

**AGENDA**  
**CHEHALEM PARK AND RECREATION DISTRICT**  
**BOARD OF DIRECTORS REGULAR MEETING**  
**CHEHALEM ADMINISTRATION OFFICE**  
**125 S. ELLIOTT ROAD NEWBERG, OREGON**  
**FEBRUARY 22, 2024 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 January 25, 2024
  - B. Approve Bills Payable
  - C. Approve Financials
- VI. Public Participation and Potential Board Action**
  - A. Quentin Comus – Community Trails Survey Report
  - B. Ryann Reinhofer – Bob and Crystal Rilee Master Plan
  - C. Others not on Agenda
- VII. Action Items/Committee Reports/Board Comments**
  - A. Approve Budget Committee Member
  - B. Approve Resolution 02-01-24 Transfer General Fund
  - C. Approve SDC Resolution 02-02-24 and review of Administrative Procedure Guide
  - D. Approve Cooperative Improvement Agreement Green Seam Trail, OR 18
  - E. Approve Sanders Estate Park Proposal for Landscape Architectural Services
  - F. Discussion and Approve Renee Field Agreement with School District
  - G. Discussion and Approve Funding for Sound System at Newberg Highschool
  - H. Bob and Crystal Rilee Park Committee Discussion
  - I. Bob and Crystal Rilee Master Plan Discussion
  - J. Reports and Comments from Board Members
- VIII. Old Business**
  - A. Updates on Committee Reports and Questions
    - 1. Pickleball Committee
    - 2. Trails Committee
  - B. Update Paddle Launch Dundee
- IX. From the Superintendent's Desk**
  - A. Superintendent's Report.- Library Request
  - B. Staff Reports
- X. Correspondence**
  - A. Citizens' Comments/Evaluations
  - B. Miscellaneous Info
- XI. Adjournment**

**Next regular Board meeting is March 28 2024.**

**Join via Zoom at this link: <https://us02web.zoom.us/j/86498367013> Webinar ID 864 9836 701**

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**To: Board of Directors**  
**From: Superintendent**  
**Date: February 16, 2024**  
**Re: Background information for February 22, 2024 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 January 25, 2024.

**RECOMMENDATION:** Approval of Regular Board Meeting Minutes for January 25, 2024.

B. Approval of Bills Payable – See page (14-15). General Fund \$750,012.84, SDC FUND \$61,393.03, LOAN SERVICE FUND \$0.00, POOL BOND \$0.00, FOUNDATION \$0.00

**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**

<b><u>DESCRIPTION</u></b>	<b><u>AS OF 1/31/22-23</u></b>	<b><u>AS OF 1/31/23-24</u></b>	<b><u>DIFFERENCE</u></b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 4,160,614.16</b>	<b>\$ 5,437,820.54</b>	<b>\$ 1,277,206.38</b>
TOTAL OPERATION EX.	\$ 3,996,020.47	\$ 4,851,470.48	\$ 855,450.01
TOTAL CAP/AQ/DEV/TRS	\$ 164,593.69	\$ 586,350.06	\$ 421,756.37
<b>TOTAL REVENUE</b>	<b>\$ 11,724,050.98</b>	<b>\$12,639,852.99</b>	<b>\$ 915,802.01</b>
TOTAL TAXES	\$ 3,178,778.19	\$ 3,297,621.60	\$ 118,843.41
TOTAL FEES & CHARGES	\$ 2,536,864.32	\$ 2,852,655.23	\$ 315,790.91
TOTAL OTHER REVENUE	\$ 87,482.64	\$ 381,984.15	\$ 294,501.51
BEGINNING BALANCE	\$ 5,920,925.83	\$ 6,107,592.01	\$ 186,666.18
<b><u>BALANCE</u></b>	<b><u>\$ 7,563,436.82</u></b>	<b><u>\$ 7,202,032.45</u></b>	<b><u>\$ &lt;361,404.37&gt;</u></b>

**SDC FUND SUMMARY**

<b><u>DESCRIPTION</u></b>	<b><u>AS OF 1/31/22-23</u></b>	<b><u>AS OF 1/31/23-24</u></b>	<b><u>DIFFERENCE</u></b>
BEGINNING BALANCE	\$ 3,890,319.32	\$ 4,694,857.37	\$ 804,538.05
INTEREST	\$ 49,030.84	\$ 108,805.48	\$ 59,774.64
CITY OF NEWBERG	\$ 887,954.52	\$ 310,506.70	\$ <577,447.82>
CITY OF DUNDEE	\$ 28,577.78	\$ 0.00	\$ <28,577.78>
COUNTY OF YAMHILL	\$ 33,929.96	\$ 16,139.55	\$ <17,790.41>
TRANSFERRED IN	\$ 0.00	\$ 0.00	\$ 0.00
<b>TOTAL REVENUE</b>	<b>\$ 4,889,812.42</b>	<b>\$ 5,130,309.10</b>	<b>\$ 240,496.68</b>
<b>TOTAL EXPENDITURE</b>	<b>\$ 464,083.59</b>	<b>\$ 557,564.95</b>	<b>\$ 93,481.36</b>
<b><u>BALANCE</u></b>	<b><u>\$ 4,425,728.83</u></b>	<b><u>\$ 4,572,744.15</u></b>	<b><u>\$ 147,015.32</u></b>

**RECOMMENDATION:** Approve January 2024 Financials as submitted.

**VI. PUBLIC PARTICIPATION**

A. Quentin Comus – Will give update on Community Trails Survey Report. Please see pages (50-64).

The Draft Survey has been given prior. Will give at meeting again.

B. Ryann Reinhofer – Please see pages (65-74) Will discuss Bob and Crystal Rilee Master Plan..

C. Others not on Agenda

**VII. ACTION ITEMS/COMMITTEE REPORTS/BOARD COMMENTS**

A. Approve Budget Committee Member – Please see page (75-77).

**RECOMMENDATION:** Approve budget committee member Brian Keyser.

B. Approve Resolution 02-01-24 – This is done to make sure we do not overspend. Please see page (78)

**RECOMMENDATION:** Approve Resolution 02-01-24

C. Approve Resolution 02-02-24 – Please see pages (79-97) for information.

**RECOMMENDATION:** Approve Resolution 02-02-24

D. Approve Cooperative Improvement Agreement – Please see pages (98-121) for information.

**RECOMMENDATION:** Approve and Authorize Superintendent to sign.

E. Approve Sanders Estate Park Proposal for services – Please see pages (122-141) for information.

**RECOMMENDATION;** Approve and Authorize Superintendent to sign.

F. Discussion and Approve Renee Field Agreement – Will discuss at meeting. The one factor is the original agreement was for 99 years. The new agreement is for 30 years

**RECOMMENDATION:** Approve the agreement presented at the meeting for 30 years.

G. Discussion & Approve Money for sound system at Newberg High School – Please see pages (142-160). The request was for \$50,000.00. Talked with Julie and this is our recommendation.

**RECOMMENDATION:** Approve \$15,000.00. No more than \$20,000.00.

H. Bob and Crystal Rilee Park Committee Discussion – Put on agenda for discussion.

I. Bob and Crystal Rilee Master Plan Discussion – Put on agenda for discussion.

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

**VIII. OLD BUSINESS**

- A. Update on Committee Reports - Will discuss at meeting. Please see pages (161-167).
- B. Update Paddle Launch – Nothing to report. Will discuss at meeting.

**IX. FROM THE SUPERINTENDENTS DESK**

- A. Superintendent Report – Will give report at meeting. Library Request to be discussed.
- B. Staff Reports – Please see pages (168-181).

**X. CORRESPONDENCE**

- A. Citizens Comments/Evaluations – Please see Page (182-200)
- B. Miscellaneous Information – Please see page (201-210).

**XI. ADJOURNMENT.**

**Next regular Board meeting is March 28 2024.**

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**Webinar ID 864 9836 7013**

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OCHEHALEM PARK AND RECREATION DISTRICT  
REGULAR BOARD MEETING  
CPRD Administration Office  
125 S. Elliott Road  
January 25, 2024  
**MINUTES**

I. Matt Smith called the meeting to order 6:00 p.m.

II. Roll Call

Board members:

Matt Smith, President

Jason Fields, Vice President

Gayle Bizeau, Secretary/Treasurer

Jim McMaster

Lisa Rogers

CPRD Staff:

Don Clements, Superintendent

Richard Cornwell, IT Specialist (meeting operator)

Casey Creighton, Assistant Superintendent

Julie Petersen, Special Services Supervisor/Recreation Supervisor

Kat Ricker, Public Information Director

Bryan Stewart, Basic Services Supervisor/Park and Facilities Supervisor

Jeff Voreis, auditor with Pauly, Rogers and Co., P.C. (remote)

Steve Elzinga, attorney, Sherman Sherman Johnnie & Hoyt, LLP

Public:

Mike Kringle, Pickleball CAC

Hunter Wylie

Korie Buerkle, Newberg Public Library Director

Steve Paulson, Golf Course CAC

Jen Yahn & Mark Brown, Newberg High School Booster Club

Matt Dolphin, Chehalem Heritage Trails CAC

Bob Travers, Golf Course CAC

Julia Kightly

Bob Freshman

Fred Robinson

Danna Kemp

(illegible) Pfeiffer

Tom Hammer

Susan Trantham, Newberg Pickleball

Ryan Geser, Bob and Crystal Rilee Park

Brian Bowman, mountain biking  
Matt Dolphin, Trails Committee CAC

- III. Approval of or changes to agenda – Don Clements asked the president to introduce new legal counsel, which Matt Smith did, and Steve Elzinga introduced himself briefly as new legal counsel for CPRD.
- IV. Approval of consent agenda
  - a. Approval of minutes of regular Board meetings October 26 (revised with requested correction) and December 7, 2023
  - b. Approval of bills payable
  - c. Approval of financials
    - Moved Jim McMaster
    - Second Jason Fields
    - Passed unanimously
- V. Public participation
  - a. 2021 - 22 Audit - Superintendent's recommendation was to approve the audit. Auditor Jeff Voreis made a presentation. Some highlights: He said it was a clean audit, no reservations or disclaimers, so best opinion possible. On state minimum standards, they noticed that SDC was overspent by \$941,523: There was no appropriation for transfers or debt service; he cited issues related to Object Classifications under Oregon law; recorded activity mapping was off because these were actually debt service payments. Also, there was no separate management letter issued. Several best practices were noted in Board letter, including but not limited to, that CPRD often carries cash and balances in excess of insurance coverage amount, plus issues identified in areas of accounts payable, and segregation of duties.

**MOTION to approve acceptance of audit as presented**

**Moved Lisa Rogers**  
**Second Jason Fields**  
**Passed unanimously**

b. Mike Kringlen, Pickleball CAC - Thankful to Clements and Casey Creighton for potential two rectangular court areas which they outlined in Jaquith Park; thankful to Gayle Bizeau and Julie Peterson for support of lighted courts. He asked whether the Board would expect the committee to work with Clements and Creighton on goals; Matt Smith that will be discussed. He asked whether lighted courts would be in the 2024 budget; Creighton said it will be, and Clements said the intent is to put it in the budget but noted that the budget must then be approved.

c. Hunter Wylie identified several criticisms of CPRD's financial transparency;

for instance, he said financials are not being presented to the Board, and false statements were being made about them. Wylie said that as to potentially purchasing Dundee Elementary School, CPRD would be asking taxpayers to purchase something that they already own; plus, Sander Estate is directly across the state and that project hasn't even been started, after five years.

d. Korie Buerkle requested that CPRD turn over historical documents located in the Bob and Crystal Rilee Park garage and outbuilding, to Newberg Public Library, to house them in the Library Annex, in order to preserve them better and to catalog and make them available to the public.

Matt Smith said this would be discussed later in agenda...

e. Steve Paulson spoke about why the Golf Course CAC dissolved and why members may not wish to reapply. He said CPRD leadership wants to silence people, that the committee had made several recommendations to the Board which had been denied, such as making it possible for golf course employees to receive tips over credit card and cash. He criticized CPRD's maintenance of the course and cited statements by Bill Snow and Ken Austin (that CPRD would make a beautiful golf course and not maintain it). Paulson urged the Board to change leadership of CPRD, that 34 years showed a need for change, and if the Board would not do it, then get people in here who would.

f. Jen Yahn and Mark Brown requested \$50,000 for Newberg High School Booster Club in order to purchase an updated sound system for the stadium and gym in time for graduation; the project was estimated at \$80,000 to \$100,000, and she reported there had already been some supporters who had come forward.

g. Bob Travers, Greens resident and member of Golf Course CAC, said he had been sold on golf course by Don Clements and told that the clubhouse would be an addition, but a triple wide trailer had been place there instead. Golf course had been beautiful when built. He and the committee had assisted some Board members to be elected on basis of support for committee's goals, and were disappointed by the Board when they followed the superintendent and staff recommendations. Board priorities recently placed clubhouse near bottom of list, he said. He said shame on those of you not listening, and accused Board of broken promises.

h. Julie Kightly wanted website updated by 5 a.m. when it opens, not at 7 as it had been when she had looked for it during recent weather event, and said that voicemail link had not taken her to announcements that she sought.



i. Fred Robinson complimented the Board on increasing and recommended that the Board continue to approve scheduled System Development Charge fee increases, as the revenue is important.

j. Dawn Paulson on proposed purchase of Dundee Elementary School, and CPRD's culture of lack of maintenance. She cited the amount of properties that CPRD owned, versus the maintenance budget and said CPRD would have to double its budget in order to properly maintain property. She urged change of leadership at CPRD and urged the Board not approve purchase of school.

k. Mayor Bill Rosacker, had requested CPRD make two changes to its SDCs and was disappointed that the Board had not even discussed or considered it. He said he was speaking as an individual when he said that CPRD took a 2017 version and cut and pasted new numbers into the SDC charts, and nothing else was changed. The project for 18 miles of trails has been in budget for an \$80 million project for years, which would now be around \$120 million. There should be money available for trails. But CPRD has been using that for services on debt, which he questioned the legality of, and urged CPRD to check with attorney on potential illegality of that.

Board Discussion:

Library request to house documents - Lisa Rogers asked if those who had been on Foundation were in support of this; Danna Kemp, who was in the audience, said she would be happy to help the library on this. Attorney Elzinga advised that since this was not on the agenda, he recommended that it be placed on a future agenda for a future meeting for deliberation. Smith directed Clements to put this as an action item at a future meeting.

NHS Booster request - Jim McMaster asked for Julie Peterson's input on the sound system and then directed staff to come back with a recommendation on the next meeting agenda. Discussion of other pledges and upcoming fundraising event in March.

VI. Matt Smith called for a five-minute break.

VII. Action items/committee reports/Board comments

a. Appointment (reappointment) of Budget Committee members. Terms in place at this time:

Elijah Dickson - appointed 2020 - 2023

Elizabeth Comfort - appointed 2022 - 2024

Jim Talt - appointed 2022 - 2024

Mike McBride - appointed 2023 - 2025

Note: Andrew Yinger's term has expired (2020 - 2023) and he has notified CPRD that he is unavailable for the 2024 - 2025 budget cycle.

**MOTION to approve the four previous budget committee members who are willing to serve again.**

**Moved Lisa Rogers**

**Second Jim McMaster**

**Passed unanimously**

- b. Approval of bid from Stark Street Lawn & Garden West in the amount of \$16,631.08, for parks equipment (trailer intake hose, debris hauler, leaf mulcher).

**MOTION to approve bid for purchase as submitted**

**Moved Jim McMaster**

**Second Jason Fields**

**Passed unanimously**

- c. Continued discussion toward approval of Citizen Advisory/Ah Hoc Committee policy guidelines as proposed by President Matt Smith. Attorney Elzinga confirmed that he had seen it and that it looked fine. Rogers thanked Smith for doing a good job with this.

**MOTION to approve rules as presented in packet**

**Moved Lisa Rogers**

**Second Jason Fields**

**Passed unanimously**

- d. The Board considered taking action to sign letters to representatives, seeking clarification on recent legislative action regarding matters of public recreational trails and recreational immunity. The action of signing and sending letters has been recommended by Oregon Recreation and Park Association and Chehalem Heritage Trails Citizens' Advisory Committee.

**MOTION to present the letters as written**

**Moved Jim McMaster**

**Second Jason Fields**

**Passed unanimously**

- e. Review of updated proposed master plan for Bob and Crystal Rilee Park, summaries of feedback from focus group, provided by NV5 and CPRD staffer Casey Creighton. The Board will vote to adopt the finalized plan in February. Smith directed staff to also add to the Feb agenda, resurrecting the Bob and Crystal Rilee Park committee. Discussion: Clements stressed

that any adopted master plan must be a fluid document that can change.

- f. Superintendent requested that the Board approve RESOLUTION 01-01-24, approving scheduled rate increase for System Development Charges (SDCs) effective July 1, 2024, adjusted by Superintendent Don Clements using Seattle Construction Cost Index. Fields asked legal counsel whether we could change what we are doing here. Elzinga said that he needed to look into this further, but for instance, if the Board has authority to designate the inflationary increase, then it has authority to decrease it. He said that the concerns that he had heard raised tonight during comments were not pertaining to that, and on what he did hear, he is not prepared to comment on tonight. Smith said we will get a legal opinion on the next month, for vote then if Board is then ready.
- g. Continued discussion on potential pursuit by CPRD to acquire vacated Dundee Elementary School building. Clements said he did not think that CPRD could afford it at this time and did not recommend purchasing it now, since CPRD had not received ARPA funds it had been hoping for. However, he recommended that CPRD continue just in case NSD might not get a buyer, and then declared the building as surplus and then CPRD might get it for free. He acknowledged that he was dreaming, but said he thought it was too early to abandon pursuing it. McMaster this was a chance for Dundee to have a community center, and he would like to hear from the Dundee community whether it would like to have a community center, and look outside the box on this. Discussion on options, possibilities, whether CPRD staff had reached out to County. Discussion ended with no vote.
- h. Reports and comments from Board members  
Lisa Rogers said CCC had started construction on staircase and upper story, also the disc golf course/Ewing Young Park were well maintained in face of recent extreme winter weather.  
Gayle Bizeau asked about pickleball plan and at what point would we have input on masterplan; Clements said we are getting cost estimates now, and once those are approved, then we will work with the committee to come up with what we can and can't do - resurface existing tennis courts, and make new ones. Horseshoe pits - Clements said we are moving part of them; Creighton said we are working on parking designations. Discussion on whether to leave them intact or make into parking, and were they actually being used anymore. Peterson said that 12 courts would be added, plus two reconstructed, so 14 total. Jim McMaster urged insulation be put back in at CCC. Jim said since we put \$400,000 in the budget for pickleball, he wanted to see some

movement on this so we could move forward next year. Gayle said that in the parking at the pool, compact car spaces are farther away from regular car spaces, which is backwards. Jim McMaster said there had been a lot of back and forth with City on that parking, and he didn't know if we could make any changes.

Note that discussion jumped to paddle launch (See VIII.b.)

**VIII. Old business/project updates**

**a. Committee updates**

1. Chehalem Heritage Trails CAC - No presentation
2. Pickleball CAC - No presentation
3. Golf Course CAC - No presentation

**b. Chehalem Paddle Launch** - Clements said there is nothing to report. Jason Fields asked if there is anyone on the Board taking the lead on this. Jason said he wants to make sure that we take care of our mountain bikers, and even if we don't have a paddle launch, we should consider it for bicycles. Fields said he will talk to a County commissioner Saturday. Clements said he will have John Bridges (outgoing legal counsel) to the new legal counsel (Clements indicated Steve Elzinga) and get him up-to-date on this topic and what has been done.

**IX. From the superintendent's desk**

**a. Superintendent's report – Budget update** - Clements said that we will not increase it, but out of the contingency, we will increase work in the parks department, and we will explain why. He is aiming to stay within a five percent increase so that the Board can approve a resolution to increase funding for part-time positions in parks department, in Feb. meeting.

**b. Staff reports – Brief staff updates were given; see packet for detailed activity reports, pages 261 - 277.**  
Julie Peterson said that the City of Carlton has asked CPRD to run their outdoor pool. McMaster asked if CPRD has enough staff for our own facility before we consider that, and we need to either make money or break even on it. Julie said we are only gathering information on that. She said expenses versus revenue at aquatic center was outside-the-box thinking and staff there was really hustling.

**X. Correspondence**

- A. Citizen comments/evaluations
- B. Miscellaneous information

**XI. Adjournment – Smith moved to adjourn 8:36 p.m.**

Next meeting:

12

Respectfully Submitted,

Kat Ricker, Public Information Director

Next scheduled meeting: Feb. 22, 2024.

**FROM JANUARY 08, 2024  
UP TO FEBRUARY 08, 2024**

**ACCOUNTS PAYABLE FOR GERNERAL FUND**

<b><u>CHECK NUMBERS</u></b>	<b><u>AMOUNT</u></b>	<b><u>TYPE CHECKS</u></b>
128085-087,129157,129182-185		
129221	\$ 2,681.27	PAYROLL
129059-129221	\$ 445,564.82	ACCOUNTS PAYABLE
129060-062,129118 VOIDED		
WIRE TRANSFER PAYROLL	\$ 275,387.52	PAYROLL
2485-2493	\$ 26,379.23	MANUAL/ACH TRANSFERS
<b>GRAND TOTAL</b>	<b><u>\$ 750,012.84</u></b>	

**BREAKOUT**

**ACCOUNTS PAYABLE            \$ 445,564.82**

**PAYROLL                            \$ 278,068.79**

**WIRE TRANSFER & ACH    \$ 26,379.23**

**ACCOUNTS PAYABLE FOR SDC FUND**

<b><u>CHECK NUMBERS</u></b>	<b><u>AMOUNT</u></b>	<b><u>TO WHOM</u></b>
1132	\$ 1,602.19	WH PACIFIC
1133	\$ 2,477.50	MIG APG
1134	\$ 54,083.69	GREENWORKS PC
WIRE TRANSFER	\$ 3,229.65	US BANK
<b>GRAND TOTAL</b>	<b><u>\$ 61,393.03</u></b>	

**ACCOUNTS PYABLE FOR LOAN SERVICE FUND**

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

**ACCOUNTS PAYABLE FOR CAPITAL POOL CONSTRUCTION & POOL BOND**

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

**BREAKOUT**

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

**ACCOUNTS PAYABLE FOR FOUNDATION**

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

**FINANCIAL OVERVIEW**

**GENERAL FUND SUMMARY**

DESCRIPTION	AS OF 1/31/22-23	AS OF 1/31/23-24	DIFFERENCE
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**SDC FUND SUMMARY**

DESCRIPTION	AS OF 1/31/22-23	AS OF 1/31/23-24	DIFFERENCE
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**LOAN SERVICE FUND SUMMARY**

DESCRIPTION	AS OF 1/31/22-23	AS OF 1/31/23-24	DIFFERENCE
<b>GRAND TOTAL EXPENSES</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
REVENUE TRANSFERS	\$ 0.00	\$ 0.00	\$ 0.00
INTREST	\$ 427.04	\$ 974.34	\$ 547.30
BEGINNING BALANCE	\$ 34,000.55	\$ 34,951.56	\$ 951.01
<b>GRAND TOTAL REVENUE</b>	<b>\$ 34,427.59</b>	<b>\$ 35,925.90</b>	<b>\$ 1,498.31</b>

**EQUIPMENT AND MAJOR MAINTENANCE FUND SUMMARY**

DESCRIPTION	AS OF 1/31/22-23	AS OF 1/31/23-24	DIFFERENCE
<b>GRAND TOTAL EXPENSES</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
TOTAL REVENUE	\$ 0.00	\$ 0.00	\$ 0.00
BEGINNING BALANCE	\$ 0.00	\$ 0.00	\$ 0.00
<b>GRAND TOTAL REVENUE</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>

**CAPITAL PROJECT POOL FUND SUMMARY**

DESCRIPTION	AS OF 1/31/22-23	AS OF 1/31/23-24	DIFFERENCE
<b>GRAND TOTAL EXPENSES</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>GRAND TOTAL REVENUE</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>

**BOND LOAN SERVICE SUMMARY**

DESCRIPTION	AS OF 1/31/22-23	AS OF 1/31/23-24	DIFFERENCE
<b>GRAND TOTAL EXPENSES</b>	<b>\$ 292,610.92</b>	<b>\$ 273,362.17</b>	<b>\$ &lt;19,248.75&gt;</b>
<b>GRAND TOTAL REVENUE</b>	<b>\$ 1,849,635.52</b>	<b>\$2,157,659.75</b>	<b>\$ 308,024.23</b>



# General Ledger Revenue Analysis

User: ahill@cprdnwberg.org  
 Printed: 2/7/2024 3:06:54 PM  
 Period 07 - 07  
 Fiscal Year 2024



Account Number	Description	Budget	Period Amt	End Bal	Uncollected	% Collected
001	<b>GENERAL FUND</b>					
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	31,379.17	3,255,486.35	329,538.65	90.81
001-000-411000	PRIOR TAXES	100,000.00	3,975.37	42,135.25	57,864.75	42.14
001-000-450000	PARKS	10,500.00	1,288.84	37,271.27	-26,771.27	354.96
001-000-450415	PADDLE LAUNCH	0.00	0.00	0.00	0.00	0.00
001-000-451000	AQUATIC RECEIPTS	1,285,156.00	110,626.15	856,561.84	428,594.16	66.65
001-000-452000	ADULT SPORT RECEIPTS	42,400.00	321.27	4,127.07	38,272.93	9.73
001-000-453000	YOUTH SPORT RECEIPTS	292,000.00	4,138.90	252,314.60	39,685.40	86.41
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	10,670.00	77,619.79	66,880.21	53.72
001-000-454001	CLASSES/SPECIAL ACTIVITY	0.00	0.00	0.00	0.00	0.00
001-000-455000	PLAYGRNDSCENTERS	647,000.00	66,116.69	450,560.45	196,439.55	69.64
001-000-456000	COMM CTR/SCOUT HOUSE INCOME	118,000.00	27,514.80	66,396.30	51,603.70	56.27
001-000-457000	COMMUNITY SCHOOL	66,000.00	150.00	5,298.53	60,701.47	8.03
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	43,410.85	1,076,920.93	645,079.07	62.54
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	0.00	7,900.00	7,200.00	52.32
001-000-474000	PRESCHOOL INCOME	75,770.00	2,128.80	17,684.45	58,085.55	23.34
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	INDOT 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	29,983.79	164,597.86	-134,597.86	548.66
001-000-480020	SKATE PARK INCOME	0.00	0.00	0.00	0.00	0.00
001-000-480022	GRANTS/LOANS/OTHER	0.00	0.00	189,135.32	-189,135.32	0.00
001-000-480025	MISCELLANEOUS INCOME	50,000.00	1,234.00	28,250.97	21,749.03	56.50
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 Nbq	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	332,938.63	12,639,852.99	1,595,098.01	88.79
<b>001</b>	<b>GENERAL FUND</b>	<b>14,234,951.00</b>	<b>332,938.63</b>	<b>12,639,852.99</b>	<b>1,595,098.01</b>	<b>88.79</b>
<b>005</b>	<b>EWING YOUNG FUND</b>					
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
<b>005</b>	<b>EWING YOUNG FUND</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>025</b>	<b>EQUIPMENT &amp; MAJOR MAINT</b>					
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
<b>025</b>	<b>EQUIPMENT &amp; MAJOR MAINT</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>026</b>	<b>LOAN SERVICE FUND</b>					
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	148.41	974.34	-974.34	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	148.41	35,925.90	-1,324.90	103.83

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Account Number	Description	Budget	Period Amt	End Bal	Uncollected	% Collected
026	LOAN SERVICE FUND	34,601.00	148.41	35,925.90	-1,324.90	103.83
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	0.00	310,506.70	339,493.30	47.77
035-000-460003	SDC FUNDS-YAMHILL COUNTY	75,000.00	0.00	16,139.55	58,860.45	21.52
035-000-461000	INTEREST EARNED	25,000.00	0.00	0.18	24,999.82	0.00
035-000-461001	INTEREST EARNED-DUNDEE	0.00	843.39	5,717.13	-5,717.13	0.00
035-000-461002	INTEREST EARNED-NEWBERG	0.00	14,705.97	95,908.06	-95,908.06	0.00
035-000-461003	INTEREST EARNED-YAMHILL COUNTY	0.00	1,220.61	7,180.11	-7,180.11	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
	REVENUE	4,715,319.00	16,769.97	5,130,309.10	-414,990.10	108.80
035-000-490000	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	16,769.97	5,130,309.10	-414,990.10	108.80
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 LGIP	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	14,496.81	1,503,996.62	-1,503,996.62	0.00

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Account Number	Description	Budget	Period Amt	End Bal	Uncollected	% Collected
037-000-411000	PRIOR BOND	0.00	1,836.57	18,307.69	-18,307.69	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	9,302.83	38,023.80	-38,023.80	0.00
	REVENUE	1,371,725.00	25,636.21	2,157,659.75	-785,934.75	157.30
037	BOND LOAN SERVICE	1,371,725.00	25,636.21	2,157,659.75	-785,934.75	157.30
	Revenue Total	20,356,596.00	375,493.22	19,963,747.74	392,848.26	98.0702

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# General Ledger

## Expense vs Budget



User: ahill@cprdnwberg.org  
 Printed: 2/7/2024 2:58:07 PM  
 Period 07 - 07  
 Fiscal Year 2024

Account Number	Description	Budget	Period Amount	YTD Amount	YTD Variance	Encumbered	Available	% Available
001	GENERAL FUND							
000								
001-000-490000	TRANSFER 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	68,702.76	49,074.24	0.00	49,074.24	41.67
001-413-110002	ADMINISTRATOR 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	66,812.51	48,904.49	0.00	48,904.49	42.26
001-413-110032	ADMIN. COORDINATOR	67,758.00	238.74	35,998.45	31,759.55	0.00	31,759.55	46.87
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	43,068.00	31,524.00	0.00	31,524.00	42.26
001-413-110036	EVENTMARKETING COORDINATOR	48,083.00	4,006.88	27,761.96	20,321.04	0.00	20,321.04	42.26
001-413-110037	RECEPTION SPECIALIST	87,329.00	10,748.40	53,513.24	33,815.76	0.00	33,815.76	38.72
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	1,832.99	4,006.73	4,963.27	0.00	4,963.27	55.33
001-413-120002	Registration Clerks	150,249.00	6,918.56	59,728.16	90,520.84	0.00	90,520.84	60.25
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	3,768.31	27,423.23	23,868.77	0.00	23,868.77	46.54
001-413-140002	UNEMPLOYMENT	40,229.00	3,260.06	12,717.14	27,511.86	0.00	27,511.86	68.39
001-413-140003	RETIREMENT	41,412.00	2,754.43	20,726.84	20,685.16	0.00	20,685.16	49.95
001-413-140004	HEALTH INSURANCE	124,196.00	8,521.19	65,447.44	58,748.56	0.00	58,748.56	47.30
001-413-140005	SAIF	1,268.00	70.31	681.85	586.15	0.00	586.15	46.23
	PERSONNEL EXPENSE	928,872.00	67,793.59	486,588.31	442,283.69	0.00	442,283.69	47.62
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	229.82	8,433.91	3,166.09	0.00	3,166.09	27.29
001-413-210002	POSTAGE SUPPLIES	1,500.00	-77.52	-219.39	1,719.39	0.00	1,719.39	114.63
001-413-210003	PROGRAM SUPPLIES	9,300.00	349.99	766.56	8,533.44	0.00	8,533.44	91.76

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Account Number	Description	Budget	Period Amount	YTD Amount	YTD Variance	Encumbered	Available	% Available
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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	PRNTGADVERPUBLICITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-413-310001	CLASSIFIED ADS	1,000.00	66.99	66.99	933.01	0.00	933.01	93.30
001-413-310002	BROCHURE	2,000.00	0.00	2,000.00	0.00	0.00	0.00	0.00
001-413-310003	FLYERS,SCHELDULBS, MISC.	1,000.00	0.00	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	DUESMTGSTRAINTRVLEXP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-413-320001	DIRECTORS FEES	360.00	0.00	192.00	168.00	0.00	168.00	46.67
001-413-320002	PROF DUESFEESMAGSBOOKS	9,000.00	235.00	8,929.00	71.00	0.00	71.00	0.79
001-413-320003	CONFERENCES & WORKSHOPS	5,500.00	610.00	4,780.75	719.25	0.00	719.25	13.08
001-413-320004	STAFF MILEAGE	1,000.00	0.00	124.38	875.62	0.00	875.62	87.56
001-413-320005	STAFF EXPENSES	7,750.00	667.07	4,598.25	3,151.75	0.00	3,151.75	40.67
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	639.25	2,106.55	2,393.45	0.00	2,393.45	53.19
001-413-331005	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-413-331007	Fees (activenetcbank)	7,000.00	531.62	3,709.15	3,290.85	0.00	3,290.85	47.01
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	69.95	1,019.70	-287.70	0.00	-287.70	-39.30
001-413-340002	DATA STORAGE AND BACKUP	365.00	2.99	48.30	316.70	0.00	316.70	86.77
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	3,752.50	24,727.00	25,273.00	0.00	25,273.00	50.55
001-413-380002	AUDIT SERVICES	27,500.00	0.00	18,000.00	9,500.00	0.00	9,500.00	34.55
001-413-380003	PROGRAM CONTRACTS	15,000.00	345.24	4,300.61	10,699.39	0.00	10,699.39	71.33
001-413-380004	INSURANCE SERVICES	13,500.00	13,924.29	13,924.29	-424.29	0.00	-424.29	-3.14
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	0.00	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 MATL. SERV., SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		<u>254,954.00</u>	<u>21,347.19</u>	<u>129,525.83</u>	<u>125,428.17</u>	<u>0.00</u>	<u>125,428.17</u>	<u>49.20</u>

413	ADMINISTRATION DEPARTMENT	1,183,826.00	89,140.78	616,114.14	567,711.86	0.00	567,711.86	47.96
450	EXPENDITURES							
001-450-110000	REGULAR SALARIES	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
001-450-110021	PARKS (Project) SUPERVISOR	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	37,203.76	27,232.24	0.00	27,232.24	42.26
001-450-110023	MAINT SUPER Park Director	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	37,203.76	27,232.24	0.00	27,232.24	42.26
001-450-110025	PARKS TECH 2	43,613.00	3,675.11	27,515.29	16,097.71	0.00	16,097.71	36.91
001-450-110026	PARKS TECH 3 (GROUNDS)	41,536.00	3,355.00	23,613.20	17,922.80	0.00	17,922.80	43.15
001-450-110027	SYSTEM IT TECH 4	45,793.00	3,816.08	26,440.04	19,352.96	0.00	19,352.96	42.26
001-450-110028	PARKS TECH 5 (BLDG)	35,880.00	3,584.92	22,059.37	13,820.63	0.00	13,820.63	38.52
001-450-110029	PARKTRAIL SPECIALIST 1	64,436.00	5,369.62	37,203.76	27,232.24	0.00	27,232.24	42.26
001-450-110030	PARKTRAIL SPECIALIST 2	43,613.00	2,448.03	20,502.81	23,110.19	0.00	23,110.19	52.99
001-450-110032	ADM COOR BS Super	85,681.00	7,140.03	49,470.20	36,210.80	0.00	36,210.80	42.26
001-450-110033	SECRETARY I	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
001-450-120000	PARTTIME & TEMP. SALARIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-450-120001	PARK LABORER 1	198,237.00	13,291.39	183,155.04	15,081.96	0.00	15,081.96	7.61
001-450-120002	PARK LABORER 2	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
001-450-140000	PAYROLL TAXES & FRINGES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-450-140001	FIGA	52,607.00	4,085.26	35,516.39	17,090.61	0.00	17,090.61	32.49
001-450-140002	UNEMPLOYMENT	41,260.00	4,135.91	22,538.98	18,721.02	0.00	18,721.02	45.37
001-450-140003	RETIREMENT	39,644.00	1,628.20	11,758.92	27,885.08	0.00	27,885.08	70.34
001-450-140004	HEALTH INSURANCE	231,315.00	13,299.37	88,758.25	142,556.75	0.00	142,556.75	61.63
001-450-140005	SALE	22,556.00	1,302.42	14,193.85	8,362.15	0.00	8,362.15	37.07
	PERSONNEL EXPENSE	1,075,043.00	77,870.58	637,133.62	437,909.38	0.00	437,909.38	40.73
001-450-210000	MATERIAL & SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-450-210001	OFFICE SUPPLIES	3,251.00	225.31	9,497.01	-6,246.01	0.00	-6,246.01	-192.13
001-450-210002	POSTAGE SUPPLIES	1,079.00	33.32	542.99	536.01	0.00	536.01	49.68
001-450-210003	PROGRAM SUPPLIES	14,855.00	148.85	7,676.84	7,178.16	0.00	7,178.16	48.32
001-450-210004	SMALL TOOLS	11,534.00	0.00	3,186.90	8,347.10	0.00	8,347.10	72.37
001-450-210005	JANITORIAL SUPPLIES	26,642.00	1,415.09	27,394.45	-752.45	0.00	-752.45	-2.82
001-450-210006	CHEMICAL & AGRI. SUPPLIES	48,699.00	46.46	3,541.76	45,157.24	0.00	45,157.24	92.73
001-450-210008	GAS & OIL SUPPLIES	28,374.00	2,872.87	33,953.60	-5,579.60	0.00	-5,579.60	-19.66
001-450-310000	PRNTGADVERPUBLCITY	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	-63.00	0.00
001-450-310002	BROCHURE	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	1,991.09	367.91	0.00	367.91	15.60
001-450-320000	DUESMTGSTRAINTRVLEXP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-450-320002	PROF. DUESFEESMAGS.BKS	4,890.00	19.00	3,469.43	1,420.57	0.00	1,420.57	29.05
001-450-320003	CONFERENCES & WORKSHOPS	8,050.00	0.00	2,294.79	5,755.21	0.00	5,755.21	71.49
001-450-320004	STAFF MILEAGE	264.00	0.00	0.00	264.00	0.00	264.00	100.00
001-450-320005	STAFF EXPENSE	800.00	316.34	4,895.98	-4,095.98	0.00	-4,095.98	-512.00
001-450-331000	UTILITIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-450-331001	ELECTRICITY	79,957.00	6,021.09	41,425.41	38,531.59	0.00	38,531.59	48.19
001-450-331002	NATURAL GAS	49,484.00	8,714.11	13,769.81	35,714.19	0.00	35,714.19	72.17
001-450-331003	WATER & SEWER	282,868.00	5,319.93	160,068.44	122,799.56	0.00	122,799.56	43.41
001-450-331004	TELEPHONE	4,980.00	1,382.39	2,588.46	2,391.54	0.00	2,391.54	48.02
001-450-331005	MISCELLANEOUS	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	1,612.35	7,528.40	15,533.60	0.00	15,533.60	67.36
001-450-331007	FEES(achvenetcbank)	600.00	71.26	303.58	296.42	0.00	296.42	49.40
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	236.56	16,392.59	-7,563.59	0.00	-7,563.59	-85.67
001-450-340002	DATA AND STORAGE BACK UP	4,327.00	57.46	3,299.06	1,027.94	0.00	1,027.94	23.76
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	4,097.21	39,964.71	14,704.29	0.00	14,704.29	26.90
001-450-355002	STRUCTURE MAINT. & REPAIR	23,536.00	2,477.33	16,358.34	7,177.66	0.00	7,177.66	30.50
001-450-355003	EQUIPMENT MAINT. & REPAIR	53,313.00	439.26	14,079.75	39,233.25	0.00	39,233.25	73.59
001-450-355004	GROUND MAINT. & REPAIR	78,799.00	14,184.09	59,695.49	19,103.51	0.00	19,103.51	24.24
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	21,936.45	181,145.30	174,598.70	0.00	174,598.70	49.08
001-450-380004	INSURANCE SERVICES	48,468.00	47,740.32	51,002.32	-2,534.32	0.00	-2,534.32	-5.23
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	265.17	590.17	4,662.83	0.00	4,662.83	88.77
001-450-456002	BUILDINGS & STRUCTURES	5,279.00	0.00	0.00	5,279.00	0.00	5,279.00	100.00
001-450-456003	MATL, SERV., SUPPLIES	1,230,200.00	119,632.22	706,719.67	523,480.33	0.00	523,480.33	42.55
450	EXPENDITURES	2,305,243.00	197,502.80	1,343,853.29	961,389.71	0.00	961,389.71	41.70
451	AQUATICS							
001-451-110000	REGULAR SALARIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-451-110001	AQUATIC ss SUPERVISOR	23,800.00	1,983.34	13,741.73	10,058.27	0.00	10,058.27	42.26
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	34,094.62	27,172.38	0.00	27,172.38	44.35
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	28,052.22	20,030.78	0.00	20,030.78	41.66
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	16,302.70	147,934.29	143,574.71	0.00	143,574.71	49.25
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	5,466.31	61,385.13	40,261.87	0.00	40,261.87	39.61
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	1,527.65	13,914.10	9,826.90	0.00	9,826.90	41.39
001-451-120006	PERSONAL TRAINER	6,579.00	168.60	1,430.89	5,148.11	0.00	5,148.11	78.25
001-451-120007	FC MONITOR	55,862.00	1,940.96	15,256.40	40,605.60	0.00	40,605.60	72.69
001-451-120008	Lead Guard	21,879.00	904.17	8,797.32	13,081.68	0.00	13,081.68	59.79
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	2,840.02	24,806.72	25,365.28	0.00	25,365.28	50.56
001-451-140002	UNEMPL OYMENT	39,351.00	2,883.31	17,332.02	22,018.98	0.00	22,018.98	55.96

