

AGENDA
CHEHALEM PARK AND RECREATION DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
CHEHALEM ADMINISTRATION OFFICE
125 S. ELLIOTT ROAD NEWBERG, OREGON
DECEMBER 07, 2023 6:00 P.M.

- I. Call To Order**
- II. Pledge of Allegiance**
- III. Roll Call**
- IV. Approval of or Additions to the Agenda**
- V. Approval of Consent Agenda**
 - A. Approve Minutes Regular Board Meeting October 26, 2023
 - B. Approve Bills Payable
 - C. Approve Financials
 - D. Approve Budget Calendar
 - E. Appoint Budget Officer
- VI. Public Participation**
 - A. Audit 2021-22
 - B. Citizen's Concerns
 - C. Ryan Storfa Chehalem Valley BMX
 - D. Others not on Agenda
- VII. Action Items/Committee Reports/Board Comments**
 - A. Approve District Legal Service
 - B. Discussion on Ad Hoc Committee Roles
 - C. SDC's for 2024-25
 - D. Discussion on Dundee Elementary School Acquisition
 - E. Reports and Comments from Board Members
- VIII. Old Business**
 - A. Updates on Committee Reports and Questions
 - B. Update Paddle Launch Dundee
- IX. From the Superintendent's Desk**
 - A. Superintendent's Report
 - 1. Meeting Dec 12 with School District
 - 2. Report on Pool HVAC
 - 3. Bob Crystal Rilee Park Committee
 - 4. Report on Operation & Projects
 - B. Staff Reports
- X. Correspondence**
 - A. Citizens' Comments/Evaluations
 - B. Miscellaneous Info
- XI. Adjournment**

Next regular Board meeting is January 25 2024.

Join via Zoom at this link: <https://us02web.zoom.us/j/86498367013>

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To: Board of Directors
From: Superintendent
Date: December 01, 2023
Re: Background information for December 07, 2023 Board Meeting

Number corresponds to Agenda Item

III. **ROLL CALL** – We need 3 present for the meeting. Please call if you cannot attend. Please see page 4 for index for page numbers

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

V. **APPROVAL OF CONSENT AGENDA**

A. Approval of Board Meeting Minutes – Please see pages (6-13) for Regular Meeting Minutes of October 26, 2023.

RECOMMENDATION: Approval of Regular Board Meeting Minutes for October 26, 2023.

B. Approval of Bills Payable – See page (14-15). General Fund \$1,003,618.95, SDC FUND \$94,120.55, LOAN SERVICE FUND \$0.00, POOL BOND \$0.00, FOUNDATION \$3,902.80

RECOMMENDATION: APPROVAL OF BILLS PAYABLE.

C. Approval of Financial – Please see page (16-49). The current debt is for the golf course, fitness center and pool bond. Last year we paid for the property purchased on 219. We are allowed about \$92,400,000.00 in debt. As of 6/30/2022, we have \$22,504,757 outstanding long-term debt obligations. We refinanced the loans for the golf course, property and combined them with the loan for the pool and fitness center to save money. Currently we have two loans and one bond. Please note the general fund in previous years had transferred the money to pay for debt to the Loan Service Fund. We are now paying debt out of the SDC fund.

GENERAL FUND SUMMARY

<u>DESCRIPTION</u>	<u>AS OF 10/31/22-23</u>	<u>AS OF 10/31/23-24</u>	<u>DIFFERENCE</u>
TOTAL EXPENDITURES	\$ 2,639,554.02	\$ 3,337,520.86	\$ 697,966.86
TOTAL OPERATION EX.	\$ 2,490,078.33	\$ 2,968,218.67	\$ 478,140.34
TOTAL CAP/AQ/DEV/TRS	\$ 149,475.69	\$ 369,302.21	\$ 219,826.52
TOTAL REVENUE	\$ 7,695,637.77	\$ 8,383,958.25	\$ 688,320.48
TOTAL TAXES	\$ 48,585.11	\$ 83,067.76	\$ 34,482.65
TOTAL FEES & CHARGES	\$ 1,695,585.64	\$ 1,899,953.32	\$ 204,367.68
TOTAL OTHER REVENUE	\$ 30,541.19	\$ 293,345.16	\$ 262,803.97
BEGINNING BALANCE	\$ 5,920,925.83	\$ 6,107,592.01	\$ 186,666.18
<u>BALANCE</u>	<u>\$ 5,056,083.75</u>	<u>\$ 5,046,437.39</u>	<u>\$ < 9,646.36></u>

SDC FUND SUMMARY

<u>DESCRIPTION</u>	<u>AS OF 10/31/22-23</u>	<u>AS OF 10/31/23-24</u>	<u>DIFFERENCE</u>
BEGINNING BALANCE	\$ 3,890,319.32	\$ 4,694,857.37	\$ 804,538.05
INTEREST	\$ 18,947.06	\$ 59,147.64	\$ 40,200.58
CITY OF NEWBERG	\$ 518,635.64	\$ 156,420.74	\$ <362,214.90>
CITY OF DUNDEE	\$ 2,856.70	\$ 0.00	\$ <2,856.70>
COUNTY OF YAMHILL	\$ 26,303.10	\$ 16,139.55	\$ <10,163.55>
TRANSFERRED IN	\$ 0.00	\$ 0.00	\$ 0.00
TOTAL REVENUE	\$ 4,457,061.82	\$ 4,926,565.30	\$ 469,503.48
TOTAL EXPENDITURE	\$ 241,117.36	\$ 291,996.23	\$ 50,878.87
<u>BALANCE</u>	<u>\$ 4,215,944.46</u>	<u>\$ 4,634,569.07</u>	<u>\$ 418,624.61</u>

RECOMMENDATION: Approve October 2023 Financials as submitted.

D. Approve Budget Calendar – Please see pages (50-51).

RECOMMENDATION: Approve 2024-25 Budget Calendar.

E. Approve Budget Officer – Will do the budget for 2024-25.

RECOMMENDATION: Approve the Superintendent as the budget officer for 2024-25 budget.

VI. PUBLIC PARTICIPATION

A. Audit 2021-22 – Auditors will be on zoom to answer any questions. Copy of Audit and letter was given in last months, September, packet.

RECOMMENDATION: Approve the 2021-22 audit

B. Citizen’s Concerns - We will have Legal Counsel present to answer questions and go over any concerns the Board may have.

C. Ryan Storfa – Please see page (52).

D. Others not on Agenda

VII. ACTION ITEMS/COMMITTEE REPORTS/BOARD COMMENTS

A. Approval of Legal Services– Please see pages (53-73) for proposals for District Legal services. In the past the board has let the Superintendent decide on the legal services need for the District. The board my wish to vote on the firms that submitted a proposal and the firm that is approved will serve the Districts legal concerns. I am making a recommendation that the Board authorize the Superintendent to decide on legal counsel.

RECOMMENDATION: The District retain the current legal counsel Brown, Tarlow and Bridges.

B. Discussion on Ad Hoc Committee Roles and Rules – Please see pages (74-78).

RECOMMENDATION: Approve the Roles and Rules of committees as presented.

C. SDC’s For 2024-25 – Please see Pages (79-82). Will discuss at meeting.

RECOMMENDATION: Approve SDC;s for 2024-25

D. Discussion of Acquisition of Dundee Elementary School – Please see pages (83-99).

RECOMMENDATION: Approve moving ahead of the acquisition of Dundee Elementary School.

E. Reports and Comments from Board Members - Given at meeting

VIII. OLD BUSINESS

A. Update on Committee Reports - Will discuss at meeting. Please see pages (100-118). .

B. Update Paddle Launch – Will give at meeting.

IX. FROM THE SUPERINTENDENTS DESK

A. Superintendent Report – Will give report at meeting. Please see pages (119).

B. Staff Reports – Please see pages (120-133).

X. CORRESPONDENCE

A. Citizens Comments/Evaluations – Please see Page (134-166)

B. Miscellaneous Information – Please see page (167-185).

XI. ADJOURNMENT.

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CHEHALEM PARK AND RECREATION DISTRICT
REGULAR BOARD MEETING
CPRD Administration Office
125 S. Elliott Road
October 26, 2023
MINUTES

- I. Jason Fields called the meeting to order 6:00 p.m.

- II. Roll Call
 - Board members:
Matt Smith, President - late
Jason Fields, Vice President
Gayle Bizeau, Secretary/Treasurer
Jim McMaster
Lisa Rogers

 - CPRD Staff:
Don Clements, Superintendent
Richard Cornwell, IT Specialist (operator)
Casey Creighton, Assistant Superintendent
Julie Petersen, Special Services Supervisor/Recreation Supervisor
Kat Ricker, Public Information Director
R. Scott Robinson, Golf Course Coordinator/Supervisor
Kellan Sasken, Special Services/Golf Director (remote)
Bryan Stewart, Basic Services Supervisor/Park and Facilities Supervisor

 - Public:
Tom Hammer
Matt Dolphin
Ryann Reinhofer
Brian Bowman
Justin Alderman
Steve Paulson
Mike Kringlen

- III. Approval of amended agenda (No vote)

- IV. Approval of consent agenda
 - a. Approval of minutes of Regular Meeting Sept. 28, 2023 and Special Meeting (work session) Oct. 17, 2023
 - b. Approval of bills payable
 - c. Approval of financials
Moved Lisa Rogers

Second Jim McMaster
Passed unanimously

- V. Public participation (Moved to follow the audit discussion.)
- VI. Action items/committee reports/Board comments
 - a. Approval of 2021-22 audit. Rogers asked to look into what it would cost to have Fidelity Insurance; Clements said that he would bring our agent in to address that at a future meeting. Clements recommended approving the audit and said the Board may want to bring the auditors in to next meeting in order to make auditors aware that the Board is serious about wanting the audit to be on time. Jim said that he would like people to identify themselves as in-District or out-of-District during public comments time. Smith said that he would definitely like to have the auditors at the December meeting; the Board will create questions and submit to staff the Friday before the Dec. 7th meeting.

Fields returned to Public Participation. Smith took over chairing.

1. Matt Dolphin disagreed with ban on bikes at Bob and Crystal Rilee Park and asked when the ban would take effect, as the motion did not include a year. He urged the Board to make a motion with a year, citing attention to policies and state laws which would require this, and urged the Board Secretary to help the new Board members do their job competently.
2. Tom Hammer commented on a presentation by the trails committee to Newberg City Club on Oct. 17, and responded to their comments then concerning County Commissioner Berschauer, stated there were false claims of elected official bias.
3. Brian Bowman commented on Board work session and urged the Board to consider where cycling would fit into priority projects.
4. Justin Alderman, Equestrian Media Group, accused CPRD of noncompliance with public records laws and urged the Board to take action, stating that CPRD has not granted his requests for fee waivers for his own records requests.

Upon Alderman's request, Smith moved Item F up.

Discussion with Public Information Director Kat Ricker who explained the procedure and cost estimates in place, and assured the Board that legal counsel had reviewed all and that staff is confident that CPRD is in compliance with state laws. The Board considered adopting a policy that would be closer to the City of Newberg's policy, agreed to discuss this further, read enclosed materials in the packet, and table for discussion of a potential policy for the next meeting. The Board agreed to have the process and forms stay in place until then, and have legal counsel present for discussion at the next meeting.

Tipping discussion - Smith said he had determined that it was not worth the risk to the District; Rogers agreed.

- b. Approval of bids for Chehalem Cultural Center remodel of performing arts facilities on second floor to Andy Metcalf; Chehalem Community Center roof repair/replacement; Jaquith and Memorial Parks asphalt repair/replacement; purchases of trailer, dump truck, and park truck.

MOTION to approve Andy Metcalf Construction for \$4,650,680 for Chehalem Cultural Center remodel.

Moved Jim McMaster

Second Lisa Rogers

Passed unanimously

McMaster suggested that if going out for bid for a dump truck, create a (table) with information of names and amounts of bids up front for easy reference, to see all at once. Stewart agreed to do this in the future. Discussion with Stewart on the dump truck being purchased.

MOTION Rogers moved to approve all bids recommended as low bids in the Board packet.

Moved Rogers

Second Jason Fields

Passed unanimously

- c. Request from Newberg Mayor Bill Rosacker (Pgs. 199 - 200) for System Development Charges reform (reduction) including re-evaluating \$80 million line item for trail construction and adding exemptions to select square footage of home construction.

Mayor Rosacker made a presentation supporting the request in his letter. Discussion - Clements said that the City and CPRD had taken two different approaches, and he said we went as low as we can get, and we have not charged for any affordable housing that has requested waivers, and he does not recommend lower fees. He said we have done everything that we can to make it as easy or convenient.

Rogers said we should not charge for ADUs, and also calculating the footage as requested seems complicated and she is not sure that it would be worth it. Smith agreed, later in the discussion.

McMaster said that he has seen CPRD waive fees for Habitat and others in order to do due diligence, and the new Board members need to be more educated on what we are doing, and he urged Clements to put something together for them. Also, CPRD does not collect SDCs from childcare.

Fields said that it is imperative for us all to understand how those fees

are calculated and where that money comes from, before rendering any decision.

Discussion on (Clements's explanation of) background of a previous Board's decision to implement an automatic increase. Smith said that he would like to see this reviewed every year instead of being automatically increased.

Rogers suggested we do an analysis of projects that the public wants CPRD to do, and see how the implications of reducing SDCs would affect those. McMaster explained how SDC fee revenues have been leveraged as matches in grants in order to build parks in CPRD's past when he was on staff.

Fields asked if there was a reason that fees weren't reviewed every year during the 20-year period when SDCs had not been increased; Clements said that they had been reviewed, and gave more historical background. Fields asked what issues we would have without automatic increases; Clements said he did not think that we would keep up with construction costs, and also the general fund had been paying for debts, and that we could not have been paying for these projects without shifting the debt, which was legal, to paying for new project construction out of SDCs instead of the general fund, which freed up money in general fund for maintenance and operation. More discussion. McMaster reminded the Board that if nothing is built, then there are no SDCs, but the public still wants projects to be built. Smith outlined the topics that the Board needs to research further before taking any action. No action was taken.

- d. Review of proposals submitted in response to RFP for legal services - Two proposals were submitted; one from current legal counsel and the second from a firm in Salem. Clements said he had not had a chance to review the second one yet and he invited two Board members to review with staff before making a selection to recommend. Smith volunteered to meet with Clements to do this.
- e. Discussion of Citizen Advisory Committees, rules and roles - Smith had requested adopted guidelines regarding committees; Clements distributed a draft document to the Board at the time of this meeting. Someone from golf committee spoke and said that prior to Fields, no one had said that was required; Smith said this was not the fault of any previous persons on the Board or on any committee, and prior Boards had not created guidelines, and that is what we are doing now. Clements explained that requirements had changed and we are trying to keep up. McMaster said it was a learning curve for all the committees. Smith suggested placing Board guidelines, as appropriate, onto committees in order to create a structure. McMaster directed Clements to check with SDAO and see what they have

in place now in order to not reinvent the wheel.

The Board agreed to vote on something at the next meeting.

f. Public Records Requests discussion of CPRD procedures and Board consideration of implementing a policy (Already discussed)

g. Reports and comments from Board members

Jason Fields - Thanked Matt Dolphin for his feedback on his motion and he made the following clarification: I make the motion that effective Nov. 1, 2023, bicycles will no longer be on Bob and Crystal Rilee Park.

Fields said that the County landfill property adjacent to Rogers Landing would be ideal for walking paths and mountain bikes, and a no-fee paddle launch, and he hoped that it could connect to Rogers Landing. He said the previous Board had begun discussion on this, this Board wanted to move it forward, and he thinks something will happen on it soon.

Jim McMaster complimented newly promoted Sports Coordinator Nicole Llewelling. He asked if Creighton had a report as he had asked on aquatic center Airmac system. He said he did not. McMaster recommended that an impartial engineering company evaluate it and whether it will work and then we can take it from there because it is not working the way that it should be. Smith directed Clements to pursue this and Clements said that he will have a report at the next meeting.

Smith said County commissioners are working on a childcare project and seeking entities who can help them run that, and he had discussed that with Julie Petersen. Smith sought to authorize Petersen to pursue that, join the group, and if possible, even expand on our childcare options. The Board and Petersen agreed to do this.

Gayle Bizeau - deferred her pickleball comments until Kringlen spoke with committee update.

Lisa Rogers said the Chehalem Cultural Center building and theater remodel should soon be mostly complete, so with approval of bid, construction should start next month and take about a year, and the Board would be invited to the grand opening.

VII. Old business/project updates

a. Project updates from Creighton on proposed Bypass Trail, 219 property in wait until spring, reviewing proposed IGA with Dr. Philips for Renne Field renovation, trails survey, Ewing Young Park restroom concept. Asked for Board approval to install lights in BMX track as Chehalem BMX had requested. Sander Estate - had surveyor address easements and requested deferrals on roads, and the City of Dundee will review and get back to CPRD.

Creighton spoke with Paige Knudsen on Crabtree Park about necessary culvert improvements and prospects with fish passage and ODFW. Smith said the easement has to come from Knudsen; Creighton said that she had given it to the County but the County had not signed, processed it and returned it. Smith said the County was willing to chip in a third, and if we make it clear, and emphasize the urgency, then the transfer can take place since Parks Board had recommended it. Rogers confirmed that an easement would be part of this. Fields said he would not support another temporary fix.

b. Paddle launch - N/A

Smith moved to committee reports.

Steve Paulson said golf committee will withdraw its update until there are rules assigned.

Mike Kringlen for pickleball committee - committee had sought to provide staff with information for feasibility study and had met together with a CPRD Board member, CPRD staff members, and a USA Pickleball Association representative, and that representative had recommended a company to conduct the study. He said the property off Wilsonville Road is the only location that would be appropriate for construction and requested the Board enter into contract with the company to conduct a feasibility, appraisal, financial, and loan application preparation, for that site. The committee disagrees with staff that this would be incompatible with proposed third nine.

Discussion: Fields asked for clarification on request; Kringlen said study would help determine whether the committee's proposal was realistic. Bizeau asked Creighton the difference in having pickleball-specific study vs. generalized study; he said it would be much more expensive. He also said that Don Clements had identified another property; Clements said it was too early to discuss now as it would put the developer into a bad position but he will have more information to share by the next Board meeting. Clements said we could do local competitions but his opinion was that regional or national would stretch us. Discussion on size, covered, lighted concepts. Clements said he would recommend which type of structure would work. Bizeau expressed concern that Kringlen was trying to compare a \$30,000 study for Las Vegas to what he wanted for Newberg. Smith asked staff what it needs for an appropriate study. Clements said the only thing we need now is a site.

Trails Committee - Board read committee chairman Quentin Comus's request for four additional members, in a letter before them. Smith said his concern is that different types of trails are designed for the needs of different users, and what he would like to see, is if we build a mountain biking park, then that group's association would be able to give input on how to build and maintain such a park. If we create a general trail, then it may not work well

for specific users, so it may be good to create committees for specific sports - mountain biking and also equestrians. Therefore, he would rather have nice committees and not a bigger one arguing. Rogers said she was concerned we would get crosswise with public and cause more confusion with a general trails committee and also user group committees; she said that committee could have subcommittees. McMaster argued for bringing people together rather than separating even more into more committees. Fields said it makes no sense to have equestrians and horses on the same committee because we won't buy another property which will have both on it, but we should have an equestrian committee.

Smith asked Brian Bowman if he had thoughts. Bowman was on the original Bob and Crystal Rilee Park CAC. He said he was impartial on expanding the committee, but he sees value in different user groups working together and encouraged the Board to continue with creating guidelines and give committees assignments and use them as data points.

Smith asked to have the Rilee Committee on the agenda and discuss how they disbanded and whether to have them reconvene.

Rogers suggested having another meeting to discuss specific items. Fields wished to stay on track and continue meeting and push through. Discussion.

VIII. From the superintendent's desk

a. Superintendent's report – Discussion/no discussion

1. Current committee meetings

2. Establishment of Park Maintenance Committee - Clements said this was an individual's request but did not identify the individual. Smith and Fields supported the idea. McMaster was concerned whether this was an individual who needed questions or concerns addressed rather than forming a committee upon one request. Rogers urged the Board to clarify what the purpose is, what it is trying to solve, and be clear that directive is not to direct staff. The Board agreed not to pursue forming this committee.

b. Staff reports – Brief staff updates were given; see packet for detailed activity reports. Clements distributed maps of a 5-acre parcel at 900 Wyooski Road, near Friends' Park (R 3220 01000). Owner wants CPRD to pay half of appraisal in order to obtain property. The land is mostly in a wetland ravine that leads into Hess Creek. Clements said we could build trails on either side.

Bryan Stewart and Scott Robinson gave updates from their departments.

IX. Correspondence

A. Citizen comments/evaluations – No discussion

X. Adjournment – 9:25 p.m.

Next meeting will be held at 6 p.m. on Thursday, Dec. 7, 2023 due to holiday schedule.

Respectfully Submitted,
Kat Ricker, Public Information Director

FROM SEPTEMBER 15, 2023

UP TO NOVEMBER 17, 2023

ACCOUNTS PAYABLE FOR GERNERAL FUND

<u>CHECK NUMBERS</u>	<u>AMOUNT</u>	<u>TYPE CHECKS</u>
128526 & 128635 VOIDED		
128645-128873	\$ 491,186.70	ACCOUNTS PAYABLE
128756,128764,128770,128818 VOIDED		
128688-128711,128835-37	\$ 2,460.96	PAYROLL
WIRE TRANSFER PAYROLL	\$ 467,662.12	PAYROLL
2444-2462	\$ 42,309.17	MANUAL/ACH TRANSFERS
GRAND TOTAL	<u>\$ 1,003,618.95</u>	

BREAKOUT

ACCOUNTS PAYABLE \$ 491,186.70

PAYROLL \$ 470,123.08

WIRE TRANSFER & ACH \$ 42,309.17

ACCOUNTS PAYABLE FOR SDC FUND

<u>CHECK NUMBERS</u>	<u>AMOUNT</u>	<u>TO WHOM</u>
1112	\$ 13,149.84	GREENWORKS, PC
1113	\$ 1,265.72	AKS
1114	\$ 1,452.50	MIG:APG
1115	\$ 11,623.42	WH PACIFIC
1116	\$ 23,702.50	AKS
1117	\$ 1,332.50	GREENWORKS, PC
1118	\$ 2,401.25	AKS
1119	\$ 4,950.00	TERRACALC SURVEY INC
1120	\$ 23,549.54	GREENWORKS, PC
1121	\$ 497.50	SCOTT EDWARDS ARCH
1122	\$ 8,213.28	WH PACIFIC
1123	\$ 1,982.50	MIG:APG
GRAND TOTAL	<u>\$ 94,120.55</u>	

ACCOUNTS PYABLE FOR LOAN SERVICE FUND

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

ACCOUNTS PAYABLE FOR CAPITAL POOL CONSTRUCTION & POOL BOND

<u>CHECK NUMBERS</u>	<u>AMOUNT</u>	<u>TO WHOM</u>
WIRE TRANSFER	\$ 0.00	
GRAND TOTAL	<u>\$ 0.00</u>	

BREAKOUT

<u>POOL BOND CONSTRUCTION</u>	\$	00.00
<u>POOL BOND DEBT</u>	\$	00.00

ACCOUNTS PAYABLE FOR FOUNDATION

<u>CHECK NUMBERS</u>	<u>AMOUNT</u>	<u>TO WHOM</u>
228	\$ 900.00	TERA CALC LAND SUVY
229	\$ 79.81	OR DOJ
230	\$ 2,922.99	FOOTBALL
GRAND TOTAL	<u>\$ 3,902.80</u>	

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Total Capital Outlay & Transfers	\$ 149,475.69	\$ 369,302.21	\$ 219,826.52
GRAND TOTAL EXPENSES	\$ 2,639,554.02	\$ 3,337,520.88	\$ 697,966.86
Total Tax Revenue	\$ 48,585.11	\$ 83,067.76	\$ 34,482.65
Total Fees & Charges Revenue	\$ 1,695,585.64	\$ 1,899,953.32	\$ 204,367.68
Total Other Revenue	\$ 30,541.19	\$ 293,345.16	\$ 262,803.97
Beginning Balance	\$ 5,920,925.83	\$ 6,107,592.01	\$ 186,666.18
GRAND TOTAL REVENUE	\$ 7,695,637.77	\$ 8,383,958.25	\$ 688,320.48

SDC FUND SUMMARY

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TOTAL REVENUE	\$ 566,742.50	\$ 231,707.93	\$ <335,034.57>
BEGINNING BALANCE	\$ 3,890,319.32	\$4,694,857.37	\$ 804,538.05
GRAND TOTAL REVENUE	\$ 4,457,061.82	\$4,926,565.30	\$ 469,503.48

LOAN SERVICE FUND SUMMARY

DESCRIPTION	AS OF 10/31/22-23	AS OF 10/31/23-24	DIFFERENCE
GRAND TOTAL EXPENSES	\$ 0.00	\$ 0.00	\$ 0.00
REVENUE TRANSFERS	\$ 0.00	\$ 0.00	\$ 0.00
INTREST	\$ 196.40	\$ 498.91	\$ 302.51
BEGINNING BALANCE	\$ 34,000.55	\$ 34,951.56	\$ 951.01
GRAND TOTAL REVENUE	\$ 34,196.95	\$ 35,450.47	\$ 1,253.52

EQUIPMENT AND MAJOR MAINTENANCE FUND SUMMARY

DESCRIPTION	AS OF 10/31/22-23	AS OF 10/31/23-24	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 10/31/22-23	AS OF 10/31/23-24	DIFFERENCE
GRAND TOTAL EXPENSES	\$ 0.00	\$ 0.00	\$ 0.00
GRAND TOTAL REVENUE	\$ 0.00	\$ 0.00	\$ 0.00

BOND LOAN SERVICE SUMMARY

DESCRIPTION	AS OF 10/31/22-23	AS OF 10/31/23-24	DIFFERENCE
GRAND TOTAL EXPENSES	\$ 0.00	\$ 0.00	\$ 0.00
GRAND TOTAL REVENUE	\$ 390,897.46	\$ 649,342.73	\$ 258,445.27

General Ledger Revenue Analysis

User: ahill@cprdnexberg.org
 Printed: 11/9/2023 10:25:19 AM
 Period 04 - 04
 Fiscal Year 2024



Account Number	Description	Budget	Period Amt	End Bal	Uncollected	% Collected
001	GENERAL FUND					
001-000-400000	BEGINNING FUND BALANCE	6,000,000.00	0.00	6,107,592.01	-107,592.01	101.79
001-000-410000	CURRENT TAXES	3,585,025.00	3,664.50	58,630.85	3,526,394.15	1.64
001-000-411000	PRIOR TAXES	100,000.00	1,854.65	24,436.91	75,563.09	24.44
001-000-450000	PARKS	10,500.00	17,075.41	19,048.49	-8,548.49	181.41
001-000-450415	PADDLE LAUNCH	0.00	0.00	0.00	0.00	0.00
001-000-451000	AQUATIC RECEIPTS	1,285,156.00	148,358.67	503,783.46	781,372.54	39.20
001-000-452000	ADULT SPORT RECEIPTS	42,400.00	0.00	3,405.00	38,995.00	8.03
001-000-453000	YOUTH SPORT RECEIPTS	292,000.00	40,741.31	177,272.20	114,727.80	60.71
001-000-453001	LITTLE LEAGUE FEES	0.00	0.00	0.00	0.00	0.00
001-000-453002	TUALATIN VALLEY YOUTH FOOTBALL	0.00	0.00	0.00	0.00	0.00
001-000-454000	RECREATION CLASSES INCOME	144,500.00	10,746.36	33,817.94	110,682.06	23.40
001-000-454001	CLASSES/SPECIAL ACTIVITY	0.00	0.00	0.00	0.00	0.00
001-000-455000	PLAYGRNDSCENTERS	647,000.00	60,955.15	252,169.24	394,830.76	38.98
001-000-456000	COMM CTR/SCOUT HOUSE INCOME	118,000.00	8,846.00	24,841.50	93,158.50	21.05
001-000-457000	COMMUNITY SCHOOL	66,000.00	1,650.00	4,356.53	61,643.47	6.60
001-000-458000	GC MAINT REIMB	0.00	0.00	0.00	0.00	0.00
001-000-459000	GOLF COURSE CLUB HOUSE	1,722,000.00	140,744.57	863,277.55	858,722.45	50.13
001-000-460000	EWING YG PK PROG INCOME	0.00	0.00	0.00	0.00	0.00
001-000-472000	CONCESSION INCOME	15,100.00	1,900.00	7,900.00	7,200.00	52.32
001-000-474000	PRESCHOOL INCOME	75,770.00	2,899.20	10,081.41	65,688.59	13.31
001-000-476000	CHEH VALL BABE RUTH ASSN	0.00	0.00	0.00	0.00	0.00
001-000-478000	LITTLE LEAGUE INCOME	0.00	0.00	0.00	0.00	0.00
001-000-479000	NDOT REVENUE INCOME	0.00	0.00	0.00	0.00	0.00
001-000-480000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
001-000-480010	INTEREST EARNINGS	30,000.00	19,806.05	79,920.53	-49,920.53	266.40
001-000-480020	SKATE PARK INCOME	0.00	0.00	0.00	0.00	0.00
001-000-480022	GRANTS/LOANS/OTHER	0.00	189,135.32	189,135.32	-189,135.32	0.00
001-000-480025	MISCELLANEOUS INCOME	50,000.00	6,656.23	24,289.31	25,710.69	48.58
001-000-480028	PARK RESERVATION INCOME	0.00	0.00	0.00	0.00	0.00
001-000-480030	INSURANCE REFUNDS	0.00	0.00	0.00	0.00	0.00
001-000-480040	DONATIONS	0.00	0.00	0.00	0.00	0.00
001-000-480099	ALLOW FOR RETURNED CHECKS	0.00	0.00	0.00	0.00	0.00
001-000-488000	CHEHALEM TIGER VBALL INCOME	0.00	0.00	0.00	0.00	0.00
001-000-490002	TRANSFER	0.00	0.00	0.00	0.00	0.00
001-000-501000	CPT INCOME	0.00	0.00	0.00	0.00	0.00

Account Number	Description	Budget	Period Amt	End Bal	Uncollected	% Collected
001-000-502000	NDOT INCOME	0.00	0.00	0.00	0.00	0.00
001-000-503000	BAMBINO LEAGUE INCOME	0.00	0.00	0.00	0.00	0.00
001-000-504000	BABE RUTH INCOME	8,000.00	0.00	0.00	8,000.00	0.00
001-000-505000	CHEHALEM TIGER VBALL INCOME	0.00	0.00	0.00	0.00	0.00
001-000-506000	QUILT CLUB INCOME	1,500.00	0.00	0.00	1,500.00	0.00
001-000-507000	NEWBERG THEATRE GRUOP INCOME	10,000.00	0.00	0.00	10,000.00	0.00
001-000-508000	Historic Friends of Nbg	0.00	0.00	0.00	0.00	0.00
001-000-509000	TUALATIN VALLEY FOOTBALL REV.	22,000.00	0.00	0.00	22,000.00	0.00
001-000-510000	LACROSSE	10,000.00	0.00	0.00	10,000.00	0.00
001-000-511000	Basketball	0.00	0.00	0.00	0.00	0.00
	REVENUE	14,234,951.00	655,033.42	8,383,958.25	5,850,992.75	58.90
001	GENERAL FUND	14,234,951.00	655,033.42	8,383,958.25	5,850,992.75	58.90
005	EWING YOUNG FUND	0.00	0.00	0.00	0.00	0.00
005-000-400000	BEGINNING FUND BALANCE	0.00	0.00	0.00	0.00	0.00
005-000-461000	INTEREST EARNINGS	0.00	0.00	0.00	0.00	0.00
005-000-467000	CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00
	REVENUE	0.00	0.00	0.00	0.00	0.00
005	EWING YOUNG FUND	0.00	0.00	0.00	0.00	0.00
025	EQUIPMENT & MAJOR MAINT	0.00	0.00	0.00	0.00	0.00
025-000-400000	BEGINNING FUND BALANCE	0.00	0.00	0.00	0.00	0.00
025-000-461000	INTEREST EARNINGS	0.00	0.00	0.00	0.00	0.00
025-000-490001	TRANSFERS FRM GENL. FUND	0.00	0.00	0.00	0.00	0.00
	REVENUE	0.00	0.00	0.00	0.00	0.00
025	EQUIPMENT & MAJOR MAINT	0.00	0.00	0.00	0.00	0.00
026	LOAN SERVICE FUND	0.00	0.00	0.00	0.00	0.00
026-000-131001	FUND TRANSFERS	0.00	0.00	0.00	0.00	0.00
026-000-160000	TAXES ON BOND	0.00	0.00	0.00	0.00	0.00
026-000-400000	BEGINNING FUND BALANCE	34,601.00	0.00	34,951.56	-350.56	101.01
026-000-410000	GRANT INCOME	0.00	0.00	0.00	0.00	0.00
026-000-410001	LOANS	0.00	0.00	0.00	0.00	0.00
026-000-461000	INTEREST EARNINGS	0.00	144.17	498.91	-498.91	0.00
026-000-461002	INTEREST ON INVESTMENTS	0.00	0.00	0.00	0.00	0.00
026-000-467000	CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00
026-000-470000	EWING YOUNG PARK INCOME	0.00	0.00	0.00	0.00	0.00
	REVENUE	34,601.00	144.17	35,450.47	-849.47	102.46

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Account Number	Description	Budget	Period Amt	End Bal	Uncollected	% Collected
026	LOAN SERVICE FUND	34,601.00	144.17	35,450.47	-849.47	102.46
035	SDC FUNDS					
035-000-400000	BEGINNING BALANCE	3,890,319.00	0.00	4,694,857.37	-804,538.37	120.68
035-000-400001	BEGINNING BALANCE DUNDEE	0.00	0.00	0.00	0.00	0.00
035-000-400002	BEGINNING BALANCE NEWBERG	0.00	0.00	0.00	0.00	0.00
035-000-400003	BEGINNING BALANCE YAMHILL CO	0.00	0.00	0.00	0.00	0.00
035-000-460000	SCD INCOME	0.00	0.00	0.00	0.00	0.00
035-000-460001	SDC FUNDS-DUNDEE	75,000.00	0.00	0.00	75,000.00	0.00
035-000-460002	SDC FUNDS-NEWBERG	650,000.00	156,420.74	156,420.74	493,579.26	24.06
035-000-460003	SDC FUNDS-YAMHILL COUNTY	75,000.00	8,512.69	16,139.55	58,860.45	21.52
035-000-461000	INTEREST EARNED	25,000.00	0.18	0.18	24,999.82	0.00
035-000-461001	INTEREST EARNED-DUNDEE	0.00	897.90	3,151.32	2,253.42	0.00
035-000-461002	INTEREST EARNED-NEWBERG	0.00	15,280.22	52,477.36	-32,197.14	0.00
035-000-461003	INTEREST EARNED-YAMHILL COUNTY	0.00	113.21	3,518.78	-3,405.57	0.00
035-000-620001	ACQUISITION	0.00	0.00	0.00	0.00	0.00
035-000-620002	DEVELOPMENT	0.00	0.00	0.00	0.00	0.00
035-000-490000	REVENUE	4,715,319.00	181,224.94	4,926,565.30	-211,246.30	104.48
	Transfer in	0.00	0.00	0.00	0.00	0.00
	Transfer IN	0.00	0.00	0.00	0.00	0.00
035	SDC FUNDS	4,715,319.00	181,224.94	4,926,565.30	-211,246.30	104.48
036	CP Pool Fund					
036-000-108000	DNU BOND REV	0.00	0.00	0.00	0.00	0.00
036-000-119000	Proceed from Bond	0.00	0.00	0.00	0.00	0.00
036-000-400000	B FB L/GP	0.00	0.00	0.00	0.00	0.00
036-000-400001	BEG BAL US BANK	0.00	0.00	0.00	0.00	0.00
036-000-410000	DNU TAXESBOND CURRENT	0.00	0.00	0.00	0.00	0.00
036-000-461000	INT EARN 5208	0.00	0.00	0.00	0.00	0.00
036-000-461003	USBANK CP INT	0.00	0.00	0.00	0.00	0.00
036-000-480022	OTHER INCOME SOURCES	0.00	0.00	0.00	0.00	0.00
036-000-490001	TRANSFERS FRM GENL FUND	0.00	0.00	0.00	0.00	0.00
036-000-846001	DNU INT REV B5208	0.00	0.00	0.00	0.00	0.00
	REVENUE	0.00	0.00	0.00	0.00	0.00
036	CP Pool Fund	0.00	0.00	0.00	0.00	0.00
037	BOND LOAN SERVICE					
037-000-400000	Pool LS Fund Balance	0.00	0.00	597,331.64	-597,331.64	0.00
037-000-410000	BOND CURRENT	0.00	1,692.96	27,086.77	-27,086.77	0.00

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Account Number	Description	Budget	Period Amt	End Bal	Uncollected	% Collected
037-000-411000	PRIOR BOND	0.00	771.95	10,327.84	-10,327.84	0.00
037-000-480025	Misc Rev	0.00	0.00	0.00	0.00	0.00
037-000-490000	TRX LS POOL BOND	1,371,725.00	0.00	0.00	1,371,725.00	0.00
037-000-846001	INT REV BOND LS	0.00	4,056.50	14,596.48	-14,596.48	0.00
	REVENUE	1,371,725.00	6,521.41	649,342.73	722,382.27	47.34
037	BOND LOAN SERVICE	1,371,725.00	6,521.41	649,342.73	722,382.27	47.34
Revenue Total		20,356,596.00	842,923.94	13,995,316.75	6,361,279.25	68.7508

General Ledger

Expense vs Budget

User: ahill@cprdnwberg.org
 Printed: 11/9/2023 10:12:29 AM
 Period 04 - 04
 Fiscal Year 2024



Account Number	Description	Budget	Period Amount	YTD Amount	YTD Variance	Encumbered	Available	% Available
001	GENERAL FUND							
000								
001-000-490000	TRANSFERR ACCOUNT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-000-490006	Transfer for Errors	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	TRANSFERS	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
000								
413	ADMINISTRATION DEPARTMENT							
001-413-110000	REGULAR SALARIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-413-110001	SUPERINTENDENT	117,777.00	9,814.68	39,258.72	78,518.28	0.00	78,518.28	66.67
001-413-110002	ADMINISTRATION SUPERVISOR	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-413-110003	ASSISTANT SUPERINTENDENT	115,717.00	9,643.04	37,883.39	77,833.61	0.00	77,833.61	67.26
001-413-110032	ADMIN. COORDINATOR	67,758.00	5,646.50	22,170.68	45,587.32	0.00	45,587.32	67.28
001-413-110034	ADMINISTRATIVE SECRETARY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-413-110035	Public Information Coordinator	74,592.00	6,216.00	24,420.00	50,172.00	0.00	50,172.00	67.26
001-413-110036	EVENT/MARKETING COORDINATOR	48,083.00	4,006.88	15,741.32	32,341.68	0.00	32,341.68	67.26
001-413-110037	RECEPTION SPECIALIST	87,329.00	7,763.18	21,682.61	65,646.39	0.00	65,646.39	75.17
001-413-120000	PARTTIME & TEMP. SALARIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-413-120001	CLERK/TYPIST/CASHIER	8,970.00	0.00	1,163.75	7,806.25	0.00	7,806.25	87.03
001-413-120002	Registration Clerks	150,249.00	7,670.91	37,508.75	112,740.25	0.00	112,740.25	75.04
001-413-140000	PAYROLL TAXES & FRINGES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-413-140001	FICA	51,292.00	3,871.00	15,238.11	36,053.89	0.00	36,053.89	70.29
001-413-140002	UNEMPLOYMENT	40,229.00	1,739.48	6,635.71	33,593.29	0.00	33,593.29	83.51
001-413-140003	RETIREMENT	41,412.00	3,167.46	12,324.50	29,087.50	0.00	29,087.50	70.24
001-413-140004	HEALTH INSURANCE	124,196.00	9,681.68	38,726.72	85,469.28	0.00	85,469.28	68.82
001-413-140005	SAIF	1,268.00	79.51	446.37	821.63	0.00	821.63	64.80
	PERSONNEL EXPENSE	928,872.00	69,300.32	273,200.63	655,671.37	0.00	655,671.37	70.59
001-413-210000	MATERIAL & SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-413-210001	OFFICE SUPPLIES	11,600.00	2,397.06	6,953.95	4,646.05	0.00	4,646.05	40.05
001-413-210002	POSTAGE SUPPLIES	1,500.00	-117.48	-334.46	1,834.46	0.00	1,834.46	122.30
001-413-210003	PROGRAM SUPPLIES	9,300.00	35.00	135.81	9,164.19	0.00	9,164.19	98.54

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Account Number	Description	Budget	Period Amount	YTD Amount	YTD Variance	Encumbered	Available	% Available
001-413-210020	PROMOTIONAL SUPPLIES	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
001-413-310000	PRNTGADVERPUBLCITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-413-310001	CLASSIFIED ADS	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
001-413-310002	BROCHURE	2,000.00	0.00	2,000.00	0.00	0.00	0.00	0.00
001-413-310003	FLYERS,SCHEDULES, MISC.	1,000.00	8,841.70	11,930.36	-10,930.36	0.00	-10,930.36	-1,093.04
001-413-310010	PUBLICITY	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
001-413-320000	DUESMTGSTRANTRVLEXP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-413-320001	DIRECTORS FEES	360.00	79.80	192.00	168.00	0.00	168.00	46.67
001-413-320002	PROF DUESFEESMAGSBOOKS	9,000.00	480.00	1,949.50	7,050.50	0.00	7,050.50	78.34
001-413-320003	CONFERENCES & WORKSHOPS	5,500.00	47.23	3,466.97	2,033.03	0.00	2,033.03	36.96
001-413-320004	STAFF MILEAGE	1,000.00	0.00	56.20	943.80	0.00	943.80	94.38
001-413-320005	STAFF EXPENSES	7,750.00	537.72	4,547.19	3,202.81	0.00	3,202.81	41.33
001-413-331000	UTILITIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-413-331004	TELEPHONE	4,500.00	299.93	1,237.30	3,262.70	0.00	3,262.70	72.50
001-413-331005	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-413-331007	Fees (activetecbank)	7,000.00	455.63	2,098.85	4,901.15	0.00	4,901.15	70.02
001-413-340000	INTERNET & COMMUNICATION TECH	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-413-340001	INTERNET AND COMMUNICATION	732.00	339.90	879.80	-147.80	0.00	-147.80	-20.19
001-413-340002	DATA STORAGE AND BACKUP	365.00	2.99	30.67	334.33	0.00	334.33	91.60
001-413-340003	VIDEO AND PHOTOGRAPHY	732.00	0.00	1,368.70	-636.70	0.00	-636.70	-86.98
001-413-340004	ONLINE ADVERTISING	365.00	0.00	0.00	365.00	0.00	365.00	100.00
001-413-355000	MAINTENANCE & REPAIR	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-413-355001	BUILDING MAINT & REPAIR	500.00	0.00	0.00	500.00	0.00	500.00	100.00
001-413-355002	STRUCTURE MAINT & REPAIR	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-413-355003	EQUIPMENT MAINT & REPAIR	500.00	0.00	0.00	500.00	0.00	500.00	100.00
001-413-380000	PROF. & CONTRACT SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-413-380001	LEGAL SERVICES	50,000.00	0.00	8,769.00	41,231.00	0.00	41,231.00	82.46
001-413-380002	AUDIT SERVICES	27,500.00	18,000.00	18,000.00	9,500.00	0.00	9,500.00	34.55
001-413-380003	PROGRAM CONTRACTS	15,000.00	204.59	3,486.01	11,513.99	0.00	11,513.99	76.76
001-413-380004	INSURANCE SERVICES	13,500.00	0.00	0.00	13,500.00	0.00	13,500.00	100.00
001-413-380005	INTEREST	1,500.00	0.00	0.00	1,500.00	0.00	1,500.00	100.00
001-413-380006	EQUIP. MAINT. CONTRACTS	1,500.00	0.00	0.00	1,500.00	0.00	1,500.00	100.00
001-413-380007	CONSULTANT SERVICES	32,000.00	0.00	0.00	32,000.00	0.00	32,000.00	100.00
001-413-380008	PROPERTY TAXES	18,500.00	18,718.72	18,718.72	-218.72	0.00	-218.72	-1.18
001-413-391000	ELECTIONS	28,000.00	0.00	0.00	28,000.00	0.00	28,000.00	100.00
001-413-456000	RENTAL LEASE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-413-456002	EQUIPMENT RENTAL	750.00	0.00	0.00	750.00	0.00	750.00	100.00
001-413-456003	BUILDINGS & STRUCTURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-413-456003	MATL, SERV., SUPPLIES	254,954.00	50,322.79	85,486.57	169,467.43	0.00	169,467.43	66.47
413	ADMINISTRATION DEPARTMENT	1,183,826.00	119,623.11	358,687.20	825,138.80	0.00	825,138.80	69.70
450	EXPENDITURES							
001-450-110000	REGULAR SALARIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GL - Expens	Budget (11/09/2023 - 10:12 AM)							

