

**CHEHALEM PARK AND RECREATION DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
CHEHALEM ADMINISTRATION OFFICE
125 S. ELLIOTT ROAD
NEWBERG, OREGON
APRIL 23, 2020
6:00 P.M.
AGENDA**

- I. Call To Order**
- II. Roll Call**
- III. Approval of or Additions to the Agenda**
- IV. Approval of Consent Agenda**
 - A. Approval Minutes Regular Board Meeting March 26, 2020, Budget Committee Meeting April 7, 2020
 - B. Approval of Bills Payable
 - C. Approval of March Financials
- V. Public Participation**
 - A. Others not on Agenda
- VI. Action Items/Committee Reports/Board Comments**
 - A. Discussion of Current District Operations
 - B. Reports and Comments from Board Members
- VII. Old Business**
 - A. Updates on Projects and Questions
 - B. Budget Committee Additions
- VIII. From the Superintendent's Desk**
 - A. Financial Report and Questions
 - B. Superintendent's Report
 - 1. Audit Update
 - C. Staff Reports
- IX. Correspondence**
 - A. Citizens' Comments/Evaluations
 - B. Miscellaneous Info
- X. Adjournment**

Next meeting is May 28, 2020 next regular Board meeting. Remember Public Hearing on 2020-21 budget

To: Board of Directors
From: Superintendent
Date: April 20, 2020
Re: Background information for April 23, 2020 Board Meeting
Number corresponds to Agenda Item

II. ROLL CALL – We need 3 present for the meeting. Please call if you cannot attend. **PLEASE REMEMBER MEETING AT THE DISTRICT OFFICE. YOU CAN CALL IN FOR MEETING.**

Please see page 4 for index for page numbers

III. APPROVAL OR ADDITIONS TO AGENDA – If you wish additions please give me a call

IV. APPROVAL OF CONSENT AGENDA

- A. Approval of Board Meeting Minutes – Please see pages (5-8) for Regular Meeting Minutes of March 26, 2020 as submitted. Approval of Budget Committee Minutes April 7, 2020. See pages (9-12)

RECOMMENDATION: Approval of Regular Board Meeting Minutes for March 26, 2020
Approval of Budget Committee Minutes April 7, 2020

- B. Approval of Bills Payable - Bills Payable summary is on page (13) for review. I will have copies of all the bills payable for review at the meeting or you may call me for copy.

RECOMMENDATION: Approval of Bills Payable totaling \$278,766.43 General Fund, \$0.00 Capital Pool Construction and Loan Fund, \$5,442.75 SDC Fund, \$0.00 Foundation

- C. Approval of March Financial – Copies of the Financials will be at the meeting to review. Please call me for a copy if needed. A summary is available on page (14) for review.

RECOMMENDATION: Approve March Financials

V. PUBLIC PARTICIPATION

- A. Others not on agenda – We have no other request at this time.

VI. ACTION ITEMS/COMMITTEE REPORTS/BOARD COMMENTS.

- A. Discussion of District Current Operation – Please see (15-17)
B. Reports/Comments from Board Members – Given at meeting

VII. OLD BUSINESS

- A. Update on Projects – Will discuss at meeting. Staff will be present to answer questions.
Projects to discuss: Status of paddle launch, Trail Development. Status of Projects.

VIII. **FROM THE SUPERINTENDENTS DESK**

- A. Financial Report and Questions. The projected ending balance was higher for 2017-18 than 2016-17 in the general fund. We did not have to borrow for the 2017-18, 2018-19, and 2019-20 budget. The debt is for the golf course, property on the river, fitness center and pool bond. We are allowed about \$92,400,000.00 in debt. Currently we have about \$35,260,787.00. SDC Beginning balance is higher and revenue is up. Revenue is up in SDC because we raised the fee. We refinanced the loans for the golf course, property and combined them with the loan for the pool and fitness center. This was done to save money. Currently we have two loans and one bond.

<u>GENERAL FUND SUMMARY</u>			
DESCRIPTION	AS OF 3/31/18-19	AS OF 3/31/19-20	DIFFERENCE
TOTAL EXPENDITURES	\$ 4,303,083.58	\$ 4,293,406.21	\$ < 9,677.37>
TOTAL OPERATION EX.	\$ 3,874,283.33	\$ 3,956,656.11	\$ 82,372.78
TOTAL CAP/AQ/DEV/TRS	\$ 428,800.25	\$ 336,750.10	\$ < 92,050.15>
 TOTAL REVENUE	 \$ 7,350,921.49	 \$ 7,867,886.80	 \$ 516,965.31
TOTAL TAXES	\$ 2,928,986.96	\$ 3,013,825.03	\$ 84,838.07
TOTAL FEES & CHARGES	\$ 2,307,321.32	\$ 2,368,450.80	\$ 61,129.48
TOTAL OTHER REVENUE	\$ 207,897.94	\$ 580,451.33	\$ 372,553.39
BEGINNING BALANCE	\$ 1,906,715.27	\$ 1,905,159.64	\$ < 1,555.63>
<u>BALANCE</u>	<u>\$ 3,047,837.91</u>	<u>\$ 3,574,480.59</u>	<u>\$ 526,642.68</u>

<u>SDC FUND SUMMARY</u>			
DESCRIPTION	AS OF 3/31/18-19	AS OF 3/31/19-20	DIFFERENCE
BEGINNING BALANCE	\$ 1,346,770.77	\$ 2,336,308.35	\$ 989,537.58
INTEREST	\$ 1,939.45	\$ 29,450.70	\$ 27,511.25
CITY OF NEWBERG	\$ 753,669.67	\$ 962,550.13	\$ 208,880.46
CITY OF DUNDEE	\$ 18,209.38	\$ 55,738.48	\$ 37,529.10
COUNTY OF YAMHILL	\$ 63,451.89	\$ 127,094.36	\$ 63,642.47
TOTAL REVENUE	\$2,184,041.16	\$3,511,142.02	\$ 1,327,100.86
TOTAL EXPENDITURE	\$ 56,749.89	\$ 866,849.64	\$ 810,099.75
<u>BALANCE</u>	<u>\$ 2,127,291.27</u>	<u>\$2,644,292.38</u>	<u>\$ 517,001.11</u>

Please note the operational cost is up. The operational revenue is up slightly. SDC Fund is up.

Please remember the fitness center debt was to come out of SDC's.

- B. Superintendent Report – To be given at meeting.
C. Staff Reports – Please see pages (18-28).

IX. **CORRESPONDENCE**

- A. Citizens Comments/Evaluations – Please see Page (29)
B. Miscellaneous Information – Please see page (30-62).

X. **ADJOURNMENT**

Next meeting is May 28, 2020. This meeting is the Public Hearing for the 2020=21 budget.

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CHEHALEM PARK AND RECREATION DISTRICT
REGULAR BOARD MEETING
CPRD Administration Office
125 S. Elliott Road
March 26, 2020
MINUTES

- I. Bart Rierson called the meeting to order 6:00 p.m.
- II. Roll Call
 - Board members:
 - Peter Siderius
 - Bart Rierson - Remotely
 - Don Loving
 - Mike Ragsdale - Remotely
 - Lisa Rogers - Remotely
 - CPRD Staff:
 - Don Clements, Superintendent
 - Casey Creighton, Basic Services Supervisor/Park and Facilities Supervisor
 - Julie Petersen, Special Services Supervisor/Recreation Supervisor
 - Kellan Sasken, Special Services/Golf Director - Remotely
 - Shy Montoya, Administrative Coordinator - Remotely
 - Public:
 - Truman Stone, City of Newberg
- III. Approval of or changes to agenda –
 - Lisa motioned to add discussion of COVID-19 to the meeting.
 - Moved Lisa Rogers
 - Board decided not to have a motion, but instead approved by consensus to include the discussion of COVID-19.
- IV. Approval of consent agenda
 - a. Approval of minutes of regular Board meeting February 27, 2020
 - b. Approval of bills payable
 - c. Approval of February financials
 - d. Moved Lisa Rogers
 - e. Second Pete Siderius
 - Passed unanimously
- V. Public participation - Truman Stone thanked us all for what we are doing and wished us well; he said he is attending tonight remotely in order to see how it went, because the City of Newberg is planning to hold it council meeting by

Zoom next week, and he wanted to see how it went.

- VI.** COVID-19 - Lisa thanked Kat Ricker for publicizing CPRD's actions in the public health crisis, and she asked Don what CPRD has been doing besides the childcare program, and whether we were doing anything with other municipal partners. Don said all we were doing is the childcare program. Julie gave an update of the childcare program, called Camp CARE Essentials. Lisa asked whether any of our facilities would be used as shelter sites; Julie said the armory would be available, but that the struggle is finding workers willing to work at these sites because many have children themselves, and many GFU students have left town.

VII. Action items/committee reports/Board comments

- a. Approval of Resolution 03-01-20, dissolving Capital Project Fund bank account, as it is no longer needed and the bank was charging \$200 per month to maintain the account. The remaining fund will be transferred to SDC Fund and all remaining checks will be issued from that. Debt Service Fund remains (Both funds were established by Resolution 06-05-15.).

Moved Pete Siderius

Second Lisa Rogers

Passed unanimously

- b. Approval of contract with Bernhardt Golf for golf course bunker sand and drainage replacement (affects 41 bunkers) - \$23,500.00. Kellan gave an update. Motion to approve contract.

Moved Pete Siderius

Second Lisa Rogers

Passed unanimously

- c. Reports and comments from Board members

Peter Siderius - Plant sale will be through Booster club online auction website beginning in April, so no one-on-one contact with people.

Bart Rierson - Willamette Riverkeepers is discussion on potential sale of land upstream of Ash Island, has put earnest money down, and will do some fundraising to purchase the rest of Ash Island. Bart says he can foresee having camping on the island.

Don Loving - Did not give a report

Mike Ragsdale - Said nothing to report

Lisa Rogers - Said nothing to report

VIII. Old business/project updates

- a. Casey Creighton said we received bids on Friends' Park, the committee met, and decided on the playground structure. It will be ordered and hopefully arrive six to eight weeks, and he hopes to have fuller staff by then. Right now have laid off all part-time workers and have only two full-time people at golf course, and five in parks department.

He and Don Clements met with DEQ and gave them the Phase I Environmental Study Assessment on the landfill property. They will continue to work on this. He and Don have had several meetings with City people and Providence on coronavirus situation, and it takes daily meetings to keep up on the constant changes, but moving to work forward.

Siderius asked about the feasibility study on the campground. Casey everything is on hold, have lowered pool and building temperatures; there is no revenue coming in.

Next meeting with Jan Sander and architects takes place March 31; this is moving toward a concept plan, not yet a masterplan.

Pete asked about payment to Triplett Wellman that is cited in packet; Clements explained this was waiting for approval of Resolution 03-01-20.

b. Budget Committee update - Clements said we are not permitted to add ad hoc members, and cited email (page 16) from Arien Stewart, Finance, Taxation and Exemptions Analyst for Oregon Department of Revenue's Property Tax Division; Stewart cited statute ORS 394.414. Also, Stewart advised that it is fine for CPRD to add a call-in option for the April 7th budget meeting; however, CPRD should republish the notice announcing this and providing the call-in information. Kat did this.

IX. From the superintendent's desk

- a. Financial report – Don Clements said this year is much better than last, that the audit went much better.

Motion to approve financial report as presented

Moved

Second

Passed unanimously

- b. Superintendent's report – Nothing to add.

Lisa asked whether anyone had been laid off; Don said part-time staff had been laid off so that they could collect unemployment. Lisa asked if the intention was to rehire them later; Don said yes.

- c. Staff reports – Kellan talked more about bunkers. He described all of the changes that have been put in place due to coronavirus, including walk only/no carts. Today, 120 rounds were played. Aerating would be done next week.

Julie gave an update on aquatic and fitness center, that Tara and Wendy had been cleaning while it was closed. She gave an update on the sports activity suspensions and likely season cancellations. She explained the refund policies for aquatic and fitness center, and said so far, no one had come forward to cancel.

Shy said we are in the middle of an audit, but their computers are down, and it will be slower, since they are all working at home. Paychecks will

be mailed instead of picked up in person, for those who still choose to receive paper checks.

Casey said parks staff will work at golf course, and other duties shared across departments on the skeleton staff, to get through all of the projects on schedule for this year.

Bart expressed gratitude for staff. Casey said everyone on staff is feeling more safe since part-time staff had been laid off; there had been issues with too many people and congregation.

X. Correspondence

A. Citizen comments/evaluations – No discussion

B. Other - Bart asked about County landfill property, whether we had discussed the possibility of using Baker Rock property for paddle launch in the interim. Don Clements said he would contact them.

Lisa thanked the staff and said let us know what we can do to help you, and stay safe.

XI. Adjournment – Lisa Rogers moved to adjourn 7:00 p.m.

Respectfully Submitted,

Kat Ricker, Public Information Director

MINUTES
Chehalem Park & Recreation District Budget Committee
Annual Budget Meeting
125 S. Elliott Road
Newberg, OR 97132
6:00 p.m. April 7, 2020

I. Meeting called to order by Bart Rierson, 6:01 p.m.

A. Budget Committee Members

Present

Mike McBride *in person*
Elizabeth Comfort *excused*
Elijah Dickson *remote*
Bob Phillips *remote*
Andrew Yinger *remote*

B. Board of Directors

Present

Don Loving *in person*
Lisa Rogers *remote*
Pete Siderius *in person*
Mike Ragsdale *remote*
Bart Rierson *remote*

C. CPRD Staff

Present (indicate if remote)

Don Clements *in person*
Casey Creighton *in person*
Shy Montoya *remote*
Julie Petersen *in person*
Kat Ricker *in person*
Kayla McElligott *in person*
Wendy Roberts *remote*

D. Public

N/A

II. Election of Budget Committee Officers

President: Bart Rierson
Motion: Don Loving
Second: Mike McBride
Approved unanimously

Vice President: Bob Phillips
Motion: Mike Ragsdale
Second: Bart Rierson
Approved unanimously

Secretary: Elijah Dickson
Motion: Don Loving
Second: Mike McBride
Approved unanimously

Motion to approved the minutes/agenda

Motion: Mike Ragsdale
Second: Andrew Yinger
Approved unanimously

III. Budget message delivered by Budget Officer

Budget Officer Don Clements explained the Budget Overview.
No major expended services budgeted. See discussion below.

IV. Discussion on budget

See below.

V. Motion made to pass the budget

Motion: Mike McBride
Second: Andrew Yinger
Approved unanimously

VI. Overview of funds

- A.** General Fund: \$77,000 less this year than last year. The big difference is in the transfers. *We are up in personnel and material services. Budgeted the same for contingency.*
- B.** Equipment & Major Maintenance Fund (no longer in use)
- C.** System Development Fund: *Increased it about \$420,000. From roughly \$1.4 million to \$1.8 million.*
- D.** Loan Service Fund: *Decreased about \$496,000.*
- E.** Bond Debt Fund: *Stayed about the same. This pays our dept on the pool and is tax supported.*
- F.** Pool Capital Fund: *Board closed that fund, and budgeted \$0.00.*

Discussion brought up by *Rogers* on why the beginning balance is lower than it has been in the last five years. *Clements* explained that the process we are in now won't be the normal, so our ending will be lower so we won't have to borrow.

Discussion brought up by *Rogers* about priority projects (campground and Ewing Young bridge) on how and why the money is being split up. *Clements* explained that part of the money assigned for the campground will be put towards the Ewing Young bridge.

Other, general discussion about the budget, including SDCs.

Some confusion on budget numbers from Board of Directors and Budget Committee Members. *Clements* cleared up all confusion.

Rogers asks why we don't keep more money for the campground, since it is a priority project. *Creighton* says that we have a feasibility study done, but that there is a lot of other things still in the way. CPRD can do as much as we can, but there's still a lot of infrastructure and moving pieces at play, as well at other entities and counties involved and we don't want to force anything.

Siderius asks if we have a plan in place for the other side of the Ewing Young bridge. He notes that it doesn't make sense to put in a bridge if we aren't going to do the rest of the work. *Creighton* assures that we are going to try to apply for a grant to finish the other side. *Rogers* adds that if we can commit to building the bridge, there's a lot of people that would donate time and resources. *Rierson* agrees to that we could get volunteers out there, and that it could make a great addition to the park.

Some Board members are confused on what's going on. *Clements* clears up any confusion.

More discussion about SDCs and why CPRD is reserving some. *Creighton* explains that we want one year in reserves because we don't know how long [COVID-19] is going to go on, so it would be nice to have reserves.

