

**AGENDA**  
**CHEHALEM PARK AND RECREATION DISTRICT | BOARD OF DIRECTORS**  
CPRD ADMINISTRATION OFFICE|125 S. ELLIOTT ROAD, NEWBERG, OR 97132  
6 PM SEPTEMBER 25, 2025

Online: <https://us02web.zoom.us/j/82271600692> Zoom Webinar ID 822 7160 0692  
*In the event of a technical issue, this URL may be activated: <https://cprd.us/bodzoom>*  
Public Comment Sign Up: <https://cprd.us/bodspeak>

- I. Call to Order
- II. Pledge of Allegiance
- III. Roll Call
- IV. Approval of Agenda
- V. Public Participation and Potential Board Action - None scheduled
- VI. Approval of Consent Agenda
  - A. Approval of August 28, 2025 meeting minutes
  - B. Approval of August financials
- VII. Action Items and Board Comments
  - A. Informational Presentation for the Riverfront Reimagined Project; Authorization to Enter a Memorandum of Understanding with Taste Newberg; and Authorization to Receive a Grant Award of \$44,000 and Expend up to \$36,000 for Professional Services Associated with Phase II of the Recreation Ready Program
  - B. Approve a Contract for Consultant Services with YA Group-Ankrom Moisan for Golf Course Clubhouse Feasibility Study in an Amount Not to Exceed \$160,000
  - C. Board Comments
- VIII. Old Business
  - A. Citizen Advisory Committees updates
    - 1. Chehalem Heritage Trails
    - 2. Golf Clubhouse Development
    - 3. Pickleball
- IX. Superintendent's Report and Project Updates
- X. Staff Reports
- XI. Correspondence
  - A. Citizens' Comments
  - B. Miscellaneous
- XII. Adjournment

Next meeting: 6 p.m. on Thursday, Oct. 23, 2025.

**ADA STATEMENT**

Contact the Public Information Office for physical or language accommodations at least two (2) business days before the meeting. Call (971) 832-4222 or email [kricker@cprdnewberg.org](mailto:kricker@cprdnewberg.org).



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# BACKGROUND INFORMATION MEMORANDUM

To: Board of Directors  
From: Kat Ricker, Public Information Director  
Date: Sept. 18, 2025  
Re: Background information for Board of Directors meeting on Sept. 25, 2025

- I. **Call to Order** by President Jim McMaster
- II. **Pledge of Allegiance** - Please stand.
- III. **Roll Call** - Three members constitute a quorum. Please notify staff if you are unable to attend or if you wish to participate remotely; in which case, a panelist meeting link/invitation will be issued to you. (Note: Panelist URL differs from the public URL.) Please allow 24-hour notice when possible.
- IV. **Approval of or additions to agenda** - No additions at this time
- V. **Public Participation** - None scheduled at this time
- VI. **Approval of Consent Agenda**
  - A. **Request to approve** Board Meeting Minutes: Aug. 28, 2025
  - B. **Request to approve** Financial Reports from August
- VII. **Action Items and Board Comments**
  - A. Informational Presentation for the Riverfront Reimagined Project; Authorization to Enter a Memorandum of Understanding with Taste Newberg; and Authorization to Receive a Grant Award of \$44,000 and Expend up to \$36,000 for Professional Services Associated with Phase II of the Recreation Ready Program
  - B. Approve a Contract for Consultant Services with YA Group-Ankrom Moisan for Golf Course Clubhouse Feasibility Study in an Amount Not to Exceed \$160,000
  - C. Board Comments
- VIII. **Old Business**
  - A. Citizen Advisory Committees (CAC) updates - Chehalem Heritage Trails; Golf Clubhouse Development; Pickleball
- IX. **Superintendent's Report and Project Updates** - See packet materials.
- X. **Staff reports** - See reports in packet.
- XI. **Correspondence** - None
- XII. **Motion to Adjourn**

**MINUTES**  
**CHEHALEM PARK AND RECREATION DISTRICT | BOARD OF DIRECTORS**  
CPRD ADMINISTRATION OFFICE | 125 S. ELLIOTT ROAD, NEWBERG, OR 97132  
6 PM AUGUST 28, 2025

- I. President Jim McMaster called the meeting to order 6:00 p.m.
- II. Pledge of Allegiance
- III. Roll Call

**Board members present:**

Jason Fields, Nick Konen, Jim McMaster, Brandon Slyter, Matt Smith

**CPRD Staff:**

Richard Cornwell, IT Specialist (meeting operator)

Casey Creighton, Assistant Superintendent

Clay Downing, Superintendent

Julie Petersen, Special Services Supervisor/Recreation Supervisor

Kat Ricker, Public Information Director

Maxwell Siderius, Golf Course Superintendent

Bryan Stewart, Basic Services Supervisor/Park and Facilities Supervisor

**Public:**

Ed Fredenburg	Danna Kemp
Barb Fredenburg	Mike Caruso
Brian Bowman	Roger Kuhlman
Jazmyn Logan	Mary Starrett, Yamhill County

- IV. Changes to agenda – Downing explained the addendum, Item V.J.
- V. Approval of consent agenda
  - a. Approval of minutes of Board meetings: June 26, July 17
  - b. Approval of June and July financials
  - c. Approve an Intergovernmental Governmental Agreement between CPRD and Mid-Willamette Valley Council of Governments for Membership Services
  - d. Approve Appraisal Services in an Amount Not to Exceed \$14,000 with Real Estate Services Group, Inc.
  - e. Approve contracting of Morcom Paving to improve pathways at Crater and Billick Parks for total cost of \$40,367.00.
  - f. Approve the purchase of a Toro Reelmaster Fairway Mower for Golf course for \$92,776.74.
  - g. Approve contract with City Wide Facility Solutions to provide janitorial services
  - h. Approve purchase of Core Sweeper for \$44,750.
  - i. Approve purchase of parks dump truck for \$81,011.57 and facilities liftgate truck for \$44,275.46.

**Konen moved, Smith seconded: TO APPROVE THE CONSENT AGENDA.**

**VOTES: Fields-yes; Konen-yes; McMaster-yes; Slyter-yes; Smith-yes. Motion carried 5-0.**



- VI.** Public participation and Potential Board Action
- a. Presentation by Ed Fredenburg for CPRD's proposed Ewing Young Park Bridge Project and Comparable Projects in Yamhill County Parks; he sought an update on result of negotiations with County planning dept. after County denied CPRD's permit application to build a footbridge and develop 11 acres across Chehalem Creek within Ewing Young Park; presented LUBA rules, exceptions, and precedents in bridge projects in the county. McMaster said Superintendent has been working on this, CPRD still wants to move ahead, and he recommended the Fredenburg reach out to Downing.
- b. Mike Russo presented Newberg Noon Rotary Club Request for Peace Pole Placement at Chehalem Cultural Center (CPRD property), described history and placement of poles - up to 80 poles now, goal of 100 by end of 2026 and may ask permission for ten more parks. Presentation slated to observe Day of Peace in Sept. 21, 2026; wish to dedicate pole outside of CCC during that event. Fields asked questions on costs and purpose; Rotary covers costs of pole; CPRD covered cost of cement in past; purpose is to start conversations about peace.

**Brandon Slyter moved, Nick Konen seconded: TO APPROVE PLACEMENT OF PEACE POLE AT ENTRANCE OF ROTARY CENTENNIAL PARK AT CHEHALEM CULTURAL CENTER. Votes: *Fields-yes; Konen-yes; McMaster-yes; Slyter-yes; Smith-yes. Motion carried 5-0.***

c. Brian Bowman said that since bikes had been prohibited at Bob and Crystal Rilee Park, he is becoming concerned that the former bike trails of the park were in danger of falling into disuse, that Fields's word had been imperative to find a new location for bikes, and he would like to see a motion and a new location for bikes in the District, as bike community still wants a replacement location.

- VII.** Action items/committee reports/Board comments
- a. Continued discussion from July 17th meeting on appointment of Board liaisons to other municipal entities and agencies. McMaster said that he still wanted to see Slyter in this role. Fields said typically when we name liaisons, Board members speak up and say what they would like to do, and in this case, Slyter had not, but Smith had, and that's the way he would like to go. Slyter said he had voiced interest in this liaison position and is still interested. Downing said that in the past, appointments had been by the president, but he had not seen that documented in policy documents, precedent vs. what is written down. Smith said he thinks it is up to the Board if they want to vote or continue discussion.

**Jim McMaster moved, Nick Konen seconded: TO APPROVE SLYTER TO SERVE ON Chehalem Cultural Center Board of Directors. Votes: *Fields-yes; Konen-yes; McMaster-yes; Slyter-yes; Smith-no. Motion carried 4-1.***

b. Discussion: Review of Updated Strategic Planning Priorities. Downing reviewed the priorities from his documentation that he had prepared after the Special Meeting in July with the intention to make available to Board, staff, and public, to keep Board accountable for what they decide to do.

McMaster said that he had submitted additional comments to the Superintendent, and Smith said he would therefore like to have some additional time to review the draft. **ACTION TABLED.**

Fields asked Downing for a table showing costs; Downing agreed to provide that in October.

a. Discussion: update to the District's System Development Charge (SDC) Methodology

McMaster suggested a work session on the topic so that everyone understands SDCs, what they are and why we use them. Slyter said a methodology report is a "no brainer." Smith said this discussion is long overdue and we owe it to taxpayers to have an up-to-date document to show where the money is going, accurately. Konen said he agreed. Fields requested to know what the percentage of the SDCs would be for the different projects; Downing said he would be reluctant to add items that are not already included because it would be speculative; Fields said he wanted to get to the \$79 million estimate for trails - discussion on how trail projects have been and are typically funded at CPRD. Fields wants to start with where does trail start and end; what do we get for \$79 million. Downing agreed to prepare data for further discussion. Downing said that as the Board requests, he will bring back an informational item for a study session at a future regular Board meeting.

b. Reports and comments from Board members

Jim McMaster - Sander Estate ribbon-cutting on Aug. 13th was great. He just returned from SDAO training and it was great. He apologized for not cooking at staff BBQ but it was great that we did that. Downing credited Fun Committee who volunteered to do staff and volunteer recognition, which he thought would be good for CPRD.

Brandon Slyter - Sander Estate and CPRD staff appreciation BBQ were great. He asked for overview of signage plan for Rilee Park and how it was organized; Stewart said it was coming from staff, based on masterplan, with help from trails committee.

Danna Kemp spoke, saying a previous Board had approved the signage package.

Matt Smith - asked staff for update on Jaquith Park pickleball court construction and tennis court resurfacing construction schedule. This was tabled for project updates later in meeting. He said that our relationship is changing with Crabtree Park, that it is entering back into portfolio of parks with Yamhill County, and he wanted to see a public announcement, assuring public that the park is not closing. Downing said there had been discussions regarding real estate transactions, and Board directed talks had resulted in CPRD planning to exit short-term lease on Dec. 31, 2025, and plan is to have a joint news release issued jointly, at a slow time of year, and that was the date that the County had selected; he said this is included in the Superintendent's Report, and he thinks it is the right decision.

Jason Fields - said he would still like to work with the County as much as we can. Downing said he agrees, and we have been speaking with staff and commissioners, and thanked Commissioner Mary Starrett (present in the

room). He asked about Ewing Young; Downing said no dates have been set yet for outreach, but we are still in process and are waiting for a few more pieces to drop; this is also in his report for later in the meeting. He said we are bringing on part-time help from Council of Governments, which will help us get these kinds of things done.

Nick Konen - excited to see news release about Jaquith Park courts construction about to start, and enjoyed Sander Estate ribbon-cutting event.

**VIII. Old business/committee updates/project updates**

**a. Citizen Advisory Committees updates**

Golf Clubhouse Development - Roger Kulman thanked staff for getting RFP out for golf course clubhouse design, committee is looking forward to the progress.

**IX. Superintendent Report and Capital Project Updates; see packet for detailed reports - includes increasing visibility of the nonprofit parks foundation; evaluating insurance options; exiting Crabtree Park and continuing to be a partner to the County; Ewing Young Park bridge; clubhouse RFP; Riverfront Reimagined to enhance access to river for nonmotorized recreation and \$44,000 in potential funding for a technical study - funds are to be administered by Taste Newberg, and Downing is asking that group to present to the Board (Petersen is on Taste Newberg Board; Stewart is on Recreation Ready committee.); Meals on Wheels update; gave update on various federal-representative visits in July.**

7:33 p.m. Pause as meeting "recording has stopped" message appeared on screen; Meeting Operator confirmed that recording was still ongoing; meeting resumed 7:35. McMaster asked for clarification on public meeting requirements; Ricker responded. Meeting continued with Assistant Superintendent Casey Creighton reporting updates on Jaquith Park sports courts construction project delayed, company had requested extension to May - now to begin Sept. 2nd. Smith asked questions about schedule and said this would probably be a full year delay; Creighton said it is dependent on weather; Smith asked if we could enforce the terms of the contract - to complete by Dec. 31, 2025; Creighton said he was not sure; Downing said we are not pleased about this, but it appears that they can do this job, but the next bid was much more expensive and this was the lowest bidder, and right now, it appears that fiscal responsibility is more important, but Smith said granting an extension to May will mean next August, which will mean high school tennis season would be interrupted, and he urged that we push them. Konen said this is weather-dependent, so could we have some sort of erosion plan; Creighton said it was part of the plan. McMaster said he did not want to rush this but could rebid, but he did not want to do that, either. Creighton said "we're between a rock and a hard place" being late in season. McMaster said it was concerning. Creighton said Saunders has been moving earth at Sander Estate, still no permits yet. Topsoil has been stripped. Plan is to get all grading done so they don't have to worry about erosion in the winter. Cast iron waterline had been scuffed but was intact. Proposed bypass trail - still awaiting permits from Army Corps of Engineers and DSL, and City of Newberg; after six months, will need to reapply.

Renne Field update from Downing: he still needs to convert agreement from lease to MOU and submit to Land Use something this winter.

- X. A. Staff reports presented by Petersen, Stewart, and Siderius; see packet for detailed reports. Petersen highlighted volunteer Brian Smith who restored the former kayak storage trailer; he also built storage sheds for football equipment.

XI. Correspondence - No

XII. Adjourned 7:56 p.m.

Next meeting: 6 p.m. on Thursday, Sept. 25, 2025.

MINUTES APPROVED ON \_\_\_\_\_, 2025

\_\_\_\_\_  
Board President

ATTEST

\_\_\_\_\_  
Kat Ricker, Public Information Director  
(Recorder of Minutes)

Monthly Financial Reports  
FY25-26, Period 2 - DRAFT ONLY

1. General Ledger, Expense vs Budget
2. General Ledger, Revenue Analysis
3. Sub-Task by Project (Period 2)
4. Sub-Task by Project (YTD)

NOTE: The End-of-Month (EOM) reports for August 2025 are to be considered "DRAFT ONLY" at this time.

These reports reflect all financial activity with the exception of daily financials (cash receipts) for 08/05/2025 - 08/31/2025. Discrepancies were identified between credit card amounts reported and actual amounts deposited into the District's bank account through GolfNow software. Draft reports are provided at this time for review, and new reports will be provided once reconciliation is completed.

Areas impacted include:

- Administrative Revenue
- Aquatic Revenue and Expenditures (fees)
- Youth Sports Revenue
- Recreation Revenue
- Childcare Revenue
- Senior Center/Facilities Revenue
- Community School Revenue
- Golf Course Clubhouse Revenue and Expenditures (fees)
- Preschool Revenue

# General Ledger Expense vs Budget



User: ahill@cpdnewberg.org  
Printed: 9/19/2025 9:26:59 AM  
Period 02 - 02  
Fiscal Year 2026

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	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000		0.00	0.00	0.00	0.00	0.00	0.00	0.00
∞ 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	145,001.00	12,083.34	24,166.68	120,834.32	0.00	120,834.32	83.33
001-413-110002	VACANT POSITION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-413-110003	ASSISTANT SUPERINTENDENT	127,578.00	10,125.26	20,250.52	107,327.48	0.00	107,327.48	84.13
001-413-110027	IT SPECIALIST	50,487.00	4,418.42	6,627.63	43,859.37	0.00	43,859.37	86.87
001-413-110032	FINANCE SPECIALIST	53,012.00	4,418.44	6,627.66	46,384.34	0.00	46,384.34	87.50
001-413-110034	ADMINISTRATIVE SPECIALIST	50,487.00	4,206.96	6,310.44	44,176.56	0.00	44,176.56	87.50
001-413-110035	PUBLIC INFORMATION	82,238.00	6,690.06	13,216.32	69,021.68	0.00	69,021.68	83.93
	DIRECTOR							
001-413-110036	EVENTMARKETING SPECIALIST	53,012.00	4,418.44	8,731.36	44,280.64	0.00	44,280.64	83.53
001-413-110037	LEAD RECEPTIONIST	41,536.00	3,448.52	10,594.86	30,941.14	0.00	30,941.14	74.49
001-413-120000	Part-Time Salaries	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-413-120001	REGISTRATION CLERKS	134,550.00	0.00	0.00	134,550.00	0.00	134,550.00	100.00
001-413-120002	REGISTRATION CLERKS	0.00	10,155.07	18,509.36	-18,509.36	0.00	-18,509.36	0.00
001-413-140000	Payroll Taxes & Fringes	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-413-140001	FICA	56,450.00	4,578.41	8,782.41	47,667.59	0.00	47,667.59	84.44
001-413-140002	UNEMPLOYMENT & STATE	29,516.00	346.60	679.59	28,836.41	0.00	28,836.41	97.70
001-413-140003	RETIREMENT	48,870.00	2,970.08	5,656.83	43,213.17	0.00	43,213.17	88.42
001-413-140004	HEALTH INSURANCE	144,038.00	10,996.68	21,532.64	122,505.36	0.00	122,505.36	85.05
001-413-140005	WORKERS COMP	2,479.00	279.82	451.08	2,027.92	0.00	2,027.92	81.80
	PERSONNEL EXPENSE	1,019,254.00	79,136.10	152,137.38	867,116.62	0.00	867,116.62	85.07
001-413-210000	Materials & Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-413-210001	OFFICE SUPPLIES	12,000.00	292.92	857.65	11,142.35	0.00	11,142.35	92.85
001-413-210002	POSTAGE	1,200.00	278.29	203.03	996.97	0.00	996.97	83.08

Account Number	Description	Budget	Period Amount	YTD Amount	YTD Variance	Encumbered	Available	% Available
001-413-210003	PROGRAM SUPPLIES	7,500.00	185.27	852.01	6,647.99	0.00	6,647.99	88.64
001-413-210020	PROMOTIONAL SUPPLIES	750.00	0.00	0.00	750.00	0.00	750.00	100.00
001-413-310000	Advertising & Publicity	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-413-310001	CLASSIFIED ADS	500.00	0.00	0.00	500.00	0.00	500.00	100.00
001-413-310002	BROCHURE	3,600.00	0.00	0.00	3,600.00	0.00	3,600.00	100.00
001-413-310003	FLYERSADVERTISING	50,000.00	50.00	50.00	49,950.00	0.00	49,950.00	99.90
001-413-310010	PUBLICITY	500.00	0.00	0.00	500.00	0.00	500.00	100.00
001-413-320000	Prof. & Staff Expenses	0.00	125.00	125.00	-125.00	0.00	-125.00	0.00
001-413-320001	DIRECTORS FEES	360.00	419.98	569.98	-209.98	0.00	-209.98	-58.33
001-413-320002	PROF DUESFEESMAGSBOOKS	10,500.00	105.00	931.00	9,569.00	0.00	9,569.00	91.13
001-413-320003	CONFERENCES & WORKSHOPS	10,500.00	1,319.36	2,214.36	8,285.64	0.00	8,285.64	78.91
001-413-320004	STAFF MILEAGE	2,000.00	55.72	55.72	1,944.28	0.00	1,944.28	97.21
001-413-320005	STAFF EXPENSES	8,000.00	317.00	1,627.20	6,372.80	0.00	6,372.80	79.66
001-413-331000	Utilities & Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-413-331004	TELEPHONE	4,000.00	537.66	537.66	3,462.34	0.00	3,462.34	86.56
001-413-331005	MISCELLANEOUS	0.00	434.00	434.00	-434.00	0.00	-434.00	0.00
001-413-331007	FEES (ACTCBBANK)	7,000.00	501.53	1,100.53	5,899.47	0.00	5,899.47	84.28
001-413-340000	Network & Communication	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-413-340001	INTERNET AND COMMUNICATION	2,667.00	173.55	2,195.29	471.71	0.00	471.71	17.69
001-413-340002	DATA STORAGE & BACKUP	1,333.00	86.79	3,736.65	-2,403.65	0.00	-2,403.65	-180.32
001-413-340003	VIDEO & PHOTOGRAPHY	2,667.00	0.00	0.00	2,667.00	0.00	2,667.00	100.00
001-413-340004	ONLINE ADVERTISING	1,333.00	0.00	0.00	1,333.00	0.00	1,333.00	100.00
001-413-355000	Maintenance & Repair	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-413-355001	BUILDINGS	500.00	0.00	0.00	500.00	0.00	500.00	100.00
001-413-355002	STRUCTURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-413-355003	EQUIPMENT	500.00	1,583.84	1,583.84	-1,083.84	0.00	-1,083.84	-216.77
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	46,000.00	0.00	0.00	46,000.00	0.00	46,000.00	100.00
001-413-380002	AUDIT SERVICES	64,000.00	0.00	0.00	64,000.00	0.00	64,000.00	100.00
001-413-380003	PROGRAM CONTRACTS	15,000.00	645.70	4,056.50	10,943.50	0.00	10,943.50	72.96
001-413-380004	INSURANCE	19,075.00	0.00	0.00	19,075.00	0.00	19,075.00	100.00
001-413-380005	INTEREST	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
001-413-380006	EQUIP. MAINT. CONTRACTS	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
001-413-380007	CONSULTANT SERVICES	26,000.00	0.00	0.00	26,000.00	0.00	26,000.00	100.00
001-413-380008	PROPERTY TAXES	20,800.00	0.00	0.00	20,800.00	0.00	20,800.00	100.00
001-413-391000	ELECTIONS	28,000.00	0.00	15,494.50	12,505.50	0.00	12,505.50	44.66
001-413-456000	Rentals & Leases	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-413-456002	EQUIPMENT RENTAL	750.00	0.00	0.00	750.00	0.00	750.00	100.00
001-413-456003	BUILDINGS & STRUCTURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	MATL, SERV., SUPPLIES	349,035.00	7,111.61	36,624.92	312,410.08	0.00	312,410.08	89.51
413	ADMINISTRATION DEPARTMENT	1,368,289.00	86,247.71	188,762.30	1,179,526.70	0.00	1,179,526.70	86.20
450	EXPENDITURES							
001-450-110000	Regular Salaries	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
001-450-110021	BASIC SERVICES SUPERVISOR	94,463.00	7,872.06	15,556.92	78,906.08	0.00	78,906.08	83.53
001-450-110022	PARKS COORDINATOR	71,040.00	5,919.56	11,698.71	59,341.29	0.00	59,341.29	83.53
001-450-110023	BUILDINGS COORDINATOR	71,040.00	5,707.71	8,667.49	62,372.51	0.00	62,372.51	87.80
001-450-110024	PARKSTRAILS SPECIALIST	67,658.00	6,593.75	12,247.13	55,410.87	0.00	55,410.87	81.90
001-450-110025	PARKSPRAYGROUND SPECIALIST	48,083.00	3,800.46	7,972.45	40,110.55	0.00	40,110.55	83.42
001-450-110026	PARKSGOLFGROUNDS SPECIALIST	38,466.00	3,652.69	7,312.36	31,153.64	0.00	31,153.64	80.99
001-450-110027	PARKSGOLFTRAILS TECH	36,634.00	3,344.17	7,384.49	29,249.51	0.00	29,249.51	79.84
001-450-110028	PARKSBUILDINGS TECH	48,083.00	4,552.21	8,764.63	39,318.37	0.00	39,318.37	81.77
001-450-110029	PARKSGROUNDS TECH	45,793.00	3,849.75	8,547.07	37,245.93	0.00	37,245.93	81.34
001-450-110030	PARKSAQUATIC TECH	43,275.00	5,545.33	9,505.24	33,769.76	0.00	33,769.76	78.04
001-450-110031	MECHANIC	14,918.00	0.00	1,842.63	13,075.37	0.00	13,075.37	87.65
001-450-110032	VACANT POSITION (BUDGETED)	43,612.00	0.00	0.00	43,612.00	0.00	43,612.00	100.00
001-450-110033	VACANT POSITION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-450-110034	VACANT POSITION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-450-110035	VACANT POSITION	0.00	0.00	1,042.32	-1,042.32	0.00	-1,042.32	0.00
001-450-110036	VACANT POSITION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-450-120000	Part-Time Salaries	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-450-120001	PARK LABORERS 1	118,980.00	17,238.92	35,029.94	83,950.06	0.00	83,950.06	70.56
001-450-120002	PARK LABORERS 2	0.00	4,377.37	6,995.41	-6,995.41	0.00	-6,995.41	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	FICA	72,315.00	5,568.78	10,942.76	61,372.24	0.00	61,372.24	84.87
001-450-140002	UNEMPLOYMENT & STATE	37,812.00	453.33	875.88	36,936.12	0.00	36,936.12	97.68
001-450-140003	RETIREMENT	50,470.00	2,090.20	4,321.70	46,148.30	0.00	46,148.30	91.44
001-450-140004	HEALTH INSURANCE	203,671.00	13,670.27	28,065.87	175,605.13	0.00	175,605.13	86.22
001-450-140005	WORKERS COMP	25,902.00	1,699.59	3,361.16	22,540.84	0.00	22,540.84	87.02
	PERSONNEL EXPENSE	1,132,215.00	95,936.15	190,134.16	942,080.84	0.00	942,080.84	83.21
001-450-210000	Materials & Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-450-210001	OFFICE SUPPLIES	1,200.00	92.16	1,058.04	141.96	0.00	141.96	11.83
001-450-210002	POSTAGE	500.00	52.26	79.72	420.28	0.00	420.28	84.06
001-450-210003	PROGRAM SUPPLIES	22,000.00	449.76	1,193.49	20,806.51	0.00	20,806.51	94.58
001-450-210004	SMALL TOOLS	16,000.00	1,211.74	1,223.42	14,776.58	0.00	14,776.58	92.35
001-450-210005	JANITORIAL SUPPLIES	28,000.00	1,623.65	2,559.43	25,440.57	0.00	25,440.57	90.86
001-450-210006	CHEMICAL & AGRI. SUPPLIES	30,000.00	211.46	3,674.46	26,325.54	0.00	26,325.54	87.75
001-450-210008	GAS & OIL	22,000.00	2,790.81	4,345.58	17,654.42	0.00	17,654.42	80.25
001-450-310000	Advertising & Publicity	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-450-310001	CLASSIFIED ADS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-450-310002	BROCHURE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-450-310003	FLYERSADVERTISING	28,600.00	0.00	0.00	28,600.00	0.00	28,600.00	100.00
001-450-320000	Prof. & Staff Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-450-320002	PROF. DUESFEEMAGS.BKS	6,730.00	0.00	0.00	6,730.00	0.00	6,730.00	100.00
001-450-320003	CONFERENCES & WORKSHOPS	15,420.00	495.00	3,349.96	12,070.04	0.00	12,070.04	78.28
001-450-320004	STAFF MILEAGE	335.00	0.00	0.00	335.00	0.00	335.00	100.00
001-450-320005	STAFF EXPENSE	800.00	43.28	76.38	723.62	0.00	723.62	90.45
001-450-331000	Utilities & Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-450-331001	ELECTRICITY	128,300.00	11,356.49	20,902.49	107,397.51	0.00	107,397.51	83.71



Account Number	Description	Budget	Period Amount	YTD Amount	YTD Variance	Encumbered	Available	% Available
001-450-331002	NATURAL GAS	40,732.00	367.59	367.59	40,364.41	0.00	40,364.41	99.10
001-450-331003	WATER & SEWER	248,103.00	56,258.56	56,258.56	191,844.44	0.00	191,844.44	77.32
001-450-331004	TELEPHONE	5,760.00	688.37	775.76	4,984.24	0.00	4,984.24	86.53
001-450-331005	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-450-331006	GARBAGE EXPENSE	25,000.00	1,908.91	3,486.57	21,513.43	0.00	21,513.43	86.05
001-450-331007	FEES (ACTCCBANK)	659.00	208.47	312.78	346.22	0.00	346.22	52.54
001-450-340000	Network & Communication	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-450-340001	INTERNET AND COMMUNICATION	9,667.00	607.94	1,123.61	8,543.39	0.00	8,543.39	88.38
001-450-340002	DATA STORAGE & BACK UP	4,734.00	7.62	1,273.65	3,460.35	0.00	3,460.35	73.10
001-450-340003	VIDEO & PHOTOGRAPHY	199.00	0.00	0.00	199.00	0.00	199.00	100.00
001-450-340004	ONLINE ADVERTISING	61.00	0.00	0.00	61.00	0.00	61.00	100.00
001-450-355000	Maintenance & Repair	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-450-355001	BUILDINGS	136,000.00	38,631.83	41,458.30	94,541.70	0.00	94,541.70	69.52
001-450-355002	STRUCTURES	12,000.00	1,028.24	1,084.59	10,915.41	0.00	10,915.41	90.96
001-450-355003	EQUIPMENT	50,000.00	2,108.69	2,647.52	47,352.48	0.00	47,352.48	94.70
001-450-355004	GROUPS	58,000.00	10,564.06	22,990.03	35,009.97	0.00	35,009.97	60.36
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	277,467.00	32,708.67	46,362.10	231,104.90	0.00	231,104.90	83.29
001-450-380004	INSURANCE	59,600.00	0.00	0.00	59,600.00	0.00	59,600.00	100.00
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
001-450-456000	Rentals & Leases	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	5,500.00	1,236.65	1,236.65	4,263.35	0.00	4,263.35	77.52
001-450-456003	BUILDINGS & STRUCTURES	6,200.00	0.00	0.00	6,200.00	0.00	6,200.00	100.00
	MATL, SERV., SUPPLIES	1,239,567.00	164,652.21	217,840.68	1,021,726.32	0.00	1,021,726.32	82.43
450	EXPENDITURES	2,371,782.00	260,588.36	407,974.84	1,963,807.16	0.00	1,963,807.16	82.80
451	AQUATICS							
001-451-110000	Regular Salaries	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-451-110001	SPECIAL SERVICES SUPERVISOR	26,240.00	2,186.68	3,280.03	22,959.97	0.00	22,959.97	87.50
001-451-110031	AQUATIC COORDINATOR	64,436.00	5,370.08	9,096.47	55,339.53	0.00	55,339.53	85.88
001-451-110032	AQUATIC SPECIALIST	53,012.00	4,418.44	6,627.66	46,384.34	0.00	46,384.34	87.50
001-451-110033	AQUATIC SPECIALIST	52,021.00	2,103.48	2,103.48	49,917.52	0.00	49,917.52	95.96
001-451-110034	VACANT POSITION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-451-110035	VACANT POSITION	0.00	0.00	2,557.79	-2,557.79	0.00	-2,557.79	0.00
001-451-110036	VACANT POSITION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-451-110037	VACANT POSITION	0.00	0.00	2,103.62	-2,103.62	0.00	-2,103.62	0.00
001-451-120000	Part-Time Salaries	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-451-120001	GUARDS	282,455.00	31,316.23	58,738.62	223,716.38	0.00	223,716.38	79.20
001-451-120002	CASHIERS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-451-120003	INSTRUCTORS	103,753.00	13,948.54	31,695.69	72,057.31	0.00	72,057.31	69.45
001-451-120004	COACHES	7,618.00	0.00	0.00	7,618.00	0.00	7,618.00	100.00
001-451-120005	FITNESS INSTRUCTOR	37,016.00	2,466.28	5,110.93	31,905.07	0.00	31,905.07	86.19

Account Number	Description	Budget	Period Amount	YTD Amount	YTD Variance	Encumbered	Available	% Available
001-451-120006	PERSONAL TRAINER	7,695.00	360.73	669.19	7,025.81	0.00	7,025.81	91.30
001-451-120007	FC MONITOR	35,056.00	3,157.49	5,419.66	29,636.34	0.00	29,636.34	84.54
001-451-120008	LEAD GUARD	32,009.00	4,476.06	9,039.57	22,969.43	0.00	22,969.43	71.76
001-451-120009	CHILD WATCH	45,069.00	3,163.74	6,100.68	38,968.32	0.00	38,968.32	86.46
001-451-140000	Payroll Taxes & Fringes	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-451-140001	FICA	57,099.00	5,580.81	10,936.83	46,162.17	0.00	46,162.17	80.85
001-451-140002	UNEMPLOYMENT & STATE	29,856.00	375.09	735.88	29,120.12	0.00	29,120.12	97.54
001-451-140003	RETIREMENT	11,639.00	953.01	2,120.80	9,518.20	0.00	9,518.20	81.78
001-451-140004	HEALTH INSURANCE	61,818.00	5,587.99	10,336.47	51,481.53	0.00	51,481.53	83.28
001-451-140005	WORKERS COMP	20,452.00	1,834.65	3,583.19	16,868.81	0.00	16,868.81	82.48
	PERSONNEL EXPENSE	927,244.00	87,299.30	170,256.56	756,987.44	0.00	756,987.44	81.64
001-451-210000	Materials & Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-451-210001	OFFICE SUPPLIES	4,590.00	297.29	1,456.67	3,133.33	0.00	3,133.33	68.26
001-451-210002	POSTAGE	250.00	10.14	15.30	234.70	0.00	234.70	93.88
001-451-210003	PROGRAM SUPPLIES	26,295.00	2,413.26	3,342.84	22,952.16	0.00	22,952.16	87.29
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 & AGRI. SUPPLIES	60,000.00	3,968.61	7,444.99	52,555.01	0.00	52,555.01	87.59
001-451-210007	STORE SUPPLIES	5,500.00	0.00	0.00	5,500.00	0.00	5,500.00	100.00
001-451-210008	GAS & OIL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-451-310000	Advertising & Publicity	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-451-310001	CLASSIFIED ADS	500.00	0.00	0.00	500.00	0.00	500.00	100.00
001-451-310002	BROCHURE	750.00	0.00	0.00	750.00	0.00	750.00	100.00
001-451-310003	FLYERSADVERTISING	1,500.00	42.38	84.76	1,415.24	0.00	1,415.24	94.35
001-451-320000	Prof. & Staff Expenses	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	8,427.00	452.78	1,310.62	7,116.38	0.00	7,116.38	84.45
001-451-320003	CONFERENCE & WORKSHOPS	2,200.00	0.00	0.00	2,200.00	0.00	2,200.00	100.00
001-451-320004	STAFF MILEAGE	150.00	0.00	0.00	150.00	0.00	150.00	100.00
001-451-320005	STAFF EXPENSE	500.00	57.18	66.63	433.37	0.00	433.37	86.67
001-451-320006	WATER POLO EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-451-331000	Utilities & Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-451-331001	ELECTRICITY	262,309.00	23,851.60	45,221.87	217,087.13	0.00	217,087.13	82.76
001-451-331002	NATURAL GAS	120,398.00	6,344.69	6,344.69	114,053.31	0.00	114,053.31	94.73
001-451-331003	WATER & SEWER	78,950.00	8,342.91	8,342.91	70,607.09	0.00	70,607.09	89.43
001-451-331004	TELEPHONE	5,600.00	350.36	612.53	4,987.47	0.00	4,987.47	89.06
001-451-331005	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-451-331007	FEES (ACTCCBANK)	113,000.00	7,356.04	18,102.40	94,897.60	0.00	94,897.60	83.98
001-451-340000	Network & Communication	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-451-340001	INTERNET AND	1,352.00	103.61	103.61	1,248.39	0.00	1,248.39	92.34
001-451-340002	COMMUNICATION							
001-451-340003	DATA STORAGE & BACKUP	48.00	0.00	0.00	48.00	0.00	48.00	100.00
001-451-340004	VIDEO & PHOTOGRAPHY	234.00	0.00	0.00	234.00	0.00	234.00	100.00
001-451-350000	ONLINE ADVERTISING	273.00	0.00	0.00	273.00	0.00	273.00	100.00
001-451-355000	Maintenance & Repair	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-451-355001	BUILDINGS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-451-355002	STRUCTURES	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
001-451-355003	EQUIPMENT	7,871.00	0.00	0.00	7,871.00	0.00	7,871.00	100.00
001-451-355004	GROUPS	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	22,000.00	2,979.22	5,173.76	16,826.24	0.00	16,826.24	76.48
001-451-380004	INSURANCE	55,125.00	0.00	0.00	55,125.00	0.00	55,125.00	100.00
001-451-380005	INTEREST	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-451-380006	EQUIP. MAINT. CONTRACTS	15,000.00	540.00	540.00	14,460.00	0.00	14,460.00	96.40
001-451-380007	FITNESS CONTRACTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-451-380009	REFUNDS	750.00	351.00	351.00	399.00	0.00	399.00	53.20
001-451-456000	Rentals & Leases	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-451-456001	PARKS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-451-456002	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-451-456003	BUILDINGS & STRUCTURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	MATL, SERV., SUPPLIES	793,572.00	57,461.07	98,514.58	695,057.42	0.00	695,057.42	87.59
451	AQUATICS	1,720,816.00	144,760.37	268,771.14	1,452,044.86	0.00	1,452,044.86	84.38
452	ADULT SPORTS DEPARTMENT							
001-452-110000	Regular Salaries	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-452-110001	SPECIAL SERVICES SUPERVISOR	5,248.00	437.34	656.01	4,591.99	0.00	4,591.99	87.50
001-452-110032	SPORTS COORDINATOR	8,767.00	730.62	1,095.94	7,671.06	0.00	7,671.06	87.50
001-452-110033	VACANT POSITION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-452-110034	VACANT POSITION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-452-110043	VACANT POSITION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-452-110044	VACANT POSITION	0.00	0.00	208.27	-208.27	0.00	-208.27	0.00
001-452-120000	Part-Time Salaries	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-452-120001	SPORTS ASSISTANT	1,725.00	181.13	582.20	1,142.80	0.00	1,142.80	66.25
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	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	1,205.00	103.22	194.51	1,010.49	0.00	1,010.49	83.86
001-452-140002	UNEMPLOYMENT & STATE	630.00	1.44	2.89	627.11	0.00	627.11	99.54
001-452-140003	RETIREMENT	1,136.00	93.42	156.79	979.21	0.00	979.21	86.20
001-452-140004	HEALTH INSURANCE	5,876.00	481.56	764.58	5,111.42	0.00	5,111.42	86.99
001-452-140005	WORKERS COMP	433.00	31.58	58.09	374.91	0.00	374.91	86.58
	PERSONNEL EXPENSE	25,020.00	2,060.31	3,719.28	21,300.72	0.00	21,300.72	85.13
001-452-210000	Materials & Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-452-210001	OFFICE SUPPLIES	1,600.00	25.08	980.89	619.11	0.00	619.11	38.69
001-452-210002	POSTAGE	200.00	0.00	0.73	199.27	0.00	199.27	99.64
001-452-210003	PROGRAM SUPPLIES	14,175.00	0.00	0.00	14,175.00	0.00	14,175.00	100.00
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

Account Number	Description	Budget	Period Amount	YTD Amount	YTD Variance	Encumbered	Available	% Available
001-452-210006	CHEMICAL & AGRI. SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-452-210007	STORE SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-452-210008	GAS & OIL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-452-310000	Advertising & Publicity	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	FLYERSADVERTISING	300.00	0.00	0.00	300.00	0.00	300.00	100.00
001-452-320000	Prof. & Staff Expenses	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	600.00	0.00	0.00	600.00	0.00	600.00	100.00
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	0.00	250.00	0.00	250.00	100.00
001-452-331000	Utilities & Fees	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	44.16	44.16	1,255.84	0.00	1,255.84	96.60
001-452-331005	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-452-331007	FEES (ACTCCBANK)	750.00	495.84	495.84	254.16	0.00	254.16	33.89
001-452-340000	Network & Communication	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-452-340001	INTERNET AND COMMUNICATION	487.50	103.61	103.61	383.89	0.00	383.89	78.75
14001-452-340002	DATA STORAGE & BACKUP	87.50	0.00	0.00	87.50	0.00	87.50	100.00
001-452-340003	VIDEO & PHOTOGRAPHY	87.50	0.00	0.00	87.50	0.00	87.50	100.00
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	BUILDINGS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-452-355002	STRUCTURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-452-355003	EQUIPMENT	200.00	0.00	0.00	200.00	0.00	200.00	100.00
001-452-355004	GROUNDNS	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	19,250.00	400.91	400.91	18,849.09	0.00	18,849.09	97.92
001-452-380004	INSURANCE	6,000.00	0.00	0.00	6,000.00	0.00	6,000.00	100.00
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	REFUNDS	500.00	0.00	0.00	500.00	0.00	500.00	100.00
001-452-456000	Rentals & Leases	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	50,675.00	1,069.60	2,026.14	48,648.86	0.00	48,648.86	96.00
452	ADULT SPORTS DEPARTMENT	75,695.00	3,129.91	5,745.42	69,949.58	0.00	69,949.58	92.41
453	YOUTH SPORTS DEPARTMENT							
001-453-110000	Regular Salaries	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
001-453-110001	SPECIAL SERVICES SUPERVISOR	20,992.00	1,749.34	2,624.02	18,367.98	0.00	18,367.98	87.50
001-453-110032	SPORTS COORDINATOR	49,679.00	4,140.24	6,210.35	43,468.65	0.00	43,468.65	87.50
001-453-110033	SPORTS TECH	43,613.00	3,634.94	5,452.41	38,160.59	0.00	38,160.59	87.50
001-453-110034	VACANT POSITION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-453-110042	VACANT POSITION	0.00	0.00	833.07	-833.07	0.00	-833.07	0.00
001-453-110043	VACANT POSITION	0.00	0.00	2,158.75	-2,158.75	0.00	-2,158.75	0.00
001-453-110045	VACANT POSITION	0.00	0.00	2,319.24	-2,319.24	0.00	-2,319.24	0.00
001-453-120000	Part-Time Salaries	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-453-120001	SPORTS LEADERS	60,375.00	0.00	330.68	60,044.32	0.00	60,044.32	99.45
001-453-135000	Overtime	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-453-135002	PARTTIME	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	13,362.00	728.60	1,524.49	11,837.51	0.00	11,837.51	88.59
001-453-140002	UNEMPLOYMENT & STATE	6,987.00	61.98	125.01	6,861.99	0.00	6,861.99	98.21
001-453-140003	RETIREMENT	9,257.00	471.16	958.93	8,298.07	0.00	8,298.07	89.64
001-453-140004	HEALTH INSURANCE	43,631.00	3,509.40	7,217.34	36,413.66	0.00	36,413.66	83.46
001-453-140005	WORKERS COMP	4,787.00	239.29	495.93	4,291.07	0.00	4,291.07	89.64
	PERSONNEL EXPENSE	252,683.00	14,534.95	30,250.22	222,432.78	0.00	222,432.78	88.03
001-453-210000	Materials & Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-453-210001	OFFICE SUPPLIES	2,000.00	928.94	3,204.82	-1,204.82	0.00	-1,204.82	-60.24
001-453-210002	POSTAGE	250.00	10.92	22.07	227.93	0.00	227.93	91.17
001-453-210003	PROGRAM SUPPLIES	100,000.00	10,973.03	21,244.45	78,755.55	0.00	78,755.55	78.76
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 & AGRI. 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	400.00	0.00	0.00	400.00	0.00	400.00	100.00
001-453-310000	Advertising & Publicity	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	FLYERSADVERTISING	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
001-453-320000	Prof. & Staff Expenses	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	500.00	0.00	0.00	500.00	0.00	500.00	100.00
001-453-320003	CONFERENCES & WORKSHOPS	300.00	340.00	340.00	-40.00	0.00	-40.00	-13.33
001-453-320004	STAFF MILEAGE	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
001-453-320005	STAFF EXPENSE	1,300.00	115.65	119.02	1,180.98	0.00	1,180.98	90.84
001-453-331000	Utilities & Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-453-331001	ELECTRICITY	5,925.00	817.18	1,489.10	4,435.90	0.00	4,435.90	74.87
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	1,600.00	93.37	93.37	1,506.63	0.00	1,506.63	94.16
001-453-331005	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-453-331007	FEES (ACTCCBANK)	9,000.00	431.53	687.99	8,312.01	0.00	8,312.01	92.36
001-453-340000	Network & Communication	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-453-340001	INTERNET AND COMMUNICATION	1,846.00	103.61	103.61	1,742.39	0.00	1,742.39	94.39

Account Number	Description	Budget	Period Amount	YTD Amount	YTD Variance	Encumbered	Available	% Available
001-453-340002	DATA STORAGE & BACK UP	330.00	0.00	0.00	330.00	0.00	330.00	100.00
001-453-340003	VIDEO & PHOTOGRAPHY	330.00	0.00	0.00	330.00	0.00	330.00	100.00
001-453-340004	ONLINE ADVERTISING	330.00	0.00	0.00	330.00	0.00	330.00	100.00
001-453-355000	Maintenance & Repair	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-453-355001	BUILDINGS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-453-355002	STRUCTURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-453-355003	EQUIPMENT	2,000.00	327.56	327.56	1,672.44	0.00	1,672.44	83.62
001-453-355004	GROUPS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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	115,000.00	8,677.87	25,829.49	89,170.51	0.00	89,170.51	77.54
001-453-380004	INSURANCE	6,540.00	0.00	0.00	6,540.00	0.00	6,540.00	100.00
001-453-380009	REFUNDS	1,500.00	0.00	0.00	1,500.00	0.00	1,500.00	100.00
001-453-456000	Rentals & Leases	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	10,000.00	10,000.00	10,000.00	0.00	0.00	0.00	0.00
001-453-456003	BUILDINGS & STRUCTURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	MATL, SERV., SUPPLIES	262,051.00	32,819.66	63,461.48	198,589.52	0.00	198,589.52	75.78
453	YOUTH SPORTS DEPARTMENT	514,734.00	47,354.61	93,711.70	421,022.30	0.00	421,022.30	81.79
454	CLASSES/SPECIAL ACTIVITY							
001-454-110000	Regular Salaries	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-454-110001	SPECIAL SERVICES SUPERVISOR	10,496.00	874.68	1,312.01	9,183.99	0.00	9,183.99	87.50
001-454-110002	RECREATION COORDINATOR	47,361.00	3,947.14	5,920.70	41,440.30	0.00	41,440.30	87.50
001-454-110032	VACANT POSITION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-454-110033	VACANT POSITION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-454-110034	VACANT POSITION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-454-110051	VACANT POSITION	0.00	0.00	416.53	-416.53	0.00	-416.53	0.00
001-454-110053	VACANT POSITION	0.00	0.00	1,342.41	-1,342.41	0.00	-1,342.41	0.00
001-454-120000	Part-Time Salaries	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-454-120001	PART TIME REC STAFF	80,928.00	5,836.84	9,178.54	71,749.46	0.00	71,749.46	88.66
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	10,618.00	815.39	1,390.00	9,228.00	0.00	9,228.00	86.91
001-454-140002	UNEMPLOYMENT & STATE	5,553.00	59.58	108.17	5,444.83	0.00	5,444.83	98.05
001-454-140003	RETIREMENT	4,687.00	385.76	719.34	3,967.66	0.00	3,967.66	84.65
001-454-140004	HEALTH INSURANCE	18,135.00	2,021.98	3,781.23	14,353.77	0.00	14,353.77	79.15
001-454-140005	WORKERS COMP	3,804.00	261.86	439.40	3,364.60	0.00	3,364.60	88.45
	PERSONNEL EXPENSE	181,582.00	14,203.23	24,608.33	156,973.67	0.00	156,973.67	86.45
001-454-210000	Materials & Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-454-210001	OFFICE SUPPLIES	2,000.00	67.88	151.66	1,848.34	0.00	1,848.34	92.42
001-454-210002	POSTAGE	400.00	5.46	6.92	393.08	0.00	393.08	98.27

Account Number	Description	Budget	Period Amount	YTD Amount	YTD Variance	Encumbered	Available	% Available
001-454-210003	PROGRAM SUPPLIES	15,000.00	2,066.99	2,756.09	12,243.91	0.00	12,243.91	81.63
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	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	Advertising & Publicity	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-454-310001	CLASSIFIED 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	FLYERSADVERTISING	250.00	0.00	0.00	250.00	0.00	250.00	100.00
001-454-320000	Prof. & Staff Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-454-320001	DIRECTORS FEES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-454-320002	PROF. DUESFEESMAGS.BKS	950.00	0.00	40.00	910.00	0.00	910.00	95.79
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	400.00	0.00	2.70	397.30	0.00	397.30	99.33
001-454-331000	Utilities & Fees	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 (ACTCCBANK)	4,000.00	37.67	164.01	3,835.99	0.00	3,835.99	95.90
001-454-340000	Network & Communication	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-454-340001	INTERNET AND COMMUNICATION	400.00	103.61	103.61	296.39	0.00	296.39	74.10
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	0.00	350.00	0.00	350.00	100.00
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	BUILDINGS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-454-355002	STRUCTURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-454-355003	EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-454-355004	GROUND	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	31,000.00	6,111.58	9,742.45	21,257.55	0.00	21,257.55	68.57
001-454-380004	INSURANCE SERVICES	4,971.00	0.00	0.00	4,971.00	0.00	4,971.00	100.00
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	CONSULTANT SERVICES	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	TRIPS & EVENTS	1,500.00	0.00	0.00	1,500.00	0.00	1,500.00	100.00
001-454-456000	Rentals & Leases	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-454-456001	PARKS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-454-456002	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-454-456003	BUILDINGS & STRUCTURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	MATL, SERV., SUPPLIES	63,621.00	8,393.19	12,967.44	50,653.56	0.00	50,653.56	79.62