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Account Number	Description	Budget	Period	Amount	YTD	Amount	YTD	Variance	Encumbered	Available	% Available
001-450-110021	PARKS (Project) SUPERVISOR	0.00		0.00	0.00		0.00	0.00	0.00	0.00	0.00
001-450-110022	PARKS LEAD/Grounds Coordinator	64,436.00		5,369.62	21,094.90		43,341.10	0.00	0.00	43,341.10	67.26
001-450-110023	MAINT SUPER Park Director	0.00		0.00	0.00		0.00	0.00	0.00	0.00	0.00
001-450-110024	PK TECH Building Coordinator	64,436.00		5,369.62	21,094.90		43,341.10	0.00	0.00	43,341.10	67.26
001-450-110025	PARKS TECH 2	43,613.00		3,409.62	15,682.74		27,930.26	0.00	0.00	27,930.26	64.04
001-450-110026	PARKS TECH 3 (GROUNDS)	41,536.00		3,195.20	13,068.94		28,467.06	0.00	0.00	28,467.06	68.54
001-450-110027	SYSTEM IT TECH 4	45,793.00		3,816.08	14,991.80		30,801.20	0.00	0.00	30,801.20	67.26
001-450-110028	PARKS TECH 5 (BLDG)	35,880.00		3,459.00	10,754.46		25,125.54	0.00	0.00	25,125.54	70.03
001-450-110029	PARKTRAIL SPECIALIST 1	64,436.00		5,369.62	21,094.90		43,341.10	0.00	0.00	43,341.10	67.26
001-450-110030	PARKTRAIL SPECIALIST 2	43,613.00		2,791.92	11,243.87		32,369.13	0.00	0.00	32,369.13	74.22
001-450-110032	ADM COOR BS Super	85,681.00		7,140.02	28,050.12		57,630.88	0.00	0.00	57,630.88	67.26
001-450-110033	SECRETARY I	0.00		0.00	0.00		0.00	0.00	0.00	0.00	0.00
001-450-110034	SECRETARY II	0.00		0.00	0.00		0.00	0.00	0.00	0.00	0.00
001-450-120000	PARTTIME & TEMP. SALARIES	0.00		0.00	0.00		0.00	0.00	0.00	0.00	0.00
001-450-120001	PARK LABORER 1	198,237.00		19,538.26	130,315.06		67,921.94	0.00	0.00	67,921.94	34.26
001-450-120002	PARK LABORER 2	0.00		0.00	0.00		0.00	0.00	0.00	0.00	0.00
001-450-135000	OVERTIME	0.00		0.00	0.00		0.00	0.00	0.00	0.00	0.00
001-450-140000	PAYROLL TAXES & FRINGES	0.00		0.00	0.00		0.00	0.00	0.00	0.00	0.00
001-450-140001	FICA	52,607.00		4,547.37	21,980.32		30,626.68	0.00	0.00	30,626.68	58.22
001-450-140002	UNEMPLOYMENT	41,260.00		2,812.15	13,907.57		27,352.43	0.00	0.00	27,352.43	66.29
001-450-140003	RETIREMENT	39,644.00		1,628.20	6,874.32		32,769.68	0.00	0.00	32,769.68	82.66
001-450-140004	HEALTH INSURANCE	231,315.00		13,640.25	51,572.43		179,742.57	0.00	0.00	179,742.57	77.70
001-450-140005	SAIF	22,556.00		1,465.96	9,716.02		12,839.98	0.00	0.00	12,839.98	56.92
	PERSONNEL EXPENSE	1,075,043.00		83,552.89	391,442.35		683,600.65	0.00	0.00	683,600.65	63.59
001-450-210000	MATERIAL & SUPPLIES	0.00		0.00	0.00		0.00	0.00	0.00	0.00	0.00
001-450-210001	OFFICE SUPPLIES	3,251.00		1,609.23	8,431.60		-5,180.60	0.00	0.00	-5,180.60	-159.35
001-450-210002	POSTAGE SUPPLIES	1,079.00		30.36	456.87		622.13	0.00	0.00	622.13	57.66
001-450-210003	PROGRAM SUPPLIES	14,855.00		1,443.17	5,786.93		9,068.07	0.00	0.00	9,068.07	61.04
001-450-210004	SMALL TOOLS	11,534.00		519.22	3,179.26		8,354.74	0.00	0.00	8,354.74	72.44
001-450-210005	JANITORIAL SUPPLIES	26,642.00		4,200.60	18,863.14		7,778.86	0.00	0.00	7,778.86	29.20
001-450-210006	CHEMICAL & AGRIL SUPPLIES	48,699.00		1,151.56	2,964.93		45,734.07	0.00	0.00	45,734.07	93.91
001-450-210008	GAS & OIL SUPPLIES	28,374.00		3,859.35	18,534.29		9,839.71	0.00	0.00	9,839.71	34.68
001-450-310000	PRNTGADVERPUBLICITY	0.00		0.00	0.00		0.00	0.00	0.00	0.00	0.00
001-450-310001	CLASSIFIED ADS	0.00		0.00	63.00		-63.00	0.00	0.00	-63.00	0.00
001-450-310002	BROCHURE	0.00		0.00	0.00		0.00	0.00	0.00	0.00	0.00
001-450-310003	FLYERS, SCHEDULES, MISC.	2,359.00		0.00	1,482.19		876.81	0.00	0.00	876.81	37.17
001-450-320000	DUESMTGSTRANTRVLEXP	0.00		0.00	0.00		0.00	0.00	0.00	0.00	0.00
001-450-320002	PROF.DUESFEESMAGS.BKS	4,890.00		199.00	729.00		4,161.00	0.00	0.00	4,161.00	85.09
001-450-320003	CONFERENCES & WORKSHOPS	8,050.00		168.50	1,315.48		6,734.52	0.00	0.00	6,734.52	83.66
001-450-320004	STAFF MEAGE	264.00		0.00	0.00		264.00	0.00	0.00	264.00	100.00
001-450-320005	STAFF EXPENSE	800.00		2,050.24	2,492.82		-1,692.82	0.00	0.00	-1,692.82	-211.60
001-450-331000	UTILITIES	0.00		0.00	0.00		0.00	0.00	0.00	0.00	0.00
001-450-331001	ELECTRICITY	79,957.00		4,588.80	25,851.25		54,105.75	0.00	0.00	54,105.75	67.67
001-450-331002	NATURAL GAS	49,484.00		244.80	717.54		48,766.46	0.00	0.00	48,766.46	98.55
001-450-331003	WATER & SEWER	282,868.00		24,024.38	139,608.00		143,260.00	0.00	0.00	143,260.00	50.65
001-450-331004	TELEPHONE	4,980.00		329.54	1,206.07		3,773.93	0.00	0.00	3,773.93	75.78
001-450-331005	MISCELLANEOUS	0.00		0.00	0.00		0.00	0.00	0.00	0.00	0.00

Account Number	Description	Budget	Period Amount	YTD Amount	YTD Variance	Encumbered	Available	% Available
001-450-331006	GARBAGE EXPENSE	23,062.00	1,724.72	3,277.12	19,784.88	0.00	19,784.88	85.79
001-450-331007	FEES(activetecbank)	600.00	6.37	232.32	367.68	0.00	367.68	61.28
001-450-340000	INTERNET & COMMUNICATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-450-340001	INTERNET AND COMMUNICATION	8,829.00	5,334.51	13,134.77	-4,305.77	0.00	-4,305.77	-48.77
001-450-340002	DATA AND STORAGE BACK UP	4,327.00	0.99	1,488.78	2,838.22	0.00	2,838.22	65.59
001-450-340003	VIDEO AND PHOTOGRAPHY	185.00	0.00	0.00	185.00	0.00	185.00	100.00
001-450-340004	ONLINE ADVERTISING	50.00	0.00	0.00	50.00	0.00	50.00	100.00
001-450-355001	BUILDING MAINT. & REPAIR	54,669.00	2,582.88	20,011.67	34,657.33	0.00	34,657.33	63.39
001-450-355002	STRUCTURE MAINT. & REPAIR	23,536.00	5,883.88	9,711.17	13,824.83	0.00	13,824.83	58.74
001-450-355003	EQUIPMENT MAINT. & REPAIR	53,313.00	546.88	10,209.11	43,103.89	0.00	43,103.89	80.85
001-450-355004	GROUNND MAINT. & REPAIR	78,799.00	12,720.63	30,254.23	48,544.77	0.00	48,544.77	61.61
001-450-380000	PROF. & CONTRACT SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-450-380003	PROGRAM CONTRACTS	355,744.00	23,961.52	109,814.70	245,929.30	0.00	245,929.30	69.13
001-450-380004	INSURANCE SERVICES	48,468.00	0.00	1,889.00	46,579.00	0.00	46,579.00	96.10
001-450-380006	EQUIP. MAINT. CONTRACTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-450-380009	REFUNDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-450-456001	PARKS LEASE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-450-456002	EQUIPMENT RENTAL	5,253.00	0.00	0.00	5,253.00	0.00	5,253.00	100.00
001-450-456003	BUILDINGS & STRUCTURES	5,279.00	0.00	0.00	5,279.00	0.00	5,279.00	100.00
	MATL, SERV., SUPPLIES	1,230,200.00	97,181.13	431,705.24	798,494.76	0.00	798,494.76	64.91
450	EXPENDITURES	2,305,243.00	180,734.02	823,147.59	1,482,095.41	0.00	1,482,095.41	64.29
451	AQUATICS							
001-451-110000	REGULAR SALARIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-451-110031	AQUATIC ss SUPERVISOR	23,800.00	1,983.34	7,791.70	16,008.30	0.00	16,008.30	67.26
001-451-110032	ADMIN COORDINATOR	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-451-110033	SECRETARY I	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-451-110034	SECRETARY II	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-451-110035	AQUATIC COORDINATOR	61,267.00	4,870.66	19,482.64	41,784.36	0.00	41,784.36	68.20
001-451-110036	Aquatic Technician	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-451-110037	AQUATIC SPECIALIST	48,083.00	4,007.46	16,029.84	32,053.16	0.00	32,053.16	66.66
001-451-120000	PARTTIME & TEM SALARIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-451-120001	GUARDS	291,509.00	18,803.48	90,792.57	200,716.43	0.00	200,716.43	68.85
001-451-120002	CASHIERS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-451-120003	INSTRUCTORS	101,647.00	8,420.26	37,320.20	64,326.80	0.00	64,326.80	63.28
001-451-120004	COACHES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-451-120005	FITNESS INSTRUCTOR	23,741.00	2,110.10	7,944.85	15,796.15	0.00	15,796.15	66.54
001-451-120006	PERSONAL TRAINER	6,579.00	142.46	764.85	5,814.15	0.00	5,814.15	88.37
001-451-120007	FC MONITOR	55,862.00	1,826.56	8,694.14	47,167.86	0.00	47,167.86	84.44
001-451-120008	Lead Guard	21,879.00	1,653.27	5,531.43	16,347.57	0.00	16,347.57	74.72
001-451-120009	CHILD MINDER	21,474.00	0.00	0.00	21,474.00	0.00	21,474.00	100.00
001-451-140000	PAYROLL TAXES & FRINGES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-451-140001	FICA	50,172.00	3,348.39	14,853.30	35,318.70	0.00	35,318.70	70.40
001-451-140002	UNEMPLOYMENT	39,351.00	2,300.15	9,884.17	29,466.83	0.00	29,466.83	74.88

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Account Number	Description	Budget	Period Amount	YTD Amount	YTD Variance	Encumbered	Available	% Available
001-451-140003	RETIREMENT	10,786.00	606.48	2,505.00	8,281.00	0.00	8,281.00	76.78
001-451-140004	HEALTH INSURANCE	68,471.00	4,843.68	19,374.72	49,096.28	0.00	49,096.28	71.70
001-451-140005	SALE PERSONNEL EXPENSE	21,512.00	1,168.63	6,994.59	14,517.41	0.00	14,517.41	67.49
		846,133.00	56,084.92	247,964.00	598,169.00	0.00	598,169.00	70.69
001-451-210000	MATERIAL & SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-451-210001	OFFICE SUPPLIES	5,510.00	165.63	2,056.02	3,453.98	0.00	3,453.98	62.69
001-451-210002	POSTAGE SUPPLIES	350.00	5.28	39.30	310.70	0.00	310.70	88.77
001-451-210003	PROGRAM SUPPLIES	21,995.00	762.27	8,882.09	13,112.91	0.00	13,112.91	59.62
001-451-210004	SMALL TOOLS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-451-210005	JANITORIAL SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-451-210006	CHEMICAL & AGRIC. SUPPLIES	50,000.00	5,057.53	20,162.16	29,837.84	0.00	29,837.84	59.68
001-451-210007	STORE SUPPLIES	5,500.00	0.00	2,874.93	2,625.07	0.00	2,625.07	47.73
001-451-210008	GAS & OIL SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-451-310000	PRINTGADVERPUBLCITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-451-310001	CLASSIFIED ADS	500.00	0.00	218.48	281.52	0.00	281.52	56.30
001-451-310002	BROCHURE	750.00	0.00	0.00	750.00	0.00	750.00	100.00
001-451-310003	FLYERS, SCHEDULES, MISC.	2,000.00	42.38	169.52	1,830.48	0.00	1,830.48	91.52
001-451-320000	DUESMTGSTRANTRVLEXP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-451-320001	DIRECTORS FEES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-451-320002	PROF. DUESFEESMAGS.BKS	7,276.00	137.44	2,330.53	4,945.47	0.00	4,945.47	67.97
001-451-320003	CONFERENCE & WORKSHOPS	2,000.00	0.00	445.00	1,555.00	0.00	1,555.00	77.75
001-451-320004	STAFF MELEAGE	350.00	0.00	0.00	350.00	0.00	350.00	100.00
001-451-320005	STAFF EXPENSE	500.00	9.37	19.99	480.01	0.00	480.01	96.00
001-451-320006	WATER POLO EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-451-331000	UTILITIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-451-331001	ELECTRICITY	244,812.00	21,197.98	86,089.78	158,722.22	0.00	158,722.22	64.83
001-451-331002	NATURAL GAS	81,294.00	8,179.74	25,444.08	55,849.92	0.00	55,849.92	68.70
001-451-331003	WATER & SEWER	63,716.00	6,429.20	24,467.40	39,248.60	0.00	39,248.60	61.60
001-451-331004	TELEPHONE	6,000.00	0.00	0.00	6,000.00	0.00	6,000.00	100.00
001-451-331005	DOE REPAYMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-451-331007	FEES(activetecbank)	67,635.00	12,868.67	36,850.74	30,784.26	0.00	30,784.26	45.52
001-451-340000	INTERNET & COMMUNICATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-451-340001	INTERNET AND COMMUNICATION	1,300.00	0.00	0.00	1,300.00	0.00	1,300.00	100.00
001-451-340002	DATA STORAGE AND BACKUP	45.00	0.00	0.00	45.00	0.00	45.00	100.00
001-451-340003	VIDEO AND ONLINE PHOTOGRAPHY	225.00	0.00	229.01	-4.01	0.00	-4.01	-1.78
001-451-340004	ONLINE ADVERTISING	262.00	0.00	0.00	262.00	0.00	262.00	100.00
001-451-355000	MAINTENANCE & REPAIR	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-451-355001	BUILDING MAINT. & REPAIR	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-451-355002	STRUCTURE MAINT. & REPAIR	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-451-355003	EQUIPMENT MAINT. & REPAIR	23,100.00	0.00	724.00	22,376.00	0.00	22,376.00	96.87
001-451-355004	GROUN MAINT & REPAIR	50,000.00	0.00	0.00	50,000.00	0.00	50,000.00	100.00
001-451-380000	PROF. & CONTRACT SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-451-380001	LEGAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-451-380003	PROGRAM CONTRACTS	0.00	1,159.37	4,932.44	-4,932.44	0.00	-4,932.44	0.00
001-451-380004	INSURANCE SERVICES	0.00	0.00	290.62	-290.62	0.00	-290.62	0.00

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Account Number	Description	Budget	Period Amount	YTD Amount	YTD Variance	Encumbered	Available	% Available
001-451-380005	INTEREST	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-451-380006	EQUIP. MAINT. CONTRACTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-451-380007	FITNESS CONTRACTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-451-380009	REFUNDS	450.00	0.00	70.00	380.00	0.00	380.00	84.44
001-451-456000	RENTAL LEASE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-451-456001	PARKS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-451-456002	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-451-456003	BUILDINGS & STRUCTURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	MATL, SERV., SUPPLIES	635,570.00	56,738.86	216,296.09	419,273.91	0.00	419,273.91	65.97
451	AQUATICS	1,481,703.00	112,823.78	464,260.09	1,017,442.91	0.00	1,017,442.91	68.67
452	ADULT SPORTS DEPARTMENT							
001-452-110000	REGULAR SALARIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-452-110032	Admin COORDINATOR	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-452-110033	SECRETARY I	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-452-110034	SECRETARY II	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-452-110043	ADULT SPORTS Coord	9,665.00	0.00	467.11	9,197.89	0.00	9,197.89	95.17
001-452-110044	ADULT SPORTS (S/S) SUPERVISOR	4,760.00	396.67	1,558.33	3,201.67	0.00	3,201.67	67.26
001-452-120000	PARTTIME & TEMP. SALARIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-452-120001	SPORTS ASSISTANT	1,725.00	0.00	767.63	957.37	0.00	957.37	55.50
001-452-120002	SPORTS LEADERS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-452-135000	OVERTIME	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-452-135001	FULL TIME	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-452-135002	PARTTIME & TEMP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-452-140000	PAYROLL TAXES & FRINGES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-452-140001	FICA	1,236.00	30.36	213.69	1,022.31	0.00	1,022.31	82.71
001-452-140002	UNEMPLOYMENT	969.00	0.09	76.73	892.27	0.00	892.27	92.08
001-452-140003	RETIREMENT	1,169.00	31.74	162.05	1,006.95	0.00	1,006.95	86.14
001-452-140004	HEALTH INSURANCE	4,558.00	101.14	558.80	3,999.20	0.00	3,999.20	87.74
001-452-140005	SAIF	530.00	10.38	95.13	434.87	0.00	434.87	82.05
	PERSONNEL EXPENSE	24,612.00	570.38	3,899.47	20,712.53	0.00	20,712.53	84.16
001-452-210000	MATERIAL & SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-452-210001	OFFICE SUPPLIES	2,000.00	21.68	1,169.93	830.07	0.00	830.07	41.50
001-452-210002	POSTAGE SUPPLIES	175.00	0.00	0.00	175.00	0.00	175.00	100.00
001-452-210003	PROGRAM SUPPLIES	13,500.00	35.00	145.38	13,354.62	0.00	13,354.62	98.92
001-452-210004	SMALL TOOLS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-452-210005	JANITORIAL SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-452-210006	CHEMICAL & AGRI. SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-452-210007	STORE SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-452-210008	GAS & OIL SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-452-310000	PRNTGADVERPUBLCITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-452-310001	CLASSIFIED ADS	100.00	0.00	0.00	100.00	0.00	100.00	100.00
001-452-310002	BROCHURE	500.00	0.00	0.00	500.00	0.00	500.00	100.00
001-452-310003	FLYERS, SCHEDULES, MISC.	300.00	0.00	0.00	300.00	0.00	300.00	100.00

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Account Number	Description	Budget	Period Amount	YTD Amount	YTD Variance	Encumbered	Available	% Available
001-452-320000	DUESMTGSTRANTRVLEXP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-452-320001	DIRECTORS FEES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-452-320002	PROF. DUESFEESMAGS.BKS	1,700.00	19.00	76.00	1,624.00	0.00	1,624.00	95.53
001-452-320003	CONFERENCES & WORKSHOPS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-452-320004	STAFF MILEAGE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-452-320005	STAFF EXPENSE	250.00	0.00	1.25	248.75	0.00	248.75	99.50
001-452-331000	UTILITIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-452-331001	ELECTRICITY	4,000.00	0.00	0.00	4,000.00	0.00	4,000.00	100.00
001-452-331003	WATER & SEWER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-452-331004	TELEPHONE	1,300.00	111.94	445.06	854.94	0.00	854.94	65.76
001-452-331005	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-452-331007	FEES(activetecbank)	750.00	0.00	134.53	615.47	0.00	615.47	82.06
001-452-340000	INTERNET AND COMMUNICATON	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-452-340001	INTERNET AND COMMUNICATON	487.50	0.00	0.00	487.50	0.00	487.50	100.00
001-452-340002	DATA STORAGE AND BACK UP	87.50	0.00	0.00	87.50	0.00	87.50	100.00
001-452-340003	VIDEO AND PHOTOGRAPHY	87.50	0.00	229.00	-141.50	0.00	-141.50	-161.71
001-452-340004	ONLINE ADVERTISING	87.50	0.00	0.00	87.50	0.00	87.50	100.00
001-452-355000	MAINTENANCE & REPAIR	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-452-355001	BUILDING MAINT. & REPAIR	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-452-355002	STRUCTURE MAINT. & REPAIR	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-452-355003	EQUIPMENT MAINT. & REPAIR	200.00	0.00	0.00	200.00	0.00	200.00	100.00
001-452-355004	GROUND MAINT. & REPAIR	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-452-380000	PROF. & CONTRACT SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-452-380003	PROGRAM CONTRACTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-452-380004	INSURANCE	18,000.00	0.00	8,058.00	9,942.00	0.00	9,942.00	55.23
001-452-380005	INTEREST	4,300.00	0.00	290.62	4,009.38	0.00	4,009.38	93.24
001-452-380006	EQUIP MAINT. CONTRACTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-452-380009	REFUNDS	500.00	0.00	0.00	500.00	0.00	500.00	100.00
001-452-456000	RENTAL LEASE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-452-456001	PARKS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-452-456002	EQUIPMENT RENTAL	200.00	0.00	0.00	200.00	0.00	200.00	100.00
001-452-456003	BUILDINGS & STRUCTURES MATL, SERV., SUPPLIES	48,525.00	187.62	10,549.77	37,975.23	0.00	37,975.23	78.26
452	ADULT SPORTS DEPARTMENT	73,137.00	758.00	14,449.24	58,687.76	0.00	58,687.76	80.24
453	YOUTH SPORTS DEPARTMENT							
001-453-110000	REGULAR SALARIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-453-110032	ADMIN COORDINATOR	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-453-110033	SECRETARY I	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-453-110034	SECRETARY II	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-453-110042	YOUTH SPORTS ss SUPERVISOR	19,040.00	1,586.67	6,233.36	12,806.64	0.00	12,806.64	67.26
001-453-110043	SPORTS TECHNICIAN	39,558.00	1,819.58	8,227.96	31,330.04	0.00	31,330.04	79.20
001-453-110045	YOUTH SPORTS COORDINATOR	54,771.00	4,418.26	16,474.66	38,296.34	0.00	38,296.34	69.92
001-453-120000	PARTTIME & TEMP. SALARIES	60,375.00	0.00	0.00	60,375.00	0.00	60,375.00	100.00

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Account Number	Description	Budget	Period Amount	YTD Amount	YTD Variance	Encumbered	Available	% Available
001-453-120001	SPORTS LEADERS	0.00	1,652.98	15,212.42	-15,212.42	0.00	-15,212.42	0.00
001-453-135000	OVERTIME	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-453-135002	PARTTIME & TEMP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-453-140000	PAYROLL TAXES & FRINGES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-453-140001	FICA	13,292.00	725.03	3,530.35	9,761.65	0.00	9,761.65	73.44
001-453-140002	UNEMPLOYMENT	10,425.00	430.23	2,166.24	8,258.76	0.00	8,258.76	79.22
001-453-140003	RETIREMENT	9,183.00	556.05	2,378.82	6,804.18	0.00	6,804.18	74.10
001-453-140004	HEALTH INSURANCE	56,774.00	2,736.07	14,163.68	42,608.32	0.00	42,608.32	75.05
001-453-140005	SALE	5,699.00	252.52	1,357.33	4,341.67	0.00	4,341.67	76.18
	PERSONNEL EXPENSE	269,117.00	14,177.39	69,746.82	199,370.18	0.00	199,370.18	74.08
001-453-210000	MATERIAL & SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-453-210001	OFFICE SUPPLIES	3,500.00	95.46	5,807.60	-2,307.60	0.00	-2,307.60	-65.93
001-453-210002	POSTAGE SUPPLIES	175.00	60.06	84.00	91.00	0.00	91.00	52.00
001-453-210003	PROGRAM SUPPLIES	80,000.00	8,972.08	54,955.61	25,044.39	0.00	25,044.39	31.31
001-453-210004	SMALL TOOLS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-453-210005	JANITORIAL SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-453-210006	CHEMICAL & AGR. SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-453-210007	STORE SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-453-210008	GAS & OIL SUPPLIES	400.00	0.00	0.00	400.00	0.00	400.00	100.00
001-453-310000	PRNTGADVERTPUBLICTY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-453-310001	CLASSIFIED ADS	100.00	0.00	0.00	100.00	0.00	100.00	100.00
001-453-310002	BROCHURE	800.00	0.00	0.00	800.00	0.00	800.00	100.00
001-453-310003	FLYERS, SCHEDULES, MISC.	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
001-453-320000	DUESMTGSTRANTRVLEXP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-453-320001	DIRECTORS FEES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-453-320002	PROF. DUESFEESMAGS,BKS	1,500.00	199.00	281.72	1,218.28	0.00	1,218.28	81.22
001-453-320003	CONFERENCES & WORKSHOPS	300.00	0.00	0.00	300.00	0.00	300.00	100.00
001-453-320004	STAFF MILEAGE	700.00	0.00	0.00	700.00	0.00	700.00	100.00
001-453-320005	STAFF EXPENSE	1,200.00	0.66	2.57	1,197.43	0.00	1,197.43	99.79
001-453-331000	UTILITIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-453-331001	ELECTRICITY	2,000.00	0.00	1,784.27	215.73	0.00	215.73	10.79
001-453-331002	NATURAL GAS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-453-331003	WATER & SEWER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-453-331004	TELEPHONE	2,000.00	90.15	359.97	1,640.03	0.00	1,640.03	82.00
001-453-331005	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-453-331007	FEES(activetechbank)	8,000.00	312.03	2,000.46	5,999.54	0.00	5,999.54	74.99
001-453-340000	INTERNET & COMMUNICATON	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-453-340001	INTERNET AND COMMUNICATON	1,323.40	0.00	0.00	1,323.40	0.00	1,323.40	100.00
001-453-340002	DATA STORAGE & BACK UP	237.54	0.00	0.00	237.54	0.00	237.54	100.00
001-453-340003	VIDEO & PHOTOGRAPHY	237.53	0.00	229.00	8.53	0.00	8.53	3.59
001-453-340004	ONLINE ADVERTISING	237.53	0.00	0.00	237.53	0.00	237.53	100.00
001-453-355000	MAINTENANCE & REPAIR	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-453-355001	BUILDING MAINT. & REPAIR	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-453-355002	STRUCTURE MAINT. & REPAIR	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-453-355003	EQUIPMENT MAINT. & REPAIR	2,000.00	0.00	0.00	2,000.00	0.00	2,000.00	100.00
001-453-355004	GROUND MAINT. & REPAIR	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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Account Number	Description	Budget	Period Amount	YTD Amount	YTD Variance	Encumbered	Available	% Available
001-453-380000	PROF. & CONTRACT SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-453-380001	LEGAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-453-380002	ARCHLANDSCAPE SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-453-380003	PROGRAM CONTRACTS	95,000.00	15,696.10	35,894.89	59,105.11	0.00	59,105.11	62.22
001-453-380004	INSURANCE SERVICES	5,000.00	0.00	1,012.59	3,987.41	0.00	3,987.41	79.75
001-453-380009	REFUNDS	1,000.00	0.00	897.00	103.00	0.00	103.00	10.30
001-453-456000	RENTAL LEASE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-453-456001	PARKS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-453-456002	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-453-456003	BUILDINGS & STRUCTURES	10,000.00	0.00	0.00	10,000.00	0.00	10,000.00	100.00
001-453-456003	MATL, SERV., SUPPLIES	216,711.00	25,425.54	103,309.68	113,401.32	0.00	113,401.32	52.33
453	YOUTH SPORTS DEPARTMENT	485,828.00	39,602.93	173,056.50	312,771.50	0.00	312,771.50	64.38
454	CLASSES/SPECIAL ACTIVITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-454-110000	REGULAR SALARIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-454-110032	ADMIN COORDINATOR	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-454-110033	SECRETARY I	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-454-110034	SECRETARY II	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-454-110051	RECREATION SUPERVISOR	9,520.00	793.34	3,116.69	6,403.31	0.00	6,403.31	67.26
001-454-110053	RECREATION COORDINATOR	32,218.00	2,684.82	10,547.50	21,670.50	0.00	21,670.50	67.26
001-454-120000	PART TIME & TEMP SALARIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-454-120001	PART TIME REC STAFF	38,577.00	2,446.09	10,001.89	28,575.11	0.00	28,575.11	74.07
001-454-120005	SPECIAL EVENTS LEADER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-454-135000	OVERTIME	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-454-140000	PAYROLL TAXES & FRINGES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-454-140001	FICA	6,152.00	453.22	1,810.41	4,341.59	0.00	4,341.59	70.57
001-454-140002	UNEMPLOYMENT	4,825.00	243.59	1,051.65	3,773.35	0.00	3,773.35	78.20
001-454-140003	RETIREMENT	3,381.00	278.24	1,093.10	2,287.90	0.00	2,287.90	67.67
001-454-140004	HEALTH INSURANCE	18,003.00	1,367.82	5,471.28	12,531.72	0.00	12,531.72	69.61
001-454-140005	SAIF	2,638.00	111.06	575.13	2,062.87	0.00	2,062.87	78.20
	PERSONNEL EXPENSE	115,314.00	8,378.18	33,667.65	81,646.35	0.00	81,646.35	70.80
001-454-210000	MATERIAL & SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-454-210001	OFFICE SUPPLIES	2,000.00	62.78	618.95	1,381.05	0.00	1,381.05	69.05
001-454-210002	POSTAGE SUPPLIES	400.00	5.28	15.36	384.64	0.00	384.64	96.16
001-454-210003	PROGRAM SUPPLIES	8,300.00	155.53	4,546.77	3,753.23	0.00	3,753.23	45.22
001-454-210004	SMALL TOOLS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-454-210005	JANITORIAL SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-454-210008	GAS & OIL SUPPLIES	100.00	0.00	0.00	100.00	0.00	100.00	100.00
001-454-210024	QUILT CLUB SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-454-310000	PRINTGADVERPUBLICITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-454-310001	CLASSIFIE ADS	150.00	0.00	0.00	150.00	0.00	150.00	100.00
001-454-310002	BROCHURE	100.00	0.00	0.00	100.00	0.00	100.00	100.00
001-454-310003	FLYERS, SCHEDULES, MISC.	250.00	0.00	0.00	250.00	0.00	250.00	100.00
001-454-320000	DUESMGTSTRAINTRVLEXP	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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Account Number	Description	Budget	Period Amount	YTD Amount	YTD Variance	Encumbered	Available	% Available
001-454-320001	DIRECTORS FEES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-454-320002	PROF. DUESFEESMAGS.BKS	950.00	19.00	101.72	848.28	0.00	848.28	89.29
001-454-320003	CONFERENCES & WORKSHOPS	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
001-454-320004	STAFF MILEAGE	200.00	0.00	0.00	200.00	0.00	200.00	100.00
001-454-320005	STAFF EXPENSE	800.00	0.00	1.25	798.75	0.00	798.75	99.84
001-454-331000	UTILITIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-454-331001	ELECTRICITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-454-331002	NATURAL GAS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-454-331003	WATER & SEWER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-454-331004	TELEPHONE	400.00	0.00	0.00	400.00	0.00	400.00	100.00
001-454-331005	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-454-331007	FEES(activnetcbank)	4,000.00	96.82	338.01	3,661.99	0.00	3,661.99	91.55
001-454-340000	INTERNET & COMMUNICATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-454-340001	INTERNET AND COMMUNICATION	400.00	0.00	0.00	400.00	0.00	400.00	100.00
001-454-340002	DATA STORAGE & BACK UP	100.00	0.00	0.00	100.00	0.00	100.00	100.00
001-454-340003	VIDEO & PHOTOGRAPHY	350.00	0.00	229.00	121.00	0.00	121.00	34.57
001-454-340004	ONLINE ADVERTISING	200.00	0.00	0.00	200.00	0.00	200.00	100.00
001-454-355000	MAINTENANCE & REPAIR	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-454-355001	BUILDING MAINT. & REPAIR	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-454-355002	STRUCTURE MAINT. & REPAIR	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-454-355003	EQUIPMENT MAINT. & REPAIR	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-454-355004	GROUND MAINT. & REPAIR	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-454-380000	PROF. & CONTRACT SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-454-380003	PROGRAM CONTRACTS	28,500.00	3,107.00	17,386.06	11,113.94	0.00	11,113.94	39.00
001-454-380004	INSURANCE SERVICES	5,000.00	0.00	290.62	4,709.38	0.00	4,709.38	94.19
001-454-380005	INTEREST	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-454-380006	EQUIPMENT MAINT. CONTRACT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-454-380007	SENIOR TRIPS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-454-380009	REFUNDS	150.00	0.00	0.00	150.00	0.00	150.00	100.00
001-454-380013	CONTRACTS-ADMISSIONS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-454-456000	RENTAL LEASE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-454-456001	PARKS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-454-456002	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-454-456003	BUILDINGS & STRUCTURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	MATL, SERV., SUPPLIES	53,350.00	3,446.41	23,527.74	29,822.26	0.00	29,822.26	55.90
454	CLASSES/SPECIAL ACTIVITY	168,664.00	11,824.59	57,195.39	111,468.61	0.00	111,468.61	66.09
455	PLAYGROUNDS & CENTERS							
001-455-110000	REGULAR SALARIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-455-110032	ADMIN COORDINATOR	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-455-110033	SECRETARY I	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-455-110034	SECRETARY II	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-455-110052	RECREATION SUPERVISOR	9,521.00	793.34	3,116.69	6,404.31	0.00	6,404.31	67.27
001-455-110055	RECREATION COORDINATOR	12,887.00	1,073.92	4,218.98	8,668.02	0.00	8,668.02	67.26

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Account Number	Description	Budget	Period Amount	YTD Amount	YTD Variance	Encumbered	Available	% Available
001-455-110056	CARE TECHNICIAN	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-455-120000	PART TIME & TEMP SALARIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-455-120001	AFTER SCHOOL STAFF	350,175.00	28,400.66	157,736.07	192,438.93	0.00	192,438.93	54.96
001-455-120002	PLAYGROUND/EVENTS STAFF	0.00	0.00	3,040.66	-3,040.66	0.00	-3,040.66	0.00
001-455-120003	CENTERS STAFF	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-455-120004	CARE DIRECTOR	45,793.00	3,816.08	14,991.74	30,801.26	0.00	30,801.26	67.26
001-455-135000	OVERTIME	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-455-135001	FULL TIME	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-455-135002	PARTIME & TEMP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-455-140000	PAYROLL TAXES & FRINGES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-455-140001	FICA	32,006.00	2,607.44	14,007.51	17,998.49	0.00	17,998.49	56.23
001-455-140002	UNEMPLOYMENT	25,103.00	1,804.77	9,383.87	15,719.13	0.00	15,719.13	62.62
001-455-140003	RETIREMENT	5,525.00	454.66	1,786.15	3,738.85	0.00	3,738.85	67.67
001-455-140004	HEALTH INSURANCE	40,195.00	3,001.02	12,004.09	28,190.91	0.00	28,190.91	70.14
001-455-140005	SAIF	4,854.00	296.75	2,218.67	2,635.33	0.00	2,635.33	54.29
	PERSONNEL EXPENSE	526,059.00	42,248.64	222,504.43	303,554.57	0.00	303,554.57	57.70
001-455-210000	MATERIAL & SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-455-210001	OFFICE SUPPLIES	3,500.00	30.72	362.06	3,137.94	0.00	3,137.94	89.66
001-455-210002	POSTAGE SUPPLIES	500.00	0.00	0.00	500.00	0.00	500.00	100.00
001-455-210003	PROGRAM SUPPLIES	25,000.00	90.96	1,438.92	23,561.08	0.00	23,561.08	94.24
001-455-210004	CARE DIRECTOR	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-455-210005	JANITORIAL SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-455-210006	CHEMICAL & AGR. SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-455-210007	STORE SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-455-210008	GAS & OIL SUPPLIES	300.00	0.00	0.00	300.00	0.00	300.00	100.00
001-455-210013	SUMMER PLAYGR SUPPLIES	4,000.00	187.31	232.67	3,767.33	0.00	3,767.33	94.18
001-455-210014	CARE SNACKS	14,000.00	1,195.17	4,546.19	9,453.81	0.00	9,453.81	67.53
001-455-310000	PRINT/GADVERT/PUBLICITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-455-310001	CLASSIFIED ADS	300.00	0.00	0.00	300.00	0.00	300.00	100.00
001-455-310002	BROCHURE	1,000.00	85.53	342.12	657.88	0.00	657.88	65.79
001-455-310003	FLYERS, SCHEDULES, MISC.	500.00	0.00	0.00	500.00	0.00	500.00	100.00
001-455-320000	DUES/MTG/STRAINT/RYLEXP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-455-320002	PROF. DUES/FEES/MAGS.BKS	815.00	19.00	173.72	641.28	0.00	641.28	78.68
001-455-320003	CONFERENCES & WORKSHOPS	700.00	0.00	0.00	700.00	0.00	700.00	100.00
001-455-320004	STAFF MILEAGE	200.00	0.00	0.00	200.00	0.00	200.00	100.00
001-455-320005	STAFF EXPENSE	2,000.00	3.47	224.19	1,775.81	0.00	1,775.81	88.79
001-455-331000	UTILITIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-455-331001	ELECTRICITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-455-331002	NATURAL GAS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-455-331003	WATER & SEWER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-455-331004	TELEPHONE	5,500.00	377.43	1,753.84	3,746.16	0.00	3,746.16	68.11
001-455-331007	FEES(activeneccbank)	42,000.00	6,004.87	17,515.14	24,484.86	0.00	24,484.86	58.30
001-455-340000	INTERNET & COMMUNICATON	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-455-340001	INTERNET AND COMMUNICATION	1,100.00	0.00	0.00	1,100.00	0.00	1,100.00	100.00
001-455-340002	DATA STORAGE AND BACK UP	100.00	0.00	0.00	100.00	0.00	100.00	100.00
001-455-340003	VIDEO AND PHOTOGRAPHY	500.00	0.00	229.00	271.00	0.00	271.00	54.20

Account Number	Description	Budget	Period Amount	YTD Amount	YTD Variance	Encumbered	Available	% Available
001-455-340004	ONLINE ADVERTISING	200.00	0.00	0.00	200.00	0.00	200.00	100.00
001-455-355000	MAINTENANCE & REPAIR	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-455-355001	BUILDING MAINT. & REPAIR	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-455-355002	STRUCTURE MAINT. & REPAIR	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-455-355003	EQUIPMENT MAINT. & REPAIR	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-455-380000	PROF. & CONTRACT SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-455-380003	PROGRAM CONTRACTS	8,000.00	0.00	0.00	0.00	0.00	0.00	0.00
001-455-380004	INSURANCE SERVICES	6,000.00	681.99	5,140.97	2,859.03	0.00	2,859.03	35.74
001-455-380009	REFUNDS	3,000.00	0.00	290.62	5,709.38	0.00	5,709.38	95.16
001-455-380013	CONTRACTS-ADMISSIONS	10,000.00	0.00	0.00	3,000.00	0.00	3,000.00	100.00
001-455-456000	RENTAL LEASE	0.00	0.00	0.00	9,650.00	0.00	9,650.00	96.50
001-455-456002	EQUIPMENT RENTAL	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00
001-455-456003	BUILDINGS & STRUCTURES	0.00	0.00	0.00	5,000.00	0.00	5,000.00	100.00
	MATL. SERV., SUPPLIES	134,215.00	8,826.45	32,599.44	101,615.56	0.00	101,615.56	75.71
001-455-610001	EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
455	PLAYGROUNDS & CENTERS	660,274.00	51,075.09	255,103.87	405,170.13	0.00	405,170.13	61.36
456	COMM CNTRS SCOUT HOUSE							
	REGULAR SALARIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-456-110000	RECREATION SUPERVISOR	4,760.00	396.67	1,558.33	3,201.67	0.00	3,201.67	67.26
001-456-110002	RECREATION COORDINATOR	12,887.00	1,073.92	4,218.98	8,668.02	0.00	8,668.02	67.26
001-456-110003	ADULT/YOUTH COORDINATOR	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-456-110004	SR. CENTER SPECIALIST	43,613.00	3,634.36	13,794.67	29,818.33	0.00	29,818.33	68.37
001-456-110032	ADMIN COORDINATOR	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-456-110034	SECRETARY II	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-456-120000	PARTTIME & TEMP. SALARIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-456-120001	BUILDING LEADER	7,244.00	331.72	649.65	6,594.35	0.00	6,594.35	91.03
001-456-140000	PAYROLL TAXES & FRINGES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-456-140001	FICA	5,241.00	415.93	1,547.05	3,693.95	0.00	3,693.95	70.48
001-456-140002	UNEMPLOYMENT	4,111.00	268.24	1,001.51	3,109.49	0.00	3,109.49	75.64
001-456-140003	RETIREMENT	4,963.00	408.40	1,565.77	3,397.23	0.00	3,397.23	68.45
001-456-140004	HEALTH INSURANCE	38,299.00	2,898.48	11,593.93	26,705.07	0.00	26,705.07	69.73
001-456-140005	SAIF	1,174.00	52.74	300.35	873.65	0.00	873.65	74.42
	PERSONNEL EXPENSE	122,292.00	9,480.46	36,230.24	86,061.76	0.00	86,061.76	70.37
001-456-210000	MATERIAL & SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-456-210001	OFFICE SUPPLIES	1,000.00	30.72	1,257.55	-257.55	0.00	-257.55	-25.76
001-456-210002	POSTAGE SUPPLIES	400.00	0.00	1.26	398.74	0.00	398.74	99.69
001-456-210003	PROGRAM SUPPLIES	4,000.00	163.43	293.81	3,706.19	0.00	3,706.19	92.65
001-456-210006	CHEMICAL & AGRICULTURE SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-456-210008	GAS & OIL SUPPLIES	100.00	0.00	0.00	100.00	0.00	100.00	100.00
001-456-210013	VENDING SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-456-310001	CLASSIFIED ADS	450.00	0.00	0.00	450.00	0.00	450.00	100.00

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Account Number	Description	Budget	Period Amount	YTD Amount	YTD Variance	Encumbered	Available	% Available
001-456-310002	BROCHURE	1,000.00	62.78	251.12	748.88	0.00	748.88	74.89
001-456-310003	FLYERS, SCHEDULES, MISC.	250.00	0.00	0.00	250.00	0.00	250.00	100.00
001-456-320002	PROF DUES/FEES/MAGS/BOOKS	450.00	19.00	101.71	348.29	0.00	348.29	77.40
001-456-320003	CONF & WORKSHOPS	600.00	0.00	0.00	600.00	0.00	600.00	100.00
001-456-320004	STAFF MILEAGE	1,100.00	0.00	0.00	1,100.00	0.00	1,100.00	100.00
001-456-320005	STAFF EXPENSES	300.00	0.56	12.37	287.63	0.00	287.63	95.88
001-456-331000	UTILITIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-456-331001	ELECTRICITY	8,000.00	707.04	3,196.62	4,803.38	0.00	4,803.38	60.04
001-456-331002	NATURAL GAS	1,400.00	17.61	52.83	1,347.17	0.00	1,347.17	96.23
001-456-331003	WATER & SEWER	30,000.00	2,469.04	7,120.97	22,879.03	0.00	22,879.03	76.26
001-456-331004	TELEPHONE	1,900.00	103.62	471.27	1,428.73	0.00	1,428.73	75.20
001-456-331005	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-456-331007	FEES(activetechbank)	5,500.00	34.52	878.63	4,621.37	0.00	4,621.37	84.02
001-456-340000	INTERNET AND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-456-340001	COMMUNICATION	400.00	0.00	0.00	400.00	0.00	400.00	100.00
001-456-340002	INTERNET AND	100.00	0.00	0.00	100.00	0.00	100.00	100.00
001-456-340003	DATA STORAGE & BACK UP	350.00	0.00	228.99	121.01	0.00	121.01	34.57
001-456-340004	VIDEO & PHOTOGRAPHY	200.00	0.00	0.00	200.00	0.00	200.00	100.00
001-456-355003	ONLINE ADVERTISING	200.00	0.00	0.00	200.00	0.00	200.00	100.00
001-456-380000	EQUIPMENT MAINT. & REPAIR	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-456-380003	PROF. & CONTRACT SERVICES	6,000.00	694.10	1,630.08	4,369.92	0.00	4,369.92	72.83
001-456-380004	PROGRAM CONTRACTS	51,000.00	0.00	290.66	50,709.34	0.00	50,709.34	99.43
001-456-380006	INSURANCE SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-456-380007	EQUP MAINT CONTRACT	4,000.00	0.00	0.00	4,000.00	0.00	4,000.00	100.00
001-456-380009	SENIOR TRIPS	3,000.00	0.00	0.00	3,000.00	0.00	3,000.00	100.00
001-456-456002	REFUNDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	EQUIPMENT RENTAL	121,700.00	4,302.42	15,787.87	105,912.13	0.00	105,912.13	87.03
	MATL, SERV., SUPPLIES							
456	COMM CNTRS SCOUT HOUSE	243,992.00	13,782.88	52,018.11	191,973.89	0.00	191,973.89	78.68
457	COMM SCHOOLS							
001-457-110000	REGULAR SALARIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-457-110032	SUPERVISOR	11,424.00	952.00	3,739.99	7,684.01	0.00	7,684.01	67.26
001-457-110057	COMM SCHOOL COORDINATOR	6,444.00	536.96	2,109.44	4,334.56	0.00	4,334.56	67.27
001-457-120000	PART-TIME & TEMP SALARIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-457-120001	PART TIME STAFF	26,420.00	0.00	2,169.59	24,250.41	0.00	24,250.41	91.79
001-457-135000	OVERTIME	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-457-135001	FULL TIME	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-457-135002	PART TIME & TEMP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-457-140000	PAYROLL TAXES & FRINGES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-457-140001	FICA	3,389.00	113.90	613.45	2,775.55	0.00	2,775.55	81.90
001-457-140002	UNEMPLOYMENT	2,658.00	22.86	245.89	2,412.11	0.00	2,412.11	90.75
001-457-140003	RETIREMENT	1,448.00	119.10	467.94	980.06	0.00	980.06	67.68
001-457-140004	HEALTH INSURANCE	6,028.00	475.80	1,903.18	4,124.82	0.00	4,124.82	68.43

