



PARKS AND RECREATION COMMISSION MEETING

Wednesday, March 19, 2025

Community Auditorium Conference Room
1915 Main Street (enter on East side of bldg.)
7:00am

Brad Bafaro, Chair
Joe Offer, Vice Chair

Aaron Johnson
Mackenzie Johnston Carey
Michelle Beck
Tom Robinson
Mallory Hiefield

Glenn VanBlarcom
Shari Exo
Julian Garfias, Student Advisor
Mike Marshall, Council Liaison

Zoom Webinar:

Link: <https://us06web.zoom.us/j/86184566322?pwd=4lcd2sbVsCqL4yVlvGgDrw74XMu0ri.1>

Meeting ID: 861 8456 6322

Passcode: 701728

A. Call to Order

B. Public Comment Anyone wishing to speak on an item not on the agenda or on the agenda may be heard at this time. In the interest of time, please limit comments to two minutes.

C. Consent Agenda: Items under the Consent Agenda are considered routine and will all be adopted with a single motion, without separate discussion. Councilors who wish to remove an item from the Consent Agenda may do so prior to the motion. Any item(s) removed will be discussed and acted upon following the approval of the remaining item(s).

1. Approve Parks & Recreation Commission meeting minutes from February 19, 2025 meeting.
2. Approve Parks & Recreation Commission Work Session minutes from March 5, 2025 meeting.

D. Additions/Deletions

E. Discussion/Decision Items

1. Cost Recovery Plan recommendation to City Council
 - a. Parks & Recreation Commission Staff Memo
 - b. Cost Recovery Policy - DRAFT

c. Partnership MOU - DRAFT

d. FGSD

F. Council Liaison Report for February & March (Councilor Marshall)

G. School District Representative Report for February & March (Brad Bafaro)

H. Commission Communications for February & March (Commission Chair - Brad Bafaro)

I. Staff Communications

1. February Department Report

2. March Department Report

J. Announcement of Next Meeting

1. Wednesday, April 16, 2025, at 7:00am in the Forest Grove Community Auditorium Conference Room

K. Adjournment

Americans with Disabilities Act (ADA) Notice: The City of Forest Grove will make reasonable accommodations for participation in the meeting. Requests for assistance can be made by contacting the City Recorder's Office, 503-992-3235, mwoods@forestgrove-or.gov, at least 48-hours in advance of the meeting.



A place where families and businesses thrive.

Parks & Recreation Commission Meeting
Wednesday, February 19, 2025
City Auditorium Conference Room, 1915 Main St.

Minutes are unofficial until approved by the B/C.

A. CALL TO ORDER:

The meeting was called to order at 7:04 a.m. by Brad Bafaro, Chair of the Parks and Recreation Commission.

ROLL CALL: Brad Bafaro, Chair; Joe Offer, Vice Chair; Mackenzie Johnston Carey; Shari Exo; Aaron Johnson; Tom Robinson; Mallory Hiefield; Julian Garfias, Student Advisor; Mike Marshall, Council Liaison

ABSENT: Michelle Beck; Glenn VanBlarcom

STAFF PRESENT: Anne Lane, Parks & Recreation Director; Tom Martin, Parks Supervisor; Sherri Mead, Aquatics Supervisor; Cody Jeffers, Recreation Coordinator

STAFF ABSENT: Melissa Williams, Administrative Specialist II

B. PUBLIC COMMENT: none

C. CONSENT AGENDA:

- a. *Approve Parks & Recreation Commission meeting minutes of January 15, 2025.*

MOTION: Shari Exo moved to approve minutes from January 15, 2025, meeting. Joe Offer seconded. MOTION CARRIED unanimously.

D. ADDITIONS/DELETIONS:

ADDED: Brad Bafaro added item E. 3. Parks & Recreation Commission statement and motion

REMOVED: Anne Lane removed item E. 2. Prep for April 3 work session with athletic facility user groups

E. DISCUSSION/DECISION ITEMS:

1. Alta Planning and PLACE – Forest Grove Loop Trail Master Plan and Kyle Park Design update

- 2. Prep for April 3 work session with athletic facility user groups – ITEM REMOVED
- 3. Parks & Recreation Commission statement and motion – ITEM ADDED

MOTION: Brad Bafaro made a motion – Waive fees for non-profit local youth athletic organizations. McKenzie Johnston Carey seconded. MOTION FAILED.

VOTE: Yes – Brad Bafaro, Mackenzie Johnston Carey, Joe Offer
No – Aaron Johnson, Tom Robinson, Shari Exo, Julian Garfias
Abstain – Mallory Hiefield

Brad Bafaro recommended a work session be scheduled for Wednesday, March 5, 2025, at 7:00 a.m. at the City of Forest Grove Community Auditorium, Conference Room to further discuss a recommendation to City Council regarding rental fees for athletic spaces. Commission agreed unanimously.

- F. **COUNCIL LIAISON REPORT**: Agenda item not covered due to time
- G. **SCHOOL DISTRICT REPRESENTATIVE REPORT**: Agenda item not covered due to time
- H. **COMMISSION COMMUNICATIONS (COMMISSION CHAIR – BRAD BAFARO)**: Agenda item not covered due to time
- I. **STAFF COMMUNICATIONS**: Agenda item not covered due to time
- J. **ANNOUNCEMENT OF NEXT MEETING**:

WORK SESSION – Wednesday, March 5, 2025, 7:00 a.m. at the City of Forest Grove Community Auditorium, Conference Room, 1915 Main St, Forest Grove.

REGULAR MEETING – Wednesday, March 19, 2025, 7:00 a.m. at the City of Forest Grove Community Auditorium, Conference Room, 1915 Main St, Forest Grove.

- K. **ADJOURNMENT**: The meeting was adjourned at 8:06am.



A place where families and businesses thrive.

**Parks & Recreation Commission Work Session
Wednesday, March 5, 2025 – 7:00am
Forest Grove City Auditorium Conference Room**

Minutes are unofficial until approved by the B/C.

A. CALL TO ORDER:

The meeting was called to order at 7:01 a.m. by Brad Bafaro, Chair of the Parks and Recreation Commission.

ROLL CALL: Brad Bafaro, Chair; Joe Offer, Vice Chair; Aaron Johnson; Mackenzie Johnston Carey; Michelle Beck; Shari Exo; Glenn VanBlarcom; Mallory Hiefield; Tom Robinson; Julian Garfias, Student Advisor; Mike Marshall, Council Liaison

ABSENT: none

STAFF PRESENT: Anne Lane, Parks & Recreation Director; Tom Martin, Parks Supervisor; Sherri Mead, Aquatics Supervisor; Cody Jeffers, Recreation Coordinator; Melissa Williams, Administrative Specialist II; Mariah Woods, City Recorder

B. WORK SESSION:

1. Overall recommendation regarding Parks & Recreation Cost Recovery Plan: Questions/comments the Commission discussed are as follows:

- A. Votes aren't promised and there's a hope to position ourselves into a viable/sustainable condition
- B. Fees potentially based on administrative fees/costs
- C. With fees assessed, commitment to use of space reserved, catering to all citizens – fair/equitable for everyone
- D. Suggestion of recommendation to council that this Commission cannot come to a consensus on rental fees
- E. Acknowledgement that there is a difference between club teams vs. rec. teams.
- F. Confirmation that swim clubs have continued to pay pool membership fees during fee moratorium on athletic fields but understanding that expenses for Aquatics are very different from athletic fields
- G. The Commission members reached consensus as well for written agreements between user groups and the City of Forest Grove on field use will be required because "handshake" agreements no longer work, provides clarity on who is expected to do what part(s). Additionally, certificates of insurance from each user group listing the City of Forest

Grove as an additional insured.

- H. Councilor Marshall indicated that City Council is ready to begin work on this topic to continue forward progress toward completion.
- I. Commission Chair Brad Bafaro and Parks & Recreation Director Anne Lane will work on creating a draft for vote

- C. Announcement of Next Meeting:** Wednesday, March 19th at 7:00am in the Forest Grove Community Auditorium Conference Room
- D. Adjournment:** The meeting was adjourned at 7:30 a.m.