Account Number	Description	Budget	Period Amount	YTD Amount	YTD Variance	Encumbered	Available	% Available
454	CLASSES/SPECIAL ACTIVITY	245,203.00	22,596.42	37,575.77	207,627.23	0.00	207,627.23	84.68
455	PLAYGROUNDS & CENTERS							
001-455-110000	Regular Salaries	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-455-110001	SPECIAL SERVICES SUPERVISOR	10,496.00	874.68	1,312.01	9,183.99	0.00	9,183.99	87.50
001-455-110032	CHILDCARE/MARKETS	53,012.00	4,418.44	6,627.66	46,384.34	0.00	46,384.34	87.50
	COORDINATOR							
001-455-110033	CHILDCARE TECH	50,487.00	4,153.08	5,679.20	44,807.80	0.00	44,807.80	88.75
001-455-110034	VACANT POSITION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-455-110052	VACANT POSITION	0.00	0.00	416.53	-416.53	0.00	-416.53	0.00
001-455-110055	VACANT POSITION	0.00	0.00	536.96	-536.96	0.00	-536.96	0.00
001-455-110056	VACANT POSITION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-455-120000	Part-Time Salaries	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-455-120001	AFTER SCHOOL STAFF	484,812.00	49,240.57	89,722.93	395,089.07	0.00	395,089.07	81.49
001-455-120002	PLAYGROUND/EVENTS STAFF	0.00	0.00	0.00	0.00	0.00	0.00	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 STAFF	0.00	0.00	2,103.62	-2,103.62	0.00	-2,103.62	0.00
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	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	45,810.00	4,459.81	8,109.88	37,700.12	0.00	37,700.12	82.30
001-455-140002	UNEMPLOYMENT & STATE	23,953.00	266.71	495.53	23,457.47	0.00	23,457.47	97.93
001-455-140003	RETIREMENT	9,234.00	937.21	1,686.49	7,547.51	0.00	7,547.51	81.74
001-455-140004	HEALTH INSURANCE	39,612.00	2,935.61	5,635.23	33,976.77	0.00	33,976.77	85.77
001-455-140005	WORKERS COMP	5,171.00	462.07	849.34	4,321.66	0.00	4,321.66	83.57
	PERSONNEL EXPENSE	722,587.00	67,748.18	123,175.38	599,411.62	0.00	599,411.62	82.95
001-455-210000	Materials & Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-455-210001	OFFICE SUPPLIES	3,500.00	56.44	2,603.95	896.05	0.00	896.05	25.60
001-455-210002	POSTAGE	500.00	0.78	1.51	498.49	0.00	498.49	99.70
001-455-210003	PROGRAM SUPPLIES	15,000.00	10.50	10.50	14,989.50	0.00	14,989.50	99.93
001-455-210004	SMALL TOOLS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-455-210005	JANITORIAL SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-455-210006	CHEMICAL & AGRI. 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	300.00	0.00	0.00	300.00	0.00	300.00	100.00
001-455-210013	SUMMER CARE SUPPLIES	4,000.00	456.02	456.02	3,543.98	0.00	3,543.98	88.60
001-455-210014	CARE SNACKS	14,000.00	866.82	866.82	13,133.18	0.00	13,133.18	93.81
001-455-310000	Advertising & Publicity	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-455-310001	CLASSIFIED ADS	300.00	0.00	0.00	300.00	0.00	300.00	100.00
001-455-310002	BROCHURE	1,250.00	85.53	171.06	1,078.94	0.00	1,078.94	86.32
001-455-310003	FLYERS/ADVERTISING	500.00	0.00	0.00	500.00	0.00	500.00	100.00
001-455-320000	Prof. & Staff Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-455-320002	PROF. DUES/FEES/MAGS.BKS	815.00	0.00	80.00	735.00	0.00	735.00	90.18
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



Account Number	Description	Budget	Period Amount	YTD Amount	YTD Variance	Encumbered	Available	% Available
001-455-320005	STAFF EXPENSE	1,000.00	0.00	11.48	988.52	0.00	988.52	98.85
001-455-331000	Utilities & Fees	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	4,850.00	353.28	353.28	4,496.72	0.00	4,496.72	92.72
001-455-331007	FEES (ACTCCBANK)	65,000.00	3,359.55	8,560.47	56,439.53	0.00	56,439.53	86.83
001-455-340000	Network & Communication	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-455-340001	INTERNET AND COMMUNICATION	1,075.00	103.61	103.61	971.39	0.00	971.39	90.36
001-455-340002	DATA STORAGE & BACK UP	90.00	0.00	0.00	90.00	0.00	90.00	100.00
001-455-340003	VIDEO & PHOTOGRAPHY	490.00	0.00	0.00	490.00	0.00	490.00	100.00
001-455-340004	ONLINE ADVERTISING	195.00	0.00	0.00	195.00	0.00	195.00	100.00
001-455-355000	Maintenance & Repair	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-455-355001	BUILDINGS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-455-355002	STRUCTURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-455-355003	EQUIPMENT	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	12,000.00	1,184.26	2,869.05	9,130.95	0.00	9,130.95	76.09
001-455-380004	INSURANCE	5,500.00	0.00	0.00	5,500.00	0.00	5,500.00	100.00
001-455-380009	REFUNDS	3,000.00	0.00	0.00	3,000.00	0.00	3,000.00	100.00
001-455-380013	TRIPS & EVENTS	18,000.00	6,856.45	6,856.45	11,143.55	0.00	11,143.55	61.91
001-455-456000	Rentals & Leases	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-455-456002	EQUIPMENT RENTAL	4,000.00	0.00	0.00	4,000.00	0.00	4,000.00	100.00
001-455-456003	BUILDINGS & STRUCTURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-455-456003	MATL, SERV., SUPPLIES	156,265.00	13,333.24	22,944.20	133,320.80	0.00	133,320.80	85.32
001-455-610001	EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-455-610001	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
455	PLAYGROUNDS & CENTERS	878,852.00	81,081.42	146,119.58	732,732.42	0.00	732,732.42	83.37
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	SPECIAL SERVICES SUPERVISOR	5,248.00	437.34	864.28	4,383.72	0.00	4,383.72	83.53
001-456-110002	RECREATION COORDINATOR	13,532.00	1,127.76	2,228.59	11,303.41	0.00	11,303.41	83.53
001-456-110003	SENIOR CENTER COORDINATOR	48,083.00	4,206.96	6,310.44	41,772.56	0.00	41,772.56	86.88
001-456-110004	VACANT POSITION	0.00	0.00	1,908.05	-1,908.05	0.00	-1,908.05	0.00
001-456-110032	VACANT POSITION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-456-110034	VACANT POSITION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-456-120000	Part-Time Salaries	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-456-120001	BUILDING LEADER	6,900.00	760.76	760.76	6,139.24	0.00	6,139.24	88.97
001-456-140000	Payroll Taxes & Fringes	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-456-140001	FICA	5,644.00	499.80	923.57	4,720.43	0.00	4,720.43	83.64
001-456-140002	UNEMPLOYMENT & STATE	2,951.00	32.77	61.53	2,889.47	0.00	2,889.47	97.91
001-456-140003	RETIREMENT	5,416.00	461.76	904.90	4,511.10	0.00	4,511.10	83.29

Account Number	Description	Budget	Period Amount	YTD Amount	YTD Variance	Encumbered	Available	% Available
001-456-140004	HEALTH INSURANCE	42,105.00	3,261.34	6,522.67	35,582.33	0.00	35,582.33	84.51
001-456-140005	WORKERS COMP	1,027.00	80.91	152.11	874.89	0.00	874.89	85.19
	PERSONNEL EXPENSE	130,906.00	10,869.40	20,636.90	110,269.10	0.00	110,269.10	84.24
001-456-210000	Materials & Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-456-210001	OFFICE SUPPLIES	1,000.00	72.51	93.51	906.49	0.00	906.49	90.65
001-456-210002	POSTAGE	400.00	3.90	6.09	393.91	0.00	393.91	98.48
001-456-210003	PROGRAM SUPPLIES	3,600.00	681.53	921.93	2,678.07	0.00	2,678.07	74.39
001-456-210006	CHEMICAL & AGRI. SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-456-210008	GAS & OIL	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
001-456-310000	Advertising & Publicity	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-456-310001	CLASSIFIED ADS	450.00	0.00	0.00	450.00	0.00	450.00	100.00
001-456-310002	BROCHURE	1,000.00	62.78	125.56	874.44	0.00	874.44	87.44
001-456-310003	FLYERSADVERTISING	250.00	0.00	0.00	250.00	0.00	250.00	100.00
001-456-320000	Prof. & Staff Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-456-320002	PROF DUESFEESMAGSBOOKS	450.00	0.00	0.00	450.00	0.00	450.00	100.00
001-456-320003	CONF & WORKSHOPS	600.00	0.00	0.00	600.00	0.00	600.00	100.00
001-456-320004	STAFF MILEAGE	1,000.00	29.47	33.81	966.19	0.00	966.19	96.62
001-456-320005	STAFF EXPENSES	300.00	0.00	1.35	298.65	0.00	298.65	99.55
001-456-331000	Utilities & Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-456-331001	ELECTRICITY	9,800.00	1,244.59	2,265.93	7,534.07	0.00	7,534.07	76.88
001-456-331002	NATURAL GAS	2,000.00	25.72	25.72	1,974.28	0.00	1,974.28	98.71
001-456-331003	WATER & SEWER	32,300.00	2,621.79	2,621.79	29,678.21	0.00	29,678.21	91.88
001-456-331004	TELEPHONE	1,500.00	148.06	251.96	1,248.04	0.00	1,248.04	83.20
001-456-331005	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-456-331007	FEES (ACTCCBANK)	2,500.00	0.00	2,440.98	59.02	0.00	59.02	2.36
001-456-340000	Network & Communication	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-456-340001	INTERNET AND COMMUNICATION	400.00	103.61	103.61	296.39	0.00	296.39	74.10
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	0.00	350.00	0.00	350.00	100.00
001-456-340004	ONLINE ADVERTISING	200.00	0.00	0.00	200.00	0.00	200.00	100.00
001-456-350000	Maintenance & Repair	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-456-350003	EQUIPMENT	200.00	0.00	0.00	200.00	0.00	200.00	100.00
001-456-380000	Prof. & Contract Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-456-380003	PROGRAM CONTRACTS	8,000.00	449.86	1,411.15	6,588.85	0.00	6,588.85	82.36
001-456-380004	INSURANCE	62,500.00	0.00	0.00	62,500.00	0.00	62,500.00	100.00
001-456-380006	EQUIP MAINT CONTRACT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-456-380007	TRIPS & EVENTS	3,000.00	20.00	20.00	2,980.00	0.00	2,980.00	99.33
001-456-380009	REFUNDS	3,000.00	0.00	0.00	3,000.00	0.00	3,000.00	100.00
001-456-456000	Rentals & Leases	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-456-456002	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	MATL, SERV., SUPPLIES	135,000.00	5,463.82	10,323.39	124,676.61	0.00	124,676.61	92.35
456	COMM CNTRS SCOUT HOUSE	265,906.00	16,333.22	30,960.29	234,945.71	0.00	234,945.71	88.36

Account Number	Description	Budget	Period Amount	YTD Amount	YTD Variance	Encumbered	Available	% Available
457	COMM SCHOOLS							
001-457-110000	Regular Salaries	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-457-110001	SPECIAL SERVICES SUPERVISOR	12,595.00	1,049.60	1,574.41	11,020.59	0.00	11,020.59	87.50
001-457-110002	RECREATION COORDINATOR	6,766.00	563.86	845.81	5,920.19	0.00	5,920.19	87.50
001-457-110032	VACANT POSITION	0.00	0.00	499.84	-499.84	0.00	-499.84	0.00
001-457-110057	VACANT POSITION	0.00	0.00	268.48	-268.48	0.00	-268.48	0.00
001-457-120000	Part-Time Salaries	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-457-120001	PART-TIME STAFF	19,382.00	115.60	1,156.36	18,225.64	0.00	18,225.64	94.03
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	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	2,965.00	132.26	332.36	2,632.64	0.00	2,632.64	88.79
001-457-140002	UNEMPLOYEMENT & STATE	1,551.00	1.20	4.23	1,546.77	0.00	1,546.77	99.73
001-457-140003	RETIREMENT	1,569.00	129.08	255.09	1,313.91	0.00	1,313.91	83.74
001-457-140004	HEALTH INSURANCE	5,838.00	467.48	934.96	4,903.04	0.00	4,903.04	83.98
001-457-140005	WORKERS COMP	1,063.00	42.60	98.19	964.81	0.00	964.81	90.76
	PERSONNEL EXPENSE	51,729.00	2,501.68	5,969.73	45,759.27	0.00	45,759.27	88.46
001-457-210000	Materials & Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-457-210001	OFFICE SUPPLIES	1,500.00	60.38	138.36	1,361.64	0.00	1,361.64	90.78
001-457-210002	POSTAGE	400.00	0.00	0.00	400.00	0.00	400.00	100.00
001-457-210003	PROGRAM SUPPLIES	5,000.00	51.35	285.77	4,714.23	0.00	4,714.23	94.28
001-457-210004	SMALL TOOLS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-457-210005	JANITORIAL SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-457-210006	CHEMICAL & AGRI. SUPPLIES	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	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	Advertising & Publicity	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	FLYERSADVERTISING	250.00	0.00	0.00	250.00	0.00	250.00	100.00
001-457-320000	Prof. & Staff Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-457-320001	DIRECTOR FEES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-457-320002	PROF DUESFEESMAGBOOK	400.00	0.00	0.00	400.00	0.00	400.00	100.00
001-457-320003	CONF & WORKSHOPS	400.00	0.00	0.00	400.00	0.00	400.00	100.00
001-457-320004	STAFF MILEAGE	100.00	0.00	0.00	100.00	0.00	100.00	100.00
001-457-320005	STAFF EXPENSE	400.00	0.00	0.00	400.00	0.00	400.00	100.00
001-457-331000	Utilities & Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-457-331001	ELECTRICITY	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	46.48	46.48	453.52	0.00	453.52	90.70
001-457-331005	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-457-331007	FEES (ACTCCBANK)	1,000.00	0.00	16.85	983.15	0.00	983.15	98.32

Account Number	Description	Budget	Period Amount	YTD Amount	YTD Variance	Encumbered	Available	% Available
001-457-340000	Network & Communication	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-457-340001	INTERNET AND COMMUNICATION	248.00	103.61	103.61	144.39	0.00	144.39	58.22
001-457-340002	DATA STORAGE & BACKUP	62.00	0.00	0.00	62.00	0.00	62.00	100.00
001-457-340003	VIDEO & PHOTOGRAPHY	216.00	0.00	0.00	216.00	0.00	216.00	100.00
001-457-340004	ONLINE ADVERTISING	124.00	0.00	0.00	124.00	0.00	124.00	100.00
001-457-355000	Maintenance & Repair	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	GROUPS	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	16,000.00	400.91	1,314.04	14,685.96	0.00	14,685.96	91.79
001-457-380004	INSURANCE	2,485.00	0.00	0.00	2,485.00	0.00	2,485.00	100.00
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	29,835.00	662.73	1,905.11	27,929.89	0.00	27,929.89	93.61
457	COMM SCHOOLS	81,564.00	3,164.41	7,874.84	73,689.16	0.00	73,689.16	90.35
458	GOLF COURSE MAINT.							
001-458-110000	Regular Salaries	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-458-110021	BASIC SERVICES SUPERVISOR	10,496.00	874.68	1,728.55	8,767.45	0.00	8,767.45	83.53
001-458-110022	GOLF MAINTENANCE COORDINATOR	67,658.00	5,369.58	8,054.37	59,603.63	0.00	59,603.63	88.10
001-458-110023	GOLF MAINTENANCE SPECIALIST	64,436.00	4,745.67	7,481.80	56,954.20	0.00	56,954.20	88.39
001-458-110024	PARKSTRAILS SPECIALIST	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-458-110025	GOLF MAINTENANCE SPECIALIST	64,436.00	5,358.09	7,887.72	56,548.28	0.00	56,548.28	87.76
001-458-110026	PARKSGOLFGROUNDS SPECIALIST	9,617.00	913.16	1,365.70	8,251.30	0.00	8,251.30	85.80
001-458-110027	PARKSGOLFTRAILS TECH MECHANIC	9,159.00	836.04	1,242.46	7,916.54	0.00	7,916.54	86.43
001-458-110031	VACANT POSITION	59,674.00	6,736.31	10,086.71	49,587.29	0.00	49,587.29	83.10
001-458-110032	VACANT POSITION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-458-110035	VACANT POSITION	0.00	0.00	1,191.28	-1,191.28	0.00	-1,191.28	0.00
001-458-110058	VACANT POSITION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-458-110059	VACANT POSITION	0.00	0.00	2,684.79	-2,684.79	0.00	-2,684.79	0.00

Account Number	Description	Budget	Period Amount	YTD Amount	YTD Variance	Encumbered	Available	% Available
001-458-110060	VACANT POSITION	0.00	0.00	2,882.94	-2,882.94	0.00	-2,882.94	0.00
001-458-110061	VACANT POSITION	0.00	1,180.00	4,001.53	-4,001.53	0.00	-4,001.53	0.00
001-458-110062	VACANT POSITION	0.00	0.00	2,414.58	-2,414.58	0.00	-2,414.58	0.00
001-458-120000	Part-Time Salaries	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-458-120001	PART TIME HELP	200,080.00	28,611.93	53,229.16	146,850.84	0.00	146,850.84	73.40
001-458-120002	PART TIME HELP	0.00	2,829.17	3,765.93	-3,765.93	0.00	-3,765.93	0.00
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	2,500.00	0.00	0.00	2,500.00	0.00	2,500.00	100.00
001-458-140000	Payroll Taxes & Fringes	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-458-140001	FICA	37,337.00	4,367.93	8,224.29	29,112.71	0.00	29,112.71	77.97
001-458-140002	UNEMPLOYMENT & STATE	19,524.00	266.11	520.48	19,003.52	0.00	19,003.52	97.33
001-458-140003	RETIREMENT	26,566.00	610.91	1,156.34	25,409.66	0.00	25,409.66	95.65
001-458-140004	HEALTH INSURANCE	95,360.00	7,217.01	14,169.41	81,190.59	0.00	81,190.59	85.14
001-458-140005	WORKERS COMP	13,374.00	758.42	1,373.15	12,000.85	0.00	12,000.85	89.73
	PERSONNEL EXPENSE	680,217.00	70,675.01	133,461.19	546,755.81	0.00	546,755.81	80.38
001-458-210000	Materials & Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-458-210001	OFFICE SUPPLIES	1,500.00	20.18	974.47	525.53	0.00	525.53	35.04
001-458-210002	POSTAGE	400.00	18.72	41.60	358.40	0.00	358.40	89.60
001-458-210003	PROGRAM SUPPLIES	16,250.00	1,068.44	3,322.86	12,927.14	0.00	12,927.14	79.55
001-458-210004	SMALL TOOLS	6,100.00	2,148.45	2,622.41	3,477.59	0.00	3,477.59	57.01
001-458-210005	JANITORIAL SUPPLIES	2,500.00	285.23	285.23	2,214.77	0.00	2,214.77	88.59
001-458-210006	CHEMICAL & AGRI. SUPPLIES	110,590.00	9,781.42	9,781.42	100,808.58	0.00	100,808.58	91.16
001-458-210007	STORE SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-458-210008	GAS & OIL	46,320.00	6,887.47	9,977.51	36,342.49	0.00	36,342.49	78.46
001-458-210014	SNACKS & FOOD	500.00	62.29	62.29	437.71	0.00	437.71	87.54
001-458-210015	UNIFORMS	1,200.00	0.00	0.00	1,200.00	0.00	1,200.00	100.00
001-458-310000	Advertising & Publicity	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-458-310001	CLASSIFIED ADS	260.00	0.00	0.00	260.00	0.00	260.00	100.00
001-458-310002	BROCHURE	100.00	0.00	0.00	100.00	0.00	100.00	100.00
001-458-310003	FLYERSADVERTISING	100.00	0.00	0.00	100.00	0.00	100.00	100.00
001-458-320000	Prof. & Staff Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-458-320001	DIRECTOR FEES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-458-320002	PROF DUESFEESMAGBOOKS	2,650.00	0.00	0.00	2,650.00	0.00	2,650.00	100.00
001-458-320003	CONF & WORKSHOPS	6,200.00	0.00	0.00	6,200.00	0.00	6,200.00	100.00
001-458-320004	STAFF MILEAGE	100.00	0.00	0.00	100.00	0.00	100.00	100.00
001-458-320005	STAFF EXPENSE	5,240.00	36.42	41.82	5,198.18	0.00	5,198.18	99.20
001-458-331000	Utilities & Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-458-331001	ELECTRICITY	30,743.00	911.91	1,656.22	29,086.78	0.00	29,086.78	94.61
001-458-331002	NATURAL GAS	11,900.00	0.00	486.48	11,413.52	0.00	11,413.52	95.91
001-458-331003	WATER & SEWER	151,600.00	55,719.49	55,719.49	95,880.51	0.00	95,880.51	63.25
001-458-331004	TELEPHONE	3,200.00	238.00	238.00	2,962.00	0.00	2,962.00	92.56
001-458-331005	MISCELLANEOUS	885.00	0.00	0.00	885.00	0.00	885.00	100.00
001-458-331006	GARBAGE EXPENSE	1,200.00	0.00	0.00	1,200.00	0.00	1,200.00	100.00
001-458-331007	FEES (ACTCCBANK)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-458-340000	Network & Communication	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-458-340001	INTERNET AND	170.00	103.61	103.61	66.39	0.00	66.39	39.05

Account Number	Description	Budget	Period Amount	YTD Amount	YTD Variance	Encumbered	Available	% Available
001-458-340002	COMMUNICATION	170.00	0.00	0.00	170.00	0.00	170.00	100.00
001-458-340003	DATA STORAGE & BACKUP	85.00	0.00	0.00	85.00	0.00	85.00	100.00
001-458-340004	VIDEO & PHOTOGRAPHY	75.00	0.00	0.00	75.00	0.00	75.00	100.00
001-458-350000	ONLINE ADVERTISING	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-458-350001	Maintenance & Repair	8,100.00	742.08	742.08	7,357.92	0.00	7,357.92	90.84
001-458-350002	BUILDINGS	2,000.00	0.00	0.00	2,000.00	0.00	2,000.00	100.00
001-458-350003	STRUCTURES	50,770.00	5,278.97	7,337.96	43,432.04	0.00	43,432.04	85.55
001-458-350004	EQUIPMENT	115,000.00	3,391.51	6,934.82	108,065.18	0.00	108,065.18	93.97
001-458-350005	GROUPS	2,500.00	0.00	0.00	2,500.00	0.00	2,500.00	100.00
001-458-380000	VEHICLES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-458-380001	Prof. & Contract Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-458-380002	LEGAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-458-380003	AUDIT SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-458-380004	PROGRAM CONTRACTS	15,000.00	1,040.98	3,260.26	11,739.74	0.00	11,739.74	78.26
001-458-380005	INSURANCE	15,000.00	0.00	0.00	15,000.00	0.00	15,000.00	100.00
001-458-380006	INTEREST	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-458-380007	EQUIP MAINT CONTRACTS	4,000.00	350.00	525.00	3,475.00	0.00	3,475.00	86.88
001-458-380008	CONSULTANT SERVICES	3,000.00	0.00	0.00	3,000.00	0.00	3,000.00	100.00
001-458-391000	PROPERTY TAXES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-458-456000	ELECTIONS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-458-456001	Rentals & Leases	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-458-456002	EQUIPMENT	2,000.00	0.00	0.00	2,000.00	0.00	2,000.00	100.00
001-458-456003	BUILD & STRUCTURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	MATL, SERV., SUPPLIES	617,408.00	88,085.17	104,113.53	513,294.47	0.00	513,294.47	83.14
458	GOLF COURSE MAINT.	1,297,625.00	158,760.18	237,574.72	1,060,050.28	0.00	1,060,050.28	81.69
459	GOLF CLUB HOUSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-459-110000	Regular Salaries	13,645.00	1,137.08	2,247.11	11,397.89	0.00	11,397.89	83.53
001-459-110001	SPECIAL SERVICES SUPERVISOR	90,667.00	7,555.90	11,333.85	79,333.15	0.00	79,333.15	87.50
001-459-110032	GOLF OPERATIONS DIRECTOR	53,012.00	4,207.24	9,908.76	43,103.24	0.00	43,103.24	81.31
001-459-110059	GOLF OPERATIONS SPECIALIST	0.00	0.00	2,103.62	-2,103.62	0.00	-2,103.62	0.00
001-459-110060	VACANT POSITION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-459-110061	VACANT POSITION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-459-120000	Part-Time Salaries	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-459-120001	GOLF CLERKS	138,000.00	12,547.14	24,754.46	113,245.54	0.00	113,245.54	82.06
001-459-120002	MARSHALLSTARTER STAFF	5,175.00	560.63	784.88	4,390.12	0.00	4,390.12	84.83
001-459-120003	OUTSIDE SERVICE STAFF	53,475.00	12,303.77	22,970.68	30,504.32	0.00	30,504.32	57.04
001-459-120004	GOLF	8,625.00	0.00	0.00	8,625.00	0.00	8,625.00	100.00
001-459-120005	GOLF	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-459-120006	SNACK BAR CLERK	25,875.00	0.00	0.00	25,875.00	0.00	25,875.00	100.00
001-459-120007	BEVERAGE CART CLERK	17,250.00	0.00	0.00	17,250.00	0.00	17,250.00	100.00
001-459-120008	CATERING STAFF	1,725.00	1,814.19	3,643.39	-1,918.39	0.00	-1,918.39	-111.21
001-459-120010	GOLF AMBASSADOR	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-459-120011	LESSON	10,000.00	0.00	0.00	10,000.00	0.00	10,000.00	100.00
001-459-135000	Overtime	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Account Number	Description	Budget	Period Amount	YTD Amount	YTD Variance	Encumbered	Available	% Available
001-459-135001	FULL TIME	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-459-135002	PART TIME	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-459-140000	Payroll Taxes & Fringes	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-459-140001	FICA	31,925.00	3,069.62	5,947.62	25,977.38	0.00	25,977.38	81.37
001-459-140002	UNEMPLOYEMENT & STATE	16,698.00	187.60	371.10	16,326.90	0.00	16,326.90	97.78
001-459-140003	RETIREMENT	12,743.00	1,032.02	2,047.47	10,695.53	0.00	10,695.53	83.93
001-459-140004	HEALTH INSURANCE	49,590.00	3,788.14	7,576.27	42,013.73	0.00	42,013.73	84.72
001-459-140005	WORKERS COMP	4,978.00	442.85	860.18	4,117.82	0.00	4,117.82	82.72
	PERSONNEL EXPENSE	533,383.00	48,646.18	94,549.39	438,833.61	0.00	438,833.61	82.27
001-459-210000	Materials & Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-459-210001	OFFICE SUPPLIES	1,200.00	54.36	129.72	1,070.28	0.00	1,070.28	89.19
001-459-210002	POSTAGE	800.00	14.82	24.51	775.49	0.00	775.49	96.94
001-459-210003	PROGRAM SUPPLIES	50,250.00	4,312.00	5,711.31	44,538.69	0.00	44,538.69	88.63
001-459-210004	SMALL TOOLS	400.00	0.00	0.00	400.00	0.00	400.00	100.00
001-459-210005	JANITORIAL SUPPLIES	7,000.00	72.00	108.00	6,892.00	0.00	6,892.00	98.46
001-459-210006	CHEM & AGRI. SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-459-210007	STORE SUPPLIES	187,000.00	30,360.28	45,281.49	141,718.51	0.00	141,718.51	75.79
001-459-210008	GAS & OIL	250.00	64.89	64.89	185.11	0.00	185.11	74.04
001-459-210014	SNACKS & FOOD	500.00	106.95	106.95	393.05	0.00	393.05	78.61
001-459-210015	UNIFORMS	3,500.00	0.00	0.00	3,500.00	0.00	3,500.00	100.00
001-459-310000	Advertising & Publicity	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-459-310001	CLASSIFIED ADS	200.00	0.00	0.00	200.00	0.00	200.00	100.00
001-459-310002	BROCHURE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-459-310003	FLYERSADVERTISING	26,900.00	91.05	1,355.28	25,544.72	0.00	25,544.72	94.96
001-459-320000	Prof. & Staff Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-459-320001	DIRECTOR FEES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-459-320002	PROF DUESFEESMAGBOOKS	3,900.00	0.00	0.00	3,900.00	0.00	3,900.00	100.00
001-459-320003	CONF & WORKSHOPS	4,000.00	0.00	0.00	4,000.00	0.00	4,000.00	100.00
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	0.00	5.40	744.60	0.00	744.60	99.28
001-459-331000	Utilities & Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-459-331001	ELECTRICITY	34,500.00	7,577.16	13,662.97	20,837.03	0.00	20,837.03	60.40
001-459-331002	NATURAL GAS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-459-331003	WATER & SEWER	23,560.00	1,051.26	1,051.26	22,508.74	0.00	22,508.74	95.54
001-459-331004	TELEPHONE	2,000.00	0.00	0.00	2,000.00	0.00	2,000.00	100.00
001-459-331005	MISCELLANEOUS	0.00	279.34	558.68	-558.68	0.00	-558.68	0.00
001-459-331006	GARBAGE	5,500.00	548.36	1,096.72	4,403.28	0.00	4,403.28	80.06
001-459-331007	FEES (ACTCCBANK)	50,000.00	1,369.78	9,724.77	40,275.23	0.00	40,275.23	80.55
001-459-340000	Network & Communication	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-459-340001	INTERNET AND COMMUNICATION	1,100.00	103.61	103.61	996.39	0.00	996.39	90.58
001-459-340002	DATA STORAGE & BACKUP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-459-340003	VIDEO & PHOTOGRAPHY	142.00	0.00	0.00	142.00	0.00	142.00	100.00
001-459-340004	ONLINE ADVERTISING	185.00	0.00	0.00	185.00	0.00	185.00	100.00
001-459-355000	Maintenance & Repairs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-459-355001	BUILDINGS	5,000.00	123.90	123.90	4,876.10	0.00	4,876.10	97.52
001-459-355002	STRUCTURES	5,000.00	0.00	0.00	5,000.00	0.00	5,000.00	100.00

Account Number	Description	Budget	Period Amount	YTD Amount	YTD Variance	Encumbered	Available	% Available
001-459-355003	EQUIPMENT	10,000.00	546.07	863.69	9,136.31	0.00	9,136.31	91.36
001-459-355004	GROUPS	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	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	0.00	0.00	0.00	0.00	0.00
001-459-380003	PROGRAM CONTRACTS	15,000.00	2,550.04	4,946.98	10,053.02	0.00	10,053.02	67.02
001-459-380004	INSURANCE	12,000.00	0.00	0.00	12,000.00	0.00	12,000.00	100.00
001-459-380005	INTEREST	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-459-380006	EQUIP MAINT CONTRACTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-459-380007	CONSULTANT SERVICES	3,000.00	0.00	0.00	3,000.00	0.00	3,000.00	100.00
001-459-380008	PROPERTY TAXES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-459-380009	REFUNDS	2,000.00	0.00	0.00	2,000.00	0.00	2,000.00	100.00
001-459-456000	Rentals & Leases	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-459-456002	EQUIPMENT	1,000.00	1,450.00	1,450.00	-450.00	0.00	-450.00	-45.00
001-459-456003	BUILDINGS & STRUCTURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	MATL, SERV., SUPPLIES	458,387.00	50,675.87	86,370.13	372,016.87	0.00	372,016.87	81.16
459	GOLF CLUB HOUSE	991,770.00	99,322.05	180,919.52	810,850.48	0.00	810,850.48	81.76
2460	EWING YOUNG PARK PROGRAM							
001-460-120000	PARTTIME & TEMP. SALARIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-460-120002	PART TIME SALARIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-460-140000	PAYROLL TAXES & FRINGES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-460-140001	FICA	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-460-140002	UNEMPLOYMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-460-140005	SAIF	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	PERSONNEL EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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	578,000.00	214,193.10	229,193.10	348,806.90	0.00	348,806.90	60.35
001-470-620008	RECREATION REPLACEREPAIR	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-470-620009	GOLF-EQUIPBUILDINGS	228,259.00	0.00	0.00	228,259.00	0.00	228,259.00	100.00
001-470-620010	NEW DEVELOPMENT	3,373,641.00	12,069.40	12,069.40	3,361,571.60	0.00	3,361,571.60	99.64
001-470-620012	LAND ACQUISITION	25,000.00	0.00	0.00	25,000.00	0.00	25,000.00	100.00
001-470-620014	ADM REPLACEREPAIR	0.00	4,750.95	4,750.95	-4,750.95	0.00	-4,750.95	0.00
001-470-620016	AQUATIC REPLACEREPAIR	145,000.00	10,634.24	10,634.24	134,365.76	0.00	134,365.76	92.67



Account Number	Description	Budget	Period Amount	YTD Amount	YTD Variance	Encumbered	Available	% Available
470	CAPITAL OUTLAY	4,349,900.00	241,647.69	256,647.69	4,093,252.31	0.00	4,093,252.31	94.10
472	ACQUISITION & IMPROVEMENT	4,349,900.00	241,647.69	256,647.69	4,093,252.31	0.00	4,093,252.31	94.10
001-472-110000	JAQUITH CONCESSION							
001-472-110070	Regular Salaries	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-472-120000	REC SUPERVISOR	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-472-120001	Part-Time Salaries	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-472-120002	CONCESSION MANAGER	27,854.00	0.00	0.00	27,854.00	0.00	27,854.00	100.00
001-472-120002	CONCESSION ATTENDANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-472-140000	Payroll Taxes & Fringes	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-472-140001	FICA	2,131.00	0.00	0.00	2,131.00	0.00	2,131.00	100.00
001-472-140002	UNEMPLOYMENT & STATE	1,115.00	0.00	0.00	1,115.00	0.00	1,115.00	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	WORKERS COMP	764.00	0.00	0.00	764.00	0.00	764.00	100.00
	PERSONNEL EXPENSE	31,864.00	0.00	0.00	31,864.00	0.00	31,864.00	100.00
001-472-210000	Materials & Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-472-210001	OFFICE SUPPLIES	60.00	0.00	0.00	60.00	0.00	60.00	100.00
001-472-210002	POSTAGE	30.00	0.00	0.00	30.00	0.00	30.00	100.00
001-472-210003	PROGRAM SUPPLIES	16,100.00	0.00	0.00	16,100.00	0.00	16,100.00	100.00
001-472-210004	SMALL TOOLS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-472-310000	Advertising & Publicity	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	FLYERSADVERTISING	125.00	0.00	0.00	125.00	0.00	125.00	100.00
001-472-320000	Prof. & Staff Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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
001-472-320004	STAFF MILEAGE	200.00	0.00	0.00	200.00	0.00	200.00	100.00
001-472-331000	Utilities & Fees	1,600.00	0.00	0.00	1,600.00	0.00	1,600.00	100.00
001-472-331001	ELECTRICITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-472-331004	TELEPHONE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-472-331007	FEES (ACTCCBANK)	1,400.00	0.00	0.00	1,400.00	0.00	1,400.00	100.00
001-472-355000	Maintenance & Repair	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-472-355001	BUILDINGS	500.00	0.00	0.00	500.00	0.00	500.00	100.00
001-472-355003	EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-472-380000	Prof. & Contract Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-472-380003	PROGRAM CONTRACTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-472-380004	INSURANCE	2,485.00	0.00	0.00	2,485.00	0.00	2,485.00	100.00
	MATL, SERV., SUPPLIES	24,325.00	0.00	0.00	24,325.00	0.00	24,325.00	100.00
472	JAQUITH CONCESSION	56,189.00	0.00	0.00	56,189.00	0.00	56,189.00	100.00

Account Number	Description	Budget	Period Amount	YTD Amount	YTD Variance	Encumbered	Available	% Available
474	PRESCHOOL							
001-474-110000	Regular Salaries	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-474-110032	ADMIN COORDINATOR	48,083.00	0.00	0.00	48,083.00	0.00	48,083.00	100.00
001-474-110080	RECREATION SUPERVISOR	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-474-120000	Part-Time Salaries	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-474-120001	HEAD INSTRUCTOR	13,695.00	0.00	0.00	13,695.00	0.00	13,695.00	100.00
001-474-120002	INSTRUCTORS	96,590.00	0.00	3,412.54	93,177.46	0.00	93,177.46	96.47
001-474-140000	Payroll Taxes & Fringes	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-474-140001	FICA	12,116.00	29.71	290.77	11,825.23	0.00	11,825.23	97.60
001-474-140002	UNEMPLOYMENT & STATE	6,335.00	0.39	5.23	6,329.77	0.00	6,329.77	99.92
001-474-140003	RETIREMENT	3,895.00	31.07	237.56	3,657.44	0.00	3,657.44	93.90
001-474-140004	HEALTH INSURANCE	11,205.00	87.43	675.57	10,529.43	0.00	10,529.43	93.97
001-474-140005	WORKERS COMP	1,315.00	2.99	29.27	1,285.73	0.00	1,285.73	97.77
	PERSONNEL EXPENSE	193,234.00	151.59	4,650.94	188,583.06	0.00	188,583.06	97.59
001-474-210000	Materials & Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-474-210001	OFFICE SUPPLIES	1,252.00	8.16	8.16	1,243.84	0.00	1,243.84	99.35
001-474-210002	POSTAGE	417.00	1.56	3.02	413.98	0.00	413.98	99.28
001-474-210003	PROGRAM SUPPLIES	7,374.00	18.98	18.98	7,355.02	0.00	7,355.02	99.74
001-474-310000	Advertising & Publicity	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-474-310001	CLASSIFIED ADS	348.00	0.00	0.00	348.00	0.00	348.00	100.00
001-474-310002	BROCHURE	835.00	23.78	47.56	787.44	0.00	787.44	94.30
001-474-310003	FLYERSADVERTISING	278.00	0.00	0.00	278.00	0.00	278.00	100.00
001-474-320000	Prof. & Staff Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-474-320002	DUESFEESTRAINING	626.00	0.00	0.00	626.00	0.00	626.00	100.00
001-474-320003	CONFERENCES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-474-320004	STAFF MILEAGE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-474-320005	STAFF EXPENSES	278.00	0.00	0.00	278.00	0.00	278.00	100.00
001-474-331000	Utilities & Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-474-331001	ELECTRICITY	1,322.00	37.32	75.61	1,246.39	0.00	1,246.39	94.28
001-474-331002	NATURAL GAS	1,948.00	24.34	24.34	1,923.66	0.00	1,923.66	98.75
001-474-331003	WATER & SEWER	3,270.00	153.02	153.02	3,116.98	0.00	3,116.98	95.32
001-474-331004	TELEPHONE	1,670.00	44.16	44.16	1,625.84	0.00	1,625.84	97.36
001-474-331007	FEES (ACTCCBANK)	3,478.00	0.00	133.17	3,344.83	0.00	3,344.83	96.17
001-474-340000	Network & Communication	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-474-340001	INTERNET AND COMMUNICATION	557.00	0.00	0.00	557.00	0.00	557.00	100.00
001-474-340002	DATA STORAGE & BACKUP	139.00	0.00	0.00	139.00	0.00	139.00	100.00
001-474-340003	VIDEO & PHOTOGRAPHY	487.00	0.00	0.00	487.00	0.00	487.00	100.00
001-474-340004	ONLINE ADVERTISING	278.00	0.00	0.00	278.00	0.00	278.00	100.00
001-474-380000	Prof. & Contract Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-474-380003	PROGRAM CONTRACTS	2,783.00	48.97	1,010.27	1,772.73	0.00	1,772.73	63.70
001-474-380004	INSURANCE	4,035.00	0.00	0.00	4,035.00	0.00	4,035.00	100.00
001-474-380009	REFUNDS	1,391.00	0.00	0.00	1,391.00	0.00	1,391.00	100.00
001-474-456000	Rentals & Leases	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-474-456003	BUILDINGS & STRUCTURES	57,185.00	0.00	0.00	57,185.00	0.00	57,185.00	100.00
	MATL, SERV., SUPPLIES	89,951.00	360.29	1,518.29	88,432.71	0.00	88,432.71	98.31

Account Number	Description	Budget	Period Amount	YTD Amount	YTD Variance	Encumbered	Available	% Available
474	PRESCHOOL	283,185.00	511.88	6,169.23	277,015.77	0.00	277,015.77	97.82
476	Dept							
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							
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							
001-478-210006	L. 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							
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							
001-480-800000	RES FOR CONTINGENCY & LOANS	3,906,618.00	0.00	0.00	3,906,618.00	0.00	3,906,618.00	100.00
	CONTINGENCY	3,906,618.00	0.00	0.00	3,906,618.00	0.00	3,906,618.00	100.00

Account Number	Description	Budget	Period Amount	YTD Amount	YTD Variance	Encumbered	Available	% Available
480	CONTINGENCY	3,906,618.00	0.00	0.00	3,906,618.00	0.00	3,906,618.00	100.00
501	COMMUNITY PROGRESS TEAM							
001-501-120001	DCC DIRECTOR	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-501-210000	MATERIALS & SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-501-210001	DCC OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-501-210002	DCC POSTAGE SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-501-210003	DCC PROGRAM SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-501-210004	DCC PERIODICALS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-501-210005	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	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	MATL, SERV., SUPPLIES							
501	COMMUNITY PROGRESS TEAM	0.00	0.00	0.00	0.00	0.00	0.00	0.00
502	NDOT EXPENSES							
001-502-120001	NDOT PAYROLL EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	MATL, SERV., SUPPLIES							
502	NDOT EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
503	NEWBERG BAMBINO LEAGUE							
001-503-210003	LITTLE LEAGUE REPAYMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	MATL, SERV., SUPPLIES							
503	NEWBERG BAMBINO LEAGUE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
504	BABE RUTH LEAGUE							
001-504-210003	BABE RUTH REPAYMENT	8,000.00	0.00	0.00	8,000.00	0.00	8,000.00	100.00
	MATL, SERV., SUPPLIES	8,000.00	0.00	0.00	8,000.00	0.00	8,000.00	100.00

Account Number	Description	Budget	Period Amount	YTD Amount	YTD Variance	Encumbered	Available	% Available
504	BABE RUTH LEAGUE	8,000.00	0.00	0.00	8,000.00	0.00	8,000.00	100.00
505	CHEHALEM TIGER VOLLEYBALL CLUB							
001-505-210003	CTVC EXPENSES	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
505	CHEHALEM TIGER VOLLEYBALL CLUB	0.00	0.00	0.00	0.00	0.00	0.00	0.00
506	QUILT CLUB							
001-506-210003	QUILT CLUB EXPENSES	1,500.00	0.00	0.00	1,500.00	0.00	1,500.00	100.00
	MATL, SERV., SUPPLIES	1,500.00	0.00	0.00	1,500.00	0.00	1,500.00	100.00
506	QUILT CLUB	1,500.00	0.00	0.00	1,500.00	0.00	1,500.00	100.00
507	Dept							
001-507-210003	NEWBERG THEATRE GROUP EXPENSES	10,000.00	0.00	0.00	10,000.00	0.00	10,000.00	100.00
	MATL, SERV., SUPPLIES	10,000.00	0.00	0.00	10,000.00	0.00	10,000.00	100.00
507	Dept	10,000.00	0.00	0.00	10,000.00	0.00	10,000.00	100.00
508	Dept							
001-508-210003	HISTORIC FRIENDS	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
508	Dept	0.00	0.00	0.00	0.00	0.00	0.00	0.00
509	Dept							
001-509-210003	Tualatin Valley Youth Football	22,000.00	0.00	0.00	22,000.00	0.00	22,000.00	100.00
	MATL, SERV., SUPPLIES	22,000.00	0.00	0.00	22,000.00	0.00	22,000.00	100.00
509	Dept	22,000.00	0.00	0.00	22,000.00	0.00	22,000.00	100.00
510	Dept							

Account Number	Description	Budget	Period Amount	YTD Amount	YTD Variance	Encumbered	Available	% Available
001-510-210003	LACROSSE REPMT MATL, SERV., SUPPLIES	10,000.00 <u>10,000.00</u>	0.00 <u>0.00</u>	0.00 <u>0.00</u>	10,000.00 <u>10,000.00</u>	0.00 <u>0.00</u>	10,000.00 <u>10,000.00</u>	100.00 <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							
001-511-210003	BASKETBALL MATL, SERV., SUPPLIES	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>
511	Dept	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001	GENERAL FUND	18,459,628.00	1,165,498.23	1,868,807.04	16,590,820.96	0.00	16,590,820.96	89.88
005	EWING YOUNG FUND							
450	EXPENDITURES							
005-450-610000	CAPITAL OUTLAY	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>
005-450-800000	RESV FOR CONTINGENCY	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>
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							
450	EXPENDITURES							
025-450-610001	MAINTENANCE AND EQUIPMENT CAPITAL OUTLAY	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>
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							
450	EXPENDITURES							
026-450-610003	SENIOR CENTER EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
026-450-610004	GRANDSTAND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
026-450-610005	DEVELOPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
026-450-610006	AQ OF PROP & BLD	36,300.00	0.00	0.00	36,300.00	0.00	36,300.00	100.00

Account Number	Description	Budget	Period Amount	YTD Amount	YTD Variance	Encumbered	Available	% Available
026-450-610007	INTEREST EXPENSE MATL, SERV., SUPPLIES	0.00 36,300.00	0.00 0.00	0.00 0.00	0.00 36,300.00	0.00 0.00	0.00 36,300.00	0.00 100.00
026-450-610000	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
026-450-610001	LOAN PRINCIPAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
026-450-610002	LOAN INTEREST PAYABLE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
026-450-800000	RESV. FOR CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
450	EXPENDITURES	36,300.00	0.00	0.00	36,300.00	0.00	36,300.00	100.00
026	LOAN SERVICE FUND	36,300.00	0.00	0.00	36,300.00	0.00	36,300.00	100.00
035	SDC FUNDS							
470	ACQUISITION & IMPROVEMENT							
035-470-461001	BANK FEE DUNDEE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
035-470-461002	BANK FEE NEWBERG	0.00	0.00	0.00	0.00	0.00	0.00	0.00
035-470-461003	BANK FEE YAMHILL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
035-470-620007	ADMIN FEE DUNDEE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
035-470-620008	ADMIN FEE NEWBERG	0.00	0.00	0.00	0.00	0.00	0.00	0.00
035-470-620009	ADMIN FEE YAMHILL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
035-470-641001	DNU	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	MATL, SERV., SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
035-470-610001	PRINCIPAL LOAN	410,000.00	0.00	0.00	410,000.00	0.00	410,000.00	100.00
035-470-610002	INTEREST AND ADMIN FOR LOAN	185,513.00	0.00	0.00	185,513.00	0.00	185,513.00	100.00
035-470-620001	ACQUISITION-DUNDEE	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
035-470-620003	ACQUISITION-YAMHILL COUNTY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
035-470-620004	DEVELOPMENT-DUNDEE	369,402.00	12,130.86	12,130.86	357,271.14	0.00	357,271.14	96.72
035-470-620005	DEVELOPMENT-NEWBERG	3,326,264.00	21,125.59	21,125.59	3,305,138.41	0.00	3,305,138.41	99.36
035-470-620006	DEVELOPMENT-YAMHILL COUNTY	369,402.00	0.00	0.00	369,402.00	0.00	369,402.00	100.00
	CAPITAL OUTLAY	4,660,581.00	33,256.45	33,256.45	4,627,324.55	0.00	4,627,324.55	99.29
035-470-490000	TRANSFER ACCOUNT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
035-470-490001	TRANSFERS DUNDEE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
035-470-490002	TRANSFERS NEWBERG	0.00	0.00	0.00	0.00	0.00	0.00	0.00
035-470-490003	TRANSFERS YAM CO	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	TRANSFERS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
470	ACQUISITION & IMPROVEMENT	4,660,581.00	33,256.45	33,256.45	4,627,324.55	0.00	4,627,324.55	99.29

Account Number	Description	Budget	Period Amount	YTD Amount	YTD Variance	Encumbered	Available	% Available
035	SDC FUNDS	4,660,581.00	33,256.45	33,256.45	4,627,324.55	0.00	4,627,324.55	99.29
036	CP Pool Fund							
000								
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	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000		0.00	0.00	0.00	0.00	0.00	0.00	0.00
450	EXPENDITURES							
036-450-451000	CP EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
036-450-610001	Principal	0.00	0.00	0.00	0.00	0.00	0.00	0.00
036-450-610002	DNU CP int and admin fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
036-450-490000	TRANSFER ACCOUNT	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
450	EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
036	CP Pool Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00
037	BOND LOAN SERVICE							
000								
037-000-253000	UNRESERVED FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	BALANCEUncol							
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	0.00	0.05	-0.05	0.00	-0.05	0.00
	OTHER EXPENSES	0.00	0.00	0.05	-0.05	0.00	-0.05	0.00
000		0.00	0.00	0.05	-0.05	0.00	-0.05	0.00
450	EXPENDITURES							
037-450-610001	PRINCIPAL LOAN SERVICE	950,000.00	0.00	0.00	950,000.00	0.00	950,000.00	100.00
037-450-610002	INT AND ADMIN BOND LS	460,975.00	0.00	0.00	460,975.00	0.00	460,975.00	100.00
	CAPITAL OUTLAY	1,410,975.00	0.00	0.00	1,410,975.00	0.00	1,410,975.00	100.00



Account Number	Description	Budget	Period Amount	YTD Amount	YTD Variance	Encumbered	Available	% Available
450	EXPENDITURES	1,410,975.00	0.00	0.00	1,410,975.00	0.00	1,410,975.00	100.00
037	BOND LOAN SERVICE	1,410,975.00	0.00	0.05	1,410,974.95	0.00	1,410,974.95	100.00
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	0.00	0.00	0.00	0.00	0.00	0.00	0.00
413	ADMINISTRATION DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
450	EXPENDITURES							
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	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
451	AQUATICS							
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	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
452	ADULT SPORTS DEPARTMENT							
900-452-630000	Depreciation Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	OTHER EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
452	ADULT SPORTS DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
453	YOUTH SPORTS DEPARTMENT							
900-453-630000	Depreciation Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	OTHER EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
453	YOUTH SPORTS DEPARTMENT	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
454 900-454-630000	CLASSESPECIAL ACTIVITY Depreciation Expense OTHER EXPENSES	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00
454	CLASSESPECIAL ACTIVITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
455 900-455-630000	PLAYGROUNDS & CENTERS Depreciation Expense OTHER EXPENSES	0.00 0.00	0.00 0.00	0.00 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
455	PLAYGROUNDS & CENTERS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
456 900-456-630000 900-456-730000	COMM CNTRS SCOUT HOUSE Depreciation Expense Disposal OTHER EXPENSES	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	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
457 900-457-630000 900-457-730000	COMM SCHOOLS Depreciation Expense Disposal OTHER EXPENSES	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	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
458 900-458-630000 900-458-730000	GOLF COURSE MAINT. Depreciation Expense Disposal OTHER EXPENSES	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	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
459 900-459-630000 900-459-730000	GOLF CLUB HOUSE Depreciation Expense Disposal OTHER EXPENSES	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	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