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Account Number	Description	Budget	Period Amount	YTD Amount	YTD Variance	Encumbered	Available	% Available
001-457-140005	WORKERS COMP	1,453.00	29.57	218.11	1,234.89	0.00	1,234.89	84.99
	PERSONNEL EXPENSE	59,264.00	2,250.19	11,467.59	47,796.41	0.00	47,796.41	80.65
001-457-210000	SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-457-210001	OFFICE SUPPLIES	0.00	87.69	513.60	-513.60	0.00	-513.60	0.00
001-457-210002	POSTAGE SUPPLIES	2,000.00	0.00	5.04	1,994.96	0.00	1,994.96	99.75
001-457-210003	PROGRAM SUPPLIES	400.00	35.00	854.42	-454.42	0.00	-454.42	-113.61
001-457-210004	SMALL TOOLS	5,000.00	0.00	0.00	5,000.00	0.00	5,000.00	100.00
001-457-210005	JANITORIAL SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-457-210006	CHEMICAL & AGRIL STUPE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-457-210007	STORE SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-457-210008	GAS & OIL SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-457-210014	SNACKS & FOOD	500.00	0.00	0.00	500.00	0.00	500.00	100.00
001-457-210015	UNIFORMS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-457-310000	PRNTADPUBLCITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-457-310001	CLASSIFIED ADS	100.00	0.00	0.00	100.00	0.00	100.00	100.00
001-457-310002	BROCHURE	50.00	0.00	0.00	50.00	0.00	50.00	100.00
001-457-310003	FLYERSSCHEDMISC	250.00	0.00	0.00	250.00	0.00	250.00	100.00
001-457-320000	DUESMEETRNTRVEXP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-457-320001	DIRECTOR FEES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-457-320002	PROF DUESFEESMAGBOOK	400.00	19.00	76.00	324.00	0.00	324.00	81.00
001-457-320003	CONF & WORKSHOPS	400.00	0.00	0.00	400.00	0.00	400.00	100.00
001-457-320004	STAFF MILEAGE	100.00	0.00	0.00	100.00	0.00	100.00	100.00
001-457-320005	STAFF EXPENSE	400.00	0.00	0.00	400.00	0.00	400.00	100.00
001-457-331000	UTILITIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-457-331001	ELECTRIC	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-457-331002	NATURAL GAS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-457-331003	WATER & SEWER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-457-331004	TELEPHONE	500.00	0.00	0.00	500.00	0.00	500.00	100.00
001-457-331005	COMPUTER & CABLE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-457-331007	FEES(activetecbank)	1,000.00	13.48	59.75	940.25	0.00	940.25	94.03
001-457-340000	INTERNET & COMMUNICATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-457-340001	INTERNET AND COMMUNICATION	400.00	0.00	0.00	400.00	0.00	400.00	100.00
001-457-340002	DATA STORAGE AND BACK UP	100.00	0.00	0.00	100.00	0.00	100.00	100.00
001-457-340003	VIDEO & PHOTOGRAPHY	350.00	0.00	229.00	121.00	0.00	121.00	34.57
001-457-340004	ONLINE ADVERTISING	200.00	0.00	0.00	200.00	0.00	200.00	100.00
001-457-355000	MAINT & REPAIRS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-457-355001	BUILDINGS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-457-355002	STRUCTURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-457-355003	EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-457-355004	VEHICLES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-457-355005	PROF & CONTRACT SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-457-380000	LEGAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-457-380001	AUDIT SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-457-380002	PROGRAM CONTRACTS	17,000.00	0.00	3,428.24	13,571.76	0.00	13,571.76	79.83
001-457-380003	INSURANCE SERVICES	2,000.00	0.00	0.00	2,000.00	0.00	2,000.00	100.00
001-457-380004								

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Account Number	Description	Budget	Period Amount	YTD Amount	YTD Variance	Encumbered	Available	% Available
001-457-380005	INTEREST	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-457-380006	EQUIP MAINT CONTRACT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-457-380007	CONSULTANT SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-457-380008	PROPERTY TAXES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-457-380009	REFUNDS	100.00	0.00	0.00	100.00	0.00	100.00	100.00
001-457-391000	ELECTIONS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-457-456000	RENTALS/LEASES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-457-456002	EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-457-456003	BUILDINGS & STRUCTURES MAT, SERV, SUPPLIES	31,250.00	155.17	5,166.05	26,083.95	0.00	26,083.95	83.47
457	COMM SCHOOLS	90,514.00	2,405.36	16,633.64	73,880.36	0.00	73,880.36	81.62
458	GOLF COURSE MAINT. REGULAR SALARIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-458-110032	ADMIN COORDINATOR	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-458-110058	GOLF COURSE SUPERVISOR	9,520.00	793.34	3,116.68	6,403.32	0.00	6,403.32	67.26
001-458-110059	GC MAINT COORDINATOR	58,445.00	4,870.40	19,017.76	39,427.24	0.00	39,427.24	67.46
001-458-110060	GOLF MECHANIC	48,083.00	0.00	0.00	48,083.00	0.00	48,083.00	100.00
001-458-110061	Golf Landscaper	58,445.00	6,569.92	22,744.86	35,700.14	0.00	35,700.14	61.08
001-458-110062	ASSIST GROUNDS GC	39,558.00	0.00	0.00	39,558.00	0.00	39,558.00	100.00
001-458-120000	PART TIME & TEMP SALARIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-458-120001	PART TIME HELP	160,080.00	11,467.24	93,788.79	66,291.21	0.00	66,291.21	41.41
001-458-135000	OVERTIME	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-458-135001	FULL TIME	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-458-135002	PART TIME & TEMP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-458-140000	PAYROLL TAXES & FRINGES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-458-140001	PICA	28,622.00	1,813.11	10,563.09	18,058.91	0.00	18,058.91	63.09
001-458-140002	UNEMPL OYEMENT	22,448.00	912.22	6,615.88	15,832.12	0.00	15,832.12	70.53
001-458-140003	RETIREMENT	17,339.00	589.05	2,068.88	15,270.12	0.00	15,270.12	88.07
001-458-140004	HEALTH INS	96,761.00	1,860.36	7,034.90	89,726.10	0.00	89,726.10	92.73
001-458-140005	WORKERS COMP PERSONNEL EXPENSE	12,272.00	251.96	2,209.29	10,062.71	0.00	10,062.71	82.00
		551,573.00	29,127.60	167,160.13	384,412.87	0.00	384,412.87	69.69
001-458-210000	SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-458-210001	OFFICE SUPPLIES	1,852.00	226.67	2,088.21	-236.21	0.00	-236.21	-12.75
001-458-210002	POSTAGE SUPPLIES	466.00	0.00	2.59	463.41	0.00	463.41	99.44
001-458-210003	PROGRAM SUPPLIES	16,403.00	35.00	581.80	15,821.20	0.00	15,821.20	96.45
001-458-210004	SMALL TOOLS	6,425.00	1,782.97	2,693.61	3,731.39	0.00	3,731.39	58.08
001-458-210005	JANITORIAL SUPPLIES	2,088.00	725.00	744.99	1,343.01	0.00	1,343.01	64.32
001-458-210006	CHEMICAL & AGRI SUPPLIES	107,711.00	11,013.18	24,390.37	83,320.63	0.00	83,320.63	77.36
001-458-210007	STORE SUPPLIES	0.00	0.00	110.46	-110.46	0.00	-110.46	0.00
001-458-210008	GAS & OIL SUPPLIES	40,857.00	3,766.82	22,828.94	18,028.06	0.00	18,028.06	44.12
001-458-210014	SNACKS & FOOD	687.00	0.00	146.97	540.03	0.00	540.03	78.61
001-458-210015	UNIFORMS	960.00	159.99	159.99	800.01	0.00	800.01	83.33
001-458-310000	PRINT/PUBLICTY	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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Account Number	Description	Budget	Period Amount	YTD Amount	YTD Variance	Encumbered	Available	% Available
001-458-310001	CLASSIFIED ADS	530.00	0.00	0.00	530.00	0.00	530.00	100.00
001-458-310002	BROCHURE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-458-310003	FLYERSSCHEDMISC	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-458-320000	DUESMEETRNTRAVEXP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-458-320001	DIRECTOR FEES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-458-320002	PROF DUESFEESMAGBOOKS	2,650.00	0.00	1,830.00	820.00	0.00	820.00	30.94
001-458-320003	CONF & WORKSHOPS	3,615.00	0.00	100.00	3,515.00	0.00	3,515.00	97.23
001-458-320004	STAFF MILEAGE	131.00	0.00	0.00	131.00	0.00	131.00	100.00
001-458-320005	STAFF EXPENSE	260.00	2.85	6.95	253.05	0.00	253.05	97.33
001-458-331000	UTILITIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-458-331001	ELECTRIC	20,845.00	407.77	1,761.23	19,083.77	0.00	19,083.77	91.55
001-458-331002	NATURAL GAS	8,112.00	0.00	168.21	7,943.79	0.00	7,943.79	97.93
001-458-331003	WATER & SEWER	123,310.00	12,779.75	121,472.06	1,837.94	0.00	1,837.94	1.49
001-458-331004	TELEPHONE	3,500.00	204.79	754.63	2,745.37	0.00	2,745.37	78.44
001-458-331005	COMPUTER & CABLE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-458-331006	GARBAGE EXPENSE	791.00	0.00	0.00	791.00	0.00	791.00	100.00
001-458-331007	FEES(activenechbank)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-458-340000	INTERNET & COMMUNICATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-458-340001	INTERNET AND COMMUNICATION	150.00	0.00	0.00	150.00	0.00	150.00	100.00
001-458-340002	DATA STORAGE AND BACKUP	150.00	0.00	0.00	150.00	0.00	150.00	100.00
001-458-340003	VIDEO AND PHOTOGRAPHY	75.00	0.00	0.00	75.00	0.00	75.00	100.00
001-458-340004	ONLINE ADVERTISING	66.00	0.00	0.00	66.00	0.00	66.00	100.00
001-458-355000	MAINT & REPAIRS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-458-355001	BUILDINGS	7,308.00	0.00	-599.32	7,907.32	0.00	7,907.32	108.20
001-458-355002	STRUCTURES	0.00	0.00	643.40	-643.40	0.00	-643.40	0.00
001-458-355003	EQUIPMENT	46,488.00	2,188.58	17,996.30	28,491.70	0.00	28,491.70	61.29
001-458-355004	GROUNDS	110,403.00	39,793.72	41,796.15	68,606.85	0.00	68,606.85	62.14
001-458-355005	VEHICLES	1,600.00	0.00	0.00	1,600.00	0.00	1,600.00	100.00
001-458-380000	PROF & CONTRACT SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-458-380001	LEGAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-458-380002	AUDIT SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-458-380003	PROGRAM CONTRACTS	72,160.00	0.00	3,337.09	68,822.91	0.00	68,822.91	95.38
001-458-380004	INSURANCE	13,000.00	0.00	0.00	13,000.00	0.00	13,000.00	100.00
001-458-380005	INTEREST	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-458-380006	EQUIP MAINT CONTRACTS	7,530.00	0.00	0.00	7,530.00	0.00	7,530.00	100.00
001-458-380007	CONSULTANT SERVICES	2,500.00	0.00	0.00	2,500.00	0.00	2,500.00	100.00
001-458-380008	PROPERTY TAXES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-458-391000	ELECTIONS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-458-456000	RENTALSLEASES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-458-456002	EQUIPMENT	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
001-458-456003	BUILD & STRUCTURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	MATL, SERV., SUPPLIES	603,623.00	75,427.89	243,014.63	360,608.37	0.00	360,608.37	59.74
458	GOLF COURSE MAINT.	1,155,196.00	104,555.49	410,174.76	745,021.24	0.00	745,021.24	64.49

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Account Number	Description	Budget	Period Amount	YTD Amount	YTD Variance	Encumbered	Available	% Available
459	GOLF CLUB HOUSE							
001-459-110000	REGULAR SALARIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-459-110001	Special Services Supervisor	12,376.00	1,031.33	4,051.71	8,324.29	0.00	8,324.29	67.26
001-459-110032	ADMIN COORDINATOR	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-459-110059	CLUB HOUSE COORDINATOR	82,238.00	6,853.14	26,923.05	55,314.95	0.00	55,314.95	67.26
001-459-110060	CLUB HOUSE ASST	48,083.00	4,006.88	15,741.32	32,341.68	0.00	32,341.68	67.26
001-459-110061	CLUB HOUSE ASSISTANT 2	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-459-120000	PART TIME & TEMP SALARIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-459-120001	GOLF CLERKS	138,000.00	5,886.44	39,373.79	98,626.21	0.00	98,626.21	71.47
001-459-120002	MARSHALL STARTER STAFF	5,175.00	776.25	3,070.50	2,104.50	0.00	2,104.50	40.67
001-459-120003	OUTSIDE SERVICE STAFF	53,475.00	4,360.12	26,294.39	27,180.61	0.00	27,180.61	50.83
001-459-120004	GOLF	8,625.00	0.00	0.00	8,625.00	0.00	8,625.00	100.00
001-459-120005	GOLF	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-459-120006	SNACK BAR CLERK	25,875.00	0.00	0.00	25,875.00	0.00	25,875.00	100.00
001-459-120007	BEVERAGE CART CLERK	17,250.00	0.00	0.00	17,250.00	0.00	17,250.00	100.00
001-459-120008	CATERING STAFF	1,725.00	178.03	6,790.32	-5,065.32	0.00	-5,065.32	-293.64
001-459-120010	GOLF AMBASSADOR	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-459-120011	LESSON	10,000.00	0.00	0.00	10,000.00	0.00	10,000.00	100.00
001-459-135000	OVERTIME	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-459-135001	FULL TIME	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-459-135002	PART TIME & TEMP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-459-140000	PAYROLL TAXES & FRINGES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-459-140001	FICA	30,816.00	1,766.58	9,351.75	21,464.25	0.00	21,464.25	69.65
001-459-140002	UNEMPLOYMENT	24,170.00	860.36	5,461.56	18,708.44	0.00	18,708.44	77.40
001-459-140003	RETIREMENT	11,559.00	951.30	3,737.25	7,821.75	0.00	7,821.75	67.67
001-459-140004	HEALTH INS	44,853.00	3,405.09	13,620.34	31,232.66	0.00	31,232.66	69.63
001-459-140005	WORKERS COMP	5,795.00	275.03	1,922.75	3,872.25	0.00	3,872.25	66.82
	PERSONNEL EXPENSE	520,015.00	30,350.55	156,338.73	363,676.27	0.00	363,676.27	69.94
001-459-210000	SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-459-210001	OFFICE SUPPLIES	1,000.00	65.24	741.66	258.34	0.00	258.34	25.83
001-459-210002	POSTAGE SUPPLIES	1,000.00	7.26	685.99	314.01	0.00	314.01	31.40
001-459-210003	PROGRAM SUPPLIES	46,750.00	35.00	9,206.36	37,543.64	0.00	37,543.64	80.31
001-459-210004	SMALL TOOLS	200.00	0.00	62.22	137.78	0.00	137.78	68.89
001-459-210005	JANITORIAL SUPPLIES	6,000.00	72.00	3,854.79	2,145.21	0.00	2,145.21	35.75
001-459-210006	CHEM & AGRICULT. SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-459-210007	STORE SUPPLIES	170,500.00	8,080.41	74,609.58	95,890.42	0.00	95,890.42	56.24
001-459-210008	GAS & OIL SUPPLIES	250.00	0.00	53.65	196.35	0.00	196.35	78.54
001-459-210014	SNACKS & FOOD	500.00	434.22	510.42	-10.42	0.00	-10.42	-2.08
001-459-210015	UNIFORMS	3,500.00	0.00	0.00	3,500.00	0.00	3,500.00	100.00
001-459-310000	PRINTADPUBLICITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-459-310001	CLASSIFIED ADS	200.00	0.00	0.00	200.00	0.00	200.00	100.00
001-459-310002	BROCHURE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-459-310003	FLYERSSCHEDMISC	26,900.00	0.00	3,122.32	23,777.68	0.00	23,777.68	88.39
001-459-320000	DUESMEETRAINEXP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-459-320001	DIRECTOR FEES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-459-320002	PROF DUESFEESMAGBOOKS	3,750.00	0.00	246.67	3,503.33	0.00	3,503.33	93.42
001-459-320003	CONF & WORKSHOPS	4,000.00	0.00	0.00	4,000.00	0.00	4,000.00	100.00

Account Number	Description	Budget	Period Amount	YTD Amount	YTD Variance	Encumbered	Available	% Available
001-459-320004	STAFF MILEAGE	750.00	0.00	0.00	750.00	0.00	750.00	100.00
001-459-320005	STAFF EXPENSE	750.00	0.81	2.87	747.13	0.00	747.13	99.62
001-459-331001	ELECTRIC	41,825.00	3,169.20	19,995.85	21,829.15	0.00	21,829.15	52.19
001-459-331002	NATURAL GAS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-459-331003	WATER & SEWER	18,500.00	1,496.93	4,704.19	13,795.81	0.00	13,795.81	74.57
001-459-331004	TELEPHONE	3,000.00	0.00	0.00	3,000.00	0.00	3,000.00	100.00
001-459-331005	COMPUTER & CABLE	0.00	215.82	863.28	-863.28	0.00	-863.28	0.00
001-459-331006	GARBAGE	5,500.00	495.50	991.00	4,509.00	0.00	4,509.00	81.98
001-459-331007	FEES(activencbank)	46,000.00	3,620.21	23,604.65	22,395.35	0.00	22,395.35	48.69
001-459-340000	INTERNET & COMMUNICATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-459-340001	INTERNET AND COMMUNICATION	1,110.00	0.00	0.00	1,110.00	0.00	1,110.00	100.00
001-459-340002	DATA STORAGE AND BACK UP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-459-340003	VIDEO AND PHOTOGRAPHY	132.00	0.00	229.00	-97.00	0.00	-97.00	-73.48
001-459-340004	ONLINE ADVERTISING	185.00	0.00	0.00	185.00	0.00	185.00	100.00
001-459-355000	MAINT & REPAIRS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-459-355001	BUILDINGS	5,000.00	0.00	1,158.69	3,841.31	0.00	3,841.31	76.83
001-459-355002	STRUCTURES	5,000.00	0.00	1,170.00	3,830.00	0.00	3,830.00	76.60
001-459-355003	EQUIPMENT	10,000.00	0.00	7,765.63	2,234.37	0.00	2,234.37	22.34
001-459-355004	GROUNDS	3,000.00	0.00	0.00	3,000.00	0.00	3,000.00	100.00
001-459-355005	VEHICLES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-459-380000	PROF & CONTRACT SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-459-380001	LEGAL SERVICES	0.00	361.00	361.00	-361.00	0.00	-361.00	0.00
001-459-380002	AUDIT SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-459-380003	PROGRAM CONTRACTS	15,000.00	855.55	7,288.13	7,711.87	0.00	7,711.87	51.41
001-459-380004	INSURANCE	9,000.00	0.00	290.62	8,709.38	0.00	8,709.38	96.77
001-459-380005	INTEREST	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-459-380006	EQUIPM MAIN CONTRACTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-459-380007	CONSULTANT SERVICES	4,000.00	0.00	0.00	4,000.00	0.00	4,000.00	100.00
001-459-380008	PROPERTY TAXES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-459-380009	REFUNDS	2,000.00	0.00	0.00	2,000.00	0.00	2,000.00	100.00
001-459-456000	RENTALS/LEASES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-459-456002	EQUIPMENT	3,000.00	0.00	0.00	3,000.00	0.00	3,000.00	100.00
001-459-456003	BUILD & STRUCTURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-459-456004	MATL, SERV., SUPPLIES	438,302.00	18,909.15	161,518.57	276,783.43	0.00	276,783.43	63.15
459	GOLF CLUB HOUSE	958,317.00	49,259.70	317,857.30	640,459.70	0.00	640,459.70	66.83
460	EWING YOUNG PARK PROGRAM							
001-460-120000	PARTTIME & TEMP. SALARIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-460-120002	PART TIME SALARIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-460-140000	PAYROLL TAXES & FRINGES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-460-140001	FICA	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-460-140002	UNEMPLOYMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-460-140005	SAIF	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	PERSONNEL EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Account Number	Description	Budget	Period	Amount	YTD	Amount	YTD	Variance	Encumbered	Available	% Available
001-460-210000	MATERIAL & SUPPLIES	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-460-210003	MATERIALS, SUPPLIES	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-460-380003	PROGRAM CONTRACTS	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	MATL, SERV., SUPPLIES	<u>0.00</u>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
460	EWING YOUNG PARK PROGRAM	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
470	ACQUISITION & IMPROVEMENT										
001-470-620006	PARKS REPLACEMENTREPAIR	573,474.00		0.00	144,698.78	428,775.22	0.00	428,775.22	0.00	428,775.22	74.77
001-470-620008	RECREATION REPLACEREPAIR	25,600.00		0.00	0.00	25,600.00	0.00	25,600.00	0.00	25,600.00	100.00
001-470-620009	GOLF-EQUIPBUILDINGS	232,380.00		0.00	224,603.43	7,776.57	0.00	7,776.57	0.00	7,776.57	3.35
001-470-620010	NEW DEVELOPMENT	2,917,902.00		0.00	0.00	2,917,902.00	0.00	2,917,902.00	0.00	2,917,902.00	100.00
001-470-620012	LAND ACQUISITION	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-470-620014	ADM REPLACEREPAIR	50,000.00		0.00	0.00	50,000.00	0.00	50,000.00	0.00	50,000.00	100.00
001-470-620016	AQUATIC REPLACEREPAIR	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	CAPITAL OUTLAY	<u>3,799,356.00</u>		<u>0.00</u>	<u>369,302.21</u>	<u>3,430,053.79</u>	<u>0.00</u>	<u>3,430,053.79</u>	<u>0.00</u>	<u>3,430,053.79</u>	<u>90.28</u>
470	ACQUISITION & IMPROVEMENT	3,799,356.00		0.00	369,302.21	3,430,053.79	0.00	3,430,053.79	0.00	3,430,053.79	90.28
472	JAQUITH CONCESSION										
001-472-110000	REGULAR SALARIES	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-472-110070	REC SUPERVISOR	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-472-120000	PARTTIME & TEMP. SALARIES	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-472-120001	CONCESSION MANAGER	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-472-120002	CONCESSION ATTENDANT	27,854.00		0.00	0.00	27,854.00	0.00	27,854.00	0.00	27,854.00	100.00
001-472-140000	PAYROLL TAXES & FRINGES	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-472-140001	CONCESSION FICA	2,131.00		0.00	0.00	2,131.00	0.00	2,131.00	0.00	2,131.00	100.00
001-472-140002	UNEMPLOYMENT	1,672.00		0.00	0.00	1,672.00	0.00	1,672.00	0.00	1,672.00	100.00
001-472-140003	CONCESS RETIREMENT	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-472-140004	HEALTH INSURANCE	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-472-140005	CONCESSION SAIF	914.00		0.00	0.00	914.00	0.00	914.00	0.00	914.00	100.00
	PERSONNEL EXPENSE	<u>32,571.00</u>		<u>0.00</u>	<u>0.00</u>	<u>32,571.00</u>	<u>0.00</u>	<u>32,571.00</u>	<u>0.00</u>	<u>32,571.00</u>	<u>100.00</u>
001-472-210000	MATERIAL & SUPPLIES	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-472-210001	CONCESSION OFFICE SUPPLS	60.00		0.00	0.00	60.00	0.00	60.00	0.00	60.00	100.00
001-472-210002	CONCESSION POSTAGE SUPPLIES	30.00		0.00	0.00	30.00	0.00	30.00	0.00	30.00	100.00
001-472-210003	CONCESSION SUPPLIES	16,100.00		0.00	0.00	16,100.00	0.00	16,100.00	0.00	16,100.00	100.00
001-472-210004	CONCESSION SMALL TOOLS	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-472-310000	PRNTGADVERPUBLICITY	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-472-310001	CLASSIFIED ADS	75.00		0.00	0.00	75.00	0.00	75.00	0.00	75.00	100.00
001-472-310003	FLYERS, SCHEDULES, MISC.	125.00		0.00	0.00	125.00	0.00	125.00	0.00	125.00	100.00
001-472-320002	PROF DUESFEESMAGS	1,050.00		0.00	0.00	1,050.00	0.00	1,050.00	0.00	1,050.00	100.00
001-472-320003	CONF & WORKSHOPS	700.00		0.00	0.00	700.00	0.00	700.00	0.00	700.00	100.00

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Account Number	Description	Budget	Period Amount	YTD Amount	YTD Variance	Encumbered	Available	% Available
001-472-320004	CONCESSION MILEAGE	200.00	0.00	0.00	200.00	0.00	200.00	100.00
001-472-331001	CONCESSION ELECTRICITY	1,600.00	0.00	0.00	1,600.00	0.00	1,600.00	100.00
001-472-331004	CONCESSION TELEPHONE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-472-331007	FEE\$(active;etcbank)	1,400.00	0.00	0.00	1,400.00	0.00	1,400.00	100.00
001-472-355001	CONCESS BLDG MAINTREPAIR	500.00	0.00	0.00	500.00	0.00	500.00	100.00
001-472-355003	CONCESS EQUIP MAINTREP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-472-380003	CONCESSIONS CONTRACTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-472-380004	CONCESSION INSURANCE	2,100.00	0.00	0.00	2,100.00	0.00	2,100.00	100.00
	MATL, SERV., SUPPLIES	23,940.00	0.00	0.00	23,940.00	0.00	23,940.00	100.00
472	JAQUITH CONCESSION	56,511.00	0.00	0.00	56,511.00	0.00	56,511.00	100.00
474	PRESCHOOL							
001-474-110032	ADMIN COORDINATOR	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-474-110080	RECREATION SUPERVISOR	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-474-120001	PRESCHOOL HEAD INSTRUCTOR	13,695.00	0.00	0.00	13,695.00	0.00	13,695.00	100.00
001-474-120002	PRESCHOOL INSTRUCTORS	45,793.00	0.00	0.00	45,793.00	0.00	45,793.00	100.00
001-474-140001	PRESCH FICA	4,551.00	291.94	1,146.91	3,404.09	0.00	3,404.09	74.80
001-474-140002	UNEMPLOYMENT	3,570.00	214.28	814.17	2,755.83	0.00	2,755.83	77.19
001-474-140003	RETIREMENT	3,710.00	305.28	1,199.31	2,510.69	0.00	2,510.69	67.67
001-474-140004	PRESCH HEALTH INS	11,079.00	812.78	3,251.12	7,827.88	0.00	7,827.88	70.66
001-474-140005	PRESCH SAIF	619.00	28.79	157.93	461.07	0.00	461.07	74.49
	PERSONNEL EXPENSE	83,017.00	5,469.15	21,561.18	61,455.82	0.00	61,455.82	74.03
001-474-210001	OFFICE SUPPLIES	900.00	0.00	367.82	532.18	0.00	532.18	59.13
001-474-210002	PRESCHOOL POSTAGE	300.00	0.00	0.00	300.00	0.00	300.00	100.00
001-474-210003	PRESCHOOL SUPPLIES	2,905.00	35.00	146.78	2,758.22	0.00	2,758.22	94.95
001-474-310001	CLASSIFIED ADS	250.00	0.00	0.00	250.00	0.00	250.00	100.00
001-474-310002	PRESCH BROCHURE EXP	600.00	23.78	95.12	504.88	0.00	504.88	84.15
001-474-310003	FLYERS, SCHEDULES, MISC.	200.00	0.00	0.00	200.00	0.00	200.00	100.00
001-474-320002	PRESSCH DUESFEES	450.00	19.00	101.71	348.29	0.00	348.29	77.40
001-474-320003	PRESCH CONFERENCES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-474-320004	PRESCHOOL MILEAGE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-474-320005	STAFF EXPENSES	100.00	0.46	0.92	99.08	0.00	99.08	99.08
001-474-331001	PRESCH ELECTRICITY	600.00	40.19	131.14	468.86	0.00	468.86	78.14
001-474-331002	PRESCH NATGAS	1,200.00	17.61	52.83	1,147.17	0.00	1,147.17	95.60
001-474-331003	PRESCH WATERSEWER	1,700.00	131.71	521.23	1,178.77	0.00	1,178.77	69.34
001-474-331004	PRESCH TELEPHONE	1,200.00	55.97	222.53	977.47	0.00	977.47	81.46
001-474-331007	FEE\$(active;etcbank)	2,500.00	234.29	944.03	1,555.97	0.00	1,555.97	62.24
001-474-340000	INTERNET & COMMUNICATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-474-340001	INTERNET AND	400.00	0.00	0.00	400.00	0.00	400.00	100.00
001-474-340002	COMMUNICATION							
001-474-340003	DATA STORAGE AND BACK UP	100.00	0.00	0.00	100.00	0.00	100.00	100.00
001-474-340004	VIDEO & PHOTOGRAPHY	350.00	0.00	229.00	121.00	0.00	121.00	34.57
001-474-380003	PROGRAM REFUNDS	200.00	0.00	0.00	200.00	0.00	200.00	100.00
		0.00	34.10	970.07	-970.07	0.00	-970.07	0.00

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Account Number	Description	Budget	Period	Amount	YTD	Amount	YTD	Variance	Encumbered	Available	% Available
001-474-380004	PRESCH INSURANCE	2,700.00		0.00	290.62	2,409.38	0.00	2,409.38	0.00	2,409.38	89.24
001-474-380009	REFUNDS	1,000.00		0.00	0.00	1,000.00	0.00	1,000.00	0.00	1,000.00	100.00
	MATL, SERV., SUPPLIES	17,655.00		592.11	4,073.80	13,581.20	0.00	13,581.20	0.00	13,581.20	76.93
474	PRESCHOOL	100,672.00		6,061.26	25,634.98	75,037.02	0.00	75,037.02	0.00	75,037.02	74.54
476	Dept										
001-476-210006	BABE RUTH INCOME REPAY	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-476-380003	BABE RUTH CONTRACT SERVS	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	MATL, SERV., SUPPLIES	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
476	Dept	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
477	Dept										
001-477-120001		0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-477-210001		0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-477-210004		0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-477-320001		0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-477-320004		0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	MATL, SERV., SUPPLIES	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
477	Dept	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
478	Dept										
001-478-210006	I. LEAGUE INCOME REPAY	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-478-380003	LITTLE LEAGUE CONTRACTS	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	MATL, SERV., SUPPLIES	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
478	Dept	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
479	Dept										
001-479-120001	MATL, SERV., SUPPLIES	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
479	Dept	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
480	CONTINGENCY										
001-480-800000	RES. FOR CONTINGENCY &	1,420,218.00		0.00	0.00	1,420,218.00	0.00	1,420,218.00	0.00	1,420,218.00	100.00

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Account Number	Description	Budget	Period	Amount	YTD	Amount	YTD	Variance	Encumbered	Available	% Available
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	LOANS										
	CONTINGENCY	<u>1,420,218.00</u>		<u>0.00</u>		<u>0.00</u>		<u>1,420,218.00</u>	<u>0.00</u>	<u>1,420,218.00</u>	<u>100.00</u>

480	CONTINGENCY										
		<u>1,420,218.00</u>		<u>0.00</u>		<u>0.00</u>		<u>1,420,218.00</u>	<u>0.00</u>	<u>1,420,218.00</u>	<u>100.00</u>

501	COMMUNITY PROGRESS TEAM										
001-501-120001	DCC DIRECTOR	0.00		0.00		0.00		0.00	0.00	0.00	0.00
001-501-210000	MATERIALS & SUPPLIES	0.00		0.00		0.00		0.00	0.00	0.00	0.00
001-501-210001	DCC OFFICE SUPPLIES	0.00		0.00		0.00		0.00	0.00	0.00	0.00
001-501-210002	DCC POSTAGE SUPPLIES	0.00		0.00		0.00		0.00	0.00	0.00	0.00
001-501-210003	DCC PROGRAM SUPPLIES	0.00		0.00		0.00		0.00	0.00	0.00	0.00
001-501-210004	DCC PERIODICALS	0.00		0.00		0.00		0.00	0.00	0.00	0.00
001-501-210005	DCCPRD CO SPONSORED EVENTS	0.00		0.00		0.00		0.00	0.00	0.00	0.00

001-501-310003	DCC PRINTING AND PUBLICITY	0.00		0.00		0.00		0.00	0.00	0.00	0.00
001-501-320001	DCC MEMBERSHIP DUES & FEES	0.00		0.00		0.00		0.00	0.00	0.00	0.00
001-501-320003	DCC CONFERENCES & WORKSHOPS	0.00		0.00		0.00		0.00	0.00	0.00	0.00
001-501-320004	DCC STAFF MILEAGE	0.00		0.00		0.00		0.00	0.00	0.00	0.00
001-501-331000	UTILITIES	0.00		0.00		0.00		0.00	0.00	0.00	0.00
001-501-331001	ELECTRIC	0.00		0.00		0.00		0.00	0.00	0.00	0.00
001-501-331004	DCC TELEPHONE	0.00		0.00		0.00		0.00	0.00	0.00	0.00
001-501-380004	INSURANCE	0.00		0.00		0.00		0.00	0.00	0.00	0.00
001-501-620001	DCC CAPITAL OUTLAY	0.00		0.00		0.00		0.00	0.00	0.00	0.00
	MATL, SERV., SUPPLIES	<u>0.00</u>		<u>0.00</u>		<u>0.00</u>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

501	COMMUNITY PROGRESS TEAM										
		<u>0.00</u>		<u>0.00</u>		<u>0.00</u>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

502	NDOT EXPENSES										
001-502-120001	NDOT PAYROLL EXPENSES	0.00		0.00		0.00		0.00	0.00	0.00	0.00
	MATL, SERV., SUPPLIES	<u>0.00</u>		<u>0.00</u>		<u>0.00</u>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

502	NDOT EXPENSES										
		<u>0.00</u>		<u>0.00</u>		<u>0.00</u>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

503	NEWBERG BAMBINO LEAGUE										
001-503-210003	LITTLE LEAGUE REPAYMENT	8,000.00		0.00		0.00		8,000.00	0.00	8,000.00	100.00
	MATL, SERV., SUPPLIES	<u>8,000.00</u>		<u>0.00</u>		<u>0.00</u>		<u>8,000.00</u>	<u>0.00</u>	<u>8,000.00</u>	<u>100.00</u>

503	NEWBERG BAMBINO LEAGUE										
		<u>8,000.00</u>		<u>0.00</u>		<u>0.00</u>		<u>8,000.00</u>	<u>0.00</u>	<u>8,000.00</u>	<u>100.00</u>

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Account Number	Description	Budget	Period Amount	YTD Amount	YTD Variance	Encumbered	Available	% Available
504	BABE RUTH LEAGUE							
001-504-210003	BABE RUTH REPAYMENT MATL, SERV., SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
504	BABE RUTH LEAGUE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
505	CHEHALEM TIGER VOLLEYBALL CLUB							
001-505-210003	CTVC EXPENSES MATL, SERV., SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
505	CHEHALEM TIGER VOLLEYBALL CLUB	0.00	0.00	0.00	0.00	0.00	0.00	0.00
506	QUILT CLUB							
001-506-210003	QUILT CLUB EXPENSES MATL, SERV., SUPPLIES	1,500.00	0.00	0.00	1,500.00	0.00	1,500.00	100.00
506	QUILT CLUB	1,500.00	0.00	0.00	1,500.00	0.00	1,500.00	100.00
507	NEWBERG THEATRE GROUP EXPENSES							
001-507-210003	MATL, SERV., SUPPLIES	10,000.00	0.00	0.00	10,000.00	0.00	10,000.00	100.00
507	NEWBERG THEATRE GROUP EXPENSES	10,000.00	0.00	0.00	10,000.00	0.00	10,000.00	100.00
508	HISTORIC FRIENDS MATL, SERV., SUPPLIES							
001-508-210003	MATL, SERV., SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
508	HISTORIC FRIENDS MATL, SERV., SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
509	Tualatin Valley Youth Football MATL, SERV., SUPPLIES							
001-509-210003	MATL, SERV., SUPPLIES	22,000.00	0.00	0.00	22,000.00	0.00	22,000.00	100.00
509	Tualatin Valley Youth Football MATL, SERV., SUPPLIES	22,000.00	0.00	0.00	22,000.00	0.00	22,000.00	100.00

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Account Number	Description	Budget	Period	Amount	YTD	Amount	YTD	Variance	Encumbered	Available	% Available
509	Dept	22,000.00		0.00	0.00	0.00	22,000.00	0.00	0.00	22,000.00	100.00
510	Dept	10,000.00		0.00	0.00	0.00	10,000.00	0.00	0.00	10,000.00	100.00
001-510-210003	LACROSSE REPMNT MATL, SERV., SUPPLIES	<u>10,000.00</u>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>10,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>10,000.00</u>	<u>100.00</u>
510	Dept	10,000.00		0.00	0.00	0.00	10,000.00	0.00	0.00	10,000.00	100.00
511	Dept	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-511-210003	BASKETBALL MATL, SERV., SUPPLIES	<u>0.00</u>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
511	Dept	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001	GENERAL FUND	14,234,951.00		692,506.21	3,337,520.88	10,897,430.12			0.00	10,897,430.12	76.55
005	EWING YOUNG FUND	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
450	EXPENDITURES	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
005-450-610000	CAPITAL OUTLAY	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
005-450-800000	RESV FOR CONTINGENCY	<u>0.00</u>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
450	EXPENDITURES	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
005	EWING YOUNG FUND	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
025	EQUIPMENT & MAJOR MAINT	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
450	EXPENDITURES	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
025-450-610001	MAINTENANCE AND EQUIPMENT CAPITAL OUTLAY	<u>0.00</u>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
450	EXPENDITURES	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
025	EQUIPMENT & MAJOR MAINT	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
026	LOAN SERVICE FUND	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
450	EXPENDITURES	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
026-450-610003	SENIOR CENTER EXPENSES	<u>0.00</u>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

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Account Number	Description	Budget	Period Amount	YTD Amount	YTD Variance	Encumbered	Available	% Available
026-450-610004	GRANDSTAND DEVELOPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
026-450-610005	DEVELOPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
026-450-610006	AQ OF PROP & BLD INTEREST EXPENSE	34,601.00	0.00	0.00	34,601.00	0.00	34,601.00	100.00
026-450-610007	MATL, SERV., SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		34,601.00	0.00	0.00	34,601.00	0.00	34,601.00	100.00
026-450-610000	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
026-450-610001	LOAN PRINCIPAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
026-450-610002	LOAN INTEREST PAYABLE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
026-450-800000	RESV. FOR CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
450	EXPENDITURES	34,601.00	0.00	0.00	34,601.00	0.00	34,601.00	100.00
026	LOAN SERVICE FUND	34,601.00	0.00	0.00	34,601.00	0.00	34,601.00	100.00
035	SDC FUNDS							
470	ACQUISITION & IMPROVEMENT							
035-470-461001	BANK FEE DUNDEE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
035-470-461002	BANK FEE NEWBERG	0.00	0.00	0.00	0.00	0.00	0.00	0.00
035-470-461003	BANK FEE YAMHILL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
035-470-620007	ADMIN FEE DUNDEE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
035-470-620008	ADMIN FEE NEWBERG	0.00	0.00	0.00	0.00	0.00	0.00	0.00
035-470-620009	ADMIN FEE YAMHILL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
035-470-641001	DNU	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	MATL, SERV., SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
035-470-610001	PRINCIPAL LOAN INTEREST AND ADMIN FOR LOAN	565,000.00	0.00	185,000.00	380,000.00	0.00	380,000.00	67.26
035-470-610002	ACQUISITION-DUNDEE	225,979.00	0.00	6,236.25	219,742.75	0.00	219,742.75	97.24
035-470-620001	ACQUISITION-NEWBERG	0.00	0.00	0.00	0.00	0.00	0.00	0.00
035-470-620002	ACQUISITION-YAMHILL COUNTY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
035-470-620003	DEVELOPMENT-DUNDEE	1,125,000.00	0.00	1,788.00	1,123,212.00	0.00	1,123,212.00	99.84
035-470-620004	DEVELOPMENT-NEWBERG	1,516,749.00	39,570.56	56,040.56	1,460,708.44	0.00	1,460,708.44	96.31
035-470-620005	DEVELOPMENT-YAMHILL COUNTY	1,282,591.00	12,955.97	42,931.42	1,239,659.58	0.00	1,239,659.58	96.65
	CAPITAL OUTLAY	4,715,319.00	52,526.53	291,996.23	4,423,322.77	0.00	4,423,322.77	93.81
035-470-490000	TRANSFER ACCOUNT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
035-470-490001	TRANSFERS DUNDEE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
035-470-490002	TRANSFERS NEWBERG	0.00	0.00	0.00	0.00	0.00	0.00	0.00
035-470-490003	TRANSFERS YAM CO	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	TRANSFERS	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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Account Number	Description	Budget	Period Amount	YTD Amount	YTD Variance	Encumbered	Available	% Available
470	ACQUISITION & IMPROVEMENT	4,715,319.00	52,526.53	291,996.23	4,423,322.77	0.00	4,423,322.77	93.81
035	SDC FUNDS	4,715,319.00	52,526.53	291,996.23	4,423,322.77	0.00	4,423,322.77	93.81
036	CP Pool Fund							
000	CP Pool Fund							
036-000-461001	Bank fees US POOL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
036-000-461002	FEEES 5208	0.00	0.00	0.00	0.00	0.00	0.00	0.00
036-000-846002	DNU FEEES B5208	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	OTHER EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000		0.00	0.00	0.00	0.00	0.00	0.00	0.00
450	EXPENDITURES							
036-450-451000	CP EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
036-450-610001	Principal	0.00	0.00	0.00	0.00	0.00	0.00	0.00
036-450-610002	DNU CP int and admin fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
036-450-490000	TRANSFER ACCOUNT TRANSFERS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
450	EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
036	CP Pool Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00
037	BOND LOAN SERVICE							
000	BOND LOAN SERVICE							
037-000-253000	UNRESERVED FUND BALANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
037-000-354000	UNCOLLECTABLES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
037-000-846002	FEEES BOND LS	0.00	0.00	0.05	-0.05	0.00	-0.05	0.00
	OTHER EXPENSES	0.00	0.00	0.05	-0.05	0.00	-0.05	0.00
000		0.00	0.00	0.05	-0.05	0.00	-0.05	0.00
450	EXPENDITURES							
037-450-610001	PRINCIPAL LOAN SERVICE	825,000.00	0.00	0.00	825,000.00	0.00	825,000.00	100.00
037-450-610002	INT AND ADMIN BOND LS	546,725.00	0.00	0.00	546,725.00	0.00	546,725.00	100.00

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Account Number	Description	Budget	Period Amount	YTD Amount	YTD Variance	Encumbered	Available	% Available
450	CAPITAL OUTLAY	<u>1,371,725.00</u>		<u>0.00</u>	<u>0.00</u>	<u>1,371,725.00</u>	<u>0.00</u>	<u>100.00</u>
	EXPENDITURES	1,371,725.00	0.00	0.00	1,371,725.00	0.00	1,371,725.00	100.00
037	BOND LOAN SERVICE	1,371,725.00	0.00	0.05	1,371,724.95	0.00	1,371,724.95	100.00
900	Fixed Assets							
413	ADMINISTRATION DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
900-413-630000	Training Asset	0.00	0.00	0.00	0.00	0.00	0.00	0.00
900-413-730000	MATL, SERV., SUPPLIES	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
413	ADMINISTRATION DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
450	EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
900-450-630000	Depreciation Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
900-450-730000	Fixed Asset Disposals	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
450	EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
451	AQUATICS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
900-451-630000	Depreciation expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
900-451-730000	Fixed Asset Disposal	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
451	AQUATICS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
452	ADULT SPORTS DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
900-452-630000	Depreciation Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	OTHER EXPENSES	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
452	ADULT SPORTS DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
453	YOUTH SPORTS DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
900-453-630000	Depreciation Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	OTHER EXPENSES	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

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Account Number	Description	Budget	Period Amount	YTD Amount	YTD Variance	Encumbered	Available	% Available
453	YOUTH SPORTS DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
454	CLASSES/SPECIAL ACTIVITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
900-454-630000	Depreciation Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	OTHER EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
454	CLASSES/SPECIAL ACTIVITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
455	PLAYGROUNDS & CENTERS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
900-455-630000	Depreciation Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	OTHER EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
455	PLAYGROUNDS & CENTERS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
456	COMM CNTRS SCOUT HOUSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
900-456-630000	Depreciation Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
900-456-730000	Disposal	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	OTHER EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
456	COMM CNTRS SCOUT HOUSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
457	COMM SCHOOLS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
900-457-630000	Depreciation Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
900-457-730000	Disposal	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	OTHER EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
457	COMM SCHOOLS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
458	GOLF COURSE MAINT.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
900-458-630000	Depreciation Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
900-458-730000	Disposal	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	OTHER EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
458	GOLF COURSE MAINT.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
459	GOLF CLUB HOUSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
900-459-630000	Depreciation Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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Account Number	Description	Budget	Period Amount	YTD Amount	YTD Variance	Encumbered	Available	% Available
900-459-730000	Disposal OTHER EXPENSES	0.00 <u>0.00</u>	0.00 <u>0.00</u>	0.00 <u>0.00</u>	0.00 <u>0.00</u>	0.00 <u>0.00</u>	0.00 <u>0.00</u>	0.00 <u>0.00</u>
459	GOLF CLUB HOUSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
472	JAQUTTH CONCESSION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
900-472-630000	Depreciation Expense OTHER EXPENSES	0.00 <u>0.00</u>	0.00 <u>0.00</u>	0.00 <u>0.00</u>	0.00 <u>0.00</u>	0.00 <u>0.00</u>	0.00 <u>0.00</u>	0.00 <u>0.00</u>
472	JAQUTTH CONCESSION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
474	PRESCHOOL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
900-474-630000	Depreciation Expense OTHER EXPENSES	0.00 <u>0.00</u>	0.00 <u>0.00</u>	0.00 <u>0.00</u>	0.00 <u>0.00</u>	0.00 <u>0.00</u>	0.00 <u>0.00</u>	0.00 <u>0.00</u>
474	PRESCHOOL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
900	Fixed Assets	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grand Total		20,356,596.00	745,032.74	3,629,517.16	16,727,078.84	0.00	16,727,078.84	0.8217

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CHEHALEM PARK AND RECREATION DISTRICT

2024-2025 BUDGET CALENDAR

DECEMBER 07, 2023	APPOINT BUDGET OFFICER AND ADOPT BUDEGET CALENDAR. DISCUSS APPOINTMENT OF BUDGET COMMITTEE MEMBERS.
JANUARY 25, 2024	APPOINT BUDGET COMMITTEE MEMBERS.
JANUARY 26, 2024	PUBLISH ADVERTISEMENT FOR BUDGET MEMBERS IF NEEDED AND POST ON WEB SITE.
FEBRUARY 15, 2024	DEADLINE FOR APPLICATIONS FOR BUDGET COMMITTEE IF NEEDED.
FEBRUARY 22, 2024	APPOINT BUDGET COMMITTEE MEMBERS. (IF NEEDED)
MARCH 1, 2024	STAFF BUDGET TO SUPERINTENDENT
MARCH 7, 2024	NOTICE OF BUDGET COMMITTEE MEETING AND PUBLIC HEARING SENT TO NEWBERG GRAPHIC, MUST INCLUDE WEB SITE.
MARCH 13, 2024	PUBLISH NOTICE OF BUDGET COMMITTEE MEETING AND PUBLIC HEARING.
MARCH 13, 2024	POST NOTICE OF BUDGET COMMITTEE MEETING AND PUBLIC HEARING ON CHEHALEM PARK AND RECREATION DISTRICT WEB SITE CPRDNEWBERG.ORG.
ARRIL 5, 2024	BUDGET DELIVERED TO BUDGET COMMITTEE AND BOARD MEMBERS. BUDGET AVAILABLE TO PUBLIC AT 125 S. ELLIOTT ROAD NEWBERG, OREGON.