Clements stated that he is satisfied with the way CPRD is budgeted, and that it's better to be safe than sorry. That CPRD has been conservative in the past, and because of that, he's confident that we can get through this crisis.

More discussion and clarification by *Clements* on the budget.

Rogers Brought up some typos that need to be corrected on page 37, 38, and 39. *Clements* will make those corrections.

Motion made to amend page 124 to reduce the amount of the development of the campground from \$601,849 to \$301,849. And then add a line item under Parks that says Ewing Young bridge and trails and put \$300,000 into the budget for that.

Motion: Lisa Rogers

Second: Pete Siderius

Approved unanimously

VII. Public input on budget

No public

VIII. Approval of proposed Budget and tax rate

- A.** Approval of Resolution Approving Levying Taxes at the rate of \$.9076 per \$1,000 of assessed value for operations for tax year 2020–21, with debt service in the amount of \$1,393,399.00 to be excluded from limitation.

Motion: Andrew Yinger

Second: Lisa Rogers

Approved unanimously

B. Approval of 2020–21 Budget of \$11,949,167.00.

Motion: Don Loving

Second: Mike Ragsdale

Approved unanimously

C. Approval of Resolution Making Appropriations for 2020–21 grand total of funds of \$11,949,167.00.

Motion: Pete Siderius

Second: Mike McBride

Approved unanimously

Rierson thanks everyone and states that it's not easy to do over the phone, so he appreciates everyone's effort in this.

Phillips thanks *Rierson* and states that he did a "heck of a good job." *Rogers* agrees.

Ragsdale brings up an off-agenda item and asks *Clements* on what kind of impact COVID-19 is going to have on district. *Clements* states that CPRD has already had to lay off all part time staff and only has full time staff right now, and that is what is intended until further notice. He also states that these are not usual times, and that CPRD will know more each month, and will address it at each board meeting. *Clements* also reassures that the good news is, CPRD has been conservative in the past, and because of that practice, it will help to overcome this. We will just have to wait and see.

Ragsdale requests comparisons in revenue throughout the years for the board meeting coming up. *Clements* has that information and will put it together to share in the board packet so everyone can see it.

Someone asks if there is a way to predict the future of SDCs. *Clements* says no.

Move to adjourn the meeting: Lisa Rogers

Passed

Meeting adjourned at 7:21 p.m.

Submitted by

Kayla McElligott

**GENERAL FUND
ACCOUNTS PAYABLE AND PAYROLL
UP TO APRIL 18, 2020**

<u>CHECK NUMBERS</u>	<u>AMOUNT</u>	<u>TYPE CHECKS</u>
121903-191924	\$ 21,811.95	ACCOUNTS PAYABLE
121925-121973	\$ 18,794.19	PAYROLL
DIRECT DEPOSIT	\$ 43,431.71	PAYROLL
121974-122271	\$ 101,294.52	ACCOUNTS PAYABLE
122231MIS PRINT 122216VOIDED 121884VOIDED 121886VOIDED 121803VOIDED		
122272-122296	\$ 12,344.58	PAYROLL
DIRECT DEPOSIT	\$ 30,473.83	PAYROLL
121466 GOLF CHECK	\$ 40.00	ACCOUNTS PAYABLE
121470-121474GOLF CHECKS	\$ 1,196.97	ACCOUNTS PAYABLE
121862-121863GOLF CHECKS	\$ 553.54	ACCOUNTS PAYABLE
1905-1910	\$ 48,825.14	WIRE TRANSFER
GRAND TOTAL	\$ 278,766.43	

BREAKOUT

<u>ACCOUNTS PAYABLE</u>	\$ 124,896.98
<u>PAYROLL</u>	\$ 105,044.31
<u>WIRE TRANSFER</u>	\$ 48,825.14

ACCOUNTS PAYABLE FOR SDC FUND

<u>CHECK NUMBERS</u>	<u>AMOUNT</u>	<u>TO WHOM</u>
159	\$ 442.75	AGRIMIS PLANNING & DESIGN
160	\$ 5,000.00	PIERCE & SONS NURSERIES
GRAND TOTAL	\$ 5,442.75	

ACCOUNTS PYABLE FOR LOAN SERVICE FUND

<u>CHECK NUMBERS</u>	<u>AMOUNT</u>	<u>TO WHOM</u>
NO CHECKS	\$ 0.00	
GRAND TOTAL	\$ 0.00	

ACCOUNTS PAYABLE FOR CAPITAL POOL CONSTRUCTION & POOL BOND

<u>CHECK NUMBERS</u>	<u>AMOUNT</u>	<u>TO WHOM</u>
NO CHECKS	\$ 0.00	
GRAND TOTAL	\$ 0.00	

BREAKOUT

<u>CAPITAL POOL CONST.</u>	\$ 0.00
<u>POOL BOND DEBT</u>	\$ 0.00

ACCOUNTS PAYABLE FOR FOUNDATION

<u>CHECK NUMBERS</u>	<u>AMOUNT</u>	<u>TO WHOM</u>
NO CHECKS		
GRAND TOTAL	\$ 0.00	

**FINANCIAL OVERVIEW
GENERAL FUND SUMMARY**

DESCRIPTION	AS OF 3/31/18-19	AS OF 3/31/19-20	DIFFERENCE
Total Operational Expense	\$ 3,874,283.33	\$3,956,656.11	\$ 82,372.78
Total Capital Outlay & Transfers	\$ 428,800.25	\$ 336,750.10	\$ < 92,050.15>
GRAND TOTAL EXPENSES	\$ 4,303,083.58	\$4,293,406.21	\$ < 9,677.37>
Total Tax Revenue	\$ 2,928,986.96	\$3,013,825.03	\$ 84,838.07
Total Fees & Charges Revenue	\$ 2,307,321.32	\$2,368,450.80	\$ 61,129.48
Total Other Revenue	\$ 207,897.94	\$ 580,451.33	\$ 372,553.39
Beginning Balance	\$ 1,906,715.27	\$1,905,159.64	\$ < 1,555.63>
GRAND TOTAL REVENUE	\$ 7,350,921.49	\$7,867,886.80	\$ 516,965.31

SDC FUND SUMMARY

DESCRIPTION	AS OF 3/31/18-19	AS OF 3/31/19-20	DIFFERENCE
GRAND TOTAL EXPENSES	\$ 56,749.89	\$ 866,849.64	\$ 810,099.75
TOTAL REVENUE	\$ 837,270.39	\$1,174,833.67	\$ 337,563.28
BEGINNING BALANCE	\$1,346,770.77	\$2,336,308.35	\$ 989,537.58
GRAND TOTAL REVENUE	\$2,184,041.16	\$3,511,142.02	\$ 1,327,100.86

LOAN SERVICE FUND SUMMARY

DESCRIPTION	AS OF 3/31/18-19	AS OF 3/31/19-20	DIFFERENCE
GRAND TOTAL EXPENSES	\$ 335,360.63	\$ 193,879.52	\$ <141,481.11>
REVENUE TRANSFERS	\$ 335,360.63	\$ 193,879.52	\$ <141,481.11>
INTREST	\$ 686.10	\$ 502.66	\$ < 183.44>
BEGINNING BALANCE	\$ 31,991.74	\$ 32,882.14	\$ 890.40
GRAND TOTAL REVENUE	\$ 368,038.77	\$ 227,264.32	\$ <140,774.45

EQUIPMENT AND MAJOR MAINTENANCE FUND SUMMARY

DESCRIPTION	AS OF 3/31/18-19	AS OF 3/31/19-20	DIFFERENCE
GRAND TOTAL EXPENSES	\$ 0.00	\$ 0.00	\$ 0.00
TOTAL REVENUE	\$ 0.00	\$ 0.00	\$ 0.00
BEGINNING BALANCE	\$ 0.00	\$ 0.00	\$ 0.00
GRAND TOTAL REVENUE	\$ 0.00	\$ 0.00	\$ 0.00

CAPITAL PROJECT POOL FUND SUMMARY

DESCRIPTION	AS OF 3/31/18-19	AS OF 3/31/19-20	DIFFERENCE
GRAND TOTAL EXPENSES	\$ 5,935,895.64	\$ 65,197.28	<\$ 5,870,698.36>
GRAND TOTAL REVENUE	\$<3,777,751.95>	\$ 486,025.91	<\$ 3,291,726.04>

BOND LOAN SERVICE SUMMARY

DESCRIPTION	AS OF 3/31/18-19	AS OF 3/31/19-20	DIFFERENCE
GRAND TOTAL EXPENSES	\$ 350,869.12	\$ 339,387.72	<\$ 11,481.40>
GRAND TOTAL REVENUE	\$ 1,369,590.17	\$ 1,545,247.77	\$ 175,657.06

To: Board of Directors

From: Superintendent

Date: April 20, 2020

Subject: District Operations

On March 18th we began closing down the facilities. All part-time staff was laid off. We did not lay off any full-time staff. We began to discuss what we would do. We decided to reopen CARE program. The golf course operations were altered and some full time staff was reassigned. We closed all park amenities. Parks and trails were left open, with mandatory safe social distancing.

Attached page (16-17) to this is a spreadsheet are monthly operation expenditures and revenue.

It is projected our expenditures will be about \$400,000.00 for the next three months or \$1.2 million. It is projected our revenue will be about \$200,000.00 for the next three months or \$.6 million.

Our beginning balance for this year will be about \$1.9 million. Our ending balance for this year would be about \$1.3 million.

This all assumes we can start operation in June. If this is not the case we will revisit the situation at our May Board meeting.

Currently everyone is working at home when possible. Will answer any questions at our meeting or call me at 503 537 4165.

	JUL 2019	AUG 2019	SEP 2019	OCT 2019	NOV 2019	DEC 2019	JAN 2020	FEB 2020	MAR 2020	APR 2020	MAY 2020	JUN 2020
TOTAL GEN FUND	\$ 514,108.54	\$ 565,687.85	\$ 557,933.91	\$ 444,769.42	\$ 429,726.63	\$ 392,894.00	\$ 398,630.66	\$ 556,944.13	\$ 432,711.07	\$ -	\$ -	\$ -
GEN FUND TRANSFERS	\$ 180,326.98		\$ -	\$ -	\$ -	\$ -	\$ 13,552.54	\$ -	\$ -	\$ -	\$ -	\$ -
GEN FUND AQ & DEV	\$ -	\$ 77,724.74	\$ 27,134.81	\$ -	\$ -	\$ 4,952.80	\$ 1,390.00	\$ 18,217.19	\$ 13,451.04	\$ -	\$ -	\$ -
GEN FUND OPER	\$ 333,781.56	\$ 487,963.11	\$ 530,799.10	\$ 444,769.42	\$ 429,726.63	\$ 387,941.20	\$ 383,688.12	\$ 538,726.94	\$ 419,260.03	\$ -	\$ -	\$ -
	JUL 2018	AUG 2018	SEP 2018	OCT 2018	NOV 2018	DEC 2018	JAN 2019	FEB 2019	MAR 2019	APR 2019	MAY 2019	JUN 2019
TOTAL GEN FUND	\$ 691,800.07	\$ 467,051.61	\$ 526,312.15	\$ 398,327.69	\$ 625,396.97	\$ 318,616.63	\$ 408,252.86	\$ 458,328.59	\$ 393,238.60	\$ 394,267.08	\$ 403,828.09	\$1,230,403.28
GEN FUND TRANSFERS	\$ 176,800.72	\$ -	\$ -	\$ 600.00	\$ 142,631.08	\$ -	\$ 15,319.83	\$ -	\$ -	\$ -	\$ -	\$ 602,110.27
GEN FUND AQ & DEV	\$ 72,370.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,769.62	\$ -	\$ 300.00	\$ 1,780.70	\$ 3,315.00	\$ 3,531.20
GEN FUND OPER	\$ 442,629.35	\$ 467,051.61	\$ 526,312.15	\$ 397,727.69	\$ 482,765.89	\$ 318,616.63	\$ 372,163.41	\$ 458,328.59	\$ 392,938.60	\$ 392,486.38	\$ 400,513.09	\$ 624,761.81
	JUL 2017	AUG 2017	SEP 2017	OCT 2017	NOV 2017	DEC 2017	JAN 2018	FEB 2018	MAR 2018	APR 2018	MAY 2018	JUN 2018
TOTAL GEN FUND	\$ 549,757.54	\$ 539,816.32	\$ 490,590.00	\$ 390,583.55	\$ 292,205.95	\$ 698,136.86	\$ 450,147.19	\$ 303,958.72	\$ 400,949.17	\$ 329,363.65	\$ 551,928.72	\$ 486,982.10
GEN FUND TRANSFERS	\$ 222,566.25		\$ 800.00	\$ 13,395.97	\$ -	\$ 361,559.02	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
GEN FUND AQ & DEV	\$ 7,350.00	\$ 27,419.27	\$ 18,852.02	\$ 10,496.80	\$ -	\$ -	\$ -	\$ -	\$ 63,921.43	\$ -	\$ 188,497.00	\$ 50,653.44
GEN FUND OPER	\$ 319,841.29	\$ 512,397.05	\$ 470,937.98	\$ 366,690.78	\$ 292,205.95	\$ 336,577.84	\$ 450,147.19	\$ 303,958.72	\$ 337,027.74	\$ 329,363.65	\$ 363,431.72	\$ 436,328.66
	JUL 2016	AUG 2016	SEP 2016	OCT 2016	NOV 2016	DEC 2016	JAN 2017	FEB 2017	MAR 2017	APR 2017	MAY 2017	JUN 2017
TOTAL GEN FUND	\$ 583,943.31	\$ 559,300.53	\$ 578,262.19	\$ 381,534.54	\$ 323,277.47	\$ 474,423.83	\$ 524,006.95	\$ 299,207.69	\$ 422,407.45	\$ 509,566.49	\$ 214,188.85	\$ 666,862.78
GEN FUND TRANSFERS	\$ 226,992.19	\$ -	\$ 800.00	\$ 15,800.00	\$ -	\$ -	\$ 231,070.54	\$ -	\$ -	\$ 135,800.00	\$ -	\$ 1,250.00
GEN FUND AQ & DEV	\$ 1,072.50	\$ 140,135.08	\$ 117,165.28	\$ 22,206.68	\$ 21,434.50	\$ 81,710.83	\$ 18,230.57	\$ 1,167.25	\$ 67,578.65	\$ 56,037.03	\$ (173,922.11)	\$ 78,696.28
GEN FUND OPER	\$ 355,878.62	\$ 419,165.45	\$ 460,296.91	\$ 343,527.86	\$ 301,842.97	\$ 392,713.00	\$ 274,705.84	\$ 298,040.44	\$ 354,828.80	\$ 317,729.46	\$ 388,110.96	\$ 586,916.50
	JUL 2015	AUG 2015	SEP 2015	OCT 2015	NOV 2015	DEC 2015	JAN 2016	FEB 2016	MAR 2016	APR 2016	MAY 2016	JUN 2016
TOTAL GEN FUND	\$ 651,284.34	\$ 559,356.76	\$ 491,614.98	\$ 410,504.85	\$ 642,299.61	\$ 644,450.62	\$ 338,280.00	\$ 301,561.71	\$ 454,148.85	\$ 504,558.84	\$ 333,985.26	\$ 466,220.59
GEN FUND TRANSFERS	\$ 230,966.21			\$ 18,100.00	\$ 302,145.14	\$ 225,285.75				\$ 133,100.00	\$ -	\$ -
GEN FUND AQ & DEV		\$ 38,120.00				\$ 16,450.00	\$ 20,000.00	\$ 15,195.25	\$ 140,436.74	\$ 2,395.80	\$ 2,700.00	\$ 117,092.00
GEN FUND OPER	\$ 420,318.13	\$ 521,236.76	\$ 491,614.98	\$ 392,404.85	\$ 340,154.47	\$ 402,714.87	\$ 318,280.00	\$ 286,366.46	\$ 313,712.11	\$ 369,063.04	\$ 331,285.26	\$ 349,128.59
	JUL 2014	AUG 2014	SEP 2014	OCT 2014	NOV 2014	DEC 2014	JAN 2015	FEB 2015	MAR 2015	APR 2015	MAY 2015	JUN 2015
TOTAL GEN FUND	\$ 580,725.74	\$ 392,921.77	\$ 414,410.49	\$ 490,734.67	\$ 779,197.69	\$ 407,813.31	\$ 606,692.18	\$ 421,741.15	\$ 294,459.47	\$ 490,478.73	\$ 445,678.07	\$ 429,255.68
GEN FUND TRANSFERS	\$ 221,570.59			\$ 22,100.00	\$ 253,163.65	\$ 97,137.50	\$ 277,709.59			\$ 130,299.32		\$ 1,250.00
GEN FUND AQ & DEV	\$ 30,771.61	\$ 904.65	\$ 16,957.62		\$ 228,185.50	\$ 11,410.00	\$ 29,891.62			\$ 1,013.60	\$ 74,955.59	\$ 38,512.18
GEN FUND OPER	\$ 328,383.54	\$ 392,017.12	\$ 397,452.87	\$ 468,634.67	\$ 297,848.54	\$ 299,265.81	\$ 299,090.97	\$ 421,741.15	\$ 294,459.47	\$ 359,165.81	\$ 370,722.48	\$ 389,493.50