Account Number	Description	Budget	Period Amount	YTD Amount	YTD Variance	Encumbered	Available	% Available
459	GOLF CLUB HOUSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
472	JAQUITH CONCESSION							
900-472-630000	Depreciation Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	OTHER EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
472	JAQUITH CONCESSION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
474	PRESCHOOL							
900-474-630000	Depreciation Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	OTHER EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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		24,567,484.00	1,198,754.68	1,902,063.54	22,665,420.46	0.00	22,665,420.46	0.9226

# General Ledger Revenue Analysis

User: ahill@cprdnewberg.org  
Printed: 9/19/2025 9:25:53 AM  
Period 02 - 02  
Fiscal Year 2026



Account Number	Description	Budget	Period Amt	End Bal	Uncollected	% Collected
<b>001</b>	<b>GENERAL FUND</b>					
001-000-400000	BEGINNING FUND BALANCE	5,699,396.00	0.00	7,178,933.36	-1,479,537.36	125.96
001-000-410000	CURRENT TAXES	3,987,780.00	134.29	507.51	3,987,272.49	0.01
001-000-411000	PRIOR TAXES	50,000.00	16,468.94	62,314.16	-12,314.16	124.63
001-000-450000	PARKS	10,500.00	1,070.00	10,729.00	-229.00	102.18
001-000-450415	PADDLE LAUNCH	0.00	0.00	0.00	0.00	0.00
001-000-451000	AQUATIC RECEIPTS	1,640,452.00	71,695.80	231,429.34	1,409,022.66	14.11
001-000-452000	ADULT SPORT RECEIPTS	45,800.00	5,810.00	7,950.00	37,850.00	17.36
001-000-453000	YOUTH SPORT RECEIPTS	400,800.00	35,471.01	69,775.06	331,024.94	17.41
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	222,500.00	8,054.59	22,047.68	200,452.32	9.91
001-000-454001	CLASSES/SPECIAL ACTIVITY	0.00	0.00	0.00	0.00	0.00
001-000-455000	PLAYGRNDSCENTERS	775,000.00	19,147.84	97,583.20	677,416.80	12.59
001-000-456000	COMM CTR/SCOUT HOUSE INCOME	139,100.00	1,484.00	6,539.00	132,561.00	4.70
001-000-457000	COMMUNITY SCHOOL	76,000.00	0.00	472.08	75,527.92	0.62
001-000-458000	GC MAINT REIMB	0.00	0.00	0.00	0.00	0.00
001-000-459000	GOLF COURSE CLUB HOUSE	1,967,000.00	47,156.69	365,184.96	1,601,815.04	18.57
001-000-460000	EWING YG PK PROG INCOME	0.00	0.00	0.00	0.00	0.00
001-000-472000	CONCESSION INCOME	15,300.00	0.00	3,700.00	11,600.00	24.18
001-000-474000	PRESCHOOL INCOME	0.00	0.00	2,305.00	-2,305.00	0.00
001-000-476000	CHEH VALL BABE RUTH ASSN	0.00	0.00	0.00	0.00	0.00
001-000-478000	LITTLE LEAGUE INCOME	0.00	0.00	0.00	0.00	0.00
001-000-479000	NDOT REVENUE INCOME	0.00	0.00	0.00	0.00	0.00
001-000-480000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
001-000-480010	INTEREST EARNINGS	30,000.00	25,993.50	53,228.94	-23,228.94	177.43
001-000-480020	SKATE PARK INCOME	0.00	0.00	0.00	0.00	0.00
001-000-480022	GRANTS/SLOANS/OTHER	3,350,000.00	0.00	0.00	3,350,000.00	0.00
001-000-480025	MISCELLANEOUS INCOME	50,000.00	340.00	990.00	49,010.00	1.98
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	0.00	0.00	0.00	0.00	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	0.00	0.00	0.00	0.00	0.00
001-000-507000	NEWBERG THEATRE GRUOP INCOME	0.00	0.00	0.00	0.00	0.00
001-000-508000	Historic Friends of Nbg	0.00	0.00	0.00	0.00	0.00
001-000-509000	TUALATIN VALLEY FOOTBALL REV.	0.00	0.00	0.00	0.00	0.00
001-000-510000	LACROSSE	0.00	0.00	0.00	0.00	0.00
001-000-511000	Basketball	0.00	0.00	0.00	0.00	0.00
	REVENUE	18,459,628.00	232,826.66	8,113,689.29	10,345,938.71	43.95
<b>001</b>	<b>GENERAL FUND</b>	<b>18,459,628.00</b>	<b>232,826.66</b>	<b>8,113,689.29</b>	<b>10,345,938.71</b>	<b>43.95</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	36,000.00	0.00	38,589.02	-2,589.02	107.19
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	300.00	147.28	296.64	3.36	98.88
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	36,300.00	147.28	38,885.66	-2,585.66	107.12

Account Number	Description	Budget	Period Amt	End Bal	Uncollected	% Collected
<b>026</b>	<b>LOAN SERVICE FUND</b>	<b>36,300.00</b>	<b>147.28</b>	<b>38,885.66</b>	<b>-2,585.66</b>	<b>107.12</b>
<b>035</b>	<b>SDC FUNDS</b>					
035-000-400000	BEGINNING BALANCE	3,820,581.00	0.00	3,916,335.97	-95,754.97	102.51
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	675,000.00	0.00	73,609.76	601,390.24	10.91
035-000-460003	SDC FUNDS-YAMHILL COUNTY	75,000.00	19,743.98	45,282.05	29,717.95	60.38
035-000-461000	INTEREST EARNED	0.00	0.00	0.00	0.00	0.00
035-000-461001	INTEREST EARNED-DUNDEE	1,363.50	-345.93	-644.48	2,007.98	-47.27
035-000-461002	INTEREST EARNED-NEWBERG	12,273.00	12,248.61	24,480.14	-12,207.14	199.46
035-000-461003	INTEREST EARNED-YAMHILL COUNTY	1,363.50	1,710.37	3,334.73	-1,971.23	244.57
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	4,660,581.00	33,357.03	4,062,398.17	598,182.83	87.17
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
<b>035</b>	<b>SDC FUNDS</b>	<b>4,660,581.00</b>	<b>33,357.03</b>	<b>4,062,398.17</b>	<b>598,182.83</b>	<b>87.17</b>
<b>036</b>	<b>CP Pool Fund</b>					
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
<b>036</b>	<b>CP Pool Fund</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>037</b>	<b>BOND LOAN SERVICE</b>					
037-000-400000	Pool LS Fund Balance	0.00	0.00	1,306,589.04	-1,306,589.04	0.00
037-000-410000	BOND CURRENT	0.00	62.04	234.46	-234.46	0.00

Account Number	Description	Budget	Period Amt	End Bal	Uncollected	% Collected
037-000-411000	PRIOR BOND	0.00	7,608.46	28,788.42	-28,788.42	0.00
037-000-480025	Misc Rev	0.00	0.00	0.00	0.00	0.00
037-000-490000	TRX LS POOL BOND	1,410,975.00	0.00	0.00	1,410,975.00	0.00
037-000-846001	INT REV BOND LS	0.00	6,483.45	12,840.25	-12,840.25	0.00
	REVENUE	1,410,975.00	14,153.95	1,348,452.17	62,522.83	95.57
<b>037</b>	<b>BOND LOAN SERVICE</b>	<b>1,410,975.00</b>	<b>14,153.95</b>	<b>1,348,452.17</b>	<b>62,522.83</b>	<b>95.57</b>
<b>Revenue Total</b>		<b>24,567,484.00</b>	<b>280,484.92</b>	<b>13,563,425.29</b>	<b>11,004,058.71</b>	<b>55.2088</b>

# Project Management

## Sub-Task Summary By Project

User: ahill@cpdnewberg.org  
 Printed: 9/19/2025 9:26:44 AM  
 Fiscal Year 2026 - Periods 02 to 02  
 Date Range All



Sort Field	Description	Hours	LEMS-Labor	LEMS-Material	LEMS-Revenue	Expense Amt	Revenue Amt
454-423	DCC	0.00	0.00	262.51	0.00	262.51	0.00
459-666	CC FEES	0.00	0.00	1,369.78	0.00	1,369.78	0.00
		0.00	0.00	1,632.29	0.00	1,632.29	0.00
290	Administration						
290-200	Misc Income	0.00	0.00	138,526.82	-340.00	138,526.82	-340.00
290	Administration	0.00	0.00	138,526.82	-340.00	138,526.82	-340.00
413	ADMINISTRATION						
413-200	Administrative Miscellaneous	333.23	26,729.86	2,191.33	0.00	28,921.19	0.00
413-408	Administration Admin	541.77	11,208.61	2,805.33	0.00	14,013.94	0.00
413-409	Leads	297.14	8,399.46	0.00	0.00	8,399.46	0.00
413-410	Time off	82.37	3,832.41	0.00	0.00	3,832.41	0.00
413-900	Accounts Payable	72.79	2,220.12	0.00	0.00	2,220.12	0.00
413-901	Payroll	10.75	325.00	0.00	0.00	325.00	0.00
413-902	Bank ReconIncome	15.12	501.84	0.00	0.00	501.84	0.00
413-903	Reports	26.03	810.55	0.00	0.00	810.55	0.00
413-906	Training	0.00	0.00	1,080.00	0.00	1,080.00	0.00
413-908	Supt. requests	0.25	8.82	0.00	0.00	8.82	0.00
413-909	Personnel	106.09	3,377.15	15.15	0.00	3,392.30	0.00
413-910	Community Relations	9.00	308.08	0.00	0.00	308.08	0.00
413-911	Communication	193.95	9,911.16	122.95	0.00	10,034.11	0.00
413-912	Photo & Video	11.33	358.13	0.00	0.00	358.13	0.00
413-913	Web	0.00	0.00	103.60	0.00	103.60	0.00
413-914	Publications	159.00	4,855.97	0.00	0.00	4,855.97	0.00
413-916	Events	3.67	116.01	629.34	0.00	745.35	0.00
413-917	Public Info Supplies & Misc	0.00	0.00	93.77	0.00	93.77	0.00
413-930	Misc (officesupport)	253.34	6,172.93	16.85	0.00	6,189.78	0.00
413	ADMINISTRATION	2,115.83	79,136.10	7,058.32	0.00	86,194.42	0.00
450	PARKS DEPARTMENT						
450-000	ActNCCBk Fees	0.00	0.00	208.47	0.00	208.47	0.00
450-001	Park Maintenance	258.51	10,861.95	6,542.64	0.00	17,404.59	0.00
450-002	Pool	205.60	6,445.14	53,438.98	0.00	59,884.12	0.00
450-004	Memorialssignsbridge	0.00	0.00	18.81	0.00	18.81	0.00
450-005	Park Lightingsecurity	0.00	0.00	116.34	0.00	116.34	0.00
450-006	FountainsUtilities	0.00	0.00	47,130.71	0.00	47,130.71	0.00
450-007	Building Maintenance	0.00	0.00	1,342.54	0.00	1,342.54	0.00



450-009	Playground Equipment	9.53	382.31	3,716.64	0.00	4,098.95	0.00
450-011	Athletic Fields	55.80	2,418.82	781.22	-1,070.00	3,200.04	-1,070.00
450-012	Athletic field Prep	8.12	374.38	104.00	0.00	478.38	0.00
450-013	Turf & Irrigation	86.65	3,700.29	20,166.70	0.00	23,866.99	0.00
450-014	Mowing	138.05	4,069.87	0.00	0.00	4,069.87	0.00
450-015	Mowing Maint	4.00	127.59	211.87	0.00	339.46	0.00
450-016	HorticWoodland	2,054.99	54,940.69	547.75	0.00	55,488.44	0.00
450-017	Gas Veh Maint	0.00	0.00	3,401.90	0.00	3,401.90	0.00
450-018	Other equip maint	0.00	0.00	52.47	0.00	52.47	0.00
450-019	In Dist. Support	0.00	0.00	3,458.63	0.00	3,458.63	0.00
450-022	Gas Vehicle Maint	0.00	0.00	429.03	0.00	429.03	0.00
450-023	Small Tool Maint	0.00	0.00	408.59	0.00	408.59	0.00
450-024	Mowing Equipment Maint	0.00	0.00	74.99	0.00	74.99	0.00
450-025	Other Equipment	0.00	0.00	97.33	0.00	97.33	0.00
450-027	Staff Training	0.00	0.00	538.28	0.00	538.28	0.00
450-029	Senior Center	0.00	0.00	408.85	0.00	408.85	0.00
450-034	Ewing Young	0.00	0.00	1,496.90	0.00	1,496.90	0.00
450-035	Armory Youth Building	0.00	0.00	184.40	0.00	184.40	0.00
450-050	Maint. Building	0.00	0.00	317.59	0.00	317.59	0.00
450-051	Admin. Building	0.00	0.00	5,042.68	0.00	5,042.68	0.00
450-200	Parks Misc	17.56	719.30	289.31	0.00	1,008.61	0.00
450-221	RENT SANDERS	0.00	0.00	977.80	0.00	977.80	0.00
450-408	Parks Administration	226.67	11,696.46	2,047.01	0.00	13,743.47	0.00
450-410	Parks Leave	9.00	199.35	0.00	0.00	199.35	0.00
450-414	CCC	0.00	0.00	11,517.78	0.00	11,517.78	0.00
450	PARKS DEPARTMENT	3,074.48	95,936.15	165,070.21	-1,070.00	261,006.36	-1,070.00
43							
451	AQUATICS DEPT						
451-000	ActNCCBk Fees	0.00	0.00	7,330.98	0.00	7,330.98	0.00
451-002	CONTRACT TRAINING	0.00	0.00	280.00	0.00	280.00	0.00
451-005	Wt. Train. A	154.38	3,116.06	0.00	0.00	3,116.06	0.00
451-006	Fitness	122.66	2,594.86	0.00	-68.00	2,594.86	-68.00
451-007	Water Exercise	75.46	1,523.54	2.52	0.00	1,526.06	0.00
451-008	Weight Training B	17.40	473.53	2.53	-760.00	476.06	-760.00
451-009	CHILD WATCH	174.91	3,429.38	77.15	-60.00	3,506.53	-60.00
451-011	Private Lessons	0.00	0.00	0.00	-2,768.40	0.00	-2,768.40
451-012	OPTUM FITNESS ADVANTAGE	0.00	0.00	0.00	-8,972.00	0.00	-8,972.00
451-013	Water Safety	49.70	1,438.72	377.51	-566.00	1,816.23	-566.00
451-014	Silver Sneakers	0.00	0.00	0.00	-575.50	0.00	-575.50
451-015	Silver Fit	0.00	0.00	0.00	-5,468.10	0.00	-5,468.10
451-016	Water Polo	43.95	854.49	2.53	0.00	857.02	0.00
451-017	George Fox College	3.16	66.31	0.00	0.00	66.31	0.00
451-023	Pool Rentals	60.24	1,184.53	2.53	-1,150.00	1,187.06	-1,150.00
451-024	Classroom Rentals	0.00	0.00	0.00	-437.50	0.00	-437.50
451-025	Spa	0.00	0.00	0.00	-35.50	0.00	-35.50
451-026	Special Events	2.00	39.96	0.00	0.00	39.96	0.00
451-200	Aquatics Misc	0.00	0.00	464.42	0.00	464.42	0.00
451-218	Pool Maint	264.13	5,870.65	42,713.22	0.00	48,583.87	0.00
451-219	Staff Meetings	239.68	4,854.88	57.18	0.00	4,912.06	0.00
451-279	First Aide Supplies	0.00	0.00	117.42	0.00	117.42	0.00
451-280	Sales	0.00	0.00	0.00	-98.00	0.00	-98.00
451-281	CSTCVA	79.37	1,549.91	0.00	0.00	1,549.91	0.00

451-282	Swim Lessons	715.37	14,095.54	24.66	-9,537.70	14,120.20	-9,537.70
451-283	Lap Swim	0.00	0.00	2.52	-82.00	2.52	-82.00
451-284	Public Swim	1,310.29	26,700.25	1,132.23	-2,188.25	27,832.48	-2,188.25
451-286	Passes	0.00	0.00	557.88	-36,660.85	557.88	-36,660.85
451-287	Weight Room	3.87	81.22	1,437.46	-366.00	1,518.68	-366.00
451-289	Punch Crds General	0.00	0.00	0.00	-1,685.00	0.00	-1,685.00
451-408	Aquatics Admin	446.82	18,352.38	3,015.54	0.00	21,367.92	0.00
451-410	Time OffLeave	33.30	1,007.37	0.00	0.00	1,007.37	0.00
451-425	BasketBall Court	0.00	0.00	41.98	-217.00	41.98	-217.00
451-505	Aquatic MiscEmergencies	2.92	65.72	0.00	0.00	65.72	0.00
451-666	CC FEES	0.00	0.00	94.53	0.00	94.53	0.00
451	AQUATICS DEPT	3,799.61	87,299.30	57,734.79	-71,695.80	145,034.09	-71,695.80
452	ADULT SPORTS DEPARTMENT						
452-000	ActNCCBk Fees	0.00	0.00	392.41	0.00	392.41	0.00
452-146	Softball, Co-ed	10.50	197.73	0.00	-5,810.00	197.73	-5,810.00
452-408	Administration	42.35	1,862.58	573.76	0.00	2,436.34	0.00
452	ADULT SPORTS DEPARTMENT	52.85	2,060.31	966.17	-5,810.00	3,026.48	-5,810.00
453	YOUTH SPORTS DEPARTMENT						
453-000	ActNCCBk fees	0.00	0.00	431.53	0.00	431.53	0.00
453-027	Staff Training	0.00	0.00	340.00	0.00	340.00	0.00
453-171	Track	0.00	0.00	750.00	-1,088.00	750.00	-1,088.00
453-172	Football Camp	0.00	0.00	0.00	-1,180.00	0.00	-1,180.00
453-174	Jr Tiger Basketball	0.00	0.00	2,535.00	-455.00	2,535.00	-455.00
453-176	TUALATIN VALLEY FOOTBALL LEAGU	0.00	0.00	5,699.43	0.00	5,699.43	0.00
453-182	Soccer League	0.00	0.00	13,818.84	-24,978.96	13,818.84	-24,978.96
453-183	Soccer Camp	0.00	0.00	0.00	-3,057.83	0.00	-3,057.83
453-186	Softball - Girls	0.00	0.00	1,029.86	0.00	1,029.86	0.00
453-190	Volleyball Camp	0.00	0.00	0.00	-1,300.00	0.00	-1,300.00
453-196	Tennis Camp	0.00	0.00	2,683.00	-368.00	2,683.00	-368.00
453-200	Miscellaneous	0.00	0.00	10.92	0.00	10.92	0.00
453-214	MS Volleyball	0.00	0.00	2,693.50	-3,043.22	2,693.50	-3,043.22
453-227	MS LACROSSE	0.00	0.00	598.10	0.00	598.10	0.00
453-408	Administration	405.18	14,534.95	2,229.48	0.00	16,764.43	0.00
453	YOUTH SPORTS DEPARTMENT	405.18	14,534.95	32,819.66	-35,471.01	47,354.61	-35,471.01
454	RECREATION DEPARTMENT						
454-000	ActNCCBk fees	0.00	0.00	37.67	0.00	37.67	0.00
454-084	Aviation	0.00	0.00	2,793.23	0.00	2,793.23	0.00
454-090	Art Classes	0.00	0.00	0.00	-80.00	0.00	-80.00
454-091	Ballet	0.00	0.00	0.00	-170.00	0.00	-170.00
454-099	Gymnastics	143.29	3,503.74	29.47	-4,699.00	3,533.21	-4,699.00
454-100	ScienceGardening	79.17	1,832.87	0.00	-825.00	1,832.87	-825.00
454-101	JazzTap Dance	22.48	503.18	59.61	0.00	562.79	0.00
454-106	Outdoor Activities	0.00	0.00	2,746.07	-848.00	2,746.07	-848.00
454-116	Preschool Activities	0.00	0.00	0.00	-327.97	0.00	-327.97
454-124	Cheerleading	25.68	549.96	405.00	0.00	954.96	0.00
454-127	Safety Town	0.00	0.00	1,195.21	-1,264.62	1,195.21	-1,264.62
454-200	Miscellaneous	0.00	0.00	5.46	0.00	5.46	0.00
454-208	BPTY	3.03	57.67	0.00	0.00	57.67	0.00
454-408	Administration	161.64	7,755.31	858.96	0.00	8,614.27	0.00

454-410	Leave	0.00	0.50	0.00	0.00	0.00	0.00
454-484	Aviation	0.00	0.00	160.00	0.00	160.00	0.00
454	RECREATION DEPARTMENT	435.29	14,203.23	8,130.68	-8,054.59	22,333.91	-8,054.59
455	PLAYGROUNDS DEPARTMENT						
455-000	ActNCCBk Fees	0.00	0.00	3,359.55	0.00	3,359.55	0.00
455-125	All Care	2,995.58	64,898.91	8,189.79	-19,147.84	73,088.70	-19,147.84
455-200	Miscellaneous	0.00	0.00	0.78	0.00	0.78	0.00
455-408	Administration	22.51	1,202.07	1,783.12	0.00	2,985.19	0.00
455-410	Leave	71.00	1,647.20	0.00	0.00	1,647.20	0.00
455	PLAYGROUNDS DEPARTMENT	3,089.09	67,748.18	13,333.24	-19,147.84	81,081.42	-19,147.84
456	CENTERS DEPARTMENT						
456-200	Miscellaneous Facilities	0.00	0.00	3.90	0.00	3.90	0.00
456-210	Senior Center	0.00	0.00	3,892.10	0.00	3,892.10	0.00
456-212	Armory	0.00	0.00	0.00	-1,484.00	0.00	-1,484.00
456-408	Administration	77.70	3,017.77	923.02	0.00	3,940.79	0.00
456-410	Leave	7.00	285.12	0.00	0.00	285.12	0.00
456-416	Sr. Center income	177.00	7,290.83	0.00	0.00	7,290.83	0.00
456-419	Sr. Trips	8.17	275.68	20.00	0.00	295.68	0.00
456-420	Classes Workshops	0.00	0.00	462.87	0.00	462.87	0.00
456-421	Special Events	0.00	0.00	77.97	0.00	77.97	0.00
456-446	Coffee Bar	0.00	0.00	83.96	0.00	83.96	0.00
456	CENTERS DEPARTMENT	269.87	10,869.40	5,463.82	-1,484.00	16,333.22	-1,484.00
457	COMMUNITY SCHOOLS						
457-006	Cooking - elem	0.00	0.00	51.35	0.00	51.35	0.00
457-012	Science-Elementary	5.00	127.39	0.00	0.00	127.39	0.00
457-408	Administration	46.89	2,374.29	611.38	0.00	2,985.67	0.00
457	COMMUNITY SCHOOLS	51.89	2,501.68	662.73	0.00	3,164.41	0.00
458	GOLF COURSE MAINT.						
458-001	maintenance	304.43	10,940.64	10,854.31	0.00	21,794.95	0.00
458-007	Building Maintenance	0.00	0.00	848.92	0.00	848.92	0.00
458-009	Equipment maintenance	185.05	9,392.60	6,063.18	0.00	15,455.78	0.00
458-013	Turf & Irrig Drainage	0.00	0.00	56,253.79	0.00	56,253.79	0.00
458-016	Horticulture Woodlands Trails	1,297.82	33,179.03	926.27	0.00	34,105.30	0.00
458-017	Vehicle Maintenance	0.00	0.00	5,452.05	0.00	5,452.05	0.00
458-019	In District Support	0.00	0.00	358.40	0.00	358.40	0.00
458-031	Greens	569.82	10,793.57	0.00	0.00	10,793.57	0.00
458-032	Tees collars Approaches	175.62	4,035.84	1,454.08	0.00	5,489.92	0.00
458-037	Aeration Topdressing incorpora	0.00	0.00	3,297.32	0.00	3,297.32	0.00
458-200	GC misc	0.00	0.00	1,532.48	0.00	1,532.48	0.00
458-408	golf course maint. admin.	25.08	1,295.39	1,044.37	0.00	2,339.76	0.00
458-410	time off	32.00	1,037.94	0.00	0.00	1,037.94	0.00
458	GOLF COURSE MAINT.	2,589.82	70,675.01	88,085.17	0.00	158,760.18	0.00
459	GOLF CLUB HOUSE						
459-100	Green Fees	1,100.03	30,610.40	2,065.83	-26,076.23	32,676.23	-26,076.23
459-110	Driving Range	149.22	2,809.78	4,418.95	-3,661.50	7,228.73	-3,661.50
459-120	Rentals	556.04	10,471.24	1,996.07	-9,021.00	12,467.31	-9,021.00
459-150	Golf Shop Rev.	0.00	0.00	15,368.47	-2,308.76	15,368.47	-2,308.76

459-170	Snack bar	105.17	1,980.33	22,633.86	-5,334.00	24,614.19	-5,334.00
459-180	GC Improvement Fee	0.00	0.00	0.00	-1,720.00	0.00	-1,720.00
459-200	Misc	0.00	0.00	37.72	0.00	37.72	0.00
459-301	Deposits on Account	0.00	0.00	0.00	967.15	0.00	967.15
459-408	Administration	29.26	1,562.66	1,076.69	0.00	2,639.35	0.00
459-410	VacSickHol.	32.00	1,211.77	0.00	0.00	1,211.77	0.00
459-800	Golf Lessons	0.00	0.00	1,708.50	0.00	1,708.50	0.00
459-999	cash variance	0.00	0.00	0.00	-2.35	0.00	-2.35
459	GOLF CLUB HOUSE	1,971.72	48,646.18	49,306.09	-47,156.69	97,952.27	-47,156.69
470	ACQUISITION & DEVELOPMENT						
470-010	New Development	0.00	0.00	10,129.40	0.00	10,129.40	0.00
470-011	Parks New Development	0.00	0.00	6,080.00	0.00	6,080.00	0.00
470-012	Parks ReplacementRepair	0.00	0.00	214,193.10	0.00	214,193.10	0.00
470-016	Aquatic ReplaceRepair	0.00	0.00	10,634.24	0.00	10,634.24	0.00
470-042	Recreation ReplaceRepair	0.00	0.00	610.95	0.00	610.95	0.00
470	ACQUISITION & DEVELOPMENT	0.00	0.00	241,647.69	0.00	241,647.69	0.00
474	PRESCHOOL DEPARTMENT						
474-001	Preschool registration Fees	0.00	0.00	18.98	0.00	18.98	0.00
474-200	Miscellaneous	0.00	0.00	1.56	0.00	1.56	0.00
474-201	SuppliesExpenses	0.00	0.00	153.02	0.00	153.02	0.00
474-331	Utilities	0.00	0.00	61.66	0.00	61.66	0.00
474-408	Preschool Admin	0.00	0.00	125.07	0.00	125.07	0.00
474-410	Leave	0.00	151.59	0.00	0.00	151.59	0.00
474	PRESCHOOL DEPARTMENT	0.00	151.59	360.29	0.00	511.88	0.00

# Project Management

## Sub-Task Summary By Project

User: ahill@cpdnewberg.org  
 Printed: 9/19/2025 9:26:42 AM  
 Fiscal Year 2026 - Periods 01 to 02  
 Date Range All



Sort Field	Description	Hours	LEMS-Labor	LEMS-Material	LEMS-Revenue	Expense Amt	Revenue Amt
454-423	DCC	0.00	0.00	262.51	0.00	262.51	0.00
459-666	CC FEES	0.00	0.00	9,724.77	0.00	9,724.77	0.00
		0.00	0.00	9,987.28	0.00	9,987.28	0.00
290	Administration						
290-200	Misc Income	0.00	0.00	222,665.31	-380.00	222,665.31	-380.00
290-700	GIFT CARDS	0.00	0.00	0.00	-610.00	0.00	-610.00
290	Administration	0.00	0.00	222,665.31	-990.00	222,665.31	-990.00
413	ADMINISTRATION						
413-000	ActNCCBk fees	0.00	0.00	58.06	0.00	58.06	0.00
413-200	Administrative Miscellaneous	686.74	52,809.85	6,112.31	0.00	58,922.16	0.00
413-408	Administration Admin	987.95	20,176.70	24,396.46	0.00	44,573.16	0.00
413-409	Leads	580.83	16,519.07	0.00	0.00	16,519.07	0.00
413-410	Time off	268.12	12,129.80	0.00	0.00	12,129.80	0.00
413-900	Accounts Payable	113.11	3,499.35	0.00	0.00	3,499.35	0.00
413-901	Payroll	30.16	958.04	0.00	0.00	958.04	0.00
413-902	Bank ReconIncome	27.44	937.49	0.00	0.00	937.49	0.00
413-903	Reports	37.80	1,226.75	0.00	0.00	1,226.75	0.00
413-906	Training	0.00	0.00	1,975.00	0.00	1,975.00	0.00
413-908	Supt. requests	0.25	8.82	0.00	0.00	8.82	0.00
413-909	Personnel	207.79	6,780.78	22.14	0.00	6,802.92	0.00
413-910	Community Relations	10.50	376.91	0.00	0.00	376.91	0.00
413-911	Communication	353.59	18,061.79	2,459.84	0.00	20,521.63	0.00
413-912	Photo & Video	11.33	358.13	0.00	0.00	358.13	0.00
413-913	Web	0.00	0.00	103.60	0.00	103.60	0.00
413-914	Publications	296.75	9,189.87	0.00	0.00	9,189.87	0.00
413-916	Events	3.67	116.01	779.34	0.00	895.35	0.00
413-917	Public Info Supplies & Misc	0.00	0.00	550.69	0.00	550.69	0.00
413-930	Misc (officesupport)	332.19	8,988.02	114.19	0.00	9,102.21	0.00
413	ADMINISTRATION	3,948.22	152,137.38	36,571.63	0.00	188,709.01	0.00
450	PARKS DEPARTMENT						
450-000	ActNCCBk Fees	0.00	0.00	312.78	0.00	312.78	0.00
450-001	Park Maintenance	412.57	18,277.37	16,640.58	0.00	34,917.95	0.00
450-002	Pool	371.75	11,480.43	64,086.70	0.00	75,567.13	0.00
450-004	Memorialssignsbridge	0.00	0.00	18.81	0.00	18.81	0.00
450-005	Park Lightingsecurity	0.00	0.00	719.40	0.00	719.40	0.00

450-006	Fountains/Utilities	0.00	0.00	56,695.10	0.00	56,695.10	0.00
450-007	Building Maintenance	0.00	0.71	2,631.33	0.00	2,632.04	0.00
450-008	Vandalism	1.68	69.71	0.00	0.00	69.71	0.00
450-009	Playground Equipment	9.53	382.31	3,716.64	0.00	4,098.95	0.00
450-011	Athletic Fields	125.85	5,374.35	781.22	-1,729.00	6,155.57	-1,729.00
450-012	Athletic field Prep	8.12	374.38	725.62	0.00	1,100.00	0.00
450-013	Turf & Irrigation	171.10	7,063.68	25,205.47	0.00	32,269.15	0.00
450-014	Mowing	258.61	7,559.26	133.96	0.00	7,693.22	0.00
450-015	Mowing Maint	9.03	277.19	211.87	0.00	489.06	0.00
450-016	Hortic/Woodland	3,841.91	100,552.26	846.48	-9,000.00	101,398.74	-9,000.00
450-017	Gas Veh Maint	0.00	0.00	4,717.81	0.00	4,717.81	0.00
450-018	Other equip maint	2.00	84.39	69.46	0.00	153.85	0.00
450-019	In Dist. Support	78.67	3,037.40	6,925.88	0.00	9,963.28	0.00
450-022	Gas Vehicle Maint	0.00	0.00	1,055.45	0.00	1,055.45	0.00
450-023	Small Tool Maint	0.00	0.00	420.59	0.00	420.59	0.00
450-024	Mowing Equipment Maint	0.00	0.00	74.99	0.00	74.99	0.00
450-025	Other Equipment	0.00	0.00	97.33	0.00	97.33	0.00
450-027	Staff Training	0.00	0.00	3,393.24	0.00	3,393.24	0.00
450-029	Senior Center	0.00	0.00	593.25	0.00	593.25	0.00
450-032	Armory	0.00	0.00	184.40	0.00	184.40	0.00
450-034	Ewing Young	0.00	0.00	1,555.50	0.00	1,555.50	0.00
450-035	Armory Youth Building	0.00	0.00	184.40	0.00	184.40	0.00
450-050	Maint. Building	0.00	0.00	317.59	0.00	317.59	0.00
450-051	Admin. Building	0.00	0.00	5,627.03	0.00	5,627.03	0.00
450-200	Parks Misc	19.56	803.71	398.75	0.00	1,202.46	0.00
450-221	RENT SANDERS	0.00	0.00	977.80	0.00	977.80	0.00
450-408	Parks Administration	467.29	23,357.44	4,103.08	0.00	27,460.52	0.00
450-410	Parks Leave	316.87	11,439.57	0.00	0.00	11,439.57	0.00
450-414	CCC	0.00	0.00	14,566.19	0.00	14,566.19	0.00
450	PARKS DEPARTMENT	6,094.54	190,134.16	217,988.70	-10,729.00	408,122.86	-10,729.00
451	AQUATICS DEPT			17,436.17	0.00	17,436.17	0.00
451-000	ActNCCBk Fees	0.00	0.00	280.00	-400.00	280.00	-400.00
451-002	CONTRACT TRAINING	0.00	0.00	0.00	-148.00	0.00	-148.00
451-004	Grey n Golden	0.00	0.00	0.00	0.00	5,476.58	0.00
451-005	Wt. Train. A	274.41	5,476.58	0.00	0.00	5,565.35	-323.00
451-006	Fitness	256.16	5,423.37	141.98	-323.00	3,005.52	-85.00
451-007	Water Exercise	147.42	3,000.48	5.04	-85.00	792.97	-1,806.00
451-008	Weight Training B	28.30	787.91	5.06	-1,806.00	6,755.00	-1,030.00
451-009	CHILD WATCH	340.45	6,677.85	77.15	-1,030.00	0.00	-8,118.10
451-011	Private Lessons	0.00	0.00	0.00	-8,118.10	0.00	-18,456.00
451-012	OPTUM FITNESS ADVANTAGE	0.00	0.00	0.00	-18,456.00	0.00	-4,265.00
451-013	Water Safety	108.28	3,308.54	1,191.03	-4,265.00	4,499.57	-1,153.50
451-014	Silver Sneakers	0.00	0.00	0.00	-1,153.50	0.00	-9,810.90
451-015	Silver Fit	0.00	0.00	0.00	-9,810.90	0.00	0.00
451-016	Water Polo	132.21	2,561.01	5.06	0.00	2,566.07	0.00
451-017	George Fox College	3.16	66.31	0.00	0.00	66.31	0.00
451-023	Pool Rentals	166.25	3,295.06	5.06	-4,406.00	3,300.12	-4,406.00
451-024	Classroom Rentals	0.00	0.00	0.00	-1,150.00	0.00	-1,150.00
451-025	Spa	0.00	0.00	0.00	-488.50	0.00	-488.50
451-026	Special Events	2.00	39.96	0.00	0.00	39.96	0.00
451-200	Aquatics Misc	0.00	0.00	464.42	0.00	464.42	0.00

451-218	Pool Maint	346.45	7,473.14	67,951.87	0.00	75,425.01	0.00
451-219	Staff Meetings	787.56	16,133.81	57.18	0.00	16,190.99	0.00
451-279	First Aide Supplies	0.00	0.00	484.42	0.00	484.42	0.00
451-280	Sales	0.00	0.00	0.00	-798.50	0.00	-798.50
451-281	CSTCVA	164.62	3,192.36	0.00	-10,740.63	3,192.36	-10,740.63
451-282	Swim Lessons	1,458.69	28,836.44	44.33	-34,191.13	28,880.77	-34,191.13
451-283	Lap Swim	0.00	0.00	5.04	-1,102.50	5.04	-1,102.50
451-284	Public Swim	2,364.07	47,742.86	1,365.50	-15,801.60	49,108.36	-15,801.60
451-286	Passes	0.00	0.00	647.79	-106,477.98	647.79	-106,477.98
451-287	Weight Room	9.64	202.34	1,595.20	-2,987.00	1,797.54	-2,987.00
451-289	Punch Crds General	0.00	0.00	0.00	-5,300.00	0.00	-5,300.00
451-408	Aquatics Admin	799.75	32,936.77	6,518.30	0.00	39,455.07	0.00
451-410	Time OffLeave	86.23	3,036.05	0.00	0.00	3,036.05	0.00
451-425	BasketBall Court	0.00	0.00	41.98	-1,869.00	41.98	-1,869.00
451-426	PICKLEBALL Court	0.00	0.00	0.00	-291.00	0.00	-291.00
451-427	VolleyBall Court	0.00	0.00	0.00	-230.00	0.00	-230.00
451-505	Aquatic MiscEmergencies	2.92	65.72	0.00	0.00	65.72	0.00
451-666	CC FEES	0.00	0.00	735.70	0.00	735.70	0.00
451	AQUATICS DEPT	7,478.57	170,256.56	99,058.28	-231,429.34	269,314.84	-231,429.34
452	ADULT SPORTS DEPARTMENT						
452-000	ActNCCBk Fees	0.00	0.00	392.41	0.00	392.41	0.00
452-146	Softball, Co-ed	10.50	197.73	0.00	-7,950.00	197.73	-7,950.00
452-147	Softball, Men	23.25	439.35	0.00	0.00	439.35	0.00
452-408	Administration	67.21	3,082.20	1,530.30	0.00	4,612.50	0.00
452	ADULT SPORTS DEPARTMENT	100.96	3,719.28	1,922.71	-7,950.00	5,641.99	-7,950.00
453	YOUTH SPORTS DEPARTMENT						
453-000	ActNCCBk fees	0.00	0.00	687.99	0.00	687.99	0.00
453-027	Staff Training	0.00	0.00	340.00	0.00	340.00	0.00
453-170	Soccer Swap	0.00	0.00	0.00	-61.00	0.00	-61.00
453-171	Track	0.00	0.00	3,700.00	-2,413.00	3,700.00	-2,413.00
453-172	Football Camp	0.00	0.00	0.00	-8,393.25	0.00	-8,393.25
453-174	Jr Tiger Basketball	0.00	0.00	6,908.46	-4,151.00	6,908.46	-4,151.00
453-176	TUALATIN VALLEY FOOTBALL LEAGU	0.00	0.00	19,167.93	-201.80	19,167.93	-201.80
453-179	Pee Wee Sports Camp	0.00	0.00	0.00	-255.00	0.00	-255.00
453-182	Soccer League	0.00	0.00	16,535.84	-32,466.85	16,535.84	-32,466.85
453-183	Soccer Camp	0.00	0.00	570.00	-4,141.83	570.00	-4,141.83
453-186	Softball - Girls	0.00	0.00	1,050.72	0.00	1,050.72	0.00
453-187	Softball Tournament	0.00	0.00	2,028.92	-8,480.00	2,028.92	-8,480.00
453-190	Volleyball Camp	0.00	0.00	0.00	-3,467.11	0.00	-3,467.11
453-196	Tennis Camp	0.00	0.00	2,683.00	-1,368.00	2,683.00	-1,368.00
453-200	Miscellaneous	0.00	0.00	10.92	0.00	10.92	0.00
453-214	MS Volleyball	0.00	0.00	2,693.50	-4,376.22	2,693.50	-4,376.22
453-227	MS LACROSSE	0.00	0.00	1,865.10	0.00	1,865.10	0.00
453-408	Administration	787.94	29,581.00	5,219.10	0.00	34,800.10	0.00
453-410	Leave	16.00	669.22	0.00	0.00	669.22	0.00
453	YOUTH SPORTS DEPARTMENT	803.94	30,250.22	63,461.48	-69,775.06	93,711.70	-69,775.06
454	RECREATION DEPARTMENT						
454-000	ActNCCBk fees	0.00	0.00	164.01	0.00	164.01	0.00
454-009	guitar	0.00	0.00	342.37	0.00	342.37	0.00

454-084	Aviation	0.00	0.00	2,793.23	0.00	2,793.23	0.00
454-085	CPRFirst Aid	0.00	0.00	0.00	-285.00	0.00	-285.00
454-090	Art Classes	0.00	0.00	0.00	-160.00	0.00	-160.00
454-091	Ballet	0.00	0.00	0.00	-530.00	0.00	-530.00
454-092	Adult Dance	0.00	0.00	0.00	-250.00	0.00	-250.00
454-099	Gymnastics	268.48	6,457.25	29.47	-9,464.80	6,486.72	-9,464.80
454-100	ScienceGardening	101.79	2,335.53	0.00	-825.00	2,335.53	-825.00
454-101	JazzTap Dance	22.48	503.18	167.39	0.00	670.57	0.00
454-106	Outdoor Activities	0.00	0.00	2,811.04	-6,349.80	2,811.04	-6,349.80
454-116	Preschool Activities	0.00	0.00	0.00	-579.97	0.00	-579.97
454-124	Cheerleading	35.37	741.97	3,049.00	0.00	3,790.97	0.00
454-127	Safety Town	1.50	37.96	1,249.19	-2,388.11	1,287.15	-2,388.11
454-200	Miscellaneous	0.00	0.00	5.46	0.00	5.46	0.00
454-208	BPTY	3.03	57.67	0.00	-260.00	57.67	-260.00
454-408	Administration	289.30	14,474.27	1,179.54	0.00	15,653.81	0.00
454-410	Leave	0.00	0.50	0.00	0.00	0.50	0.00
454-412	In District Support	0.00	0.00	914.23	0.00	914.23	0.00
454-484	Aviation	0.00	0.00	0.00	-955.00	0.00	-955.00
454	RECREATION DEPARTMENT	721.95	24,608.33	12,704.93	-22,047.68	37,313.26	-22,047.68
455	PLAY GROUNDS DEPARTMENT						
455-000	ActNCCBk Fees	0.00	0.00	8,560.47	0.00	8,560.47	0.00
455-125	All Care	5,387.63	115,095.33	10,796.30	-97,583.20	125,891.63	-97,583.20
455-200	Miscellaneous	0.00	0.00	0.78	0.00	0.78	0.00
455-408	Administration	61.66	3,279.87	3,586.65	0.00	6,866.52	0.00
455-410	Leave	187.85	4,800.18	0.00	0.00	4,800.18	0.00
455	PLAY GROUNDS DEPARTMENT	5,637.14	123,175.38	22,944.20	-97,583.20	146,119.58	-97,583.20
456	CENTERS DEPARTMENT						
456-000	ActnCCBk fees	0.00	0.00	2,440.98	0.00	2,440.98	0.00
456-200	Miscellaneous Facilities	0.00	0.00	3.90	0.00	3.90	0.00
456-210	Senior Center	0.00	0.00	4,913.44	-240.00	4,913.44	-240.00
456-212	Armory	0.00	0.00	0.00	-1,484.00	0.00	-1,484.00
456-218	Admin Bldg	0.00	0.00	0.00	-1,627.00	0.00	-1,627.00
456-220	Facility Deposits	0.00	0.00	0.00	600.00	0.00	600.00
456-408	Administration	123.81	5,438.48	1,166.74	0.00	6,605.22	0.00
456-410	Leave	31.00	1,272.18	0.00	0.00	1,272.18	0.00
456-412	In District Support	0.00	0.00	913.13	0.00	913.13	0.00
456-416	Sr. Center income	329.00	13,650.56	0.00	-3,675.00	13,650.56	-3,675.00
456-417	Bingo	0.00	0.00	0.00	-113.00	0.00	-113.00
456-419	Sr. Trips	8.17	275.68	20.00	0.00	295.68	0.00
456-420	ClassesWorkshops	0.00	0.00	703.27	0.00	703.27	0.00
456-421	Special Events	0.00	0.00	77.97	0.00	77.97	0.00
456-446	Coffee Bar	0.00	0.00	83.96	0.00	83.96	0.00
456	CENTERS DEPARTMENT	491.98	20,636.90	10,323.39	-6,539.00	30,960.29	-6,539.00
457	COMMUNITY SCHOOLS						
457-000	ActNCCBk fees	0.00	0.00	16.85	0.00	16.85	0.00
457-001	feestitution	0.00	0.00	0.00	-216.80	0.00	-216.80
457-006	Cooking - elem	34.30	760.51	285.77	-802.28	1,046.28	-802.28
457-012	Science-Elementary	17.60	446.34	0.00	547.00	446.34	547.00
457-408	Administration	90.66	4,703.54	689.36	0.00	5,392.90	0.00



457-412	Support Services	3.13	59.34	913.13	0.00	972.47	0.00
457	COMMUNITY SCHOOLS	145.69	5,969.73	1,905.11	-472.08	7,874.84	-472.08
458	GOLF COURSE MAINT.						
458-001	maintenance	583.26	20,893.30	15,169.55	0.00	36,062.85	0.00
458-003	Cart PathsPaved Areas	0.00	0.00	988.59	0.00	988.59	0.00
458-007	Building Maintenance	0.00	0.00	1,335.40	0.00	1,335.40	0.00
458-009	Equipment maintenance	353.89	17,789.52	10,503.88	0.00	28,293.40	0.00
458-013	Turf & Irrig Drainage	0.00	0.00	56,692.76	0.00	56,692.76	0.00
458-016	Horticulture WoodlandsTrails	2,308.60	59,783.34	3,690.98	0.00	63,474.32	0.00
458-017	Vehicle Maintenance	0.00	0.00	6,096.40	0.00	6,096.40	0.00
458-019	In District Support	0.00	0.00	597.40	0.00	597.40	0.00
458-031	Greens	1,090.05	20,585.76	0.00	0.00	20,585.76	0.00
458-032	Tees collars Approaches	332.60	7,628.84	1,454.08	0.00	9,082.92	0.00
458-037	AerationTopdressingincorpora	0.00	0.00	3,297.32	0.00	3,297.32	0.00
458-200	GC misc	0.00	0.00	1,654.95	0.00	1,654.95	0.00
458-408	golf course maint. admin.	51.32	2,570.13	2,632.22	0.00	5,202.35	0.00
458-410	time off	107.50	4,210.30	0.00	0.00	4,210.30	0.00
458	GOLF COURSE MAINT.	4,827.22	133,461.19	104,113.53	0.00	237,574.72	0.00
459	GOLF CLUB HOUSE						
459-100	Green Fees	2,125.73	58,778.39	4,678.84	-196,519.89	63,457.23	-196,519.89
459-110	Driving Range	211.15	3,975.90	4,418.95	-24,596.50	8,394.85	-24,596.50
459-120	Rentals	1,096.48	20,655.09	2,313.69	-69,448.94	22,968.78	-69,448.94
459-150	Golf Shop Rev.	0.00	0.00	21,917.70	-23,004.06	21,917.70	-23,004.06
459-170	Snack bar	211.21	3,977.05	37,091.65	-38,052.00	41,068.70	-38,052.00
459-180	GC Improvement Fee	0.00	0.00	0.00	-15,787.50	0.00	-15,787.50
459-200	Misc	0.00	0.00	37.72	0.00	37.72	0.00
459-301	Deposits on Account	0.00	0.00	0.00	4,793.88	0.00	4,793.88
459-408	Administration	57.61	3,093.75	2,514.81	0.00	5,608.56	0.00
459-410	VacSickHol.	96.00	4,069.21	0.00	0.00	4,069.21	0.00
459-800	Golf Lessons	0.00	0.00	3,672.00	-2,550.00	3,672.00	-2,550.00
459-999	cash variance	0.00	0.00	0.00	-19.95	0.00	-19.95
459	GOLF CLUB HOUSE	3,798.18	94,549.39	76,645.36	-365,184.96	171,194.75	-365,184.96
470	ACQUISITION & DEVELOPMENT						
470-010	New Development	0.00	0.00	10,129.40	0.00	10,129.40	0.00
470-011	Parks New Development	0.00	0.00	6,080.00	0.00	6,080.00	0.00
470-012	Parks ReplacementRepair	0.00	0.00	229,193.10	0.00	229,193.10	0.00
470-016	Aquatic ReplaceRepair	0.00	0.00	10,634.24	0.00	10,634.24	0.00
470-042	Recreation ReplaceRepair	0.00	0.00	610.95	0.00	610.95	0.00
470	ACQUISITION & DEVELOPMENT	0.00	0.00	256,647.69	0.00	256,647.69	0.00
472	CONCESSIONS DEPARTMENT						
472-001	Concessions	0.00	0.00	0.00	-3,700.00	0.00	-3,700.00
472	CONCESSIONS DEPARTMENT	0.00	0.00	0.00	-3,700.00	0.00	-3,700.00
474	PRESCHOOL DEPARTMENT						
474-000		0.00	0.00	133.17	0.00	133.17	0.00
474-001	Preschool registration Fees	0.00	0.00	18.98	0.00	18.98	0.00
474-005	Pre-K	0.00	0.00	0.00	-2,305.00	0.00	-2,305.00
474-120	Preschool Payroll	143.45	3,952.63	0.00	0.00	3,952.63	0.00

474-200	Miscellaneous	0.00	0.00	1.56	0.00	1.56	0.00
474-201	Supplies	0.00	0.00	153.02	0.00	153.02	0.00
474-331	Utilities	0.00	0.00	99.95	0.00	99.95	0.00
474-408	Preschool Admin	0.00	0.00	1,111.61	0.00	1,111.61	0.00
474-410	Leave	16.00	698.31	0.00	0.00	698.31	0.00
474	PRESCHOOL DEPARTMENT	159.45	4,650.94	1,518.29	-2,305.00	6,169.23	-2,305.00



## Board Letter

**Hearing Date:** September 25, 2025

**Order on Agenda:** Action Items

**Subject:** Informational Presentation for the Riverfront Reimagined Project; Authorization to Enter a Memorandum of Understanding with Taste Newberg; and Authorization to Receive a Grant Award of \$44,000 and Expend up to \$36,000 for Professional Services Associated with Phase II of the Recreation Ready Program

**Staff:** Bryan Stewart, Basic Services Supervisor

### RECOMMENDATION

1. Receive an informational presentation related to Phase I outcomes and Phase II recommended actions of Travel Oregon's Recreation Ready Grant Program for the Riverfront Reimagined Project;
2. Motion to approve a Memorandum of Understanding with Taste Newberg for Phase II of the Recreation Ready Grant Program; and
3. Motion to authorize staff to utilize a grant award allocation of \$44,000 and expend up to \$36,000 for professional services associated with Phase II of the Recreation Grant Program.

