

As an outcome of the 2013 Comprehensive Plan Update, Tualatin Hills Park & Recreation District (THPRD) is undertaking a review of several district policies and procedures. Following a public input and review process, any proposed changes to the policies and procedures will be taken to the THPRD Board of Directors (Board) for adoption if policy changes are needed. If procedural changes are warranted, staff will seek feedback from the Board prior to the general manager's approval of the changes. Information about the different topic areas under review can be found on the district's website at [www.thprd.org/complan](http://www.thprd.org/complan).

<b>Overview</b>	The purpose of this effort is to review current program fee discounts to ensure THPRD charges fair and equitable fees that will continue to encourage participation by various groups, such as seniors and those with special needs.
<b>Current THPRD Guidance</b>	<p>The adopted Board policies indicate that the Board of Directors will set general fees and charges by resolution and delegate authority to the general manager to set administrative fees and charges. The District will take into account the following criteria:</p> <ol style="list-style-type: none"> <li>1) Charging fair and equitable fees for participation in District programs and for use of District facilities by District residents and non-resident users;</li> <li>2) Use consistent methodology, incorporating consideration for direct and overhead costs;</li> <li>3) User fees for District residents that consider other contributions such as property taxes, levies or other means;</li> <li>4) Accommodations for senior users;</li> <li>5) Accommodations for disabled patrons;</li> <li>6) Accommodations for low income patrons as arranged through the Family Assistance Program;</li> <li>7) Current markets in the public and private sectors; and</li> <li>8) Adjustment and implementations of fees, as necessary, to ensure continued equity, consistency and fairness.</li> </ol>
<b>Current THPRD Practice</b>	<p>THPRD currently offers the following program discounts:</p> <p>Seniors: All seniors, 55 years and above, receive a 25% discount on drop-in programs, classes requiring pre-registration and passes. However, the current senior discount level at the Elsie Stuhr Center is 30%. This discount will decrease to 25% on January 1, 2015.</p> <p>Special Needs: For registered classes/programs designed specifically for patrons with disabilities, the class fee is calculated to include a 40% discount.</p>
<b>Reason for Review</b>	THPRD's 2013 Comprehensive Plan Update recommended that the district consider several implementation strategies identified in the Service and Financial Sustainability Plan. The specific strategies are identified on the following page.

<p><b>Reason for Review (con't)</b></p>	<ul style="list-style-type: none"> <li>• <b>Strategy 17.d.</b> - THPRD will consider implementing additional peak/off-peak or prime/non-prime time, and seasonal demand pricing strategies.</li> <li>• <b>Strategy 17.e.</b> – THPRD will consider implementing additional bulk purchase discounted frequent user pricing strategies for admissions and drop-in services</li> <li>• <b>Strategy 17.g.</b> – THPRD will consider phasing out discounted fees for select groups, and/or raising the age for senior discounts.</li> </ul> <p>The Comprehensive Plan also recommended any discounted fees for select groups be the same for youth, senior, disabled and military and these discounts apply only to drop-in admission while all other programs fees be based on cost of service provision and cost recovery goals.</p> <p>Discounts may not be combined for any individual that would equate to a double discount (ex: senior discount plus an additional discount for an individual with special needs)</p>
<p><b>Options Under Consideration</b></p>	<p>THPRD staff has identified two key focus areas for this undertaking: 1) Review current discount practices in place and 2) Develop new potential discounts for consideration. These focus areas are described below.</p> <ol style="list-style-type: none"> <li>1. <b><u>Current Discount Categories:</u></b> <ol style="list-style-type: none"> <li>a. Youth Discounts</li> <li>b. Senior Discounts               <ol style="list-style-type: none"> <li>i. Level of discount</li> <li>ii. Qualifying Age</li> </ol> </li> <li>c. Patrons with Special Needs               <ol style="list-style-type: none"> <li>i. Level of discount</li> <li>ii. Identified Programs</li> </ol> </li> </ol> </li> <li>2. <b><u>Potential Discount Categories:</u></b> <ol style="list-style-type: none"> <li>a. Military Discount</li> <li>b. Peak versus non-peak program usage</li> </ol> </li> </ol>
<p><b>Next Steps</b></p>	<ul style="list-style-type: none"> <li>• February 2014 - Public survey distributed to ORPA, WRPA &amp; NRPA members</li> <li>• February to March 2014 - Review information collected from survey and advisory committee questions sought in fall 2013</li> <li>• Late March 2014 – Project website launched</li> <li>• April 2014 – Meetings held with THPRD advisory committees</li> <li>• Early May 2014 – Briefing for THPRD Board of Directors</li> <li>• Early May 2014 - Open houses held to provide information and solicit public comments</li> <li>• Mid May 2014 – Draft policy and/or procedures revised to reflect comments received</li> <li>• June 2014 – Preferred policy and/or procedures presented to the board of directors</li> </ul>
<p><b>For more information</b></p>	<p>Sharon Hoffmeister, Superintendent of Aquatics  503/645-6433  <a href="mailto:shoffmeister@thprd.org">shoffmeister@thprd.org</a>  <a href="http://www.thprd.org/compplan/">www.thprd.org/compplan/</a></p>