes. Compliance costs include costs related to developing the SDC methodology and project list, as well as annual accounting, budgeting, and legal costs. Separate from the compliance and infrastructure costs, the District incurs other costs associated with administration of the SDC program. These costs include payments to the City of Beaverton and Washington County for assessment and collection of the SDCs. Table 2-7 shows the calculation of the estimated compliance and administration costs based on a 20-year planning period.

**Table 2-7**  
*SDC Compliance Costs*

Component	Unit	Units	20-Year	%	Growth		\$/person	
	Costs <sup>1</sup>		Costs <sup>1</sup>		Residential	Nonresidential	Person	Employee
<b>Administration</b>								
City/County Administration (2.6%)	2.6%	\$413,007,729	\$10,738,201	100%	\$10,101,909	\$636,292	\$138.96	\$19.64
<b>Compliance</b>			2.600%					
Strategic Planning	\$100,000	2	\$200,000	82%	\$149,751	\$14,647	\$2.06	\$0.45
Functional Plan	\$90,000	4	\$360,000	82%	\$269,552	\$26,365	\$3.71	\$0.81
Area plans	\$40,000	1	\$40,000	82%	\$29,950	\$2,929	\$0.41	\$0.09
Accounting, Legal, Reporting	\$20,000	20	\$400,000	100%	\$364,362	\$35,638	\$5.01	\$1.10
Rate structure programming	\$10,000	1	\$10,000	100%	\$10,000		\$0.14	\$0.00
SDC Methodology Update	\$80,000	4	\$320,000	100%	\$291,490	\$28,510	\$4.01	\$0.88
<b>Total</b>	<b>\$340,000</b>		<b>\$1,330,000</b>		<b>\$1,115,104</b>	<b>\$108,090</b>	<b>\$15.34</b>	<b>\$3.34</b>

<sup>1</sup>20-Year planning period

SECTION 3

# 3. SDC Assessment

## 3.1 Introduction

Once the aggregate growth costs have been determined, the next step in the methodology is to determine how the SDCs will be assessed to individual developments.

The SDC for an individual development is based on the unit cost per person and the number of people attributable to a particular development. This section presents the unit costs and the assumptions related to estimated people per dwelling unit for different residential development types.

## 3.2 Unit Costs (\$/Person)

The unit costs are shown below in Table 3-1. District-wide growth costs (from Table 2-6) for all park and facility types except neighborhood parks, are allocated between residential and nonresidential development based on each group’s share of future equivalent population (from Table 2-2). The growth in population and employees (from Table 2-1) are then divided into the residential and nonresidential share of growth costs, respectively to determine the costs per unit. As discussed previously, the maximum allowable SDC cost basis is shown for the purposes of the SDC methodology report.

**Table 3-1**  
THPRD Parks SDC Analysis  
*SDC Unit Cost Calculation*

	Growth \$ <sup>1</sup>	Growth Units	\$/Unit
<b>District-Wide Costs</b>			
Residential	\$383,570,222	72,694	\$5,277
Nonresidential	\$24,472,761	32,402	\$755
Subtotal	\$408,042,983		
<b>Supplemental Costs</b>			
North Bethany Area Overlay	\$4,964,746	6,051	\$820
<b>Total</b>	<b>\$413,007,729</b>		

<sup>1</sup>Reflects maximum allowable costs for Recreation Centers.

The maximum allowable District-wide growth costs are about \$408.0 million as shown in Table 3-1, and the unit costs are \$5,277 and \$755 per person for residential and nonresidential, respectively.

### 3.2.1 Supplemental Unit Costs

Table 3-1 also shows the supplemental unit costs (\$820 per person) for the North Bethany benefit area which are assessed in addition to the District-wide costs, for residential development only. The District currently has overlays for South Cooper Mountain and Bonny

Slope West benefit areas. However, current land costs and area-specific LOS analyses did not support continuation of these charges.

### 3.3 Residential Development Occupancy Assumptions

Park SDCs are assessed to residential developments based on the number of dwelling units and the estimated occupancy per dwelling. The District’s current SDC is assessed uniformly to each *type* of dwelling unit (i.e., single family, multifamily), regardless of size. Updated occupancy estimates and SDC structures for each type of dwelling are summarized below. For the purposes of the updated SDC analysis, single family is defined as detached dwellings (excluding duplex), and multifamily is any attached dwellings with two or more units.

#### 3.3.1 Single-Family Residential

As discussed previously, a key policy recommendation in the SDC update process was development of a scaled or tiered SDC structure for single-family residential development. Analytical methods to support development of scaled residential SDCs based on number of bedrooms or square footage (SQ FT) of dwelling units rely on data collected from regional or national surveys.

For the District’s study, occupancy per dwelling unit was estimated from Oregon Household Activity Survey (OHAS) and tax lot information from the Washington County Assessor’s Office (Assessor’s Office). The OHAS survey includes information on the number of people per dwelling for a sample of households within the Washington County region<sup>4</sup>. When spatially linked to Assessor’s Office data, the household occupancy can be associated with parcel-level information, such as building improvement square footage<sup>5</sup> and number of bedrooms.

Multiple tier options were developed as part of the SDC study, including structures based on number of bedrooms and living area. Based on discussions with stakeholders, a 4-tier structure based on SQ FT of living area (shown in Table 3-2) was recommended as the option that balanced equity and administrative objectives.

**Table 3-2**  
*Single-Family Dwelling Unit Occupancy*

Category	Avg. People per Dwelling Unit <sup>1</sup>	% of Structures Built Since 2010 <sup>2</sup>
<b>Single-Family (Avg.)</b>	2.68	
<b>4-Tier Structure<sup>1</sup></b>		
<1,500 SQFT	2.12	6%
1,500-2,500 SQFT	2.50	43%
2,501-3,500 SQFT	2.85	39%
>3,500 SQFT	3.05	12%

<sup>1</sup> Based on OHAS & tax lot estimates for THPRD tax boundary from Washington County Assessor’s Office.

<sup>2</sup> Based on data from Washington County Assessor’s Office.

<sup>4</sup> Specifically, 465 observations within the District’s boundary are included.

<sup>5</sup> Building improvement square footage includes finished basement and attic area; excludes garages or structures outside the living area of the home.

Selection of the number of tiers and tier thresholds (cutoffs between tiers) involved both technical and policy considerations. Specifically, tiers were designed to provide sufficiently robust sample sizes and to statistically differentiate (with a high degree of confidence) the occupancy rates. The historical distribution of structures built over the past decade was also considered in order to balance the lower and upper tier size, and revenue recovery. As shown in Table 3-2, the recommended 4-tier structure would have resulted in about half of all residential development charged at the lower tiers, based on historical development patterns.

### 3.3.2 Multifamily Residential

U.S. Census data were used to estimate occupancy for all multifamily residential dwelling units which, as shown in Table 3-3, averages 2.01 persons per dwelling unit.

**Table 3-3**  
*Multifamily Dwelling Unit Occupancy*

Category	Avg. People per Dwelling Unit
Multifamily Dwelling (Avg.) <sup>1</sup>	2.01

<sup>1</sup> Updated Multifamily based on 2018 American Community Survey (ACS) Public Use Microdata Sample (PUMS) for greater Beaverton Area; dwellings 2 units and above

Available data to support an analysis of multifamily household size differs from single family. Specifically, use of OHAS and Assessor’s Office data is not feasible for multifamily housing. The OHAS survey provides *household*-level information. For multifamily, Assessor’s Office data is provided at a *development*-level, which cannot be aligned with household information. And because the OHAS is a sample of households, the number of residents cannot be aligned with a specific development (because data may only be available for a small sample of households within larger developments).

United States Census data, specifically, from the American Community Survey (ACS) Public Use Microdata Sample (PUMS) for the greater Beaverton area<sup>6</sup> were used to estimate occupancy for multifamily residential dwelling units by number of *bedrooms*. As with single family, the multifamily analysis indicated that average household size increases as the size of the dwelling unit increases. However, given the District’s concerns related to affordability for family-sized units, a scaled approach based on bedrooms causes higher SDCs for the 2-plus bedroom categories (i.e., units geared towards families), relative to the current average approach. As a policy consideration, higher SDCs on family-sized multifamily units (2-plus bedroom units) are contrary to efforts promoting equity in and assisting affordable housing development.

### 3.3.3 Other Housing

Table 3-4 presents occupancy assumptions for other types of housing, specifically, accessory dwelling units (ADUs) and senior housing. While none of the data sources described previously have data specific to ADUs, it is common practice to base ADU occupancy on multifamily data. A number of different options were reviewed, and the recommended approach is to base ADU SDCs on the average occupancy for multifamily studio units (0 bedrooms). As shown in Table

<sup>6</sup> PUMAs 01323 and 01324 include data for Beaverton as well as Aloha and Cedar Mill with 288 multifamily households for 2018.

3-4, based on data from the American Housing Survey (AHS) for the Portland area, the recommended occupancy rate for ADUs is 1.09 persons per unit.

**Table 3-4**  
*Occupancy Assumptions - Other Housing*

Category	Avg. People per Unit
Accessory Dwelling Units (per unit) <sup>1</sup>	1.09
Senior Housing (per unit) <sup>2</sup>	1.50

<sup>1</sup>American Housing Survey Portland area 2015; based on 0 bedrooms multifamily units.

<sup>2</sup>Based on 2015 THPRD SDC Study.

As shown in Table 3-4, the average occupancy for senior housing units remains unchanged from the current SDC methodology.

### 3.4 Nonresidential Development

Employees working in the District use the parks and recreation system. For this reason, the parks SDC is assessed on all nonresidential development types (industrial, commercial, office use, institutional, etc.) based on estimated number of employees. The District’s Administrative Procedures Guide provides employee density (number of employees per Thousand Gross SQ FT of building space) by land use category. Employee density assumptions are based on regional planning studies and may be updated occasionally as more current data becomes available.

### 3.5 SDC Schedule

The SDC for each development type is determined by multiplying the net cost per person from Table 3-1 by the average number of people per unit for each residential development type.

Table D-1 in Appendix D includes the updated SDCs and occupancy assumptions for each category and the maximum allowable SDC eligibility for recreation centers. Table D-2 shows the SDCs based on the recommended 30 percent funding for recreation center development costs. For nonresidential development, the District plans to phase-in the updated SDC over a 2-year period.

#### 3.4.1 Inflationary Adjustments

As allowed by Oregon law, the District will annually update the SDCs by resolution based on application of cost indices. The SDC project list includes a combination of land acquisition and development costs; therefore, the District will use information published by the Washington County Assessor’s Office and the Engineering News Record (ENR) 20-City Construction Cost index to determine the annual inflationary adjustment.



The inflationary adjustment will be based on the following formula:

*Annual percent change in ENR Construction Cost index x percent of project list costs for development +*

*Annual percent change in land value within the District and the Metro Urban Growth Boundary x  
percent of project list costs for land acquisition*

The specific percentages attributable to land and development change over time as the SDC project list changes; therefore, the District intends to provide equal (50%/50%) weighting of the land and development indices; however, future modifications to the inflationary adjustment formula may be adopted through separate future resolution(s).

The District intends to base the adjustment on the ENR index published on or about January 1st of each year. Land costs will be based on the market value of undeveloped land, as reported by the Assessor's Office annually in the fall.

The District may make future changes to the inflationary adjustment process, assumptions and cost indices through adoption of a separate Board resolution.

APPENDIX A

# Policy Papers

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**SUBJECT:** Residential SDC Scaling Options

**DATE:** December 5, 2019

## Introduction

The Tualatin Hills Park and Recreation District (District or THPRD) last updated its System Development Charges (SDCs) in 2016. The District is now reviewing the SDC methodology in the context of current policy objectives. The methodology review is to be conducted in two phases. The first phase will be focused on exploring key policy issues, and identifying options for development in phase two.

This memorandum addresses one of the key methodological issues to be addressed in the SDC update: SDC scaling options for residential land uses. The District's current SDC is assessed uniformly to each dwelling unit of a particular type (i.e., single family, multifamily). This memorandum outlines potential approaches and data sources for scaling fees for single family and multifamily dwelling units based on household size.

For purposes of illustrating the *potential* impacts of applying the different scaling models to the District, information on relative occupancy rates from the other agency examples are used. However, the data and SDCs presented do not reflect actual or proposed SDCs for the District.

## Scaling Options

Parks SDCs are assessed based on the estimated number of people per dwelling unit. Data to support the development of people per dwelling unit by the size of the housing unit (in either bedrooms or square footage) vary based on the type of unit (single-family and multifamily). All available analytical methods to support development of scaled residential SDCs rely on data collected from regional or national surveys that support other purposes. While there are limitations in the available data (e.g., year, location, and sample size), all of the methods provide a reasonable basis upon which to base SDCs following local policy objectives.

Potential scaling models and examples from other communities are summarized below by type of housing. If the District desires to move forward with development of one or more scaling options, household occupancy data specific to THPRD's service area will be developed in Phase 2 of the SDC methodology update. For purposes of illustrating the potential impacts of applying

the different scaling models to the District, information on relative occupancy rates from the other agency examples are used.

## Single Family

The District’s current SDC is assessed to single-family residential dwelling units based on an average occupancy of 2.55 persons per household. Alternatively, household size may be estimated for single-family residential development based on the number of bedrooms or quantity (square footage) of living space.

### People per Dwelling by Number of Bedrooms

U.S. Census data, specifically, from the American Community Survey (ACS) Public Use Microdata Sample (PUMS) for the greater Beaverton area<sup>1</sup> may be used to estimate occupancy for single-family residential dwelling units by number of bedrooms.

For illustration purposes, Table 1 below shows a similar analysis that was conducted for City of Eugene (based on Lane County data). As the table shows, the average persons per dwelling unit by number of bedrooms range from 50 to 131 percent of the average occupancy of all single-family households (2.42 persons per dwelling unit) based on 2017 data.

**Table 1**  
*Sample Single-Family Residential SDC Scaling Option - Bedrooms*

	<b>Avg. Persons per Dwelling Unit</b>	<b>% of Overall Average</b>	<b>Sample SDC/ Dwelling Unit<sup>1</sup></b>
<b>Current THPRD SDC (Districtwide)</b>			<b>\$11,895</b>
<b>Lane County Overall Average<sup>2</sup></b>	2.42	100%	
<b>Number of Bedrooms Category<sup>3</sup></b>			
1 Bedroom	1.22	50%	\$6,005
2 Bedrooms	1.94	80%	\$9,558
3 Bedrooms	2.40	99%	\$11,795
4 Bedrooms	2.90	120%	\$14,275
5+ Bedrooms	3.17	131%	\$15,563

<sup>1</sup> For illustration only; data not specific to THPRD service area.

<sup>2</sup> 2011-15 ACS PUMS for Lane County, weighted average for all single-family households in Lane County.

<sup>3</sup> American Community Survey (ACS) Public Use Microdata Sample (PUMS) 5-year average (2011-2015) for Lane County.

Table 1 also provides sample SDCs for THPRD (using the Lane County data). The sample SDCs are based on the District’s current SDC per dwelling unit and the average persons for each bedroom category relative to the overall average. While Phase 2 will include development of scaling options based on THPRD data specifically, the sample SDCs shown in Table 1 provide an illustration the potential range of SDCs based on a dwelling size approach.

### People per Dwelling by Size of Living Area

While U.S. Census data provide a defensible basis for estimating number of occupants per household by number of bedrooms for single-family dwellings, similar occupancy data within the THPRD area are not available (from the U.S Census) based on living area. However, Oregon Household Activity Survey (OHAS) 2011/2012 data does include information on the number of people per dwelling for the Washington County region<sup>2</sup>. By spatially linking OHAS data to parcel-level information (such as building improvement square footage) that is generally

<sup>1</sup> PUMAs 01323 and 01324 include data for Beaverton as well as Aloha and Cedar Mill with 1,948 households for 2018. See the appendix for maps of both PUMAs.

<sup>2</sup> Specifically, 1,402 observations within Washington County are included.

available from county assessor’s offices, occupancy assumptions based on living area may be developed.

This approach was used recently to develop scaled single-family residential SDCs for the Bend Park & Recreation District (BPRD). Using OHAS data spatially linked with Deschutes County Assessor’s Office tax lot data, a linear-logarithmic regression analysis was conducted to determine the functional relationship between people per dwelling unit and the size of the dwelling unit in square feet<sup>3</sup>. From that analysis, the four-tier SDC structure shown in Table 2 was developed.

Under a living area approach, the number of tiers is generally a policy decision, which may be informed by a review of the distribution of dwelling sizes from historical permit or other data.

**Table 2**  
*Sample Single-Family Residential SDC Scaling Option - Living Area*

	<b>Avg. Persons per Dwelling Unit</b>	<b>% of Overall Average</b>	<b>Sample SDC/ Dwelling Unit<sup>1</sup></b>
<b>Current THPRD SDC (Districtwide)</b>			<b>\$11,895</b>
<b>BPRD Overall Average<sup>2</sup></b>	2.5	100%	
<b>4-Tier Square Footage Structure<sup>3</sup></b>			
<1,000 SQFT	1.9	77%	\$9,168
1000-1600 SQFT	2.2	90%	\$10,646
1601-3000 SQFT	2.5	100%	\$11,895
>3,000	2.7	110%	\$13,037

<sup>1</sup> For illustration only; data not specific to THPRD service area.

<sup>2</sup> American Community Survey (ACS) Public Use Microdata Sample (PUMS) 2017 for Deschutes County.

<sup>3</sup> Based on 2011 Oregon Housing Activity Survey & 2012 tax lot SQFT estimates for BPRD tax boundary from Deschutes County Assessor’s Office.

Table 2 also provides sample SDCs for THPRD (using the BPRD occupancy data). Specifically, the sample SDCs are based on the District’s current SDC and the average persons for each tier relative to the overall average.

## Multifamily

The District’s current SDC is assessed to multifamily residential dwelling units based on an average occupancy of 2.03 persons per household. As with single family, multifamily household size may be estimated based on the number of bedrooms or square footage of living space for purposes of SDC assessment.

### People per Dwelling by Number of Bedrooms

As with single-family residential U.S. Census data (from ACS PUMS) for the greater Beaverton area may be used to estimate occupancy for multifamily residential dwelling units by number of bedrooms. For illustration purposes, Table 3 shows a similar analysis that was conducted for BPRD<sup>4</sup>. As the table shows, the average persons per dwelling unit by number of bedrooms range from 64 to 147 percent of the average occupancy of all multifamily households (1.70 persons per dwelling unit) based on 2017 data.

<sup>3</sup> A linear-logarithmic relationship assumes that the rate of change (or number of people) increases initially, but then levels off once the dwelling reaches a certain size.

<sup>4</sup> In order to provide a more robust sample, Deschutes County data were aggregated with Lane County data for purposes of evaluating occupancy rates for BPRD’s service area.

**Table 3**  
*Sample Multifamily Residential SDC Scaling Option - Bedrooms*

	<b>Avg. Persons per Dwelling Unit</b>	<b>% of Overall Average</b>	<b>Sample SDC/ Dwelling Unit<sup>1</sup></b>
<b>Current THPRD SDC (Districtwide)</b>			<b>\$9,494</b>
<b>BPRD Overall Average<sup>2</sup></b>	1.70	100%	
<b>Number of Bedrooms Category<sup>3</sup></b>			
0 Bedroom	1.08	64%	\$6,031
1 Bedroom	1.19	70%	\$6,646
2 Bedrooms	1.93	114%	\$10,778
3+ Bedrooms	2.50	147%	\$13,962

<sup>1</sup> For illustration only; data not specific to THPRD service area.

<sup>2</sup> 2017 ACS PUMS for Deschutes County, weighted average for all multifamily households.

<sup>3</sup> 2017 ACS PUMS for Deschutes & Lane counties.

Table 3 also provides sample SDCs for THPRD (using the BPRD occupancy data). Specifically, the sample SDCs are based on the District’s current SDC and the average persons for each bedroom category relative to the overall average.

**People per Dwelling by Size of Living Area**

Multifamily occupancy data within the THPRD area are not available from the U.S Census ACS PUMS dataset based on living area. Furthermore, use of OHAS and county assessor’s office is not feasible for multifamily housing. OHAS provides *household*-level information. For multifamily, assessor’s office data is provided at a *development* level, which cannot be aligned with household information. And because the OHAS is a sample of households, we also cannot align the number of residents with a specific development (because we may only have a small sample of households within larger developments).

Given these data limitations, the multifamily analysis requires a two-step process that includes: 1) estimating persons per household by *bedrooms* using data from the ACS PUMS, and 2) converting the bedroom rates to living area (*square footage*) rates based on the distribution of households across bedroom and living area categories using the American Housing Survey (AHS) for the Pacific Region. Because the 2017 American Housing Survey (AHS) collects both information on square footage and number of bedrooms, a link between the living area and bedrooms estimates may be established. However, the AHS cannot be disaggregated into specific zones or urban context designations (urban, suburban, rural, etc.).<sup>5</sup>

Table 4 shows a similar analysis that was conducted for BPRD<sup>6</sup>. As the table shows, the average persons per dwelling unit by square footage category range from 78 to 119 percent of the average occupancy of all multifamily households. Table 4 also provides sample SDCs for THPRD (using the BPRD occupancy data). Specifically, the sample SDCs are based on the District’s current SDC and the average persons for each bedroom category relative to the overall average.

<sup>5</sup> The AHS includes a sample from the entire region of Portland Metro, without the ability to evaluate the greater Beaverton area alone.

<sup>6</sup> In order to provide a more robust sample, Deschutes County data were aggregated with Lane County data for purposes of evaluating occupancy rates for BPRD’s service area.

**Table 4**  
*Sample Multifamily Residential SDC Scaling Option - Living Area*

	<b>Avg. Persons per Dwelling Unit</b>	<b>% of Overall Average</b>	<b>Sample SDC/ Dwelling Unit<sup>1</sup></b>
<b>Current THPRD SDC (Districtwide)</b>			<b>\$9,494</b>
<b>BPRD Overall Average<sup>2</sup></b>	1.70	100%	
<b>Square Footage Category<sup>3</sup></b>			
<750 SQFT	1.32	78%	\$7,372
750-1000 SQFT	1.67	98%	\$9,326
1000-1500 SQFT	1.99	117%	\$11,114
>1500 SQFT	2.02	119%	\$11,281

<sup>1</sup> For illustration only; data not specific to THPRD service area.

<sup>2</sup> 2017 ACS PUMS for Deschutes County, weighted average for all multifamily households.

<sup>3</sup> 2017 Estimate from the ACS PUMS weighted by the distribution of households across bedrooms by square footage category using the 2017 American Housing Survey, Pacific region

## Other Housing

The District currently has separate SDC categories for accessory dwelling units (ADUs) and Senior Housing based on assumed persons per household of 1.45 and 1.50, respectively. None of the data sources described previously have data specific to ADUs or senior housing. While ADUs are technically single-family detached units, they may function more like multifamily in terms of occupancy rates. Some jurisdictions (e.g., BPRD and Eugene) have used the scaling analysis described previously to establish SDCs for ADUs based on the smallest tier of either single family or multifamily dwellings. For example, BPRD’s recently adopted SDC methodology is based on 1.08 persons per ADU (the same occupancy as a multifamily dwelling unit with 0 bedrooms).

The District currently charges manufactured homes based on the average multifamily persons per household (2.03). U.S Census data is available for manufactured homes generally, but not based on the size of the home.

## Conclusions

The question of whether to scale residential parks SDCs based on dwelling unit size is a policy decision. In evaluating alternative approaches to the current uniform fee by dwelling type, the District will need to balance various considerations, including equity, affordability, defensibility, and administrative feasibility.

**Equity:** Data compiled for other jurisdictions reported in this memorandum support the general notion that household size increases with the size of the dwelling unit (as measured by either bedrooms or square footage). And, since parks SDCs are assessed based on number of people, a scaled residential fee structure – with higher fees for larger dwellings – may enhance the overall equity of the SDCs.

**Affordability:** While a scaled approach may enhance the affordability of smaller homes, a scaled approach based on bedrooms may cause higher SDCs at the 2-4 bedroom (i.e., units geared towards families). Following completion of the District-specific analysis, the Board can consider whether to move forward with a scaled approach for either single-family or multifamily residential development, or to continue with a uniform SDC approach for one of both types of housing.

Defensibility: In terms of defensibility, all available analytical methods to support development of scaled residential SDCs rely on data collected from regional or national surveys that support other purposes. While there are limitations in the available data (number of observations included in sample, and year and location of data), all of the methods presented in this memorandum provide a reasonable basis upon which to base SDCs following local policy objectives. The Appendix includes a more detailed description of the available data sources based on a preliminary review.

Administrative Considerations: In terms of administration, all of the options presented will require more detailed information collected up-front in the permit review and assessment process. Clarity around definitions of space (e.g., what constitutes a bedroom) may also be required, depending on the approach selected. Other administrative procedures (e.g., whether to charge for additions to the original home construction) would also need to be determined. The District will need to weigh the burden of these additional administrative requirements with the perceived benefit that such a system might bring in terms of equity, and alignment with housing affordability objectives. Implementation coordination will also be needed with City of Beaverton and Washington County building officials who administer the fees.

In any of the options evaluated, consideration will need to be given to classification of other types of housing units, like group housing, senior housing and accessory dwelling units.



# Appendix

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## American Community Survey (ACS) Public Use Microdata Sample (PUMS)

### Description of Information

- Household Oregon file 2018 (1-year) – PUMAs 01323 and 01324 (including Beaverton and Aloha/Cedar Mill). *See maps on following pages.*
- About 1,948 households (not including group quarters).
- Household size.
- Structure type - mobile home, SF detached (1305); SF attached (151); apartments (458) by size of development (number of units).
- Bedrooms only (no SQFT).

### Limitations:

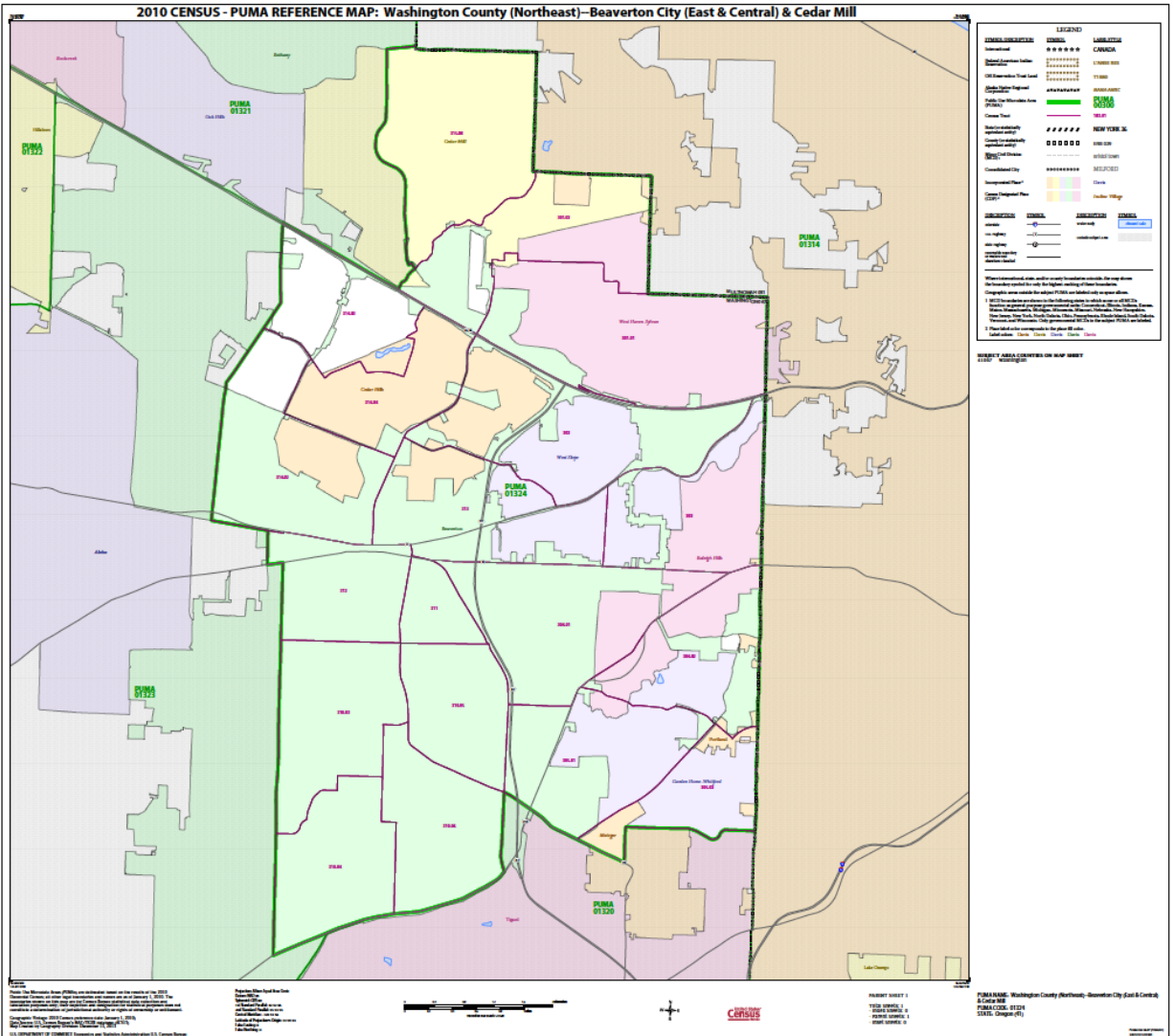
- Geography can't be broken down beyond the PUMA region, however PUMA region aligns sufficiently well with THPRD boundary.
- No square footage information.

### Advantages:

- 2018 is the most recent data of all the options presented.
- Adequate sample size for both single family and multifamily options.
- These data are sampled at regular intervals—this means we could use this dataset across multiple years to compare and/or adjust older datasets (2015 AHS or 2011/2012 OHAS discussed below).
- A 5-year sample (instead of these 1-year datasets) could be used to improve sample size, though likely not needed.



*Figure 2 American Community Survey - Washington County Northeast (PUMA: 01324): Beaverton City (East & Central) & Cedar Mill PUMA*



# Oregon Household Travel Survey Combined with Washington County Assessor's Office Data

Oregon Household Activity Survey (OHAS) 2011/2012 – This survey includes specific household information (people per dwelling). When spatially linked to assessor data, we can associate these households with parcel-level information (such as building improvement square footage, bedrooms).

## Information Description:

- 1402 Washington County (4799 for Portland Metro).
- 338 households in Beaverton with a Beaverton address (231 SF and 95 MF).

## Advantages:

- Very local contexts – could create the ‘nexus’ to specific addresses in the area.
- OHAS provides household-level information. For single-family, this means we are able to associate a real household with real built environment information
- We could opt to bring in regions or contexts that are similar to THPRD areas (e.g., similar densities within the same county) to increase our sample size while keeping the contexts as close to home as possible.

## Limitations:

- Requires spatially linking data with assessor information, which requires more time for data processing. This approach is entirely dependent on assessor data which is still be evaluated. If data are not available at the assessor level (or if square footage or bedroom information is only partially available), this would reduce our sample size.
- Smaller sample size than ACS PUMs data, but similar to what was used for Bend, and we could examine OHAS sample similar to THPRD “contexts” to expand the sample size.
- Based on 2011 data. The up-coming household travel survey is currently underway. It is unclear when this updated file may become available. However, we could use other data sources to adjust for any changes in people per bedrooms (even for people per square footage outcomes).

# American Housing Survey Micro-sample - 2015

American Housing Survey (AHS) Micro-sample (1-year, 2015)

## Information Description:

- Portland metro areas - ~1300 single family (detached) and nearly 500 multifamily
- Bedrooms (BEDROOMS)
- Square Footage of Unit (UNITSIZE)
- Units in Structure (BLD: SF detached 2; SF attached 3; 2+ apartments 4-9)
- Number of people (NUMPEOPLE)

## Advantages:

- Square footage information is available as a continuous variable, meaning we have some flexibility in terms of defining size tiers.
- Because “bedrooms” is also provided, we could use the ACS PUMS to compare/adjust the slightly older data.

## Limitations:

- Includes a sample from the entire region of Portland Metro. In 2013, they included the ability to remove the “principle city” (Portland), but it appears that they’ve removed this contextual identifier. Right now, it appears that we would not be able to segment this data into a more refined geography. However, we could use the ACS PUMS sample from Beaverton (which includes Aloha and Cedar Mills) to compare the differences in people per bedrooms between the two geographies and datasets.
- It’s a slightly older dataset (not as old as OHAS, but older than ACS PUMS) and may require adjusting (with ACS PUMS) if this is considered an issue. One path forward may include using ACS PUMS to look at the change in people per dwelling by bedrooms (for SF and MF) to determine whether there have been substantial shifts in the area.

If used to establish occupancy rates for MF based on living area, we recommend also looking at the ACS PUMS to compare people per bedrooms’ category rates across the two datasets. This requires additional effort, but it could speak towards how the metro area varies compared with the more local THPRD area options.



**PREPARED FOR:** Jeannine Rustad, Tualatin Hills Park and Recreation District

**PREPARED BY:** Deb Galardi, Galardi Rothstein Group

**SUBJECT:** Level of Service

**DATE:** December 6, 2019

## Introduction

The Tualatin Hills Park and Recreation District (District or THPRD) last updated its System Development Charges (SDCs) in 2016. The District is now interested in reviewing the SDC methodology in the context of current policy objectives. The methodology review is to be conducted in two phases. The first phase will be focused on exploring key policy issues, and identifying options for development in phase two.

This memorandum addresses one of the key methodological issues to be addressed in the SDC update: Level of Service (LOS). Specifically, this paper summarizes the LOS assumptions contained in the existing methodology, and potential implications on the SDC cost basis of revised LOS assumptions for facilities.

## Planned Level of Service

The District – through adoption of the SDC capital project list -- is planning for the development of the parks system consistent with the community’s desired LOS. The planned LOS for a particular park or facility as defined by the equation below:

$$\frac{\text{Existing}Q + \text{Planned}Q}{\text{FuturePopulationServed}} = \text{PlannedLOS}$$

Where:

*Q* = quantity (acres of parks, miles of trails, or area or number of facilities), and  
*Future Population Served* = projected population

Table 1 summarizes the actual and planned park quantities and levels of service for each park and facility classification from the existing SDC methodology. As shown in Table 1, the LOS for parks is based on acreage, while recreation trails and facilities are based on miles and square feet or number of fields, respectively.

**Table 1***Current Methodology Level of Service (Units per 1,000 Population) by Park and Facility Type*

Park/Facility Type	Units	Actual LOS <sup>1</sup>	Planned LOS <sup>2</sup>	Units	
				Actual	Planned Future Total
Community	acres	0.74	0.80	175	241
Neighborhood	acres	1.55	1.55	370	464
Natural Area	acres	4.43	3.91	1,055	1,174
Trails	miles	0.14	0.23	34	70
Recreation Facilities	square ft.	1,736	1,777	413,207	533,207
Sports Facilities	fields	1.12	1.07	267	322

<sup>1</sup> Based on actual population of 238,013<sup>2</sup> Based on projected population of 300,021

Source: THPRD SDC Report Adopted March 7, 2016

The project list identifies planned projects designed to maintain (in the case of neighborhood parks) or enhance (in the case of community parks, trails and recreation facilities), the future LOS for all park users relative to the actual LOS. The LOS for natural areas and sports facilities is projected to decline slightly, as the additional units planned are slightly lower than the projected increase in population.