APRIL 9, 2024	BUDGET COMMITTEE MEETING 6 P.M. AT 125 S ELLIOTT ROAD IN THE ADMINISTRATIVE BUILDING. PUBLIC INPUT WILL BE WELCOMED AT THIS MEETING. BUDGET APPROVED.
APRIL 10-12, 2024	ADDITIONAL BUDGET COMMITTEE MEETINGS IF NEEDED AT 6 P.M. AT 125 S ELLIOTT ROAD IN THE ADMINISTRATIVE BUILDING. PUBLIC INPUT WILL BE WELCOMED IF MEETINGS NECESSARY AND HELD. BUDGET APPROVED.
APRIL 26, 2024	NOTICE OF BUDGET SUMMARY AND NOTICE OF PUBLIC BUDGET HEARING SENT TO NEWBERG GRAPHIC.
MAY 01, 2024	PUBLISH BUDGET SUMMARY AND NOTICE OF PUBLIC BUDGET HEARING. MUST INCLUDE WEB SITE.
MAY 01, 2024	POST BUDGET SUMMARY AND NOTICE OF PUBLIC BUDGET HEARING ON CHEHALEM PARK AND RECREATION DISTRICT WEB SITE.
MAY 23, 2024	PUBLIC BUDGET HEARING 6 P.M. AT 125 S ELLIOT ROAD IN ADMINISTRATIVE BUILDING.
JUNE 27, 2024	ADOPT 2022-2023 BUDGET, MAKE APPROPRIATIONS AND IMPOSE AND CATEGORIZE TAXES BY RESOLUTIONS.
JULY 12 2024	SUBMIT BUDGET AND RESOLUTIONS TO COUNTY CLERK AND SUBMIT TO COUNTY ASSESSOR TAX CERTIFICATION DOCUMENTS.

DATES IN BOLD ARE THE PUBLIC MEETING DATES.

Subject: Re: CPRD board meeting
Date: Friday, November 3, 2023 at 5:24:39 PM Pacific Daylight Time
From: ryan@storfa.com
To: Kat Ricker
Attachments: img-0.png

Can I speak at that one then? Just a BMX track update. Nothing controversial. Thanks

PUBLIC COMMENT FORM/INTENT TO SPEAK FORM

**CHEHALEM PARK AND RECREATION DISTRICT
ADMINISTRATIVE BUILDING
125 S ELLIOTT ROAD
NEWBERG, OR 97132**

I wish to provide **VERBAL** testimony regarding the issue discussed at this public meeting.
 I wish to provide **WRITTEN** testimony regarding the issues discussed at this public meeting.

AGENDA ITEM/TOPIC Chehalem Valley BMX year end update

DATE OF MEETING Dec 7

NAME (Please print legibly) Ryan Storfa

MAILING ADDRESS Sherwood, OR

EMAIL ADDRESS (Optional) ryan@storfa.com

SIGNATURE Ryan Storfa

WRITTEN COMMENTS: (CONTINUE ON BACK IF NEEDED)

Written comments may be emailed to kricker@cprdnewberg.org or submitted to the Public Information Office at CPRD Administration Office at 125 S. Elliott Road, Newberg, OR 97132.

NA

-----Original Message-----

REQUEST FOR PROPOSALS
DISTRICT LEGAL SERVICES
For
CHEHALEM PARK AND
RECREATION DISTRICT

Open Date: September 1, 2023

Closing Date: October 25, 2023

Interviews: November 2023

(Service goal is to begin on January 1, 2024)

I. Introduction

The Chehalem Park and Recreation District is requesting proposals from attorneys or law firms to provide certain legal services to the District.

II. Scope of Work

The District intends to select a qualified attorney or attorneys to provide the following services:

- A. As routine services, Attorneys for District will upon request:
- Advise District officials on matters relating to District business.
 - Attend District Board meetings and other similar meetings as requested.
 - Prepare or review staff-developed ordinances, resolutions, contracts, agreements, leases, deeds, and related documents.
 - Provide legal opinions on matters relating to District activities.
 - Participate in the development of staff recommendations for action by the Board of Directors.
 - Make recommendations for updating existing District resolutions and other policies and practices.
 - Represent District in intergovernmental relations as directed.
 - Maintain appropriate records and files.
 - Perform related duties as necessary.
- B. As non-routine services, Attorneys for District will represent District in:
- Litigation and threatened litigation.
 - Proceedings before the state and federal courts, and administrative tribunals.
 - Proceedings before state and federal administrative agencies.
 - Perform related duties as necessary.

- C. Services performed by Attorneys for District do not include:
 - Work involving bond issues.
 - Areas of special expertise requiring outside counsel as the parties may mutually agree.

III. Selection Criteria

The proposals will be reviewed by the Board of Directors and Superintendent's Office. Final selection will be made by the Board of Directors. Selection will be based on the following criteria:

- A. Knowledge of general Special District law, contract law, land use law, and Oregon law governing Districts.
- B. Experience as a practicing attorney-at-law with experience in Special District law.
- C. Preference is for attorney and/or firm to have a location and/or experience in the District Boundaries. However, all qualified candidates are encouraged to apply. Candidates located outside the area should include details and options for virtual services and process for in-person visits within proposal.
- D. Ability to perform services in a timely, cost-effective, and thorough manner, and ability to interact well with the Board of Directors, District staff, District volunteers and residents.
- E. Cost of services.
- F. Adherence to proposal requirements laid out below.

IV. Proposal Requirements

Proposals from individuals or law firms will be considered. At a minimum, the proposal should include the following information:

- A. An overall introduction to the proposal, including a statement of your understanding of the work.
- B. Qualifications of you or your law firm and of your support staff (include number of staff) to perform the work. By way of example, you may wish to address some or all the following criteria:
 - 1) Law school (including year of graduation), year of admission to Oregon State Bar, and years of practice.
 - 2) Years of Special Districts, municipal or other public sector law practice as a full-time government attorney or specializing in special district, municipal or other public sector law practice in a law firm or as a sole practitioner.
 - 3) Provide information on the circumstances and status of any disciplinary action taken or pending against the proposer generally as an organization or specific to any staff proposed to be used in District for the period of the past three (3) years with state regulatory bodies or professional organizations.

- 4) Areas of knowledge and experience in Oregon government law, including but not limited to law related to special districts. Examples of areas may include but are not necessarily limited to law related to (a) land use, (b) personnel matters and labor negotiations, (c) taxes, fees, and charges such as systems development charges and water and sewer service charges, (d) annexation, (e) public purchasing and contracting, (f) planning, construction, and operation of public facilities such as parks and recreation facilities, (g) urban renewal, (h) open meetings and public records, (i) government ethics, and (j) elections.
 - 5) Litigation experience, including descriptions of representative cases and outcomes.
 - 6) Drafting experience, such as drafting of contracts, memoranda, ordinances, and resolutions.
 - 7) Experience giving oral advice during the course of Board of Directors meetings and by telephone/virtually to District staff.
- C. Description of how you would propose structuring the service relationship to ensure the District's legal needs are met in a timely and a cost-effective manner.
 - D. List of clients for whom you have provided similar services in the past. Include a list of references the District may contact. References should include special district, municipal and clients with a focus on those of a similar size to Chehalem Park and Recreation District.
 - E. Your office location or locations and your process for working with staff and Board (i.e. in person, remote, virtually, etc.)
 - F. Qualifications of legal backup that would be provided in the event of your absence or unavailability.
 - G. Cost of Service. Proposals may provide for hourly billing, a monthly retainer, or a combination. Any proposals including a monthly retainer must clearly set out the services that are within and outside the retainer.
 - H. Estimated number of average monthly hours firm expects to dedicate to District.
 - I. A form of agreement for legal services.

V. Submission Requirements

Each attorney or law firm wishing to respond to this request should present eight copies of the completed, signed proposal to the District, no later than 4 p.m., Wednesday, October 25, 2023 at the following address (documents may be hand delivered, mailed, or shipped, so long as time deadline is met:

Don Clements, Superintendent
 Chehalem Park and Recreation
 125 South Elliott Road
 Newberg, Oregon 97132

VI. Selection Schedule

Review of proposals will be completed by both the Superintendent's Office and Board of Directors. Final selection will be made by the Board of Directors. The review process may include an in-person interview of the lead candidate(s) or interviews through an online meeting platform in early October 2023. The Board of Directors is scheduled to consider the recommended selection at their October 26, 2023 meeting. Cost of the services will be negotiated between the parties as part of the selection process.

Planned RFP schedule (illustrative, interview and selection dates are subject to change without notice):

- | | | |
|------|---------------------------------|-------------------------------------|
| 1. | Issue RFP | September 1, 2023 |
| 2. | Question deadline | October 23, 2023 |
| 3. | Question response from District | October 24, 2023 |
| 4. | Deadline for submissions | October 25, 2023 Received by 4 PST |
| i 5. | Interviews (virtual/in person) | November 2023 |
| 6. | Selection and negotiations | TBD |
| 7. | Appointment & Service Start | January 1, 2024, Board of Directors |

4.

VII. Limitations

In addition to all other rights granted to it under Oregon law, the District reserves the right to waive formalities in the proposal process, to accept or reject any or all proposals received as a result of this request, to negotiate with qualified attorneys, or to cancel, in part or in its entirety, the request for proposals if it is in the best interest of the District to do so. District also reserves the right to negotiate separately with any Proposer whatsoever, in any manner necessary to serve the best interests of the District. This request for proposals does not commit the District to pay any costs incurred in the preparation of a proposal.

VIII. General Information

Please contact Superintendent, Don Clements at (503) 537-4165 for further information.

PROPOSAL 1

BROWN, TARLOW, BRIDGES & PALMER, PC

Attorneys at Law

JOHN T. BRIDGES
STEPHEN C. PALMER
RICHARD P. BROWN

ALLYN E. BROWN
DONALD O. TARLOW
Retired



515 E. FIRST STREET
NEWBERG, OREGON 97132
TELEPHONE: (503) 538-3138
FACSIMILE: (503) 538-9812
www.newberglaw.com

September 26, 2023

Don Clements, Superintendent
Chehalem Park & Recreation District
125 South Elliott Road
Newberg, Oregon 97132

Sent by hand delivery

Re: *September 1, 2023 Request For Proposal
For District Legal Services*

Dear Mr. Clements:

Introduction

The firm was found in 1972 by Allyn Brown and Don Tarlow, both of whom are now retired. Since that time the firm has been a general practice firm with different attorney's gravitating to different specialties. Allyn Brown, Myself, and Rich Brown have a general business practice which includes forming businesses, creating and negotiating contracts and dealing with all sorts of business-related issues (employment, buying and selling business, developing property, land use work, and audits). The firm recently celebrated it's fiftieth (50th) anniversary practicing law in the Newberg area. Over that time our office has been located on First Street within a half of a block of its current location of 515 East First Street. Over the years we have had three locations on First Street, ultimately remodeling the US Bank building for our current location, about fifteen years ago. There are currently three attorneys in the office. I starting practice in 1990, Steve Palmer starting practice in 1994, and Rich Brown starting practice in 2007. Our full staffing includes a fourth attorney, which we are actively hiring for at this time.

The firm has long been integrated with the community. It has been fotunate to represents some of the community's institutions such as Providence (in their development of their Medical Center and all the land use work intendant to that) Friendsview, George Fox University, Habitat for Humanity and of course Chehalem Park and Recreation District (CPRD). The firm has worked with CPRD since the early 1980's. To date we have had over 80 files associated with work on behalf of CPRD. In addition, with working with and for great clients, the firm has been intimately intertwined with the community. We have volunteered for the Providence Foundation, Chamber, Bar Association, Habitat, Downtown Association, Schools and Churches, to name a few.

For CPRD, our work, goes even further back then 1982. Allyn Brown, our founder, worked for George Layman from 1970 to 1972. During the time that Mr. Brown worked for Mr. Layman, he first worked on CPRD matters. In about 1981, Mr. Layman became ill and eventually past away in 1982. Mr. Brown took over Mr. Layman's practice and resumed working on CPRD matters. In 1983, the CPRD Board fired it's then Superintendent and hired Don Clements. Since that time we have handled almost all of CPRD's work, with the exception of Bond Counsel Opinion letters (please be aware we handle Bond Counsel work for others) and on rare occasions where a specialist was a better choice for CPRD needs. I was hired by the firm in 1995 and have had a practice that overlaps areas that Allyn Brown covered for at least the last twenty-five (25) years. I have been participating in helping CPRD with all of their legal needs. Depending on the type of work needed, Allyn and/or I would handle the matter and then when Allyn retired, I handled almost all of the work, occasionally calling on Rich Brown to handle some matters.

Attorney's

Below is a synopsis of the Attorneys in the office. It is of note that Allyn Brown still resides in the area and on occasion has hired the firm and/or has been helpful in providing information on items that would benefit from background, or specialty knowledge.

John Bridges

John graduating Cum Laude from the Indiana University School of Law. He was awarded the Order of the Barrister while in law school. He has practiced law since 1990 .

In his professional career, John has been the Chair of the New Lawyer's Division of the Oregon State Bar Association. He has also served as President of the Yamhill County Bar Association and was a member of the State Bar's Strategic Planning Committee as well as the Chief Justice's Future of the Court Committee. He also served as a Protem Circuit Court Judge for ten years.

John joined Brown Tarlow Bridges & Palmer, P.C. in 1994, and is now the managing partner. His practice primarily focuses on assisting businesses, land use advocacy, real property development and disputes as well as assisting clients with all manner of business needs including Special District and Public Agency Law.

Steve Palmer

Steve graduated from University of Oregon Law School where he served on the Managerial Board of the Oregon Law Review for two years.

His practice has primarily focused on Elder and Estate planning as well as Family related matters. Steve also served as a Municipal Court Judge for the Cities of Newberg, Sherwood, Dayton, Dundee, Yamhill-Carlton, and McMinnville. He was a Protem Judge for Newberg from 1997 until 2010. Steve was rated "Super Lawyer" in 2019 & 2020.

Richard Brown

Rich graduated from the University of California, Hastings College of Law. He was admitted to the California State Bar in January 2006 and began his practice in San Francisco with a litigation-focused firm. He was a member of the San Francisco Trial Lawyers Association.

In 2007, Rich was admitted to the Oregon State Bar. He practiced with the law firm Millard & Bragg in Portland, Oregon before joining Brown Tarlow Bridges & Palmer, P.C. in 2010.

Rich enjoys maintaining a general law practice which includes civil litigation for business matters, transactional work including business formation and maintenance, contract and lease preparation/review, and employment matters.

Knowledge and Experience

Within the Request For Proposal, item IV(B)(4), contains a list of areas that you seek experience and expertise regarding. I have completed work, specifically for CPRD, on every item listed. We performed all of the work to bring the golf course property into The Urban Growth Boundary, the City Limits, and successfully develop the property. We have handled numerous employee and personnel matters for the CPRD, as well as hundreds for other large and small employers in the Community. We have handled all sorts of large, medium, and small purchasing processes and disputes for CPRD. Most recently, we handled the preparation and negotiation of the AIA Contracts for the construction of the new pool. We have also handled contracting for CPRD buildings such as the Armory, the Cultural Center, and the Chehalem Senior Center. We defended CPRD when a Petition for Writ of Review was filed against CPRD raising their SDC's. That defense resulted in a dismissal of the action based on the submission of approximately three, five inch binders of planning work that CPRD had completed to support the SDC project list and the cost of the projects. Over many years we have dealt with Government Meetings Laws, Government Ethics, and election question. More recently we have had a number of Public Records Requests. We have coordinated work with Kat Ricker at CPRD to make sure that CPRD is providing all the records required by law but not personal information or other restricted materials. The work included tracking down formation documents for CPRD.

Representative Client

The firm has had the good fortune to represent CPRD and other institutions of the community including George Fox University (GFU) from the early 1980's to the present. We also completed all of the work to represent Providence in their development of the Medical Center. We were also able to negotiate with Providence, on behalf of CPRD, regarding a plan for how the Bypass would get sited through the different properties owned by CPRD and Providence. We have also represented Friendsview, Creekside Valley Farms LLC, (which farms about 12,000 acres), Vineyards, Winery's and a Myriad of other businesses of various sizes that call us to do similar work.

Litigation Experience

We engage in litigation in State and Federal Courts. A relatively recent Federal case included a claim by an east coast Bank to a security interest in about fifteen millions pounds of radish seed (1.2 million pounds belonging to Creekside Valley Farms, LLC). The Bank argued that their UCC filing on the east coast was superior security to Creekside's Agricultural Lien on the seed and possession of the seed. After a three day trial the Federal Judge declared that the Oregon farmer's possession and Lien were superior to the Bank's UCC filing.

Drafting Experience/ Advice To Clients

We have drafted dozens of contracts for CPRD, including AIA (American Institute of Architect), employment, Intergovernmental Agreements, Resolutions and Ordinances for CPRD. We also draft hundreds of contracts every year for other firm clients.

We generally allow clients to determine how, when, and where to communicate. We are always happy to attend The Board Meetings in person. It is typical that we will get back to the client, within one business day of their communication. We are very mindful that the Public Record Requests obligate CPRD to reply very quickly.

Structure of Services

Enclosed please find a copy of our fee Agreement. In the past we have always worked on a hourly basis at the direction of the Superintendent and his designee's. It is important, in a small community like ours, for the Superintendent to be the gatekeeper of our services. Sometimes Board Member want to communicate with the attorney/firm directly. We have had a policy with our office and CPRD that the Superintendent is to direct our activity so he ultimately has control over any cost that is being incurred and to make it clear to the firm what activities should or should not be engaged.

References

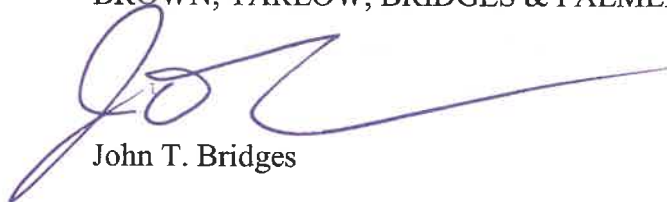
Vicki Persall
Chief Financial Officer at George Fox University
(503) 538-8383
vpersall@georgefox.edu

Paul Kuehne
President of Creekside Valley Farms, LLC
(503) 437-4833
paul@creeksidevalleyfarms.com

If there is any other materials I can provide please do not hesitate to contact me.

Yours truly,

BROWN, TARLOW, BRIDGES & PALMER, PC

A handwritten signature in blue ink, appearing to read "John T. Bridges", with a long horizontal flourish extending to the right.

John T. Bridges

JTB:ls

ATTORNEY FEE AGREEMENT

It is essential that in an attorney-client relationship, both the attorney and the client have a complete understanding as to what fees will be charged by the attorney for legal services rendered and how and when they will be paid by the client. The purpose of this Agreement is to specify the attorney's fees you will be incurring and when they are to be paid so as to prevent any misunderstanding or disagreement in the future. The office is willing to discuss with you at any time the nature of any charges or bills you have received. If you feel there is an error in your statement, please do not hesitate to call it to the attention of the office.

THEREFORE, IT IS HEREBY AGREED AS FOLLOWS: Attorney shall perform the following legal services for the client: _____

The attorney's fees for these services shall be (check applicable box):

FLAT FEE: There shall be no refund of any fees paid regardless of the outcome of the case. Fee shall be earned [] upon receipt or [] upon "completion" of case which shall occur after: _____

HOURLY RATE: According to the rate schedule hereinafter stated.

I understand that additional attorney's fees may be charged in addition to the minimum hourly rate set forth above, taking into consideration the uniqueness of the case, the responsibility undertaken by the attorney, the expertise required, the result obtained, the liability exposure of the attorney, and whether urgent action is required on the matter. The hourly rate stated is subject to reasonable periodic increase but will not be increased more than once a calendar year.

If you have retained this firm on an hourly basis, there are aspects of this arrangement of which you should be aware.

Each legal matter has a primary attorney. To take advantage of expertise within the office and to evenly distribute the workload, some of the work involved in your particular case may be assigned to one of the other attorneys in the office, or to legal assistants. This allows us to provide services in the most efficient manner possible.

Our charges for legal services are based on the attorney, law clerk, and legal assistant time spent on your behalf, together with any attendant expenses or costs incurred within or outside of this office.

Our current hourly rates are:

John Bridges	\$395.00
Stephen C. Palmer	\$300.00
Richard P. Brown	\$285.00
Legal Assistants	\$ 80.00

RETAINER FEE DEPOSITS: Client agrees to make an initial retainer fee deposit as requested by attorney. CLIENT UNDERSTANDS AND AGREES THAT ATTORNEY WILL PERFORM NO SERVICES FOR CLIENT ON THIS MATTER UNTIL THE INITIAL RETAINER FEE REQUESTED BY ATTORNEY HAS BEEN DEPOSITED BY CLIENT.

The initial retainer fee shall be in the sum of \$ _____

CLIENT'S PAYMENT OF COSTS: In addition to payment of attorney's fees, client shall be responsible for any costs and disbursements incurred on client's behalf in connection with his representation. These items include such things as filing fees, long distance telephone charges, necessary travel expenses, copying costs, pretrial deposition charges, electronic research costs, and any other out-of-pocket expenses related to the case. Client will be responsible for paying all such costs before or at the time that they are incurred. For sake of convenience, attorney may from time to time advance these costs on behalf of client. Client agrees to reimburse attorney and pay these costs upon being billed.

ATTORNEY'S FEES: In the event attorney's fees are unpaid thirty (30) days after billing, attorney shall have the option to withdraw as counsel for client and refrain from further work on client's behalf. In addition, attorney may withdraw from representation of client if attorney, after reasonable investigation, determines that it is not feasible to represent client's interest as was originally contemplated. In all dissolution of marriage cases, attorney shall have the right to require all fees paid in full prior to securing the final decree of dissolution.

ADDITIONAL TERMS:

____ [] Client agrees to replenish trust deposit of at least same amount of initial retainer within ____ days of trust deposit becoming exhausted.

All attorney's fees are due upon receipt of billing; therefore all unpaid attorney's fees shall be subject to a rebilling fee of 1.5% per month on balances not paid within 30 days. If payment is made by credit or debit card on any account, other than a deposit into the lawyer Trust account, a processing charge of four percent (4%) shall be added to the charge.

In the event legal action is necessary to collect any attorney's fees or costs due and owing as a result of this Agreement, client agrees to pay in such action a reasonable attorney's fee as may be fixed by the court in addition to court costs incurred therein.

IT IS SO AGREED on this _____ day of _____, 20____.

CLIENT: BROWN, TARLOW, BRIDGES & PALMER, PC

Signature _____ By _____ Attorney

Printed Name _____ Payment Guarantor - Signature
I unconditionally guarantee payment of charges of all nature made as a result of this agreement.

PROPOSAL 2



October 23, 2023

Chehalem Park and Recreation
Attn: Don Clements, Superintendent
125 South Elliott Road
Newberg, Oregon 97132

Re: *Proposal for District Legal Services*

Dear Chehalem Park and Recreation:

We are pleased to submit this proposal to provide legal services for your district and look forward to further discussion.

1. **Qualifications.** Sherman Sherman Johnnie & Hoyt, LLP is an established Oregon law firm of 12 attorneys with varying practice areas and many years of experience. Our attorneys place a high value on the pursuit of legal excellence, personal integrity, and community service.

Our firm currently represents two cities in the mid-Willamette valley and has previously represented other local governments and government officials. Our practice areas include government law, real estate, land use, general business, contracts, employment, financial institutions, lending, agriculture, litigation & dispute resolution, and estate planning & administration.

None of the attorneys at Sherman Sherman Johnnie & Hoyt, LLP have had any disciplinary action taken or pending in the past 3 years.

The Firm is supported full-time by a team of five experienced paralegals, two legal assistants, and other support staff, who work together to provide administrative relief to our attorneys as they prepare drafts, manage case progress and deadline compliance and are responsible for maintaining client files. We often employ one to two law students as law clerks, full-time from May through September and part-time the remainder of the year. Law clerks assist with legal research and drafting briefs.

In order to provide the best service at efficient rates, we propose that Partner Steve Elzinga will serve as lead attorney, with Partner Justin Thorp as designated backup attorney. They will provide most of the service to the district. They will consult with senior attorneys Lane Shetterly and Mark Hoyt where needed. They will delegate some tasks to junior attorneys or staff as appropriate so that tasks are completed at the lowest appropriate billing rate.

Lead Attorney: Steve Elzinga, Partner

Steve Elzinga is a fourth-generation Oregonian who grew up in Beaverton and attended the University of Arizona, James E. Rogers College of Law. Mr. Elzinga was admitted to the Oregon State Bar in 2012 and has worked at many levels of Oregon government, including managing the Secretary of State's legal portfolio, helping negotiate a multi-billion-dollar bipartisan grand bargain as a legislative staffer, and volunteering several years on the Salem Planning Commission. Since 2019, he has been in private practice.

His clients have included elected officials and candidates (federal, state, and local), local governments, and a variety of businesses, individuals, and nonprofits. He specializes in legal areas important to special districts, including real estate, land use, contracts and negotiation, property taxes, policy development, public records, public meetings, government ethics, elections, intergovernmental relations, litigation, and appeals.

Secondary Attorney: Justin Thorp, Partner

Justin Thorp attended the University of Oregon School of Law and was admitted to the Oregon State Bar in 1997. With over 25 years of practicing law, Mr. Thorp has extensive experience litigating cases such as construction defects, products liability, employment claims, real estate disputes, catastrophic injury, and civil rights. He currently serves as an assistant legal counsel for two cities and employment law is one of his specialties.

Consulting Attorney: Lane Shetterly, Of Counsel

Mr. Shetterly graduated from Northwestern School of Law, Lewis and Clark College, in 1981. He is a former legislator and former director of the Oregon Department of Land Conservation and Development. He has served on the Oregon Law Commission, the national Uniform Law Commission, and the Oregon Community Foundation. He serves as lead legal counsel for two cities (as he has for many years) and will provide a depth of experience that can be drawn upon for complex government questions

Consulting Attorney: Mark Hoyt, Managing Partner

Mr. Hoyt graduated from Willamette University College of Law in 1992. His practice focuses on representing businesses and individuals in all aspects of complex civil litigation, land development, and construction. He has previously represented multiple local governments and will provide a depth of experience that can be drawn upon for complex legal questions.

- Service Relationship.** We believe the best way to balance client needs for speed, efficiency, and accountability is through ongoing as-needed communication, recurring monthly meetings, and hourly billing. The vast majority of our daily communication for all clients is already done by email, phone, and videoconference. We propose the same

for this service relationship. As a cost efficiency matter, most attorney work should be directly with appropriate staff or the board president, and we do not recommend having an attorney present for most board meetings except when needed for a particular matter.

If you decide to move forward with our services, our lead attorney would spend a half-day without charge for introduction meetings in person at district offices with each individual board member and also with key staff to learn current priorities and needs for the district.

Our firm's location just outside the district is ideal since we are familiar with the area but will not have a conflict of interest when advising on tax matters and district policies.

3. **Locations.** We have three office locations:

Downtown Salem – 693 Chemeketa Street NE, Salem, Oregon 97301

Dallas – 189 SW Academy Street, Dallas, Oregon 97338

Silverton – 215 E. Main Street, Silverton Oregon 97381

The Firm primarily operates in person, in Salem, with capabilities to work both remotely and meet virtually via Microsoft Teams or Zoom. Client meetings also vary between in-person, telephone calls, video conferencing, and site visits. Our main office is less than 40 minutes away from the district.

4. **Costs of Service.** Our fees will be based primarily on the amount of time spent on your behalf and billed monthly. Each Attorney and non-attorney staff have an hourly billing rate based generally on experience and special knowledge. The 2024 hourly rate for both Mr. Elzinga and Mr. Thorp for this service will be \$370 per hour. For others, 2024 fees will range from \$175-\$400 per hour for services provided by attorneys,¹ \$150-\$225 per hour for paralegals, \$105-\$195 per hour for law clerks, and \$125-\$150 per hour for legal assistant and staff time.

Attorneys will keep accurate records of the time we devote to your work including conferences (both in person and over the telephone), negotiations, factual and legal research and analysis, document preparation and revision, travel on your behalf, and other related matters. Time is billed in fractions of an hour to the nearest two-tenths of an hour. Some rounding off (either up or down) necessarily occurs. For The Chehalem Park and Recreation District, it is estimated that our Firm will need to dedicate up to 20 hours of attorney service per month. However, to provide the best possible cost value to the district, we will seek to focus and minimize time wherever prudently possible.

5. **Agreement for Legal Services.** An example form of The Firm's agreement for legal services is attached.

¹ Our normal engagement contract allows for attorney fees up to \$475 per hour, but we are willing to cap fees for on this contract at a lower amount than normal.

6. **Time Dedicated to District.** Our firm has a big enough team that we can quickly and easily flex the amount of time dedicated to the district based on the district's specific needs at the time. With hourly billing, we will provide the level of service that the district wants to have.

We are happy to answer any questions you may have and appreciate your consideration. This proposal is open to negotiation to provide the best fit for the district.

Yours truly,

SHERMAN, SHERMAN, JOHNNIE & HOYT, LLP

/s/ Steve Elzinga

Steve Elzinga
steve@shermlaw.com

SE/td
Encls.: As stated above



ENGAGEMENT LETTER AND FEE AGREEMENT

October 23, 2023

Via First-Class Mail

Re: *Agreement for Legal Representation*

Dear _____:

Thank you for choosing Sherman Sherman Johnnie & Hoyt, LLP for your legal needs. _____ (hereinafter referred to as "Client"), hereby retain and authorize Sherman Sherman Johnnie & Hoyt, LLP (hereinafter referred to as "Attorneys" or "Firm"), to act on Client's behalf in matters relating to:

We strive to provide full transparency with respect to our services, and this letter outlines the basic information we believe you need to know regarding the engagement of our Firm. This is both to acquaint you with how we will handle your work and costs associated with performing the work and to ensure that there are no misunderstandings over the handling of the matter or the billing for our services. *This letter is a contract between the Client and the Firm.* Please review the balance of this letter carefully and if you have any questions, please let us know.

1. **Scope of Work.** We have agreed that our engagement is limited to performance of services related to the matter described above. Acceptance of this engagement does not involve an undertaking to represent you or your interest in any other matters. We may agree with you to limit or expand the scope of our representation from time to time, provided that any such change is confirmed by us in writing. The terms of this letter of engagement will govern all subsequent matters that you ask us to handle and we agree to handle unless we agree otherwise in writing.

2. **Assignment of Work.** We will provide legal services in accordance with this letter and in reliance upon information and guidance provided by you, to keep you reasonably informed of progress and developments, and to respond to your inquiries. If anything arises with respect to the way your matter is being handled, please feel free to contact our office to discuss. We want you to be pleased with our services.

3. Retainer.

- A retainer was not requested for this matter.
- A retainer has already been paid in the amount of \$ _____.
- A retainer in the amount of \$ _____ is due.

Clients are often requested to provide a Retainer, which is deposited in a client trust account. The Firm will apply the retainer to the client's final invoice and return the remaining balance, if any, to the client unless otherwise agreed. The Client agrees to replenish the retainer amount at the Firm's request. Paying a retainer does not relieve the client from their obligation to pay monthly invoices. If an invoice remains unpaid for more than 30 days after invoicing, the Firm reserves the right to apply the retainer to the unpaid balance and to require the additional retainer before further work is performed.

By court rule in Oregon, all trust deposits from clients (including retainers) are maintained in an Interest on Lawyers Trust Account (IOLTA) and all interest on such funds are used to support law-related charitable and educational activities. In some cases, we may also open separate interest-bearing accounts for you.

4. Fees. Our fees will be based primarily on the amount of time spent on your behalf. In order to provide you with the best value, we seek to assign work to achieve the most efficient result for you. Each Attorney and non-attorney staff have an hourly billing rate based generally on experience and special knowledge. As compensation for legal services rendered in the above-entitled matter, Client agrees to pay fees in the amount of \$175-\$475 per hour for services provided by attorneys, \$150-\$225 per hour for paralegals, \$105-\$195 per hour for law clerks, and \$125-\$150 per hour for legal assistant and staff time.

In determining the amount to be charged for legal services provided to clients, Attorneys will consider:

- A. The time and effort required, the novelty and complexity of the issues presented, and the skill required to perform the legal services promptly.
- B. The fees customarily charged in the community for similar services and the value of the services to you.
- C. The amount of money or value of property involved and the results obtained.
- D. The time constraints imposed by you as our Client and other circumstances, such as an emergency, the need for injunctive relief from the court, or substantial disruption of other office business. These factors will most likely be reflected on your final bill, which may be higher or lower than mere time alone would indicate.

Among these factors, however, the time and effort required are typically weighted most heavily. Attorneys will keep accurate records of the time we devote to your work including conferences (both in person and over the telephone), negotiations, factual and legal research and analysis, document preparation and revision, travel on your behalf, and other related matters. Time is billed in fractions of an hour to the nearest two-tenths of an hour. Some rounding off

(either up or down) necessarily occurs. The hourly rates of the attorneys, legal assistants and law clerks are reviewed periodically to reflect current levels of legal experience, changes in overhead costs, and other factors. We may change fees at any time without notice. The new rate will appear on your monthly statement.

In addition to payment of Attorney's fees, Client shall be responsible for and shall promptly pay upon request any costs and disbursements incurred or advanced by Attorneys on Client's behalf.

5. Costs and Expenses. It is our policy not to advance cash costs on behalf of a client, but instead require the client either to pay those costs directly or place a retainer deposit with our firm from which the costs can be paid. However, for convenience, the Firm does occasionally advance cash on behalf of a client for payment of certain costs, such as filing fees. In addition, Attorneys typically incur and pay on behalf of clients a variety of other costs and internal expenses. Whenever such costs are incurred, we will carefully itemize and bill them, and the Client will be expected to pay them on a regular basis. Typical of such costs are mileage, messenger, courier, and express delivery charges; charges made by outside experts and consultants, including accountants, appraisers, other legal counsel, filing fees; and court reporter fees and service fees (unless arrangements for direct billing have been made). We do not charge for standard photocopies.

In our experience, use of a computerized research system such as "Lexis" or "Westlaw" significantly reduces Attorney research time. If we determine that the use of a computerized research system would benefit your case, the charges for such research will be itemized in your billing statement. These charges will be billed based upon the actual cost of the service provided and then adjusted based upon the value the research provides your case.

6. Billing and Payment Terms. Attorneys will bill Client on a regular basis, normally each month, for both fees and disbursements. Client agrees to make payment upon receiving a statement from Attorneys. Unpaid fees and disbursements may accrue a late payment charge at the rate of 1 percent per month for balances not paid within 30 days of billing.

If the account becomes delinquent, Attorneys will withdraw from the representation and pursue collection of your account unless you arrange satisfactory payment terms. You agree to pay the costs of collecting the debt, including court costs, filing fees, and a reasonable attorney's fee, at trial and on appeal.

7. Work Product. All memoranda, opinions, research, interviews, reports, or investigation generated in the course of Client's representation by this Firm, or by consultants or experts employed by this Firm, shall remain as the property of this Firm. Any original documents delivered to the Firm shall remain as Client's property. Client may have access to the work product of the Attorneys at reasonable times and upon reasonable notice. Client may secure additional copies of the file at any time upon payment to the Firm of any balance owing on all fees and costs.

8. Termination and Withdrawal. Client may terminate Attorneys' legal representation at any time, with or without cause, by notifying the Firm. If such termination occurs, your papers and property will be returned to you promptly upon receipt of payment for outstanding fees and costs. Attorneys' own files pertaining to the case will be retained. Client's termination of Attorneys' services will not affect Client's responsibility for payment of legal services rendered and out-of-pocket costs incurred before termination and in connection with an orderly transition of the matter.

Attorneys are subject to the Oregon State Bar Code of Professional Responsibility, which lists several types of conduct or circumstances that require or allow attorneys to withdraw from representing a client: Nonpayment of fees or costs, misrepresentation or failure to disclose material facts, action contrary to our advice, and conflict of interest with another client. Attorneys try to identify in advance and discuss with clients any situation that may lead to Attorneys' withdrawal from representation. Nonetheless, the firm expressly reserves the right to withdraw from this representation in the event that Client falls behind in the monthly payments, or for any other allowable reason. The firm may withdraw from representation even though we are involved in a trial or other type of legal proceeding. No further approval from you will be required before any such withdrawal. Written notice of withdrawal shall be sent to Client's last known mailing address.

9. Payment Upon Completion. Client agrees to use any money received as a result of Attorneys' legal work to pay unpaid attorney fees, if any, at the conclusion of the case.

10. No Guarantees. Attorneys agree to provide conscientious, competent, and diligent services and will seek to achieve a resolution of the matter that is just and reasonable for Client. However, Attorneys cannot and do not warrant a guaranteed result or final outcome of any case, and Attorneys have made no representation and make no guarantee regarding the final result or outcome of this matter.

11. Non-Assignability of Agreement. No party may assign any of its rights or obligations under this Agreement without the express prior written consent of each of the parties.

12. Governing Law. This Agreement is governed by the laws of the State of Oregon.

13. Dispute Resolution. Except for the remedies provided in paragraph 6 above, in the event the parties are unable to reach agreement over any issue that may arise under this Agreement or in the course of our representation of you, the parties agree to submit their dispute to binding arbitration before a single arbitrator who shall be chosen by the Marion County court upon a motion by either party.

14. Entire Agreement. Except as provided herein, any modification of this agreement shall only be effective if made in writing and agreed by the parties.

15. Acknowledgment. Client hereby acknowledges receipt of a copy of this Agreement.

16. LawPact. Our firm is the sole Oregon member of LawPact, an association of independent business law firms located throughout the country and the world. While LawPact members are not engaged in the joint practice of law and do not share fees, membership in LawPact provides us and our clients with access to outstanding legal resources in other jurisdictions and to specialized areas of practice. Further information about LawPact can be obtained at www.lawpact.org.

If these terms are acceptable to you, please sign below and return to us as soon as possible. We are committed to providing the best possible service we can, in this matter or any other on which our team of professionals may be of assistance. Once again, we are pleased to have this opportunity to work with you on the matter described in this letter.

Yours truly,

SHERMAN, SHERMAN, JOHNNIE & HOYT, LLP

*** | Attorney
 ***@shermlaw.com

ACCEPTED this _____.

By: _____

By: _____

CHEHALEM PARK AND RECREATION DISTRICT

Committees Roles and Rules

A. The Board will appoint members to District committees during a regular or called Board Meeting. All District committee members are requested to reside in the District. The Board may appoint members to committees who reside outside the District on citizen advisory, ad hoc and task force committees. The Board may, in the exercise of its discretion, remove a member of the public from a District committee prior to the expiration of the term of office by resolution. Committees will be a citizen advisory committee, ad hoc committee, task force or budget committee. Committees must select a Chair, Vice Chair and Secretary; determine their meeting schedule, and rules for operation. Minutes of all meetings must be taken and retained by each committee Secretary and be distributed to each committee member, the Board and Superintendent. All committee meetings are “public meetings” under state law and subject to the requirements thereof. Committees and their members have no authority to represent the District’s official position on any matter absent express and explicit Board approval.

B. The Board may create ad hoc advisory committees to assess the needs of the District and recommend long-range goals, practices or priorities, the evaluation of existing program areas or facilities as well as other areas deemed necessary by the Board for such time as needed to accomplish an assigned purpose.

C. The Budget Committee will consist of the Board and five members of the public appointed by the Board, each of whom will serve a three-year term. The Budget Committee will meet at least once a year to consider and approve the District’s annual budget. The Budget Committee will provide public oversight of budget preparation, recommend changes to the proposed budget and provide information to the public about District business and operations.

Chehalem Park and Recreation District Committee Rules

ARTICLE 1 – Name and Authorization

1. Name

The name of the District Committees, shall be known as the Chehalem Park and Recreation District Committee, herein after referred to as the “Chehalem Park and Recreation Budget Committee, Chehalem Park and Recreation Golf Course Committee, Chehalem Park and Recreation Trails Committee, Chehalem Park and Recreation Pickle Ball Committee”.

2. Authorization

The Board exists by the authority of the State of Oregon and may be modified or abolished by the enabling Oregon Revised Statute (ORS) 198 and the enabling Oregon Statue 266. The District Committees are appointed by the Board of Directors and may be modified or abolished by the Board of Directors as prescribed by the State Statues.

ARTICLE II – Purpose and Function

1. Purpose

The Committees shall serve as specified in Oregon Revised Statute Chapter 255 and Oregon Revised Statute 266 and the Chehalem Park and Recreation District Board of Directors directions.

2. Function

The function of the Committees shall be as defined by the Board of Directors or state statues. It is the policy of the Board to exercise those powers granted to it, and to carry out those duties assigned to it by law, in such a way as to best meet the needs of the District. The committees are to do the same.

ARTICLE III – Membership

1. Members

The Committees shall be composed of members approved by the Board of Directors and serve at the discretion of the Board. Statutes define the Chehalem Park and Recreation Budget Committee.

2. Eligibility

Members of the Board must live and reside in the boundaries of the Chehalem Park and Recreation District. The Board may appoint members outside of the District except on the Chehalem Park and Recreation Budget Committee.

3. Vacancies

A Member's position shall become vacant when:

1. A member resigns
2. Board removes a member.

ARTICLE IV – Organization

1. Officers

The Committee shall elect from its member a Chairman, Vice Chairman, and a Secretary.

Officer shall be elected for a term of one (1) year at the formation date meeting and take office immediately or the following meeting being elected.

The officers shall perform the duties as prescribed by the Board of Directors or state statutes.

2. Quorum

A majority of the Committee constitutes a quorum of the Committee to hold a meeting or take any action.

3. Voting Rights

Each member will be entitled to one (1) vote. Members shall abstain from a vote when there is a valid conflict of interest addressed to the Committee as outlined in the Oregon Revised Statutes.

ARTICLE V – Officer and Duties

1. Chairman.

The Chairman shall appoint all sub committees, standing and special. The Chairman may appoint the chair of these committees. The Chehalem Park and Recreation District Board of Directors must approve all Sub Committees.

It is the Chairman’s responsibility to ensure compliance with the rules.

The Chairman shall immediately, upon receipt of a resignation or when advised of a vacancy, notify the Board.

2. Vice Chairman

The Vice – Chairman shall perform the duties in the absence of the Chairman.

3. Secretary

The Secretary shall take all minutes and agenda and submit the minutes and agenda to the District’s Public Information Director, which will be in Board regular meeting material.

ARTICLE VI – Committee Operations

1. The Committee shall have no authority other than as stipulated by the Board of Directors or state statutes.

2 The Committee will meet routinely based upon an adopted meeting schedule at the Administrative office of the Chehalem Park and Recreation District. The meeting will be on remote access.

3. The Committee may hold meetings at various sites but must be announced at routinely scheduled meeting and listed in the meeting minutes.

4. The Committee shall keep minutes of all meetings and submit the minutes to the District Public Information Director. These minutes will be given to the Superintendent and Board of Directors. All minutes will be available to the public.

Don Clements

From: John Ghilarducci <JohnG@fcsgroup.com>
Sent: Thursday, November 16, 2023 4:07 PM
To: Don Clements
Subject: RE: Index

Hi Don: Good to hear from you as always. I assume the District is continuing to use the index from July – June each year. The updated Seattle ENR for July 2022 to June 2023 is **3.96%**. Much more “normal” this past year. The multiplier would be 1.0396. You mentioned maybe doing an update in the near future. We would of course be happy to help with that. Let me know if you’d like me to put a proposal together to do the update. Has the District by any chance updated its parks master plan? Please let me know if you need anything else.

- John

John Ghilarducci
President / Principal

direct: (425) 336-1865
main: (425) 867-1802 ext. 225
fax: (425) 867-1937

Redmond Town Center
7525 166th Avenue NE
Suite D-215
Redmond, WA 98052

 **FCS GROUP**

johnq@fcsgroup.com

December 07, 2023

County of Yamhill

535 N.E. 5th Street

McMinnville, Oregon 97128

Re: System Development Charges (SDCs)

To Whom It May Concern:

This is to advise you that Chehalem Park and Recreation District System Development Charges will be increasing as of July 1, 2024. The increase will be as follows:

- Single Family -- \$9,760.00
- Multi Family -- \$8,596.00
- Mobile Home -- \$6,709.00
- Accessory Dwelling Unit -- \$3,657.00

If you have any questions concerning this matter, please contact me at (503) 537-4165.