### DISCUSSION

In early 2025, Chehalem Park and Recreation District (CPRD) was invited to participate as a steering committee member for a grant application led by Taste Newberg which requested support from Travel Oregon's Recreation Ready Program. The Recreation Ready Program is designed with two major phases.

- **Phase I** was a nine-month planning process with technical assistance from Travel Oregon staff and consultants, helping communities refine early-stage concepts into strategic, actionable projects. The program included accessibility as a core focus, guiding projects with inclusive planning so both the process and resulting infrastructure welcomed people with disabilities. Phase I included developing a project vision, accessibility goals, engagement of the project steering committee, community input, and creating a Phase II recommended action plan, budget and work plan.
- **Phase II** participation is limited to projects that successfully completed Phase I. These projects were assessed by Travel Oregon to determine eligibility for advancement to Phase II. Based on this, Phase II applicants were invited to apply for up to \$100,000 to support the project advancement over an additional 16-month period for project implementation.



Taste Newberg, CPRD, and fellow steering committee members from City of Newberg and Yamhill County Parks were part the Phase I award from Travel Oregon which provided resources to the “Riverfront Reimagined” Project. The Riverfront Reimagined Project, initiated by Taste Newberg but managed jointly with the steering committee, proposed to evaluate and create new river access near the confluence of the Willamette and Yamhill Rivers with the goals of enhancing recreational opportunities for residents and visitors, diversifying the region’s tourism offerings, and improving accessibility for individuals with diverse abilities.

Based on completion of Phase I and findings from Travel Oregon, the Riverfront Reimagined Project is eligible for funding within Phase II of the Recreation Ready Program. Travel Oregon and the consultant team recommended an action plan to effectively move the project forward with Phase II funding support within the *Riverfront Reimagined Feasibility Report* (Attachment 1) to be executed by December 31, 2026. Within Phase II support, Travel Oregon will provide up to 15 hours of disability and inclusion advising and technical assistance from the consultant, Empowering Access, in key areas of the action plan to support the project in achieving its goals.

#### ***Recreation Ready Program – Outcomes and Next Steps***

The report’s Phase II action plan (Attachment 1, Page 36) recommends that CPRD identify and retain a consulting firm to provide analysis and site planning to develop a regional river access facility providing an accessible non-motorized launch and landing area at the undeveloped Willamette River frontage at CPRD’s Highway 219 property. Such a project would build on prior site planning and transportation studies previously completed for a proposed campground at the site. The recommended study would fill a technical study gap while staff work to align other elements required for future site development to proceed such as a District Master Plan Update, zone change, and other issues which are expected to be more long-term in nature. Further, the recommended action would allow for a technical evaluation of the site’s key feature – access to the Willamette River – to ensure that the site leverages this unique feature for public benefit.

Through community engagement, visitor trend analysis, and expert consultation on disability inclusion, the report also identified opportunities and constraints associated with development of additional river access. According to the report:

*Key opportunities include strong community support, Oregon’s favorable perception for water recreation, and potential economic diversification. Constraints involve addressing environmental concerns, visitor expectations and accessibility gaps. The report recommends a holistic approach to project development, prioritizing inclusive design, community input and ongoing maintenance. Site evaluations focus on Rogers Landing County Park, the decommissioned City of Newberg landfill, and the Highway 219 River Launch Site, and outline site-specific considerations. An action plan for Phase II funding is provided to advance this project toward implementation by focusing on feasibility analyses, stakeholder engagement and collaborative planning. This project has the potential to transform Newberg’s riverfront, creating a vibrant, inclusive recreation destination.*

The report recommended sharing available grant funds:



1. \$44,000 for a Technical Study of the Launch Area for CPRD's Highway 219 Property,
2. \$44,000 for Analysis and Site Planning for Non-Motorized Launch Area at Yamhill County's Rogers Landing Park, and
3. \$12,000 for Project Management by Taste Newberg.

The report's action plan recommends that CPRD retain a consulting firm to provide analysis and site planning to develop a regional river access facility providing an accessible non-motorized launch and landing area at CPRD's undeveloped CPRD's Highway 219 property. The report indicates that such a study should include zoning/code analysis, natural resource assessment, geotechnical feasibility, permitting feasibility, hydraulics modeling, and boundary/land survey from available data. Further, the report recommends:

*...that the design focus on non-motorized river access activities, allowing for canoeing, kayaking, paddleboarding, and similar small watercraft, including accessibility and ADA compliance. Additional/desirable design should consider fishing and wildlife viewing. Concept development should also consider amenities including, but not limited to, watercraft storage solutions and recreation/group/sport facilities (e.g., boat house, concessionaire site, and/or kiosks). Preferred design will provide enhanced accessibility amenities that exceed those found at nearby launch locations identified at Rogers Landing and Champoege State Park.*

***Memorandum of Understanding with Taste Newberg for Phase II of Recreation Ready Grant Program***

It is recommended that CPRD staff continue working closely with Taste Newberg to design a new, accessible water trail access point near the Highway 219 and the Willamette River on property already owned by CPRD. This is a long-term goal and this particular project, is a single step along the path of development for the site. The proposed Memorandum of Understanding (MOU) between CPRD and Taste Newberg (Attachment 2) will set forth the rights and obligations of both parties to ensure that key tasks are completed on-time and within budget.

**Table 1. Key MOU Responsibilities**

<b>Taste Newberg Responsibilities</b>	<b>CPRD Responsibilities</b>
<ol style="list-style-type: none"> <li>1. Act as the lead applicant and project manager for the program and grant.</li> <li>2. Work with CPRD and other community partners to retain a consulting firm to provide analysis and site planning to develop a regional river access facility.</li> <li>3. Act as primary point of contact with Travel Oregon.</li> <li>4. Receive and disburse grant funds.</li> <li>5. Invoice CPRD for technical study consultant costs which exceed the available grant allocation and not to exceed \$36,000.</li> <li>6. Other responsibilities as required.</li> </ol>	<ol style="list-style-type: none"> <li>1. Work with Visit Newberg and the steering committee to identify and retain a consulting firm to provide analysis and site planning to develop a regional river access facility.</li> <li>2. Provide information as needed for grant applications filed in connection with this MOU.</li> <li>3. Keep records concerning the receipt of funds made pursuant to this MOU.</li> <li>4. Support consultant work related to a technical study as required including provision of access, existing documentation, and other information related to the study.</li> <li>5. Other responsibilities as required.</li> </ol>

#### **FISCAL IMPACT**

The proposed actions would result in additional expenditures in the amount of \$36,000 from the General Fund's Acquisition and Improvement (001-470) monies. The proposed expenditures are not budgeted but monies sufficient for the activity(ies) are available within the District's financial resources.

Under the proposed MOU, the District will not directly receive monies associated with CPRD's \$44,000 grant award allocation. Instead, grant monies will be dispersed directly to the technical study consultant on behalf of CPRD by Taste Newberg.

#### **ATTACHMENTS**

Attachment 1. Riverfront Reimagined Feasibility Report

Attachment 2. Memorandum of Understanding between CPRD and Taste Newberg for Phase II of the Recreation Ready Program



# RIVERFRONT REIMAGINED FEASIBILITY REPORT

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June 2025  
Newberg, Oregon

TRAVEL



OREGON





## Acknowledgements

This feasibility report for the Riverfront Reimagined project would not have been possible without collaboration and participation from the following organizations:

Chehalem Parks & Recreation District

City of Newberg

Oregon State Marine Board

Taste Newberg

Yamhill County

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## Executive Summary

The Riverfront Reimagined feasibility report, prepared for Taste Newberg as part of Travel Oregon's Recreation Ready program, proposes the creation of a new, accessible water trail access point near the confluence of the Willamette and Yamhill rivers in Newberg, Oregon. This initiative aims to diversify the region's tourism offerings beyond wine, enhance recreational opportunities for residents and visitors, and improve accessibility for individuals with diverse abilities. Through community engagement, visitor trend analysis, and expert consultation on disability inclusion, the report identifies both opportunities and constraints.

Key opportunities include strong community support, Oregon's favorable perception for water recreation, and potential economic diversification. Constraints involve addressing environmental concerns, visitor expectations and accessibility gaps. The report recommends a holistic approach to project development, prioritizing inclusive design, community input and ongoing maintenance. Site evaluations focus on Rogers Landing County Park, the decommissioned City of Newberg landfill, and the Highway 219 River Launch Site, and outline site-specific considerations. An action plan for Phase II funding is provided to advance this project toward implementation by focusing on feasibility analyses, stakeholder engagement and collaborative planning. This project has the potential to transform Newberg's riverfront, creating a vibrant, inclusive recreation destination.



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## PREPARED FOR

Taste Newberg

## RECIPIENT OF

Travel Oregon Recreation Ready Program

## PREPARED BY

C2 Recreation

Empowering Access

Travel Oregon

# RECREATION READY BACKGROUND







To support Oregon communities in developing new outdoor recreation visitor experiences that enhance local communities, grow economic opportunities, respect natural environments and increase access and equity in the outdoors, Travel Oregon launched the Recreation Ready program in 2024.

Designed to provide communities with early project planning, technical assistance and investments, Recreation Ready is delivered over two phases. First, Travel Oregon staff and a consultant team work with a local project steering committee over a six-month period to assess project feasibility through a series of key steps. In the second phase, feasible projects are eligible to receive additional technical assistance and financial investment to further advance projects.

## PHASE I: Assess project feasibility

(over six- month period)

- Convene local project steering committee
- Receive *Access and Belonging in Outdoor Recreation* training
- Examine existing conditions
- Analyze visitor trends and potential visitor profiles
- Perform disability and inclusion evaluation
- Engage community and receive feedback
- Identify opportunities and constraints
- Provide action planning for Phase II
- Culminate steps into this feasibility report

## PHASE II: Investment

- Fund action plan to advance project forward (up to \$100,000 to be executed by December 31, 2026)

The Recreation Ready program was available to rural communities and to tribal communities within the nine federally recognized Tribes of Oregon. Successful program applicants identified an outdoor recreation visitor experience project in early stages of development and planning; at the time of application, these projects were not yet ready to seek traditional infrastructure investments and were in need of assistance to get to that position in the future. Twenty-four applicants applied to the program through a competitive statewide process in fall of 2024. The Riverfront Reimagined project was one of four projects accepted into the program.

Program participants that successfully complete Phase I with a viable project — determined through the feasibility report — are eligible and invited to participate in Phase II. Applicants are required to submit a detailed project scope of work, including a budget and timeline, to Travel Oregon to receive the Phase II investment award.



# ACCESS AND EQUITY IN THE OUTDOORS





## Access and Equity in the Outdoors

**Access** in outdoor recreation ensures people have the *ability* to physically reach and participate in outdoor spaces and activities by removing barriers. **Equity**, however, goes further: It acknowledges that different groups face unique challenges and have varying needs, focusing on *fairness* and addressing historical inequalities. The Recreation Ready program aims to prioritize both access and equity in the outdoor projects it supports. In Phase I, Travel Oregon retained an accessibility consultant with lived disability experience to provide guidance to program participants, addressing outdoor recreation disparities and highlighting the importance of intersectionality. Creating truly inclusive outdoor experiences requires intentional outreach to disability communities, hiring expert consultants and exceeding current standards. Ongoing community investment and partnerships are vital for genuine outdoor access and inclusion. This report presents findings and recommendations from Empowering Access to further these goals.

### About Empowering Access

Empowering Access provides expert consultation in disability, equity and inclusion, drawing on both professional knowledge and personal experience. They partner with stakeholders to develop comprehensive and inclusive solutions that go beyond standard practices. Through research, best practices and a deep understanding of lived experiences, they prioritize and elevate the voices of individuals with disabilities. Their goal is to foster inclusion across all settings, offering clients innovative strategies for accessible outdoor engagement.

### OSU Training on Access and Belonging

To support program participants in framing their outdoor projects with access and equity, project leads took Oregon State University's Elevate Outdoors training on access and belonging, followed by an Empowering Access-led debrief. Discussions covered inclusion, equity, historical exclusion and current research for equitable outdoor experiences. Projected learning outcomes included understanding access, inclusion and belonging; self-awareness; appreciating diverse identities; understanding barriers; and creating inclusive outdoor experiences. The debrief addressed history, Native lands, inclusive spaces/marketing, safety/allyship, dismantling privilege, forming partnerships and expanding opportunities.

# STEERING COMMITTEE







Jordan & Dani

The Recreation Ready program was designed for destination management/marketing organizations (or other organizations working closely with destination managers). The program required each DMO applicant to identify a local steering committee that would shape and guide their project and to submit a letter of commitment from each member. Recreation Ready: Phase I steering committee members for the Riverfront Reimagined project included:

- **Bryan Stewart, Parks and Facilities Supervisor, Chehalem Parks & Recreation District**
- **James Dingwall, Assistant Planner, City of Newberg**
- **Katie McFall, Deputy Director, Taste Newberg (lead)**
- **Travis Pease, Parks Manager, Yamhill County**



# PROJECT DESCRIPTION AND BACKGROUND





## PROJECT DESCRIPTION AND BACKGROUND

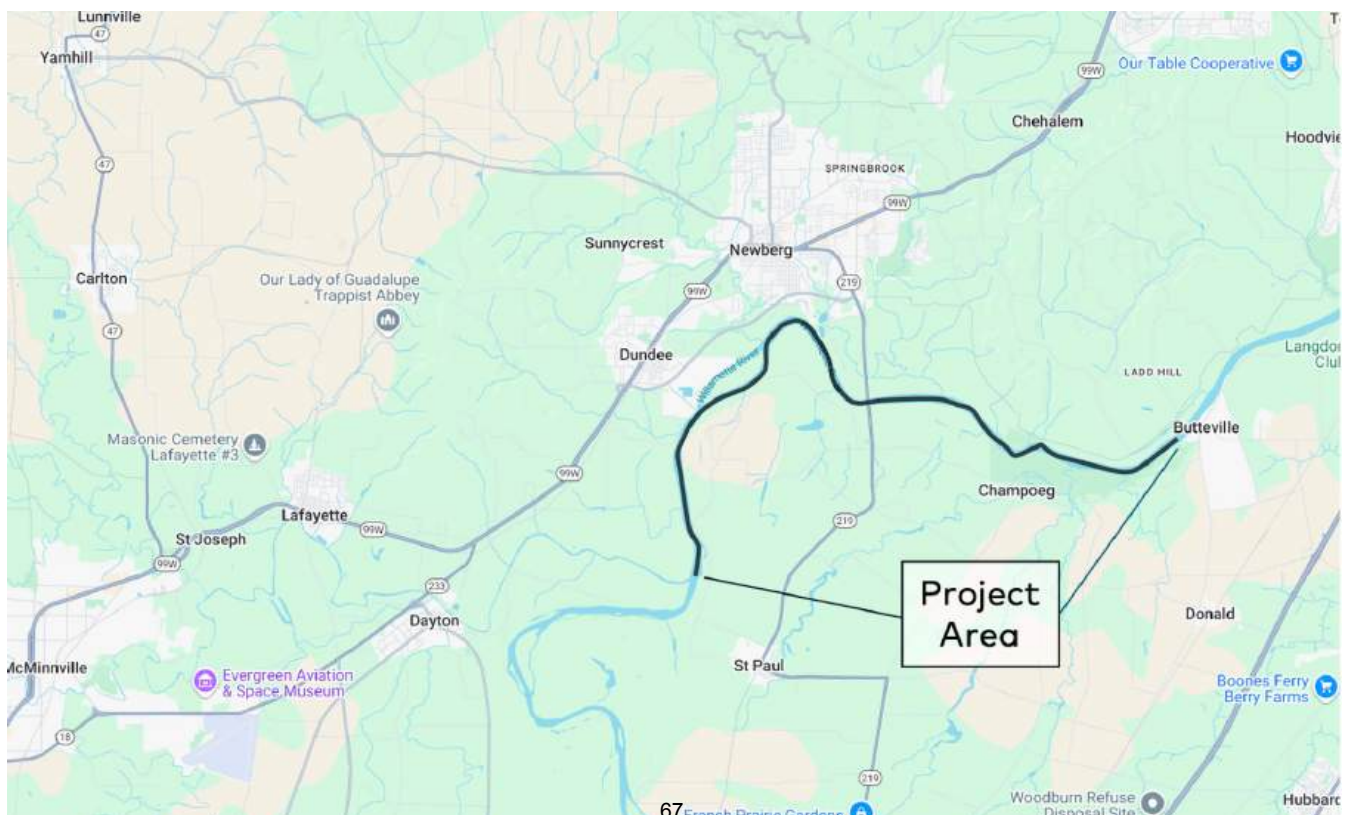
The Riverfront Reimagined project aims to create a new water trail access point near the confluence of the Willamette and Yamhill rivers. The access point will be designed to accommodate all skill levels, providing recreational entry to a regional water trail network. The project concept was developed by parks, city, county and tourism stakeholders with the goal of identifying a preferred water access point and preparing it for development.

The intent of the project is to support the Willamette River Water Trail, create an accessible downriver access point and champion new recreation opportunities on the Willamette River. It also aims to improve a range of recreation opportunities for residents and to enhance destination development for tourism in the Newberg area.

Tourism providers are seeking to diversify visitor offerings beyond wine experiences, addressing concerns that the area's appeal and focus are too narrow. This project will leverage existing wine country visitation while tapping into the Willamette River Water Trail as a statewide asset, supporting both current and future river use. By offering more experiences and options that are accessible to all users, the project team hopes to encourage longer stays and more frequent visits.

Residents have requested more recreation facilities: walking and biking trails, as well as river activities such as paddling, boating and swimming. This project aims to benefit both visitors and residents, supporting the local economy while offering close-to-home recreation opportunities.

The vision for the Riverfront Reimagined project is to contribute to a range of river-based activities at varying skill levels, given the dynamic nature of the Willamette River. It seeks to attract families, seasoned enthusiasts and even those who prefer not to enter the water. To balance these needs and ensure proximity to Newberg, the outlined area includes all riverside sites on the Willamette River, from the confluence of the Yamhill River down to Butteville.





# EXISTING CONDITIONS

A photograph of a dirt path leading through a dense forest to a body of water. The path is made of dirt and has tire tracks. The forest is composed of various trees, including tall evergreens and deciduous trees with green leaves. The water is calm and reflects the sky. Two people are standing on the path near the water's edge. The text "EXISTING CONDITIONS" is overlaid on the left side of the image.





The region features several existing and historic river access points that cater to diverse uses, including wildlife viewing and motorized boating. In the project area, current launch sites for personal watercraft and larger boats include Rogers Landing County Park (operated by Yamhill County) and Champoeg State Heritage Area (operated by Oregon Parks and Recreation Department). Dundee/Edwards Landing, a former paddle launch site, was closed in 2017 due to recreational immunity and private property ownership considerations.

In 2019, the City of Newberg adopted the Newberg Riverfront Master Plan, which identified Rogers Landing County Park as a "quick win" project. However, the plan did not include funding or mandates for development. Several other undeveloped public and private sites within the project area have potential for river access.

There is growing visibility around — and demand for — adaptive and inclusive river recreation, with more adaptive users seeking suitable destinations. The 2025 *Riverfront Reimagined Background Report* indicates that 12.6% of existing travelers to the area have an accessibility need, and 9.1% identify as non-white. Projected recreation visitors interested in the project show even higher percentages, with 19.1% indicating an accessibility need and 20.1% identifying as non-white, according to the 2025 *Riverfront Reimagined Potential Visitor Profile* report.



# RESEARCH







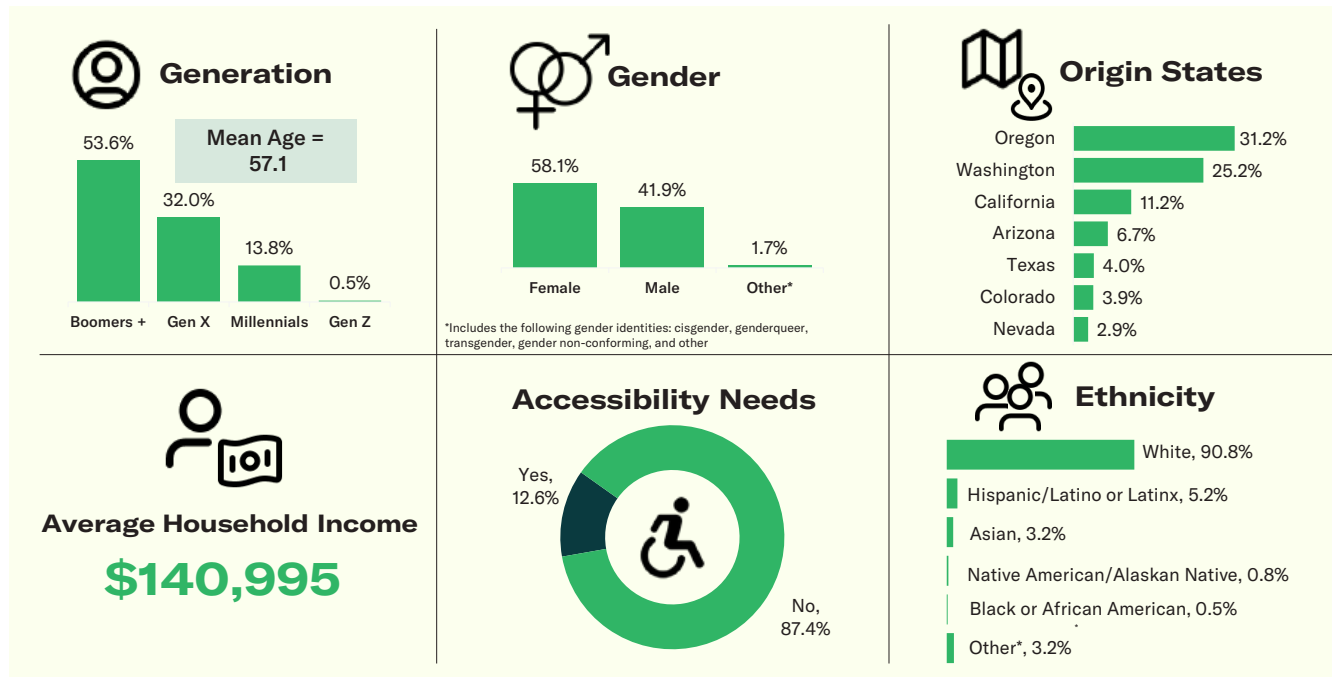
To understand the potential and need for the Riverfront Reimagined project, Travel Oregon commissioned Future Partners to conduct two visitor-focused studies: one analyzing current local and regional visitor trends, the tourism economy, and resident sentiment; and another assessing regional outdoor recreation travelers' interest in the project and their perceptions of Oregon as an outdoor destination compared to competitors such as Washington, Idaho, Nevada and California. Furthermore, to gather specific feedback on accessibility and inclusion, Empowering Access facilitated disability and inclusion focus groups in both Portland and Central Oregon in March 2025. These sessions aimed to identify accessible recreation interests and barriers, providing crucial insight to ensure the project meets the diverse needs of all potential users.

## Economic Snapshot



\*The Total Tax Receipts Generated includes both state and local taxes  
Source: The Economic Impact of Travel in Oregon – 2023 preliminary data, Yamhill County.

## Visitor Demographics Snapshot

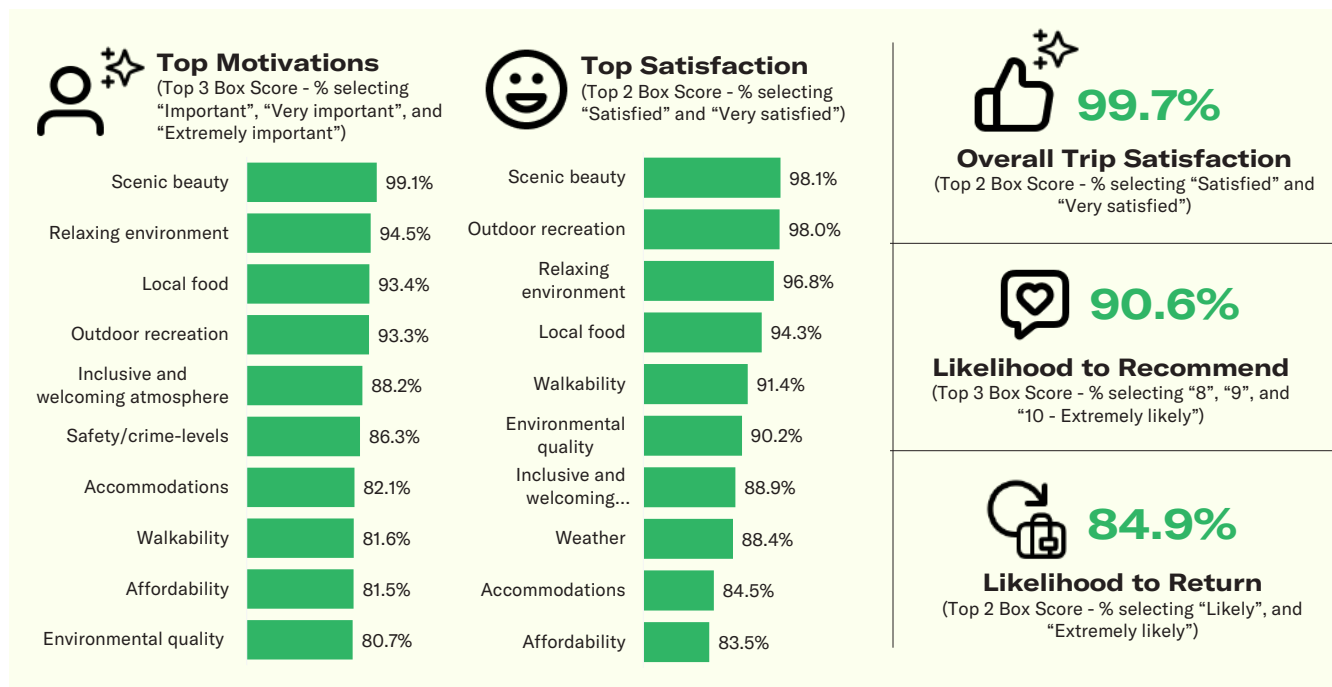


Source: Travel Oregon, 2022 Visitor Profile Study.

Riverfront Reimagined includes Newberg, Dundee, St. Paul, Dayton, Lafayette, McMinnville, Carlton.

\*Includes respondents I identify with more than one racial background/multi-racial, Native Hawaiian or Pacific Islander, Middle Eastern/Northern African, unknown, and other.

## Outdoor Recreation Snapshot

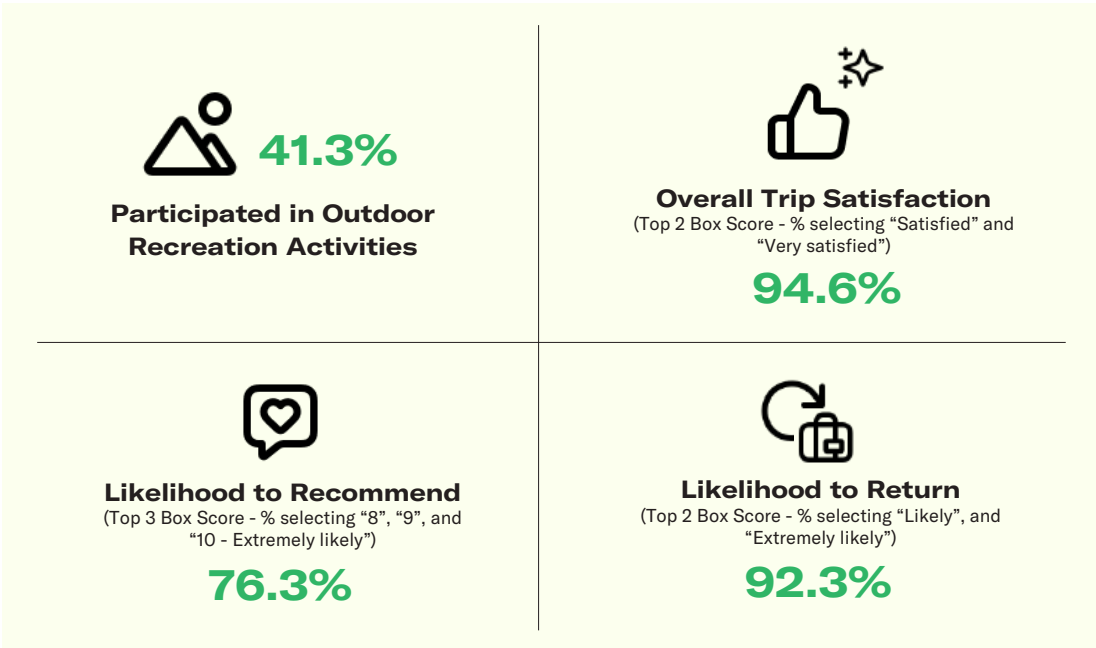


Source: Travel Oregon, 2022 Visitor Profile Study.

Sample: Visitors who participated in an outdoor recreation activity on their last trip to Oregon.

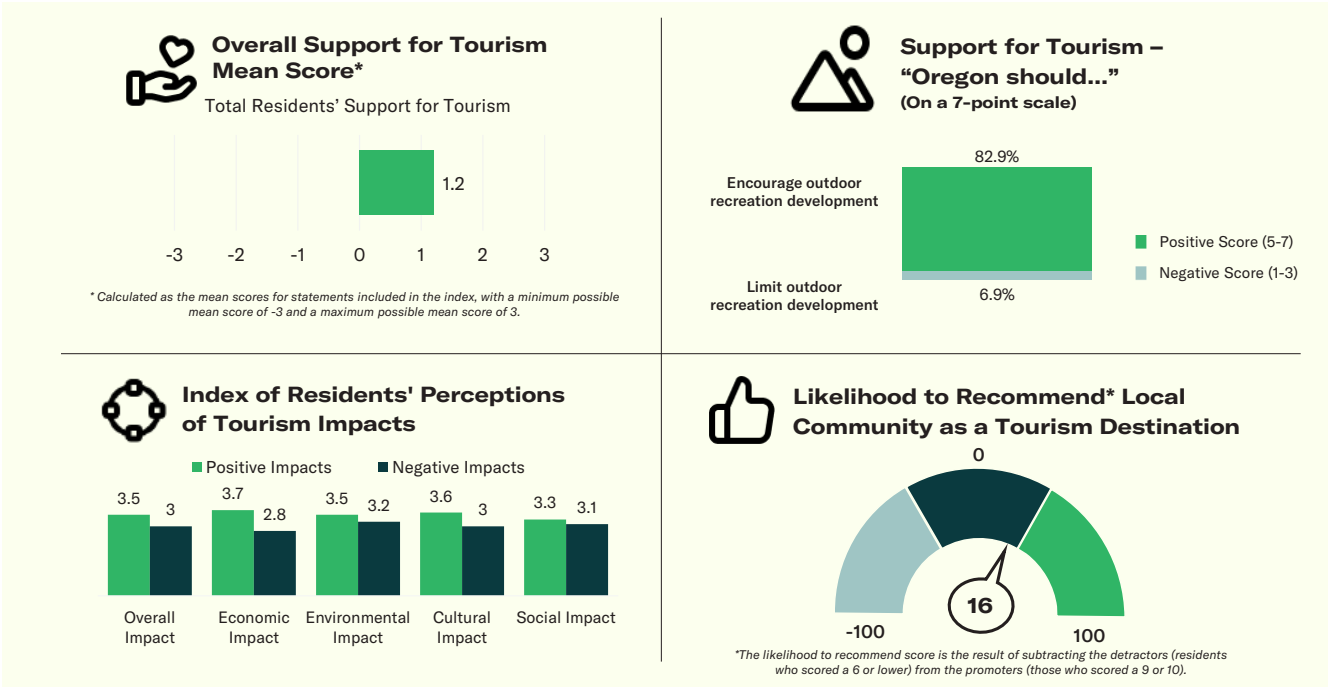
Riverfront Reimagined includes Newberg, Dundee, St. Paul, Dayton, Lafayette, McMinnville, Carlton. 72

Visitors with Disabilities Snapshot – Key Metrics



Source: Travel Oregon, 2022 Visitor Profile Study; Willamette Valley Tourism Region, Visitors with Disabilities.

Yamhill County Resident Sentiment Snapshot



Source: Travel Oregon, 2023 Resident Sentiment Study, Yamhill County.

## Potential Visitors

### KEY INSIGHTS

**Key Markets:** White travelers, older travelers and travelers with disabilities show the strongest preference for Oregon water recreation. Travelers with disabilities are an important audience to consider due to the broad benefits of accessibility features.

**Opportunity:** Out-of-state travelers who identify as Black, Indigenous and people of color (BIPOC) show the highest potential for overnight outdoor leisure trips, averaging more trips than non-BIPOC out-of-state travelers. This finding presents a significant opportunity to provide offerings for and market to this group.

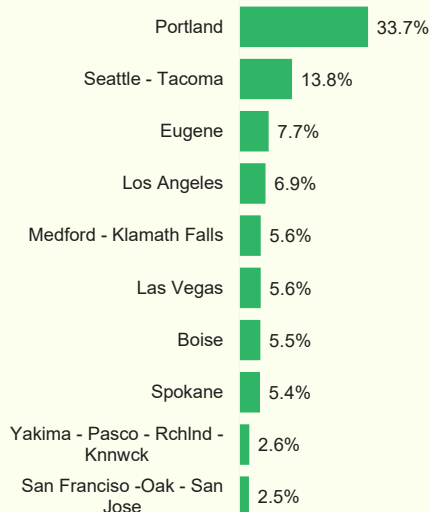
**Competition:** California is a major competitor for outdoor recreation trips, especially among BIPOC and younger travelers. Oregon must highlight its unique natural landscapes and relaxing environments to persuade California-minded visitors.

**Inspiration Sources:** Word of mouth, internet search and prior experience are the top travel inspiration sources. However, travelers with disabilities are more likely to use traditional media, while younger travelers tend to rely on social media. Marketing efforts should consider these varied preferences.

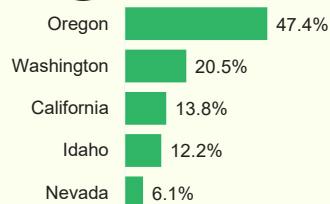
## Travel Profile Snapshot



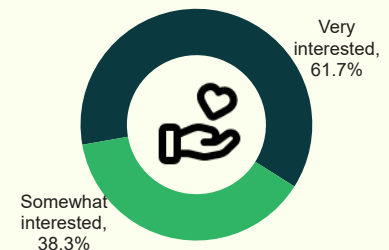
### Top Origin by DMA (Designated Market Area)



### Origin States



### Leisure Travel Interest in Outdoor Recreation



### Average Overnight Leisure Trips Taken Including Outdoor Activities (Past 12 Months)

**3.7 Trips**

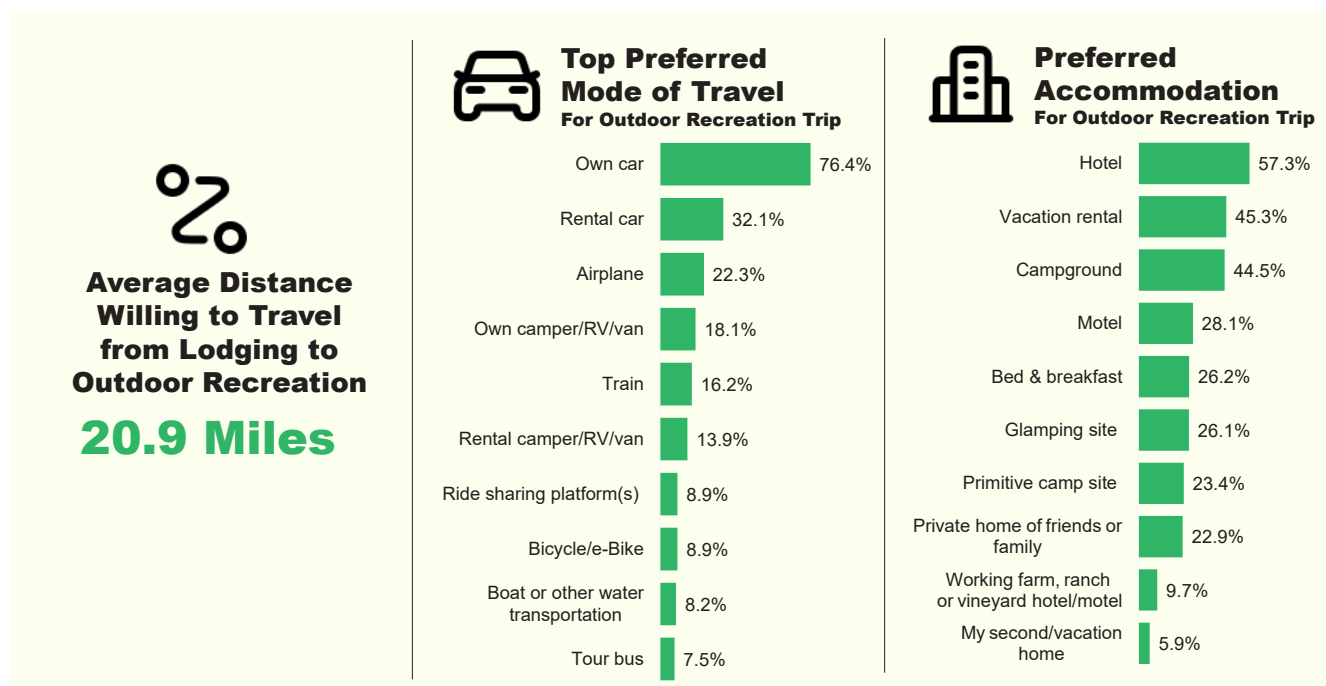


### Average Length of Stay of Most Recent Outdoor Recreation Trip

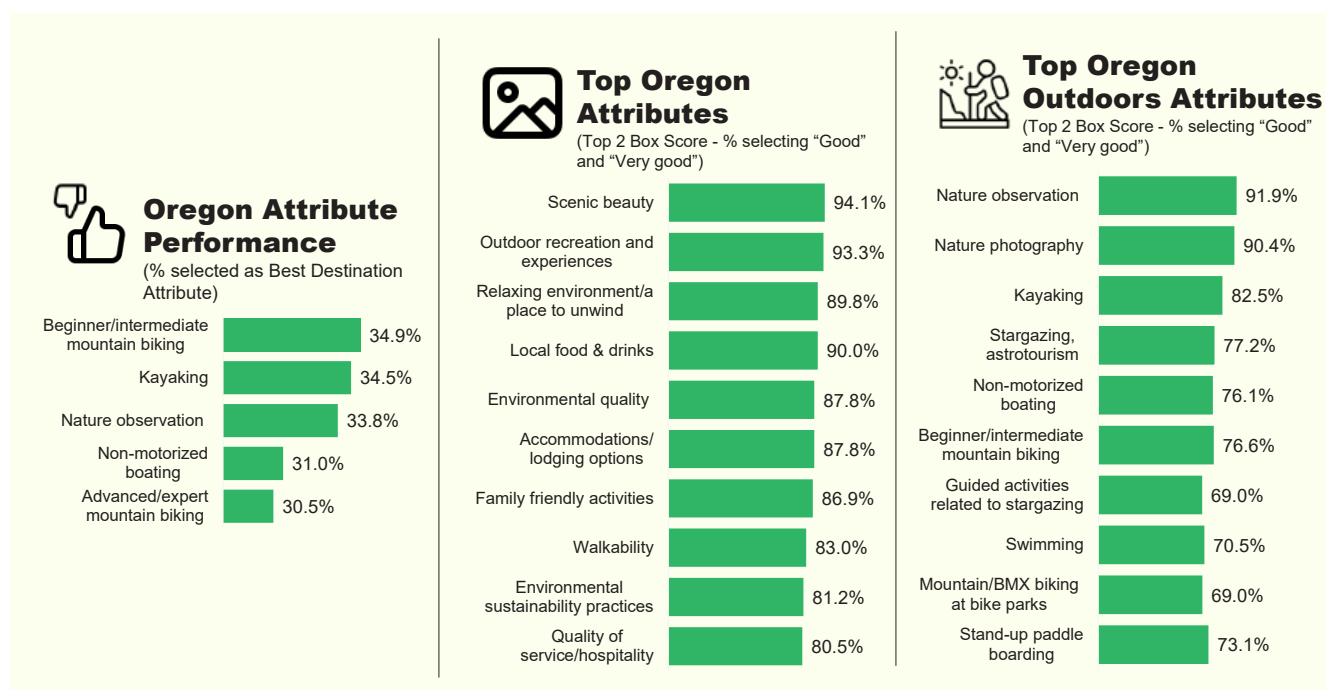
**3.8 Nights**



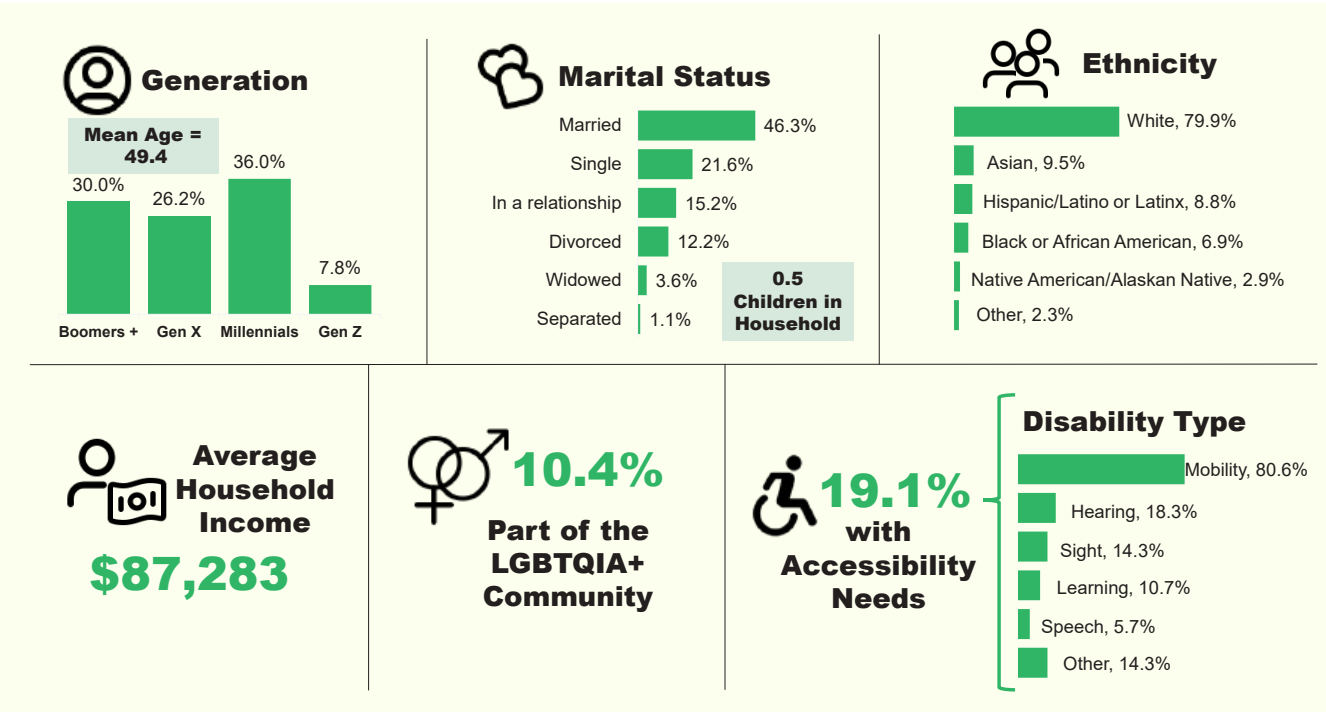
## Outdoor Trip Snapshot



## Oregon Perceptions Snapshot

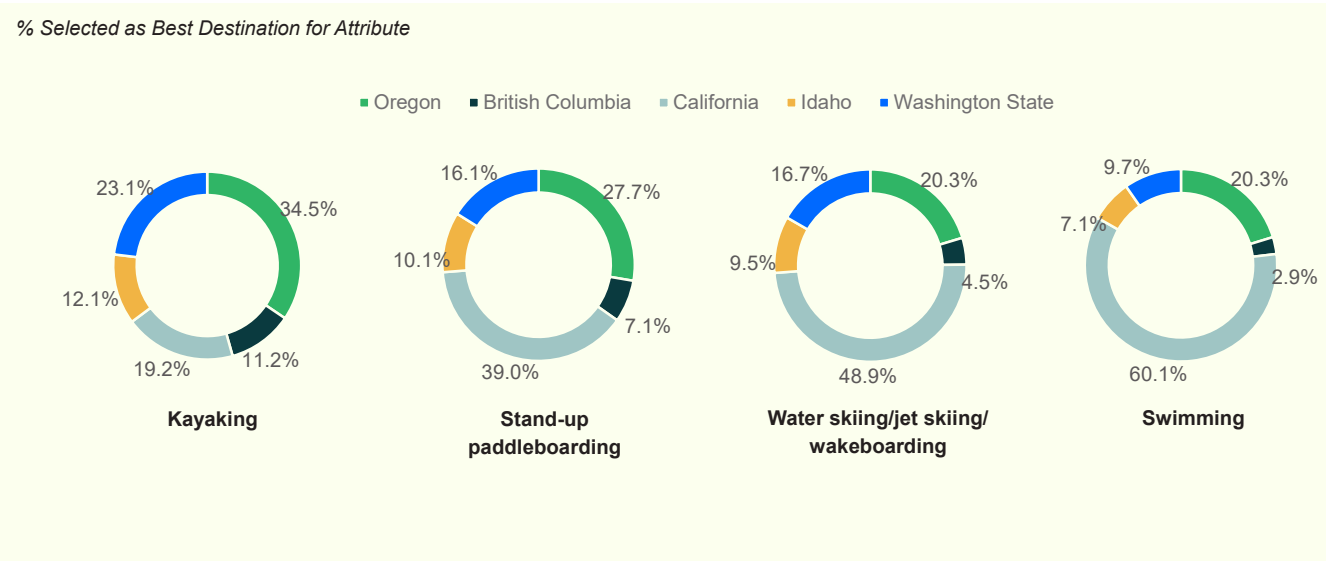


Demographics Snapshot



California is Oregon's biggest competitor for water recreation.

When asked to select which regional destination is best for various water recreation activities, Oregon was selected over competitor destinations for kayaking (34.5%). However, California is the dominant competitor destination for the other activities, particularly swimming (60.1%) and water skiing/jet skiing/wakeboarding (48.9%).



Base: Total respondents. 554 completed surveys.



## Disability & Inclusion Focus Groups

Two focus groups, representing potential visitors from different Oregon regions who would travel at least 50 miles, participated in this study. The participants represented a diverse range of disabilities and interests, and they engaged through in-person conversations or group Zoom calls, followed by detailed surveys. Snapshots of the findings are below, with full survey responses available in the *Appendix*.

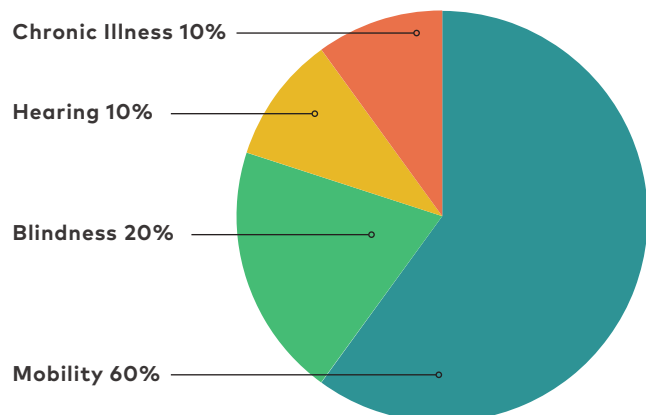
### IN-PERSON FINDINGS

Participants from the Portland metro area were enthusiastic about inclusive water access within reasonable proximity, noting the lack of accessible water recreation offerings in their area. They saw great opportunities for group activities and personal trips. The Central Oregon group showed less interest, due to closer proximity to similar offerings, but saw value if visiting for other attractions. Both groups spoke to water access needs and desires from the disabled perspective.

### SURVEY RESPONSES

The 11 participants, aged 41 to 77 and from the Portland metro and Central Oregon areas, were surveyed about their outdoor recreation experiences. The group included individuals identifying as white and as people of color, as well as a range of gender identities (she/he/they). Participants reported a variety of disabilities — primarily mobility-related, along with blindness, chronic illness, hearing loss and chronic pain.

#### DISABILITIES EXPERIENCED







## KEY THEMES AND DIRECT EXPERIENCES

**Safety & Inclusivity:** Perceptions of safety varied, with concerns raised about personal safety due to race, gender and lack of support. Privilege was noted as a factor affecting safety perceptions.

- "I fear for my personal safety [as a person of color]."
- "As a woman, I don't always feel comfortable going out alone. ... I can't find the right information online to know if I can use [the area] safely as a power wheelchair user."

**Transportation & Assistance:** Most participants needed personal vehicles to transport equipment. Roughly half required loading/unloading assistance, and those without equipment still needed support.

- "I use my truck. ... I do bring at least one person for assistance."
- "I do not ... but I need assistance."

**Accessible Features:** Participants requested accessible solo and assisted paddle launches (preferably ramps), multiple wide and gentle ramps, wheelchair-friendly gangways, dedicated accessible kayak-transfer areas with stabilization, solutions for boat ramp challenges, wheelchair storage assistance, non-slip ramps with physical help, and accessible parking, bathrooms and rentals. Calmer, motorboat-free water was also preferred.

**Experiences & Barriers:** Positive experiences came from camaraderie, challenge and accessibility. Negative experiences involved unwelcoming interactions, physical barriers and a lack of accessible information or services.

- "Best attributes are ... accessible bathrooms, accessible lodging and a website that provides detailed information. ... Worst experience: a location not having any of those."
- "Worst experiences generally have to do with interactions with sh\*\*ty people and being challenged for my right to participate."

**Equipment:** Participants described using paddleboards, kayaks and fishing floats for water access. Some need help transporting equipment or storing mobility aids while on the water; others rent or join events. Steep ramps and lack of secure storage (such as for wheelchairs) pose challenges.

**Water Safety:** Most participants preferred calm waters for paddling, though some were open to navigating faster water with support. Concerns about group cohesion and capsizing risks in fast water were noted. Overall, smoother, slower water conditions were favored.

- "I am always looking for flat, calm water. I probably would not want to kayak on fast water, because I would be nervous about rolling and feel like it would be very challenging to get back in (and probably pretty scary)."

The complete reports are available in the *Appendix*.