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CITY RECORDER USE ONLY:

AGENDA ITEM #: _____

MEETING DATE: _____

FINAL ACTION: _____

PARKS & RECREATION COMMISSION STAFF REPORT

TO: *Parks & Recreation Commission*

FROM: *Anne Lane, Parks & Recreation Director*

MEETING DATE: *Wednesday, March 19, 2025*

SUBJECT TITLE: *Cost Recovery Plan*

ACTION REQUESTED:

Ordinance

Order

Resolution

X

Motion

Informational

X all that apply

BACKGROUND:

August 26, 2024 – City Council Meeting Presentation: Consensus on model including service categories, definitions of categories, cost recovery percentages and order of categories on continuum.

September 18, 2024 – Regular Meeting: Report on August 26, 2024, City Council Presentation. Commission raised concerns about Rentals category and charging youth sports organizations.

October 16, 2024 – Regular Meeting: Cost Recovery Plan & Policy Draft presented (attached). Discussion resulted in consensus to hold Work Session.

October 30, 2024 – Work Session: Recap of project and process, presentation on pricing tool and process used to determine fees. Consensus for staff to draft a Partnership Agreement.

November 20, 2024 – Work Session: Memorandum of Understanding Draft presented (attached). Commission recommended a meeting with stakeholders.

December 18, 2024 – Regular Meeting: Motion – Recommend approval of the Cost Recovery Plan & Policy Draft as presented except for the Rentals category. Vote count: 7 yes, 0 no. Motion passed.

February 19, 2025 – Regular Meeting: Motion – Waive fees for non-profit youth athletic organizations. Vote count: 3 yes, 4 no, 1 abstain. Motion failed. Consensus to hold a work session to further discuss a recommendation to City Council regarding rental fees for athletic spaces.

March 5, 2025 – Work Session: Consensus at an impasse on a recommendation to City Council regarding the Rentals category. Consensus on a recommendation that City Council require all user groups that do maintenance on City owned facilities enter into a contract with the City that outlines responsibilities. Commission Chair and Parks & Recreation Director asked to draft a motion reflective of consensus reached.

(Chair suggested review of the attached Forest Grove School District policy and agreement information as a possible model)

ISSUE STATEMENT:

Parks & Recreation Commission is at an impasse on the Rentals category of the Cost Recovery Plan & Policy. All other components of the Cost Recovery Plan & Policy are accepted and supported by the Commission. The Commission prefers to move the Cost Recovery Plan & Policy to City Council for review and decision.

DRAFT MOTION:

Based on consensus reached at the March 5, 2025, work session the Commission Chair and Director met to discuss the following draft motion:

I move to recommend that City Council approve the Cost Recovery Plan and Policy except for the Rental Service Category. The Parks & Recreation Commission was unable to reach consensus on this item of the Plan and Policy and therefore makes no recommendation.

ATTACHMENTS:

Forest Grove School District Building/ Grounds Use Request & Permit Form
Forest Grove School District Use of District Facilities and Grounds
Parks & Recreation Department Cost Recovery Policy Draft
Partnership Memorandum of Understanding Draft

PARKS & RECREATION DEPARTMENT

FINANCIAL SUSTAINABILITY POLICY

PURPOSE

Forest Grove Parks & Recreation's Cost Recovery Policy intends to create organizational resilience by way of objective, intentional, and thoughtful guidelines for investment and spending decisions. The strategy encourages tax investment and revenue generation strategies and practices that are fair, equitable, and responsible.

The Cost Recovery Policy will guide investment and spending choices as the department responds to economic realities, growth expectations, competing priorities, demographic shifts, and evolving community needs and interests.

As of 2024, the City of Forest Grove Parks & Recreation Department is shifting towards a fiscal management philosophy that is focused on a "beneficiary of service". In this conceptualization, each type of service has a set of specific characteristics that provide a rationale for who should pay (e.g., taxpayers, the individual, or both) and to what degree. This approach aligns the allocation of tax dollars and cost recovery expectations with beneficiary of service.

POLICY STATEMENT

City of Forest Grove Parks & Recreation's Cost Recovery Policy grounds cost recovery expectations and the spending of taxpayer dollars (subsidy) and affirms a commitment to equitable investment, financial discipline, and long-term fiscal health.

The Policy

- creates organizational resilience by way of logical, intentional, and thoughtful guidelines for investment and spending decisions.
- sets up a mechanism for revenue generation strategies, and revenue to expenditure comparisons.
- establishes metrics to assess individual activities and subsidy goals.
- encourages the achievement of future programs and services to meet subsidy benchmarks and cost recovery targets.
- promotes practices that are fair, equitable, and responsible.

The Department's annual budget ultimately determines the amount of taxpayer support that can be made available for park and recreation services which results in understanding the degree to which subsidy investment can be made and to which services, and the degree to which user fees will be assessed and to which services.

This direction is required to sustain the Department and its expectation as a provider of parks and recreational services. The justifiable recovery of costs as detailed in this policy is necessary to ensure the Department's financial stability in the near and long term.

COST RECOVERY

Cost recovery refers to the degree to which the cost (direct and indirect) of facilities, services and programs is supported or paid for by user fees and/or other designated funding mechanism such as grants, partnerships, etc. versus the use of tax subsidies.

For example, a cost recovery level of 75% means that for each dollar spent on a service, \$.75 was generated from a revenue source with the remaining \$.25 was covered by subsidy dollars (i.e., taxes).

DEPARTMENT FUNDING / REVENUE SOURCES

City of Forest Grove Parks & Recreation is supported by various revenue sources which all contribute varying levels of funding to support the breadth of park and recreation services provided to the community. The degree to which each of these sources is relied upon can shift based upon the economy, market behaviors, and department-wide policy; however, property taxes are the primary source of funding for the department.

- General Fund (property taxes)
 - A minimum of 5% of general fund is committed to Parks & Recreation Department annually
- Fees and charges for services
- Grants
- Donations
- Sponsorships

FINANCIAL SUSTAINABILITY STRATEGY

City of Forest Grove Parks & Recreation Cost Recovery Continuum presents the degree to which financial resources will be spent and expenses will be recovered. It is grounded in the differentiation of park and recreation services based on who benefits and who should pay. Economists have differentiated goods and services in the economy in this manner for decades and have designated three types of goods and services: community benefit, dual benefit, and individual benefit.

The Cost Recovery Continuum acknowledges varying levels of service. This strategy shifts from one which suggests that all services should be provided at no or low cost for everyone to an equitable and just philosophy where subsidy allocation decisions are based upon "beneficiary of service". In this conceptualization, each type of service has a set of specific characteristics that provide a

rationale for who should pay (e.g., taxpayers, the individual, or both) and to what degree. Ultimately, this aligns subsidy allocation, cost recovery goals and expectations with beneficiary or service. Essentially, those who benefit from a service should pay for that service.

The Cost Recovery Policy includes the Department's Service Categories and cost recovery/ subsidy goals and expectations. The Continuum is a graphic representation of the Department's investment and revenue enhancement strategy.

The City Council, Parks & Recreation Commission, and community stakeholders provided input on criteria to define Community Benefit/ Common Good and Individual Benefit/ Exclusive Benefit as they apply to the City of Forest Grove. These criteria guide the placement of Service Categories on the Continuum and ultimately, tax dollar investment and cost recovery expectations (goals).

Community Benefit (justification for greater subsidy investment)

- Community building
- Provides accessibility to marginalized/ underrepresented populations
- Broad appeal to a wide audience

Individual Benefit (justification for greater cost recovery expectation)

- Exclusive; special interest
- Requires higher competency/ ability level to participate
- Private sector competition exists
- Specialized activities
- Individualized services are accessible outside of the City of Forest Grove parks and recreation system

City of Forest Grove Parks & Recreation Cost Recovery Continuum is included in Appendix A of this policy.

SERVICE CATEGORIES

The development of categories which include *like* services are important when it comes to the justifiable and equitable allocation of subsidy and cost recovery levels. Service categories, and the associated subsidy and cost recovery goals, help the department assign budget projections and meet established fiscal performance (i.e., *like* services for the service category "Beginner Level Skills" include beginning swim lessons, junior lifeguard class, etc. regardless of age).