Sincerely,

W. Don Clements,
Superintendent

Cc: Board of Directors

December 07, 2023

City of Newberg

P.O. Box 970

414 E. First Street

Newberg, Oregon 97132

Re: System Development Charges (SDCs)

To Whom It May Concern:

This is to advise you that Chehalem Park and Recreation District System Development Charges will be increasing as of July 1, 2024. The increase will be as follows:

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Multi Family - \$8,596.00

Mobile Home - \$6,709.00

Accessory Dwelling Unit -- \$3,657.00

If you have any questions concerning this matter, please contact me at (503) 537-4165.

Sincerely,

W. Don Clements

Superintendent

cc: Board of Directors

December 07, 2023

City of Dundee

P.O. Box 220

620 SW 5th Street

Dundee, Oregon 97115

Re: System Development Charges (SDCs)

To Whom It May Concern:

This is to advise you that Chehalem Park and Recreation District System Development Charges will be increasing as of July 1, 2024. The increase will be as follows:

- Single Family -- \$9,760.00
- Multi Family -- \$8,596.00
- Mobile Home -- \$6,709.00
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If you have any questions concerning this matter, please contact me at (503) 537-4165.

Sincerely,

W. Don Clements,
Superintendent

Cc: Board of Directors

ACTION PLAN FOR DEVELOPMENT OF CHILD CARE FOR CHEHALEM PARK AND RECREATION DISTRICT

Objective: To establish an approved plan for securing funding for the purchase of Dundee Elementary School for child care from 0 and up.

ACTION STEPS	BY WHAT DATE	COST		BY WHOM	
		\$	HOURS	STAFF	OTHERS
A. To have CPRD Board approve purchase of building.	December 7, 2023	3,500,000.00	2.00	Superintendent	
B. To secure funding from County	January 1, 2024	2,300,000.00	10.00	Superintendent	Board
C. Have staff develop plan for operation and publicity	February 22, 2024	0.00	40.00	Special Service Supervisor	
D. To develop plan for funding and purchasing Building	March 1, 2024	0.00	120.00	Superintendent	Supervisors
E. To present plan to Budget Committee	April 9, 2024	0.00	1.00	Superintendent	Supervisors
F. To approve purchase of Bld	June 27, 2024	0.00	4.00	Superintendent	Board
G. To purchase of Building	July 1, 2024	3,500,000.00	4.00	Superintendent	Board
H. To start operation	September 2, 2024				

BEGINNING BALANCE
 \$6,107,592.01
 \$4,694,857.37

FUND
 GENERAL FUND
 SDC FUND

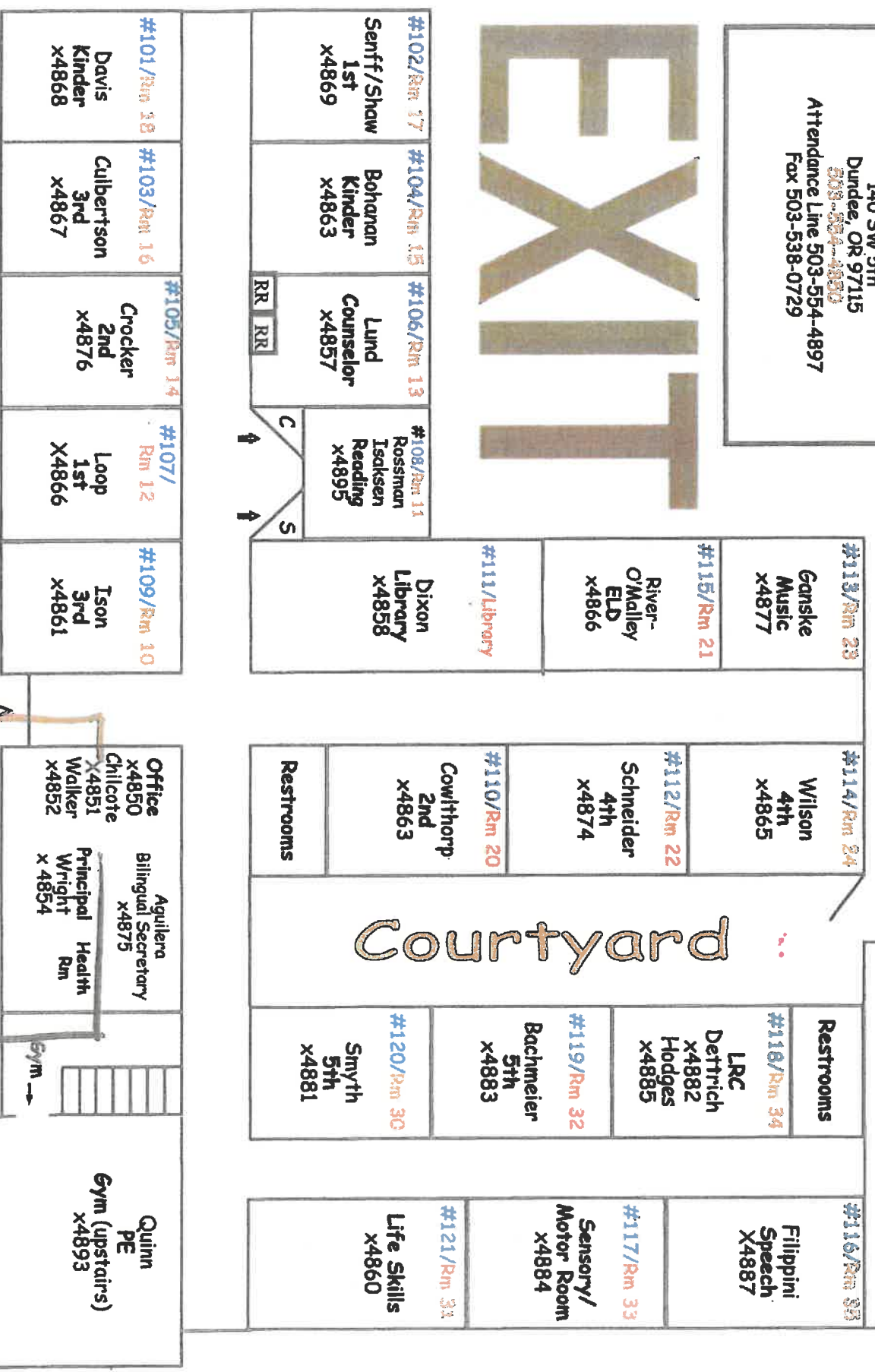
BALANCE AS OF NOV 1, 2023
 \$5,046,437.37
 \$4,634,560.07

Dundee Elementary School

140 SW 5th
 Dundee, OR 97115
 503-554-4890
 Attendance Line 503-554-4897
 Fax 503-538-0729

FIRE EXIT

EXIT



PRIMARY EXIT

SECONDARY EXIT

Entrance

Basement Entrance

Greg x4898
 Caterina
 Liz & Grace x4859

Tim Wright, Principal
 Julie Walker, Secretary
 Savannah Chilcote, Secretary
 Diana Aguilera, Bilingual Secretary

ALL SCHOOL INTERCOM: 8500
 Room Intercom: 8501 + 3 Digit Room #

Julie Petersen

From: Julie Petersen
Sent: Friday, November 17, 2023 2:15 PM
To: GoodrumG@co.yamhill.or.us
Subject: CPRD Childcare
Attachments: 2023 Childcare YCC #1.pdf; 2023 Childcare YCC #2.pdf; 2023 Care Prospectus - YC.docx

Hi Gioia!

Please find below a request for 1.5 million dollars for CPRD Childcare:

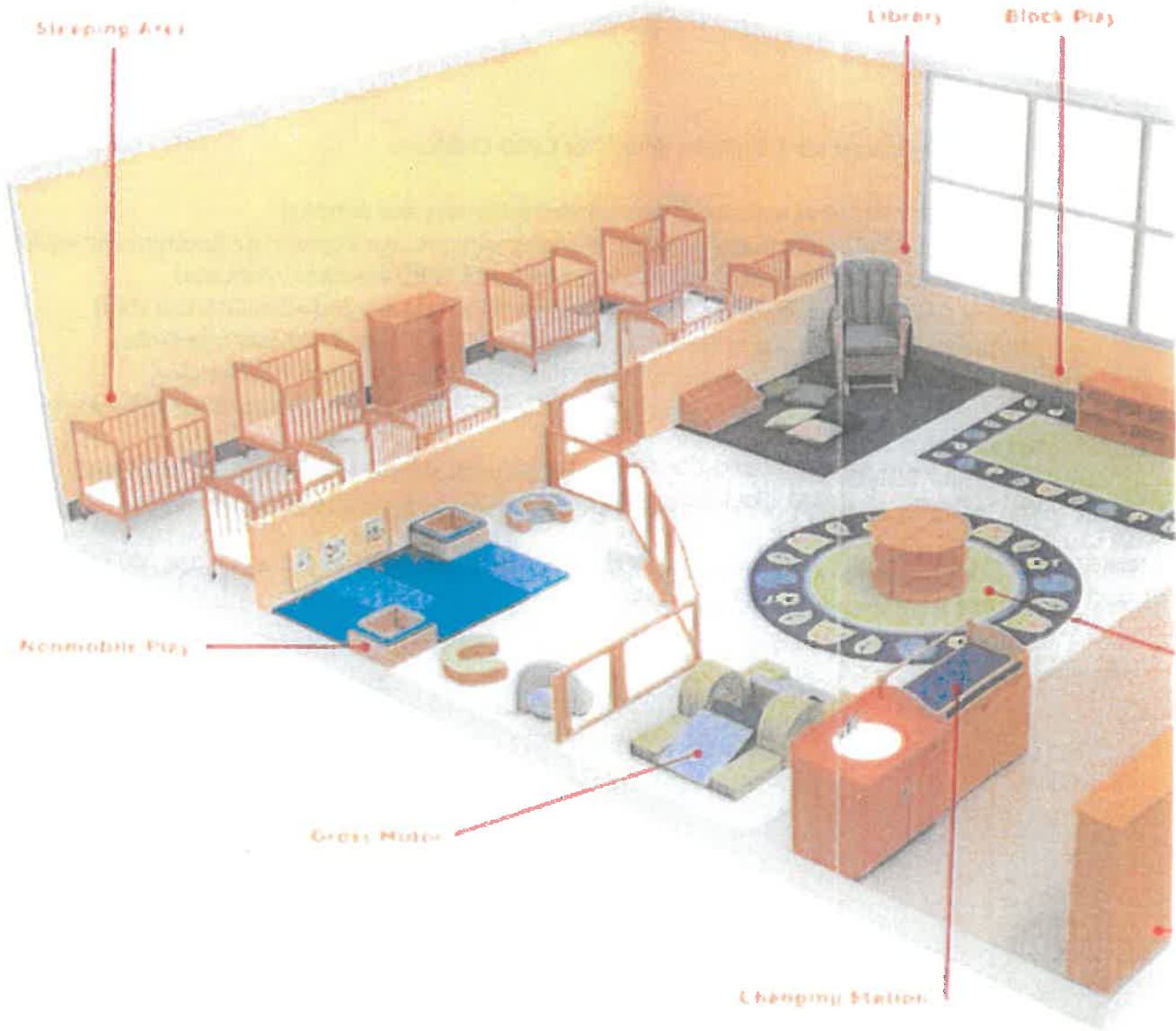
- Licensing/Permits (fees associated with obtaining licenses and permits)
- Renovations/Equipment (baby-proofing, changing stations, age-appropriate furniture and equipment, basic infrastructure improvement to Jan Sander's home and CPRD Preschool/PreK site)
- Staffing Costs (salaries, benefits, training expense for caregivers and administrative staff)
- Insurance (depends on size of facility, number of children enrolled and coverage limits)
- Utilities and Maintenance (electricity water, heating, cooling, general maintenance)
- Furniture/Supplies (cribs, high chairs, playpens, toys, educational materials, diapers, wipes, bottles, cleaning supplies, first aid kits)
- Safety and Security Measures (security system, surveillance cameras for outside of facility)
- Marketing/Outreach (funds allocated to attract parents to build a client base)

I've included two diagrams with space suggestions for the Preschool/Pre-K site, along with the 2023 Childcare Prospectus I put together two weeks ago.

Hope this helps!

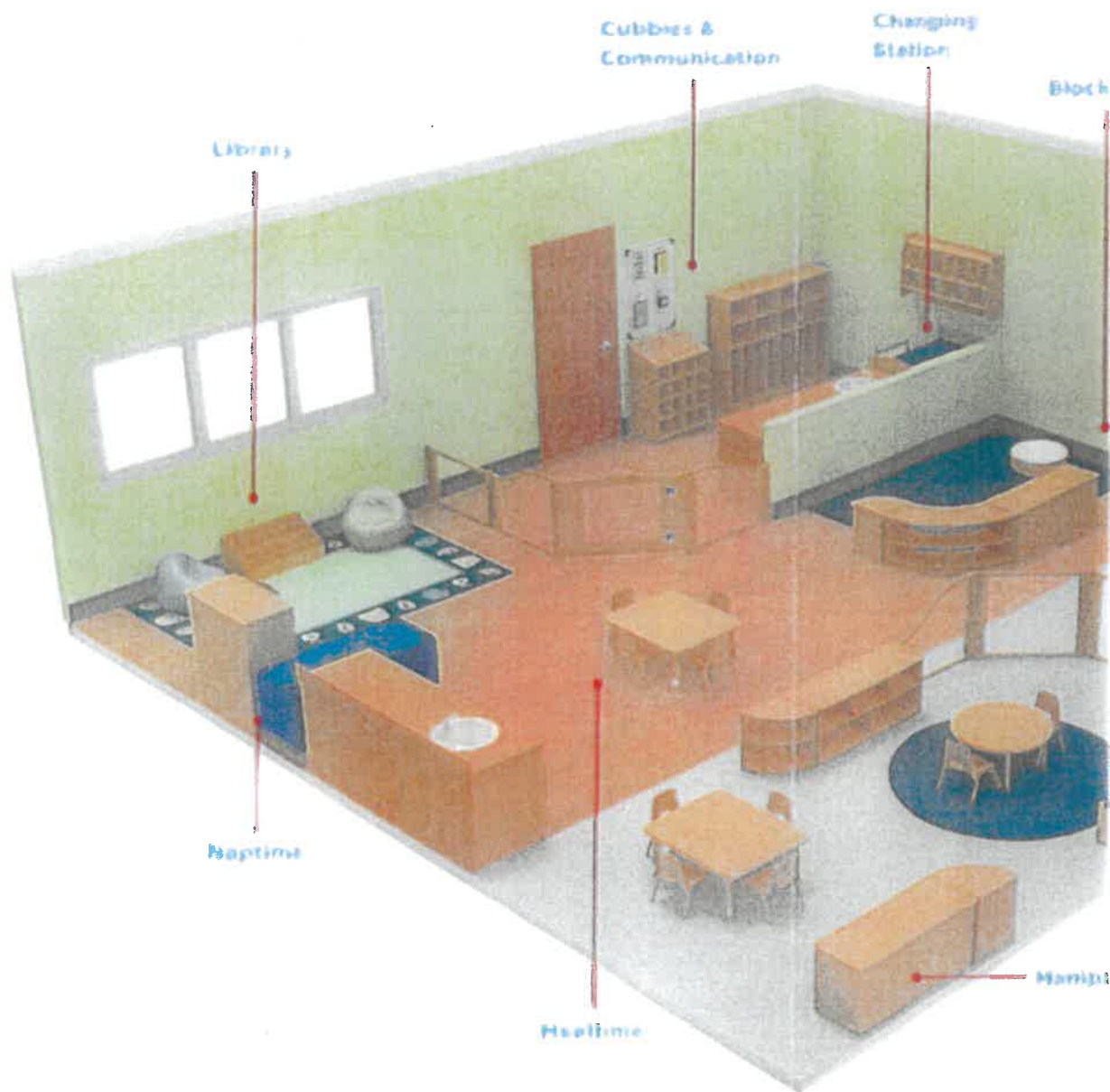
A Room to Grow In

As nonmobile infants transition to active and curious toddlers, this well-organized space supports physical, cognitive, and social-emotional development—while allowing caregivers to quickly and easily manage the room.



A Place for New Discover

From an easy-view setting to lockable storage, Area 1113 space has all the defa- and healthy—as they develop a sense of self, build social relationships and act



Julie Petersen

Supervisor

Recreation/Sports/Golf

Aquatics/Care/Sr. Center



125 S. Elliott Road, Newberg OR 97132

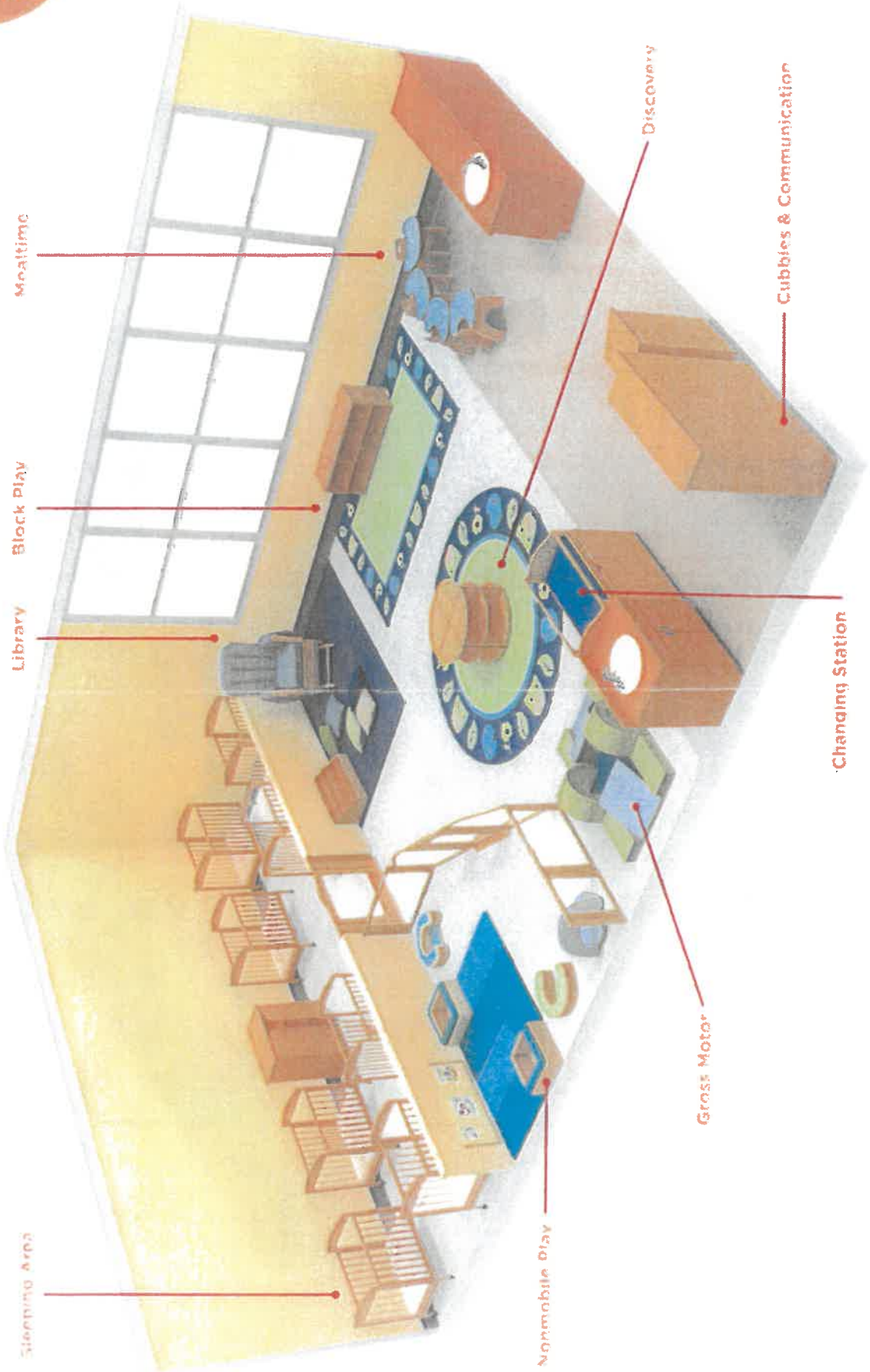
Email: jpetersen@cprdnewberg.org

Cell: 503.519.7364

Website: www.cprdnewberg.org

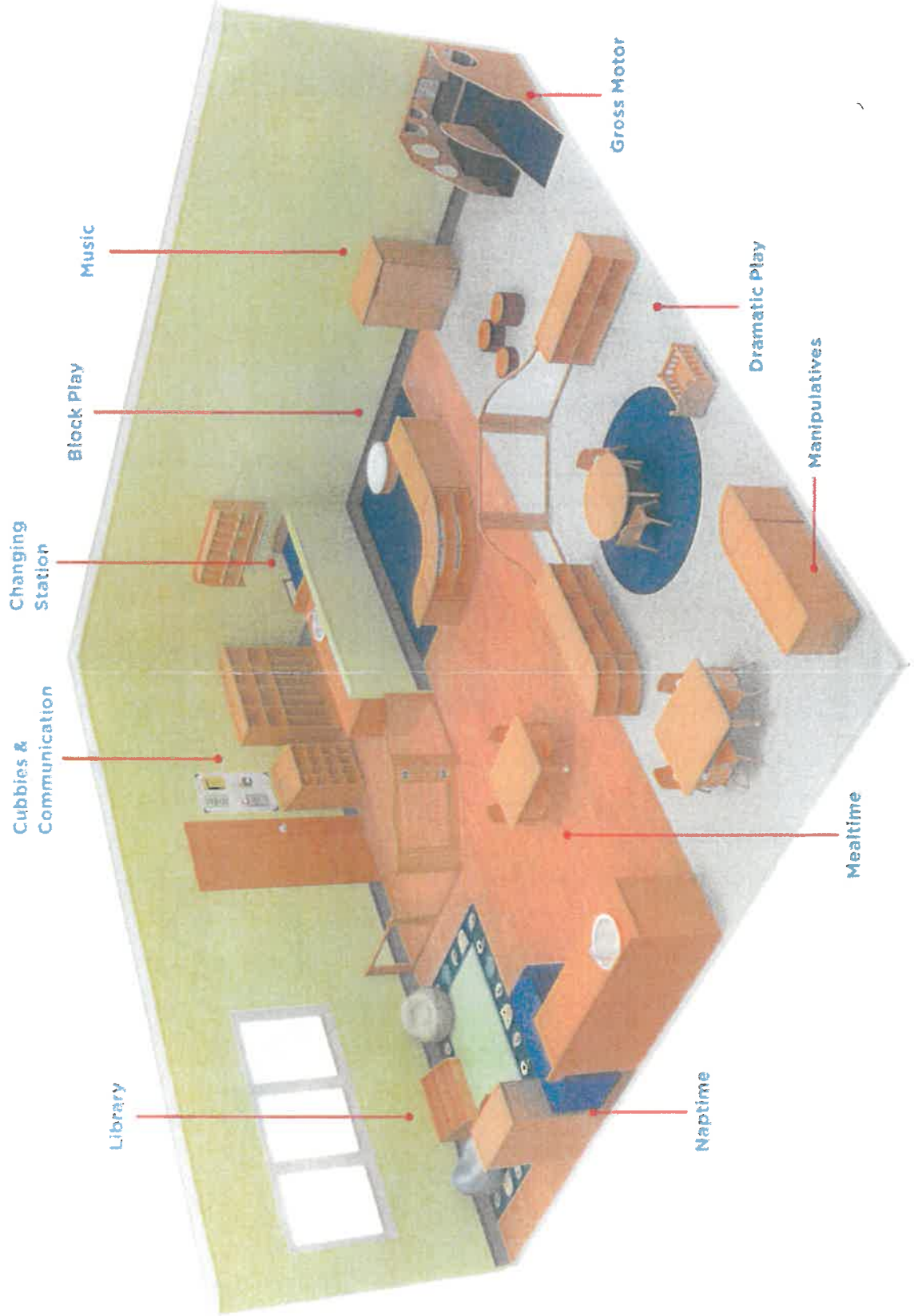
A Room to Grow In

As nonmobile infants transition to active and curious toddlers, this well-organized space promotes physical, cognitive and social-emotional development—while allowing caregivers to quickly and easily move throughout the environment.



A Place for New Discoveries

From an easy-view setting to lockable storage areas, this space has all the details to keep curious toddlers safe and healthy—as they develop a sense of self, build social relationships and actively engage with their world.





2023 CARE Prospectus

CPRD Childcare is a recreational daycare and enrichment program operated by Chehalem Park and Recreation District. CPRD and the childcare program work to ensure all students have the opportunity and support to develop to their full potential. We offer a wide range of self-directed and group activities including supervised free play, sports, organized games, arts, crafts, quiet time and help with homework.

After School Aged Childcare 2023

Sites:

Antonia Crater Elementary

Dundee Elementary

Edwards Elementary

Ewing Young Elementary

Joan Austin Elementary

Mabel Rush Elementary

Childcare Specialist: Erin Harrington

School days: Monday through Friday

School Aged Childcare Morning Session: 6:30 – 7:30 am

School Aged Childcare Afternoon Session: 2:10 – 6:30 pm

Full Time Rate (4-5 days per week): \$155

Part Time Rate (2-3 days per week): \$130

Daily Rate (1 day per week): \$60

40% off of School Aged Childcare = 20% off second child enrollment

2023 Enrollment: 160

Bonnie Benedict Preschool

504 E. 2nd Street, Newberg, OR 97132

Preschool & Childcare Specialist: Deanna Rice

Childcare offered for 3 and 4 years old

- 3's: Tuesdays & Thursdays, 8:30 – 11:30 am, \$185 per month or \$1,665 per school year
- 4's: Mondays, Wednesdays and Fridays, 8:30 – 11:30 am, \$215 per month or \$1,935 per year

Inception of Bonnie Benedict Preschool: 1966

2023 Enrollment for 3's class: 7 (2 children on waitlist)

2023 Enrollment for 4's class: (12 children with 3 on waitlist)



Pre-K Aged Childcare (as young as 3 years old)

Chehalem Community Center, 502 E. 2nd Street, Newberg

Children are offered a variety of activities during childcare hours (6:30 am – 6:00 pm). Children who attend Bonnie Benedict Preschool class are walked to the childcare classroom.

Full Time Rate (4-5 days per week): \$210

Part Time Rate (2-3 days per week): \$155

Daily Rate (1 day per week): \$60

40% off of School Aged Childcare = 20% off second child enrollment

2023 Enrollment for Pre-K: 8













Golf Course Committee Meeting Minutes 10/24/23

Members Present: Jason Fields (chair), Dan Kim, Bob Travers, Tom Sheridan, Matt LaRoche, Scott Robinson, Steve Paulson (dialing in)

Visitors Present: Kellan Sasken (PGA Head Golf Professional), Michael Bond, Bob Zaback

Meeting called to order on 6:00pm PT

Maintenance update – Scott Robinson (Golf Course Coordinator)

- Greens were aerated in Sept. Everything is fine, with the exception of hole 15, which is having minor issues with growth back.
- Hired full-time golf technician (2nd full-time employee), starting on Nov 1.
- Comment from Matt LaRoche: Noticed there are a few sprinkler heads that are deeper seated than normal. ANSWER: Will be a winter project led by Scott.
- Question from Bob Travers: Is there an update with the pond maintenance? ANSWER: Bryan Stewart (park supervisor) and Scott have been following up, but no updates.

Update from Jason Fields (Board Chair)

- Discussed CPRD priorities with the rest of the Board. Jason confirmed one of the priorities is the new clubhouse, but cannot confirm where it sits in relation to other CPRD priorities. Projecting new clubhouse in 3-5 years.
- In agreement with Don Clements that third 9 should be built at the same time of the new clubhouse.

Update from Michael Bonn, Architect

- Michael Bonn introduced background to committee. Presented rendering for clubhouse and events area.
- Question from Bob Travers: Do you have the square footage of the proposed new facility? ANSWER: Michael will share at a later date.
- Comment from Jason Fields: Would like to see a space that can be used for special occasions. Special dinners, company retreats, weddings, etc. Want it to be a destination location, rather than simply a clubhouse. A space that can attract a wide variety of visitors, not just visitors.
- Question from Bob Travers: Are we allowed to display these renderings in the current clubhouse? ANSWER: Yes, as long as we keep company logo.
- Question from Tom Sheridan: Can we move forward with schematic design for a cost estimate? ANSWER: Will need to be brought to CPRD Board for approval.
- MOTION to have Board vote to move forward with schematic rendering cost estimates. 2nd by Bob Travers
- Jason will bring renderings to rest of the Board for initial review.

Review of Previous Meeting Minutes

- Motion request: post an RFT seeking creation of master plan for clubhouse.
- Motion request: pond cleaning

Action Items to Review in advance of board meeting on 10/26/23

- Matt Smith directed Don Clemens and Heidi Smith to consult state & district in regards to tips for employees. Requesting an update.
- Upcoming CPRD board meetings?
 - No scheduled meeting for November.
 - Next meeting is 12/7/23 if needed, or 1/25/24

Open Business

- No Nov meeting for Golf Course Committee. Next Meeting 12/5/23

Meeting Adjourned 6:52pm PT

Subject: Pickleball advisory committee agenda and minutes
Date: Friday, October 20, 2023 at 11:55:55 PM Pacific Daylight Time
From: coyote8400@gmail.com
To: 'To:', 'Sheryl Greiner', 'Linda Sandberg', 'Gayle Bizeau', Julie Petersen, 'Nick Konen', coyote8400@gmail.com, Kat Ricker
Attachments: image001.jpg, image002.jpg

Kat:

The Meeting started at 7PM as scheduled and was completed by 8:20PM.

The people in attendance: Lance Trantham, Julie Peterson, Gayle Bizeau, Mike Kringlen, and myself. Absent were Sheryl Greiner, Nick Konen (secretary), Linda Sandberg.

Topics discussed were:

1. Whether or not I should continue as spokesperson for the advisory committee. We all agreed I shouldn't continue as spokesman and Mike Kringlen will be from this point forward.
2. We discussed responsibilities of committee members and their actual contributions toward the goals of the advisory committee.
3. We discussed communications within the group for more effective positive communication.
4. We discussed meeting scheduling. It was determined the timeframes, decision process and issues we are dealing with do not lend themselves to monthly meetings but require immediate attention. The Advisory Committee members will all be notified in advance using meeting agenda format or email discussions.
5. I acknowledged that I failed to communicate this meeting's time and agenda to Lance Trantham who still attended.
6. We discussed all the items on the attached agenda. **See Notes by each item.**

10-16-23

Pickleball Advisory Committee
Aquatics Center Large Conferene Room

Agenda

(Note: We agreed that these were guidelines we understood from the Board)

1. Understanding the specific guidelines the Board set forth for the feasibility study.
 - Financial viability
 - Overall financial analysis of proposed facility
 - Market Analysis
 - Growth
 - Profit and loss
 - Cost to build
 - Cost of operations
 - Location analysis
 - Wilsonville Road
 - Schadd Park

2. Understanding the District's position at not wanting to follow the Board's guidelines.

(Note: We were told by Casey that he didn't want the location evaluation as part of the feasibility study)

- District does not want a viable location identified.
- By not having a viable location identified effectively it nullifies the feasibility study.
- The District has offered only non-viable locations - under over passes on the bypass, Yamhill County hazardous waste dump, property not owned by the district in Dundee- future school site, on sites too small for the facility outside of Dundee near the river, on vague future locations that are not currently available, Renne School site that is smaller than Jaquith.

(Note: Most recently at George Fox University. None of these facilities are covered and don't offer anything beyond what exists today.)

(Note: We all agreed that a feasibility study without a location was a waste of time and money and that the two identified sites – listed in #4 below be included in the study.)

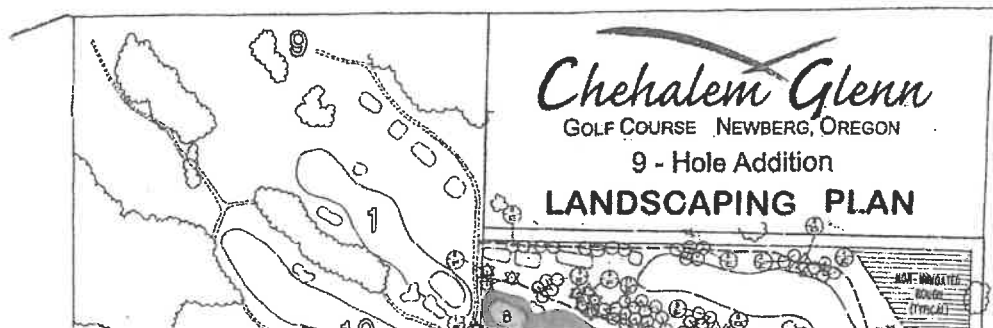
3. Selection of Advisory committee members who wish to attend a Zoom conference call between the District, Carl Schmitz of USA Pickleball and ourselves to detail the requirements and resources that USAP will introduce us to in reference to the feasibility study.

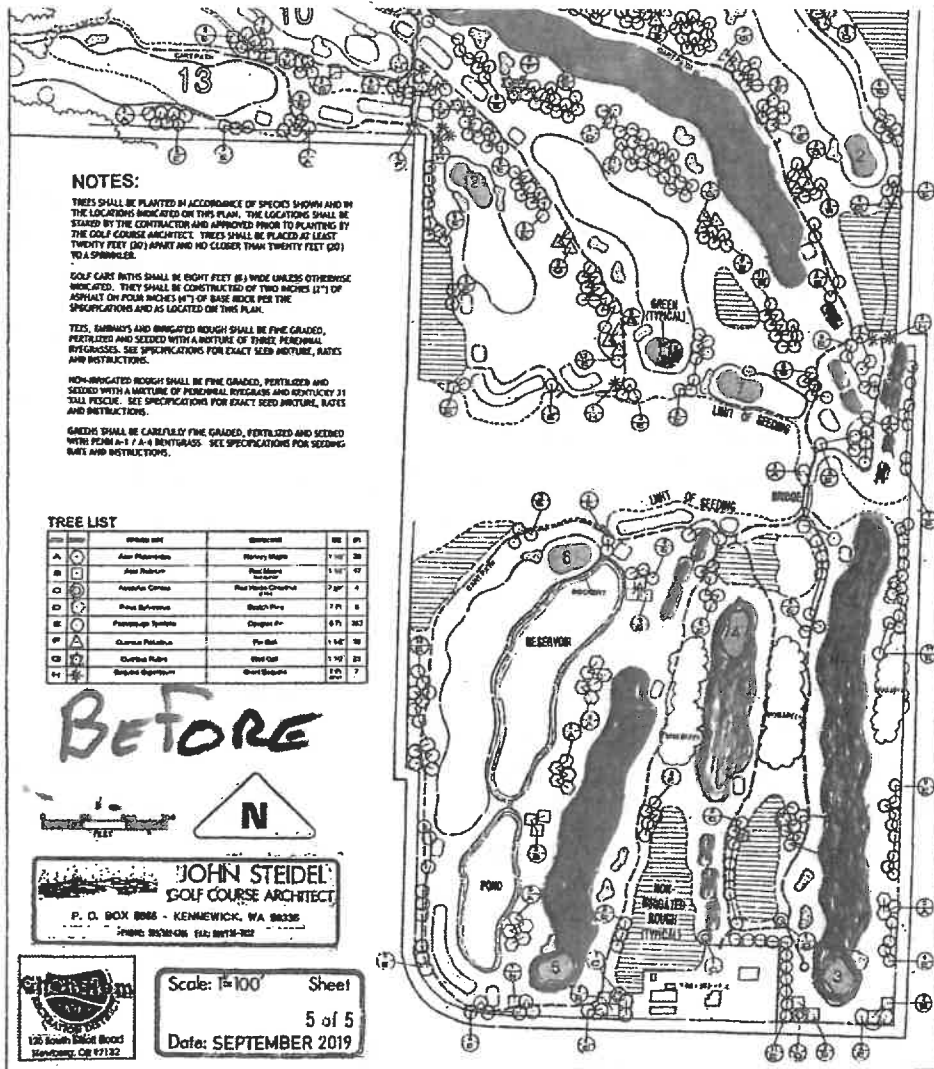
(Note: It was agreed by all that two or more members of the advisory committee, two or more members of the Board be part of the total evaluation process and Casey would remain as the Districts central contact point and representative.)

4. Properties to be evaluated

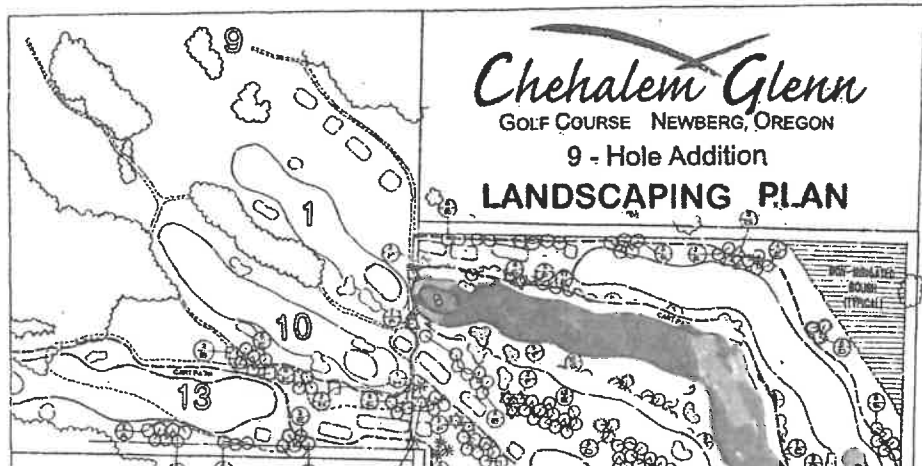
- Wilsonville Road - Third 9 "Before and after images"

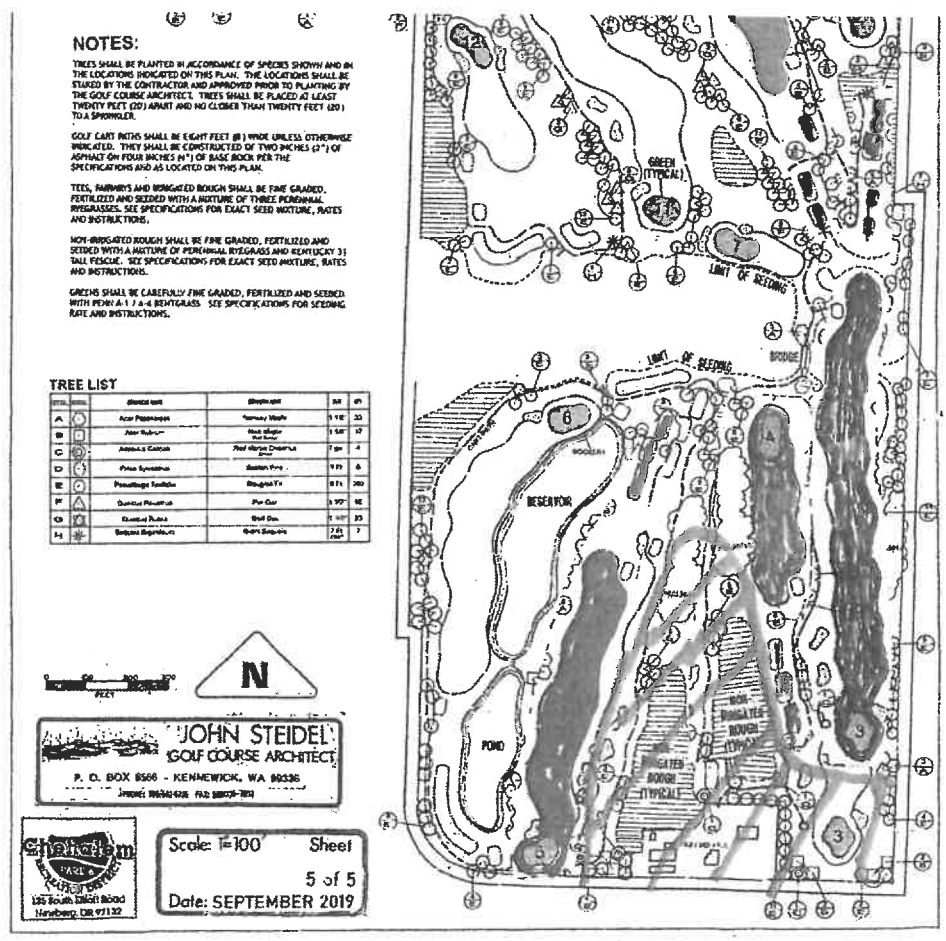
Original Plan before Pickleball Facility





Changed Plan after Pickleball facility





- Course hole statistics: **(Note: NPG is non playable ground)**
 - Front nine - 61.9 playable acres out of 84 acres (22 acres in overhead & NPG)
 - Second nine - 54 playable acres out of 98 acres (44 acres in overhead & NPG)
 - Third nine 64 playable acres out of 80 = NPG(6.11) - Green house(.5) - Pickleball (10) (10.5 in overhead and 6.11 in NPG)
- Course safety - The only safety issues exist today and in the future are at the two holes in the front 9 which are surrounded by houses at the Greens subdivision. There are no safety issues on the proposed third nine where the proposed covered Pickleball facility will be placed. **(Note: Agreed)**
- Selection of the individual who will do that presentation. Formatting of the information that will be contained in the board packet and pre distributed to the board. **(Note: Mike Kringlen assigned)**
- Any other issues any member would like to bring up. **(Note: None)**

105



Chehalem Park and Recreation District Pickleball Advisory Committee

The role of the Chehalem Park and Recreation District Advisory Committee is to provide guidance, support and expertise to help enhance and promote the sport of Pickleball within the Newberg/Dundee community. Common objectives include:

- **Facility Development**: Advising on the planning and development of Pickleball courts and facilities within Newberg and Dundee, including recommendations on court locations, design, amenities and maintenance.
- **Amenities and Features**: Advising on the inclusion of amenities such as seating, lighting, restrooms, equipment storage and other features that enhance the functionality and appeal of the facility.
- **Community Engagement**: Engaging with local residents, players and other stakeholders to gather input, address concerns and promote the sport within the community.
- **Inclusivity and Access**: Promoting inclusivity in Pickleball by ensuring the sport is accessible to players of all ages and abilities in the Newberg and Dundee communities.
- **Programming and Events**: Supporting the development of Pickleball programs, leagues, tournaments, clinics and events to encourage participation and skill development.
- **Coaching and Education**: Offering guidance on coaching and education programs for players and instructors to enhance their skills and knowledge.
- **Equipment and Maintenance**: Advising on equipment standards, maintenance practices and guidelines for ensuring the safety and quality of Pickleball facilities.
- **Partnership and Funding**: Exploring potential partnerships with local organizations, businesses and governmental agencies to secure funding and resources for Pickleball initiatives.
- **Promotion and Marketing**: Developing marketing and promotional strategies to raise awareness of Pickleball in Newberg and attract new players to the sport.



- **Advocacy:** Advocating for the interests of Pickleball within the local community and representing the sport in discussions with relevant authorities and organizations.
- **Feedback and Communication:** Act as a liaison between the Pickleball community and local authorities to address concerns, suggestions and feedback related to the sport.

The collective efforts of the CPRD Advisory Committee would help foster the growth of Pickleball, promote healthy and active lifestyles, offer an opportunity for multi-generational players to gather and create a positive and inclusive Pickleball community. The overarching purpose of the committee is to support the development and enjoyment of Pickleball, ultimately benefiting the local residents and fostering a sense of community through the sport.

Chehalem Park and Recreation District Staff and Goals with Regard to Pickleball in the community:

- Facility Planning/Court Design
- Location Selection
- Funding and Budgeting
- Legal and Regulatory Compliance
- Community Engagement
- Partnering with Local Organizations
- Facility Design and Amenities
- Maintenance/Operations
- Inclusivity and Accessibility
- Marketing and Promotion
- Sustainability and Environmental Considerations
- Long-Term Planning



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CPRD Pickleball Advisory Committee

November 6th, 2023

Meeting is called to order at 7:03PM at the CPRD Office.

Attendance: Hunter Wylie, Mike Kringlen, Sheryl Greiner, Lance Trantham, Linda Sandberg, Julie Peterson, and Nick Konen

- Mike gave a summary of the zoom meeting with Carl Schmits (Managing Director of Equipment Standards and Facilities Development for USA Pickleball).
 - Carl seems to be the best qualified person to use a resource when finding someone to conduct a feasibility study.
 - Carl has access to data based on other similar/comparable projects.
 - Carl stressed that the success of the facility will very likely depend on location.
 - Carl mentioned that if the facility is set up to host large events, it is very likely it would be a profitable venture.
- The committee agreed a feasibility study by a competent individual is critical.
 - It is very important that there is location in mind.
 - Pros and cons were discussed regarding the 3rd 9 of the golf course and the property adjacent to the George Fox Tennis Facility
- Hunter provided a review of the overall progress of the advisory committee.
 - Advisory committee was selected by CPRD and is governed by CPRD.
 - Over the past two years, Hunter (Head of the Committee) and the committee have provided quotes and business plans to CPRD, as well as have applied for grants.
 - The persisting issue through all of this is the inability to find a location that CPRD is potentially willing to utilize for a covered, lit pickleball facility.
 - A feasibility study is critical to the success of this project moving forward (or not) but without a potential location for the facility, the feasibility study is in limbo.
- Julie Peterson presented a document that lays out the role of the Pickleball Advisory Committee siting that the committee has lost its direction and, in some cases, overstepped its boundaries. (document is attached)
 - Committee members agreed with this.
- Julie Peterson notified Hunter Wylie that he is to no longer be a member of the advisory committee. This decision was backed by a majority vote amongst the committee members.
 - Mike Kringlen asked if Hunter could act as an advisor to the committee in which the committee agreed he could not directly advise the committee.
- The committee agreed it would be important to attend the CPRD Board meeting on December 7th to bring up our thoughts and advice on moving forward with the feasibility study.
 - Nick agreed to act as co-spokesperson with Mike moving forward.
- Meeting adjourned at 8:35PM.

The next meeting will be held on Monday, December 4th at 7PM at the CPRD Offices.

Chehalem Heritage Trails Advisory Committee

AGENDA

October 11, 2023 | 6 - 7:30 p.m.