	JUL 2019	AUG 2019	SEP 2019	OCT 2019	NOV 2019	DEC 2019	JAN 2020	FEB 2020	MAR 2020	APR 2020	MAY 2020	JUN 2020
TOTAL GEN FUND	\$ 418,343.20	\$ 431,515.04	\$ 303,489.76	\$ 251,271.56	\$ 2,971,559.11	\$ 305,541.33	\$ 308,349.71	\$ 215,156.97	\$ 719,541.05	\$ -	\$ -	\$ -
TAXES	\$ 31,525.20	\$ -	\$ 11,185.27	\$ 5,349.85	\$ 2,708,301.83	\$ 96,826.08	\$ 51,495.82	\$ 19,308.75	\$ 65,033.81	\$ -	\$ -	\$ -
OTHER	\$ 4,609.68	\$ 538.19	\$ 30,568.28	\$ 16,100.72	\$ 17,732.72	\$ 8,673.40	\$ 42,121.13	\$ 5,483.00	\$ 463,206.33	\$ -	\$ -	\$ -
FEES & CHARGES	\$ 382,208.32	\$ 430,976.85	\$ 261,736.21	\$ 229,820.99	\$ 245,524.56	\$ 200,041.85	\$ 214,732.76	\$ 190,365.22	\$ 191,300.91	\$ -	\$ -	\$ -
	JUL 2018	AUG 2018	SEP 2018	OCT 2018	NOV 2018	DEC 2018	JAN 2019	FEB 2019	MAR 2019	APR 2019	MAY 2019	JUN 2019
TOTAL GEN FUND	\$ 400,085.86	\$ 648,742.50	\$ 268,283.06	\$ 249,571.27	\$ 2,506,546.98	\$ 182,941.20	\$ 210,160.21	\$ 230,124.17	\$ 308,903.12	\$ 277,213.09	\$ 346,886.78	\$ 564,810.36
TAXES	\$ -	\$ -	\$ -	\$ -	\$ 2,267,657.78	\$ -	\$ 33,843.34	\$ 26,604.90	\$ 57,116.45	\$ 14,539.49	\$ 23,084.02	\$ 52,948.42
OTHER	\$ 833.08	\$ 253,090.43	\$ 306.36	\$ 23,689.84	\$ 18,273.54	\$ 3,341.92	\$ 11,436.10	\$ 48,912.92	\$ (28,784.23)	\$ 6,860.93	\$ 40.00	\$ 59,286.48
FEES & CHARGES	\$ 399,252.78	\$ 395,652.07	\$ 267,976.70	\$ 225,881.43	\$ 220,615.66	\$ 179,599.28	\$ 164,880.77	\$ 154,606.35	\$ 280,570.90	\$ 255,812.67	\$ 323,762.76	\$ 452,575.46
	JUL 2017	AUG 2017	SEP 2017	OCT 2017	NOV 2017	DEC 2017	JAN 2018	FEB 2018	MAR 2018	APR 2018	MAY 2018	JUN 2018
TOTAL GEN FUND	\$ 352,179.76	\$ 381,717.84	\$ 305,501.02	\$ 181,760.22	\$ 3,344,287.23	\$ 276,472.11	\$ 180,638.55	\$ 196,063.71	\$ 203,979.94	\$ 239,765.27	\$ 297,544.02	\$ 340,243.51
TAXES	\$ 25,939.01	\$ 10,745.13	\$ 13,914.82	\$ -	\$ 3,256,906.15	\$ 100,000.00	\$ 34,820.25	\$ 20,428.69	\$ -	\$ 20,821.77	\$ -	\$ -
OTHER	\$ 2,267.99	\$ 1,694.63	\$ 714.23	\$ 22,753.21	\$ -	\$ 1,594.16	\$ 6,006.83	\$ 712.00	\$ 129.33	\$ 11,479.31	\$ 1,765.00	\$ 6,095.32
FEES & CHARGES	\$ 323,972.76	\$ 369,278.08	\$ 290,871.97	\$ 159,007.01	\$ 87,381.08	\$ 174,877.95	\$ 139,811.47	\$ 174,923.02	\$ 203,850.61	\$ 207,464.19	\$ 295,779.02	\$ 334,148.19
	JUL 2016	AUG 2016	SEP 2016	OCT 2016	NOV 2016	DEC 2016	JAN 2017	FEB 2017	MAR 2017	APR 2017	MAY 2017	JUN 2017
TOTAL GEN FUND	\$ 340,346.83	\$ 382,831.78	\$ 315,670.07	\$ 174,433.98	\$ 2,645,799.57	\$ 262,712.75	\$ 185,694.93	\$ 152,999.25	\$ 287,193.62	\$ 266,878.27	\$ 283,145.88	\$ 408,655.57
TAXES	\$ 31,260.40	\$ -	\$ 53,836.67	\$ 7,042.46	\$ 2,438,695.36	\$ 70,532.02	\$ 34,581.84	\$ -	\$ 85,393.65	\$ 15,220.10	\$ 14,955.22	\$ 64,814.00
OTHER	\$ 4,215.87	\$ 9,403.28	\$ 2,232.06	\$ 18,008.12	\$ 2,420.95	\$ 3,820.17	\$ 2,753.23	\$ 2,128.90	\$ 8,560.59	\$ 1,551.15	\$ 1,194.61	\$ 5,154.01
FEES & CHARGES	\$ 304,870.56	\$ 373,428.50	\$ 259,601.34	\$ 149,383.40	\$ 204,683.26	\$ 188,360.56	\$ 148,359.86	\$ 150,870.35	\$ 193,239.38	\$ 250,107.02	\$ 266,996.05	\$ 338,687.56
	JUL 2015	AUG 2015	SEP 2015	OCT 2015	NOV 2015	DEC 2015	JAN 2016	FEB 2016	MAR 2016	APR 2016	MAY 2016	JUN 2016
TOTAL GEN FUND	\$ 354,235.21	\$ 346,466.10	\$ 562,823.39	\$ 234,873.96	\$ 3,177,848.71	\$ (232,511.35)	\$ 30,198.79	\$ 216,204.03	\$ 289,131.72	\$ 312,343.17	\$ 299,665.13	\$ 433,124.57
TAXES	\$ 43,610.20	\$ 14,955.73	\$ 20,408.47	\$ 10,816.45	\$ 2,894,860.91	\$ (416,306.46)	\$ (101,272.31)	\$ 43,140.78	\$ 67,066.34	\$ (1,610.28)	\$ 11,955.30	\$ 54,184.72
OTHER	\$ 2,844.77	\$ 2,622.86	\$ 209,340.00	\$ 15,179.06	\$ 116,400.41	\$ 1,213.73	\$ 14,453.32	\$ 7,302.63	\$ 723.11	\$ 1,364.47	\$ 898.72	\$ 4,454.17
FEES & CHARGES	\$ 307,780.24	\$ 328,887.51	\$ 333,074.92	\$ 208,878.45	\$ 166,587.39	\$ 182,581.38	\$ 117,017.78	\$ 165,760.62	\$ 221,342.27	\$ 312,588.98	\$ 286,811.11	\$ 374,485.68
	JUL 2014	AUG 2014	SEP 2014	OCT 2014	NOV 2014	DEC 2014	JAN 2015	FEB 2015	MAR 2015	APR 2015	MAY 2015	JUN 2015
TOTAL GEN FUND	\$ 351,579.15	\$ 352,206.07	\$ 519,489.08	\$ 195,904.97	\$ 2,393,894.52	\$ 233,718.02	\$ 246,312.57	\$ 180,747.18	\$ 318,529.43	\$ 261,489.91	\$ 359,469.61	\$ 428,258.06
TAXES	\$ 31,973.78	\$ 12,841.86	\$ 16,045.16	\$ -	\$ 2,227,197.08	\$ 21,457.42	\$ 38,661.60	\$ 8,720.92	\$ 67,562.08	\$ 17,868.45	\$ 17,003.46	\$ 58,489.13
OTHER	\$ 1,138.13	\$ 148.27	\$ 2250,070.00	\$ 19,002.00	\$ 10,599.58	\$ 36,446.29	\$ 64,645.04	\$ 2,483.97	\$ 667.30	\$ 1,506.87	\$ 50,257.47	\$ 1,207.50
FEES & CHARGES	\$ 318,467.24	\$ 339,215.94	\$ 2253,373.92	\$ 176,902.97	\$ 156,097.86	\$ 175,814.31	\$ 143,005.93	\$ 169,542.29	\$ 250,300.05	\$ 242,114.59	\$ 292,208.68	\$ 368,561.43

Aquatic and Fitness Center

We continue only operating systems as needed. CPRD is still working with Triplett Wellman and Proctor Sales (Aermec Units) trying to resolve some ongoing HVAC issues. Aeromec has been monitoring units from Italy and have had to suspend since the Covid-19 virus closed the factory. Final Commissioning of the HVAC system has not been completed at this time. More personal storage spaces have been added in the Fitness Center, lockers in the main restrooms, more cubbies and coat hooks in the fitness area.

Cultural Center

All mechanical systems currently working at reduced capacity.

Friends Park

Playground equipment has been ordered for Friends Park Playground and will have onsite end of May/ early June for install. We will be finishing up the irrigation as well. Some Tree planting and landscaping has been ongoing.

Edwards School Playground

Edwards Playground has been ordered. The manufacturer is working at reduced capacity so there is an 8 Week turn around on the Structures. We are currently working on timelines for completion (early summer) now that we know the schools are closed for the year. We are working with the School district, City and the Edwards Playground Committee to accomplish this.

Trails

Kat and I will be working on writing a grant for a bridge at Ewing Young for access to our property on the other side of Chehalem Creek, which will tie in to residential development and add additional holes to the Disc Golf Course. Campground feasibility study has been completed as well as the proposed bypass corridor pathway. Land surveys have been completed for the Bypass trail in the Friends Park/Hess Creek area by Terra-Calc. A Survey and Phase I Environmental Survey Assessment has been completed on the 2.83 acre parcel on the Westrock Property that Don has been in discussion for donation. At this time a sale agreement has not been signed by Westrock. Sanders Property development has been plugging along slowly (see attached). Tim Spencer, Mary Camarata from DEQ, Don, Joe Hannan and myself had a Teleconference March 10th to discuss our interests in the property and the Landfill property itself. I have sent them our Phase I Environmental Site Assessment for their review going forward with our negotiations with the County. I recommend after findings with DEQ that it will be time to approach the County for acquisition of County Landfill site knowing that there will be ongoing and additional testing required, and some limitations to the use of this property.

Parks

To reduce costs during this Crisis we have laid off most part time employees and suspended most Janitorial Contracts. We have lost a portion of our County work program due to the recent crisis and will need to fill some voids in the process to keep our Parks maintained. We are shifting some responsibilities to our Full time staff. We continue to work in the parks inspecting playgrounds, making repairs, painting benches and tables, pressure washing, pruning and removing hazardous trees, repairing lights, organizing and clearing district buildings, cleaning gutters etc...

Chehalem Glenn

Bunker Project at Chehalem Glenn near completion, should be complete April 21, 2020. Bernhard Golf has done a great job working with Kellan, Aaron, staff and the golfers. John Stiedel has completed the 3rd Nine Design for the course other than the Irrigation Design, which we will do as the project comes closer to reality. I will have plans available for meeting.

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Park Name	Hours worked
Armory	16.00
Billick/Dundee	30.00
CAFC	60.00
Cultural Center	20.00
Chehalem Valley M.S	12.00
College	2.00
Community Center	8.00
Crabtree	4.00
Crater Ballfields	52.00
Dundee Park	2.00
Dundee River Park	0.00
Elliott Road	7.00
Ewing Young	16.00
Falcon Crest Park	4.50
Fortune Park	3.00
Friends Park	21.00
Tom Gail Park	30.00
Gladys Park	24.00
Chehalem Glenn G.C.	122.00
Herbert Hoover Park	18.00
Jaquith Park	41.00
Jaquith Ball Fields	40.00
Memorial/Scout House	14.00
Mountainview	0.00
Oak Knoll Park	3.00
Oaks Park	2.00
Other District Land	8.00
Pre-School	3.00
Pride Gas	10.00
Renne Fields	0.00
Riley Park	6.00
Rotary Park	2.00
Sander Park	8.00
Schaad Park	4.00
Scott Leavitt Park	10.00
Senior Center	14.00
Spring Meadow	6.00
Waste Mngt	6.00
vacation/holiday/sick/comp	42.00
Wilsonville Property	4.00
Youth Building	4.00
<u>Total</u>	678.50

Activity Financial Report - Mar 2020		Department - Aquatics 451						
EXPENDITURES		Mar 2019	Mar '2020	Yr to Date '19	Yr to Date '20	Year End 17/18	Year End 18/19	Est June 19/20
Aquatics - 451:								
Personnel Services								
Aquatic Supervisor	\$1,434.12	\$1,532.50	\$12,907.08	\$13,563.91	\$3,585.30	\$17,209.44	\$18,029.00	
Secretary I	\$1,720.00	\$2,891.32	\$14,533.33	\$19,233.01	\$14,093.85	\$18,760.83	\$23,400.00	
Secretary II	\$2,305.60		\$22,455.24	\$21,614.91	\$28,365.87	\$30,126.77	\$31,463.00	
Aquatic Coordinator	\$3,513.62	\$3,761.50	\$31,557.52	\$32,965.17	\$40,500.98	\$42,098.37	\$44,272.00	
Aquatics Specialist	\$2,887.85	\$3,090.66	\$25,846.84	\$27,217.07	\$3,920.10	\$34,510.41	\$36,423.00	
Guards	\$11,909.33	\$12,021.13	\$137,336.66	\$142,218.44	\$80,079.31	\$181,090.90	\$215,616.94	
Cashiers	\$5,839.98	\$7,669.85	\$38,393.87	\$39,478.01	\$39,227.41	\$57,179.60	\$80,888.00	
Instructors	\$5,497.98	\$4,908.49	\$41,197.82	\$44,750.03	\$41,042.78	\$58,787.83	\$49,025.00	
Coaches	\$287.37		\$549.18	\$725.34	\$5,641.23	\$1,143.07	\$3,456.00	
Group Fitness Instructors	\$503.63	\$1,251.20	\$503.63	\$10,186.66		\$503.63	\$31,611.06	
Personal Trainer		\$204.00		\$866.75			\$3,375.00	
FC Monitor		\$0.00		\$69.52			\$7,224.00	
Total Personnel Services	\$35,899.48	\$37,330.65	\$325,281.17	\$372,888.82	\$256,456.83	\$441,410.85	\$544,783.00	
Materials & Services:								
Office Supplies	\$384.10	\$602.76	\$2,699.58	\$4,172.19	\$3,221.11	\$4,229.19	\$5,510.00	
Postage Supplies		\$49.95	\$107.06	\$215.10	\$1,019.15	\$278.84	\$4,450.00	
Program Supplies	\$1,699.32	\$1,417.98	\$6,957.83	\$11,738.98	\$7,282.11	\$11,688.40	\$15,000.00	
Chemical & Agricultural Supplies	\$1,198.84	\$2,449.29	\$22,971.56	\$21,775.09	\$15,707.09	\$28,883.48	\$29,900.00	
Store Supplies	\$1,213.88	\$298.21	\$4,729.27	\$3,099.92	\$1,769.71	\$6,572.47	\$7,500.00	
Gas & Oil Supplies					\$769.54			
Classifieds				\$57.25	\$24.91		\$625.00	
Brochure	\$167.00		\$167.00	\$645.42	\$1,046.29	\$1,437.74	\$1,450.00	
Flyers	\$32.40	\$98.98	\$3,505.13	\$3,268.28	\$1,772.00	\$4,289.68	\$3,810.00	
Professional Dues	\$71.95	\$36.70	\$1,178.67	\$902.50	\$1,101.95	\$1,178.67	\$1,200.00	
Conference/Workshops			\$176.75	\$251.10	\$180.23	\$176.75	\$350.00	
Staff Mileage			\$953.74	\$663.53	\$520.71	\$1,114.86	\$1,000.00	
Staff Expenses	\$21.00							
Utilities:								
Electricity	\$15,448.25	\$22,497.01	\$168,607.86	\$188,001.06	\$66,446.12	\$245,129.42	\$62,920.00	
Natural Gas	\$6,313.45	\$1,200.17	\$25,271.52	\$8,032.78	\$67,856.07	\$33,649.02	\$77,055.00	
Water/Sewer	\$3,463.03	\$3,813.07	\$26,564.80	\$36,547.27	\$35,804.59	\$37,750.63	\$45,375.00	
Telephone	\$556.81	\$326.60	\$2,857.83	\$3,097.13	\$2,896.60	\$4,156.44	\$3,780.00	
Fees (activene/bank/cc)	\$6,089.01	\$5,482.75	\$35,103.81	\$46,855.33	\$34,085.46	\$48,912.30	\$37,910.00	
Internet & Communication				\$366.67				
Data Storage & Backup								
Video & Online Photography		\$19.08		\$95.41				
Online Advertising				\$82.91				
Structure Maint/Repairs			\$2,574.40		\$468.77	\$2,574.40		
Program Contracts 451,380,003		\$3,659.25	\$251.26	\$12,505.53	\$20,020.94	\$7,623.76	\$22,000.00	
Insurance Services	\$5,362.32		\$48,439.49	\$37,819.66	\$26,528.09	\$48,439.49	\$33,766.00	
Equipment Maint Contract								
Refunds			\$131.00	\$167.00	\$108.60	\$131.00	\$450.00	
Total Materials & Services	\$42,021.36	\$41,951.80	\$353,893.98	\$380,760.98	\$289,754.92	\$488,406.14	\$358,901.00	
TOTAL AQUATIC EXPENDITURES	\$77,920.84	\$79,282.45	\$679,175.15	\$753,649.80	\$546,211.75	\$929,816.99	\$903,684.00	



