



CITY OF HILLSBORO PARKS & RECREATION COMMISSION AGENDA

**Regular Meeting
Tuesday, January 12, 2016**

**7:00 AM
Hillsboro Parks & Recreation Office**

**Public Meeting
4400 NW 229th Ave**

Assistive Listening Devices (ALD) and sign language interpreters are available at no cost, and can be scheduled for this meeting. Please provide at least a 72 hour notice prior to the meeting. To obtain these services, call (503) 681-6100 or TTY (503) 681-6284.

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Welcome and Introduction of New Commissioners, Lynn Scheller and Heriberto (Eddie) Bolaños

Introduction of Jeroen Kok, Planning & Development Manager

- I. Citizen Communication:**
- II. Minutes:** Regular Meeting – November 17, 2015
- III. Reports/Presentations:**
 - A. Report on Skating Rink Operation – Mary Loftin
 - B. Community Recreation Center Update – Dave Miletich
 - C. SDC Collections for 2015 and Changes in SDC Rate for 2016 – Ken Pipher
 - D. Overview of “What We Believe” Event – Sean Morgan
 - E. Update on SHARC Parking Lot Construction – Jeroen Kok
- IV. Old Business:**
- V. New Business:**
 - A. Consider Budget Adjustment for Rood Bridge Park Restroom Project – Jeroen Kok
 - B. Consider Possible Edits to Recreation Chapter of the Comprehensive Plan – Jeroen Kok
- VI. Information Items:**
 - A. State of the City Address, Brookwood Library, January 28, 2016, 5-7pm



Hillsboro Parks and Recreation Commission Minutes
Re-scheduled Regular Session

November 17, 2015 4:00 p.m.
Hillsboro Civic Center

The Hillsboro Parks and Recreation Commission met in regular session on November 17, 2015. Present were Parks and Recreation Commissioners Gwynne Pitts, Ken Phelan, Aisha Panas, Julie Karlbom, Marilyn Helzerman, and Lisa Goodwin; City staff Wayne Gross, Kevin Zuercher, Mary Loftin, Ken Pipher, Iris Ringer, Sean Morgan, and Karen Edwards; Joel Gordon, citizen

Commission Chair Pitts called the meeting to order.

Minutes:

Motion was made by Phelan and seconded by Goodwin to approve the minutes of the Regular Meeting on October 27, 2015 as written. The motion was approved unanimously.

Reports/Presentations:

Gordon Faber Recreation Center and 53rd Avenue Fields Quarterly Reports – April – Sept., 2015: Zuercher presented the 4th quarter results. Concessions were higher due partially to the Oregon Ducks baseball game and the Border Wars Softball Tournament. Rental and program revenue were also up. Adult Soccer has by-passed Adult softball in revenue for the first time. The cost recovery was up 11%. Zuercher then presented the 1st quarter report and indicated that concession revenue was higher due to increased attendance at Hops games which also accounted for an \$8,000 increase in parking fees. The ASA Gold Tournament also added concession revenue this quarter. Contractual Services were higher due to the Jani-King contract to clean after all Hop's games and other major events that required a quick turnaround. The first wedding was held on July 4th on Ron Tonkin Field, the ESPN broadcast of a high school football game from the stadium and the Hops Fan Fest were highlights of this quarter. HPR's contract with Ovations Concessions was discussed. The contract expires in May. Staff will wait to see if the Hops renew their contract with Ovations first. Commissioner Pitts inquired if the Jani-King contract to clean up after Hop's games worked out. Morgan stated it helped meet event start times and reduced labor overtime costs.

Cost Recovery Update: Pipher reported the pyramid of service categories is completed. Now staff will develop reports and processes to track revenue and expenses for each program. He asked the Commission for measures they would want the reports to include.

Old Business: None

New Business:

Ringer gave the Commission an update on the July 5 and September 13, 2015 concerts in Shute Park. The concerts were well attended and but indicated that she felt there were a number of issues with holding these type of events in the park. Issues included:

- Not enough space to set up the fenced area.
- Not enough parking
- Music lasted too long and too loud (over 10 complaints were received)
- Complaints from neighbors about trash in yards and blocked driveways

Ringer recommended that events of this size and type not be held in the park in the future. After some discussion, there was a consensus of the Commission to not all large ticketed concerts in Shute Park in the future.

