



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/compplan.

Overview	The purpose of this effort is to review THPRD’s fee assessments for park district users living outside of the district’s service area (non-residents). An outcome of this process will be the development of potential alternatives to ensure an equitable fee structure for all users.
Current THPRD Guidance	THPRD’s Board-adopted Finance Policy 6.01 states that the district must charge “fair and equitable fees for participation in District programs and for use of District facilities by District residents and non-resident users.” THPRD’s current approach to charging non-resident usage fees requires an assessment of fees in lieu of the taxes paid to the district on either an annual or quarterly basis. This non-resident assessment is currently \$308 per year or \$77 per quarter.
Reason for Review	<p>THPRD’s 2013 Comprehensive Plan Update recommended that the district consider several steps identified in the Service and Financial Sustainability Assessment. The specific strategies are as follows:</p> <ul style="list-style-type: none"> • Target 7 – Revise current Non-Resident Fee policy • Strategy 17.h: THPRD will encourage non-resident participation to add to cost recovery <p>Any changes to the district’s current fee policy would continue to ensure that THPRD residents and property owners are served first; maximizing a mutual benefit for the in-district and non-resident users. Adjustments to the non-resident fees would encourage more residents living outside of the district to use THPRD facilities and services.</p> <p>The comprehensive plan recommended that the district encourage non-resident usage to help ensure that classes, workshops, and clinics reach minimum enrollment or fill to capacity. Therefore, setting appropriate but non-restrictive non-resident user fees and service rates preserves the benefit to the resident and property owner for their property tax investment, while encouraging participation by others. Residents of the district would still benefit from early registration, however.</p>
Options Under Consideration	THPRD staff has identified four key focus areas for this undertaking: 1) Registration Programs, 2) Assessments, 3) Drop-In and Frequent User Passes, and 4) Registration Timing. These focus areas are described below.

<p>Options Under Consideration (con't)</p>	<ol style="list-style-type: none"> 1. Registration Programs: Instruction-based programs that require pre-registration and registration conducted through the THPRD registration system. Three pricing options are being considered: <ol style="list-style-type: none"> a. Option 1 (Current practice): The non-resident user pays either an annual or quarterly assessment to register for classes b. Option 2: The non-resident user is given an option to either purchase a quarterly assessment or pay a flat 25-30% premium for all instruction-based programs. c. Option 3: The non-resident user is given an option to either purchase an annual assessment or pay a flat 25-30% premium for all instruction-based programs 2. Assessments - Quarterly only: <ol style="list-style-type: none"> a. Sell only quarterly assessments at a price comparable to median household taxes. Only 2% of those purchasing assessments do so annually, and 78% purchased were for nonconsecutive terms, so the trend is definitely to purchase quarterly. b. Sell only annual assessments with no refunds, equivalent to in-district for the right to pay in-district rates. 3. Drop-In and Frequent User Passes: These are fixed-cost programs that require no new facilities or staff. Staff levels may fluctuate but the fluctuation is on large numbers of patrons. <ol style="list-style-type: none"> a. One rate charged, for both in-district and non-resident users At the Tier II (75%) cost recovery target b. Non-resident users pay a 30% premium, which relates to cost recovery plus 5 percent 4. Registration timing: Currently non-resident registration occurs the Friday following the start of registration. <ol style="list-style-type: none"> a. Move non-resident registration to begin the Monday following the start of registration. In-district walk-in registration would begin the day following phone registration for in-district patrons. b. Move non-resident registration to begin the Tuesday following the start of registration. In-district walk-in registration would begin the day following phone registration for in-district patrons.
	<ul style="list-style-type: none"> • February 2014 - Public survey distributed to ORPA, WRPA & NRPA members • February to March 2014 - Review information collected from survey and advisory committee questions sought in fall 2013 • Late March 2014 – Project website launched • April 2014 - Meetings held with THPRD advisory committees • Early May 2014 – Briefing for THPRD Board of Directors • Early May 2014 – Open houses held to provide information and solicit public comments • Mid May 2014 – Draft policy and/or procedures revised to reflect comments received • June 2014 – Preferred policy and/or procedures presented to the board of directors
<p>For more information</p>	<p>Scott Brucker, Superintendent of Sports 503/629-6300 sbrucker@thprd.org www.thprd.org/compplan/</p>