The planned development quantities shown in Table 1 are based on the District's 2016 SDC project list and methodology.

## SDC Cost Components

The LOS analysis provides the basis for determining the capacity needs of growth by park and facility type in order to determine an equitable share of project list costs. Table 2 shows the allocated project list costs for residential growth by park and facility type, based on the current SDC methodology.

**Table 2***Current Cost and Residential SDC by Park and Facility Type*

Park/Facility Type	Total Residential Growth \$	Residential \$/Person <sup>1</sup>	\$/Single Family Dwelling		% Total SDC
			2016 SDC <sup>2</sup>	2019 SDC <sup>3</sup>	
Community	\$47,177,696	\$761	\$1,940	\$2,131	18%
Neighborhood	\$66,708,000	\$1,076	\$2,743	\$3,013	25%
Natural Area	\$1,261,696	\$20	\$52	\$57	0.5%
Trails	\$39,203,737	\$632	\$1,612	\$1,771	15%
Recreation Facilities					
Renovate Existing Facilities	\$33,650,000	\$543	\$1,384	\$1,520	13%
Develop New Facility	\$33,650,000	\$543	\$1,384	\$1,520	13%
Sports Facilities	\$41,705,792	\$673	\$1,715	\$1,884	16%
<b>Total</b>		<b>\$4,247</b>	<b>\$10,830</b>	<b>\$11,895</b>	<b>100%</b>

<sup>1</sup> Based on growth population of 62,008.<sup>2</sup> Based on 2.55 persons per household.<sup>3</sup> Includes 3 years of inflation adjustments.

Source: THPRD SDC Report Adopted March 7, 2016

In cases where the planned future LOS (shown in Table 1) is equal to or lower than the actual LOS, 100 percent of the planned project list improvements are needed to meet growth's capacity needs. In cases where the future LOS is *higher* than the actual LOS, a portion of the project list

units are needed to meet the enhanced LOS of existing development. This is the case for community parks, trails, and recreation facilities.

The total residential growth costs shown in Table 2 are the portion of project list costs in each category that are specific to meeting growth needs. Table 2 also shows how the original (2016) and current (2019) SDCs are broken out by park and facility type, for purposes of illustrating how potential changes to LOS may impact the overall SDC.

## **Recreation Facilities**

Improvement SDCs may be used to fund projects that enhance the level of performance at existing facilities (through new or expanded amenities or higher level of development), or provide new facilities. As shown in Table 2, recreation facility improvements include both capacity-increasing renovation of existing facilities, as well as planned new facility development. Combined, the recreation facility component represents 26 percent of total SDC costs, or \$3,040 per single family dwelling unit. Sports facilities (fields) represent another 16 percent (\$1,884) of SDC costs.

## **Conclusions**

The targeted LOS and the specific projects to include on the SDC project list are policy decisions of the District. As the District considers issues around affordability, it is helpful to understand how the current project list impacts the planned LOS (relative to actual LOS), and the components of the SDC. Recreation facilities represent over a quarter of the SDC costs, and over 40 percent when sports fields are included. However, exclusion of these costs from the SDCs would result in a decrease in the LOS realized by the community, unless other funding sources are identified.

The SDC update provides an opportunity to consider how best to balance LOS and affordability goals. It is particularly important to further refine affordability goals as applying generally to new development or targeting income-qualified housing specifically. While reducing projects on the project list will lower the LOS and SDCs generally for all development, reductions cannot be targeted to specific user groups (e.g., qualified affordable housing). As noted in the affordable housing memo, waiving SDCs provides an opportunity to address affordability for qualified housing specifically. However, waivers will also lower SDC income realized by the District, and the number of projects that will be able to be funded from SDCs – thus, compounding impacts on LOS.





**PREPARED FOR:** Jeannine Rustad, Tualatin Hills Park and Recreation District

**PREPARED BY:** Deb Galardi, Galardi Rothstein Group

**SUBJECT:** Affordable Housing Incentives

**DATE:** December 6, 2019

## Introduction

The Tualatin Hills Park and Recreation District (District or THPRD) last updated its System Development Charges (SDCs) in 2016. The District is now interested in reviewing the SDC methodology in the context of current policy objectives. The methodology review is to be conducted in two phases. The first phase will be focused on exploring key policy issues, and identifying options for development in phase two.

This memorandum addresses one of the key methodological issues to be addressed in the SDC update: affordable housing incentives. Specifically, this memorandum outlines potential approaches to SDC credits that provide incentives for preserving public space for parks and recreation as part of affordable housing development, and policies related to waivers for construction of income-qualified affordable housing.

## Credits for Public Spaces

The primary tool for incentivizing developers to provide public spaces that are not otherwise required as part of development approval, is to provide SDC credits to offset the additional costs. Oregon legal requirements are summarized, along with the District's current SDC policy and practice.

### Legal Requirements

Oregon SDC legislation requires that a credit be provided against the improvement SDC for the construction of "qualified public improvements." Qualified public improvements (QPIs) are improvements that are:

1. Required as a condition of development approval,
2. Identified in the SDC capital project list, and either:
  - a. Not located on or contiguous to the property that is the subject of development approval, or
  - b. Are located in whole or in part, on or contiguous to, property that is the subject of development approval and required to be built larger or with greater capacity than

is necessary for the particular development project to which the improvement fee is related. [ORS223.304 (4)]

For improvements that meet the definition of a QPI, the *required* credit amount is limited to: 1) the oversizing portion of the improvements (for QPIs that are located on or contiguous to the property), and 2) the value of improvement fees charged to the development (including subsequent phases of the original development occurring within a 10- year period.)

The SDC statutes explicitly allow (but do not require) credits provided beyond the minimum required if desired to fully recognize the value of the improvement(s) constructed. Options for expanding credits include:

- Allowing unused credit balances to be transferred to other developers,
- Extending credits for projects that are not on the SDC capital projects list,
- Using SDCs or other funds to reimburse the portion of the project cost beyond what the developer owes.

Providing opportunities for developers to more fully recover their costs may incentivize private construction of improvements, which may enhance the District's ability to achieve its desired level of service, provided the improvements meet established standards and needs.

### **Current THPRD Policy**

The District's current credit policy meets the required provisions of Oregon SDC statutes, and provides flexibility for excess credits, if approved by the administrator. Such excess credits may be in the form of credits for non-QPI projects (e.g., projects that are not required as a condition of development approval), or through the ability to transfer credits to other developers.

The District's current policy also provides flexibility in how improvements are valued for purposes of determining credits. Specifically, improvements may be valued based on either the developer's costs, or the estimated cost for the District to provide the improvements.

### **Current Practice**

The District's recent experience with the CPAH development suggests that the current credit policy is working. In this case, the District is providing credits for public space created as part of the development. As the improvements were not a condition of development approval, the District was not required under Oregon SDC law to provide credits. However, the District's current policy provides authority to offer credits, and public space is being created by the developer as a result. Furthermore, per the Administrative Procedures Guide, the District is also able to defer payment of the SDCs to better align with credits provided.

Given that the District's current policy already offers broad flexibility in terms of extending credits to developers, and the District is exercising these options as appropriate, changes to the current policy are not recommended.

## **Incentives for Income-Qualified Affordable Housing**

### **Incentive Programs in Oregon**

SDC incentives for income-qualified affordable housing are provided by some jurisdictions in Oregon. The cities of Eugene, Ashland and Salem were among the first to develop SDC incentive programs. Passage of Senate Bill 1355 in 2016 created an opportunity for cities and counties to fund developer incentives for affordable housing through implementation of a

construction excise tax. However, SB 1355 did not apply to special districts, which are generally not permitting agencies.

SDC waiver programs have also been implemented by special districts, including programs adopted within the last year by the Bend Parks and Recreation District (BPRD) and the Eugene Water and Electric Board (EWEB).

Key elements of typical affordable housing incentive programs are summarized below.

#### Incentive Structure

Most affordable housing incentives are structured as waivers or exemptions, for qualified housing. The City of Ashland's program is structured as a deferral, where the SDCs are deferred until the transfer of ownership to an ineligible owner occurs. If there is no ownership transfer within 30 years, and the development otherwise remains as affordable housing, the SDC obligation terminates. This type of deferral program is essentially the same as a waiver or exemption that is conditioned on a 30-year time period for the development to remain affordable.

#### Eligibility Criteria

Most affordable housing programs include the following qualifying criteria:

- Income limit – generally a percent of area median income (AMI), that may vary based on the type of development (owned or rented), with the most common limits as follows:
  - Rental housing – 60 percent of the AMI,
  - Owner-occupied housing – 80 percent of AMI.
- Years affordable – ranges from a low of 5 years (Eugene and EWEB) to a high of 60 years (Portland); most common is 20-30 years (Tigard, Bend and BPRD, and others). McMinnville requires 10 years. Most programs require deed restriction through the established term.
- Amount of exemption – the programs reviewed provide 100 percent waivers or exemptions if the program requirements are met. While no specific examples of partial exemptions were identified for other income limits, it is possible that income eligibility and level of exemptions could be scaled in order to provide incentives for a broader range of incomes relative to AMI, and to moderate financial impact on the District.

Many programs require payment of the SDCs (at then-existing rates) if a development no longer meets the eligibility requirements within the established time period. A scaled waiver program with multiple income levels would likely increase the administrative complexity of the program, as eligibility may shift across tiers.

None of the programs reviewed reported limitations on developers as either for-profit or not-for-profit.

#### **Limitations on Total Waivers**

Limitations on total waivers or exemptions may take the form of a cap on the number of units or dollar amount over a specified period of time, for example:

- Annual dollar limit – Eugene established a base annual level of \$115,000 in 1998, which has escalated annually with inflation. The current cap exceeds \$1 million, and may include rollovers from prior years (if cap was not realized.)

- Total number of units – BPRD’s recently established program is capped at 400 units through December 31, 2022.

Caps are usually established through separate resolution, and may change over time.

### **Other Conditions**

In lieu of a cap, an agency may establish other conditions on waivers to ensure financial stability and moderate impacts on level of service. Examples from EWEB’s recently developed program include:

- Utility working cash limit (e.g., \$500,000).
- Review and approval of individual applications by the General Manager for waivers that exceed a certain limit (e.g., \$50,000 individually or \$100,000 annually).

### **Implications for SDC Methodology**

SDC waivers for affordable housing have been implemented by other special districts, as part of their broad authority. Clear policies should be enacted with respect to program structure, eligibility, and other requirements. While it is not recommended that the District try to recover potential lost revenue from any new affordable housing waivers from other (non-affordable) development through SDCs, potential changes to the SDC methodology (e.g., scaling fees based on size of home) may reduce the potential financial impact of waivers. The District may also manage financial stability through caps or other financial considerations.

### **Potential Financial Impacts**

Tables 1 and 2 provide estimates of potential financial impacts of different waiver amounts by income (AMI) level, based on estimates of affordable housing units provided by City of Beaverton and Washington County. The number of units provided by Beaverton (Table 1) include both 60-year Metro bond and other units, as well as shorter-term estimated units. Table 2 is based on Washington County’s targeted Metro bond units, adjusted for known units outside of THPRD’s boundary (development in the City of Tigard).

**Table A-1***Estimated Beaverton Multifamily Affordable Units*

	Beaverton Estimated				Financial Impact @THPRD Multifamily SDC (\$9,494/unit) % of SDC Waived		
	60-Year Affordable		10-20 Year	Total	25%	50%	100%
	Bond	Other					
Total Units	250	250	50	<b>550</b>	\$1,305,425	\$2,610,850	\$5,221,700
<b>Type</b>							
80% AMI	33		25	<b>58</b>	\$137,663	\$275,326	\$550,652
60% AMI	161	175	25	<b>361</b>	\$856,834	\$1,713,667	\$3,427,334
30% AMI	56	75		<b>131</b>	\$310,929	\$621,857	\$1,243,714

The financial impact estimates in Table 1 are based on total number of projected units (both 60-year and 10-20 year) applied to THPRD's current multifamily SDCs (\$9,494 per unit), at different assumed waiver levels. For example, if all AMI levels are provided 100 percent waivers, the total impact would be \$5.2 million based on the Beaverton estimates. The total impact decreases as the percent of SDCs waived decreases for all or some of the AMI levels (under a scaled approach).

The financial impact estimates in Table 2 are based on the number of projected units within THPRD's service area (assumed for illustration purposes to be 20 percent of total units) applied to THPRD's current multifamily SDC per unit. Based on the Washington County estimates, if all AMI levels are provided 100 percent waivers, the total financial impact would be \$1.4 million. The total impact decreases as the percent of SDCs waived decreases for all or some of the AMI levels (under a scaled approach).

**Table A-2***Target Multifamily Affordable Units - Washington County<sup>1</sup>*

	THPRD Service Area @20%		Financial Impact @THPRD MF SDC (\$9,494/unit)		
	Total		25%	50%	100%
Total Units	<b>734</b>	<b>147</b>	\$348,905	\$697,809	\$1,395,618
Type					
60-80% AMI	<b>75</b>	<b>15</b>	\$35,603	\$71,205	\$142,410
30-60% AMI	<b>358</b>	<b>72</b>	\$170,892	\$341,784	\$683,568
0-30% AMI	<b>301</b>	<b>60</b>	\$142,410	\$284,820	\$569,640

<sup>1</sup> 5-7 Year Targets Inside Metro boundary (excluding known units in Tigard).

Based on the calculations in Tables 1 and 2, Table 3 shows the cumulative impact of waivers in the city and county for four (4) scenarios:

- Scenario 1: 100% waiver for units at the 30% of AMI only
- Scenario 2: 100% waiver for 30 & 60% AMIs
- Scenario 3: 100% waiver at all levels
- Scenario 4: 100% waiver for 30% AMI; 50% waiver for 60% AMI; 25% waiver for 80%

**Table A-3**  
*Scenario Analysis*

	Number of Units			Financial Impact @THPRD Multifamily			
	City	County	Total	SDC (\$9,494/unit) % of SDC Waived			Total
				100%	50%	25%	
<b>Scenario 1</b>							
0-30% AMI	131	60	191	\$ 1,813,354			
30-60% AMI	361	72	433				
60-80% AMI	58	15	73				
<b>TOTAL</b>				<b>\$ 1,813,354</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,813,354</b>
<b>Scenario 2</b>							
0-30% AMI	131	60	191	\$ 1,813,354			
30-60% AMI	361	72	433	\$ 4,110,902			
60-80% AMI	58	15	73				
<b>TOTAL</b>				<b>\$ 5,924,256</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,924,256</b>
<b>Scenario 3</b>							
0-30% AMI	131	60	191	\$ 1,813,354			
30-60% AMI	361	72	433	\$ 4,110,902			
60-80% AMI	58	15	73	\$ 693,062			
<b>TOTAL</b>				<b>\$ 6,617,318</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,617,318</b>
<b>Scenario 4</b>							
0-30% AMI	131	60	191	\$ 1,813,354			
30-60% AMI	361	72	433		\$ 2,055,451		
60-80% AMI	58	15	73			\$ 173,266	
<b>TOTAL</b>				<b>\$ 1,813,354</b>	<b>\$ 2,055,451</b>	<b>\$ 173,266</b>	<b>\$ 4,042,071</b>

The financial impacts in Tables 1, 2 and 3 are provided for illustration and discussion purposes only. As the District looks to make potential modifications to the SDC structure, project list, and other changes, the financial impacts of waivers will also change. However, the figures provided in Tables 1 and 2 provide order-of-magnitude estimates. For additional context, the total cost of the SDC project list is about \$275 million, excluding overlay areas.

## APPENDIX B

# Residential Equivalency

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## Introduction

Nonresidential development creates demand for parks through employees (living inside or outside the District) that use parks in conjunction with commuting, lunch or other breaks during the workday, company picnics, or other activities, and through overnight visitors that come to the area to recreate or otherwise participate in park-related activities in conjunction with their visit.

While the notion of a nexus between nonresidential development and park system capacity needs is accepted broadly, specific assumptions of how much park usage may be attributable to nonresidential development relative to residential development vary across jurisdictions, and often reflect local policy considerations. The impact on parks from employees and visitors relative to residents is referred to as the “residential equivalency.”

## Hours of Opportunity Model

The District’s SDC methodology determines the residential equivalency for employees based on an “hours of opportunity” model. This approach establishes estimated park usage based on the number of hours different types of users have available during the day to visit parks. It assumes that employees – both resident and nonresident – have opportunities to use parks during the weekdays for a limited time (generally right before or after work, and during breaks). In comparison, residents are assumed to have potential use of parks during non-work or school hours (for employed adults or school age children), or throughout the day (in the case of residents who are unemployed or otherwise not in the work force). Nonresident employees are generally assumed to have the lowest potential park use opportunity due to the need to travel from outside the service area.

Table B-1 provides the detailed assumptions related to hours of park use available to resident and nonresident groups. The assumptions shown in the table are identical to those used by many other agencies in Oregon. The calculated residential equivalency factors from an hours of opportunity approach vary based on the demographics of the specific service area, and whether the nonresidential development impact is assumed to include park usage from both workers living inside the service district and outside, or just outside the area (as in the case of the District’s SDC methodology).

**Table B-1**  
THPRD SDC Analysis  
*Weighted Average Park Availability Hours by Class*

Season/Period	Residents				
	Not-Employed Adult	Kids (5-17)	Employed Inside	Employed Outside	Non-Resident Employee
<b>Summer (Jun-Sep)</b>					
<b>Weekday</b>					
Before Work			1		1
Breaks			1		1
After Work			2		2
Other Leisure	12	12	2	2	0
Subtotal	12	12	6	2	4
<b>Weekend</b>					
Leisure	12	12	12	12	0
Subtotal	12	12	12	12	0
<b>Hours/Day</b>	<b>12.00</b>	<b>12.00</b>	<b>7.71</b>	<b>4.86</b>	<b>2.86</b>
<b>Spring/Fall (Apr/May, Oct/Nov)</b>					
<b>Weekday</b>					
Before Work			0.5		0.5
Breaks			1		1
After Work			1		1
Other Leisure	10	4	2	2	0
Subtotal	10	4	4.5	2	2.5
<b>Weekend</b>					
Leisure	10	10	10	10	0
Subtotal	10	10	10	10	0
<b>Hours/Day</b>	<b>10.00</b>	<b>5.71</b>	<b>6.07</b>	<b>4.29</b>	<b>1.79</b>
<b>Winter (Dec-Mar)</b>					
<b>Weekday</b>					
Before Work			0.5		0.5
Breaks			1		1
After Work			0.5		0.5
Other Leisure	8	2	1	1	0
Subtotal	8	2	3	1	2
<b>Weekend</b>					
Leisure	8	8	8	8	0
Subtotal	8	8	8	8	0
<b>Hours/Day</b>	<b>8.00</b>	<b>3.71</b>	<b>4.43</b>	<b>3.00</b>	<b>1.43</b>
<b>Annual Average</b>					
<b>Weighted Hours</b>	<b>10.00</b>	<b>7.14</b>	<b>6.07</b>	<b>4.05</b>	<b>2.02</b>

### Application of Model to THPRD Demographic Data

Table B-2 provides the demographic data used to determine the seasonally weighted average number of hours available for park use per person per day for residents (6.50) and nonresident employees (2.02).



**Table B-2**  
THPRD SDC Analysis  
*Estimation of Potential Park Use*

Category	Persons <sup>1</sup>	Avg. Hours Per person/day <sup>2</sup>	Person Hours/Day
<b>Residents</b>			
Kids (5-17)	43,553	7.14	310,987
Non-Employed Adults	60,925	10.00	609,189
Employed Adults			
Work in City	31,743	6.07	192,680
Work out of City	92,503	4.05	374,379
<b>Subtotal</b>	<b>228,724</b>	<b>6.50<sup>3</sup></b>	<b>1,487,236</b>
<b>Nonresidents</b>			
Employed Adults	75,926	2.02	153,628

<sup>1</sup>U.S. Census 2017 On the Map Inflow Outflow analysis for THPRD boundary.

<sup>2</sup> From Table A-1

<sup>3</sup> Weighted average calculated by dividing the total resident person hours/day by the total residents

Table B-3 shows the calculation of the residential equivalency per employee based on the assumptions in Table B-1 and B-2, and). The residential equivalency of 0.219 is the product of the nonresident employee usage factor ( $6.5/2.02 = 0.31$ ) and the portion of employees that work in the area but live outside (71 percent).

**Table B-3**  
THPRD SDC Analysis  
*Residential Equivalency per Employee*

Category	Value	Factor
<b>Average Hours/person/day</b>		
Resident weighted average	6.50	
Nonresident employee	2.02	0.31
<b>Employees working in THPRD Area <sup>1</sup></b>		
Living inside area	31,743	
Living outside area	75,926	0.71
Total	107,669	
<b>Residential Equivalency per Employee (0.31 X 0.71) =</b>		<b>0.219</b>

<sup>1</sup>U.S. Census 2017 On the Map Inflow Outflow analysis



APPENDIX C

# SDC Project List

**Table C-1**  
THPRD SDC Analysis  
SDC Project List

Project	Overlay Area of Benefit	Timing	Develop Units	Acquis. Units	Units	Total Project Cost	Land Acquis. \$	Develop \$
Develop neighborhood park (SEQ-1)	District Wide	0-5 Years	8.65		Acres	\$9,646,982	\$0	\$9,646,982
Develop Neighborhood Park (SWQ-4)	District Wide	5-10 Years	6.24		Acres	\$5,013,700	\$0	\$5,013,700
Develop Neighborhood Park (SWQ-5)	District Wide	0-5 Years	2.02		Acres	\$3,181,000	\$0	\$3,181,000
Develop Neighborhood Park (NWQ-4)	District Wide	0-5 Years	2.52		Acres	\$1,000,000	\$0	\$1,000,000
Develop Neighborhood Park (NEQ-2)	District Wide	10-15 Years	7.40		Acres	\$8,252,909	\$0	\$8,252,909
Develop Neighborhood Park (NEQ-3)	District Wide	0-5 Years	1.91		Acres	\$2,811,400	\$0	\$2,811,400
Develop Neighborhood Park (NEQ-4)	District Wide	10-15 Years	6.85		Acres	\$7,639,517	\$0	\$7,639,517
Acquire and Develop Neighborhood Park	Bonny Slope West	5-10 Years	1.50	1.50	Acres	\$3,247,887	\$1,275,000	\$1,972,887
Develop Neighborhood Park (NWQ-5)	North Bethany	0-5 Years	1.73		Acres	\$1,459,000	\$0	\$1,459,000
Develop Neighborhood Park (NWQ-8)	North Bethany	0-5 Years	3.36		Acres	\$2,741,874	\$0	\$2,741,874
Develop Neighborhood Park (NWQ-6)	North Bethany	0-5 Years	1.50		Acres	\$2,741,874	\$0	\$2,741,874
Develop Neighborhood Park (NWQ-7)	North Bethany	0-5 Years	2.00		Acres	\$3,833,562	\$0	\$3,833,562
Develop Neighborhood Park (NWQ-2)	North Bethany	5-10 Years	5.59		Acres	\$7,677,200	\$0	\$7,677,200
Develop Park Blocks	North Bethany	5-10 Years	1.50		Acres	\$1,370,937	\$0	\$1,370,937
Acquire and Develop Neighborhood Park (NWQ-11)	North Bethany	0-5 Years	2.85	2.85	Acres	\$5,080,516	\$2,850,000	\$2,230,516
Acquire and Develop Neighborhood Park (SWQ-7)	SCM Area	0-5 Years	11.15		Acres	\$5,305,300	\$0	\$5,305,300
Acquire and Develop Neighborhood Park (SWQ-6)	SCM Area	0-5 Years	2.63	2.63	Acres	\$4,720,000	\$1,841,000	\$2,879,000
Acquire and Develop Neighborhood Park (SWQ-8)	SCM Area	0-5 Years	2.86	2.86	Acres	\$5,191,638	\$2,002,000	\$3,189,638
Acquire and Develop Neighborhood Park (SWQ-9)	SCM Area	0-5 Years	2.00	2.00	Acres	\$4,279,000	\$1,400,000	\$2,879,000
Acquire and Develop Neighborhood Park	Cooper Mtn Area	5-10 Years	2.00	2.00	Acres	\$3,630,516	\$1,400,000	\$2,230,516
Acquire and Develop Neighborhood Park	Cooper Mtn Area	10-15 Years	2.00	2.00	Acres	\$3,630,516	\$1,400,000	\$2,230,516
Acquire and Develop Neighborhood Park	Cooper Mtn Area	10-15 Years	2.00	2.00	Acres	\$3,630,516	\$1,400,000	\$2,230,516
Acquire and Develop Neighborhood Park	Cooper Mtn Area	10-15 Years	2.00	2.00	Acres	\$3,630,516	\$1,400,000	\$2,230,516
Acquire and Develop Large Urban Park	District Wide	10-15 Years	1.00	1.00	Acres	\$7,751,133	\$1,500,000	\$6,251,133
Acquire and Develop Small Urban Park	District Wide	0-5 Years	0.25	0.25	Acres	\$1,178,419	\$375,000	\$803,419
Acquire and Develop Small Urban Park Park	District Wide	5-10 Years	0.25	0.25	Acres	\$1,178,419	\$375,000	\$803,419



METHODOLOGY REPORT | PARKS SYSTEM DEVELOPMENT CHARGES

Project	Overlay Area of Benefit	Timing	Develop Units	Acquis. Units	Units	Total Project Cost	Land Acquis. \$	Develop \$
Acquire and Develop Small Urban Park	District Wide	0-5 Years	0.25	0.25	Acres	\$1,937,783	\$375,000	\$1,562,783
Acquire and Develop Small Urban Park	District Wide	5-10 Years	0.25	0.25	Acres	\$1,937,783	\$375,000	\$1,562,783
Acquire and Develop Neighborhood Park	District Wide	10-15 Years	1.00	1.00	Acres	\$1,815,258	\$700,000	\$1,115,258
Acquire and Develop Neighborhood Park	District Wide	15-20 Years	1.00	1.00	Acres	\$1,815,258	\$700,000	\$1,115,258
Acquire and Develop Neighborhood Park	District Wide	15-20 Years	1.00	1.00	Acres	\$1,815,258	\$700,000	\$1,115,258
Acquire and Develop Neighborhood Park	District Wide	15-20 Years	3.50	3.50	Acres	\$6,353,403	\$2,450,000	\$3,903,403
Acquire and Develop Neighborhood Park	District Wide	15-20 Years	3.50	3.50	Acres	\$6,353,403	\$2,450,000	\$3,903,403
Acquire and Develop Neighborhood Park	District Wide	15-20 Years	3.50	3.50	Acres	\$6,353,403	\$2,450,000	\$3,903,403
Acquire and Develop Neighborhood Park	District Wide	15-20 Years	3.50	3.50	Acres	\$6,353,403	\$2,450,000	\$3,903,403
Develop Community Park (SW-1)	District Wide	10-15 Years					\$0	\$0
Develop Community Park (NW-1)	North Bethany	15-20 Years	15.00	7.09	Acres	\$26,818,870	\$7,090,000	\$19,728,870
Develop Community Park (NE-1)	District Wide	5-10 Years	22.37		Acres	\$17,989,168	\$0	\$17,989,168
Acquire and Develop Community Park	Cooper Mtn Area	15-20 Years	15.00	15.00	Acres	\$27,228,870	\$10,500,000	\$16,728,870
Acquire Natural Areas	District Wide	0-5 Years		30.00	Acres	\$450,000	\$450,000	\$0
Improve Natiral Areas	District Wide	5-10 Years	119		Acres	\$119,000	\$0	\$119,000
Acquire Natural Areas	Bonny Slope West	0-5 Years		30.00	Acres	\$450,000	\$450,000	\$0
Acquire Natural Areas	North Bethany	0-5 Years		30.00	Acres	\$450,000	\$450,000	\$0
Acquire Natural Areas	SCM Area	0-5 Years		30.00	Acres	\$450,000	\$450,000	\$0
Develop Linear Parks and Trails - Regional	District Wide	5-10 Years	12.19	12.19	Miles	\$43,514,325	\$810,000	\$42,704,325
Develop Linear Parks and Trails - Community	District Wide	5-10 Years	9.19	9.19	Miles	\$32,998,647	\$804,000	\$32,194,647
Develop Linear Parks and Trails	Bonny Slope West	5-10 Years	1.50	1.50	Miles	\$5,314,839	\$60,000	\$5,254,839
Develop Linear Parks and Trails	North Bethany	0-5 Years	1.68	1.68	Miles	\$5,973,620	\$88,200	\$5,885,420
Develop Linear Parks and Trails	SCM Area	0-5 Years	6.00	6.00	Miles	\$21,236,856	\$217,500	\$21,019,356
Develop Sunset Highway Trail Overcrossing	District Wide	5-10 Years	0.10		Miles	\$15,000,000	\$0	\$15,000,000
Develop a Recreation and Aquatic Center (SWQ)	District Wide	5-10 Years	60,000		SF	\$60,000,000	\$0	\$60,000,000
Acquire and Develop a Recreation/Aquatic Center (NWQ)			District Wide	5-10 Years	60,000		SF	\$69,800,000
Develop Regulation Baseball/Softball Fields	District Wide	15-20 Years	2.00		# Fields	\$1,600,000	\$0	\$1,600,000
Develop Regulation Baseball/Softball Fields	SCM Area	10-15 Years	3.00		# Fields	\$2,400,000	\$0	\$2,400,000
Develop Youth Baseball/Softball Fields	District Wide	15-20 Years	2.00		# Fields	\$1,200,000	\$0	\$1,200,000
Develop Youth Baseball/Softball Fields	SCM Area	10-15 Years	5.00		# Fields	\$3,000,000	\$0	\$3,000,000
Develop Regulation Soccer/Lacrosse/Football Fields	District Wide	5-10 Years	2.00		# Fields	\$1,600,000	\$0	\$1,600,000
Develop Regulation Soccer/Lacrosse/Football Fields	SCM Area	5-10 Years	3.00		# Fields	\$2,400,000	\$0	\$2,400,000
Develop Regulation Soccer/Lacrosse/Football Fields	District Wide	5-10 Years	1.00		# Fields	\$2,000,000	\$0	\$2,000,000



METHODOLOGY REPORT | PARKS SYSTEM DEVELOPMENT CHARGES

<b>Project</b>	<b>Overlay Area of Benefit</b>	<b>Timing</b>	<b>Develop Units</b>	<b>Acquis. Units</b>	<b>Units</b>	<b>Total Project Cost</b>	<b>Land Acquis. \$</b>	<b>Develop \$</b>
Develop Regulation Soccer/Lacrosse/Football Fields	SCM Area	0-5 Years	2.00		# Fields	<b>\$4,000,000</b>	\$0	\$4,000,000
Develop Youth Soccer/Lacrosse/Football Fields	District Wide	0-5 Years	4.00		# Fields	<b>\$2,400,000</b>	\$0	\$2,400,000
Develop Youth Soccer/Lacrosse/Football Fields	SCM Area	5-10 Years	5.00		# Fields	<b>\$3,000,000</b>	\$0	\$3,000,000
Develop Community Park (SW-2)	District Wide	5-10 Years	29.12		Acres	<b>\$6,494,810</b>		\$6,494,810
<b>Total</b>						<b>\$502,448,288</b>	<b>\$61,037,700</b>	<b>\$441,410,588</b>

APPENDIX D

# SDC Schedule

**Table D-1**  
*Maximum Allowable SDC Schedule (Recreation Center Development Costs at Max Eligible)*

Development Type	Persons per Unit	SDC <sup>1</sup>	SDC w/Admin Charge <sup>2</sup>
<b>Residential (\$/dwelling unit)</b>			
<b>District-Wide</b>			
<i>Single-Family (Avg.)</i>	2.68	\$14,182	\$14,551
SQ FT Category			
<1,500 SQFT	2.12	\$11,219	\$11,510
1,500-2,500 SQFT	2.50	\$13,230	\$13,574
2,501-3,500 SQFT	2.85	\$15,082	\$15,474
>3,500 SQFT	3.05	\$16,140	\$16,560
Multifamily (Avg.)	2.01	\$10,637	\$10,913
<b>North Bethany</b>			
<i>Single-Family (Avg.)</i>	2.68	\$16,381	\$16,807
SQ FT Category			
<1,500 SQFT	2.12	\$12,958	\$13,295
1,500-2,500 SQFT	2.50	\$15,281	\$15,678
2,501-3,500 SQFT	2.85	\$17,420	\$17,873
>3,500 SQFT	3.05	\$18,643	\$19,127
Multifamily (Avg.)	2.01	\$12,286	\$12,605
<b>Other Housing</b>			
<b>District-Wide</b>			
<i>Accessory Dwelling Units (\$/unit)</i>	1.09	\$5,768	\$5,918
<i>Senior Housing (\$/unit)</i>	1.50	\$7,938	\$8,144
<b>North Bethany</b>			
<i>Accessory Dwelling Units (\$/unit)</i>	1.09	\$6,662	\$6,836
<i>Senior Housing (\$/unit)</i>	1.50	\$9,168	\$9,407
<b>Nonresidential</b>			
Cost per Employee		\$755	\$775

<sup>1</sup>Includes compliance charge

<sup>2</sup>City and County administration charge (2.60%)

**Table D-2**

*Recommended SDC Schedule (Recreation Center Development Costs @30%)*

<b>Development Type</b>	<b>Persons per Unit</b>	<b>SDC<sup>1</sup></b>	<b>SDC w/Admin Charge<sup>2</sup></b>
<b>Residential (\$/dwelling unit)</b>			
<b>District-Wide</b>			
<i>Single-Family (Avg.)</i>	2.68	\$11,489	\$11,787
SQ FT Category			
<1,500 SQFT	2.12	\$9,088	\$9,324
1,500-2,500 SQFT	2.50	\$10,717	\$10,996
2,501-3,500 SQFT	2.85	\$12,217	\$12,535
>3,500 SQFT	3.05	\$13,075	\$13,415
<i>Multifamily (Avg.)</i>	2.01	\$8,616	\$8,840
<b>North Bethany</b>			
<i>Single-Family (Avg.)</i>	2.68	\$13,687	\$14,043
SQ FT Category			
<1,500 SQFT	2.12	\$10,827	\$11,109
1,500-2,500 SQFT	2.50	\$12,768	\$13,100
2,501-3,500 SQFT	2.85	\$14,556	\$14,934
>3,500 SQFT	3.05	\$15,577	\$15,982
<i>Multifamily (Avg.)</i>	2.01	\$10,266	\$10,533
<b>Other Housing</b>			
<b>District-Wide</b>			
<i>Accessory Dwelling Units (\$/unit)</i>	1.09	\$4,673	\$4,794
<i>Senior Housing (\$/unit)</i>	1.50	\$6,430	\$6,597
<b>North Bethany</b>			
<i>Accessory Dwelling Units (\$/unit)</i>	1.09	\$5,567	\$5,712
<i>Senior Housing (\$/unit)</i>	1.50	\$7,661	\$7,860
<b>Nonresidential</b>			
Cost per Employee		\$535	\$549

<sup>1</sup>Includes compliance charge

<sup>2</sup>City and County administration charge (2.60%)

**RESOLUTION NO. 2020-26**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
TUALATIN HILLS PARK & RECREATION DISTRICT  
ADOPTING SYSTEM DEVELOPMENT CHARGE (SDC) FEE SCHEDULE**

**WHEREAS**, the Tualatin Hills Park & Recreation District (THPRD) adopted a system development charge and corresponding methodology by resolution in November 1998 (the “SDC Resolution”), which was amended in September 2001 and August 2003, and updated in November 2007 and March 2016; and

**WHEREAS**, the system development charge methodology adopted by THPRD in 2016 was based on needs identified in THPRD’s 2013 Comprehensive Plan Update, which considers capital facility needs through the year 2035; and

**WHEREAS**, THPRD adopted the following functional plans addressing needs and priorities for each amenity:

- Athletic Facilities Functional Plan (March 7, 2016);
- Parks Functional Plan (May 2015 and updated April 2019);
- Trails Functional Plan (February 2016); and
- Natural Resources Functional Plan (December 2014).