Ringer informed the Commission of plans for the Winter Village at Orenco Station Plaza. The ice rink will be open to the public from December 18 – January 3. The covered rink is 26 x 84 ft. Each session lasts 90 minutes. Rental skates will be available. There will be carolers, vendor events and the local restaurants will be open during most sessions. On December 16 and 17 there will be invitation-only events for staff, City Council and Commissioners. The Winter Hawks Team will attend the first public session on December 18.

Consideration was given to forwarding a recommendation to City Council to authorize an expenditure of funds to purchase a 33.3 acre property in South Hillsboro for future development of a community park. Gross reported that if this contract is approved 12 acres of this site will be traded for a 6 acre developed park on the east side of South Hillsboro. Approval for this land trade will be brought to a future meeting for Commission consideration. Funding for this \$7,053,600 acquisition will be provided through an inter-fund loan agreement with the Building Department and will be paid back as SDC collections from South Hillsboro become available. A 4.2% interest rate will be paid on the loan. The community park on this site will total 45 acres when combined with two other previously purchased properties. Motion was made by Panas and seconded by Karlbom to forward the recommendation. The motion passed unanimously.

The Commission considered forwarding a recommendation to City Council regarding an ordinance granting immunity from liability regarding public use of trail easements on private property. Gross reported this immunity from liability had come up during discussions with a private landowner in conjunction with development of the Crescent Park Greenway. Motion was made by Helzerman and seconded by Phelan to forward the recommendation. The motion passed unanimously.

The Commission discussed December meeting dates and decided the only meeting in December will be on December 15, 2015.

Information Items: None

There being no other business, Commission Chair Pitts adjourned the meeting.

ATTEST: _____

Chair

City of Hillsboro Parks SDC Collection Rates

	1ST QUARTER			2ND QUARTER			3RD QUARTER			4TH QUARTER			
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
2015-16 SDC Collection	\$ 604,325	\$ 90,738	\$ 375,103	\$ 137,726	\$ 9,326	\$ 56,259							\$ 1,273,477
Running Total:		\$ 695,063	\$ 1,070,166	\$ 1,207,892	\$ 1,217,218	\$ 1,273,477	\$ 1,273,477	\$ 1,273,477	\$ 1,273,477	\$ 1,273,477	\$ 1,273,477	\$ 1,273,477	
2014-15 SDC Collection	\$ 23,034	\$ 65,447	\$ 102,217	\$ 266,732	\$ 104,817	\$ 202,251	\$ 257,285	\$ 107,247	\$ 241,136	\$ 321,885	\$ 140,990	\$ 196,003	\$ 2,029,044
Running Total:		\$ 88,481	\$ 190,698	\$ 457,430	\$ 562,247	\$ 764,498	\$ 1,021,783	\$ 1,129,030	\$ 1,370,166	\$ 1,692,051	\$ 1,833,041	\$ 2,029,044	
2013-14 SDC Collection	\$ 525,867	\$ 104,595	\$ 73,192	\$ 219,256	\$ 62,243	\$ 595,624	\$ 89,278	\$ 949,112	\$ 58,308	\$ 79,434	\$ 285,040	\$ 96,989	\$ 3,138,938
Running Total:		\$ 630,462	\$ 703,654	\$ 922,910	\$ 985,153	\$ 1,580,777	\$ 1,670,055	\$ 2,619,167	\$ 2,677,475	\$ 2,756,909	\$ 3,041,949	\$ 3,138,938	
2012-13 SDC Collection	\$ 265,011	\$ 57,453	\$ 319,821	\$ 324,530	\$ 73,258	\$ 138,555	\$ 271,581	\$ 93,850	\$ 167,089	\$ 555,148	\$ 1,172,848	\$ 83,491	\$ 3,522,634
Running Total:		\$ 322,464	\$ 642,285	\$ 966,815	\$ 1,040,073	\$ 1,178,628	\$ 1,450,209	\$ 1,544,058	\$ 1,711,147	\$ 2,266,295	\$ 3,439,143	\$ 3,522,634	
2011-12 SDC Collection	\$ 63,938	\$ 78,994	\$ 48,880	\$ 433,557	\$ 392,202	\$ 812,536	\$ 181,041	\$ 97,033	\$ 1,065,306	\$ 443,002	\$ 62,836	\$ 216,111	\$3,895,436
Running Total:		\$142,932	\$191,812	\$625,369	\$1,017,571	\$1,830,107	\$2,011,148	\$2,108,181	\$3,173,487	\$3,616,489	\$3,679,325	\$3,895,436	
2010-11 SDC Collection	\$43,450	\$60,380	\$104,224	\$449,168	\$22,053	\$89,363	\$56,381	\$71,852	\$87,819	\$68,037	\$36,790	\$43,897	\$1,133,415
Running Total:		\$103,830	\$208,054	\$657,221	\$679,274	\$768,638	\$825,019	\$896,871	\$984,690	\$1,052,728	\$1,089,518	\$1,133,415	
2009-10 SDC Collection	\$45,723	\$56,318	\$24,505	\$73,824	\$12,255	\$65,679	\$46,961	\$33,898	\$18,894	\$113,629	\$159,819	\$23,358	\$674,863
Running Total:		\$102,041	\$126,546	\$200,370	\$212,625	\$278,304	\$325,265	\$359,163	\$378,057	\$491,686	\$651,505	\$674,863	
2008-09 SDC Collection	\$292,643	\$29,771	\$98,620	\$55,675	\$8,506	\$41,701	\$27,297	\$24,498	\$55,576	\$174,949	\$75,709	\$55,887	\$940,832
Running Total:		\$322,414	\$421,034	\$476,709	\$485,215	\$526,916	\$554,213	\$578,711	\$634,287	\$809,236	\$884,945	\$940,832	