The benefits of this type of approach are two-fold. First, it improves efficiency. Second, it fundamentally starts to break down systemic inequity issues and promotes a culture where the focus is Department wide financial sustainability. Categorizing by "type of service" or "likeness of service" discourages attempts to determine fees and charges (and therefore cost recovery decisions) based upon special interests, age-based services, or individual values.

City of Forest Grove Parks & Recreation provides many services annually to the community. The following Service Categories represent the Department's service menu and include Service Category definitions as well as example services.

Open Access: Access to parks and park amenities where the user self-directs their activity. Open Access does not include supervision or oversight by staff and/or volunteers. *(Examples: Parks, Playgrounds, Trails)*

Community Events: Events that appeal to the broader community regardless of age, ability, skill, family composition, etc. and tend to be held on an annual basis. *(Examples: Oregon Bird Man, Border Collie International, Movies in the Park)*

Drop-In Activities: Self-directed activities which may or may not require registration and/or a membership. Drop-In Activities include supervision by staff and/or volunteers and may or may not require instruction. *(Examples: Lap Swim, Public/ Open Swim, Water Aerobics)*

Beginner Level Skills: Classes, clinics, workshops, leagues, and other led and/or instructed activities where the primary goal is to introduce participants to a new activity so they may build new skills. *(Examples: Beginning Swim Lessons, Junior Lifeguard Class, Beginner Yoga)*

Education & Enrichment Activities: Classes, clinics, workshops, and other led and/or supervised activities in which the primary intent is to provide socialization, interaction, and life skills development with a focus on education and/or lifelong learning. *(Examples: No School Day, Camp Grove, Home Alone Safety)*

Intermediate/ Advanced Skills: Classes, clinics, workshops, leagues, and other led and/or instructed activities in which the primary intent is to master a skill, often in a competitive environment. *(Examples: Swim Lessons Level 4-6, Lifeguard Certification, Stroke Improvement/ Endurance Class)*

Special Events: Events designed for a target market, market niche, or a specific interest. *(Examples: Kids Night Out, Eggstravaganza, Spray Park Chalk Event)*

Rentals: Equipment, space, amenities and/or facility reservations for exclusive use by an individual or group inhibiting access by the general public. *(Examples: Spray Park Rental, Picnic Shelter Rental, Athletic Field Rental)*

Personalized Services: Individualized classes, clinics, workshops, and other led and/or instructed activities offered in a private or semi-private setting to meet the unique needs, interests and/or skill sets of individuals or small groups. *(Examples: Private Swim Lessons)*

Food, Beverage & Merchandise: Sale of merchandise and food and beverage items. *(Examples: Vending Items, Concession Items, Gift Certificates)*

Note: Service Categories listed above are in order from Common Good Service to more Exclusive Benefit Service.

UPDATING SUBSIDY INVESTMENT EXPECTATIONS

Service category cost recovery performance levels should be updated annually, and subsidy (tax dollar) investment goals should be reviewed, analyzed and updated at least every five years or more frequently as necessary as indicated in City Code 34.01, 34.02. The assessed indirect costs will be calculated on a five year average basis in alignment with the scheduled review, analysis and update of subsidy investment goals.

PRICING – DETERMINING FEES AND CHARGES

Several pricing methods are utilized by the Department to establish fees and charges. The principal method for establishing service fees will be cost recovery pricing and expense management. Cost recovery pricing is defined as determining a fee based on established cost recovery goals.

Other pricing methods may be utilized by the Department, however, any strategy or method used will ultimately require that cost recovery goals or subsidy allocation expectations are met. Common alternative pricing methods include the following options which can be used based upon market behaviors, the competition, and other relevant considerations.

- *Market (Demand-Based) Pricing* results in pricing based on demand for a service or what the target market is willing to pay for a service. The private and commercial sectors commonly utilize this strategy.
- *Competitive Pricing* establishes prices based on what similar service providers or proximity competitors are charging for services. One method for establishing a competitive fee is to identify all providers of an identical or similar service (i.e., private sector providers, other municipalities, etc.), and set the price at the mid-point or lowest fee.
- *Value-Based Pricing* is a pricing strategy in which the price of a product or service is decided based on perceived value or benefit it can provide to a customer. Value based pricing is more evident in places or markets where exclusive products are offered which offer more value than the generic or standard products.
- *Penetration Pricing* has the aim of attracting customers by offering lower prices on services. While many may use this technique to draw attention away from competition, penetration pricing often results in lost revenue and higher subsidy requirements. Over time, however, an increased awareness of the service may drive revenues and help organizations differentiate themselves from others. After sufficiently penetrating a market, organizations should consider raising prices to better reflect their position within the market.
- *Premium Pricing* establishes prices higher than that of the competition. Premium pricing is often more effective in the early days of a service's life cycle, and ideal for organizations that offer unique services. Because customers need to perceive products and services as being worth a higher price tag, an organization must work hard to create a value perception.
- *Bundle Pricing* allows for the sale of multiple services for a lower rate than customers would pay if they purchased each service individually. Bundling can be an effective way of selling services that are poor performers and can also increase the value perception in the eyes of customers – essentially giving them something for a reduced rate.

- *Differential/ Dynamic Pricing* follows the “law of demand” by supporting a key pricing principle: some customers are willing to pay more than others. Differential pricing is the strategy of selling the *same* service to *different* customers at *different* prices. Differential pricing enables organizations to “profit” from their customers’ unique valuations (ex. Prime time or surge pricing).
- *Discount Pricing* is based upon a motive to entice users or purchasers, reward a customer for their loyalty, or credit a customer for their perceived inability to pay.

In the event a Service Category’s subsidy/ cost recovery goal is higher than current cost recovery performance and fee increases are required, prices may need to be raised incrementally in accord with market acceptance to optimize revenue generation. However, if the market does not respond favorably to the increase, the service may require divestment if the subsidy investment required cannot be justified based upon beneficiary of service.

In the event a tax dollar investment/ cost recovery goal is less than the current level of recovery, the established fee will remain the same to ensure that there is no loss of revenue or negative impact on the Department’s financial condition.

IN CITY AND OUT OF CITY RATES

People that reside at an address or location within the Forest Grove identified boundaries are considered in city and pay property tax that is used to subsidize Department services.

Divisions should set out of city rates and in city rates when charging for services, programs, activities, and rentals. In city rates should be set in accordance with the Cost Recovery Plan. Out of city rates are 30% greater than in city rates.

Establishing residency can be conducted by utilizing the City’s GIS mapping resource.

PARTNERSHIPS

Partnerships are advantageous collaborations that position both the Department as well as participating partner organization(s) to efficiently utilize resources leading to cost effective and efficient service delivery, bridging of markets, reductions in duplication of services and fragmentation of resources, and cooperative capital development and/or improvements.

A condition that must be met for the Department to enter into a partnership agreement includes that of reciprocal benefit. To prevent the Department from simply becoming a granting body to any organization, the Department and its partner identify the value of the mutual contributions brought forth to the agreement and arrangement. There will be equal value and benefit to each organization resulting from any partnership ensuring that the Department is receiving fair and just value on behalf of taxpayers in return for any resource investment and commitment.

INVESTMENT IN EQUITY

The Cost Recovery Policy guides investment in equity and needs based assistance. Methods for investment may include a retained earnings fund (or similar) that will allow for the distribution of excess revenues generated from department services such as Personalized Services that are individualized, highly specialized and/or exclusive, and expected to generate a minimum of 105% cost recovery to a retained earnings (or similar) fund. This fund would be used to support social equity service interests and participation in park and recreation programs as well as alleviate pressure and reduce reliance on the General Fund to provide such support to participants experiencing financial barriers.

NEEDS BASED ASSISTANCE

City of Forest Grove Parks & Recreation ensures that services are accessible to residents who may be considered economically disadvantaged, underserved, underrepresented, or marginalized, and who may require assistance and support in accessing parks and recreation services. This will require that funds are appropriated and fairly and equitably distributed throughout sub-communities in need. Additional funds will be sought using a “round up” or “pay it forward” option made available by way of the recreation registration/ point of sale system.