**WHEREAS**, an updated system development charge methodology report titled “Draft Methodology Report Parks System Development Charges” and dated September 9, 2020 (the “2020 SDC Methodology Report”) has been prepared to reflect growth costs identified in the 2013 Comprehensive Plan Update and functional plans; and

**WHEREAS**, a public hearing was held on November 12, 2020 to receive testimony concerning the 2020 SDC Methodology Report and proposed SDCs; and

**WHEREAS**, the Board of Directors adopted the 2020 SDC Methodology Report by Resolution 2020-25 on November 12, 2020; and

**WHEREAS**, as reflected in the 2020 SDC Methodology Report, the SDCs represent 100% of the growth costs for THPRD; and

**WHEREAS**, the Board of Directors determined that SDCs should fund 30% of recreation aquatic center development; and

**WHEREAS**, the Board of Directors determined that the non-residential fee increase should be phased in over two years.

**NOW THEREFORE, the Tualatin Hills Park & Recreation District resolves:**

Section 1: The SDC schedule attached as Exhibit A to this Resolution is adopted.

**RESOLUTION NO. 2020-26**

Section 2: The existing SDC schedule and references to SDC amounts in the SDC Administrative Procedures Guide shall be updated to reflect the SDC schedule attached as Exhibit A.

Section 3: This Resolution 2020-26 becomes effective on February 1, 2021.

Approved by the Tualatin Hills Park & Recreation District Board of Directors on the 12<sup>th</sup> day of November 2020.

\_\_\_\_\_  
Ashley Hartmeier-Prigg, President

\_\_\_\_\_  
Tia Ping, Secretary

ATTEST:

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



**RESOLUTION NO. 2020-26**

**Exhibit A**

**SYSTEM DEVELOPMENT CHARGE  
Schedule of Fees**

**Residential Fees:**

	<b>Single Family Residential</b>	<b>Multi-family Residential</b>	<b>Accessory Dwelling Unit</b>	<b>Senior Housing</b>
Tualatin Hills Park & Rec District (Base)	\$11,787*	\$8,840	\$4,794	\$6,597
North Bethany	\$14,043*	\$10,533	\$5,712	\$7,860

\*Average single-family rate to be implemented until such time as the City of Beaverton and Washington County can implement the tiered approach

**Non-Residential Fees:**

**Cost per employee:** \$549 to be phased in over 2 years; \$466 For first year for the following cost per category

<b>Categories</b>	<b>Unit</b>	<b>Unit/ Employee</b>	<b>Employees/ 1,000 SF</b>	<b>SDC/ 1,000 SF</b>
Food Service	TGSF**	200	5.00	\$2,330
Office, Financial Service, Utilities	TGSF	300	3.33	\$1,553
Retail, Industrial	TGSF	600	1.67	\$777
Recreation, Church, Library	TGSF	900	1.11	\$518
Hardware, Paint, Furniture, Lumber	TGSF	1600	0.63	\$291
Warehousing	TGSF	2910	0.34	\$160

\*\*Thousand Gross Square Feet

<b>Special Categories</b>	<b>Unit</b>	<b>Employee/ Unit</b>	<b>SDC/Unit</b>
College, Day Care	Students	0.17	\$80.42
Hospital	Beds	5.89	\$2,744.36
Golf Driving Range	Tees	0.25	\$114.47
Hotel/Motel	Rooms	0.58	\$271.67
Convenience Market with Fuel Pump	VFP	1.33	\$617.49
Gas Station	VFP	0.75	\$351.69

**RESOLUTION NO. 2020-27**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
TUALATIN HILLS PARK & RECREATION DISTRICT ADOPTING A SYSTEM  
DEVELOPMENT CHARGE CAPITAL PROJECT LIST**

**WHEREAS**, the Tualatin Hills Park & Recreation District (THPRD) adopted a system development charge and corresponding methodology by resolution in November 1998 (the “SDC Resolution”), which was amended in September 2001 and August 2003, and updated in November 2007 and March 2016; and

**WHEREAS**, the system development charge methodology adopted by THPRD in 2016 was based on needs identified in THPRD’s 2013 Comprehensive Plan Update, which considers capital facility needs through the year 2035; and

**WHEREAS**, THPRD adopted the following functional plans addressing needs and priorities for each amenity:

- Athletic Facilities Functional Plan (March 7, 2016);
- Parks Functional Plan (May 2015 and updated April 2019);
- Trails Functional Plan (February 2016); and
- Natural Resources Functional Plan (December 2014).

**WHEREAS**, an updated system development charge methodology report titled “Draft Methodology Report Parks System Development Charges” and dated September 9, 2020 (the “2020 SDC Methodology Report”) has been prepared to reflect growth costs identified in the 2013 Comprehensive Plan Update and the functional plans; and

**WHEREAS**, pursuant to ORS 223.309, the board must adopt a Capital Projects List of the capital improvements to be funded wholly or in part by SDCs; and

**WHEREAS**, the Capital Projects List must include the estimated costs, timing and percentage of costs for each improvement that the District intends to fund, in who or in part, with improvement fee revenues.

**NOW THEREFORE, the Tualatin Hills Park & Recreation District resolves:**

- Section 1: Appendix C, SDC Project List, to the 2020 SDC Methodology Report, attached as Exhibit A, shall be adopted as the SDC Capital Projects List; and
- Section 2: Pursuant to ORS 223.309(2), the SDC Capital Projects List may be modified at any time by separate resolution adopted by the Board.

**RESOLUTION NO. 2020-27**

Approved by the Tualatin Hills Park & Recreation District Board of Directors on the 12<sup>th</sup> day of November 2020.

\_\_\_\_\_  
Ashley Hartmeier-Prigg, President

\_\_\_\_\_  
Tya Ping, Secretary

ATTEST:

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



APPENDIX C

# SDC Project List

**Table C-1**  
THPRD SDC Analysis  
SDC Project List

Project	Overlay Area of Benefit	Timing	Develop Units	Acquis. Units	Units	Total Project Cost	Land Acquis. \$	Develop \$
Develop neighborhood park (SEQ-1)	District Wide	0-5 Years	8.65		Acres	\$9,646,982	\$0	\$9,646,982
Develop Neighborhood Park (SWQ-4)	District Wide	5-10 Years	6.24		Acres	\$5,013,700	\$0	\$5,013,700
Develop Neighborhood Park (SWQ-5)	District Wide	0-5 Years	2.02		Acres	\$3,181,000	\$0	\$3,181,000
Develop Neighborhood Park (NWQ-4)	District Wide	0-5 Years	2.52		Acres	\$1,000,000	\$0	\$1,000,000
Develop Neighborhood Park (NEQ-2)	District Wide	10-15 Years	7.40		Acres	\$8,252,909	\$0	\$8,252,909
Develop Neighborhood Park (NEQ-3)	District Wide	0-5 Years	1.91		Acres	\$2,811,400	\$0	\$2,811,400
Develop Neighborhood Park (NEQ-4)	District Wide	10-15 Years	6.85		Acres	\$7,639,517	\$0	\$7,639,517
Acquire and Develop Neighborhood Park	Bonny Slope West	5-10 Years	1.50	1.50	Acres	\$3,247,887	\$1,275,000	\$1,972,887
Develop Neighborhood Park (NWQ-5)	North Bethany	0-5 Years	1.73		Acres	\$1,459,000	\$0	\$1,459,000
Develop Neighborhood Park (NWQ-8)	North Bethany	0-5 Years	3.36		Acres	\$2,741,874	\$0	\$2,741,874
Develop Neighborhood Park (NWQ-6)	North Bethany	0-5 Years	1.50		Acres	\$2,741,874	\$0	\$2,741,874
Develop Neighborhood Park (NWQ-7)	North Bethany	0-5 Years	2.00		Acres	\$3,833,562	\$0	\$3,833,562
Develop Neighborhood Park (NWQ-2)	North Bethany	5-10 Years	5.59		Acres	\$7,677,200	\$0	\$7,677,200
Develop Park Blocks	North Bethany	5-10 Years	1.50		Acres	\$1,370,937	\$0	\$1,370,937
Acquire and Develop Neighborhood Park (NWQ-11)	North Bethany	0-5 Years	2.85	2.85	Acres	\$5,080,516	\$2,850,000	\$2,230,516
Acquire and Develop Neighborhood Park (SWQ-7)	SCM Area	0-5 Years	11.15		Acres	\$5,305,300	\$0	\$5,305,300
Acquire and Develop Neighborhood Park (SWQ-6)	SCM Area	0-5 Years	2.63	2.63	Acres	\$4,720,000	\$1,841,000	\$2,879,000
Acquire and Develop Neighborhood Park (SWQ-8)	SCM Area	0-5 Years	2.86	2.86	Acres	\$5,191,638	\$2,002,000	\$3,189,638
Acquire and Develop Neighborhood Park (SWQ-9)	SCM Area	0-5 Years	2.00	2.00	Acres	\$4,279,000	\$1,400,000	\$2,879,000
Acquire and Develop Neighborhood Park	Cooper Mtn Area	5-10 Years	2.00	2.00	Acres	\$3,630,516	\$1,400,000	\$2,230,516
Acquire and Develop Neighborhood Park	Cooper Mtn Area	10-15 Years	2.00	2.00	Acres	\$3,630,516	\$1,400,000	\$2,230,516
Acquire and Develop Neighborhood Park	Cooper Mtn Area	10-15 Years	2.00	2.00	Acres	\$3,630,516	\$1,400,000	\$2,230,516
Acquire and Develop Neighborhood Park	Cooper Mtn Area	10-15 Years	2.00	2.00	Acres	\$3,630,516	\$1,400,000	\$2,230,516
Acquire and Develop Large Urban Park	District Wide	10-15 Years	1.00	1.00	Acres	\$7,751,133	\$1,500,000	\$6,251,133
Acquire and Develop Small Urban Park	District Wide	0-5 Years	0.25	0.25	Acres	\$1,178,419	\$375,000	\$803,419
Acquire and Develop Small Urban Park Park	District Wide	5-10 Years	0.25	0.25	Acres	\$1,178,419	\$375,000	\$803,419



METHODOLOGY REPORT | PARKS SYSTEM DEVELOPMENT CHARGES

Project	Overlay Area of Benefit	Timing	Develop Units	Acquis. Units	Units	Total Project Cost	Land Acquis. \$	Develop \$
Acquire and Develop Small Urban Park	District Wide	0-5 Years	0.25	0.25	Acres	\$1,937,783	\$375,000	\$1,562,783
Acquire and Develop Small Urban Park	District Wide	5-10 Years	0.25	0.25	Acres	\$1,937,783	\$375,000	\$1,562,783
Acquire and Develop Neighborhood Park	District Wide	10-15 Years	1.00	1.00	Acres	\$1,815,258	\$700,000	\$1,115,258
Acquire and Develop Neighborhood Park	District Wide	15-20 Years	1.00	1.00	Acres	\$1,815,258	\$700,000	\$1,115,258
Acquire and Develop Neighborhood Park	District Wide	15-20 Years	1.00	1.00	Acres	\$1,815,258	\$700,000	\$1,115,258
Acquire and Develop Neighborhood Park	District Wide	15-20 Years	3.50	3.50	Acres	\$6,353,403	\$2,450,000	\$3,903,403
Acquire and Develop Neighborhood Park	District Wide	15-20 Years	3.50	3.50	Acres	\$6,353,403	\$2,450,000	\$3,903,403
Acquire and Develop Neighborhood Park	District Wide	15-20 Years	3.50	3.50	Acres	\$6,353,403	\$2,450,000	\$3,903,403
Acquire and Develop Neighborhood Park	District Wide	15-20 Years	3.50	3.50	Acres	\$6,353,403	\$2,450,000	\$3,903,403
Develop Community Park (SW-1)	District Wide	10-15 Years					\$0	\$0
Develop Community Park (NW-1)	North Bethany	15-20 Years	15.00	7.09	Acres	\$26,818,870	\$7,090,000	\$19,728,870
Develop Community Park (NE-1)	District Wide	5-10 Years	22.37		Acres	\$17,989,168	\$0	\$17,989,168
Acquire and Develop Community Park	Cooper Mtn Area	15-20 Years	15.00	15.00	Acres	\$27,228,870	\$10,500,000	\$16,728,870
Acquire Natural Areas	District Wide	0-5 Years		30.00	Acres	\$450,000	\$450,000	\$0
Improve Natiral Areas	District Wide	5-10 Years	119		Acres	\$119,000	\$0	\$119,000
Acquire Natural Areas	Bonny Slope West	0-5 Years		30.00	Acres	\$450,000	\$450,000	\$0
Acquire Natural Areas	North Bethany	0-5 Years		30.00	Acres	\$450,000	\$450,000	\$0
Acquire Natural Areas	SCM Area	0-5 Years		30.00	Acres	\$450,000	\$450,000	\$0
Develop Linear Parks and Trails - Regional	District Wide	5-10 Years	12.19	12.19	Miles	\$43,514,325	\$810,000	\$42,704,325
Develop Linear Parks and Trails - Community	District Wide	5-10 Years	9.19	9.19	Miles	\$32,998,647	\$804,000	\$32,194,647
Develop Linear Parks and Trails	Bonny Slope West	5-10 Years	1.50	1.50	Miles	\$5,314,839	\$60,000	\$5,254,839
Develop Linear Parks and Trails	North Bethany	0-5 Years	1.68	1.68	Miles	\$5,973,620	\$88,200	\$5,885,420
Develop Linear Parks and Trails	SCM Area	0-5 Years	6.00	6.00	Miles	\$21,236,856	\$217,500	\$21,019,356
Develop Sunset Highway Trail Overcrossing	District Wide	5-10 Years	0.10		Miles	\$15,000,000	\$0	\$15,000,000
Develop a Recreation and Aquatic Center (SWQ)	District Wide	5-10 Years	60,000		SF	\$60,000,000	\$0	\$60,000,000
Acquire and Develop a Recreation/Aquatic Center (NWQ)			District Wide	5-10 Years	60,000		SF	\$69,800,000
Develop Regulation Baseball/Softball Fields	District Wide	15-20 Years	2.00		# Fields	\$1,600,000	\$0	\$1,600,000
Develop Regulation Baseball/Softball Fields	SCM Area	10-15 Years	3.00		# Fields	\$2,400,000	\$0	\$2,400,000
Develop Youth Baseball/Softball Fields	District Wide	15-20 Years	2.00		# Fields	\$1,200,000	\$0	\$1,200,000
Develop Youth Baseball/Softball Fields	SCM Area	10-15 Years	5.00		# Fields	\$3,000,000	\$0	\$3,000,000
Develop Regulation Soccer/Lacrosse/Football Fields	District Wide	5-10 Years	2.00		# Fields	\$1,600,000	\$0	\$1,600,000
Develop Regulation Soccer/Lacrosse/Football Fields	SCM Area	5-10 Years	3.00		# Fields	\$2,400,000	\$0	\$2,400,000
Develop Regulation Soccer/Lacrosse/Football Fields	District Wide	5-10 Years	1.00		# Fields	\$2,000,000	\$0	\$2,000,000



METHODOLOGY REPORT | PARKS SYSTEM DEVELOPMENT CHARGES

Project	Overlay Area of Benefit	Timing	Develop Units	Acquis. Units	Units	Total Project Cost	Land Acquis. \$	Develop \$
Develop Regulation Soccer/Lacrosse/Football Fields	SCM Area	0-5 Years	2.00		# Fields	\$4,000,000	\$0	\$4,000,000
Develop Youth Soccer/Lacrosse/Football Fields	District Wide	0-5 Years	4.00		# Fields	\$2,400,000	\$0	\$2,400,000
Develop Youth Soccer/Lacrosse/Football Fields	SCM Area	5-10 Years	5.00		# Fields	\$3,000,000	\$0	\$3,000,000
Develop Community Park (SW-2)	District Wide	5-10 Years	29.12		Acres	\$6,494,810		\$6,494,810
<b>Total</b>						<b>\$502,448,288</b>	<b>\$61,037,700</b>	<b>\$441,410,588</b>



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

A meeting of the Tualatin Hills Park & Recreation District Board of Directors was held electronically on Wednesday, October 14, 2020. Executive Session 4:30 pm; Regular Meeting 5:30 pm.

Present:

Ashley Hartmeier-Prigg	President/Director
Tya Ping	Secretary/Director
Heidi Edwards	Secretary Pro-Tempore/Director
Wendy Kroger	Director
Felicita Montebianco	Director
Doug Menke	General Manager

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

President Ashley Hartmeier-Prigg called executive session to order for the following purposes:

- To consider information or records that are exempt by law from public inspection,
- To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed, and
- To conduct deliberations with persons designated by the governing body to negotiate real property transactions.

The Executive Session is held under authority of ORS 192.660(2)(e)(f) & (h).

President Hartmeier-Prigg noted that the news media and designated staff may attend executive session. Representatives of the news media were directed not to disclose information discussed during executive session. No final action or final decision may be made in executive session.

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

A Regular Meeting of the Tualatin Hills Park & Recreation District Board of Directors was called to order by President Ashley Hartmeier-Prigg on Wednesday, October 14, 2020, at 5:30 pm.

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

**Heidi Edwards moved that the board of directors authorize staff to dedicate easements in the NW quadrant of the district per the terms discussed in executive session, subject to the standard due diligence, review and approval by the general manager. Tya Ping seconded the motion. Roll call proceeded as follows:**

Wendy Kroger	Yes
Felicita Montebianco	Yes
Tya Ping	Yes
Heidi Edwards	Yes
Ashley Hartmeier-Prigg	Yes

**The motion was UNANIMOUSLY APPROVED.**

**Wendy Kroger moved that the board of directors authorize staff to acquire an easement in the NE quadrant of the district using system development charge credits per the terms**

discussed in executive session, subject to the standard due diligence, review and approval by the general manager. Felicita Monteblanco seconded the motion. Roll call proceeded as follows:

Heidi Edwards	Yes
Tya Ping	Yes
Felicita Monteblanco	Yes
Wendy Kroger	Yes
Ashley Hartmeier-Prigg	Yes

The motion was **UNANIMOUSLY APPROVED**.

#### **Agenda Item #4 – Proclamation: National Native American Heritage Month & Indigenous Peoples’ Day**

The board members read into the record a proclamation that the Tualatin Hills Park & Recreation District declares the month of November as National Native American Heritage Month and the Second Monday in October as Indigenous Peoples’ Day.

#### **Agenda Item #5 – Audience Time**

Secretary Tya Ping read written testimony received pertaining to Agenda Item 8A, Resolution Adopting Affordable Housing System Development Charge Waiver Policy, copies of which were entered into the record:

Nathan Teske, Executive Director for Bienestar, urged the board to support Resolution No. 2020-24, adopting a System Development Charge (SDC) Affordable Housing Waiver Policy, noting that as a long-time developer based in Washington County, Bienestar’s experience is that an SDC waiver will encourage new development of much needed affordable housing in our community by increasing the feasibility of new projects and/or by increasing the number of new units added to affordable housing projects. Developers of affordable housing have a mission to serve those who are rent burdened or have severe housing instability, but respond, like all developers, to economic forces. A waiver of SDCs, which can impose significant costs on new affordable housing developments, will often help projects “pencil” and will attract new developers to the district who are looking for a viable area to build. In this way, if THPRD adopts Resolution No. 2020-24, the district is likely to leverage additional dollars for affordable housing development well beyond the value of the SDC waivers themselves. This is because the SDC affordable housing waiver will encourage developers to locate affordable housing projects in the THPRD service area and will bring with them funds from sources like Oregon Housing and Community Services, federal low-income housing tax credits, and private debt. The impact will be significant over time, as more of these projects are built within the district.

#### **Agenda Item #6 – Board Time**

##### **A. Committee Liaisons Updates**

Felicita Monteblanco provided the following updates and comments during board time:

- Attended the most recent Beaverton City Council meetings and reached out to City of Beaverton and Washington County elected officials regarding her role as the board’s local government liaison.
- Complimented the recent Welcoming Walks and the district staff involved in organizing those events.

Heidi Edwards provided the following updates and comments during board time:

- Attended the most recent Nature & Trails Advisory Committee meeting, which included discussion on the following topics: Bethany Creek Trail, the district’s recently-adopted Vision Action Plan, fire management and the Natural Resources Functional Plan’s decision matrix, and e-bikes.
- The Tualatin Hills Park Foundation would like to present to the board before year’s end.



- Participated in the recent Talking Walls event at Sunset Park, and complimented district staff, especially Lulú Ballesteros, the district’s Cultural Inclusion Specialist, for helping organize such a meaningful event reflecting the artwork of Beaverton area youth in partnership with Color Outside the Lines and Sunset High School’s Black Student Union.

Tya Ping provided the following updates and comments during board time:

- Attended the most recent Programs & Events Advisory Committee meeting, which included discussion on the following topics: social justice and solidarity programs, out-of-school programming, and the district’s welcoming packet.

Wendy Kroger provided the following updates and comments during board time:

- Attended the most recent Parks & Facilities Advisory Committee meeting, which included discussion on the following topics: ADA Transition Plan status, facility reopening plans, dog parks/dog runs, and the possibility of a mobile app for park and shelter reservations.
- Complimented the district’s staff liaison for the Greenway Neighborhood Association Committee.
- Expressed appreciation for Oregon Representative Janeen Sollman’s COVID-19 update newsletters.
- Provided an overview of the most recent Fiduciary Committee meeting, noting that there has been a lot to discuss, including plan asset updates, Individual Account Program spinoff status, voluntary account spinoff status, and a fiduciary charter update, some of which is reflected in this evening’s consent agenda and will be forthcoming at the board’s November meeting.

President Hartmeier-Prigg provided the following updates and comments during board time:

- The Audit Committee held its first meeting of the audit season. Those involved are moving forward in adapting and adjusting to a virtual process.
- The Beaverton City Council has requested a joint meeting with the THPRD Board of Directors to discuss partnership opportunities.
- Expressed agreement with Felicita’s comments regarding the recent Welcoming Walks.
- Referenced recent discussions with Hood Athletics, a competitive baseball organization focused on providing equal opportunity for youth with limited financial means, who are interested in gaining affiliated status with THPRD. She requested a future board work session on the topic of the district’s affiliation process to ensure that the board has a solid understanding of this topic and how best to support the community and district staff.

**Agenda Item #7 – Consent Agenda**

**Tya Ping moved that the board of directors approve consent agenda items (A) Minutes of September 9, 2020 Regular Board Meeting, (B) Monthly Bills, (C) Monthly Financial Statement, (D) Resolutions Amending the District’s Retirement Plan and Amending the District’s Individual Account Program Retirement Plan, (E) Resolution Removing Reliance Trust Company and Appointing the District as Trustee for the Tualatin Hills Park & Recreation District 457 Deferred Compensation and 401a Profit Sharing Plans, (F) Resolution Adopting a District 401(a) Profit Sharing Plan and Trust, and (G) Indemnification Agreements with Trustees for the District Defined Benefit Pension Plan Committee. Wendy Kroger seconded the motion. Roll call proceeded as follows:**

<b>Heidi Edwards</b>	<b>Yes</b>
<b>Felicita Monteblanco</b>	<b>Yes</b>
<b>Wendy Kroger</b>	<b>Yes</b>
<b>Tya Ping</b>	<b>Yes</b>
<b>Ashley Hartmeier-Prigg</b>	<b>Yes</b>

**The motion was UNANIMOUSLY APPROVED.**

## **Agenda Item #8 – Unfinished Business**

### **A. Resolution Adopting Affordable Housing System Development Charge Waiver Policy**

Jeannine Rustad, Planning Manager, provided a brief overview of the memo and resolution included within the board of directors' information packet, noting that the proposed Affordable Housing System Development Charge (SDC) Waiver Policy reflects the efforts and coordination with the district's partner jurisdictions and affordable housing providers and advocates for over a year, as well as the board's input through multiple board meetings and work sessions. She noted that the action requested this evening is board approval of the resolution adopting a SDC Affordable Housing Waiver Policy, and offered to answer any questions the board may have.

Felicita Montebianco expressed appreciation for her fellow board members and district staff, and described the significant amount of research, information gathering and meetings with experts that each participated in to get to this point. She referenced the district's commitment in addressing its role in affordable housing, noting that she is very thankful for district staff's leadership through these discussions, some of which have been difficult, but that she is grateful for the conclusion that has been reached together.

Wendy Kroger acknowledged that our community is grappling with housing issues and that THPRD has spent more than a year educating itself about these issues and have discussed SDC methodologies to see how they might be used to address affordable housing. She thanked district staff and its consultant for their herculean efforts to gather information, bring to the board the voices of stakeholders and the development community serving affordable housing, and to propose many different means that the board might consider in addressing this issue. She stated that while she never doubted that THPRD has a role in serving residents of affordable housing in our community, from the start, she has been concerned about what the district's role should be regarding affordable housing in Beaverton and Washington County. THPRD's mission is to provide high quality park and recreation facilities, programs, services, and natural areas that meet the needs of the diverse communities it serves; it does not say anything about affordable housing. She has tried very hard to see the nexus between the district's mission and the community's affordable housing needs, which are great. During this time of discovery in the board's search for a policy, she indicated that she would require a commitment to just two items: public open space on the part of affordable housing providers and overall public transparency about the dollars that would be removed from THPRD's ability to meet its core mission. She has been very concerned from the beginning of this discussion how the district could mitigate taking SDC funds away from its own future building needs. She stated that she was, and still is, willing to define "public open space" very broadly. And with regard to public transparency, she had requested that the amount of dollars be clearly stated. Instead, because it aligns with other bureaucratic language, the number of units has been proposed instead of dollars. Number of units is not a clear and transparent statement of the dollars that the district will expend on something other than parks, trails, natural areas and recreation facilities. While she appreciates the efforts to informally tie grant dollars to mitigate the removal of SDC funds, the district controls neither the source of this funding, nor the challenging climate of the grant world. She concluded by stating that while she may have been able to accept using SDCs for affordable housing if there was a commitment to public open space and a clear dollar amount included in the proposed resolution, since there is neither, she cannot in good conscience vote to approve the resolution currently before the board, especially now with the district's budget in such dire straits. This has been an incredible journey taken with her fellow board members and district staff, and this has been a hard decision for her to make, but she must go with her heart.

Heidi Edwards echoed the previous comments regarding gratitude for district staff's leadership during this journey, noting that she also appreciates Felicita and Wendy's perspectives as the

more senior members of the board who have been exploring this issue longer, and their abilities to talk through the issues and concerns at hand for both the district and the community it serves.

Tya Ping commented that, while she appreciates and respects each board members' opinion, she disagrees with Wendy's conclusion that the district does not have a role to play in affordable housing. She noted that the district's SDCs were confirmed as a barrier to affordable housing by much public testimony, and as such, it is the district's responsibility to try to reduce or eliminate itself as a barrier. Affordable housing affects everyone in the community, including those who patronage the district's services. It is a fine balance in that the district needs to be able to provide for its community, but she also feels that the district has done a good job in identifying potential alternative funding sources to make up the difference. The district would not see any SDCs from affordable housing developments anyway if they are unable to be built in the first place due to prohibitive costs. Regardless, the bottom line for her is that if the district is a barrier to something, it needs to identify ways to resolve being a barrier.

Felicita thanked the board members for bringing their values to this conversation, noting that this has been a rich discussion over the past year, and that she asks the board to remember that starting next year, hundreds of people are going to now have housing and be connected to parks.

President Hartmeier-Prigg echoed the board members' comments regarding the amount of learning and dedication that have gone into this effort, noting that although she hears Wendy's concerns, which have been discussed at length, she agrees with Tya's comments regarding the district being a barrier to affordable housing. She stated that THPRD is not just here to serve those who can afford a certain type of home; the district is for the entire community and if it does not become a part of the affordable housing solution, it is forcing diversity and a very rich community out of our district. That is why she believes it is part of the district's mission to be a part of the solution, to serve the current and future community, and why she very strongly supports the proposed policy. She has a lot of respect and gratitude for all of the considerations that have been brought forward through this discussion, as it has forced the board to think critically, and the resulting resolution has been shaped by each of the board members' voices. While she understands why Wendy may not be able to support the policy as proposed, she hopes that Wendy can see aspects present within the policy that are a result of her voice, as well as the voices of each board member and the community they serve.

**Felicita Monteblanco moved that the board of directors approve Resolution No. 2020-24 adopting a System Development Charge Affordable Housing Waiver Policy. Heidi Edwards seconded the motion. Roll call proceeded as follows:**

<b>Tya Ping</b>	<b>Yes</b>
<b>Wendy Kroger</b>	<b>No</b>
<b>Heidi Edwards</b>	<b>Yes</b>
<b>Felicita Monteblanco</b>	<b>Yes</b>
<b>Ashley Hartmeier-Prigg</b>	<b>Yes</b>

**The motion was APPROVED by MAJORITY vote.**

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

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

- Summer Camp Recap
  - Ann Johnson, Center Supervisor at Cedar Hills Recreation Center, and Brian Yourstone, Center Supervisor at Tualatin Hills Athletic Center and Babette Horenstein Tennis Center, provided an overview of the unique summer camp season of 2020 via a PowerPoint presentation, a copy of which was entered into the record.

- District Programming Update
  - Aisha Panas, Director of Park & Recreation Services, and Keith Watson, Community Programs Manager, provided an update on district programming efforts and recent/upcoming community events via a PowerPoint presentation, a copy of which was entered into the record.

Doug offered to answer any questions the board may have.

### Summer Camp Recap

Wendy Kroger inquired if there were any specific lessons learned that district staff took note of should the district ever have to offer summer camp programs in this type of environment again.

- ✓ Brian replied that the increased interdepartmental cooperation and communication was a positive aspect that he hopes continues past the pandemic planning. Additionally, staff's creativity in programming around health guidelines, which was evident in that no COVID-19 cases resulted from participation in our camp programs.
- ✓ Ann added that much of the groundwork and planning that has been done will enable a quick rollout of programs in district facilities should the pandemic still be in effect next summer. Some of the lessons learned through the summer camp programs have transferred well to out-of-school and preschool programming, such as how to represent six feet of distance.

The board members complimented district staff on their efforts, leadership, and innovation put forth in developing summer camp opportunities for the community this year despite the pandemic, noting that the fact that there were no COVID-19 outbreaks due to the summer camp programs is a testament to district staff's commitment to safety. This was a great example of how THPRD stands up to challenges being faced by the community, and will not likely be the last time the district needs to operate under a contingency plan, so being able to carry these lessons and experience forward is valuable.

### District Programming Update

General Manager Doug Menke acknowledged that the district's facilities that are currently open are likely to be the only facilities open through the end of the fiscal year due to a combination of challenges and fiscal constraints, the pandemic's impact on the district's budget, and the fact that we are not at capacity in our current facilities that are already operating on a reduced capacity due to COVID-19 safety guidelines.

Tya Ping inquired if there is increased Rec Mobile participation in the late afternoon/early evening since children aren't able to participate until after virtual school is out. She described the struggles many parents are facing in being able to get their children outside and active enough. She would like to see additional programming available after school hours, such as Fitness in the Parks programs geared toward younger children.

- ✓ Aisha replied that she would check attendance figures with staff, noting that staff is closely monitoring these programs and willing to shift things in order to accommodate demand.

Heidi Edwards encouraged the district's continued partnership with the Beaverton School District in developing opportunities in support of parents and students during this unique time. Wendy Kroger agreed and acknowledged the value of the two agencies being able to come together to serve the community during this challenging time.

Felicita Montebianco complimented district staff on their creativity and resilience in continuing to offer the community recreation programming, in addition to all of the events that have taken place or are coming up. She volunteered to help at the upcoming drive-thru trick or treat event if needed, and asked the district to be mindful of the community perception regarding the presence of police at the event and to consider how to provide both a safe and welcoming atmosphere.

Heidi Edwards noted that she is happy to see the district continue to portray its diversity, equity, inclusion and access values through the events and cultural celebrations being offered.

General Manager Doug Menke acknowledged the Community Psyche Funds allocated to the district by Washington County, noting that it has been amazing to see the funding in action. Bringing these funds to fruition was a wonderful example of interagency cooperation and creativity, including the expertise of the board and district staff.

Wendy Kroger commented on the nimbleness and creativity on the part of district staff, noting that much of the skills learned through this time will serve the district well as we move forward.

President Hartmeier-Prigg echoed her fellow board members' comments of gratitude to district staff, stating that THPRD is a bright spot in the community and is especially important at this time.

**Agenda Item #9 – Adjourn**

There being no further business, the meeting was adjourned at 7:00 pm.