# COMMUNITY ENGAGEMENT







## Inclusive Stakeholder Mapping & Outreach Strategy

Prioritizing inclusivity and accessibility, Empowering Access guided the project steering committee to proactively engage underserved local communities (including adaptive athletes, BIPOC, LGBTQIA+, women, economically disadvantaged groups and disability groups). Through intentional and transparent outreach, the committee focused on building authentic relationships, acknowledging past exclusions and emphasizing shared goals. Communication prioritized empathy, connection and trust over immediate requests, ensuring a safe and welcoming engagement process. Communities were also invited to the in-person community gathering.

## Community Gathering and Survey

Two public gatherings were held in Newberg on April 23, 2025, inviting residents to learn about the project, participate in a Q&A session and provide feedback via verbal comments and an online survey. The 58 collected survey responses revealed strong community support.

### Highlights

- **92%** of respondents were very or somewhat supportive of the project, while only 4% were very or somewhat unsupportive.
- **92%** agreed the project would enhance local recreation access.
- While overall sentiment was overwhelmingly positive, some residents expressed concern about environmental impact, traffic impacts and potential rising housing costs associated with increased visitation.

### Quotes

- "Wine is incredibly important... but we need more than just wine. ... Activities like what's being proposed fill a need."
- "Yes, it is a concern. I am concerned that my adult children will be less able to afford a house ... due to Air B&Bs."
- "I think the Willamette River could be the crown jewel of Newberg, but you can't access it easily."
- "River access in Newberg is limited to 1 spot with high competition with motorboats. More access with less competition = better."
- "Yes, Newberg needs more trails and easy river access for non-motorized vehicles."



## Priorities

The top three community-prioritized features were ADA compliance/accessibility, public restrooms and public parking. These priorities emphasize inclusivity, convenience and accessibility for all users.

### THEMES

- Strong Community Support:** Many respondents express excitement, full support and a willingness to get involved. They also recognize past success with similar projects (e.g., Dundee/Edwards Landing), including economic and social benefits, such as jobs and access to nature.
- Access, Infrastructure & Maintenance:** Ease of access, well-maintained parking, restrooms and sidewalks are seen as essential. Focus on calmer waters suitable for all users, beginners and families. Desire for pedestrian and bike-friendly routes connecting to town and other regional trail projects (e.g., bypass biking/walking trails). Strong desire for facilities to be accessible to all abilities within and beyond the site, including downtown Newberg.
- Nature-Based Recreation:** Strong desire for water-based activities: kayak and paddleboard rentals, launch points and general river access. Support for additional nature trails, hiking paths and places to sit and enjoy the river. Suggestions for natural playgrounds and camping amenities.
- Broader River Corridor Connectivity:** Calls to link access points and amenities along the river to support a regional recreation network. Desire to connect with Newberg's broader riverfront development plans.
- Event Programming & Community Engagement:** Ideas for scheduled events (e.g., floats, competitions) to increase visibility and promote usage. Interest in family-friendly and inclusive recreation. Support for "fee-for-use" options to help fund maintenance.
- Prioritization of Site Development:** Suggestions to upgrade existing facilities first, though residents have mixed views on Rogers Landing County Park: some support improvements, while others cite conflicts with powerboats. Strong interest to reopen Dundee/Edwards Landing. Desire for more information for other site options.

The complete survey results are available in the *Appendix*.





# OPPORTUNITIES AND CONSTRAINTS



## Opportunities and Constraints

Assessing the feasibility of the Riverfront Reimagined project requires a thorough evaluation of potential opportunities and constraints. These were identified through collaboration with the steering committee, site visits and community engagement efforts, including a public gathering and online surveys.

### OPPORTUNITIES

- **Regional Destination Water Access:** The development of a new water trail access point represents a significant opportunity to enhance recreation, tourism and community well-being in Newberg.
- **Strong Community Support:** Widespread local excitement and endorsement, recognizing the project as a valuable asset for Newberg.
- **Regional Water Recreation Advantage:** Oregon is perceived favorably for water recreation, particularly kayaking, over competitor destinations such as California and Washington.
- **Potential for Diversification:** The project offers a chance to diversify tourism beyond wine experiences, attracting a broader range of visitors.

### CONSTRAINTS

- **Environmental & Traffic Concerns:** Some local residents expressed concern about potential environmental and traffic impacts, as well as rising housing costs due to increased visitation.
- **Visitor Perceptions:** Potential visitors cite a sense of “been there, done that” and a preference for other destinations as key barriers. Younger travelers noted lack of information and safety concerns.
- **Limited Accessibility Information:** Existing accessibility information and infrastructure gaps may hinder visitors with disabilities.
- **Funding Constraints:** Yamhill County has indicated potential staffing limitations for maintaining future water access points.

## Site-Specific Considerations

Of the sites considered, many had significant constraints. The three sites with the greatest potential are the Highway 219 River Launch Site, Rogers Landing County Park and the decommissioned City of Newberg landfill.

## Evaluation Matrix Criteria (Considered in Site Selection)

- Public ownership or purchase option available.
- Current zoning allows park development.
- Site is currently used as a park.
- Hydrology is favorable for water access development.
- Site can be easily connected to public utilities.
- Room to develop a regionally significant facility (variety of access opportunities, restrooms, parking).
- Transportation networks can be cost-effectively improved.
- Topography is favorable for accessible facilities.
- Community desires increased tourism.
- Project can be implemented in five to seven years



## Site A: Rogers Landing County Park

### OPPORTUNITIES:

- Cost-effective and politically favorable to develop an existing park.
- Existing waterfront area available for non-motorized water access.
- Decommissioned landfill can provide additional recreational amenities and parking.
- Proposed bike/pedestrian improvements along South River Street support redevelopment.

### CONSTRAINTS:

- Water access area is in the scour zone, which increases development and maintenance costs.
- Limited space for non-motorized water access, potentially insufficient for projected demand.
- High current use and overcrowding issues.
- Concerns about providing ADA-compliant water access due to traffic patterns and limited staging areas.
- Private land separates existing park and landfill site, requiring legal access to be secured.
- Landfill site has development restrictions (no-go zones, methane vents, etc.). The methane monitoring timeline is unclear and could take several years, even decades.
- Baker property is privately owned, requiring purchase or easement.

## Site B: City of Newberg Decommissioned Landfill

### OPPORTUNITIES:

- Large, undeveloped parcel that could provide parking, restrooms, trails and scenic views.
- Purchase of, or easement through, adjacent private property could provide bike/pedestrian access to Rogers Landing County Park.

### CONSTRAINTS:

- Site development is significantly constrained by its status as a decommissioned landfill; any development will likely be costly.
- Launching of watercraft from site is extremely unlikely.



## Site C: Highway 219 River Launch Site

### OPPORTUNITIES:

- Water access area is in the aggradation zone, where more sediment is deposited than eroded away. This naturally raises ground/riverbed levels and may decrease development and maintenance costs.
- Large site (95 acres) can accommodate a wide range of recreation facilities.
- Potential for camping revenue to fund or offset future development, maintenance and operating costs.
- Owned outright by Chehallem Parks and Recreation District.

### CONSTRAINTS:

- Zoning (EF-80) requires conditional-use approval for campground development, an arduous process susceptible to appeal.
- Costly access from State Highway 219 due to potential need for acceleration/deceleration and turning lanes.
- Restoration areas limit development in the lower part of the site.
- Previous rezoning request was denied due to lack of detail in master plan.





# RECOMMENDATIONS FOR ACCESSIBILITY & INCLUSION IN PROJECT DEVELOPMENT



Water access and related recreational activities can feel particularly out of reach for individuals with disabilities, with few adapted launches and even fewer options for swimming. Given the limited water access in nearby Portland, Newberg has the potential to attract disabled users from the wider region.

Recognizing projects often take nonlinear paths, it will be important to pull from these recommendations at the appropriate times throughout the project process. To maximize the project's effectiveness regarding accessibility and inclusion, a deliberate and comprehensive strategy should incorporate the following recommended best practices:

### Holistic Approach to Project Development

#### COMMITTEES

- Establish a steering committee with diverse representation for feedback and guidance in the early stages.
- Proactively engage identified communities early, prioritizing those historically and currently excluded.
- Form a separate, specialized accessibility and inclusion advisory committee.
- Engage an accessibility contractor to establish and engage the advisory group.
- Provide compensation for any historically or currently underserved or under-resourced communities asked to be involved.

#### REQUEST FOR PROPOSAL

- In the hiring/RFP process for experts and designers, specifically require a team member or consultant with lived experience of disability.
- Integrating this perspective from the beginning of a project prevents oversights and leverages unique insights, ensuring the built environment reflects a commitment to accessibility.

#### CONSULTANTS

- Seek professionals with demonstrable subject matter expertise in accessibility assessments, universal design, and inclusive planning.
- Inclusion shifts the approach from "for" to "with" people with disabilities, ensuring user-centered solutions.
- Technical expertise is crucial, especially knowledge of project specific guidelines and regulations, ADA standards, and assistive technology.
- Community engagement is vital for diverse perspectives, but not for complex technical tasks.
- Professional consultants with both lived experience and technical proficiency offer a unique, valuable skill set.
- The most effective strategy involves engaging consultants who embody both lived experience and subject matter expertise.

#### SITE SELECTION

- Consult an accessibility expert to evaluate sites beyond ADA code compliance.
- The accessibility consultant should assess physical, sensory, cognitive and wayfinding aspects, and should recommend inclusive, user-centered solutions.





## MAINTENANCE

- After the completion of an accessible design, maintenance will be crucial due to the dynamic nature of outdoor environments in order to maintain access.
- A maintenance plan developed during the design phase should identify at-risk accessible features and establish a schedule for regular checks and upkeep.
- Train maintenance staff on the importance and proper care of these features, potentially through accessibility consultant-led workshops. This is essential for long-term accessibility.

## DATA COLLECTION

- Invest in comprehensive data collection on site accessibility and usage.
- Systematically gather data on how individuals with varying abilities use site features.
- Develop a rubric cataloging existing accessible site features, considering physical, sensory and cognitive accessibility.
- Create a practical checklist for regular accessibility evaluations.
- Schedule revisits to maintain standards and promptly address issues.
- Use data to track progress and inform future inclusive development.

## COMMUNITY FEEDBACK/INPUT

- Actively engage the disability community throughout the design process.
- Conduct regular feedback sessions tied to data collection milestones.
- Seek diverse perspectives.
- Provide accessible formats for information and feedback.
- Document how feedback influences design iterations.
- Prioritize a user-centered product design approach.

## MARKETING

- Develop a collaborative, intentional and inclusive marketing plan with community input and feedback from consultants with lived experience of disability.
- Craft welcoming invitations using appropriate language and imagery.
- Reach out to specific communities proactively through relevant channels to provide comprehensive accessibility information.
- Cultivate inclusion by listening actively, providing support, and building trust through ongoing dialogue and responsiveness.





Adventures Without Limits

## User Profiles & Equipment Specifications

When designing outdoor recreation experiences with accessibility at the forefront, it is important to develop a lens for access needs. One way to do this is to examine user groups, user profiles and various adaptive recreational equipment. General categories to evaluate include:

- Types of mobility devices
- Demographics (user age, race, ability, gender identity)
- Preferences (independence, desired level of challenge, safety, exposure, community)
- Facilities and features to support access (restrooms, parking, staging areas, information kiosks, craft launches, swimming access, dock safety, water fountains, website info, directional signage)

## Water Accessibility Specifications

The *Appendix* offers detailed information about water accessibility specifications for inclusive access points, addressing visual, auditory, neurological and mobility disabilities. When designing water access for diverse abilities and needs, key launch-area accessibility features include smooth surfaces, nearby parking and clear signage. Desired elements also include gentle slopes, safety measures, calm water and accommodations for adaptive equipment. Specific adaptive launch features such as transfer benches, ramps and staging areas are noted, along with examples of adaptive equipment such as outrigger kayaks and seated paddleboards.

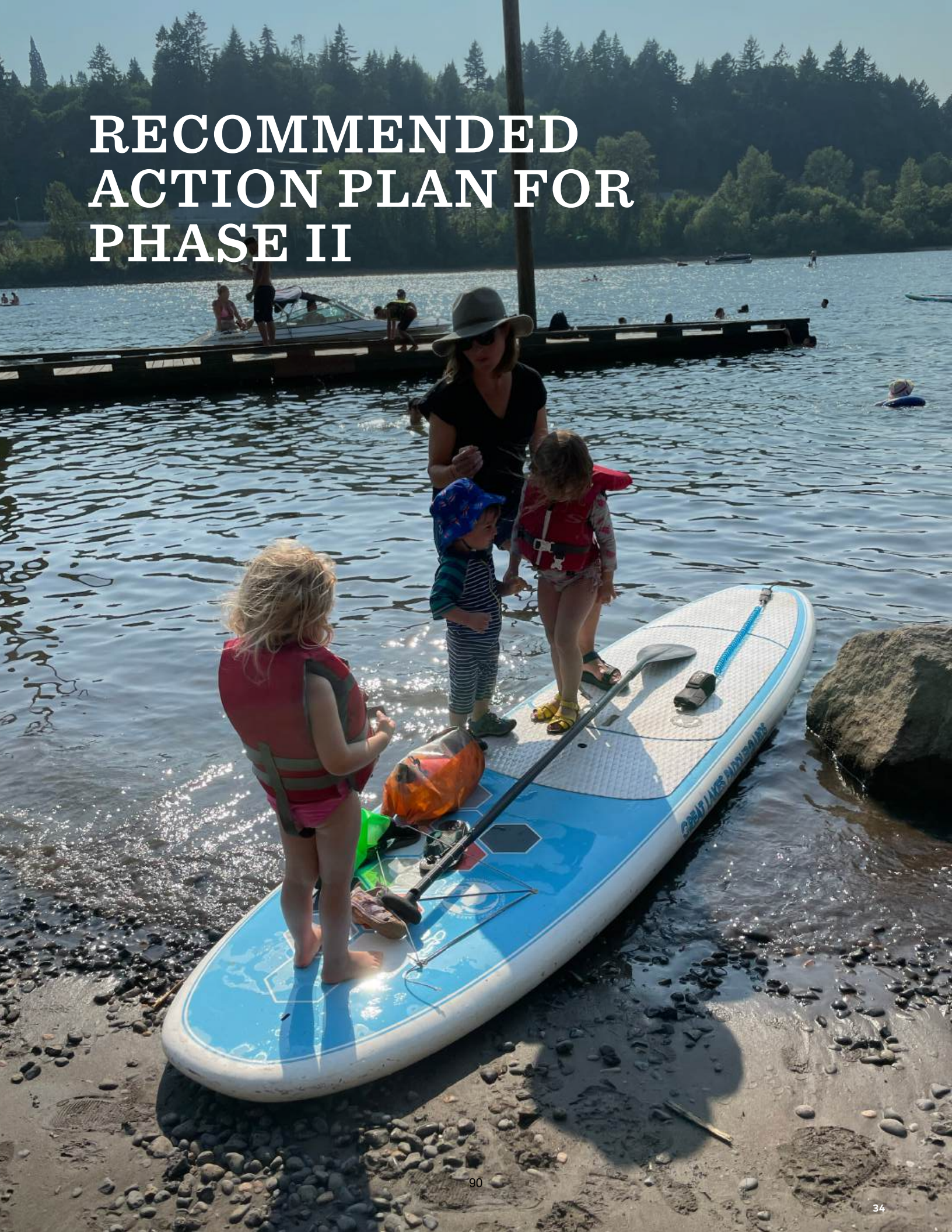
## Precedent Examples

Prior to designing and developing new outdoor recreation infrastructure and programs, researching existing projects and evaluating their outcomes is crucial. This process helps determine effective design elements and infrastructure investments while highlighting areas where innovative solutions may be necessary.

See the *Appendix* for three precedent examples of accessible water recreation projects that offer key opportunities for evaluation and learning: the Westport Boating Facility project in Clatsop County, Oregon, the Seine River Greenspace Enhancement Project in Winnipeg, Manitoba, and the Miller's Landing River Access and Restoration Project in Bend, Oregon.



# RECOMMENDED ACTION PLAN FOR PHASE II







## Recommended Action Plan for Phase II

The program participant for the Reimagined Riverfront project has successfully completed all steps required for the Phase I feasibility assessment and is invited to submit an application for Phase II funding.

Based on the required steps completed in partnership with the project steering committee as part of Phase I, Travel Oregon and the consultant team recommend the following action plan to effectively move the project forward with Phase II funds (to be executed by December 31, 2026).

Additionally, over Phase II, Travel Oregon will provide up to 15 hours of disability and inclusion advising and technical assistance from the consultant, Empowering Access, in key areas of the action plan to support the project in achieving its goals.

RECOMMENDED ACTION PLAN FOR PHASE II

#	ACTION	RESPONSIBLE PARTY	TIMELINE	PHASE II BUDGET
1	Manage this project action plan and the Phase II project steering committee (SC)	Taste Newberg	Sept. 2025 - Dec. 2026	\$11,500
2	Identify and convene SC to provide technical support and advise on the action plan as needed. Recommend adding: <ul style="list-style-type: none"><li>• Oregon State Marine Board</li><li>• Community member from the stakeholder mapping exercise (provide \$500 stipend for their time)</li></ul>	Taste Newberg with input from Phase I steering committee	Sept. 2025 - Dec. 2026	\$500
3	Create memorandums of understanding between Taste Newberg and Chehalem Parks and Recreation District, and between Taste Newberg and Yamhill County Parks Department. The MOUs should detail the actions, funding and respective responsibilities noted in this document.	Taste Newberg, CPRD, Yamhill County Parks Department	Sept. - Oct. 2025	
4	Identify and retain consulting firm to provide analysis and site planning to develop a regional river access facility providing an accessible non-motorized launch and landing area at the undeveloped Willamette River frontage at CPRD's Highway 219 River Launch Site. Analysis ought to include: <ul style="list-style-type: none"><li>• Zoning/code analysis</li><li>• Natural resource assessment</li><li>• Geotechnical feasibility (research only, no in-field testing)</li><li>• Permitting feasibility (upland/in-water)</li><li>• Hydraulics modeling</li><li>• Boundary/land survey from available data</li></ul> The design should focus on non-motorized river access activities, allowing for canoeing, kayaking, paddleboarding and similar small watercraft, including accessibility and ADA compliance. Additional/desirable design should consider fishing and wildlife viewing. Concept development should also consider amenities including, but not limited to, watercraft storage solutions and recreation/group/sport facilities (e.g., boat house, concessionaire site, and/or kiosks). Preferred design will provide enhanced accessibility amenities that exceed those found at nearby launch locations identified at Rogers Landing and Champoeg State Park. Concept area will be limited to facilities required for provision of river access but may draw upon site design expectations from the Highway 219 River Launch Site..  Based on analysis, create 10% design (ready for pre-development with City, not ready for land use application) and cost estimates for development process. Based on feedback, create 30% design (ready for land use application) and updated cost estimates.	Taste Newberg and CPRD with input from Phase II steering committee (SC) and Empowering Access	Nov. 2025 - Nov. 2026	\$44,000*  *to be augmented by funds from CPRD.
5	Identify and retain consulting firm to provide analysis and site planning to develop a regional river access facility providing an accessible non-motorized launch and landing area at the southeast corner of existing Rogers Landing. Analysis ought to include: <ul style="list-style-type: none"><li>• Geotechnical feasibility (research only, no in-field testing)</li><li>• Permitting feasibility (upland/in-water)</li><li>• Hydraulics modeling</li><li>• Boundary/land survey from available data</li></ul> Planning should focus on non-motorized river access activities, allowing for canoeing, kayaking, paddleboarding and similar small watercraft, including accessibility and ADA compliance. Based on analysis, create conceptual design and cost estimates for development process.	Taste Newberg and Yamhill County Parks with input from consulting firm, SC and Empowering Access	Nov. 2025 - March 2026	\$44,000
6	Present analyses and plan to CPRD and Yamhill County Commissioners to gain support to enter into next phase.	Taste Newberg, CPRD and Yamhill County Parks	Nov. - Dec. 2026	
TOTAL PHASE II FUNDING				\$100,000



# APPENDIX







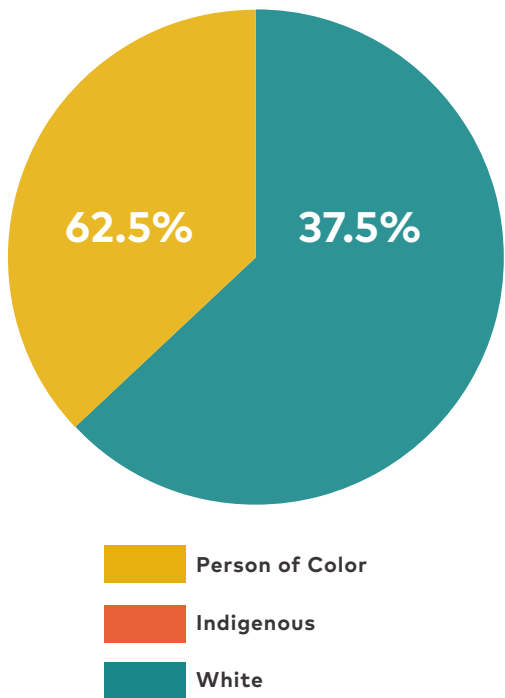
Research

- [Riverfront Reimagined Background Report, 2025](#)
- [Riverfront Reimagined Potential Visitor Profile, 2025](#)
- [Riverfront Reimagined Community Engagement Survey Report, 2025](#)

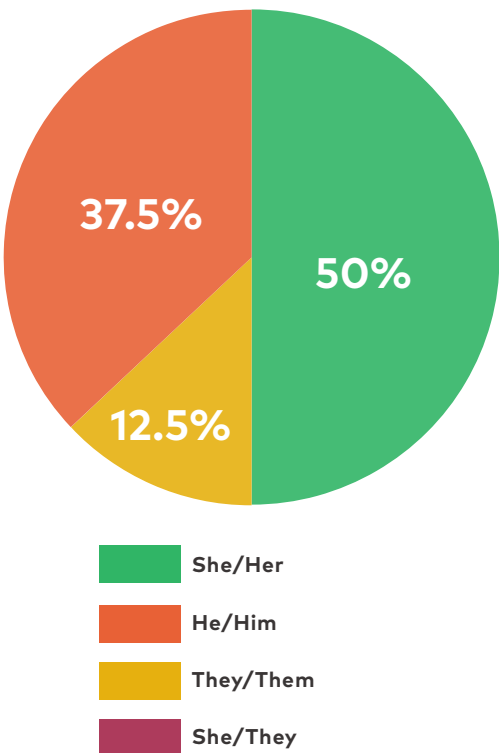
Disability & Inclusion Focus Group Survey

SURVEY RESULTS

Race?  
8 responses



Gender Identity?  
8 responses



### **Demographics (disability, age, location, race, gender)**

Respondents represented ages between 41-77 from the Portland metro and Central Oregon regions, identified as white and POC, and included a spectrum of gender identities (she/he/they). Most identified as experiencing mobility disabilities, along with blindness, chronic illness, hearing loss and chronic pain.

#### **1. What kind of disability(s) do you have?**

- Neurodivergence, chronic illness
- T-10 paraplegic
- Physical mobility impairment
- Physical disability
- Manual wheelchair user
- Paraplegic
- Congenital blindness, hearing loss (aids in both ears), asthma, arthritis through body
- Paraplegic

#### **2. Do you feel safe in the outdoors? Please explain.**

- Yes
- I feel like I do, but when I really think about it, I'm not. I recreate solo often and will need to share maps and locations with friends because trailhead signage is poor and there's often poor cell service. More than anything, as a person of color, I fear for my personal safety.
- I do feel safe in the outdoors. I may have a disability, but I am also white and male, which affords me a lot of privilege in the outdoors. I also grew up in the outdoors, so I am very comfortable in those spaces.
- As a woman, I don't always feel comfortable going out alone. I'm always looking for a new place to explore nature, but many times I can't find the right information online or when calling park officials to know if I can use [the area] safely as a power wheelchair user.
- Yes, I feel safe.

- Yes, when I have adequate support with information, cane and, sometimes, a walker.
- Yes and no. My ability to feel safe outdoors depends on a lot of factors. I feel safe outdoors during the day, when I am in an environment that I know I will be able to traverse unassisted. There are certain grades or terrains that I would not try on my own, because if I fall out of my chair and I'm alone, I would be stuck. At night with a headlamp I feel somewhat safe, but as a woman who cannot run, I would probably opt for bringing a friend.

#### **3. What types of equipment do you use for water access? Are you able to transport on your own?**

- Inflatable stand-up paddleboard. Yes, I am able to transport it myself.
- I use a kayak. I can transport it on my own, but I don't go solo because I have no way of storing my chair.
- I have a battery-powered fisherman's float with two trolling motors. I can transport it in my van, [but] then I need assistance bringing it to a dock, ramp or land access to the water.
- I'm able to on my own.
- Paddleboard, flatwater kayak. I transport myself, although sometimes getting from my van to the water is challenging.
- Kayaks, adaptive seats, plenty of foam pieces, happy seats.
- Kayaks and canoes.
- I use a kayak. I am not able to transport it. I rent or have joined events put on by groups that bring kayaks.

#### **4. How much assistance do you need/want when getting on the water? What types of facilities/features do you prefer to have for water access?**

- I would love to see an accessible paddle launch that allows solo/self-launching.
- I usually like to have one person for

assistance. I prefer a boat ramp for access over a dedicated kayak launch, as I have not found a kayak launch that is actually easier and more convenient to use.

- I need at least four assistants to lift me into the float and carry me and my "boat" into the water. I prefer a ramp or gentle slope into the water, that is at least 8' wide to place me directly into the water. A gangway to a dock needs to be "wheelchair friendly" by being at least 3' wide (clear space, including guard/handrails), good edge protection, slip resistant and with smooth or low transitions at the top and bottom.
- A separate section, separate from the boat ramp. A separate ramp or accessible dock. An area to transfer that supports the kayak. In the water is a partially submerged bracket system to stabilize the kayak. The person simply slides across.
- I prefer to be able to access independently. Rivers and lakes. Boat ramps can be steep or difficult.
- Someone to assist with getting to the launch area and possibly into the kayak. A lot of times, the access ramps to the launch area are very steep. Someone to be able to put my everyday chair in a safe place while I am out on the water.
- Non-slippery ramps, physical assistance getting in and out.
- I usually need someone to help get me up and down the ramp to the dock. (I think Estacada Lake is the only one I do on my own.) With a kayak launch I can get into the kayak on my own, but I still usually need someone to give me a push to get out on the water. When leaving the kayak with a launch, I can get out of the kayak onto the deck but then need to be lifted into my chair. I would love to be able to get in and out of the kayak on my own and be able to go kayaking alone, but there is really no solution for where to put the wheelchair. I prefer access that is away from traffic and does not have motorboats, but these are not deal-breakers for me. I

am usually looking for pretty flat water. Features: accessible parking, accessible bathroom, ability to rent a kayak, ramps to the docks that are not super steep.

## 5. What water conditions appeal to you and why? Would you kayak on fast water?

- Not on fast water. I would not kayak on the Columbia. I would kayak on the Willamette and absolutely kayak at Hagg Lake.
- For kayaking, I would generally prefer calmer conditions, especially if it is an out-and-back. Fast water interests me if I am picked up downstream.
- Though I generally prefer calm or slow-moving and wide bodies of water, I have, on occasion, gone out in channels with more turbulent water and have enjoyed that as well. I don't kayak, but I often go out in my vessel with people [who are] kayaking. Fast water doesn't work for me or for keeping the group in close proximity with one another.
- Lakes, because it's smooth sailing. I would not do fast, because it would be very hard going against the current.
- I would kayak on fast water with a guide.
- Any conditions are fine.
- Smooth, with slow current.
- I am always looking for flat, calm water. I probably would not want to kayak on fast water, because I would be nervous about rolling and feel like it would be very challenging to get back in (and probably pretty scary).



## Water Accessibility Specifications

### ABILITIES TO CONSIDER (NON-EXHAUSTIVE)

- **Visual Disabilities:** Blindness (complete loss of sight) and low vision (reduced visual acuity not fully corrected by lenses) impacting navigation and interaction with visual information.
- **Auditory Disabilities:** Deafness (profound hearing loss) and hard of hearing (varying degrees of hearing impairment) affecting communication and perception of auditory signals.
- **Neurological Disabilities:** Autism Spectrum Disorder (sensory sensitivities and overstimulation) and Traumatic Brain Injury (balance, coordination and safety awareness issues impacting physical movement).
- **Mobility Disabilities:** Limitations in physical movement affecting the ability to walk, climb stairs or manipulate objects.

### ESSENTIAL FEATURES FOR LAUNCH AREAS (PARKING TO WATER):

- **Surface Conditions:** Smooth surfaces and transitions. Minimal or no slope on most of the path. Avoidance of large-grade gravel or sand.
- **Proximity:** Close proximity to parking.
- **Navigation:** Clear signage.

### DESIRED WATER ACCESS FEATURES FOR DISABLED INDIVIDUALS:

- **Accessibility:** Proximity to parking and restrooms. Minimal or gradual slope. Easy transitions in and out of water.
- **Safety:** Clear, defined paths with wheel guards and sight cane guidance. Safe wheelchair parking while in the water.
- **Water Conditions:** Calm, less busy water/boat access. Toe-dipping and swimming water access.
- **Equipment:** Transfer station for kayak or swimming. Flexibility in accommodating various crafts (kayaks, canoes, paddleboards). Smooth surface transitions.

### IMPORTANT ADAPTIVE LAUNCH FEATURES:

- Transfer bench featuring handrails and a sliding last step for easy craft access.
- Edge protection on docks and drop-offs
- Protected boat slip or roller system lifting the boat out of the water for stability.
- Ramps into the water, with landing for wheelchair access.
- Side wall at seating height with railing for transferring from wheelchair to water.
- Smooth transitions and slopes.
- Safe space for equipment while on the water.
- Room for assisted transfers into boats.
- Equipment staging area.



## ADAPTIVE EQUIPMENT AND CRAFTS:

- Kayak carts
- Kayaks with outriggers
- Tandem kayaks and canoes
- Center-mounted kayak paddle
- Paddleboards with attached seat

## Precedent Examples

### WESTPORT COUNTY PARK

The **Westport Boating Facility** in Clatsop County, Oregon, features a new, public boat ramp, including a 4-lane ramp, ample parking (46 truck/trailer and 33 vehicle spaces), a transient dock/gangway, public restrooms, and an RV host site. The new launch includes boarding floats, short-term tie-up docks, an ADA-accessible kayak launch dock, ADA restrooms, and ramps. The accessible kayak launch features include an ADA-compliant dock with a slide-out bench, handrails for stability, and a ramp to transition onto the dock. The floating dock adjusts with the tides, and the gangway is also ADA-compliant for easy access.



Oregon Adaptive Sports



Oregon State Marine Board



Oregon State Marine Board

### SEINE RIVER GREENSPACE ENHANCEMENT PROJECT

Winnipeg's **Seine River Greenspace Enhancement Project**, completed in December 2020, improved accessibility at the John Bruce Accessible Canoe/Kayak Launch. Key features include a universal-access kayak chute, a transfer station and habitat restoration. The access point is located 70-100 feet from the staging area with a maximum slope of 5%.

### MILLER'S LANDING RIVER ACCESS AND RESTORATION PROJECT

**Miller's Landing** in Bend is being redesigned to improve accessibility due to increased demand and inadequate access points. The user-centric project, developed with consultants and community members with disabilities, focuses on innovative water entry options for all users. The boardwalk is being redeveloped for boaters and those with mobility restrictions, and the north access point will be improved for safer swimming and wading. Construction is underway and expected to be completed by summer 2025 to accommodate peak season visitors and provide inclusive riverfront access.





## MEMORANDUM OF UNDERSTANDING

Program: Riverfront Reimagined Project

Parties: Chehalem Parks & Recreation District (“CPRD”)  
Taste Newberg DBA Visit Newberg

Term: Date of Execution to December 31, 2026

### PURPOSE

The Parties are cooperating to design a new, accessible water trail access point near the Highway 219 and the Willamette River in Newberg, Oregon (the “Program”). To that end, the Parties have received a grant through Travel Oregon’s Recreation Ready program (the “Grant”). This Memorandum of Understanding (“MOU”) is intended to set forth the Parties’ rights and obligations with respect to the Program and the Grant. In consideration of the mutual promises herein, the Parties agree to abide by the terms and conditions herein.

### RESPONSIBILITIES

#### Visit Newberg will:

1. Act as the lead applicant and project manager for the Program and the Grant. Such activities may include but are not limited to managing the Program, managing a steering committee for the Program, managing a Request for Proposals for a technical study, and managing consultant work related to a technical study.
2. Work with CPRD and other community partners to identify and retain a consulting firm to provide analysis and site planning to develop a regional river access facility.
3. Be the primary point of contact with Travel Oregon, and shall provide all reports, documentation, and other information that may be required by the same.
4. Receive the Grant funds and disburse them consistently with this MOU. That will include an allocation of \$44,000 to a selected consultant for a technical study supporting CPRD interests.
5. Invoice CPRD for technical study consultant costs which exceed the available Grant allocation and not to exceed \$36,000.
6. Other responsibilities as required.

#### CPRD will:

1. Work with Visit Newberg and the steering committee for the Program to identify and retain a consulting firm to provide analysis and site planning to develop a regional river access facility.
2. Provide copies of its organizational documents or other information as needed for grant applications filed in connection with this MOU.

3. Keep records concerning the receipt of funds made pursuant to this MOU, will control the funds until distributed as provided herein and the distribution of funds shall be in accordance with standard accounting practices.
4. Support consultant work related to a technical study as required including provision of access, existing documentation, and other information related to the study.
5. Other responsibilities as required.

## **TERM**

This MOU will be in effect as of the date of signing by both parties and will continue in effect for the period of December 31, 2026, unless otherwise terminated by either party or extended. This MOU may be terminated with 60 days prior written notice ("Notice") to the other party at the address below.

If this MOU is terminated by CPRD while Visit Newberg holds grant funding that was intended to be disbursed under the Riverfront Reimagined grant then, at CPRD's election, Visit Newberg shall either return those funds to Travel Oregon, or else will distribute those funds to CPRD in which case this MOU shall remain in effect only to the extent necessary to apply those funds consistent with the requirements of the Grant.

Upon termination, CPRD and Visit Newberg's obligations under this MOU shall terminate with the exception of Visit Newberg's obligation to provide reports and information to Travel Oregon related to the grant funding received by CPRD. Those obligations shall survive termination.

## **MISCELLANEOUS**

**Mutual Indemnification:** Each Party shall defend, indemnify, and hold harmless the other Party or Parties, including affiliates and each of their respective officers, directors, shareholders, employees, representatives, volunteers, agents, successors and assigns from and against all damages, claims, losses, liabilities, reasonable attorney fees (including those incurred on any appeal) and other expenses that arise out of or relate to the actions of the indemnifying Party and/or its affiliates, officers, directors, shareholders, members, representatives, volunteers, agents, successors, employees, and/or assigns.

Each party shall have access to the books, documents and other records of the other party which are related to this MOU for the purpose of examination, copying and audit unless otherwise limited by law. Each party shall maintain such books and records for a minimum of three (3) years, or such longer period as may be required by applicable law, following the termination of this MOU or until the conclusion of any audit, controversy or litigation arising out of or related to this MOU, whichever is later. Any notices permitted or required by this MOU shall be deemed given when personally delivered, delivered via email with the other party's receipt acknowledged, or up on deposit in the United States mail, postage fully prepaid, certified, and return receipt requested, addressed to the parties designated in this paragraph. Either party may change its address by notice given to the other in accordance with this paragraph.

### **A. Visit Newberg:**

Attn: Katie McFall, Deputy Director  
210 N Blaine Street  
Newberg OR 97132  
katie@tastenewberg.com

**B. CPRD:**

Attn: Clay Downing, Superintendent  
125 S. Elliott Road  
Newberg, OR. 97132  
cdowning@cprdnewberg.org

Disputes: Any disputes arising between the parties will be resolved by negotiation. The parties hereto shall first attempt to resolve all disputes arising from the provisions contained in this MOU, informally and at the lowest applicable staff level. If dispute resolution is not accomplished, any party may call a meeting of the parties to formally discuss and resolve all such disputes. Should the parties fail to resolve the dispute, the dispute shall be referred to the Executive Directors of the applicable organizations. The Board Presidents shall mediate the dispute and shall have final authority to resolve the issue. Should no resolution be found, the parties will submit to binding arbitration.

This MOU shall be governed by and interpreted in accordance with the laws of the state of Oregon.

This MOU constitutes the entire agreement between the parties hereto. This MOU may be modified, altered, revised, extended, or renewed by mutual written consent of all parties, by the issuance of a written amendment, signed and dated by all the parties.

VISIT NEWBERG

CHEHALEM PARKS & RECREATION  
DISTRICT

By: \_\_\_\_\_

\_\_\_\_\_

Print Name: \_\_\_\_\_

Clay Downing, Superintendent

Title: \_\_\_\_\_

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

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



# Recreation Ready: Riverfront Reimagined

Katie McFall - Deputy Director



# Travel Oregon

## State of Oregon Tourism Office

- Typically known for their marketing campaign and efforts to drive visitation to Oregon
  - \$1 spent on marketing generates \$157 in visitor spending across the state, spurring job creation, tax revenue and local business growth
- Tourism is a significant economic driver in the State of Oregon
- Funded by the 1.5% state lodging tax
- Outside of marketing and public relations, Travel Oregon supports destination stewardship, research and data, sales, and advocacy



# Travel Oregon: Recreation Ready Program

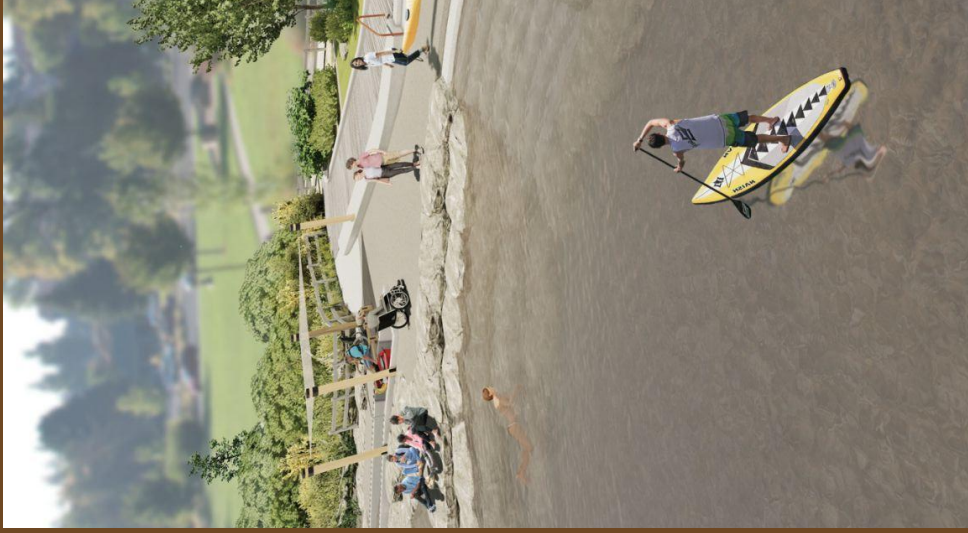
- Last fall, launch of Recreation Ready
- The goal of the program is to contribute to the development and improvement of Oregon communities by means of the enhancement and expansion of the visitor industry
- 4 projects in Oregon to be selected to participate
- Enhancing the visitor experiences in our destination also means improving amenities for the local community



# The Project

## Riverfront Re-Imagined

- Project Goal: is to develop a water trail access point that can provide recreation access to a regional water trail network near the confluence of both the Willamette and Yamhill Rivers that is accessible by all skill levels based on river conditions.
- Steering Committee: City of Newberg, Yamhill County Parks, Chehalem Park and Recreation Department, Oregon State Marine Board





# Recreation Ready Phase 1

## Phase 1: Program Engagement (Jan – July 2025)

- Step 1: Program Kick-Off (1/8/2025)
- Step 2: Oregon State University (OSU) Elevate Outdoors Training (Completed)
- Step 3: Feasibility Analysis
- Step 4: Inclusivity Evaluation and/or Accessibility Assessment
- Step 5: Community Engagement & Input
- Step 6: Final Project Feasibility Report and Action Plan
- Step 7: Mid-Program Evaluation
- Communities who successfully complete Phase 1 will be eligible to apply to financial investments in Phase 2 to advance project Action Plan outcomes.



Butteville

Champoeg  
State Park

Rogers Landing  
Yamhill Co. Park

CPRD Heritage  
Campground

Baker  
property

City of  
Newberg well  
site

Yamhill Co.  
former landfill

Dundee/Edwards  
Landing paddle launch

Yamhill River  
confluence



# Travel Oregon: Recreation Ready

## Riverfront Re-Imagined

- Public Community Engagement Sessions
  - April 23, 2025
- On April 23, also did site visits with consultant team, Travel Oregon and all steering committee members
- Scheduled a separate site visit day with Oregon State Marine Board to view both sites and have a discussion about it



# Recreation Ready Phase 2

## Phase 2: Post-Engagement Award (July 2025 – June 2026)

- Based on the Mid-Program Evaluation, communities will be eligible and invited to participate in Phase 2 of the program. The lead applicant will work with Travel Oregon to submit a one-year project scope of work (SOW) to apply for project investment funds (up to \$100,000) to advance the Action Plan outcomes. Areas of work eligible for funding will include but are not limited to:
  - Technical assistance for pre-infrastructure analysis and planning
  - Technical or environmental assessments
  - Infrastructure design or construction







# Phase 2 Updates

- Finalized Feasibility Report (available in Board packet)
- 2 projects identified
  - Roger's Landing - Yamhill County Parks
    - Analysis and site planning for non-motorized use
  - HWY 219 Property - CPRD
    - Technical study of launch area
- Steering Committee finalized RFQ for consulting firm to completed both studies
- RFQ will be going out to the public in a few short weeks
  - RFQ is written to have 1 agency work on both projects
- All work related to Phase 2 of the grant must be completed by Dec 2026

# Phase 2 Goals

- Completion of both projects identified in the Travel Oregon grant application
  - CRPD site evaluation
  - Roger's Landing non-motorized site analysis
- Partners receiving funds will leverage this information and funds to continue developing river access and improve river access in our communities



# CPRD Board Recommendation

1. Receive an informational presentation related to Phase I outcomes and Phase II recommended actions of Travel Oregon's Recreation Ready Grant Program for the Riverfront Reimagined Project;
2. Motion to approve a Memorandum of Understanding with Taste Newberg and County of Yamhill for Phase II of the Recreation Ready Grant Program; and
3. Motion to authorize staff to receive a grant award of \$44,000 and expend up to \$36,000 for professional services associated with Phase II of the Recreation Grant Program.



# TASTE NEWBERG

OREGON







## Board Letter

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**Hearing Date:** September 25, 2025

**Order on Agenda:** Action Item

**Subject:** Authorization of a Professional Services Agreement with YA Group and Ankrom Moisan for an Amount Not to Exceed \$160,000 for a Golf Course Club House Feasibility Study

**Staff:** Casey Creighton, Assistant Superintendent

Kellan Sasken, Golf Operations Director

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### RECOMMENDATION

1. Motion to authorize staff to execute a Professional Services Agreement with YA Group and Ankrom Moisan for an amount not to exceed \$160,000 for the completion of a Golf Course Clubhouse Feasibility Study

### DISCUSSION

On August 4, 2025, the District released a Request for Proposals for Consultant Services for a Feasibility and Market Analysis for the Chehalem Glenn Golf Course Clubhouse (RFP)(Attachment 1). Five respondent submittals were received before the required deadline and reviewed by the submittal deadline. Based on review, it is recommended that the District offer relay on YA Group and Ankrom Moisan's proposal (Attachment 2) for consultant services.

The RFP was advertised in Oregon's Daily Journal of Commerce, sent via email to a District-maintained interested parties list, sent via email to members of the Golf Course Clubhouse Citizen Advisory Committee, and posted on the District's *Bids and Purchasing* webpage at <https://www.cprdnewberg.org/general/page/bids-and-purchasing>. Since, its initial release, two addendums have been circulated. Each addendum is available on the *Bids and Purchasing* webpage and provided within Attachment 1.

#### ***Respondents and Respondent Evaluation***

Each of the five submittals received by the District were reviewed by an evaluation committee comprised of the District's Superintendent, Assistant Superintendent, and Golf Operations Director. Each reviewer verified that minimum requirements were met and scored submittals based on the scoring rubric provided within the RFP. Finally, the two top-scoring respondent teams were invited to finalist interviews which were held virtually. The outcomes of the committee's reviews and interviews resulted in the scores shown in Table 1:

Table 1. Respondent Scores from Evaluation Committee

Scoring Criteria	Points Available per Reviewer	Maximum Points Available	Scott Edwards Architecture	Boss PDX	DECA Inc.	Process Architecture	YA Group - Ankrom Moisan
Cover Letter	Yes / No	Yes/ No	Yes	Yes	Yes	Yes	Yes
Project Understanding / Key Issues	20	60	58	42	46	42	58
Approach and Resource Allocation	20	60	58	37	51	44	58
Qualifications / Experience	25	75	70	30	66	47	67
Performance Examples	25	75	61	30	60	39	61
Sustainability	10	30	28	21.5	23	19	21
Supportive Information	5	15	14	11.5	13	12	13
<b>RFP Response Score</b>	<b>105</b>	<b>315</b>	<b>289</b>	<b>172</b>	<b>259</b>	<b>203</b>	<b>278</b>
Interview Required?	Yes / No	Yes / No	Yes	No	No	No	Yes
<b>Interviews, if required</b>	<b>100</b>	<b>300</b>	<b>280</b>	<b>n/a</b>	<b>n/a</b>	<b>n/a</b>	<b>293</b>

#### **Key Dates for the RFP**

Key dates related to this RFP include the recent and anticipated milestones noted below:

- August 4, 2025: RFP issued by the District.
- August 7, 2025: Addendum No. 1 published.
- August 8, 2025: Addendum No. 2 published.
- September 2, 2025, at 1:00 PM: RFP submission deadline.
- September 5, 2025: Initial review of respondent submittals completed by evaluation committee.
- September 10, 2025: Interviews completed by evaluation committee with finalist respondents.
- September 25, 2025: Anticipated date for recommended consultant to be reviewed and approved by CPRD Board of Directors.
- October 3, 2025: Anticipated signing date of contract.



### **FISCAL IMPACT**

Funds for the proposed project are budgeted within the General Fund (001-470-) at an amount not to exceed \$160,000. Monies for this project were raised as part of a special fee assessed to golfers at Chehalem Glenn Golf Course.

### **ATTACHMENTS**

1. Request for Proposals for Consultant Services for a Feasibility and Market Analysis for the Chehalem Glenn Golf Course Clubhouse plus Addendum No. 1 and No. 2
2. YA Group and Ankrom Moisan Proposal for a Chehalem Glenn Golf Course Feasibility Study





## **CHEHALEM PARK AND RECREATION DISTRICT**

### **Request for Proposals (RFP) for Consultant Services for Feasibility and Market Analysis for the Chehalem Glenn Golf Course Clubhouse**

The Chehalem Park and Recreation District (CPRD) is seeking a professional consultant team to provide design services for the concept design, market analysis and feasibility study for the replacement of the Chehalem Glenn Golf Course Clubhouse.

A copy of the Request for Proposal for Consultant Services or information pertaining to the Request will be available on August 4, 2025, in the office of the Park District located at 125 Elliott Road, Newberg, Oregon 97132. This document and related information will also be available for download on August 4, 2025, at: <https://www.cprdnewberg.org/general/page/bids-and-purchasing>. Interested parties who would like to be notified of project updates or modifications may register to receive email updates by sending their preferred email address to [cdowning@cprdnewberg.org](mailto:cdowning@cprdnewberg.org) with "Interested Party List for CGGC Clubhouse Project" in the subject line.

To be considered for award, the submittal requirements of the Request for Proposal for Consultant Services must be met. These requirements can be found in Response Instructions.

Consultants shall submit proposals based only on written information received directly from CPRD. Proposals may be submitted by interested Consultants to Chehalem Park and Recreation District until 1:00 p.m. local time, September 1, 2025. Proposals will not be accepted after this time and date. Each submittal will include:

- Three (3) complete hard copies of all proposal materials; and
- A complete electronic copy of all proposal materials via flash drive or similar device.

CPRD reserves the right not to select any Consultant if information submitted is not in compliance with the requirements of the Request or if it is not in CPRD's interest to make a selection from those Consultants responding to the Request. Late responses will not be considered. Consultants accept all risks of late delivery of mailed submittals regardless of fault.

All interested Consultants must comply with the applicable provisions of ORS 279C.840 or 40 U.S.C. 276a and the applicable provisions of the Equal Employment Opportunity Act of 1972, and the Civil Rights Act of 1964 as amended. CPRD is an equal opportunity employer. Each interested Consultant must submit certification per an equal opportunity employer. Each interested Consultant must submit certification per ORS

279A.110 that the firm has not discriminated against minority, women, or small business enterprises in obtaining any required subcontracts.

### **General Information for Chehalem Park and Recreation District**

CPRD is a special district providing park and recreation activities to more than 32,000 residents in eastern Yamhill County, with a service area that encompasses more than 68 square miles and includes the Cities of Newberg and Dundee, as well as portion of unincorporated Yamhill County. CPRD's mission is "to connect and enrich our community through park, recreation, open spaces, natural areas and educational opportunities."

CPRD is governed by an elected five-member Board of Directors and is managed by a professional staff. CPRD's Board of Directors created the Golf Course Clubhouse Citizen Advisory Committee which consists of citizen appointees tasked with providing well-researched recommendations regarding the new construction of a clubhouse at Chehalem Glenn Golf Course.

### **SCOPE OF SERVICES**

Provide concept design, market analysis, and feasibility analysis services for the decision-making and design process of a new golf course clubhouse facility and associated site improvements to be located at S Fernwood Road at an existing golf course in Newberg, OR as depicted in Exhibit A (Project Location). The requested responses will fulfill the goals and objectives listed below and further described in Exhibit B (Sample Scope of Work). The successful Respondent will enter into a contract for services based on Exhibit C (Draft Professional Services Agreement).

The Respondent will analyze the existing golf course, Chehalem Glenn Golf Course, as planned for in an expansion to 27 holes which is depicted and described in Exhibit D (Chehalem Glen Golf Course 9-Hole Addition). All Consultant work will assume that a 3<sup>rd</sup> nine holes is/will be constructed for the purposes of analysis. Design of the 3<sup>rd</sup> nine holes is not included within this scope of work.