Adult Sports

April 2020 Activity Report, Department 452

Department 452 Participation Tracking			March 2020	
Activity			Participants	Participant Hours
Adult City League			100	200
Department 452 Financial Tracking			March 2020	
Supervisory Staff Expense			450	
Administrative Staff Expense			900	
Part Time Staff Expense			150	
Material Expense			5070	
Total Expense			6570	
Program Revenue			4360	
Net			(2210.00)	
Cost Per Participant			(22.10)	
Cost Per Participant Hour			(11.05)	

Department 452 – Adult Sports

The Adult City League completed its season on March 2nd. Team Ulloa took down Chehalem Glenn golf for the title. Registration is open for Men's league softball which is set to begin on May 20th. CPRD may delay the schedule due to the health situation in the country.



Youth Sports

April 2020 Activity Report, Department [453](#)

Department 453 Participation Tracking	March 2020	
Activity	Participants	Participant Hours
Elite Basketball	30	500
MS Track	140	300
Youth Lacrosse	80	250
Total	250	1050

Department 453 Financial Tracking	March 2020	
Supervisory Staff Expense	4400	
Administrative Staff Expense	3000	
Part Time Staff Expense	360	
Program/Materials Expense	6880	
Total Expense	11940	
Program Revenue	18690	
Net	6750	
Cost Per Participant	27.00	
Cost Per Participant Hour	6.43	

Department 453 – Youth Sports

The winter sports season ended in early March. CPRD sent 3 of our travel teams to the state tournament. Our youth lacrosse and middle school track programs started on March 9th, unfortunately the seasons were cut short and cancelled due to social distancing.

Our new spring football program had to be cancelled prior to the first scheduled practice. The youth softball program is still in registration and hopefully will be able to start sometime in May.

March 2020 Activity Report Department
454 Recreation,
456 Senior Center,
457 Community School

454 Recreation

Mar-20

Fiscal year

Notes:

Supervisory Staff Expense	630.27	4,360.42
Recreation Coordinator	1,876.94	13,486.06
Part Time Staff Expense	1,695.17	10,525.39
Fringe	1,964.79	14,366.41
program Expense	2,571.04	13,072.29
Utilities Expense	0.00	0.00
Total Expense	8,738.21	55,810.57
Program Revenue	7,752.26	27,522.80
Rental Revenue	0.00	0.00
Net	985.95	28,287.46

456 Senior Center	Mar-20	Fiscal year
Recreation Coordinator	1,204.18	7,437.23
Senior Center Specialist	2,401.62	18,070.94
Part Time Staff Expense	0.00	191.25
Fringe	2,064.13	14,232.15
program Expense	908.13	7,226.23
Utilities Expense	2,783.35	17,220.36
Total Expense	9,361.41	64,378.16
Program Revenue	3,140.00	25,986.54
Rental Revenue	8,157.08	23,161.73
Net	-1,935.67	15,229.89

457 Community School	Mar-20	Fiscal year
Supervisory Staff Expense	770.33	5,329.40
Admin Staff Expense	0.00	0.00
Part Time Staff Expense	23.46	1,097.83
Fringe	382.36	3,221.13
program Expense	5,164.90	8,081.42
Utilities Expense	0.00	52.58
Total Expense	6,341.05	17,782.36
Program Revenue	7,752.26	16,598.15
Rental Revenue	0.00	0.00
Net	-1,411.21	1,460.21

We had just over 50 kids scheduled to put on a talent show for their parents at our community school showcase. That event was scheduled for 6:30pm on March 13th. We did cancel that event.

Our April, May, and June Community School classes have all been canceled and refunded. All Remaining March, April, and May recreation programs/classes have been canceled and refunded. We also canceled weekend reservations that we had in our rental facilities for the remainder of March. Refunds have been issued.

All senior center activities and programs were canceled effective March 16th with one exception. Meals on wheels has expanded to meet the demand of the community. Polly has done a really nice job keeping that program consistent while operating in an emergency. She and her volunteers deserve a lot of credit and respect.

The Newberg and Dundee Easter Egg Hunts were scheduled for Saturday April 11th. Both of those events were canceled. The Dundee Fire Department reached out to CPRD and our event co host shortly after. The DCC donated 3,000 prefilled Easter eggs to the Dundee Fire Department so they could schedule deliver Easter eggs to the yards of families that mornings. It ended up being a nice compromise for the larger event and pretty well utilized. I do not have a final number but I believe the Dundee Fire Department delivered an Easter surprise to roughly 50 homes that morning.

CPRD and the NDC have made a plan for opening up the Newberg Wednesday Market (formerly known as Farmers Market) as scheduled on May 6th. As you can imagine the adjustments needed for this program to continue are still a work in progress. But we are confident we can host it safely.

Respectfully submitted by Matthew Compton

March 2020 Activity Report

455 Care	March 2020	Fiscal Year To Date
Supervisory Staff	636.48	5,633.18
Recreation Coordinator	933.10	7,822.99
Care Director	2,121.68	14,664.56
Care Technician	0.00	0.00
Part Time Staff Expense	21,213.72	206,989.59
Fringe	5,368.80	48,381.03
program Expense	5,097.02	61,253.35
Utilities Expense	0.00	0.00
Total Expense	35,370.80	345,064.74
Program Revenue	23,886.58	407,200.22
Rental Revenue	0.00	0.00
Net	11,484.22	-36,870.23

474 Pre School	March 2020	Fiscal Year To Date
Supervisory Staff	0.00	0.00
Admin Staff Expense	0.00	0.00
Pre School Instructor	2,121.68	18,344.66
Fringe	1,146.18	10,069.15
program Expense	51.27	3,718.78
Utilities Expense	429.44	5,122.87
Total Expense	3,748.57	37,255.46
Program Revenue	1,085.00	28,147.95
Rental Revenue	0.00	0.00
Net	2,663.57	9,107.51

On March 13th while care was in session, the school district announced an early start to spring break effective March 14th. Everything just kind of went downhill from there.

We closed down our care programs after we concluded activities on March 13th. We had hoped to reopen by April 1st. We made that announcement to staff and care families around 6pm that day. We did this with a great deal of hesitation. We want to keep our community safe and healthy. Normally that means providing quality child care to families. But we did not feel like we could do so safely with such little time and without a real understanding of the health concerns that surround us.

During the course of the weekend, a lot of information came out in the general media. Including concerns that essential service personnel and medical workers are going to be burdened by this pandemic and might not have child care options available. On March 17th we decided to open up an emergency daycare service for those families and others in need. We had no way of knowing if families would actually participate. But we felt it was important to make sure that we have an option available for the public. We immediately started to evaluate CPRD properties, contacted our recently released staff, and gathered information from the Governor's office and Oregon Department of Education. By March 24th we had a plan for opening up to 3 daycare sites (including one in Dundee) with a total capacity of 40 children per day, Monday-Friday. This included staffing, licensing, new operational procedures, and a registration process that did not require our registration desk at the Aquatic Center which is now closed on weekends.

Registration for Camp Care Essentials opened on March 24th. The camp opened its doors to its first Emergency service family on March 30th.

On March 27th we had a total of 3 families and 7 kids registered in the program. Unfortunately, 2 of those families had job losses in the household and had to withdrawal before opening day. Registration remains open for all 3 locations. But as of today we are operating one site in Newberg with very few children. Between 2 and 4 per day.

Respectfully submitted by Matt Compton
Recreation and Care Coordinator

March

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	20 v 19	% Diff
Dry Days	14	6	8	18	11	17	9	5	19				
Starts by Category													
Resident	655	374	351	554	366	454	416	305	481	540	746	206	38.1%
Non Resident	1001	677	686	1598	504	884	580	426	826	680	517	-163	-24.0%
Group	46	0	0	0	0	60	140	0	19	18	0	-18	-100.0%
League	32	40	16	41	34	51	20	15	16	6	11	5	83.3%
Complimentry	383	447	456	444	328	301	468	441	329	313	339	26	8.3%
Misc/Promotional	584	736	228	246	753	922	695	474	517	1121	1122	1	0.1%
Total Starts	2701	2274	1737	2883	1985	2672	2319	1661	2188	2678	2735	57	2.1%
Revenue													
Green Fees	63298	59541	52379	74374	54989	52887	33543	29062	47348	47012	36608	-10404	-22.1%
Driving Range	6592	6464	6147	11304	8000	8723	6962	4702	8001	8543	5225	-3318	-38.8%
Rentals	14448	10549	8860	17881	12577	13343	13811	8270	13963	13646	9448	-4198	-30.8%
Golf Shop	6047	4389	3773	6983	3818	4254	3791	3013	4741	5644	4405	-1239	-22.0%
Snack Bar	11542	7306	5477	9906	6799	11902	7850	3788	8130	10308	8163	-2145	-20.8%
Instruction	1769.5	0	0	325	600	55	205	75	105	105	315	210	200.0%
Miscellaneous	8744.5	16647	4861	-591	-3962	595	1484	18323	2641	2502	1283	-1219	-48.7%
Total Revenue	112441	104896	81497	120182	82821	91759	67646	67233	84929	87760	65447	-22313	-25.4%
\$ per Start													
Green Fees \$ per Start	\$ 23.44	\$ 26.18	\$ 30.15	\$ 25.80	\$ 27.70	\$ 19.79	\$ 14.46	\$ 17.50	\$ 21.64	\$ 17.55	\$ 13.39	\$ (4.17)	-23.8%
Driving Range \$ per Start	\$ 2.44	\$ 2.84	\$ 3.54	\$ 3.92	\$ 4.03	\$ 3.26	\$ 3.00	\$ 2.83	\$ 3.66	\$ 3.19	\$ 1.91	\$ (1.28)	-40.1%
Rentals \$ per Start	\$ 5.35	\$ 4.64	\$ 5.10	\$ 6.20	\$ 6.34	\$ 4.99	\$ 5.96	\$ 4.98	\$ 6.38	\$ 5.10	\$ 3.45	\$ (1.64)	-32.2%
Golf Revenue \$ per Start	\$ 31.22	\$ 33.66	\$ 38.79	\$ 35.92	\$ 38.07	\$ 28.05	\$ 23.42	\$ 25.31	\$ 31.68	\$ 25.84	\$ 18.75	\$ (7.09)	-27.4%
Golf Shop \$ per Start	\$ 2.24	\$ 1.93	\$ 2.17	\$ 2.42	\$ 1.92	\$ 1.59	\$ 1.63	\$ 1.81	\$ 2.17	\$ 2.11	\$ 1.61	\$ (0.50)	-23.6%
Snack Bar \$ per Start	\$ 4.27	\$ 3.21	\$ 3.15	\$ 3.44	\$ 3.43	\$ 4.45	\$ 3.39	\$ 2.28	\$ 3.72	\$ 3.85	\$ 2.98	\$ (0.86)	-22.5%
Concession Revenue	\$ 6.51	\$ 5.14	\$ 5.33	\$ 5.86	\$ 5.35	\$ 6.05	\$ 5.02	\$ 4.09	\$ 5.88	\$ 5.96	\$ 4.60	\$ (1.36)	-22.9%
Total Revenue \$ per Start	\$ 41.63	\$ 46.13	\$ 46.92	\$ 41.69	\$ 41.72	\$ 34.34	\$ 29.17	\$ 40.48	\$ 38.82	\$ 32.77	\$ 23.93	\$ (8.84)	-27.0%
GolfNow Barter Rounds	61	6	0	46	82	116	126	46	91	121	184	63	52.1%

Very strange month. When the weather turned better, we got extremely busy when people started working from home due to covid-19. From March 23rd on with no power cart rentals, no alcohol sales and very limited golf shop sales, our numbers too a huge turn down. That would be the reason for the lower \$/round across the board. The revenue is also down because we did not take any money for annual passes like we typically do in March. Annual passes will now begin on 5/1 and run to 4/30, due to covid-19. In the past people started renewing in March for the 4/1 annual pass start.