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Account Number	Description	Budget	Period Amount	YTD Amount	YTD Variance	Encumbered	Available	% Available
001-451-140003	RETIREMENT	10,786.00	578.70	4,403.58	6,382.42	0.00	6,382.42	59.17
001-451-140004	HEALTH INSURANCE	68,471.00	4,913.94	33,976.02	34,494.98	0.00	34,494.98	50.38
001-451-140005	SALE PERSONNEL EXPENSE	21,512.00	993.04	10,472.34	11,039.66	0.00	11,039.66	51.32
		846,133.00	49,380.86	415,597.38	430,535.62	0.00	430,535.62	50.88
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	70.45	2,906.70	2,603.30	0.00	2,603.30	47.25
001-451-210002	POSTAGE SUPPLIES	350.00	5.44	59.92	290.08	0.00	290.08	82.88
001-451-210003	PROGRAM SUPPLIES	21,995.00	3,450.28	15,408.06	6,586.94	0.00	6,586.94	29.95
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 & AGR. SUPPLIES	50,000.00	2,319.45	27,088.01	22,911.99	0.00	22,911.99	45.82
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	PRNTGADYERPUBLICITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-451-310001	CLASSIFIED ADS	500.00	197.67	416.15	83.85	0.00	83.85	16.77
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	296.66	1,703.34	0.00	1,703.34	85.17
001-451-320000	DUESMGTSTRAINTRVLEXP	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	422.23	5,451.86	1,824.14	0.00	1,824.14	25.07
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 MILEAGE	350.00	0.00	0.00	350.00	0.00	350.00	100.00
001-451-320005	STAFF EXPENSE	500.00	78.50	98.49	401.51	0.00	401.51	80.30
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	17,651.58	141,066.49	103,745.51	0.00	103,745.51	42.38
001-451-331002	NATURAL GAS	81,294.00	10,594.31	55,638.40	25,655.60	0.00	25,655.60	31.56
001-451-331003	WATER & SEWER	63,716.00	4,533.75	42,361.01	21,354.99	0.00	21,354.99	33.52
001-451-331004	TELEPHONE	6,000.00	456.39	456.39	5,543.61	0.00	5,543.61	92.39
001-451-331005	DOE REPAYMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-451-331007	FEES(activenecebank)	67,635.00	6,837.88	58,591.31	9,043.69	0.00	9,043.69	13.37
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	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-451-355004	GROUN MAINT & REPAIR	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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	23,100.00	2,312.36	9,683.54	13,416.46	0.00	13,416.46	58.08
001-451-380004	INSURANCE SERVICES	50,000.00	45,751.12	46,041.74	3,958.26	0.00	3,958.26	7.92

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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	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-451-456000	RENTAL LEASE	450.00	0.00	70.00	380.00	0.00	380.00	84.44
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	94,723.79	409,183.67	226,386.33	0.00	226,386.33	35.62
451	AQUATICS	1,481,703.00	144,104.65	824,781.05	656,921.95	0.00	656,921.95	44.34
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 (SS) SUPERVISOR	4,760.00	396.66	2,748.31	2,011.69	0.00	2,011.69	42.26
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	304.77	931.23	0.00	931.23	75.34
001-452-140002	UNEMPLOYMENT	969.00	29.61	106.50	862.50	0.00	862.50	89.01
001-452-140003	RETIREMENT	1,169.00	31.74	257.27	911.73	0.00	911.73	77.99
001-452-140004	HEALTH INSURANCE	4,558.00	77.46	838.54	3,719.46	0.00	3,719.46	81.60
001-452-140005	SALE	530.00	6.63	122.57	407.43	0.00	407.43	76.87
	PERSONNEL EXPENSE	24,612.00	572.46	5,612.70	18,999.30	0.00	18,999.30	77.20
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	1,234.97	765.03	0.00	765.03	38.25
001-452-210002	POSTAGE SUPPLIES	175.00	0.68	2.00	173.00	0.00	173.00	98.86
001-452-210003	PROGRAM SUPPLIES	13,500.00	500.00	1,710.37	11,789.63	0.00	11,789.63	87.33
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 & AGR. 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	FL YERS, SCHEDULES, MISC.	300.00	0.00	0.00	300.00	0.00	300.00	100.00

Account Number	Description	Budget	Period Amount	YTD Amount	YTD Variance	Encumbered	Available	% Available
001-452-320000	DUESMGTGSTRNTRVLEXP	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	133.00	1,567.00	0.00	1,567.00	92.18
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	317.94	763.00	537.00	0.00	537.00	41.31
001-452-331005	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-452-331007	FBBS(activetechbank)	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	GROUP 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	18,000.00	0.00	8,105.28	9,894.72	0.00	9,894.72	54.97
001-452-380004	INSURANCE	4,300.00	3,978.36	4,268.98	31.02	0.00	31.02	0.72
001-452-380005	INTEREST	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-452-380006	EQUIP MAINT. CONTRACTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-452-380009	REPLUNDS	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	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	MATL, SERV., SUPPLIES	48,525.00	4,837.66	16,582.38	31,942.62	0.00	31,942.62	65.83
452	ADULT SPORTS DEPARTMENT	73,137.00	5,410.12	22,195.08	50,941.92	0.00	50,941.92	69.65
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	1,586.68	10,993.38	8,046.62	0.00	8,046.62	42.26
001-453-110043	SPORTS TECHNICIAN	39,558.00	3,296.80	18,118.36	21,439.64	0.00	21,439.64	54.20
001-453-110045	YOUTH SPORTS COORDINATOR	54,771.00	4,418.26	29,729.44	25,041.56	0.00	25,041.56	45.72
001-453-120000	PARTTIME & TEMP. SALARIES	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
001-453-120001	SPORTS LEADERS	60,375.00	48.33	16,674.53	43,700.47	0.00	43,700.47	72.38
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	0.00	0.00	0.00	0.00	0.00	0.00
001-453-140002	UNEMPL OYMENT	10,425.00	715.28	5,776.95	7,515.05	0.00	7,515.05	56.54
001-453-140003	RETIREMENT	56,774.00	681.31	3,782.50	6,642.50	0.00	6,642.50	63.72
001-453-140004	HEALTH INSURANCE	5,699.00	484.26	3,904.89	5,278.11	0.00	5,278.11	57.48
001-453-140005	SAIF	269,117.00	239.29	2,128.44	28,689.80	0.00	28,689.80	50.53
	PERSONNEL EXPENSE		15,053.41	119,192.69	3,570.56	0.00	3,570.56	62.65
					149,924.31	0.00	149,924.31	55.71
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	64.74	6,077.40	-2,577.40	0.00	-2,577.40	-73.64
001-453-210002	POSTAGE SUPPLIES	175.00	12.24	133.20	41.80	0.00	41.80	23.89
001-453-210003	PROGRAM SUPPLIES	80,000.00	14,340.79	87,130.95	-7,130.95	0.00	-7,130.95	-8.91
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	PRNTGADVERTPUBLICITY	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	239.88	760.12	0.00	760.12	76.01
001-453-320000	DUESMTGSTRINTRVLEXP	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	19.00	555.22	944.78	0.00	944.78	62.99
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	457.44	242.56	0.00	242.56	34.65
001-453-320005	STAFF EXPENSE	1,200.00	0.34	882.75	317.25	0.00	317.25	26.44
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	486.29	846.26	1,153.74	0.00	1,153.74	57.69
001-453-331005	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-453-331007	FEES(activenetcbank)	8,000.00	67.04	3,170.09	4,829.91	0.00	4,829.91	60.37
001-453-340000	INTERNET & COMMUNICATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-453-340001	INTERNET AND COMMUNICATION	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	GROUNND MAINT. & REPAIR	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
001-453-380000	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	1,897.54	42,960.04	52,039.96	0.00	52,039.96	54.78
001-453-380004	INSURANCE SERVICES	5,000.00	3,978.35	4,990.94	9.06	0.00	9.06	0.18
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
	MATL, SERV., SUPPLIES	216,711.00	20,866.33	150,354.44	66,356.56	0.00	66,356.56	30.62
453	YOUTH SPORTS DEPARTMENT	485,828.00	35,919.74	269,547.13	216,280.87	0.00	216,280.87	44.52
454	CLASSES/SPECIAL ACTIVITY							
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	5,496.71	4,023.29	0.00	4,023.29	42.26
001-454-110053	RECREATION COORDINATOR	32,218.00	2,684.82	18,601.96	13,616.04	0.00	13,616.04	42.26
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	1,693.18	16,570.70	22,006.30	0.00	22,006.30	57.05
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	395.60	3,111.12	3,040.88	0.00	3,040.88	49.43
001-454-140002	UNEMPLOYMENT	4,825.00	339.04	1,652.92	3,172.08	0.00	3,172.08	65.74
001-454-140003	RETIREMENT	3,381.00	278.24	1,927.82	1,453.18	0.00	1,453.18	42.98
001-454-140004	HEALTH INSURANCE	18,003.00	1,369.10	9,576.02	8,426.98	0.00	8,426.98	46.81
001-454-140005	SALE	2,638.00	82.15	879.69	1,758.31	0.00	1,758.31	66.65
	PERSONNEL EXPENSE	115,314.00	7,635.47	57,816.94	57,497.06	0.00	57,497.06	49.86
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	807.29	1,192.71	0.00	1,192.71	59.64
001-454-210002	POSTAGE SUPPLIES	400.00	0.68	19.34	380.66	0.00	380.66	95.17
001-454-210003	PROGRAM SUPPLIES	8,300.00	263.25	4,988.94	3,311.06	0.00	3,311.06	39.89
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	PRNTGADVERPUBLICTY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-454-310001	CLASSFIE 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	DUESMGTGSTRINTRVLEXP	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. DUES/FEES/MAGS.BKRS	950.00	19.00	375.22	574.78	0.00	574.78	60.50
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	52.01	747.99	0.00	747.99	93.50
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(activatenetcbank)	4,000.00	116.40	631.23	3,368.77	0.00	3,368.77	84.22
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	1,007.77	18,842.18	9,657.82	0.00	9,657.82	33.89
001-454-380004	INSURANCE SERVICES	5,000.00	3,978.36	4,268.98	731.02	0.00	731.02	14.62
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
001-454-456003	MATL. SERV., SUPPLIES	53,350.00	5,448.24	30,214.19	23,135.81	0.00	23,135.81	43.37
454	CLASSES/SPECIAL ACTIVITY	168,664.00	13,083.71	88,031.13	80,632.87	0.00	80,632.87	47.81
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	5,496.71	4,024.29	0.00	4,024.29	42.27
001-455-110055	RECREATION COORDINATOR	12,887.00	1,073.92	7,440.74	5,446.26	0.00	5,446.26	42.26

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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	25,642.93	246,981.92	103,193.08	0.00	103,193.08	29.47
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	26,439.98	19,353.02	0.00	19,353.02	42.26
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	2,396.51	22,139.22	9,866.78	0.00	9,866.78	30.83
001-455-140002	UNEMPLOYMENT	25,103.00	2,567.61	15,830.41	9,272.59	0.00	9,272.59	36.94
001-455-140003	RETIREMENT	5,525.00	454.66	3,150.13	2,374.87	0.00	2,374.87	42.98
001-455-140004	HEALTH INSURANCE	40,195.00	2,410.92	20,417.05	19,777.95	0.00	19,777.95	49.21
001-455-140005	SAIF	4,854.00	263.86	3,128.61	1,725.39	0.00	1,725.39	35.55
	PERSONNEL EXPENSE	526,059.00	39,419.83	354,065.43	171,993.57	0.00	171,993.57	32.69
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	413.89	973.83	2,526.17	0.00	2,526.17	72.18
001-455-210002	POSTAGE SUPPLIES	500.00	2.04	3.36	496.64	0.00	496.64	99.33
001-455-210003	PROGRAM SUPPLIES	25,000.00	47.19	2,503.46	22,496.54	0.00	22,496.54	89.99
001-455-210004	CARE DIRECTOR	0.00	389.03	389.03	-389.03	0.00	-389.03	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	0.00	232.67	3,767.33	0.00	3,767.33	94.18
001-455-210014	CARE SNACKS	14,000.00	0.00	7,488.48	6,511.52	0.00	6,511.52	46.51
001-455-310000	PRNTGADVERPUBLICTY	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	598.71	401.29	0.00	401.29	40.13
001-455-310003	FLYERS, SCHEDULES, MISC.	500.00	0.00	0.00	500.00	0.00	500.00	100.00
001-455-320000	DUESMTGSTRAINTRVLEXP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-455-320002	PROF. DUESFEESMAGS.BKS	815.00	19.00	447.22	367.78	0.00	367.78	45.13
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	1.78	343.79	1,656.21	0.00	1,656.21	82.81
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	1,028.14	2,781.98	2,718.02	0.00	2,718.02	49.42
001-455-331007	FEES(activeneckbank)	42,000.00	3,060.26	29,757.21	12,242.79	0.00	12,242.79	29.15
001-455-340000	INTERNET & COMMUNICATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-455-340001	INTERNET AND COMMUNICATON	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	254.22	3.18
001-455-380004	INSURANCE SERVICES	6,000.00	1,150.79	7,745.78	1,731.02	0.00	1,731.02	28.85
001-455-380009	REFUNDS	3,000.00	3,978.36	4,268.98	3,000.00	0.00	3,000.00	100.00
001-455-380013	CONTRACTS-ADMISSIONS	10,000.00	0.00	0.00	9,650.00	0.00	9,650.00	96.50
001-455-456000	RENTAL LEASE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-455-456002	EQUIPMENT RENTAL	5,000.00	0.00	0.00	5,000.00	0.00	5,000.00	100.00
001-455-456003	BUILDINGS & STRUCTURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-455-610001	MATL. SERV., SUPPLIES	134,215.00	10,176.01	58,113.50	76,101.50	0.00	76,101.50	56.70
	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	49,595.84	412,178.93	248,095.07	0.00	248,095.07	37.57
456	COMM CNTRS SCOUT HOUSE							
001-456-110000	REGULAR SALARIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-456-110001	RECREATION SUPERVISOR	4,760.00	396.66	2,748.31	2,011.69	0.00	2,011.69	42.26
001-456-110002	RECREATION COORDINATOR	12,887.00	1,073.92	7,440.74	5,446.26	0.00	5,446.26	42.26
001-456-110003	ADULTYOUTH 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	24,697.75	18,915.25	0.00	18,915.25	43.37
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
001-456-140000	BUILDING LEADER	7,244.00	89.18	947.21	6,296.79	0.00	6,296.79	86.92
001-456-140001	PAYROLL TAXES & FRINGES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-456-140002	FICA	5,241.00	397.38	2,741.50	2,499.50	0.00	2,499.50	47.69
001-456-140003	UNEMPLOYMENT	4,111.00	353.24	1,773.90	2,337.10	0.00	2,337.10	56.85
001-456-140004	RETIREMENT	4,963.00	408.40	2,790.97	2,172.03	0.00	2,172.03	43.76
001-456-140005	HEALTH INSURANCE	38,299.00	2,991.46	20,382.35	17,916.65	0.00	17,916.65	46.78
	SAIF	1,174.00	50.26	460.20	713.80	0.00	713.80	60.80
	PERSONNEL EXPENSE	122,292.00	9,394.86	63,982.93	58,309.07	0.00	58,309.07	47.68
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	0.00	1,369.62	-369.62	0.00	-369.62	-36.96
001-456-210002	POSTAGE SUPPLIES	400.00	2.04	6.60	393.40	0.00	393.40	98.35
001-456-210003	PROGRAM SUPPLIES	4,000.00	106.42	830.33	3,169.67	0.00	3,169.67	79.24
001-456-210006	CHEMICAL & AGR. 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	239.28	370.93	79.07	0.00	79.07	17.57

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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	439.46	560.54	0.00	560.54	56.05
001-456-310003	FLYERS, SCHEDULES, MSC.	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	230.71	219.29	0.00	219.29	48.73
001-456-320003	CONF & WORKSHOPS	600.00	0.00	0.00	600.00	0.00	600.00	100.00
001-456-320004	STAFF MILLEAGE	1,100.00	0.00	0.00	1,100.00	0.00	1,100.00	100.00
001-456-320005	STAFF EXPENSES	300.00	0.29	46.50	253.50	0.00	253.50	84.50
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	558.97	4,957.42	3,042.58	0.00	3,042.58	38.03
001-456-331002	NATURAL GAS	1,400.00	285.07	488.41	911.59	0.00	911.59	65.11
001-456-331003	WATER & SEWER	30,000.00	2,275.02	13,936.35	16,063.65	0.00	16,063.65	53.55
001-456-331004	TELEPHONE	1,900.00	160.44	775.61	1,124.39	0.00	1,124.39	59.18
001-456-331005	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-456-331007	FEES(activetecbank)	5,500.00	900.61	1,806.28	3,693.72	0.00	3,693.72	67.16
001-456-340000	INTERNET AND COMMUNICATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-456-340001	INTERNET AND COMMUNICATION	400.00	0.00	0.00	400.00	0.00	400.00	100.00
001-456-340002	DATA STORAGE & BACK UP	100.00	0.00	0.00	100.00	0.00	100.00	100.00
001-456-340003	VIDEO & PHOTOGRAPHY	350.00	0.00	228.99	121.01	0.00	121.01	34.57
001-456-340004	ONLINE ADVERTISING	200.00	0.00	0.00	200.00	0.00	200.00	100.00
001-456-355003	EQUIPMENT MAINT. & REPAIR	200.00	0.00	0.00	200.00	0.00	200.00	100.00
001-456-380000	PROG. & CONTRACT SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-456-380003	PROGRAM CONTRACTS	6,000.00	957.53	3,665.21	2,334.79	0.00	2,334.79	38.91
001-456-380004	INSURANCE SERVICES	51,000.00	49,729.50	50,020.16	979.84	0.00	979.84	1.92
001-456-380006	EQUIP MAINT CONTRACT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-456-380007	SENIOR TRIPS	4,000.00	0.00	1,591.59	2,408.41	0.00	2,408.41	60.21
001-456-380009	REFUNDS	3,000.00	0.00	480.00	2,520.00	0.00	2,520.00	84.00
001-456-456002	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	MATL, SERV., SUPPLIES	121,700.00	55,296.95	81,244.17	40,455.83	0.00	40,455.83	33.24
456	COMM CNTRS SCOUT HOUSE	243,992.00	64,691.81	145,227.10	98,764.90	0.00	98,764.90	40.48
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	6,595.99	4,828.01	0.00	4,828.01	42.26
001-457-110057	COMM SCHOOL COORDINATOR	6,444.00	536.96	3,720.32	2,723.68	0.00	2,723.68	42.27
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	2,275.39	24,144.61	0.00	24,144.61	91.39
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	963.24	2,425.76	0.00	2,425.76	71.58
001-457-140002	UNEMPLOYMENT	2,658.00	99.75	351.82	2,306.18	0.00	2,306.18	86.76
001-457-140003	RETIREMENT	1,448.00	119.10	825.24	622.76	0.00	622.76	43.01
001-457-140004	HEALTH INSURANCE	6,028.00	428.72	3,283.50	2,744.50	0.00	2,744.50	45.53

Account Number	Description	Budget	Period Amount	YTD Amount	YTD Variance	Encumbered	Available	% Available
001-457-140005	WORKERS COMP	1,453.00	20.44	300.85	1,152.15	0.00	1,152.15	79.29
	PERSONNEL EXPENSE	59,264.00	2,270.87	18,316.35	40,947.65	0.00	40,947.65	69.09
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	56.98	796.61	-796.61	0.00	-796.61	0.00
001-457-210002	POSTAGE SUPPLIES	2,000.00	0.00	5.70	1,994.30	0.00	1,994.30	99.72
001-457-210003	PROGRAM SUPPLIES	400.00	0.00	873.41	-473.41	0.00	-473.41	-118.35
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 SUPP	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	PRINTADPUBLCITY	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	FLYERS&SCHEDMISC	250.00	0.00	0.00	250.00	0.00	250.00	100.00
001-457-320000	DUES&MEETRNTRVEXP	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 DUES&FEESMAGBOOK	400.00	19.00	0.00	267.00	0.00	267.00	66.75
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(activetelebank)	1,000.00	0.00	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	GROUNDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-457-355005	VEHICLES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-457-380000	PROF & CONTRACT SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-457-380001	LEGAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-457-380002	AUDIT SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-457-380003	PROGRAM CONTRACTS	17,000.00	0.00	3,475.52	13,524.48	0.00	13,524.48	79.56
001-457-380004	INSURANCE SERVICES	2,000.00	1,989.18	1,989.18	10.82	0.00	10.82	0.54

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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	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	MATL, SERV., SUPPLIES	31,250.00	2,065.16	7,562.17	23,687.83	0.00	23,687.83	75.80
457	COMM SCHOOLS	90,514.00	4,336.03	25,878.52	64,635.48	0.00	64,635.48	71.41
458	GOLF COURSE MAINT.							
001-458-110000	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	793.33	5,496.68	4,023.32	0.00	4,023.32	42.26
001-458-110059	GC MAINT COORDINATOR	58,445.00	4,870.40	33,628.96	24,816.04	0.00	24,816.04	42.46
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	5,408.27	46,316.97	12,128.03	0.00	12,128.03	20.75
001-458-110062	ASSIST GROUNDS GC	39,558.00	4,639.41	8,160.35	31,397.65	0.00	31,397.65	79.37
001-458-120000	PARTTIME & 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	7,713.84	122,343.78	37,736.22	0.00	37,736.22	23.57
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	FICA	28,622.00	1,792.01	16,473.44	12,148.56	0.00	12,148.56	42.44
001-458-140002	UNEMPLOYEMENT	22,448.00	1,886.34	10,367.81	12,080.19	0.00	12,080.19	53.81
001-458-140003	RETIREMENT	17,339.00	496.12	3,760.98	13,578.02	0.00	13,578.02	78.31
001-458-140004	HEALTH INS	96,761.00	3,174.37	13,929.98	82,831.02	0.00	82,831.02	85.60
001-458-140005	WORKERS COMP	12,272.00	279.18	3,104.79	9,167.21	0.00	9,167.21	74.70
	PERSONNEL EXPENSE	551,573.00	31,053.27	263,583.74	287,989.26	0.00	287,989.26	52.21
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	37.18	2,337.38	-485.38	0.00	-485.38	-26.21
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	0.00	1,002.50	15,400.50	0.00	15,400.50	93.89
001-458-210004	SMALL TOOLS	6,425.00	1,689.87	4,703.19	1,721.81	0.00	1,721.81	26.80
001-458-210005	JANITORIAL SUPPLIES	2,088.00	0.00	9,558.68	-7,470.68	0.00	-7,470.68	-357.79
001-458-210006	CHEMICAL & AGR. SUPPLIES	107,711.00	9,145.99	39,092.30	68,618.70	0.00	68,618.70	63.71
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	1,791.94	33,200.36	7,656.64	0.00	7,656.64	18.74
001-458-210014	SNACKS & FOOD	687.00	38.34	223.65	463.35	0.00	463.35	67.45
001-458-210015	UNIFORMS	960.00	81.46	509.42	450.58	0.00	450.58	46.94
001-458-310000	PRINTADPUBLICITY	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
459	GOLF CLUB HOUSE										
001-459-110000	REGULAR SALARIES	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-459-110001	Special Services Supervisor	12,376.00		1,031.34	7,145.74	5,230.26	0.00	42.26	0.00	5,230.26	42.26
001-459-110032	ADMIN COORDINATOR	0.00		0.00	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	47,482.47	34,755.53	0.00	42.26	0.00	34,755.53	42.26
001-459-110060	CLUB HOUSE ASST	48,083.00		4,006.88	27,761.96	20,321.04	0.00	42.26	0.00	20,321.04	42.26
001-459-110061	CLUB HOUSE ASSISTANT 2	0.00		0.00	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	0.00	0.00
001-459-120001	GOLF CLERKS	138,000.00		2,739.84	51,057.60	86,942.40	0.00	63.00	0.00	86,942.40	63.00
001-459-120002	MARSHALL STARTER STAFF	5,175.00		0.00	3,070.50	2,104.50	0.00	40.67	0.00	2,104.50	40.67
001-459-120003	OUTSIDE SERVICE STAFF	53,475.00		2,988.42	35,555.80	17,919.20	0.00	33.51	0.00	17,919.20	33.51
001-459-120004	GOLF	8,625.00		0.00	0.00	8,625.00	0.00	100.00	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	0.00	0.00
001-459-120006	SNACK BAR CLERK	25,875.00		0.00	0.00	25,875.00	0.00	100.00	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	100.00	0.00	17,250.00	100.00
001-459-120008	CATERING STAFF	1,725.00		0.00	6,790.32	-5,065.32	0.00	-293.64	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	0.00	0.00
001-459-120011	LESSON	10,000.00		0.00	0.00	10,000.00	0.00	100.00	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	0.00	0.00
001-459-135001	FULL TIME	0.00		0.00	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	0.00	0.00
001-459-140000	PAYROLL TAXES & FRINGES	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-459-140001	FICA	30,816.00		1,347.94	13,683.23	17,132.77	0.00	55.60	0.00	17,132.77	55.60
001-459-140002	UNEMPLOYEMENT	24,170.00		1,469.02	8,266.68	15,903.32	0.00	65.80	0.00	15,903.32	65.80
001-459-140003	RETIREMENT	11,559.00		951.30	6,591.15	4,967.85	0.00	42.98	0.00	4,967.85	42.98
001-459-140004	HEALTH INS	44,853.00		3,474.80	23,905.32	20,947.68	0.00	46.70	0.00	20,947.68	46.70
001-459-140005	WORKERS COMP	5,795.00		189.74	2,577.22	3,217.78	0.00	55.53	0.00	3,217.78	55.53
	PERSONNEL EXPENSE	520,015.00		25,052.42	233,887.99	286,127.01	0.00	55.02	0.00	286,127.01	55.02
001-459-210000	SUPPLIES	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-459-210001	OFFICE SUPPLIES	1,000.00		54.36	956.71	43.29	0.00	4.33	0.00	43.29	4.33
001-459-210002	POSTAGE SUPPLIES	1,000.00		4.08	710.53	289.47	0.00	28.95	0.00	289.47	28.95
001-459-210003	PROGRAM SUPPLIES	46,750.00		0.00	9,300.04	37,449.96	0.00	80.11	0.00	37,449.96	80.11
001-459-210004	SMALL TOOLS	200.00		7.83	92.66	107.34	0.00	53.67	0.00	107.34	53.67
001-459-210005	JANITORIAL SUPPLIES	6,000.00		36.00	4,250.79	1,749.21	0.00	29.15	0.00	1,749.21	29.15
001-459-210006	CHEM & AGRICULT. SUPPLIES	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-459-210007	STORE SUPPLIES	170,500.00		3,784.34	99,160.36	71,339.64	0.00	41.84	0.00	71,339.64	41.84
001-459-210008	GAS & OIL SUPPLIES	250.00		0.00	53.65	196.35	0.00	78.54	0.00	196.35	78.54
001-459-210014	SNACKS & FOOD	500.00		0.00	510.42	-10.42	0.00	-2.08	0.00	-10.42	-2.08
001-459-210015	UNIFORMS	3,500.00		0.00	0.00	3,500.00	0.00	100.00	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	0.00	0.00
001-459-310001	CLASSIFIED ADS	200.00		131.78	131.78	68.22	0.00	34.11	0.00	68.22	34.11
001-459-310002	BROCHURE	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-459-310003	FLYERSSCHEDMISC	26,900.00		0.00	4,135.07	22,764.93	0.00	84.63	0.00	22,764.93	84.63
001-459-320000	DUESMETTRAINEXP	0.00		0.00	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	0.00	0.00
001-459-320002	PROF DUESFEESMAGBOOKS	3,750.00		125.00	1,086.67	2,663.33	0.00	71.02	0.00	2,663.33	71.02
001-459-320003	CONF & WORKSHOPS	4,000.00		0.00	0.00	4,000.00	0.00	100.00	0.00	4,000.00	100.00

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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	0.42	37.13	712.87	0.00	712.87	95.05
001-459-331001	ELECTRIC	41,825.00	1,741.04	25,567.51	16,257.49	0.00	16,257.49	38.87
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	1,652.13	9,641.18	8,858.82	0.00	8,858.82	47.89
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	224.18	1,512.11	-1,512.11	0.00	-1,512.11	0.00
001-459-331006	GARBAGE	5,500.00	0.00	1,982.00	3,518.00	0.00	3,518.00	63.96
001-459-331007	FEES(activencbank)	46,000.00	630.99	28,227.66	17,772.34	0.00	17,772.34	38.64
001-459-340000	INTERNET & COMMUNICATON	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-459-340001	INTERNET AND COMMUNICATON	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	1,519.69	3,480.31	0.00	3,480.31	69.61
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	GROUND	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	0.00	0.00	0.00	0.00	0.00	0.00
001-459-380002	AUDIT SERVICES	0.00	0.00	361.00	-361.00	0.00	-361.00	0.00
001-459-380003	PROGRAM CONTRACTS	15,000.00	1,156.01	9,609.80	5,390.20	0.00	5,390.20	35.93
001-459-380004	INSURANCE	9,000.00	7,956.72	8,247.34	752.66	0.00	752.66	8.36
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	REBUNDS	2,000.00	0.00	0.00	2,000.00	0.00	2,000.00	100.00
001-459-456000	RENTALSLEASES	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 MATL, SERV., SUPPLIES	438,302.00	17,504.88	216,258.73	222,043.27	0.00	222,043.27	50.66
459	GOLF CLUB HOUSE	958,317.00	42,557.30	450,146.72	508,170.28	0.00	508,170.28	53.03
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	PAYROLL TAXES & FRINGES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-460-140000	FICA	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-460-140001	UNEMPLOYMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-460-140002	SAHF	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-460-140005	PERSONNEL EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00

35.93  
8.36

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
001-460-210003	MATERIALS, SUPPLIES	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
	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>
460	EWING YOUNG PARK PROGRAM	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	63,434.00	350,091.50	223,382.50	0.00	223,382.50	38.95
001-470-620008	RECREATION REPLACERPAIR	25,600.00	0.00	0.00	25,600.00	0.00	25,600.00	100.00
001-470-620009	GOLF-EQUIPBUILDINGS	232,380.00	9,830.10	234,433.53	-2,053.53	0.00	-2,053.53	-0.88
001-470-620010	NEW DEVELOPMENT	2,917,902.00	0.00	1,825.03	2,916,076.97	0.00	2,916,076.97	99.94
001-470-620012	LAND ACQUISITION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-470-620014	ADM REPLACERPAIR	50,000.00	0.00	0.00	50,000.00	0.00	50,000.00	100.00
001-470-620016	AQUATIC REPLACERPAIR	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	CAPITAL OUTLAY	<u>3,799,356.00</u>	<u>73,264.10</u>	<u>586,350.06</u>	<u>3,213,005.94</u>	<u>0.00</u>	<u>3,213,005.94</u>	<u>84.57</u>
470	ACQUISITION & IMPROVEMENT	3,799,356.00	73,264.10	586,350.06	3,213,005.94	0.00	3,213,005.94	84.57
472	JAQUITH CONCESSION							
001-472-110000	REGULAR SALARIES	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
001-472-120000	PARTTIME & TEMP. SALARIES	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
001-472-120002	CONCESSION ATTENDANT	27,854.00	0.00	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
001-472-140001	CONCESSION FICA	2,131.00	0.00	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	100.00
001-472-140003	CONCESS RETIREMENT	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
001-472-140005	CONCESSION SAIF	914.00	0.00	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>100.00</u>
001-472-210000	MATERIAL & SUPPLIES	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	100.00
001-472-210002	CONCESSION POSTAGE SUPPLIES	30.00	0.00	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	100.00
001-472-210004	CONCESSION SMALL TOOLS	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
001-472-310001	CLASSIFIED ADS	75.00	0.00	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	100.00
001-472-320002	PROF DUESFEESMAGS	1,050.00	0.00	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	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	FEES(activenecebank)	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	CONCESSIONS INSURANCE	2,100.00	1,989.18	1,989.18	110.82	0.00	110.82	5.28
	MATL, SERV., SUPPLIES	23,940.00	1,989.18	1,989.18	21,950.82	0.00	21,950.82	91.69
472	JAQUITH CONCESSION	56,511.00	1,989.18	1,989.18	54,521.82	0.00	54,521.82	96.48
474	PREESCHOOL							
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	PREESCHOOL HEAD INSTRUCTOR	13,695.00	0.00	0.00	13,695.00	0.00	13,695.00	100.00
001-474-120002	PREESCHOOL INSTRUCTORS	45,793.00	0.00	0.00	45,793.00	0.00	45,793.00	100.00
001-474-140001	PREESCH FICA	4,551.00	291.94	2,022.73	2,528.27	0.00	2,528.27	55.55
001-474-140002	UNEMPLOYMENT	3,570.00	272.75	1,514.29	2,055.71	0.00	2,055.71	57.58
001-474-140003	RETIREMENT	3,710.00	305.28	2,115.15	1,594.85	0.00	1,594.85	42.99
001-474-140004	PREESCH HEALTH INS	11,079.00	846.84	5,723.52	5,355.48	0.00	5,355.48	48.34
001-474-140005	PREESCH SAIF	619.00	28.82	245.09	373.91	0.00	373.91	60.41
	PERSONNEL EXPENSE	83,017.00	5,561.71	38,060.76	44,956.24	0.00	44,956.24	54.15
001-474-210001	OFFICE SUPPLIES	900.00	0.00	404.31	495.69	0.00	495.69	55.08
001-474-210002	PREESCHOOL POSTAGE	300.00	0.00	139.89	160.11	0.00	160.11	53.37
001-474-210003	PREESCHOOL SUPPLIES	2,905.00	0.00	529.10	2,375.90	0.00	2,375.90	81.79
001-474-310001	CLASSIFIED ADS	250.00	131.78	131.78	118.22	0.00	118.22	47.29
001-474-310002	PREESCH BROCHURE EXP	600.00	23.78	166.46	433.54	0.00	433.54	72.26
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	158.71	291.29	0.00	291.29	64.73
001-474-320003	PREESCH CONFERENCES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-474-320004	PREESCHOOL MILEAGE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-474-320005	STAFF EXPENSES	100.00	0.23	1.15	98.85	0.00	98.85	98.85
001-474-331001	PREESCH ELECTRICITY	600.00	61.30	299.87	300.13	0.00	300.13	50.02
001-474-331002	PREESCH NATGAS	1,200.00	216.06	417.33	782.67	0.00	782.67	65.22
001-474-331003	PREESCH WATERSEWER	1,700.00	117.18	906.38	793.62	0.00	793.62	46.68
001-474-331004	PREESCH TELEPHONE	1,200.00	158.97	381.50	818.50	0.00	818.50	68.21
001-474-331007	FEES(activenecebank)	2,500.00	179.72	1,565.76	934.24	0.00	934.24	37.37
001-474-340000	INTERNET & COMMUNICATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-474-340001	INTERNET AND COMMUNICATION	400.00	0.00	0.00	400.00	0.00	400.00	100.00
001-474-340002	DATA STORAGE AND BACK UP	100.00	0.00	0.00	100.00	0.00	100.00	100.00
001-474-340003	VIDEO & PHOTOGRAPHY	350.00	0.00	229.00	121.00	0.00	121.00	34.57
001-474-340004	ONLINE ADVERTISING	200.00	0.00	0.00	200.00	0.00	200.00	100.00
001-474-380003	PROGRAM REFUNDS	0.00	57.55	1,145.24	-1,145.24	0.00	-1,145.24	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	1,989.18	2,279.80	420.20	0.00	420.20	15.56
001-474-380009	REFUNDS	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
	MATL, SERV., SUPPLIES	17,655.00	2,954.75	8,756.28	8,898.72	0.00	8,898.72	50.40
474	PRESCHOOL	100,672.00	8,516.46	46,817.04	53,854.96	0.00	53,854.96	53.50
476	Dept	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-476-210006	BABE RUTH INCOME REPAY	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
	MATL, SERV., SUPPLIES	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
477	Dept	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-477-120001		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
001-477-210004		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
001-477-320004		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
477	Dept	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
001-478-210006	I. LEAGUE INCOME REPAY	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
	MATL, SERV., SUPPLIES	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
479	Dept	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-479-120001		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
479	Dept	0.00	0.00	0.00	0.00	0.00	0.00	0.00
480	CONTINGENCY	1,420,218.00	0.00	0.00	1,420,218.00	0.00	1,420,218.00	100.00
001-480-800000	RES.FOR CONTINGENCY &	1,420,218.00	0.00	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
480	LOANS CONTINGENCY	1,420,218.00	0.00	0.00	1,420,218.00	0.00	1,420,218.00	100.00
	CONTINGENCY	1,420,218.00	0.00	0.00	1,420,218.00	0.00	1,420,218.00	100.00
501	COMMUNITY PROGRESS TEAM	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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	DCCCPRD 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 MATL, SERV., SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
501	COMMUNITY PROGRESS TEAM	0.00	0.00	0.00	0.00	0.00	0.00	0.00
502	NDOT EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-502-120001	NDOT PAYROLL EXPENSES MATL, SERV., SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
502	NDOT EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
503	NEWBERG BAMBINI LEAGUE	8,000.00	0.00	0.00	8,000.00	0.00	8,000.00	100.00
001-503-210003	LITTLE LEAGUE REPAYMENT MATL, SERV., SUPPLIES	8,000.00	0.00	0.00	8,000.00	0.00	8,000.00	100.00
503	NEWBERG BAMBINI LEAGUE	8,000.00	0.00	0.00	8,000.00	0.00	8,000.00	100.00

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Account Number	Description	Budget	Period Amount	YTD Amount	YTD Variance	Encumbered	Available	% Available
504	BABE RUTH LEAGUE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-504-210003	BABE RUTH REPAYMENT MATT, 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>
504	BABE RUTH LEAGUE	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
001-505-210003	CTVC EXPENSES MATT, 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>
505	CHEHALEM TIGER VOLLEYBALL CLUB	0.00	0.00	0.00	0.00	0.00	0.00	0.00
506	QUILT CLUB	1,500.00	0.00	0.00	1,500.00	0.00	1,500.00	100.00
001-506-210003	QUILT CLUB EXPENSES MATT, SERV., SUPPLIES	<u>1,500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,500.00</u>	<u>0.00</u>	<u>1,500.00</u>	<u>100.00</u>
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	10,000.00	0.00	0.00	10,000.00	0.00	10,000.00	100.00
001-507-210003	MATT, SERV., SUPPLIES	<u>10,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>10,000.00</u>	<u>0.00</u>	<u>10,000.00</u>	<u>100.00</u>
507	Dept	10,000.00	0.00	0.00	10,000.00	0.00	10,000.00	100.00
508	HISTORIC FRIENDS MATT, SERV., SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-508-210003	MATT, 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>
508	Dept	0.00	0.00	0.00	0.00	0.00	0.00	0.00
509	Tualatin Valley Youth Football MATT, SERV., SUPPLIES	22,000.00	0.00	0.00	22,000.00	0.00	22,000.00	100.00
001-509-210003	MATT, SERV., SUPPLIES	<u>22,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>22,000.00</u>	<u>0.00</u>	<u>22,000.00</u>	<u>100.00</u>
509	Dept	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	22,000.00	0.00	22,000.00	100.00
510	Dept	10,000.00	0.00	0.00	10,000.00	0.00	10,000.00	100.00
001-510-210003	LACROSSE REPMT MATL, SERV., SUPPLIES	<u>10,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>10,000.00</u>	<u>0.00</u>	<u>10,000.00</u>	<u>100.00</u>
510	Dept	10,000.00	0.00	0.00	10,000.00	0.00	10,000.00	100.00
511	Dept	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>
511	Dept	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001	GENERAL FUND	14,234,951.00	802,312.77	5,437,820.54	8,797,130.46	0.00	8,797,130.46	61.80
005	EWING YOUNG FUND	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
005-450-610000	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>
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>
450	EXPENDITURES	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
025	EQUIPMENT & MAJOR MAINT	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
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>
450	EXPENDITURES	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
026	LOAN SERVICE FUND	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
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>