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Ashley Hartmeier-Prigg, President

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Tya Ping, Secretary

Recording Secretary,  
Jessica Collins

Check #	Check Date	Vendor Name	Check Amount
82812	9/3/2020	BEAVERTON RESOURCE GUIDE <b>Advertising</b>	1,800.00 <b>\$ 1,800.00</b>
82797	9/3/2020	HOME DEPOT CREDIT SERVICES <b>Capital Outlay - ADA Projects</b>	72.17 <b>\$ 72.17</b>
ACH	9/2/2020	MILLER NASH GRAHAM & DUNN LLP <b>Capital Outlay - Bond - Land Acquisition</b>	342.00 <b>\$ 342.00</b>
ACH	9/9/2020	AKS ENGINEERING & FORESTRY LLC	26,434.93
313885	9/23/2020	CLEAN WATER SERVICES	247,000.00
313894	9/23/2020	HERRERA ENVIRONMENTAL CONSULTANTS INC	2,000.00
ACH	9/30/2020	AKS ENGINEERING & FORESTRY LLC	15,622.50
ACH	9/30/2020	NATIVE ECOSYSTEMS NW LLC <b>Capital Outlay - Bond - Natural Resources Projects</b>	10,158.48 <b>\$ 301,215.91</b>
313869	9/9/2020	PROFESSIONAL SERVICE INDUSTRIES INC	2,246.00
313875	9/9/2020	PAUL BROTHERS INC	123,423.72
313879	9/23/2020	2.INK STUDIO <b>Capital Outlay - Bond - New/Redevelop Neighborhood Parks</b>	6,069.27 <b>\$ 131,738.99</b>
313829	9/2/2020	PORTLAND GENERAL ELECTRIC	1,787.55
82796	9/3/2020	TUALATIN VALLEY WATER DISTRICT	11,863.00
313932	9/23/2020	MILROY GOLF SYSTEMS INC	182,387.68
313976	9/30/2020	MILROY GOLF SYSTEMS INC	236,088.76
ACH	9/30/2020	CARLSON TESTING INC <b>Capital Outlay - Bond - Youth Athletic Field Development</b>	3,051.50 <b>\$ 435,178.49</b>
313834	9/2/2020	STRONG TOWER CLEANING SERVICES LLC	12,700.00
313984	9/30/2020	APEX ENVIRONMENTAL CONSULTING SERVICES INC	15,171.27
313989	9/30/2020	STRONG TOWER CLEANING SERVICES LLC <b>Capital Outlay - Building Replacements</b>	9,155.00 <b>\$ 37,026.27</b>
ACH	9/2/2020	MILLER NASH GRAHAM & DUNN LLP	8,094.00
82796	9/3/2020	TUALATIN VALLEY WATER DISTRICT	6,704.00
313871	9/9/2020	2.INK STUDIO	22,766.85
ACH	9/9/2020	NORTHWEST TREE SPECIALISTS	6,891.50
313880	9/23/2020	2.INK STUDIO	5,059.30
313886	9/23/2020	CLEAN WATER SERVICES	1,185.00
313902	9/23/2020	PROFESSIONAL SERVICE INDUSTRIES INC	2,940.00
313906	9/23/2020	WASHINGTON COUNTY	3,813.66
313937	9/23/2020	REAL ESTATE SERVICES GROUP INC	6,800.00
ACH	9/23/2020	3 KINGS ENVIRONMENTAL	122,345.41
ACH	9/23/2020	ENVIRONMENTAL SCIENCE ASSOCIATES	16,764.25
ACH	9/23/2020	LYDA EXCAVATING INC	39,978.85
313985	9/30/2020	BEAVERTON, CITY OF	5,909.00
ACH	9/30/2020	CARLSON TESTING INC	1,324.75
ACH	9/30/2020	ENVIRONMENTAL SCIENCE ASSOCIATES	11,160.33
ACH	9/30/2020	R FRANCO RESTORATION INC <b>Capital Outlay - SDC - Park Development/Improvement</b>	1,962.96 <b>\$ 263,699.86</b>

Check #	Check Date	Vendor Name	Check Amount
82866	9/3/2020	WESTSIDE ECONOMIC ALLIANCE	1,625.00
82868	9/3/2020	DAS STATE PROCUREMENT OFFICE	2,000.00
82895	9/3/2020	INTERTWINE ALLIANCE FOUNDATION, THE	10,000.00
		<b>Dues &amp; Memberships</b>	<b>\$ 13,625.00</b>
313830	9/2/2020	PORTLAND GENERAL ELECTRIC	13,337.15
313935	9/23/2020	PORTLAND GENERAL ELECTRIC	18,695.22
ACH	9/23/2020	PORTLAND GENGERAL ELECTRIC (CLEAN WIND)	1,867.08
313980	9/30/2020	PORTLAND GENERAL ELECTRIC	24,109.31
		<b>Electricity</b>	<b>\$ 58,008.76</b>
313816	9/1/2020	KAISER FOUNDATION HEALTH PLAN	240,616.70
313818	9/1/2020	MODA HEALTH PLAN INC	23,809.17
313820	9/1/2020	STANDARD INSURANCE COMPANY	9,532.37
313821	9/1/2020	UNUM LIFE INSURANCE - LTC COMPANY OF AMERICA	1,101.80
313865	9/8/2020	STANDARD RETIREMENT SERVICES	1,049.01
		<b>Employee Benefits</b>	<b>\$ 276,109.05</b>
313819	9/1/2020	PACIFICSOURCE ADMINISTRATORS INC	16,866.46
ACH	9/1/2020	THPRD - EMPLOYEE ASSOCIATION	7,031.85
ACH	9/8/2020	BANK OF AMERICA - HSA FOR LIFE	1,500.00
ACH	9/15/2020	CHARLES SCHWAB & CO INC	28,070.65
ACH	9/15/2020	MASSACHUSETTS MUTUAL LIFE INSURANCE COMPANY	13,828.85
313963	9/28/2020	PACIFICSOURCE ADMINISTRATORS INC	1,677.63
313971	9/30/2020	PACIFICSOURCE ADMINISTRATORS INC	1,500.80
ACH	9/30/2020	CHARLES SCHWAB & CO INC	28,183.48
ACH	9/30/2020	MASSACHUSETTS MUTUAL LIFE INSURANCE COMPANY	13,841.38
ACH	9/30/2020	THPRD - EMPLOYEE ASSOCIATION	7,689.44
		<b>Employee Deductions</b>	<b>\$ 120,190.54</b>
ACH	9/23/2020	NW NATURAL	3,492.24
ACH	9/30/2020	NW NATURAL	3,439.23
		<b>Heat</b>	<b>\$ 6,931.47</b>
82794	9/3/2020	AMAZON.COM	72.94
82799	9/3/2020	BEAVERTON AUTO PARTS	836.28
82825	9/3/2020	TURF STAR INC	1,632.38
82854	9/3/2020	WASTE MANAGEMENT OF OREGON INC	2,762.47
82896	9/3/2020	GUARANTEED PEST CONTROL SERVICE CO INC	2,088.00
82918	9/3/2020	WORK TRUCK DIRECT	1,247.87
82920	9/3/2020	UNITED SITE SERVICES	2,256.25
		<b>Maintenance Services</b>	<b>\$ 10,896.19</b>

Check #	Check Date	Vendor Name	Check Amount
82794	9/3/2020	AMAZON.COM	338.72
82797	9/3/2020	HOME DEPOT CREDIT SERVICES	1,357.37
82799	9/3/2020	BEAVERTON AUTO PARTS	91.12
82808	9/3/2020	CDW GOVERNMENT INC	1,179.10
82811	9/3/2020	PARR LUMBER CO	1,567.86
82823	9/3/2020	EWING IRRIGATION PRODUCTS INC	1,374.51
82824	9/3/2020	AIRGAS NORPAC INC	1,173.04
82836	9/3/2020	STEP FORWARD ACTIVITIES INC	17,090.27
82845	9/3/2020	MECHANICAL SALES INC	1,497.71
313947	9/23/2020	WALTER E NELSON COMPANY	4,402.06
313981	9/30/2020	SUNSET FARM & NURSERY INC	3,600.00
		<b>Maintenance Supplies</b>	<b>\$ 33,671.76</b>
82887	9/3/2020	MSDS ONLINE INC	2,999.00
		<b>Miscellaneous Other Services</b>	<b>\$ 2,999.00</b>
82794	9/3/2020	AMAZON.COM	603.68
82832	9/3/2020	AT&T MOBILITY	172.92
82843	9/3/2020	OFFICE DEPOT INC	234.23
82878	9/3/2020	RICOH USA INC	851.21
		<b>Office Supplies</b>	<b>\$ 1,862.04</b>
313936	9/23/2020	QUADIENT FINANCE USA INC	2,000.00
		<b>Postage</b>	<b>\$ 2,000.00</b>
ACH	9/30/2020	DAS STATE PROCUREMENT OFFICE	1,396.10
		<b>Printing &amp; Publication</b>	<b>\$ 1,396.10</b>
ACH	9/2/2020	MILLER NASH GRAHAM & DUNN LLP	9,640.00
313971	9/30/2020	PACIFICSOURCE ADMINISTRATORS INC	655.25
313978	9/30/2020	OREGON CHINESE COALITION	2,000.00
		<b>Professional Services</b>	<b>\$ 12,295.25</b>
82794	9/3/2020	AMAZON.COM	1,372.09
82808	9/3/2020	CDW GOVERNMENT INC	843.00
82828	9/3/2020	ESAFETY SUPPLIES INC	1,885.26
82843	9/3/2020	OFFICE DEPOT INC	898.00
82871	9/3/2020	LES MILLS UNITED STATES TRADING INC	1,440.00
82878	9/3/2020	RICOH USA INC	47.78
313977	9/30/2020	NW OFFICE INTERIORS LLC	11,940.00
		<b>Program Supplies</b>	<b>\$ 18,426.13</b>
313990	9/30/2020	Tran, Vincent	2,062.87
		<b>Refund for District Credit Balance</b>	<b>\$ 2,062.87</b>
82854	9/3/2020	WASTE MANAGEMENT OF OREGON INC	5,488.80
		<b>Refuse Services</b>	<b>\$ 5,488.80</b>
82878	9/3/2020	RICOH USA INC	3,741.34
		<b>Rental Equipment</b>	<b>\$ 3,741.34</b>



Check #	Check Date	Vendor Name	Check Amount
313893	9/23/2020	HARSCH INVESTMENT PROPERTIES LLC <b>Rental Facility</b>	3,518.00 <b>\$ 3,518.00</b>
313827	9/2/2020	GRUNOW, KYLIE	1,500.00
ACH	9/2/2020	ESRI INC	13,100.00
ACH	9/2/2020	NORTHWEST TREE SPECIALISTS	1,800.00
ACH	9/2/2020	SMITH DAWSON & ANDREWS	3,000.00
82794	9/3/2020	AMAZON.COM	4.78
82808	9/3/2020	CDW GOVERNMENT INC	8,820.02
82852	9/3/2020	BUFFER - SOCIAL MEDIA	1,010.00
82875	9/3/2020	AVERTIUM LLC	2,000.00
82886	9/3/2020	GOVERNMENTJOBS.COM INC	13,048.34
82896	9/3/2020	GUARANTEED PEST CONTROL SERVICE CO INC	600.00
313876	9/9/2020	PERS	1,213.10
313889	9/23/2020	ELEVATE TECHNOLOGY GROUP	2,925.00
ACH	9/23/2020	PACIFIC OFFICE AUTOMATION	1,559.00
ACH	9/23/2020	SHI INTERNATIONAL CORPORATION <b>Technical Services</b>	4,711.23 <b>\$ 55,291.47</b>
82886	9/3/2020	GOVERNMENTJOBS.COM INC <b>Technical Training</b>	125.00 <b>\$ 125.00</b>
82832	9/3/2020	AT&T MOBILITY	8,783.42
ACH	9/23/2020	ALLSTREAM BUSINESS US <b>Telecommunications</b>	6,075.44 <b>\$ 14,858.86</b>
313824	9/2/2020	CARSON OIL INC	1,680.67
82799	9/3/2020	BEAVERTON AUTO PARTS	594.17
313884	9/23/2020	CARSON OIL INC	1,068.03
313946	9/23/2020	TUALATIN VALLEY WATER DISTRICT <b>Vehicle Gas &amp; Oil</b>	6,548.86 <b>\$ 9,891.73</b>
82796	9/3/2020	TUALATIN VALLEY WATER DISTRICT	36,308.43
82862	9/3/2020	BEAVERTON, CITY OF <b>Water &amp; Sewer</b>	21,783.77 <b>\$ 58,092.20</b>
		<b>Grand Total</b>	<b>\$ 1,882,555.25</b>

## Tualatin Hills Park &amp; Recreation District

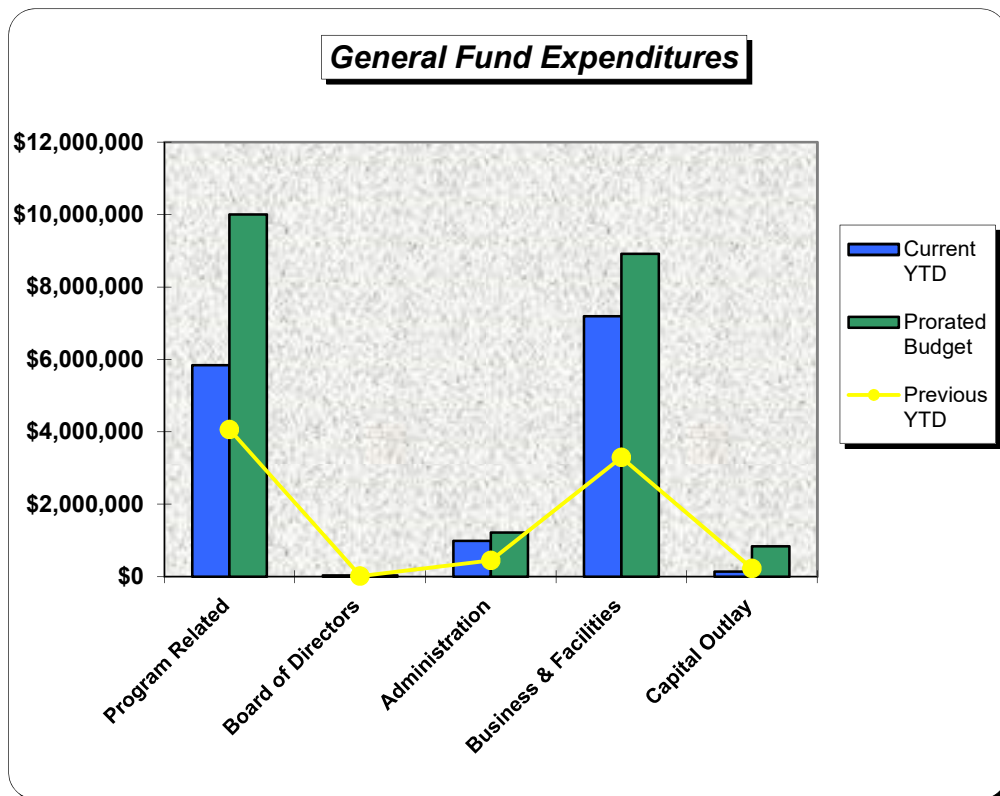
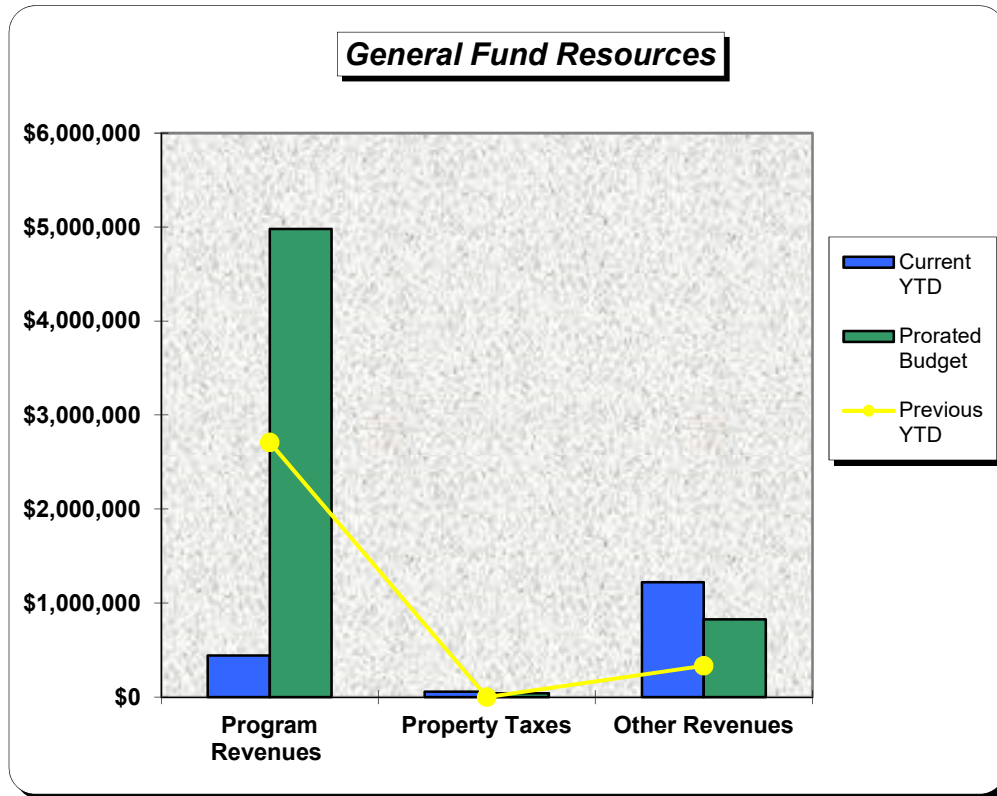
General Fund Financial Summary  
September, 2020

	ACTUAL		BUDGET		
	Current Month	Year to Date	Year to Date	% YTD Actual to Budget	Full Fiscal Year
<b>Program Resources:</b>					
Aquatic Centers	\$ 2,667	\$ 6,296	\$ 1,326,776	0.5%	\$ 3,780,320
Tennis Center	11,171	11,395	259,590	4.4%	1,260,017
Recreation Centers & Programs	40,707	130,880	2,601,905	5.0%	6,382,547
Sports Programs & Field Rentals	40,112	299,733	545,031	55.0%	1,992,613
Natural Resources	(6,302)	(6,302)	244,989	-2.6%	564,425
<b>Total Program Resources</b>	<b>88,356</b>	<b>442,003</b>	<b>4,978,291</b>	<b>8.9%</b>	<b>13,979,922</b>
<b>Other Resources:</b>					
Property Taxes	57,811	57,811	41,973	0.0%	34,914,382
Interest Income	7,162	28,523	87,104	32.7%	500,000
Facility Rentals/Sponsorships	29,295	75,838	91,825	82.6%	660,183
Grants	993,662	993,662	556,472	178.6%	2,900,700
Miscellaneous Income	47,956	124,911	90,617	137.8%	465,000
<b>Total Other Resources</b>	<b>1,135,886</b>	<b>1,280,745</b>	<b>867,990</b>	<b>147.6%</b>	<b>39,440,265</b>
<b>Total Resources</b>	<b>\$ 1,224,241</b>	<b>\$ 1,722,747</b>	<b>\$ 5,846,282</b>	<b>29.5%</b>	<b>\$ 53,420,187</b>
<b>Program Related Expenditures:</b>					
Parks & Recreation Administration	24,924	208,140	301,112	69.1%	846,987
Aquatic Centers	61,665	1,076,831	2,143,615	50.2%	5,232,202
Tennis Center	21,268	396,889	647,005	61.3%	1,661,764
Recreation Centers	237,100	1,936,876	3,824,668	50.6%	9,680,044
Community Programs	39,676	294,782	422,681	69.7%	938,148
Athletic Center & Sports Programs	177,030	970,148	1,299,368	74.7%	3,278,507
Natural Resources & Trails	115,789	958,519	1,364,672	70.2%	3,358,192
<b>Total Program Related Expenditures</b>	<b>677,452</b>	<b>5,842,185</b>	<b>10,003,122</b>	<b>58.4%</b>	<b>24,995,844</b>
<b>General Government Expenditures:</b>					
Board of Directors	12,586	35,589	34,941	101.9%	346,658
Administration	115,537	991,363	1,213,218	81.7%	3,088,592
Business & Facilities	956,635	7,191,614	8,912,342	80.7%	23,736,891
Capital Outlay	113,425	140,264	837,334	16.8%	7,268,673
Contingency/Capital Replacement Reserve	-	-	-	0.0%	4,000,000
<b>Total Other Expenditures:</b>	<b>1,198,182</b>	<b>8,358,829</b>	<b>10,997,835</b>	<b>76.0%</b>	<b>38,440,814</b>
<b>Total Expenditures</b>	<b>\$ 1,875,635</b>	<b>\$ 14,201,015</b>	<b>\$ 21,000,958</b>	<b>67.6%</b>	<b>\$ 63,436,658</b>
<b>Revenues over (under) Expenditures</b>	<b>\$ (651,393)</b>	<b>\$ (12,478,267)</b>	<b>\$ (15,154,676)</b>	<b>82.3%</b>	<b>\$ (10,016,471)</b>
<b>Beginning Cash on Hand</b>		11,134,816	10,016,471	111.2%	10,016,471
<b>Ending Cash on Hand</b>		<b>\$ (1,343,452)</b>	<b>\$ (5,138,205)</b>	<b>100.0%</b>	<b>\$ -</b>

# Tualatin Hills Park and Recreation District

## General Fund Financial Summary

September, 2020





## MEMO

**DATE:** October 20, 2020  
**TO:** Doug Menke, General Manager  
**FROM:** Lori Baker, Director of Business Services

**RE:** **Resolution Authorizing Amendment to the Tualatin Hills Park & Recreation District Retirement Plan Fiduciary Responsibility Delegation Charter**

### **Introduction**

Staff is requesting board approval of a resolution which authorizes the amendment to the Tualatin Hills Park & Recreation District Retirement Plan Fiduciary Responsibility Delegation Charter ("Charter"). This amendment provides for the addition of the Tualatin Hills Park & Recreation District Individual Account Program Retirement Plan ("IAP Plan") and the Tualatin Hills Park & Recreation District 457 Deferred Compensation Plan ("457 Plan") to the Charter and changes the committee members to update membership for the IAP Plan and 457 Plan. The Charter has also been updated to include indemnification language for committee members.

### **Background**

As part of the district pension plans, the District has fiduciary committees that oversee the administrative activities of the plans. The Board approved a resolution on June 9, 2020 that provided for the spinoff of the Individual Account Program for Tier 2 participants. This resulted in a separate plan document for the IAP Plan and will provide for a separately managed trust that accounts for each individual's IAP balances. This separate plan will have administrative requirements as addressed in the Charter.

The Charter is also being updated for position name changes and to add the 457 Plan committee to the Charter. An updated version of the Charter is included in Exhibit 1 and a redline version of the Charter is included in Exhibit 2.

### **Proposal Request**

Staff is recommending that the Board approve the amendments to the Charter. The Charter has been reviewed and approved by district legal counsel.

### **Benefits of Proposal**

Adding the 457 Plan to the Charter ensures that there is clear guidance on the governance and administration responsibilities with respect to the 457 Plan. The Charter sets out with an appropriate level of specificity the obligations and duties of the district and the Retirement Plan Committee. Adding indemnification language to the Charter clarifies the existing District indemnification of employees and board members in their roles as Committee members.

### **Potential Downside of Proposal**

There is no foreseeable downside to the requested action.

### **Action Requested.**

Board of Directors' approval of Resolution 2020-28 amending the Retirement Plan Fiduciary Responsibility Delegation Charter.

**RESOLUTION NO. 2020-28**

**TUALATIN HILLS PARK & RECREATION DISTRICT, OREGON**

**A RESOLUTION OF TUALATIN HILLS PARK & RECREATION DISTRICT BOARD OF DIRECTORS AUTHORIZING AMENDMENT TO THE RETIREMENT PLAN FIDUCIARY RESPONSIBILITY DELEGATION CHARTER**

**WHEREAS**, the Tualatin Hills Park & Recreation District (District) sponsors and maintains, consistent with state law, the Tualatin Hills Park & Recreation District Retirement Plan, a governmental defined benefit plan, the Tualatin Hills Park & Recreation District Individual Account Program Retirement Plan, a governmental defined contribution plan and the Tualatin Hills Park & Recreation District 457 Deferred Compensation Plan, a governmental deferred compensation plan (Plans).

**WHEREAS**, the District's Board of Directors, as the governing body for the District, IS CHARGED with obligations ensuring the Plans are prudently managed, operated and maintained for the exclusive benefit of the Plans' participants, contain a prudently diversified group of investment alternatives, and conform their operation to the Plan documents and applicable law.

**WHEREAS**, the Board believes the aforementioned general fiduciary charge would be best served by amending the written Retirement Plan Fiduciary Responsibility Delegation Charter.

**WHEREAS**, the District has provided an amended charter.

**WHEREAS**, the Board wishes to adopt said amended charter.

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

**Section 1.** The Board of the Tualatin Hills Park & Recreation District hereby adopts the Amended Fiduciary Responsibility Delegation Charter attached hereto as Exhibit 1.

**Section 2.** This resolution is and shall be effective from and after its adoption by the Board.

*Signatures on next page*

BOARD OF DIRECTORS APPROVAL: November 12, 2020

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Ashley Hartmeier-Prigg  
President/Director

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Tya Ping  
Secretary/Director

Adoption and date attested by:

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Jessica Collins  
Recording Secretary

Original Adoption Date: May 2016  
 Amended: November 12, 2020

**Tualatin Hills Park & Recreation District Retirement Plan  
 Fiduciary Responsibility Delegation Charter**

**I. Purpose and Objectives**

This Fiduciary Responsibility Delegation Charter (“Charter”) is to guide the Board of Directors of the **Tualatin Hills Park & Recreation District** (“Plan Sponsor”) in executing its fiduciary responsibilities with respect to the following retirement plans (“Plans”).

<b>Plan Name</b>	<b>Type</b>
Tualatin Hills Park & Recreation District Retirement Plan	Governmental Defined Benefit Plan
Tualatin Hills Park & Recreation District Individual Account Program Retirement Plan	Governmental Defined Contribution Plan
Tualatin Hills Park & Recreation District 457 Deferred Compensation Plan	Governmental Defined Contribution Plan

This Charter defines the Plan Sponsor’s fiduciary responsibilities and sets out the scope of the delegation the Plan Sponsor has concerning its rights, powers and duties. Any delegation by the Plan Sponsor’s Board of Directors (“Board”) and/or the Plans’ retirement plan committee (“Committee” or “Committees”) has to be done in writing. Plan Fiduciaries—both members of the Board and of the Committees—who fail to meet the responsibilities described herein may be personally liable for a breach of their fiduciary duty. However, the Plan Sponsor shall, consistent with Oregon law, indemnify, defend and hold harmless the fiduciary delegate(s) for alleged breach(es) of their fiduciary duty except in the event of a delegate’s gross negligence or willful misconduct, as further described below.

The Plan Sponsor’s objectives as they relate to fiduciary responsibility include:

- a) Maintaining the Plans for the exclusive benefit of participants while avoiding prohibited transactions and/or conflicts of interest;
- b) Exercising prudence in all respects while executing its fiduciary responsibilities;
- c) To the extent applicable, providing an appropriately diverse universe of investment alternatives for participants’ use and choice under the Plans and/or investing the Plans’ assets in a prudent manner; and
- d) Ensuring the Plans’ operations be fully compliant with applicable Plan document provisions and applicable law.

**II. Fiduciary Authority and Responsibilities Under the Plans**

The Plan Sponsor is permitted to assign/delegate certain of its specific fiduciary duties. Certain fiduciary duties belong to and remain with the Plan Sponsor’s Board of Directors with other duties being delegated to persons pursuant to this Charter.

The Board retains decisional responsibility for any substantive change(s) to the Plans that may impact Plan costs including benefit eligibility and/or employer contributions.

Original Adoption Date: May 2016  
Amended: November 12, 2020

Individuals acting as fiduciaries must acknowledge in writing that they understand and accept their fiduciary responsibilities.

### **III. Committee Membership**

The Board delegates functional fiduciary responsibility with respect to each Plan to a Committee. Subject to the limitations identified below, the Board selects Committee members who then must accept their appointments by signing the Committee Member Nomination and Acknowledgement Letter. Members may sit on more than one Committee.

- a) The Tualatin Hills Park & Recreation District Retirement Plan Committees shall include Tualatin Hills Park & Recreation District (“THPRD”) employees holding the identified positions, one (1) OSEA-nominated employee member and one (1) Board-designated Board member.
  - 1. General Manager
  - 2. Human Resource Director
  - 3. Chief Financial Officer
- b) The Tualatin Hills Park & Recreation District Individual Account Program Retirement Plan and 457 Deferred Compensation Plan Committees shall include THPRD employees holding the identified positions, and two (2) OSEA-nominated employee members.
  - 1. Human Resource Director
  - 2. Chief Financial Officer
  - 3. Fiscal Operations Manager
- c) The Committees shall select a Chair from among its members.
- d) If an employee member of the Committees ceases to be a THPRD employee, their Committee membership automatically ends without need for action by the Board or notice to the individual.
- e) Any person holding one of the positions identified in III(a)(1) through (3) and III(b)(1) through (3) above is automatically made a member of the Committees without further action by the Board.

### **IV. Committee Procedures**

The Committees shall perform administrative responsibilities with respect to the Plans including:

- a) Committee Chair. The Chair shall be responsible for preparation of the meeting agenda, meeting materials and the conduct of the meeting.
- b) Majority Vote. Any action relating to the Committees’ administrative responsibilities for the Plans shall be made by a simple majority vote of its members. In the determination of any matter with respect to which one or more of the Committee members have a conflict of interest such that they determine they must not vote on the matter, the matter shall be determined by a simple majority vote of the Committee members who do not have a conflict of interest.
- c) Delegation to Act on Behalf of Committee. The Committees may delegate to one or more of its members the following duties:
  - 1. give written notice of actions taken by the Committees to affected participants; and
  - 2. contract for legal, recordkeeping, accounting, actuarial, clerical and other services.



Original Adoption Date: May 2016  
Amended: November 12, 2020

Any delegation must be done in writing. The Committees may appoint subcommittees, the members of which need not be Committee members.

- d) **Committee Rules.** Subject to the limitations of the Plans, the Committees shall establish rules for the Committees' administration and transaction of business, including meetings time(s) and place and the content of notices with respect to such meetings.
- e) **Frequency of Meetings.** Committee meetings shall be held at least semi-annually.
- f) **Reports to the Board.** The Committees shall present a report to the Board not less than once a calendar year which shall at a minimum include a summary of the Committees' administrative and Plans' investment activities for the period covered by the report.

**V. Plan Administrative Responsibilities**

The Committees' Plan administrative responsibilities include:

- a) Requiring the furnishing of relevant information to facilitate the Plans' operations and the provision of benefits to its participants as a condition to the receipt of Plan benefits;
- b) Making and enforcing rules and procedures for efficient Plan administration;
- c) Maintaining the Plans' administrative records;
- d) Interpreting Plan documents;
- e) Determining guidelines for benefit amounts and deciding on claims for Plan benefits;
- f) Designating persons to carry out any fiduciary responsibilities of the Plan Administrator for the Plans;
- g) Executing Plan amendments as required by changes in applicable law and/or regulation, changed Plan objectives after said amendments' approval by the Board;
- h) Communication of the Plans' provisions, the nature and characteristic(s) of the various investment choices available and provide other information consistent with section 404(c) and 404(a)(5) of ERISA (29 USC §§1104(c) and 1104(a)(5)) as applicable;
- i) Determining employee eligibility for Plan participation consistent with the Plans and their enrollment;
- j) Ensuring timely deposit of participant salary deferrals to the participants' separate accounts under the Plans;
- k) Preparing and reviewing the Plans' consolidated financial reporting including governmental reporting;
- l) Reviewing the Plans' information included in the District's annual independent financial audit report and obtaining and maintaining all required fidelity bond(s);
- m) Providing general oversight of the Plans' legal compliance;
- n) Retaining actuaries, record-keepers/administrators, consultants, attorneys, auditors and other advisers for the Plans to assist the Committees' aforementioned responsibilities;

Original Adoption Date: May 2016  
Amended: November 12, 2020

- o) Monitoring and evaluating the actuaries, record-keeper/administrators, consultants, attorneys, auditors and other advisors hired to assist with or perform delegated responsibilities as to the reasonability of fees and the appropriate execution of delegated responsibilities; and
- p) Establishing policies and procedures allocating expenses incurred by the Plans.

## **VI. Plan Investment Responsibilities**

The Board delegates certain investment related responsibilities to the Committees. The Committees' investment related responsibilities include:

- a) Investment Policies. Develop investment objectives, guidelines and performance measurement standards as provided for in the Investment Policy Statement for each Plan.
- b) Selection of Investment Managers. Select a prudently appropriate universe of investment funds for the Plans and monitor their performance against appropriate benchmarks.
- c) Monitoring Investments. Monitoring the Plans' investments in the context of established standards of performance and taking prudent and appropriate action(s) to ensure said performance standards are met.
- d) Monitoring Fees and Expenses. Monitoring the reasonableness of investment costs for Plan participants.
- e) Investment Adviser. Retain independent advisers and investment consultants to assist with the aforementioned responsibilities.
- f) Other Responsibilities. The Committees may take such other and further actions with respect to the investments of the Plans as may be consistent with this Charter or as may be set out in Plan documents or which the Committees determine are in the best interests of the Plans and the participants.

## **VII. Indemnification**

- a) The Plan Sponsor will indemnify each Board member or Committee member (each, a "Delegate") against all expense, liability, and loss (including, without limitation, attorney fees) incurred or suffered by such a person by reason of or arising from the fact that the person is or was a Plan fiduciary, and such indemnification will continue as to a person who has ceased to be a Board member or Committee member and will inure to the benefit of his or her heirs, executors, and administrators. However, no indemnification will be provided if it is finally determined by a court of competent jurisdiction that the Delegate's actions as a Plan fiduciary constituted gross negligence or willful misconduct. The indemnification provided in this Article VII is not exclusive of any other rights to which a Delegate may be entitled under any statute, bylaw, agreement, resolution of directors, contract, or otherwise.
- b) The Plan Sponsor will pay for or reimburse the reasonable expenses incurred by any current or former Delegate who is a party to a proceeding relating to that person's service as a Plan fiduciary, in advance of the final disposition of the proceeding, provided that the Delegate furnishes the Plan Sponsor with (i) a written affirmation of the Delegate's good-faith belief that the Delegate has acted in the best interests of the Plan and (ii) a written undertaking to repay the advance if it is ultimately determined that the Delegate is not entitled to indemnification.
- c) No amendment to this Charter that limits the obligation of the Plan Sponsor to indemnify any person will have any effect on that obligation for any act or omission that occurs before the effective date of the amendment.

Original Adoption Date: May 2016  
Amended: November 12, 2020

**VIII. Construction**

This Charter shall not be interpreted to limit the discretion of the Plan Sponsor. The Plan Sponsor, by its Board, reserves the discretion to make exceptions to this Charter as may be appropriate.

Nothing in this Charter is intended to expand the Plan Sponsor's and Committees' responsibilities beyond the requirements of applicable law.

As used herein, the term "participants" includes participants and their beneficiaries.

**IX. Charter Review and Amendment**

This Charter shall be reviewed periodically by the Board and in no event less than once every five (5) years and shall be amended or adjusted to reflect relevant changes in the Plans' operations, philosophy and/or objectives as well as may be required by applicable law.

**X. Plan Document Coordination**

In the event of any conflict between the provisions of this Charter any delegation of authority made pursuant to this Charter and the provisions of the Plan documents, the Plan documents control.

**XI. Fiduciary Responsibility**

The Committee members, in the exercise of each and every power or discretion vested with them shall fulfill their collective and individual fiduciary responsibilities in compliance with applicable Oregon law and with the care, skill, prudence and diligence that under the circumstances then prevailing, a prudent person acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of a like character and with like aims.