YTD through March

	FY2011	FY2012	FY2013	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY20 v FY19	% Diff
<i>Dry Days</i>	6030	12063	12069	12075	12081	12087	12093					
Starts by Category												
Resident	4425	3443	3681	4362	3677	4708	4529	5449	5670	6639	1169	20.6%
Non Resident	14555	10382	13126	10814	9690	9979	8346	9125	5583	5308	-275	-4.9%
Group	2637	3027	2331	1656	2029	1791	1748	1049	1535	1273	-262	-17.1%
League	611	418	426	403	413	402	305	305	104	86	-18	-17.3%
Complimentary	1909	1998	2004	2057	1709	1997	1499	1535	1441	1565	124	8.6%
Misc/Promotional	4313	6450	3816	3014	7171	5936	4565	5154	9538	8766	-772	-8.1%
Total Starts	28450	24137	19268	21768	19292	17518	20992	23374	24494	24481	-13	-0.1%
Revenue												
Green Fees	\$ 612,347.00	\$ 566,222.00	\$ 574,883.00	\$ 464,776.00	\$ 525,093.00	\$ 500,569.73	\$ 459,560.00	\$ 478,125.00	\$ 506,220.00	\$ 473,952.00	\$ (32,268.00)	-6.4%
Driving Range	\$ 59,273.00	\$ 49,447.00	\$ 55,458.00	\$ 45,734.00	\$ 44,730.00	\$ 45,686.00	\$ 38,281.00	\$ 43,685.00	\$ 51,267.00	\$ 44,229.00	\$ (7,038.00)	-13.7%
Rentals	\$ 191,748.00	\$ 162,646.00	\$ 165,755.00	\$ 133,485.00	\$ 136,452.00	\$ 156,929.03	\$ 144,022.41	\$ 153,479.00	\$ 130,143.00	\$ 117,241.00	\$ (12,902.00)	-9.9%
Golf Shop	\$ 61,217.00	\$ 56,683.00	\$ 61,112.00	\$ 51,562.00	\$ 57,359.00	\$ 42,364.82	\$ 37,405.00	\$ 44,435.00	\$ 53,257.00	\$ 49,903.00	\$ (3,354.00)	-6.3%
Snack Bar	\$ 140,971.00	\$ 142,491.00	\$ 114,329.00	\$ 88,797.00	\$ 100,799.00	\$ 115,050.60	\$ 92,449.00	\$ 104,523.00	\$ 109,922.00	\$ 102,636.00	\$ (7,286.00)	-6.6%
Instruction	\$ 13,065.00	\$ 11,672.00	\$ 13,409.00	\$ 12,923.00	\$ 3,778.00	\$ 2,119.00	\$ 1,310.00	\$ 3,970.00	\$ 6,468.00	\$ 4,114.00	\$ (2,374.00)	-36.6%
Miscellaneous	\$ 45,761.00	\$ 39,538.00	\$ 35,509.00	\$ (3,324.00)	\$ 10,816.00	\$ (10,595.94)	\$ 10,532.59	\$ 15,126.00	\$ 14,296.00	\$ 13,304.00	\$ (992.00)	-6.9%
Total Revenue	\$ 1,124,382.00	\$ 1,030,699.00	\$ 1,020,455.00	\$ 793,953.00	\$ 881,027.00	\$ 854,123.24	\$ 763,560.00	\$ 843,343.00	\$ 871,593.00	\$ 805,379.00	\$ (66,214.00)	-7.6%
\$ per Start												
Green Fees \$ per Start	\$ 21.52	\$ 23.54	\$ 29.84	\$ 21.35	\$ 27.22	\$ 28.57	\$ 21.89	\$ 20.46	\$ 20.67	\$ 19.36	\$ (1.31)	-6.3%
Driving Range \$ per Start	\$ 2.08	\$ 2.05	\$ 2.88	\$ 2.10	\$ 2.32	\$ 2.61	\$ 1.82	\$ 1.87	\$ 2.09	\$ 1.81	\$ (0.29)	-13.7%
Rentals \$ per Start	\$ 6.74	\$ 6.74	\$ 8.60	\$ 6.13	\$ 7.18	\$ 9.07	\$ 6.86	\$ 6.57	\$ 5.31	\$ 4.79	\$ (0.52)	-9.9%
Golf Revenue \$ per Start	\$ 30.35	\$ 32.33	\$ 41.32	\$ 29.58	\$ 36.71	\$ 40.25	\$ 30.58	\$ 28.89	\$ 28.07	\$ 25.96	\$ (2.12)	-7.5%
Golf Shop	\$ 2.15	\$ 2.35	\$ 3.17	\$ 2.37	\$ 2.97	\$ 2.42	\$ 1.78	\$ 1.90	\$ 2.17	\$ 2.04	\$ (0.14)	-6.2%
Snack Bar	\$ 4.96	\$ 2.54	\$ 2.94	\$ 2.81	\$ 2.67	\$ 3.27	\$ 2.02	\$ 4.47	\$ 4.49	\$ 4.19	\$ (0.30)	-6.6%
Concession Revenue	\$ 7.11	\$ 8.25	\$ 9.11	\$ 6.45	\$ 8.20	\$ 8.99	\$ 6.19	\$ 6.37	\$ 6.66	\$ 6.23	\$ (0.43)	-6.5%
Total Revenue \$ per Start	\$ 39.52	\$ 42.70	\$ 52.96	\$ 36.47	\$ 45.67	\$ 48.76	\$ 37.33	\$ 36.08	\$ 35.58	\$ 32.90	\$ (2.69)	-7.5%
GolfNow Barter Rounds	0	0	0	0	0	0	0	1113	1140	1401	261	22.9%

Annual passes not sold in March account for about \$20000 of the revenue we are down for the season. In other words, March was a pretty good month, all things considered. Without the covid-19 changes we had to make, March would have been up significantly and put a dent into what we were down FYTD so far. This trend will continue for the month of April.

Don Clements

From: Keith Leonard <Keith.Leonard@newbergoregon.gov>
Sent: Monday, April 13, 2020 2:34 PM
To: Don Clements
Subject: City of Newberg Vertical Housing Development Zone

Dear Mr. Clements,

I hope you are well. Last year we sent a letter to you informing you of our work to try and establish a Vertical Housing Development Zone (VHDZ) within the City's downtown. We are still working towards the establishment of a VHDZ. So far we have met with the Tualatin Valley Fire and Rescue Board of Directors who provided a Resolution of support for the VHDZ.

We know that all committees, boards and commissions have had to alter their normal meetings and schedules due to Covid-19. We are just checking in to see what the availability of the Board is or when we might be able to get on an agenda to present the proposed VHDZ?

Thank you for your time. Have a great day!

Keith Leonard, AICP | Associate Planner
City of Newberg
(503) 537-1215
keith.leonard@newbergoregon.gov



Memorandum

Date: March 30, 2020
To: Jennifer Marsicek, SEA
From: Lango Hansen Landscape Architects
Project: Sander Estate Park
RE: Design Narrative

Located in Dundee, Oregon, the Sander Estate is a site steeped in rich history that tells the story of both the Sander family and the surrounding area. In addition to being in the family for over 100 years, the site has seen the production of stone fruit, cut flowers, and filbert trees – staples of the Willamette Valley. Our goal is to celebrate this rich history in the design of the park while accommodating the wants and needs of the residents of Dundee.

Site Analysis:

The elongated 6.7 acre site has significant grade change in the east-west direction and a large expanse of open grass area now that the last of the filbert trees have been removed. The wide-open nature of the upper portion of the site (50' higher than the low point of the site) provides views to Mt. Hood, Mt. Jefferson, and the surrounding mountain range. The homestead, garage, barn, and storage shed are concentrated at the eastern portion of the site, hemmed in by a grove of large walnut trees, a large, mature birch and maple tree.

The west and south sides of the site are bounded by single-family residential homes, with existing fences separating the properties to the west. The proximity of the homes to the park site will necessitate buffering from proposed activities. The north side of the site is bounded by SW 5th Avenue, a street expected to receive upgrades based on the City of Dundee Transportation System Plan. These upgrades will include new sidewalks, planting strips, bike lanes, and single lane, 2-way vehicle traffic. Across the street from the site are several single-family residential homes, Billick Park, and Dundee Elementary School. Given the proximity of the park to the site it is important that programmatic elements are not duplicated between the parks. There is also existing parking at the school, park, city hall, and post office, so there is available overflow parking that allows the amount of proposed parking to be minimized. Safe connections to these areas are critical.

The Dundee TSP does have plans to provide a vehicular connection from SW Graystone Place to SW 5th Avenue as well as from SW 7th Street to SW 5th Street. There are significant challenges to these improvements occurring, but it is important to consider these as potential future projects in the development of the park.

Imagery:

We have provided a series of images to begin to illustrate the intended character of the site and are interchangeable between the two design options. The images are categorized by the plaza spaces, play area, shelters, amphitheater, pathways, and plantings, and each image can help assess the aesthetic preferences of the user group as well as material selection moving forward.

Option 1:

This option concentrates much of the development at the east side of the site amidst the existing buildings and mature trees. An entry plaza with a grove of flowering trees frames the pedestrian entry into the site while a series of artistic elements guide people towards the historic barn and proposed community building. A variety of seating elements are provided throughout and underneath the existing trees and a

proposed canopy of string lights. Two large garden areas, Jan and Fran's Gardens, tie together the homestead and the proposed community building, while a drift of annual plantings serves as a symbol of the site's history adjacent to the plaza. An amphitheater is located at the southeast corner and is oriented towards the historic barn with a proposed grove of flowering trees serving as the backdrop, alluding to the horticultural history of the site.

A winding path flows east to west and connects the building cluster to a centrally located parking lot and play area. Two shelters are located along this pathway, one adjacent to the play area and one further west to take advantage of the elevated viewpoint. Various picnic tables and benches are located intermittently along the pathway, along with several par course nodes that provide opportunities for exercise equipment or climbing structures. Drifts of trees are carefully located throughout to guide views and a wind row of trees buffers the park from the adjacent properties.

Option 2:

This option takes a more organic approach to developing the site, including a looser arrangement of the entry plaza and more sinuous pathways. The community building is again placed adjacent to the existing buildings but focused more towards SW Fifth Avenue to enhance visibility from the street frontage. A series of garden spaces are provided throughout the plaza, creating a variety of stopping points for users. A parking lot is tucked away in the southeast corner of the site and a smaller parking lot provided at the northwest corner of the site, allowing the heart of the site to be dedicated to pedestrian use.

A picnic shelter, restroom, and amphitheater are located adjacent to the upper parking lot, creating a node of gathering areas that take advantage of views to the park and beyond. The upper and lower areas are connected by a primary and secondary path that wind broadly through the site which provides users with a variety of trail opportunities. Drifts of ornamental planting areas wind along the pathway to create a sensory guide from one side of the site to the other. The play area in this option is again centrally located but is more spread out along the primary path. This separation allows for the play areas to be designated for different age groups.



LEGEND

- ① ENTRY PLAZA
 - Former's Market
- ② HOME
 - Small Classroom / Meeting Spaces
- ③ JAN AND FRAN'S GARDEN
- ④ GARAGE
 - Tool Library / Craft Classes
- ⑤ COMMUNITY BUILDING
 - Meeting Spaces, Classroom, Restrooms, Banquet Kitchen, Storage
- ⑥ BARN
 - Event Space, including Indoor Theater, Reception, Market Hall
- ⑦ AMPHITHEATER
- ⑧ ORCHARD GROVE
- ⑨ TULIP FIELD
- ⑩ PLAY AREA
- ⑪ PICNIC SHELTER
- ⑫ PARKING LOT
- ⑬ PAR COURSE

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ANDER ESTATE PARK OPTION 2



LEGEND

- ① ENTRY PLAZA
 - Former's Market
- ② HOME
 - Small Classroom / Meeting Space
- ③ JAN AND FRAN'S GARDEN
- ④ GARAGE
 - Tool Library / Craft Classes
- ⑤ COMMUNITY BUILDING
 - Meeting Space, Classroom, Restroom, Banquet Kitchen, Storage
- ⑥ BARN
 - Event Space, including Indoor Theater, Reception, Meeting Hall
- ⑦ AMPHITHEATER
- ⑧ BATHROOM
- ⑨ ORNAMENTAL GARDENS
- ⑩ PLAY AREA
- ⑪ PICNIC SHELTER
- ⑫ PARKING LOT
- ⑬ PAR COURSE

S/E A

lango, hansen

LANDSCAPE ARCHITECTS, P.C.

0' 30' 60'



INFORMATION
MINIMUM FALL ZONE
SURFACED WITH
RESILIENT MATERIAL
AREA

3431 SQ.FT.

PERIMETER

496 FT.

STRUCTURE SIZE

60' 10" x 93' 2"

STRUCTURE IS DESIGNED
FOR CHILDREN AGES:

- ☐ 6-23 MONTH OLDS
☒ 2-5 YEAR OLDS
☒ 5-12 YEAR OLDS
☐ 13 + YEAR OLDS



Registered
to ISO 9001



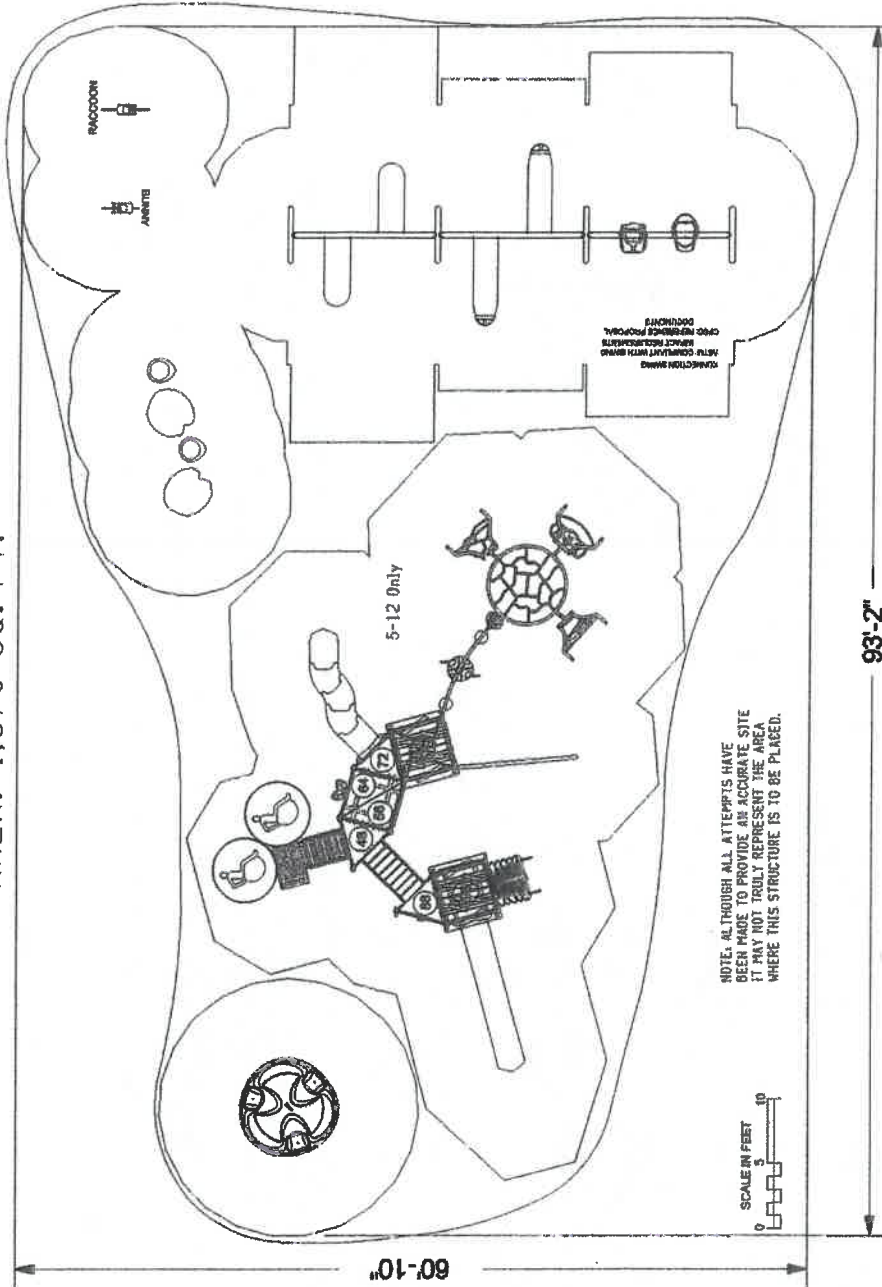
To verify product certification,
visit www.ipema.org

The play components identified
in this plan are IPEMA
certified. The use and layout of
these components conform to the
requirements of ASTM F1487.
To verify product certification,
visit www.ipema.org

The space requirements shown
here are to ASTM standards.
Requirements for other standards
may be different.

The use and layout of play
components identified in this plan
conform to the CPSC guidelines.
U.S. CPSC recommends the
separation of age groups in
playground layouts.

AREA: 4,370 SQ. FT.



WARNING!