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Account Number	Description	Budget	Period	Amount	YTD	Amount	YTD	Variance	Encumbered	Available	% Available
026-450-610004	GRANDSTAND	0.00		0.00	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	0.00	0.00
026-450-610006	AO OF PROP & BLD	34,601.00		0.00	0.00	34,601.00	0.00	34,601.00	0.00	34,601.00	100.00
026-450-610007	INTEREST EXPENSE	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	MATL, SERV., SUPPLIES	34,601.00		0.00	0.00	34,601.00	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	0.00	0.00
026-450-610001	LOAN PRINCIPAL	0.00		0.00	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	0.00	0.00
	CAPITAL OUTLAY	0.00		0.00	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	0.00	0.00
	CONTINGENCY	0.00		0.00	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	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	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	0.00	0.00
035-470-461002	BANK FEE NEWBERG	0.00		0.00	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	0.00	0.00
035-470-620007	ADMIN FEE DUNDEE	0.00		0.00	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	0.00	0.00
035-470-620009	ADMIN FEE YAMHILL	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	DNU	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
035-470-641001	MATL, SERV., SUPPLIES	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
035-470-610001	PRINCIPAL LOAN	565,000.00		0.00	185,000.00	380,000.00	0.00	380,000.00	0.00	380,000.00	67.26
035-470-610002	INTEREST AND ADMIN FOR LOAN	225,979.00		3,229.65	117,247.30	108,731.70	0.00	108,731.70	0.00	108,731.70	48.12
035-470-620001	ACQUISITION-DUNDEE	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
035-470-620002	ACQUISITION-NEWBERG	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
035-470-620003	ACQUISITION-YAMHILL COUNTY	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
035-470-620004	DEVELOPMENT-NEWBERG	1,125,000.00		0.00	1,788.00	1,123,212.00	0.00	1,123,212.00	0.00	1,123,212.00	99.84
035-470-620005	DEVELOPMENT-NEWBERG	1,516,749.00		0.00	192,147.44	1,324,601.56	0.00	1,324,601.56	0.00	1,324,601.56	87.33
035-470-620006	DEVELOPMENT-YAMHILL COUNTY	1,282,591.00		595.00	61,382.21	1,221,208.79	0.00	1,221,208.79	0.00	1,221,208.79	95.21
	CAPITAL OUTLAY	4,715,319.00		3,824.65	557,564.95	4,157,754.05	0.00	4,157,754.05	0.00	4,157,754.05	88.18
035-470-490000	TRANSFER ACCOUNT	0.00		0.00	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	0.00	0.00
035-470-490002	TRANSFERS NEWBERG	0.00		0.00	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	0.00	0.00
	TRANSFERS	0.00		0.00	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	3,824.65	557,564.95	4,157,754.05	0.00	4,157,754.05	88.18
035	SDC FUNDS	4,715,319.00	3,824.65	557,564.95	4,157,754.05	0.00	4,157,754.05	88.18
036	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	FEES 5208	0.00	0.00	0.00	0.00	0.00	0.00	0.00
036-000-846002	DNU FEES B5208	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>
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	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>
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							
037-000-253000	UNRESERVED FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	BALANCE							
037-000-354000	UNCOLLECTABLES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
037-000-846002	FEES BOND LS	0.00	0.05	0.10	-0.10	0.00	-0.10	0.00
	OTHER EXPENSES	<u>0.00</u>	<u>0.05</u>	<u>0.10</u>	<u>-0.10</u>	<u>0.00</u>	<u>-0.10</u>	<u>0.00</u>
000		0.00	0.05	0.10	-0.10	0.00	-0.10	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	273,362.07	273,362.93	0.00	273,362.93	50.00

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Account Number	Description	Budget	Period Amount	YTD Amount	YTD Variance	Encumbered	Available	% Available
	CAPITAL OUTLAY	<u>1,371,725.00</u>	<u>0.00</u>	<u>273,362.07</u>	<u>1,098,362.93</u>	<u>0.00</u>	<u>1,098,362.93</u>	<u>80.07</u>
450	EXPENDITURES	1,371,725.00	0.00	273,362.07	1,098,362.93	0.00	1,098,362.93	80.07
037	BOND LOAN SERVICE	1,371,725.00	0.05	273,362.17	1,098,362.83	0.00	1,098,362.83	80.07
900	Fixed Assets							
413	ADMINISTRATION DEPARTMENT							
900-413-630000	Training Asset	0.00	0.00	0.00	0.00	0.00	0.00	0.00
900-413-730000	Training Asset	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>
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	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>
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	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>
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	0.00	0.00
454	CLASSES/SPECIAL ACTIVITY	0.00		0.00	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	0.00	0.00
	OTHER EXPENSES	0.00		0.00	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	0.00	0.00
455	PLAYGROUNDS & CENTERS	0.00		0.00	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	0.00	0.00
	OTHER EXPENSES	0.00		0.00	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	0.00	0.00
456	COMM CNTRS SCOUT HOUSE	0.00		0.00	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	0.00	0.00
900-456-730000	Disposal	0.00		0.00	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	0.00	0.00
456	COMM CNTRS SCOUT HOUSE	0.00		0.00	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	0.00	0.00
900-457-630000	Depreciation Expense	0.00		0.00	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	0.00	0.00
	OTHER EXPENSES	0.00		0.00	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	0.00	0.00
458	GOLF COURSE MAINT.	0.00		0.00	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	0.00	0.00
900-458-730000	Disposal	0.00		0.00	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	0.00	0.00
458	GOLF COURSE MAINT.	0.00		0.00	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	0.00	0.00
900-459-630000	Depreciation Expense	0.00		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
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	JAQUTH 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	JAQUTH 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	806,137.47	6,268,747.66	14,087,848.34	0.00	14,087,848.34	0.6921

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# 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 Community Trails Survey Report

DATE OF MEETING 2/22/2024 FEB 3RD

NAME (Please print legibly) Quentin Comus

MAILING ADDRESS 3210 Solstice Lane, Newberg, OR 97132

EMAIL ADDRESS (Optional) quentincomus@gmail.com

SIGNATURE Quentin Comus

## WRITTEN COMMENTS: (CONTINUE ON BACK IF NEEDED)

Written comments may be emailed to [kricke@cprdnewberg.org](mailto:kricke@cprdnewberg.org) or submitted to the Public Information Office at CPRD Administration Office at 125 S. Elliott Road, Newberg, OR 97132.

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# 2023 Community Trails Survey

## In this presentation...

1. Introduction & Background to Chehallem Heritage Trail System
2. 2023 Trail Survey Results:
  - Level of support
  - Trail usage across the district
  - Current state of CPRD trails
  - Perceived benefits and concerns
  - Funding preference for trails
3. Recommended actions and areas for further exploration by CPRD

## Community Trails Survey Background!

Chehallem Heritage Trail Plan ————— 2010

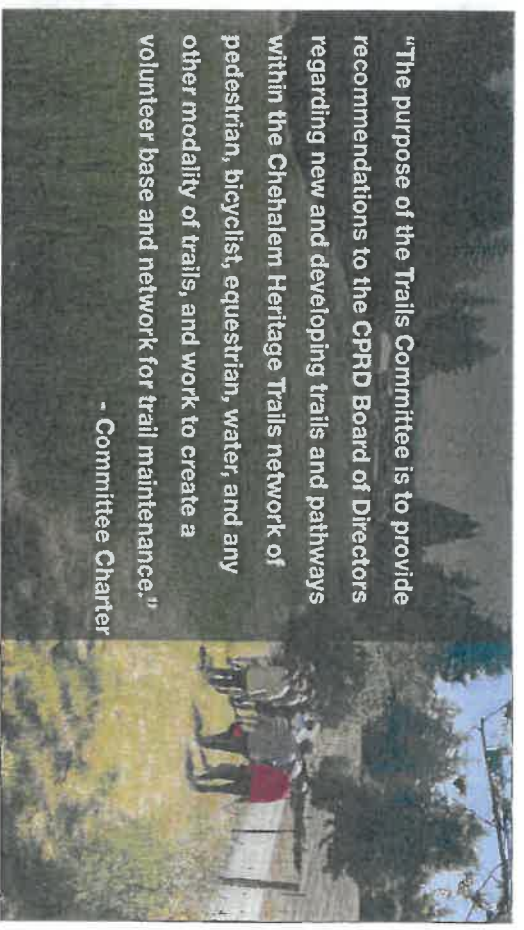


# Community Trails Survey

Background

Chehalem Heritage Trail Plan 2010

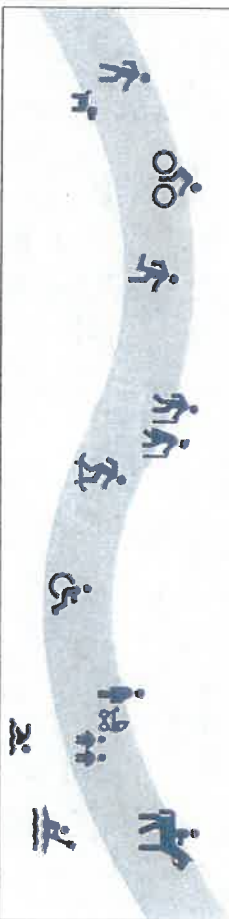
Chehalem Heritage Trail Advisory Committee 2021



"The purpose of the Trails Committee is to provide recommendations to the CPRD Board of Directors regarding new and developing trails and pathways within the Chehalem Heritage Trails network of pedestrian, bicyclist, equestrian, water, and any other modality of trails, and work to create a volunteer base and network for trail maintenance."

- Committee Charter

The definition of trails is broad



Developing our trails requires a wholistic approach



Our trails are shared  
by our entire community



## Community Trails Survey

Background

Chehallem Heritage Trail Plan

2010

Chehallem Heritage Trail Advisory Committee

2021

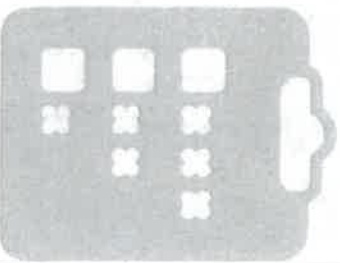
Community Trails Survey

2023

## Community Trails Survey

Process and Methodology

- Purpose: Assess community's needs, perceptions, and usage of local trails
- Survey designed to be neutral and unbiased
- Constructed with professional online survey tool: Qualtrics
- Multiple security and error-mitigation measures
- 4810 randomly selected registered voters
- 12.8% response rate is statically valid



## Survey Results

The community values and supports trails.

81%

Support more trails.

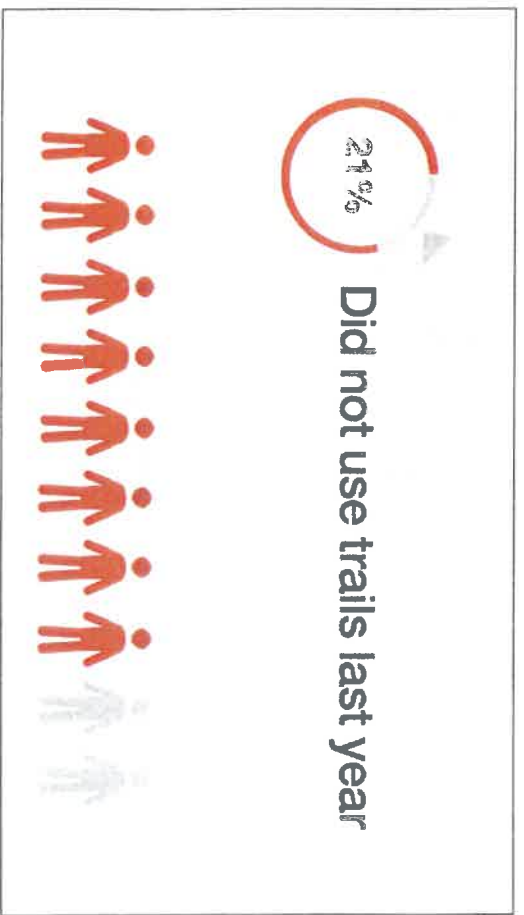
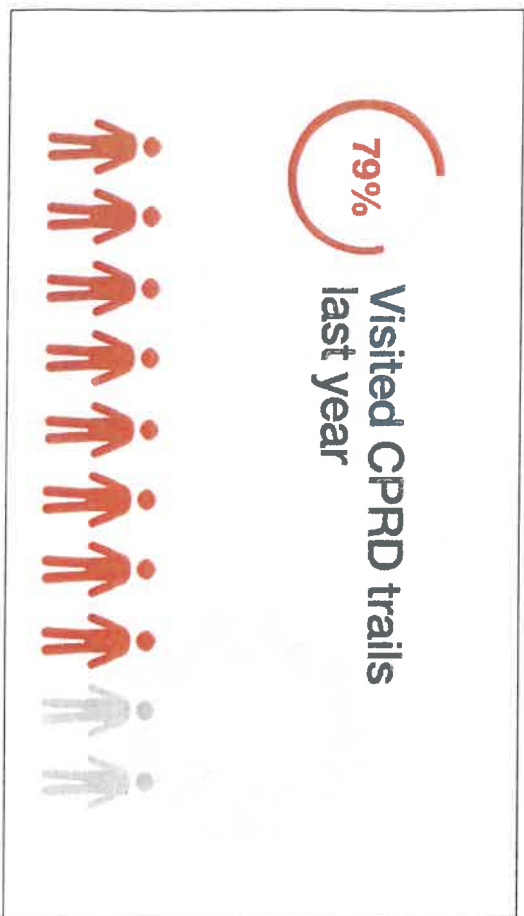
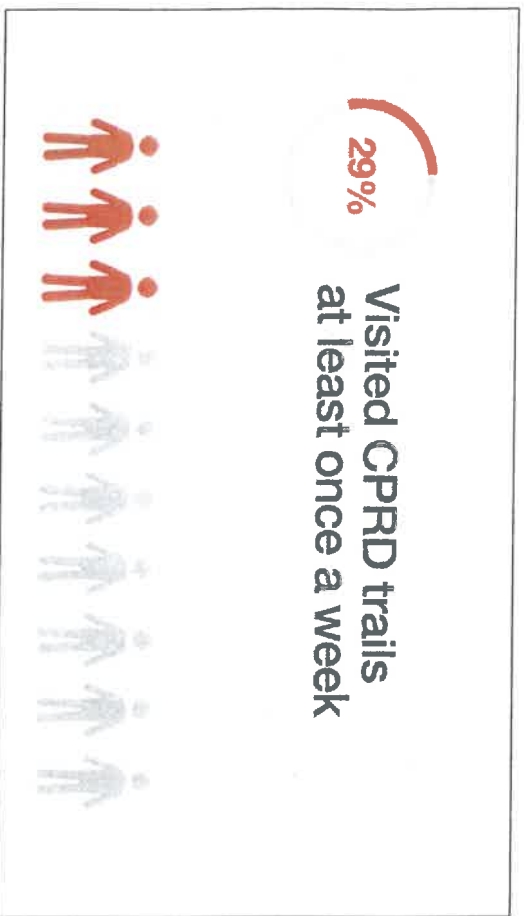


87%

Trails are important to the community.



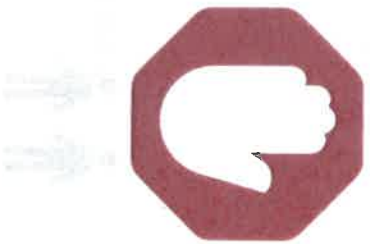
Our trails are widely used and enjoyed.



## Barriers To Trail Use

21% did not use trails. Here's why:

- Lack of Knowledge About Trails - 33.1%
- Lack of Time - 32.2%
- Other: Health Issues, Safety Concerns, Accessibility, etc.



Visited CPRD trails  
last year

How do they use our trails?



## Motivation

79% use CPRD trails. Here's why:

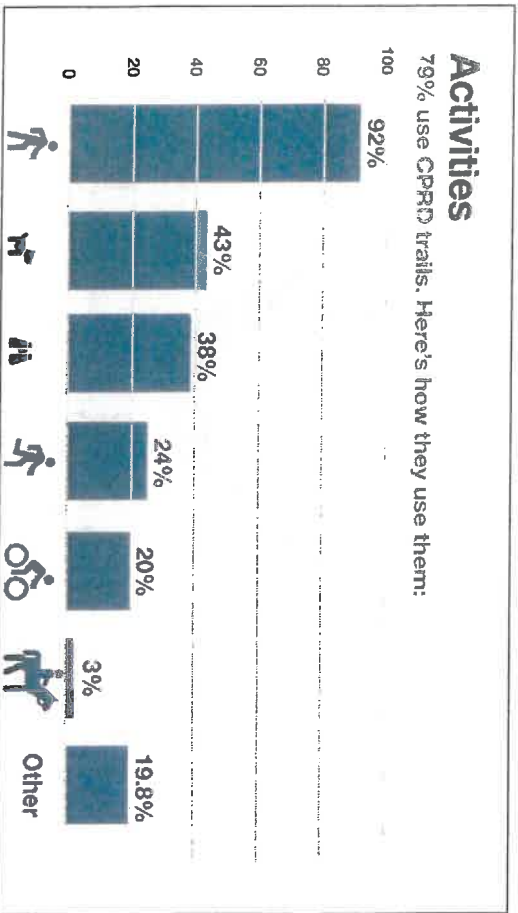
- Enjoy nature - 91.4%
- Physical Fitness - 86.3%
- Release of Energy/Exploring - 61.7%
- Family togetherness - 52.9%
- Escape personal or social pressures - 47.3%
- Develop community - 14.8%
- Learn new things - 11.5%
- Meet new people - 8.6%

## Location

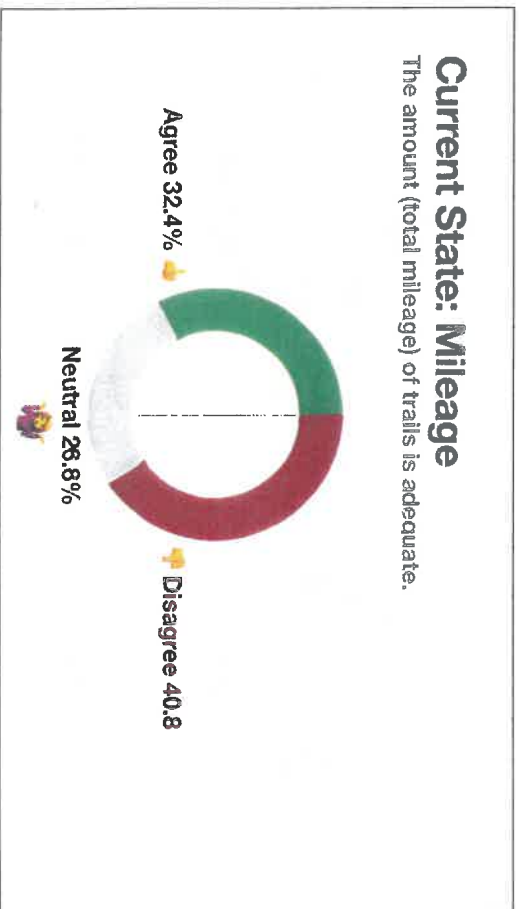
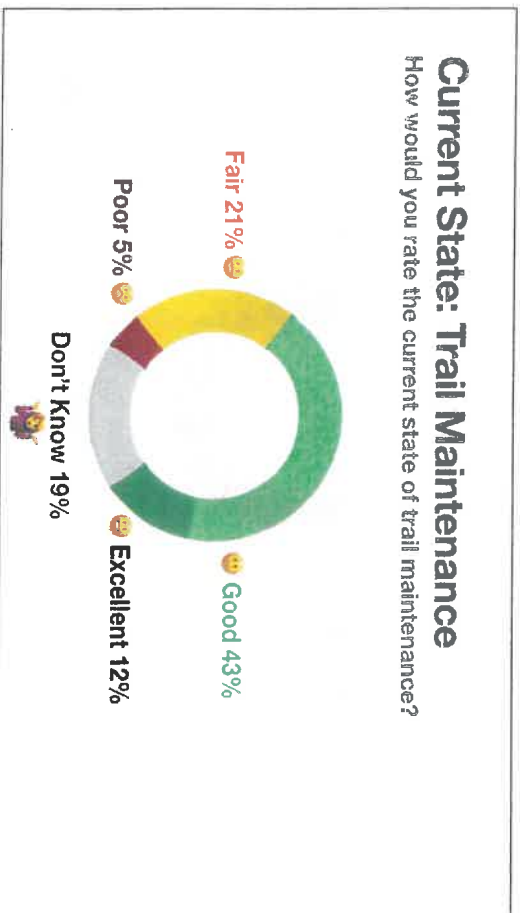
79% use CPRD trails. Here's where they go:

- Chehalem Glen Golf Course - 62.1%
- Jaquith Park - 48.6%
- Urban Sidewalks - 44.7%
- Ewing Young Park - 36.9%
- Herbert Hoover Park - 23.6%
- Riilee Park - 19.9%
- Schaad Park - 17.2%
- Crater Park - 16.8%
- Crabtree Park - 13.7%
- Other - 10.7%





# The Current State of Trails



### Current State: Variety

The variety of trails is adequate.



### Current State: Variety (sub group responses)

The variety of trails is adequate.



### Current State: Accessibility

The accessibility of trails is adequate.



### Unaware of Trails Master Plan

75.3%



## Level of Concern

How concerned are you about the future state of trails?



Trails benefit our community.

## How do trails contribute to our community?

The community agrees that trails...

- Contribute to Positive Quality of Life - 90.4%
- Contribute to Economic Viability - 63.6%
- Contribute to Environmental Conservation - 73.6%

## Benefits of Trails

The community agrees that trails provide a wide variety of benefits:

- Physical Health - 91.1%
- Mental Health - 89.3%
- Enhancing Community Connectedness - 67.2%
- Improving Property Values - 64.4%
- Social Interaction - 62.4%
- Enhancing tourism - 59.4%
- Connection to Nature +20 write-in responses

## Benefits of Trails Outweigh Concerns

# 80.2%



## Concerns of Trails

What do you believe are the concerns of local trails?

- Homelessness - 60.7%
- Personal Safety - 59.4%
- Development and Maintenance Costs - 54%
- Environmental Impact - 46.2%
- Conflicts between different user groups - 39.5%
- Infringement of Private Property Rights - 37.3%
- Overcrowding - 32.2%

## The community supports trail funding.

## Funding: Amount

How much are you willing to pay for trail development and maintenance per year?

68%

\$25

51%

\$50

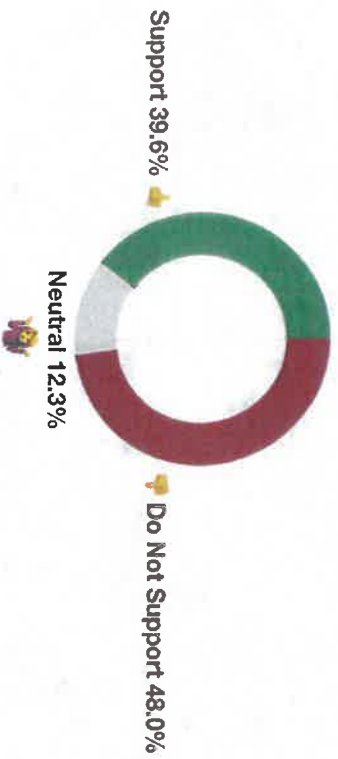
29%

\$100



### Funding: User Fees

How likely are you to support this funding source?



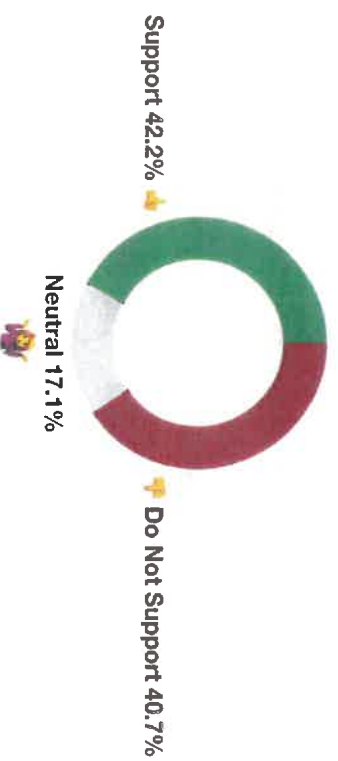
### Funding: Temporary Tax Levy

How likely are you to support this funding source?



### Funding: Property Tax

How likely are you to support this funding source?



### Funding: System Development Charges

How likely are you to support this funding source?



## Funding: In-Kind Donations

How likely are you to support this funding source?



## Funding: State and Federal Grants

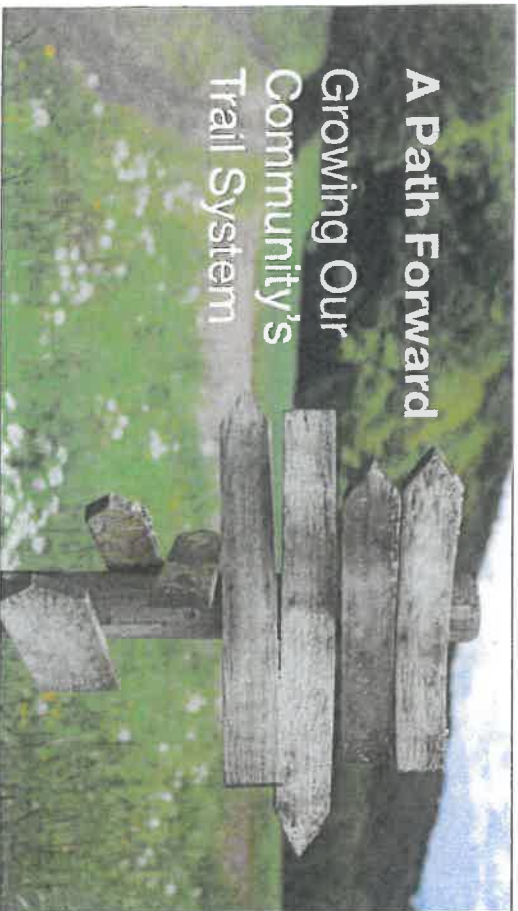
How likely are you to support this funding source?



## Conclusion and Recommendations

The community uses, values, and supports trails.


- (79%)** Visit CPRD trails
- (87%)** Trails are important to the community
- (80%)** Benefits of trails outweigh concerns
- (81%)** Support more trails
- (51%)** Would pay \$50/year or more for trails



## A Path Forward Growing Our Community's Trail System

- ### Strategies for Trail Development
- Build more trail mileage, variety, accessibility, and amenities.
  - Increase community outreach and communication about existing and planned trails.
  - Collaborate with law enforcement, local government, and nonprofits to address concerns about homelessness and personal safety.
  - Prioritize pursuing grants and donations from government and private sources.
  - Follow a transparent, inclusive, and fair process when developing or making changes to trails.

### Specific Projects on the Horizon



- Ewing Young Expansion
- Newberg-Dundee Connector
- Mountain Bike Trails
- Safe walking and bike routes
- Updated Trail Plan



CPRDTrails.org



The Community Trails Survey Report  
will have copies for each Board  
member.



# 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 Crytsal Rilee Masterplan input

DATE OF MEETING Feb 22nd 2024

NAME (Please print legibly) Ryann Reinhofer

MAILING ADDRESS 11775 Ne Parrett Mtn Rd.

EMAIL ADDRESS (Optional) \_\_\_\_\_

SIGNATURE Ryann Reinhofer

**WRITTEN COMMENTS: (CONTINUE ON BACK IF NEEDED)**

Written comments may be emailed to [krickr@cprdnewberg.org](mailto:krickr@cprdnewberg.org) or submitted to the Public Information Office at CPRD Administration Office at 125 S. Elliott Road, Newberg, OR 97132.

See attached power point presentation

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**DEMAND,  
DEVELOPMENT &  
SELF SUFFICIENCY  
OPPORTUNITIES**



## AGENDA

- \*EQUINE AMENITIES DEMAND, LACK OF AVAILABLE SPACES ESPECIALLY CLOSE-IN!
- \*UNIQUELY POSITIONED FOR OUR LOCAL COMMUNITY YOUTH TO ACCESS
- \*ABILITY TO ENSURE AGRICULTURE HERITAGE & NATURE ECHOED IN ORIGINAL GIFTED INTENT
- \*AVAILABLE INCOME FOR SELF SUFFICIENCY
- \*OFFER FROM EXPERIENCED OET MEMBERS TO ASSIST WITH HELP OBTAINING GRANTS
- \*INCREASED PUBLIC PARK USE DRIVES REVENUE INTO OUR LOCAL ECONOMY SUCH AS RESTAURANTS AND SHOPS.



**2023 NATIONAL  
EQUINE ECONOMIC  
IMPACT REPORT  
REVEALS \$177  
BILLION  
CONTRIBUTION**

**TWO-PART TRAILS  
& ARENA REVIEWS**

**COMPARABLE  
FEES**

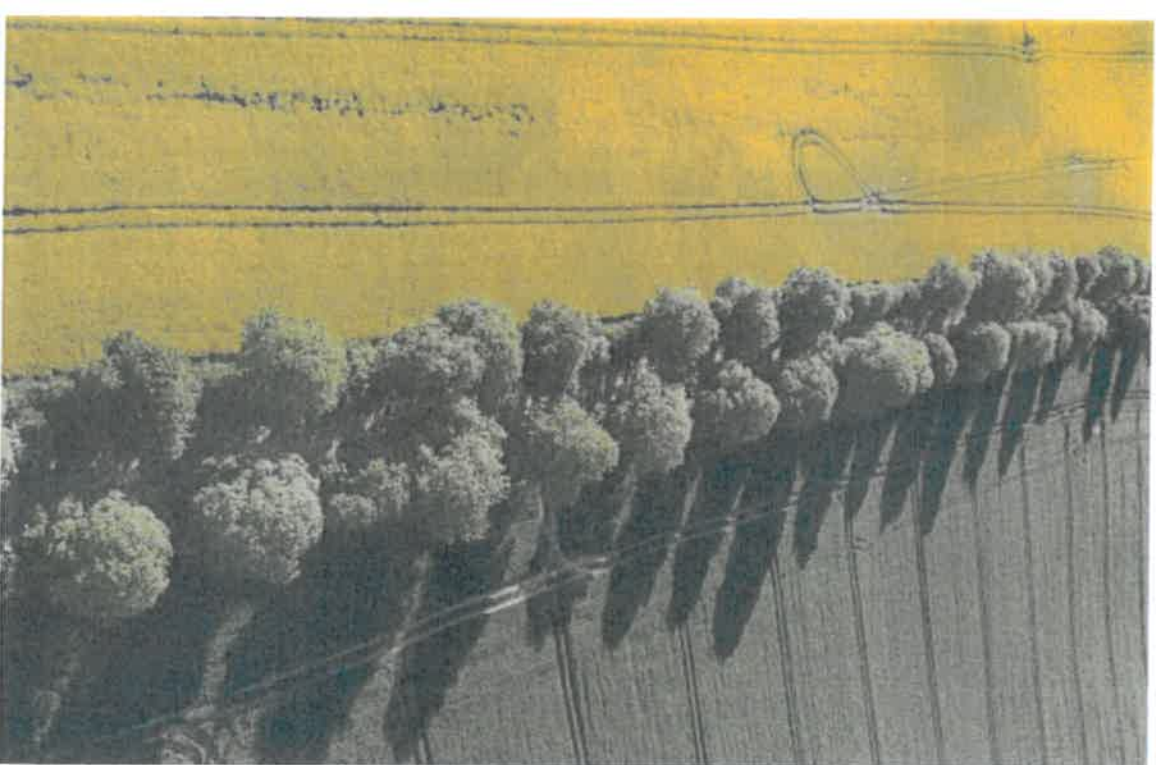
**ALL VENUES ARE  
BOOKED YEAR-  
ROUND  
THROUGHOUT  
SUMMER & WINTER  
SEASONS**

**Trail maintenance fees.**

Perrydale	\$50.00
Oregon Horse Center	\$45.00
Richland WA horse park	\$58.00
Mt Hood Center	\$100.00 limited monthly pass
McIver Park	\$30.00 annual state park pass

**Arena rentals:**

OHSET	\$500 per year
Delashmutt Arena	\$850.00 per day
Sheriff Posse	\$200 a quarter
Drader Arena	\$45.00 an hour
4-H & youth	\$90.00+ per month
Saddle clubs	\$250.00 family - \$125.00 individual per year
IEA interscholastic	\$200.00 a year
Private clinicians	\$200+ per person on average per day <sup>4</sup>

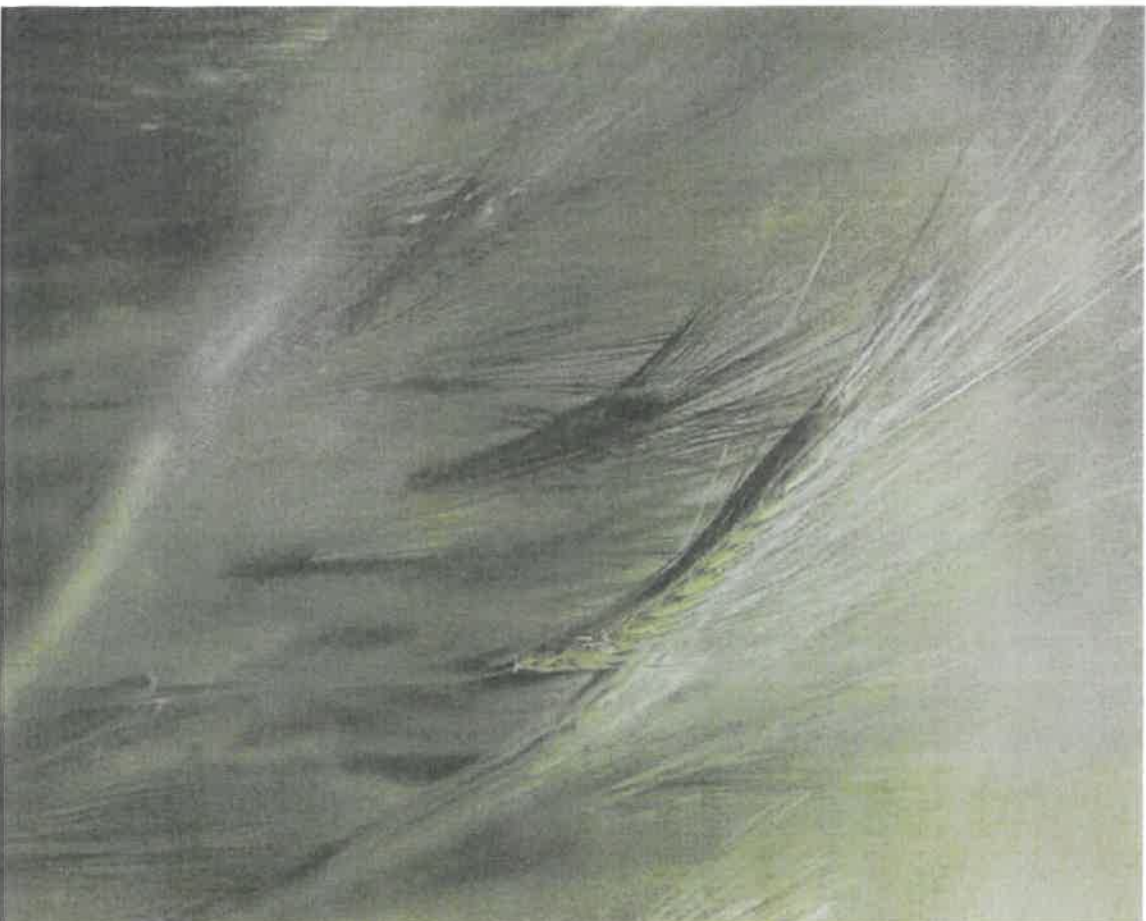


## ARENA, OBSTACLES & OPEN YEAR-ROUND TRAILS

IN-PLACE DEMAND SUPPORTS INVESTMENT AND ENABLES MORE COMMUNITY ACTIVITIES, ONLY SOME OF WHICH ARE LISTED ON THE PREVIOUS SLIDE.

YEAR-ROUND TRAILS ALLOW THE PUBLIC TO EMBRACE NATURE AND THE OUTDOORS. TRULY UTILIZING THE PARK AND KEEPING TRUE TO THE DONORS VISION.

ON SITE TRAIL USERS PROMOTE AWARENESS AND SAFETY FOR THE PARK IN IT'S ENTIRETY. NATURALLY DETERS NEFARIOUS CHARACTERS.



DEVELOPMENT OF YEAR-  
ROUND TRAILS, NATURAL  
OBSTACLES & AMENITIES

[WWW.AMERICANTRAILS.ORG](http://WWW.AMERICANTRAILS.ORG)

FOLLOWING BEST PRACTICES:  
COMPACTED GRAVEL ALONG HORSE  
TRAILS IS THE BEST SUITED FOR PAC NW  
WEATHER AND THE IMPACT OF 1,200LBS  
HOOVES

71

OET IS ONE OF THE WELL-VERSED  
VOLUNTEER GROUPS WILLING TO AID IN  
DEVELOPMENT THROUGH THEIR VAST  
EXPERIENCES.

**“THE MISSION OF CHEHALEM PARK AND RECREATION DISTRICT IS TO CONNECT AND ENRICH OUR COMMUNITY THROUGH PARKS, RECREATION, OPEN SPACE, NATURAL RESOURCES, AND EDUCATIONAL OPPORTUNITIES.”**

THE CRYSTAL RILEE PARK TRAILS ARE RELATIVELY UNKNOWN - YOUR INVESTMENT GOES A LONG WAY IN SPREADING THE WORD! YOU HAVE THE OPPORTUNITY NOW TO ENSURE THIS UNIQUE PARK STAYS A LOCAL LEGACY!

22

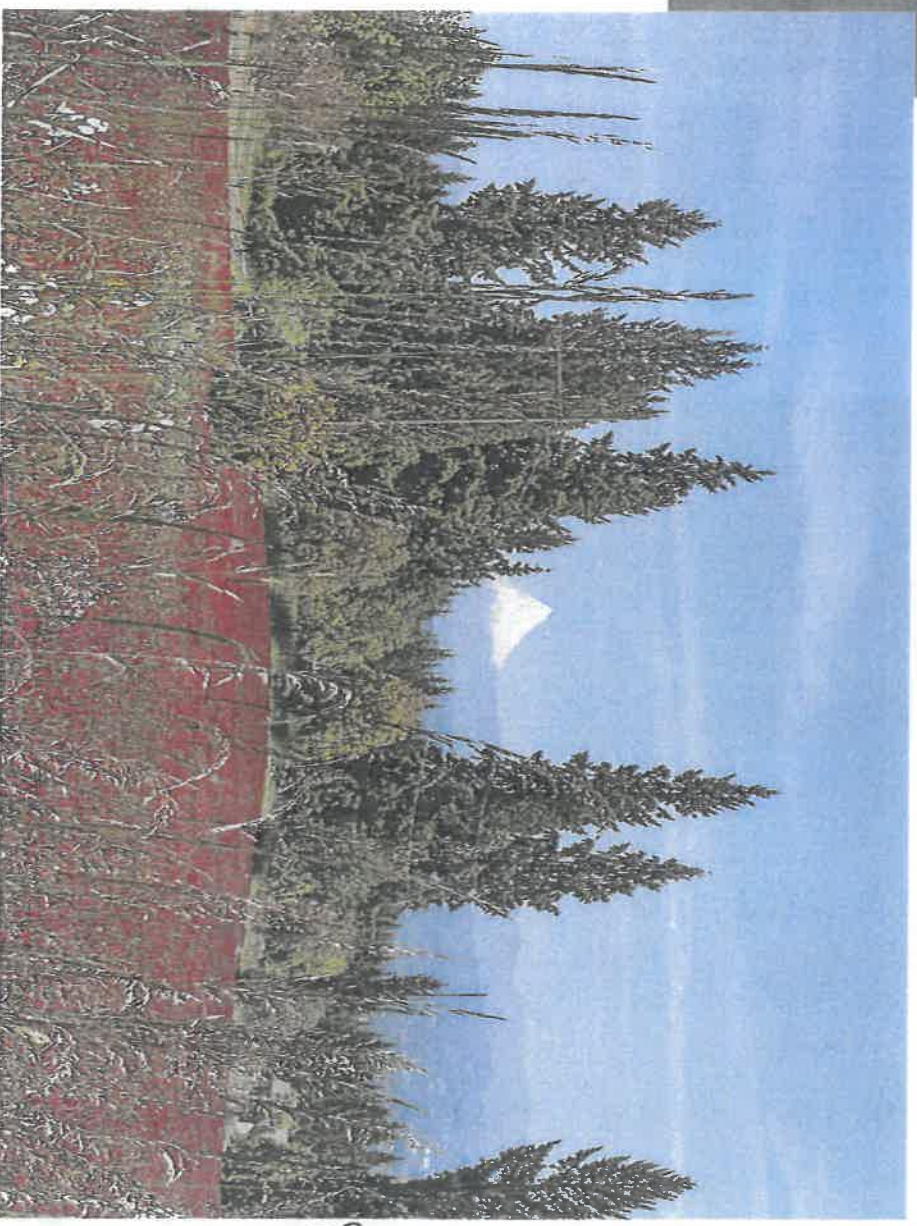
\*If you build it, they will come, the data supports it! Capitalize on this ideal location, our active local demographic and have the benefit of income generation for self-sustainability.