Applications will be made available allowing for qualifying individuals and families to have access to reduced rates that can both satisfy need for assistance as well as provide equitable subsidies across the system.

The Department shall track scholarship funds awarded and provide an annual report. This process of tracking and reporting will aid in determining the amount of appropriation calculated based upon previous year’s requests and results. Annual projected financial aid needs, award thresholds, and anticipated total population needing to be served will influence the outcome of the appropriation amount. Tracking methods will be utilized to document needs quantification such as government assistance programs, but not limited to, Temporary Assistance for Needy Families (TANF) or Supplemental Nutrition Assistance Program (SNAP) programs, individual’s/ family’s location of residence, etc.

Awards will be issued to city of Forest Grove residents only and as defined as those who reside within the city’s boundaries.

SUCCESS METRICS

Success metrics will be used to evaluate whether each service follows established cost recovery goals (as indicated on the Cost Recovery Continuum) as well as other efficiencies and intended outcomes.

Success Metric 1: Financial Viability: a service must meet its minimum tax dollar investment/ cost recovery goal as noted on the Cost Recovery Continuum.

Success Metric 2: Operational Efficiency: services should meet 75% or more of capacity (maximum) or realize a minimum increase of 10% usage during each service cycle to ensure efficiency of resource investment (excludes: events where capacity is difficult to establish).

Success Metric 3: Participant/ Customer Satisfaction: overall participant (customer) satisfaction must meet a minimum of 85% satisfaction or higher (per user surveys and evaluations).

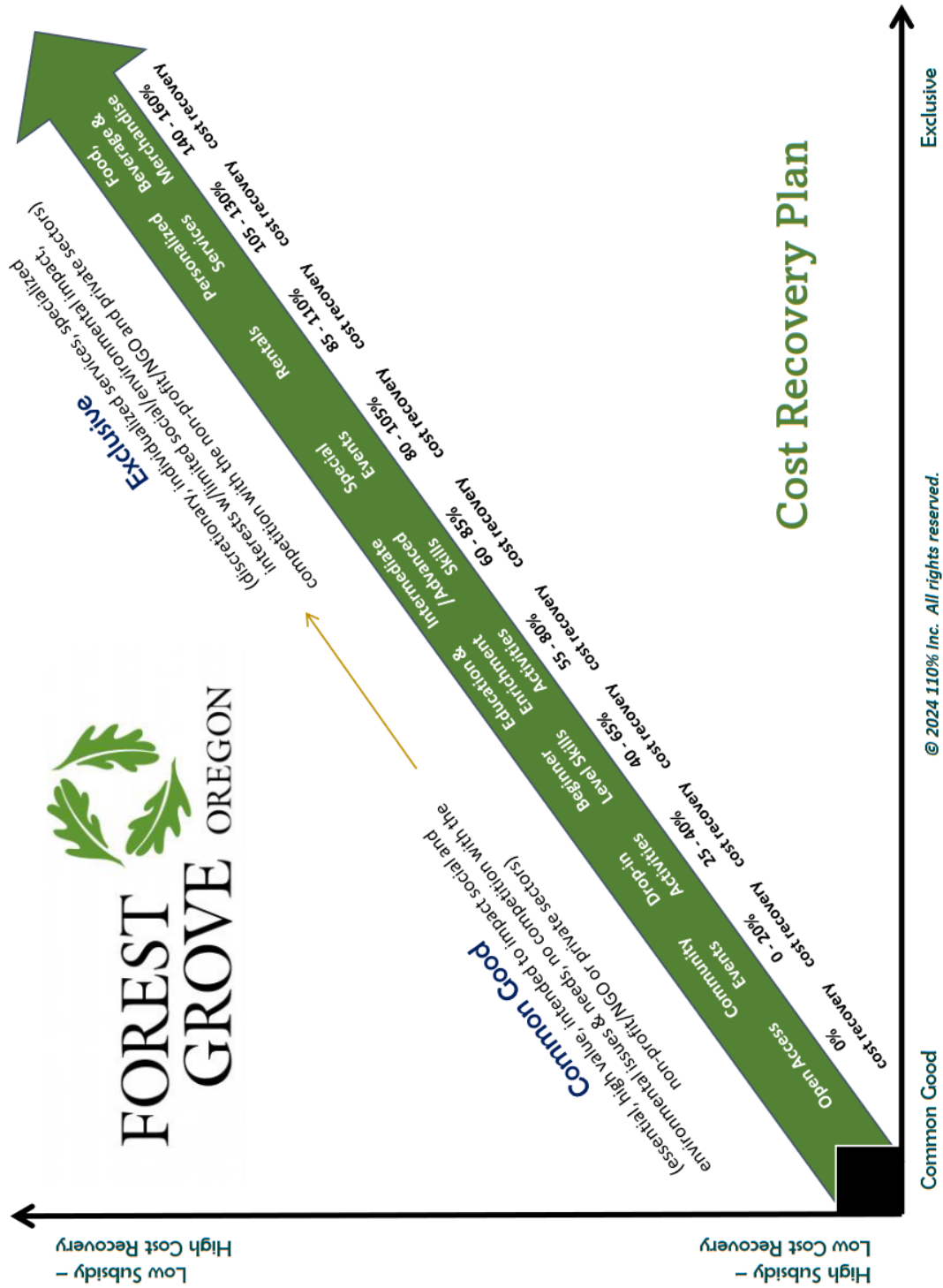
Success Metric 4: Participant/ Customer Impact: alignment with service goals – impact on social connections, increases in activity levels, impacts on quality of life, public health, school performance, etc. (per user surveys and evaluations).

In the event the above success metrics are not being met, the following outlines actions the Department may take to address gaps between current performance and success metrics.

1. Analyze success metrics for services not meeting their cost recovery goal.
2. Analyze direct and indirect costs of providing service.
 - a. Measure ratio of direct and indirect cost.
 - b. Identify cost reduction opportunities.
 - c. Implement cost reduction opportunities.
3. Suggest market increase commensurate with cost recovery goal.
 - a. Conduct market analysis of service.
 - b. Identify opportunities for capturing larger markets.
4. Identify potential sponsorship, volunteer, or donation opportunities for supporting service.
5. Identify potential partnership opportunities to continue to provide a service, however, in collaboration with another provider, reducing impacts on and dilution of Department resources, avoiding unnecessary duplication of service, and responsibility utilizing finite taxpayer resources.
6. If services do not satisfy success metrics, consider divestment of service at end of a two-year strategy term or sooner.

APPENDIX A

COST RECOVERY PLAN CONTINUUM



APPENDIX B

FINANCE-CENTRIC DEFINITIONS

Ability to Pay: Derived from the economics principle suggesting that those who have more financial resources (wealth) or earn higher incomes should pay more taxes. Relative to municipal park and recreation services, this can be translated to the ability to pay for direct service based on an individual's financial circumstances.

Alternative Funding: Other ways to improve cost recovery in addition to fees and charges. May include grants, sponsorships, donations, volunteer programs, etc.

Benefit: The degree to which programs and services positively impact the public (individual and community), or in other words, the impact of services.

Budget: An estimation of revenue and expenses over a specified future period of time; usually compiled and re-evaluated on a periodic basis.

Capacity: The number of available spaces or the occupancy rate of a service. Also referred to as service maximum.

Collaborate: The process of two or more people or organizations working together to complete a task or achieve a goal.

Cost Recovery: The degree to which the cost (direct and indirect) of facilities, services, and programs is supported or paid for by user fees and/or other designated funding mechanism such as grants, partnerships, etc. versus the use of tax subsidies.

Direct Cost: Cost incurred that can be traced directly to provision of a service. This cost would not be incurred if the service ceased. This includes fixed and variable costs.

Donation: A gift, grant, or contribution with no expected exchange or reciprocity. Typically done as "good will".

Exclusive Use: Scheduled, planned, or programmed use of a facility or space that is limited or restricted to a reserved or rented party. They have the right to the space for the specified period while others are excluded from using the facility or space.

Fee/ Price: The amount charged to the customer for an activity or service.

Financial Management: The planning, directing, monitoring, organizing, and controlling of monetary resources.

Full Cost: The total cost associated with an activity or service.