ACCESSIBLE SAFETY SURFACING MATERIAL IS REQUIRED BENEATH
AND AROUND THIS EQUIPMENT.
FOR SLIDE FALL ZONE SURFACING AREA SEE CPSC's Handbook for
Public Playground Safety.
PLATFORM HEIGHTS ARE IN INCHES ABOVE RESILIENT MATERIAL

ADA ACCESSIBILITY GUIDELINE (ADAAG CONFORMANCE)

NUMBER OF PLAY EVENTS:	25	REQD:	0
NUMBER OF ELEVATED PLAY EVENTS:	6	PROVIDED:	0
NUMBER OF ELEVATED PLAY EVENTS ACCESSIBLE BY RAMP:	6	PROVIDED:	6
NUMBER OF ELEVATED PLAY EVENTS ACCESSIBLE BY TRANSFER SYSTEM:	19	PROVIDED:	19
NUMBER OF ELEVATED PLAY EVENTS ACCESSIBLE BY RAMP OR TRANSFER SYSTEM:	5	REQD:	2
NUMBER OF TYPES OF GROUND LEVEL PLAY EVENTS:	5	PROVIDED:	5

Burke

SERIES: Basics, Intensity, Nucleus

SITE PLAN

DRAWN BY: Pa Der Vang

Friends Park

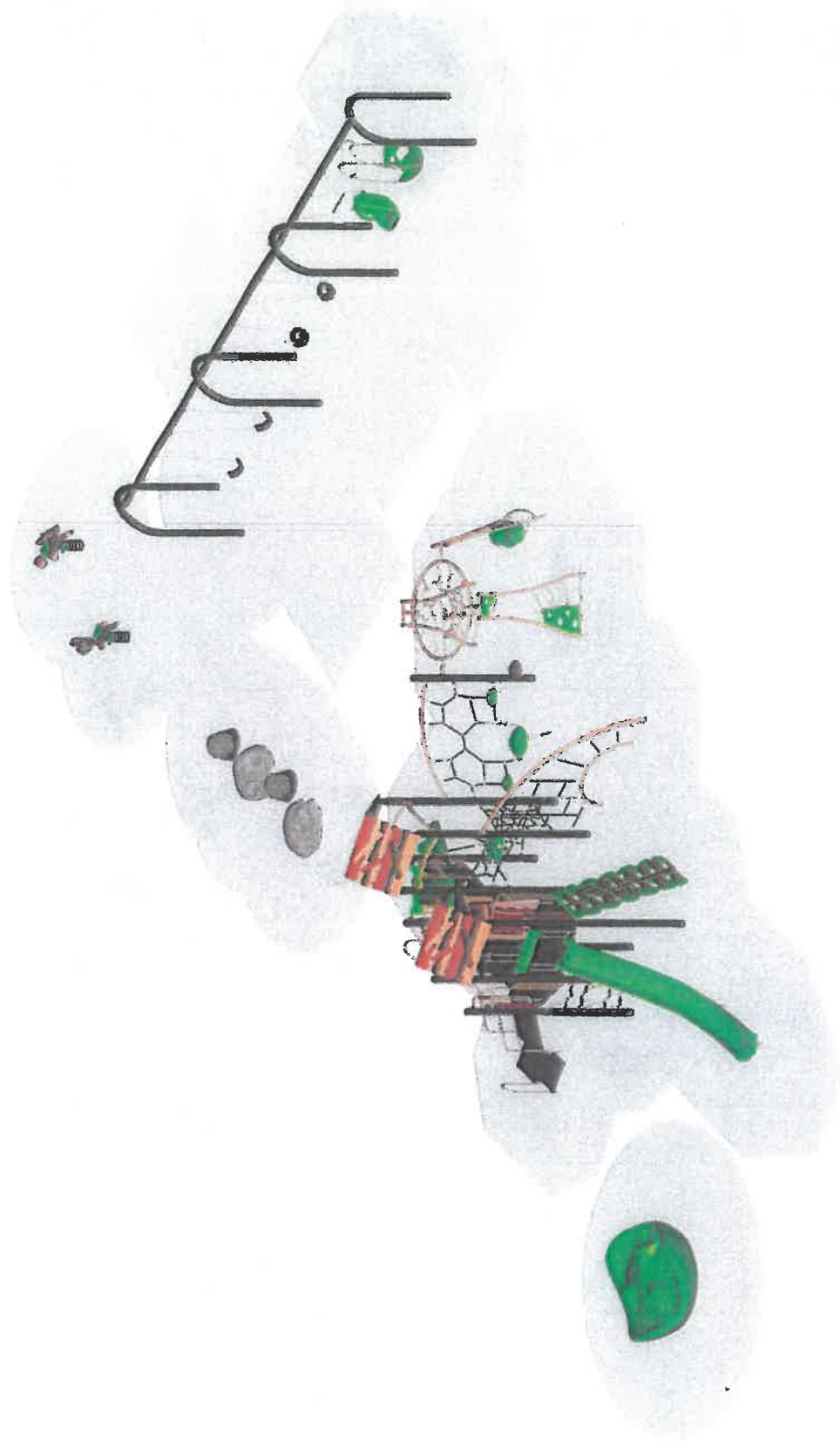
1800 North Kennedy Drive

Newberg, OR 97132

March 27, 2020

Buell Recreation

907-127672-2



Burke.

March 27, 2020

SERIES: Basics, Intensity, Nucleus

ISOMETRIC PLAN

DRAWN BY: Pa Der Vang

Friends Park

1800 North Kennedy Drive

Newberg, OR 97132

Buell Recreation

907-127672-2

BCI Burke Company, LLC PO Box 549 Fond du Lac, Wisconsin 54936-0549 Telephone 920-921-9220

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INFORMATION
MINIMUM FALL ZONE
SURFACED WITH
RESILIENT MATERIAL
AREA
8372 SQ.FT.
PERIMETER
1244 FT.

STRUCTURE SIZE

188' 4" x 94' 6"

STRUCTURE IS DESIGNED
FOR CHILDREN AGES:

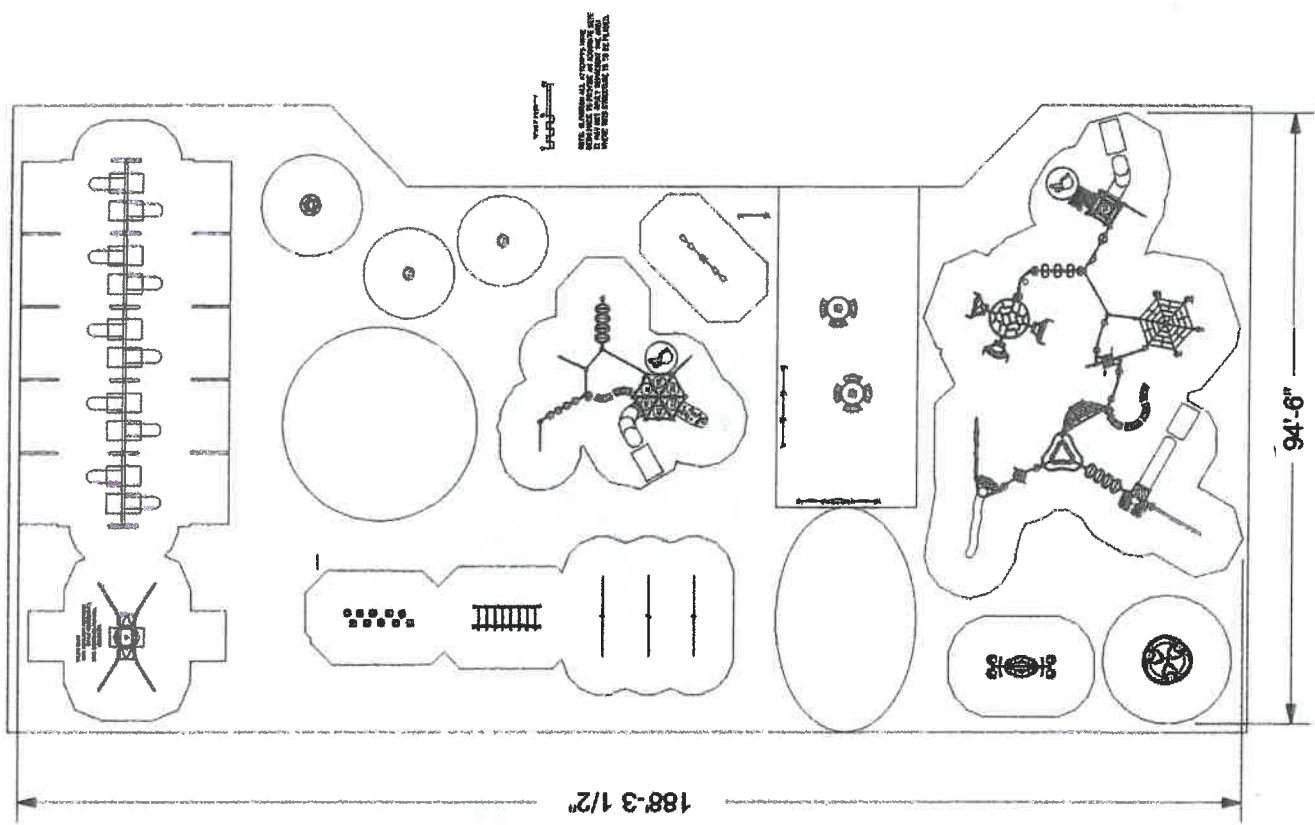
- ☐ 6-23 MONTH OLDS
- ☒ 2-5 YEAR OLDS
- ☒ 5-12 YEAR OLDS
- ☐ 13 + YEAR OLDS



The play components identified
in this plan are IPEMA
certified. The use and layout of
these components conform to the
requirements of ASTM F1487.
To verify product certification,
visit www.ipema.org

The space requirements shown
here are to ASTM standards.
Requirements for other standards
may be different.

The use and layout of play
components identified in this plan
conform to the CPSC guidelines.
U.S. CPSC recommends the
separation of age groups in
playground layouts.



WARNING!

ACCESSIBLE SAFETY SURFACING MATERIAL IS REQUIRED BENEATH
AND AROUND THIS EQUIPMENT.
FOR SLIDE FALL ZONE SURFACING AREA SEE CPSC's Handbook for
Public Playground Safety.
PLATFORM HEIGHTS ARE IN INCHES ABOVE RESILIENT MATERIAL

ADA ACCESSIBILITY GUIDELINE (ADAAG CONFORMANCE)

NUMBER OF PLAY EVENTS:	82	RECD: 0
NUMBER OF ELEVATED PLAY EVENTS:	10	RECD: 0
NUMBER OF ELEVATED PLAY EVENTS ACCESSIBLE BY RAMP:	PROVIDED: 0	RECD: 5
NUMBER OF ELEVATED PLAY EVENTS ACCESSIBLE BY TRANSFER SYSTEM:	PROVIDED: 8	RECD: 3
NUMBER OF ELEVATED PLAY EVENTS ACCESSIBLE BY RAMP OR TRANSFER SYSTEM:	PROVIDED: 72	RECD: 15
NUMBER OF GROUND LEVEL PLAY EVENTS:	PROVIDED: 15	
NUMBER OF TYPES OF GROUND LEVEL PLAY EVENTS:		



September 06, 2019

SERIES: Basics, Fitness, Intensity, Nucleus
SITE PLAN
DRAWN BY: Tyler Hess

Edwards Elementary School
715 E 8th St
Newberg, OR 97132

Buell Recreation
907-122410-1

36



Burke

September 06, 2019

SERIES: Basics, Fitness, Intensity, Nucleus

Edwards Elementary School

Buell Recreation

ISOMETRIC PLAN

715 E 8th St

907-122410-1

DRAWN BY: Tyler Hess

Newberg, OR 97132

37

BCI Burke Company, LLC PO Box 549 Fond du Lac, Wisconsin 54936-0549 Telephone 920-921-9220

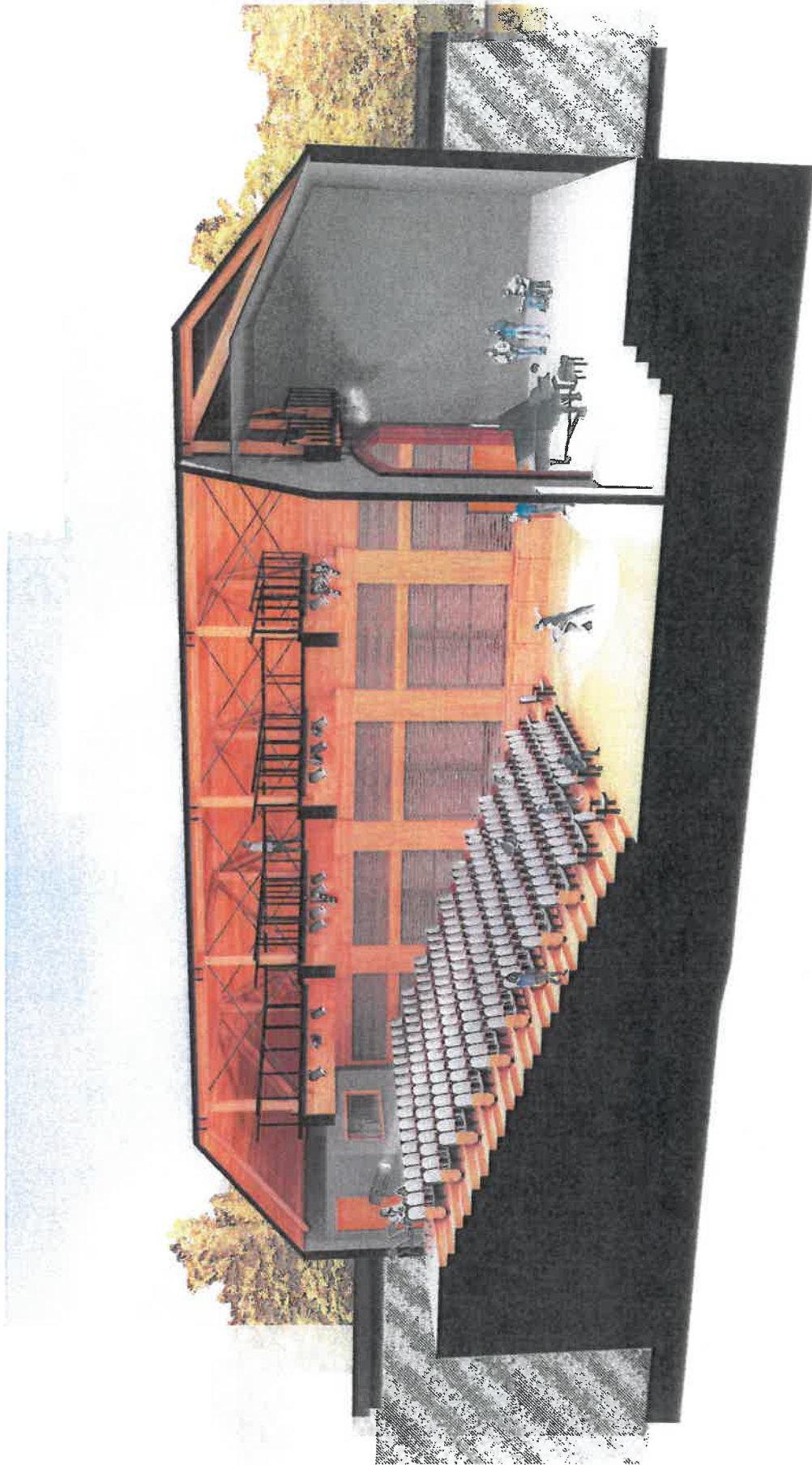


PROPOSED SECOND FLOOR PLAN
SCALE 1/16" = 1'-0"

03.17.20
CHEHALEM CULTURAL CENTER
415 E SHERIDAN STREET
NEWBERG, OR

**A
E
S**

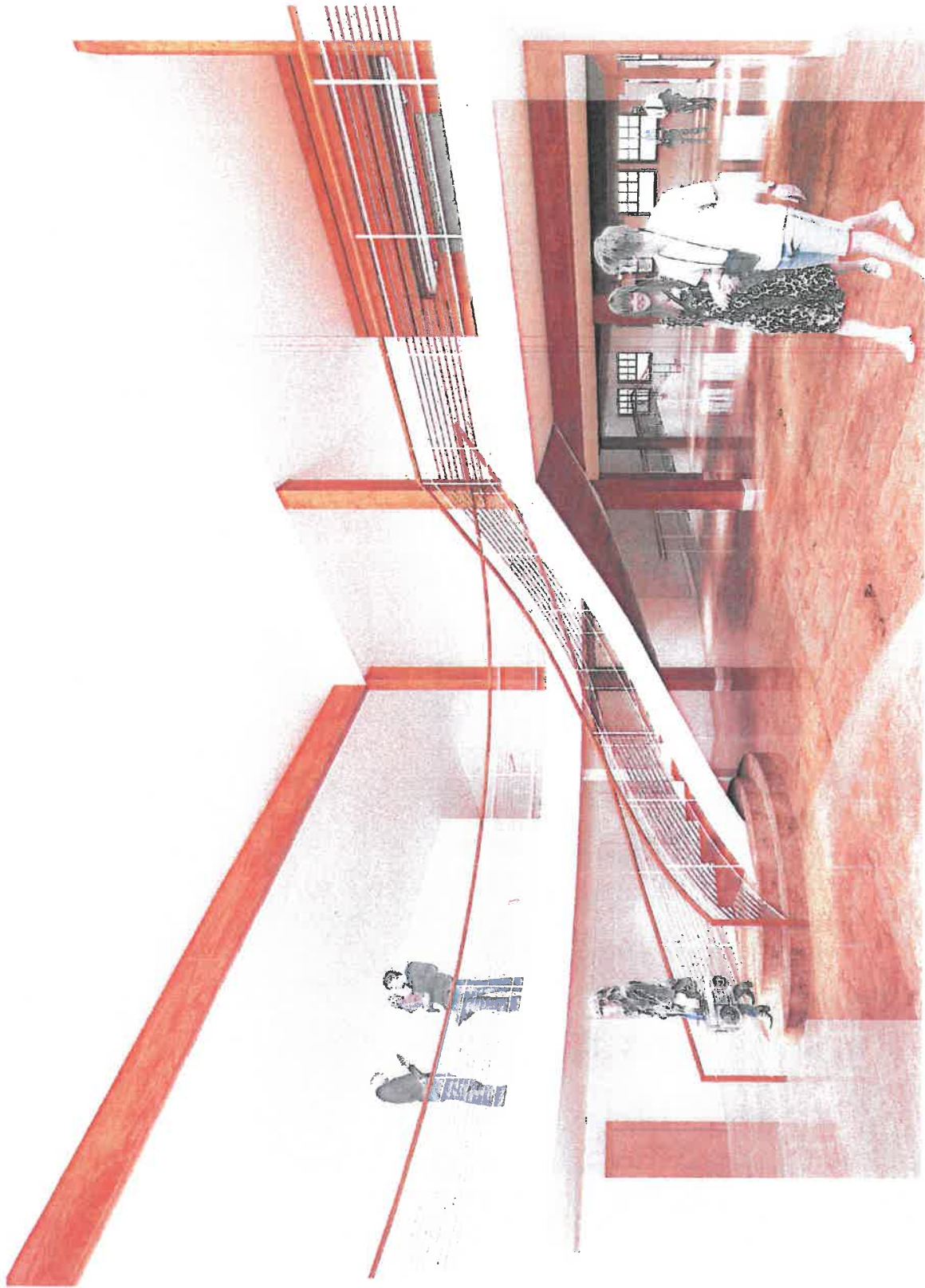
SCOTT|EDWARDS ARCHITECTURE LLP
3526 E. Burnside St., Portland, OR 97214
phone: (503) 228-3817 www.sea|lp.com