AS AUTHORIZED BY THE BOARD RESOLUTION DATED \_\_\_ DAY OF \_\_\_\_, 2020

EXECUTED FOR THE COMMITTEES:

BY:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

Original Adoption Date: May 2016  
Amended: ~~June 16~~ November 12, 2020

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**Tualatin Hills Park & Recreation District Retirement Plan  
Fiduciary Responsibility Delegation Charter**

**I. Purpose and Objectives**

This Fiduciary Responsibility Delegation Charter ("Charter") is to guide the Board of Directors of the **Tualatin Hills Park & Recreation District** ("Plan Sponsor") in executing its fiduciary responsibilities with respect to the following retirement plans ("Plans").

<b>Plan Name</b>	<b>Type</b>
Tualatin Hills Park & Recreation District Retirement Plan	Governmental Defined Benefit Plan
Tualatin Hills Park & Recreation District Individual Account Program Retirement Plan	Governmental Defined Contribution Plan
<u>Tualatin Hills Park &amp; Recreation District 457 Deferred Compensation Plan</u>	<u>Governmental Defined Contribution Plan</u>

This Charter defines the Plan Sponsor's fiduciary responsibilities and sets out the scope of the delegation the Plan Sponsor has concerning its rights, powers and duties. Any delegation by the Plan Sponsor's Board of Directors ("Board") and/or the Plans' ~~Retirement Plan retirement plan committee~~ ("Committee" or "Committees") has to be done in writing. Plan Fiduciaries—both members of the Board and of the ~~Committee~~ Committees—who fail to meet the responsibilities described herein may be personally liable for a breach of their fiduciary duty. However, the Plan Sponsor shall, consistent with Oregon law, indemnify, defend and hold harmless the fiduciary delegate(s) for alleged breach(es) of their fiduciary duty except in the event of a delegate's gross negligence or willful misconduct, as further described below.

The Plan Sponsor's objectives as they relate to fiduciary responsibility include:

- a) Maintaining the Plans for the exclusive benefit of participants while avoiding prohibited transactions and/or conflicts of interest;
- b) Exercising prudence in all respects while executing its fiduciary responsibilities;
- c) To the extent applicable, providing an appropriately diverse universe of investment alternatives for participants' use and choice under the Plans and/or investing the Plans' assets in a prudent manner; and
- d) Ensuring the Plans' operations be fully compliant with applicable Plan document provisions and applicable law.

**II. Fiduciary Authority and Responsibilities Under the Plans**

The Plan Sponsor is permitted to assign/delegate certain of its specific fiduciary duties. Certain fiduciary duties belong to and remain with the Plan Sponsor's Board of Directors with other duties being delegated to persons pursuant to this Charter.

The Board retains decisional responsibility for any substantive change(s) to the Plans that may impact Plan costs including benefit eligibility and/or employer contributions.

Original Adoption Date: May 2016  
Amended: ~~June 16~~ November 12, 2020

Individuals acting as fiduciaries must acknowledge in writing that they understand and accept their fiduciary responsibilities.

### III. Committee Membership

The Board delegates functional fiduciary responsibility with respect to the Retirement Plan to a Committee. Subject to the limitations identified below, the Board selects Committee members who then must accept their appointments by signing the Committee Member Nomination and Acknowledgement Letter. Members may sit on more than one Committee.

- a) ~~The Committee~~ The Tualatin Hills Park & Recreation District Retirement Plan Committees shall include Tualatin Hills Park & Recreation District ("THPRD") employees holding the identified positions, one (1) OSEA-nominated employee member and one (1) Board-designated Board member.
  - 1. General Manager
  - 2. Human Resource ~~Manager~~ Director
  - 3. Chief Financial Officer
  
- b) ~~The Committee~~ Tualatin Hills Park & Recreation District Individual Account Program Retirement Plan and 457 Deferred Compensation Plan Committees shall include THPRD employees holding the identified positions, and two (2) OSEA-nominated employee members.
  - 1. Human Resource Director
  - 2. Chief Financial Officer
  - 3. Fiscal Operations Manager
  
- ~~b)c)~~ The Committees shall select a Chair from among its members.
  
- ~~e)d)~~ If an employee member of the Committee/Committees ceases to be a THPRD employee, their Committee membership automatically ends without need for action by the Board or notice to the individual.
  
- ~~e)e)~~ Any person holding one of the positions identified in III(a)(1) through (3) and III(b)(1) through (3) above is automatically made a member of the Committee/Committees without further action by the Board.

### IV. Committee Procedures

The Committee/Committees shall perform administrative responsibilities with respect to the Plans including:

- a) Committee Chair. The Chair shall be responsible for preparation of the meeting agenda, meeting materials and the conduct of the meeting.
  
- b) Majority Vote. Any action relating to the Committee's/Committees' administrative responsibilities for the Plans shall be made by a simple majority vote of its members. In the determination of any matter with respect to which one or more of the Committee members have a conflict of interest such that they determine they must not vote on the matter, the matter shall be determined by a simple majority vote of the Committee members who do not have a conflict of interest.
  
- c) Delegation to Act on Behalf of Committee. The Committee/Committees may delegate to one or more of its members the following duties:
  - 1. give written notice of actions taken by the Committee/Committees to affected participants; and
  - 2. contract for legal, recordkeeping, accounting, actuarial, clerical and other services.

Original Adoption Date: May 2016  
Amended: ~~June 16~~November 12, 2020

Any delegation must be done in writing. The ~~Committee~~Committees may appoint subcommittees, the members of which need not be Committee members.

- d) Committee Rules. Subject to the limitations of the Plans, the ~~Committee~~Committees shall establish rules for the ~~Committee's~~Committees' administration and transaction of business, including meetings time(s) and place and the content of notices with respect to such meetings.
- e) Frequency of Meetings. Committee meetings shall be held at least semi-annually.
- f) Reports to the Board. The ~~Committee~~Committees shall present a report to the Board not less than once a calendar year which shall at a minimum include a summary of the ~~Committee's~~Committees' administrative and Plans' investment activities for the period covered by the report.

#### **V. Plan Administrative Responsibilities**

The ~~Committee's~~Committees' Plan administrative responsibilities include:

- a) Requiring the furnishing of relevant information to facilitate the Plans' operations and the provision of benefits to its participants as a condition to the receipt of Plan benefits;
- b) Making and enforcing rules and procedures for efficient Plan administration;
- c) Maintaining the Plans' administrative records;
- d) Interpreting Plan documents;
- e) Determining guidelines for benefit amounts and deciding on claims for Plan benefits;
- f) Designating persons to carry out any fiduciary responsibilities of the Plan Administrator for the Plans;
- g) Executing Plan amendments as required by changes in applicable law and/or regulation, changed Plan objectives after said amendments' approval by the Board;
- h) Communication of the Plans' provisions, the nature and characteristic(s) of the various investment choices available and provide other information consistent with section 404(c) and 404(a)(5) of ERISA (29 USC §§1104(c) and 1104(a)(5)) as applicable;
- i) Determining employee eligibility for Plan participation consistent with the Plans and their enrollment;
- j) Ensuring timely deposit of participant salary deferrals to the participants' separate accounts under the Plans;
- k) Preparing and reviewing the Plans' consolidated financial reporting including governmental reporting;
- l) Reviewing the Plans' information included in the District's annual independent financial audit report and obtaining and maintaining all required fidelity bond(s);
- m) Providing general oversight of the Plans' legal compliance;
- n) Retaining actuaries, record-keepers/administrators, consultants, attorneys, auditors and other advisers for the Plans to assist the ~~Committee's~~Committees' aforementioned responsibilities;

Original Adoption Date: May 2016  
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- o) Monitoring and evaluating the actuaries, record-keeper/administrators, consultants, attorneys, auditors and other advisors hired to assist with or perform delegated responsibilities as to the reasonability of fees and the appropriate execution of delegated responsibilities; and
- p) Establishing policies and procedures allocating expenses incurred by the Plans.

#### **VI. Plan Investment Responsibilities**

The Board delegates certain investment related responsibilities to the ~~Committee~~Committees. The ~~Committee's~~Committees' investment related responsibilities include:

- a) Investment Policies. Develop investment objectives, guidelines and performance measurement standards as provided for in the Investment Policy Statement for each Plan.
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#### **VII. Indemnification**

- a) The Plan Sponsor will indemnify each Board member or Committee member (each, a "Delegate") against all expense, liability, and loss (including, without limitation, attorney fees) incurred or suffered by such a person by reason of or arising from the fact that the person is or was a Plan fiduciary, and such indemnification will continue as to a person who has ceased to be a Board member or Committee member and will inure to the benefit of his or her heirs, executors, and administrators. However, no indemnification will be provided if it is finally determined by a court of competent jurisdiction that the Delegate's actions as a Plan fiduciary constituted gross negligence or willful misconduct. The indemnification provided in this Article VII is not exclusive of any other rights to which a Delegate may be entitled under any statute, bylaw, agreement, resolution of directors, contract, or otherwise.
- b) The Plan Sponsor will pay for or reimburse the reasonable expenses incurred by any current or former Delegate who is a party to a proceeding relating to that person's service as a Plan fiduciary, in advance of the final disposition of the proceeding, provided that the Delegate furnishes the Plan Sponsor with (i) a written affirmation of the Delegate's good-faith belief that the Delegate has acted in the best interests of the Plan and (ii) a written undertaking to repay the advance if it is ultimately determined that the Delegate is not entitled to indemnification.
- c) No amendment to this Charter that limits the obligation of the Plan Sponsor to indemnify any person will have any effect on that obligation for any act or omission that occurs before the effective date of the amendment.

Original Adoption Date: May 2016  
Amended: ~~June 16~~November 12, 2020

**~~VII~~. VIII. Construction**

This Charter shall not be interpreted to limit the discretion of the Plan Sponsor. The Plan Sponsor, by its Board, reserves the discretion to make exceptions to this Charter as may be appropriate.

Nothing in this Charter is intended to expand the Plan Sponsor's and ~~Committee's~~Committees' responsibilities beyond the requirements of applicable law.

As used herein, the term "participants" includes participants and their beneficiaries.

**~~VIII~~. IX. Charter Review and Amendment**

This Charter shall be reviewed periodically by the Board and in no event less than once every five (5) years and shall be amended or adjusted to reflect relevant changes in the Plans' operations, philosophy and/or objectives as well as may be required by applicable law.

**~~IX~~. X. Plan Document Coordination**

In the event of any conflict between the provisions of this Charter any delegation of authority made pursuant to this Charter and the provisions of the Plan documents, the Plan documents control.

**~~X~~. XI. Fiduciary Responsibility**

The Committee members, in the exercise of each and every power or discretion vested with them shall fulfill their collective and individual fiduciary responsibilities in compliance with applicable Oregon law and with the care, skill, prudence and diligence that under the circumstances then prevailing, a prudent person acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of a like character and with like aims.

AS AUTHORIZED BY THE BOARD RESOLUTION DATED 16<sup>th</sup> \_\_\_ DAY OF ~~JUNE~~, \_\_\_\_, 2020

EXECUTED FOR THE ~~COMMITTEE~~COMMITTEES:

BY:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

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Original Adoption Date: May 2016  
Amended: ~~June 16~~November 12, 2020



## MEMO

**DATE:** October 28, 2020  
**TO:** Board of Directors  
**FROM:** Doug Menke, General Manager

**RE:** **General Manager's Report for November 12, 2020**

### **Park Ambassadors and Park Ranger Update**

Since March, Nature & Trails field staff have seen about double the normal number of patrons on trails and natural areas throughout the district. To prioritize positive experiences and safety, staff have changed the way they do their work. This includes working with volunteers in new ways, such as the Park Ambassador program, as well as implementing new safety protocols. Nature & Trails Manager Bruce Barbarasch will attend the November 12 meeting to provide an overview of these efforts.

### **Westside Trail Bridge**

The project consultant for the Westside Trail Bridge over Highway 26 study was able to complete field work late this summer. Jeannine Rustad, Planning Manager, will attend the November 12 meeting to present an update of the findings of the field studies, community engagement and next steps.



## MEMO

**DATE:** October 27, 2020  
**TO:** Doug Menke, General Manager  
**FROM:** Jeannine Rustad, Planning Manager

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

### Introduction

Staff are requesting input from the board on the draft System Development Charges (SDC) Administrative Procedures Guide (APG) update. Staff will incorporate input from the board and stakeholders in a final APG to be brought to the board for approval in January 2021.

### Background

ORS 223.297 *et seq.* governs the adoption and implementation of SDCs. Pursuant to the ORS, on November 12, 2020, the board is scheduled to adopt an updated methodology ("2020 SDC Methodology").

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

History of the APG. The first APG was effective January 1999. Between 1999 and November 2017, there were spot amendments to the APG. After the adoption of the 2016 updated SDC methodology, staff undertook a thorough review and revision of the APG, which was approved by the board at its November 14, 2017 meeting.

Proposed Updates to the APG. With the preparation of the 2020 SDC Methodology, staff have taken another review of the APG and are proposing the following changes:

- Updated definitions to reflect 2020 SDC Methodology treatment of accessory dwelling units (ADU), single-family and multi-family housing.
- Updated section 4.A. SDC Rates to those in the 2020 SDC Methodology.
- Changed the index for the annual cost adjustment for construction costs to the *Engineering News Record* 20-city average (from the Seattle, Washington, index which tends to be driven by major industries and employers like Boeing) and to an annual average (as opposed to the change reported in November).
- Updated Section 5.B.2 to:
  - Remove method of calculating ADU to avoid conflict with the new rate schedule.
  - Update non-residential fees.
- Added a new Section 6.F. to reflect the affordable housing policy adopted in Resolution 2020-24. Note that Section 6.F.1 requires staff to work with affordable housing developers to seek public open space in affordable housing developments and subsection 5 addresses staff requirements for annual reporting to the board, including

reporting the annual and cumulative waivers granted, as well as the annual and cumulative value of those waivers.

- Updated Section 7 to reflect improvements made to our process in working with developers on credit projects over the past 3 years.

Public Outreach. The district circulated Section 7 with stakeholders requesting comments. No comments have been received, but a request was made for additional time to review after proposed changes were discussed with the board. Accordingly, we will come back with the final APG in January 2021 to allow adequate time for discussion with stakeholders.

### **Proposal Request**

Staff are requesting input from the board on the draft update to the SDC APG. Staff will incorporate input from the board and stakeholders in a final APG, expected to be brought to the board for approval in January 2021.

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

### **Benefits of Proposal**

The benefits of the draft APG are that they provide consistency with the 2020 SDC Methodology. Approval of the APG in January 2021 will be in time for the February 1, 2021 implementation of the 2020 SDC Methodology and rates.

### **Potential Downside of Proposal**

There is no apparent downside to the proposal.

### **Action Requested**

No formal action is requested. Staff are requesting input from the board on the draft update to the SDC APG. Staff will incorporate input from the board and stakeholders in a final APG to be brought to the board for approval in January 2021.

# Attachment A



## Parks and Recreation System Development Charges

Administrative Procedures Guide

Revised Effective

November 14, 2017

DRAFT October 27, 2020

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## SECTION 1. PURPOSE OF ADMINISTRATIVE PROCEDURES GUIDE.

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

## SECTION 2. DEFINITIONS.

**“Accessory dwelling unit”** is a second dwelling unit that occupies the same lot with a ~~detached single family~~ dwelling unit and that is subordinate to the primary dwelling. ~~The~~For the purposes of charging park SDCs, an accessory dwelling unit ~~may~~(“ADU”) shall be located ~~within, attached to, or detached from the primary detached single family dwelling unit. The accessory unit functions as a complete, independent living facility defined consistent with provisions within the unit for a separate primary entrance, kitchen, bathroom and sleeping area permitting jurisdiction.~~

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

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

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

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

**“Building”** means any structure built and maintained for the support, shelter or enclosure of persons or property of any kind. This term shall not include temporary construction sheds

or trailers erected to assist in construction and maintained during the term of a building permit.

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

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

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

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

**“City”** means the City of Beaverton, Oregon.

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

**“County”** means Washington County, Oregon.

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

**“Permit”** means a building permit.

**“Permitting Jurisdiction” means the jurisdiction – either the City of Beaverton or Washington County – issuing a building permit.**

**“Previous use”** means the most intensive use conducted at a particular property within the past 1824 months prior to the date of application for a building permit. Where the site was used simultaneously for several different uses (mixed use) then, for the purposes of this APG, all of the specific use categories shall be considered. Where the previous use is composed of a primary use with one or more ancillary uses that support the primary use and are owned and operated in common, that primary use shall be deemed to be the sole use of the property.

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

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

1. Required as a condition of development approval; and

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

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

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

**“SDC Capital Improvement Projects List (SDC-CIP)”** means the district ~~program set forth in Appendix B to the SDC Methodology Report~~adopted by Resolution No 2020-27 that identifies all of the major parks and recreation improvements projected to be funded with SDC revenues through ~~20352040~~, and includes the estimated cost, timing, and percentage of costs eligible for funding from SDC revenues for each project.

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

**“SDC Methodology Report”** means the district report entitled Parks and Recreation System Development Charges Methodology Update, dated ~~November 2015~~September 11, 2020 adopted by resolution No. ~~2016-06~~2020-25.

### **SECTION 3. RULES OF CONSTRUCTION.**

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

- A. In case of any difference of meaning or implication between the text of this APG and any caption, illustration, summary table, or illustrative table, the text shall control.
- B. The word “shall” is always mandatory and not discretionary; the word “may” is permissive.

- C. Words used in the present tense shall include the future; words used in the singular number shall include the plural and the plural the singular, unless the context clearly indicates the contrary.
- D. The phrase “used for” includes “arranged for,” “designed for,” “intended for,” “maintained for,” or “occupied for.”
- E. Where a regulation involves two or more connected items, conditions, provisions, or events:
  - 1. “And” indicates that all the connected terms, conditions, provisions or events shall apply;
  - 2. “Or” indicates that the connected items, conditions, or provisions or events may apply singly or in any combination.
- F. The word “includes” shall not limit a term to the specific example, but is intended to extend its meaning to all other instances or circumstances of like kind or character.
- G. The word “structure” includes the word “building.”
- H. The words “land,” “property,” “site,” “lot,” and “premises” are used interchangeably unless the context clearly indicates to the contrary.
- I. The words “proposal,” “application,” and “request” are used interchangeably unless the context clearly indicates to the contrary.

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

##### **A. SDC Rates.**

- 1. As of the adoption of Resolution ~~2016-06~~2020-\_\_ (adopting the amended system development charge methodology), the residential rates are set forth in the following ~~table, which~~ Table 1; Table 2 sets forth the rates for single-family homes to be effective at such time as the City and County are able to implement the tiered structure, and Table 3 sets forth the non-residential rates. These rates shall be annually adjusted pursuant to Section 4.A.2.

**Table 1: Residential SDCs (Resolution 2020-26)**

Area	Single-Family Residential	Multi-family Residential	New Employee Accessory Dwelling Unit	Senior Housing
District-wide (no overlay)	<del>\$10,800</del> <u>11,787</u>	<del>\$8,619</del> <u>840</u>	<del>\$360</del> <u>4,794</u>	<del>\$6,364</del> <u>597</u>
South Cooper Mountain	\$12,624	\$10,075	\$360	\$7,439
Bonny Slope West	\$12,789	\$10,206	\$360	\$7,536
North Bethany	<del>\$12,645</del> * <u>14,043</u>	<del>\$10,091</del> * <u>533</u>	<del>\$360</del> <u>5,712</u>	<del>\$7,451</del> <u>860</u>

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

**Table 2: Single-Family Tiered SDCs**

District-Wide	Persons/Unit	SDC
<b><u>SQ FT Category</u></b>	-	-
<u>&lt;1,500 SQFT</u>	<u>2.12</u>	<u>\$ 9,324</u>
<u>1,500-2,500 SQFT</u>	<u>2.5</u>	<u>\$ 10,996</u>
<u>2,501-3,500 SQFT</u>	<u>2.85</u>	<u>\$ 12,535</u>
<u>&gt;3,500 SQFT</u>	<u>3.05</u>	<u>\$ 13,415</u>
-	-	-
<b><u>North Bethany</u></b>	-	-
<b><u>SQ FT Category</u></b>	-	-
<u>&lt;1,500 SQFT</u>	<u>2.12</u>	<u>\$ 11,109</u>
<u>1,500-2,500 SQFT</u>	<u>2.5</u>	<u>\$ 13,100</u>
<u>2,501-3,500 SQFT</u>	<u>2.85</u>	<u>\$ 14,934</u>
<u>&gt;3,500 SQFT</u>	<u>3.05</u>	<u>\$ 15,982</u>

|

**Table 3: Non-Residential SDCs**

<b><u>Table 3: Non Residential Table</u></b>				
<b><u>Cost per employee* \$466</u></b>				
<b><u>Categories</u></b>	<b><u>Unit</u></b>	<b><u>Unit/ Employee</u></b>	<b><u>Employees/ 1,000 SF</u></b>	<b><u>SDC/ 1,000 SF</u></b>
<u>Food Service</u>	<u>TGSF</u>	<u>200</u>	<u>5.00</u>	<u>\$2,330</u>
<u>Office, Financial Service, Utilities</u>	<u>TGSF</u>	<u>300</u>	<u>3.33</u>	<u>\$1,553</u>
<u>Retail, Industrial</u>	<u>TGSF</u>	<u>600</u>	<u>1.67</u>	<u>\$777</u>
<u>Recreation, Church, Library</u>	<u>TGSF</u>	<u>900</u>	<u>1.11</u>	<u>\$518</u>
<u>Hardware, Paint, Furniture, Lumber</u>	<u>TGSF</u>	<u>1600</u>	<u>0.63</u>	<u>\$291</u>
<u>Warehousing</u>	<u>TGSF</u>	<u>2910</u>	<u>0.34</u>	<u>\$160</u>
-	-	-	-	-
<b><u>Special Categories</u></b>	<b><u>Unit</u></b>	<b><u>Employee/ Unit</u></b>		<b><u>SDC/Unit</u></b>
<u>College, Day Care</u>	<u>Students</u>	<u>0.17</u>	-	<u>\$80</u>
<u>Hospital</u>	<u>Beds</u>	<u>5.89</u>	-	<u>\$2,744</u>
<u>Golf Driving Range</u>	<u>Tees</u>	<u>0.25</u>	-	<u>\$114</u>
<u>Hotel/Motel</u>	<u>Rooms</u>	<u>0.58</u>	-	<u>\$272</u>
<u>Convenience Market with Fuel Pump</u>	<u>VFP</u>	<u>1.33</u>	-	<u>\$617</u>
<u>Gas Station</u>	<u>VFP</u>	<u>0.75</u>	-	<u>\$352</u>

**\*Cost represents a 2-year phase in of the rate of \$549/employee**

**B. Annual Cost Adjustment.**

ORS 223.304(8) allows for the periodic adjustment in SDC rates based on changes in district-adopted cost indices. Therefore, the district shall calculate the adjustment in the dollar amounts of the SDC rates set forth in the SDC Methodology report on or about January 1<sup>st</sup> of each year to account for changes in the expected costs of debt service and of acquiring and constructing facilities. The adjustment factor shall be based on the change in average market value for the prior calendar year of undeveloped land in the district, within the Metro Urban Growth Boundary, according to the records of the County Tax Assessor, and the annual average change in construction costs according to the *Engineering News Record* (ENR) Northwest (Seattle, Washington)20-city average Construction Cost Index (as reported in the November issue of the ENR); and shall be determined as follows:

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

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

C. Methodology.

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

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

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



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

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

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

B. Calculation of SDCs.

1. Change in Use. In a case where there is a modification to an existing structure (such as a change in use, alteration, expansion or replacement), the SDC is charged only if the modification will result in a net increase in the number of dwelling units (for residential development) or employees (for non-residential development), calculated as follows:
  - a. Calculate an SDC on the proposed use as though the entire development was subject to the SDC;
  - b. Calculate an SDC on the previous use, before modification, expansion, or redevelopment, as though the previous was subject to the SDC;
  - c. Calculate the net SDC amount by subtracting the result of step b from the result of step a; if the result is zero or less than zero, no SDC is due. No refund shall be granted as a result of this calculation.
2. Parks and recreation SDCs for new development are calculated as follows:
  - a. Residential Development shall be charged per unit for the number of dwelling units to be included in the project. The rates per unit shall be those that were most recently adopted by resolution of the district board.
  - ~~b. Accessory dwelling units shall be charged at one-half the detached single-family dwelling unit rate.~~
  - ~~e.b.~~ b. Manufactured housing shall be charged at the detached single-family dwelling unit rate.
  - ~~d.c.~~ c. Continuing Care Community. The SDCs for a continuing care community shall be the sum of the components of the community, as determined as follows:
    - i. At the senior housing rate for independent living units;
    - ~~ii. At the employment rate (Health Services – hospital) for assisted living or continuing or nursing care facilities;~~
    - ~~iii.~~ ii. At the employment rate (Retail – restaurant/bar) for any communal dining facilities; and

~~iv-iii.~~ At the appropriate employment rate for any other such amenities as may be included in the community.

~~e-d.~~ Single room occupancy dwelling units shall be charged at one-half the multi-family dwelling unit rate.

~~f.e.~~ Non-Residential Development

i. An applicant for a building permit shall indicate the type and number of square feet of building space, or other appropriate unit as provided in Table 3 above, for each non-residential use to be included in the project. Guidelines for the number of square feet required for each employee are included in Table 43 for major standard industry classifications. Where a proposed use does not specifically match one of the classifications listed in the table, the listed classification that most closely matches the proposed use, as determined by the administrator, may be substituted.

~~ii. The building department shall calculate the non-residential SDC by:~~

- ~~• dividing the building space (square feet) for each non-residential use in the development by the number of square feet per employee (from the guidelines in the square feet per employee table, above), and~~
- ~~• multiplying the result (from step i) by the SDC rate per new employee most recently adopted by resolution of the district board. Any proposed use which constitutes 10% or less of the total building space is considered an ancillary use and does not require a separate calculation; however, the building space for such uses must be included in the total for other non-residential uses.~~

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

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

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

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

D. Deferral of SDCs.

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

**SECTION 6. EXEMPTIONS, AFFORDABLE HOUSING WAIVERS AND ALTERNATIVE SDC CALCULATIONS.**

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

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

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

- C. Applying for Exemption. Any applicant seeking an exemption under this Section shall request that exemption, in writing, no later than the time of application for the building permit. In support of the exemption request, the applicant must provide complete and detailed documentation demonstrating that the applicant is entitled to one of the exemptions described in Section 6.A.
- D. Administrator's Decision.
  - 1. The administrator shall grant the exemption if, in the administrator's opinion, the applicant has demonstrated with credible, relevant evidence that it meets the pertinent criteria in Section 5.A.
  - 2. Within 21 days of the applicant's submission of the request, the administrator shall provide a written decision explaining the basis for rejecting or accepting the request.
- E. Denial of an Exemption Request. An applicant whose exemption has been denied may
  - 1. Request an alternative SDC exemption under Section 6.A prior to the issuance of a building permit for the new development;
  - 2. Request a partial exemption under Section 6.B; or
  - 3. Appeal the denial to the board pursuant to Section 9.
- F. Affordable Housing SDC Waivers
  - 1. Staff shall work with affordable housing developers to determine if public open space can be included in an affordable housing development and qualify for credits in accordance with Section 7.
  - 2. In accordance with Resolution 2020-24 (A Resolution of the Board of Directors of the Tualatin Hills Park & Recreation District Adopting a System Development Charge Affordable Housing Waiver Policy), SDCs shall be waived for restricted, qualified regulated affordable housing as follows:
    - a. 100% waiver of SDCs for qualified regulated housing units restricted to those earning 30% or less than the Median Family Income (MFI) as calculated by the United States Department of Housing and Urban Development; and
    - b. 50% waiver of SDCs for qualified regulated housing units restricted to those making between 31-60% MFI.
  - 3. An applicant applying for affordable housing waivers under the previous subsection shall provide the following information:
    - a. The number of units at the 30% MFI level and the 60% MFI level for which an SDC waiver is being sought;

- b. A copy of a deed restriction in favor of the permitting jurisdiction requiring the property owner to maintain the number of affordable housing units receiving an SDC waiver for at least 60 years; and
  - c. A copy of the following documents:
    - i. Its organizational equity plan;
    - ii. Outreach plan for the development (should show who is looking for homes in the community and how they are targeting communities of color); and
    - iii. Lease screening criteria.
- 4. Affordable housing waivers issued pursuant to this section shall not exceed 632 units, of which at least 225 shall be reserved for units available to those earning 30% or less than the MFI. [Resolution 2020-24.]
- 5. Staff shall provide an annual reporting no later than September of each year of the following:
  - a. The number of affordable housing waivers granted in the previous fiscal year and cumulative number of affordable housing waivers granted;
  - b. The value of the affordable housing waivers granted in the previous fiscal year and the cumulative value of affordable housing waivers granted; and
  - c. The amount of grants or other funding awarded and received for SDC eligible projects in the previous fiscal year and the cumulative amount of grants or other funding awarded and received for SDC eligible projects starting in fiscal year 2020/21.

F.G. Alternative SDC Rate Calculation.

- 1. An applicant may request an alternative SDC rate calculation if:
  - a. The applicant believes that the number of persons per dwelling unit resulting from the new development is, or will be, less than the number of persons per dwelling unit established in the SDC methodology report, and for that reason, the applicant's SDC should be lower than that calculated by the district.
  - b. The applicant believes that the number of employees resulting from the new development is, or will be, less than the number of employees established in the SDC methodology report, and for that reason, the applicant's SDC should be lower than that calculated by the district.
- 2. If an applicant believes that the occupancy or employment assumptions for the class of structures that includes new development are inaccurate, the applicant must request an alternative SDC rate calculation under this section prior to the issuance of a building permit for the new development.

Alternative SDC rate calculations must be based on analysis of occupancy of classes of structures, not on the intended occupancy of a particular new development.

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

G.H. Appeal of a Denial of an Alternative Rate SDC. The decision of the administrator may be appealed to the district board, as described in Section 9. In addition, all persons who object to the calculation of a system development charge have a right to challenge the decision and petition for review of a final board decision pursuant to ORS 34.010 to 34.100.

## **SECTION 7. SDC CREDITS.**

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



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

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

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

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



C. Remedy to District's Response.

~~4. If the applicant disputes the administrator's decision with regard to the amount of an SDC Credit, the applicant may seek an alternative SDC Credit calculation under Section 6.F. Any request for an Alternative SDC Credit calculation must be filed with the administrator in writing within 10 calendar days of the written decision on the initial credit request.~~

~~If the applicant disputes the administrator's or a~~ denial of an SDC Credit request, the applicant may seek an appeal pursuant to Section 9.

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

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

In the event the governing jurisdiction, either through code or condition of approval, requires assurances that property will be transferred to the district, or actual transfer, by a given time, the parties may enter into a purchase and sale agreement (PSA) in lieu of an MOU or letter of intent. for the acquisition of land. In such instance, PSA shall provide that the price will be determined by appraisal consistent with ~~the following~~ subsection 7.D.3.

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

4. Upon agreement between the applicant and district on the price, as supported by appraisals performed in accordance with the previous subsection, the parties shall enter into a Purchase and Sale Agreement.
  5. Purchase of land shall be subject to:
    - a. Board approval; ~~and~~
    - b. Due diligence determined necessary by the district; and
    - b.c. Other such conditions as deemed warranted by the District.
- E. Conditions for SDC Credit Development Projects. If an SDC credit request is approved for the development of an amenity, the following conditions must be met in order for an applicant to receive SDC credits. Failure to meet any or all of these requirements shall result in forfeiture of the right to credits, unless otherwise agreed to, in writing, by the administrator.
1. Prior to the commencement of work on the project, the district and the applicant shall enter into a Memorandum of Understanding (MOU) outlining the project goals and objectives. The MOU shall, at a minimum, specify the estimated project costs, public outreachengagement efforts, construction and inspection schedule, schedule for meetings between the applicant and district project managers and other project requirements and conditions.
  2. A System Development Charges Credit Agreement must be signed by the applicant and approved by the administrator.
  3. Any improvement that is not subject to an existing board-approved master plan shall under-go a master planning process. The master planning process shall be approved by the administrator and shall comply with the district's policies and procedures for public outreach. Master plans for new parks shall be subject to board approval.
  4. Development plans and specifications must be reviewed and approved by the district at the following times:
    - a. In advance of applying for land use approval from the City or County;
    - b. At the 50% construction document level (including specification table of contents and cost estimate);
    - c. At the 90% construction document level (including complete technical specifications) prior to submittal to the City or County; and
    - d. City or County approved full plan set.
  5. All materials must be approved by the district and meet district standards, as set forth in the applicable Functional Plan(s).
    - a. If materials submitted are incomplete, the district shall notify the applicant of missing materials within 5 business days.
    - b. The district shall provide comments on materials within 10 business days of receiving all necessary materials.

6. Americans with Disabilities Act (ADA) access standards must be met in the construction of all public parks and recreation facilities. Any exceptions to accessibility requirements must be consistent with the applicable Functional Plan(s).
7. Upon approval of plans, costs and any other required documentation, the district will issue a notice to proceed for construction. Construction started before the issuance of a notice to proceed may be (1) subject to forfeiture of SDC credits and (2) require removal of improvements not constructed to district standards at the expense of the applicant.
8. After construction close-out, the applicant shall provide as-built plan drawings and a minimum of a one-year written warranty guarantee for all improvements constructed on land to be transferred to the district. The warranty period begins the day SDC credited improvements are accepted by the district.

F. Final Inspection; Correction of Deficiencies.

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

G. Calculating the Amount of SDC Credits.

1. Land Acquisition. For land required to be donated to or otherwise acquired by the district by conditions of approval or through an approved community or comprehensive plan, the district shall provide SDC credits for the acquisition. The value of the credits shall be based on the appraisal process described in Section 6.D.

2. Qualified Public Improvements. If a qualified public improvement is located in whole or in part on or contiguous to the property that is the subject of the development approval and is required to be built larger or with greater capacity than is necessary for the particular development project, a credit shall be given for the cost of the portion of the improvement that exceeds the district's minimum standard facility size or capacity needed to serve the particular development or project or property. The applicant shall have the burden of demonstrating that a particular improvement qualifies for credit under this subsection. The request for credit shall be filed in writing no later than 60 days after the acceptance of the improvement by the district.
3. Credits for Capital Improvements Other Than Qualified Public Improvements. Where the district and an applicant agree the capital improvement project is eligible for SDC credits in accordance with Section 7.A.3.b, eligible costs shall include soft (design, engineering and permitting) and hard (construction and materials) costs. ~~The applicant may choose to base the value of the credits for the improvements on~~ Costs will be determined, as follows:
  - a. ~~The~~ The cost to the district to construct the improvements, shall be determined by a qualified third-party estimator. Upon approval of construction plans and items eligible for credit, the district and developer shall agree on an estimator. The applicant shall include the district communications with the third-party estimator, including submission of items to be included in the estimate. The district shall review the third-party estimate and provide comments within five (5) business days. If there is a dispute over items included in the estimate, the applicant and district shall meet to resolve such dispute. The cost shall include no more than a five percent (5%) contingency. Requests for the use of the contingency fee shall be submitted to the district, in writing, with supporting documentation and must be approved by the district, in writing, to be eligible for credit.
  - a.b. In the alternative to calculating credits in the preceding subsection, the applicant may request to be reimbursed actual costs to the applicant. Such costs shall be submitted to the district for review and approval prior to the commencement of any construction activity. The district shall have five (5) days to notify the applicant of any additional materials needed to review costs. The district shall have no less than ten (10) business days from receipt of all necessary materials to review cost estimates and shall provide any objections to the applicant in writing. Cost overruns must be submitted to the district, in writing, with documentation supporting the overrun and be approved by the district, in writing, to be eligible for credit.