Grant: A bounty, contribution, gift, or subsidy bestowed by a government or other organization (grantor) for specified purposes to an eligible recipient (grantee) and conditional upon certain qualifications as to use, maintenance of standards, or proportional contribution by the grantee.

Indirect Cost: Cost incurred with or without provision of a service. These costs are not traceable to a specific service and can benefit all or most of the system (do not directly benefit a single service).

Needs Quantification: Numerically expressing need through the application of a scoring system that quantifies whether an individual or family qualifies for financial assistance (e.g., applying a scoring system to SNAP and/or TANF, location of residence, school free lunch program qualification and other relevant variables).

Non-Resident: A person or household whose primary residence is outside of the organization's (jurisdiction's) service area and does not pay property taxes to the organization (jurisdiction).

Participant/ Guest/ User/ Visitor: The individual who participates in an activity, class, course, event, etc.

Participants/ Guests/ Users/ Visitors: The total number of individuals who participate in an activity, class, course, event, etc.

Participations: The total number of participants multiplied by the total number of hours an activity, class, course, event, etc. meets.

Partnership: An advantageous collaboration that positions two or more participating organizations with common missions to efficiently utilize resources leading shared profits/ losses and reciprocal benefit.

Price/ Fee: The amount charged to the customer for an activity or service.

Profit/ Excess Revenues: Additional revenue generated when revenues exceed costs or expenditures.

Program: A common label in the field of parks and recreation for recreation services such as activities, courses, classes, and events.

Resident: A person or household whose primary residence is within an organization's (jurisdiction's) service area and who do pay property taxes to the organization (jurisdiction).

Scholarship: The act or supporting a person, organization, or activity by giving money in either in-kind or cash form. Typically done with an expectation for some type of "exchange".

Subsidy: Funding through taxes or other mechanisms that are used to financially support programs or services provided to users and participants. Subsidy dollars provide for the program or service costs (direct and/or indirect) that are not covered by user or participant fees, or other forms of alternative funding. This is the community's financial investment (i.e., taxes).

Success Metrics: Performance measures are quantifiable evaluations of the organization's performance on a pre-determined set of criteria measured over time. The agreement upon standard performance measures allows the organization to judge its progress over time (internal benchmarking) and identify areas of strength, weakness, and potential for improvement.

Total Cost of Service: The cost to provide a service including both direct and indirect costs.

Willingness To Pay (WTP): The maximum amount an individual is willing to give to procure a product or service. The price of the transaction will thus be at a point somewhere between an individual's willingness to pay and the seller's willingness to accept. Macro environmental factors such as the overall state of the economy can influence willingness to pay.

DRAFT

MEMORANDUM OF UNDERSTANDING (MOU)
BETWEEN CITY OF FOREST GROVE PARKS & RECREATION
DEPARTMENT (CITY) AND xx (ORGANIZATION) FOR THE PROVISION
OF YOUTH ATHLETICS

This Memorandum of Understanding (MOU) is hereby made and entered into by and between the xx, hereinafter referred to as Organization, and City of Forest Grove Parks & Recreation, hereinafter referred to as City.

PURPOSE

The purpose of this MOU is to identify the partnership agreement between the Organization and the City for the purpose of cooperation, define the roles of each party, and clearly outline the responsibilities for the provision of youth athletics.

PARTNERSHIPS

Partnerships are advantageous collaborations that position both the City as well as participating partner organization(s) to efficiently utilize resources leading to cost effective and efficient service delivery, bridging of markets, reductions in duplication of services and fragmentation of resources, and cooperative capital development and/or improvements.

A condition that must be met for the City to enter into a partnership agreement includes that of reciprocal benefit. To prevent the City from simply becoming a granting body to any organization, the City and its partner identify the value of the mutual contributions brought forth to the agreement and arrangement. There will be equal value and benefit to each organization resulting from any partnership ensuring that the City is receiving fair and just value on behalf of taxpayers in return for any resource investment and commitment.

OBJECTIVE

The Organization and the City share a mutual goal to expand upon the existing framework of cooperation in beneficial programs, projects, and recreational development activities already accomplished and planned by the Organization and the City. This MOU is intended to act as a guide for future cooperation between the parties.

INTRODUCTION

As a Department of the City of Forest Grove, the Parks & Recreation Department is dedicated to the management of athletic facilities owned by the City of Forest Grove for the benefit of the community. The athletic facilities provide for a variety of uses and activities by many different user groups and individuals.

Recognizing high public demand for diverse recreational opportunities and limited resources, the City looks to establish and formalize mutually beneficial partnerships. The City is interested in providing expanded recreational opportunities, in various locations throughout the City in both existing City owned spaces and partner provided spaces. The City recognizes that high quality experiences and facilities contribute to local and regional economies and quality of life. Through this MOU or subsequent agreements both parties demonstrate their commitment to working collaboratively for the accomplishment of providing mutually beneficial recreational opportunities.

It has been identified that actively promoting public-private partnerships help encourage physical activity and public participation in creating and maintaining recreational opportunities for the community. Both the Organization and the City share the common responsibility and interest of promoting, maintaining, and developing venues for recreation.

In consideration of the above premises, the parties agree as follows:

STATEMENT OF MUTUAL GOALS

The Organization and the City acknowledge the importance of providing high quality public recreation opportunities, therefore through this agreement, the Organization and the City agree to:

- Manage and maintain high quality public recreation facilities and opportunities
- Enhance shared use recreation that reduces conflicts between different user groups
- Provide consistent public education and information of both the Organization and the City, including at meetings, events and in signage
- Drive community involvement and participation by continuing to develop high quality recreational opportunities that are welcoming, accessible, and appeal to the community
- Reduce as many barriers as possible to access recreational opportunities while remaining financially viable

Upon entering this agreement, it is understood and agreed upon by both parties that the City owned athletic facilities are intended to be used jointly by the City, community groups, other non-profit organizations, for profit organizations and private individuals. In planning programs and scheduling activities, the recreational needs and opportunities for school-aged youth and community members residing within the city limits of the City will be the highest priority.

SCHEDULING AND USE

The Parks Maintenance Supervisor of the Parks & Recreation Department shall determine the starting and ending dates that outdoor athletic facilities may be utilized.

The Administrative Specialist of the Parks & Recreation Department shall act as the scheduling coordinator for the athletic facilities upon the commencement of this MOU for athletic related activities during times that are not in conflict with City sponsored use and events.

The City agrees that the priority for use of City owned athletic facilities will be given to City programs but shall have the authority to allocate use of the athletic facilities to all other groups, including programs sponsored by the Organization.

- City usage takes precedence over all other requests.
- Requests for a full season will not be considered or scheduled until at least January 1 for spring season (February 1 – April 30), April 1 for summer season (May 1 – July 31), and July 1 for fall (August 1 – October 31), and October 1 for winter season (November 1 – January 31).
- No outdoor athletic facilities will be available to rent for winter season unless otherwise agreed upon in writing with the Parks Maintenance Supervisor.
- In the event of multiple requests received for the same date and time from organizations other than the City, the Administrative Specialist will have sole responsibility to determine who will be given preference based on order of priority, current schedule and what is best for maintaining the quality of facilities and grounds. Administrative Specialist may seek advice and input from other members of the City as needed.

The City shall utilize the following order of priority when scheduling athletic facilities:

1. City
2. Non-profit organizations
3. Private individuals
4. For profit organizations

Once a reservation is confirmed by the Administrative Specialist no other organization may supersede that reservation whether the organization has a higher priority or not. (i.e., A for profit organization has a reservation confirmed and a non-profit organization wants the same day, time and location. The existing for profit organizations reservation will be honored.)

The Organization shall utilize the City reservation system for all requested reservations unless otherwise agreed upon in writing with the Administrative Specialist.

Reservations are not confirmed until Administrative Specialist authorizes the request.

All rules and guidelines outlined in the reservation agreement and in the cancellation, policy will be enforced (Appendix A).

The Organization, in its policies and practices, shall not discriminate against any person on the basis of race, color, religion, national origin, ability status, age, marital status, sexual orientation, or gender.

As part of the Organizations agreement, the signer shall attest to his/her non-discrimination practices.