The goals of this phase are:

- Develop a comprehensive programmatic study to define and validate the primary functions and support spaces required for clubhouse operations;
- Perform a detailed site analysis to evaluate and document existing site conditions;
- Conduct an economic analysis to assess market conditions and ensure design solutions align with projected economic trends;
- Develop financing options and business plan for consideration by CPRD;
- Engage with CPRD stakeholders, including but not limited to the Golf Course Clubhouse Citizen Advisory Committee, within the concept design phase to ensure alignment with project goals;

- Create and present three (3) distinct design concepts to CPRD for review and feedback;
- Provide a detailed construction cost estimate for each design option and propose a project timeline tailored to each concept;
- Prepare for and attend a land use pre-application conference with the City of Newberg;
- Deliver a comprehensive presentation of programmatic findings, design concepts, cost estimates, and proposed project schedules to the CPRD's Board for selection of a preferred alternative.
- Advance the preferred alternative to a 30% Design Development stage with an updated cost estimate.

CPRD budget for this phase of the project is not expected to exceed \$160,000.

Design and permitting services are not included in this phase of the project. CPRD reserves the right to negotiate a future amendment with the selected consultant for the design and permitting services, or issue a separate RFP for those services.

## **RESPONSE INSTRUCTIONS**

### **Submission of Response**

Submit either:

Three (3) copies of the response, addressed as follows:

Chehalem Park and Recreation District  
Attn: Clay Downing, Superintendent  
125 S Elliott Road  
Newberg, OR 97132

Each submission should be delivered with a complete set of electronic materials on a thumb drive or similar device.

### **Response Due Date**

Responses are due on or before **September 1, 2025, no later than 1:00 p.m.** Late responses will not be considered. Neither faxed responses, nor e-mailed responses will be considered. Responses postmarked before the deadline but received afterward will not be considered.

### **Response Questions**

All questions concerning the preparation of responses should be addressed to:

Clay Downing, Superintendent  
971-281-1444  
cdowning@cprdnewberg.org

Casey Creighton, Assistant Superintendent  
503-519-6154  
ccreighton@cprdnwberg.org

### **Response Contents**

The following format and sequence should be followed in order to provide consistency in the Respondent's submissions and ensure each Response receives full consideration. Responses will be limited to eighteen (18) pages of material, using 12-point type. All pages should be consecutively numbered. The submission is to contain the following:

#### **1. Cover Letter (1 page maximum)**

A separate Letter of Transmittal signed by an authorized representative including statements that;

- a) The Proposer understands the scope and identifies the types of services to be provided.
- b) The Proposer agrees to all terms and conditions contained in the request and its attachments,
- c) The Proposer and its sub-consultants, if selected, will satisfy insurance coverage requirements for the services offered.
- d) The Proposer certifies per ORS 279A.110 that the firm has not discriminated against minority, women or small business enterprises in obtaining any subcontracts.
- e) The Proposer states that as part of the proposal the provisions of ORS 279C.840 or 40 U.S.C. 276a are to be complied with.
- f) Whether the Proposer is a resident bidder, as defined in ORS 279A.120.

Address the cover letter to:

Chehalem Park and Recreation District  
Attn: Clay Downing, Superintendent  
RE: RFP for Golf Course Club House  
125 S Elliott Road  
Newberg, OR 97132

#### **2. Project Understanding and Key Issues (2 page maximum)**

This section should include a clear and concise understanding of the project based on existing information and a general description of the purpose of this project and the chief issues to be addressed. The Consultant should be knowledgeable of



applicable standard solutions as well as be able to offer innovative ideas. It is important that the Consultant demonstrate an ability to synthesize technical information and communicate this information in verbal, written, or graphic form.

3. Approach and Resource Allocation (3 page maximum)

This section should outline the approach to delivering the project. It should include major tasks to be completed as well as resources proposed to complete each task, identifying the Consultant's ability to ensure expeditious completion of the work. Also include the following:

- Internal procedures and/or policies related to work quality and cost control;
- Management and organizational structure;
- Approach to ensuring key staff are available and committed to delivering this project.
- Approach to delivering this phase of the project within the available budget.

4. Qualifications/Experience (3 page maximum)

Demonstrate the Respondent's team qualifications and experience relating to the requested services for the project. Specifically, the Clubhouse concept, site plan, economic feasibility and public involvement shall be emphasized in the submittal. Response should address the following:

- Extent of principal involvement;
- Names of anticipated key members who will be performing the work and their responsibilities including identification of a Project Manager;
- Qualifications and relevant individual experience, including sub-consultants;
- Resumes for lead architect, site civil, economist, and/or other key personnel should be included as Supportive Information.

5. Performance Examples (3 page maximum)

The Proposer will provide a brief professional work history of relevant projects as it relates to the capabilities of the primary firm and any sub-consultants to provide the requested services. Past performance examples which include multiple members of the team proposed for this project may receive a higher ranking.

- Similar Projects, by type and size, with a total of at least three project examples performed within the last ten years, that best characterize the work quality and cost control. Include the total cost of the project and how the

project performed on schedule and budget. Projects performed by key staff while at a different firm are acceptable.

- Three professional references, preferably municipal or special district agencies, shall be provided to the Chehalem Park and Recreation District. References should be able to comment on Respondent's performance for similar work scopes. Reference information shall include name, title, affiliation, address, email address and telephone number. Proposals that do not provide a completed section for references will not be considered further.

#### 6. Sustainability (1 page maximum)

CPRD recognizes that the products and services it purchases have inherent environmental, human health, social, and economic impacts. Where possible, CPRD will encourage the following sustainability measures:

- Reduce or limit waste;
- Conserve water and limit impacts to water quality;
- Limit the use of toxic chemicals that harm air, land, water, and human health;
- Reduce or limit greenhouse gases (GHGs);
- Foster diversity and equity; and
- Support our local economy.

CPRD supports the use of local businesses, Minority, Women, Emerging Small Businesses (M/W/ESB), Disadvantaged Business Enterprises and Oregon Forward Contractors (OFC) at both a Consultant and sub-consultant level. CPRD encourages Consultants to promote opportunities for such businesses in the fulfillment of the Statement of Work and encourages eligible businesses to gain certification through the Certification Office of Business Inclusion and Diversity or commensurate demonstration of equitable practices.

This section should include a description of the Consultant's efforts to demonstrate sustainable practices. This could include internal business practices or project specific benefits that support the above bullet points.

#### 7. Supportive Information (5 page maximum)

- Key staff resumes
- Proposer's additional project support material (may include graphs, charts, photos, resumes, additional references, etc.)
- Professional Certificates and Licenses

- Conflicts of Interest: Respondent shall include disclosure of any conflicts of interest, either actual or potential, or any other conditions that may influence the Respondent's performance or judgment while undertaking the Scope of Services described in this RFP.
- Proposed changes to the CPRD's Professional Services Agreement (see Exhibit C). *Note: This is not a scoring item.*

## **RESPONSE CONDITIONS**

### **Respondent Expenses**

Respondents are solely responsible for their own expenses in preparing a Response and for subsequent negotiations with CPRD, if any. CPRD will not be liable to any Respondent for any claims, whether for costs or damages incurred by the Respondent in preparing the Response, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.

### **Acceptance of Responses**

This RFP is not an agreement to purchase goods or services. CPRD is not bound to enter into a contract with any Qualified Respondent. Responses will be assessed through the use of standardized review criteria (see table below). CPRD will be under no obligation to receive further information, whether written or oral, from any Respondent.

### **Definition of Contract**

Notice in writing to a Respondent that it has been identified as a Qualified Respondent will not constitute a Contract nor give the Respondent any legal or equitable rights or privileges relative to the service requirements set out in this RFP. Only if a Qualified Respondent and CPRD enter into a subsequent full written Contract, will a Respondent acquire any legal or equitable rights or privileges.

### **Modification of Terms**

CPRD reserves the right to modify the terms of this RFP at any time in its sole discretion. This includes the right to cancel this RFP at any time and the right to cancel the RFP at any time without entering into a contract.

### **Ownership of Responses**

All documents, including Responses, submitted to CPRD become the property of CPRD. They will be received and held in confidence by CPRD, subject to the provisions of the *Freedom of Information and Protection of Privacy Act*.

## **SELECTION PROCEDURE**

### **Proposal Evaluation**

CPRD will evaluate the proposals in accordance with the evaluation criteria below and may contact former clients and/or conduct interviews. The District reserves the right to conduct interviews if desired.

### **Evaluation Criteria**

Responses will be assessed against the following desirable criteria. The highest scoring respondent will be invited to negotiate a professional services contract.

Cover Letter	Pass/Fail
Project Understanding / Key Issues	20
Approach and Resource Allocation	20
Qualifications/Experience	25
Performance Examples	25
Sustainability	10
Supportive Information	5
RFP Total	105
<i>Interviews (if required)</i>	<i>100</i>

## SCHEDULE

The following schedule outlines the anticipated schedule for the RFQ, RFP and Contract process. The timing and the sequence of events resulting from this Request for Qualifications may vary and shall ultimately be determined by CPRD. CPRD reserves the right to change the schedule without notice.

Project Milestone	Anticipated Date
Request for Proposal issue date	<b>August 4, 2025</b>
Request for Proposal due date	<b>September 1, 2025, @ 1:00PM</b>
Request for Proposal anticipated review completion date	<b>September 5, 2025</b>
Anticipated date for Consultant to be approved by Board	<b>September 25, 2025</b>
Anticipated signing date of Contract	<b>October 3, 2025</b>

## ATTACHMENTS

- Exhibit A: Project Location
- Exhibit B: Sample Scope of Work
- Exhibit C: Draft Professional Services Agreement
- Exhibit D: Chehalem Glenn Golf Course 9-Hole Addition



Exhibit A: Project Location



Chehalem Glenn Golf Course, course details available at <https://www.chehalemglennc.com/>

## EXHIBIT B. Sample Scope of Work

The below materials describe the concept design scope of work desired of Respondents.

### PRIMARY OBJECTIVES

- Develop a comprehensive programmatic study to define and validate the primary functions and support spaces required for golf course clubhouse operations;
- Perform a detailed site analysis to evaluate and document existing site conditions;
- Perform a market conditions assessment and ensure design solutions align with projected economic trends;
- Engage with Chehalem Park and Recreation District (CPRD) stakeholders throughout the schematic design phase to ensure alignment with project goals;
- Create and present three (3) distinct design concepts for stakeholder review and feedback, each design concept should include all project deliverables listed below;
- Provide a detailed construction cost estimate for each design concept option and propose a project timeline tailored to each concept;
- Deliver a comprehensive presentation of programmatic findings, design concepts, cost estimates, and proposed project schedules to the CPRD Board of Directors; and
- Provide an economic analysis, business plan and financing plan for the Board-selected preferred design concept.

### ANTICIPATED PROGRAMMATIC REQUIREMENTS FOR STUDY AND CONCEPT DESIGNS

- Pro-shop which may include the following, check-in and registration desk, golf simulation, indoor training, retail shop and club storage and maintenance;
- Sport compatible restaurant space that allows for private events, celebrations, weddings, casual dining, and other special events;
- Community meeting spaces;
- Cart bay for golf cart storage, maintenance and cleaning;
- Restroom facilities (accessible indoor and outdoor);
- Understand how building / parking footprints may impact existing golf practice areas;
- Re-use of the existing clubhouse and cart barn areas; and
- Replacement area for putting course, if necessary (design layout not required at this phase).

## PROJECT DELIVERABLES

### ***Pre-design Deliverables***

- Summary of space requirements and functional needs;
- Documentation of existing site conditions (topography, vegetation, utilities, etc.);
- Zoning analysis and understanding of regulatory requirements;
  - Assumes the Third Nine Addition course expansion is built simultaneously with clubhouse (*under separate contract*);
- Proposed project schedule with understanding of critical path timelines;
- Economic Analysis for the restaurant for multiple scenarios (sit down, short order, full service bar, etc);
- Public outreach at key milestones,
  - Preparation of invitation, materials and participation for an open house with the alternatives for community feedback;
  - Presentation of draft concepts to key stakeholders including Golf Course Clubhouse Citizen Advisory Committee,
  - Presentation to Board of draft concepts and costs
  - Presentation of 30% Preferred alternative, economic analysis, business plan, and financing options to the Board
- Public outreach and/or communication plan for messaging of how the clubhouse will be funded; and
- Draft and final presentations to CPRD's Board of Directors.

### ***Conceptual Design Deliverables***

- Narrative description of design concept and guiding principles on alignment of project goals, site conditions and stakeholder input
- Preliminary layouts highlighting functional relationships and space allocations
- -Parking calculations should include provisions for the 3rd Nine.
- Prepare and attend a land use preapplication meeting with the City of Newberg
- Participate in community engagement activities as necessary Preparation of (3) unique schematic design options which include floor plans, building elevations, sections, site plans and 3D renderings of each option
- Outline of sustainability strategies to meet Chehalem Parks & Recreation's environmental and energy performance goals
- Summarize compliance with building codes, zoning regulations and accessibility standards
- Present high-level construction cost estimate of each proposed option
- Site layout options with an understanding of site circulation, building placement, parking and landscaping requirements (include an area for replacement of the

putting course).

- Final 30% concept of the preferred alternative

### **ANTICIPATED PROJECT TEAM**

Project team may include the following consultants for preliminary input;

- Architect
- Civil engineer
- Land Use Planner
- Landscape Architect
- Professional cost estimator
- Traffic engineer
- Economist

### **SCHEDULE**

Concept Design and analysis to be completed by January 2026 with the anticipated selection of the Preferred Alternative in February 2026



## EXHIBIT C – SAMPLE PROFESSIONAL CONSULTING SERVICES AGREEMENT

### Chehalem Park and Recreation District Professional Consulting Services Agreement for

#### Feasibility and Market Analysis for the Chehalem Glenn Golf Course Clubhouse

THIS AGREEMENT made [Click here to insert date](#) by and between CHEHALEM PARK AND RECREATION DISTRICT, 125 S. Elliott Rd., Oregon 97132, hereinafter called the “CPRD,” and name of consultant hereinafter collectively referred to as the “Consultant.”

#### WITNESSETH

THAT WHEREAS, CPRD intends to complete the [Insert Project Description](#) as outlined in the scope of work which is attached hereto as Exhibit A.

NOW, THEREFORE, CPRD and the Consultant for the consideration hereinafter set forth, agrees as follows:

#### ARTICLE 1

- 1.1 The Consultant agrees to provide professional services for the project hereinafter set forth.

#### ARTICLE 2

- 2.1 CPRD agrees to pay the Consultant as compensation for their services.
- 2.2 For the basic services defined in Exhibit “A,” a fee not to exceed [Insert Narrative Cost](#) [ [Insert Numerical Value](#) ]
- 2.3 No additional or extra services shall be paid for by CPRD unless agreed to in writing, both as to the nature of the work and the amount to be paid prior to performance thereof.
- 2.4 Extra service expense is defined in Article 6 “Extra Services.”
- 2.5 The rates set forth in this Article will be subject to renegotiation if the services covered by this Agreement have not been completed within twelve (12) months of the date hereof.

#### ARTICLE 3. DIRECT PERSONNEL EXPENSE

- 3.1 As used herein, Direct Personnel Expense is defined as the direct salaries of the Consultant’s personnel engaged on the Project, and the portion of the cost of their mandatory and customary contributions and benefits related thereto, such as employment taxes and other statutory employee benefits, insurance, sick leave, holidays, vacations, pensions and similar contributions and benefits.

#### ARTICLE 4. PAYMENT TO THE CONSULTANT

- 4.1 Unless otherwise described on the attached Exhibit “A,” payments for basic services shall be made monthly upon submittal by the Consultant of a detailed progress payment estimate for services performed. Payment is due within thirty (30) days of the invoice date.

## EXHIBIT C – SAMPLE PROFESSIONAL CONSULTING SERVICES AGREEMENT

- 4.2 Payment for Extra Services as defined in Article 6, when Extra Services have been agreed to in writing, shall be made upon presentation of a detailed invoice.
- 4.3 If the project is suspended or abandoned during any phase of service in whole or in part, the Consultant is to be paid for the service performed prior to receipt of written notice from CPRD of such abandonment or suspension, together with reimbursement then due. If the Project is resumed after being suspended for more than three months, the Consultant's compensation shall be subject to renegotiation.

### ARTICLE 5. CPRD'S RESPONSIBILITIES

- 5.1 CPRD agrees to provide all available information, data, reports, records and maps to which CPRD has access and which are needed by the Consultant for the performance of the scope of services.
- 5.2. CPRD's representative shall be authorized to act in CPRD's behalf. CPRD's representative shall examine documents submitted by the Consultant and render decisions pertaining thereto promptly to avoid unreasonable delay in the progress of the Consultant's work.
- 5.3. CPRD shall coordinate with the Consultant to make available all existing data and materials necessary for the Project.
- 5.4. If CPRD observes or otherwise becomes aware of any defect in the Project, or the Consultant's plans, it shall give prompt written notice thereof to the Consultant.

### ARTICLE 6. EXTRA SERVICES

- 6.1. Extra services include actual expenditures made by the Consultant in the interest of the Project above and over the scope of work outlined in Article 13 "Consulting Services." Work is to occur only if authorized in advance by CPRD in writing both as to the work to be performed and the cost thereof, and may include:
  - 6.1.1. More than one set of reproducible drawings and specifications.
  - 6.1.2 Expense of transportation, travel-related, and printing in connection with the Project above and over the scope of work outlined in Article 13 "Consulting Services."
  - 6.1.3. Providing design services relative to future facilities, systems and equipment which are not included in the scope of services, or providing services to investigate existing conditions or facilities or to make measured drawings thereof, or to verify the accuracy of drawings or other information furnished by CPRD.
  - 6.1.4 Preparing and submitting funding applications to obtain funds from the state or federal government.
  - 6.1.5. Making revisions in drawings, specifications or other documents when such revisions are inconsistent with approvals or instructions previously given are due to causes beyond the control of the Consultant.

## EXHIBIT C – SAMPLE PROFESSIONAL CONSULTING SERVICES AGREEMENT

- 6.1.6 Preparing to serve or serving as an expert witness in connection with any public hearing, arbitration proceeding or legal proceeding, excepting only Project application hearings. Project application hearings and Consultant's appearances at said hearings shall be a part of the consideration for this contract.
- 6.1.7 Providing any other service not otherwise included in this Agreement or not customarily furnished in accordance with generally accepted design practices.

### ARTICLE 7. THE CONSULTANT'S ACCOUNTING RECORDS

- 7.1 Records of the Consultant's direct personnel, consultant, and reimbursable expense pertaining to this Project shall be kept in accordance with generally accepted accounting practices and shall be available to CPRD or its authorized representatives at mutually convenient times.

### ARTICLE 8. TERMINATION OF AGREEMENT & NOTICES

- 8.1 This Agreement may be terminated by either party upon three (3) days written notice should the other party fail to substantially perform in accordance with its terms, through no fault of the other. In the event of termination due to the fault of others than the Consultant, the Consultant shall be paid for services performed to termination date, including reimbursement then due. CPRD may also terminate this Agreement without cause for its convenience with ten (10) days written notice to Consultant. Consultant should be paid in full for all phases completed through date of termination.

NOTICES. All notices required or permitted under this Agreement shall be in writing and shall be deemed delivered when delivered in person or deposited in the United States mail, postage prepaid, addressed as follows:

If for CPRD:

Chehalem Park & Recreation District  
Attn: Clay Downing, Superintendent  
125 S. Elliott Rd.  
Newberg, Oregon 97132

If for Consultant:

Name of Firm  
Consultant Name  
Address  
City State Zip

Such address may be changed from time to time by either party by providing written notice to the other in the manner set forth above.

### ARTICLE 9. OWNERSHIP OF DOCUMENTS

- 9.1 All drawings, specifications, reports and other work products of the Consultant for this Project are instruments of service for the Project and will become the property of CPRD, whether the Project is completed or not. CPRD shall be free to reuse said drawings, specifications, reports and other work products at no further cost.

### ARTICLE 10. SUCCESSORS AND ASSIGNS

- 10.1 CPRD and the consultant each binds themselves, their partners, successors, assigns, and legal representatives to the other party to this Agreement and to the partners, successors, assigns, and legal representatives of such other party with respect to all covenants of this Agreement.

## EXHIBIT C – SAMPLE PROFESSIONAL CONSULTING SERVICES AGREEMENT

Neither CPRD nor the Consultant shall assign, sublet or transfer their interest in the Agreement without written consent of the other. Except for any successors and assigns, this Agreement does not confer any benefits upon third parties.

### ARTICLE 11. MEDIATION, CHOICE OF FORUM, AND ATTORNEY FEES

- 11.1 Notwithstanding any contrary provisions in the Contract, express or implied, Consultant and Owner agree that any dispute that may arise under the Contract will be submitted to a mediator agreed to by both parties as soon as such a dispute arises, but in any event as a condition precedent to commencement of litigation. Such mediation shall occur at a location agreed upon by all parties. Mediation fees 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. Mediation will proceed according to the then-effective procedures and costs established by the Arbitration Service of Portland, Inc. Completing mediation is a condition precedent to filing any action in court, without limitation.
- 11.2 Notwithstanding any contrary provisions in the Contract, express or implied, if a dispute is not resolved by mediation, either party may file a lawsuit to resolve the dispute in Oregon Circuit Court for Yamhill County. Any trial will be to the court without a jury.
- 11.3 Except for claims for breach of Article 12, below, in any suit or action instituted to enforce any right granted herein, each party will be responsible for its own costs and fees, including attorney and expert fees. In the event that there is an alleged breach of Article 12, the prevailing party will be entitled to recover prevailing party attorney fees and costs, including expert fees.

### ARTICLE 12. INSURANCE AND INDEMNIFICATION

- 12.1 Consultant shall indemnify and hold CPRD, and its officers, agents and employees, harmless from and against all claims, actions, liabilities, costs, including attorney fees and other costs of defense, arising out of or in any way related to the work, Consultant's failure to strictly comply with any provision of the Contract, or any other actions or failure to act by Consultant and Consultant's employees, agents, officers, representatives and subcontractors. In the event any such action or claim is brought against CPRD, Consultant shall, if CPRD so elects and upon tender by CPRD, defend the same with counsel acceptable to CPRD at Consultant's sole cost and expense, promptly satisfy any judgment adverse to CPRD or to CPRD and Consultant, jointly, and reimburse CPRD for any loss, cost, damage or expense, including attorney fees, suffered or incurred by CPRD.
- 12.2 Before commencing the work, the Consultant shall procure and thereafter during the course of research, design and construction continue to carry the following insurance at Consultant's cost:
  - 12.2.1 Commercial liability insurance covering Bodily Injury and Property Damage with a responsible company with limits of not less than \$1,000,000 each occurrence and \$2,000,000 general aggregate. Automobile Liability limits of \$1,000,000 per occurrence combined Bodily Injury and Property Damage for owned and non-owned exposures. Such insurance shall cover all risks arising directly or indirectly out of Consultant's activities on CPRD's premises. Certificates evidencing such insurance and bearing endorsement requiring thirty (30) days written notice prior to any change or



## EXHIBIT C – SAMPLE PROFESSIONAL CONSULTING SERVICES AGREEMENT

cancellation shall be furnished to CPRD prior to commencement of the work. All such policies shall name CPRD as an additional insured party.

- 12.2.2 Workers' Compensation from the Oregon State Accident Insurance Fund Corporation or from a responsible private carrier covering all of Consultant's employees. Private insurance shall provide the schedule of employee benefits required by law and shall provide employer's liability coverage with limits of at least \$500,000 for injury to one person and \$500,000 for injury to two or more persons in one occurrence. Consultant shall supply CPRD with satisfactory evidence of public coverage or with certificates of private coverage in the same form as required above for Consultant's general liability insurance.
- 12.2.3 Unless waived by CPRD, Consultant shall provide CPRD with evidence of professional errors and omissions liability insurance for the protection of Consultant and its employees, insuring against bodily injury and property damage and arising out of or resulting from Consultant's negligent acts, omissions, activities or services, in an amount not less than \$2,000,000 combined single limit per claim. Such insurance shall be endorsed to include contractual liability.
- 12.2.4 The coverage provided by liability insurance required of Consultant under this contract shall be primary, and any other insurance carried by CPRD shall be excess.

### ARTICLE 13. PROFESSIONAL CONSULTING SERVICES

- 13.1 BASIC SERVICES: The Consultant is to complete the professional consulting services as defined in Exhibit "A."
- 13.2 The standard of care for all services performed or furnished by Consultant under this Agreement will be the best care and skill used by members of Consultant's profession practicing under similar circumstances in Portland metropolitan area.
- 13.3 The consultant is responsible for the technical accuracy of its services and the documents resulting there from and CPRD is not responsible for discovering deficiencies therein. Consultant will correct all such deficiencies without additional compensation unless the deficiency is directly attributable to a deficiency in CPRD-furnished information.

### ARTICLE 14. MISCELLANEOUS

- 14.1 Fees to be paid do not include out-of-pocket expenses necessarily incurred by Consultant to carry out the terms of this Agreement. Said expenses shall be reimbursed monthly to Consultant.
- 14.2 No subcontractors shall be used upon said job without the written consent of CPRD.
- 14.3 Consultant agrees to comply with all terms and conditions required by ORS Chapter 279C as they may apply to consulting contracts for public contracting and construction.
- 14.4 This Agreement is governed by Oregon law without respect to its conflicts of laws principles.

EXHIBIT C – SAMPLE PROFESSIONAL CONSULTING SERVICES AGREEMENT

14.5 The Consultant is engaged hereby as an independent Consultant and will be so deemed for purposes of the following:

14.5.1 The Consultant will be solely responsible for payment of any Federal or State taxes required as a result of this Agreement.

14.5.2 This Agreement is not intended to entitle the Consultant to any benefits generally granted to CPRD employees. Without limitation but by way of illustration, the benefits which are not intended to be extended by this Agreement to the Consultant are vacation, holiday and sick leave, other leaves with pay, tenure, medical and dental coverage, life and disability insurance, overtime, Social Security, Workers' Compensation, unemployment compensation, or retirement benefits (except insofar as benefits are otherwise required by law if the Consultant is presently a member of the Public Employees Retirement System).

14.5.3 The Consultant is a sole proprietor, a partner or other entity and is an insured employer for purposes of the Oregon Workers' Compensation law (ORS Chapter 656) and is solely liable for any Workers' Compensation coverage under this Agreement. If the Consultant has the assistance of other persons in the performance of this Agreement, the Consultant shall qualify and remain qualified for the term of this Agreement as an insured employer under ORS 656.017 and ORS 656.407.

14.5.4 The Consultant, if an individual, certifies that he or she is not a CPRD employee. As an independent Consultant, Consultant is not entitled to indemnification by CPRD or the provision of a defense by CPRD under the terms of ORS 30.285. This acknowledgement by Consultant does not affect its independent ability (or the ability of its insurer) to assert the monetary limitations found at ORS 30.270, the immunities listed at ORS 30.265, or other limitations affecting the assertion of any claim under the terms of the Oregon Tort Claims Act (ORS 30.260 to ORS 30.300).

ARTICLE 15. EXTENT OF AGREEMENT

15.1 This document represents the entire and integrated agreement between CPRD and the Consultant and supersedes all prior negotiations, representations or agreement, either written or oral. This Agreement may be amended only by written instruments signed by both CPRD and the Consultant.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year on Page 1 of this Agreement.

Party receiving services:  
**Chehalem Park and Recreation District**

By: \_\_\_\_\_  
Clay Downing, Superintendent

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

Party providing services:  
**NAME OF FIRM**

By: \_\_\_\_\_  
Consultant Name, Title

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

***EXHIBIT A***

**1. DESCRIPTION OF SERVICES**

Details or Attachment Reference.

**2. PAYMENT TERMS**

List \$\$\$ to be paid and frequency (Monthly Invoice for approval, etc.)

**3. EXPENSE REIMBURSEMENT**

List Specifics or NA.

**4. SPECIAL INSURANCE REQUIREMENTS**

List Specifics or NA.

4930-6434-2104, v. 3



## Exhibit D. Conceptual Design of Chehalem Glen Golf Course Third 9 Holes Expansion?

In 2019, Chehalem Park and Recreation District obtained services from John Steidel to design for the build out of an additional nine holes at the District's Chehalem Glenn Golf Course. This project would expand Chehalem Glenn Golf Course from its existing configuration of 18 holes to a total of 27 holes. The included materials provide a general location map indicating where this expansion is planned to occur as well as details related to design of the addition.

Included:

- Location Map showing existing and proposed golf course areas
- Existing Layout of Chehalem Glenn Golf Course
- Chehalem Glenn Golf Course 9-Hole Expansion Plans (2019)

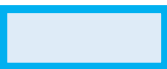


# Location Map

Depicts Existing and Proposed  
Golf Course Areas



Existing Areas of Chehalem Glenn Golf Course

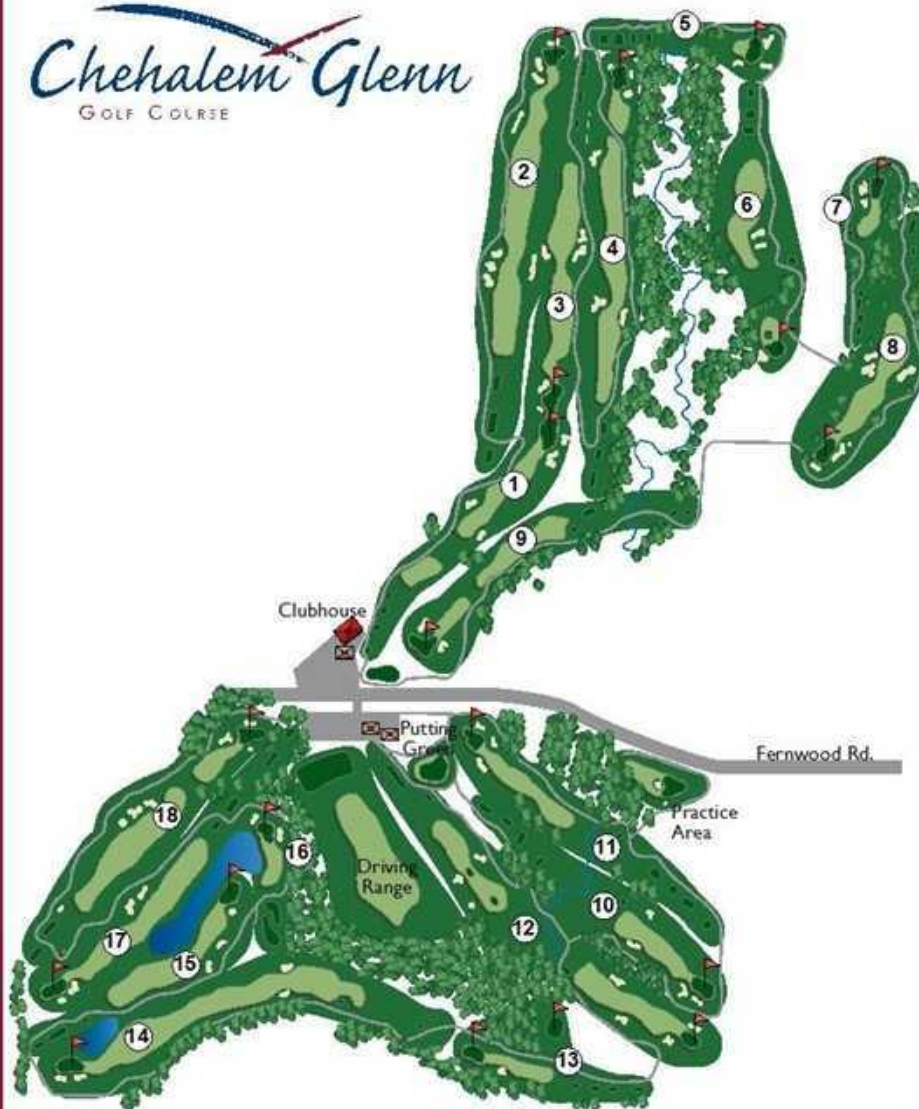


Proposed Area for 9-Hole Golf Course Addition



# Chehalem Glenn

GOLF COURSE



4501 E. Fernwood Road, Newberg, OR 97132

Mail: 125 S. Elliott Road, Newberg, OR 97132

For tee times call 503.538.5800

or visit us online at [www.chehalemglennc.com](http://www.chehalemglennc.com)





# Chehalem Glenn

GOLF COURSE NEWBERG, OREGON

## 9 - Hole Addition STAKING & CLEARING PLAN

### NOTES:

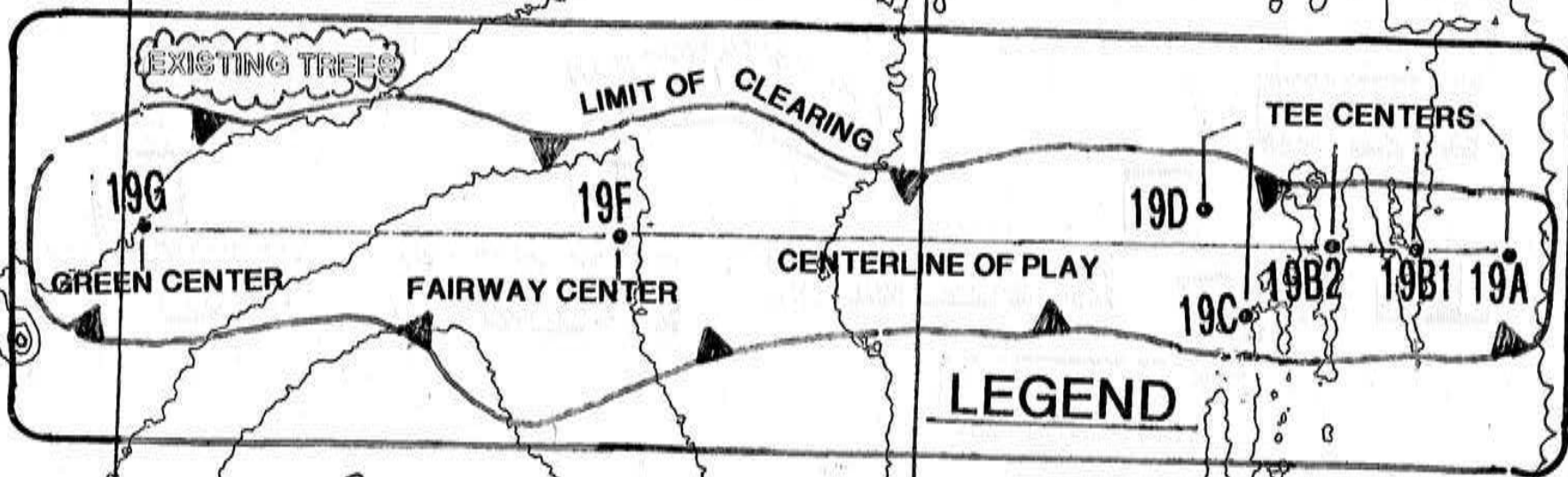
ALL TEE, GREEN AND FAIRWAY CENTERS SHALL BE STAKED PER THE PLANS AND SPECIFICATIONS BY THE CONTRACTOR AND APPROVED BY THE GOLF COURSE ARCHITECT & THE DISTRICT PRIOR TO BEGINNING ANY CLEARING OR GRADING WORK. THE CONTRACTOR WILL BE RESPONSIBLE FOR RELOCATING ANY POINTS LOST DURING CONSTRUCTION.

STAKING SHALL BE ACCOMPLISHED USING THIS PLAN WHICH WAS DEVELOPED FROM BASE INFO PROVIDED BY THE CITY OF NEWBERG, UTILIZING GIS DATA PROVIDED OCTOBER 25, 2018. CONTRACTOR SHALL MAKE EVERY EFFORT TO ASSURE ACCURACY WITH ALL POINTS SET BY A LICENSED SURVEYOR.

ALL AREAS WITHIN THE LIMIT OF CLEARING SHOWN ON THIS PLAN SHALL BE COMPLETELY CLEARED PRIOR TO GRADING. EXISTING TREES, LIMBS, STUMPS, ROCKS, CART PATH AND MISCELLANEOUS DEBRIS MUST BE DISPOSED OF OFF-SITE. ORCHARD TREES MAY BE DISPOSED OF ON-SITE PER THE APPLICABLE REGULATIONS OF YAMHILL COUNTY. GOLF COURSE SOD AND NATIVE GRASSES MAY BE TILLED IN PLACE.

THE DISTRICT SHALL SALVAGE ALL EXISTING SPRINKLERS WITHIN THE LIMIT OF CLEARING FOR RE-INSTALLATION AND THE CONTRACTOR SHALL PROTECT EXISTING CONTROLLERS. THE CONTRACTOR SHALL WORK CAREFULLY WITH THE PARK DISTRICT AND ITS GOLF COURSE SUPERINTENDENT TO KEEP THE IRRIGATION SYSTEM OPERABLE AT ALL TIMES.

THE CONTRACTOR SHALL LIMIT TRAFFIC IN THE WORK AREA AND BE RESPONSIBLE FOR ANY DAMAGE TO THE COURSE OR SITE CAUSED BY HIS MEN AND EQUIPMENT. CONTRACTOR SHALL SPECIFICALLY BE LIMITED TO CROSSING THE CANYON / RAVINE ONLY OVER THE EXISTING DAM USING EXISTING ROADS.



100 200 300  
FEET

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**JOHN STEIDEL**  
GOLF COURSE ARCHITECT

P. O. BOX 6566 - KENNEWICK, WA 99336

PHONE: 509/582-6706 FAX: 509/735-7032



125 South Elliott Road  
Newberg, OR 97132

Scale: 1"=100'

Sheet

2 of 5

Date: SEPTEMBER 2019



# Chehalem Glenn

GOLF COURSE NEWBERG, OREGON

## 9 - Hole Addition ROUGH GRADING PLAN

### NOTES:

CONTRACTOR SHALL COMPUTE THE ACTUAL AMOUNT OF GRADING AND TOPSOIL WORK PRIOR TO SUBMITTING THEIR BID. IF ADDITIONAL FILL MATERIAL IS REQUIRED TO ACHIEVE GRADES INDICATED, THE GOLF COURSE ARCHITECT SHALL DIRECT THE CONTRACTOR WHERE ADDITIONAL EXCAVATION SHALL BE MADE. LIKEWISE IF THERE IS EXCESS MATERIAL, THE GOLF COURSE ARCHITECT SHALL DESIGNATE WHERE AND HOW THIS MATERIAL SHALL BE PLACED ON SITE.

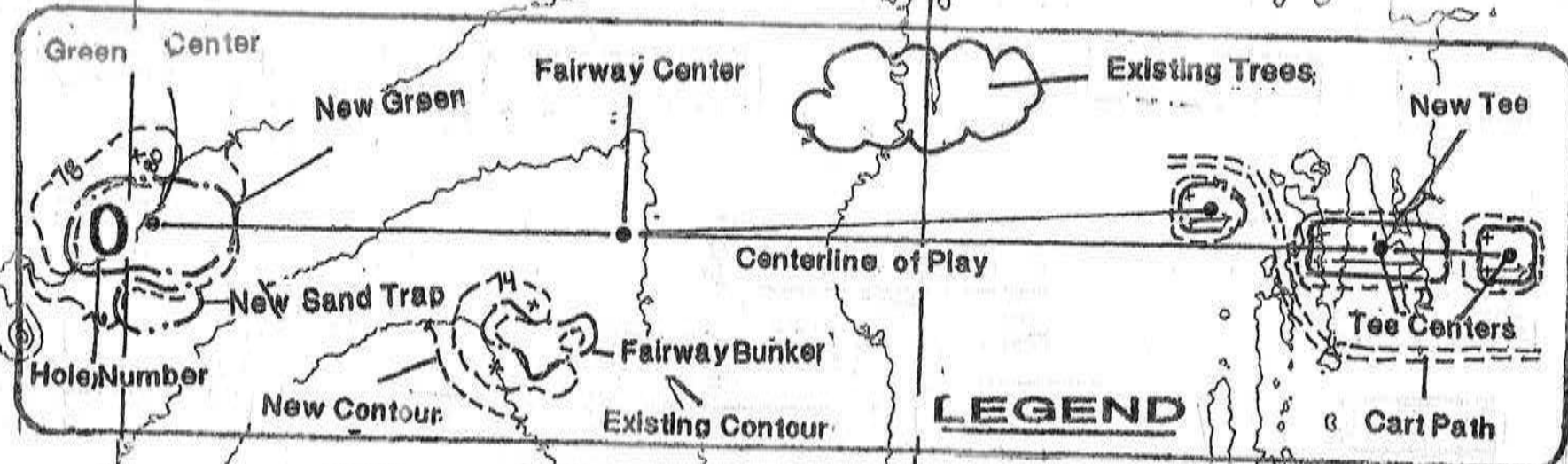
EARTHWORK IS TO BALANCE BOTH NORTH (HOLES #2, #7, #8, #11, #12 & #13) AND SOUTH (HOLES #2 - #7) OF THE RAVINE. CONTRACTOR SHALL USE CAUTION TO KEEP FILL OUT OF THE RAVINE & NOT CROSS IT WITH EQUIPMENT DURING GRADING.

WHEN ROUGH GRADING IS COMPLETED, TOPSOIL SHALL COMPRISE AT LEAST THE TOP SIX INCHES (6") OF ALL AREAS. IT IS RECOMMENDED THAT ALL AREAS BE STRIPPED OF TOPSOIL PRIOR TO MAKING A CUT OR PLACING A FILL.

ALL FILLS ARE TO BE PLACED IN EIGHT INCH (8") LAYERS AND THOROUGHLY COMPACTED TO PREVENT FUTURE SETTLING. WATER IS TO BE USED IN THIS PROCESS AS WELL AS FOR DUST CONTROL.

EXCEPT WITHIN BUNKER BASINS, SLOPES SHALL NOT EXCEED 5:1. TEE SURFACES SHALL BE FLAT SIDE-TO-SIDE AND SHALL SLOPE FORWARD OR TO THE REAR AS INDICATED ON THE PLAN AT ONE TO TWO PERCENT (1-2%). SEE 20-SCALE PLANS AND TYPICAL DETAIL DRAWINGS FOR GRADING OF GREENS.

THE CONTRACTOR SHALL LIMIT TRAFFIC TO WORK AREA AND SHALL BE RESPONSIBLE FOR ANY DAMAGE TO THE SITE.



0 100 200 300  
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**JOHN STEIDEL**  
GOLF COURSE ARCHITECT

P. O. BOX 6566 - KENNEWICK, WA 99336

PHONE: 509/582-6706 FAX: 509/735-7032



Scale: 1"=100' Sheet

3 of 5

Date: SEPTEMBER 2019



# Chehalem Glenn

GOLF COURSE NEWBERG, OREGON

## 9 - Hole Addition

## DRAINAGE PLAN

### NOTES:

ALL FAIRWAYS SHALL BE CAREFULLY GRADED TO READILY SURFACE DRAIN, BOTH BEFORE THE INSTALLATION OF DRAINLINES AND AFTER THE SPREADING OF FAIRWAY SAND.

UNLESS OTHERWISE INDICATED, ALL DRAIN LINES SHOWN ON THIS PLAN SHALL BE 4" DIAMETER (4"D) PERFORATED FLEXIBLE PLASTIC PIPE AND ENCASED IN PEA GRAVEL. THEY SHALL BE INSTALLED PER THE SPECIFICATIONS AND DETAIL DRAWINGS.

LARGER DIAMETER PIPE AS INDICATED ON THIS PLAN MAY BE BOTH PERFORATED AND NON-PERFORATED. NON-PERFORATED PIPE SHALL PRIMARILY BE USED FROM CATCH BASINS TO WHERE THE PIPE DAYLIGHTS AT THE TOE OF STEEP SLOPES.

DRAINLINES SHALL TERMINATE INTO EXISTING DRAINLINES, DRAIN SUMPS, LEVEL SPREADERS, DAYLIGHT INTO ROAD DITCHES OR DAYLIGHT INTO THE POND AND RESERVOIR AS INDICATED ON THIS PLAN.

CATCH BASINS AS INDICATED ON THIS PLAN SHALL BE CAREFULLY INSTALLED AND PROPERLY SIZED.

ALL WORK AREAS SHALL BE FREE OF ROCKS, LARGER THAN 2 INCHES IN DIAMETER (2"D) IN THE TOP SIX INCHES (6"), PRIOR TO SPREADING FAIRWAY SAND.

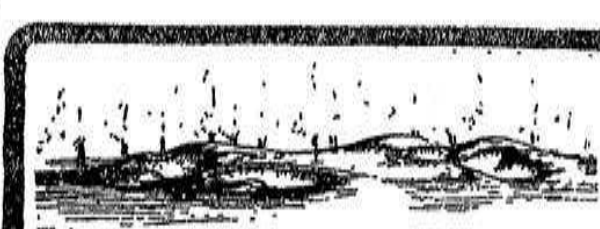
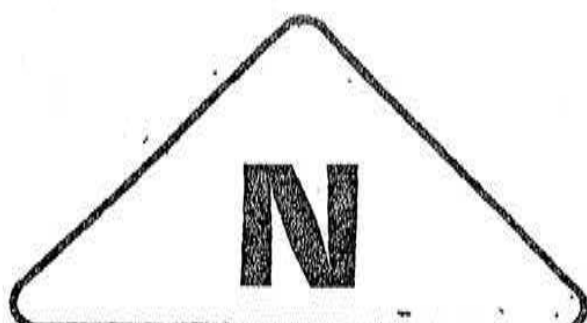
CAREFULLY PLACE AND SPREAD A FOUR INCH (4") LAYER OF FAIRWAY SAND AS DESCRIBED IN THE SPECIFICATIONS (AND APPROVED BY THE DISTRICT AND GOLF COURSE ARCHITECT) OVER THE DRAIN LINES.

THE LIMIT OF FAIRWAY SAND PLACEMENT IS SHOWN ON THIS PLAN. IT IS TO BLEND INTO TEE SURFACES, GREEN SURFACES AND SAND BUNKERS. DRAINAGE FOR TEE SURFACES IS INDICATED ON THIS PLAN WHILE GREEN AND SAND BUNKER DRAINAGE IS SHOWN ON 20-SCALE PLANS. WHERE THERE IS A CONFLICT, OUTSIDE OF TEES, GREENS AND SAND BUNKERS, THIS DRAINAGE PLAN SHALL BE FOLLOWED.

### LEGEND

	DRAINLINE / PERFORATED PIPE
	DRAINLINE / NON-PERFORATED PIPE
	LIMIT OF FAIRWAY SAND
	CATCH BASIN
	DRAINAGE SUMP
	DAYLIGHT PIPE
	LEVEL SPREADER

0 100 200 300  
FEET



**JOHN STEIDEL**  
GOLF COURSE ARCHITECT

P. O. BOX 6566 - KENNEWICK, WA 99336

PHONE: 509/582-6706 FAX: 509/735-7032



Scale: 1"=100'

Sheet

4 of 5

Date: SEPTEMBER 2019

CONNECT TO  
EXISTING DRAINAGE

CONNECT TO  
EXISTING DRAINAGE

SOLID PIPES DAYLIGHT TOE OF SLOPE

OVERFLOW  
PIPE

RESERVOIR  
WL 181.5

DRAINLINES  
DAYLIGHT  
ABOVE  
LINER

OVERFLOW  
CASCADES

POND  
WL 184.5

DRAINLINES  
DAYLIGHT  
ABOVE  
LINER

4"D SOLID PIPES DAYLIGHT INTO DITCH



# Chehalem Glenn

GOLF COURSE NEWBERG, OREGON

9 - Hole Addition

## LANDSCAPING PLAN

### NOTES:

TREES SHALL BE PLANTED IN ACCORDANCE OF SPECIES SHOWN AND IN THE LOCATIONS INDICATED ON THIS PLAN. THE LOCATIONS SHALL BE STAKED BY THE CONTRACTOR AND APPROVED PRIOR TO PLANTING BY THE GOLF COURSE ARCHITECT. TREES SHALL BE PLACED AT LEAST TWENTY FEET (20') APART AND NO CLOSER THAN TWENTY FEET (20') TO A SPRINKLER.

GOLF CART PATHS SHALL BE EIGHT FEET (8') WIDE UNLESS OTHERWISE INDICATED. THEY SHALL BE CONSTRUCTED OF TWO INCHES (2") OF ASPHALT ON FOUR INCHES (4") OF BASE ROCK PER THE SPECIFICATIONS AND AS LOCATED ON THIS PLAN.

TEES, FAIRWAYS AND IRRIGATED ROUGH SHALL BE FINE GRADED, FERTILIZED AND SEEDED WITH A MIXTURE OF THREE PERENNIAL RYEGRASSES. SEE SPECIFICATIONS FOR EXACT SEED MIXTURE, RATES AND INSTRUCTIONS.

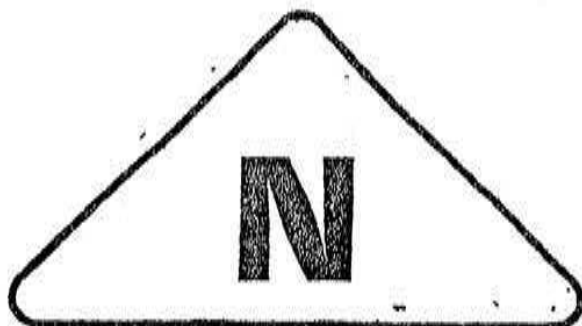
NON-IRRIGATED ROUGH SHALL BE FINE GRADED, FERTILIZED AND SEEDED WITH A MIXTURE OF PERENNIAL RYEGRASS AND KENTUCKY 31 TALL FESCUE. SEE SPECIFICATIONS FOR EXACT SEED MIXTURE, RATES AND INSTRUCTIONS.

GREENS SHALL BE CAREFULLY FINE GRADED, FERTILIZED AND SEEDED WITH PENN A-1 / A-4 BENTGRASS. SEE SPECIFICATIONS FOR SEEDING RATE AND INSTRUCTIONS.