~~c. The cost to the district to construct the improvements. To determine such cost, upon approval of construction plans, the district may, at its discretion, accept the applicant's cost estimate or submit the plans to a third-party estimator. If the district chooses to use a third-party estimator, the district shall provide the developer the names of 3-5 estimators and the applicant shall give the district its order of preference from the list. If the first choice is not available, the district shall go to the next highest ranked available estimator. In addition to costs determined under subsection a or b above, soft costs (design, engineering and permitting) in the following amounts may be included:~~

~~i. \$0-\$500K Construction = 20% soft cost (up to \$100K)~~

~~ii. \$501K - \$1.5M Construction = 17% soft cost (\$85K-\$255K)~~

~~iii. \$1.51M + Construction = 14% soft cost (\$210K)~~

~~d. The following costs are not eligible for SDC credits:~~

~~i. Mitigation directly related to the greater development of the project site.~~

~~ii. Improvements needed to accommodate other agencies other than the district.~~

~~iii. Costs related to the applicant's error.~~

~~iv. Costs related to wet weather construction.~~

~~b. The cost shall include no more than a five percent (5%) contingency. Requests for the use of the contingency fee shall be submitted to the district, in writing, with supporting documentation and must be approved by the district, in writing, to be eligible for credit. The cost of the third-party estimator shall be deducted from the final credit amount.~~

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

1. Refuse to accept the improvements and withhold SDC credits;

2. Require such improvements to be reconstructed, or replaced to meet district specifications/standards or removed. The extra costs associated with the reconstruction, replacement or removal shall be assumed by the applicant. Additional SDC credits will not be allowed for extra work required to meet district specifications/standards;

3. Remedy the deficiency and deduct such cost from the SDC credits; and/or

4. Require an extended warranty pursuant to Section 7.I.

I. Extended, Insured Warranties. Extended, insured warranties may be required in the following circumstances:

1. The district agrees to accept improvements where plans or costs were not provided for the district's review and approval prior to the commencement of construction;
2. The district was not provided opportunity to inspect improvements at agreed to intervals;
3. Improvements were not constructed in accordance with district standards and/or approved plans;
4. The applicant failed to follow any of the requirements of Section 7.E. or terms of an MOU, SDC credit agreement or other written agreement; or
5. The parties have agreed, in writing, to an extended warranty in exchange for a modified inspection schedule.

J. Deductions from SDC credits. Deductions or withholdings may be made to SDC credits under the following circumstances and/or for the following district costs:

1. Costs to correct deficiencies pursuant to Section 7.F.
2. Costs to correct deficiencies where work by the applicant was not performed in accordance with district-approved plans or to district standards. Prior to deducting such cost, the district shall provide the applicant written notice of the deficiency and the estimated cost to correct such deficiency. The applicant shall have (10) business days from receipt of such notice to inform the district whether it will correct the deficiency.

~~3. Project management costs.~~ The applicant ~~may elect to pay~~ shall be responsible for ~~either:~~

~~4.3. The cost of the district's project manager required to oversee management costs that exceed the project. An estimated cost shall be provided in writing to the applicant after receiving cost if the district had managed the construction schedule and prior to commencement of the project. The district project manager shall track time dedicated to the project, which time records shall be made available to the applicant on a monthly basis; or of the improvements.~~

~~a. A third party At the outset of the project manager, the district shall notify the applicant of the estimated cost for the district to manage the design, permitting and construction of the project.~~

~~b. The district shall provide the applicant with three potential third party project managers from which to choose. The district shall contract with the third party notify the applicant when its project manager. Costs of the third party management costs have reached the amount in the preceding section and shall subsequently submit the applicant monthly invoices for its project manager management time.~~

~~a.c. The amount of the district's project management costs as submitted pursuant to subsection J.3.b shall be paid for by the district and reimbursed~~



~~by the applicant through reductions in deducted from the amount of~~ SDC credits due to the applicant.

- K. Reimbursement of SDCs. Any applicant who submits a proposed plan pursuant to this Section, and desires the immediate issuance of a building permit, shall pay applicable system development charges. Said payment shall not be construed as waiver of any credit. If credits are subsequently approved, any difference between the amount of SDCs paid and the amount that would have been paid net of credits, as determined by the administrator, shall be refunded to the applicant, less the processing fee charged by the issuing jurisdiction. In no event shall a refund by the district under this subsection exceed the amount of SDCs originally paid by the applicant.
- L. Excess Credits.
1. Where the amount of an SDC Credit approved by the administrator under this Section exceeds the amount of the SDCs assessed by the district upon a new development, the excess credit may be applied against SDCs that accrue in subsequent phases of the original development project. In no event shall SDC credits granted exceed the amount of SDCs due on a development project.
  2. Credits shall not be transferable from one development to another, unless authorized, in writing, by the administrator.
- M. Time Limit for Use of Credits. Credits must be used within 10 years from the date the credit is given.

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

- A. Deposits.
1. The district shall establish separate accounts for each type of SDC, i.e., improvement and compliance and administration fees, which shall be maintained apart from all other accounts of the district. The proportion of SDC revenues to be allocated to each fund shall be determined from the most recent SDC methodology that was adopted by resolution of the district board.
  2. Until needed for an authorized use, moneys deposited in the SDC accounts may be invested by the district, and any interest earned shall be credited to the SDC accounts in proportion to the amounts on deposit.
- B. Authorized Uses
1. Capital Improvement Fees. The capital improvement must be included in the district's parks and recreation SDC-CIP. The SDC-CIP must: (1) list the specific projects that may be funded with SDC revenues; (2) provide the cost of each project; and (3) provide the estimated timing of each project. The SDC-CIP may be amended at any time. Moneys in the SDC improvement fee fund must be used for capital improvements that create additional capacity for new users.

Moreover, the portion of a project that may be funded with improvement fee revenue must not exceed the eligibility percentage of that project that is specified for that project in the SDC-CIP.

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

C. Prohibited Uses. Money on deposit in the parks and recreation SDC accounts shall not be used for:

1. Any expenditure that would be classified as a maintenance or repair expense; or



2. Costs associated with the construction of administrative office facilities that are more than an incidental part of other capital improvements; or
3. Costs associated with acquisition or maintenance of rolling stock; or
4. Operating costs after completion of capital improvements.

D. Challenges of Expenditures.

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

E. Refunds of SDCs.

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

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

## **SECTION 9. APPEALS**

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

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

## **SECTION 10. AMENDMENT OF THE SDC-CIP**

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

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

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

## **SECTION 11. NOTICE**

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

## **SECTION 12. RECORD KEEPING**

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

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

### **SECTION 13. SEVERABILITY**

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



# THPRD Management Report

November 2020

## Public Engagement

- **Talking Walls at Greenway Park:**

The project will continue with the next Talking Walls at Greenway Park in partnership with Color Outside the Lines and the Native American Youth and Family Center (NAYA), local area students, and BIPOC artists. The murals will have a Harvest theme and will honor our Native American history. Work begins on Sunday, November 15. (Communications)



- **Welcoming Walk:**

THPRD partnered with Venezuela's Voice in Oregon to have a bilingual Welcoming Walk / Caminata de Bienvenida in Greenway Park on October 11. This was a walk to celebrate our immigrant community and invite them to explore our parks and natural spaces. (Communications)

- **Westside Trail Bridge Community Meetings:**

THPRD conducted two public meetings for property & agency stakeholders and community members as a part of the Westside Trail Bridge alignment and design study. These meetings presented the results of environmental and archaeological studies performed for the project and described preliminary design concepts for a future pedestrian bridge over Highway 26, a crucial link in the Westside Regional Trail network. (Planning)

- **Volunteer Update:**

THPRD has engaged 21 volunteers, who contributed 60 hours to weed, mulch and winterize our community gardens. These projects are a great opportunity for quarantining families and neighbors to socialize at a safe distance outdoors. More projects will be scheduled soon, expanding to assist the Nature & Trails Department with their habitat and trail improvement needs. (Community Programs)

- **Beaverton Library's Virtual Family Resource Fair:**

THPRD staff shared resources, activities, and events available for the community in English and Spanish. (Communications)

- **Financial Aid:**

Staff approved 13 financial aid applications in October. (Communications)

- **2020 Voluntary Annexation Program (VAP):**

THPRD received requests from five property owners to annex into the district as a part of the 2020 VAP. THPRD is now working to prepare the Washington County annexation application and present the annexing properties to THPRD's Board of Directors for discussion in December. (Planning)



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## Programming

- **Out of School Program:** THPRD is offering out of school care at Cedar Hills and Conestoga. Spots are still available. The recently announced Beaverton School District CARES funds can be used for tuition. (Recreation)
- **Preschool Programs Available:** THPRD preschool programs are full but we are accepting names for a wait list that will help us determine if and when to expand the program. (Recreation)
- **Adult Volleyball Leagues:** The Athletic Center has adult volleyball leagues that consist of over 40 teams and play Monday through Thursday evenings. We also hosted a volleyball and kickball Halloween tournament. (Sports)
- **Tennis Update:** The Sports department has hired four part-time tennis instructors that have recently begun teaching both individual and group classes at the Babette Horenstein Tennis Center. The classes have been popular, with great participation rates. We also are partnering with the USTA and offering "Rec Tennis" Instruction at Cedar Mill Park. The program will run through the month of November and will introduce tennis to more than 30 children. (Sports)
- **Aquatics Update:** Water fitness has started at both Conestoga & the Aquatic Center. Patrons can sign up using the reservation system. Water walking is now offered at Conestoga; sign up also on the reservation system. (Recreation)

## Nature & Trails

- **Fanno Creek Trail Reopening:** THPRD is collaborating with Clean Water Services on a stream enhancement and bridge replacement project at the Fanno Creek Greenway. The new bridge has been installed and the trail is expected to open in early November. (Nature & Trails)
- **Tree Management:** With hot dry summers and recent windstorms, staff are paying extra attention to tree health and hazards. Staff have invested extra time in recent weeks inspecting trees in natural areas and responding to neighbor inquiries. (Nature & Trails)
- **Bethany Creek Trail #2 Segment #3:** Staff issued a substantial completion notice and opened the trail to the public. The new half mile of trail connects the North Bethany community to the Rock Creek and Westside Trails. (Design & Development)



## Staff Development & Updates

- **Supporting Employees with Flexible Work Changes:** IS supported work performed across the district to assess how employees were doing with working from home. Gaps in technology needs were identified and a plan was established to add cell phones, laptops, and other devices to provide employees the tools they need. (Information Services)
- **Welcoming & Inclusive Committee (WIC):** District staff were invited to apply for the WIC this month. The WIC is an employee-led committee dedicated to advancing diversity, equity, inclusion, and access (DEIA). Members will recommend and help prioritize the district's internal DEIA actions. The WIC will begin meeting in mid-November. (HR and Communications)
- **Oregon Outdoor Recreation and Oregon Trails Coalition's Virtual Summit:** In October, staff attended the summit which included sessions related to trail development, outdoor recreation, DEIA and best practices for virtual collaboration. (Design & Development)
- **Onboarding New Employees:** Human Resources staff supported the onboarding of five new regular status employees and forty part-time and seasonal staff in positions from Receptionist to Preschool Teacher to Lifeguard to Mobile Recreation Leader to Park Ranger. (Human Resources)
- **Staff Trainings:** Training and development opportunities were offered for employees in the area of wage & hour law, led by BOLI technical training staff; on the intersection of Race and Disability, hosted by Partners in Diversity; and on 457(b) retirement plans, led by ICMA-RC. (Human Resources)
- **OAPA-APA WA Virtual Conference:** Staff attended a virtual conference for public, private, and non-profit sector planning professionals across Oregon and Washington to exchange ideas, tactics, and best practices on Covid-19-safe community engagement, equitable engagement of historically underrepresented communities, and the impact of middle-housing on local jurisdictions affordable housing production regionally. (Planning)
- **Webinar on racism in America:** Staff attended a webinar to hear Richard Rothstein, a leading authority on housing policy discuss his book *The Color of Law: A forgotten History of How our Government Segregated America*. (Planning)
- **Staff Costume Contest:** The Employee Support Team hosted a virtual Halloween costume contest on October 30. (Human Resources)

## Partnerships

- **Community Psyche Grant Reporting Preparations:** The district's Cost Tracking Team coordinated with staff working on mobile rec and community events to help prepare documentation, cost tracking, and staff time reporting, for the grant. The district's first report on expenses is due in mid-November to Washington County. (Finance Department)
- **Community Engagement efforts with the Beaverton School District:** Conversations and meetings have restarted with the intent to better serve the community, and in collaboration find ways to safely engage with families and individuals. (Communications)
- **Tualatin Valley Trail Technical Advisory Committee Meeting:** Staff attended the 2nd technical advisory committee meeting held by Washington County. The county presented and sought input on corridor evaluation criteria and alignment recommendations. A virtual workshop kicks off on November 6, 2020 and will be open for two weeks, available in English and Spanish. The workshop will include online (virtual) corridor tours. (Planning)

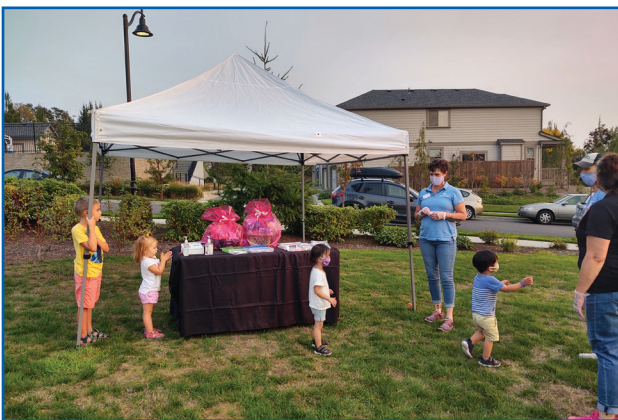
## Maintenance / Facility Improvements

- **Cedar Mill Creek Sewer Project:** Staff have been working closely with Clean Water Services to plan for visitor safety, select a contractor, and to minimize environmental impacts of the upcoming sewer project at the Tualatin Hills Nature Park. Pre-construction work could start this winter. (Nature & Trails)
- **Preparing the facilities and parks for the winter season:** Staff are clearing debris from roofs, gutters and downspouts, closing exterior air vents, repairing window and door seals, draining exterior water lines, covering exterior hose bibs, heating chlorine rooms, and freeze-protecting unoccupied facilities. (Maintenance)
- **Park maintenance staff will transition from their daily service routes to non-routine services:** Staff are helping prepare the parks for next spring. Services include tree and vegetation pruning, chipping tree limbs and spreading the recycled chips, community garden clean-up, drainage and culvert clearing, fence repairs, leaf removal, winterizing irrigation systems and turf maintenance. (Maintenance)



## Events

- **Pop-Up Dog Run:** Staff will be installing a temporary dog run at Ridgewood Park from November 4 thru November 20. On November 14, we will be hosting a dog-themed event at the park with fun activities for dogs and their owners. At the event, staff and volunteers will also be gathering feedback to determine if the dog run could become a permanent amenity at the park. (Community Programs)
- **Community Psyche Events:** Staff are hard at work with lots of safe, fun, community events funded through a grant from Washington County. The drive-thru Halloween event was huge with volunteers and staff handing out more than 6,500 treats! (Community Programs)



## Upcoming Community Events

### October

- 11/7: Community Garden Work Party • Bethany Lake Park • 9 - 11:30 am
- 11/8: Platica de Naturaleza y Medio Ambiente • Nature Park • 10 am – 12 pm
- 11/12: Board of Directors Meeting • Virtual • 5:30 pm
- 11/14: Community Garden Work Party • John Marty Park • 9 – 11:30 am
- 11/14: Pop-Up Dog Event • Ridgewood Park • 11 am – 2 pm
- 11/15: Talking Wall Event • Greenway Park • 10 am – 2 pm
- 11/17: Programs & Events Advisory Committee Meeting • Virtual • 6:30 pm
- 11/18: Parks & Facilities Advisory Committee Meeting • Virtual • 6 pm
- 11/18: Nature & Trails Advisory Committee • Virtual • 6:30 pm
- 11/21: Community Garden Work Party • Mt. View Champions Park • 9 – 11:30 am



# Tualatin Hills Park and Recreation District

## Monthly Capital Project Report

### Estimated Cost vs. Budget

9/30/2020

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 Deferred Some or all of Project has been eliminated to reduce overall capital costs for year  
 Award Estimate based on Contract Award amount or quote price estimates  
 Complete Project completed - no additional estimated costs to complete.

Description	Project Budget					Project Expenditures		Estimated Total Costs			Est. Cost (Over) Under Budget		
	Prior Year Budget Amount (1)	Budget Carryover to Current Year (2)	New Funds Budgeted in Current Year (3)	Cumulative Project Budget (1+3)	Current Year Budget Amount (2+3)	Expended Prior Years (4)	Expended Year-to-Date (5)	Estimated Cost to Complete (6)	Basis of Estimate	Project Cumulative (4+5+6)	Current Year (5+6)	Project Cumulative	Current Year
<b>GENERAL FUND</b>													
<b>CAPITAL OUTLAY DIVISION</b>													
<u>CARRY FORWARD PROJECTS</u>													
Financial Software	803,958	792,458	-	803,958	792,458	91,796	61,320	656,504	Award	809,620	717,824	(5,662)	74,634
Roof Repairs and Analysis	250,000	250,000	-	250,000	250,000	14,632	-	235,368	Award	250,000	235,368	-	14,632
Boiler	188,000	188,000	-	188,000	188,000	1,518	-	186,482	Award	188,000	186,482	-	1,518
Panic Hardware	17,738	17,738	-	17,738	17,738	-	-	17,738	Budget	17,738	17,738	-	-
Stuhr Center Boiler Chemical Feeder Pot	4,000	4,000	-	4,000	4,000	-	-	4,000	Budget	4,000	4,000	-	-
Bridges & Boardwalks (3 sites)	1,133,000	567,792	-	1,133,000	567,792	461,476	-	567,792	Award	1,029,268	567,792	103,732	-
Drone	8,645	2,000	-	8,645	2,000	2,821	-	2,000	Budget	4,821	2,000	3,824	-
Pool Deck	268,083	268,083	195,000	463,083	463,083	125,856	1,591	335,636	Budget	463,083	337,227	-	125,856
Pump and Motor (4 sites)	73,000	73,000	20,000	93,000	93,000	-	-	93,000	Budget	93,000	93,000	-	-
Asphalt Pedestrian Pathways (3 sites)	560,000	525,000	-	560,000	525,000	-	250	524,750	Budget	525,000	525,000	35,000	-
Skate Park Mesh and Rails	20,000	17,900	2,100	22,100	20,000	3,000	-	19,100	Budget	22,100	19,100	-	900
Desktop Printers	5,000	5,000	-	5,000	5,000	-	-	5,000	Budget	5,000	5,000	-	-
Servers	37,000	20,500	-	37,000	20,500	16,476	-	20,500	Budget	36,976	20,500	24	-
LAN / WAN Equipment	5,000	5,000	-	5,000	5,000	-	-	5,000	Budget	5,000	5,000	-	-
ADA Improvements	90,000	80,000	-	90,000	80,000	19,081	2,038	68,882	Budget	90,000	70,919	-	9,081
<b>TOTAL CARRYOVER PROJECTS</b>	<b>3,463,424</b>	<b>2,816,471</b>	<b>217,100</b>	<b>3,680,524</b>	<b>3,033,571</b>	<b>736,656</b>	<b>65,199</b>	<b>2,741,751</b>		<b>3,543,606</b>	<b>2,806,950</b>	<b>136,918</b>	<b>226,621</b>
<u>ATHLETIC FACILITY REPLACEMENT</u>													
Tennis Court Resurface (2 sites)			97,000	97,000	97,000	-	-	97,000	Budget	97,000	97,000	-	-
Cricket Net			10,000	10,000	10,000	-	-	10,000	Budget	10,000	10,000	-	-
Protective Net			15,000	15,000	15,000	-	-	15,000	Budget	15,000	15,000	-	-
Parking Lot			15,000	15,000	15,000	-	-	15,000	Budget	15,000	15,000	-	-
<b>TOTAL ATHLETIC FACILITY REPLACEMENT</b>			<b>137,000</b>	<b>137,000</b>	<b>137,000</b>	<b>-</b>	<b>-</b>	<b>137,000</b>		<b>137,000</b>	<b>137,000</b>	<b>-</b>	<b>-</b>
<u>PARK AND TRAIL REPLACEMENTS</u>													
Bridges and Boardwalks			20,000	20,000	20,000	-	-	20,000	Budget	20,000	20,000	-	-
Concrete Sidewalk Repair (4 sites)			91,000	91,000	91,000	-	-	91,000	Budget	91,000	91,000	-	-
Drinking Fountain and Pad (2 sites)			19,000	19,000	19,000	-	-	19,000	Budget	19,000	19,000	-	-
Irrigation Systems (4 sites)			75,000	75,000	75,000	-	-	75,000	Budget	75,000	75,000	-	-
Asphalt Pedestrian Pathways (6 sites)			144,000	144,000	144,000	-	-	144,000	Budget	144,000	144,000	-	-
Pedestrian Pathway Design			25,000	25,000	25,000	-	-	25,000	Budget	25,000	25,000	-	-
Pedestrian Pathway Preventative Maintenance			25,000	25,000	25,000	-	-	25,000	Budget	25,000	25,000	-	-
Parking Lots (2 sites)			101,000	101,000	101,000	-	-	101,000	Budget	101,000	101,000	-	-
ADA Swings (7 sites)			6,085	6,085	6,085	-	-	6,085	Budget	6,085	6,085	-	-
Playground Components			20,000	20,000	20,000	-	-	20,000	Budget	20,000	20,000	-	-
<b>TOTAL PARK AND TRAIL REPLACEMENTS</b>			<b>536,085</b>	<b>536,085</b>	<b>536,085</b>	<b>-</b>	<b>-</b>	<b>536,085</b>		<b>536,085</b>	<b>536,085</b>	<b>-</b>	<b>-</b>
<u>PARK AND TRAIL IMPROVEMENTS</u>													
Memorial Benches			8,000	8,000	8,000	-	-	8,000	Budget	8,000	8,000	-	-
<b>Subtotal Park and Trail Improvements</b>			<b>8,000</b>	<b>8,000</b>	<b>8,000</b>	<b>-</b>	<b>-</b>	<b>8,000</b>		<b>8,000</b>	<b>8,000</b>	<b>-</b>	<b>-</b>
Tualatin Watershed Improvement Grant - Bonnie Meadow Neighborhood Park Community Garden			5,000	5,000	5,000	-	-	5,000	Budget	5,000	5,000	-	-
Reser Family Foundation Grant - Somerset West Playground Redevelopment			50,000	50,000	50,000	-	-	50,000	Budget	50,000	50,000	-	-
Tualatin Watershed Improvement Grant - Northwest Quadrant Youth Athletic Field			5,000	5,000	5,000	-	-	5,000	Budget	5,000	5,000	-	-
Local Government Grant Program - Highland Park			75,000	75,000	75,000	-	-	75,000	Budget	75,000	75,000	-	-
Capital Project Tourism Development - HMT Complex			100,000	100,000	100,000	-	-	100,000	Budget	100,000	100,000	-	-
Local Government Grant Program - HMT Complex			600,000	600,000	600,000	-	-	600,000	Budget	600,000	600,000	-	-
Tourism Development - HMT Complex			100,000	100,000	100,000	-	-	100,000	Budget	100,000	100,000	-	-
Tualatin River Environmental Enhancement - Irrigation Improvements			100,000	100,000	100,000	-	-	100,000	Budget	100,000	100,000	-	-
National Endowment for the Humanities - Nature Center Interpretative Signage			100,000	100,000	100,000	-	-	100,000	Budget	100,000	100,000	-	-
Tualatin River Environmental Enhancement - Raleigh Park Creek Improvements			85,000	85,000	85,000	-	-	85,000	Budget	85,000	85,000	-	-
Land & Water Conservation Fund - Acquisition			750,000	750,000	750,000	-	-	750,000	Budget	750,000	750,000	-	-
Major Streets Transportation Improvement Program - Westside Trail Alignment Alternatives			200,000	200,000	200,000	-	-	200,000	Budget	200,000	200,000	-	-
Metro Nature in Neighborhoods - Fanno Creek Greenway Bridge Replacement			245,700	245,700	245,700	-	-	245,700	Award	245,700	245,700	-	-
Regional Flex Funds - Westside Trail Pedestrian & Bicycle Bridge			400,000	400,000	400,000	-	-	400,000	Budget	400,000	400,000	-	-
NW Quadrant Youth Athletic Field - Living Hope Driveway Funding			-	-	-	-	-	75,000	Unbudgeted	75,000	75,000	(75,000)	(75,000)
<b>Subtotal Park and Trail Improvements (Grant Funded)</b>			<b>2,815,700</b>	<b>2,815,700</b>	<b>2,815,700</b>	<b>-</b>	<b>-</b>	<b>2,890,700</b>		<b>2,890,700</b>	<b>2,890,700</b>	<b>(75,000)</b>	<b>(75,000)</b>
<b>TOTAL PARK AND TRAIL IMPROVEMENTS</b>			<b>2,823,700</b>	<b>2,823,700</b>	<b>2,823,700</b>	<b>-</b>	<b>-</b>	<b>2,898,700</b>		<b>2,898,700</b>	<b>2,898,700</b>	<b>(75,000)</b>	<b>(75,000)</b>
<u>CHALLENGE GRANTS</u>													
Program Facility Challenge Grants			75,000	75,000	75,000	-	-	75,000	Budget	75,000	75,000	-	-

# Tualatin Hills Park and Recreation District

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	(1)	(2)	(3)	(1+3)	(2+3)	(4)	(5)	(6)		(4+5+6)	(5+6)		
TOTAL CHALLENGE GRANTS			75,000	75,000	75,000	-	-	75,000		75,000	75,000	-	-
<b>BUILDING REPLACEMENTS</b>													
Natorium Lighting			-	-	-	-	27,243	-	Unbudgeted	27,243	27,243	(27,243)	(27,243)
Cardio and Weight Equipment			40,000	40,000	40,000	-	-	40,000	Budget	40,000	40,000	-	-
Boiler Repairs			24,000	24,000	24,000	-	53	23,947	Budget	24,000	24,000	-	-
Roof Repairs			120,000	120,000	120,000	-	-	120,000	Budget	120,000	120,000	-	-
Roof Treatment (4 sites)			10,000	10,000	10,000	-	-	10,000	Budget	10,000	10,000	-	-
Ergonomic Equipment/Fixtures			6,000	6,000	6,000	-	-	6,000	Budget	6,000	6,000	-	-
Lead Abatement and Paint			40,000	40,000	40,000	-	-	40,000	Budget	40,000	40,000	-	-
Community Event Furnishings			4,000	4,000	4,000	-	-	4,000	Budget	4,000	4,000	-	-
Flooring and Partitions (2 sites)			86,000	86,000	86,000	-	-	86,000	Budget	86,000	86,000	-	-
Flooring Resurface			39,000	39,000	39,000	-	-	39,000	Budget	39,000	39,000	-	-
Duct Cleaning (2 sites)			11,200	11,200	11,200	-	-	11,200	Budget	11,200	11,200	-	-
Fan Bearing			2,500	2,500	2,500	-	-	2,500	Budget	2,500	2,500	-	-
Emergency Repairs			126,117	126,117	126,117	-	2,726	123,391	Budget	126,117	126,117	-	-
Boiler Cleaning			7,500	7,500	7,500	-	-	7,500	Budget	7,500	7,500	-	-
Lane Line Reels			6,000	6,000	6,000	-	-	6,000	Budget	6,000	6,000	-	-
Thermal Pool Covers (2 sites)			56,000	56,000	56,000	-	-	56,000	Budget	56,000	56,000	-	-
Underwater Lights			35,000	35,000	35,000	-	-	35,000	Budget	35,000	35,000	-	-
Ventilation Systems			-	-	-	-	45,044	27,379	Unbudgeted	72,423	72,423	(72,423)	(72,423)
TOTAL BUILDING REPLACEMENTS			613,317	613,317	613,317	-	75,065	637,918		712,983	712,983	(99,666)	(99,666)
<b>ADA PROJECTS</b>													
ADA Improvement - Mid-block Crossings at Waterhouse Trail			25,000	25,000	25,000	-	-	25,000	Budget	25,000	25,000	-	-
ADA Improvement - Other			25,000	25,000	25,000	-	-	25,000	Budget	25,000	25,000	-	-
TOTAL ADA PROJECTS			50,000	50,000	50,000	-	-	50,000		50,000	50,000	-	-
<b>TOTAL CAPITAL OUTLAY DIVISION</b>	<b>3,463,424</b>	<b>2,816,471</b>	<b>4,452,202</b>	<b>7,915,626</b>	<b>7,268,673</b>	<b>736,656</b>	<b>140,264</b>	<b>7,076,454</b>		<b>7,953,374</b>	<b>7,216,718</b>	<b>(37,748)</b>	<b>51,955</b>
<b>INFORMATION SERVICES DEPARTMENT</b>													
<b>INFORMATION TECHNOLOGY REPLACEMENTS</b>													
AEDs			9,000	9,000	9,000	-	175	8,825	Budget	9,000	9,000	-	-
Desktop Replacement			27,000	27,000	27,000	-	-	27,000	Budget	27,000	27,000	-	-
Key Card Readers			10,000	10,000	10,000	-	-	10,000	Budget	10,000	10,000	-	-
LAN / WAN Equipment			5,000	5,000	5,000	-	-	5,000	Budget	5,000	5,000	-	-
Network Servers			42,000	42,000	42,000	-	-	42,000	Budget	42,000	42,000	-	-
Security Cameras			45,000	45,000	45,000	-	-	45,000	Budget	45,000	45,000	-	-
Storage Array			90,000	90,000	90,000	-	-	90,000	Budget	90,000	90,000	-	-
TOTAL INFORMATION TECHNOLOGY REPLACEMENTS			228,000	228,000	228,000	-	175	227,825		228,000	228,000	-	-
<b>TOTAL INFORMATION SYSTEMS DEPARTMENT</b>			<b>228,000</b>	<b>228,000</b>	<b>228,000</b>	<b>-</b>	<b>175</b>	<b>227,825</b>		<b>228,000</b>	<b>228,000</b>	<b>-</b>	<b>-</b>
<b>MAINTENANCE DEPARTMENT</b>													
<b>FLEET REPLACEMENTS</b>													
10K Trailer (2)			30,000	30,000	30,000	-	-	30,000	Budget	30,000	30,000	-	-
Aerator (2)			14,000	14,000	14,000	-	-	14,000	Budget	14,000	14,000	-	-
Brush Cutter			3,000	3,000	3,000	-	-	3,000	Budget	3,000	3,000	-	-
Cordless Backpack Blowers (electric)			8,820	8,820	8,820	-	-	8,820	Budget	8,820	8,820	-	-
eWorkman (2)			30,000	30,000	30,000	-	-	30,000	Budget	30,000	30,000	-	-
Full Size Pick Up (PCC)			38,000	38,000	38,000	-	-	38,000	Budget	38,000	38,000	-	-
High Production Mower - Unit 7650			120,000	120,000	120,000	-	-	113,468	Award	113,468	113,468	6,532	6,532
Minibus			37,000	37,000	37,000	-	-	37,000	Budget	37,000	37,000	-	-
Plate Compactor			1,500	1,500	1,500	-	-	1,500	Budget	1,500	1,500	-	-
Pressure Washer			4,000	4,000	4,000	-	-	4,000	Budget	4,000	4,000	-	-
Small Tractor for Jenkins Estate			28,000	28,000	28,000	-	-	28,000	Budget	28,000	28,000	-	-
Tractor			45,000	45,000	45,000	-	-	45,000	Budget	45,000	45,000	-	-
TOTAL FLEET REPLACEMENTS			359,320	359,320	359,320	-	-	352,788		352,788	352,788	6,532	6,532
<b>TOTAL MAINTENANCE DEPARTMENT</b>	<b>-</b>	<b>-</b>	<b>359,320</b>	<b>359,320</b>	<b>359,320</b>	<b>-</b>	<b>-</b>	<b>352,788</b>		<b>352,788</b>	<b>352,788</b>	<b>6,532</b>	<b>6,532</b>
<b>GRAND TOTAL GENERAL FUND</b>	<b>3,463,424</b>	<b>2,816,471</b>	<b>5,039,522</b>	<b>8,502,946</b>	<b>7,855,993</b>	<b>736,656</b>	<b>140,439</b>	<b>7,657,067</b>		<b>8,534,162</b>	<b>7,797,506</b>	<b>(31,216)</b>	<b>58,487</b>