\*Preserving the agriculture heritage, promoting outdoor activity and community enjoyment speaks to the integrity of our locally elected and hard working CPRD officials.



## FINAL TAKEAWAYS

- Grants Available
- Demand for Venues
- Willing Volunteers
- Income Production
- Maintaining Agricultural Appeal
- Maximum Resource Stewardship
- Finalizing a 10+ year long project
- Community Enrichment



THANK YOU  
THE CRYSTAL RILEE PARK  
EQUESTRIANS IN  
COLLABORATION WITH  
OREGON EQUESTRIAN  
TRAILS

Special thank you to Melissa Mccloughlin,  
Danna Kemp, Lauren Pfeiffer, Hope  
Robertson and ALL the actively involved  
hikers and horsemen who've contributed  
their time and input!





# Budget Committee Application

Budget year you are applying to serve 2024 - 2025

Name Brian Keyser

Address 1400 Hoskins St., Newberg, OR 97132

Telephone 503-939-7705

Email briankeyser1@gmail.com

Resident of District  Yes  No  
(A link of the CPRD boundary map can be found at the bottom of the CPRD homepage at [www.cprdnewberg.org](http://www.cprdnewberg.org).)

Reasons you wish to serve on the Budget Committee  
(Attach additional sheets if necessary.)  
I am at a stage in my career and life where I wish to give back to the community. I have a lengthy career in finance and accounting as a CFO of several multi-million dollar corporations where I was responsible for the creation of the annual budget as well as 3-5 business plans. Recently, I have also be the President of a company. Additionally, as a real estate investor I have understand real estate law and real estate contracts. I would like to utilize my knowledge, background and experience to serve the community and assist CPRD.

Other community involvement  
(Attach additional sheets if necessary.)  
Past member of the citizens transportation task force for the City of Newberg.  
Former board member and board Treasurer of CS Lewis School in Newberg  
Former board member and board Treasurer of Faith Baptist Church in Newberg

Signature 

Date 1/29/24



# Budget Committee Application

REC'D 5:02 PM 2/15/2024

Budget year you are applying to serve 2024-27

Name Matt Dolphin

Address 16870 NE Mountain Home Rd

Sherwood, OR 97140

Telephone 503-332-2711

Email matt@mattdolphin.com

Resident of District  Yes  No  
(A link of the CPRD boundary map can be found at the bottom of the CPRD homepage at [www.cprdnewberg.org](http://www.cprdnewberg.org).)

Reasons you wish to serve on the Budget Committee  
(Attach additional sheets if necessary.)

To assist with developing a district budget that accomplishes the mission of the district and its project priorities.

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Other community involvement  
(Attach additional sheets if necessary.)

Business owner and former department manager with responsibility for managing budget and balancing current needs with future growth. Member of Chehalem Heritage Trail Advisory Committee for CPRD.

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Signature Matthew Dolphin

Date 2/15/2024

**Subject:** budget committee application  
**Date:** Thursday, February 15, 2024 at 5:02:26 PM Pacific Standard Time  
**From:** Matt Dolphin  
**To:** Kat Ricker  
**Attachments:** budget\_committee\_application.pdf

Thanks,

Matt Dolphin  
<http://mattdolphin.com>  
503-332-2711

RESOLUTION 02-01-24

**WHEREAS...**THE FOLLOWING WAS BUDGETED FOR THE 2023-24 GENERAL FUND BUDGET AND IT IS EVIDENT THE AMOUNT FOR PARTTIME PERSONNEL WILL NEED TO BE INCREASED IN THE PARKS DEPARTMENT. THE BOARD HAS THE ABILITY TO INCREASE ANY ADOPTED AMOUNT BY TEN PERCENT. THE BELOW IS NOT ABOVE THE TEN PERCENT. IT WILL NOT INCREASE THE GENERAL FUND BUDGET, AS THE CONTINGENCY WILL BE REDUCED.

	ORIGINAL	AMMENDED	
	ADOPTED	ADOPTED	
	BUDGET	BUDGET	DIFFERENCE
PARKS PERSONNEL SERVICES	\$928,872	\$1,018,872	\$90,000
CONTINGENCY	\$1,420,218	\$1,330,218	<\$90,000>

**RESOLVED...BY ORDER OF THE CHEHALEM PARK AND RECREATION DISTRICT BOARD OF DIRECTORS THAT THE ABOVE TRANSFER BE RECORDED**

**SIGNED THIS 22TH DAY OF FEBRUARY 2024**

-----  
**PRESIDENT**

-----  
**SECRETARY/TREASURE**

SDC RESOLUTION

02-02-24

The Chehalem Park & Recreation District (CPRD) adopted a system development charge and corresponding methodology by resolution in July 1992, which was amended in May 2007, July 2017 and updated in January 2024.

Be it resolved:

- 1 Effective July 1, 2024, CPRD shall approve the “Current Level of Service” SDC rates as follows - \$9,760.00 for Single family residence, \$8,596.00 for Multi-family residences, \$6,709.00 for Mobile home residence, \$3,657.00 for Accessory dwelling unit.
2. The Board in the past has annually adjusted the Parks and Recreation System Development Charge rates through application of the adjustment factor Change in Seattle Construction Cost Index. This has been done annually by the Superintendent.
3. The Board desires to have the annually adjusted SDC charge presented to the Board of Directors for approval. The Board may adjust the SDC charge or may do a partial adjustment to the SDC charge at this time.
4. The Board may waive or adjust charges as requested by citizens. The attachment to this resolution explains the process.

Adopted by the Chehalem Park and Recreation District Board of Directors on February 22, 2024.

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President of the Board

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Secretary of the Board

**Parks and Recreation**  
**System Development Charges**  
**Administrative Procedures Guide**



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## **1. PURPOSE OF ADMINISTRATIVE PROCEDURES GUIDE**

Purpose of this guide is to provide procedures for implementation and administration of System Development Charges (SDC's) for new development within the Chehalem Park and Recreation District. The guide also addresses exemptions, refunds, appeals, record keeping, and updates to the SDC Capital Improvement Program (SDC-CIP).

This guide is based on the Resolution establishing the SDC's adopted on June 27<sup>th</sup>, 2017 and on July 23<sup>rd</sup> day of July, 1992. This guide also includes modifications adopted on March 24, 2007.

...ORS 223.297 – 223.314 adopted in 1989 authorizes local governments to impose system development charges....[CPRD SDC Resolution Preamble]

## **2. AUTHORITY AND BACKGROUND INFORMATION**

### **A. Legislative Authority**

The source of authority for the adoption of SDC's is found both in state statute and in the Districts own plenary authority to adopt this type of fee. State legislation regarding SDC's was adopted in 1989, when the Oregon System Development Act (ORS 223.297 – 223.314) was passed. Additions and modifications to the Oregon System Development Act have been made in 1993, 1999, 2001 and 2003. Together these pieces of legislation require local government that enacts SDC's to:

Adopt SDC's by ordinance or resolution;

Develop a methodology outlining how the SDC's were developed;

Adopt a capital improvements program to designate capital improvements that can be funded with "improvement fee" SDC revenues;

Provide credit against the amount of the SDC for the construction of certain "qualified public improvements";

Separately account for and report receipt and expenditure of SDC revenues and develop procedures challenging expenditures; and

Use SDC revenues only for capital expenditures (operations and maintenance uses are prohibited).

B. "Improvement fee" and "Reimbursement fee" SDC's

The Oregon System Development Act provides for the imposition of two types of SDC's:

"Improvement Fee" SDCs may be charged for new capital improvements that will increase capacity. Revenues from "improvement fee" SDCs may be spent only on capacity-increasing capital improvements identified in the required capital improvements program that list each project, expected timing, cost, and growth-required percentage of each project.

“Reimbursement fee” SDC’s may be charged for the cost of existing capital facilities if “excess capacity” is available to accommodate growth. Revenues from “reimbursement fees” may be used on any capital improvement project, including major repairs, upgrades, or renovations. Capital improvements funded with “reimbursement fees” SDCs do not need to increase capacity, but they must be included in the list of projects to be funded with SDC revenue.

### **3. APPLICABILITY OF PARKS SYSTEM DEVELOPMENT CHARGES**

Except as otherwise provided... a Parks and Recreation SDC shall be imposed upon all New Development for which an Application is filed on or after the effective date of the resolution establishing or increasing SDCs.

The Parks and Recreation SDC apply to all new development within the Chehalem Park and Recreation District, unless it is specifically exempted from the SDC. New development is defined as follows:

“New Development” means Development for which a Building Permit is required.

In a case where there is a modification to an existing structure (such as a change in use, alteration, expansion or replacement), the SDC is charged only if the modification will result in a net increase in the number of dwelling units (for residential development).

The Applicant shall at the time of Application provide the Superintendent with the information requested. The request will list the previous and proposed use(s) of the New Development, including a description of each of the previous and proposed uses for the property for which the Building Permit is being sought, with sufficient detail to enable the District to calculate the dwelling units under the previous use and for the proposed use(s) of the New Development.

For residential uses: the number of residential dwelling units, including type (i.e., single family, multi-family, etc.) for the previous and proposed use(s) of the new development

4.

#### **CREDITS**

A credit is a reduction in the amount of the SDC's for a specific development. The Oregon SDC act requires that credit be allowed for the construction of a "qualified public improvement" which (1) is required as a condition of development approval, (2) is identified in the District's capital improvements program, and (3) either is not located on or contiguous to property that is the subject of development approval, or is located on or contiguous to such property and is required to be built larger or with greater capacity than is necessary for the particular development project. The credit for a qualified public improvement may only be applied against an SDC for the same type of improvement (e.g. a parks and recreation improvement can only be used for a credit for a parks and recreation SDC), and must be granted only for the cost of

that portion of an improvement which exceeds the minimum standard facility size or capacity needed to serve the particular project. For multi-phase projects, any excess credit may be applied against SDCs that accrue in subsequent phase of the original development project.

In addition to these credits, the District may, if it so chooses, provide a greater credit, establish a system providing for the transferability of credits, provide a credit for a capital improvement not identified in the District's SDC Capital Improvements Plan, or provide a share of the cost of an improvement by other means (i.e., partnerships, other District revenues, etc).

## **5. EXEMPTIONS**

Certain types of new development are either fully or partially exempt from paying Park and Recreation System Development Fees.

### **A. Fully Exempt New Development**

1. Temporary uses are fully exempt so long as the use or structure proposed in the New Development will be used for not more than 180 days in a single calendar year.
2. Alteration permits for tenant improvements are full exempt.

3. New Development that, in the Superintendents opinion, will not create demands on the parks and recreation system greater than those of the present use of the property is fully exempt.

B. Partially Exempt New Development

For New Development that includes a mix of exempt and non-exempt forms of Development, the applicable exemption(s) shall apply only to that portion of the New Development to which the exemption applies.

C. Applying for Exemption

The exemption request must be made in writing to the Superintendent of the Chehalem Park and Recreation District. The Superintendent may waive the exemption without a written request.

The Superintendent or designated employee will answer the exemption request in writing within fourteen (14) days.

## 5A. WAIVERS

In an effort to better serve the needs of low/moderate income children and families, the District desires to put in place a waiver for SDC's. The waiver will provide the opportunity for the District to grant a waiver of Park and Recreation District SDC's for the construction of facilities that serve the needs of low such a waiver is to complement the policy set by Resolution No. 05-01-17.

The District adopts a new waiver that will help serve the needs of low/moderate income children, families and individuals, defined as 80% or lower of the median family income of Yamhill County according to U.S. Housing and Urban Development.

This waiver provides a mechanism for the District to consider waiving applicable SDC's for projects involving the construction of facilities that serve the needs of low to moderate income families and or individuals. Request for waivers of SDC;s for such projects will be granted by the District Board of Directors. The Board of Directors may waive all, some or none of the SDC's that are requested for waiver.

The following minimum criteria that would be met by any organization requesting the waiver for the waiver to be considered by the Board of Directors:

- \* The organization requesting the waiver must be a certified non-profit organization.
- \* The proposed project must principally serve low/moderate income families and/or individuals.



The following issues should be considered by the Board of Directors when it reviews any SDC waiver requests for projects that serve the needs of low to moderate income families and/or individuals:

- \* What impact would the SDC waiver have on the SDC funds?
- \* Sources of funding for total project; what percentage of the funds have been generated “locally (“grassroots fund raising”)?
- \* The City Council of Newberg granted a waiver of SDC’s for the project.

If within 10 years of granting the waiver(s) a facility receiving the SDC waiver(s) from the District under this policy is used for a purpose that is not principally to serve low to moderate income families and/or individuals, the SDC(s) in place at the time of change of use must be paid in full to the District.

**6. CHALLENGES OF EXPENDITURES**

Any citizen or other interested person may challenge an expenditure of SDC revenues...by filing a challenge to the expenditure with the Superintendent within two years after the date of the disputed SDC revenue expenditure. The fee for filing such a challenge shall be \$75.00.

The District will review the challenge and determine whether or not the expenditure was made in accordance with the provisions of the Chehalem Park and Recreation District SDC Resolution and ORS 223. If the District finds that the expenditure was not appropriate, the Parks and Recreation SDC Account(s) must be reimbursed from other revenue sources. District will notify the person who submitted the challenge of the results of the review within twenty-one (21) days following completion of the review.

**7. APPEALS**

Any person may appeal to the Board of Directors any decision of the Superintendent made pursuant to the Resolution establishing the SDC's by filing a written request with the Superintendent within fourteen (14) days after the delivery of the Superintendents written decision to the Applicant. The fee for appealing a decision to the Board of Directors shall be \$250. The

appeal to be filed with the Board of Directors should contain the following information:

- 1) The name and address of the applicant;
- 2) The legal description of the property in question;
- 3) If issued, the date the building permit was issued;
- 4) A brief description of the nature of the development being undertaken pursuant to the building permit;
- 5) If paid, the date the system development charges were paid;
- 6) A statement of the reasons why the applicant is appealing a decision.

The Board will schedule and conduct the hearing within twenty-one (21) days of the date the appeal was filed. An applicant who appeals a decision and desires the immediate issuance of a building permit must pay the applicable system development charge prior to the time the request for hearing is filed. Said payment shall be deemed paid under “protest” and shall not be construed as a waiver of any review rights. The Board of Directors shall decide an appeal within one hundred twenty (120) days of the date of the appeal unless otherwise agreed to between the appellant and the Board of Directors.

## **8. UPDATING THE PARKS ND RECREATION SDC RATES**

### **A. Annual Cost Adjustment**

The Parks and Recreation SDC resolution includes a provision to annually adjust SDC rates for inflation as follows:

The dollar amounts of the SDC set forth in the SDC methodology report may on January 1<sup>st</sup> of each year be adjusted to account for changes in the costs of acquiring and constructing parks and recreation facilities. The adjustment factor shall be based on the change in construction costs according to the Engineering News Record (ENR) Northwest (Seattle, Washington) Construction cost index; and shall be determined as follows:

$$\frac{\text{Change in Construction Cost index} \times 1.00}{}$$

= Parks and Recreation System Development Charge Adjustment Factor

Following calculation of the Parks and Recreation System Development Charge Adjustment Factor, each of the adopted SDC rates, fees, and charges included in the methodology report and outlined in this Administrative Procedures Guide may be adjusted, effective on January 1<sup>st</sup> of each year. The effective date may also be July 1 of each year.

**B. Revising the Methodology**

The Parks and Recreation SDC Methodology Report is the basis for calculating the Parks SDC's due from New Development and may be amended or replaced as provided in the resolution:

1. The District may undertake a review to determine that sufficient not be over-funded by the SDC receipts. Money will be available to help fund the Parks and Recreation SDC-CIP identified capacity increasing facilities; to determine whether the adopted SDC rate keeps pace with inflation, whether the Parks and Recreation SDC-CIP should be modified, and to ensure that such facilities will

2. In the event that during the review referred to above, it is determined an adjustment to the SDC is necessary for sufficient funding of the Parks and Recreation SDC-CIP improvements listed in the SDC Methodology Report to ensure that the Parks and Recreation SDC-CIP improvements are not overfunded by the SDC, the Board of Directors may propose and adopt appropriately adjusted SDC's

3. The Board of Directors may from time to time amend or adopt a new SDC Methodology Report by resolution.

**9. RECEIPT, EXPENDITURE, AND REFUNDS OF PARKS SDC REVENUES**

**A. Deposits**

All SDC revenues collected by the District must be deposited in the appropriate Parks and Recreation SDC Fund.

Until needed for an authorized use, funds deposited in the SDC Fund may be invested by the District, with interest earned credited to the Parks and Recreation SDC Fund.

**B. Permitted Uses**

"Improvement Fee" SDC revenues can be used only for capacity-increasing capital improvements, and "Reimbursement Fee" SDC revenue can be used for any type of Parks and recreation capital improvement. The capital improvements must be included in the District's Parks and Recreation SDC Capital Improvement Program (SDC-CIP). The SDC-CIP must: 1) list the specific project that may be funded with SDC revenues, 2) provide the cost for each project, 3) provide the estimated timing of each project. The SDC-CIP may be amended at any time.

“Compliance/Administration” fees may be used and for the direct cost of complying with the state statues governing SDC’s, and for the cost of administering the SDC’s.

Examples of cost that can be paid by SDC’s include parks planning, land acquisition, site improvements, necessary off-site improvements, construction, and other related costs including, but not limited to, permitting and fees, design and construction plan preparation, engineering, surveying, and acquisition of certain capital equipment. SDC’s can also be used to pay principal and interest on bonds, notes, leases or other debt for Parks and Recreation facilities. Permitted uses of SDC revenue are outlined as follows:

- 1) design and construction plan preparation;
- 2) permitting;
- 3) land and materials acquisition, including any costs of acquisition or condemnation;
- 4) construction of parks and recreation capital improvements;
- 5) design and construction of new drainage facilities required by the construction of parks and recreation capital improvements and structures;
- 6) relocating utilities required by the construction of improvements
- 7) landscaping
- 8) construction management and inspection;
- 9) surveying, soils and material testing

- 10) acquisition of capital equipment that is an intrinsic part of a facility;
- 11)demolition that is part of the construction of any of the improvements on this list
- 12)payment of principal and interest, necessary reserves and cost of issuance under any bonds or other indebtedness issued by the District to provide money to construct or acquire parks and recreation facilities;
- 13)direct costs of complying with the provisions of ORS 223.297 to 223.314 including the consulting, legal, and administrative costs required for developing and updating the system development charges methodologies and capital improvement program; and the cost of collecting and accounting for system development charge expenditures.

### C. Prohibited Uses

Money on deposit in the Park and Recreation SDC fund shall not be used for:

- 1) any expenditure that would be classified as a maintenance or repair expense; or
- 2) cost associated with the construction of administrative office facilities that are more than an incidental part of other capital improvements; or

3) cost associated with acquisition or maintenance of rolling stock; or

4) operating costs after completion of capital improvements

#### D. Refunds of SDC's

The District may grant a refund of SDC;s for the following reasons:

1) The Superintendent finds that...there was a clerical error in the calculation of the SDC.

2) The SDC have not been expended within ten years of receipt.

3) The District determines through an alternative SDC Rate Calculation, Alternative SDC Credit Calculation, Alternative SDC Exemption, or Appeal that the amount paid for the SDC's exceeded the amount determined to be appropriate for the New Development.

Except for refunds associated with an Alternative SDC Rate Calculation, Alternative SDC Credit Calculation, Alternative SDC Exemption, or Appeal, request for refunds shall be made in writing to the Superintendent. Refunds shall include interest earned on funds while deposited in the Parks and Recreation SDC fund.

#### **10. RECORD KEEPING**

All Parks and Recreation SDC's received should be listed in chronological order, with each record indicating the date received, the amount received, and the government agency from which the SDC was received.



Any funds on deposit in the Park and Recreation SDC Fund that are not immediately necessary for expenditure may be invested by the District, with all income derived from such investment deposited in the fund.

Records of disbursements should be recorded for each account and should include the date of the expenditure and the name of the government agency for which the funds are expended.

The District is required by ORS 223 to prepare an annual report accounting for all receipts and expenditures of the Park and Recreation SDC. The report will the total amount of revenue and expenditures in the previous fiscal year.

**COOPERATIVE IMPROVEMENT AGREEMENT**  
**Green Seam Trail, OR 18 (Newberg-Dundee Bypass section)**  
Newberg-Dundee School District No. 29J and  
Chehalem Park & Recreation District.

**THIS AGREEMENT** is made and entered into by and between the STATE OF OREGON, acting by and through its Department of Transportation, hereinafter referred to as "State;" or "ODOT," the Newberg-Dundee School District No. 29J, acting by and through its designated officials, hereinafter referred to as "Agency," and Chehalem Park & Recreation District, acting by and through its Governing Body, hereinafter referred to as "CPRD," all herein referred to individually or collectively as "Party" or "Parties."

**RECITALS**

1. OR 18 (Salmon River Highway)/Newberg-Dundee Bypass and associated right of way, is part of the state highway system under the jurisdiction and control of the Oregon Transportation Commission (OTC).
2. By the authority granted in Oregon Revised Statutes (ORS) [190.110](#), 283.110, [366.572](#) and [366.576](#), State may enter into cooperative agreements with counties, cities, other state agencies and units of local governments for the performance of work on certain types of improvement projects with the allocation of costs on terms and conditions mutually agreeable to the contracting parties.
3. Agency is constructing an approximately 59,523 square foot elementary school to replace the existing elementary school. On May 30, 2023, the City of Dundee approved Newberg School District's application, File No. SDR 22-27 – Dundee Elementary School, to construct the new school. The site includes a planned trail alignment for the Green Seam Trail which is identified in the City of Dundee's Riverside District Master Plan.
4. This Agreement will address the construction of and maintenance responsibilities for the Green Seam Trail.

**NOW THEREFORE**, the premises being in general as stated in the foregoing Recitals, it is agreed by and between the Parties hereto as follows:

**TERMS OF AGREEMENT**

1. State agrees to allow Agency to construct the Green Seam Path on State property within the boundaries of the Newberg-Dundee Bypass, hereinafter referred to as "Project". The Project consists of a twelve foot (12') wide concrete path with two feet (2') of compacted gravel on each side along with a grassy filter strip for stormwater management. The location of the Project is approximately as shown on the sketch map attached hereto, marked Exhibit A, and by this reference made a part hereof.

2. The Project will be financed entirely by Agency at an estimated cost of \$113,559.60. The estimate for the total Project cost is subject to change. Agency shall be responsible for all Project costs beyond the estimate.
3. This Agreement shall become effective on the date all required signatures are obtained and shall remain in effect for the purpose of ongoing maintenance responsibilities for the useful life of the facilities constructed as part of the Project. The useful life is defined as twenty (20) calendar years. The Project shall be completed within one (1) year following the date of final execution of this Agreement by both Parties. Maintenance responsibilities shall survive termination of this Agreement.

### **AGENCY OBLIGATIONS**

1. Agency shall conduct the necessary field surveys, environmental studies, traffic investigations, preliminary engineering and design work required to produce and provide final plans, specifications and cost estimates for the Project; identify and obtain all required permits; perform all construction engineering, including all required materials testing and quality documentation; prepare all bid and contract documents; advertise for construction bid proposals; award all contracts; pay all contractor costs, provide technical inspection (*other than inspections provided by State under State Obligations*), project management services and other necessary functions for sole administration of the construction contract entered into for this Project.
2. Agency will be required to obtain the services of a registered professional engineer to oversee, accept, and document all construction procedures and certify proper construction was performed pursuant to the Project plan and permit. The registered professional engineer will be required to stamp the "As Constructed Plans" and ensure the Project meets State's required standards.
3. Agency shall, where Project is located within State right of way, design and construct the Project in conformance with the current edition of the *ODOT Highway Design Manual* and the *Oregon Standard Specifications for Construction* in place when the applicable work is conducted. Agency understands the Project shall be designed and constructed to ODOT standards and approved by ODOT prior to advertisement for bid, or construction of Project by Agency.
4. **Americans with Disabilities Act Compliance:**
  - a. State Highway: For portions of the Project located on or along the State Highway System or a State-owned facility ("state highway"):
    - i. Agency shall utilize ODOT standards to assess and ensure Project compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 as amended (together, "ADA"), including ensuring that all sidewalks, curb ramps, and

pedestrian-activated signals meet current ODOT Highway Design Manual standards;

- ii. Agency shall follow ODOT's processes for design, construction, or alteration of sidewalks, curb ramps, and pedestrian-activated signals, including using the ODOT Highway Design Manual, ODOT Design Exception process, ODOT Standard Drawings, ODOT Construction Specifications, providing a temporary pedestrian accessible route plan and current ODOT Curb Ramp Inspection form;
- iii. At Project completion, Agency shall complete and send applicable ODOT Curb Ramp Inspection Forms 734-5020A through 734-5020G, 734-5245A, and 734-5245B to the address on the form and to State's Project Manager for each curb ramp constructed or altered as part of the Project. The completed form is the documentation required to show that each curb ramp meets ODOT standards and is ADA compliant. ODOT's fillable Curb Ramp Inspection Form and instructions are available at the following address:

<https://www.oregon.gov/odot/About/Pages/AssetandInspection.aspx>

- iv. Agency shall promptly notify ODOT of Project completion and allow ODOT to inspect Project sidewalks, curb ramps, and pedestrian-activated signals located on or along a state highway prior to acceptance of Project by Agency and prior to release of any Agency contractor.
- v. Agency shall ensure that temporary pedestrian routes are provided through or around any Project work zone. Any such temporary pedestrian route shall include directional and informational signs, comply with ODOT standards, and include accessibility features equal to or better than the features present in the existing pedestrian facility. Agency shall also ensure that advance notice of any temporary pedestrian route is provided in accessible format to the public, people with disabilities, disability organizations, and ODOT at least 10 days prior to the start of construction.

b. Local Roads: For portions of the Project located on Agency roads or facilities that are not on or along a state highway:

- i. Agency shall ensure that the Project, including all sidewalks, curb ramps, and pedestrian-activated signals, is designed and constructed in compliance with the ADA.
- ii. Agency may follow Agency's processes or may use ODOT's processes for design, construction, or alteration of Project

sidewalks, curb ramps, and pedestrian-activated signals, including using the ODOT Highway Design Manual, ODOT Design Exception process, ODOT Standard Drawings, ODOT Construction Specifications, providing a temporary pedestrian accessible route plan and current Curb Ramp Inspection form, available at:

<https://www.oregon.gov/ODOT/Engineering/Pages/Accessibility.aspx>

Additional ODOT resources are available at the above-identified link. ODOT has made its forms, processes, and resources available for Agency's use and convenience.

- iii. Agency assumes sole responsibility for ensuring that the Project complies with the ADA, including when Agency uses ODOT forms and processes. Agency acknowledges and agrees that ODOT is under no obligation to review or approve Project plans or inspect the completed Project to confirm ADA compliance.
  - iv. Agency shall ensure that temporary pedestrian routes are provided through or around any Project work zone. Any such temporary pedestrian route shall include directional and informational signs and include accessibility features equal to or better than the features present in the existing pedestrian route. Agency shall also ensure that advance notice of any temporary pedestrian route is provided in accessible format to the public, people with disabilities, and disability organizations prior to the start of construction.
  - v. Maintenance obligations in this section shall survive termination of this Agreement.
5. If Agency enters into a contract for performance of work under this Agreement, Agency agrees to comply with the following:
- a. Contracts:
    - i. All contracts must be in writing, executed by Agency, and must incorporate and pass through all of the applicable requirements of this Agreement to the other party or parties to the contract. Use of a contract does not relieve Agency of its responsibilities under this Agreement.
    - ii. Agency shall require all of its contractors performing work under this Agreement to name State as a third-party beneficiary of the resulting contract with the contractor.

- iii. Agency shall require its prime construction contractor to submit a performance bond and payment bond to Agency for an amount equal to or greater than the estimated cost of the Project. Agency shall require its prime construction contractor to name State as an additional or "dual" obligee on contractors' performance bond and payment bond.
- iv. Agency shall provide State with a copy of any signed contract upon request by State. This paragraph shall survive expiration or termination of this Agreement.
- v. Agency must report to State any material breach of a term or condition of a contract within ten (10) days of Agency discovering the breach.

b. Contract Indemnification:

- i. To the fullest extent permitted by law, and except to the extent otherwise void under ORS 30.140, Agency shall require each of its contractors that are not units of local government as defined in ORS 190.003, if any, to indemnify, defend, save and hold harmless the State of Oregon, the Oregon Transportation Commission, and the Oregon Department of Transportation, and their respective officers, members, employees and agents from and against all claims, suits, actions, losses, damages, liabilities, costs and expenses of any nature whatsoever (hereinafter, referred to individually and collectively as "Claims") to the extent such Claims result from, arise out of, or relate to the activities or omissions of Agency's contractor, subcontractor(s), or their respective officers, employees, or agents under the resulting contract or otherwise related to the Project.
- ii. Any such indemnification shall also provide that Agency's contractor shall ensure that neither Agency's contractor(s) or its subcontractor(s) nor any attorney engaged by any Agency contractor or subcontractor shall defend any claim in the name of the State of Oregon or any agency of the State of Oregon, nor purport to act as legal representative of the State of Oregon or any of its agencies, without the prior written consent of the Oregon Attorney General. The State of Oregon may, at any time at its election assume its own defense and settlement in the event that it determines that any Agency contractor or subcontractor is prohibited from defending the State of Oregon, or that any Agency contractor or subcontractor is not adequately defending the State of Oregon's interests, or that an important governmental principle is at issue or that it is in the best interests of the State of Oregon to do so. The State of Oregon reserves all

rights to pursue claims it may have against Agency's contractor(s) and subcontractor(s) if the State of Oregon elects to assume its own defense.

c. Contract Insurance:

- i. Agency shall require the other party or parties to each of its contracts, that are not units of local government as defined in ORS 190.003, to meet the minimum insurance requirements provided in Exhibit B, attached hereto and by this reference made a part hereof.
- ii. Agency shall perform a risk assessment for the work to be performed under its contract(s) and determine insurance types and amounts as appropriate based on the risk of the work outlined within each contract, and shall require its contractor(s) to carry such insurance, except that the required insurance types and amounts may not be less than those identified in Exhibit B. Agency may specify insurance requirements for its contractor(s) above the minimum insurance requirements specified in Exhibit B.
- iii. Agency shall obtain proof of the required insurance coverages, as applicable, from any contractor it hired to provide services related to the contract.
- iv. Agency shall require its contractor(s) to require and verify that all subcontractors carry insurance coverage that the contractor(s) deems appropriate based on the risk of the subcontracted work.

d. Agency shall include provisions in each of its contracts requiring its contractors to comply with the indemnification and insurance requirements in subparagraphs b and c of this AGENCY OBLIGATIONS, Paragraph 5.

6. Agency shall be responsible and liable for (1) investigating presence/absence of any legally protected or regulated environmental resource(s) in the action area; (2) determining any and all restrictions or requirements that relate to the proposed actions, and complying with such, including but not limited to those related to hazardous material(s), water quality constraints, wetlands, archeological or historic resource(s) state and federal threatened or endangered species, etc., (3) complying with all federal, state, and local laws, and obtaining all required and necessary permits and approvals.
7. If Agency, or its contractors, impacts a legally protected/regulated resource, Agency shall be responsible for all costs associated with such impact, including, but not limited to all costs of mitigation and rehabilitation, **and shall indemnify and**

**hold State harmless for such impacts and be responsible and liable to the State for any associated costs for claims that State may have.**

8. Agency shall contact State's District 3 Permits Office seven (7) working days prior to the commencement of construction or maintenance activities that impact travel lanes of OR 18. No lane restrictions unless prior approval from State's District 3 Manager or designee is provided;
  - a. No lane restrictions including reduction of travel lanes during commute times (6 am to 9 am and 4 pm to 6 pm, Monday through Friday). No weekend closures (Friday at 12 noon until Sunday 7 pm). No closures on state recognized holidays; and
  - b. Any deviation from lane restrictions must be requested and approved by State's District 3 Manager. More restrictions to work times may be added if district observes traffic congestion or conditions warrant a change.
9. Agency shall cause to be relocated or reconstructed all privately or publicly owned utility conduits, lines, poles, mains, pipes, and all other such facilities of every kind and nature where such relocation or reconstruction is made necessary by the plans of the Project in order to conform the utilities and other facilities with the plans and the ultimate requirements for the portions of the Project on State right of way.
10. Agency shall comply with all federal, state, and local laws, regulations, executive orders and ordinances applicable to the work under this Agreement, including, without limitation, any applicable provisions of ORS 279A, 279B and 279C incorporated herein by reference and made a part hereof. Without limiting the generality of the foregoing, Agency expressly agrees to comply with (i) Title VI of Civil Rights Act of 1964; (ii) Title V and Section 504 of the Rehabilitation Act of 1973; (iii) the Americans with Disabilities Act of 1990 and ORS 659A.142, as amended; (iv) section 306 of the Clean Air Act (42 U.S.C. 1857(h)); (v) section 508 of the Clean Water Act (33 U.S.C. 1368); (vi) Executive Order 11738; (vii) Environmental Protection Agency regulations (40 CFR part 15); (viii) the Comprehensive Environmental Response, Compensation, and Liability Act, 42 U.S.C. Article 9601, et seq. (CERCLA); (ix) the Resource Conservation and Recovery Act, 42 U.S.C. Article 6901, et seq. (RCRA); (x) the Toxic Substances Control Act, 15 U.S.C. Article 2601, et seq. (ISCA); (xi) the Federal Insecticide, Fungicide and Rodenticide Act, 7 U.S.C. Article 136 et seq. (FIFRA); (xii) the Federal Water Pollution Control Act, 33 U.S.C. Article 1251, et seq. (Clean Water Act); (xiii) the Safe Drinking Water Act, 42 U.S.C. Article 300, et seq.; (xiv) the Solid Waste Disposal Act, 42 U.S.C. Article 6901, et seq.; (xv) the Emergency Planning and Community Right To Know Act, 42 U.S.C. Article 11001, et seq.; (xvi) Oregon Environmental Cleanup Laws, Oregon Revised Statutes (ORS) 466.005, et seq.; (xvii) Air and Water Pollution Control, ORS Chapters 459, 459A, 465, and 468; (xviii) all regulations and administrative rules established pursuant to the foregoing laws; and (xix) all other applicable requirements of federal and State civil rights and



rehabilitation statutes, rules and regulations.

11. Agency shall, prior to its advertisement for construction bid proposals, provide the Project preliminary and final plans and specifications to State's District 3 Office for review and written concurrence. The plans and specifications must be reviewed, and if acceptable, approved by State.
12. Plans are reviewed by State and State's approval of plans does not relieve Agency from completing the Project in a manner satisfactory to State. The state Project Manager may require field changes. When revisions are made in the field, Agency is responsible to provide "as constructed" drawings as described in Agency Obligations, Paragraph 16.
13. Agency shall protect the Project area in accordance with the *Manual on Uniform Traffic Control Devices* and the *Oregon Temporary Traffic Control Handbook* in place at the time the work is conducted.
14. Agency shall provide to State permanent mylar "as constructed" plans for work on state highways. If Agency redrafts the plans, done in Computer Aided Design and Drafting (CADD) or Microstation, to get the "as constructed" set, and they follow the most current version of the "ODOT CAD MANUAL" <https://www.oregon.gov/odot/Engineering/Pages/Drafting.aspx> and the "Contract Plans Development Guide, Volume 1 Chapter 16" <https://www.oregon.gov/odot/Engineering/CPDevelopmentGuide/v1-16.pdf>. Agency shall provide to State a Portable Document Format (PDF) file and a paper copy of the plan set.
15. Agency acknowledges and agrees that State, the Oregon Secretary of State's Office, the federal government, and their duly authorized representatives shall have access to the books, documents, papers, and records of Agency which are directly pertinent to the specific Agreement for the purpose of making audit, examination, excerpts, and transcripts for a period of six (6) years after completion of Project. Copies of applicable records shall be made available upon request. Payment for costs of copies is reimbursable by State.
16. Agency shall construct the Project in accordance with the requirements of ORS 276.071 including the public contracting laws within ORS Chapters 279A, 279B and 279C.
17. If Agency chooses to assign its contracting responsibilities to a consultant or contractor, Agency shall inform the consultant or contractor of the requirements of ORS 276.071, to ensure that the public contracting laws within ORS Chapters 279A, 279B and 279C are followed.
18. Agency or its contractor shall follow the Oregon Locate Laws (ORS 757 and OAR 952).

19. Agency or its consultant shall acquire all necessary rights of way according to the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, ORS Chapter 35 and the State Right of Way Manual. Certification of right of way acquisition work must be made by the Agency (or on behalf of its consultant) doing the work. If Agency acquires the right of way, it shall provide a letter from Agency's legal counsel certifying that 1) the right of way needed for the Project has been obtained and 2) right of way acquisition has been completed in accordance with the right of way requirements contained in this Agreement. The certification form shall be routed through the State Region 2 Right of Way Office for co-signature and possible audit. If Agency elects to have State perform right of way functions, a separate agreement shall be executed between Agency and State right of way, referencing this Agreement number.
20. Agency shall obtain a permit to "Occupy or Perform Operations upon a State Highway" from assigned State District 3 Manager as well as land use permits, building permits, and engineering design review approval from State. Agency agrees to comply with all provisions of said permit(s), and shall require its developers, contractors, subcontractors, or consultants performing such work to comply with such permit and review provisions.
21. Agency grants State the right to enter onto Agency right of way for the performance of duties as set forth in this Agreement.
22. Agency is responsible for and ensures that all survey monuments recorded with a county and within or adjacent to the highway right of way shall be preserved in accordance with ORS 209.140 and 209.150. Any such monumentation that is damaged or removed during the course of the Project must be replaced in compliance with ORS Chapter 209 stipulations, the State Right of Way Monumentation Policy, and at Agency's own expense.
23. Agency is also responsible, at its own expense, for replacement of any additional State survey marks or other monumentation not recorded with a county that are damaged or removed during the course of the Project. In the event of such replacement, Agency shall contact State's Geometronics Unit for replacement procedures.
24. If additional right of way is acquired for state highway right of way purposes as a result of the Project, then a right of way monumentation survey is required as defined in ORS 209.150 and 209.155. Agency agrees to provide such a survey, at its own expense, following ORS Chapter 209 stipulations, State Right of Way Monumentation Policy, and State's Geometronics Unit review and approval, and to file the legal survey with the appropriate Agency Surveyor's office as required.
25. Agency certifies and represents that the individual(s) signing this Agreement has been authorized to enter into and execute this Agreement on behalf of Agency, under the direction or approval of its governing body, commission, board, officers, members or representatives, and to legally bind Agency.

26. Agency's Project Manager for this Project is Dr. Stephen Phillips, Superintendent, Newberg-Dundee School District, 714 E. Sixth Street, Newberg, Oregon 97132-3406; telephone: (503) 554-5000; email: [phillipss@newberg.k12.or.us](mailto:phillipss@newberg.k12.or.us), or assigned designee upon individual's absence. Agency shall notify the other Parties in writing of any contact information changes during the term of this Agreement.

## **CPRD OBLIGATIONS**

1. CPRD shall maintain the Project upon completion, at its own expense.
2. Americans with Disabilities Act Compliance:
  - a. CPRD shall ensure that any portions of the Project maintained by CPRD after construction are maintained in compliance with the ADA throughout the useful life of the Project. This includes, but is not limited to, CPRD ensuring that:
    - i. Pedestrian access is maintained as required by the ADA,
    - ii. Any complaints received by CPRD identifying sidewalk, curb ramp, or pedestrian-activated signal safety or access issues are promptly evaluated and addressed,
    - iii. CPRD or abutting property owner, performs any repair or removal of obstructions needed to maintain the facility in compliance with the ADA requirements that were in effect at the time the facility was constructed or altered,
    - iv. Any future alteration work on Project or Project features during the useful life of the Project complies with the ADA requirements in effect at the time the future alteration work is performed, and
  - b. Maintenance obligations in this section shall survive termination of this Agreement.
3. If CPRD enters into a contract for performance of work under this Agreement, CPRD agrees to comply with the following:
  - a. Contracts:
    - i. All contracts must be in writing, executed by CPRD, and must incorporate and pass through all of the applicable requirements of this Agreement to the other party or parties to the contract. Use of a contract does not relieve CPRD of its responsibilities under this Agreement.