LOBBY

CHEHALEM CULTURAL CENTER - PHASE III



41

CHE-ALEM CULTURAL CENTER - PHASE III

LOBBY

445 L SUPERDAN ST
NEWBERG, OR
07.28/2015

S|E|A





43

CHEHALEM CULTURAL CENTER - PHASE II

MEETING ROOM(S)

115 E. CHERIDAN ST.
NEWBERG, OR
12/28/2014

S|E|A
ARCHITECTS

Estimated CCC Partial Second Floor Construction Cost Summary - Theater
March 17, 2020



Chehalem Cultural Center
415 E Sheridan Street, Newberg, OR 9,167 gsf

Construction Costs

Item	Area	\$/sf (low)	\$/sf (high)	Estimated Cost (low)	Estimated Cost (high)
A. Building					
1. Partial Second Floor Remodel theater, movement studio green room, restrooms, lobby	9,167 SF	\$175	\$225	\$ 1,604,225	\$ 2,062,575
2. FF&E*				\$ 575,780	\$ 810,950
*excludes A/V and technology systems				\$ -	\$ -
				\$ -	\$ -
B. Site Development					
1. Exterior Stair and landing				\$ 7,500	\$ 15,000
C. Estimated Construction Cost				\$ 2,187,505	\$ 2,888,525
D. Construction Contingency			15%	\$ 328,126	\$ 433,279
Total Estimated Construction Cost				\$ 2,515,631	\$ 3,321,804

Soft Costs

Item	Unit	(low)	(high)	Estimated Cost (low)	Estimated Cost (high)
A. Legal				\$ 5,000	\$ 10,000
B. Building permits & SDC fees		7.0%	3.5%	\$ 76,563	\$ 202,197
C. Site Development Review Fees SDR for exterior stair and parking variance				\$ 15,000	\$ 25,000
D. Architectural/Engineering Fees (% of Construction cost)		10%		\$ 251,563	\$ 332,180
E. Reimbursable Expenses (printing, travel, etc.)				\$ 5,000	\$ 8,000
F. Independent Special Inspection construction (est) (third party inspections - concrete, welding, anchors...)				\$ 5,000	\$ 10,000
				\$ -	\$ -
G. Estimated Soft Costs				\$ 358,126	\$ 587,377
H. Soft Cost Contingency			10%	\$ 35,813	\$ 58,738
Total Estimated Soft Costs				\$ 393,938	\$ 646,115

Total Project Estimated Cost

\$ 2,909,569 \$ 3,967,919

Estimated Escalation 2021

5% \$ 145,478 \$ 198,396

Estimated Escalation 2022

5% \$ 152,752 \$ 208,316

Estimated Escalation 2023

5% \$ 160,390 \$ 218,732

Estimated CCC Partial Second Floor Construction Cost Summary - Meeting Rooms

March 17, 2020



SCOTT|EDWARDS ARCHITECTURE LLP.

Chehalem Cultural Center**415 E Sheridan Street, Newberg, OR 3,134 gsf****Construction Costs**

Item	Area	\$/sf (low)	\$/sf (high)	Estimated Cost (low)	Estimated Cost (high)
A. Building					
1. Second Floor Meeting Rooms three conference rooms, storage, stair	3,134 SF	\$175	\$225	\$ 548,450	\$ 705,150
2. 4-stop Electric Belt Drive Elevator				\$ 150,000	\$ 150,000
2. FF&E				\$ 69,200	\$ 101,500
B. Site Development	None				
C. Estimated Construction Cost				\$ 767,650	\$ 956,650
D. Construction Contingency			15%	\$ 115,148	\$ 143,498
Total Estimated Construction Cost				\$ 882,798	\$ 1,100,148

Soft Costs

Item	Unit	(low)	(high)	Estimated Cost (low)	Estimated Cost (high)
A. Legal				\$ 5,000	\$ 10,000
B. Building permits & SDC fees		7.0%	3.5%	\$ 26,868	\$ 33,483
C. Site Development Review Fees	None, complete with theater				
D. Architectural/Engineering Fees (% of Construction cost)		10%		\$ 88,280	\$ 110,015
E. Reimbursable Expenses (printing, travel, etc.)				\$ 5,000	\$ 8,000
F. Independent Special Inspection construction (est) (third party inspections - concrete, welding, anchors...)				\$ 5,000	\$ 10,000
				\$ -	\$ -
G. Estimated Soft Costs				\$ 130,148	\$ 171,498
H. Soft Cost Contingency			10%	\$ 13,015	\$ 17,150
Total Estimated Soft Costs				\$ 143,162	\$ 188,647

Total Project Estimated Cost**\$ 1,025,960 \$ 1,288,795**

Estimated Escalation 2021

5% \$ 51,298 \$ 64,440

Estimated Escalation 2022

5% \$ 53,863 \$ 67,662

Estimated Escalation 2023

5% \$ 56,556 \$ 71,045

Estimated CCC Second Floor Construction Cost Summary - FFE
 March 17, 2020



Fixtures, Furniture, Equipment (FFE) Partial Second Floor Remodel		Estimated Cost	
Room/Item	FFE	Low	High
Theater Furniture	Fixed seats (200-235)	\$ 40,000	\$ 50,000
Theater Equipment	Lighting, Rigging	\$ 500,000	\$ 700,000
Green Room Furniture	2 lounge chairs, 2 tables, 1 couch, 2 task chairs	\$ 5,380	\$ 10,650
Multi-Purpose Room	20 Chairs, 2 Tables	\$ 10,600	\$ 18,200
Upper Lobby Furniture	6 lounge chairs, 3 side tables	\$ 7,200	\$ 14,100
Movement Studio	40' Mirrors, 40' ballet bars, 4'x10' folding mats(4)	\$ 7,600	\$ 10,000
Baby Grand Piano	by owner		
Misc.Accessories	tack boards, wipe boards	\$ 5,000	\$ 8,000
Subtotal FFE		\$ 575,780	\$ 810,950

Fixtures, Furniture, Equipment (FFE) Partial Second Floor Remodel		Estimated Cost	
Audio/Visual, Technology systems		\$ 100,000	\$ 140,000

Fixtures, Furniture, Equipment (FFE) Second Floor Meeting Rooms		Estimated Cost	
Room/Item	FFE	Low	High
Mtg Room Chairs and Tables	100 Chairs, 12 Flip Top Tables	\$ 16,200	\$ 29,500
Misc.Accessories	tack boards, wipe boards	\$ 5,000	\$ 8,000
Audio/Visual systems	4 screens, 4 projectors, speakers	\$ 18,000	\$ 24,000
Folding Partitions	2 @ 23' long each	\$ 30,000	\$ 40,000
Subtotal FFE		\$ 69,200	\$ 101,500

Market and Economic Impact Study of the Proposed Changes to the Chehalem Cultural Center in Newberg, Oregon

March 2020

Prepared for:

The Chehalem Cultural Center

ECONorthwest
ECONOMICS • FINANCE • PLANNING

KOIN Center
222 SW Columbia Street
Suite 1600
Portland, OR 97201
503.222.6060

Introduction

The Chehalem Cultural Center operates a community arts and education center out of a historic school building in Newberg. It houses a fine arts gallery, exhibition hall, arts studio classrooms, a state-of-the-art clay studio, a recording studio, four music practice studios, meeting space, and a 5,200 SF grand ballroom.

The Center hopes to expand its offerings by renovating largely unused space in the school building. They will add a 250-seat live performance theater, a conference center, dance studio, and a kitchen and culinary arts studio. These renovations are expected to cost \$6 million.

The Center engaged ECONorthwest for research into the economic viability of the theater and impacts on the community. The research first focused on the market demand for a theater concluding with projections of visiting patrons and their spending. It then turned to measuring the economic impacts of both the renovation construction and of new visitor spending on the economy of Newberg. This report discusses the findings of that research.

Market Analysis

The proposed 250-seat theater at the Chehalem Cultural Center will compete for patrons that choose from a host of other theaters and entertainment options available in the region. This analysis estimates the fair share of patron visits, which the Center should reach.

The analysis used published consumer spending, drive time, and demographic data. This provided a market demand forecast. ECONorthwest then interviewed other, similar community theaters for their annual visitor counts, ticket pricing, and number of performances. Further, the community theaters were asked for their estimates of what portion of their patrons come from outside their immediate local communities. This provided a basis for a forecast of new visitors attracted to Newberg by the theater and their spending at local businesses outside of the Cultural Center itself.

Market Size

There are several ways to look at the question, "How big is the market?" First, we can measure the market by totaling the amount local households spent on live performing arts productions. A performing arts productions include plays, dance productions, musical acts, comedy shows, or other live entertainment acts.

But another way to measure the market's size is to sum the dollars of tickets sold for local live performing arts theaters. We note that there is no uniform definition for a theater. For ease of reading, we use theater to describe a place where people pay for tickets to experience a live performance. They may be a park, stadium, arena, school, bar/restaurant, amphitheater, and any venue. All fall under the general term here of "theater."

Complicating matters is that local households split their theater spending between going to local and non-local theaters. Similarly, visitors to a local market buy tickets to shows held at local theaters.

The question of “How big is the market?” is more complicated than it might at first seem. No one source answers it. So, for the proposed Chehalem Cultural Center theater, we used several different data sources and pieced together market estimates.¹ Our estimates are based on the 2025 ZIP code-level demographic forecast from Claritas, a nationally recognized market research firm.

Before estimating the local market’s size, we have some state-level data from the federal government, which allow us to estimate the size of the market in Oregon.

Oregon Market

The federal government published their estimates of the 2016 Oregon performing arts industry. Dean Runyan, which does research for the Oregon Tourism Commission, reported 2018 arts and entertainment spending by visitors in 2018. The U.S. Bureau of Labor Statistics reported consumer spending in 2018 on fees and admissions by household income level.

Using inflation and population level adjustments, as well as adjustments for definitional differences between sources, ECONorthwest is able to estimate the size of the Oregon market. Using the Claritas demographic forecast, we projected the size to 2025.

We estimate that Oregonian will spend nearly \$503 million on live performances in 2025. Just over 40 percent of that will be spent outside the state. The rest would be spent at theaters in Oregon. In addition, tourists will spend money at Oregon theaters. We expect the total 2025 box office for Oregon theaters will be about \$444 million. Of this total, about \$301 million will come from in-state residents and \$143 million from out-of-state visitors. The results are summarized in Table 1.

¹ We used the consumer expenditure survey of households (U.S. Department of Labor), the 2012 (most current) Oregon Economic Census of the entertainment business, the U.S. Bureau of Economic Analysis arts and cultural production satellite account, Claritas 2025 demographic forecast, the American Community Survey, and Dean Runyan travel statistics.

Table 1: Spending on Attendance at Live Performing Arts Theaters by Oregonians and Visitors, 2025

2025	Live Performing Arts Spending	% Share	\$ per Household
How much do Oregonians spend on tickets to:			
Theaters in Oregon	\$301,090,266	59.9%	\$189.15
Theaters out-of-state	201,738,583	40.1%	126.73
Total spent by Oregonians	\$502,828,849	100.0%	\$315.88
Where Oregon theater patrons come from:			
Oregon	\$301,090,266	67.8%	\$189.15
Out-of-state	143,039,941	32.2%	89.86
Total spent in Oregon theaters	\$444,130,207	100.0%	\$279.01

Sources: ECONorthwest analysis of data from the US Bureau of Economic Analysis, Dean Runyan Associates, the U.S. Economic Census, Claritas, and US Census ACS 2014-2018.

While 32.2 percent of Oregon theater ticket sales will come from out-of-state visitors, most smaller community theaters are apt to see less. Visitors are more likely to see major acts at the Ashland Shakespeare Festival or at the big venues in Portland, like the Keller and Moda Center.

Local Market

The local market for a small community theater is usually defined by households that live within a half-hour drive. In straight-line miles, for Newberg, that would be approximately a circle with a 15-mile radius. We calculated straight-line distances between the central point of each ZIP code and the Chehalem Cultural Center.

Households by Income

In 2025, there will be 14,204 households living within 5 miles of the Center. That is up to about a 10-minute drive. Another 15,638 households will be living 5 to 10 miles away (up to about 15 minutes away).

The next ring out, 10 to 15 miles, will have 200,228 households. For them, getting to the theater will require a drive as long as 30 minutes; worse if there is traffic congestion. Traffic will be more of an issue for households living in the Portland suburbs north of Newberg, but less so who live south of Newberg.

Household income matters. Theater is not a necessity. High income households have more money to spend and often more leisure time to use going to live performances. They will see more live performances each year and pay more for tickets. Households whose incomes in 2025 will be over \$100,000 will account for the largest household group around Newberg. This bodes well for the proposed theater at the Chehalem Cultural Center.

Table 2: Households by Income by Straight-Line Distances from their Home ZIP codes to the Chehalem Cultural Center, 2025

2025 Income	Number of Households by Straight-Line Miles			
	Under 5	5 to 10	10 to 15	Total
Under \$30,000	1,885	1,290	24,055	27,221
\$30,000 to \$50,000	2,146	1,874	28,335	32,355
\$50,000 to \$100,000	4,287	4,178	53,681	62,146
Over \$100,000	5,886	8,296	94,217	108,399
Total Households	14,204	15,638	200,288	230,130

Sources: ECONorthwest GIS analysis and Claritas, Inc.

Population

Table 3 shows the population forecast. There will be just over 80,000 residents living within a 10-minute radius of the theater. Further out, 10 to 15 miles away, there will be another 516,645.

Table 3: Hispanic and Non-Hispanic Residents by Distance, 2025

2025	Population by Straight-line Miles			
	Under 5	5 to 10	10 to 15	Total
Hispanic/Latino	4,926	5,526	114,508	124,960
Non Hispanic/Latino	32,952	39,515	402,137	474,604
Total Population	37,878	45,041	516,645	599,564

Sources: ECONorthwest GIS analysis and Claritas, Inc.

One-in-five will be Hispanic or Latino. Most will be living south of Newberg in Woodburn and McMinnville, or to the north of Newberg in Hillsboro.²

Spending on Oregon Live Performances by Local Households

Households living within 15 miles of Newberg will spend nearly \$54 million in 2025 on tickets to live performances to be held in the state of Oregon. High-income households, which are those earning over \$100,000, will account for \$43 million of that total. All that spending will occur in Oregon; much of it in places outside of the 15-mile radius around Newberg. Nonetheless, it is a large amount and reflective of the growing population and affluence of the local market. What the analysis proves is that the addressable market for the proposed theater is large.

² Hispanic/Latino populations likely are under reported by the Census. Claritas bases its forecasts on the U.S. Census.