Attend either in person on-site at CPRD Admin Office
or remotely via Zoom: <https://us02web.zoom.us/j/89157263898>
Meeting ID: 891 5726 3898

Committee Members:

Michelle Colvin
Quentin Comus (Chair)
Matt Dolphin
Allen Holstein
Kimberly Lanier

Committee Members (Continued):

Bob Oleson
Martin Peters
Cindy Riggs
Erin Robinson (Secretary)
Peter Siderius

Board Liaisons:

Jason Fields
Jim McMaster

CPRD Staff:

Casey Creighton
Kat Ricker
Bryan Stewart

- I. Call to Order
- II. Attendance Roll Call
- III. Approval of September Meeting Minutes (Quentin)
 - o See Appendix A
- IV. Public Comment Period

Public participation in Chehalem Heritage Trails Advisory Committee meetings is encouraged. Those interested may submit written comments to kricker@cprdnewberg.org or provide oral comments at a public committee meeting. Those wishing to provide oral comments will be provided a set amount of time determined by the Chair at the beginning of the meeting during the designated public comment period. This public comment period may last up to a maximum of 10 minutes.

- V. Board of Directors Meeting Report (Quentin)
- VI. Bob and Crystal Rilee Park Master Plan and Engagement Discussion (Matt)
- VII. Bob and Crystal Rilee Park Detailed Signage Discussion (Cindy)
- VIII. Additional Trails Feasibility Study (Quentin)
 - o See Appendix B
 - o Potential Motion: Recommend to the CPRD Board of Directors that a feasibility study be conducted to determine the potential locations (i.e. parks) for additional trails for user groups including, but not limited to, hikers, equestrians, cyclists, and kayakers, as outlined in the CHTAC Additional Trails Feasibility Study Proposal.
- IX. Volunteer Trail Work Update (Matt)
- X. Town Hall/Focus Group Update (Quentin)
- XI. Community Trails Survey Update (Quentin)
- XII. New Equestrian and Cycling Member Discussion (Matt)

- See Appendix C
- Potential Motion: Recommend to the CPRD Board of Directors that applications for additional Chehalem Heritage Trails Advisory Committee members be opened, reviewed, and selected as outlined in the CHTAC Additional Members Proposal.

XIII. CHTAC Purpose, Goals, and Past/Current/Future Projects Discussion (Matt)

- See Appendix D

XIV. Committee Member Comments/Updates (Quentin)

XV. Adjourn

Important Reminders/Notes:

- Tuesday, October 17, 2023: CPRD Board of Directors Special Meeting (Work Session) at the CPRD Administrative Office and on Zoom at 5:30 p.m.
- Thursday, October 26, 2023: CPRD Board of Directors Meeting at the CPRD Administrative Office and on Zoom at 6 p.m.
- Tuesday, October 31, 2023: CHTAC Community Trails Survey closes, data analysis begins.
- Wednesday, November 8, 2023: CHTAC Regular Meeting at the CPRD Administrative Office and on Zoom at 6 p.m.

APPENDIX B

Chehalem Heritage Trails Advisory Committee

Additional Trails Feasibility Study Recommendation

Introduction

In response to recent discussions and decisions regarding trail usage at Bob and Crystal Rilee Park, this proposal aims to identify feasible trail development and management accommodations to fulfill the interests of various user groups. Our goal is to foster collaboration, cooperation, and a positive outdoor experience for all community members across all CPRD's parks and facilities.

Proposal

We recommend conducting a feasibility study to identify potential locations for additional trails within CPRD. This study will consider the needs and preferences of different user groups, including hikers, equestrians, cyclists, kayakers, and more. The study will include, but not be limited to, exploring district options for developing the 90-acre 219 riverfront property, the 37-acre former Yamhill County dump site, and the 20-acre undeveloped Luis Brillas Park on Chehalem Drive. The study will be guided by the following objectives:

- **Collaboration:** Promote data-informed decision making that takes into account qualitative and quantitative information, including community engagement.
- **Preservation:** Ensure that the natural beauty and ecological integrity of our parks are maintained.
- **Safety:** Prioritize the safety of all trail users by addressing concerns and potential risks.
- **Access:** Provide multiple locations throughout our district for all user groups to enjoy district parks and trails.
- **Best Practices:** Explore multiuse and user group-specific trail options to align with best practices in outdoor recreation.

Benefits

- **Address Lack of Cycling Trails:** This proposal will identify trails suitable for cyclists, which is a recently identified priority of the CPRD Board of Directors.
- **Conflict Resolution:** By identifying new trail locations, we can reduce conflicts between user groups and create a more harmonious outdoor environment.
- **Improved Recreational Opportunities:** This initiative will expand recreational options, attracting more visitors to CPRD and improve liveability for our community members.

Conclusion

The proposed feasibility study is a positive step towards enhancing trail usage within CPRD. By considering the interests of all user groups and prioritizing collaboration, safety, and data-informed decision making, we can create a better outdoor experience for everyone. This proposal is in line with best practices for outdoor recreation and aims to resolve recent conflicts while promoting a shared love for the outdoors.

We look forward to the opportunity to work together on this initiative and continue to make CPRD a welcoming and enjoyable destination for all.

Chehalem Heritage Trails Advisory Committee

Additional Member Proposal

Introduction

In response to the evolving needs and challenges facing our community in light of recent events at Bob and Crystal Rilee Park, we propose an expansion of the current Chehalem Heritage Trails Advisory Committee membership. This expansion aims to enhance the diversity of perspectives, skills, and expertise available to the committee as we work towards collaborative trail usage and the betterment of our parks.

Proposal

- **Application Period:** CPRD will open a one-month application period to invite interested individuals from the community to apply for committee membership. Applications will be accepted via CPRD's designated channels.
- **Eligibility Criteria:** Applicants should uphold the informal values and goals of the Chehalem Heritage Trails Advisory Committee, which are to act with transparency, seek and consider broad public input, make data-informed decisions, and pursue solutions that benefit the entire district. Furthermore, it is preferred that applicants possess one or more of the following qualifications:
 - Identify with and actively participate in cycling, equestrian and/or water trail usage in our region.
 - Have trail building/maintenance experience through trail organizations such as OET, TKO, PCTA, NWTA, etc.
 - Hold membership and connections to outside volunteer groups that can potentially assist with public engagement and volunteer maintenance efforts (e.g., 4H, Scouts, Rotary, Chamber).
 - Have a deep knowledge of Bob and Crystal Rilee Park through involvement in the Crystal Rilee Dawn Foundation or the previous CPRD Bob and Crystal Rilee Park Advisory Committee.
- **Committee Review:** After the application period, CPRD will share the received applications with the current committee for review and consideration. The committee will assess each applicant's qualifications and contributions they can make to the committee's objectives.
- **Recommendations:** The committee will select 3-4 applicants who best align with the eligibility criteria outlined above. These recommendations will be submitted to the CPRD Board of Directors for their consideration.
- **Board Approval:** The CPRD Board of Directors will review the selected applications and formally appoint new committee members as appropriate. The new committee members'

terms will be effective immediately and will coincide with the current committee's term, ending in August 2024.

Benefits

- **Diverse Expertise:** Expanding committee membership will bring in a wider range of skills, experience, and community connections to better address the complex issues surrounding trail maintenance and development.
- **Community Engagement:** Involving the community in the application process promotes transparency while ensuring that the committee represents a broad spectrum of perspectives, including cyclists and equestrians.
- **Effective Decision-Making:** The inclusion of members with relevant expertise will enhance the committee's ability to make informed recommendations to the CPRD Board of Directors.

Conclusion

The proposed expansion of the committee's membership is a proactive step towards promoting transparency, equitable representation, and effective management of our parks and trails. By inviting community members with specific qualifications and interests, we aim to strengthen our committee's capacity to address the diverse needs of our community and its trail users.

We respectfully request that the CPRD Board of Directors consider and approve this proposal, allowing us to continue our work in a more collaborative and impactful manner.

APPENDIX D

Chehalem Heritage Trails Advisory Committee

Purpose, Goals, and Projects

Purpose

The purpose of the Chehalem Heritage Trails Advisory Committee is to provide recommendations to the CPRD Board of Directors regarding existing, new, and developing trails and pathways within the Chehalem Heritage Trails network of pedestrian, bicyclist, equestrian, water, and any other modality of trails.

The purpose and responsibility of the committee is to provide the Board of Directors recommendations on trail topics, at the least, at the conclusion of a three-year term. The committee has the authority to identify and subsequently alter its areas of focus toward fulfilling that responsibility. Focus areas include, but are not limited to, fundraising and support (this may include but is not limited to the pursuit of grants, sponsorships, and letters of endorsement support); outreach, publicity and awareness-raising of the trails (this may include but is not limited to events, signage, online presence); and creating and organizing a volunteer base and network for ongoing volunteer trail maintenance.

- from the CHTAC Charter, CPRD Board of Directors

Goals

- Bob and Crystal Rilee Park
 - Identify and name trail routes
 - Support the development of the Master Plan
- Ewing Young Park
 - Support the implementation of the Master Plan
- District-Wide
 - Establish trail design and maintenance standards
 - Establish a volunteer trail maintenance base
 - Youth Organizations (FFA, BSA, and 4H)
 - Training Opportunities (TKO and PCTA)
 - Bolster community awareness of the Chehalem Heritage Trails system
 - Support further development of the Chehalem Heritage Trails website
 - Evaluate and propose a trail construction and maintenance funding plan (possible bond or levy)
 - Consider Waterway Trails (river access)
 - Dundee 8th Street
 - Newberg Hash Road Property

Projects

- Previous Projects
 - Yamhelas-Westsider Trail Feasibility and Jurisdiction Discussion
 - Bob and Crystal Rilee Park Managed Use Recommendations
 - Bob and Crystal Rilee Park Trail Signage Recommendations
 - National Trails Day Work Party at Bob and Crystal Rilee Park
- Current Projects
 - Community Trails Survey
 - Community Engagement at Farmer's Market (ongoing)
 - Newberg-Dundee Bypass Trail Support (ongoing)
 - Bob and Crystal Rilee Park Master Plan Support (ongoing)
 - CPRD Trails Microsite Updates
 - Volunteer Trail Work Parties (ongoing)
- Future Projects
 - Trail User Town Halls/User Group
 - Trail Maintenance Training Workshops
 - "Share the Trail" Workshops
 - Feasibility Study for Trail Development/Expansion

Chehalem Aquatic & Fitness Center

HVAC Review

CONSER FORENSICS LLC

19715 S FERGUSON ROAD

OREGON CITY – owner Dennis Conser

Dennis has 29 years of engineering experience related to building mechanical systems. He graduated from Portland State University with a Bachelor of Science degree in Mechanical Engineering in 1993.

Dennis joined Northwest Engineering Service in Tigard, Oregon. They specialized in Test and Balance of mechanical systems for buildings with a focus on making systems work right. He moved into Third-Party Commissioning when the Commissioning industry began in the late 1990's. His experience with the firm included a combination of design review and fieldwork. The fieldwork involved testing, adjusting, and troubleshooting of new and existing mechanical systems. Dennis has excellent "hands-on" engineering experience with troubleshooting building systems, finding problems, and making systems work right. He analyzes the problem in context of the whole system and recommends solutions that fix the problem rather than creating more. Dennis is familiar with the Aermec systems

In 2015, Dennis focused his experience on forensic engineer and expert witness work. He has helped resolve a number of disputes concerning design and construction problems found in buildings. The building types range from residential through large commercial and institutional. He has conducted numerous on-site examinations and reported upon his findings and recommendations. He enjoys investigative work and explaining technical issues to non-technical persons in terms they can understand.

After 25 years with one company, Dennis decided to step out on his own. He founded Conser Forensics in April 2019. He provides consulting mechanical and forensic engineering and expert witness services dealing with disputes in the construction industry. With an engineering focus on heating, ventilation, air conditioning and plumbing systems he also consults with building owners to:

- Assess equipment condition
- Determine causes of repeating pipe leaks
- Determine causes of failed systems
- Technical consultation for problems or system replacement
- Review construction drawings and specifications
- Assess of engineering choices
- Review work of contractors

Parks Activity Report: October/November

The rain season is here. Mowing is taking a backseat to leaf and debris cleanup at the Parks, Playgrounds, and Facilities. Storms delivering high winds and large amounts of rain impact our District in big way. When storm damage occurs Staff is quick to respond and adjust priorities 24/7.

Parks staff has been pressure washing all of the playground equipment and structures at our parks. Damaged slides at Rotary Centennial Pk. & Gladys Pk. have been repaired/replaced. Fresh engineered woodchips added and spread at Babe Nicklous Pk. & Gladys Pk.

Lots of work on the Ballfields prepping for Winter/Spring – Amending Infields, Buildup of Pitching Mounds and Landing spots, Grooming and Edging of Base paths.

Repairs made to Irrigation Mainlines at Jaquith Pk. & Billick Pk.

Remove/Replace and Overlay of asphalt paths at Jaquith Pk. was completed. Crack sealing and seal coating will happen in the Spring. Memorial Pk. is next for asphalt work.

Quotes were obtained and contractor vetted for Emergency roof Repair/Replacement at Blain St. property. Low bid was excepted (503 Roofing at \$13,500.00 – account #470 funds)

Trails- Work at Ewing Young, Schaad, Gettman Loop, and Rilee Pk. The District has assigned staff who scout and help maintain our trails weekly. This includes documenting and recording maintenance needs and observations.

Staff is working with a fellow Arborist helping to complete “Tree Risk Assessments” for our Parks and Facilities. This is a proactive approach to managing our Urban Forest interest in the District.

Park Name	Hours worked
Armory	35.00
Billick/Dundee	100.00
CAFC	150.00
Cultural Center	55.00
Chehalem Valley M.S	45.00
College	20.00
Community Center	22.00
Crabtree	28.00
Crater Ballfields	70.00
Dundee River Park	0.00
Elliott Road	24.00
Ewing Young	54.00
Falcon Crest Park	10.00
Fortune Park	11.00
Friends Park	22.00
Tom Gail Park	16.00
Gladys Park	30.00
Chehalem Glenn G.C.	1262.00
Herbert Hoover Park	22.00
Jaquith Park	45.00
Jaquith Ball Fields	75.00
Memorial/Scout House	30.00
Mountainview	0.00
Oak Knoll Park	8.00
Oaks Park	12.00
Brillas Park	8.00
Pre-School	24.00
Pride Gas	6.00
Renne Fields	0.00
Rilee Park	120.00
Rotary Park	34.00
Sander Park	24.00
Schaad Park	36.00
Scott Leavitt Park	12.00
Senior Center	46.00
Spring Meadow	8.00
Waste Mngt	15.00
vacation/holiday/sick/comp	140.00
Wilsonville Property	110.00
Youth Building	2.00
Other Properties (PCC)	75.00
<u>Total</u>	2806.00

October 2023

Aquatic & Fitness Center

- Facility remained open 7 days a week.

Fitness Center

- Regular fall drop-in schedule continued for the sports courts and weight room.

Aquatic Center

- October schedule kept us busy with new classes, public swims and swim lessons all month long.

Facility Building maintenance

- Our HVAC System to our knowledge is still being worked on. It's an ongoing issue. No updates.
 - We still have two glycol leaks. One in the men's locker room and one in the lifeguard staff room.
- Still waiting on the fire riser on deck pressure washer to arrive and be installed.
- Currently we are working with Water Odyssey to find a replacement for the firetruck. Water Odyssey is still working up a drawing of what we could put into our little lagoon space.

Memberships

- Memberships are definitely up and new patrons are making our facility their workout place more and more.
- Management still monitors patron check-ins to make sure expired passes are taken care of.

Scholarships and Donations

- Scholarships handed out since 1/1/2023; this includes activities for kids such as water polo lessons, swim lessons, babysitters class, Jr. lifeguard class and Jr. WSI class and memberships for those who need financial assistance, both adults and children. Total amount subsidized is \$4,398.00 (An additional \$318.75 was subsidized in October).
- Donations handed out since 1/1/2023; this is a gift certificate for memberships whether it is a 3-month or 1 month. Many of these are used in auctions for schools, fundraisers, rotary and more. Total amount subsidized for donations is \$4,794.50.
- Grand total for both equals \$9,192.50 since 1/1/2023. We are out in the community giving back!

Program Development & Registration

- Fall 2 swim lessons kicked off on October 30th. We are able to offer a lot more lessons this fall due to more staff being hired and trained over the summer.
- Fencing classes (beginning, intermediate youth and adult classes) continued all month of October. These classes are very popular!
- We have added a meditation class to our group fitness class schedule. So far it is well attended.

Clubs/Teams

- Chehalem Swim Team's practices ran all month of October.
 - CST held their Harverst Open meet on Oct. 21 & 22. It was a success.
- NHS polo continued practicing all month. Hosting home games on Monday's and Thursday's all month long.
- GFU Football continues to use the comp pool for recovery days on Sunday's.
- Special Olympics continued practicing in the comp pool during the month of October. They have invited the public to their practice on October 29th to cheer them on.

Aquatic & Fitness Center Staff

- School is back in session, schedules have become difficult to work around. Many guards drop down to weekends only or evenings only. The opening shifts have been covered by GFU students. The 9:00 am – 1:00 pm time slot is still difficult to cover since we do not have a lot of home schooled students or adults on our staff at the moment.

Rentals & Special Events

- Private Leisure Pool Parties (We are one of the few pools who are offering this and they are VERY popular!) We book out one month in advance and the first week of the month is very hectic with people calling to make reservations.
 - We had eleven Friday/weekend pool rental parties held at our facility during the month of October including the ever popular Poolpalooza that brings in disabled kids to swim with therapists.

Management Projects

- Kept up with the ordering of Janitorial supplies and made sure we have everything in stock.
- Management kept up with 451- AP.
- Management keeps busy scheduling Pool party and classroom rentals for current month and one month out.
- Management is picking up more opening and mid-day guard shifts due to staff not being available because school is back in session. Management is on deck guarding again.

Financial Reports

- Detailed October financial reports are attached.

EXPENDITURES Yr to Date '23/24	REVENUE Yr to Date '23/24
\$410,648.31 Raw value	
\$53,611.78 Fringe benefits	
\$464,260.09 Total expenditures with fringe benefits	\$503,783.46 Projected Revenue 23-24 = \$1,285,156.25
Difference between Expenditures & Revenue	\$39,523.37

Respectfully Submitted by,
Wendy Roberts, Aquatic Coordinator
Chehalem Aquatic & Fitness Center

Activity Financial Report Oct 2023											\$53,611.78 Fringe benefits		\$464,260.09 Total expenditures with fringe benefits		Department - Aquatics 451		Includes fringe					
REVENUE											Year End 21/22		Year End 22/23		Proposed 23/24		Est June 22/23					
Aquatics - 451:											Yr to Date 22/23		Yr to Date 23/24		Year End 21/22		Year End 22/23		Proposed 23/24		Est June 22/23	
Oct '22	Oct '23	Yr to Date 22/23	Yr to Date 23/24	Year End 21/22	Year End 22/23	Proposed 23/24	Est June 22/23	Oct '22	Oct '23	Yr to Date 22/23	Yr to Date 23/24	Year End 21/22	Year End 22/23	Proposed 23/24	Est June 22/23							
451.003 Youth Fitness																						
451.004 Gray & Golden	\$68.00	\$108.00	\$428.00	\$440.00	\$1,651.00	\$1,372.00	\$1,738.00															
451.006 Group Fitness (Studio)	\$192.00	\$280.50	\$783.50	\$874.50	\$1,800.00	\$2,160.00	\$2,115.00															
451.007/291 Water Exercise	\$136.00	\$85.00	\$408.00	\$387.50	\$2,252.00	\$928.50	\$1,327.00															
451.008 Weight Training	\$810.00	\$520.00	\$3,590.00	\$2,314.50	\$8,199.00	\$8,899.00	\$9,093.00															
451.011 Private Swim Lessons	\$2,182.00	\$12,503.00	\$15,080.41	\$14,207.00	\$41,710.50	\$39,059.91	\$51,188.00															
451.012 Optum Fitness Advantage*	\$1,332.00	\$2,216.00	\$5,744.00	\$8,544.00	\$15,004.00	\$22,700.00	\$22,680.00															
451.013 Water Safety	\$290.00	\$290.00	\$2,185.00	\$4,274.00	\$4,150.00	\$8,688.00	\$4,770.00															
451.014 Silver&Fit - Tivvy*	\$252.50	\$259.50	\$1,092.50	\$1,258.50	\$3,186.00	\$3,727.50	\$5,500.00															
451.015 Silver&Fit - ASH*	\$4,728.00	\$7,156.20	\$18,813.60	\$28,259.40	\$45,999.70	\$69,014.70	\$67,015.00															
451.016 Water Polo	\$5,340.00	\$5,340.00	\$20,010.00	\$11,845.00	\$8,807.50	\$27,375.00	\$29,356.25															
451.017 GFU	\$9,419.00		\$9,419.00		\$54,872.50	\$40,793.00	\$42,008.00															
451.018 Newberg High School																						
451.019 School Districts																						
451.020 Locker Income																						
451.021 Locker Rental																						
451.023 Pool Rental	\$2,517.50	\$3,740.50	\$8,442.50	\$14,863.50	\$34,827.25	\$52,186.75	\$46,400.00															
451.024 Classroom Rental	\$1,206.25	\$1,394.75	\$2,731.25	\$4,013.50	\$11,576.25	\$13,774.50	\$15,265.00															
451.025 Sauna/Spa	\$282.00	\$217.50	\$655.50	\$825.50	\$1,562.50	\$2,768.50	\$2,324.00															
451.026 Special Events																						
451.027 Repasses																						
451.061 Vending			\$417.68	\$692.83	\$637.85	\$2,102.03	\$2,150.00															
451.200 Aquatics Misc		\$16.00	\$85.63	\$578.95	\$11.22	\$217.63	\$300.00															
451.280 Sales	\$499.00	\$376.00	\$2,102.00	\$2,162.25	\$6,478.19	\$6,113.67	\$6,500.00															
451.281 CST/CVA			\$12,852.95	\$11,130.15	\$36,573.02	\$45,898.77	\$37,100.00															
451.282 Swim Lessons	\$14,774.71	\$24,210.60	\$39,976.21	\$64,588.76	\$170,250.25	\$151,126.33	\$157,660.00															
451.283 Lap Swim	\$532.50	\$660.00	\$2,970.50	\$3,793.50	\$11,174.50	\$8,340.50	\$8,516.00															
451.284 Public Swim	\$6,374.50	\$5,558.00	\$38,058.50	\$45,742.50	\$97,852.00	\$105,721.54	\$106,353.00															
451.285 Equipment Rental																						
451.286 Membership Sales	\$45,555.80	\$80,594.12	\$172,549.20	\$254,378.12	\$410,376.14	\$614,822.34	\$561,767.00															
451.287 Weight Room	\$1,975.50	\$1,819.50	\$6,613.50	\$6,107.00	\$20,974.00	\$21,169.50	\$22,895.00															
451.289 Punch Cards - General	\$3,186.50	\$4,209.50	\$11,947.00	\$12,767.00	\$41,367.55	\$46,592.00	\$45,785.00															
451.290 Gift Certificates																						
451.292 Preschool Swim Lessons																						
451.294 SUP Yoga																						
451.296 Pato Rental			\$457.50	\$712.50	\$626.00	\$926.25	\$960.00															
451.297 Facility Rental					\$150.00	\$25,192.00	\$22,778.00															
451.293/425 Basketball Court	\$1,024.50	\$1,275.00	\$3,459.00	\$4,573.50	\$15,001.50	\$579.00	\$500.00															
451.285/426 Pickleball Court	\$74.00	\$74.00	\$7.50	\$196.50	\$198.00	\$579.00	\$500.00															
451.021/427 Volleyball Court																						
451.428 Sk/Track																						
451.429 Fencing	\$1,340.00	\$795.00	\$2,640.00	\$4,253.00	\$4,227.76	\$10,645.00	\$10,563.00															
451.666 CC Fees																						
TOTAL AQUATIC REVENUE	\$103,728.26	\$148,358.67	\$383,520.43	\$503,783.46	\$1,054,191.18	\$1,332,864.92	\$1,285,156.25															

Activity Financial Report - Oct 2023		Department - Aquatics 451						Proposed 23/24	Est June 22/23
EXPENDITURES		Oct '22	Oct '23	Yr to Date 22/23	Yr to Date 23/24	Year End 21/22	Year End 22/23		
Aquatics - 451: Personnel Services									
Personnel Services									
Aquatic Supervisor	\$1,888.90	\$1,983.34	\$7,446.05	\$7,791.70	\$19,629.26	\$22,557.30	\$22,667.00	\$22,667.00	\$22,667.00
Aquatic Coordinator	\$4,870.40	\$4,870.66	\$19,080.69	\$19,482.64	\$47,554.32	\$67,037.06	\$58,448.00	\$61,367.00	\$61,367.00
Aquatics Specialist	\$4,207.22	\$4,007.46	\$16,398.89	\$16,028.84	\$39,111.40	\$49,157.73	\$48,083.00	\$48,083.00	\$48,083.00
Guards	\$18,218.42	\$18,803.48	\$87,215.78	\$90,792.57	\$161,174.16	\$233,710.25	\$291,509.00	\$251,160.00	\$251,160.00
Instructors	\$3,708.42	\$8,420.26	\$31,389.40	\$37,320.20	\$54,878.44	\$71,141.80	\$101,647.00	\$101,647.00	\$101,647.00
Group Fitness Instructors	\$1,282.71	\$2,110.10	\$6,287.35	\$7,944.85	\$11,472.88	\$21,002.73	\$23,741.00	\$18,756.00	\$18,756.00
Personal Trainer	\$78.42	\$142.46	\$1,333.14	\$764.85	\$3,186.43	\$2,923.76	\$6,579.00	\$3,948.00	\$3,948.00
FC Monitor	\$3,941.12	\$1,826.56	\$18,970.13	\$8,694.14	\$17,355.67	\$42,867.41	\$55,862.00	\$25,116.00	\$25,116.00
Lead Guard	\$865.09	\$1,653.27	\$3,459.98	\$5,531.43	\$6,791.76	\$11,133.54	\$21,879.00	\$42,331.00	\$42,331.00
Child Minder							\$21,474.00	\$25,116.00	\$25,116.00
Total Personnel Services	\$39,060.70	\$43,817.59	\$191,581.41	\$194,352.22	\$361,154.32	\$521,531.58	\$651,889.00	\$600,118.00	\$600,118.00
Materials & Services:									
Office Supplies	\$173.95	\$165.63	\$2,160.02	\$2,056.02	\$4,582.86	\$5,219.50	\$5,510.00	\$5,510.00	\$5,510.00
Postage Supplies	\$7.20	\$5.28	\$76.30	\$39.30	\$207.37	\$239.37	\$350.00	\$350.00	\$350.00
Program Supplies	\$1,074.55	\$762.27	\$6,879.24	\$8,882.09	\$15,822.67	\$19,764.71	\$21,995.00	\$18,915.00	\$18,915.00
Small Tools									
Chemical & Agricultural Supplies	\$2,155.50	\$5,057.53	\$15,841.63	\$20,162.16	\$47,620.19	\$47,096.05	\$50,000.00	\$30,800.00	\$30,800.00
Store Supplies			\$2,179.53	\$2,874.93	\$4,250.99	\$5,516.57	\$5,500.00	\$7,500.00	\$7,500.00
Gas & Oil Supplies									
Classifieds				\$218.48		\$48.25	\$500.00	\$500.00	\$25.00
Brochure							\$750.00	\$750.00	\$1,450.00
Flyers	\$56.05	\$42.38	\$224.20	\$169.52	\$999.00	\$841.20	\$2,000.00	\$1,850.00	\$1,850.00
Professional Dues	\$716.42	\$137.44	\$2,288.23	\$2,330.53	\$3,742.01	\$5,860.10	\$2,276.00	\$3,340.00	\$3,340.00
Conference/Workshops				\$445.00	\$328.00	\$156.00	\$2,000.00	\$1,450.00	\$1,450.00
Staff Mileage							\$350.00	\$350.00	\$350.00
Staff Expenses	\$9.37	\$9.37	\$43.74	\$19.99	\$212.22	\$434.80	\$500.00	\$1,000.00	\$1,000.00
Utilities:									
Electricity	\$19,249.69	\$21,197.98	\$70,619.28	\$86,089.78	\$179,471.27	\$222,644.51	\$244,812.00	\$207,833.00	\$207,833.00
Natural Gas	\$4,754.75	\$8,179.74	\$14,598.23	\$25,444.08	\$75,975.86	\$80,641.96	\$81,294.00	\$69,764.00	\$69,764.00
Water/Sewer	\$7,563.45	\$6,429.20	\$25,112.05	\$24,467.40	\$10,869.24	\$7,329.49	\$63,716.00	\$29,825.00	\$29,825.00
Telephone	\$514.01		\$1,649.35	\$7,240.98	\$2,240.98	\$2,907.48	\$6,000.00	\$6,700.00	\$6,700.00
Fees (activeneo/bank/cc)	\$6,128.50	\$12,868.67	\$24,153.43	\$36,850.74	\$65,931.60	\$92,654.82	\$67,635.00	\$62,625.00	\$62,625.00
Internet & Communication			\$857.94		\$642.21	\$1,512.92	\$1,300.00	\$1,067.00	\$1,067.00
Data Storage & Backup							\$45.00	\$45.00	\$45.00
Video & Online Photography	\$19.08		\$76.32	\$229.01	\$190.80	\$228.96	\$225.00	\$210.00	\$210.00
Online Advertising		\$724.00		\$724.00	\$32.92		\$262.00	\$262.00	\$262.00
Equip. Maint./Repairs									
Program Contracts 451 (390,003)	\$581.53	\$1,159.37	\$390.23	\$4,932.44	\$7,915.21	\$14,620.09	\$23,100.00	\$22,000.00	\$22,000.00
Insurance Services			\$290.62	\$290.62	\$42,225.66	\$43,204.82	\$50,000.00	\$49,449.00	\$49,449.00
Refunds	\$43,004.05	\$56,738.86	\$167,546.34	\$70.00	\$1,069.75	\$579.00	\$450.00	\$450.00	\$450.00
Total Materials & Services	\$82,064.75	\$100,556.45	\$359,127.75	\$410,648.31	\$830,485.13	\$1,138,997.18	\$1,476,761.00	\$1,307,920.00	\$1,307,920.00



Adult Sports

November 2023 Activity Report, Department 452

Department 452 Participation Tracking	October 2023	
Activity	Participants	Participant Hours
Total		
Department 452 Financial Tracking	October 2023	
Supervisory Staff Expense	0.00	
Administrative Staff Expense	570.00	
Part Time Staff Expense	0.00	
Material Expense	188.00	
Total Expense	758.00	
Program Revenue	0.00	
Net	(758.00)	
Cost Per Participant	(0)	
Cost Per Participant Hour	(0)	

Department 452 – Adult Sports

Our next adult activity is adult men’s basketball starting spring 2024.



Youth Sports

November 2023 Activity Report, Department 453

Department 453 Participation Tracking	October 2023	
Activity	Participants	Participant Hours
Tackle Football	146	4380
Flag Football	144	1728
Volleyball	50	600
Little Big Kicks	136	544
Soccer	534	6500
Totals	1010	13752

Department 453 Financial Tracking	October 2023	
Supervisory Staff Expense	9,973.00	
Administrative Staff Expense	2,551.00	
Part Time Staff Expense	1,653.00	
Program/Materials Expense	25,426.00	
Total Expense	39,603.00	
Program Revenue	40,741.00	
Net	1,138.00	
Cost Per Participant	1.13	
Cost Per Participant Hour	0.08	

Department 453 – Youth Sports

Our fall sports have over 1000 participants with 30 plus games being played at three different locations here in Newberg. All of our fall sports ended October 28th. Winter basketball registration is open. We had two middle school visits to promote our winter basketball programs.

October 2023 Board Report

454-Recreation

456-Senior Center

457-Community School

454 Recreation	Oct 2023	Year to Date
Supervisory Staff Expense	\$793.34	\$3,116.69
Recreation Coordinator	\$2,684.82	\$10,547.50
Part Time Staff Expense	\$2,446.09	\$10,001.89
Fringe	\$2,453.93	\$10,001.57
program Expense	\$3,446.41	\$23,527.74
Utilities/Insurance Expense	\$0.00	\$290.62
Total Expense	\$11,824.59	\$57,195.39
Program Revenue	\$10,746.36	\$33,817.94
Rental Revenue	0	0
Net	\$1,096.23	\$24,337.25
456 Senior Center	Oct 2023	Year to Date
Supervisory Staff Expense	\$396.67	\$1,558.33
Recreation Coordinator	\$1,073.92	\$4,218.98
Senior Center Specialist	\$3,634.36	\$13,794.67
Part Time Staff Expense	\$331.72	\$649.65
Fringe	\$4,043.79	\$16,008.61
program Expense	\$970.17	\$3,776.47
Utilities/Insurance Expense	\$3,331.83	\$12,010.98
Total Expense	\$13,782.88	\$52,018.11
Program Revenue	\$6,269.00	\$17,012.50
Rental Revenue	\$2,577	\$7,669.00
Total Revenue	\$8,846.00	\$24,841.50
Net	\$4,936.88	\$27,176.61
457 Community School	Oct 2023	Year to Date
Special Services Supervisor	\$952.00	\$3,739.99
Recreation Coordinator	\$536.96	\$2,109.44
Part Time Staff Expense	\$0.00	\$2,169.59
Fringe	\$761.23	\$3,448.57
Program Expense	\$155.17	\$5,166.05
Utilities/Insurance Expense	\$0	\$0
Total Expense	\$2,405.36	\$16,633.64
Program Revenue	\$1,650.00	\$4,356.53
Net	\$755.36	\$12,277.11

Respectfully submitted by:
 Matthew Compton
 Recreation Coordinator

Youth Gymnastics

Fall Gymnastics is off to a good start. 72 children registered in Sept Gymnastics. 73 children registered in Oct Gymnastics. 69 children registered in Nov Gymnastics. We are anticipating a pretty busy gymnastics season. 2 new coaches were hired and trained in the month of October.

28 Passenger Activity Bus is down for repairs

The Senior center had scheduled a senior trip to Bridgeport Plaza for shopping and a movie. Prior to leaving the senior center, the bus passenger door stopped operating. Fortunately this group was able to utilize CPRD's van instead. The trip itself went smoothly after the late start. Heading into December, the bus is still unavailable for repairs.

Facility rentals

The Armory had a pretty busy month. Mon-Fri the Armory houses our Youth Gymnastics Program. On the Weekends, this building is used for Community Rentals and CPRD hosted Birthday Parties. In the month of October the armory hosted 4 CPRD organized Birthday Parties as well as 1 wedding reception, 1 celebration of life, and a quinceanera.

Community School Classes started in October

Community School Ukulele had 18 students register. Community School Guitar had 8 students register. and Topping the list Community School Choir had 30 students registered.

The Fall Bazaar and Craft Fair at the Senior Center turned out to be a resounding success.

Throughout October, extensive preparations and advertising took place, resulting in the recruitment of a sufficient number of vendors to occupy the Crater Gym, Crater Cafeteria, and the entire senior center with a diverse array of craft items and prospective Christmas gifts. With over 60 vendors participating, the event drew in more than 700 visitors in just one day.

October 2023 Activity Report

455 Care	October 2023	Fiscal Year To Date
Supervisory Staff	793.34	3,116.69
Recreation Coordinator	1,073.92	4,218.98
Care Director	3,816.08	14,991.74
Care Technician	0.00	0.00
Part Time Staff Expense	28,400.66	157,736.07
Fringe	8,164.64	39,400.35
program Expense	8,826.45	32,599.44
Utilities Expense	0.00	0.00
Total Expense	51,075.09	255,103.87
Program Revenue	60,955.15	252,169.24
Rental Revenue	0.00	0.00
Net	-9,880.06	2,934.63

In the month of October, the School aged childcare has 167 registered children.

We have committed staff to assure that the kids will be busy with an active program full of fall themed crafts and games.

The staff continue to work with the school district staff to maintain positive relationships.

474 Pre School	September 2023	Fiscal Year To Date
Supervisory Staff	0.00	0.00
Admin Staff Expense	0.00	0.00
Pre School Instructor	3,816.08	14,991.74
Fringe	1,653.07	6,569.44
program Expense	78.24	712.30
Utilities Expense	479.77	1,871.76
Total Expense	\$6,061.26	25,634.98
Program Revenue	2,899.20	10,081.41
Rental Revenue	0.00	0.00
Net	\$3,162.06	15,553.57

Pre School/Pre-K has started their fall season, with creative play and fun crafts.

The Pre School is running a 3- year old class Tuesday and Thursday and 4- year old class on Monday, Wednesday and Friday.

CHEHALEM GLENN GOLF COURSE

MONTHLY UPDATE

NOVEMBER 2023

TURF

- COOLER WEATHER AND RAIN EVENTS
- TURF STILL ACTIVELY GROWING
- ONE FROST DELAY TO DATE
- GOPHERS STILL ACTIVE
- DRIVING RANGE SCHEDULED TO BE TOPDRESSED WITH SAND
- FAIRWAYS SCHEDULED FOR TOPDRESSING AND SOLID TINE CORING
- FALL 2023 AND SPRING 2024 PESTICIDE PRODUCTS ORDERED
- ONGOING FERTILIZER AND FUNGICIDE APPLICATIONS
- CARTS ON PATH ONLY NOVEMBER 1ST

TREES

- LEAVES ARE FALLING – BLOWING AND PICKUP OCCURING
- COTTONWOOD TREES AROUND PONDS SCHEDULED FOR REMOVAL IN DEC / JAN
- CERTAIN TREES HAVE BRANCHES BLOCKING PLAY ON HOLES 8, 9, AND 11 – TO BE SCHEDULED FOR SELECTIVE PRUNING

EQUIPMENT

- STILL SEEKING QUALIFIED MECHANIC
- TORO MECHANICAL STAFF AND CURRENT IN HOUSE STAFF ASSISTING WITH REPAIRS
- NEW EQUIPMENT OUTLINED IN CURRENT 2023/2024 BUDGET HAS BEEN ORDERED – DELIVERY 12 TO 18 MONTHS OUT

STAFF / CREW

- STILL SEEKING QUALIFIED ASSISTANT SUPERINTENDENT
- ONE ADDITIONAL FULL TIME GOLF TECH HIRED (TOTAL OF TWO)
- STILL SEEKING QUALIFIED MECHANIC

PONDS

- CURRENT COMPRESSED AIR LINES TO BE CLEANED AND REPAIRED
- PONDS BEING EVALUATED FOR ADDITIONAL WORK NEEDED

- SIGNS FOR PONDS NEED TO BE SPEC'ED, ORDERED, AND INSTALLED (NO FISHING, RECLAIMED NON-POTABLE WATER)

IRRIGATION

- SYSTEM CURRENTLY TURNED OFF FOR FALL/WINTER SEASONS
- NEW SOFTWARE AND CONTROLLER UPGRADE SCHEDULED TO START LATE NOVEMBER
- IRRIGATION HEADS DEEMED TOO DEEP ARE BEING RAISED

	October												23 v 22	% Diff										
	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021			2022	2023								
Starts by Category																								
Dry Days	18	14	13	24	13	19	4	21	19	20	28	20	25	23										
Resident	455	322	339	522	294	474	412	617	570	703	768	755	1192	1004						-188	-15.8%			
Non Resident	1605	875	989	1445	647	1063	495	1044	598	491	1128	766	760	756						-4	-0.5%			
Group	295	368	216	93	270	50	394	0	244	41	0	230	0	480						288	167.4%			
League	81	81	44	37	51	41	43	67	0	30	0	0	0	0						0	0.0%			
Complimentary	229	170	114	199	127	149	89	121	135	120	791	531	531	546						15	2.8%			
Misc/Promotional	683	655	754	247	843	865	387	649	1227	974	1724	1034	1348	1274						-74	-5.5%			
Total Starts	3348	2471	2456	2243	2232	2642	1820	2498	2774	2415	4411	3316	4003	4040						37	0.9%			
Revenue																								
Green Fees	\$ 65,118.00	\$ 40,677.00	\$ 42,670.00	\$ 39,973.00	\$ 43,429.00	\$ 32,463.00	\$ 38,474.00	\$ 56,538.00	\$ 38,273.00	\$ 77,107.00	\$ 59,136.00	\$ 76,647.00	\$ 79,328.00	\$ 2,679.00									3.5%	
Driving Range	\$ 5,992.00	\$ 3,895.00	\$ 3,431.00	\$ 4,458.00	\$ 2,540.00	\$ 4,505.75	\$ 2,366.00	\$ 3,375.00	\$ 5,142.00	\$ 3,484.00	\$ 9,459.00	\$ 7,134.00	\$ 8,182.00	\$ 1,001.00									12.2%	
Rentals	\$ 22,152.00	\$ 16,579.00	\$ 13,985.00	\$ 10,740.00	\$ 12,339.00	\$ 19,002.44	\$ 11,265.00	\$ 15,087.00	\$ 16,007.00	\$ 11,894.00	\$ 31,997.00	\$ 23,405.00	\$ 30,350.00	\$ 3,306.00									10.9%	
Golf Shop	\$ 6,899.00	\$ 6,834.00	\$ 5,893.00	\$ 4,237.00	\$ 4,380.00	\$ 3,784.47	\$ 2,146.00	\$ 4,549.00	\$ 6,898.00	\$ 5,159.00	\$ 8,971.00	\$ 4,829.00	\$ 7,373.00	\$ 6,757.00									-8.4%	
Snack Bar	\$ 14,066.00	\$ 10,914.00	\$ 9,740.00	\$ 7,221.00	\$ 8,191.00	\$ 9,879.35	\$ 4,183.00	\$ 10,201.00	\$ 15,476.00	\$ 8,382.00	\$ 14,673.00	\$ 10,652.00	\$ 15,287.00	\$ 14,829.00									-3.0%	
Instruction	\$ 718.00	\$ (65.00)	\$ -	\$ -	\$ 340.00	\$ 150.00	\$ -	\$ -	\$ 340.00	\$ 1,104.00	\$ 475.00	\$ 970.00	\$ 380.00	\$ 435.00									14.5%	
GC Improvement Fund	\$ 14,969.00	\$ (3,591.00)	\$ 16,950.00	\$ (1,046.00)	\$ 4,967.00	\$ (1,358.68)	\$ (17,364.00)	\$ 845.00	\$ 675.00	\$ 504.00	\$ 2,088.00	\$ 3,744.00	\$ 1,209.00	\$ 582.00									-51.9%	
Miscellaneous	\$ 129,914.00	\$ 75,182.00	\$ 92,669.00	\$ 65,583.00	\$ 76,186.00	\$ 78,973.06	\$ 35,059.00	\$ 72,531.00	\$ 101,076.00	\$ 68,800.00	\$ 144,770.00	\$ 109,870.00	\$ 139,428.00	\$ 154,323.00									10.7%	
Total Revenue																								
\$ per Start																								
Green Fees \$ per Start	\$ 19.45	\$ 16.46	\$ 17.37	\$ 17.82	\$ 19.46	\$ 16.29	\$ 17.84	\$ 15.40	\$ 20.38	\$ 15.85	\$ 17.48	\$ 17.83	\$ 19.15	\$ 19.64									0.49	2.5%
Driving Range \$ per Start	\$ 1.79	\$ 1.55	\$ 1.40	\$ 1.99	\$ 1.14	\$ 1.71	\$ 1.30	\$ 1.35	\$ 1.85	\$ 1.44	\$ 2.14	\$ 2.15	\$ 2.04	\$ 2.27									0.23	11.2%
Rentals \$ per Start	\$ 6.62	\$ 6.71	\$ 5.69	\$ 4.79	\$ 5.53	\$ 7.19	\$ 6.19	\$ 6.04	\$ 5.77	\$ 4.93	\$ 7.25	\$ 7.06	\$ 7.58	\$ 8.33									0.75	9.9%
Golf Revenue \$ per Start	\$ 27.86	\$ 24.72	\$ 24.46	\$ 24.60	\$ 26.12	\$ 25.18	\$ 25.33	\$ 22.79	\$ 28.01	\$ 22.22	\$ 26.88	\$ 27.04	\$ 28.77	\$ 30.24									1.47	5.1%
Golf Shop	\$ 2.06	\$ 2.77	\$ 2.40	\$ 1.89	\$ 1.96	\$ 1.42	\$ 1.18	\$ 1.82	\$ 2.49	\$ 2.14	\$ 2.03	\$ 1.46	\$ 1.84	\$ 1.67									(0.17)	-9.2%
Snack Bar	\$ 4.20	\$ 4.42	\$ 3.97	\$ 3.22	\$ 3.67	\$ 3.74	\$ 2.30	\$ 4.08	\$ 5.58	\$ 3.47	\$ 3.33	\$ 3.21	\$ 3.82	\$ 3.67									(0.15)	-3.9%
Concession Revenue	\$ 6.26	\$ 7.18	\$ 6.37	\$ 5.11	\$ 5.63	\$ 5.16	\$ 3.48	\$ 5.90	\$ 8.07	\$ 5.61	\$ 5.36	\$ 4.67	\$ 5.66	\$ 5.34									(0.32)	-5.6%

Rounds of golf remained the about the same to October of 2022 and weather looked to be similar. Revenue up almost 11% over 2022.