- ii. CPRD shall require all of its contractors performing work under this Agreement to name State as a third-party beneficiary of the resulting contract with the contractor.
- iii. CPRD shall provide State with a copy of any signed contract upon request by State. This paragraph shall survive expiration or termination of this Agreement.
- iv. CPRD must report to State any material breach of a term or condition of a contract within ten (10) days of CPRD discovering the breach.

b. Contract Indemnification:

- i. To the fullest extent permitted by law, and except to the extent otherwise void under ORS 30.140, CPRD shall require each of its contractors that are not units of local government as defined in ORS 190.003, if any, to indemnify, defend, save and hold harmless the State of Oregon, the Oregon Transportation Commission, and the Oregon Department of Transportation, and their respective officers, members, employees and agents from and against all claims, suits, actions, losses, damages, liabilities, costs and expenses of any nature whatsoever (hereinafter, referred to individually and collectively as "Claims") to the extent such Claims result from, arise out of, or relate to the activities or omissions of CPRD's contractor, subcontractor(s), or their respective officers, employees, or agents under the resulting contract or otherwise related to the Project.
- ii. Any such indemnification shall also provide that CPRD's contractor shall ensure that neither CPRD's contractor(s) or its subcontractor(s) nor any attorney engaged by any CPRD contractor or subcontractor shall defend any claim in the name of the State of Oregon or any agency of the State of Oregon, nor purport to act as legal representative of the State of Oregon or any of its agencies, without the prior written consent of the Oregon Attorney General. The State of Oregon may, at any time at its election assume its own defense and settlement in the event that it determines that any CPRD contractor or subcontractor is prohibited from defending the State of Oregon, or that any CPRD contractor or subcontractor is not adequately defending the State of Oregon's interests, or that an important governmental principle is at issue or that it is in the best interests of the State of Oregon to do so. The State of Oregon reserves all rights to pursue claims it may have against CPRD's contractor(s) and subcontractor(s) if the State of Oregon elects to assume its own defense.

c. Contract Insurance:

- i. CPRD shall require the other party or parties to each of its contracts, that are not units of local government as defined in ORS 190.003, to meet the minimum insurance requirements provided in Exhibit C, attached hereto and by this reference made a part hereof.
  - ii. CPRD shall perform a risk assessment for the work to be performed under its contract(s) and determine insurance types and amounts as appropriate based on the risk of the work outlined within each contract, and shall require its contractor(s) to carry such insurance, except that the required insurance types and amounts may not be less than those identified in Exhibit C. CPRD may specify insurance requirements for its contractor(s) above the minimum insurance requirements specified in Exhibit C.
  - iii. CPRD shall obtain proof of the required insurance coverages, as applicable, from any contractor it hired to provide services related to the contract.
  - iv. CPRD shall require its contractor(s) to require and verify that all subcontractors carry insurance coverage that the contractor(s) deems appropriate based on the risk of the subcontracted work.
- d. CPRD shall include provisions in each of its contracts requiring its contractors to comply with the indemnification and insurance requirements in subparagraphs b and c of this CPRD OBLIGATIONS, Paragraph 3.
4. CPRD shall contact State's District 3 Office seven (7) days prior to the commencement of construction or maintenance activities that will or may impact travel lanes of OR 18 within the designated Project area. Lane restrictions shall not be allowed unless CPRD has received prior written approval from the District 3 Manager or designee.
  5. CPRD's Project contact for this Project is Casey Creighton, Assistant Superintendent, Chehalem Park & Recreation District, 125 S. Elliot Road, Newberg, Oregon 97132; telephone (503) 519-6154; email: [ccreighton@cprdnewberg.org](mailto:ccreighton@cprdnewberg.org), or assigned designee upon individual's absence. State shall notify the other Parties in writing of any contact information changes during the term of this Agreement.

**STATE OBLIGATIONS**

1. State shall review, and if acceptable, approve Project plans prior to construction of Project by Agency or its contractor in a timely manner. State approval is necessary for Project to proceed. State will not withhold approval unnecessarily or arbitrarily.

2. Upon approval of said Project plans, State shall issue Agency a construction permit to construct public improvements on State right of way.
3. State grants authority to Agency and CPRD to enter upon State right of way for the construction of this Project as provided for in miscellaneous permit to be issued by State District 3 Office and maintenance of Project.
4. State's Project Manager for this Project is Andrew Walker, Area 3 Resident Engineer, 455 Airport Road SE, Building B, Salem, Oregon 97301; cell: (503) 949-5301; email: [Andrew.J.Walker@odot.Oregon.gov](mailto:Andrew.J.Walker@odot.Oregon.gov), or assigned designee upon individual's absence. State shall notify the other Parties in writing of any contact information changes during the term of this Agreement.
5. State's maintenance contact for this Project is Cole Mullis, District 3 Manager, 885 Airport Road SE, Building P, Salem, Oregon 97303; telephone: (503) 986-2900; email: [Cole.F.Mullis@odot.Oregon.gov](mailto:Cole.F.Mullis@odot.Oregon.gov), or assigned designee upon individual's absence. State shall notify the other Parties in writing of any contact information changes during the term of this Agreement.

#### **GENERAL PROVISIONS**

1. This Agreement may be terminated by mutual written consent of all Parties.
2. State may terminate this Agreement effective upon delivery of written notice to Agency and CPRD, or at such later date as may be established by State, under any of the following conditions:
  - a. If Agency or CPRD fails to provide services called for by this Agreement within the time specified herein or any extension thereof.
  - b. If Agency or CRPD fail to perform any of the other provisions of this Agreement, or so fail to pursue the work as to endanger performance of this Agreement in accordance with its terms, and after receipt of written notice from State fails to correct such failures within ten (10) days or such longer period as State may authorize.
  - c. If Agency fails to provide payment of its share of the cost of the Project.
  - d. If State fails to receive funding, appropriations, limitations or other expenditure authority sufficient to allow State, in the exercise of its reasonable administrative discretion, to continue to make payments for performance of this Agreement.
  - e. If federal or state laws, regulations or guidelines are modified or interpreted in such a way that the work under this Agreement is prohibited.

3. Any termination of this Agreement shall not prejudice any rights or obligations accrued to the Parties prior to termination.
4. The following paragraphs shall survive termination of the Agreement.
  - a. If any third party makes any claim or brings any action, suit or proceeding alleging a tort as now or hereafter defined in ORS 30.260 ("Third Party Claim") against a Party with respect to which any other Party may have liability, the notified Party must promptly notify the other Parties in writing of the Third Party Claim and deliver to the other Parties a copy of the claim, process, and all legal pleadings with respect to the Third Party Claim. Each Party is entitled to participate in the defense of a Third Party Claim, and to defend a Third Party Claim with counsel of its own choosing. Receipt by a Party of the notice and copies required in this paragraph and meaningful opportunity for the Party to participate in the investigation, defense and settlement of the Third Party Claim with counsel of its own choosing are conditions precedent to that Party's liability with respect to the Third Party Claim.
  - b. Except as otherwise provided in Paragraph 4.d. below, with respect to a Third Party Claim for which State is jointly liable with any other Party or Parties (or would be if joined in the Third Party Claim), State shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by the other Party or Parties in such proportion as is appropriate to reflect the relative fault of State on the one hand and of the other Party or Parties on the other hand, singularly or in combination, in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of State on the one hand and of the other Party or Parties on the other hand shall be determined by reference to, among other things, the Parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. State's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law, including the Oregon Tort Claims Act, ORS 30.260 to 30.300, if State had sole liability in the proceeding.
  - c. Except as otherwise provided in Paragraph 4.d. below, with respect to a Third Party Claim for which any other Party or Parties are jointly liable with State (or would be if joined in the Third Party Claim), the other Party or Parties shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by State in such proportion, singularly or in combination, as is appropriate to reflect the relative fault of the other Party or Parties on the one hand and of State on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of the other Party or Parties

on the one hand and of State on the other hand shall be determined by reference to, among other things, the Parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. Each other Party's contribution amount in any instance is each capped to the same extent it would have been capped under Oregon law, including the Oregon Tort Claims Act, ORS 30.260 to 30.300, if it had sole liability in the proceeding.

- d. **Contract-Related Indemnification.** Subject to any limitations imposed by State law and the Oregon Constitution, Parties agree to the following contract-related indemnification for all projects authorized under this Agreement: Where Agency or CPRD contracts for services or performs project management for a project, Agency or CPRD shall accept all responsibility, defend lawsuits, indemnify, and hold State harmless, for all contract-related claims and suits. This includes but is not limited to all contract claims or suits brought by any contractor, whether arising out of the contractor's work, Agency's or CPRD's supervision of any individual project or contract, or Agency's or CPRD's failure to comply with the terms of this Agreement.
5. All employers that employ subject workers who work under this Agreement in the State of Oregon shall comply with [ORS 656.017](#) and provide the required Workers' Compensation coverage unless such employers are exempt under [ORS 656.126](#). Employer's Liability insurance with coverage limits of not less than \$500,000 must be included. Agency and CPRD shall ensure that each of its contractors complies with these requirements.
6. The Parties shall attempt in good faith to resolve any dispute arising out of this Agreement. In addition, the Parties may agree to utilize a jointly selected mediator or arbitrator (for non-binding arbitration) to resolve the dispute short of litigation.
7. If CPRD fails to maintain facilities in accordance with the terms of this Agreement, State, at its option, may maintain the facility and bill CPRD, seek an injunction to enforce the duties and obligations of this Agreement or take any other action allowed by law.
8. 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 an original.
9. This Agreement and attached exhibits constitute the entire agreement between the Parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement. No waiver, consent, modification or change of terms of this Agreement shall bind either Party unless in writing and signed by both Parties and all necessary approvals have been obtained. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. The failure



of State to enforce any provision of this Agreement shall not constitute a waiver by State of that or any other provision.

10. Electronic Signatures. The Parties agree that signatures showing on PDF documents, including but not limited to PDF copies of the Agreement and amendments, submitted or exchanged via email are "Electronic Signatures" under ORS Chapter 84 and bind the signing Party and are intended to be and can be relied upon by the Parties. State reserves the right at any time to require the submission of the hard copy originals of any documents.

**THE PARTIES**, by execution of this Agreement, hereby acknowledge that their signing representatives have read this Agreement, understand it, and agree to be bound by its terms and conditions.

*Signature Page Follows*

**NEWBERG SCHOOL DISTRICT**, by and through its designated officials

By \_\_\_\_\_

Title \_\_\_\_\_

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**LEGAL REVIEW APPROVAL (If required in Agency's process)**

By \_\_\_\_\_  
Newberg School District Counsel

Date \_\_\_\_\_

**CHEHALEM PARK & RECREATION DISTRICT**, by and through its designated officials

By \_\_\_\_\_

Title \_\_\_\_\_

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**LEGAL REVIEW APPROVAL (If required in CPRD's process)**

By \_\_\_\_\_  
CPRD Legal Counsel

Date \_\_\_\_\_

**STATE OF OREGON**, by and through its Department of Transportation

By \_\_\_\_\_  
Region 2 Manager

Date \_\_\_\_\_

**APPROVAL RECOMMENDED**

By \_\_\_\_\_  
District 3 Manager

Date \_\_\_\_\_

**Agency Contact:**

Dr. Stephen Phillips, Superintendent  
714 E. Sixth Street  
Newberg, Oregon 97132-3406  
(503) 554.5000

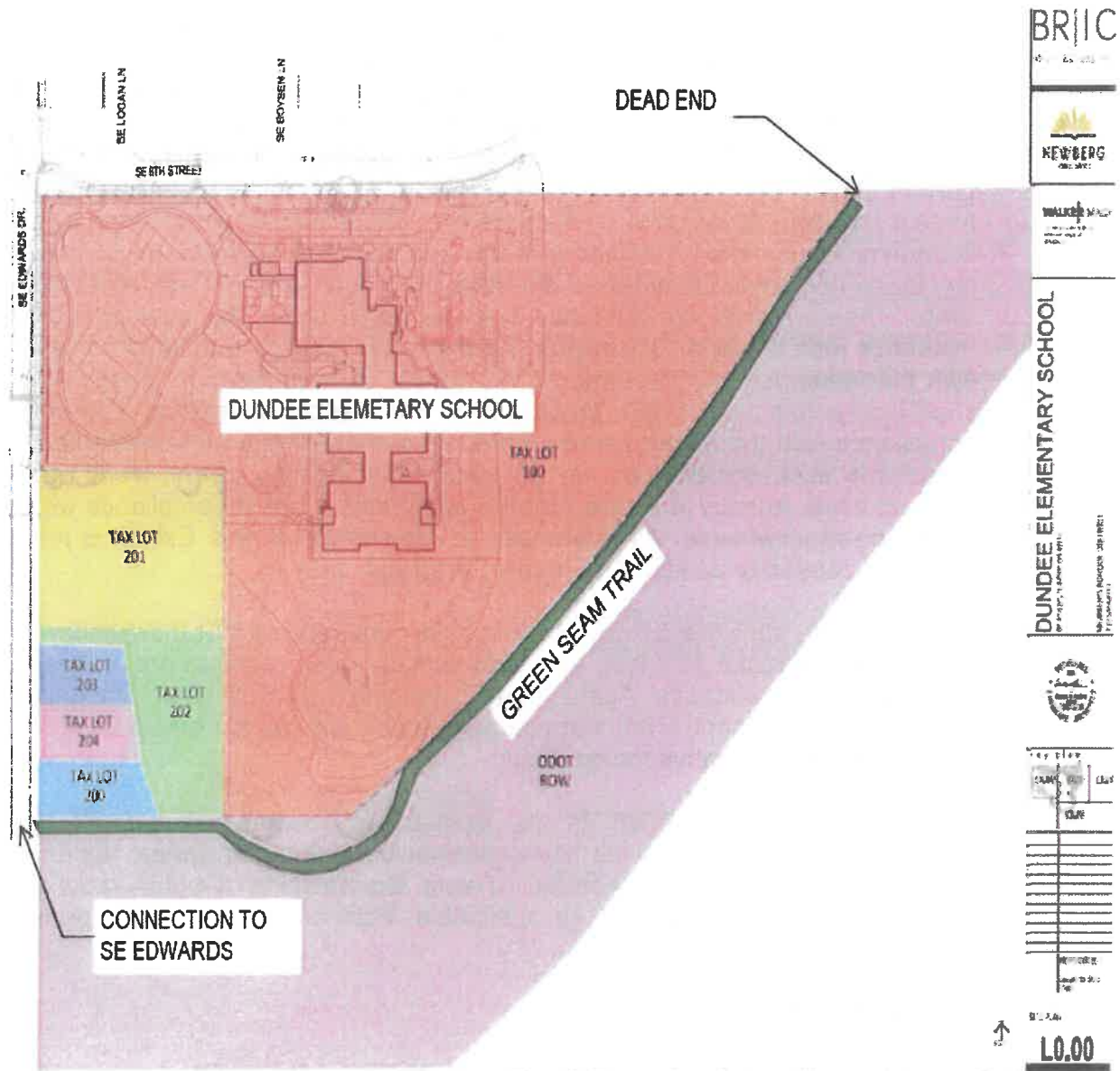
**CPRD Contact:**

Casey Creighton, Assistant Superintendent  
125 S. Elliot Road  
Newberg, Oregon 97132  
(503) 519-6154

**State Contact:**

Andrew Walker, Resident Engineer  
455 Airport Road SE, Building B  
Salem, Oregon 97301  
(503) 949-5301

### EXHIBIT A Project Location Map



**EXHIBIT B**  
**Agency's Contractor Insurance Requirements**

**1. GENERAL.**

- a. Agency shall require, in its contracts with entities that are not units of local government as defined in ORS 190.003 (if any), that its contractors: i) obtain insurance specified under TYPES AND AMOUNTS and meeting the requirements under ADDITIONAL INSURED, "TAIL" COVERAGE, NOTICE OF CANCELLATION OR CHANGE, and CERTIFICATES OF INSURANCE before performance under the contract commences, and ii) maintain the insurance in full force throughout the duration of the contract. The insurance must be provided by insurance companies or entities that are authorized to transact the business of insurance and issue coverage in the state of Oregon and that are acceptable to State. Agency shall not authorize work to begin under the contract until the insurance is in full force. Thereafter, Agency shall monitor continued compliance with the insurance requirements on an annual or more frequent basis. Agency shall incorporate appropriate provisions in the contract permitting it to enforce compliance with the insurance requirements and shall take all reasonable steps to enforce such compliance. In no event shall Agency permit work under a contract when Agency is aware that the contractor is not in compliance with the insurance requirements. All references to "contractor" in this Exhibit B refer to Agency's contractor as identified in this Paragraph 1.a.
- b. The insurance specified below is a minimum requirement that the Agency shall require its contractor to meet, and shall include such requirement in Agency's contract with its contractor. Agency may determine insurance types and amounts in excess of the minimum requirement as deemed appropriate based on the risks of the work outlined within the contract.
- c. Agency shall require each of its contractors to require that all of its subcontractors carry insurance coverage that the contractor deems appropriate based on the risks of the subcontracted work. Contractor shall obtain proof of the required insurance coverages, as applicable, from any subcontractor providing services related to the Contract.

**2. TYPES AND AMOUNTS.**

**a. WORKERS' COMPENSATION AND EMPLOYER'S LIABILITY.**

All employers, including Agency's contractor, that employ subject workers, as defined in ORS 656.027, shall comply with ORS 656.017 and shall provide Workers' Compensation Insurance coverage for those workers, unless they meet the requirement for an exemption under ORS 656.126(2). The coverage shall include Employer's Liability Insurance with limits not less than \$500,000 each accident. **Contractor shall require compliance with these requirements in each of its subcontractor contracts.**

**b. COMMERCIAL GENERAL LIABILITY.**

Commercial General Liability Insurance shall be issued on an occurrence basis covering bodily injury and property damage and shall include personal and advertising injury liability, products and completed operations, and contractual liability coverage. When work to be performed includes operations or activity within 50 feet of any railroad property, bridge, trestle, track, roadbed, tunnel, underpass or crossing, the Contractor shall provide the Contractual Liability – Railroads CG 24 17 endorsement, or equivalent, on the Commercial General Liability policy. Amounts below are a minimum requirement as determined by State:

Coverage shall be written on an occurrence basis in an amount of not less than  \$1,000,000  \$2,000,000  \$5,000,000 per occurrence.

Annual aggregate limit shall not be less than  \$2,000,000  \$4,000,000  \$10,000,000.

**c. AUTOMOBILE LIABILITY.**

Automobile Liability Insurance covering contractor's business-related automobile use covering all owned, non-owned, or hired vehicles for bodily injury and property damage. Amount below is a minimum requirement as determined by State:

Coverage shall be written with a combined single limit of not less than \$1,000,000.

**d. EXCESS/UMBRELLA LIABILITY.**

A combination of primary and Excess/Umbrella Liability Insurance may be used to meet the required limits of insurance. If any Excess/Umbrella Liability policies are in place, they must be on a true "following form" or broader coverage basis, with coverage at least as broad as provided on the underlying insurance.

**e. ADDITIONAL INSURED.**

The liability insurance coverages, except Professional Liability or Workers' Compensation/Employer's Liability, if included, must endorse the "State of Oregon, the Oregon Transportation Commission and the Department of Transportation, and their respective officers, members, agents and employees" as an endorsed Additional Insured but only with respect to the contractor's activities to be performed under the contract. Coverage shall be primary and non-contributory with any other insurance and self-insurance.

Additional Insured Endorsements on the Commercial General Liability shall be written on ISO Form CG 20 10 07 04, or equivalent, with respect to liability arising out of ongoing operations and ISO Form CG 20 37 07 04, or equivalent, with respect to liability arising out of completed operations.

Additional Insured Endorsements shall be submitted with the certificate(s) of insurance and must be acceptable to the Agency.

**f. "TAIL" COVERAGE.**

If any of the required insurance policies is on a "claims made" basis, such as Professional Liability Insurance or Pollution Liability Insurance, the contractor shall maintain either "tail" coverage or continuous "claims made" liability coverage, provided the effective date of the continuous "claims made" coverage is on or before the effective date of the contract, for a minimum of twenty-four (24) months following the later of: (i) the contractor's completion and Agency's acceptance of all Services required under the contract or, (ii) the expiration of all warranty periods provided under the contract. Notwithstanding the foregoing twenty-four (24) month requirement, if the contractor elects to maintain "tail" coverage and if the maximum time period "tail" coverage reasonably available in the marketplace is less than the twenty-four (24) month period described above, then the contractor may request and State may grant approval of the maximum "tail " coverage period reasonably available in the marketplace. If State approval is granted, the contractor shall maintain "tail" coverage for the maximum time period that "tail" coverage is reasonably available in the marketplace.

**3. NOTICE OF CANCELLATION OR CHANGE.**

The contractor or its insurer must provide thirty (30) days' written notice to Agency before cancellation of, material change to, potential exhaustion of aggregate limits of, or non-renewal of the required insurance coverage(s). **The Agency shall immediately notify State of any change in insurance coverage.**

**4. CERTIFICATE(S) OF INSURANCE.**

Agency shall obtain from the contractor and provide to the State a certificate(s) of insurance for all required insurance before the contractor performs under the contract. The certificate(s) or an attached endorsement must endorse: i) "State of Oregon, the Oregon Transportation Commission and the Department of Transportation, and their respective officers, members, agents and employees" as an endorsed Additional Insured in regards to the Commercial General Liability and Automobile Liability policies and ii) that all liability insurance coverages shall be primary and non-contributory with any other insurance and self-insurance, with exception of Professional Liability or Workers' Compensation/Employer's Liability.

**EXHIBIT C**  
**CPRD's Contractor Insurance Requirements**

**1. GENERAL.**

- a. CPRD shall require, in its contracts with entities that are not units of local government as defined in ORS 190.003 (if any), that its contractors: i) obtain insurance specified under TYPES AND AMOUNTS and meeting the requirements under ADDITIONAL INSURED, "TAIL" COVERAGE, NOTICE OF CANCELLATION OR CHANGE, and CERTIFICATES OF INSURANCE before performance under the contract commences, and ii) maintain the insurance in full force throughout the duration of the contract. The insurance must be provided by insurance companies or entities that are authorized to transact the business of insurance and issue coverage in the state of Oregon and that are acceptable to State. CPRD shall not authorize work to begin under the contract until the insurance is in full force. Thereafter, CPRD shall monitor continued compliance with the insurance requirements on an annual or more frequent basis. CPRD shall incorporate appropriate provisions in the contract permitting it to enforce compliance with the insurance requirements and shall take all reasonable steps to enforce such compliance. In no event shall CPRD permit work under a contract when CPRD is aware that the contractor is not in compliance with the insurance requirements. All references to "contractor" in this Exhibit C refer to CPRD's contractor as identified in this Paragraph 1.a.
- b. The insurance specified below is a minimum requirement that the CPRD shall require its contractor to meet, and shall include such requirement in CPRD's contract with its contractor. CPRD may determine insurance types and amounts in excess of the minimum requirement as deemed appropriate based on the risks of the work outlined within the contract.
- c. CPRD shall require each of its contractors to require that all of its subcontractors carry insurance coverage that the contractor deems appropriate based on the risks of the subcontracted work. Contractor shall obtain proof of the required insurance coverages, as applicable, from any subcontractor providing services related to the Contract.

**2. TYPES AND AMOUNTS.**

**a. WORKERS' COMPENSATION AND EMPLOYER'S LIABILITY.**

All employers, including CPRD's contractor, that employ subject workers, as defined in ORS 656.027, shall comply with ORS 656.017 and shall provide Workers' Compensation Insurance coverage for those workers, unless they meet the requirement for an exemption under ORS 656.126(2). The coverage shall include Employer's Liability Insurance with limits not less than \$500,000 each

accident. **Contractor shall require compliance with these requirements in each of its subcontractor contracts.**

**b. COMMERCIAL GENERAL LIABILITY.**

Commercial General Liability Insurance shall be issued on an occurrence basis covering bodily injury and property damage and shall include personal and advertising injury liability, products and completed operations, and contractual liability coverage. When work to be performed includes operations or activity within 50 feet of any railroad property, bridge, trestle, track, roadbed, tunnel, underpass or crossing, the Contractor shall provide the Contractual Liability – Railroads CG 24 17 endorsement, or equivalent, on the Commercial General Liability policy. Amounts below are a minimum requirement as determined by State:

Coverage shall be written on an occurrence basis in an amount of not less than  \$1,000,000  \$2,000,000  \$5,000,000 per occurrence.

Annual aggregate limit shall not be less than  \$2,000,000  \$4,000,000  \$10,000,000.

**c. AUTOMOBILE LIABILITY.**

Automobile Liability Insurance covering contractor's business-related automobile use covering all owned, non-owned, or hired vehicles for bodily injury and property damage. Amount below is a minimum requirement as determined by State:

Coverage shall be written with a combined single limit of not less than **\$1,000,000.**

**d. EXCESS/UMBRELLA LIABILITY.**

A combination of primary and Excess/Umbrella Liability Insurance may be used to meet the required limits of insurance. If any Excess/Umbrella Liability policies are in place, they must be on a true "following form" or broader coverage basis, with coverage at least as broad as provided on the underlying insurance.

**e. ADDITIONAL INSURED.**

The liability insurance coverages, except Professional Liability or Workers' Compensation/Employer's Liability, if included, must endorse the "**State of Oregon, the Oregon Transportation Commission and the Department of Transportation, and their respective officers, members, agents and employees**" as an **endorsed** Additional Insured but only with respect to the contractor's activities to be performed under the contract. Coverage shall be primary and non-contributory with any other insurance and self-insurance.

Additional Insured Endorsements on the Commercial General Liability shall be written on ISO Form CG 20 10 07 04, or equivalent, with respect to liability



arising out of ongoing operations and ISO Form CG 20 37 07 04, or equivalent, with respect to liability arising out of completed operations.

Additional Insured Endorsements shall be submitted with the certificate(s) of insurance and must be acceptable to the CPRD.

**f. "TAIL" COVERAGE.**

If any of the required insurance policies is on a "claims made" basis, such as Professional Liability Insurance or Pollution Liability Insurance, the contractor shall maintain either "tail" coverage or continuous "claims made" liability coverage, provided the effective date of the continuous "claims made" coverage is on or before the effective date of the contract, for a minimum of twenty-four (24) months following the later of: (i) the contractor's completion and CPRD's acceptance of all Services required under the contract or, (ii) the expiration of all warranty periods provided under the contract. Notwithstanding the foregoing twenty-four (24) month requirement, if the contractor elects to maintain "tail" coverage and if the maximum time period "tail" coverage reasonably available in the marketplace is less than the twenty-four (24) month period described above, then the contractor may request and State may grant approval of the maximum "tail " coverage period reasonably available in the marketplace. If State approval is granted, the contractor shall maintain "tail" coverage for the maximum time period that "tail" coverage is reasonably available in the marketplace.

**3. NOTICE OF CANCELLATION OR CHANGE.**

The contractor or its insurer must provide thirty (30) days' written notice to CPRD before cancellation of, material change to, potential exhaustion of aggregate limits of, or non-renewal of the required insurance coverage(s). **The CPRD shall immediately notify State of any change in insurance coverage.**

**4. CERTIFICATE(S) OF INSURANCE.**

CPRD shall obtain from the contractor and provide to the State a certificate(s) of insurance for all required insurance before the contractor performs under the contract. The certificate(s) or an attached endorsement must endorse: i) "State of Oregon, the Oregon Transportation Commission and the Department of Transportation, and their respective officers, members, agents and employees" as an endorsed Additional Insured in regards to the Commercial General Liability and Automobile Liability policies and ii) that all liability insurance coverages shall be primary and non-contributory with any other insurance and self-insurance, with exception of Professional Liability or Workers' Compensation/Employer's Liability.

January 10, 2023

Casey Creighton  
Park Supervisor  
Chehalem Parks and Recreation District  
125 South Elliot Road,  
Newberg, OR 97132

RE: Sander Estate Park

Dear Casey,

We appreciate the opportunity to submit this proposal for landscape architectural services for the Sander Estate Park. This proposal is based on the approved Type III Master Plan that was approved through a city process on September 21, 2021. The adopted master plan included parking, right-of-way improvements, paths, a play area, water feature (splash pad), shelters, a restroom, site furnishings, landscaping, and irrigation. As part of the original master plan, many of the existing structures were to remain (family home, garage, and barn) with plans for a new Reception Hall. It is our understanding that any improvements to the existing structures and the new Reception Hall will be a future phase.

This proposal has been closely coordinated with Harper Houf Peterson Righellis and we have also provided a proposal from R&W Engineering to address site lighting. We also understand that the first phase of improvements will address elements that were part of the State and Federal Grants that the city has received. In discussion with the consultant team, Lango Hansen will take the lead in compiling documents, and for each of the submittals.

### SCOPE OF SERVICES

Lango Hansen Landscape Architects will provide the following plans and specifications related to scope of work as identified below. At this time, we do not anticipate that any shelter or restrooms will be part of the initial phase. Provide landscape design for the project and prepare plans for milestones at Design Development (DD), 50% Construction Documents, and final CD/Permit documents that will be used for permit and construction, as well as construction administration. Lango Hansen will provide landscape plans for Land Use Review through City of Dundee (Type I Checklist Review), primary focusing on the enhanced water feature. The scope of services includes the following items:

- 1) Grading. Design and prepare plans for general site grading for all soft surface areas and pedestrian pathways. Coordinate with HPR on interface between LHLA scope and parking lot and right-of-way grading.
- 2) Pathways. Refine the design of pathways as necessary based on the approved master plan to ensure connectivity to the park elements and accessibility.
- 3) Splash Pad and Enhanced Water Feature Design. As part of the land-use decision, Condition 1 stated that there should be additional community outreach and input for a larger enhanced water feature. Lango Hansen will provide design options and attend a public meeting to present designs and solicit feedback. The final design will be incorporated into the Type 1 land-use submittal. Lango Hansen anticipated providing design documents for the water feature except for any mechanical, pump, filtration equipment related to the feature. These services can be

provided as a design-build component as part of the final plans, or a specialty consultant can be engaged to design the system prior to the development of construction documents.

- 4) Planting and Irrigation. Design and prepare plans for all planting areas including general turf areas, park trees, right-of-way trees and stormwater planting. The ornamental planting areas identified in the master plan will be a future phase.
- 5) Playground Equipment. Design and prepare plans of play area including curbs, play area surfacing an equipment. LHLA is assuming that all play area equipment is standard and will work with the district to create a play area that serves multiple age groups and is inclusive. We anticipate provide several options during the design process.
- 6) Cost Estimating. Provide cost estimates of park elements and features within the landscape scope.
- 7) Meetings, Permitting and Coordination. Attend design meetings as required, public outreach for the water feature, preconstruction meeting and a City Council update meeting.

## TASKS

### DESIGN DEVELOPMENT

Lango Hansen will use the approved master plan as a starting point to further refine the park design including providing options for the play area and enhanced water feature. The enhanced water feature will be presented at a public meeting and further refined based on comments that we receive

#### Deliverables:

Hardscape Materials Plan  
Site Grading Plan  
Planting Zoning Plan  
Site Details

### CONTRACT DOCUMENT SERVICES

We will prepare contract documents for the designated scope based on the 100% Design Development submittal. Deliverables will include a 50%, 90% and 100% Contract Document submittals. Lango Hansen will provide an updated cost estimate at the 50% and 90% submittals and specifications.

#### Deliverables:

Hardscape Materials Plans  
Layout Plans  
Grading Plans  
Planting Plans  
Irrigation Plans  
Site Details  
Specifications  
Cost Estimate

### PERMITTING/CONSTRUCTION ADMINISTRATION SERVICES

Lango Hansen will provide permitting and contract administration for this project that will include issuing addendums, answering RFI's, site visits, meetings and issuing ASI's. We assume up to 15 site visits during construction including pre-final and final walkthrough, answering Contractor/Agency questions. preparing addenda as necessary. Review submittals, answer RFI's, prepare ASI's.

### LANGO HANSEN FEES

Design Development	26,100
Construction Documents/Permitting	57,310
Construction Administration	14,200

<b>TOTAL FEE</b>	<b>\$97,610</b>
<b>Reimbursables</b>	<b>\$1,200</b>

**SUMMARY OF CONSULTANT FEES**

Lango Hansen Landscape Architects	\$98,810
Construction Documents/Permitting	\$98,450
R&W Engineering	\$27,950

**TOTAL FEE** **\$225,210**

Thank you for the opportunity to submit this proposal and look forward to taking the next steps with the Sander Estate Park.

Sincerely,  
Lango Hansen Landscape Architects



Kurt Lango  
Principal

**TO: KURT LANGO, RLA, PRINCIPAL**  
LANGO HANSON LANDSCAPE ARCHITECTS

**FROM: ALEX SIMPSON, PE**  
HARPER HOUF PETERSON RIGHELLIS INC.

**DATE: JANUARY 09, 2024**

**RE: PROPOSAL FOR CIVIL ENGINEERING SERVICES**  
**SANDER'S ESTATE PARK**



**Harper  
Houf Peterson  
Righellis Inc.**

ENGINEERS ♦ PLANNERS  
LANDSCAPE ARCHITECTS ♦ SURVEYORS

205 SE Spokane Street, Suite 200, Portland, OR 97202  
PHONE: 503.221.1131 www.hhpr.com FAX: 503.221.1171

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**Project Description:**

The site is located at 359 SW 5<sup>th</sup> Street (Tax map 3326DA #100 - 6.7 acres) in Dundee, OR. It is currently undeveloped and consists of an existing single-family residence and orchard that has been razed. It is bordered by SW 5<sup>th</sup> Street (Public) to the north and private single-family residential on the other sides. The property is located within City of Dundee jurisdiction, and will follow all applicable City code and design standards for grading, erosion control, stormwater design (follows City of Portland) and proposed utility services.

The proposed project will consist of a public park, owned and operated by Chehalem Parks & Recreation District. The project will include a new paved parking lot, public frontage improvements, utility upgrades for stormwater management and utilities for a new restroom facility and water play area. A Type III Master Plan was submitted and approved during Phase 1 of the project in September 2021. This proposal is for permitting and construction documents to implement the listed portions of the Master Plan.

**Scope of Services:**

Provide civil engineering design for the project to prepare plans for milestones at Design Development (DD), 50% Construction Documents, and final CD/Permit documents that will be used for permit and construction, as well as construction administration. HHPR will provide civil plans for Land Use Review through City of Dundee (Type I Checklist Review), including preliminary stormwater report per Dundee standards. The scope of services includes the following items:

- 1) **Existing Conditions & Demolition Plans:** Using the topographic and boundary survey, prepare an existing conditions plan showing the overall site existing conditions, limits of work, and notes for existing site features to be demolished or remain. Existing line work will be primarily topo survey and using as-built information to supplement the topo survey provided by HHPR.
- 2) **Parking Lot Layout Design Plans:** Design & Prepare plans for the project's parking lot layout and construction of the driveway entrance and internal parking lot. This will include site elements such as pavement, curbs, sidewalk, ramps, and ensuring ADA accessibility. HHPR will coordinate with the City and Fire Marshal to ensure appropriate fire access, loading, trash, and vehicle circulation is provided. HHPR will coordinate closely with the project's landscape architect for design of site layout and access.
- 3) **Parking Lot Grading Design Plans:** Design & Prepare plans for the parking lot grading for the project. This will include detailed grading of the parking lot and working with the landscape architect to tie into site pathways and amenities.
- 4) **Erosion Control & DEQ 1200-C Plans:** The project will require City erosion control plans and a 1200-C Permit through DEQ. HHPR will submit for permit and coordinate with DEQ.

- 5) **Site Stormwater Design Plans:** Design & Prepare plans for the private stormwater drainage system to City of Dundee standards (follows City of Portland 2020 Stormwater Management Manual). This will likely include vegetated planters, rain gardens, swales, etc. to provide stormwater treatment for the parking lot, plazas, future building, and other on-site impervious areas. HHPR will prepare storm drainage report and calculations to City of Dundee requirements for permit submittal. Prepare required O&M plan.
- 6) **Sanitary, Water Design Plans:** Design & Prepare plans for new sanitary sewer service connections and domestic water service connections. Coordinate with design team and water department on existing and proposed services for the site. This will include utility services for the new restroom structure, water feature splash pad, and stubs for a future building if desired.

7) **SW 5<sup>th</sup> Street - Public Frontage Design:**

Public Improvement Permit plans are required along the property frontage of SW 5<sup>th</sup> St. and will include new curb, landscape planters, sidewalk, driveway, street trees, street lighting, stormwater planter, undergrounding of overhead utilities, and public water main replacement. Plans will be submitted to the City of Dundee engineering department for review and approval.

- HHPR will prepare application documents for Public Improvement permit submittal.
  - Coordinate design and process with the City at each submittal milestone and attend three (3) meetings with City engineering staff.
  - Design sidewalk corridor, grading and profiles of curb and sidewalk corridor.
  - Prepare public Engineer's estimate required by City for bonding.
  - Prepare street tree plan (coordination with landscape architect) to meet City requirements.
  - Design of new public water main replacement in SW 5<sup>th</sup> St. along site frontage.
  - Design and detailed coordination with franchise utility providers (e.g. PGE, Lumen, Comcast, etc.) to underground existing overhead utilities along frontage.
  - Street lighting will be designed by others (electrical engineer).
- 8) **Civil Cost Estimating Support:** Support design team with engineer's estimates for civil-related items such as earthwork, paving, and utilities.
  - 9) **Meetings, Permitting & Coordination:** Attend design team meetings (8 budgeted), attend required pre-construction meeting (1 meeting budgeted), coordinate drawings and documents throughout the project with project team.

**Construction Administration (Time & Materials):** Includes RFI response and design clarifications, submittal and shop drawing review, review of substitution requests, assistance with materials related to issuance of ASI's, PR's, and CO's, site verifications, attend construction meetings.

**Civil Engineering Assumptions:**

- Site base plan to be provided in AutoCAD drawing file format by Landscape Architect.
- Complete topographic and boundary survey to be provided to HHPR.
- Assumes that Land Use review is limited to Type I Checklist Review and that more intensive land use reviews or applications are not required.
- Assumes all site pedestrian and landscape areas, exterior patios, plazas, stairs, amenities, and landscape areas and grading is designed by the project landscape architect.
- Copies of the project geotechnical report shall be provided to HHPR by the Owner and include depth to groundwater.
- Water feature design and water demand requirements to be provided to HHPR by water feature consultant.

- Assumes restroom structure is prefabricated unit (e.g. Romtec or similar) and HHPR will provide utility stub design.
- Recording of stormwater O&M plan to be completed by others.
- The primary responsibility for coordination of the building permit submittals, comments, processing, and fees is assumed to be the Landscape Architect or Owner.
- HHPR will provide permit processing for the Public Improvement Permit with City engineering staff.
- Environmental and/or wetland permitting is assumed not required.
- Legal descriptions and exhibits for easements or dedications by others (project surveyor).
- Recording of required dedications and easements by others (Owner).
- Assumes public utility extensions for water, storm, and sanitary sewer are not required and are not included in this scope of work.
- Public street lighting is designed by others (electrical engineer).
- On-site parking lot lighting and park lighting is by others (electrical engineer).
- Assumes all structural design, including any site features if desired, is provided by others.
- Plumbing code appeals or design exception processing is not included.
- Preparation of as-built plans is not included.
- All permit fees and bonding requirements to be paid and provided by the owner.
- Traffic analysis and report, if required, is by others.
- Any required arborist services will be completed by others.
- Interim / temporary design and submittals or construction phasing have not been discussed and are not included with this proposal. Scope assumes one site development submittal and not phased design permitting. If phased permitting plans are required, this will be additional services.
- Full-time construction inspection is not included with this proposal but can be provided for additional services.

**HHPR Fee Proposal:**

For the Scope of Services listed above, Harper Houf Peterson Righellis Inc. proposes to be compensated on a percentage complete/lump sum fee basis. We propose the following fees (broken out for clarity, not a-la-carte):

**Civil Engineering Services:**

Tasks	Description	DD	CD	Specifications	Totals
1	Existing Conditions & Demo Plans	\$1,000	\$2,800	\$500	\$4,300
2	Parking Lot Layout Design Plans	\$1,850	\$5,200	\$1,000	\$8,050
3	Parking Lot Grading Design Plans	\$2,100	\$5,750	\$750	\$8,600
4	Erosion Control, DEQ 1200-C Plans	\$1,500	\$6,500	\$250	\$8,250
5	Site Stormwater Design Plans	\$3,500	\$9,700	\$800	\$14,000
6	Civil Sanitary, Water Design Plans	\$1,500	\$5,750	\$800	\$8,050
7	Public Frontage Design & Utility Undergrounding	\$3,250	\$26,500	\$0	\$29,750
8	Civil Cost Estimating Support	\$0	\$1,950	\$0	\$1,950
9	Meetings, Permitting, and Coordination	\$1,000	\$4,000	\$0	\$5,000
	<b>Civil TOTALS</b>	<b>\$15,700</b>	<b>\$68,150</b>	<b>\$4,100</b>	<b>\$87,950</b>

*\* Construction Administration for the project will be provided on a Time & Materials basis and is not included in the above amounts. An estimated fee of \$10,000 is recommended as a budgetary number.*

Estimated Reimbursable Expenses = \$500.00



**Agreement**

We ask for the opportunity to revise this proposal if we have misinterpreted the scope of services. The proposal assumes that the work will proceed as outlined and as an entire single package. Changes to the assumptions or project description that result in revisions to our work will be considered additional services and be discussed with the Client prior to proceeding with the change in work. Harper Houf Peterson Righellis Inc. will bill monthly for the work completed in accordance with the above fee proposal and the attached 2024 Standard Billing Rates. Client and HHPR agree to be bound to the standard terms and conditions observable in "Exhibit A".