### TREE LIST

LETTER	SYMBOL	BOTANICAL NAME	COMMON NAME	SIZE	QTY
A	◊	Acer Platanoides	Norway Maple	1 1/2"	33
B	◻	Acer Rubrum	Red Maple 'Red Sunset'	1 1/2"	17
C	⊙	Aesculus Cornea	Red Horse Chestnut 'O'Neil'	7 gal.	4
D	☼	Pinus Sylvestrus	Scotch Pine	7 Ft.	6
E	○	Pseudotsuga Taxifolia	Douglas Fir	6 Ft.	363
F	△	Quercus Palustris	Pin Oak	1 1/2"	16
G	☆	Quercus Rubra	Red Oak	1 1/2"	23
H	✱	Sequoia Giganteum	Giant Sequoia	7 Ft. CONT.	7

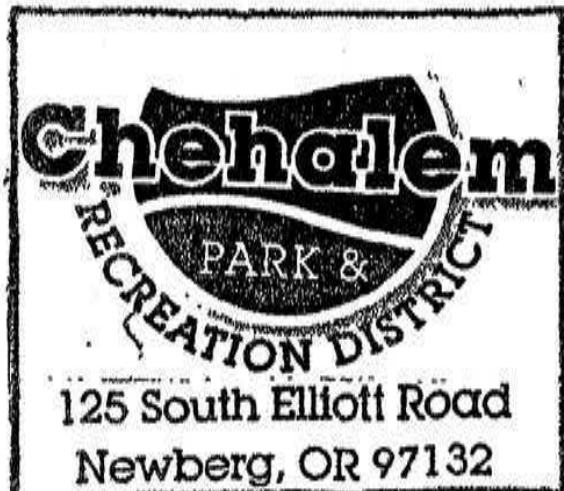
0 100 200 300  
FEET



**JOHN STEIDEL**  
GOLF COURSE ARCHITECT

P. O. BOX 6566 - KENNEWICK, WA 99336

PHONE: 509/582-6706 FAX: 509/735-7032



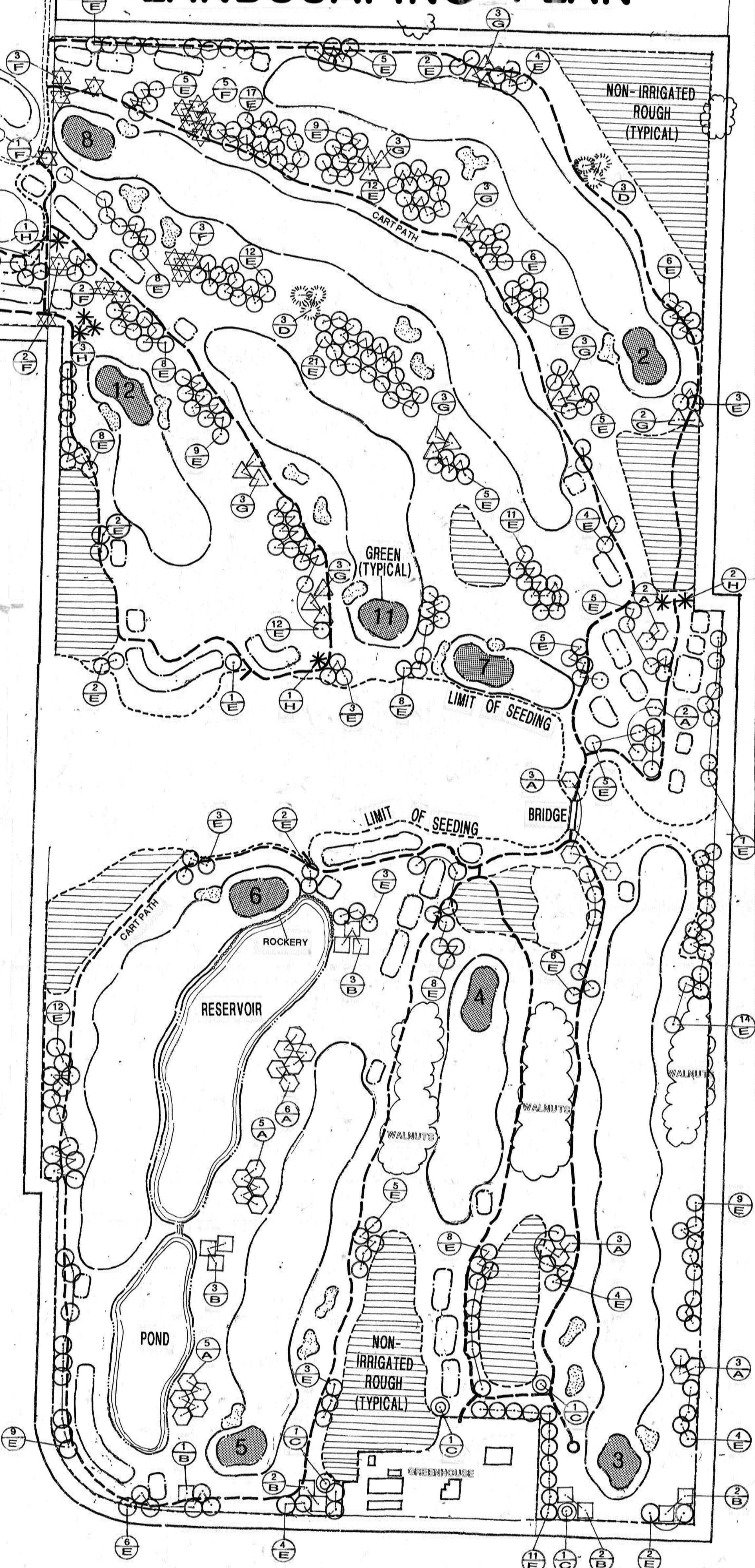
125 South Elliott Road  
Newberg, OR 97132

Scale: 1"=100'

Sheet

5 of 5

Date: SEPTEMBER 2019





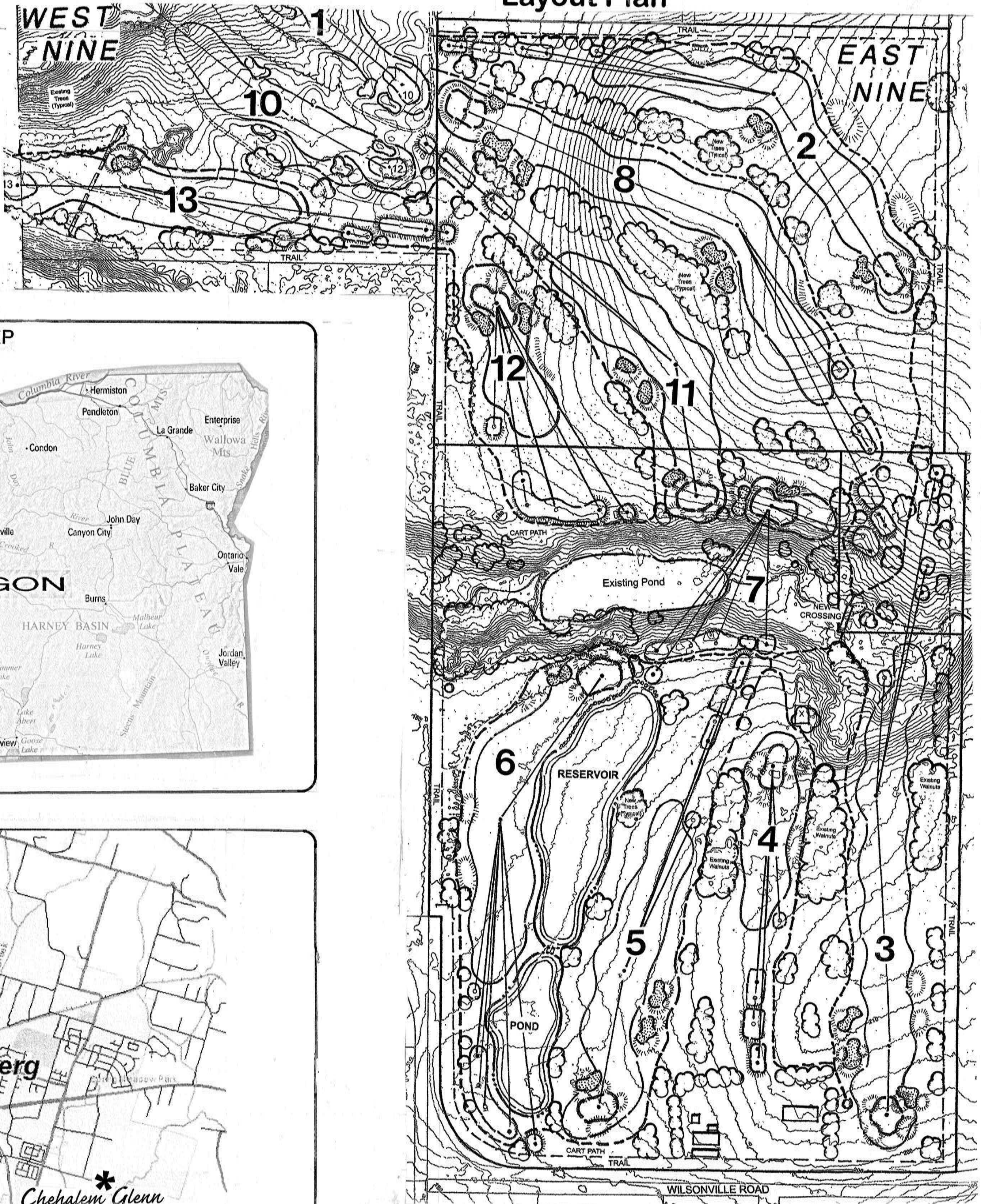
# Chehalem Glenn

GOLF COURSE NEWBERG, OREGON

## 9 - Hole Addition

SEPTEMBER 2019

Layout Plan

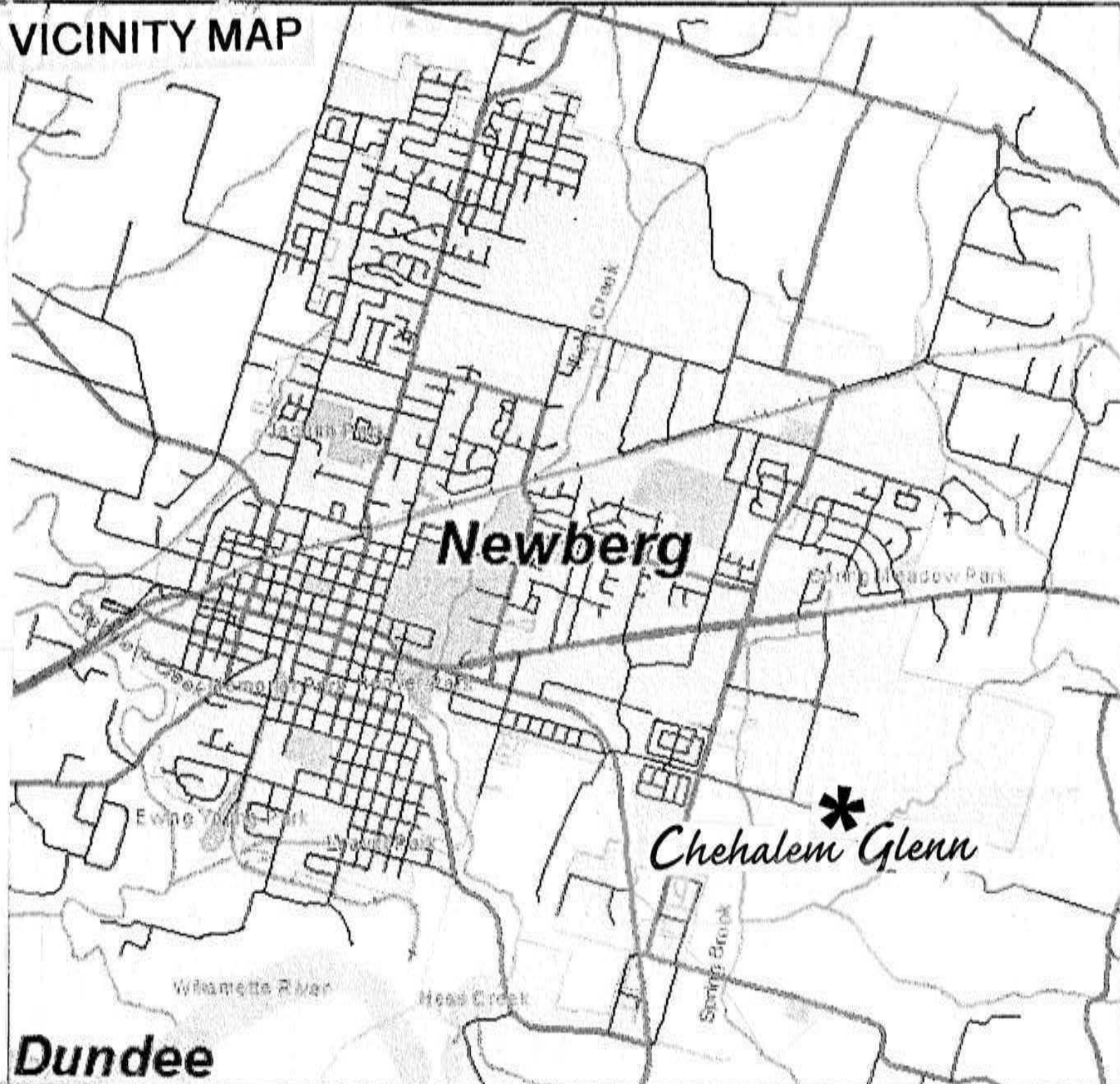


125 South Elliott Road  
Newberg, OR 97132

KEY MAP



VICINITY MAP



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IRRIGATION SYSTEM	
IRRIGATION SYSTEM	
IRRIGATION SYSTEM	

**JOHN STEIDEL**  
GOLF COURSE ARCHITECT

P. O. BOX 6566 - KENNEWICK, WA 99336

PHONE: 509/582-6706 FAX: 509/735-7032





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**SUBJECT:** Addendum No. 1 to the Request for Proposals for the for Consultant Services for Feasibility and Market Analysis for the Chehalem Glenn Golf Course Club House

























TOURNAMENT CART STAGING

BASEMENT CART  
BARN ENTRANCE



[illegible]

**SUBJECT: Addendum No. 2 to the Request for Proposals for Consultant Services for a Feasibility and Market Analysis for the Chehalem Glenn Golf Course Club House**

[illegible]

□ □ □ □ □

# Chehalem Glenn Golf Course Clubhouse

## RFP RESPONSE

September 2, 2025







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September 2nd, 2025

Chehalem Park and Recreation District  
Attn: Clay Downing, Superintendent  
125 S Elliott Road  
Newberg, OR 97132



Dear Mr. Downing,

Chehalem Glenn Golf Course is more than an opportunity to us—it's part of our story. Our Project Manager, Michael Bonn, has watched his son grow up at CGGC: from junior golf camps to college tournaments, working weekends on the grounds crew and behind the clubhouse counter. We've walked the course hundreds of times—picking blackberries, catching sunsets, and witnessing the site's role as a vibrant social and recreational heart for the region. That personal investment shapes the way we approach this opportunity—with care, familiarity, and a deep understanding of what this clubhouse means to our community.

We also know this isn't just about a building. It's about shaping a multifunctional facility that serves as a gathering point for golfers, families, visitors, and the greater Newberg-Dundee community. With views south across holes 10, 11, 12, and over to the current front 9, the new clubhouse location is ideally positioned for monitoring course play, welcoming guests with Oregon wine country hospitality, and creating a new hub for community life.

This project demands more than technical skill; it calls for collaboration. We are committed to an open, communicative process with your stakeholders—facilitating regular committee meetings, leading transparent public engagement sessions, and providing economic insight to help shape design options that align with real market potential. Our partnership between Ankrom Moisan and YA Group for the leadership team is built for a project like this. AMA brings the creative horsepower, resources, and golf course experience. YA Group brings technical depth and, in Michael, someone who knows Chehalem Glenn intimately. Together, we're ready to listen, collaborate, and work shoulder-to-shoulder with your committee and community every step of the way.

With a portfolio that includes clubhouses at Tetherow, Skamania, Black Butte, Pronghorn/Juniper Preserve, Gearhart, and Centennial, we understand the nuanced choreography of golf, hospitality, and community life. We've designed facilities that gracefully accommodate weddings, league banquets, casual diners, and early morning tee times, all while maintaining operational efficiency and minimizing staffing burdens. Our team brings deep experience in designing flexible, revenue-smart spaces that feel personal and perform beautifully.

We share your vision for a clubhouse that reflects Chehalem Glenn's character, enhances the player and visitor experience, makes smart economic choices, and anchors the course in the life of the community for decades to come. Thank you for the opportunity to contribute to that vision.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Michael Bonn'.

Michael Bonn, YA Group

A handwritten signature in dark ink, appearing to read 'G. Golla'.

Gary Golla, Ankrom Moisan

*We understand the scope of work and shall identify the types of services to be provided in this proposal.*

*We agree to all terms and conditions contained in the request and its attachments.*

*We and our sub-consultants, if selected, will satisfy insurance coverage requirements for the services offered.*

*We certify, per ORS 279A.110, that our firm has not discriminated against minority, women, or small business enterprises in obtaining any subcontracts.*

*We state that, as part of this proposal, the provisions of ORS 279C.840 or 40 U.S.C. 276a will be complied with.*

*We affirm that we are a resident bidder, as defined in ORS 279A.120.*



## PROJECT UNDERSTANDING & KEY ISSUES



The Chehalem Park and Recreation District (CPRD) has clearly articulated that the Chehalem Glenn Golf Course Clubhouse is more than a facility for golfers; it is envisioned as a multi-dimensional community asset. Our understanding of this project is rooted in the recognition that the clubhouse must simultaneously address the operational needs of the golf course, the economic realities of long-term viability, the environmental sensitivities of new construction, and the broader recreational mission of CPRD to serve the entire community.

### **BALANCING COMMUNITY & GOLF NEEDS**

While the golf course is a central driver, the clubhouse must serve as a positive addition to the entire community—benefiting both golfers and non-golfers alike. This dual role requires a design and feasibility strategy that not only reflects the preferences of golfers but also ensures responsible use of public funds while potentially providing flexible meeting, event, and social spaces for community use. The ultimate solution must deliver positive returns—financial, social, and environmental—that extend well beyond the golf community.

### **STAKEHOLDER ENGAGEMENT & ALIGNMENT**

A critical key issue is ensuring stakeholder consensus from the outset. The creation of the Golf Course Clubhouse Citizen Advisory Committee underscores CPRD's commitment to an inclusive process. We recognize that successful outcomes will hinge on active engagement with this Committee, CPRD leadership, and the broader public. Our approach will emphasize clear communication of technical, financial, and design information in verbal, written, and graphic formats, ensuring transparency and alignment at each decision point. In parallel, we acknowledge the importance of engaging effectively with the City of Newberg Planning Department during the



Land Use Pre-Application Conference to set the project on a clear path toward approval and long-term success.

### **ECONOMIC & MARKET ANALYSIS INTEGRATED WITH DESIGN**

We understand that CPRD requires not only creative and functional design concepts but also a robust market and financial feasibility study that will shape those concepts. This includes:

- Evaluating demand for clubhouse amenities relative to local and regional market conditions.
- Identifying sustainable revenue streams, including golf operations, food and beverage, event rentals, and potential community partnerships.
- Developing financing strategies and a business plan that directly inform scope, scale, and phasing decisions.
- Construction cost estimation will be provided throughout conceiving and design by a local contracting partner, ensuring accuracy, transparency, and allowing the team to be good stewards of public funds.

Our team believes that market realities and financial strategies must be fully integrated into the design exploration from the earliest stages.

### **ENVIRONMENTAL & SITE CONSIDERATIONS**

CPRD's mission highlights stewardship of open space and natural areas. New construction on the Chehalem Glenn site presents both opportunities and responsibilities. Key issues include managing impacts on water quality, storm water, habitat, and the larger landscape experience. Sustainable design strategies—such as energy-efficient systems, resilient construction practices, and low-impact site improvements—will be critical to ensure the clubhouse enhances, rather than diminishes, the natural character of the site.

### **INNOVATION & STANDARD SOLUTIONS**

We recognize the need to balance industry best practices with tailored innovation. Standard clubhouse models often prioritize golfer amenities, but CPRD's goals invite more creative thinking. Innovative solutions may include hybrid community-golf spaces, adaptable meeting rooms, integration of indoor/outdoor environments, and technology-forward operational systems. By grounding these ideas in proven operating models, we ensure CPRD gains a facility that is both visionary and achievable.



## APPROACH & RESOURCE ALLOCATION

Our approach to provide Chehalem Parks and Recreation District with programming and concept design for the Chehalem Glenn Golf Course revolves around building the best possible team for the challenge. To lead the team and provide architectural design services, we are combining Michael Bonn's years of successful project management and passion for Chehalem Glenn Golf Course with Ankom Moisan's golf course facility expertise. We partnered with Johnson Economics for local Yamhill County knowledge and experience, and GGA Partners who brings an unparalleled knowledge of golf course operations and economics. Our general contractor partners at Walsh Construction will provide reliable cost estimating and constructibility feedback, while 3J Engineering studies the site and civil design. And our friends at Lango Hanson will expand on their existing work with Chehalem Parks and Recreation designing.



### PRE-DESIGN TASKS

We will engage in careful listening and study with knowledgeable and thoughtful stakeholders that are passionate about this project. Those stakeholders will include at a minimum: the Parks and Recreation District staff, the Chehalem Glenn Golf Course staff, the golf course committee that has worked tirelessly to push this project forward, and citizen groups of regular course and clubhouse users, and interested members the public at large.

We will be listening for not just the required primary functions, but also the small or surprising ideas that could make CGGC and its clubhouse a truly unique and special place in Newberg and the surrounding region.

We will identify and build the programmatic and space requirements for the clubhouse's needs and offerings.

We will work with our partner, Johnson Economics for their local expertise in Yamhill County and surrounding areas, as well as GGA Partners who specialize in golf course economics to study the Food and Beverage scenarios and clubhouse planning that make the most economic and experiential sense.

We will determine the jurisdictional zoning and building code requirements and project schedule milestones related to the clubhouse, and work in tandem with the third nine expansion plans, by others.





## **BUDGET CONTROL**

Successful execution of the design and documentation starts with an exceptional and qualified team. Our design team is passionate and experienced in Golf Course Clubhouses and Facilities. Each team member understands the importance of being a good listener to quickly grasp project goals; of effectively collaborating with clients, design team members and contractors; and to communicate clearly so that everyone can follow through on their tasks. In addition, our team brings experience in both restaurants, retail, and hospitality.

Our firm's design and management philosophy is shaped by the goals of stakeholders, the resources of team members, and the effective management of the schedule. Listening is a virtue of success; the more we communicate and understand your expectations, the better we can help you achieve your vision. Our own internal AM process, called Plan for Success, is launched at the start of each project, with milestone check in dates. The AM board makes sure the project team has the resources and staff they need to make the project a success for all.

## **STAFFING AVAILABILITY**

Our staffing philosophy is to maintain a consistent core team across all project phases. The team members introduced throughout this proposal will be dedicated to the Chehalem Glen Golf Clubhouse replacement project relocation project. In the event that

multiple projects are occurring in tandem, because we have a staff of more than 150 people across three offices, we are able to add on support staff as needed to increase production while maintaining a core team familiar with the project standards.

If a key team member should leave the project for any reason, we will replace him or her with someone after Chehalen Park & Recreation District approves the change.

## **QA/QC**

Our Plan for Success (P4S) program ensures high standards from day one. We bring together key players—Design Advocates, Technical Advocates, Spec Writers, and Practice Leaders—for a structured, supportive process. It starts with a Design Charrette and launch meeting using our P4S kit (covering BIM, sustainability, accessibility, etc.). Each new phase begins with a kick-off meeting to review readiness, flag risks, and align the team around next steps.

QA/QC is woven into every project phase through P4S. The Technical Advocate leads document reviews and spec coordination, while “TAG Talks” and milestone check-ins keep quality top of mind. The Design Advocate ensures we stay true to Ankrom Moisan's design principles, offering regular critique and feedback. At the end, we hold a lessons-learned session to carry insights forward—ensuring we're always improving and delivering our best work.





## ECONOMIC ANALYSIS

In our work with Johnson Economics and GGA Partners – a combination of local knowledge and golf industry specialization that will give us the best and most accurate project feedback—we will also study the potential for additional revenue streams that the clubhouse and grounds could support. This could include community events, weddings, banquets, corporate retreats, etc.

We will then align our design options with the services and facilities that the economic analysis suggests as positive revenue.

## DESIGN PROCESS

We will synthesize the economic analysis into our design solutions, informing us on which facilities and offerings to include that make the most financial sense and are smart value-added elements to the program.

We will conduct a thorough Site Analysis of existing conditions, including topography, soil and water conditions, utilities, view corridors and opportunities, site circulation for cars, carts, and people.

We will then develop three distinct design concepts, out of the studies above, that capture all the goals and opportunities that we discover together. These will include plans, elevations, sections, renderings

The options would include a range of services provided by the clubhouse as well as a variety of design options that could range from traditional, to Pacific Northwest inspired, to contemporary expressions.

After the CPRD stakeholders have decided on the design approach from the three options we will further develop the preferred option to a 30% design development stage.

## COST ESTIMATING

Through our partnership with Walsh Construction to provide cost estimating services for each of the three options.

Using an experienced and knowledgeable general contractor that is rooted in the Pacific Northwest for the pricing exercises is the most accurate and realistic method to dial in the true costs of a project on this scale.

They can also join us through these early design stages to add constructibility feedback and help guide the design of the facility based on real-time cost of construction feedback to maximize the value we can provide as a team.

## PRESENT FINDINGS

At the conclusion of this phase of work, our team will prepare and present three well-thought-out and informed options that respond to the project goals, the site conditions, and stakeholder input. We will present how the options address:

- *Parking requirements for all 27 holes*
- *Environmental and energy goals by CPRD*
- *Code, zoning, and accessibility standards*
- *High-level construction cost estimates for each of the three unique options*
- *Site layout options*

The presentation will focus on the economic analysis, the operational offerings of the clubhouse facilities through our programmatic findings, cost estimates, project schedules, and the architectural design concepts that fit our unique and specific site and region. This will be presented for each of the three options.

A final presentation of the preferred option developed to the 30% DD stage.

## QUALIFICATIONS/EXPERIENCE



**Michael Bonn**

Project Manager | YA Group

*Extent of Project Involvement:*

Michael has spent his career creating places aimed at enriching the lives of people. With a laser focus on the goals and needs of the people that surround and inhabit his projects, he works diligently to create enriching experiences. With a wide range of projects from golf facilities to summer camps for kids, his breadth of experiences has made him a diversely talented architect. He is also committed to sustainably designed and expertly crafted buildings that will last generations.

### RELATED PROJECTS

*Tetherow Golf Clubhouse | Bend, OR*

*Portland Indoor Golf | Portland, OR*

*Chehalem Glenn Golf Course | Newburg, OR*

*Pronghorn Hotel | Bend, OR*



**Gary Golla**

Principal | Ankrom Moisan

*Extent of Project Involvement:*

With an education in both architecture and development, Gary understands how the built environment serves users, owners, and the broader community. This perspective allows him to craft balanced design solutions that align with multiple stakeholders' needs. Known for his ability to analyze site and program requirements, his strong listening skills, and his design sensitivity, Gary collaborates closely with owners and design teams to create memorable projects that bring benefits to users, communities, and ownership.

### RELATED PROJECTS

*Florence Golf Course Clubhouse Hotel Addition | Florence, OR*

*Cedar Tree Hotel | Hillsboro, OR*

*Boutique Hotel | Dundee OR*



**George Signori**

Designer | Ankrom Moisan

*Extent of Project Involvement:*

George has more than 30 years experience in the field of architecture with a strong emphasis on traditional building and planning. He has worked in various capacities including schematic design development, construction administration, construction document management, consultant coordination, user group interface, and master planning.

### RELATED PROJECTS

*Pronghorn (Juniper Preserve) Clubhouse Remodel | Bend, OR*

*Tetherow Clubhouse | Bend, OR*

*James Beard Annex at McMenemy's | Gearhart, OR*

**On The Boards:** *Quail Point Clubhouse at Rogue Valley Manor | Medford, OR*

*Chehalem Glenn Golf Course Clubhouse*







## JOHNSON ECONOMICS

JOHNSON ECONOMICS LLC is a consultancy specializing in the economics of development and land use. The firm offers a full range of real estate and economic development services, with extensive experience in a wide range of land uses and development forms.

JOHNSON ECONOMICS serves a diverse mix of clients, including government and public agencies, corporations, developers, institutional investors, financial institutions and non-profit organizations. The diversity of our client base has allowed our firm to approach the development process from a wide range of perspectives. As a result, we have developed a comprehensive understanding of the factors necessary to encourage facilitate and direct the development process in support of public policy objectives. We have been among the leading consultants to private sector developers in the region and have worked extensively with public agencies throughout the region. JOHNSON ECONOMICS regularly melds public policy with market and financial realities, producing accurate, reliable and realistic advice.

Our primary area of expertise is real estate market forecasting and financial analysis. The Firm has been actively involved in the development of many of the largest and most complex developments in the Pacific Northwest and is regularly retained by the region's most prominent developers to complete market and financial feasibility studies in the Northwest.



**Jerald W. Johnson**

Johnson Economics

*Principal*

Jerald Johnson is a real estate market and regional economic development consultant. He has consulted on a broad range of real estate development and land use economic topics, for both public- and private-sector clients. As a Principal with JOHNSON ECONOMICS, Mr. Johnson is involved in research design, economic and financial modeling, and market analysis. Mr. Johnson's consulting experience includes a wide variety of real estate development and economic topics.

### AREAS OF SPECIALIZATION

*Land Use & Regional Economics*

*Residential, Commercial, and Industrial Market Analysis*

*Financial Analysis*



**Jon Spikkeland**

Johnson Economics

*Principal*

Jon Spikkeland is a Senior Associate with JOHNSON ECONOMICS. Mr. Spikkeland specializes in market research for public and private clients, across the spectrum of use types. He has conducted extensive analysis on the drivers of real estate demand and pricing, as well as the market impacts of new supply, amenities, and redevelopment. He has developed numerous predictive models and has produced market forecasts for the development community for the last decade. Jon is also involved in economic development research, on topics like labor profile, cluster development, and industries with positive social equity impact.

### AREAS OF SPECIALIZATION

*Market Analysis*

*Feasibility Study*

*Economic Development*

# QUALIFICATIONS/EXPERIENCE

## LANGO HANSEN

Lango Hansen Landscape Architects (LHLA) provides a wide range of services in landscape architecture, planning, and urban design. Over the past twenty-five years, the firm's principals have successfully designed public parks, urban plazas, school and university campuses, corporate headquarters, private residences, and public facilities. The firm has a long history of collaboration with Ankrom Moisan Architects on a variety of project types, including hospitality projects, urban plazas, and master planning studies.

LHLA approaches each project as a unique opportunity to develop designs that address the character of the site, the specifics of the program, and the needs of individuals and communities.

## GGA PARTNERS

GGA Partners is a strategic advisor for many of the world's most successful golf courses, private clubs, resorts, and residential communities.

With a highly experienced team of professional consultants and seasoned industry executives across four global offices in the United States, Canada, and Europe, we leverage in-depth business intelligence and proprietary data to design impactful strategic solutions and help organizations achieve lasting success.

We are dedicated to helping owners, asset managers, club and community leaders, investors, and real estate developers tackle challenges, achieve objectives, and maximize asset performance.



**Kurt Lango**  
Lango Hansen  
*Principal*

Kurt is a founding partner of Lango Hansen Landscape Architects with over 30 years of experience in park design, public facilitation, and planning. As a licensed landscape architect and a LEED-accredited professional, he has worked with numerous communities throughout the Northwest on a variety of park types, including regional and community open spaces, as well as small neighborhood parks. Kurt's experience also includes working as a project manager for Portland Parks where he managed the renovation of the Heron Lakes Golf Course Clubhouse. He is currently collaborating with the Chehalis Parks & Recreation District on the improvements to Sander Estate Park. Kurt strongly believes in the power of landscapes to strengthen a place's identity and engage residents' and visitors' sense of community.

## AREAS OF SPECIALIZATION

*Sander Estate Park, Dundee, OR*  
*Verdell Burdine Rutherford Park, Portland, OR*  
*Elizabeth Caruthers Park, Portland, OR*  
*Patton Square Park, Portland, OR*



**Derek Johnston**  
GGA Partners  
*Managing Director & Partner*

Since joining GGA in 2008, Derek has had the privilege of helping hundreds of GGA clients across North America and around the world develop and implement a game plan for success with their golf and leisure related business assets. Derek is known for his ability to find innovative and strategic solutions to clients' needs.

Derek has provided guidance and counsel to municipal golf systems across North America, helping to structure the most efficient and effective operating models, designed to achieve each municipality's unique objectives. Derek has successfully provided recommendations and supported in the structuring and drafting of RFPs for third party operators, assisted with the review and scoring of third-party proposals and ultimately successful negotiations.

## RELEVANT MUNICIPAL EXPERIENCE

*Los Angeles County – Strategic Plan & performance monitoring*  
*City of Portland – Golf Program Strategic Review*  
*City of Los Angeles Golf Division – Strategic Plan*



PERFORMANCE EXAMPLES

TETHEROW GOLF RESORT | Bend, OR

Perched on the natural overlook of an ancient lava flow, this Cascadian-style clubhouse builds upon the rich tradition of Oregon’s mountain architecture and plays a key role in experiencing Tetherow Golf Resort (an award-winning 18-hole championship golf course). The style and natural materials of the clubhouse fit comfortably in its surroundings and the course’s greens, designed by famed golf course designer David McLay Kidd.

Anticipation is built from the entry drop-off that leads to a spacious lobby. Only after passing the massive stone fireplace is the reveal of the golf course made. Large windows fill the high-gabled space and provide sweeping views of the course and the Cascade Range beyond.



COST	Unavailable
PROJECT PERFORMANCE	On Time & On Budget

PORTLAND INDOOR GOLF | PORTLAND, OR

Portland Indoor Golf is Oregon’s premier indoor golf performance facility. It is designed to improve every facet of a player’s game from full drives to short putts. It is also equipped with the latest and best technology and equipment to test and track your improvement. With our regions long, wet, and cold off season, Portland Indoor Golf provides world class facilities for those who want to keep and build their on-course skills. The 22,000 square foot facility includes 12 Trackman simulator bays and a 6,000 square foot short game area with short grass, long grass, slope, and a real sand bunker. It also includes two workout areas and a specialized putting performance zone.



COST	Unavailable
PROJECT PERFORMANCE	On Time & On Budget

**BLACK BUTTE RANCH—BIG MEADOW CLUBHOUSE** | Black Butte, OR

Set in a meadow in the heart of this distinctive Central Oregon resort community, this clubhouse space occupies the site of a former 600 sq. ft. golf shack. Ankrom Moisan designed these amenity spaces to fit in with the Northwest style prominent throughout the rest of the buildings in the resort. The new central space offers captivating views of the three Cascade peaks just miles away.

This small, self-contained golf clubhouse provides a golf retail shop with golf club and cart rentals, 58-seat dining room, 25-seat meeting room (which can be used as overflow for the dining room), 31-seat lounge with a small bar, full commercial kitchen, and snack bar. There are also public restrooms that can be accessed from the exterior convenient for golfers on the move.



<b>COST</b>	Unavailable
<b>PROJECT PERFORMANCE</b>	On Time & On Budget

**PRONGHORN RESORT—HUNTINGTON LODGE** | Bend, OR

Joining an increasingly competitive hotel market in Oregon’s Deschutes County, Huntington Lodge Residences are a much needed addition to Pronghorn Resort. To attract a new demographic of families with young children, the new hotel combines the charm of the Pacific Northwest aesthetic with modern elements and common areas.

With spanning timber trusses, stone, and stucco, the addition was designed with the same structural language as the surrounding resort, but with lighter, less voluminous elements that are left raw and exposed.



<b>COST</b>	\$17M
<b>PROJECT PERFORMANCE</b>	On Time & On Budget



# CENTENNIAL GOLF CLUBHOUSE | Medford, OR

Centennial Golf Club is centrally located in the heart of the bountiful Rogue Valley region and boasts 18 holes of spectacular golf designed by two-time PGA Tour winner and 1977 US Amateur Champion, John Fought. Stretching over 7,300 yards from the back tees, Ankrom Moisan designed a masterplan to include elegant homes, a golf pavilion and practice facility, a clubhouse, and an event space.

The golf pavilion features crisp, northwest modern inspired design highlighting stone and wood that currently houses a pro shop and dining and bar areas. The outdoor portion of the pavilion features a large sitting area, fire pit, and leader board.



<b>COST</b>	Unavailable
<b>PROJECT PERFORMANCE</b>	On Time & On Budget

## REFERENCES

Housing Authority of Yamhill County  
Vickie Ybarguen, Executive Director  
503.883.4300

Portland Indoor Golf  
Sebastian Martinez  
678.836.8635

Juniper Preserve  
Ralph Giffin, Development Director  
541.948.3827

## SUSTAINABILITY

Ankrom Moisan has consistently led the way in pioneering sustainability in architecture and design. Many of our projects are either the 'first' or the 'largest' to bring new, emerging sustainability technologies to scale.



Other recent projects advancing our commitment to sustainable design are Sawara in Seattle, Washington, and Meridian Gardens in Portland, Oregon. Sawara participated in the Housing Development Consortium's Exemplary Building demonstration program, which seeks to encourage the development of all-electric, ultra-high efficiency multifamily buildings.

We share what we learn from these projects with the greater design community to help advance sustainability in the built environment at large. Our staff members have presented on projects at several conferences and events put on by organizations such as Carbon Leadership Forum, AIA, Passive House US, Urban Land Institute, Energy Trust of Oregon, International Living Futures Institute, Advancing Mass Timber, and Housing Oregon.

### CARBON CONSCIOUS

As a direct response to climate change, Ankrom Moisan employs practical and technical responses to lessen our impact on the environment. Our drive to reduce emissions while pushing forward new design technologies becomes apparent in how we utilize mass timber building technologies.

We have applied Mass Timber strategies those strategies into several projects that range from office buildings to a health

and wellness center, and most recently, a high-rise apartment building that uses an innovative point-supported mass timber structural system. Other ongoing sustainability initiatives include revising base specifications to prioritize materials that are non-toxic and have lower embodied carbon, tracking embodied carbon for our projects, and integrating early energy modeling into our design process, with the goal of reducing our overall carbon footprint.

### DEEPLY ENGRAINED

A commitment to embracing sustainability is deeply engrained into our DNA as a firm-wide design principle. To us, good design is not possible without sustainability. Simply put, sustainability is what elevates a design from ordinary to great.





## SUPPORTING INFORMATION



### Michael Bonn

#### Senior Project Manager

##### Department

Engineering Services

**Tel:** (850) 359-8085

**Email:** michael.bonn@yaeservices.com

##### Locations

Portland, OR

### Biography

Michael is a licensed professional architect with over 25 years of experience. Michael has practiced architecture in the demanding Pacific Northwest climate for many years, primarily focusing on high-quality building envelope design and execution. His experience in multistory wood frame construction crosses many sectors, including multifamily housing, fire stations, and the hospitality industry. With a focus on exterior wall assemblies, water management strategies, window installations and failure testing, roofing systems, below-grade detailing, and code review, Michael has a broad range of industry knowledge. His years of experience in construction and his background in construction administration give him a broad and deep understanding of the design and construction industry. As a long-time building designer, Michael has also honed a thorough background in major building systems, including structural, mechanical, electrical, plumbing, and fire suppression.

### Professional Experience

- 2024 - Current | Senior Project Manager | YA Engineering Services
- 2001 - 2024 | Principal Architect | Ankrom Moisan Architects
- 1998 - 2001 | Architectural Designer | The Troyer Group

### Area of Practice

- ADA Compliance Assessment
- Building Code Upgrade Review
- Building Envelope
- Condition Assessment
- Construction Administration
- Construction Defect Reviews
- Damage Assessment
- Litigation Support
- Repair and Rehabilitation Design
- Sustainability

### Education

- University of Oregon - Bachelor of Architecture - Eugene - Oregon

### Affiliations

- National Council of Architectural Registration Boards (NCARB)

### Licenses

- AR103844 - Florida - Registered Architect
- 017798 - Georgia - Registered Architect
- 17148 - North Carolina - Registered Architect
- 12217 - Oregon - Registered Architect
- AR.11895 - South Carolina - Registered Architect

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# Gary Golla

## ARCHITECT | HOSPITALITY STUDIO CO-LEADER

### EDUCATION

University of Maryland, College Park, MD  
 Bachelor of Science & Masters of  
 Architecture

Portland State University  
 Certificate in Real Estate  
 Development

With an education in both architecture and development, Gary understands how the built environment serves users, owners, and the broader community. This perspective allows him to craft balanced design solutions that align with multiple stakeholders' needs. Known for his ability to analyze site and program requirements, his strong listening skills, and his design sensitivity, Gary collaborates closely with owners and design teams to create memorable projects that bring benefits to users, communities, and ownership.

### EXPERIENCE

Florence Golf Course Clubhouse Hotel Addition | Florence , Oregon\*  
 Cedar Tree Hotel | Hillsboro, Oregon\*  
 Boutique Hotel | Dundee, Oregon\*  
 AC Marriott/Element Dual Brand | Boise, Idaho\*  
 CedarTree | Hillsboro, Oregon\*  
 AC Hotel By Marriott | Missoula, Montana\*  
 Hyatt Centric | Portland, Oregon\*  
 Hilton Home2 - Prototype Refresh\*  
 Worldmark By Wyndham Vacation Ownership | Portland, Oregon\*  
 NW Hostel | Portland, Oregon\*  
 AC Hotel By Marriott | Portland, Oregon\*  
 Hyatt House at Riverplace | Portland, Oregon\*  
 Pearl District Marriott Residence Inn | Portland, Oregon\*  
 Courtyard by Marriott Portland City Center | Portland, Oregon\*  
 The Nines, A Starwood Luxury Collection Hotel | Portland, Oregon\*  
 Waterfront Marriott Hotel | Baltimore, Maryland\*  
 Bear Creek Ski Lodge | Macungie, Pennsylvania\*  
 Renaissance Grand Marriott Hotel | St. Louis, Missouri\*

*\*Completed at previous firm*





## ANKROM MOISAN

### WHO WE ARE

**Ankrom Moisan** is an architecture and design firm built on the guiding vision that design should inspire and empower people to explore beyond the expected. We are a **50% women, 25% BIPOC, employee-owned company** with over 40 years of experience that believes everyone has a voice, both inside our firm as well as within the clients and communities we serve. As a design-driven practice with experience rooted in research, we have a keen understanding that complex projects must be approached with a desire to find smart, holistic solutions. We are passionate collaborators who believe in maintaining constant dialogue with our clients to inform all phases of the design process.

*We believe that excellent design has the capacity to bolster communities and inspire a better quality of life.*

### WHAT WE DO

Our practice spans across the fields of architecture, interior design, planning, and brand services. Since beginning in Portland and receiving our first commission back in **1983**, we have affirmed our long-standing belief that a diversity of ideas and a curiosity for learning will often beget stronger design. The results from this approach have earned us a reputation amongst our clients and peers for being highly reliable, adaptable, and technically advanced. We are experts in several typologies, but our office and retail projects have always been one of the areas where we have shined. Our extensive experience in this typology make us uniquely qualified to take on this work.

### HOW WE DO IT

We centralize our design efforts out of offices in **Portland, Seattle, San Francisco, and Austin**, yet our work extends across the United States. Within our practice we operate as an assembly of seven studios, each an expert in a different typology, all thoughtfully entwined with the same guiding vision.

Our long-term approach to both projects and partnerships means we design for now and the future. Our strong project management skills, technical prowess, and desire to get projects built leads to stylistically diverse buildings with strong interiors, stunning exteriors, and all-around award winning designs. At the onset of a new project, we introduce our clients to our Principles of Design: Multi-Faceted Experiences, Radical Inclusion, Multi-Dimensional Wellbeing, and Futures Thinking. These principles are the uniting tenets of our studios at Ankrom Moisan, and they remain central to our design approach for all projects.



## Feasibility and Market Analysis for the Chehalem Glenn Golf Course Clubhouse

3J CONSULTING

### Relevant Community based projects

#### SUPPORT, ADVOCACY FOR INDEPENDENT LIFE (SAIL) FACILITY; NEWBERG, OR

3J provided civil engineering services for the Newberg Public Schools' Support, Advocacy for Independent Life (SAIL) Program project. The project converted a single-family home into a SAIL facility and added 1,700 SF to the 1,300-SF structure. 3J was responsible for site and ADA improvements, grading, utilities, and erosion control.

#### TUALATIN HILLS PARK AND RECREATION RESTROOMS; BEAVERTON, OR

3J provided land use planning and civil engineering to complete on-site improvements for three new permanent restrooms at separate Tualatin Hills Park and Recreation District locations. Our team delivered schematic design, design development (entitlements), construction documents, permit assistance, bid assistance, construction administration, construction observations/ inspections and construction close out for the project.

#### PORTLAND PARKS AND RECREATION, LUUWIT VIEW PARK; PORTLAND, OR

3J completed an award-winning project for Portland Parks and Recreation. Our team provided land use planning, civil engineering and water resources engineering. Spread on 16 acres adjacent to Shaver Elementary School in NE Portland, this new park features a soccer field and basketball court, accessible play and picnic areas, a sculptural public shelter, community gardens, a fenced off-leash dog area and parking. A multi-use paved trail loops around the entire site with public art and bilingual interpretive signage. Stormwater is managed on site through the use of several swales and infiltration facilities. The project received a 2018 Daily Journal of Commerce Oregon Top Projects Award in the Parks and Public Spaces Category.

#### PORTLAND PARKS AND RECREATION, COUCH PARK; PORTLAND, OR

Located in NW Portland's Historic Alphabet District, Couch Park is the official home of Metropolitan Learning Center's Playground. The site was identified in the Portland Parks Replacement Bond program to receive funds for a new replacement playground, ADA accessibility plaza improvements, and Portland Loo. 3J provided civil engineering for the underground utilities and water resources services on for both on-site and frontage design. Our team incorporated the City's required water quality treatment into the overall layout of the project, while minimizing impact to usable park area. We also incorporated flow-through planters within the abandoned right-of-way.

#### CLACKAMAS COUNTY FAIRGROUNDS MULTIPURPOSE BUILDING (no photo available)

3J is providing civil engineering, land use planning and construction inspection services for a new 45,000-sqft multipurpose building that will house events and be available as an emergency resource.



# Who We Are

## Distinct Position

With relationships across golf, private club, resort, and residential community-related industry sectors, we are uniquely positioned to meet our clients' emerging and converging needs, and leverage opportunities that increase value. GGA Partners prides itself on local market understanding. Our global reach and wide-ranging experience allows our team to share proven best practices and innovative thinking with our clients.

GGA Partners consists of alumni from Deloitte, EY, KPMG, PwC, BDO, Scotia Capital, Agentis Capital, Richter Consulting, Del Webb, Pulte Homes, Fairmont Hotels, Marriott, Congressional CC, and Ocean Reef Club.

Strategic Planning  
Transition Planning  
Board Facilitation  
Governance Advisory  
Membership Strategy and Planning  
Pricing Strategy  
Focus Groups & Surveys  
Organization and Operational Analysis  
Financial Modeling  
Capital Planning  
Business Planning  
**Strategy & Operations Services**

**GGA Partners**

Market Analysis  
Research Surveys  
Benchmarking  
Capital Reserve Studies  
Strategic Intelligence  
Institute for Best Practice  
**Research & Analytics Services**

**Transaction Advisory**  
Buy-Side Due Diligence  
Sell-Side Due Diligence & Vendor Support  
Business Valuations  
Investment Strategy & Support  
Deal Strategy & Support  
Exit Strategy Planning



**Branding & Communications**  
Brand Audits  
Brand Strategy  
Brand Development  
Website Audits  
Communications Planning  
Capital Call Communications  
Content Creation  
Social Media Strategy

**Asset Management**  
Transformation Services  
Performance Monitoring  
Portfolio Management & Optimization

**Executive Search**  
Criteria & Job Description Development  
Candidate Sourcing  
Candidate Screening & Evaluation  
Negotiations  
Post-Placement Assessment  
Leadership Development & Coaching  
Focus Group, Retreat, and Team Meeting Facilitation

# What Sets Us Apart

Our global presence, long-standing heritage, and deep relationships allow us to provide outstanding advisory services that clients deserve. GGA Partners is led by a team with extensive expertise across strategy, club and resort management, operations, transaction advisory and due diligence, business intelligence, research and analytics, branding and communications, governance, and residential club development.



## Expertise

Golf, club, and leisure management and operations experience combined with strategy, finance, and professional services expertise.



## Research-First Approach

360-degree perspective – we research all forces impacting client success, leverage our proprietary data, and analyze our client's current circumstances to identify opportunities.



## Integrated Structure

We take a holistic approach that considers individual client needs to create successful projects that respond to evolving business conditions.



## Adaptive

Ability to structure services in ways that evolve with shifting priorities, complex timelines, and organizational objectives.



## Performance-Driven

Comprehensive strategic planning to align our services with each client's unique goals and needs.



## Collaborative

Global team of experts with varying backgrounds and skills. We approach our work with a collaborative mindset, learning across geographies, industries, and skillsets to deliver impact.

## Driven by research & analytics

GGA Partners maintains one of the most robust databases of benchmarks and best practices specific to golf, club, and leisure related businesses in the world.

- Market pricing and demographics
- Membership data and metrics
- Financial and operating data & metrics
- Compensation and organizational data and metrics
- Capital asset and project costs
- Governance metrics
- Best practices knowledgebase
- Industry research
- Media and referral library





# Thank you!



# **Citizen Advisory Committees**

Chehalem Heritage Trails  
Golf Clubhouse Development  
Pickleball



AGENDA  
CPRD CLUBHOUSE ADVISORY COMMITTEE  
CHEHALEM ADMINISTRATION OFFICE  
125 S. ELLIOTT ROAD NEWBERG, OREGON  
5:30 PM September 8th, 2025

(To watch on Zoom: <https://us02web.zoom.us/j/83149733641>  
Meeting ID: 8314 973 3641)

Mission Statement: The Committee's goal is to provide well-researched recommendations that reflect the community's vision for a state-of-the-art facility, promote inclusivity, and support the long-term sustainability of the Chehalem Glenn Golf Course. Through transparent and collaborative efforts, the Committee aims to create a welcoming and functional space that fosters community engagement and enjoyment for years.