Table 4: Spending on Live Performances in Oregon by Households Living Within 15 Miles of Newberg, by Household Income in 2025

2025 Income	Household Spending on Oregon Performances by Straight-Line Miles from Newberg			
	Under 5	5 to 10	10 to 15	Total
Under \$30,000	\$86,460	\$59,413	\$1,107,467	\$1,253,340
\$30,000 to \$50,000	119,772	100,798	1,497,903	1,718,472
\$50,000 to \$100,000	532,616	525,288	6,739,874	7,797,778
Over \$100,000	2,187,526	3,374,967	37,624,829	43,187,322
Total Spending	\$2,926,374	\$4,060,466	\$46,970,073	\$53,956,913

Sources: ECONorthwest analysis of data from the US Bureau of Economic Analysis, the U.S. Bureau of Labor Statistics' consumer expenditure survey, and US Census ACS 2014-2018

ZIP-Code Level Spending Forecast

Newberg residents are forecast to spend nearly \$2.5 million attending theaters and other live performance venues in Oregon. That is \$205 per household per year. Dundee has a smaller population, but it is somewhat more affluent, so their spending is substantial, bringing the total addressable market within 5 miles of the Cultural Center to \$2.9 million.

That grows by another \$4.1 million if you extend the radius another 5 miles and by \$47 million if you extend it out another 15 miles.

How far patron's travel depends on their interest in the performance, their awareness of the performance, what other entertainment is available to them, and how easy of a drive will it be to Newberg.

The four factors basically boil-down to ease and convenience. With busy lives, people value their time greatly and, unless the performance being offered is very compelling to them, likely will choose an easier option than driving to a theater in Newberg. This matters not just for locals, but tourists as well.

The theater might address these challenges by:

- Booking acts that are unique and appropriate for a 250-seat house.
- Schedule performances on days and times that are more convenient for working-age patrons.
- Create special occasion night packages that combine shows with other Newberg-area businesses, most notably good restaurants, wineries, and hotels.
- Creating marketing packages with other local community theaters that would raise consumer awareness, loyalty, and action. This would help raise the share of Oregon theater spending that would stay local and spread marketing costs with other venues.

The local market is clearly deep and spread throughout all of the communities within the 15-mile range. Table 5 shows the results by ZIP code.

Table 5: Spending on Live Performances in Oregon by Households Living in ZIP Codes Within 15 Miles of Newberg, 2025

Zip Code	Place	Performing Arts Spending in Oregon	Households	Spending per Household
Under 5 miles:				
97132	Newberg	\$2,475,149	12,069	\$205
97115	Dundee	451,225	1,792	252
Under 5 minute subtotal		\$2,926,374	13,861	\$211
5-10 miles:				
97137	Saint Paul	\$123,204	469	\$263
97140	Sherwood	3,170,654	10,630	298
97127	Lafayette	304,198	1,702	179
97114	Dayton	382,233	2,087	183
97020	Donald	80,178	409	196
5 to 10 minute subtotal		\$4,060,466	15,297	\$265
10-15 miles:				
97002	Aurora	\$591,831	2,513	\$236
97070	Wilsonville	3,259,220	12,192	267
97111	Carlton	316,221	1,375	230
97062	Tualatin	3,199,183	12,305	260
97224	Portland	4,551,050	17,751	256
97148	Yamhill	350,642	1,335	263
97032	Hubbard	364,153	1,823	200
97071	Woodburn	1,746,231	10,554	165
97007	Beaverton	6,010,023	19,948	301
97128	McMinnville	2,956,959	15,535	190
97119	Gaston	444,282	1,846	241
97223	Portland	5,299,588	21,205	250
97078	Beaverton	1,898,167	9,711	195
97008	Beaverton	2,789,213	13,291	210
97123	Hillsboro	4,276,960	18,241	234
97026	Gervais	213,087	1,154	185
97035	Lake Oswego	3,884,001	12,177	319
97013	Canby	2,308,812	9,865	234
97003	Beaverton	2,510,449	12,022	209
10 to 15 minute subtotal		\$46,970,073	194,843	\$241
		\$53,956,913	224,001	\$241

Sources: data.

Performance Survey of Other Community Theaters

ECONorthwest directly surveyed 16 community theaters. One was in Longview, Washington and the others were in 15 in small to mid-sized Oregon cities. The surveys were sent by email and a follow-up letter in the month of February. We received nine responses. Given that some community theaters are dark in February and staffed by volunteers, we considered the response rate good.

The survey asked respondents five simple questions about their theater's operating performance in 2019:

1. What is your theater's seating capacity?
2. How many ticketed shows did you have?
3. How many patrons attended those shows?
4. What percentage of your patrons came from outside your local community?
5. What was your total box office?

In three cases the respondents left one or two answers out. ECONorthwest was able to get the answers, sometimes approximate them, from theater websites and from the community theater's financial statements *via* the IRS.

For the purposes of producing a *pro forma* for the Chehalem Cultural Center theater, ECONorthwest calculated three critical performance factors for each theater. They are the average ticket price, percent of seats sold, and percent of patrons who were non-locals. We also used IRS financial statements to estimate rental prices.

We used the median (mid-point) values from survey respondents and applied them to seating capacity of the new Chehalem Cultural Center theater. Doing so ensured that larger theaters would not unduly influence the calculations. The three values from the survey used in the *pro forma* were:

1. Share of seats sold — 53.5 percent
2. Share of seats sold to non-locals — 29.5 percent
3. Average ticket price — \$19.64 (This equals \$20.57 in 2021 \$)

When building the *pro forma* and economic impact analysis, dollar values were adjusted for inflation. No other adjustments were made since the surveys came from communities with similar demographics to Newberg.

Pro Forma and Economic Impact Analysis

Although actual timing may differ, for simplicity the *pro forma* and economic impact analyses assumes construction occurs in 2020 and operations begin January 2021.

Construction is expected to cost of \$6 million. This encompasses all elements; the dance studio, lobby improvements, and theater development. The \$6 million budget was used for the economic impact analysis of the construction phase.

A *pro forma*, which is a financial forecast, provides data for the operations phase of the economic impact analysis. The Center expects the dance studio will be cash flow neutral with rent revenue equaling operating costs. So the *pro forma* only covers the theater.

The *pro forma* assumes the theater opens on January 2021 and will gradually build its audience over three years. The theater will then increase performances. It is assumed that by the fifth year, 2025, the theater will be operating at a level consistent with long-term stability.

Pro Forma

The *pro forma* modeling process began with basic operating assumptions. The Center expects local residents will be its main market. Historically in Oregon local theater ticket sales are highest from fall through spring. Summertime is when residents prefer outdoor pursuits and travel to distant places. So, the theater's season will run nine months from September through May.

Initially, they will host eight performances a month, which is 72 a year. The anticipated average ticket price, including subscriptions, in the first year of 2021 will be \$20.57 (from survey).

They will sell, based on the survey, about 53.3 percent of their available seats once business stabilizes in the third year. About 29.5 percent of those sales will come from non-locals. Stabilization is the point at which local market awareness reaches maturity. ECONorthwest incorporated stabilization ramp-up patterns to reflect fewer sales in the first two years and the year immediately after a program expansion in 2024.

In 2024, the fourth year, the Center will add four shows a month, bringing the annual total to 108. This too is a reasonable assumption because sales of past shows dictate local audiences' interests. By adjusting programming, the theater will build-up demand and tailor their programming accordingly.

The theater will have cost advantages many theaters do not enjoy. Although the Center will pay for construction, the development would be turned over to the Parks Department. Thus, there is no depreciation in the forecast. Parks will be responsible for upkeep of the facilities. Thus, ongoing capital expenditures incurred by the Center would be quite modest. Parks also will cover utilities and share of the janitorial work.

The Center will pay for all other operating costs. These will fluctuate with the number of performances, the number of tickets sold, and inflation. Cost assumptions are from the Center and the most recent small theater industry survey.³ ECONorthwest adjusted some costs higher based on data from a national survey of small performing arts theaters (cited in Table 6) and the Oregon Employment Department.

On the revenue side, the theater will rely on concessionaires to prepare and bring food in, albeit the theater will pay for servers, food and beverage costs, and basic supplies. They will rent the theater for \$1,000 a day and assume two days a month, rising slightly in years three and four. The Center also forecasts some contributed income.

The *pro forma* lists the forecast operating measures and the cash flows. Dollar values do include inflation. Inflation, from 2020 to 2025, will average 2.38 percent per year.

³ *Theatre Facts 2017* published by the Theatre Communications Group available at <https://www.tcg.org/ResearchAndResources/TheatreFacts.aspx>.

Table 6: Chehalem Cultural Center Pro Forma, 2021 - 2025

	2021	2022	2023	2024	2025
<u>Operating and Economic Statistics</u>					
Number of performances	72	72	72	108	108
Seat capacity, annual	18,000	18,000	18,000	27,000	27,000
% available sold	27%	40%	54%	40%	54%
Paid admissions	4,819	7,229	9,639	10,844	14,458
Average ticket price	\$20.57	\$21.05	\$21.55	\$22.06	\$22.59
U.S. consumer price index	267.72	274.04	280.55	287.24	294.13
<u>Statement of Financial Activities</u>					
Earned & contributed income:					
Ticket sales to local patrons	\$69,868	\$107,280	\$146,443	\$168,649	\$230,257
Ticket sales to visitors	29,235	44,890	61,277	70,570	96,349
Food & beverage sales	24,095	36,999	50,504	58,174	79,421
Rental sales	11,450	17,582	24,000	27,645	37,741
Contributed income	40,000	30,000	20,000	20,000	20,000
Total Revenue	\$174,648	\$236,751	\$302,224	\$345,038	\$463,768
Cash expenses & capital replacement:					
Wages	\$112,179	\$121,595	\$131,409	\$162,212	\$176,993
Benefits & payroll taxes	21,773	22,976	24,226	29,687	31,507
Marketing	15,000	15,354	15,719	24,141	24,720
Presenting	54,000	55,275	56,587	86,907	88,990
Misc. supplies, repairs & replacements	3,600	5,528	7,546	8,692	11,866
Costs of concessions	6,024	9,250	12,626	14,544	19,855
Processing fees	3,716	5,706	7,790	8,971	12,248
Total Expenses	216,292	235,684	255,903	335,154	366,179
Change in unrestricted net assets	(\$41,644)	\$1,067	\$46,321	\$9,884	\$97,589

Sources: ECONorthwest analysis based on data from the Chehalem Cultural Center, survey of community theaters, IRS form 990 tax records, and the Theatre Communications Group financial survey.

The projected changes in unrestricted assets will be negative the first year, be about unchanged the second, and rise above the breakeven point when sales stabilize in 2023.

Typically, small non-profit theaters about break even. The Center's theater should be able to reach breakeven after the third year and exceed break even in later years.

The proposed theater has advantages that most community theaters do not. Notably, as described in this report's market analysis of this report, the theater will serve a robust local market. It will not incur utility, rent, or substantial capital costs once construction is finished.

The Center is attractive, ideally located, well run, so their staff and existing facilities can absorb much of the additional cost burdens a standalone would incur. Importantly, the Center already exposes visitors today that are inclined to go to the theater. That makes marketing easier, less costly, and more productive.

This is a clear case of a production leverage opportunity. That means an above average portion of the incremental revenues from the theater will flow down to the bottom line.

Economic Impact Analyses

The purpose of the economic impact analyses is to estimate the net change in local jobs and incomes arising from the theater. We ran three economic impact models for the local market (Yamhill County). They are:

1. Construction of the theater in 2020
2. Theater operations in 2025
3. Spillover impacts on Newberg area businesses in 2025.

We define spillovers as people spending money in the local area because of the theater that would have otherwise been spent outside Yamhill County had the Cultural Center's theater not been there. That is net spending

ECONorthwest used an economic impact model for Yamhill County. It measures the jobs and spending impacts of the theater that occur inside the county by its resident households, workers, local governments, and businesses. Jobs here are shown in full-year equivalents, so one job is about 2,000 hours of work in a year.

ECONorthwest used inputs from the Center, our analysis from the survey, and the *pro forma* shown in Table 6. Those inputs were run through an economic model called IMPLAN to calculate economic impacts. IMPLAN is the most widely used impact modeling system employed by economists in the United States.⁴

The IMPLAN model for Yamhill County only measures spending and employment that would occur inside Yamhill County. The Cultural Center's theater will have impacts elsewhere in Oregon. These are not measured.

In the interest of brevity, we report impacts on two levels. First level impacts are those that would happen at the theater. They are jobs and spending inside the theater.

⁴ There are currently more than 1,500 public and private users of the IMPLAN modeling software. The selection of IMPLAN by the United States Department of Agriculture (USDA) as its analysis framework for monitoring job creation associated with the American Recovery and Reinvestment Act (ARRA) of 2009 is a testament to its credibility.

Second level impacts are those that happen at businesses and households in Yamhill County (mostly in Newberg itself). In the vernacular of economic impact research they are called indirect and induced impacts. In this report we call them secondary impacts.

ECONorthwest believes that the impacts will be net to the local economy. That is the first and second level impacts arising from the theater's construction, operation, and spillover effects are net contributors to the local economy and would not have material negative impacts or take spending and employment away from other parts of the local economy.

Construction Impacts in 2020

The Center will spend \$6 million on construction in 2020. ECONorthwest used the Center's construction spending with the appropriate IMPLAN sector to calculate the number of jobs supported by this spending. It is important to note that construction contributions occur for as long as spending on construction does, and when construction spending ceases so does the impact to the county.

A \$6 million theater renovation project should support 38 construction jobs at the Center during the year. The spending by the construction businesses and worker households will, in-turn, contribute secondary impacts of 20 jobs and about \$2.5 million in spending elsewhere in Yamhill County.

Table 7: Economic Impacts of Theater Construction on Yamhill County in 2020

Construction Impacts in 2020	Spending	Jobs
Theater construction	\$6,000,000	38
Secondary impacts on community	2,532,833	20
Total local impact	\$8,532,833	58

Theater Operation and Spillover Impacts in 2025

Theater patrons will spend \$463,768 at the Center in 2025 according to the *pro forma* on Table 6. There will be 8-9 people working for the theater on operations, although most of them will be part-time and seasonal, so the effective amount of direct employment should equal about 4 full-year equivalent jobs. Note that we assume performers would not be Yamhill County residents and will take their earnings and spend them outside the county. That won't be the case every time, so to a degree the impacts are understated.

Secondary impacts from theater operations come about from spending on supplies, food and beverages, and local services by the Center and from employee spending. IMPLAN also captures additional rounds of spending and work stimulated in the local economy. When all is totaled, the effect of the theater's operations in 2025 should be about \$824,000 of spending in the County and the equivalent of 9 full-year jobs.

Table 8: Economic Impacts of Theater Operations and Spillover Visitor Spending on Yamhill County in 2025

Impacts in 2025	Spending	Jobs
From Theater Operations:		
Theater operations	\$463,768	4
Secondary impacts on community	359,746	5
Total from theater operations	\$823,514	9
Spillover impacts	1,161,965	8
Total local impact	\$1,985,479	17

Spillovers will have comparable impacts. The main spark will come from the 4,265 non-local visitors who, but for the theater, would not have otherwise visited Newberg. They will spend an additional \$527,000 in 2025 at local restaurants, lodging places, and retailers. There will also be some increased spending by local residents going to area restaurants as part of their nights out attending performances. When combined with all the secondary impacts IMPLAN calculated, spillovers will trigger over \$1.16 million in local spending outside of the theater resulting in the equivalent of eight full-time jobs.

Conclusions

Our research shows the market is more than ample to support a small 250-seat community theater. Households in Newberg and Dundee will spend \$2,926,374 on live performances in Oregon in 2025 (Table 5). Our *pro forma*, based on comparable theaters in Oregon, projects ticket sales to local patrons by the Cultural Center's will be \$230,257 (Table 6).

So to meet the projected returns in the *pro forma*, the Cultural Center theater would need to capture about one out of every twelve dollars Newberg and Dundee households are expected to spend in Oregon. Plus they would need to capture another 29.5 percent of ticket sales from people coming in from places outside of Newberg and Dundee. That is the percentage other community theaters do. We believe, with the right programming, that is achievable.

The economic impact analysis estimates that in 2025 the theater will bring almost \$2 million in additional spending, enough to support 17 more jobs than otherwise, to Yamhill County. That impact in 2025 would be repeated in 2026, 2027, and beyond, as long as the theater continues to perform accordingly. This too we believe is achievable given the anticipated total revenues and expenses.

What is particularly important from a purely economic development standpoint to us is that over time, are dynamic impacts to Yamhill County and Newberg in particular. Money brought to local restaurants, shops, and residents can stimulate investments that would expand businesses and community improvements. Gradually, these would encourage more tourism and local community activities. These dynamic impacts are gradual, their scope unquantifiable, but direction clearly positive.