# Tualatin Hills Park and Recreation District

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	(1)	(2)	(3)	(1+3)	(2+3)	(4)	(5)	(6)		(4+5+6)	(5+6)		
<b>SDC FUND</b>													
<b>LAND ACQUISITION</b>													
Land Acq - N. Bethany Comm Pk	1,965,800	1,965,800	1,250,000	3,215,800	3,215,800	-	-	3,215,800	Budget	3,215,800	3,215,800	-	-
Subtotal Land Acq-N Bethany Comm Pk	1,965,800	1,965,800	1,250,000	3,215,800	3,215,800	-	-	3,215,800		3,215,800	3,215,800	-	-
Land Acq - N Bethany Trails	455,000	455,000	750,000	1,205,000	1,205,000	-	6,921	1,198,079	Budget	1,205,000	1,205,000	-	-
Subtotal Land Acq-N Bethany Trails	455,000	455,000	750,000	1,205,000	1,205,000	-	6,921	1,198,079		1,205,000	1,205,000	-	-
Land Acq - Bonny Slope West Neighborhood Park	1,500,000	1,500,000	-	1,500,000	1,500,000	-	2,298	1,497,703	Budget	1,500,000	1,500,000	-	-
Subtotal Land Acq-Bonny Slope West Neighborhood Park	1,500,000	1,500,000	-	1,500,000	1,500,000	-	2,298	1,497,703		1,500,000	1,500,000	-	-
Land Acq - Bonny Slope West Trails	-	-	250,000	250,000	250,000	-	-	250,000	Budget	250,000	250,000	-	-
Subtotal Land Acq-Bonny Slope West Trails	-	-	250,000	250,000	250,000	-	-	250,000		250,000	250,000	-	-
Land Acq - S Cooper Mtn Trail	535,000	535,000	500,000	1,035,000	1,035,000	-	-	1,035,000	Budget	1,035,000	1,035,000	-	-
Subtotal S Cooper Mtn Trail	535,000	535,000	500,000	1,035,000	1,035,000	-	-	1,035,000		1,035,000	1,035,000	-	-
Land Acq - S Cooper Mtn Nat Ar	846,000	846,000	-	846,000	846,000	-	-	846,000	Budget	846,000	846,000	-	-
Subtotal S Cooper Mtn Nat Ar	846,000	846,000	-	846,000	846,000	-	-	846,000		846,000	846,000	-	-
Land Acq - Neighborhood Parks - S Cooper Mtn	6,495,000	6,495,000	1,500,000	7,995,000	7,995,000	-	20,854	7,974,146	Budget	7,995,000	7,995,000	-	-
Subtotal Neighbohood Parks - S Cooper Mtn	6,495,000	6,495,000	1,500,000	7,995,000	7,995,000	-	20,854	7,974,146		7,995,000	7,995,000	-	-
Land Acq - Neighborhood Parks - Infill Areas	-	-	1,600,000	1,600,000	1,600,000	-	2,426	1,597,574	Budget	1,600,000	1,600,000	-	-
Sub total Neighborhood Parks Infill Areas	-	-	1,600,000	1,600,000	1,600,000	-	2,426	1,597,574		1,600,000	1,600,000	-	-
<b>TOTAL LAND ACQUISITION</b>	<b>11,796,800</b>	<b>11,796,800</b>	<b>5,850,000</b>	<b>17,646,800</b>	<b>17,646,800</b>	<b>-</b>	<b>32,498</b>	<b>17,614,302</b>		<b>17,646,800</b>	<b>17,646,800</b>	<b>-</b>	<b>-</b>
<b>DEVELOPMENT/IMPROVEMENT PROJECTS</b>													
Bethany Creek Trail #2, Segment #3 - Design & Development	1,845,000	1,561,250	-	1,845,000	1,561,250	625,399	386,671	832,930	Award	1,845,000	1,219,601	-	341,649
Building Expansion - site to be determined	995,000	995,000	-	995,000	995,000	-	-	995,000	Budget	995,000	995,000	-	-
Cedar Mill Creek Community Trail Segment #4 Master Planning and Desigr	300,000	299,500	-	300,000	299,500	1,789	-	298,211	Budget	300,000	298,211	-	1,289
Dog Parks - expansions and new sites	70,000	44,000	26,000	96,000	70,000	6,152	16,694	53,306	Budget	76,152	70,000	19,848	-
Fanno Creek Trail Seg. #5 - Scholls Ferry Rd. to 92 Ave.	-	-	250,000	250,000	250,000	-	421	249,579	Budget	250,000	250,000	-	-
Highland Park - Design and Permitting	420,000	375,000	-	420,000	375,000	65,215	29,161	325,623	Budget	420,000	354,785	-	20,215
MTIP Grant Match - Beaverton Crk. Trail Land Acq./ROW	247,000	235,000	-	247,000	235,000	20,741	11,037	215,222	Budget	247,000	226,259	-	8,741
MTIP Grant Match - Westside Trail, Segment 18	3,459,820	426,320	-	3,459,820	426,320	3,928,371	142	342,820	Award	4,271,333	342,962	(811,513)	83,358
Natural Area Master Plan	100,000	100,000	-	100,000	100,000	-	-	100,000	Budget	100,000	100,000	-	-
Neighborhood Park Construction - Highland Park (NWQ -6)	-	-	1,620,000	1,620,000	1,620,000	-	-	1,620,000	Budget	1,620,000	1,620,000	-	-
Neighborhood Park Master Planning - North Bethany (NWQ -8)	-	-	55,000	55,000	55,000	-	-	55,000	Budget	55,000	55,000	-	-
Neighborhood Park Master Planning - So Cooper Mtn (SWQ-6)	-	-	135,000	135,000	135,000	-	-	135,000	Budget	135,000	135,000	-	-
North Bethany Park and Trail Development - Proj. Mgmt.	141,000	50,000	-	141,000	50,000	181,125	8,787	41,213	Award	231,124	50,000	(90,124)	0
North Bethany Park and Trail Improvements	338,000	200,000	-	338,000	200,000	167,519	-	170,481	Budget	338,000	170,481	-	29,519
NW Quadrant New Neighborhood Park #4 Development (Bonnie Meadow)	2,320,000	2,285,000	-	2,320,000	2,285,000	62,985	316,574	1,940,441	Award	2,320,000	2,257,015	-	27,985
NW Quadrant New Neighborhood Park Development (Crowell) Marty Ln	2,100,000	58,500	-	2,100,000	58,500	1,775,416	11,670	46,830	Award	1,833,916	58,500	266,084	-
RFFA Active Transportation Project Readiness Match - Westside Trail, Hwy	215,000	100,000	-	215,000	100,000	186,165	94	28,741	Award	215,000	28,835	-	71,165
So. Cooper Mtn Park and Trail Development - Project Mgmt.	50,000	49,500	-	50,000	49,500	7,042	10,659	32,299	Budget	50,000	42,958	-	6,542
Somerset West Park - Additional funding for bond project	-	-	220,000	220,000	220,000	-	-	220,000	Award	220,000	220,000	-	-
SW Quadrant Neighborhood Park #5 Master Planning	275,000	267,500	-	275,000	267,500	3,386	81	267,419	Award	270,886	267,500	4,114	-
Trail Development - 155th Ave Wetlands	-	-	500,000	500,000	500,000	-	391	499,609	Budget	500,000	500,000	-	-
Nghbd Pk MP-Lombard Baker SEQ2	-	-	38,500	38,500	38,500	-	3,538	34,962	Budget Trf	38,500	38,500	-	-
Conn OR Grnt Mtch-Watrhse 4	-	-	-	-	-	-	1,295	-	Complete	1,295	1,295	(1,295)	(1,295)
Cedar Hills Pk-addtl bond fdg	-	-	65,000	65,000	65,000	-	6,015	58,985	Budget Trf	65,000	65,000	-	-
Undesignated Projects	-	-	7,843,408	7,843,408	7,843,408	-	-	7,843,408	Budget	7,843,408	7,843,408	-	-
<b>TOTAL DEVELOPMENT/IMPROVEMENT PROJECTS</b>	<b>12,875,820</b>	<b>7,046,570</b>	<b>10,752,908</b>	<b>23,628,728</b>	<b>17,799,478</b>	<b>7,031,305</b>	<b>803,230</b>	<b>16,407,079</b>		<b>24,241,615</b>	<b>17,210,309</b>	<b>(612,887)</b>	<b>589,169</b>
<b>GRAND TOTAL SDC FUND</b>	<b>24,672,620</b>	<b>18,843,370</b>	<b>16,602,908</b>	<b>41,275,528</b>	<b>35,446,278</b>	<b>7,031,305</b>	<b>835,728</b>	<b>34,021,381</b>		<b>41,888,415</b>	<b>34,857,109</b>	<b>(612,887)</b>	<b>589,169</b>

**Tualatin Hills Park and Recreation District**  
**Monthly Bond Capital Projects Report**  
**Estimated Cost vs. Budget**  
**Through 9/30/2020**

Quadrant	Description	Project Budget			Project Expenditures			Estimated Cost to Complete	Basis of Estimate (Completed Phase)	Project Cumulative Cost	Variance Est. Cost (Over) Under Budget	Percent of Variance Total Cost Variance to Budget	Cost Expended to Budget	Cost Expended to Total Cost
		Initial Project Budget	Adjustments	Current Total Project Budget FY 19/20	Expended Prior Years	Expended Year-to-Date	Total Expended to Date							
		(1)	(2)	(1+2)=(3)	(4)	(5)	(4+5)=(6)	(7)		(6+7)=(9)	(3-9) = (10)	(10) / (3)	(6) / (3)	(6)/(9)
<b>BOND CAPITAL PROJECTS FUND</b>														
<b><u>New Neighborhood Parks Development</u></b>														
SE	AM Kennedy Park & Athletic Field	1,285,250	50,704	1,335,954	1,674,551	-	1,674,551	-	Complete	1,674,551	(338,597)	-25.3%	125.3%	100.0%
SW	Barsotti Park & Athletic Field	1,285,250	27,556	1,312,806	1,250,248	-	1,250,248	-	Complete	1,250,248	62,558	4.8%	95.2%	100.0%
NW	Hansen Ridge Park (formerly Kaiser Ridge)	771,150	16,338	787,488	731,629	-	731,629	-	Complete	731,629	55,859	7.1%	92.9%	100.0%
SW	Roy Dancer Park	771,150	16,657	787,807	643,447	-	643,447	-	Complete	643,447	144,360	18.3%	81.7%	100.0%
NE	Roger Tilbury Park	771,150	19,713	790,863	888,218	-	888,218	-	Complete	888,218	(97,355)	-12.3%	112.3%	100.0%
	<b>Sub-total New Neighborhood Parks Development</b>	<b>4,883,950</b>	<b>130,968</b>	<b>5,014,918</b>	<b>5,188,093</b>	<b>-</b>	<b>5,188,093</b>	<b>-</b>		<b>5,188,093</b>	<b>(173,175)</b>	<b>-3.5%</b>	<b>103.5%</b>	<b>100.0%</b>
UND	Authorized Use of Savings from Bond Issuance Administration Category	-	173,175	173,175	-	-	-	-	N/A	-	173,175	n/a	n/a	n/a
	<b>Total New Neighborhood Parks Development</b>	<b>4,883,950</b>	<b>304,143</b>	<b>5,188,093</b>	<b>5,188,093</b>	<b>-</b>	<b>5,188,093</b>	<b>-</b>		<b>5,188,093</b>	<b>-</b>	<b>0.0%</b>	<b>100.0%</b>	<b>100.0%</b>
<b><u>Renovate &amp; Redevelop Neighborhood Parks</u></b>														
NE	Cedar Mill Park, Trail & Athletic Fields	1,125,879	29,756	1,155,635	990,095	-	990,095	-	Complete	990,095	165,540	14.3%	85.7%	100.0%
SE	Camille Park	514,100	28,634	542,734	585,471	-	585,471	-	Complete	585,471	(42,737)	-7.9%	107.9%	100.0%
NW	Somerses West Park	1,028,200	120,124	1,148,324	454,121	178,492	632,612	898,522	Award	1,531,134	(382,810)	-33.3%	55.1%	41.3%
NW	Pioneer Park and Bridge Replacement	544,934	21,278	566,212	533,358	-	533,358	-	Complete	533,358	32,854	5.8%	94.2%	100.0%
SE	Vista Brook Park	514,100	20,504	534,604	729,590	-	729,590	-	Complete	729,590	(194,986)	-36.5%	136.5%	100.0%
	<b>Sub-total Renovate &amp; Redevelop Neighborhood Parks</b>	<b>3,727,213</b>	<b>220,296</b>	<b>3,947,509</b>	<b>3,292,634</b>	<b>178,492</b>	<b>3,471,126</b>	<b>898,522</b>		<b>4,369,648</b>	<b>(422,139)</b>	<b>-10.7%</b>	<b>87.9%</b>	<b>79.4%</b>
UND	Authorized Use of Savings from Bond Issuance Administration Category	-	422,139	422,139	-	-	-	-	N/A	-	422,139	n/a	n/a	n/a
	<b>Total Renovate &amp; Redevelop Neighborhood Parks</b>	<b>3,727,213</b>	<b>642,435</b>	<b>4,369,648</b>	<b>3,292,634</b>	<b>178,492</b>	<b>3,471,126</b>	<b>898,522</b>		<b>4,369,648</b>	<b>-</b>	<b>0.0%</b>	<b>79.4%</b>	<b>79.4%</b>
<b><u>New Neighborhood Parks Land Acquisition</u></b>														
NW	New Neighborhood Park - NW Quadrant (Biles)	1,500,000	28,554	1,528,554	1,041,404	-	1,041,404	-	Complete	1,041,404	487,150	31.9%	68.1%	100.0%
NW	New Neighborhood Park - NW Quadrant (Living Hope)	-	-	-	1,067,724	-	1,067,724	-	Complete	1,067,724	(1,067,724)	-100.0%	n/a	100.0%
NW	New Neighborhood Park - NW Quadrant (Mitchell)	-	-	-	793,396	-	793,396	-	Complete	793,396	(793,396)	-100.0%	n/a	100.0%
NW	New Neighborhood Park - NW Quadrant (PGE)	-	-	-	62,712	-	62,712	-	Complete	62,712	(62,712)	-100.0%	n/a	100.0%
NE	New Neighborhood Park - NE Quadrant (Wilson)	1,500,000	27,968	1,527,968	529,294	-	529,294	-	Complete	529,294	998,674	65.4%	34.6%	100.0%
NE	New Neighborhood Park - NE Quadrant (Lehman - formerly undesignated)	1,500,000	33,466	1,533,466	2,119,940	-	2,119,940	-	Complete	2,119,940	(586,474)	-38.2%	138.2%	100.0%
SW	New Neighborhood Park - SW Quadrant (Sterling Savings)	1,500,000	24,918	1,524,918	1,058,925	-	1,058,925	-	Complete	1,058,925	465,993	30.6%	69.4%	100.0%
SW	New Neighborhood Park - SW Quadrant (Altishin)	-	-	-	551,696	-	551,696	-	Complete	551,696	(551,696)	-100.0%	n/a	100.0%
SW	New Neighborhood Park - SW Quadrant (Hung easement for Roy Dancer Park)	-	-	-	60,006	-	60,006	-	Complete	60,006	(60,006)	-100.0%	n/a	100.0%
SE	New Neighborhood Park - SE Quadrant (Cobb)	1,500,000	15,547	1,515,547	2,609,880	-	2,609,880	-	Complete	2,609,880	(1,094,333)	-72.2%	172.2%	100.0%
NW	New Neighborhood Park (North Bethany) (McGettigan)	1,500,000	23,667	1,523,667	1,629,763	-	1,629,763	-	Complete	1,629,763	(106,096)	-7.0%	107.0%	100.0%
UND	New Neighborhood Park - Undesignated	-	-	-	-	-	-	-	Reallocated	-	-	-100.0%	n/a	0.0%
	<b>Sub-total New Neighborhood Parks</b>	<b>9,000,000</b>	<b>154,120</b>	<b>9,154,120</b>	<b>11,524,740</b>	<b>-</b>	<b>11,524,740</b>	<b>-</b>		<b>11,524,740</b>	<b>(2,370,620)</b>	<b>-25.9%</b>	<b>125.9%</b>	<b>100.0%</b>
UND	Authorized Use of Savings from New Community Park Land Acquisition Category	-	1,655,521	1,655,521	-	-	-	-	N/A	-	1,655,521	n/a	n/a	n/a
UND	Authorized Use of Savings from Community Center / Community Park Land Acquisition Category	-	715,099	715,099	-	-	-	-	N/A	-	715,099	n/a	n/a	n/a
	<b>Total New Neighborhood Parks</b>	<b>9,000,000</b>	<b>2,524,740</b>	<b>11,524,740</b>	<b>11,524,740</b>	<b>-</b>	<b>11,524,740</b>	<b>-</b>		<b>11,524,740</b>	<b>-</b>	<b>0.0%</b>	<b>100.0%</b>	<b>100.0%</b>
<b><u>New Community Park Development</u></b>														
SW	SW Quad Community Park & Athletic Field	7,711,500	343,963	8,055,463	10,520,819	-	10,520,819	151,550	Complete	10,672,369	(2,616,906)	-32.5%	130.6%	98.6%
	<b>Sub-total New Community Park Development</b>	<b>7,711,500</b>	<b>343,963</b>	<b>8,055,463</b>	<b>10,520,819</b>	<b>-</b>	<b>10,520,819</b>	<b>151,550</b>		<b>10,672,369</b>	<b>(2,616,906)</b>	<b>-32.5%</b>	<b>130.6%</b>	<b>98.6%</b>
UND	Authorized use of savings from Bond Facility Rehabilitation category	-	1,300,000	1,300,000	-	-	-	-	N/A	-	1,300,000	n/a	n/a	n/a
UND	Authorized use of savings from Bond Administration (Issuance) category	-	932,655	932,655	-	-	-	-	N/A	-	932,655	n/a	n/a	n/a

**Tualatin Hills Park and Recreation District**  
**Monthly Bond Capital Projects Report**  
**Estimated Cost vs. Budget**  
**Through 9/30/2020**

Quadrant	Description	Project Budget			Project Expenditures			Estimated Cost to Complete	Basis of Estimate (Completed Phase)	Project Cumulative Cost	Variance Est. Cost (Over) Under Budget	Percent of Variance Total Cost Variance to Budget	Cost Expended to Budget	Cost Expended to Total Cost
		Initial Project Budget	Adjustments	Current Total Project Budget FY 19/20	Expended Prior Years	Expended Year-to-Date	Total Expended to Date							
		(1)	(2)	(1+2)=(3)	(4)	(5)	(4+5)=(6)	(7)		(6+7)=(9)	(3-9) = (10)	(10) / (3)	(6) / (3)	(6)/(9)
UND	Outside Funding from Washington County / Metro Transferred from Community Center Land Acquisition	-	384,251	384,251	-	-	-	-	N/A	-	384,251	n/a	n/a	n/a
	<b>Total New Community Park Development</b>	<b>7,711,500</b>	<b>2,960,869</b>	<b>10,672,369</b>	<b>10,520,819</b>	<b>-</b>	<b>10,520,819</b>	<b>151,550</b>		<b>10,672,369</b>	<b>-</b>	<b>0.0%</b>	<b>98.6%</b>	<b>98.6%</b>
	<b><u>New Community Park Land Acquisition</u></b>													
NE	New Community Park - NE Quadrant (Teufel)	10,000,000	132,657	10,132,657	8,103,899	-	8,103,899	-	Complete	8,103,899	2,028,758	20.0%	80.0%	100.0%
NE	Community Park Expansion - NE Quad (BSD/William Walker)	-	-	-	373,237	-	373,237	-	Complete	373,237	(373,237)	100.0%	n/a	100.0%
	<b>Sub-total New Community Park</b>	<b>10,000,000</b>	<b>132,657</b>	<b>10,132,657</b>	<b>8,477,136</b>	<b>-</b>	<b>8,477,136</b>	<b>-</b>		<b>8,477,136</b>	<b>1,655,521</b>	<b>16.3%</b>	<b>83.7%</b>	<b>100.0%</b>
UND	Authorized Use of Savings for New Neighborhood Parks Land Acquisition Category	-	(1,655,521)	(1,655,521)	-	-	-	-	N/A	-	(1,655,521)	n/a	n/a	n/a
	<b>Total New Community Park</b>	<b>10,000,000</b>	<b>(1,522,864)</b>	<b>8,477,136</b>	<b>8,477,136</b>	<b>-</b>	<b>8,477,136</b>	<b>-</b>		<b>8,477,136</b>	<b>-</b>	<b>0.0%</b>	<b>100.0%</b>	<b>100.0%</b>
	<b><u>Renovate and Redevelop Community Parks</u></b>													
NE	Cedar Hills Park & Athletic Field	6,194,905	449,392	6,644,297	7,684,215	-	7,684,215	-	Complete	7,684,316	(1,040,019)	-15.7%	115.7%	100.0%
SE	Schiffler Park	3,598,700	74,403	3,673,103	2,633,084	-	2,633,084	-	Complete	2,633,084	1,040,019	28.3%	71.7%	100.0%
	<b>Total Renovate and Redevelop Community Parks</b>	<b>9,793,605</b>	<b>523,795</b>	<b>10,317,400</b>	<b>10,317,299</b>	<b>-</b>	<b>10,317,299</b>	<b>-</b>		<b>10,317,400</b>	<b>-</b>	<b>0.0%</b>	<b>100.0%</b>	<b>100.0%</b>
	<b><u>Natural Area Preservation - Restoration</u></b>													
NE	Roger Tilbury Memorial Park	30,846	1,888	32,734	28,000	-	28,000	5,785	Establishment	33,785	(1,051)	-3.2%	85.5%	82.9%
NE	Cedar Mill Park	30,846	1,172	32,018	1,201	-	1,201	-	Complete	1,201	30,817	96.2%	3.8%	100.0%
NE	Jordan/Jackie Husen Park	308,460	8,961	317,421	36,236	-	36,236	-	Complete	36,236	281,185	88.6%	11.4%	100.0%
NW	NE/Bethany Meadows Trail Habitat Connection	246,768	16,178	262,946	-	-	-	-	On Hold	-	262,946	100.0%	0.0%	0.0%
NW	Hansen Ridge Park (formerly Kaiser Ridge)	10,282	300	10,582	12,929	-	12,929	-	Complete	12,929	(2,347)	-22.2%	122.2%	100.0%
NW	Allenbach Acres Park	41,128	2,318	43,446	10,217	-	10,217	-	Complete	10,217	33,229	76.5%	23.5%	100.0%
NW	Crystal Creek Park	205,640	7,208	212,848	95,401	-	95,401	-	Complete	95,401	117,447	55.2%	44.8%	100.0%
NE	Foothills Park	61,692	1,172	62,864	46,178	-	46,178	-	Complete	46,178	16,686	26.5%	73.5%	100.0%
NE	Commonwealth Lake Park	41,128	778	41,906	30,809	-	30,809	-	Complete	30,809	11,097	26.5%	73.5%	100.0%
NW	Tualatin Hills Nature Park	90,800	2,323	93,123	27,696	-	27,696	-	Complete	27,696	65,427	70.3%	29.7%	100.0%
NE	Pioneer Park	10,282	254	10,536	9,421	-	9,421	-	Complete	9,421	1,115	10.6%	89.4%	100.0%
NW	Whispering Woods Park	51,410	914	52,324	48,871	-	48,871	-	Complete	48,871	3,453	6.6%	93.4%	100.0%
NW	Willow Creek Nature Park	20,564	389	20,953	21,877	-	21,877	-	Complete	21,877	(924)	-4.4%	104.4%	100.0%
SE	AM Kennedy Park	30,846	741	31,587	26,866	-	26,866	-	Complete	26,866	4,721	14.9%	85.1%	100.0%
SE	Camille Park	77,115	1,784	78,899	61,399	-	61,399	-	Complete	61,399	17,500	22.2%	77.8%	100.0%
SE	Vista Brook Park	20,564	897	21,461	5,414	-	5,414	-	Complete	5,414	16,047	74.8%	25.2%	100.0%
SE	Greenway Park/Koll Center	61,692	2,316	64,008	56,727	-	56,727	-	Complete	56,727	7,281	11.4%	88.6%	100.0%
SE	Bauman Park	82,256	2,024	84,280	30,153	-	30,153	-	Complete	30,153	54,127	64.2%	35.8%	100.0%
SE	Fanno Creek Park	162,456	6,736	169,192	65,147	-	65,147	-	Complete	65,147	104,045	61.5%	38.5%	100.0%
SE	Hideaway Park	41,128	1,105	42,233	38,459	-	38,459	-	Complete	38,459	3,774	8.9%	91.1%	100.0%
SW	Murrayhill Park	61,692	1,031	62,723	65,712	-	65,712	-	Complete	65,712	(2,989)	-4.8%	104.8%	100.0%
SE	Hyland Forest Park	71,974	1,342	73,316	65,521	-	65,521	-	Complete	65,521	7,795	10.6%	89.4%	100.0%
SW	Cooper Mountain	205,640	13,479	219,119	14	-	14	-	On Hold	14	219,105	100.0%	0.0%	100.0%
SW	Winkelman Park	10,282	241	10,523	5,894	-	5,894	-	Complete	5,894	4,629	44.0%	56.0%	100.0%
SW	Lowami Hart Woods	287,896	9,345	297,241	130,125	-	130,125	-	Complete	130,125	167,116	56.2%	43.8%	100.0%
SW	Rosa/Hazeldale Parks	28,790	722	29,512	12,754	-	12,754	-	Complete	12,754	16,758	56.8%	43.2%	100.0%
SW	Mt Williams Park	102,820	9,424	112,244	47,737	-	47,737	64,507	Establishment	112,244	-	0.0%	42.5%	42.5%
SW	Jenkins Estate	154,230	3,365	157,595	139,041	-	139,041	-	Complete	139,041	18,554	11.8%	88.2%	100.0%
SW	Summercrest Park	10,282	193	10,475	7,987	-	7,987	-	Complete	7,987	2,488	23.8%	76.2%	100.0%
SW	Morrison Woods	61,692	4,042	65,734	0	-	0	-	Cancelled	0	65,734	100.0%	0.0%	100.0%
UND	Interpretive Sign Network	339,306	9,264	348,570	326,776	-	326,776	-	Complete	326,776	21,794	6.3%	93.7%	100.0%
NW	Beaverton Creek Trail	61,692	4,043	65,735	-	-	-	-	On Hold	-	65,735	100.0%	0.0%	0.0%
NW	Bethany Wetlands/Bronson Creek	41,128	2,695	43,823	-	-	-	-	On Hold	-	43,823	100.0%	0.0%	0.0%
NW	Bluegrass Downs Park	15,423	1,010	16,433	-	-	-	-	On Hold	-	16,433	100.0%	0.0%	0.0%
NW	Crystal Creek	41,128	2,696	43,824	-	-	-	-	On Hold	-	43,824	100.0%	0.0%	0.0%
UND	Reallocation of project savings to new project budgets	-	(865,000)	(865,000)	-	-	-	-	Reallocation	-	(865,000)	100.0%	0.0%	0.0%
SE	Hyland Woods Phase 2	-	77,120	77,120	65,453	-	65,453	-	Complete	65,453	11,667	15.1%	84.9%	100.0%
SW	Jenkins Estate Phase 2	-	131,457	131,457	67,754	-	67,754	-	Complete	67,754	63,703	48.5%	51.5%	100.0%
NW	Somerset	-	161,368	161,368	49,000	-	49,000	112,368	Budget	161,368	-	0.0%	30.4%	30.4%
NW	Rock Creek Greenway	-	167,850	167,850	-	-	-	167,850	Establishment	167,850	-	0.0%	0.0%	0.0%

**Tualatin Hills Park and Recreation District**

**Monthly Bond Capital Projects Report**

**Estimated Cost vs. Budget**

**Through 9/30/2020**

Quadrant	Description	Project Budget			Project Expenditures			Estimated Cost to Complete	Basis of Estimate (Completed Phase)	Project Cumulative Cost	Variance Est. Cost (Over) Under Budget	Percent of Variance Total Cost Variance to Budget	Cost Expended to Budget	Cost Expended to Total Cost
		Initial Project Budget	Adjustments	Current Total Project Budget FY 19/20	Expended Prior Years	Expended Year-to-Date	Total Expended to Date							
		(1)	(2)	(1+2)=(3)	(4)	(5)	(4+5)=(6)	(7)	(6+7)=(9)	(3-9) = (10)	(10) / (3)	(6) / (3)	(6)/(9)	
NW	Whispering Woods Phase 2	-	102,875	102,875	-	-	-	102,875	Budget	102,875	-	0.0%	0.0%	0.0%
SE	Raleigh Park	-	118,415	118,415	8,500	2,000	10,500	107,915	Site Prep	118,415	-	0.0%	8.9%	8.9%
NE	Bannister Creek Greenway/NE Park	-	80,967	80,967	17,284	1,000	18,284	62,683	Site Prep	80,967	-	0.0%	22.6%	22.6%
NW	Beaverton Creek Greenway Duncan	-	20,607	20,607	-	-	-	-	Cancelled	-	20,607	100.0%	0.0%	0.0%
SE	Church of Nazarene	-	30,718	30,718	14,121	-	14,121	-	Complete	14,121	16,597	54.0%	46.0%	100.0%
SW	Lilly K. Johnson Woods	-	30,742	30,742	29,823	-	29,823	7,448	Establishment	37,271	(6,529)	-21.2%	97.0%	80.0%
UND	Restoration of new properties to be acquired	643,023	41,096	684,119	976	-	976	6,196	On Hold	7,172	676,947	99.0%	0.1%	13.6%
UND	Reallocation of project savings to new project budgets	-	(1,570,245)	(1,570,245)	-	-	-	-	Reallocation	-	(1,570,245)	100.0%	0.0%	0.0%
NE	NE Quadrant Property(Findley)	-	472,967	472,967	-	2,891	2,891	470,076	Budget	472,967	-	0.0%	0.6%	0.6%
NE	N. Johnson Greenway (Peterkort)	-	262,760	262,760	-	-	-	-	Cancelled	-	262,760	100.0%	0.0%	0.0%
NE	Commonwealth Lake Park	-	63,063	63,063	-	-	-	63,063	Budget	63,063	-	0.0%	0.0%	0.0%
SW	155th Wetlands	-	26,115	26,115	9,314	1,509	10,823	15,292	Award/Complete?	26,115	-	0.0%	41.4%	41.4%
SW	Bronson Creek New Properties	-	105,105	105,105	-	-	-	105,105	Budget	105,105	-	0.0%	0.0%	0.0%
SE	Fanno Creek Greenway	-	84,084	84,084	-	-	-	84,084	Award	84,084	-	0.0%	0.0%	0.0%
NW	HMT north woods and stream	-	52,285	52,285	14,863	2,075	16,938	35,347	Site Prep	52,285	-	0.0%	32.4%	32.4%
NE	Cedar Mill Creek Greenway	-	31,326	31,326	11,886	5,471	17,357	13,969	Site Prep	31,326	-	0.0%	55.4%	55.4%
SW	Fir Grove Park	-	25,963	25,963	14,369	-	14,369	11,594	Site Prep	25,963	-	0.0%	55.3%	55.3%
SW	HL Cain Wetlands	-	26,044	26,044	11,966	3,014	14,980	11,064	Site Prep	26,044	-	0.0%	57.5%	57.5%
NW	Bronson Creek Park	-	26,246	26,246	2,701	-	2,701	23,545	Site Prep	26,246	-	0.0%	10.3%	10.3%
SE	Center Street Wetlands Area	-	20,983	20,983	4,504	-	4,504	16,479	Site Prep	20,983	-	0.0%	21.5%	21.5%
SW	Tallac Terrace Park	-	10,511	10,511	-	-	-	-	Cancelled	-	10,511	100.0%	0.0%	0.0%
NE	Forest Hills Park	-	10,484	10,484	1,714	-	1,714	8,770	Site Prep	10,484	-	0.0%	16.3%	16.3%
UND	Arborist/Tree Management	-	298,447	298,447	83,643	6,958	90,600	207,847	Award	298,447	-	0.0%	30.4%	30.4%
NW	North Bethany Greenway	-	26,186	26,186	5,508	-	5,508	20,678	Site Prep	26,186	-	0.0%	21.0%	21.0%
NW	Willow Creek Greenway II	-	26,086	26,086	13,110	45,598	58,708	22,034	Site Prep	80,742	(54,656)	-209.5%	225.1%	72.7%
NW	Westside Trail Segment 18	-	26,276	26,276	-	475	475	25,801	Budget	26,276	-	0.0%	1.8%	1.8%
SW	Westside Trail- Burntwood area	-	25,868	25,868	18,751	-	18,751	7,117	Site Prep	25,868	-	0.0%	72.5%	72.5%
NW	Waterhouse Trail	-	26,262	26,262	654	561	1,216	25,046	Site Prep	26,262	-	0.0%	4.6%	4.6%
	<b>Sub-total Natural Area Restoration</b>	<b>3,762,901</b>	<b>297,381</b>	<b>4,060,282</b>	<b>1,900,457</b>	<b>71,553</b>	<b>1,972,009</b>	<b>1,804,538</b>		<b>3,776,547</b>	<b>283,735</b>	<b>7.0%</b>	<b>48.6%</b>	<b>52.2%</b>
	Authorized Use of Savings for Natural Area Preservation - Land Acquisition	-	(243,625)	(243,625)	-	-	-	-	N/A	-	(243,625)	n/a	n/a	n/a
	<b>Total Natural Area Restoration</b>	<b>3,762,901</b>	<b>53,756</b>	<b>3,816,657</b>	<b>1,900,457</b>	<b>71,553</b>	<b>1,972,009</b>	<b>1,804,538</b>		<b>3,776,547</b>	<b>40,110</b>	<b>1.1%</b>	<b>51.7%</b>	<b>52.2%</b>
	<b>Natural Area Preservation - Land Acquisition</b>													
UND	Natural Area Acquisitions	8,400,000	455,607	8,855,607	9,070,732	5,795	9,076,527	22,705	Budget	9,099,232	(243,625)	-2.8%	102.5%	99.8%
	<b>Sub-total Natural Area Preservation - Land Acquisition</b>	<b>8,400,000</b>	<b>455,607</b>	<b>8,855,607</b>	<b>9,070,732</b>	<b>5,795</b>	<b>9,076,527</b>	<b>22,705</b>		<b>9,099,232</b>	<b>(243,625)</b>	<b>-2.8%</b>	<b>102.5%</b>	<b>99.8%</b>
UND	Authorized Use of Savings from Natural Area Restoration	-	243,625	243,625	-	-	-	-	N/A	-	243,625	n/a	n/a	n/a
	<b>Total Natural Area Preservation - Land Acquisition</b>	<b>8,400,000</b>	<b>699,232</b>	<b>9,099,232</b>	<b>9,070,732</b>	<b>5,795</b>	<b>9,076,527</b>	<b>22,705</b>		<b>9,099,232</b>	<b>-</b>	<b>0.0%</b>	<b>99.8%</b>	<b>99.8%</b>
	<b>New Linear Park and Trail Development</b>													
SW	Westside Trail Segments 1, 4, & 7	4,267,030	85,084	4,352,114	4,381,083	-	4,381,083	-	Complete	4,381,083	(28,969)	-0.7%	100.7%	100.0%
NE	Jordan/Husen Park Trail	1,645,120	46,432	1,691,552	1,227,496	-	1,227,496	-	Complete	1,227,496	464,056	27.4%	72.6%	100.0%
NW	Waterhouse Trail Segments 1, 5 & West Spur	3,804,340	78,646	3,882,986	4,392,047	-	4,392,047	-	Complete	4,392,047	(509,061)	-13.1%	113.1%	100.0%
NW	Rock Creek Trail #5 & Allenbach, North Bethany #2	2,262,040	103,949	2,365,989	1,743,667	-	1,743,667	-	Complete	1,743,667	622,322	26.3%	73.7%	100.0%
UND	Miscellaneous Natural Trails	100,000	9,000	109,000	30,394	-	30,394	78,606	Budget	109,000	-	0.0%	27.9%	27.9%
NW	Nature Park - Old Wagon Trail	359,870	3,094	362,964	238,702	-	238,702	-	Complete	238,702	124,262	34.2%	65.8%	100.0%
NE	NE Quadrant Trail - Bluffs Phase 2	257,050	14,797	271,847	412,424	-	412,424	-	Complete	412,424	(140,577)	-51.7%	151.7%	100.0%
SW	Lowami Hart Woods	822,560	55,645	878,205	1,255,274	-	1,255,274	-	Complete	1,255,274	(377,069)	-42.9%	142.9%	100.0%
NW	Westside - Waterhouse Trail Connection	1,542,300	48,560	1,590,860	1,055,589	-	1,055,589	-	Complete	1,055,589	535,271	33.6%	66.4%	100.0%
	<b>Sub-total New Linear Park and Trail Development</b>	<b>15,060,310</b>	<b>445,207</b>	<b>15,505,517</b>	<b>14,736,676</b>	<b>-</b>	<b>14,736,676</b>	<b>78,606</b>		<b>14,815,282</b>	<b>690,235</b>	<b>4.5%</b>	<b>95.0%</b>	<b>99.5%</b>
	Authorized Use of Savings for Multi-field/Multi-purpose Athletic Field Development	-	(690,235)	(690,235)	-	-	-	-	N/A	-	(690,235)	n/a	n/a	n/a
	<b>Total New Linear Park and Trail Development</b>	<b>15,060,310</b>	<b>(245,028)</b>	<b>14,815,282</b>	<b>14,736,676</b>	<b>-</b>	<b>14,736,676</b>	<b>78,606</b>		<b>14,815,282</b>	<b>-</b>	<b>0.0%</b>	<b>99.5%</b>	<b>99.5%</b>
	<b>New Linear Park and Trail Land Acquisition</b>													
UND	New Linear Park and Trail Acquisitions	1,200,000	23,404	1,223,404	1,222,206	-	1,222,206	1,198	Budget	1,223,404	-	0.0%	99.9%	99.9%
	<b>Total New Linear Park and Trail Land Acquisition</b>	<b>1,200,000</b>	<b>23,404</b>	<b>1,223,404</b>	<b>1,222,206</b>	<b>-</b>	<b>1,222,206</b>	<b>1,198</b>		<b>1,223,404</b>	<b>-</b>	<b>0.0%</b>	<b>99.9%</b>	<b>99.9%</b>