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_



## EXHIBIT A – STANDARD TERMS AND CONDITIONS

Unless otherwise stated (or enclosed) in the contract, the following terms and conditions will apply.

**Authorization to Proceed.** Any request by Client for HHPR to proceed with work shall constitute an express acceptance to all terms of this agreement, including these general provisions.

**Termination and Assignment.** Either Client or HHPR may terminate this Agreement by giving 30 days written notice to the other party. In such event, Client shall immediately pay HHPR in full for all work previously authorized and performed prior to effective date of termination. This Agreement is between Client and HHPR and is not transferable without the written consent of the other party.

**Fees and Estimates.** Charges for services will be billed in accordance with HHPR's standard bill rates. Bill rates are reviewed and may be adjusted annually.

**Indemnification, Insurance & Limitation of Liability.** Client hereby agrees to indemnify and hold harmless HHPR from any claim, demand, loss or liability, including reasonable attorney's fees that results from for any loss, damage, or liability arising from any acts by the Client, its agents, staff, and/or other consultants or agents that act at the direction of Client.

HHPR is covered by a general liability insurance policy with an aggregate limit of \$2 million / \$1 million per occurrence and a professional liability with an aggregate limit of \$2 million / \$2 million per claim. Client agrees that in no case shall HHPR's liability to the Client for any cause or combination of causes, in the aggregate, exceed the amount of HHPR's remaining professional liability coverage.

**Professional Standards.** HHPR services shall be performed in a manner consistent with that degree of care, skill, and diligence maintained by professionals providing similar services in HHPR's local community at the time that HHPR provides services under this Agreement. HHPR makes no warranties, whether express or implied, with respect to the services rendered hereunder.

**Ownership of Documents.** It is understood and agreed that the calculations, drawings, and specifications prepared pursuant to this Agreement ("Work Product"), whether in hard copy or electric media including BIM models form, are instruments of professional services intended for one-time use by Client only for this project only. Work Product is and shall remain the property of HHPR. Client shall not obtain the right to use the Work Product, even for one-time use unless all amounts due under this Agreement are paid in full and HHPR agrees in writing. If Client is in possession of any Work Product and has not paid any amount due hereunder, HHPR may demand return of the Work Product, and may specifically enforce Client's obligation to return such Work Product.

**Payment Terms & Conditions.** Monthly invoices will be issued for all work covered by this agreement. Client agrees that if it disputes any portion of an invoice, Client must notify HHPR of such dispute in writing within 30 days of the invoice date or will otherwise waive any right to dispute the invoice.

Invoices are due and payable on receipt. All amounts more than 30 days past due will be subject to finance charges. Finance charges are computed at a periodic rate of 1.5% per month. Failure to timely pay any amounts is a material breach of this Agreement. In such event, HHPR may suspend service and obligations and may further withhold plans, documents, and other information. HHPR may claim a lien for all materials, labor, and services furnished if any amount due hereunder is not timely paid.

In addition to the principal amount and finance charges due, Client agrees to pay HHPR all collection costs that HHPR incurs, regardless of whether or not litigation is initiated, including but not limited to reasonable attorney's fees, court costs, and charges for HHPR staff time (at HHPR's standard rates).

**Notice of Claims.** Client shall, and expressly agrees to, provide HHPR immediate written notice of any facts that could potentially result in any potential claim against HHPR, including but not limited to any dispute, any claimed damages, any perceived failure by HHPR, or otherwise. As a condition precedent to any recovery from HHPR, Client shall give HHPR written notice of any such claim or facts that could result in a claim not later than ten (10) days after the date of the occurrence of the event causing the potential claim. Client's failure to provide such notice, for any reason, shall constitute waiver of such claim.

**Venue.** Any litigation initiated in connection with this agreement shall take place in Multnomah County, Oregon, unless such case involves a lien claim that must be litigated elsewhere as a matter of law. All claims of any nature that relate to this Agreement shall be subject to Oregon law, unless such claims relate to the foreclosure of a lien and are, as a matter of law, subject to the laws of another state.

**Enforceability / All Terms Material.** All provisions herein are material to HHPR's agreement to provide services, and were expressly negotiated by the parties. In case any one or more of the provisions contained in this agreement shall be held illegal, the enforceability of the remaining provisions contained herein shall not be impaired.





January 9, 2024

816.P24.001

Lango Hansen Landscape Architects  
1100 NW Glisan St., Suite 3A  
Portland, OR 97209

Attention: Kurt Lango

Subject: Sander Estate Park

Dear Kurt:

R&W Engineering, Inc. is pleased to provide you with the following proposal for professional electrical engineering services. We have included our scope of work, fee proposal, rate schedule, and our standard terms and conditions for your use. We look forward to the opportunity to work with you on this project.

**Project Understanding:**

Project Location: Dundee, OR

Project Description: Provide electrical design drawings for a new park. The park design will include street lighting, path lighting, parking lot lighting, site power for restroom, irrigation controller, water feature, and stage. Scope will include coordination and specification of lighting, power and electrical service. All lighting to comply with City of Dundee's design standards.

Client Contact: Email from Kurt Lango to Jonathan Lilly on 1/8/2024 with 1 attachment: 2021.05.26\_Sander Estate\_LU\_DRAFT.pdf.

**Scope of Work:**

1. Electrical
  - 1.1. Perform up to one (1) site visit as the start of design to gather information on existing conditions.
  - 1.2. Provide photometric, design, and drawings for street lighting.

- 1.3. Provide photometric, design, and drawings for path and parking lot lighting.
  - 1.4. Provide design and drawings for electrical power to outlets and equipment.
  - 1.5. Provide a One Line power distribution diagram.
  - 1.6. Provide details and schedules as required for bidding and construction.
  - 1.7. Provide coordination of design with serving electric utility.
  - 1.8. Provide Electrical Specifications in a format approved by the landscape architect as part of 95% and 100% submittals.
  - 1.9. Provide Electrical Cost Opinions in a format approved by the landscape architect as part of 95% and 100% submittals.
  - 1.10. Attendance at up to three (3) design coordination meetings via teleconference.
2. Services During Construction
- 2.1. Review contractor material and shop drawing submittals.
  - 2.2. Respond to contractor questions, when submitted in a formal RFI format, during construction.
  - 2.3. Perform the following site visits during the construction phase and provide Site Visit Reports to include the final punch list:
    - A. Substantial Completion
    - B. Final Walk-through
  - 2.4. Record drawings based on contractor red-line markups.

**Deliverables:**

Documents will be issued at the following milestones:

1. 30%
2. 65%
3. 95%
4. 100% Construction Documents

**Assumptions/Exclusions:**

1. Any item not specifically listed in the Scope is not part of the scope for the project. Any request for services not specifically listed in the scope will be considered additional services.
2. All printing, copying and reproduction of documents for permitting, bidding and any purpose other than client review of R&W work progress will be done by others.
3. Project backgrounds (building, site, etc.) will be provided to R&W in an electronic format compatible with AutoCAD.
4. Power design for vender equipment, food carts, or similar items has not been included. If needed, additional fee may be required.
5. City plan check comments are limited to one submittal review after receiving signed drawings. Any additional plan review changes will be billed on a time and materials basis.
6. Landscaping, Lot lines, street sidewalks, curb and storm water retention design and locations have been reviewed and approved prior to delivery of backgrounds to R&W Engineering for lighting design.
7. The fee listed assumes a single and continuous design effort for a building or project similar to that described in the Project Understanding. Any changes to the building, building background, program, use, etc. that occur after substantial completion of the design for the building, or any portion of the building will constitute additional services. Any stopping of work or "shelving" of the project and restarting work will constitute additional services.
8. R&W will provide recommended fixture cut sheets based on information provided by client and R&W's professional opinion. Selections of lighting and plumbing fixtures will be completed by the client. Based on comments from the client, R&W will provide final fixture cut sheets. More than one iteration of this process will be considered additional services. All submission of documents to public agencies, permitting and completion of all permit applications and information will be done by others.
9. The fee assumes that all contractor submittals will be submitted at one time, as required by specifications. Any submittals not in compliance with specification will be rejected without review. R&W will be allowed a minimum of ten (10) working days to review submittals. If R&W is required to review submittal not in compliance with specifications or in on an expedited schedule it will be considered additional services.
10. The fee assumes that all questions during construction will be submitted to R&W in a Request for Information (RFI) format and that all RFI's will be fully vetted by

the General Contractor, Client and/or Construction Manager as valid and a minimum of 3 working days will be allowed for a response. If R&W is required to respond to questions not in RFI format or not fully vetted or in on an expedited schedule it will be considered additional services. An exception will be made for "critical" RFI's which will be answered in one (1) working day, however if more than 25% of RFI's are listed as critical the three (3) day response time will apply.

11. There are many items beyond R&W's control that affect R&W services for the project it is assumed if any of the following occur R&W will be entitled to extension of schedule and additional service fees:
  - a. Change in instructions or approvals given by the client, owner or architect that necessitate revisions to any documents.
  - b. Enactment or revisions of codes, laws or regulations or official interpretations which necessitate changes to any previously prepared documents.
  - c. Decisions of the client, owner or architect not rendered in a timely manner.
  - d. Significant changes in the project including, but not limited to, size, quality, complexity, schedule, budget, or procurement method.
  - e. Evaluation of proposals, including the preparation or revision of documents, and provision of other services in connection with Change Orders, Value Engineering or Construction Change Directives.
  - f. Providing consultation concerning replacement of work resulting from fire or other causes during construction.
  - g. Failure of performance on the part of the client, owner, or architect.
  - h. Evaluation of an extensive number of claims submitted by the client, owner or architect or others in connection with the project.
  - i. Preparation for and attendance at public hearings, dispute resolution proceedings of legal proceedings except where R&W is a party thereto.
  - j. Evaluation of substitutions or value engineering proposals and documents for alternate bids or proposal requests proposed by the client, contractor, owner, or architect.
  - k. Change in the project understanding information contained in the proposal.
  - l. Construction Administration services provided 60 days after the date of the final punch list.
12. No work will begin on any additional services until new schedule and additional fee is negotiated and a contract modification is signed.



13. No light poles are to be located under overhead utilities. If utility lines are not undergrounded and light poles are required, it will be considered extra services. If light poles are determined necessary, these efforts will be billed outside of this contract on a time and material (T&M) basis with prior approval.

**Fee Proposal:**

R&W Engineering, Inc. proposes to provide the services listed above on a time and material, not to exceed without prior authorization basis. The fees shall be as listed in the summary below.

Electrical Design .....	\$23,260.00
Services During Construction .....	\$4,690.00
<b>Total .....</b>	<b>\$27,950.00</b>

Terms shall be as stated in the attached Standard Terms and Conditions dated 1/5/21. The enclosed billing rates shall be considered as our standard rates for time and material work and any hourly work agreed to beyond the defined project scope. Our standard rates shall be subject to annual revision. To initiate this letter agreement, please sign below and return a copy to our office. If you choose to initiate this project by purchase order, please reference this proposal and attach to the purchase order.

**Project Billing Setup:**

Upon signed contract, please indicate your preferred invoicing method, if no method is selected, invoicing will default to email only:

- Email Invoice sent to: [kurt@langohansen.com](mailto:kurt@langohansen.com)
- Mail Hardcopy Invoice to: [1100 NW Glisan St., Suite 3A, Portland, OR 97209](#)
- Both Email and Hardcopy Invoice to above confirmed contacts

Please feel free to call with any questions that you might have. Again, we look forward to working with you on this project.

 2024.01.09  
13:06:28-08'00'

Jonathan P. Lilly, PE  
R&W Engineering, Inc.

Date

Lango Hansen

Date



R&W accepts credit cards for payment of services. Our system will accept American Express, Visa, Master Card, and Discover.

Enclosures: Rate Schedule and Standard Terms and Conditions



## 2024 HOURLY BILLING RATES

PRINCIPAL _____	\$225.00/hr
PROJECT MANAGER _____	\$200.00/hr
SENIOR ENGINEER II _____	\$185.00/hr
SENIOR ENGINEER I _____	\$150.00/hr
ENGINEER _____	\$135.00/hr
SENIOR TECHNICIAN II _____	\$145.00/hr
SENIOR TECHNICIAN I _____	\$120.00/hr
TECHNICIAN/DESIGNER _____	\$105.00/hr
PROJECT SUPPORT _____	\$87.50/hr
CAD II _____	\$105.00/hr
CAD I _____	\$90.00/hr
CLERICAL _____	\$60.00/hr
MILEAGE _____	IRS ALLOWABLE EXPENSES PLUS 10%
OTHER EXPENSES _____	COST PLUS 10%

Expires: December 31, 2024



## STANDARD TERMS AND CONDITIONS

January 5, 2021

The following terms and conditions are intended for incorporation by reference into quotations and agreements, orders, or authorizations for professional services ("Agreement") entered into between R&W Engineering, Inc. (R&W) and the Client.

1. R&W professional services consist of and are limited to those services performed enumerated in the Agreement. R&W's services shall be performed consistent with and limited to the professional skill and care ordinarily provided by consultants practicing in the same or similar locality under the same or similar circumstances ("Standard of Care"). R&W shall perform its services as expeditiously as is consistent with professional skill and care and the orderly progress of the Project. Such Standard of Care is not a warranty or guarantee, and R&W shall have no such obligation.
2. Additional services, over and above those stated in the Agreement, may be provided if authorized or confirmed by the Client and will be paid for by the Client as provided below unless otherwise specifically provided in the Agreement. Such services will be charged at R&W's standard rates in effect when performed. Costs will be reimbursed according to R&W's standard reimbursement rates in effect when incurred, and if no rate is in effect, at R&W's cost plus the standard markup on such costs. R&W will provide the Client with a statement of its current standard rates upon request.
3. The Client will provide full information as to the Client's requirements for the project as may be requested by R&W from time to time. R&W will notify Client of errors and/or discrepancies in such information to the extent they are actually identified, but otherwise shall be entitled to rely on the adequacy and accuracy of information provided by the Client. The Client will examine and respond promptly to R&W's submittals and inquiries and will provide prompt written notice to R&W whenever the Client observes or otherwise learns of any defect in the services performed by R&W or in the work performed appurtenant to such services.
4. All documents, including drawings and specifications, provided by R&W are instruments of service with respect to the particular project for which they are provided, and R&W shall retain its ownership and property interest in such documents whether or not the project is completed. The Client may make, distribute, and retain such copies as are reasonably necessary for information and reference in connection with the construction, use, and occupancy of the particular project for which the documents are provided. Such documents are not intended or represented to be suitable for re-use by the Client or by others for any other purpose. Any additional use or re-use, without the written consent of R&W, shall be at the Client's sole risk and without liability or legal exposure to R&W or its subconsultants and the Client shall indemnify and hold harmless R&W and its subconsultants from all claims, damages, losses, and expenses, including attorneys' fees arising out of or resulting from such use.
5. To the maximum extent permitted by law, the Client agrees to limit the total aggregate liability of R&W and its subconsultants for the Client's damages arising out of services performed with respect to any project to the sum of \$10,000 or to R&W's total fee for services rendered on such project, whichever is greater. This limitation shall apply regardless of the cause of action or legal theory pleaded or asserted.

6. Unless specifically stated otherwise in the Agreement, the following payment provisions shall apply. The initial deposit, if any, shall be retained and credited to the final payment due under the Agreement. R&W will invoice the Client as services are performed. Invoices are payable upon receipt and the Client shall not backcharge or withhold payment from R&W for any reason without R&W's specific written consent. Client has no right to withhold payment of any amounts due and owing as a set-off of any alleged claims against R&W. In the event R&W has to engage a collector or attorney, pursue collections, or file a lien to secure payment, Client will be responsible for all costs and fees associated with such activities regardless of whether suit or action is instituted. Invoices unpaid after thirty (30) days are delinquent and shall bear interest at the rate of one and one-half percent (1.5%) per month, or the maximum amount allowed by law, whichever is less, until paid. Failure to pay R&W's invoices within sixty (60) days of the due date will be considered a material breach, and R&W may terminate its services upon notice in writing to Client. R&W shall have no responsibility to provide deliverables or respond to requests for information from Client or any governing authority until amount owed is paid in full. R&W will not be responsible for any claims or damages which may arise as a result of Engineer exercising any of its rights in this paragraph.
7. R&W and the Client agree that any dispute arising under or related to the Agreement will be submitted to a mediator agreed to by both parties as soon as such dispute arises and, in any event, prior to commencement of arbitration or litigation. Such mediation shall occur at a place mutually convenient to the parties and the mediation fee and expenses shall be shared equally by the parties who agree to exercise their best efforts in good faith to resolve all disputes in mediation.
8. R&W will have the option to enforce payment of delinquent accounts by suit or action in a court of law or by arbitration. All other complaints, disputes and/or controversies that may arise out of or in connection with the agreement, order, or authorization, or services performed pursuant to such agreement, order, or authorization, including claims which might be pleaded or urged in a counterclaim or setoff in any action to enforce payment, shall be finally resolved by arbitration under the laws of the State of Oregon and in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association. The decision of the arbitrator shall be final and binding upon the parties.
9. The Agreement shall be governed by the laws of the State of Oregon. R&W and the Client consent to the exclusive jurisdiction and venue of the State and Federal courts of Oregon.
10. Neither R&W nor the Client shall assign, sublet, or transfer any rights under or interest in this Agreement without the written consent of the other. Nothing contained in this paragraph shall prevent R&W from employing such independent professional associates and subconsultants as R&W may deem appropriate to assist in the performance of services. Further, nothing under this Agreement shall be construed to give any rights or benefits in this Agreement to anyone other than R&W and the Client. All duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of the Client and R&W and not for the benefit of any other party.
11. To the extent caused by the negligence or willful misconduct of either Party or those under its control and direction associated with this project, such Party shall indemnify and hold harmless the other Party from any and all third-party suits, claims, liabilities, or losses arising out of such negligence or willful misconduct.

**Subject:** Request for CPRD board meeting packet information  
**Date:** Monday, February 12, 2024 at 9:02:32 AM Pacific Standard Time  
**From:** jennifer yahn  
**To:** Kat Ricker  
**Attachments:** CPRD Boosters Sound System Letter.pdf, sound system financials.pdf, Newberg High School - Microphone updates Gym.pdf, 813764-1-1 Updated Stadium Audio System Pricing.pdf, CPRD Sound System Letter.pdf, Newberg high school - Microphone & amplifier updates.pdf

Hello there,

Hoping you are well. I have some information as a follow up to my presentation I made on 1/25/24 at the CPRD board meeting. I am looking to get the information into the packet and the item on the agenda for consideration and voting. Attached is the information I have for submission. If there is another way I am to submit this information please let me know.

Thank you,  
Jen Yahn  
503-799-6464



# NEWBERG BOOSTERS

*newbergboosters.com*  
*newberghighboosterclub@gmail.com*

Greetings Chehalem Park and Recreation Board Members and Staff –

I hope this letter finds you well. I am reaching out as a follow up to my presentation to the board requesting funding partnership on January 25, 2024 on behalf of Newberg High School Boosters. As you know, we are a non-profit organization dedicated to supporting all student clubs, athletics, and co-curricular activities at Newberg High School. As the President of the Newberg High School Booster Club, I am reaching out with a request that directly impacts the youth and community we serve.

Our Loren Douglas Field and McGrath Gymnasiums are vibrant hubs for youth activities, sports events, and community gatherings. However, the outdated sound systems compromise the quality of these experiences. To address this, we're launching a funding campaign to raise \$100,000 to upgrade the sound systems in both locations at Newberg High School.

Your support would make a significant difference in providing the youth of Newberg with a better, more engaging environment. Clear and powerful sound projection will not only benefit our athletes and performers but also create memorable experiences for the entire community. Something our guests can enjoy when they are visitors to our community and extended families as they celebrate their loved one's commencement.

We are seeking financial contributions to make this project a reality and would be grateful for your support. In support of these efforts, the Newberg Booster Club is reaching out to community members who value the positive impact on our children's lives. To date, we have secured a generous donation from Newberg Noon Rotary for \$15,000 and we have raised \$5000 in funding from community members as well. We are seeking \$50,000 in financial support from CPRD to help complete this project.

Your generosity will leave a lasting impact on Newberg's youth, thank you for your consideration and support of all students of Newberg High and those who yet to come.

Thank you for considering our request.

Sincerely,

Jen Yahn  
President

Newberg High School Booster Club  
[newberghighboosterclub@gmail.com](mailto:newberghighboosterclub@gmail.com)  
(503) 799-6464

To the Chehalis Park & Recreation District Board of Directors,

As the Athletic Director at Newberg High School, I value the partnership that exists between the Newberg School District and CPRD. The communication, cooperation, and collaboration that I experience in working with the CPRD staff is appreciated and helps ensure that together we are able to provide our students, families, and communities with the best athletic and activity experiences possible.

Together with the Newberg Booster Club, we are asking for your partnership to upgrade the sound systems at both the Loran Douglas Field stadium and inside the McGrath Gymnasium. Both of the existing sound systems are old and outdated. We regularly run into operation issues and challenges with both systems when hosting large events. Both of these facilities are utilized heavily by the school district and CPRD. The upgrades will positively impact youth and high school athletic games, community events, the annual NHS graduation ceremony, and more.

In the gym, we are looking to upgrade the wireless microphone system to allow for multiple microphones to be used at the same time. We will also install a new amplifier and new antenna system to better support the wireless microphone operations and fix existing feedback issues.

At the stadium, we will upgrade the existing system with a new amplifier and wireless microphone system. The larger upgrade at the stadium will be to install a new speaker system that will be integrated into the existing scoreboard. This will help to provide better overall sound coverage for the entire stadium during events, while also changing the direction of the sound so that it is not pointed out at the neighborhood. McMinnville High School, Forest Grove High School, and Linfield University have upgraded their stadiums to this type of speaker system and they have all shared positive reviews about how much they enjoy and appreciate the system.

If you have any questions about these projects, please do not hesitate to reach out. I appreciate what you do for our community and am proud to continue to partner with CPRD to support students, families, and the Newberg/Dundee community.

Sincerely,



Mark Brown  
Newberg High School Athletic Director





Proposal: Microphone & amplifier updates Stadium - Rev# 0

Prepared On: 2/5/2024

For: Newberg High School

Presented By: Owen Hunt

Lewis Audio Video has been providing custom solutions for home and business owners since 1981. We specialize in connecting all your low voltage equipment, from TVs and audio systems to security monitoring and shade control, Lewis Audio Video can simplify your life with state-of-the-art technology packaged in beautiful, simple-to-use solutions.



# Scope of Work

## Stadium:

Provide and install the following;

- EV multi channel amplifier to power the existing speaker systems
- Shure microphone antenna system
- (2) Outdoor antennas to replace the existing units
- (2) Shure QLX digital microphone systems
- (2) Wireless handheld microphones
- (2) Lavalier microphones
- (2) Head worn microphones
- (2) Microphone body packs for the lavalier and head worn mics.
- DMX feedback suppression system
- Re calibrate the system and adjust for optimal performance
- Go over system operations



**Stadium**



1 EACH Electro-Voice CPS8.5 120V 8-Channel x 500W @ 4 Ohms Power Amplifier \$5,526.00



2 EACH SHURE AUDIO QLXD124/85-H50 QLX-D Wireless System Combo (H Band) \$3,098.00  
 (1) QLXD1 Bodypack  
 (1) QLXD4 Receiver  
 (1) SM58 Handheld Mic  
 (1) WL185 Lavalier Mic



1 EACH DBX PRO AFS2 Dual Channel Advanced Feedback Suppression w/LCD Display \$503.29



4 EACH Liberty Wire & Cable CM-RG6L-BNC Non-Plenum RG6 BNC Fitting for Single, Dual, Tri, or Quad Shield \$20.00

Parts: \$9,147.29 Labor: \$1,194.12 Total: \$10,341.41

Stadium Parts: \$9,147.29 Labor: \$1,194.12 Total: \$10,341.41

**Final Summary**

Misc Parts:	\$228.68
Project Management:	\$258.54
Engineering:	\$310.24
Parts Subtotal:	\$9,147.29
Labor Subtotal:	\$1,194.12
<hr/>	
Sales Tax:	\$0.00
<hr/>	
Total:	\$11,138.87

\_\_\_\_\_  
 Newberg High School  
 Date: \_\_\_\_\_

\_\_\_\_\_  
 Owen Hunt  
 Date: \_\_\_\_\_

147



Proposal: Microphone updates Gym - Rev# 0

Prepared On: 2/5/2024

For: Newberg High School

Presented By: Owen Hunt

Lewis Audio Video has been providing custom solutions for home and business owners since 1981. We specialize in connecting all your low voltage equipment, from TVs and audio systems to security monitoring and shade control, Lewis Audio Video can simplify your life with state-of-the-art technology packaged in beautiful, simple-to-use solutions.



## Scope of Work










### Gym:

Provide and install the following;

- (2) Crown commercial amplifiers to power the two existing speaker systems
- Shure microphone antenna system
- Run extended antenna cable to allow for the installation of a second antenna on the east side of the gym
- (2) Shure QLX digital microphone systems
- (2) Wireless handheld microphones
- (2) Lavalier microphones
- (2) Head worn microphones
- (2) Microphone body packs for the lavalier and head worn mics.
- Re calibrate the system and adjust for optimal performance
- Go over system operations



**Gym**

	2 EACH	CROWN AUDIO XLS1502 2Ch 525W @ 4Ω Power Amplifier	\$1,067.86
	2 EACH	SHURE AUDIO QLXD124/85-H50 QLX-D Wireless System Combo (H Band) (1) QLXD1 Bodypack (1) QLXD4 Receiver (1) SM58 Handheld Mic (1) WL185 Lavalier Mic	\$3,098.00
	1 EACH	SHURE AUDIO UA844+SWB/LC Wideband UHF 5-Way Active Antenna Splitter & Power Distribution	\$534.00
	2 EACH	SHURE AUDIO UA864US Wall-Mounted Wideband Antenna	\$968.00
	2 EACH	SHURE AUDIO MX153B/O-TQG-Black Omnidirectional Earset Headworn Microphone TA4F Connector	\$460.00
	1 EACH	REID Scissor Lift Scissor Lift Rental	\$800.00
	1 EACH	DBX PRO AFS2 Dual Channel Advanced Feedback Suppression w/LCD Display	\$503.29
	1	STRUCTURED WIRING RETRO-COAX Wiring for TV Outlet Location	\$56.00
	4 EACH	Liberty Wire & Cable CM-RG6L-BNC Non-Plenum RG6 BNC Fitting for Single, Dual, Tri, or Quad Shield	\$20.00

Parts: \$7,507.15 Labor: \$2,841.98 Total: \$10,349.13

Gym Parts: \$7,507.15 Labor: \$2,841.98 Total: \$10,349.13

**Final Summary**

Misc Parts:	\$187.68
Project Management:	\$258.73
Engineering:	\$310.47
Parts Subtotal:	\$7,507.15
Labor Subtotal:	\$2,841.98
<hr/>	
Sales Tax:	\$0.00
<hr/>	
Total:	\$11,106.01

Newberg High School

Owen Hunt

Reference #: 26994  
 Created: 2/5/2024

**Lewis Audio Video, Inc.**  
 2112 Portland Rd  
 Newberg, OR 97132

(503) 538-1190  
 www.LewisAV.com

Initials: \_\_\_\_\_

Page: 3



Date: \_\_\_\_\_

Date: \_\_\_\_\_

INCOME SOURCE	AMOUNT	EXPENSE SOURCE	AMOUNT	NOTES
Newberg Noon Rotary	\$15,000	Lewis Audio - Gym	\$11,106.01	
Community donations	\$5,000	Lewis Audio - Grandstand	\$11,138.87	This may be able to come down by \$1500 if completed in conjunction with the scoreboard
Newberg Boosters*	\$20,000	Electrician	\$18,000	exact quote pending, crane rental will be needed
CPRD	\$50,000	Daktronics - Scoreboard	\$48,141	and metal fabrication for bracketry
<b>Total</b>	<b>\$90,000</b>	<b>Total</b>	<b>\$88,385.88</b>	

**Summary**

As you can see, the financial support of CPRD is pivotal in the completion of this much needed project. This has been on the list for sometime and while we understand the district is not able to complete the project, we are committed to bettering the experience for our students and community.

\*Boosters is committed to the completion of this project as well as a backstop improvement project for both baseball and softball, totalling \$50,000. CPRD partnership also us to support both projects. The amount listed limit figure.

**Summary**

The Gym and Grandstand projects can be completed this year in time for graduation. The scoreboard due to the need for a crane would be completed this summer so the ground can bear the weight without damaging the turf and track. Ready in time for 2024 Football.





**DAKTRONICS.COM**

201 Daktronics Drive PO Box 5128  
Brookings, South Dakota 57006-5128  
T 800-325-8766 605-692-0200 F 605-697-4700

Thank you for choosing Daktronics; we look forward to working with you on this project!

**THE FOLLOWING ITEMS ARE NEEDED TO PROCESS YOUR ORDER**

- > **Please verify that this equipment fulfills the needs of your project**
- > **Signed Order Agreement with Purchase Order number**

**Online payment options using ACH or credit card\* at [daktronics.com/payonline](http://daktronics.com/payonline).**  
*\*3% surcharge fee is added on credit card transactions*

**Payment by check:**

**SENDING VIA USPS**

Daktronics, Inc.  
PO Box 737640  
Dallas, TX 75373-7640

**SENDING VIA UPS/FEDEX**

Daktronics, Inc.  
JPMorgan Chase (TX10029)  
Attn: Daktronics, Inc. & 737640  
14800 Frye Road, 2nd Floor  
Ft Worth, TX 76155

- > **Validate and complete Project Site Information page, return with order**  
*Help ensure Daktronics shipping, invoicing, and service locations are accurate.*
- > **Logos, Graphics, or Sponsor Advertisements** – [vector files](#) must be submitted with your order documents. Once artwork is received, you will be sent a final layout requesting your approval before production. If artwork is not received, the panels/truss will be painted the same as scoreboard/display and shipped blank.
- > [Freight Unloading Guidelines](#) Customer is responsible for receiving & unloading truck upon delivery. See Freight Description on Order Agreement for more details.

**SUBMIT YOUR ORDER TO YOUR SALES TEAM**

[Gary.Delaney@daktronics.com](mailto:Gary.Delaney@daktronics.com)

[Kyle.Williams@daktronics.com](mailto:Kyle.Williams@daktronics.com)

# DAKTRONICS ORDER AGREEMENT # 813764-1-1

Newberg School District  
 Accounts Payable  
 714 E 16th St  
 Newberg, OR USA 97132  
 Phone: 503-554-5010  
 Fax:  
 Email:

1/Feb/2024  
 Valid for: 90 days  
 Terms: Net 30 days from shipment with  
 Purchase Order  
 Subject to Credit Review  
 FCA: DESTINATION  
 Delivery: Call for Production Time

Reference: Newberg High School - Audio  
 All pricing in accordance with IMESD Contract #AEPA IFB #020-F

Item No.	Model	Description	Qty	Price
1	SS500HD Dual Coverage	Sportsound 500HD Sound Cabinet, Dual Coverage, *BLACK*, Mesh Color:	1	\$48,141.00
	SSR-100-NW	Sportsound Rack 100 that includes: 10Ch analog mixer and input/output panel for easy plug and play operation, XLR cables, and Laptop/MP3 interface unit. SSR-100 can use up to 2 wireless components (wireless components sold separately).	1	
	Wireless Microphone Handheld Package	Wireless microphone handheld package includes: wireless receiver, handheld transmitter w/ SM58 mic, power supply, 1/2 wave antennas, rack mount kit, zippered accessory bag, and AA alkaline batteries	1	
	Wireless Bodypack Microphone System - Referees	Wireless Bodypack Microphone System for Referees. Includes: Receiver, Bodypack Transmitter with Black Pouch, Shure MX150B/O-TQG Lavalier Microphone with Clip, Windscreen, Case, Headworn Microphone, Antenna Combiner Kit for Dual Wireless Systems, and Daktronics In-Line Referee Mute Switch.	1	
	SSR-AM	Sportsound Announcers Mixer, 2Ch Tabletop, Microphone and MP3 Inputs, Includes Single-Muff Headset, 1/8"to1/8" stereo cable, and XLR output cable. Power Supply Included.	1	
	Fiber Conversion Box w/ Analog Backup	Fiber conversion box converts the analog audio signal from the source equipment into fiber optic signal to the sound system. Box includes analog backup switch.	1	
	W-1489	Fiber Optic Cable; 50 µm Multimode; 6 Fiber with non-terminated ends	1000	
	W-1615	Cable, Audio Signal, 1 pair shielded 22 AWG, 1000' spool	1000	
	Labor; Field Technician, Audio System	Regional Field Service Technician Labor which includes final termination of audio cables, audio system commissioning, and customer operation training	1	
	Remote Antenna Kit	Wireless microphone remote antenna kit includes: (2) 25' BNC antenna cables, (2) mounting brackets and bulkhead adapters. Uses 1/2 wave antennas supplied with rack.	1	

## DAKTRONICS ORDER AGREEMENT # 813764-1-1

Spare Parts Kit; SS500HD	Spare Parts Kit for Sportsound 500HD system. Includes (1) Amplifier, (1) LF Speaker, (2) MF Speakers, (2) HF Speakers	1
System Startup	Final Commissioning of Equipment	1
LTL Crating for SS500HD	LTL Crating for Sportsound 500HD system	1
FREIGHT	Shipping to site via LTL (enclosed trailer). Usually unloads at a dock. Forklift or pallet jack may be required.	1

### Services

<b>2</b>	<b>G1C1-W</b>	<b>One Year Warranty - Parts Coverage - G1G1</b>	<b>1</b>
	On-site Labor	One Year Extended Service for on-site labor coverage	1

<b>Total Price Excluding Applicable Tax:</b>	<b>\$48,141.00</b>
--	--------------------

Please reference listed sales literature: DD1569120 for On-site Labor, DD1752418 for SS500HD Dual Coverage, DD2629816 for SSR-100-NW, DD2631088 for Fiber Conversion Box w/ Analog Backup, DD3638244 for SSR-AM, SL-02374 for G1C1-W

Please reference listed shop drawings: DD2254247 for Fiber Conversion Box w/ Analog Backup, DWG-01143675 for SSR-100-NW, DWG-969776 for SS500HD Dual Coverage

# DAKTRONICS ORDER AGREEMENT # 813764-1-1

## Leasing Program

If your purchase exceeds \$25,000, you may qualify for our leasing program allowing you more flexibility to spread out the cost of your Daktronics display over of a period up to five (5) years. Benefits of our leasing program include fixed rate financing, non-appropriation clause, no prepayment penalty, and customizable payment schedules. Plus, at the end of the lease, the equipment is yours to keep with no additional balloon payments.

Sample payment options as follows:

\$50,000 in total equipment cost = \$11,285 per year

\$100,000 in total equipment cost = \$22,568 per year

\$250,000 in total equipment cost = \$56,420 per year

\*\*Payments based on 5 year/annual payment in advance structure. **Leasing is subject to credit approval and agreed upon documentation with Daktronics lending partner.** Contact your Daktronics representative for additional options and details.

### Exclusions:

- Electrical Installation
- Structure
- Power
- Engineering Certification
- Labor to Pull Signal Cable
- Taxes
- Front End Equipment

- Physical/Mechanical Installation
- Foundation
- Hoist
- Signal Conduit
- Applicable Permits
- Electrical Switch Gear or Distribution Equipment

Unless expressly stated otherwise in this Order Agreement # 813764-1 Rev 1 or the attachments, if Daktronics performs installation of the Equipment, the price quoted does not include the following services pertaining to physical installations: digging of footings (including dirt removal), any materials fabrication, installation of steel cages, rebar, or bolt attachments, or pouring and finishing of concrete footings. Those service may be provided for an additional cost beyond the quoted price. Purchaser shall be fully responsible for any and all additional costs plus overhead in the event anything unexpected of any nature whatsoever is found while digging the footings including but are not limited to rock, water, utility lines, pipes or any other unforeseen circumstance. The Purchaser acknowledges and agrees that it is fully responsible for all site conditions.

Prices and charges are subject to change by Daktronics at any time before the final agreement between the parties is effective. Ship Date will be determined after customer purchase order is received or agreement is signed or otherwise effective, shop drawings are approved (if required) and down payment is received (if required).

### Installation Responsibilities:

If applicable please reference Attachment A for Installation Responsibilities.

### Ad/ID Copy Approval Process

Customer shall provide digital artwork for advertising and identification panels, conforming to [Daktronics' graphic file standards](#), at the time of order. Daktronics will create a proof of provided artwork and require approval of that proof three weeks prior to the initial anticipated ship date. Advertising and identification panels not approved in time, will be shipped without copy in Daktronics' standard finish.



Kyle Williams  
PHONE: 206-612-8384  
FAX: 605-697-4746  
EMAIL: Kyle.Williams@daktronics.com



Gary Delaney  
PHONE: 605-692-0200  
FAX: 605-692-0381  
EMAIL: Gary.Delaney@daktronics.com

### Terms And Conditions:

The Terms and Conditions which apply to this order available on request.

SL-02374 Standard Warranty and Limitation of Seller's Liability ([www.daktronics.com/terms\\_conditions/SL-02374.pdf](http://www.daktronics.com/terms_conditions/SL-02374.pdf))

SL-02375 Standard Terms and Conditions of Sale ([www.daktronics.com/terms\\_conditions/SL-02375.pdf](http://www.daktronics.com/terms_conditions/SL-02375.pdf))

SL-07862 Software License Agreement ([www.daktronics.com/terms\\_conditions/SL-07862.pdf](http://www.daktronics.com/terms_conditions/SL-07862.pdf))

Additional Links:

Platinum Scope of Services ([www.daktronics.com/Web%20Documents/Services/SL-04703.pdf](http://www.daktronics.com/Web%20Documents/Services/SL-04703.pdf))

### Acceptance:

The parties acknowledge and agree that the agreement (the "Agreement") is comprised of the terms and conditions contained within this order agreement and any attachments thereto, along with the documents at the website addresses above. Purchaser hereby agrees to purchase the equipment as defined in the Agreement. Purchaser acknowledges having had the opportunity and means to review the Agreement. The Agreement represents the entire agreement of the parties and supersedes any previous understanding or agreement. The Undersigned has actual authority to execute this document and Daktronics is relying on such authority. Purchaser acknowledges and agrees to the above, as evidenced by its attestation below.

Customer Signature

Date

Daktronics, Inc.  
201 Daktronics Drive  
Brookings, SD 57006 USA  
[www.daktronics.com](http://www.daktronics.com)

Order Agreement # 813764-1 Rev 1

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DAKTRONICS ORDER AGREEMENT # 813764-1-1

Print Name

Title

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# PROJECT SITE INFORMATION – REQUIRED TO PLACE YOUR ORDER

This document is for order processing purposes only and is not intended to be part of the Agreement

**Daktronics Quote #** 813764-1-1

**Purchase Order Information:**

PO# \_\_\_\_\_

PO Date \_\_\_\_\_

Purchaser (Bill To) hereby confirms that the equipment is to be delivered to (Ship To) and may be installed by Purchases or Daktronics, as indicated elsewhere herein, at the address (Installation Location) indicated below unless otherwise specified.

<b>SHIP TO:</b> (delivery location) Company: _____ Contact: _____ Street Address: _____ City: _____ State: <u>Oregon</u> Zip: _____ Telephone: _____ Email: (for shipping notification) _____ Additional Email: (for shipping notification) <u>brownm@newberg.k12.or.us</u>	<b>INSTALLATION LOCATION:</b> (end user) ID# _____ Company: <u>Newberg High School</u> Contact: <u>Mark Brown</u> Street Address: <u>2400 Douglas Ave</u> City: <u>Newberg</u> State: <u>Oregon</u> Zip: <u>97132-1461</u> Telephone: <u>503-554-4412</u> Email: (for order acknowledgement) <u>brownm@newberg.k12.or.us</u> Training Contact & Email: (if applicable) <u>brownm@newberg.k12.or.us</u>
---	--

<b>BILL TO:</b> (receive and pay invoices) ID# _____ Company: <u>Newberg School District</u> Contact: <u>ACCOUNTS PAYABLE</u> Street Address: <u>714 E 6th St</u> City: <u>Newberg</u> State: <u>Oregon</u> Zip: <u>97132</u> Telephone: <u>503-554-5010</u> Email: _____
--

<b>***LOGO &amp; AD COPY APPROVAL***</b> (if applicable) Name: <u>Mark Brown</u> Email: <u>brownm@newberg.k12.or.us</u>
--

**\*\*Logos, Graphics, or Sponsor Advertisements\*\***  
Vector files must be submitted with your order documents, not to exceed 1 week of order placement. If artwork is no received, the panels will be painted the same as your scoreboard or display and shipped blank.