FEES AND CHARGES

The City reserves the right to determine the fees that shall be charged for use of City owned athletic facilities. Fees shall be established on a yearly basis and shall take effect on July 1 of each year.

The City shall collect all payments for use of athletic facilities in accordance with terms outlined in the reservation agreement (Appendix A).

The City maintains the right to rescind, suspend and/or deny athletic facility use to the Organization until all debts are paid in full.

Fees for athletic facilities are calculated at a per hour rate.

Lighting is to be scheduled in advance with the Administrative Specialist. Outdoor athletic facilities lighting is charged per hour at the established rate set by Forest Grove Light & Power for electricity.

The City shall utilize the category of "Rentals" with a determined cost recovery range of 85% - 110% as set forth in the Cost Recovery Policy to establish cost recovery targets for each of the listed "Rentals" subcategories:

1. Non-profit organizations 85%
2. Private individuals 100%
3. For profit organizations 110%

No matter what the Organization is classified as (non-profit, private individuals, or for profit) the determined cost recovery should be met

Options:

- Flat annual fee based on past use with set number of hours to be scheduled
 - Hourly fee, pay as you go
 - Annual reconciliation of value of in-kind contributions applied to total rental fees accrued over the same period
 - Other????
-

MAINTENANCE

The City Parks Maintenance Division shall be responsible for the general maintenance of the outdoor athletic facilities as follows:

- The City shall endeavor to mow the grass to ensure a playing surface appropriate for recreational athletic use.
- Establish the irrigation schedule and maintain the irrigation system.
- Ensure grass areas are properly fertilized and seeded.

- Schedule grass repairs and provide special attention to field conditions as needed.
- Maintain and repair fencing, dugouts, backstops, spectator areas as needed.

The City Aquatics Division shall be responsible for the general maintenance of the indoor aquatic facilities as follows:

- The City shall endeavor to meet or exceed requirements set forth by:
 - Oregon Health Authority Pool Code and Spa Code
 - Model Aquatic Health Code
 - American Red Cross
 - National Fire Protection Association
 - Environmental Protection Agency.

The Organization shall be responsible for the following type of athletic facility as indicated with a check mark, including all associated costs:

- Diamond field athletics (baseball, softball)
 - Maintain all dirt portions of the fields to ensure that the fields are in playable condition during the spring, summer and fall seasons.
 - Line and drag dirt portions of the fields as needed for use.
 - Provide all equipment necessary for play.
 - Provide all equipment necessary for maintenance as described herein.
- Rectangle field athletics (soccer, lacrosse, football)
 - Line fields as needed for use.
 - Provide all equipment necessary for play.
 - Provide all equipment necessary for maintenance as described herein.
- Aquatic athletics (swimming, water polo)
 - Provide all equipment necessary for play.

Additionally, the Organization shall:

- Cleanup all trash and garbage generated from the use of the athletic facilities.
- Ensure that the athletic facilities and surrounding areas are left clean immediately after each use by the Organization.
- Communicate to users under the agreement that the athletic facilities are to be left free of trash and garbage and will work with the City Parks Maintenance Division to determine a plan for immediate remediation if feasible. Otherwise, the City will apply additional charges to be levied against the Organization for noncompliance.
- Provide the City with an itemized list of equipment, materials, and gear that is proposed to be stored at athletic facilities.
- Be responsible for storing all itemized equipment, materials, and gear in the onsite Organization owned storage spaces. All athletic goals shall be stacked and locked away from and/or removed from the athletic activity space during non-reserved time.
- Remove all Organization and user owned equipment, materials and gear from the athletic facilities after each use unless prior approval is granted. Failure to do so may result in the

City removing, storing and/or disposing of the items with the cost for removal, storage and/or disposal being assessed to the Organization.

- Coordinate an annual financial reconciliation meeting with the City and provide reports on contributions made toward City owned athletic facilities maintenance and operations.
- Provide annual proof of tax filing status to the City.

GENERAL PROVISIONS

This document, along with Appendix A: Rental Agreement and Appendix B: City's Insurance Requirements, contains the entire understanding between the parties.

The Organization is not an agent of the City nor is the City an agent of the Organization. Therefore, neither party is responsible or accountable for the actions of the other party.

If, at any point, either party does not insist upon the others' complete performance of this Understanding, then it does not deny them the right to insist upon complete performance in the future.

Both parties agree to:

- Foster a strong and cooperative relationship through regular coordination of plans, budgets, resources, events, and programs and make timely decisions on said matters.
- Hold a regular meeting, at a minimum annually, between the Organization, the City and the Parks & Recreation Commission to discuss matters mutually agreed upon between the City and the Organization.
- Comply with all federal, state, and local laws and regulations.
- Conduct all financial affairs with transparency.
- Document and/or coordinate mutually agreed upon items and share helpful or pertinent information.

TERM OF AGREEMENT

The term of the agreement shall be from July 1, _____ to June 30, _____.

The City and the Organization may propose amendments to this MOU by May 1 of each year.

Any modifications, assignments, alterations, or extensions must be in writing, signed and approved by both parties.

Termination of this MOU by either party shall be by a 3-month written notice. Upon termination all property belonging to the Organization must be removed from the site unless mutually agreed upon in writing.

INSURANCE AND INDEMNIFICATION

The Organization agrees to protect, defend, hold harmless, and indemnify the City, its officers, employees, and agents from any costs, claims, judgments, awards or liability for damages arising out of or in any way resulting from the use, maintenance or operation of City owned athletic facilities when such facilities are being, or have been, used pursuant to an Organization program contemplated by this MOU.

The Organization agrees to provide a Certificate of Insurance to the City with an endorsement demonstrating that the City and its officials, agents, volunteers and employees are named as an additional insured in accordance with the City's Insurance Requirements (Appendix B).

The City shall maintain general liability insurance coverage for liabilities normally assumed by the City arising out of the use of its properties, including recreational athletic facilities.

AUTHORITY

The Organization shall have no right or authority, express or implied, to take any action, expend any sum, incur any obligation, or otherwise obligate the City in any manner whatsoever, except to the extent specified in this MOU or specifically authorized by the City.

The Organization shall have no right or interest in any of the City's property as a result of this MOU.

The Organization shall have no right or authority to sublease the Organizations reservations of athletic facilities to any other agency, individual or organization.

Approved by City on _____

Signature

Signature

Approved by Organization on _____

Signature

Signature

FOREST GROVE SCHOOL DISTRICT BUILDING/GROUNDS USE REQUEST & PERMIT FORM

1728 Main Street, Forest Grove, OR 97116 • 503-359-2408 Business Office • Fax 503-359-2474

Form must be received 5 school days prior to date of activity • Requests must be made each school year.

Permit#: _____
Date Submitted: _____

Category: (See FGSD Board Policy for further details.)	☒ CATEGORY 3: Non-profit youth programs sponsored by community groups, individuals or other public agencies, such as sports, classes, workshops, clubs.		
	☐ CATEGORY 4: Non-profit adult programs sponsored by community groups, individuals or other public agencies, such as sports, classes, workshops, or clubs.		
	☐ CATEGORY 5: Religious or Political organizations or programs.		
	☐ CATEGORY 6: Private use or profit-making organizations or individuals.		
Request to Use:	School:	Facility(ies) Needed:	
Capacities:	Number of Participants:		Number of Spectators:
Dates: ☐ One Time ☐ Weekly ☐ Monthly ☐ Other	Day(s) of The Week:		Hours:
	Date(s):		Start Time: End Time:
	Start Date: _____ End Date: _____ Misc. Dates, if applicable: _____		☐ Custodial Unlock Doors (for a fee) ☐ Custodial Lock Doors (for a fee) ☐ Admission will be charged ☐ No Admission will be charged
Description of Activity:	Name of Group and email contact:		
	Type of Activity: (e.g. soccer, youth club, adult workshop, etc.)		
Requestor or Sponsor:	Name		Mailing Address:
	City/State/Zip:		Phone: Fax:
Requester Signature & Agreement:	☒		I have read and initialed each item on the reverse side of this permit form and agree to assume responsibility for the observance of school regulations.
	☒		I have read and agree to assume responsibility for Forest Grove School District Policies on using facilities and grounds.
Activity Supervisor: (On site during activity)	Name		Mailing Address:
	City/State/Zip:		Phone: Cell/Pager:

Permit and Conditions of Use

Copy of Permit must be on site during event.