October FYTD

	FY2011	FY2012	FY2013	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	FY23 v FY22	% Diff
Starts by Category															
Resident	2738	1944	2145	2773	1958	2814	3954	3451	4200	3747	4823	5216	5196	-20	-0.4%
Non Resident	11620	7704	9653	8519	6699	9005	6727	3501	3576	4232	4780	4327	3982	-345	-8.0%
Group	2837	3027	2331	1656	1861	1580	1030	1374	1273	342	1453	1620	1209	-411	-25.4%
League	395	295	318	263	258	299	161	41	43	0	0	0	0	0	0.0%
Complimentary	1100	1132	1056	1225	983	1090	741	750	842	3129	2637	2383	2475	92	3.9%
Misc/Promotional	2055	5050	2395	1646	4690	4191	3507	6822	5849	8499	5700	6873	6477	-396	-5.8%
Total Starts	20545	19152	17898	16082	16449	18079	16120	16935	16064	19949	19393	20419	19339	-1080	-5.3%
Revenue															
Green Fees	\$ 456,170.00	\$ 447,021.00	\$ 415,193.00	\$ 349,804.00	\$ 337,968.00	\$ 351,755.73	\$ 308,439.00	\$ 334,720.00	\$ 321,453.00	\$ 425,540.00	\$ 420,090.00	\$ 463,623.00	\$ 456,804.00	\$ (6,819.00)	-1.5%
Driving Range	\$ 42,395.00	\$ 35,139.00	\$ 35,153.00	\$ 31,028.00	\$ 27,378.00	\$ 31,611.75	\$ 27,601.00	\$ 34,072.00	\$ 30,113.00	\$ 47,385.00	\$ 46,789.00	\$ 50,588.00	\$ 52,980.00	\$ 2,392.00	4.7%
Rentals	\$ 162,124.00	\$ 134,199.00	\$ 130,286.00	\$ 107,685.00	\$ 105,768.00	\$ 128,779.44	\$ 121,281.00	\$ 100,464.00	\$ 90,715.00	\$ 155,129.00	\$ 162,406.00	\$ 165,064.00	\$ 174,480.00	\$ 9,416.00	5.7%
Golf Shop	\$ 42,530.00	\$ 40,709.00	\$ 40,935.00	\$ 38,342.00	\$ 41,906.00	\$ 27,736.47	\$ 30,839.00	\$ 37,517.00	\$ 34,587.00	\$ 46,319.00	\$ 42,380.00	\$ 47,943.00	\$ 52,342.00	\$ 4,399.00	9.2%
Snack Bar	\$ 113,724.00	\$ 120,915.00	\$ 89,770.00	\$ 71,140.00	\$ 70,358.00	\$ 95,277.35	\$ 84,210.00	\$ 86,394.00	\$ 73,584.00	\$ 83,304.00	\$ 90,746.00	\$ 103,419.00	\$ 99,656.00	\$ (3,763.00)	-3.6%
Instruction	\$ 11,128.00	\$ 9,878.00	\$ 9,946.00	\$ 11,718.00	\$ 2,833.00	\$ 1,549.00	\$ 3,600.00	\$ 6,013.00	\$ 3,549.00	\$ 8,450.00	\$ 12,728.00	\$ 6,040.00	\$ 273.00	\$ 273.00	4.5%
GC Improvement Fund															
Miscellaneous	\$ 19,842.00	\$ 22,845.00	\$ 28,006.00	\$ (15,322.00)	\$ (11,595.00)	\$ (24,505.68)	\$ 7,017.00	\$ 6,947.00	\$ 4,705.00	\$ 18,978.00	\$ 27,334.00	\$ 27,227.00	\$ 27,119.00	\$ (108.00)	-0.4%
Total Revenue	\$ 847,913.00	\$ 810,706.00	\$ 749,289.00	\$ 592,375.00	\$ 574,616.00	\$ 612,204.06	\$ 582,987.00	\$ 606,127.00	\$ 558,706.00	\$ 785,105.00	\$ 800,873.00	\$ 863,904.00	\$ 915,233.00	\$ 51,329.00	5.9%
\$ per Start															
Green Fees \$ per Start	\$ 22.20	\$ 23.34	\$ 23.20	\$ 21.75	\$ 20.55	\$ 19.46	\$ 19.13	\$ 19.76	\$ 20.01	\$ 21.33	\$ 21.66	\$ 22.71	\$ 23.62	\$ 0.92	4.0%
Driving Range \$ per Start	\$ 2.06	\$ 1.83	\$ 1.96	\$ 1.93	\$ 1.66	\$ 1.75	\$ 1.71	\$ 2.01	\$ 1.87	\$ 2.38	\$ 2.36	\$ 2.48	\$ 2.74	\$ 0.26	10.6%
Rentals \$ per Start	\$ 7.89	\$ 7.01	\$ 7.28	\$ 6.69	\$ 6.43	\$ 7.12	\$ 7.52	\$ 5.93	\$ 5.65	\$ 7.78	\$ 8.37	\$ 8.08	\$ 9.02	\$ 0.94	11.6%
Golf Revenue \$ per Start	\$ 32.16	\$ 32.18	\$ 32.44	\$ 30.38	\$ 28.64	\$ 28.33	\$ 28.37	\$ 27.71	\$ 27.53	\$ 31.48	\$ 32.40	\$ 33.27	\$ 35.38	\$ 2.12	6.4%
Golf Shop	\$ 2.07	\$ 8.47	\$ 7.50	\$ 8.10	\$ 6.55	\$ 5.85	\$ 1.91	\$ 2.22	\$ 2.15	\$ 2.32	\$ 2.19	\$ 2.35	\$ 2.71	\$ 0.36	15.3%
Snack Bar	\$ 5.54	\$ 6.31	\$ 5.02	\$ 4.42	\$ 4.28	\$ 5.27	\$ 5.22	\$ 5.10	\$ 4.58	\$ 4.18	\$ 4.65	\$ 5.06	\$ 5.15	\$ 0.09	1.7%
Concession Revenue	\$ 7.61	\$ 8.44	\$ 7.30	\$ 6.68	\$ 6.82	\$ 6.80	\$ 7.14	\$ 7.32	\$ 6.73	\$ 6.50	\$ 6.83	\$ 7.41	\$ 7.86	\$ 0.45	6.0%
Total Revenue \$ per Start	\$ 41.27	\$ 42.33	\$ 41.86	\$ 36.83	\$ 34.93	\$ 33.86	\$ 36.17	\$ 35.79	\$ 34.78	\$ 39.36	\$ 41.30	\$ 42.31	\$ 47.33	\$ 5.02	11.9%

Through the first 4 months of this fiscal year, we are holding steady on rounds of golf since Covid began. It's great to see there is not much of a dip in rounds at all since the Covid golfing boom of 2020.



We build strength, stability, self-reliance and shelter.

November 2, 2023

To the Board of Directors for Chehalem Parks and Recreation District:

Recently, it came to my attention that you were sent a letter by the mayor of the City of Newberg regarding System Development Charges (SDCs) and Newberg Area Habitat for Humanity (NAHFH)'s support of a reduction of those charges for small units (those under 1000sf) and increase for large units (those over 2200sf). Here, I wanted to clear up any confusion which may have unintentionally been created by mention of our Habitat affiliate's support for these changes.

This Fall, I attended a city council meeting where the vote to approve the proposed changes was made. During that meeting, I advocated in favor of those specific changes based upon the reasoning that it would incentivize developers to "build smaller" and possibly create an increase in homes which are more affordable within the City of Newberg. Having formerly owned Chehalem Property Management, a for-profit company dealing with mostly market-rate rental housing, and now being the Executive Director of NAFH, a non-profit organization building affordable housing for local low-income families, I talked about the need for greater quantity of affordable housing and that, generally speaking, Habitat for Humanity (affiliates and international organization) encourages governmental changes which increase access to affordable housing. The approved change in SDCs won't "solve" all affordable housing issues in Newberg but it was one small step.

In the mayor's letter, after his mention of our support for changes to the SDCs, he asked for Chehalem Parks and Recreation District (CPRD) to make changes to their budget. This is where I would like to create a line of separation between his request and our affiliate's position.

NAHFH is a non-profit organization and our affiliate has many longstanding community relationships with the City of Newberg, other organizations, volunteers, churches, and businesses. We seek out our own sources of funding and have appreciated CPRD's historical waiver of SDCs when requested for our affordable housing projects within the City of Newberg. When it comes to other entities which operate for good public benefit, we would never advocate for a reduction of their funding nor creation of a loss of recreational opportunities for our community in hopes that it might trickle down to our cause. That is not our place and I wanted to be clear that NAFH does not take a position in relation to the mayor's request for a change in your budget.

Any on your board are welcome to reach out if you have questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'SS Selah', written in a cursive style.

Shannon Selah
Executive Director
Newberg Area Habitat for Humanity
shannon@newberghabitat.org

cc: Bill Rosacker, SEDCOR, Newberg Downtown Coalition, Chehalem Valley Chamber of Commerce

Subject: Bob & Crystal Rilee Park

Date: Tuesday, October 24, 2023 at 11:23:55 PM Pacific Daylight Time

From: Jenni Jeronimo

To: Bryan Stewart, Don Clements, Casey Creighton, Kat Ricker, Matthew Smith, Jason Fields, Gayle Bizeau, Lisa Rogers, Jim McMaster

Dear CPRD,

Myself, my husband and neighbors enjoyed Crystal Rilee park since before it was officially a park. Crystal loved this land and had a vision for it and I would like to thank you for standing by her vision. It is nice to know the park will be used as she wanted; to let people experience the history of an agrarian life, enjoy nature, hike and horseback ride.

I hope CPRD follows through and establishes another location for the mountain biking community. It is important that our youth/adults have fun and safe places to pursue outdoor activities.

Thank you again for honoring the wishes of the Rilee family.

Sincerely,

Jenni Jeronimo

Subject: Public Meeting Complaint for September 28, 2023
Date: Friday, October 27, 2023 at 4:57:11 PM Pacific Daylight Time
From: Matt Dolphin
To: CPRD Board
Attachments: CPRD Records Policies.pdf

This is a formal written grievance against the Chehalem Park and Recreation District (CPRD) governing body as required for initiating a Public Meeting Complaint with the Oregon Government Ethics Commission. Your prompt written response is appreciated.

“The Oregon form of government requires an informed public aware of the deliberations and decisions of governing bodies and the information upon which such decisions were made. It is the intent of [the public meetings law] that decisions of governing bodies be arrived at openly.” - ORS 192.620 [1973]

On multiple occasions, CPRD board members have been seen in-person and on video recordings receiving and sending electronic text messages during board meetings. The volume and timing of these messages indicates that board members are discussing and deliberating board business via private electronic messages hidden from the open view of remaining board members and the general public. It is important that board members arrive at their decisions in an open and transparent manner, not private “back channel” conversations with each other, individuals in attendance, or those observing online.

At minimum, this behavior demonstrates the absence of full engagement by board members in carrying out their responsibilities. This in turn erodes public trust that the members of the governing body take their duties seriously.

More troubling, it points to a pattern of willful violations of Public Meetings Law (ORS 192.610 - 192.690) which is the cause for this complaint against the CPRD Board of Directors.

Additionally, it ignores CPRD’s own policies prescribing board conduct as it relates to Public Records, Electronic Communication, and Public Meeting Law. I have attached the board’s own polices and annotated relevant passages with an underline for easy reference.

This complaint alleges that on September 28, 2023 between 6:00pm and 9:00pm Matt Smith and Gayle Bizeau did send and receive electronic messages on their personal devices related to business before the Board at a meeting of the Board of Directors of Chehalem Park and Recreation District.

Regardless of the disposition of this complaint, all board members are encouraged to familiarize themselves with the applicable statutes, district policies, guidance manuals, and board training freely available to you. Additionally, the board may want to consider the adoption of a policy that board members refrain from electronic communication during meetings.

Finally, board members are reminded that it may be a crime under ORS 162.305 to tamper with, destroy, conceal, remove, or alter public records. “Public records” may include messages sent and received on your personal phone, email, or social media accounts when these are used in the course of district business. You may be required to preserve these records following CPRD Policies and Oregon’s “County and Special District Retention Schedule”. And they may be subject to public records requests and discovery.

Sincerely,

Matt Dolphin

Chehalem Park and Recreation District Policies

Public Records & Electronic Communications

A. Consistent with ORS 192.005 to 192.170 and OAR Chapter 166, Divisions 30 and 150, the District is required to retain and destroy a variety of public records, documents and materials. The Superintendent is responsible for records and information management.

B. The use of privately owned email accounts or personal devices for sending and receiving District-related electronic messages is not recommended. However, if these resources are used for District-related purposes, the user must transfer all related messages to a District-owned system of network within 30 days and the user must realize that these private accounts and devices may be subject to discovery in the event of litigation, disclosure in a public records request and retention requirements.

C. Oregon's Public Meeting Law applies to all Oregon government entities and defines a "meeting" as the convening of a quorum of the governing body for an Oregon governmental entity "...in order to make a decision or to deliberate toward a decision on any matter" (ORS 192.610(5)). A quorum can meet both in person (i.e., board meeting) or in any electronic forum. All records of conversations or discussions therein including paper records, electronic messages or transcripts of online chats are considered public records for the purposes of access and retention.

D. Board members may send e-mail to other Board members with comments, suggestions or opinions relating to District business. E-mail exchanges between or among three Board members should be limited as much as possible as such communication could be considered a decision or deliberation toward a Board decision under Oregon Public Meeting Law. The Superintendent may e-mail information and staff recommendations regarding District Business to Board members. Board members may send e-mail to the Superintendent regarding any District Business.

Subject: Public Meeting Law violation - 9/28/2023

Date: Friday, October 27, 2023 at 12:31:10 PM Pacific Daylight Time

From: Brian

To: Matthew Smith, Jason Fields, Gayle Bizeau, Jim McMaster, Lisa Rogers

CC: Kat Ricker

CPRD Board of Directors
125 S. Elliott Road
Newberg, OR 97132

Greetings,

I'm writing to make a formal complaint about what I believe is a violation of Oregon Public Meeting Law. Per Oregon Government Ethics Commission instructions, I am submitting this written grievance within 30 days of the of the date the alleged violation occurred.

CPRD violated Oregon Public Meeting Law on Thursday September 28th, 2023, at the regularly scheduled Board of Directors Meeting. CPRD failed to meet public notice requirements. Insufficient notice was provided about principal subjects anticipated to be considered at the meeting.

The Agenda as amended lists under Section VI. Action Items/Committee Reports/Board Comments, item D. Bob & Crystal Riley [sic] Park Discussion. ([here](#)) In addition to discussion, a motion was moved and voted on to ban bicycles effective Nov. 1 from Rilee Park. Discussions about Rilee Park had been ongoing, so the agenda item suggested more of the same. A vote regarding a significant change at a popular CPRD property makes much more impact to the public than ongoing discussion. The "Discussion" stated in the Agenda as amended is not "specific enough to permit members of the public to recognize the matters in which they are interested," citing the [Attorney General's Public Records and Meetings Manual 2019](#)

Supporting the notion of insufficient public notice, Board Member Jim McMaster stated so much during the meeting when the motion was made, stating his discomfort in proceeding without sufficient public notice (1h 51m into Board Meeting recording). In the days following the 9/28/23 CPRD Staff mentioned their surprise in a motion being made and coming to a vote at the meeting.

Furthermore, the active Master Planning process for Rilee Park. Related communications to the public have been clear there is to be another opportunity for public input when the draft Master Plan is delivered, anticipated by the end of 2023. This has been well communicated on CPRD's website, <https://www.cprdnewberg.org/general/page/bob-and-crystal-rilee-park-farmhouse>. Extra efforts should have been made in the Board Meeting Agenda to communicating the intent to deviate from previous public communications regarding Master Planning and timelines for decision making. I'm afraid the abrupt change in direction from prior communications may have cause some CPRD residents to not participate in the 9/28/23 meeting.

Respectfully,

Brian Bowman

Subject: prepared public comment from Oct 26, 2023

Date: Thursday, October 26, 2023 at 8:13:18 PM Pacific Daylight Time

From: Matt Dolphin

To: Kat Ricker

Kat-

Here are my prepared remarks from earlier this evening for inclusion in the record.

CPRD Prepared Public Comment October 26, 2023 When will CPRD kick kids on bikes out of Rilee Park?

Dear CPRD Board:

While I disagree with your decision to kick kids on bicycles out of Rilee Park, I am not here today to convince you to change your mind. After all, I don't think your ban on bikes in our parks will stand the test of time.

Today, I'm simply here to ask for clarification on when your proposed ban will go into effect.

Is it this year, next year, or 100 years from now?

Here's why there's confusion:

The minutes you just approved contain a motion that leaves out a full and proper effective date. Rewatching the video from last month confirms that the motion that passed did not include a year. At 1 hour and 45 minutes in, Jason Fields presented the motion by saying:

"I'm making a motion that effective November 1st bicycles are no longer going to be on Bob and Crystal Rilee Park."

There was also discussion about finding another park for bikes. Because a year was not included in the motion, it's unclear whether the ban takes effect this year or in a future year, presumably after suitable replacement mountain bike trails are developed. Regardless of Jason's intention, it's impossible for other board members, staff, or the general public to read his mind.

The good news is that it's relatively easy to clear this up by passing a motion that includes a full day, month, and year.

This may seem like a small detail. But the details matter when it comes to imposing laws that restrict citizens' rights to move freely within our public lands.

You might have caught this sooner if the chair repeated the motion before the board voted. Not only is that a standard practice for a deliberative body, your own board policies require it before a vote.

Matt, I've heard you say, it's the board's job to govern by policy. And I agree. That's why it's so important that you and your fellow board members follow your own policies, work within state laws, and know how to enact new policies and rules. Anything less is just ineffective, sloppy governance.

Jason and Matt, you've only been at this for about 100 days. So I want everyone to cut you some slack. But now is the time for you to learn how to do your job. Simple things like presenting a clear motion and repeating that motion before a vote are bare minimum requirements for your job. You both came into office with a great deal of enthusiasm. But enthusiasm coupled with incompetence is a recipe for confusion, government waste, and legal challenges. I know you can do better than this.

Finally, Gayle, you are the senior member of the block that voted to kick kids on bicycles out of our park. You are also the secretary. In this role, you should be especially familiar with the laws, policies, and practices of this board.

I would like to think that you could help Matt and Jason a great deal by mentoring them so that they can become effective board members. If you're lacking these skills and knowledge yourself, you're past due. I encourage you to put in some extra effort alongside all board members to learn to do your job as policy makers.

Thank you for your commitment to becoming better board members.

Sincerely,
Matt Dolphin

Subject: FW: Trails Committee representing the District at City Club
Date: Monday, November 13, 2023 at 9:01:11 AM Pacific Standard Time
From: Don Clements
To: Kat Ricker

From: Rebecca Wallis <rrwallis@gmail.com>
Sent: Sunday, November 12, 2023 10:25 AM
Subject: Fwd: Trails Committee representing the District at City Club

Good Morning,

I attended this city club meeting and I saw a few Board members there as well.

This presentation was indeed filled with political agenda material. It was unprofessional to have your heritage trails committee using misinformation about a sitting county commissioner in their presentation. This is coming up on an election year for that particular county commissioner and it was clear they used this presentation to smear the commissioner with lies.

The following CPRD board meeting, having one of the same trails committee members come to a CPRD board meeting to berate a decision made, by vote, by the board was also very unprofessional. It's a shame the CPRD doesn't have clear outline for their committees and the behavior they are allowed to display.

This type of negative behavior would not be allowed in the City of Newberg government as they have quality guidelines for their committees.

One would think that committees would have to abide by similar rules of the standing board. Rehashing old decisions is not allowed under board rules. It's petty. If he were a citizen not in a committee, his rights to say whatever he wants are great. A committee member, those rights change.

It has been tough to watch all of the arguing amongst board members and it apparently has certainly invited the committee members to act in the same disrespectful way.

One strong reason of note; I did not vote for committees to have what seems to be an equal amount of governance over the CPRD taxing district. I voted for the elected officials sitting in those seats and I expect them and them alone to create legislation and policy. Not to be told what to do by subordinate committee members.

Respectfully,

Rebecca Wallis

----- Forwarded message -----

From: Rebecca Wallis <rrwallis@gmail.com>
Date: Wed, Oct 4, 2023 at 9:08 PM
Subject: Trails Committee representing the District at City Club

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To:

I have blind copied the whole board on this email.

Good Evening,

I want to bring to your attention this event:

<https://newbergcityclub.org/wp-content/uploads/2023/09/Program-10-17-23-Rev.pdf>

I would like to know if the board is in allowance of their committees speaking on behalf of the board and or the district in something so controversial as of late?

The verbage for the event:

"Guest Speakers: Quentin Comus and Matt Dolphin CPRD's Chehalem Heritage Trails Advisory Committee Over the past few years, elected officials and citizen groups have increasingly voiced their competing views on trails in Yamhill County. Some argue trail development will impact farming practices, increase crime and homelessness, and infringe on private property rights. Others suggest trail development will only further contribute to our community's social, economic, and environmental well-being. Seeing this political landscape evolve leading up to and following the May 2023 Chehalem Park and Recreation District (CPRD) Board of Directors election, the Chehalem Heritage Trails Advisory Committee set out to reestablish a culture of collaboration and consensus building. This includes commissioning qualitative and quantitative feedback mechanisms, hosting trail maintenance volunteer events, increasing trail etiquette education, and enhancing sources of trail network awareness through a new website and promotional marketing. Together, alongside the CPRD Board of Directors and community partners, the Advisory Committee seeks to cultivate a transparent, effective, and inclusive setting for our community to discuss the needs and concerns surrounding trail maintenance, development, and management. The presentation will present an overview of the current political landscape regarding trails, provide an update on our advisory committee's work, and highlight the opportunities for meaningful collaboration moving forward."

The district voters elected the 5 of you to govern our district. Not an appointed committee that apparently feels they can speak on behalf of the board of directors and the direction of the district.

Is this behavior normal for a committee of Chehalem Parks and Recreation? Has the BOD passed on administrative authority or legislative authority to the Trails committee or any other committee that is supposed to be serving at the behest of the board?

It seems over time, this committee has misconstrued what their duties actually are.

Respectfully sent,
Rebecca Wallis

Subject: Re: Request for Comment

Date: Thursday, November 9, 2023 at 12:33:00 PM Pacific Standard Time

From: Matthew Smith

To: Kat Ricker, Don Clements, Casey Creighton, Jason Fields, Gayle Bizeau, Lisa Rogers, Jim McMaster, Justin Alderman

Justin,

We did not alter the policy at the last meeting as a Board. We did have discussion and were advised the current process in place by staff has been consistent and was working without issue. The Board did ask a number of questions at the meeting which I believe you attended, and can be accessed by video record. I do not recall staff advising us that any process had been changed.

I hope this helps.

Thank you.

Get [Outlook for iOS](#)

From: Kat Ricker <kricke@cprdnewberg.org>

Sent: Wednesday, November 8, 2023 3:45:18 PM

To: Don Clements <dclements@cprdnewberg.org>; Casey Creighton <cCreighton@cprdnewberg.org>; Matthew Smith <mSmith@board.cprdnewberg.org>; Jason Fields <jfields@board.cprdnewberg.org>; Gayle Bizeau <gbizeau@board.cprdnewberg.org>; Lisa Rogers <lrogers@board.cprdnewberg.org>; Jim McMaster <jmcmaster@board.cprdnewberg.org>

Subject: FW: Request for Comment

Please see below.

--

Kat Ricker

Public Information Director

Chehalem Park & Recreation District

125 S. Elliott Road

Newberg, OR 97132

971.832.4222 [cprdnewberg](#) | [Instagram](#) | [Facebook](#)

From: Justin Alderman <jalderman@equestrianmedia.group>

Date: Wednesday, November 8, 2023 at 3:37 PM

To:

Subject: Request for Comment

Dear Board Members & Mr. Clements,

I'd like to be on record asking each of you about the apparent discovery that CPRD officials have made alterations to CPRD's Public Records Policy without the approval of the board, while also in the midst of the policy being under clear consideration for amendment by the board.

Clearly, CPRD has stated this "policy", which has also been described instead as a "procedure", is the

Subject: Request for Comment
Date: Wednesday, November 8, 2023 at 3:37:30 PM Pacific Standard Time
From: Justin Alderman
Attachments: CPRD records requests.pdf, Modified CPRD records requests.pdf

Dear Board Members & Mr. Clements,

I'd like to be on record asking each of you about the apparent discovery that CPRD officials have made alterations to CPRD's Public Records Policy without the approval of the board, while also in the midst of the policy being under clear consideration for amendment by the board.

Clearly, CPRD has stated this "policy", which has also been described instead as a "procedure", is the document governed under ORS 192.324(7), which is defined as a policy.

Please see the attached policy recently provided to Equestrian Media Group by Ms. Ricker, along with a clearly modified copy which was also available on your website until recently amended. An attorney with CPRD has also submitted this updated policy as part of a formal memorandum to the Yamhill County District Attorney.

Do you have any comments or concerns that CPRD officials appear to be making quiet amendments, seemingly in response to issues being raised by this publication (if not others), and despite repeated claims on the record by CPRD officials that the policy was already in compliance with Oregon Public Records Law?

Did the board make any motion and amendment to such policy that perhaps we may have missed? I could only imagine that happening if the agenda item was revisited during the last board meeting which I personally attended.

Are you concerned that officials within CPRD would move to make such changes and submit a modified record shortly after the fact (the fact being after our first two records requests made in late August and then the second in late September)?

Further is the submission of this modified policy by CPRD's legal counsel to the Yamhill County District Attorney in response to an appeal petition on public records, a policy which was clearly not the policy at that time and was clearly changed in recent weeks if not days.

Are such actions in keeping with an interest in public transparency and accountability? Regardless, can or should CPRD officials make amendments to such policies, especially in the midst of a public issue actively being considered by the board?

Please provide comments by Tuesday the 14th for consideration in publication of a story related to this matter. If you would like to reach out for a conversation by phone please call (302) 314-3588, ext 1 for our newsroom where you can ask to speak with me. Feel free to email me back if best to arrange a specific time.

My availability is a bit limited for the rest of this week while on a long-awaited vacation, but I'm happy to make availability if necessary on this story.

Thank you,

Justin Alderman, Managing Editor
Equestrian Media Group | jalderman@equestrianmedia.group



CHEHALEM PARK AND RECREATION DISTRICT PUBLIC RECORDS REQUESTS

HOW THE PROCESS WORKS

- 1) Person A submits a record request to CPRD.
- 2) CPRD receives the record request and contacts appropriate department staff to determine how long it will take to fulfill the request and identifies any documents that would be needed.
- 3) CPRD responds to Person A with a cost estimate for fulfilling the request.
- 4) Person A pays the invoice.
- 5) CPRD fulfills the request and sends the results to Person A. Further cost may be incurred while the request is fulfilled.

WHEN WILL I GET A RESPONSE?

WITHIN 5 DAYS

CPRD will respond with acknowledgement of receipt of request and provide Person A with a timeline of when CPRD will be able to fulfill the request.

WITHIN 10 DAYS

CPRD will either complete fulfillment of the request or will provide a written statement with an updated estimate of when the request can be fulfilled.

WHY IS IT TAKING LONGER THAN 10 DAYS?

Potential delays may be caused by unavailability of staff members, fulfilling the request would impede CPRD's ability to perform services, or CPRD is currently processing a high volume of requests.

HOW MUCH WILL MY REQUEST COST TO COMPLETE?

Costs to fulfill a Public Records Request are based on factors including the amount of staff time that it will take to complete, duplication or paper or electronic records. CPRD will review the request and calculate a good faith cost estimate based on the information available.

HOW TO SUBMIT A PUBLIC RECORDS REQUEST

You may submit a public records request electronically via the Public Records Request online form on the CPRD website at <https://www.cprdnewberg.org/general/webform/public-records-request>. Or you may submit a request by email to kricker@cprdnewberg.org or by mail to: CPRD Administration Office, ATTN: Public Information Director Kat Ricker, 125 S. Elliott Rd., Newberg, OR 97132.

About Oregon's Public Records Request Law (ORS Chapter 192)

Under Oregon's Public Records Law (ORS Chapter 192), "every person" has a right to inspect any nonexempt public record of a public body in Oregon. Oregon defines a public record as any writing with information about the conduct of public business that is prepared, owned, used, or retained by a public body, including every state officer, agency, department, bureau, board, and commission, and every county and city governing body, school district, special district, municipal corporation, or any board, department, commission, council, or agency thereof.¹ Writing is further defined as "handwriting, typewriting, printing, photographing and every means of recording, including letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, files, facsimiles or electronic recordings."²

1 ORS 192.311 (2021).

2 ORS 192.311(7) (2021).

EXHIBIT A



CHEHALEM PARK AND RECREATION DISTRICT PUBLIC RECORDS REQUESTS

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Potential delays may be caused by unavailability of staff members, fulfilling the request would impede CPRD's ability to perform services, or CPRD is currently processing a high volume of requests.

HOW MUCH WILL MY REQUEST COST TO COMPLETE?

Fees: If research and processing time may require more than one-half hour of staff time, the estimated time will be billed at that staff's level at a minimum of one hour, and copies will be billed at 25 cents per single-sided page. Payment must be made in advance in order for fulfillment of the request to proceed. If the actual total time exceeds the estimate, then a second invoice will be issued for the remainder. CPRD will review the request and calculate an estimate based on the information available.

*from \$30 to \$50 per hour.

HOWTO SUBMIT A PUBLIC RECORDS REQUEST

Download and complete the CPRD Public Records Request Form that is available on the CPRD website (*See How Do I? Request a Public Records Request*). Submit this form either in person or by mail to CPRD Administration Building, ATTN: Public Information Office, 125 S. Elliott Rd., Newberg, OR 97132; or by email to recordsrequest@cprdnewberg.org.

About Oregon's Public Records Request Law (ORS Chapter 192)

Under Oregon's Public Records Law (ORS Chapter 192), "every person" has a right to inspect any nonexempt public record of a public body in Oregon. Oregon defines a public record as any writing with information about the conduct of public business that is prepared, owned, used, or retained by a public body, including every state officer, agency, department, bureau, board, and commission, and every county and city governing body, school district, special district, municipal corporation, or any board, department, commission, council, or agency thereof.¹ Writing is further defined as "handwriting, typewriting, printing, photographing and every means of recording, including letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, files, facsimiles or electronic recordings."²

¹ ORS 192.311 (2021).

² ORS 192.311(7) (2021).

Subject: Re: Request for Comment

Date: Wednesday, November 15, 2023 at 3:33:33 PM Pacific Standard Time

From: Justin Alderman

To: Matthew Smith

CC: Kat Ricker, Don Clements, Casey Creighton, Jason Fields, Gayle Bizeau, Lisa Rogers, Jim McMaster

Mr Chairman, Board, & CPRD Staff:

After further homework we have determined that the CPRD Records Policy provided in your meeting packet was clearly amended recently and just prior to the October 26th meeting. It appears Board members were not provided the original policy that had been longstanding, and this just further raises our questions on the actions by CPRD officials in response to the attention we brought to the inadequate policy starting in September.

Were board members provided the original policy that was not recently edited? For the record I am seeking further comment from CPRD officials, and separately from each Board Member if desired prior to publication. We do intend to raise this question, as well as the timeline of these edits, in publication, including CPRD making the "modified" policy seem like the long-standing policy by providing it to the board (and now to the Yamhill County DA), and Ms. Ricker testifying during a public meeting to that fact. At worst this seems like an intentional effort that could be described as a cover-up, and at best an intentional effort to mislead the public, CPRD's Board of Directors, and a State District Attorney.

For that reason, I specifically offer Ms. Ricker an opportunity to comment generally.

The questions for each of the board members: (in addition to any other comment)

1. Have you ever seen the original policy or had it provided to you by CPRD staff? I had provided previously the original and clearly edited policy that seems to have tried to add language to show some degree of compliance with ORS 192.324(7)(b), sometime between the September and October Board Meetings.
2. Do you believe CPRD staff can and/or should amend or enact such sensitive public and legal policies, or is this action that should or does rest with the board?
3. Are you concerned with even the perception of improper conduct considering that the board is actively in the process of amending this very policy.
4. Who made and/or authorized these edits?

Justin Alderman, Managing Editor

Equestrian Media Group | jalderman@equestrianmedia.group

Visit our flagship publication at nwhorsereport.com



On Thu, Nov 9, 2023 at 12:33 PM Matthew Smith <msmith@board.cprdnewberg.org> wrote:
Justin,

We did not alter the policy at the last meeting as a Board. We did have discussion and were advised the current process in place by staff has been consistent and was working without issue. The Board did ask a number of questions at the meeting which I believe you attended, and can be accessed by video record. I do not recall staff advising us that any process had been changed.

I hope this helps.

Thank you.

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From: Kat Ricker <kricker@cprdnewberg.org>

Sent: Wednesday, November 8, 2023 3:45:18 PM

To: Don Clements <dclements@cprdnewberg.org>; Casey Creighton <ccreighton@cprdnewberg.org>; Matthew Smith <msmith@board.cprdnewberg.org>; Jason Fields <jfields@board.cprdnewberg.org>; Gayle Bizeau <gbizeau@board.cprdnewberg.org>; Lisa Rogers <lrogers@board.cprdnewberg.org>; Jim McMaster <jmcmaster@board.cprdnewberg.org>

Subject: FW: Request for Comment

Please see below.

--

Kat Ricker

Public Information Director

*Chehalem Park & Recreation District
125 S. Elliott Road
Newberg, OR 97132*

971.832.4222 [cprdnewberg](#) | [Instagram](#) | [Facebook](#)

From: Justin Alderman <jalderman@equestrianmedia.group>

Date: Wednesday, November 8, 2023 at 3:37 PM

To:

Subject: Request for Comment

Dear Board Members & Mr. Clements,

I'd like to be on record asking each of you about the apparent discovery that CPRD officials have made alterations to CPRD's Public Records Policy without the approval of the board, while also in the midst of the policy being under clear consideration for amendment by the board.

Clearly, CPRD has stated this "policy", which has also been described instead as a "procedure", is the document governed under ORS 192.324(7), which is defined as a policy.

Please see the attached policy recently provided to Equestrian Media Group by Ms. Ricker, along with a clearly modified copy which was also available on your website until recently amended. An attorney with CPRD has also submitted this updated policy as part of a formal memorandum to the Yamhill County District Attorney.

Do you have any comments or concerns that CPRD officials appear to be making quiet amendments, seemingly in response to issues being raised by this publication (if not others), and despite repeated claims on the record by CPRD officials that the policy was already in compliance with Oregon Public Records Law?

Did the board make any motion and amendment to such policy that perhaps we may have missed? I could only imagine that happening if the agenda item was revisited during the last board meeting which I personally attended.

Are you concerned that officials within CPRD would move to make such changes and submit a modified record shortly after the fact (the fact being after our first two records requests made in late August and then the second in late September)?

Further is the submission of this modified policy by CPRD's legal counsel to the Yamhill County District Attorney in response to an appeal petition on public records, a policy which was clearly not the policy at that time and was clearly changed in recent weeks if not days.

Are such actions in keeping with an interest in public transparency and accountability? Regardless, can or should CPRD officials make amendments to such policies, especially in the midst of a public issue actively being considered by the board?

Please provide comments by Tuesday the 14th for consideration in publication of a story related to this matter. If you would like to reach out for a conversation by phone please call (302) 314-3588, ext 1 for our newsroom where you can ask to speak with me. Feel free to email me back if best to arrange a specific time.

My availability is a bit limited for the rest of this week while on a long-awaited vacation, but I'm happy to make availability if necessary on this story.

Thank you,

Justin Alderman, Managing Editor
Equestrian Media Group | jalderman@equestrianmedia.group

Visit our flagship publication at nwhorsereport.com



Subject: Fwd: Service Dog and handler asked to leave CPRD facility
Date: Thursday, October 26, 2023 at 3:22:54 PM Pacific Daylight Time
From: Julie Petersen
To: Kat Ricker, msmith@cprdnewberg.org

FYI, see email from Matt Compton (Recreation Coordinator) below regarding service animals at Chehalem Senior Center.

Get [Outlook for iOS](#)

From: Matt Compton <mcompton@cprdnewberg.org>
Sent: Thursday, October 26, 2023 3:09:50 PM
To: Pamela Sullivan Cato <pamela.s.cato@gmail.com>
Cc: Sarah Larison <slarison@cprdnewberg.org>
Subject: Re: Service Dog and handler asked to leave CPRD facility

Hello Pamela

My name is Matt Compton. You and I know each other from my time working at the Chehalem Senior Center.

Thank you for your kind words about your positive experiences at the Chehalem Senior Center. I am sorry that your most recent experience did not go better.

I appreciate you talking to us about this concern. It gives us a good opportunity to brush up on our understanding of the nuances between service dogs and emotional support animals. After receiving your e mail yesterday, Sarah and I started to discuss the matter and look into the links you have provided. This is not something that is being ignored on our end. Please know that we love having you as a part of our senior center community. I believe that Sarah's request did not have anything to do with you specifically. Additionally, Sarah did not report aggressive or disruptive behavior as being at the core of her concern. I believe that the disagreement occurred due to our staff and volunteers not fully grasping your specific disability and the specific services your dog provides to you. Disabilities are not always immediately apparent and easily discernible, which can create challenges in distinguishing between a pet and a service animal.

The primary concern we have in the building pertains to the other patrons who frequent the senior center. Many things (including animals) pose a potential trip hazard and falls for many seniors can lead to some very life altering consequences. Which is a part of the reason that service animals require so much training. Sometimes we make mistakes when trying to balance the needs of our communities. If we did mistakenly ask you not to bring in your service animal, please accept my apology. We do not want to deny access to anyone but we do enforce some limits for the safety of everyone involved.

We do want to work with you to come to some resolution on the matter. If during this process we discover that our understanding of Federal/State/and ADA law is lacking, we will change.

Below is my general understanding of the key points that revolve around this issue. Please let me know if you think this feels reasonably accurate to you.

In the meantime, we will continue to gather more information on the subject and reach out to our community partners for guidance.

A service animal, is defined by Americans with Disabilities Act (ADA), is a dog (in some cases other animals) that is individually trained to perform tasks or do work for the benefit of an individual with a disability. The tasks or work performed by the service animal must be directly related to the person's disability. Here are some key points to consider:

Disability Requirement: The individual must have a disability that substantially limits one or more major life activities, and the service animal is trained to assist with tasks related to that disability.

Tasks and Work: Service animals must be trained to perform specific tasks or work that directly assist the person with a disability. These tasks can include but are not limited to guiding a person who is blind, alerting a person who is deaf, pulling a wheelchair, alerting to the presence of allergens, providing stability to a person with mobility issues, and more.

Behavior: Service animals must be well-behaved and under control at all times in public places. They should not pose a direct threat to the health or safety of others.

Public Access: Service animals are allowed to accompany their handlers in most public places, such as restaurants, stores, hotels, and other places of public accommodation. They are granted access even in areas where pets may not be allowed.

Emotional Support Animals (ESAs): Emotional support animals, comfort animals, or therapy animals are not considered service animals under the ADA. These animals provide emotional support but are not trained to perform specific tasks or work for a person with a disability. However, they may be allowed certain accommodations under the Fair Housing Act and the Air Carrier Access Act.

Service Animal Identification: There is no official certification or identification required for service animals in the United States. Businesses or individuals may ask if the dog is a service animal and what tasks it is trained to perform, but they cannot request documentation.

I look forward to hearing your feedback Pamela
Matthew Compton
Recreation Coordinator

From: Pamela Sullivan Cato <pamela.s.cato@gmail.com>
Sent: Thursday, October 26, 2023 1:26 PM
To: Matt Compton <mcompton@cprdnewberg.org>
Cc: Sarah Larison <slarison@cprdnewberg.org>; msmith@cprdnewberg.org <msmith@cprdnewberg.org>; Kat Ricker <kricke@cprdnewberg.org>
Subject: Service Dog and handler asked to leave CPRD facility

I have had many positive experiences at the Chahalem Senior Center over the years. Very nice, kind staff and volunteers. I am very concerned that the staff and volunteers do not know the Oregon and federal laws concerning the rights of service dogs and their handlers.

Please educate the Chahalem Senior Center staff as to the laws regarding Service Animals.

On Tuesday, October 24, 2023 my Service Animal and I were asked to leave the Senior Center because my Service animal did not wear an identifying vest or identifying tags

Oregon state law, Federal law and ADA does not require Service animals to wear a vest or be certified including tags.

Service Animals are allowed to go anywhere a disabled person can go with few exceptions. Some examples are businesses, schools, museums, and restaurants, etc. A service animal is a helper just like a cane or walker.

It is against the law to deny Service Animals and their handlers entrance to a business unless the animal is disruptive or aggressive. My dog was neither of these things. He is very well trained.

i HAVE INCLUDED TWO HELPFUL WEBSITES.

<https://theservicedogs.com/service-dog-laws-oregon/>

https://www.fs.usda.gov/Internet/FSE_DOCUMENTS/fseprd573606.pdf

Kind regards,
Pamela Cato

Subject: Re: Service Dog and handler asked to leave CPRD facility
Date: Friday, October 27, 2023 at 10:41:07 AM Pacific Daylight Time
From: Pamela Sullivan Cato
To: Matt Compton
CC: Sarah Larison, msmith@cprdnewberg.org, Kat Ricker

Matt,

Also do not pet service animals. They are working.

Thank you for addressing my concerns. Of course I remember you Matt.

Pamela

On Thu, Oct 26, 2023, 1:26 PM Pamela Sullivan Cato <pamela.s.cato@gmail.com> wrote:

I have had many positive experiences at the Chahalem Senior Center over the years. Very nice, kind staff and volunteers. I am very concerned that the staff and volunteers do not know the Oregon and federal laws concerning the rights of service dogs and their handlers.

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https://www.fs.usda.gov/Internet/FSE_DOCUMENTS/fseprd573606.pdf

Kind regards,
Pamela Cato

Subject: Thank you and much appreciated from Crystal Rilee Park

Date: Monday, October 2, 2023 at 1:59:22 PM Pacific Daylight Time

From: Ryann Reinhofer

To: Don Clements, Casey Creighton, Kat Ricker, Bryan Stewart, Matthew Smith, Jason Fields, Gayle Bizeau, Lisa Rogers, Jim McMaster

Dear CPRD,

I'm writing to thank the board on their recent action and to relay appreciation from the local community. I have been inundated with an outpouring of thankful and happy residents. Especially on behalf of the hiking and nature preservationists, the equestrians and most of all from those who knew firsthand the wishes of the Rilee donation. The inherent risk of accidents between horses and mountain bikers on these many blind corners and steep topography was only a matter of time. Lastly, I'd like to commend your voiced commitment to identify another CPRD park for the mountain bikers to continue racing and enjoying their outdoor activity. Everyone should be able to enjoy their special interest activity without fear of accidents. I'm thankful this can be accomplished without sacrificing your word for honoring the donation.

Sincerely,
Ryann

Subject: FW: Trails Committee representing the District at City Club
Date: Monday, November 13, 2023 at 9:01:11 AM Pacific Standard Time
From: Don Clements
To: Kat Ricker

From: Rebecca Wallis <rrwallis@gmail.com>
Sent: Sunday, November 12, 2023 10:25 AM
Subject: Fwd: Trails Committee representing the District at City Club

Good Morning,

I attended this city club meeting and I saw a few Board members there as well.

This presentation was indeed filled with political agenda material. It was unprofessional to have your heritage trails committee using misinformation about a sitting county commissioner in their presentation. This is coming up on an election year for that particular county commissioner and it was clear they used this presentation to smear the commissioner with lies.

The following CPRD board meeting, having one of the same trails committee members come to a CPRD board meeting to berate a decision made, by vote, by the board was also very unprofessional. It's a shame the CPRD doesn't have clear outline for their committees and the behavior they are allowed to display.

This type of negative behavior would not be allowed in the City of Newberg government as they have quality guidelines for their committees.

One would think that committees would have to abide by similar rules of the standing board. Rehashing old decisions is not allowed under board rules. It's petty. If he were a citizen not in a committee, his rights to say whatever he wants are great. A committee member, those rights change.

It has been tough to watch all of the arguing amongst board members and it apparently has certainly invited the committee members to act in the same disrespectful way.

One strong reason of note; I did not vote for committees to have what seems to be an equal amount of governance over the CPRD taxing district. I voted for the elected officials sitting in those seats and I expect them and them alone to create legislation and policy. Not to be told what to do by subordinate committee members.

Respectfully,

Rebecca Wallis

----- Forwarded message -----

From: Rebecca Wallis <rrwallis@gmail.com>
Date: Wed, Oct 4, 2023 at 9:08 PM
Subject: Trails Committee representing the District at City Club

To:

I have blind copied the whole board on this email.

Good Evening,

I want to bring to your attention this event:

<https://newbergcityclub.org/wp-content/uploads/2023/09/Program-10-17-23-Rev.pdf>

I would like to know if the board is in allowance of their committees speaking on behalf of the board and or the district in something so controversial as of late?

The verbage for the event:

"Guest Speakers: Quentin Comus and Matt Dolphin CPRD's Chehalem Heritage Trails Advisory Committee Over the past few years, elected officials and citizen groups have increasingly voiced their competing views on trails in Yamhill County. Some argue trail development will impact farming practices, increase crime and homelessness, and infringe on private property rights. Others suggest trail development will only further contribute to our community's social, economic, and environmental well-being. Seeing this political landscape evolve leading up to and following the May 2023 Chehalem Park and Recreation District (CPRD) Board of Directors election, the Chehalem Heritage Trails Advisory Committee set out to reestablish a culture of collaboration and consensus building. This includes commissioning qualitative and quantitative feedback mechanisms, hosting trail maintenance volunteer events, increasing trail etiquette education, and enhancing sources of trail network awareness through a new website and promotional marketing. Together, alongside the CPRD Board of Directors and community partners, the Advisory Committee seeks to cultivate a transparent, effective, and inclusive setting for our community to discuss the needs and concerns surrounding trail maintenance, development, and management. The presentation will present an overview of the current political landscape regarding trails, provide an update on our advisory committee's work, and highlight the opportunities for meaningful collaboration moving forward."

The district voters elected the 5 of you to govern our district. Not an appointed committee that apparently feels they can speak on behalf of the board of directors and the direction of the district.

Is this behavior normal for a committee of Chehalem Parks and Recreation? Has the BOD passed on administrative authority or legislative authority to the Trails committee or any other committee that is supposed to be serving at the behest of the board?

It seems over time, this committee has misconstrued what their duties actually are.

Respectfully sent,
Rebecca Wallis

Subject: Re: Sign Posting
Date: Thursday, November 2, 2023 at 12:35:57 PM Pacific Daylight Time
From: Casey Creighton
To: Lynne Witmer
CC: Bryan Stewart, Kat Ricker
Attachments: image.png, Outlook-xwvwrelf.jpg

Lynne,
We appreciate your concern, All CPRD parks are closed from Dusk until 7:00 AM, # 7. That enables CPRD to have people removed from Parks and prevents any activity after dusk unless authorized by the Superintendent.