# DAKTRONICS ORDER AGREEMENT # 813764-1-1 MAIN ATTACHMENT A

## CUSTOMER RESPONSIBILITIES

### General

- 1) Secure necessary sign permits, as required.
- 2) Secure necessary construction permits, as required.
- 3) Removal and disposal of existing equipment, as applicable.
- 4) Removal and disposal of existing structure, as applicable.
- 5) Customer is responsible to ensure the existing structure/building is adequate, including any necessary modifications, for the installation of the Equipment, including but not limited to (i) obtaining certified engineer drawings to the extent required by law and (ii) providing Daktronics, upon reasonable request, documentation relating to the existing structure and modifications necessary for Daktronics to perform its work.
- 6) Mark location of the new Equipment as delineated in the quote.
- 7) Locate private underground utilities.
- 8) All landscaping restoration, as required.
- 9) Provide all landscaping, track, sidewalk and path protection along with site restoration, and/or sprinkler system repair work.

### Structures

- 1) Excavation of foundation(s) including spoils removal. Placement and finishing of concrete for foundations, as applicable.
- 2) Fabrication, erection and application of finish coatings for all structural components for the installation of the Equipment, as applicable.

### Electrical & Data

- 1) Provide electrical power to all Daktronics supplied load centers/termination panel at/within the Equipment, as applicable. Electrical power shall be installed per all applicable electrical codes and regulations and shall include; transformer, electrical disconnect, panel board with over current protection, J-boxes, receptacles, power drop cords as applicable per Equipment location and product specifications. Provide all required breakers based on the Equipment electrical loads.
- 2) Provide and install signal cable conduit, with pull string, from control location to each Equipment location.
- 3) Labor to pull all new signal cable (and remove existing cable, if required).
- 4) Provide personnel for maintenance and operator training.

### Product/Equipment

- 1) Accept, lift, unload, and inspect all Equipment and control equipment from carrier.
- 2) Provide storage of all Equipment and control equipment in a safe, dry, and secure location until installation.
- 3) Lift and mount/install Equipment listed in this quotation according to the product specifications, including placing control equipment in the control room as applicable.

## DAKTRONICS RESPONSIBILITIES

### General

- 1) Not applicable

### Structures

- 1) Not applicable

### Electrical & Data

- 1) Terminate signal cable at control location and Equipment location for Equipment delineated in Daktronics quote
- 2) Unpack, set-up, hook-up, and testing of control system.
- 3) Perform maintenance training during installation.
- 4) Perform final systems testing and commissioning.

### Product/Equipment

- 1) Not applicable

## QUALIFICATIONS/CLARIFICATIONS

## DAKTRONICS ORDER AGREEMENT # 813764-1-1 MAIN ATTACHMENT A

- 1) **Access:** Daktronics requires unobstructed access to Equipment and control room installation site until display is 100%. Installation equipment (lifts, trucks, etc.) are expected to have access directly to the display structure location and control location.
- 2) **Control Room Climate:** Normal operating temperature should be between 40° to 90° Fahrenheit (4° to 32° Celsius). Normal operating humidity should be less than 80% non-condensing. Storage temperature should be between -10° to 105° Fahrenheit (-23° to 41° Celsius). Storage humidity should be less than 95% non-condensing. Keep computers and monitors out of direct sunlight during storage. Allow control equipment taken out of storage to return to operating temperature range prior to turning it on (24 hours recommended).
- 3) **Electrical:** The maximum voltage is 120 volts line to neutral for all Equipment in this quotation.
- 4) **Building Penetrations:** Customer to provide all required building (wall/roof/floor) penetrations for the installation of Daktronics equipment to include all attachment, electrical and low voltage/signal connections as applicable.



**Pickleball Advisory Committee**

**MEETING MINUTES**

**January 22<sup>nd</sup>, 2024**

**7:00PM at the CPRD Administration Office**

**Attend remotely here:**

**<https://us02web.zoom.us/j/81917744954>**

**Meeting ID: 819 1774 4954**

**Board Members include:** Mike Kringlen, Nick Konen, Linda Sandberg, Sheryl Greiner, Lance Trantham, Julie Peterson is our staff liaison and Gayle Bizeau is our Board liaison.

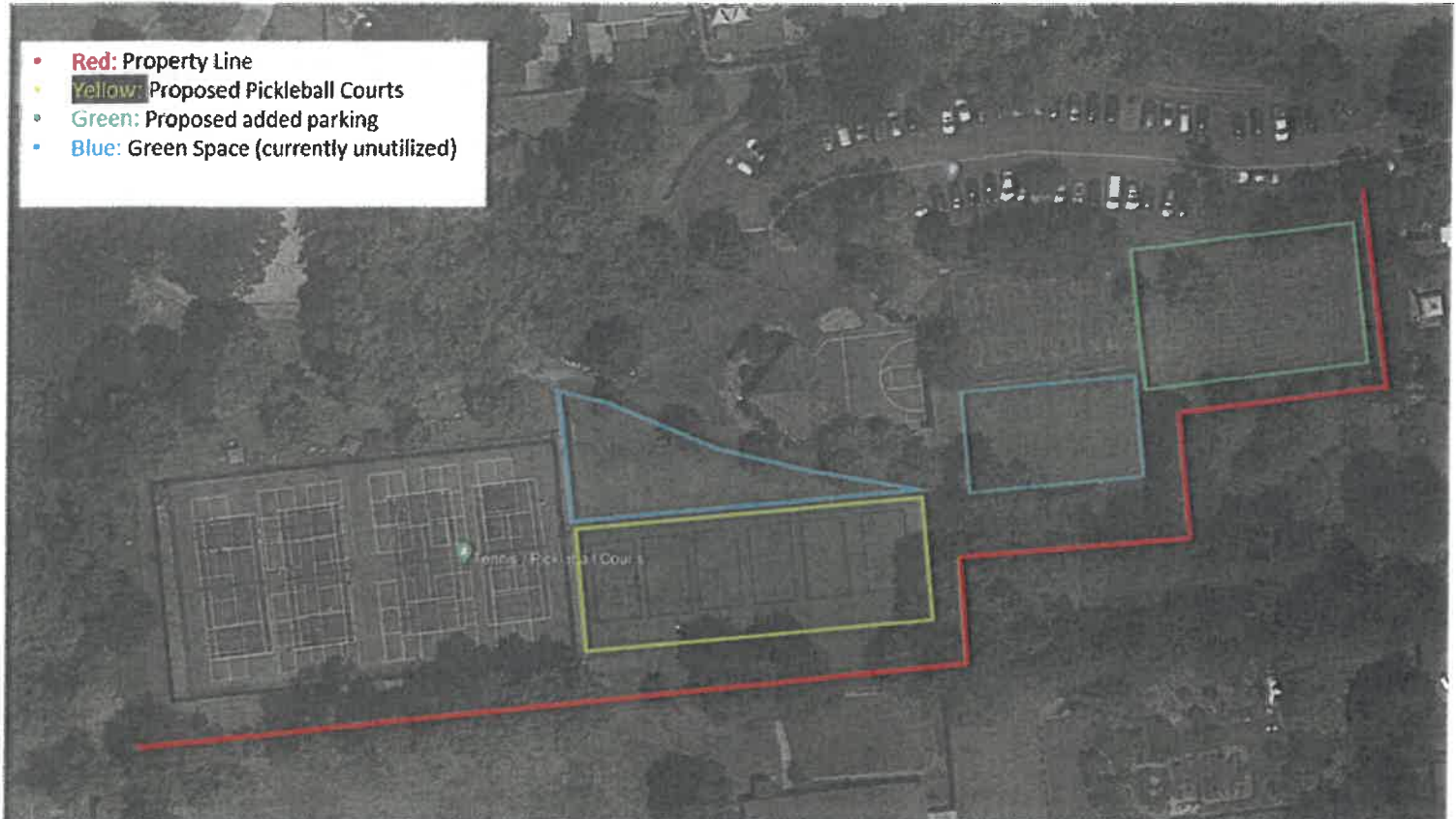
**Meeting Minutes**

1. Meeting is called to order at 7:04PM
2. Roll call
  - a. Lance Trantham and Gayle Bizeau are absent.
  - b. Lance arrived late at approximately 8:00PM
3. Approval of December Minutes
  - a. Moved by Linda, Seconded by Sheryl, approved.
4. Recap and discuss the December 7<sup>th</sup> CPRD Board Meeting
  - a. Mike spoke at the 12/7 meeting, in which he shared with the CPRD board that we are here to help and our goal is covered, lit pickleball courts in Newberg. This was well received by the CPRD Board.
5. Discuss potential schematics of Jaquith park as a location for covered, lit courts
  - a. Julie shares plans provided to her by Casey Creighton
    - i. CPRD plans to resurface Jaquith Tennis Courts, in which the 12 pickleball courts would be painted back on once complete.
    - ii. Casey plans to budget for a pull-barn style building that would house 6 pickleball courts located directly east of the current tennis court.
      1. Dimensions of the facility would be 60ftx180ft
    - iii. Casey also plans to budget for expanded parking at Jaquith park.
    - iv. Casey plans to propose these in his upcoming budget (due March 1<sup>st</sup>). The cost of the project is estimated to be around \$750k-\$1 Million.
  - b. Sheryl and Linda suggested a simple covered area next to the courts so people waiting to play would have an area to watch and congregate.
  - c. Mike presents an alternative proposal, also at Jaquith, but larger. The proposal would require moving the current bathrooms, horseshoe pits, and basketball court. Ideally the facility would have indoor restrooms, and an on-staff employee.
    - i. Committee members raise the following concern over Mike's proposal:

1. The cost will be much higher, it goes outside the CPRD property lines, and it would require many infrastructural changes to the park to areas that currently get heavy use.
6. Discussion regarding the goals of the Pickleball Advisory Committee moving forward.
  - a. Julie expresses appreciation for the committee and mentions that our opinions are valued.
  - b. The committee agrees we should continue to meet monthly at least until a project with covered, lit pickleball courts begins to proceed.
7. Open comment period
  - a. Julie mentioned there are plans to build 2 pickleball courts at Renne Park in the future.
  - b. Mike will attend the 1/25/2024 and speak on behalf of Pickleball Advisory Committee
  - c. Linda suggests adding a pickleball/tennis hitting wall at a local park.
  - d. Nick plans to go to Jaquith Park and take some measurements of available land.
8. Meeting adjourned at 8:10PM

The next pickleball advisory committee meeting is scheduled for Monday, February 5<sup>th</sup> 2024.

- **Red:** Property Line
- **Yellow:** Proposed Pickleball Courts
- **Green:** Proposed added parking
- **Blue:** Green Space (currently unutilized)



# Chehalem Heritage Trails Advisory Committee

## MINUTES

January 10, 2024 | 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

Green attended in person – Blue attended via Zoom – Black not in attendance

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*

Others:

Brian Bowman

- I. Call to Order
- II. Attendance Roll Call
- III. Approval of September and October Meeting Minutes (Quentin) – moved – seconded and approved unanimously
  - o See Appendices A and B
- 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](mailto: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.*

- Ryan Geser – not in attendance statement is in the record
- See Appendix C
- Brian Bowman – would love somewhere to bike as weather changes.
- V. Board of Directors Meeting Report (Quentin)
  1. Will create a set of by-laws for committees – will not change much of how our committee will function – there was a discussion about reapplication
  2. Continued discussions around projects including pickleball, land acquisition, etc. – a potential Bob and Crystal Rilee Park Committee
- VI. Committee Member Comments/Updates (Quentin)
  1. Bark application is much appreciated by Michelle & Erin
  2. Matt Dolphin –
    1. Feb 1<sup>st</sup> virtual meeting for Oregon Ethics Commission Public Meetings Training – [Oregon.gov/ogec/training](http://Oregon.gov/ogec/training)
    2. OPRD Local government grant workshop [Oregon.gov/oprd/gra](http://Oregon.gov/oprd/gra) on February 6<sup>th</sup> 9am to 10:30am – CPRD has obtained grants here before – Jim McMaster is on the committee for the State – next year it will be \$30million for the state of Oregon - \$1 million or less per application - \$100k and \$50k grants may also be available – April the grant requests are due – there is also a match on the grants depending on the population of the district
    3. OTC lunch & learn webinar – recreational immunity – January 30 12pm-1pm
    4. National Park Service – has a program open to help with planning, etc. – conservation and outdoor recreation technical assistance [nps.gov/rtca](http://nps.gov/rtca)
  3. Casey & Jim – Recreational immunity case coming out of the coast
- VII. Community Trails Survey Report First Reading and Discussion (Quentin)
  - See Appendix D
  - 2 page executive summary
  - This is a first draft – Quentin discusses the difficulties in analyzing the data.
  - Specific concerns and desires in the district should be further discussed and analyzed
  - Any Questions or Concerns will be addressed as we move forward – potential recommendations provided at February meeting so that we can present the list to CPRD during that meeting
  - Matt Dolphin – thank you to Quentin for pulling this together
    - A. We need to synthesize the information to a shorter presentation so the board does not have to read the entire long 100 plus pages
    - B. Quentin – also important to synthesize for the general public – statistically significant study was performed and errors could be mitigated. Was great to have so much engagement with the survey. Presenting the results in a short way.
  - Marty – list of recommendations to present to the board? Yes – included with the survey report – that takes the data and translates it into a
  - Matt – 5 take aways and 5 recommendations from the survey – Quentin – thinks a number like 5 sounds reasonable
  - Cindy agrees with what was stated and so does Michelle

- Cindy – community engagement – the number of people who don't know about the trails
  - Community connectiveness, getting from point A to point B – ADA compliant and paved (Dundee-Bypass Trail)
  - Taxes or SDC for trails? State and federal grants and donations were the top two supported funding sources
  - We do have emails from those who shared with us – for advocacy efforts
  - Matt – read through the comments – a couple of themes emerged –
    - A. lack of awareness about trails – broadcasting information about trails – potential flyers
    - B. Maintenance of existing facilities and trails – addition of trails and a concern of lack of maintenance – Quentin a focus group may help regarding perceptions of maintenance
    - C. Homelessness/houselessness, personal safety and property owners – what is the plan for safety? CPRD relies on the police to assist in making parks safe – Quentin main concerns or why the trails weren't used – also some confusion about whether someone is homeless or they perceive that they are due the way the person looks
    - D. Matt also found 5 things that the community wanted. Quentin suggests that we take that discussion to email for a vote on our next meeting – committee of less than a quorum to get started on this
      - 1. Volunteered to start the process over email: Kim Lanier, Matt Dolphin, Cindy Riggs, Alan Holstein and Marty Peters
      - 2. Matt requests families with kids and senior group pulled out of the group – Newberg and Dundee respondents can also be separated
    - E. More trails, longer trails and more amenities – bikes were also an issue including bikes for transportation
  - Board presentation – the committee will come up with presentation plans next month
  - Jim – the survey was 100% random
- VIII. Recreation Immunity Letter Discussion (Matt) – as mentioned case in Newport Oregon woman was walking a dog and slipped and broke her leg on a bridge – weakens the protections that cities and districts have – if you can claim that you are not using the park/facility for recreational purposes – it opens up additional liability. Letters that cities and districts are sending -
1. Potential Motion: Recommend the CPRD Board of Directors approve and send the CHTAC Recreational Immunity Letter to a list of suggested contacts. Motioned, seconded and unanimously approved
  2. See Appendices E and F
- IX. Cycling Trails Discussion (Matt) – motioned to table and seconded unanimously approved
- X. Spring/Summer 2024 Trail Work Party Discussion (Matt) **Saturday June 1<sup>st</sup> (national trail day) and around March 9<sup>th</sup> – seeking CPRD approval** Kim says it would also be great to have one national public lands day in September – add to list to consider.
- XI. Adjourn – 7:30pm

**Important Reminders/Notes:**

- Thursday, January 25, 2024: CPRD Board of Directors Meeting at the CPRD Administrative Office and on Zoom at 6 p.m.
- Wednesday, February 14, 2024: CHTAC Regular Meeting at the CPRD Administrative Office and on Zoom at 6 p.m.

## Park Development

January/February 2024

### **Sander Estate Park**

LWCF federal award has been issued for the Sander Estate Park project in the amount of \$562,125 along with \$175,000 from the State (LGGP) and CPRD's commitment of \$387,125.01 (Total \$1,124,250.01) for the Sander Estate Park project. Jim and I met with Steve Dahl, Dundee City Manager to discuss with him the 5<sup>th</sup> St. Road improvements required as a condition of approval for the Type I review for the development of the Park and he agreed that the City of Dundee could use Urban renewal funds for the Street Improvements which includes undergrounding of utilities, waterline replacement and road improvements. Harper Houf Peterson Righellis and Lango Hansen have been contacted for Park Masterplan modifications and development of the 5<sup>th</sup> Street improvements and that are needed. Chehalem Park & Recreation District has provided the easement and ROW documents to the City of Dundee for their review and approval.

### **Crabtree park**

We have been working with Page Knudsen, Yamhill County with a culvert repair on Knudsen lane at the entrance to the Park. We had submitted an ODFW fish passage exemption request with our consultant AKS Engineering. AKS has proposed to ODF&W that we replace the culvert and change the grade of the stream bed section of the culvert to as close to their recommendations as possible to improve fish habitat. ODF&W has been in contact with Page and let her know that even an emergency replacement of the culvert only delays the requirement for the full passage culvert by 12 months. She will be submitting documents for ODF&W for approval in the hopes that her driveway survives the season and an easement can be secured for access into Crabtree park which would allow CPRD/ or the County to help with the costs of the culvert replacement.

### **Aquatic and Fitness Center**

Ice storm in January caused multiple equipment shutdowns and some controls failures that we have been working on to resolve. Work on the Aquatic Center Aermec modifications has been completed. I would say it is 100% complete but not operational. We have waited 6 months to have 2 compressors replaced on ASHP 2, completed November 1. Final balancing will have to be completed. We have been in contact with a Forensic engineer to review the system before we operate. We cannot afford anymore equipment failures. Heating loop of the Aermec units is off until final balancing can take place.

### **Cultural Center**

Building Permits received December. Andy Medcalf Construction awarded the project Bid for \$4,065,680. Construction began December 28; demo 80% complete, footings for additional structural support in progress. Contractor working with the Chehalem Cultural Center Staff with scheduling and construction process. The City is requiring Right of way improvements for the replacement of all ADA curb ramps on the site frontage as well as sidewalk replacement on three frontages. ROW improvements Design and engineering for ADA compliance complete. RFP for construction of ROW project will be released in February. Estimate for construction of ROW Improvements \$189,800. I met with Sean Andries to discuss the possibility of some shared funding for the Public Improvements form the Chehalem Cultural Center. He will discuss with their Board.

### **NDBT Development**

We have received an Amendment for the Oregon Communities Pathway Grant to extend the construction date to October 31, 2024 with the Newberg Dundee Bypass Interchange using area of the proposed trail from the end of Industrial Avenue to Hess Creek. ODOT Interchange at 219 and the Bypass is a challenge. With our discussions with Andrew Walker (ODOT Project Manager for the Newberg interchange Bypass project) The ODOT schedule has slipped again. The bid date is now projected from February with construction due to start in April, and he is skeptical that schedule will hold. We anticipate a similar schedule for the NDBT. He recognizes that the beginning of the service road property would be an ideal staging area for our project and it would be available if the interchange project slides further



on schedule. Previous coordination and construction of the ODOT Maintenance Access Path at the end of Industrial Ave. on the original Newberg Bypass project was intended to be 5% or less. The current ODOT Maintenance Access Path has portions that exceed 5% from survey. Planning ROW improvements along Industrial Ave. we met with the City and ODOT to discuss options. We are currently seeking ways to reduce costs through methods and materials on the Hess Creek bridge with cooperation between Greenworks and Emery. Design at 90%. City of Newberg to Review. Permitting next.

#### **Heritage Trails Land Use**

We continue to work with Green Works on the development of the 219 property. We have Matt Hastie (MIG) to work along with John Bridges and the District to have the masterplan adopted by Yamhill County to have zoning changed for the Heritage Trails Campground site. We held a preliminary meeting with County Planning and based our submission in December to the County on their requirements. We requested a continuance until April 2024 on July 28<sup>th</sup> of the public hearing scheduled with the Yamhill County Board of Commissioners on August 3 regarding application Docket PA-01-22/Z-02-22/SDR-41-22/FP-03-23, to enable the District to conduct further coordination and communications with interested parties and to provide supplemental information regarding our application.

#### **Renne Field Conversion**

We have received some preliminary designs of the Renne field conversion from AKS Engineering. Survey has been completed for engineering and development of the NSD property for the Sports field. We had a pre-application meeting with the City of Newberg Planning and Engineering Depts to discuss the development and the requirements for the project and for AKS to work on finalizing the documents for permit submittal. There is a possibility of using some Urban Renewal Funding for the Blaine St improvements that will be required. I have reiterated CPRD Boards comments / concerns on the proposed agreement to our attorney. He has suggested that the Attorney's not negotiate that but rather the elected officials determine the term of the agreement through a joint meeting and instruct the attorneys in what the term of the agreement should be. We will have the IGA between NSD & CPRD for the Board.

#### **Pickleball**

At Jaquith Park we are planning on renovating the 4 tennis courts and expanding the facility with 6 additional, covered, lighted pickleball courts and additional Parking.

#### **Trails**

The Heritage Trails Committee has been working with CPRD on the development of trails within the District to assess and offer assistance to the Chehalem Heritage Trails Masterplan, which seems to be an evolving plan based on opportunities. They have completed an in District Survey regarding trail development and maintenance within the District. Proposal will be shared with the Board at the February meeting.

#### **Ewing Young Park**

Restroom facilities being investigated at Ewing, Renne Field and Chehalem Glenn. Chehalem Valley BMX is interested in Lighting the BMX track for shoulder season riding. They are investigating and would like to pursue grant funding for the project.

#### **Chehalem Glenn GC**

Irrigation upgrades in progress at CGGC.

## Parks Summary

January-February

Park Name	Hours worked
Armory	86.00
Billick/Dundee	53.00
CAFC	298.00
Cultural Center	55.00
Chehalem Valley M.S	43.00
College	12.00
Community Center	18.00
Crabtree	12.00
Crater Ballfields	4.00
Dundee River Park	0.00
Elliott Road	26.00
Ewing Young	46.00
Falcon Crest Park	12.00
Fortune Park	14.00
Friends Park	16.00
Tom Gail Park	20.00
Gladys Park	26.00
Chehalem Glenn G.C.	278.00
Herbert Hoover Park	24.00
Jaquith Park	88.00
Jaquith Ball Fields	7.00
Memorial/Scout House	0.00
Mountainview	0.00
Oak Knoll Park	20.00
Oaks Park	12.00
Brillas Park	6.00
Pre-School	12.00
Pride Gas	3.00
Renne Fields	0.00
Rilee Park	188.00
Rotary Park	14.00
Sander Park	8.00
Schaad Park	16.00
Scott Leavitt Park	7.00
Senior Center	55.00
Spring Meadow	70.00
Waste Mngt	84.00
vacation/holiday/sick/comp	533.00
Wilsonville Property	96.00
Youth Building	2.00
Other Properties (PCC)	52.00
<i><u>Total</u></i>	2316.00

## Parks and Facilities Activities Report

January / February

### **Parks;**

#### **Storm aftermath cleanup**

Several large trees and limbs were bucked up at various locations, lots of debris chipped and Parks returned to safe order.

#### **Snow and ice removal throughout the District**

#### **Pressure washing of Playgrounds, Walkways and Equipment**

Vandalism of Playground equipment and graffiti at Oak Knoll Park. Graffiti was removed and quotes for equipment replacement and ordering has taken place.

#### **Parks equipment maintenance and preparation for upcoming mowing landscape season**

Leaf cleanup, Trimming, Pruning {Prune your Roses to proper height NOW based on Bloom preference}

#### **Planting of Trees and Shrubs has begun**

### **Facilities;**

CAFC pressure washing system in fire riser room is complete and operational

Universal 3 shower is now fully functional with temperature and water flow

Scheduling for Deep Cleaning and Sealing in showers has taken place. This will be incorporated into our annual facility cleaning services {twice a year min}

Touch up painting in Gym area and hallways

Restrooms at Hover, Memorial and Jaquath Parks are randomly being used as attempted camping sites for the night and drug use. Staff deals with this as need be, and cleans up any leftover negative results.

Classrooms A and B at the Armory have a new clean look, with new baseboards and fresh paint and a curtain rod installed.

New ceiling tiles have been installed at the Golf Clubhouse and both sides of Admin building's

Ball washer for Golf course was repaired

Fridge for Dundee Care site has been swapped out with new one.

#### **Golf/Landscaping**

Clubhouse ,Tees and surroundings trimmed and edged. Continue to chase leafs at Golf course and PCC areas. Sticking of Perennials and Annuals for Spring baskets, barrels and beds at our Greenhouse's

## Activity Report – Department 451

January 2024

### Aquatic & Fitness Center

- Facility remained open 7 days a week.
- The facility was closed on New Year's Day.
- The icy weather caused us to close early on Jan. 13, stay closed on Jan. 14, close early on Jan. 16 and opened later on Jan. 17 & 18. Patrons were grateful for the times we were able to be open.

### Fitness Center

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

### Aquatic Center

- January 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 is 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.
  - We had a leak in the manager's office spring up too (New moisture pans were installed and our office has not been leaking since)
  - The air quality in both natatoriums and lobby was brought to our attention by patrons and staff on multiple occasions.
  - The pressure is off in the natatoriums causing outside doors to not close all the way leaving them open and accessible to the public. We are working hard to remind all staff to make sure the doors are pulled shut after every shift so the facility remains secure.
- New Fire Riser Pressure washer is installed and working again.
- With the facility opening later on Jan.17<sup>th</sup>, it gave our maintenance crew a chance to tear the boiler apart and clean it so it could run more efficiently.
- We have reached out to a new company, Vortex to see what they can come up with to replace the fire truck since Water Odessey was taking so long in responding back to us. We have had one zoom meeting and they are working on creating a fun interactive piece for our Little lagoon area.
- New janitorial team is getting used to our facility and we are working closely with them to make sure the facility is being cleaned properly.
- Our front ADA door still has issues with not closing all the way every now and then.

### Memberships

- Memberships are definitely up and new patrons are making our facility their workout place more and more.
- As of January 1<sup>st</sup>, all insurance contracts, which were renegotiated last fall, went up in fees. We should see an increase in revenue for all of the insurance memberships.

### Scholarships and Donations

- Scholarships handed out since 1/1/2024; 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 in January is \$363.00.
- Donations handed out since 1/1/2024; 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 in January is \$688.50.
- Total for both since 1/1/2024 is \$1,051.50.
- Grand total for January 1, 2023 – December 31, 2023 was \$10,570.50.

## Program Development & Registration

- Winter 1 lessons started on January 8<sup>th</sup>. Full classes and schedules.
- Spring swim lessons for our school groups are starting to come in and be booked on our schedule for Feb – May.
- We added a new step class in January to our Fitness schedule. The first class had 25 participants. I had to purchase 7 more steps so everyone had one! Classes continue to run in high numbers and patrons are really enjoying it.

## Clubs/Teams

- Chehalem Swim Team's practices ran all month of January.
  - CST held their big Shark Chase meet on Jan. 5-7. It was successful. They actually rent out both natatoriums due to the number of teams that participate.
- NHS Swim team has been hosting meets at our facility and their season is in full swing.
  - NHS swim team ran a home meet every Thursday in the month of January.
- GFU Swim team was back in the pool the first week of January.
  - GFU ran 2 meets in January on Jan. 20 & 27. The meet on Jan. 12 was canceled due to the icy weather.
- Sherwood Swim team rented our comp pool out for their final practice with us on January 2<sup>nd</sup>. Their practice on Jan. 15<sup>th</sup> was canceled due to the tail end of the icy weather.
- Polo is practicing on Sunday's only during January.

## Aquatic & Fitness Center Staff

- 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.
- We were without a janitorial crew for about a week and a half. Lifeguards picked up extra cleaning duties to help keep our facility as clean as possible.

## 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 five Friday/weekend pool rental parties held at our facility during the month of January. This is slower than normal, but not unusual for January.
- No School public swim took place on Jan. 15<sup>th</sup>
- We brought back a once a month Home school public swim during the day for our home schooled kids. January 24<sup>th</sup> we hosted our third one and the numbers increased again, there were 45 who attended.
- We held a Red Cross blood drive at our facility on January 4<sup>th</sup>. We reached 100% of our goal that was set.
- We held our annual Saturday Sampler on Saturday, January 27<sup>th</sup>. This is where we invite the public to come in for FREE to try each of fitness classes out, a 20 minute sample class for each one we offer. It was another successful event with around 50 people joining in on the basketball court for almost all of the classes one after the other. It ran from 8:00 am – 12:30 pm.

## 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.
- Management focused on finishing the '24-'25 Aquatic Budget.
- Management is working on creating the child care program at the pool for moms who have young kids so they can drop their kid off to be watched and go work out for up to an hour and a half.

**Financial Reports – Detailed January reports are included**

<b>EXPENDITURES Yr to Date '23/'24</b>	<b>REVENUE Yr to Date '23/'24</b>
\$733,790.37 Raw value	
\$90,990.68 Fringe benefits	
\$824,781.05 Total expenditures with fringe benefits	\$856,561.84 Projected Revenue 23-24 = \$1,285,156.25
<b>Difference between Expenditures &amp; Revenue</b>	<b>\$31,780.79</b>

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





## Adult Sports

February 2024 Activity Report, Department 452

<b>Department 452 Participation Tracking</b>	<b>January 2024</b>	
Activity	Participants	
<b>Total</b>		
<b>Department 452 Financial Tracking</b>	<b>January 2024</b>	
Supervisory Staff Expense	0.00	
Administrative Staff Expense	572.00	
Part Time Staff Expense	0.00	
Material Expense	4838.00	
<b>Total Expense</b>	<b>5410.00</b>	
Program Revenue	321.00	
<b>Net</b>	<b>(5098.00)</b>	

### Department 452 – Adult Sports

**Adult Basketball registration is open and starts April 1. We expect to have 8-10 teams register for the season.**





## Youth Sports

### February 2024 Activity Report, Department 453

Department 453 Participation Tracking	January 2024	
Activity	Participants	
Travel Basketball	87	5 <sup>th</sup> -8 <sup>th</sup> Boys and Girls - 8 teams total
Junior Tiger Basketball	390	K-8 <sup>th</sup> Boys and Girls - 39 teams
Little Tiger Basketball	288	K-2 Boys and Girls – 30 teams
<b>Totals</b>	<b>765</b>	

Department 453 Financial Tracking	January 2024	
Supervisory Staff Expense	12,453.00	
Administrative Staff Expense	2552.00	
Part Time Staff Expense	48.00	
Program/Materials Expense	4139.00	
<b>Total Expense</b>	<b>19192.00</b>	
Program Revenue	4139.00	
<b>Net</b>	<b>(15,053.00)</b>	

### Department 453 – Youth Sports

January has been a busy month for the sports department. Our rec basketball program is in full swing. We have 35 games running on Saturdays between Chehalem Valley Middle School, Newberg High School and St. Paul High School.

Spring sports registration opened up mid-January, which includes lacrosse, track & field, and soccer.

Monthly meetings have started for both the Camellia Run (event held on April 13) and youth football in preparation for the fall 2024 season.

January 2024 Board Report  
 454-Recreation  
 456-Senior Center  
 457-Community School

454 Recreation	Jan 2024	Year to Date
Supervisory Staff Expense	\$793.34	\$5,496.71
Recreation Coordinator	\$2,684.82	\$18,601.96
Part Time Staff Expense	\$1,693.18	\$16,570.70
Fringe	\$2,464.13	\$17,147.57
program Expense	\$1469.88	\$24,475.33
Utilities/Insurance Expense	\$3,978.36	\$4,268.98
Total Expense	\$13,083.71	\$88,031.13
Program Revenue	\$10,670	\$77,619.79
Rental Revenue	0	0
Net	2,413.71	\$10,411.34
456 Senior Center	Jan 2024	Year to Date
Supervisory Staff Expense	\$396.66	\$2,784.31
Recreation Coordinator	\$1,073.92	\$7,440.74
Senior Center Specialist	\$3,634.36	\$24,697.75
Part Time Staff Expense	\$89.18	\$947.21
Fringe	\$4,201.12	\$28,112.92
program Expense	\$1,387.34	\$10,456.27
Utilities/Insurance Expense	\$53,909.23	\$70,787.90
Total Expense	\$64,691.81	\$145,227.10
Program Revenue	\$3,804.80	\$26,637.50
Rental Revenue	\$23,737.00	\$12,224.00
Total Revenue	\$27,541.80	\$66,396.30
Net	\$36,936.66	\$78,830.80
457 Community School	Jan 2024	Year to Date
Special Services Supervisor	\$952.00	\$6,595.99
Recreation Coordinator	\$536.96	\$3,720.00
Part Time Staff Expense	\$0.00	\$2,275.49
Fringe	\$781.91	\$5,724.87
Program Expense	\$75.98	\$5,572.99
Utilities/Insurance Expense	\$1,989.18	\$1,989.18
Total Expense	\$4,336.03	\$25,878.52
Program Revenue	\$150.00	\$5,298.53
Net	\$4,186.03	\$20,579.99

Respectfully submitted by:  
 Matthew Compton  
 Recreation Coordinator

**2023-2024 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.  
 50 children registered in December.  
 93 children registered in January.

**28 Passenger Activity Bus is down for repairs**

Early November the CPRD activity bus malfunctioned during a Senior Trip. No update is available on the bus at this time.

**Community School Classes started in October**

Community School Ukulele had 19 students register.  
 Community School Guitar had 9 students register.  
 Community School Choir had 15 students registered.  
 These classes started on the last week of January. The financial information on these classes will be reported in the February activity report.

**Senior Center Vaccination Clinic**

CPRD's Senior Center partnered with Yamhill Co Public Health, Age+, and SavOn pharmacy to provide a free and accessible vaccination opportunity for adults and seniors. One clinic was held on Nov 16<sup>th</sup> and a second opportunity was held on Dec.15<sup>th</sup>. Vaccinations for Covid19, Influenza, pneumococcal, Shingles, RSV, and Tetanus were available. In total this clinic provided 106 vaccinations between those two meetings. This is just another fascinating example of CPRD supporting healthier communities.

**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 January the armory hosted 9 CPRD organized Birthday . We did not have any large rentals on the January schedule.

**Father Daughter Dance preparation.**

We are holding our annual Father Daughter Dance on Feb 10<sup>th</sup> at the Chehalem Armory. Planning began in November and registration opened in Dec.

# JAN. 2024 Activity Report

455 Care	December 2024	Fiscal Year To Date
Supervisory Staff	793.34	5,496.71
Recreation Coordinator	1,073.92	7,440.74
Care Director	3,816.08	26,439.98
Care Technician	0.00	0.00
Part Time Staff Expense	25,642.93	246,981.92
Fringe	8,093.56	64,665.42
program Expense	10,176.01	58,113.50
Utilities Expense	0.00	0.00
Total Expense	49,595.84	412,178.93
Program Revenue	66,116.69	450,560.45
Rental Revenue	0.00	0.00
Net	-16,520.85	-38,381.52

In the month of January, the schools closed four days to the ice storm. Our staff were ready and eager to work as we showed up one morning because the schools did not announce they were closing until 7:30. We did have kids that were dropped off with us as we open at 6:30 in the morning. The staff did a great job calling all the parents and stayed with the kids until they, were all picked up.

The rest of the month, filled with fun winter activities.

474 Pre School	December 2024	Fiscal Year To Date
Supervisory Staff	0.00	0.00
Admin Staff Expense	0.00	0.00
Pre School Instructor	3,816.08	26,439.98
Fringe	1,745.63	13,271.85
program Expense	174.79	1,646.86
Utilities Expense	733.23	3,570.84
Total Expense	\$8,516.46	46,817.04
Program Revenue	2,128.80	17,684.45
Rental Revenue	0.00	0.00
Net	\$6,387.66	29,132.59

Pre School/Pre-K has started their winter season, with creative play and fun crafts. Learning how to be good friends to each other, recognizing colors and numbers.

YTD through January

	FY2011	FY2012	FY2013	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY 2023	FY 2024	FY24 v FY23	% Diff
<b>Starts by Category</b>																
Resident	3784	2724	2960	3744	2927	3781	4003	4829	4984	5536	6261	5705	6327	6348	21	0.3%
Non Resident	13278	9104	10836	9973	8070	8903	7658	7888	4795	4426	6978	5866	4966	4657	-309	-6.2%
Group	2637	3027	2331	1656	1861	1580	1748	1030	1517	1273	342	1453	1620	1353	-267	-16.5%
League	541	373	354	354	340	350	283	288	92	75	0	0	0	0	0	0.0%
Complimentary	1358	1335	1330	1570	1242	1333	988	995	1027	1077	4542	3498	2990	3140	150	5.0%
Misc/Prorational	3201	5834	3160	2097	5717	4812	3920	5067	8846	7127	8789	7274	8454	7992	-462	-5.5%
<b>Total Starts</b>	<b>24799</b>	<b>22417</b>	<b>20991</b>	<b>19394</b>	<b>20157</b>	<b>20759</b>	<b>18580</b>	<b>19877</b>	<b>21262</b>	<b>20087</b>	<b>28812</b>	<b>23786</b>	<b>24357</b>	<b>23490</b>	<b>-867</b>	<b>-3.6%</b>
<b>Revenue</b>	<b>\$ 527,102.00</b>	<b>\$ 490,159.00</b>	<b>\$ 468,244.00</b>	<b>\$ 396,302.00</b>	<b>\$ 442,410.00</b>	<b>\$ 446,105.73</b>	<b>\$ 421,322.00</b>	<b>\$ 417,212.00</b>	<b>\$ 453,892.00</b>	<b>\$ 417,409.00</b>	<b>\$ 518,871.00</b>	<b>\$ 477,139.00</b>	<b>\$ 562,874.00</b>	<b>\$ 548,680.00</b>	<b>\$(14,194.00)</b>	<b>-2.5%</b>
Green Fees	\$ 49,224.00	\$ 40,055.00	\$ 39,888.00	\$ 36,271.00	\$ 32,589.00	\$ 36,473.00	\$ 31,605.00	\$ 32,717.00	\$ 41,165.00	\$ 35,500.00	\$ 61,533.00	\$ 56,552.00	\$ 59,832.00	\$ 64,235.00	\$ 4,403.00	7.4%
Driving Range	\$ 175,922.00	\$ 146,685.00	\$ 141,056.00	\$ 118,203.00	\$ 117,699.00	\$ 137,616.03	\$ 132,998.41	\$ 134,505.00	\$ 114,570.00	\$ 102,109.00	\$ 184,695.00	\$ 182,213.00	\$ 184,010.00	\$ 198,603.00	\$ 14,593.00	7.9%
Rentals	\$ 53,073.00	\$ 50,494.00	\$ 49,427.00	\$ 45,480.00	\$ 49,809.00	\$ 34,935.82	\$ 33,084.00	\$ 37,879.00	\$ 46,560.00	\$ 41,786.00	\$ 59,345.00	\$ 52,631.00	\$ 61,572.00	\$ 62,631.00	\$ 1,059.00	1.7%
Golf Shop	\$ 129,123.00	\$ 131,964.00	\$ 99,283.00	\$ 79,552.00	\$ 82,143.00	\$ 102,213.10	\$ 88,228.00	\$ 92,637.00	\$ 98,162.00	\$ 89,564.00	\$ 94,754.00	\$ 100,452.00	\$ 114,204.00	\$ 113,972.00	\$ (232.00)	-0.2%
Snack Bar	\$ 12,404.00	\$ 11,017.00	\$ 11,489.00	\$ 11,908.00	\$ 3,723.00	\$ 1,774.00	\$ 1,175.00	\$ 3,865.00	\$ 6,383.00	\$ 3,799.00	\$ 9,335.00	\$ 13,168.00	\$ 6,775.00	\$ 7,018.00	\$ 243.00	3.6%
Instruction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
GC Improvement Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Miscellaneous	\$ 28,498.00	\$ 33,072.00	\$ 33,376.00	\$ (294.00)	\$ 9,612.00	\$ (14,620.44)	\$ (8,236.41)	\$ 23,342.00	\$ 23,001.00	\$ 11,231.00	\$ 94,124.00	\$ 92,835.00	\$ 43,845.00	\$ 41,931.00	\$ (1,914.00)	-4.4%
<b>Total Revenue</b>	<b>\$ 975,346.00</b>	<b>\$ 903,446.00</b>	<b>\$ 843,364.00</b>	<b>\$ 687,422.00</b>	<b>\$ 737,985.00</b>	<b>\$ 743,497.24</b>	<b>\$ 698,178.00</b>	<b>\$ 731,052.00</b>	<b>\$ 772,229.00</b>	<b>\$ 701,398.00</b>	<b>\$ 1,022,657.00</b>	<b>\$ 974,990.00</b>	<b>\$ 1,033,112.00</b>	<b>\$ 1,095,971.00</b>	<b>\$ 62,859.00</b>	<b>6.1%</b>
<b>\$ per Start</b>																
Green Fees \$ per Start	\$ 21.25	\$ 21.87	\$ 22.31	\$ 20.43	\$ 21.95	\$ 21.49	\$ 22.68	\$ 20.99	\$ 21.35	\$ 20.78	\$ 19.35	\$ 20.05	\$ 23.11	\$ 23.36	\$ 0.25	1.1%
Driving Range \$ per Start	\$ 1.98	\$ 1.79	\$ 1.90	\$ 1.87	\$ 1.62	\$ 1.71	\$ 1.70	\$ 1.65	\$ 1.94	\$ 1.77	\$ 2.29	\$ 2.38	\$ 2.46	\$ 2.73	\$ 0.28	11.3%
Rentals \$ per Start	\$ 7.09	\$ 6.54	\$ 6.72	\$ 6.09	\$ 5.94	\$ 6.63	\$ 7.16	\$ 6.79	\$ 5.99	\$ 5.08	\$ 6.89	\$ 7.66	\$ 7.55	\$ 8.45	\$ 0.90	11.9%
Golf Revenue \$ per Start	\$ 30.33	\$ 30.20	\$ 30.93	\$ 28.40	\$ 29.40	\$ 29.83	\$ 31.54	\$ 29.42	\$ 28.67	\$ 27.63	\$ 28.54	\$ 30.09	\$ 33.12	\$ 34.55	\$ 1.43	4.3%
Golf Shop	\$ 2.14	\$ 2.25	\$ 2.35	\$ 2.35	\$ 2.47	\$ 1.68	\$ 1.78	\$ 1.91	\$ 2.19	\$ 2.08	\$ 2.21	\$ 2.21	\$ 2.53	\$ 2.67	\$ 0.14	5.9%
Snack Bar	\$ 5.21	\$ 5.89	\$ 4.73	\$ 4.10	\$ 4.08	\$ 4.92	\$ 4.64	\$ 4.66	\$ 4.62	\$ 4.46	\$ 5.33	\$ 4.22	\$ 4.69	\$ 4.85	\$ 0.16	3.6%
Concession Revenue	\$ 7.35	\$ 8.14	\$ 7.08	\$ 6.45	\$ 6.55	\$ 6.61	\$ 6.42	\$ 6.57	\$ 6.81	\$ 6.54	\$ 5.75	\$ 6.43	\$ 7.22	\$ 7.52	\$ 0.30	4.2%
<b>Total Revenue \$ per Start</b>	<b>\$ 39.33</b>	<b>\$ 40.30</b>	<b>\$ 40.18</b>	<b>\$ 35.45</b>	<b>\$ 36.61</b>	<b>\$ 35.82</b>	<b>\$ 37.58</b>	<b>\$ 36.78</b>	<b>\$ 36.32</b>	<b>\$ 34.92</b>	<b>\$ 38.14</b>	<b>\$ 40.97</b>	<b>\$ 42.42</b>	<b>\$ 46.66</b>	<b>\$ 4.24</b>	<b>10.0%</b>

Revenue is still up over 2023FY, with rounds being down 3.6%, but total revenue per round up 10% over last year.