Comments/Special Use Conditions:

Approval for District Office Use Only:

☐ Approved ☐ Denied

Principal/Designee _____ Date _____

District Office _____ Date _____

Food Service Manager _____ Date _____

Facilities Manager _____ Date _____

Approved Fees: (Pmts must be made prior to activity.
Mon – Thurs, 8:00 a.m. – 4:00 p.m. at the District Office)

CUSTODIAL INSTRUCTIONS/UNLOCK & LOCK UP DETAILS: (Must be entered into Work Order System)

Room/Grounds Fee:	\$ _____
Attendance Fee:	\$ _____
Custodial Fee:	\$ _____
Additional Fees:	\$ _____
TOTAL:	\$ _____
In Kind Work off Set:	\$ _____
Waived Fee:	\$ _____
DEPOSIT RECEIVED:	\$ _____
TOTAL DUE:	\$ _____

REASON FOR WAIVED FEE:

Please thoroughly read the responsibilities in using building and grounds below as well as Board Policies in the facilities use manual:

- Use of District Facilities and Grounds – KG
- Public Sales on District Property – KGA
- Public Conduct on District Property – KGB
- Public Responsibility for Facility Usage – KG-AR

PLEASE REMEMBER that school curriculum and extra curricular activities will take priority over non-school activities.

If there is a conflict, you may have to cancel or resubmit Requester Form to reschedule your activity.

User(s) of Forest Grove School District buildings and grounds are responsible to:

(Please initial each item indicating that you have read and understand the responsibility.)

1. _____ Adhere to all "Public Conduct on District Property" requirements understanding that failure to comply may result in forfeiture of use privileges and fees paid and referral to law enforcement officials for removal from premises and a trespass warrant. **School District Policy KGB states "no person on school property will consume, sell, give or deliver tobacco, drugs or alcoholic beverages."**
2. _____ Provide verification copies of any local municipal required assembly and/or noise permits (e.g. for sound equipment)
3. _____ Provide security and continuous adult supervision for all utilized, adjoining and accessible areas to prevent inappropriate, dangerous or damaging activities during use and provide a means of contacting the responsible person(s) "on site" during the event. (To include pager/cell phone.)
4. _____ Provide adequate restroom/toilet facilities for outside events at the expense of the requester. Adequate service(s) and location(s) being defined by the Facilities Manager prior to the event
5. _____ **EQUIPMENT AND FURNITURE**
 - Provide equipment and furniture needs in excess of what is available with the space as well as arranging for setup of equipment by other than District/Custodial staff. **Setups by Forest Grove School District/Custodial may be available at an hourly fee.**
 - Verify with building/site prior to activity what equipment/furniture will be available – District needs for equipment and furniture take precedence. District is not required to notify requester.
6. _____ Collect and remove all trash/rubbish from the areas utilized, including parking lots "immediately" after the event. **Trash must be removed from District property and not deposited in District trash containers.**
7. _____ Comply with all use/frequency restrictions imposed to reduce damage and allow for area servicing and turf regeneration
8. _____ Provide "accurate" event scheduling "prior" to the event with all teams and game times being defined
9. _____ Provide "in-kind" payment work plans and schedules for evaluation by the Facilities Manager for inspection prior to facilities/grounds use.
10. _____ Allow only one caterer/food service provider at the approved event (on District Property) with that provider removing all service containers and trash from the event. Requester cannot charge caterer/food service provider for the service opportunity or a rental for space
11. _____ Provide a certificate of general liability insurance with event application naming the District as additional insured reflecting limits no less than \$2 million per occurrence. **The additional insured endorsement must accompany the certificate of insurance. Groups using facilities or grounds for athletic/sporting events must also verify liability coverage applies to spectators and provide verification of participant accident coverage (this can include no-fault medical payments if applicable to participants). Groups involving youth must also provide verification of abuse/molestation liability coverage. If this is a personal use event, provide event insurance for the date of the event, naming the District as an additional insured. Call Business Office if questions -503-359-2408.**
12. _____ To the maximum extent permitted by law, the user shall indemnify and hold harmless and defend the District (including District's trustees, officers, directors, employees, representatives and agents, as well as its successors and assigns) against and from all costs, expenses, liabilities, losses, damages, injunctions, suits, actions, fines, penalties, claims and demands of every kind of nature whatsoever arising out of the use of District premises.
13. _____ Report any Facilities damage(s) promptly to ensure usability and security. Permission is required for the use of nails, tacks, tape, etc. for attaching objects to school property.
14. _____ Failure to abide by use guidelines may result in loss of privileges; forfeiture of fees paid or trespass. Any damages or cost resulting from the facilities use will be the financial responsibility of the requester and failure to pay for repair of damages or cost may result in loss of future use privileges. (This would include costs for false fire alarms, etc.)
15. _____ Candles or other sources of open flame are not allowed for any decorations or ceremonies, without first obtaining approval from the District in addition to approval from the fire authority prior to the event.

REVISED 7-2019

Forest Grove School District

Code: **KG**
Adopted: 4/23/12
Revised/Readopted: 9/12/16
Orig. Code(s): KG

Use of District Facilities and Grounds

Use of the school buildings and facilities in the district shall be in conformity with state statutes. Other than the restrictions imposed by law, school buildings and facilities shall be available for community use in accordance with the adopted policies of the Board. Unauthorized use of district property and facilities, including overnight stays, is prohibited.

Approval for use of a building or facility does not constitute approval or endorsement by the district of the organization or group. The district is not responsible for words spoken or actions taken by organizations, groups or individuals during their use of the buildings or facilities.

District facilities and grounds are public property. The Board supports the philosophy of extended usage of district facilities and grounds. The following categories are listed in priority order for usage:

CATEGORY 1. Activities directly related to the required K-12 school program;

CATEGORY 2. Activities related to the extracurricular K-12 school program, such as sports, seasonal programs and other school sponsored youth organizations;

CATEGORY 3. Nonprofit youth programs sponsored by community groups, individuals or other public agencies, such as sports, classes, workshops, clubs;

CATEGORY 4. Nonprofit adult programs sponsored by community groups, individuals or other public agencies, such as sports, classes, workshops, clubs;

CATEGORY 5. Religious or political organizations or programs;

CATEGORY 6. Private use or profit-making organizations or individuals.

Restrictions on Time of Use

Categories 3 through 6 cannot use school facilities during the instructional school day.

Use of Facilities by Religious Organization or Group for Nonreligious Purposes

When religious organizations or groups use the facilities for non-religious purposes and do not discriminate in their acceptance of participants, their use of the facilities will be treated as Category 3 or 4, as appropriate.

Policies and Procedures for Facilities and Grounds Use

Organizations and individuals using district facilities and grounds must agree to abide by all district policies, rules and procedures for such use, and may be denied use for failure to do so.

Authorization of Other Public Agencies to Use and/or Authorize Use of District Facilities and Grounds

The superintendent and/or his/her designee may enter into written agreements with other public agencies, such as the cities, for authorization and scheduling of specified district facilities and grounds for usage in Categories 3 and 4. Such users must abide by all district rules, regulations and policies; the district will reserve the unilateral right to withdraw such usage privileges for failure to so comply.

Such agreements shall provide for:

1. The priority usage for Categories 1 and 2 should a conflict arise; and
2. The unilateral authority of the district to terminate such agreements.

Periods of Authorized Usage

Approval for using facilities or grounds will be granted for a period within a school year. Requests must be resubmitted if user desires to continue usage in the succeeding school year.

Charges for Usage

Categories 1 and 2: No charges

Categories 3 and 4: Charges for estimated costs to district, including utility, custodial or other personnel if required and any other added costs incurred, unless waived by the district. Deposits to cover possible cleaning and damage costs may be required.

Category 5: Charges for estimated costs to district, including utility, custodial or other personnel if required and any other added costs incurred. Deposits to cover possible cleaning and damage costs may be required.