Best regards,

Casey Creighton
Assistant Superintendent
Chehalem Park & Recreation District



(503)519-6154

From: Lynne Witmer <lynnewitmer442@gmail.com>
Sent: Thursday, November 2, 2023 12:17 PM
To: Casey Creighton <ccreighton@cprdnewberg.org>
Subject: Sign Posting

Hello Casey,

I just noticed this sign that was put up at our neighborhood park, Friends Park.

I am concerned about why prohibiting overnight camping is not listed. Very concerned because we have had issues with some homeless persons in the past.

Appreciate your time.

Lynne Witmer

**Chehalem Park and
Recreation District
General Rules and
Regulations**



General Use of Park and Recreation Areas

1. A person or persons shall not use abusive, threatening, boisterous, vile, obscene, or indecent language or gestures.
2. Plants, wildlife and facilities are to be protected, and no person shall damage, destroy or damage any Park District and Recreation Area.
3. Motorized vehicles are restricted to the designated roadways and parking areas.
4. All litter must be placed in the receptacles provided.
5. The use of drugs is prohibited in parks.
6. Alcohol is prohibited in parks, except with written authorization of the District Superintendent.
7. Park and Recreation areas are closed from dusk to 7:00am, except with written authorization of the District Superintendent.
8. Persons under the influence of either alcohol or drugs are prohibited from the park.
9. The use of tobacco products is prohibited in parks.

Animals

1. No horses shall be allowed in the park.
2. Dogs must be on a leash. Pick up after your dog.

Enforcement of Rules and Regulations

1. The Superintendent, any employee of Chehalem Park and Recreation District and City, County, or State peace officers are vested with authority to enforce these rules and regulations.
2. No person shall interfere with any authorized person in enforcing these rules and regulations.
3. A person shall leave any Chehalem Park and Recreation Area after being directed to leave by an employee of Chehalem Park and Recreation, or any peace officer.
4. Violation of these rules and regulations is a misdemeanor, punishable upon conviction by a fine not to exceed \$100 or imprisonment not to exceed five days, or both.

ORS 268.450

**Chehallem Park and
Recreation District
General Rules and
Regulations**



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ORS 286.450

Subject: FW: Just a note
Date: Tuesday, November 21, 2023 at 11:36:34 AM Pacific Standard Time
From: Julie Petersen
To: Kat Ricker
Attachments: 5C97F615338544B7806A87F797C5169F[28015165].jpg

Another staff kuddo! Please add to the board packet. :)

From: Nicole Lewelling <nlewelling@cprdnewberg.org>
Sent: Tuesday, November 21, 2023 11:35 AM
To: Julie Petersen <jpetersen@cprdnewberg.org>
Subject: FW: Just a note

Nicole Lewelling
Sports Coordinator



125 S. Elliott Road, Newberg OR 97132
Email: nlewelling@cprdnewberg.org
Cell: 503-550-6625
Website: www.cprdnewberg.org

From: [Dana Grover](#)
Sent: Monday, November 20, 2023 3:11 PM
To: [Nicole Lewelling](#)
Subject: Just a note

Hey Nicole,

During this Thanksgiving week, I just wanted to send you a note and say thank you for all you do for the families in our community. I know it's a thankless type of job, that gets you more complaints and grumbings than you deserve while you are making it possible to have a thriving sports program. And I know how hard you work to pull that off and I know your heart for making each season spectacular from big to small details. I just wanted to let you know that you, your work, and your sacrifices are seen in our eyes and our family is absolutely thankful for your work.

So thank you for all of it!

Dana

Subject: Fwd: Fall Bazaar

Date: Tuesday, November 21, 2023 at 1:22:49 PM Pacific Standard Time

From: Erin Harrington

To: Kat Ricker, Julie Petersen

Sent from my iPhone

Begin forwarded message:

From: Connie Barber <oregonbagladies@gmail.com>

Date: November 20, 2023 at 9:36:15 AM PST

To: Erin Harrington <eharrington@cprdnewberg.org>

Subject: Fall Bazaar

Hello Erin

Thank you for including Oregon Bag Ladies in the Fall Bazaar. It was a successful day for us. We enjoyed meeting so many people-the entire day was really fun!

I spoke with another vendor's mom (Mamaw). She mentioned that the event had not been very well attended until you took over several years ago. Congratulations on making such a huge undertaking a success! I can't imagine the hours you spend organizing all the vendors and just the plain logistics of handling so many details.

Thanks again and Happy Thanksgiving and Christmas to you and yours.

Connie Barber
Oregon Bag Ladies

Subject: Re: Parks comment

Date: Tuesday, November 28, 2023 at 8:21:06 AM Pacific Standard Time

From: Kat Ricker

To: Melanie Taylor

Hello Melanie,

Thank you for contacting CPRD with your concerns. Your email will be forwarded to appropriate parks staff and included in the Board packet.

--

Kat Ricker

Public Information Director

Chehalem Park & Recreation District

125 S. Elliott Road

Newberg, OR 97132

971.832.4222 [cprdnewberg](https://www.cprdnewberg.org) | [Instagram](#) | [Facebook](#)

From: Melanie Taylor <melanie.lieu@gmail.com>

Date: Tuesday, November 28, 2023 at 6:31 AM

To: Kat Ricker <kricker@cprdnewberg.org>

Subject: Parks comment

Hi!

I'm the mother of a 3 year old and a 1 year old and we love parks. In the words of my little one: We love "playgrounds and also chances to have hikes and forest adventures." I noticed recently that several of the parks in Newberg have had slides replaced by features that are unsuitable for young kids. We have had to go to McMinnville and Sherwood, where the parks are nicer and more family friendly. If we want to keep our young families in Newberg, we need to ensure that the kids stay happy and healthy. Please spend more time investing in parks infrastructure like hiking trails and playgrounds with slides. Our neighboring cities are doing it so much better than we are right now.

Thank you for your consideration,

Melanie



DEMETER

LAND DEVELOPMENT

October 26, 2023

Chehalem Park And Recreation District
125 S Elliott Rd
Newberg, OR 97132

Re: Your 98.32-acre parcel in Yamhill County (APN: R3221 04200):

Dear Sir or Madam,

I am writing to make an offer to lease your land to develop a Community Solar project. We pay significantly more than agricultural rates, allowing you to diversify income when farming is difficult. Your land is a candidate for solar because of its distance from an electrical substation (approximately 0.357 mi away) and the three-phase power line nearby. Our solar gardens are removed after the lease has expired so that your family may return to farming if desired.

Unlike some of the larger projects you may have heard about, our typical project size is between 14-50 acres. Pollinator bee habitat, native vegetation, and sheep grazing are increasingly incorporated to ensure the project is aligned with the local environment.

In Oregon, Demeter is partnering with RWE Clean Energy, the 2nd largest owner and operator of clean energy solar projects in the United States. RWE has an outstanding track record of developing, constructing, and operating renewable energy, with more than 15 years in the U.S.. **Unlike most other developers, RWE doesn't rely on outside financing.**

RWE Clean Energy has secure, investment grade credit ratings, and assets valued at over 138 billion. **If any developer can make the project happen, it is RWE Clean Energy.**

Together, Demeter and RWE are focused on building lasting relationships with those who we work with. I will do everything possible to make sure that our proposal is a good fit for you, your land, and the community.

If this is something you are interested in discussing, please call 248-266-5831 as soon as possible. **Capacity is limited.** You can also email me at Scott@Demeter.land.

Sincerely,

Scott M. Aaronson, Esq.
Real Estate Developer

Recreational Immunity

On July 6, the Oregon Court of Appeals issued an opinion in the case of *Fields v. City of Newport* effectively ending recreational immunity for improved trails. Public and private landowners of improved trails are no longer protected from lawsuits.

In this case, the Oregon Court of Appeals decided that there is a factual dispute between Plaintiff *Fields* and the City as to whether her use of the trail was recreational, or whether her primary purpose was instead for “accessing the beach”. In other words, the Court of Appeals held that the trial court needed to hold a jury trial to determine whether the plaintiff’s principal purpose on the trail was accessing the beach, or to recreate while using the trail with a friend and their dogs while they “socialized.”

Either way, recreational immunity no longer stops a case at the beginning (an “immunity” from suit), because any plaintiff can claim their “principal purpose” was not to recreate.

This case was taken to the Oregon Supreme Court who, on October 5, declined to review the Court of Appeals’ decision. This action, called “review denied” functions as a de facto endorsement by the Oregon Supreme Court of the Oregon Court of Appeals’ decision. The protection from lawsuits that landowners relied on in deciding to open their land to the public is now likely gone for all trails. In fact, it may be gone for any property that someone can claim they were “just passing through”.

1. Improved trails that are used to access a recreational area should be inspected on a regular basis and closed if any trip and fall hazards can’t be immediately mitigated. This especially includes trails, walkways and stairs used to access bodies of water, such as the ocean, lakes, rivers, streams and reservoirs.
2. Consider closing unimproved trails that can’t be maintained on a regular basis, because the subjective intent of the user can now nullify recreational immunity, which means if someone is injured on an unimproved trail, the district may find itself facing a costly jury trial to determine the injured person’s intent in using the trail.
3. Speak with your attorney about how *Fields v. Newport* could negatively affect your other recreational offerings to the public. For instance, someone who trips in a park can now say their primary purpose in using the park was not recreation, but rather they were simply passing through the park to access some other area in your jurisdiction.
4. Audit property you decide to leave open because it is not conducive to a claim from someone “just passing through”, to ensure your facility is protected as much as possible from liability claims. Our risk management team can assist you with this assessment.
5. Consider requiring people to sign a form affirming they are using the property only for recreational purposes if your organization can afford to post someone at that location (at a skate park, for example).
6. Contact your legislator and express your desire to keep property free and open to everyone in Oregon for recreational activities.

RECOMMENDATIONS FOR SPECIAL DISTRICTS

1. Improved trails that are used to access a recreational area should be inspected on a regular basis and closed if any trip and fall hazards can't be immediately mitigated. This especially includes trails, walkways and stairs used to access bodies of water, such as the ocean, lakes, rivers, streams and reservoirs.
2. Consider closing unimproved trails that can't be maintained on a regular basis, because the subjective intent of the user can now nullify recreational immunity, which means if someone is injured on an unimproved trail, the district may find itself facing a costly jury trial to determine the injured person's intent in using the trail.
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6. Contact your legislator and express your desire to keep property free and open to everyone in Oregon for recreational activities.

CPRD on how SDC fees help pay for new parks and facilities
by Kat Ricker, for Government Affairs Committee, and Chamber of Commerce newsletter

What are SDCs and why are they important? CPRD relies in part on income generated by SDC fees in order to build new construction of parks and facilities. The key here is that fees may only be used for new construction, and not operation or maintenance expenses.

System Development Charges (SDCs) are fees charged for new construction. SDCs fall under Oregon state law* and address new development, additions, and changes of use. CPRD specifies different fees for single family homes, multiple family homes, mobile homes, and accessory dwelling units (These can be found in a table on the CPRD website.). These fees are collected by various municipal agencies in order to help offset the effect that projects will have on a community's infrastructure—for things like storm and sanitary sewer systems, parks and recreation facilities, water, and street systems. As the community continues to grow, the revenue provides the community with an investment from the commercial builders whose developments accommodate an increase in population. For CPRD, this helps to offset the heavier use on the parks and amenities which were designed to meet the needs of the existing population. CPRD has relied on SDC fee-based income for its new development projects for a long time. Some recent examples of SDC fee income used in CPRD projects include [Babe Nicklous Pool Park](#) and [Friends Park](#). When the community asks for a new park to be built, CPRD staff goes to work to find a balance between taxes, SDC fees, and grants in order to pay for the new park to be built. For example:

Friends' Park – a case study snapshot

Friends' Park is a 9-acre neighborhood park located in south Newberg, at the end of Corinne Dr. and Kennedy Dr., near Friends' Cemetery and the airport.

CPRD paid for the building of Friends' Park in this way:

Grant – CPRD applied for an was awarded an Oregon Parks and Recreation Department grant in the amount of \$287,000. This type of grant is called a Local Government Grant, and CPRD has been able to win many of these for building parks over the years. Like many grants, this type of grant is a matching grant.

Donations – CPRD worked with an anonymous contractor, who matched the state grant with a contribution of \$298,299 in labor/construction work.

SDCs - The total cost of the park development was budgeted at \$698,649. That left a difference of \$113,350, which CPRD was able to pay for out of SDC funds.

This formula for covering the costs of building new parks has worked well for CPRD over the years.

How are SDC fees calculated? Agencies have wide latitude in selecting their methodologies. The CPRD Board of Directors votes on fee structures for the CPRD special district, which includes Newberg and Dundee. CPRD fees remained stagnant for about two decades. Then in April 2017, CPRD contracted with FCS Group to perform an SDC update. The Board approved a scheduled annual increase in June 2022. A technical report detailing the methodology and calculation is

available for public viewing on the CPRD website at <https://www.cprdnewberg.org/general/page/system-development-charges-sdcs> or go to the homepage, click on How Do I? Find – SDC Information.

Note: *Oregon Revised Statutes (ORS) 223.297 to 223.314 authorize local governments to establish system development charges (SDCs), one-time fees on new development paid at the time of development. SDCs are intended to recover a fair share of the cost of existing and planned facilities that provide capacity to serve future growth.

Subject: FW: Vaccination Clinic
Date: Tuesday, November 21, 2023 at 8:56:40 AM Pacific Standard Time
From: Julie Petersen
To: Kat Ricker
Attachments: flushot_pie_print.pdf

Good Morning, Kat!

Can you add this to the board packet?

Thanks!

Julie

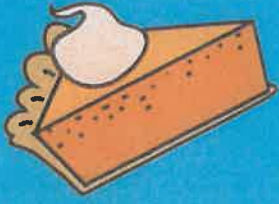
From: Sarah Larison <slarison@cprdnewberg.org>
Sent: Tuesday, November 21, 2023 7:05 AM
To: Julie Petersen <jpetersen@cprdnewberg.org>
Subject: Vaccination Clinic

Hey Julie!

On Thursday, November 16th at the Senior Center we held a vaccination clinic in partnership with Yamhill County Public Health, Age+, and SavOn pharmacy. Age+ was able to provide the Senior Center with funding for every vaccine given on a sliding scale through grants. In total there were 55 vaccinations given: 25 COVID, 25 Flu, and 5 RSV. As part of the agreement this brought the total money raised to \$3,170. We plan on having another vaccine event on Friday, December 15th from 11am-2pm and hope to have a similar, if not better, turn out. Advertising for our original event was done through fliers created by Kayla and CPRD social media. For the next one we plan on using this same strategy as well as the social medias and newsletters of our partnering organizations. As you can see we enticed people to come with offerings of pie - in December we plan on using holiday cookies 🍪 I will let you know how that event goes as well.

Take Care,
Sarah Larison
Senior Programming Specialist
Chehalem Park and Recreation District
503-537-9404

Vaccination Clinic

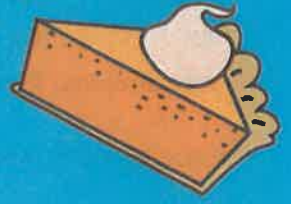


THURSDAY, NOVEMBER 16

11:00 AM–2:00 PM

CHEHALEM SENIOR CENTER

101 W Foothills Dr, Newberg, OR 97132



Come get your Flu and/or COVID shot and we'll give you a slice of pie!



AGE+

Communities • Generations • Innovations





October 27th, 2023

FVI

Chehalem Park & Recreation District
125 S Elliot Rd.
Newberg, OR 971322117

Re: Increase to Associate Member Dues Rate for Fiscal Year 2024/25

Dear Chehalem Park & Recreation District:

On October 11, the League of Oregon Cities (LOC) Board of Directors voted to increase the Associate Member dues rate for Fiscal Year 2024/25. The current dues rate, which has been unchanged for over a decade, is \$500. Effective July 1, 2024, the rate will increase to \$650. Each fiscal year thereafter, the dues rate will automatically increase by an additional \$15, with the LOC monitoring annual increases to ensure they remain appropriate given the value received by Associate Members.

The increase in the Associate Member dues rate is occurring for two reasons. First, to ensure that the dues being paid reflect the full value of the membership being secured, while simultaneously recognizing that certain organizational costs incurred by the LOC have been overlooked for some time. Second, to equitably balance the historical increases to dues rates experienced by full LOC Members with the consistently flat dues rates experienced by Associate Members. LOC Members have received an average 2.5% increase in dues rates over the last ten plus years, while Associate Members have seen a flat dues rate.

Because this is the first increase to the Associate Member dues rate in over a decade, the LOC is providing each current Associate Member with at least eight months of notice before it goes into effect, in recognition of the potential impact this could have on a member's budgeting processes. Invoice renewals for all current Associate Members will be mailed in June of 2024, the increased dues rate of \$650 will be reflected therein.

If you have questions or concerns about this increase, please contact me directly at (971) 428-7271 or at pmulvihill@orcities.org.

On behalf of the LOC Board of Directors, I thank you for your continued Associate Membership with the LOC.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Patricia M. Mulvihill'.

Patricia M. Mulvihill
Executive Director

**OPERATIONS AGREEMENT
BETWEEN
CITY OF NEWBERG
AND
CHEHALEM CULTURAL CENTER
AND
CHEHALEM PARK & RECREATION DISTRICT**

The parties to this Operations Agreement (“Agreement”) are the CITY OF NEWBERG (“CITY”), an Oregon municipal corporation, CHEHALEM CULTURAL CENTER (“CCC”), a 501(c)(3) non-profit charitable corporation with its principal place of business located at 415 E Sheridan St., Newberg, Oregon 97132, and CHEHALEM PARK & RECREATION DISTRICT, with its principal place of business located at 125 S. Elliot Road, Newberg, Oregon 97132 (“DISTRICT”).

WHEREAS DISTRICT owns certain real property located on Sheridan Street between Blaine and School Streets formerly known as Central School, but which has been partially remodeled into what is now known as the Chehalem Cultural Center (the “CENTER”); and

WHEREAS CCC manages and operates the CENTER; and

WHEREAS CCC’s mission is to (a) promote cultural and educational activities within the greater Newberg, Oregon community, (b) assist in the restoration and remodel of the CENTER, and (c) support the DISTRICT in achieving the DISTRICT’S statutory obligation of providing diverse recreational and educational activities to its constituents; and

WHEREAS, CCC, pursuant to its mission, is currently in the process of remodeling the CENTER and applied to the CITY for a variance to reduce the minimum number of required off-street parking spaces at the CENTER (“VAR23-0001”); and

WHEREAS, CITY, through the Newberg Planning Commission, after providing proper notice, held a public hearing on VAR23-0001 on June 8, 2023, and continued the hearing to July 13, 2023 (“PUBLIC HEARINGS”); and

WHEREAS, CITY, through the PUBLIC HEARINGS of the Newberg Planning Commission, expressed concern regarding the CCC’s future facility loading and resultant parking demand; and

WHEREAS, CITY, through the Newberg Planning Commission, on July 13, 2023, found that VAR23-0001 met the applicable Newberg Municipal Code criteria subject to a condition related to the CENTER’s facility occupancy (the “CONDITION”); and

WHEREAS, CITY, received no appeals for VAR23-0001 and the deadline of July 27, 2023 to file an appeal has passed; and

WHEREAS, CITY, adopted Planning Commission Order 2023-11 approving VAR23-0001 (the

“ORDER”) which was effective on July 28, 2023; and

WHEREAS, CITY and CCC enter into this Agreement for the purpose of memorializing their mutual understanding and to satisfy the CONDITION.

NOW, THEREFORE, the parties agree as follows:

1. That CENTER plays a vital role in the vitality of downtown Newberg.
2. That pursuant to Exhibit B to the ORDER, CCC and DISTRICT will ensure that the CENTER’s simultaneous use of the Ballroom and Theatre shall not result in facility occupancy beyond a parking demand of 135 parking spaces.
3. That pursuant to Exhibit B to the ORDER, it is the intent of the parties that this Agreement will remain in effect and applicable to the building permits and other City-issued approvals associated with the Theatre, Green Room (Office), Dance Classroom, 31-Seat Classroom or other Phase 3 or Phase 4 improvements from the Concept Master Site Development Plan (2012).

TERMS AND CONDITIONS

1. This Agreement shall become effective when all required signatures have been obtained and shall remain in effect for the duration of CCC’s management of the CENTER.
2. In the event of any dispute arising under this Agreement, within ten (10) Days following receipt of written notice from either Party identifying such dispute, the Parties shall meet, negotiate, and attempt, in good faith, to resolve the dispute quickly, informally, and inexpensively. If the Parties are not able to resolve the dispute within the timeframe set forth in this Section, then the dispute will be subject to mandatory, binding arbitration of the dispute, which shall be conducted by a single arbitrator mutually selected by the parties. The arbitrator shall follow and apply the substantive and procedural law of the state of Oregon. The venue shall be in the County of Yamhill.
3. If any legal action is brought for the enforcement of this Agreement or because of an alleged dispute, default, misrepresentation, or breach in connection with any of the provisions of this Agreement, each Party shall be responsible for its own attorney fees and costs.
4. The terms of this Agreement shall not be waived, altered, modified, supplemented, terminated, or amended, in any manner whatsoever, except by written agreement signed by the Parties.
5. This Agreement may be executed in several counterparts (facsimile or otherwise), all of which when taken together shall constitute one agreement binding on all parties, notwithstanding that all Parties are not signatories to the same counterpart. Each copy of this Agreement so executed shall constitute the original.

WHEREFORE, the Parties, by execution of this Agreement, hereby acknowledge that each of their signing representatives have read this Agreement, understand it, and agree to its terms and conditions.

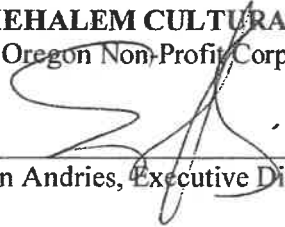
CITY OF NEWBERG
An Oregon Municipal Corporation



Will Worthey, City Manager or his designee

Date: 11 / 16 / 2023

CHEHALEM CULTURAL CENTER
An Oregon Non-Profit Corporation



Sean Andries, Executive Director or his designee

Date: 11.21.23

CHEHALEM PARK & RECREATION DISTRICT



Don Clements, Superintendent

Date: 11.20.23

Document Type

Date: 10/23/23

Chehalem Cultural; Center – Public Bid Results from 10/19/23

Andy Medcalf Construction – CCB#198478 – Bid amount: \$4,065,680.00

Self performs: Demolition, Wood framing, Door and Hardware installs, finish carpentry

Current Projects: most of their current projects listed are nearly complete and in the range of 2-4 million

Similar Projects: Most of their projects are public work and with a wide budget range from 1 to 12 million

First Tier Subs:

Dynasty Fabrication (DIV 05)- CCB#217741 , Salem OR - \$253,868

LP Co Inc (Div 09) – CCB# 05331 – Salem OR - \$294,305

Brandsen (DIV 09 – Flooring) – Clackamas, OR – CCB – 55137 - \$176,475

Stagecraft (DIV 11 – Theater specialties) – Portland OR – CBB 65050 - \$189,500

TK Elevator (Dive 14 – lift) – Portland OR – CCB 142495 - \$103,878

Il's Mechanical (Div – 22, 23 34 00 Plumbing and fan) – Jefferson OR– CCB 54464 - \$75,340

Northwest Mechanical – (Div 23 HVAC) – Albany OR – CCB 190341 - \$192,810

PECI (DIV 26, 27, 28) – CCB – 51764 – Aurora OR – CCB 51764 - \$1,335,935

General notes: most of the subcontractors that reached out with clarifications and substitution requests are from this pool of subcontractors. They asked questions early. Also noting that most of them are not in Portland and regional to the project, which may help with some of the fees.

Baldwin General Contracting Inc – CCB 163467 - \$\$\$4,160,000.00

Self performs: None

Current projects: Current work is all at under 35% - 0% complete – one project 5% complete is over \$35 million dollars

Similar Projects: project types are housing, healthcare, One project could not verify typology (Paula Miranda) May be a residence.

First Tier Subs:

Complete Fusion Welding – 209794 - Portland OR - \$256,056 – couldn't verify information – no website available

Market Contractors – Casework / millwork – Portland OR – CCB 62833 - \$322,482

Cascade Acoustics – Drywall, ceiling, acoustical – Tualatin OR = CCB 39335 - \$293,955

Airx – HVAC – Battle Ground WA – CCB 244147 - \$352,400 – limited information on website
Berg Electrical - Portland OR - Low Volt, electrical theater equipment and lighting – CB 110521 - \$1,100,907

Delta AV – Gresham OR – Theater A/V CCB 113213 - \$404,434

Sub Notes – hard to verify some of the work with no websites, almost all out of Portland or Washington.
Not seeing a theater subcontractor on this list like stagecraft, just electrical and AV

First Cascade Corp – CCN 63946 - \$4,550,777.00

Self Performs: Painting, Interior non-structural walls

Current work : two projects ~50% complete

Similar Projects; can't verify Arcadis project, public projects, smaller scale projects, second pages doesn't have anything filled out other than names

First Tier Subs:

LP Company – Salem OR – Div 09 – CCB 5331 – \$359,535 ((probably higher than Medcalf because Medcalf self performs some work

HydroTemp – DIV 22, 23 – CCB 63907 - Wilsonville OR - \$252,700

Protech Power – DIV 26,27,28 – CCB 198878 – Tigard OR - \$1,087,840

Sub notes – not seeing a lot of subs in comparison to others, no theater equipment sub listed

Woodburn Construction CM/CG, LLC – CCB 221992 - \$4,607,500.00

Self Performs: N/A

Current work: most of their projects are 90% complete

Similar work – has worked on this building before (2014), public work, education facilities and existing buildings, has worked with SEA before. Note- called after the bid to volunteer VE options and desire to work on the project.

First Tier Subs:

Protech Power – DIV 26,27 – Tigard OR - \$1,121,872 (a little more than First Cascade)

Hydro Temp Mech – Div 22,23 – Wilsonville OR - \$252,700 (same as First Cascade)

LP Company Inc – Div 09 – Salem OR - \$359,535 (same as Medcalf)

Dynasty Fabrication – Div 05 – Salem OR - \$253,868 (Same as Medcalf)

JHC Commercial LLC - \$5,947,888.00

Subs:

Market Contractors – finish carpentry - \$320,000.00

Cascade Acoustics – Drywall / framing - \$300,000.00

AirX – Mech - \$350,000.00

Berg Elec - \$1,500,000.00 higher than Baldwin but includes AV which would be about the same)

No steel sub listed, no theater sub listed – all numbers close to baldwins but their delta in overall bid is:

**SECTION 00 51 00
NOTICE OF AWARD**

TO: Andy Medcalf Construction
1485 20th St SE
Salem, OR 97301

PROJECT: **Chehalem Cultural Center: Performing Arts Remodel - Newberg, OR**
415 E Sheridan Street, Newberg, Oregon 97132

The Owner has considered the BID submitted by you for the above described Project in response to its Advertisement for Bids dated September 15, 2030- 2023 and Instructions to Bidders.

You are hereby notified that your BASE BID and Alternate(s) (N/A) have been accepted for the following total amount of \$ \$4,065,680.

You are required by the Instructions to Bidders to execute the Agreement and furnish the required Contractor's Performance and Payment Bonds and certificates of insurance within ten (10) calendar days from the date of this Notice to you.

If you fail to execute said Agreement and to furnish said Bonds within ten (10) days from the date of this Notice, said Owner will be entitled to consider all your rights arising out of the Owner's acceptance of your Bid as abandoned and as a forfeiture of your Bid Bond. The Owner will be entitled to such other rights as may be granted by law.

You are required to return an acknowledged copy of this NOTICE of AWARD to the Owner.

Dated this 2nd day of November, 2023.

Owner: Chehalem Parks and Recreation District

By: Casey Creighton

Title: Assistant Superintendent

Acceptance of Notice:

Receipt of the above NOTICE of AWARD is hereby acknowledged:

By: Andy Medcalf Construction (Company)

Dated this 2nd day of November, 2023.

By: 
8DB2701C9E2646B...

Title: President

END OF SECTION

ADA Site Assessment Memorandum

Prepared For: Chehalem Cultural Center
From: Alex Simpson, PE - Harper Houf Peterson Righellis, Inc.
Date: September 21st, 2023
Re: Chehalem Cultural Center – Public ROW ADA Assessment

The purpose of this memo is to document the existing site conditions as they relate to current ADA standards in the public right-of-way (ROW) around Chehalem Cultural Center. This assessment only covers items in the public ROW on North Blaine Street, East Sherman Street, and N School Street. The standards referenced herein are the 'ADA Standards for Accessible Design' (2010, Department of Justice) and the Oregon Department of Transportation (ODOT) Standard Drawings for curb ramps. The site was visited by HHPR on September 18th, 2023. The accessible sidewalk routes and ADA curb ramps in the public ROW around the building were assessed. A "Smart Level" and tape measure were used to determine the slopes and dimensions of the site's components. The Smart Level was calibrated per manufacturer's instructions directly before the site visit. Please see Exhibit A for the site infrastructure evaluated and the compliant and non-compliant areas. See Exhibit B applicable Oregon Department of Transportation (ODOT) curb ramp details.

ADA CURB RAMPS:

Intersection	Location	Compliant	Dimensions	Notes
N Blaine St. and E Sheridan St.	South	Partial	Max running slope: 2.4% Max cross slope: 1.9% Width: 5'	Landing at top of ramp over 2.0% maximum slope
	West	Partial	Max running slope: 6.3% Max cross slope: 1.8% Width: 6'	Landing at top of ramp over 2.0% maximum slope
N Blaine St. and E Sherman St.	West	No	Max running slope: NA Max cross slope: NA Width: 4'	Ramp is too narrow and does not properly tie in to landing area/sidewalk
	North	No	Max running slope: NA Max cross slope: NA Width: 4'	Ramp is too narrow and does not properly tie in to landing area/sidewalk
E Sherman St. Midblock	West	Yes	Max running slope: 7.1% Max cross slope: 1.8% Width: 5'	Ramp is compliant
	East	No	Max running slope: 9.6% Max cross slope: 0.4% Width: 5'	Running slope is greater than 8.3% maximum

E Sherman St. and N School St.	North	No	Max running slope: NA Max cross slope: NA Width: 4'	Ramp is too narrow and does not properly tie in to landing area/sidewalk
	East	No	Max running slope: NA Max cross slope: NA Width: 4'	Ramp is too narrow and does not properly tie in to landing area/sidewalk
N School St. and E Sheridan St.	East	No	Max running slope: 6.6% Max cross slope: 1.0% Width: 6'	Grade break in ramp run
	South	No	Max running slope: 5.9% Max cross slope: 2.1% Width: 6'	Cross slope exceeds 2.0% maximum and grade break falls in ramp run

ACCESSIBLE ROUTES:

Location	Compliant	Notes
N Blaine St. Sidewalk	No	Sidewalk is 4' wide which is less than 5' minimum for City of Newberg Municipal Code
N Blaine St. Driveway	No	Cross slope 2.5% at south end which is over 2.0% maximum
E Sherman St. Sidewalk	No	Sidewalk is 4' wide which is less than 5' minimum for City of Newberg Municipal Code
E Sherman St. Driveway	No	Cross slope is 2.5% at west end which is over 2.0% maximum
N School St. Sidewalk	No	Sidewalk is 4' wide which is less than 5' minimum for City of Newberg Municipal Code

CONCLUSION:

Based on the assessment completed by HHPR of the site's sidewalks and curb ramps in the public right-of-way, there are multiple deficiencies in the existing ADA infrastructure. HHPR recommends that further design and analysis be completed to provide detailed recommendations for remediation. However, it's our opinion that physical reconstruction of all areas noted in red in Exhibit A be considered to provide new facilities that meet current ADA standards.

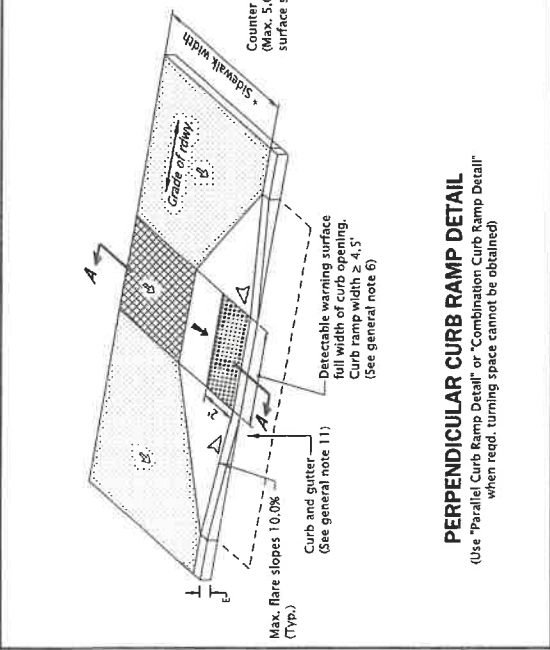
EXHIBIT A: PLAN VIEW



LEGEND

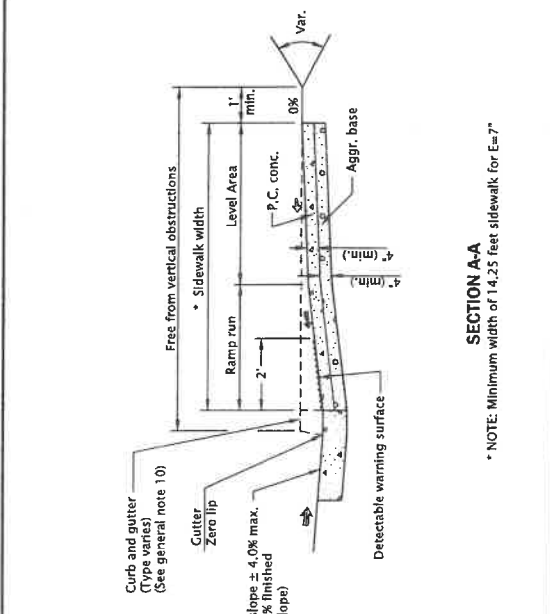
- NON-COMPLIANT
- COMPLIANT

EXHIBIT B: ODOT STANDARD DRAWINGS



PERPENDICULAR CURB RAMP DETAIL
(Use "Parallel Curb Ramp Detail" or "Combination Curb Ramp Detail" when reqd. turning space cannot be obtained)

SECTION A-A
* NOTE: Minimum width of 14.25 feet sidewalk for E=7"



- GENERAL NOTES FOR ALL DETAILS ON THIS SHEET:**
- Curb ramp details are based on applicable ODOT Standards.
 - See Std. Dwg. RD700 & RD701 for curbs.
 - See Std. Dwg. RD720 & RD721 for sidewalks.
 - See Std. Dwg. RD902 through RD908 for detectable warning surface installation details.
 - See Std. Dwg. RD912 through RD916 for curb ramp placement options.
 - Site conditions normally require a project specific design. See project plans for details not shown.
 - Tooled dummy joints are required at all curb ramp grade break lines, (see Std. Dwg. RD722).
 - Curb ramp slopes shown are relative to the true level horizon (zero bubble).
 - Place detectable warning surface at the back of curb for a minimum depth of 2' in the direction of pedestrian travel full width of curb ramp opening that is adjacent to traffic.
 - Grade breaks at the top and bottom of curb ramp runs shall be perpendicular to the direction of the ramp run. Grade breaks shall not be permitted on the surface of ramp runs and turning spaces. Surface slopes that meet at grade breaks shall be flush.
 - Return curb may be provided in lieu of flared slopes only if protected from traverse travel by landscaping, see Std. Dwg. RD721. Return curb shall not reduce width of approaching sidewalk.
 - Curb ramps for shared use paths intersecting a roadway shall be full width of path, excluding flares. When a curb ramp is used to provide bicycle access from a roadway to a sidewalk, the curb ramp opening will be $\geq 8'$ wide, (see Std. Dwg. RD909 for additional details).
 - Place an inlet at upstream side of curb ramp or perform other approved design mitigation. Check the gutter flow depth at curb ramp locations to assure that the design flood does not overtop the back of sidewalk.
 - On or along state highways, curb and gutter is required at curb ramps.

LEGEND:

[Symbol]	Sidewalk
[Symbol]	Detectable warning surface
[Symbol]	Level area (Turning space/landing) Unobstructed 4.5' x 4.5' If obstruction 4.5' x 5.5' (longer dimension in direction of pedestrian travel) For the purposes of this application, a max. 2.0% finished surface slope (for drainage) measured perpendicular in two directions is considered level.
[Symbol]	Cross slope 1.5% max. (Max. 2.0% finished surface slope) (Normal sidewalk cross slope)
[Symbol]	Running slope 7.5% max. (Max. 8.3% finished surface slope)
[Symbol]	Counter slope 4.0% max. ascending or descending. (Max. 5.0% finished surface slope) Slope as required for drainage
[Symbol]	Flare slope (Max. 10% finished surface slope)

The selection and use of this Standard Drawing, while designed in accordance with generally accepted engineering principles and practices, is the sole responsibility of the user and should not be used without first consulting a Registered Professional Engineer.

PERPENDICULAR CURB RAMP

OREGON STANDARD DRAWINGS

2024

DATE: 11-2022
REVISION: NEW DRAWING CHANGED
REVISED NOTES: 01-2022

SCALE: N/A
SDR: 34-JAN-2022
RD910

Effective Date: December 1, 2023 - May 31, 2024

GENERAL NOTES FOR ALL DETAILS ON THIS SHEET:

- Curb ramp details are based on applicable ODOT Standards.
- See project plans for details not shown.
See Std. Dwg. RD700 & RD701 for curbs.
See Std. Dwg. RD720 & RD721 for sidewalks.
See Std. Dwg. RD722 for perpendicular curb ramp details.
See Std. Dwg. RD902 through RD908 for detectable warning surface installation details.
- Tooled dummy joints are required at all curb ramp grade break lines. (see Std. Dwg. RD722).
- Curb ramp slopes shown are relative to the true level horizon (zero bubble).
- When 2 curb ramps are immediately adjacent, the curb exposure (E) between the adjacent side flares may range between 3" and full design exposure.
- Grade breaks at the top and bottom of curb ramp runs shall be perpendicular to the direction of the ramp run. Grade breaks shall not be permitted on the surface of ramp runs and turning spaces. Surface slopes that meet at grade breaks shall be flush.
- On or along state highways, curb and gutter is required at curb ramps.

LEGEND:

- Marked or intended crossing location
- Sidewalk
- Detectable warning surface
- Level area (Turning space/handling)
Unobstructed 4.5' x 4.5'
With obstruction 4.5' x 5.5' (Longer dimension in direction of pedestrian fire crossings)
- For the purposes of this application, a max. 2.0% finished surface slope (for drainage) measured perpendicular in two directions is considered level.

Cross slope 1.5% max.
 (Max. 2.0% finished surface slope)
 (Normal sidewalk cross slope)
 Running slope 7.5% max.
 (Max. 6.3% finished surface slope)
 Flare slope
 (Max. 1.0% finished surface slope)
 Zero curb exposure
 4' x 4' clear space
 PAR Pedestrian Access Route

All materials shall be in accordance with the current Oregon Standard Specifications.

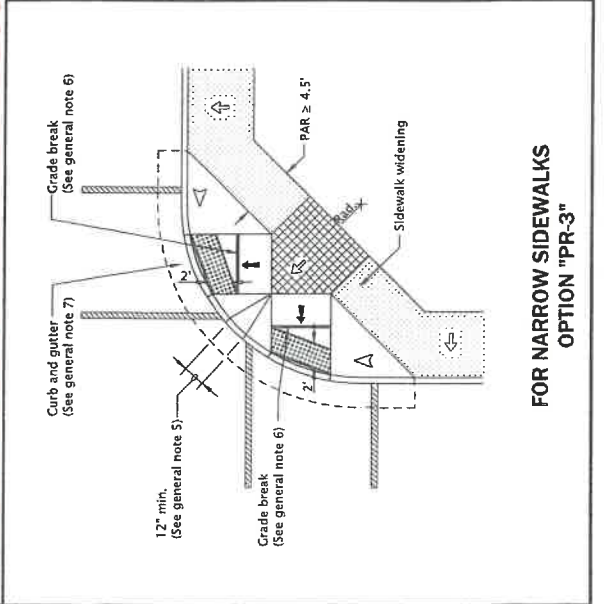
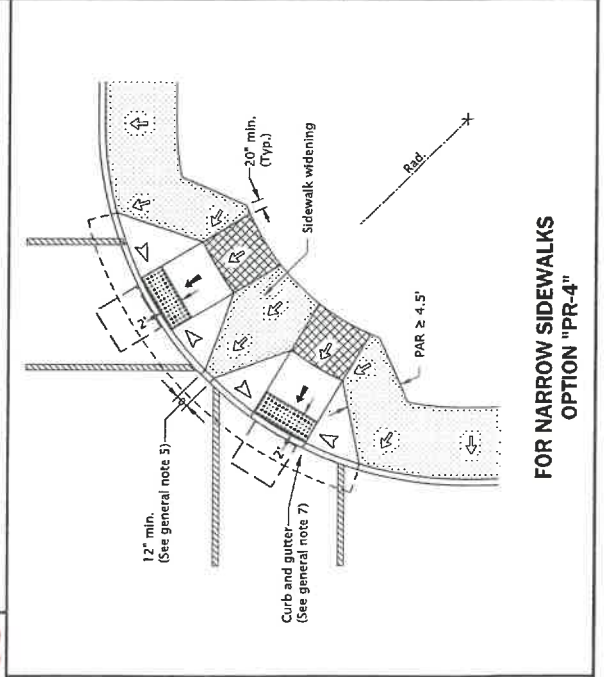
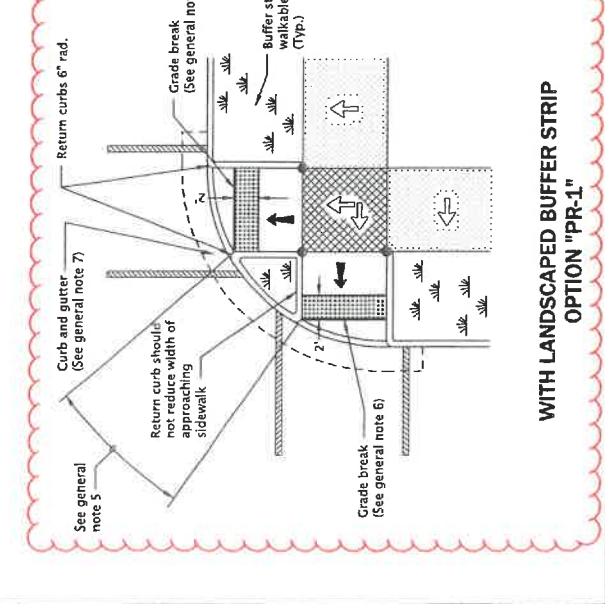
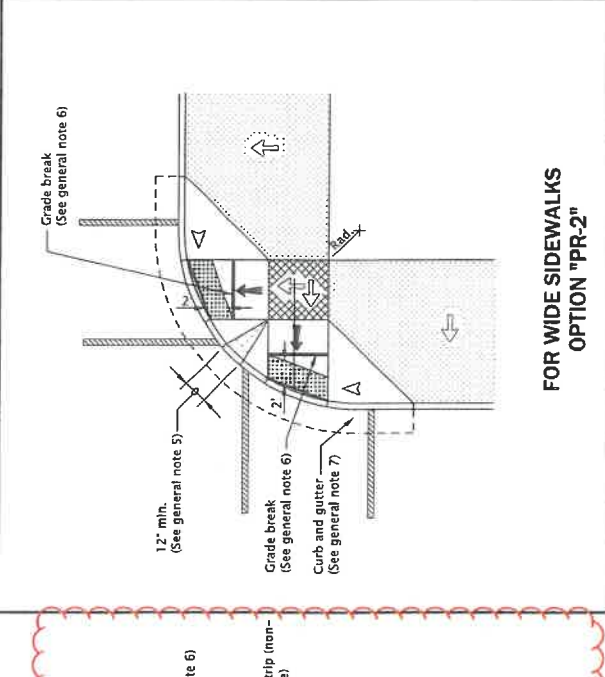
OREGON STANDARD DRAWINGS

PERPENDICULAR CURB RAMP

DATE	REVISION DESCRIPTION	2024
07-2022	REVISED DRAWING CREATED	
07-2021	REVISED DETAIL AND NOTES	
07-2022	REVISED DETAILS AND NOTES NOTES	

The selection and use of this Standard Drawing, while designed in accordance with generally accepted engineering principles and practices, is the sole responsibility of the user and should not be used without first consulting a Registered Professional Engineer.

Effective Date: December 1, 2023 – May 31, 2024



Chehalem Cultural Center Frontage Improvements

415 E Sheridan Street, Newberg, OR 97132

Prepared by: Harper Houf Peterson Righellis, Inc.

Job No. SEA-169

November 1, 2023

PUBLIC WORKS COST ESTIMATE

ITEM	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL
1	Mobilization	LS	1	\$ 5,000.00	\$ 5,000
2	Pavement Demo (Asphalt and Concrete Sidewalk)	SY	482	\$ 20.00	\$ 9,640
3	Sawcut	LF	108	\$ 5.00	\$ 540
4	Asphalt Pavement	TON	2	\$ 180.00	\$ 360
5	Concrete Sidewalk (Excluding Ramps)	SF	4,877	\$ 20.00	\$ 97,540
6	Sidewalk Ramps (Each Intersection, 2 Ramps EA)	EA	3	\$ 15,000.00	\$ 45,000
7	Earthwork (Incidental Minor Grading)	LS	1	\$ 7,500.00	\$ 7,500
8	Aggregate Base	TON	65	\$ 65.00	\$ 4,225
9	Concrete Curb and Gutter	LF	68	\$ 40.00	\$ 2,720
10	Standard Concrete Curb	LF	116	\$ 30.00	\$ 3,480
11	Landscaping (Selected Restoration)	SF	2,765	\$ 3.00	\$ 8,295
12	Relocated Street Sign	EA	1	\$ 500.00	\$ 500
13	Erosion Control	LS	1	\$ 5,000.00	\$ 5,000
				Sub-total	\$ 189,800

Note: This engineer's estimate is provided as an estimate for permitting purposes only.