	January																
	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	24 v 23	% Diff
Dry Days	10	15	11	6	17	18	4	8	18	9		19	18	10	7		
Starts by Category																	
Resident	581	367	272	251	407	372	306	191	309	459	326	358	304	399	231		-168
Non Resident	801	696	479	344	592	674	314	204	291	344	161	477	399	180	61		-119
Group	0	0	0	0	0	0	0	0	0	0	0	0	0	0	144		100.0%
League	15	56	26	12	22	24	18	10	0	0	6	0	0	0	0		0.0%
Complimentary	103	97	70	92	167	123	118	58	119	109	56	446	317	240	133		-107
Misc/Promotional	139	486	230	231	198	526	173	105	256	463	247	992	685	605	255		-350
Total Starts	1639	1702	1077	930	1386	1719	929	568	975	1375	796	2273	1705	1424	824		-600
Revenue																	
Green Fees	\$ 30,932	\$ 25,965	\$ 15,704	\$ 15,593	\$ 18,813	\$ 25,081	\$ 11,241	\$ 8,054	\$ 28,391	\$ 32,683	\$ 16,246	\$ 57,940	\$ 24,712	\$ 19,369	\$ 13,426		(\$ 5,943)
Driving Range	\$ 2,700	\$ 2,796	\$ 1,912	\$ 1,400	\$ 1,963	\$ 2,561	\$ 1,654	\$ 1,674	\$ 1,934	\$ 2,724	\$ 1,306	\$ 5,251	\$ 5,112	\$ 4,091	\$ 2,701		(\$ 1,390)
Rentals	\$ 6,762	\$ 3,484	\$ 4,081	\$ 2,637	\$ 4,188	\$ 5,364	\$ 2,540	\$ 2,270	\$ 3,822	\$ 4,226	\$ 2,075	\$ 8,184	\$ 7,334	\$ 6,489	\$ 5,316		(\$ 1,173)
Golf Shop	\$ 5,257	\$ 2,937	\$ 2,205	\$ 1,277	\$ 2,073	\$ 2,862	\$ 1,600	\$ 841	\$ 1,900	\$ 2,020	\$ 1,300	\$ 3,124	\$ 4,225	\$ 7,195	\$ 1,437		(\$ 5,758)
Snack Bar	\$ 6,505	\$ 6,017	\$ 3,793	\$ 2,369	\$ 3,454	\$ 6,290	\$ 2,270	\$ 1,880	\$ 3,045	\$ 3,868	\$ 2,029	\$ 3,745	\$ 3,984	\$ 3,875	\$ 3,072		(\$ 803)
Instruction	\$ 507	\$ -	\$ 276	\$ -	\$ 130	\$ 180	\$ 150	\$ -	\$ -	\$ 20	\$ -	\$ 180	\$ 120	\$ -	\$ -		100.0%
GC Improvement Fund																	100.0%
Miscellaneous	\$ 589.00	\$ 3,277.00	\$ 1,131.00	\$ 1,953.00	\$ 925.00	\$ 7,553	\$ (10)	\$ 6,347.59	\$ 690.00	\$ 529.00	\$ 801.00	\$ 3,894.00	\$ 9,551	\$ 8,557	\$ 6,192		(\$ 2,365)
Total Revenue	\$ 53,252	\$ 44,476	\$ 29,102	\$ 25,229	\$ 31,546	\$ 49,891	\$ 19,445	\$ 21,067	\$ 39,782	\$ 46,070	\$ 23,757	\$ 82,118	\$ 55,038	\$ 49,576	\$ 34,944		(\$ 14,632)
\$ per Start																	
Green Fees \$ per Start	\$ 18.87	\$ 15.26	\$ 14.58	\$ 16.77	\$ 13.57	\$ 14.59	\$ 12.10	\$ 14.18	\$ 29.12	\$ 23.77	\$ 20.41	\$ 25.49	\$ 14.49	\$ 13.60	\$ 16.29		2.69
Driving Range \$ per Start	\$ 1.65	\$ 1.64	\$ 1.78	\$ 1.51	\$ 1.42	\$ 1.49	\$ 1.78	\$ 2.95	\$ 1.98	\$ 1.98	\$ 1.64	\$ 2.31	\$ 3.00	\$ 2.87	\$ 3.28		0.41
Rentals \$ per Start	\$ 4.13	\$ 2.05	\$ 3.79	\$ 2.84	\$ 3.02	\$ 3.12	\$ 2.73	\$ 4.00	\$ 3.92	\$ 3.07	\$ 2.61	\$ 3.60	\$ 4.30	\$ 4.56	\$ 6.45		1.89
Golf Revenue \$ per Start	\$ 24.65	\$ 18.95	\$ 20.15	\$ 21.11	\$ 18.01	\$ 19.20	\$ 16.61	\$ 21.12	\$ 35.02	\$ 28.82	\$ 24.66	\$ 31.40	\$ 21.79	\$ 21.03	\$ 26.02		4.99
Golf Shop \$ per Start	\$ 3.21	\$ 1.73	\$ 2.05	\$ 1.37	\$ 1.50	\$ 1.66	\$ 1.72	\$ 1.48	\$ 1.95	\$ 1.47	\$ 1.63	\$ 1.37	\$ 2.48	\$ 5.05	\$ 1.74		(3.31)
Snack Bar \$ per Start	\$ 3.97	\$ 3.54	\$ 3.52	\$ 2.55	\$ 2.49	\$ 3.66	\$ 2.44	\$ 3.31	\$ 3.12	\$ 2.81	\$ 2.55	\$ 1.65	\$ 2.34	\$ 2.72	\$ 3.73		1.01
Concession Revenue	\$ 7.18	\$ 5.26	\$ 5.57	\$ 3.92	\$ 3.99	\$ 5.32	\$ 4.17	\$ 4.79	\$ 5.07	\$ 4.28	\$ 4.18	\$ 3.02	\$ 4.81	\$ 7.77	\$ 5.47		(2.30)
Total Revenue \$ per Start	\$ 32.49	\$ 26.13	\$ 27.02	\$ 27.13	\$ 22.76	\$ 29.02	\$ 20.93	\$ 37.09	\$ 40.80	\$ 33.51	\$ 29.85	\$ 36.13	\$ 32.28	\$ 34.81	\$ 42.41		7.59
GolfNow Barter Rounds																	

There were only 7 dry days in January. Two of those days were when the golf course was closed due to ice. The course was closed for 9 days total due to the storm, accounting for a 30% decrease in revenue from January. Looking back at the past 5 years, revenues has varied greatly due to weather conditions.

**Subject:** Petition to CPRD to start construction of new clubhouse

**Date:** Monday, February 5, 2024 at 6:37:07 PM Pacific Standard Time

**From:** Robert Travers

**To:** Don Clements

**CC:** Casey Creighton, Kat Ricker, Kellan Sasken, Julie Petersen, Kellan Sasken, Jason Fields, Scott Robinson, Msmith@cprdnewberg.org, Gbizeau@cprdnewberg.org, Lroggers@cprdnewberg.org, Jmcmaster@cprdnewberg.org

You asked for it! Change your direction now. Or, wait until the whole community gets involved! You laughed in our face. Now prepare for the reaction you started.

## Why this petition matters



Started by [Robert Travers](#)

I am a 75-year-old resident of Newberg, OR, and for over a decade, I have been waiting for the construction of the promised clubhouse by Chehalem Park Recreation District. This clubhouse was not just a promise to me but also to our entire community. It was meant to serve as a hub for social activities and events like weddings, fine restaurant, Pro Shop, enhancing our quality of life in Newberg.

Unfortunately, ten years have passed and there is still no sign of any progress in its construction. The delay has not only broken trust within our community but also deprived us of an essential facility that could have fostered stronger bonds amongst residents. Chehalem Park Recreation District staff and Board of Directors continues to ignore what the citizens were promised. That is why we started the petition to wake up CPRD board and begin the process of making the clubhouse a reality.

According to data from the U.S Census Bureau (2019), Newberg is home to nearly 23,000 people with about 16% aged 65 or older. This significant portion of our population could greatly benefit from such communal spaces where they can engage in recreational activities and socialize with their peers.

We understand that constructing such facilities requires time and resources. However, it's been over ten years since this promise was made. We believe it's high time that Chehalem Park Recreation District takes concrete steps towards fulfilling its commitment.

Therefore, we urge you - officials at Chehalem Park Recreation District - to prioritize the

construction of this long-awaited clubhouse without further delay. Let's work together in making Newberg an even better place for all residents irrespective of their age or background.

Please sign this petition if you support our cause!

Bob Travers

**TropiCare of Oregon**

PO Box 307

St. Paul, OR 97137

503.633.4733

***bob@mossbarn.com***


**www.mossbarn.com**

Chetahern Aquatic and Fitness Center,

Thank you for always being so  
welcoming, kind and accommodating  
to our crew.

It means the world to us and we are  
appreciative of it.

BZ Admin Team





**Subject:** Bribing lonely seniors  
**Date:** Thursday, February 1, 2024 at 8:22:32 AM Pacific Standard Time  
**From:** Rebecca Wallis  
**Attachments:** image\_123650291.JPG

Good morning,

I've written to you before about this and was ignored.

I would like to know who is in charge of this programming at CPRD? This is unethical! You are promising time and treats to seniors if they choose a vaccine from the list? They have doctor's and medicare. When did CPRD get into the business of healthcare? I am certainly not ok with my taxdollars for a park and rec district spending time and money and or effort on bribing seniors to come to a vaccine workshop.

This is not about if you believe in vaccines or don't. This is about a gross misuse of authority in an area that is not even in the mission of CPRD.

I expect a reply from someone telling me the justification of this program and whose idea this was. I'll be coming to the next public meeting to make a comment.

Also, who makes creepy graphics that look like you're trying to murder a cherub with needles? The implications of this graphic are far reaching and triggering to those that have suffered abuse.

Respectfully  
Rebecca Wallis

185

**Subject:** Fwd: Bob & Crystal Rilee Park Updated Proposed Master Plan to be discussed at Jan. 25 Board Mtg.  
**Date:** Friday, January 19, 2024 at 12:29:36 PM Pacific Standard Time  
**From:** Lige Dickson  
**To:** Kat Ricker

Kat,

Earlier this week CPRD sent a notification announcing the date that the Bob and Crystal Rilee Park master plan will be presented to the board for review/discussion. I shared this announcement with a friend of mine that lives near the park. She responded with a very nice tribute to the CPRD board acknowledging the work they have done to mitigate traffic issues in the area. Please share this with them if you see fit.

Best Regards,

Elijah Dickson

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

**From:** Wendy Sanderson <[wendysandersonctr@gmail.com](mailto:wendysandersonctr@gmail.com)>  
**Date:** Fri, Jan 19, 2024 at 12:55 AM  
**Subject:** Re: Bob & Crystal Rilee Park Updated Proposed Master Plan to be discussed at Jan. 25 Board Mtg.  
**To:** Lige Dickson <[lige.dickson@gmail.com](mailto:lige.dickson@gmail.com)>

Thanks! This was thoughtful of you. I'm aware if it. The new board had been amazing at addressing the dangers that have plagued Bob's Corner and the trails. :) Soon after they took over, they put up the gates I had requested and even offered to buy for years. I've seen zero accidents related to kids drinking at Bob's Corner since then. They listened to the problem that CPRD had inadvertently created and took steps to correct it. The reduction in kids racing by drunk is even more significant than I thought it would be. I have no doubt that some teenager(s) lives will be saved by the new board's closing the parking areas at night.

Wendy

On Thu, Jan 18, 2024, 5:07 PM Lige Dickson <[lige.dickson@gmail.com](mailto:lige.dickson@gmail.com)> wrote:

Wendy,

Given you live nearby the Bob & Crystal Rilee Park I thought you might be interested in the email below.

Best Regards,

lige

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

**From:** CPRD News Letters <[newsletter@cprdnewberg.org](mailto:newsletter@cprdnewberg.org)>  
**Date:** Thu, Jan 18, 2024, 12:26 PM  
**Subject:** Bob & Crystal Rilee Park Updated Proposed Master Plan to be discussed at Jan. 25 Board Mtg.  
**To:** Elijah Dickson <[lige.dickson@gmail.com](mailto:lige.dickson@gmail.com)>

**Subject:** Fwd: Pool Maintenance

**Date:** Monday, January 22, 2024 at 2:17:51 PM Pacific Standard Time

**From:** Matthew Smith

**To:** Kat Ricker, Don Clements

See the complaint below. I'm not sure if staffing issues over the holidays potentially contributed. If you have input or a response that would be appreciated.

Thanks.

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---

**From:** Matthew Smith <msmith@board.cprdnewberg.org>

**Sent:** Monday, January 22, 2024 2:16:53 PM

**To:** Theresa Stevenson <benzstev@icloud.com>

**Subject:** Re: Pool Maintenance

Thank you- I will route this to staff and have it addressed.

Yours,

Matt Smith

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---

**From:** Theresa Stevenson <benzstev@icloud.com>

**Sent:** Monday, January 22, 2024 1:47:01 PM

**To:** Matthew Smith <msmith@board.cprdnewberg.org>

**Subject:** Pool Maintenance

Dear CPRD Board Members,

I have been a member of the Aquatic Center and a morning lap swimmer for over 20 years. I have supported the pool, swim team, waterpolo team and love lap swimming in the competition pool daily. The facility however has never looked as bad as it does today. No one is cleaning anything and especially the locker rooms. The floors are filthy, the soap dispensers are either gone or empty, the toilets are dirty and the pool deck floor looks like it has not been hosed off in quite sometime. The staff at the pool do not clean apparently anymore, something about being between cleaning services.

I would like to suggest that if the facility staff cannot do cleaning, that the Board Members do the cleaning. It is not a healthy situation and if the Health Department visits the facility you might have a big issue.

As a taxpayer, I don't see my tax dollars going to maintenance. Please clean the facility.

Thank you,

Theresa Stevenson

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**Subject:** Fwd: Range Ball issue

**Date:** Tuesday, January 30, 2024 at 10:48:47 AM Pacific Standard Time

**From:** Kellan Sasken

**To:** Kat Ricker

See below.

Sent from my iPhone

Begin forwarded message:

**From:** Kellan Sasken <ksasken@cprdnewberg.org>

**Date:** January 29, 2024 at 8:59:27 PM PST

**To:** angie.mueller26@gmail.com

**Subject:** Range Ball issue

Angie,

Thank you for the email to Don, who forwarded to me.

My apologies to those who you know who were turned away recently when trying to get range balls.

We are working on solving the problem of not enough range balls to collect (we're putting a team together to collect them from the woods) and a driving range that has been so wet it's hard to pick them up with our machine without damage to the turf.

We have new range balls on order that should be here by early next week as well.

Thank you for your input and we're working to be better moving forward.

Thanks,

Kellan Sasken

Head Golf Professional

Chehalem Glenn Golf Course

Begin forwarded message:

**From:** Angie Mueller <angie.mueller26@gmail.com>

**Date:** January 29, 2024 at 5:19:22 PM PST

**To:** Don Clements <dclements@cprdnewberg.org>

**Subject:** Chehalem Glenn Range Balls

Dear Don,

I am a Newberg resident. I heard that several people tried to get range balls at Chehalem Glenn today and were all turned away as there were no range balls available. I don't understand how you can run a public golf course and turn people away because someone hasn't picked up the range balls. This course could be run so much more efficiently. It's very disappointing and I'm guessing costing a lot of lost revenue that

would be so easy to make. I'm hoping you can address with the crew there. Given we all pay taxes to fund the course, I'm hoping it matters to you. It matters to me. And given it's January, I can't imagine they are all that busy.  
Thank you!

Sent from my iPhone



# PUBLIC RECORDS REQUEST FORM

This form is used to process Public Record Requests in accordance with Chapter ORS 192. Please provide as much information in the description to assist Chehalem Park and Recreation District in locating the documents that you are requesting.

**fred robinson**

**02/01/2024**

Name of Requesting Party

Date of Request

Affiliation (if applicable)

**p0 box 445**

Mailing Address

**newberg**

Oregon

**97132**

City

State

Zip Code

**503.320.3203**

Telephone

Fax

Email Address

**fred Robinson**

Signature of Individual Requesting Records

**Description of Public Records:** *Please describe the material that you are requesting. Include as much detail as possible: type of document, publication or release dates, authors, titles, etc. (Use additional sheets if necessary.)*

requesting har copy of the audit report that was presented via video at last thursday janury 25, 2024 CPRD board meeting.

**Documents may not be provided if they are exempt under Oregon or Federal law, or if CPRD does not possess them.**

**Fees:** If research and processing time potentially requires 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. Payment must be made in advance for the fulfillment of the request to proceed. An additional cost for printed paper copies will be charged at 25 cents per single-sided page. If the actual total time exceeds the estimate, then a second invoice will be issued for the remainder.

**Preferred method of obtaining public records. Please indicate:**

- I wish to scheduled a time to review the documents at the CPRD administrative offices.
- I wish to have copies reproduced and mailed to me or will schedule a time to pick them up.
- I wish to obtain electronic files only.

Submit completed form to CPRD Administration Building, ATTN: Public Information Office, 125 S. Elliott Rd., Newberg, OR 97132 or email form to recordsrequest@cprdnewberg.org.

OFFICE USE ONLY

Delivered/Viewed: KAT RICKER 2/2/24 By: KR Cost: N/A  
190



# CHEHALEM PARK AND RECREATION DISTRICT

FINANCIAL AUDIT FOR THE FISCAL YEAR ENDED JUNE 30, 2022

# AUDIT PURPOSE

- Auditor Responsibility
  - Express an opinion about whether basic financial statements prepared by management with Board oversight are fairly presented.
  - Audit services do not relieve the Board or management from their responsibilities.
- Audit Planning
  - In planning the audit we consider internal control over financial reporting to determine our audit procedures but we do not provide assurance on their effectiveness.
- Audit Procedures
  - We conducted sampling, inquiries, and analytical work to opine on the fair presentation of the basic financial statements and compliance with
    - Generally Accepted Accounting Principles (GAAP)
    - Generally Accepted Auditing Standards (GAAS)
  - The Oregon Municipal Law and related administrative rules
    - Deposits of public funds (ORS Chapter 295) and investments of surplus funds (ORS Chapter 294)
    - Indebtedness limitations, restrictions, and repayment
    - Insurance and fidelity bonds
    - Public contracts and purchasing (ORS Chapters 279A, 279B, 279C)



## AUDIT RESULTS

- 1) Audit Opinion Letter – Unmodified
- 2) State Minimum Standards – We found no exceptions or issues requiring comment, except as noted on page 10 of the financial report in which we indicated System Development Fund Debt Service which was overexpended by \$941,523
- 3) Management Letter – No separate management letter was issued.



## FUTURE ACCOUNTING AND AUDITING ISSUES

- 1) GASB 91 – Conduit Debt Obligations
  - Effective in fiscal years beginning after December 15, 2021
- 2) GASB 96 – Subscription-Based Information Technology Arrangements
  - Effective in fiscal years beginning after June 15, 2022
- 3) GASB 97 – Certain Component Unit Criteria and Accounting and Financial Reporting for Internal Revenue Code Section 457 Deferred Compensation Plans – An Amendment of GASB 14 & 84 and Suppression of GASB 32.
  - Effective in fiscal years beginning after June 15, 2021
- 4) GASB 99 – Omnibus 2022
  - LIBOR, SNAP, Pledges (Effective upon issuance)
  - Leases, PPPs, SBITAs (Effective for fiscal years beginning after 6/15/22)
  - Financial Guarantees, Derivatives (Effective for fiscal years beginning after 6/15/23)

## BEST PRACTICES

- 1) Governing Body Monitoring
- An integral part of internal controls is the monitoring of financial activities by those charged with the governance (the Board). This can be accomplished by asking specifically designed questions to senior staff, by reviewing basic financial statements and projections and by comparing financial results to pre-established benchmarks. While the Board participates in the budget adoption process and receives staff prepared basic financial statements, these only partially fulfill the monitoring function.
- We recommend that the Board articulate their monitoring practices and record in the minutes when those activities occur.

## BEST PRACTICES

- 2) Fidelity Insurance Coverage
- In reviewing fidelity (employee honesty) insurance coverage we noticed that the District often carries cash and investment balances in excess of the insurance coverage amount. We recommend that the Board examine this exposure risk and make a determination as to the amount of insurance coverage they feel is prudent in regard to their oversight.

## BEST PRACTICES

- 3) Accounts Payable
- 
- During out testing of unrecorded liabilities, we noted June liabilities were accrued but not recorded properly. The accrued liabilities were marked as paid even though they were paid in the subsequent months. We recommend all accruals to be posted according to the month they are accrued.



## BEST PRACTICES

- 4. Segregation of Duties
- 
- Because of a limited number of available personnel, it is not always possible to adequately segregate certain incompatible duties so that no one employee has access to both physical assets and the related accounting records or to all phases of a transaction. Consequently, the possibility exists that unintentional or intentional errors or irregularities could exist and not be promptly detected. Specifically, the Admin Coordinator has full access to the Accounts Payable and Payroll Systems. We recommend that the Board continually monitor the financial activities to mitigate this risk and consider obtaining additional fidelity insurance coverage to compensate for this risk.

**CHEHALEM PARK AND RECREATION DISTRICT  
YAMHILL COUNTY, OREGON**

**FINANCIAL REPORT**

**FOR THE YEAR ENDED JUNE 30, 2022**

*Copy of Audit  
given to  
Fred Robinson*



**12700 SW 72<sup>nd</sup> Ave.  
Tigard, OR 97223**

**Subject:** Re: Seniors vaccination clinic - opinion?  
**Date:** Monday, February 5, 2024 at 4:58:23 PM Pacific Standard Time  
**From:** Matthew Smith  
**To:** Jim McMaster, Jason Fields, Gayle Bizeau, Kat Ricker, Lisa Rogers  
**CC:** Don Clements, Steve Elzinga

All-

We cannot deliberate or direct staff as a group via email. Staff should proceed as they normally would on this matter.

Our attorney will follow up with best practice guidance on how to have these discussions going forward.

Thank you.

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**From:** Matthew Smith <msmith@board.cprdnewberg.org>  
**Sent:** Thursday, February 1, 2024 9:48:20 PM  
**To:** Jim McMaster <jmcmaster@board.cprdnewberg.org>; Jason Fields <jfields@board.cprdnewberg.org>; Gayle Bizeau <gbizeau@board.cprdnewberg.org>; Kat Ricker <kricker@cprdnewberg.org>; Lisa Rogers <lrogers@board.cprdnewberg.org>  
**Cc:** Don Clements <dclements@cprdnewberg.org>  
**Subject:** Re: Seniors vaccination clinic - opinion?

Don please forward to Steve to confirm how this should be handled with respect to getting opinions from board members

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**From:** Jim McMaster <jmcmaster@board.cprdnewberg.org>  
**Sent:** Thursday, February 1, 2024 6:41:19 PM  
**To:** Jason Fields <jfields@board.cprdnewberg.org>; Gayle Bizeau <gbizeau@board.cprdnewberg.org>; Matthew Smith <msmith@board.cprdnewberg.org>; Kat Ricker <kricker@cprdnewberg.org>; Lisa Rogers <lrogers@board.cprdnewberg.org>  
**Cc:** Don Clements <dclements@cprdnewberg.org>  
**Subject:** Re: Seniors vaccination clinic - opinion?

Don ,

I am responding with the following information. In the board meeting training that I attended this last year, public meeting law was covered. And I quote, "a meeting is a convening of a quorum of the governing body of a public body for the purposes of deciding or deliberating upon a public issue." I believe you are asking us to discuss a "public issue". I would refer this to legal for an opinion. I could be wrong.

Jim

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**From:** Jason Fields <jfields@board.cprdnewberg.org>  
**Sent:** Thursday, February 1, 2024 3:52:29 PM  
**To:** Gayle Bizeau <gbizeau@board.cprdnewberg.org>; Matthew Smith <msmith@board.cprdnewberg.org>; Kat Ricker <kricker@cprdnewberg.org>; Jim McMaster <jmcmaster@board.cprdnewberg.org>; Lisa Rogers <lrogers@board.cprdnewberg.org>



**Cc:** Don Clements <dclements@cprdnewberg.org>

**Subject:** Re: Seniors vaccination clinic - opinion?

We provide recreation, parks, and day care. I don't believe that we should be involved in healthcare.  
Jason

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---

**From:** Gayle Bizeau <gbizeau@board.cprdnewberg.org>

**Sent:** Thursday, February 1, 2024 3:39:52 PM

**To:** Matthew Smith <msmith@board.cprdnewberg.org>; Kat Ricker <kricker@cprdnewberg.org>; Jason Fields <jfields@board.cprdnewberg.org>; Jim McMaster <jmcmaster@board.cprdnewberg.org>; Lisa Rogers <lrogers@board.cprdnewberg.org>

**Cc:** Don Clements <dclements@cprdnewberg.org>

**Subject:** Re: Seniors vaccination clinic - opinion?

I agree with Matt that it's outside our scope.

---

**From:** Matthew Smith <msmith@board.cprdnewberg.org>

**Sent:** Thursday, February 1, 2024 11:55 AM

**To:** Kat Ricker <kricker@cprdnewberg.org>; Jason Fields <jfields@board.cprdnewberg.org>; Gayle Bizeau <gbizeau@board.cprdnewberg.org>; Jim McMaster <jmcmaster@board.cprdnewberg.org>; Lisa Rogers <lrogers@board.cprdnewberg.org>

**Cc:** Don Clements <dclements@cprdnewberg.org>

**Subject:** Re: Seniors vaccination clinic - opinion?

I do not think a vaccine clinic is within our "mission" or scope as a park district. I think there are other entities in our area that would be better at providing such a service.

Thank you.

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**From:** Kat Ricker <kricker@cprdnewberg.org>

**Sent:** Thursday, February 1, 2024 11:24:44 AM

**To:** Matthew Smith <msmith@board.cprdnewberg.org>; Jason Fields <jfields@board.cprdnewberg.org>; Gayle Bizeau <gbizeau@board.cprdnewberg.org>; Jim McMaster <jmcmaster@board.cprdnewberg.org>; Lisa Rogers <lrogers@board.cprdnewberg.org>

**Cc:** Don Clements <dclements@cprdnewberg.org>

**Subject:** Seniors vaccination clinic - opinion?

Hello All,

Don has instructed me to ask you for your opinions on the vaccination clinic which we are offering at the senior center this month, now in its third year. I have attached the ad which is posted on our Facebook page for your reference.

Thank you.

--

**Kat Ricker**  
Public Information Director

*Chehalem Park & Recreation District  
125 S. Elliott Road  
Newberg, OR 97132  
971.832.4222 [cprdnewberg](#) | [Instagram](#) | [Facebook](#)*

**Subject:** Re: Please read and comment: Renne Field proposed agreement  
**Date:** Tuesday, January 30, 2024 at 1:19:25 PM Pacific Standard Time  
**From:** Matthew Smith  
**To:** Kat Ricker, CPRD Board, Jason Fields, Gayle Bizeau, Lisa Rogers, Jim McMaster  
**CC:** Don Clements, Casey Creighton

While I am not in favor of the 20 year term, I believe the district and the community need this park, especially given its current condition. I believe we should move forward.

Thank you.

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---

**From:** Kat Ricker <kricke@cprdnewberg.org>  
**Sent:** Tuesday, January 30, 2024 10:36:31 AM  
**To:** CPRD Board <board@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>  
**Cc:** Don Clements <dclements@cprdnewberg.org>; Casey Creighton <ccreighton@cprdnewberg.org>  
**Subject:** Please read and comment: Renne Field proposed agreement

Hello Directors,

Please review attached (final) proposed agreement with NSD pertaining to Renne Field, and respond with your comments.

Thanks.

--

**Kat Ricker**  
*Public Information Director*  
*Chehalem Park & Recreation District*  
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*Newberg, OR 97132*  
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**Subject:** Re: Please read and comment: Renne Field proposed agreement  
**Date:** Tuesday, January 30, 2024 at 1:27:53 PM Pacific Standard Time  
**From:** Jason Fields  
**To:** Matthew Smith, Kat Ricker, CPRD Board, Gayle Bizeau, Lisa Rogers, Jim McMaster  
**CC:** Don Clements, Casey Creighton

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Jason

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---

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**Sent:** Tuesday, January 30, 2024 1:19:23 PM  
**To:** Kat Ricker <kicker@cprdnewberg.org>; CPRD Board <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>  
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**Subject:** Re: Please read and comment: Renne Field proposed agreement  
**Date:** Tuesday, January 30, 2024 at 2:01:41 PM Pacific Standard Time  
**From:** Lisa Rogers  
**To:** Jason Fields, Matthew Smith, Kat Ricker, CPRD Board, Gayle Bizeau, Jim McMaster  
**CC:** Don Clements, Casey Creighton

I agree with Jason, the original term was 50 years. In reading this agreement, CPRD is taking on all the responsibility (paying for any cost overruns of the project, maintenance and repair, ongoing water and sewer costs) of the project, must leave it in the same condition at the expiration of this contract as it is upon construction completion, can only use the facility three days a week and is subject to the District (school) determinations. If we are going to sign on for all these responsibilities, we need at least a 50-year lease. 20 years is not worth it, given the costs and CPRD added responsibilities. The School District is demanding a lot.

By comparison, I believe the Dundee park we developed and maintain had a 50or 100 year lease.

---

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**Sent:** Tuesday, January 30, 2024 1:27 PM  
**To:** Matthew Smith <msmith@board.cprdnewberg.org>; Kat Ricker <kicker@cprdnewberg.org>; CPRD Board <board@cprdnewberg.org>; Gayle Bizeau <gbizeau@board.cprdnewberg.org>; Lisa Rogers <lrogers@board.cprdnewberg.org>; Jim McMaster <jmcmaster@board.cprdnewberg.org>  
**Cc:** Don Clements <dclements@cprdnewberg.org>; Casey Creighton <cCreighton@cprdnewberg.org>  
**Subject:** Re: Please read and comment: Renne Field proposed agreement

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---

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---

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**Cc:** Don Clements <dclements@cprdnewberg.org>; Casey Creighton <cCreighton@cprdnewberg.org>

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**Subject:** Re: Please read and comment: Renne Field proposed agreement

**Date:** Tuesday, January 30, 2024 at 8:08:43 PM Pacific Standard Time

**From:** Jim McMaster

**To:** Lisa Rogers, Jason Fields, Matthew Smith, Kat Ricker, CPRD Board, Gayle Bizeau

**CC:** Don Clements, Casey Creighton

Board and staff, it is apparent that the "south" side of Newberg needs a quality outdoor athletic facility to provide recreational opportunities for citizens. It is difficult to fathom at this point how much the CPRD will need to contribute not knowing what the different amenities will cost not to mention what requirements the city will demand once we go to plan review. Also, in reading the district contract I must agree with Lisa it seems one sided with CPRD carrying ap

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**From:** Lisa Rogers <lrogers@board.cprdnewberg.org>

**Sent:** Tuesday, January 30, 2024 2:01:38 PM

**To:** Jason Fields <jfields@board.cprdnewberg.org>; Matthew Smith <msmith@board.cprdnewberg.org>; Kat Ricker <kricke@cprdnewberg.org>; CPRD Board <board@cprdnewberg.org>; Gayle Bizeau <gbizeau@board.cprdnewberg.org>; Jim McMaster <jmcmaster@board.cprdnewberg.org>

**Cc:** Don Clements <dclements@cprdnewberg.org>; Casey Creighton <ccreighton@cprdnewberg.org>

**Subject:** Re: Please read and comment: Renne Field proposed agreement

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**Cc:** Don Clements <dclements@cprdnewberg.org>; Casey Creighton <ccreighton@cprdnewberg.org>

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**Subject:** Re: Please read and comment: Renne Field proposed agreement  
**Date:** Tuesday, January 30, 2024 at 8:12:33 PM Pacific Standard Time  
**From:** Jim McMaster  
**To:** Lisa Rogers, Jason Fields, Matthew Smith, Kat Ricker, CPRD Board, Gayle Bizeau  
**CC:** Don Clements, Casey Creighton

Sorry, here is the rest of my email. CPRD will carry most of the load, so we need a longer duration to this contract at a minimum.

Jim

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**From:** Jim McMaster <jmcmaster@board.cprdnewberg.org>  
**Sent:** Tuesday, January 30, 2024 8:08:38 PM  
**To:** Lisa Rogers <lrogers@board.cprdnewberg.org>; Jason Fields <jfields@board.cprdnewberg.org>; Matthew Smith <msmith@board.cprdnewberg.org>; Kat Ricker <kricke@cprdnewberg.org>; CPRD Board <board@cprdnewberg.org>; Gayle Bizeau <gbizeau@board.cprdnewberg.org>  
**Cc:** Don Clements <dclements@cprdnewberg.org>; Casey Creighton <cCreighton@cprdnewberg.org>  
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**To:** Jason Fields <jfields@board.cprdnewberg.org>; Matthew Smith <msmith@board.cprdnewberg.org>; Kat Ricker <kricke@cprdnewberg.org>; CPRD Board <board@cprdnewberg.org>; Gayle Bizeau <gbizeau@board.cprdnewberg.org>; Jim McMaster <jmcmaster@board.cprdnewberg.org>  
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**Sent:** Tuesday, January 30, 2024 1:27 PM  
**To:** Matthew Smith <msmith@board.cprdnewberg.org>; Kat Ricker <kricke@cprdnewberg.org>; CPRD Board <board@cprdnewberg.org>; Gayle Bizeau <gbizeau@board.cprdnewberg.org>; Lisa Rogers

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## Don Clements

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**From:** Matthew Smith  
**Sent:** Wednesday, February 14, 2024 8:51 PM  
**To:** Kat Ricker; Don Clements  
**Subject:** Fwd: Request to be on agenda  
**Attachments:** public\_comments\_form\_bod\_2023 completed.pdf; CPRD FEB 2024 PRESENTATION FINAL.pptx

Can you please put this public testimony on the agenda.

Thank you.

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**From:** Ryann Reinhofer <ryann@tbregroup.com>  
**Sent:** Wednesday, February 14, 2024 8:44:18 PM  
**To:** Matthew Smith <msmith@board.cprdnewberg.org>  
**Subject:** FW: Request to be on agenda

Hello Matt,

Didn't know but thought I ought to send over my request to be on the agenda to you as the board president.

Thank you,  
Ryann

**From:** Ryann Reinhofer <ryann@tbregroup.com>  
**Sent:** Wednesday, February 14, 2024 5:50 PM  
**To:** Kat Ricker <kricker@cprdnewberg.org>  
**Subject:** RE: Request to be on agenda

Hello Kat,

Please see attached your agenda form completed and my digital presentation, 1 week prior to meeting date.

Let me know if you need anything else?

Ryann

**From:** Kat Ricker <kricker@cprdnewberg.org>  
**Sent:** Monday, February 12, 2024 8:41 AM  
**To:** Ryann Reinhofer <ryann@tbregroup.com>  
**Subject:** Re: Request to be on agenda

Hello Ryann,

Comments from the public are welcome; please visit our webpage for current information and the required form. Here is the link: <https://www.cprdnewberg.org/general/page/board-directors>

Let me know if you have any questions.



--

**Kat Ricker**

*Public Information Director*

*Chehalem Park & Recreation District*

*125 S. Elliott Road*

*Newberg, OR 97132*

*971.832.4222 [cprdnewberg](#) / [Instagram](#) / [Facebook](#)*

---

**From:** Ryann Reinhofer <[ryann@tbregroup.com](mailto:ryann@tbregroup.com)>

**Date:** Sunday, February 11, 2024 at 1:36 PM

**To:** Kat Ricker <[kricker@cprdnewberg.org](mailto:kricker@cprdnewberg.org)>

**Subject:** Request to be on agenda

Hello Kat,

Could I be added to the agenda to speak at the next CPRD meeting on 2/22/24 please.

Thank you,  
Ryann

## Don Clements

---

**From:** Kellan Sasken  
**Sent:** Monday, January 29, 2024 8:47 PM  
**To:** Don Clements  
**Subject:** Re: Chehalem Glenn Range Balls

Don,

Thank you for forwarding this email.

My staff did not stay up on having range balls available last week when I was gone at a conference it seems. That is on me. I will address the problem.

We do have a shipment of new balls coming by the end of this week as well.

Thanks,

Kellan

Sent from my iPhone

On Jan 29, 2024, at 8:11 PM, Don Clements <dcllements@cprdnewberg.org> wrote:

Please respond

Sent from my iPhone

Begin forwarded message:

**From:** Angie Mueller <angie.mueller26@gmail.com>  
**Date:** January 29, 2024 at 5:19:22 PM PST  
**To:** Don Clements <dcllements@cprdnewberg.org>  
**Subject:** Chehalem Glenn Range Balls

Dear Don,

I am a Newberg resident. I heard that several people tried to get range balls at Chehalem Glenn today and were all turned away as there were no range balls available. I don't understand how you can run a public golf course and turn people away because someone hasn't picked up the range balls. This course could be run so much more efficiently. It's very disappointing and I'm guessing costing a lot of lost revenue that would be so easy to make. I'm hoping you can address with the crew there. Given we all pay taxes to fund the course, I'm hoping it matters to you. It matters to me. And given it's January, I can't imagine they are all that busy.

Thank you!