Category 6: Fees consistent with local commercial rates will be charged, but not less than estimated costs to the district. Deposits to cover possible cleaning and damage costs may be required.

Use of Facilities or Grounds for Profit

It is not the intent of the district to support unfair competition with other businesses in the community. The administration and the Board will be open to appeals by community businesses if they believe unfair competition has been allowed. However, the district does reserve the right to support services offered only to staff, parents and/or students which is beneficial to staff, parents and/or students.

Approval for Facilities and Grounds Use

Requests for Categories 1, 2, 3, 4, 5, 6: That are in compliance with all district policies, administrative regulations and procedures will be approved by the building principal.

Requests rejected by the principal may be appealed to the superintendent's designee.

Requests rejected by the superintendent's designee may be appealed to the Board.

END OF POLICY

Legal Reference(s):

ORS 332.107

ORS 332.172

Cross Reference(s):

EDC/KGF - Authorized Use of District Equipment and Materials

KGF/EDC - Authorized Use of District Equipment and Materials

PARKS & RECREATION DEPARTMENT REPORT (FEBRUARY)

Parks & Recreation Director – Anne Lane

1. Cost Recovery Plan – Stakeholders meeting scheduled for April 3, 2025. More details to come.
2. Eastside Park – Final design phase.
3. Forest Grove Loop Trail & Kyle Park – Update at Parks & Recreation Commission scheduled for February 19 and City Council on March 17.
4. Knox Ridge Park – Project kick off meeting scheduled for March 11.
5. Hazel Sills Park – Response received from contractor, corrections to installation are being coordinated.

Parks Supervisor – Tom Martin

1. The work on the Stites Nature Park Trail hardening is about 90% complete. We will continue with the detail work on the trail, including trail treads on the remainder of the footbridge and installation of interpretive signage.
2. The ball-hitting backboard at the Rogers Park tennis/pickleball courts were replaced.
3. Landscape fabric and wood chips were installed under the bleachers at the t-ball fields in Joseph Gale Park.
4. The hardened trails at B Street, Bard Park, and Forest Glen were swept to remove debris and moss, using the recently acquired L28 Bobcat Mini Articulated Loader and Sweeper Brush. The Brush Cat was also used on the loader to mow along the B Street Trail.
5. We have Washington County Inmate Work Crew on Feb. 10th and 11th. Work will be completed at the Dog Park and Bard Park, spreading chips, and assisting in installing new agility equipment in the large area.

Aquatics Supervisor – Sherri Mead

1. Reminder: pool closure beginning March 3rd through June 1st and we have received the tile delivery for this project.

2. Andrew Losli, Facilities Supervisor, has indicated that he has received authorization from city management to completely replace the old galvanized domestic water lines in the basement. These are all original pipes from when the Aquatic Center was built in the 1960's. This was going to be part of a CIP project in 2027, but instead, this portion will be done ahead of schedule due to the issues.
3. Babysitter Training Course is scheduled for Feb. 28th & Mar. 1st. Registration for this course is open now.
4. We have another Free Community Swim coming up on February 17th, from 1-3pm (a no-school day Monday), sponsored by the Forest Grove Daybreak Rotary Club.

Recreation Coordinator – Cody Jeffers

Meet Dash – Our Official Mascot!

Our Parks and Recreation mascot finally has a name—Dash! After a community-wide vote, Dash was chosen as the perfect fit to represent energy, playfulness, and the adventurous spirit of our programs. We look forward to incorporating Dash into our Activity Guide, social media, fliers, and more!



Craft & Swim Success:

Our Craft & Swim series has been a hit, averaging 17 participants per session from October to January. With one more session remaining before the pool closure, we're pleased with the program's participation. Big thanks to Leslie Perez, a cashier at the front desk who planned and lead all the wonderful crafts each month! While it likely won't return over the summer due to the busy nature of the Pool, we plan to bring it back in the fall.

Kids Night Out:

Kids Night Out continues to be a popular monthly event, with a special Valentine's Day edition this month. Looking ahead to summer, we plan to transition these events outdoors to lighted fields, creating a more active experience while taking advantage of longer daylight hours. This shift will allow for more participants and expanded activities while keeping the familiar activities the kids have come to expect. Like playing Nintendo Switch on the big screen, prizes and pizza!

Winter Recreation & Spring Planning:

Winter recreation is ongoing, with participation steadily increasing each month. We are preparing for a similar activity schedule this spring (April–June), with the goal of moving more programs outdoors as the weather improves.

Summer Planning Updates:

- We are excited to welcome a new summer partner, Jordan Kent's Just Kids Athletic Camps. Jordan Kent, a former Seattle Seahawks player, brings expertise in youth athletics and summer camp programming.

- Returning partners include Skyhawks, Play-Well, and Coyle Outside.
- Camp Grove will be back as a core summer offering with more weeks!
- We are in the early planning stages of developing a brand-new Aquatic-Focused Summer Program. More details to come as we shape this exciting new opportunity!

Administrative Specialist II – Melissa Williams

1. The can/bottle recycle bin located between the vending machines at the Aquatic Center has some new signage. We are currently working to set up a bottle drop account, and those recycled cans/bottles will be dropped off through that account. Funds collected will be utilized to support the Fun For All Fund. We are hopeful that interested patrons will obtain bottle drop bags/label from us and drop their recyclables off in support of this cause as well.

PARKS & RECREATION DEPARTMENT REPORT (MARCH)

Parks & Recreation Director – Anne Lane

1. Eastside Park – Design revision due to tree falling.
2. Knox Ridge Park – Project kick off meeting scheduled for March 11.
3. Forest Grove Loop Trail & Kyle Park – Update at City Council on March 17. Bike park design workshop on March 5 with Progressive Trail Design.
4. Hazel Sills Park – Response received from contractor, corrections to installation are being coordinated.
5. Biennial Budget – In process.

Parks Supervisor – Tom Martin

1. The dog parks at Thatcher Park will reopen for the season on Friday, March 21. The agility equipment has been refreshed, fresh wood chips have been added, and two new obstacles have been added for the pups to play on.
2. The carousel at Anna and Abby's Yard is being removed, and a request for a replacement will be made in this upcoming budget cycle.
3. The Parks Team and Forest Grove Youth Baseball have been working on the athletic fields in preparation for the upcoming season. The drainage system installed in the recent major field renovation has allowed the Parks Team and the public to get on the fields months earlier than usual to perform maintenance and play.
4. We lost a large Monterey Pine at the park property on 19th Avenue.
5. We have Washington County Inmate Work Crew on March 17th and 31st.
6. The Parks Team, along with the Urban Forestry Commission, will conduct this year's Arbor Day planting on Friday, April 25th, in Thatcher Park. We will plant four trees: two replacement trees in the parking lot and two dedicated Magnolia trees in the park.

Aquatics Supervisor – Sherri Mead

1. The pool closure began March 3rd and demolition is well underway. Staff is also working on additional “refresh” type projects, so we are ready to go once the cleanup from the project is done and we’re ready to welcome the public back into our facility.

Recreation Coordinator – Cody Jeffers

1. Winter Program Wrap-Up & Spring Transition

- Winter programs have successfully concluded, and we are now transitioning into spring offerings.
- **Skyhawks and Kidokinetics** programs are moving outdoors as the weather improves, providing more space and fresh air for participants

2. Upcoming Spring Break Program

- A **Spring Break Program** will be hosted at **Joseph Gale**, offering structured activities for local youth during the break.

3. Summer Program Planning

- Continuing work on **summer planning**, ensuring a mix of **new and returning programs** to engage the community.

4. Summer Kick-Off Event

- To build excitement for summer, we are **planning a Summer Kick-Off Event at Rogers Park on May 3rd**.
- The event will feature **free activities**, and information on upcoming summer programs and events.
- More details will be shared as the event approaches.

Administrative Specialist II – Melissa Williams

1. The audit of CivicRec has begun. Reviewing all waivers, attachments, fees listed in system, etc. to ensure compliance and accuracy. Will be looking into other functionality that might not currently be utilized or other add-ons that could make our system more efficient.
2. Current application period for Fun For All Fund is open, currently sitting on around 18 applications, most of which have been approved already. A few, as always, we are still waiting on additional qualification documentation.