

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.

<p>Overview</p>	<p>The purpose of this effort is to review THPRD’s current Family Assistance (FA) Program to ensure appropriate accommodations are made for low income patrons as required by the Board’s adopted Finance Policy. This review will also assess recommendations regarding the FA Program developed as part of the 2013 Comprehensive Plan Update.</p>
<p>Current THPRD Guidance</p>	<p>THPRD’s Board-adopted Finance Policy 6.01 allows the Board to set general fees and charges by resolution, and to delegate authority to the general manager to set administrative fees and charges. The policy states that THPRD will make “accommodations for low-income patrons as arranged through the Family Assistance Program.”</p>
<p>Reason for Review</p>	<p>A guiding force adopted through THPRD’s 2013 Comprehensive Plan Update and the Service and Financial Sustainability Plan is the “pyramid methodology.” All district services are divided among five tiers of the pyramid, as seen in the graphic below. The bottom tier shows services with a considerable community benefit such as provision of open spaces and trails. Services on the top tier of the pyramid have a considerable individual benefit. These services typically include activities such as a private lesson or the purchase of merchandise.</p> <div data-bbox="635 1339 1267 1825" data-label="Diagram"> <p style="text-align: right; font-size: small;">© 2001, 2008, 2009 GreenPlay, LLC</p> </div>

Reason for Review (con't)	<p>Specifically, Strategy 8.a. of the adopted Service and Financial Sustainability Plan recommended that the district revise its current Family Assistance Program.</p> <p>The 2013 Comprehensive Plan Update recommended that THPRD focus on providing financial support for participation in those categories of services on the <i>Mostly or Considerable Community Benefit</i> levels of the Cost Recovery Pyramid including drop-in programs, beginning and multi-level classes - thus ensuring access for all to those services providing the greatest community benefit. Additional recommendations called for the district to:</p> <ul style="list-style-type: none"> • Ensure that FA may be used for daily admission to THPRD facilities • Confirm that non-residents are not eligible for FA • Consider cessation of cash awards made directly to third party providers such as THPRD associate or affiliate groups
Options Under Consideration	<p>THPRD staff has identified two key focus areas for this undertaking: 1) Formalization of both the FA policy and procedure and 2) Cessation of Affiliate League Payments</p> <ol style="list-style-type: none"> 1. <u>Establishing a formal policy and procedure for approval of FA applications that retains existing payments to affiliate leagues</u> <ol style="list-style-type: none"> a. Formalize FA approval process b. Review FA usage for Tier II and Tier III services, except rentals c. Continue to ensure non-resident users are not eligible for FA d. Continue cash payments to Affiliate Youth Sports Leagues 2. <u>Establishing a formal policy and procedure for approval of FA applications that ceases payments to affiliate leagues</u> <ol style="list-style-type: none"> a. Formalize FA approval process b. Review FA usage for Tier II and Tier III services, except rentals c. Continue to ensure non-resident users are not eligible for FA d. Cease cash payments to Affiliate Youth Sports Leagues <ol style="list-style-type: none"> i. Determine method to cease payments (immediate cut-off, gradual phase-out payment approach)
Next Steps	<ul style="list-style-type: none"> • Late March 2014 – Project website launched • July 2014 – Meetings held with THPRD advisory committees • September 2014 – Briefing for THPRD Board of Directors • Late September 2014 - Open houses held to provide information and solicit public comments • October 2014 – Draft policy and/or procedures revised to reflect comments received • November 2014 – Preferred policy and/or procedures presented to the board of directors
For more information	<p>Juan Mercado, Community Outreach Coordinator 503/629-6300 x1622 jmercado@thprd.org http://www.thprd.org/activities/familyassistance.cfm</p>