**Tualatin Hills Park and Recreation District**  
**Monthly Bond Capital Projects Report**  
**Estimated Cost vs. Budget**  
**Through 9/30/2020**

Quadrant	Description	Project Budget			Project Expenditures			Estimated Cost to Complete	Basis of Estimate (Completed Phase)	Project Cumulative Cost	Variance		Percent of Variance	
		Initial Project Budget	Adjustments	Current Total Project Budget FY 19/20	Expended Prior Years	Expended Year-to-Date	Total Expended to Date				Est. Cost (Over) Under Budget	Total Cost Variance to Budget	Cost Expended to Budget	Cost Expended to Total Cost
		(1)	(2)	(1+2)=(3)	(4)	(5)	(4+5)=(6)	(7)		(6+7)=(9)	(3-9) = (10)	(10) / (3)	(6) / (3)	(6)/(9)
<b>Multi-field/Multi-purpose Athletic Field Development</b>														
SW	Winkelman Athletic Field	514,100	34,601	548,701	941,843	-	941,843	-	Complete	941,843	(393,142)	-71.6%	171.6%	100.0%
SE	Meadow Way Park	514,100	4,791	518,891	407,340	-	407,340	-	Complete	407,340	111,551	21.5%	78.5%	100.0%
NW	New Fields in NW Quadrant - Living Hope	514,100	82,728	596,828	181,356	464,679	646,035	611,026	Award	1,257,061	(660,233)	-110.6%	108.2%	51.4%
NE	New Fields in NE Quadrant (Cedar Mill Park)	514,100	14,184	528,284	527,993	-	527,993	-	Complete	527,993	291	0.1%	99.9%	100.0%
SW	New Fields in SW Quadrant - MVCP	514,100	61,446	575,546	32,460	-	32,460	530,953	Budget	563,413	12,133	2.1%	5.6%	5.8%
SE	New Fields in SE Quadrant (Conestoga Middle School)	514,100	19,833	533,933	548,917	-	548,917	-	Complete	548,917	(14,984)	-2.8%	102.8%	100.0%
	<b>Sub-total Multi-field/Multi-purpose Athletic Field Dev.</b>	<b>3,084,600</b>	<b>217,583</b>	<b>3,302,183</b>	<b>2,639,909</b>	<b>464,679</b>	<b>3,104,588</b>	<b>1,141,979</b>		<b>4,246,567</b>	<b>(944,384)</b>	<b>-28.6%</b>	<b>94.0%</b>	<b>73.1%</b>
UND	Authorized Use of Savings from New Linear Park and Trail Development category	-	690,235	690,235	-	-	-	-	N/A	-	690,235	n/a	n/a	n/a
UND	Authorized Use of Savings from Facility Rehabilitation category	-	244,609	244,609	-	-	-	-	N/A	-	244,609	n/a	n/a	n/a
UND	Authorized Use of Savings from Bond Issuance Administration Category	-	9,540	9,540	-	-	-	-	N/A	-	9,540	n/a	n/a	n/a
	<b>Total Multi-field/Multi-purpose Athletic Field Dev.</b>	<b>3,084,600</b>	<b>1,161,967</b>	<b>4,246,567</b>	<b>2,639,909</b>	<b>464,679</b>	<b>3,104,588</b>	<b>1,141,979</b>		<b>4,246,567</b>	<b>-</b>	<b>0.0%</b>	<b>73.1%</b>	<b>73.1%</b>
<b>Deferred Park Maintenance Replacements</b>														
UND	Play Structure Replacements at 11 sites	810,223	3,685	813,908	773,055	-	773,055	-	Complete	773,055	40,853	5.0%	95.0%	100.0%
NW	Bridge/boardwalk replacement - Willow Creek	96,661	1,276	97,937	127,277	-	127,277	-	Complete	127,277	(29,340)	-30.0%	130.0%	100.0%
SW	Bridge/boardwalk replacement - Rosa Park	38,909	369	39,278	38,381	-	38,381	-	Complete	38,381	897	2.3%	97.7%	100.0%
SW	Bridge/boardwalk replacement - Jenkins Estate	7,586	34	7,620	28,430	-	28,430	-	Complete	28,430	(20,810)	-273.1%	373.1%	100.0%
SE	Bridge/boardwalk replacement - Hartwood Highlands	10,767	134	10,901	985	-	985	-	Cancelled	985	9,916	91.0%	9.0%	100.0%
NE	Irrigation Replacement at Roxbury Park	48,854	63	48,917	41,902	-	41,902	-	Complete	41,902	7,015	14.3%	85.7%	100.0%
UND	Pedestrian Path Replacement at 3 sites	116,687	150	116,837	118,039	-	118,039	-	Complete	118,039	(1,202)	-1.0%	101.0%	100.0%
SW	Permeable Parking Lot at Aloha Swim Center	160,914	1,515	162,429	191,970	-	191,970	-	Complete	191,970	(29,541)	-18.2%	118.2%	100.0%
NE	Permeable Parking Lot at Sunset Swim Center	160,914	2,614	163,528	512,435	-	512,435	-	Complete	512,435	(348,907)	-213.4%	313.4%	100.0%
	<b>Sub-total Deferred Park Maintenance Replacements</b>	<b>1,451,515</b>	<b>9,840</b>	<b>1,461,355</b>	<b>1,832,474</b>	<b>-</b>	<b>1,832,474</b>	<b>-</b>		<b>1,832,474</b>	<b>(371,119)</b>	<b>-25.4%</b>	<b>125.4%</b>	<b>100.0%</b>
UND	Authorized Use of Savings from Facility Expansion & Improvements Category	-	200,634	200,634	-	-	-	-	N/A	-	200,634	n/a	n/a	n/a
UND	Authorized Use of Savings from Bond Issuance Administration Category	-	170,485	170,485	-	-	-	-	N/A	-	170,485	n/a	n/a	n/a
	<b>Total Deferred Park Maintenance Replacements</b>	<b>1,451,515</b>	<b>380,959</b>	<b>1,832,474</b>	<b>1,832,474</b>	<b>-</b>	<b>1,832,474</b>	<b>-</b>		<b>1,832,474</b>	<b>-</b>	<b>0.0%</b>	<b>100.0%</b>	<b>100.0%</b>
<b>Facility Rehabilitation</b>														
UND	Structural Upgrades at Several Facilities	317,950	(194,874)	123,076	115,484	-	115,484	-	Complete	115,484	7,592	6.2%	93.8%	100.0%
SW	Structural Upgrades at Aloha Swim Center	406,279	8,497	414,776	518,302	-	518,302	-	Complete	518,302	(103,526)	-25.0%	125.0%	100.0%
SE	Structural Upgrades at Beaverton Swim Center	1,447,363	37,353	1,484,716	820,440	-	820,440	-	Complete	820,440	664,276	44.7%	55.3%	100.0%
NE	Structural Upgrades at Cedar Hills Recreation Center	628,087	18,177	646,264	544,403	-	544,403	-	Complete	544,403	101,861	15.8%	84.2%	100.0%
SW	Structural Upgrades at Conestoga Rec/Aquatic Ctr	44,810	847	45,657	66,762	-	66,762	-	Complete	66,762	(21,105)	-46.2%	146.2%	100.0%
SE	Structural Upgrades at Garden Home Recreation Center	486,935	21,433	508,368	513,762	-	513,762	-	Complete	513,762	(5,394)	-1.1%	101.1%	100.0%
SE	Structural Upgrades at Harman Swim Center	179,987	2,779	182,766	73,115	-	73,115	-	Complete	73,115	109,651	60.0%	40.0%	100.0%
NW	Structural Upgrades at HMT/50 Mtr Pool/Aquatic Ctr	312,176	4,692	316,868	233,429	-	233,429	-	Complete	233,429	83,439	26.3%	73.7%	100.0%
NW	Structural Upgrades at HMT Aquatic Ctr - Roof Replacement	-	203,170	203,170	446,162	-	446,162	-	Complete	446,162	(242,992)	-119.6%	219.6%	100.0%
NW	Structural Upgrades at HMT Administration Building	397,315	6,080	403,395	299,599	-	299,599	-	Complete	299,599	103,796	25.7%	74.3%	100.0%
NW	Structural Upgrades at HMT Athletic Center	65,721	85	65,806	66,000	-	66,000	-	Complete	66,000	(194)	-0.3%	100.3%	100.0%
NW	Structural Upgrades at HMT Dryland Training Ctr	116,506	2,137	118,643	75,686	-	75,686	-	Complete	75,686	42,957	36.2%	63.8%	100.0%
NW	Structural Upgrades at HMT Tennis Center	268,860	5,033	273,893	74,804	-	74,804	-	Complete	74,804	199,089	72.7%	27.3%	100.0%
SE	Structural Upgrades at Raleigh Swim Center	4,481	6	4,487	5,703	-	5,703	-	Complete	5,703	(1,216)	-27.1%	127.1%	100.0%
NW	Structural Upgrades at Somers Swim Center	8,962	12	8,974	9,333	-	9,333	-	Complete	9,333	(359)	-4.0%	104.0%	100.0%
NE	Sunset Swim Center Structural Upgrades	1,028,200	16,245	1,044,445	626,419	-	626,419	-	Complete	626,419	418,026	40.0%	60.0%	100.0%
NE	Sunset Swim Center Pool Tank	514,100	275	514,375	308,574	-	308,574	-	Complete	308,574	205,801	40.0%	60.0%	100.0%
UND	Auto Gas Meter Shut Off Valves at All Facilities	-	275	275	17,368	-	17,368	-	Complete	17,368	(17,093)	100.0%	0.0%	100.0%
	<b>Sub-total Facility Rehabilitation</b>	<b>6,227,732</b>	<b>132,222</b>	<b>6,359,954</b>	<b>4,815,345</b>	<b>-</b>	<b>4,815,345</b>	<b>-</b>		<b>4,815,345</b>	<b>1,544,609</b>	<b>24.3%</b>	<b>75.7%</b>	<b>100.0%</b>



**Tualatin Hills Park and Recreation District**  
**Monthly Bond Capital Projects Report**  
**Estimated Cost vs. Budget**  
**Through 9/30/2020**

Quadrant	Description	Project Budget			Project Expenditures			Estimated Cost to Complete	Basis of Estimate (Completed Phase)	Project Cumulative Cost	Variance	Percent of Variance	Cost Expended to Budget	Cost Expended to Total Cost
		Initial Project Budget	Adjustments	Current Total Project Budget FY 19/20	Expended Prior Years	Expended Year-to-Date	Total Expended to Date							
		(1)	(2)	(1+2)=(3)	(4)	(5)	(4+5)=(6)	(7)		(6+7)=(9)	(3-9) = (10)	(10) / (3)	(6) / (3)	(6)/(9)
UND	Authorized use of savings for SW Quad Community Park & Athletic Fields	-	(1,300,000)	(1,300,000)	-	-	-	-	N/A	-	(1,300,000)	n/a	n/a	n/a
	<b>Sub-total Facility Rehabilitation</b>	<b>6,227,732</b>	<b>(1,167,778)</b>	<b>5,059,954</b>	<b>4,815,345</b>	<b>-</b>	<b>4,815,345</b>	<b>-</b>		<b>4,815,345</b>	<b>244,609</b>	<b>4.8%</b>	<b>n/a</b>	<b>n/a</b>
UND	Authorized Use of Savings for Multi-field/Multi-purpose Athletic Field Development	-	(244,609)	(244,609)	-	-	-	-	N/A	-	(244,609)	n/a	n/a	n/a
	<b>Total Facility Rehabilitation</b>	<b>6,227,732</b>	<b>(1,412,387)</b>	<b>4,815,345</b>	<b>4,815,345</b>	<b>-</b>	<b>4,815,345</b>	<b>-</b>		<b>4,815,345</b>	<b>-</b>	<b>0.0%</b>	<b>100.0%</b>	<b>100.0%</b>
	<b>Facility Expansion and Improvements</b>													
SE	Elsie Stuhr Center Expansion & Structural Improvements	1,997,868	30,311	2,028,179	2,039,367	-	2,039,367	-	Complete	2,039,367	(11,188)	-0.6%	100.6%	100.0%
SW	Conestoga Rec/Aquatic Expansion & Splash Pad	5,449,460	85,351	5,534,811	5,414,909	-	5,414,909	-	Complete	5,414,909	119,902	2.2%	97.8%	100.0%
SW	Aloha ADA Dressing Rooms	123,384	158	123,542	178,764	-	178,764	-	Complete	178,764	(55,222)	-44.7%	144.7%	100.0%
NW	Aquatics Center ADA Dressing Rooms	133,666	1,083	134,749	180,540	-	180,540	-	Complete	180,540	(45,791)	-34.0%	134.0%	100.0%
NE	Athletic Center HVAC Upgrades	514,100	654	514,754	321,821	-	321,821	-	Complete	321,821	192,933	37.5%	62.5%	100.0%
	<b>Sub-total Facility Expansion and Improvements</b>	<b>8,218,478</b>	<b>117,557</b>	<b>8,336,035</b>	<b>8,135,401</b>	<b>-</b>	<b>8,135,401</b>	<b>-</b>		<b>8,135,401</b>	<b>200,634</b>	<b>2.4%</b>	<b>97.6%</b>	<b>100.0%</b>
UND	Authorized Use of Savings for Deferred Park Maintenance Replacements Category	-	(200,634)	(200,634)	-	-	-	-	N/A	-	(200,634)	n/a	n/a	n/a
	<b>Total Facility Expansion and Improvements</b>	<b>8,218,478</b>	<b>(83,077)</b>	<b>8,135,401</b>	<b>8,135,401</b>	<b>-</b>	<b>8,135,401</b>	<b>-</b>		<b>8,135,401</b>	<b>-</b>	<b>0.0%</b>	<b>100.0%</b>	<b>100.0%</b>
	<b>ADA/Access Improvements</b>													
NW	HMT ADA Parking & other site improvement	735,163	19,544	754,707	1,019,771	-	1,019,771	-	Complete	1,019,771	(265,064)	-35.1%	135.1%	100.0%
UND	ADA Improvements - undesignated funds	116,184	2,712	118,896	72,245	-	72,245	-	Complete	72,245	46,651	39.2%	60.8%	100.0%
SW	ADA Improvements - Barrows Park	8,227	104	8,331	6,825	-	6,825	-	Complete	6,825	1,506	18.1%	81.9%	100.0%
NW	ADA Improvements - Bethany Lake Park	20,564	194	20,758	25,566	-	25,566	-	Complete	25,566	(4,808)	-23.2%	123.2%	100.0%
NE	ADA Improvements - Cedar Hills Recreation Center	8,226	130	8,356	8,255	-	8,255	-	Complete	8,255	101	1.2%	98.8%	100.0%
NE	ADA Improvements - Forest Hills Park	12,338	197	12,535	23,416	-	23,416	-	Complete	23,416	(10,881)	-86.8%	186.8%	100.0%
SE	ADA Improvements - Greenway Park	15,423	196	15,619	-	-	-	-	Cancelled	-	15,619	100.0%	0.0%	0.0%
SW	ADA Improvements - Jenkins Estate	16,450	262	16,712	11,550	-	11,550	-	Complete	11,550	5,162	30.9%	69.1%	100.0%
SW	ADA Improvements - Lawndale Park	30,846	40	30,886	16,626	-	16,626	-	Complete	16,626	14,260	46.2%	53.8%	100.0%
NE	ADA Improvements - Lost Park	15,423	245	15,668	15,000	-	15,000	-	Complete	15,000	668	4.3%	95.7%	100.0%
NW	ADA Improvements - Rock Crk Pwrlne Prk (Soccer Fld)	20,564	327	20,891	17,799	-	17,799	-	Complete	17,799	3,092	14.8%	85.2%	100.0%
NW	ADA Improvements - Skyview Park	5,140	82	5,222	7,075	-	7,075	-	Complete	7,075	(1,853)	-35.5%	135.5%	100.0%
NW	ADA Improvements - Waterhouse Powerline Park	8,226	183	8,409	8,402	-	8,402	-	Complete	8,402	7	0.1%	99.9%	100.0%
NE	ADA Improvements - West Sylvan Park	5,140	82	5,222	5,102	-	5,102	-	Complete	5,102	120	2.3%	97.7%	100.0%
SE	ADA Improvements - Wonderland Park	10,282	163	10,445	4,915	-	4,915	-	Complete	4,915	5,530	52.9%	47.1%	100.0%
	<b>Sub-total ADA/Access Improvements</b>	<b>1,028,196</b>	<b>24,461</b>	<b>1,052,657</b>	<b>1,242,547</b>	<b>-</b>	<b>1,242,547</b>	<b>-</b>		<b>1,242,547</b>	<b>(189,890)</b>	<b>-18.0%</b>	<b>118.0%</b>	<b>100.0%</b>
UND	Authorized Use of Savings from Bond Issuance Administration Category	-	189,890	189,890	-	-	-	-	N/A	-	189,890	100.0%	n/a	n/a
	<b>Total ADA/Access Improvements</b>	<b>1,028,196</b>	<b>214,351</b>	<b>1,242,547</b>	<b>1,242,547</b>	<b>-</b>	<b>1,242,547</b>	<b>-</b>		<b>1,242,547</b>	<b>-</b>	<b>0.0%</b>	<b>100.0%</b>	<b>100.0%</b>
	<b>Community Center Land Acquisition</b>													
UND	Community Center / Community Park (SW Quadrant) (Hulse/BSD/Engel)	5,000,000	105,974	5,105,974	1,654,847	-	1,654,847	-	Complete	1,654,847	3,451,127	67.6%	32.4%	100.0%
UND	Community Center / Community Park (SW Quadrant) (Wenzel/Wall)	-	-	-	2,351,777	-	2,351,777	-	Complete	2,351,777	(2,351,777)	-100.0%	n/a	100.0%
	<b>Sub-total Community Center Land Acquisition</b>	<b>5,000,000</b>	<b>105,974</b>	<b>5,105,974</b>	<b>4,006,624</b>	<b>-</b>	<b>4,006,624</b>	<b>-</b>		<b>4,006,624</b>	<b>1,099,350</b>	<b>21.5%</b>	<b>78.5%</b>	<b>100.0%</b>
UND	Outside Funding from Washington County Transferred to New Community Park Development	-	(176,000)	(176,000)	-	-	-	-	N/A	-	(176,000)	n/a	n/a	n/a
UND	Outside Funding from Metro Transferred to New Community Park Development	-	(208,251)	(208,251)	-	-	-	-	N/A	-	(208,251)	n/a	n/a	n/a
UND	Authorized Use of Savings for New Neighborhood Parks Land Acquisition Category	-	(715,099)	(715,099)	-	-	-	-	N/A	-	(715,099)	n/a	n/a	n/a
	<b>Total Community Center Land Acquisition</b>	<b>5,000,000</b>	<b>(993,376)</b>	<b>4,006,624</b>	<b>4,006,624</b>	<b>-</b>	<b>4,006,624</b>	<b>-</b>		<b>4,006,624</b>	<b>-</b>	<b>0.0%</b>	<b>100.0%</b>	<b>100.0%</b>
	<b>Bond Administration Costs</b>													
ADM	Debt Issuance Costs	1,393,000	(539,654)	853,346	68,142	-	68,142	-	Complete	68,142	785,204	92.0%	8.0%	100.0%

**Tualatin Hills Park and Recreation District**  
**Monthly Bond Capital Projects Report**  
**Estimated Cost vs. Budget**  
**Through 9/30/2020**

Quadrant	Description	Project Budget			Project Expenditures			Estimated Cost to Complete	Basis of Estimate (Completed Phase)	Project Cumulative Cost	Variance	Percent of Variance	Cost Expended to Budget	Cost Expended to Total Cost
		Initial Project Budget	Adjustments	Current Total Project Budget FY 19/20	Expended Prior Years	Expended Year-to-Date	Total Expended to Date				Est. Cost (Over) Under Budget	Total Cost Variance to Budget		
		(1)	(2)	(1+2)=(3)	(4)	(5)	(4+5)=(6)	(7)		(6+7)=(9)	(3-9) = (10)	(10) / (3)	(6) / (3)	(6)/(9)
ADM	Bond Accountant Personnel Costs	-	241,090	241,090	288,678	-	288,678	-	Complete	288,678	(47,588)	-19.7%	119.7%	100.0%
ADM	Deputy Director of Planning Personnel Costs	-	57,454	57,454	57,454	-	57,454	-	Complete	57,454	-	-100.0%	n/a	100.0%
ADM	Communications Support	-	50,000	50,000	12,675	-	12,675	37,325	Budget	50,000	-	0.0%	25.4%	25.4%
ADM	Technology Needs	18,330	-	18,330	23,952	-	23,952	-	Complete	23,952	(5,622)	-30.7%	130.7%	100.0%
ADM	Office Furniture	7,150	-	7,150	5,378	-	5,378	-	Complete	5,378	1,772	24.8%	75.2%	100.0%
ADM	Admin/Consultant Costs	31,520	-	31,520	48,093	-	48,093	-	Complete	48,093	(16,573)	-52.6%	152.6%	100.0%
ADM	Additional Bond Proceeds	-	1,507,717	1,507,717	-	-	-	-	Budget	-	1,507,717		0.0%	0.0%
	<b>Sub-total Bond Administration Costs</b>	<b>1,450,000</b>	<b>1,316,607</b>	<b>2,766,607</b>	<b>504,372</b>	<b>-</b>	<b>504,372</b>	<b>37,325</b>		<b>541,697</b>	<b>2,224,910</b>	<b>80.4%</b>	<b>18.2%</b>	<b>93.1%</b>
UND	Authorized Use of Savings for Deferred Park Maintenance Replacements Category	-	(170,485)	(170,485)	-	-	-	-	N/A	-	(170,485)	n/a	n/a	n/a
UND	Authorized Use of Savings for New Neighborhood Parks Development Category	-	(173,175)	(173,175)	-	-	-	-	N/A	-	(173,175)	n/a	n/a	n/a
UND	Authorized use of savings for SW Quad Community Park & Athletic Fields	-	(932,655)	(932,655)	-	-	-	-	N/A	-	(932,655)	n/a	n/a	n/a
UND	Authorized Use of Savings for ADA/Access Improvements Category	-	(189,890)	(189,890)	-	-	-	-	N/A	-	(189,890)	n/a	n/a	n/a
UND	Authorized Use of Savings for Renovate & Redevelop Neighborhood Parks	-	(422,139)	(422,139)	-	-	-	-	N/A	-	(422,139)	n/a	n/a	n/a
UND	Authorized Use of Savings for Multi-field/ Multi-purpose Athletic Field Dev.	-	(9,540)	(9,540)	-	-	-	-	N/A	-	(9,540)	n/a	n/a	n/a
	<b>Total Bond Administration Costs</b>	<b>1,450,000</b>	<b>(581,277)</b>	<b>868,723</b>	<b>504,372</b>	<b>-</b>	<b>504,372</b>	<b>37,325</b>		<b>541,697</b>	<b>327,026</b>	<b>37.6%</b>	<b>58.1%</b>	<b>93.1%</b>
	<b>Grand Total</b>	<b>100,000,000</b>	<b>4,651,642</b>	<b>104,651,642</b>	<b>99,427,464</b>	<b>720,518</b>	<b>100,147,982</b>	<b>4,136,423</b>		<b>104,284,506</b>	<b>367,136</b>	<b>0.4%</b>	<b>95.7%</b>	<b>96.0%</b>

**THPRD Bond Capital Program**  
**Funds Reprogramming Analysis - Based on Category Transfer Eligibility**  
**As of 9/30/2020**

	Category (Over) Under Budget
Limited Reprogramming	
Land: New Neighborhood Park	-
New Community Park	-
New Linear Park	-
New Community Center/Park	-
	-
	-
Nat Res: Restoration	40,110
Acquisition	-
	-
	40,110
All Other	
New Neighborhood Park Dev	-
Neighborhood Park Renov	-
New Community Park Dev	-
Community Park Renov	-
New Linear Parks and Trails	-
Athletic Field Development	-
Deferred Park Maint Replace	-
Facility Rehabilitation	-
ADA	-
Facility Expansion	-
Bond Admin Costs	327,026
	327,026
	327,026
<b>Grand Total</b>	<b>367,136</b>
	<b>367,136</b>



**MEMORANDUM**

Date: October 28, 2020  
 To: Board of Directors  
 From: Lori Baker, Business Services Director/CFO  
 Re: **System Development Report for September 2020**

The Board of Directors approved a resolution implementing the System Development Charge program on November 17, 1998. Below please find the various categories for SDC's, i.e., Single Family, Multiple Family and Non-residential Development. Also listed are the collection amounts for both the City of Beaverton and Washington County, and the 1.6% handling fee for collections through September 2020. This report includes information for the program for fiscal year to date.

Current Rate per Unit		With 1.6% Discount		Current Rate per Unit		With 1.6% Discount	
<b>Single Family</b>				<b>Multi-Family</b>			
North Bethany	\$ 13,513.00	\$ 13,296.79	North Bethany	\$ 10,785.00	\$ 10,612.44		
Bonny Slope West	14,087.00	13,861.61	Bonny Slope West	11,251.00	11,070.98		
South Cooper			South Cooper				
Mountain	13,905.00	13,682.52	Mountain	11,097.00	10,919.45		
Other	11,895.00	11,704.68	Other	9,494.00	9,342.10		
<b>Accessory Dwelling</b>				<b>Non-residential</b>			
Other	6,776.00	6,667.58	Other	397.00	390.65		

<b>City of Beaverton Collection of SDCs</b>		<b>Gross Receipts</b>	<b>Collection Fee</b>	<b>Net Revenue</b>
37 Single Family Units		\$ 500,472.35	\$ 7,657.57	\$ 492,814.78
- Single Family Units at \$489.09		-	-	-
144 Multi-family Units		1,345,261.84	21,874.18	1,323,387.66
- Less Multi-family Credits		-	-	-
- Accessory Dwelling Units		-	-	-
- Non-residential		16,515.19	264.24	16,250.95
<b>181</b>		<b>\$ 1,862,249.38</b>	<b>\$ 29,795.99</b>	<b>\$ 1,832,453.39</b>

<b>Washington County Collection of SDCs</b>		<b>Gross Receipts</b>	<b>Collection Fee</b>	<b>Net Revenue</b>
95 Single Family Units		\$ 1,231,374.94	\$ 19,656.24	\$ 1,211,718.70
(7) Less Credits		(91,902.64)	(1,494.35)	(90,408.29)
26 Multi-family Units		267,787.73	4,354.27	263,433.46
- Less Credits		-	-	-
5 Accessory Dwelling Units		33,879.98	542.08	33,337.90
- Non-residential		10,425.75	166.81	10,258.94
<b>119</b>		<b>\$ 1,451,565.76</b>	<b>\$ 23,225.05</b>	<b>\$ 1,428,340.71</b>

<b>Recap by Agency</b>		<b>Percent</b>	<b>Gross Receipts</b>	<b>Collection Fee</b>	<b>Net Revenue</b>
181	City of Beaverton	56.20%	\$ 1,862,249.38	\$ 29,795.99	\$ 1,832,453.39
119	Washington County	43.80%	1,451,565.76	23,225.05	1,428,340.71
<b>300</b>		<b>100.00%</b>	<b>\$ 3,313,815.14</b>	<b>\$ 53,021.04</b>	<b>\$ 3,260,794.10</b>

System Development Charge Report, September 2020

	Recap by Dwelling				Total
	Single Family	Multi-Family	ADU	Non-Resident	
City of Beaverton	37	144	-	-	181
Washington County	88	26	5	-	119
	<b>125</b>	<b>170</b>	<b>5</b>	<b>-</b>	<b>300</b>

**Total Receipts Fiscal Year to Date**

Gross Receipts	\$	3,313,815.14	
Collection Fees		(53,021.04)	
	\$	3,260,794.10	
Interest	\$	78,712.30	\$ <b>3,339,506.40</b>

**Total Payments Fiscal Year to Date**

Refunds	\$	-	
Administrative Costs		-	
Project Costs -- Development		(803,230.14)	
Project Costs -- Land Acquisition		(32,498.27)	<b>(835,728.41)</b>
	\$		<b>2,503,777.99</b>

Beginning Balance 7/1/20			27,168,251.22
<b>Current Balance</b>			<b>\$ 29,672,029.20</b>

**Recap by Month, FY 2020/21**

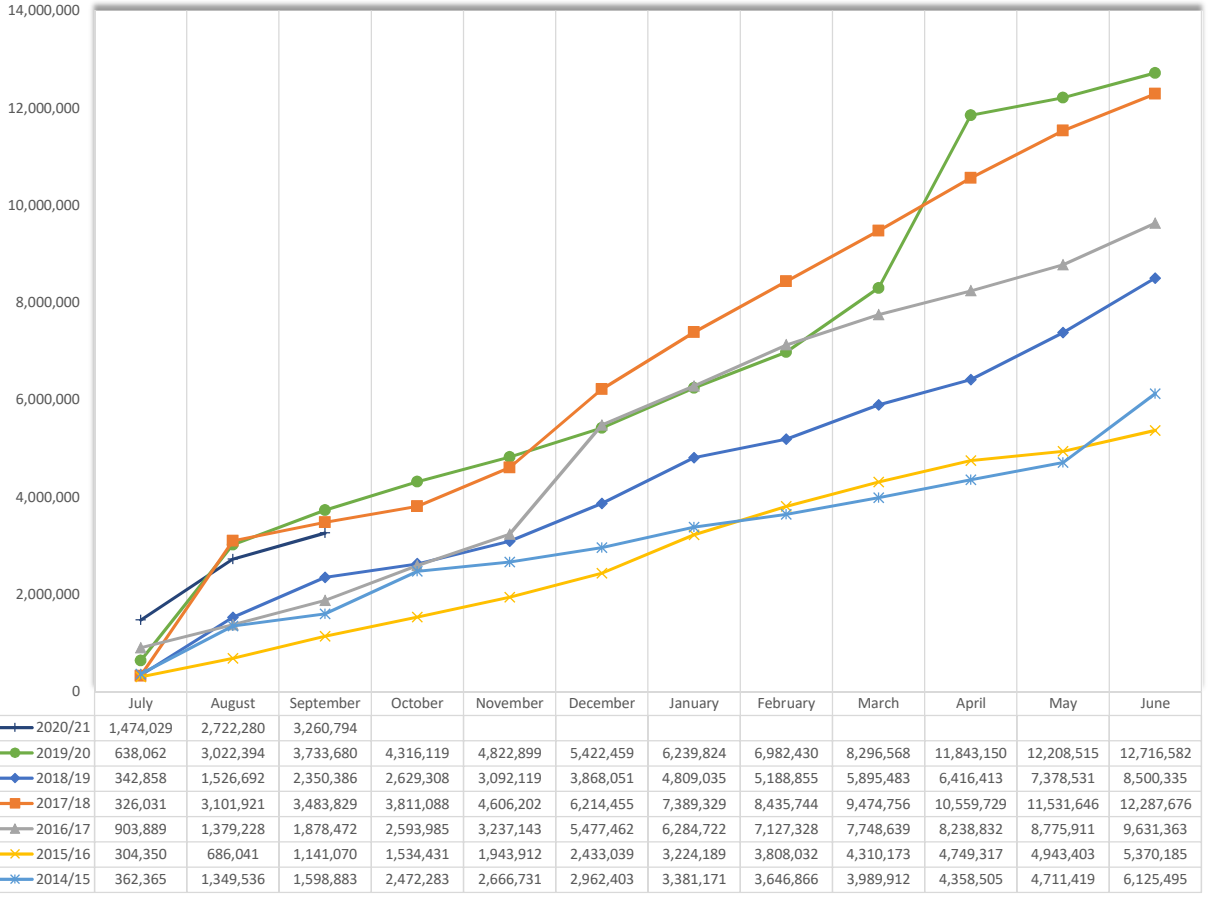
	Net Receipts	Expenditures	Interest	SDC Fund Total
July	\$ 1,474,029.05	\$ (336,745.01)	\$ 29,152.80	\$ 1,166,436.84
August	1,248,251.24	(186,571.28)	24,648.11	1,086,328.07
September	538,513.81	(312,412.12)	24,911.39	251,013.08
October	-	-	-	-
November	-	-	-	-
December	-	-	-	-
January	-	-	-	-
February	-	-	-	-
March	-	-	-	-
April	-	-	-	-
May	-	-	-	-
June	-	-	-	-
	<b>\$ 3,260,794.10</b>	<b>\$ (835,728.41)</b>	<b>\$ 78,712.30</b>	<b>\$ 2,503,777.99</b>

Beginning Balance 7/1/20				27,168,251.22
<b>Current Balance</b>				<b>\$ 29,672,029.20</b>

**Recap by Month, by Unit**

	Single Family	Multi-Family	Non-Residential	ADU	Total Units
July	41	98	-	2	141
August	43	72	-	2	117
September	41	-	-	1	42
October	-	-	-	-	-
November	-	-	-	-	-
December	-	-	-	-	-
January	-	-	-	-	-
February	-	-	-	-	-
March	-	-	-	-	-
April	-	-	-	-	-
May	-	-	-	-	-
June	-	-	-	-	-
	<b>125</b>	<b>170</b>	<b>-</b>	<b>5</b>	<b>300</b>

### SDC NET RECEIPTS



### SDC EXPENDITURES