- I. Call to Order
- II. Pledge of Allegiance
- III. Roll Call
  - a. Committee members – (Welcome, again - Corey Asbell - Live).
  - b. Board Liaisons –
  - c. Staff -
- IV. Approve Minutes from June 9, 2025, Meeting
- V. Action Items/Committee Reports
  - a. Any new applicants for Committee Membership? – Staff
  - b. Change of Chair Position (Stepping down from Chair).
  - c. Appoint new Co-Chairperson.
  - d. Discuss Phase 2 of the Committee Status of RFP for Feasibility Study. - Staff
    - i. What is the Role of this Advisory Committee to the CPRD Staff/Board on the Feasibility Study? (Discussion).
      1. To assist in the Selection of Applicants? Please Note: Based on the CPRD Staff, the Clubhouse Advisory Committee shall only observe and/or recommend to the decision-making process team for any applicants being considered during the search.
      2. After talking with Superintendent Downing, the RFP is scheduled to be released on August 4th. If present, he hopes to discuss RFP and future steps for committee involvement. He does not believe there will be much for the committee to do for a few months while collecting applicants.
- VI. Public Participation
  - a. Comments from Public
- VII. From the CPRD Board and Staff
  - a. Comments from CPRD Board Liaisons
  - b. Comments from CPRD Staff
- VIII. Additional Comments from Committee Members
- IX. New Business
  - a. Date for next Meeting
- X. Adjournment

Check the CPRD website for YouTube contact information for this meeting  
<http://www.youtube.com/%40CPRDNEWBERG>

CHEHALEM PARK AND RECREATION DISTRICT  
CHEHALEM HERITAGE TRAILS CITIZENS' ADVISORY COMMITTEE AGENDA  
Administration Office  
125 S. Elliott Road  
September 9, 2025

**How to attend meetings**

Committee meetings take place in the Board room at the CPRD Administration Office at 125 S. Elliott Road in Newberg. These are public meetings and therefore open to the public.

Attend either in person or remotely using the Zoom information below, or watch the livestream on the CPRD YouTube page.

To watch on Zoom:

<https://us02web.zoom.us/j/82509718207>

Webinar ID 825 0971 8207

- I. Call to Order
- II. Roll Call
- III. Approval of the Minutes
- IV. Discussion of BCRP signage and mapping
- V. Status of Bypass Trail
- VI. Status of Ewing Young Bridge, are discussions happening with County?
- VII. Update on Urban Trails- are they all marked?
- VIII. September get together
- IX. Agenda items for next meeting
- X. Adjourn

**ADA STATEMENT**

Contact the Public Information Office for physical or language accommodations at least two (2) business days before the meeting. Call (971) 832-4222 or email [kricker@cprdnewberg.org](mailto:kricker@cprdnewberg.org).



# Superintendent's Report & Project Updates



## MEMORANDUM

Thursday, September 18, 2025

**TO** Chehalem Park & Recreation District Board of Directors

**FROM** Clay Downing, Superintendent

**SUBJECT** Superintendent Update

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The below update provides highlights from staff related to the District's activities.

### Finance Update

#### ***Audit Update for the Fiscal Year ending June 30, 2024***

On September 12, 2025, Pauly Rogers and Co. delivered the draft audit for the fiscal year ending June 30, 2024 (2024 Audit). Further, an on-site visit is scheduled for and will be completed during the week of September 21<sup>st</sup>. During the on-site visit from our auditors, District staff will work closely with auditors to fulfill any additional information requests and fiscal clarifications.

Consistent with prior discussion with the board, a request for competitive quotes for auditing services will be sent to multiple firms upon completion of the work associated with the 2024 Audit in order to evaluate service alternatives available to the District before proceeding with the 2025 Audit. Once an RFP process is concluded, the selected auditor will be presented with an engagement letter for the 2025 Audit so the District may proceed in a timely manner toward full compliance with annual audit requirements.

### Capital Projects Update

See the *Project Updates Report* for additional information about other active projects including Sander Estate Park, Jaquith Park, Newberg-Dundee Bypass Trail Projects.

#### ***Jaquith Park Court Rehabilitation Project***

The creation of a land use application to the City of Newberg is underway for a request to modify a condition of approval from a previously approved site design review (Case No. DR225-0001). The District received a Notice of Decision for this project on April 21, 2025, which included a condition of approval (Condition #A.3.) requiring the District to:

*...provide a noise mitigation strategy that reduces the typical pickleball decibel output (~65-70dB) by 50% (~12dB) with proven products and interventions, in addition to regulating hours of play at the subject property.*





The City's justification for this condition is stated as part of a finding relating to the purpose of the design review (Finding for Newberg Municipal Code, Section 15.220.010), stating:

*The intention of the present application is to provide the public with six new dedicated pickleball courts on parkland at 1215 N College Street. Consistent with the above purpose, and response to public comment and research on the proposed increase in pickleball play at the subject site, the City finds the following conditions necessary to preserve a reasonable level of noise mitigation while understanding the residents of Newberg are losing a valued green space for passive recreation. There is no design review criteria or other NMC provision that regulate the amount of open space within parklands in Newberg. However, the removal of the open space on the subject lot is a contributing factor to the noise pollution that will be generated by the proposal.*

*Because the application is proposing an addition of new pickleball courts within 500 feet of residential property lines, the Applicant is required to provide a noise mitigation strategy that reduces the typical pickleball decibel output (~65-70dB) by 50% (~12dB) with proven products and interventions, in addition to regulating hours of play at the subject property.*

The anticipated implementation of this condition would be expected to add \$60,000 to \$70,000 to the project cost. Staff are drafting an application which will argue that the findings used to create the condition of approval are speculative in nature; create new performance standards not substantiated in local code; misrepresent the extent to which the courts will increase usage, play, and/or noise; and are not based on existing City standards.

### ***Sander Estate Park – Urban Renewal Funding Request***

The decision is still pending for funding from the Dundee Urban Renewal Agency (DURA).

On April 15, 2025, the District submitted a request for funding associated with required public improvements within Phase 1 of Sander Estate Park. Staff requested funding support in the amount of \$1,119,700 which would support construction of 5th Street improvements, electrical, stormwater, sanitary sewer, water, and parking lot areas associated with the park's development. During the meeting, members of DURA expressed general support the provision of monetary support for Sander Estate Park's development, but did not make a final decision. Since this meeting, staff have continued to work with City of Dundee personnel to create an agreement which will facilitate funding, which is expected to occur in a form where CPRD expends funding and is later repaid by the urban renewal district when monies become available.

### **Legislative Update**

The Oregon Legislative Assembly adjourned at the end of June and the following legislative updates are provided your board for informational purposes:



- **SB 1148:** Prohibits insurers and employers from requiring employees to use paid leave before short-term disability benefits. This bill applies to policies offered, issued, or renewed on Jan. 1, 2026.
- **SB 426:** Creates liability for property owners and contractors for the unpaid wages of unrepresented (those not represented by a union) employees on construction projects. Effective January 1, 2026.
- **HB 2248:** Formally establishes the Employer Assistance Division within the Bureau of Labor and Industries (BOLI). The division provides education, training, and interpretive guidance, including advisory opinions, to employers regarding the laws enforced by BOLI. Effective September 26, 2025.
- **HB 3187:** Changes the laws that prohibit employment discrimination based on age. It will generally be against the law for an employer or a prospective employer to ask an applicant's age, date of birth, or when the applicant attended or graduated from any educational institution. Effective September 26, 2025.

The complete list of legislation passed during the most recent session is available on the Oregon Secretary of State's legislation website at <https://www.oregon.gov/smallbusiness/Pages/legislation.aspx>

## Other Updates

### ***CPRD Liaison Roles***

Within the last month, CPRD's board members were introduced via email to a number of counterparts to assist in fulfillment of liaison roles. Staff are available for assisting board members in their liaison duties but it is anticipated that board members will engage to a greater or lesser degree as they deem appropriate. Should assistance be needed – please reach out to the Superintendent or Public Information Director.

The liaison and committee appointments for the board included:

- **Liaisons:** Assignments to act as liaison to other municipal entities and agencies
  - County of Yamhill – Jason Fields
  - Special Districts Association of Oregon – Jim McMaster
  - Mid-Willamette Valley Council of Governments – Jim McMaster and Brandon Slyter
  - City of Newberg – Nick Konen
  - Newberg School District – Brandon Slyter
  - Chehalem Valley Chamber of Commerce – Nick Konen
  - Dundee Committees – Jim McMaster and Matt Smith





- Chehalem Cultural Center and Cultural District – Brandon Slyter
- Unspecified Community Groups – Jason Fields
- Citizens' Advisory Committees (CAC) Liaisons
  - Trails CAC – Brandon Slyter
  - Pickleball CAC – Nick Konen and Jim McMaster
  - Golf Course Clubhouse CAC – Jason Fields and Jim McMaster
- CPRD Committee Liaisons: Assignments to internal committees comprised of Board and staff
  - Financial and Personnel – Brandon Slyter and Jim McMaster
  - Recreation Programming – Nick Konen and Jason Fields
  - Parks and Development – Matt Smith and Jim McMaster

### ***Districtwide Mailer and Community Input Survey***

As early as September 22<sup>nd</sup>, District residents can expect to receive an informational mailer highlighting the numerous parks, facilities, and programs provided by CPRD. The item will be a single page, tri-folder item intended to remind residents of the valuable parks and programs available to them from CPRD. Additionally, the mailer will include an opportunity for residents to complete a community input survey. The community input survey will be designed to help the District understand:

- What residents value about local park and recreation opportunities;
- What park facilities and recreation programs people are using today;
- Where CPRD should invest additional resources into parks, facilities, and programs that we already have; and
- What CPRD should do to make park and recreation opportunities better for everyone in the future.

The community input survey will be available to the public through methods in addition to the mailer including on the District's website, social media channels, and at high traffic CPRD facilities. The community input survey will remain available until October 31<sup>st</sup>, and can be accessed online using the link or QR code provided below:



Link to CPRD Community Input Survey

<https://www.surveymonkey.com/r/LFCLD3Z>

QR Code to CPRD Community Input Survey



### ***Round 3 of Child Care Infrastructure Program Announced***

Business Oregon has announced that Round 3 of the Child Care Infrastructure Fund is open.

According to Business Oregon, the application portal will close “on or about December 16, 2025, with an expected award notification date of February 17, 2026.” CPRD staff have reached out to the program’s technical assistance providers to ensure every effort is made to strengthen our application for the upcoming funding round.

Program Information: HB 3005 allocated \$50 million to Business Oregon to establish the Child Care Infrastructure Fund. The first \$30 million was designated to recipients through Rounds 1 and 2, which occurred during fall 2024 and spring 2025 respectively. The remaining funds will become available in Round 3. Projects eligible under this Program are restricted to fixed, immovable assets including new construction, repairs, renovations, modernizations, retrofitting, and property acquisition projects. Details related to this program and prior awards are available at [https://www.oregon.gov/biz/programs/child\\_care\\_infrastructure/Pages/default.aspx](https://www.oregon.gov/biz/programs/child_care_infrastructure/Pages/default.aspx).

## **Local Relationships**

### ***CPRD Participates in 2025-26 Cohort of Leadership Chehalem Valley***

September kicked off with a new cohort in the Leadership Chehalem Valley program which is facilitated by the Chehalem Valley Chamber of Commerce. This year, CPRD’s Wendy Roberts – Aquatic Coordinator – will be a member of the program’s 2025-26 cohort.

According to the Chamber of Commerce, Leadership Chehalem Valley serves a vital role in developing tomorrow’s community leaders and volunteers. Limited to 20 individuals per year, Leadership Chehalem Valley is a two-year program that offers leadership assessment and training, shows how communities are structured and how they work, and puts forth examples of community leadership and their stories. The first year is comprised of full-day sessions scheduled once per month from September to May and include:

- Leadership Assessment & Team Building
- Local Government
- Education





- Health & Human Services
- Business & Industry
- State Government
- Natural Resources & History
- Tourism
- Community Service & Leadership Planning

During the second year of the program, participants become part of program leadership and steering committee with a view toward improving the Leadership Chehalem Valley program.

Additional information is available at <https://chehalemvalley.org/leadership-chehalem-valley/>.

## **Forward-looking Calendar**

The following items are expected to appear before your Board in the coming months:

- Update of Chehalem Park and Recreation District's Strategic Planning Priorities (*Continued*)
- Informational Presentation related to the Chehalem Cultural Center
- Informational Presentation and/or Work Session for System Development Charge Methodologies
- Citizens' Advisory Committee Update and Affirmation of Board Direction to CAC's
- Employee Handbook Updates (procurement thresholds, IT and cybersecurity related modifications, state compliance revisions, and consideration of a working out-of-class policy)
- Setting of Budget Calendar and Budget Officer Appointment
- District, Board, and CAC Policies Update



503-537-2909  
fax 503-538-9669  
125 South Elliott Road  
Newberg, OR 97132  
**cprdnewberg.org**

Tuesday September 15, 2025

To: CPRD Board of Directors

SUBJECT: Project Updates

### **Jaquith Pickleball**

Jaquith Park Pickleball Courts move forward.

All Permitting complete August 5, 2025.

Notice to Proceed to Lee Contractors was issued August 5<sup>th</sup>, 2025. We met for an onsite pre-construction meeting August 14 with the intent to have submittals begin and schedule set up for the project. They mobilized September 2<sup>nd</sup>. Demolition and erosion control September 2-12 and ongoing through September 15-19 along with excavation. Currently removing asphalt from the tennis courts, marking excavation of subgrade and installing Storm facility.

They have provided a schedule which shows completion May of 2026.

### **Sander Estate Park**

Cut/Fills complete with fine tune grading, topsoil redistributed. Parking lot has been cut to subgrade elevation and aggregate base installed. Updated plan set that has been submitted to DEQ and approved for 1200-C. In response to the arborist report the big tree closest to existing barn will be removed for liability and construction issues. Nutrients were injected into the smaller English walnut to bring the tree back to healthier conditions.

The existing City waterline currently sits in the parking lot subgrade.

TSC contacted PGE and confirmed Ziply and Comcast utilities are on existing poles. TSC reached out to Ziply and Comcast. Comcast has not yet returned phone call. Meter changes at existing customer houses on east side of 5th street will be completed by others and a shared cost between homeowners and CPRD.

CPRD obtained 3 permits from the City of Dundee late last week: Type B, Site Utilities, and Site Facilities. Permits were sent over to TSC.

TSC has scheduled the following preconstruction meetings that are required from permitting:

- City of Dundee – ROW work
- Franchise – Frontage Undergrounding
- Romtec – Restroom Building

Landscaper scheduled to be onsite 3rd week of September.





503-537-2909  
fax 503-538-9669

125 South Elliott Road  
Newberg, OR 97132

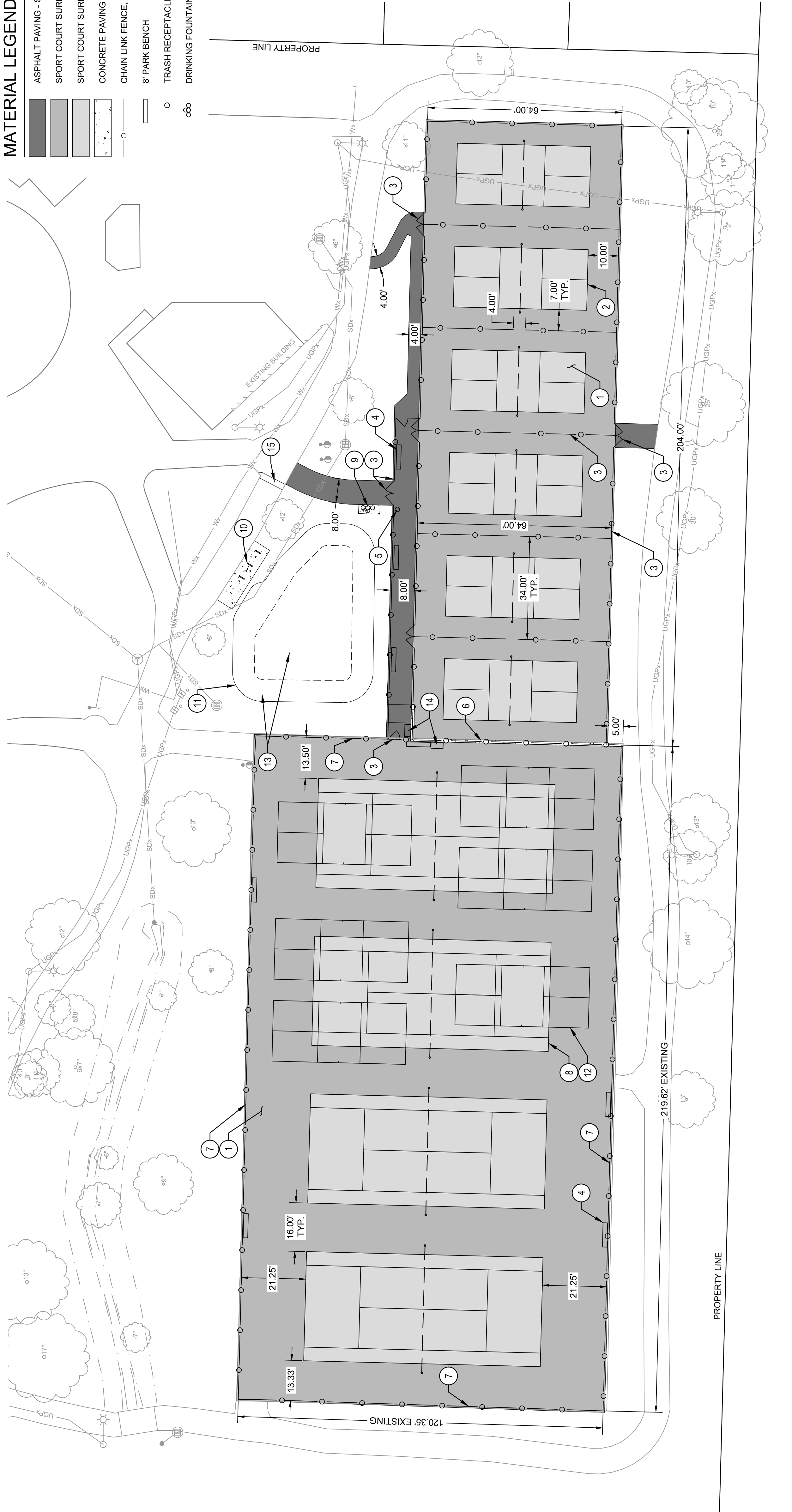
**cprdnewberg.org**

### **Newberg-Dundee Bypass Trail**

The Newberg – Dundee Bypass Phase I is predominantly within the Oregon Department of Transportation Right-of Way except for the portion along Industrial Avenue and within the City of Newberg. CPRD Received a grant Extension for the NDBT until June 30, 2026. ODOT has reviewed the Newberg-Dundee Bypass Trail Project documents. After the Type II land use was completed in May we received the Land Use Affidavit and the DEQ LUCS from the City of Newberg on June 4<sup>th</sup>. We have received a 1200-C and have submitted for all Permits; JPA, Public Improvement, Building and Floodplain Development Permit from the City of Newberg June 18, 2025, awaiting PLNG-25-40 Planning application for Floodplain Development Permit, PIP-25-46 Public improvements permit for Industrial Ave and the JPA Permit Army Corps of Engineers, DSL, and DEQ. Recent Schedule received from Emery and Sons shows completion next July early August. We have been having meetings to discuss access during the winter months so construction can proceed when permitting is complete.

MATERIAL LEGEND

- ASPHALT PAVING - SEE DETAIL #1 ON SHEET 3.21
- SPORT COURT SURFACING - COLOR: GREEN. SEE DETAIL #6 ON SHEET 3.21
- SPORT COURT SURFACING - COLOR: BLUE. SEE DETAIL #5 ON SHEET 3.21
- CONCRETE PAVING - SEE DETAIL #4 ON SHEET 3.21
- CHAIN LINK FENCE. HEIGHT AS NOTED - SEE DETAIL #6 ON SHEET 3.20
- 8' PARK BENCH
- TRASH RECEPTACLE
- DRINKING FOUNTAIN

PROPERTY LINE

SITE PLAN KEYNOTES

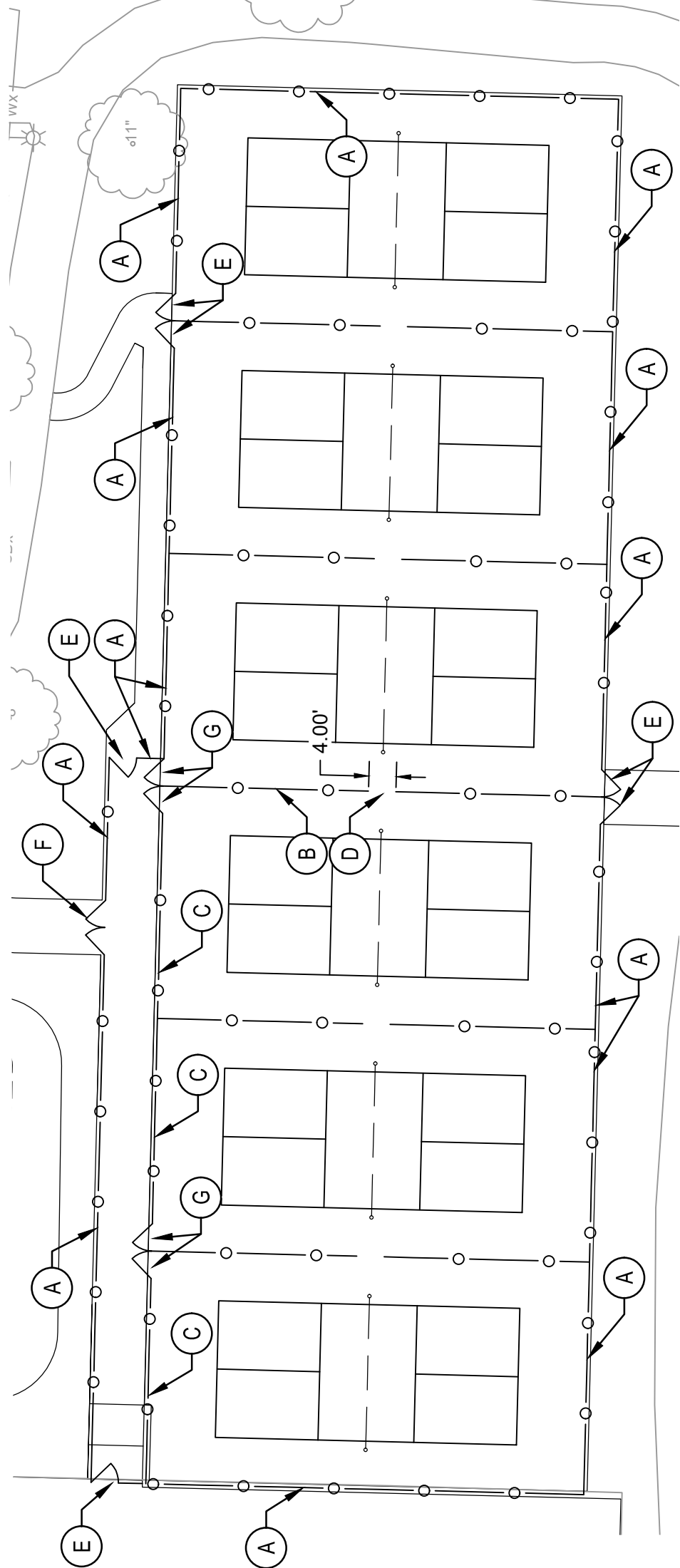
- 1 TENNIS COURT AND PICKLEBALL COURT ASPHALT PAVING W/ ACRYLIC SURFACE - SEE DETAIL #5, SHEET 3.21
- 2 PRIMARY PICKLEBALL COURT STRIPING, TYP. - SEE DETAIL #2, SHEET 3.20
- 3 PICKLEBALL FENCING AND GATES - SEE DETAIL #1 THIS SHEET
- 4 8' PARK BENCH, TYP
- 5 TRASH RECEPTACLE
- 6 75LF OF CONCRETE CURB BETWEEN COURTS - SEE DETAIL #2, SHEET 3.21
- 7 REPLACE 10' CHAIN LINK FABRIC ON EXISTING 10' TALL POSTS AROUND TENNIS COURTS - SEE DETAIL #5, SHEET 3.20. EXISTING POSTS TO BE CLEANED AND THEN PAINTED BLACK TO MATCH NEW POWDER-COATED POSTS.
- 8 TENNIS COURT STRIPING, TYP. - SEE DETAIL #3, SHEET 3.20
- 9 MDT MODEL 10145 SM ADA DRINKING FOUNTAIN AND BOTTLE FILLER W/ OPTIONAL PET FOUNTAIN. CONSTRUCT ON 7' X 3' CONCRETE PAVING PER DETAIL #6, SHEET 3.21 AND DETAIL #2, SHEET 5.20.
- 10 BIKE RACK, TYP - SEE DETAIL #3, SHEET 3.21
- 11 STORMWATER POND - SEE GRADING PLAN
- 12 PICKLEBALL COURT STRIPING OVERLAD ON TENNIS COURT, TYP - SEE DETAIL #1, SHEET 3.20
- 13 STORMWATER PLANTING - SEE PLANTING PLAN, SHEET 6.10
- 14 REPURPOSED STORAGE BIN
- 15 T-CUT ASPHALT REPAIR OVER UTILITY TRENCH - SEE DETAIL #7, SHEET 3.21

FENCING & GATES KEYNOTES

- A 10' TALL PERIMETER CHAIN LINK FENCE WITH SOUND BARRIER - SEE DETAIL #5, SHEET 3.20
- B 4' TALL CHAIN LINK FENCE BETWEEN COURTS, TYP - SEE DETAIL #5, SHEET 3.20
- C 4' TALL CHAIN LINK FENCE BETWEEN COURTS AND SPECTATOR SEATING AREA - SEE DETAIL #5, SHEET 3.20
- D 4'-CLEAR OPENING IN CHAIN LINK FENCE, FROM EDGE OF FENCE POST TO EDGE OF FENCE POST, TYP
- E 4' WIDE PEDESTRIAN GATE IN 10' TALL FENCE - SEE DETAIL #6, SHEET 3.20, WITH SOUND BARRIER AND RULES SIGN
- F 8' WIDE DOUBLE GATE IN 10' TALL FENCE - SEE DETAIL #7, SHEET 3.20, WITH SOUND BARRIER AND RULES SIGN
- G 4' WIDE PEDESTRIAN GATE IN 4' TALL FENCE - SEE DETAIL #8, SHEET 3.20

FENCE SOUND BARRIER:

- BASE BID: TO BE ACOUSTIFENCE PICKLEBLOK NOISE CURTAINS; COLOR: FOREST GREEN. INSTALL PER MANUFACTURER SPECIFICATIONS.
- BID ALTERNATE: PROVIDE BID ALTERNATE TO REPLACE 'ACOUSTIFENCE PICKLEBLOK NOISE CURTAINS' WITH 'FENCESCREEN SOUNDBLOCK ACOUSTIC FENCE PANELS' WITH GROMMETS. COLOR: BLACK. INSTALL PER MANUFACTURER SPECIFICATIONS



PICKLEBALL COURT FENCING & GATES LAYOUT

SCALE: N.T.S.

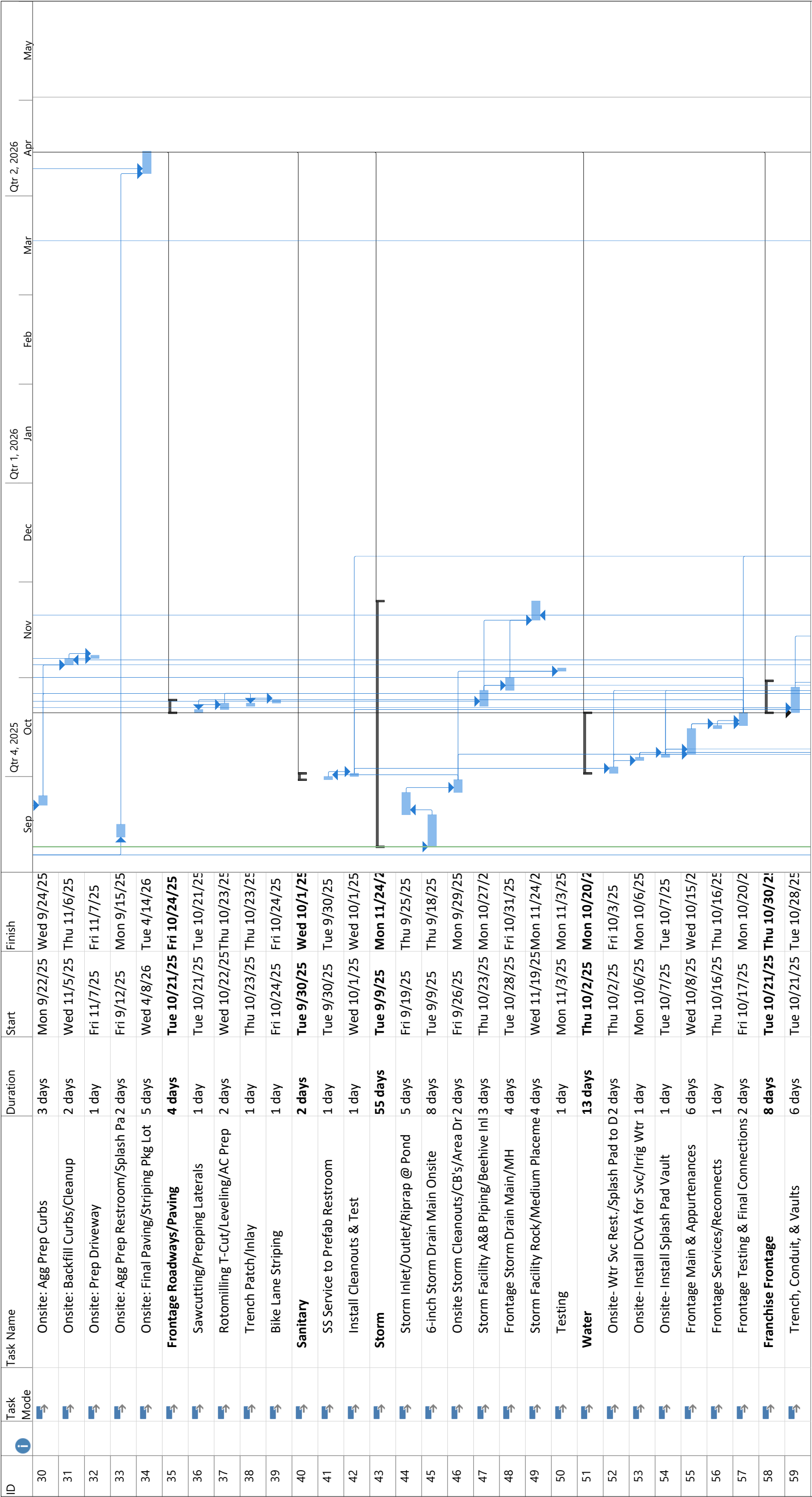
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ID	Task Mode	Task Name	Duration	Start	Finish	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
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Project: Sander Estate Schedule  
Date: Tue 9/9/25

Task

Split

Milestone

Summary

Project Summary

Inactive Task

Inactive Milestone

Inactive Summary

Manual Task

Duration-only

Manual Summary Rollup

Manual Summary

Start-only

Finish-only

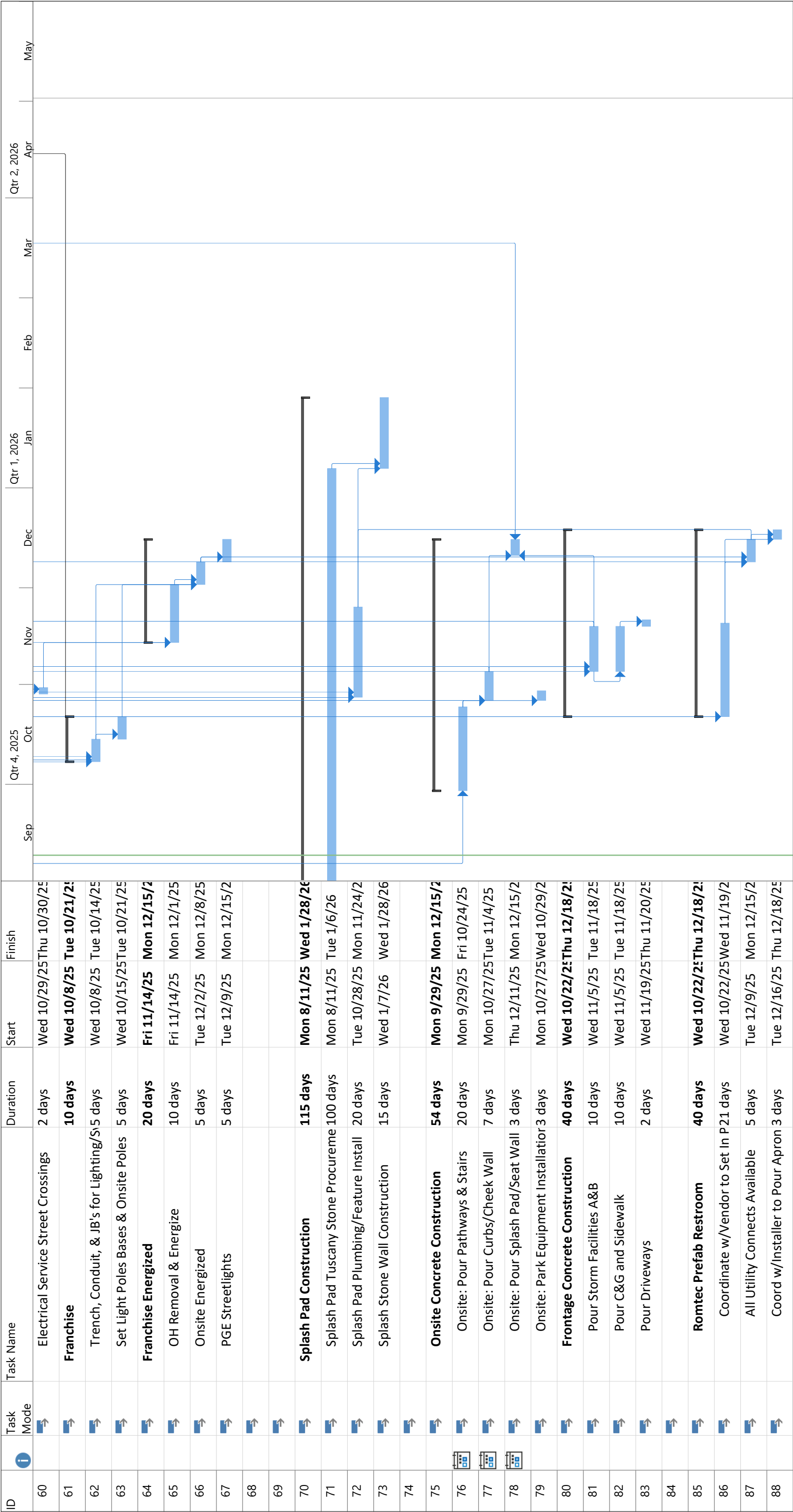
External Tasks

External Milestone

Deadline

Progress

Manual Progress



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Date: Tue 9/9/25

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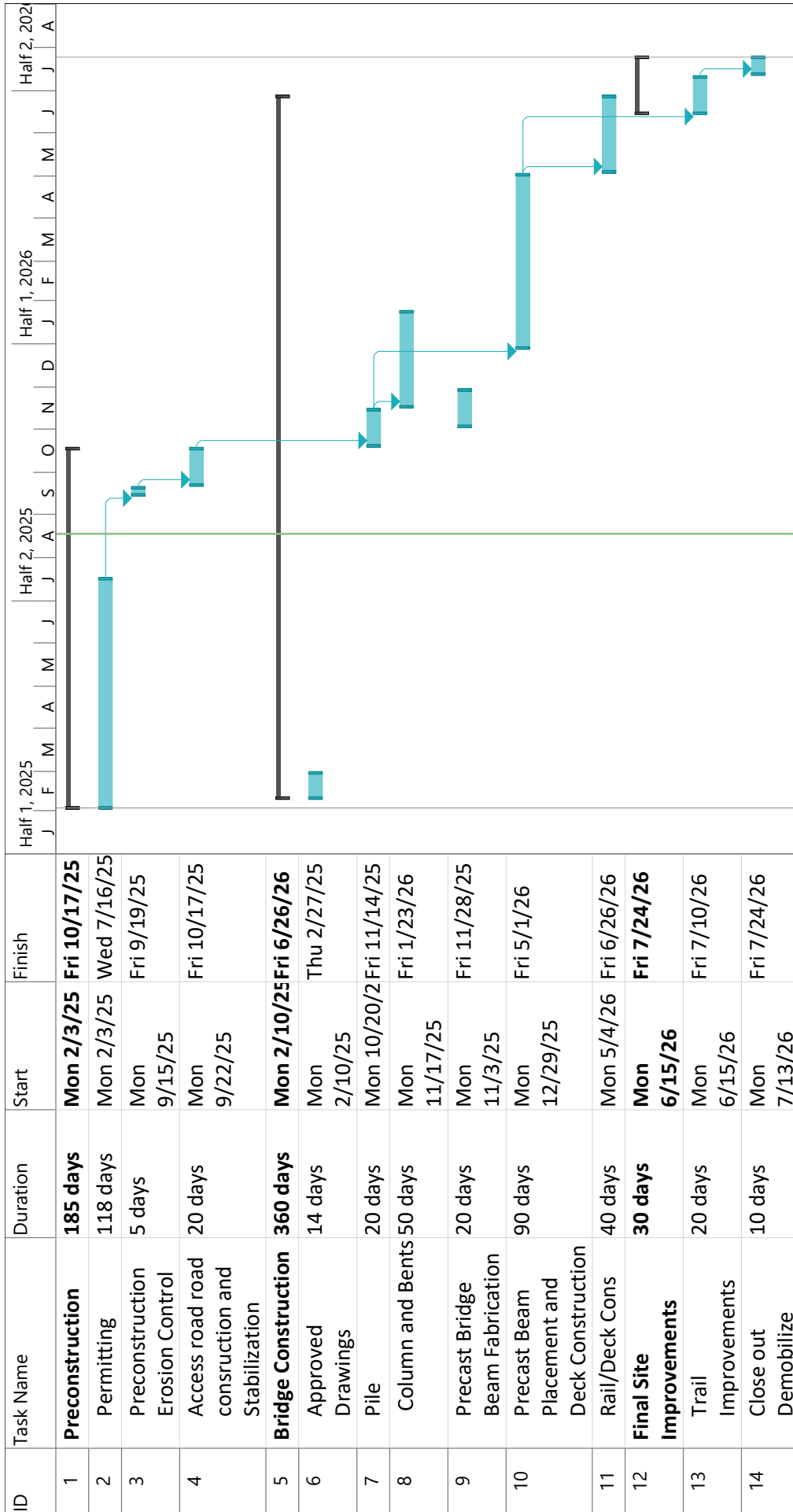
Deadline

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Manual Progress

Page 3





Task

Split

Milestone

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Manual Summary

Start-only

Finish-only

External Tasks

External Milestone

Deadline

Progress

Manual Progress

Project: NDBT Baseline 3.28.25.

Date: Mon 8/18/25

# Staff Reports



## CHEHALEM PARK AND RECREATION DISTRICT

### Registration Desk Activity Report



 **Date: Month of August 2025**

 **Staff Name: Becky Drey**

#### **Approximate number of customers during the month:**

- August 1 – 15: 7,107 members      July 16 – 31: 7,387 members
- Total for the month: 14,494 members

#### **Facility Rentals Booked: Not at this time**

#### **Common Questions or Issues from Public:**

- For the summer, we offer an afternoon public swim and customers are always calling in and asking what time it is.
- For school-aged childcare, why do we have to wait seven days before registering our child? I forgot to do it before school started—can my child still start on the first day of school?
- For park rentals at Memorial Park, we have had issues with homeless individuals occupying the shelters, and they need to be reminded when the space is reserved for rentals.

#### **Technology/Software/Equipment Issues: Not at this time**

#### **Staffing Notes:**

- We are losing an employee who accepted a full-time job, and we are looking to hire a replacement.

 **Form Completed and Submitted By: Becky Drey**

# CHEHALEM SENIOR CENTER REPORT

BY SARAH LARISON



## August 2025 By the Numbers:

326 People signed in to the Senior Center

1839 Hot meals were packaged and delivered by our Meals on Wheels Volunteers

619 Frozen Weekend Meals were delivered to local homebound seniors

## Grant Update:

Give a Little BBB Grant: Two of our volunteers completed their Better Bones and Balance Instructor training on August 23<sup>rd</sup> and will begin offering the class to the public in October.

The chairs for the CSC dining room have arrived! This purchase was part of the \$25,000 grant received earlier this year from The Oregon Department of Human Services. GFU students will help assemble them on their Serve Day.

## Upcoming Events:

George Fox Serve Day on September 10<sup>th</sup>.

Casino Trip to Chinook Winds on September 13<sup>th</sup>.

Puzzle Competition on September 18<sup>th</sup>.

## FALL BAZAAR UPDATE:

Vendor applications are pouring in and we are starting the process of gathering donations. This year we are going to emphasize the wine wall as those proceeds go directly to the Meals on Wheels Program.





## **Parks and Facilities Activities Report**

**August / September**

**Trails: Busy with brush clearing and trail grooming**

**Parks: Fall cleanup has begun, Mowing continues**

**Ballfields: Fall sports prep work and grooming**

**Facilities: Repairs, Painting**

**Playgrounds: Inspections & Repairs**

## Parks Summary

August / September

Aug. 18 - Sep. 12

Park Name	Hours worked
Armory	63.5
Blaine St House / Waterwise	14.00
Billick Park	43.00
Brillas	5.00
Buckley	7.00
CAFC	232.50
Cultural Center	30.00
College	6.50
Community Center	8.50
Crabtree	25.50
Crater Ballfields / CV Field	148.50
Dundee	64.00
Elliott Road	24.50
Ewing Young / Dog Park	101.00
Ewing Young Trail	44.50
Falcon Crest Park	11.00
Fortune Park	6.00
Friends Park	52.00
Tom Gail Park	43.00
Gettman Trail	15.50
Gladys Park	9.50
Chehalem Glenn G.C.	1488.00
Herbert Hoover Park	101.50
Jaquith Park	44.50
Jaquith Ball Fields	38.00
Memorial/Scout House	42.50
Oak Knoll Park	9.00
Park Shop	21.00
PCC	47.50
Pool Park	66.00
Pride Gas	6.00
Renne Fields	19.00
Rilee Park	190.50
Rotary Park	69.00
Sander Park	7.00
Schaad Park	5.50
Scott Leavitt Park	20.00
Senior Center	31.00
Spring Meadow	29.00
Waste Mngt	183.00
White Oak Park	5.00
vacation/holiday/sick/comp	215.00
Wilsonville Property	134.00
Other Properties	39.00
<u>Total</u>	3766.00





## Chehalem Aquatic & Fitness Center

### August 2025 Activity report

### Department 451

Pool Parties -  
8 rentals in August

Summer swim lessons are  
running smoothly.

#### CLUBS & TEAMS CORNER

CST took from Aug 8- end of month  
off for their normal 3-week break.

NHS Polo practice started up August  
25 with daily doubles.

## Summer swim lesson totals

Summer Private Lessons (6/23-8/29)

- In-District - 69
- Out of District - 35
- 104 enrollments (lessons offered)

June (6/23/25-6/29)

Summer 1 Lessons:

- In District - 153
- Out of District - 72
- 225 total enrollments
- 55 lessons offered

July (6/30-8/1)

Summer 2 - Summer 6 Lessons:

- In District - 152
- Out of District - 82
- 234 total enrollments
- 63 lessons offered

August (8/4-8/29)

Summer 7 - Summer 10 Lessons:

- In-District - 156
- Out of District - 84
- 240 total enrollments
- 65 lessons offered



## Comp pool Closure

Our Babysitters class ran from August 18-22. We had 16 students enrolled. As always, this fun class was a huge success with the students receiving a babysitters certificate and a CPR/AED/First aid certificate for pediatrics (Infants and children).

Comp pool was closed for maintenance and cleaning from August 11-24. We were able to drain the pool, scrub the sides and bottom to take off the yellowish layer of build-up. Cleaned under the bleachers and on the bleachers, cleaned and painted the wall by the on deck showers. The air ducts were taken down and cleaned and the ceiling was cleaned. The tile around the comp pool and in leisure pool locker rooms was professionally cleaned, grouted and sealed. Overall, the comp pool looks amazing and the patrons have thanked us for a job well done.

### Total numbers for our pool side of the facility

Aug Leisure EOM Total **6559**

Aug Comp EOM Total **633**

YTD 63225

Hired a kick Boxing Instructor in August. Beginning in September, we will now offer a Kick Boxing class at the Aquatic Center twice a week.

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



## **August Activity Report**

454-Recreation

456- Facilities

457-Community School

### **Youth Gymnastics**

August gymnastics camps drew 23 participants. This is a solid turnout given the heat of the season and the lack of air conditioning in the gym. Instructors and families adapted well, and athletes continued to benefit from the upgraded equipment introduced earlier in the summer.

### **Summer Camps – Variety & Outdoor Programs**

August brought a continued mix of creative, educational, and outdoor camps for youth. Offerings included Intermediate Wilderness Survival and Intro to Wilderness Survival with Coyle Outside Programs, Science Adventure STEM Camp for ages 4–7, and Kids in the Kitchen Summer Camp. While registration totals were steady rather than high, these camps highlight the diversity of experiences CPRD provides to serve different ages and interests.

### **Special Highlight – Safety Town Camp**

Our Safety Town Camp was a major success in August, welcoming 62 participants. This program, a long-standing partnership between CPRD and the Newberg Police Department, introduces 5- and 6-year-olds to essential safety skills in a fun and interactive way.

The week featured a wide variety of community guest speakers and demonstrations. Campers learned about fire safety from the Newberg Fire Department, saw a K9 unit and a police drone in action, practiced using real fire extinguishers, and even had a chance to explore a tow truck. These hands-on experiences, paired with classroom-style lessons, gave children practical tools for staying safe in everyday situations.

A key strength of Safety Town is its volunteer model. CPRD recruited and trained middle school students to serve as camp counselors, and together they contributed over 1,200 hours to the program. Their energy and mentorship helped create a welcoming, supportive environment for campers.

We would also like to extend a special thank-you to **Cornered Escape Rooms**, a new local business that generously hosted a counselor appreciation party at the end of camp. Their support helped us celebrate the volunteers who made Safety Town such a success.

### **Youth Cheer Program Update**

Following two successful summer cheer camps in July, CPRD officially launched the Newberg Youth Cheer Program in August. The inaugural season welcomed 28 participants, supported by a strong coaching staff. The program will run through October and November, with a winter team to follow. This marks a significant step forward in developing a sustainable, recreation-focused cheer program for the community.

### **Respectfully Submitted by:**

Matthew Compton

Recreation Coordinator

Chehalem Park and Recreation District

## Golf Operations Report

August 2025

Kellan Sasken – Golf Director

August was a very busy month with our Tuesday Evening League getting toward the end of its season, our final junior golf camp and many tournaments and events!

Tuesday evening started back in early May with a record 22 teams! Each team have 4 players play each week, playing head to head against another team. It is a very popular format and something many golfers in our community look forward to each week.

Our 3<sup>rd</sup> and final junior camp took place in mid-August. Each camp was 3 days long and average attendance was about 30 junior golfers with ages ranging from 8-15.

August is one of our busier event months with 5 full shotgun tournaments as well as multiple smaller events taking place. We have some great local tournaments, such as the Newberg High School Boosters and A-dec hosting their events at Chehalem Glenn Golf Course.

George Fox University started classes for the 2025-2026 school year in late August, which means both the Men's and Women's Golf teams have started their Fall Season. They use Chehalem Glenn Golf Course as their home course. Newberg Boy's and Girl's Golf Teams as well as Sherwood Boy's and Girl's Golf Teams also use Chehalem Glenn as their home course to hone their skills. The High School golf season runs from late February through mid-May.





Department 455 school aged childcare

## AUGUST 2025 Board report

We ran our program for 3 weeks in August as the teachers return for the new school year the last week. Our three themes were Outer Space, The Great Outdoors and Our Community.

**ENROLMENT:** We have 150 children registered in our program.

**DAILY:** we maintained 85 kids per day 90% of the time.

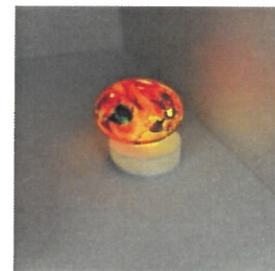
**PROGRAM HIGHLIGHTS:** We explored space with planet water balloon fights and Ping-Pong ball planets. A field trip to the Discovery Park. Our last week we learned about our community and had a visit from our local police department. The last day, we had a wonderful time doing a scavenger hunt and lunch with their parents.

**STAFF RECOGNITION:** I would like to recognize all of the childcare staff on how they all work together to create a team that worked hard at making sure that these kids had a fun filled summer. I had many compliments from parents stating it was easy dropping their child off in the morning because they knew when they picked up they would hear about how much fun they had and that they were very tired. 😊

**PROGAM NEEDS:** None at this time

## NEWBERG WEDNSDAY MARKET

This is the last month of the market. It is slowing down with customers and vendors canceling. Although this is a normal trend, I feel this year that it is significantly higher. Talking with other market managers this has been the case throughout the industry. We will be working on changes for next year's market.



# CPRD SPORTS REPORT

BY NICOLE LEWELLING



## September Activity Report

We wrapped up summer with four camps in August—tennis, basketball, and new additions softball and volleyball—welcoming 175 participants that month and over 1,000 youth athletes across the full season.

### Fall sports launched with strong numbers:

- **Tackle Football:** 8 teams, 140 players, 40+ volunteers
- **Flag Football:** 15 teams, 150+ players, 20+ coaches
- **Soccer:** 530+ players, 40 teams, 40+ coaches
- **Volleyball:** New 3rd–5th grade program (45 participants); middle school program (80+)

**Adult Sports** We wrapped up the summer season in Adult Sports with our co-ed softball league, which saw tremendous growth—**doubling in size** from previous seasons and hosting **15 teams throughout August**. The increased participation brought fresh energy to the league, with competitive matchups, strong community engagement, and a vibrant atmosphere at the fields each week.

**Facility Upgrade** Special thanks to **Brian Smith**, an outstanding volunteer who built two new equipment sheds with rolling garage doors at the **Darnell Wright facility**—a major improvement for our operations.