ANNUAL ADJUSTMENT TO PARK SDC 2016 WORKSHEET

December 31st, 2015

The Parks SDC fee is adjusted annually based on changes to land costs and construction costs. Land costs are established as the base cost of residential tract land in Hillsboro as determined by the Washington County Assessor’s Sales Ratio Report, which is set on July 1st of each year. Construction costs are based on the annual change to the U.S. 20-City Average Construction Cost Index (CCI) published in the Engineering News Record (ENR) by McGraw Hill. The average of the change in value of land and construction costs is used each year as an index to adjust the current fee.

The base cost of residential tract land has increased from \$220,000 per acre in 2013 to \$235,000 per acre in 2014, resulting in a 6.8 % increase in land value. The ENR Construction Cost Index has increased by 2.0% in 2015. The calculation of the formula follows:

$$\frac{\text{Land Cost 2014 } \$235,000}{\text{Land Cost 2013 } \$220,000} = \text{Land Cost Index change of 6.8\%}$$

ENR 20-City Average Construction Cost Index change published for 2015 = 2.0%

The Average Cost Index is computed by averaging the land and construction cost indices:

$$\frac{\text{LCI} + \text{CCI}}{2} = \frac{6.8\% + 2.0\%}{2} = \frac{8.8\%}{2} = 4.4\% \text{ Average Cost Index}$$

The new fee, rounded to the nearest whole dollar, is calculated by multiplying last year’s fees by the new Average Cost Index to provide the new fee. As such, the fees for 2016 are as follows:

TYPE	2015 Fee	2016 Fee
Residential Unit	\$4,451	\$4,647
South Hillsboro Supplemental SDC (Single Family)	\$8,242	\$8,605
South Hillsboro Supplemental SDC (Multi Family)	\$7,039	\$7,349
Commercial/Industrial (per employee*)	\$844	\$881

*Non-residential Park SDC fees are based on established average employment densities by industry type, not actual employment figures.

What We Believe Leadership Project
Saturday, February 6, 2016, 8:30 am – 12:30 pm
Walters Cultural Arts Center

The vision of the What We Believe project is to create a rich and unique opportunity to connect City of Hillsboro leadership groups. It aims to build stronger relationships and a better understanding of each other. It demonstrates the values of Hillsboro's leadership and is a celebration of vision, growth, and service to the community. Additionally, the project will be used as an opportunity to support the newly developed Citizens Academy.

What We Believe is based off of a project called Hello Neighbor, an award-winning project started in 2008 which employed social practice models in neighborhoods to connect neighbors to each other by displaying large scale photographic portraits in public places.

The What We Believe project will be hosted at the Walters Cultural Arts Center in Downtown Hillsboro on **Saturday, February 6, 2016 from 8:30 am – 12:30 pm**. It will comprise 50 or more participants from leadership groups such as City Council, Hillsboro Arts and Culture Council, Planning Commission, Hillsboro Parks & Recreation Commission, Historic Landmarks Advisory Committee, Library Board, Utilities Commission, Department Directors and other designated City staff.

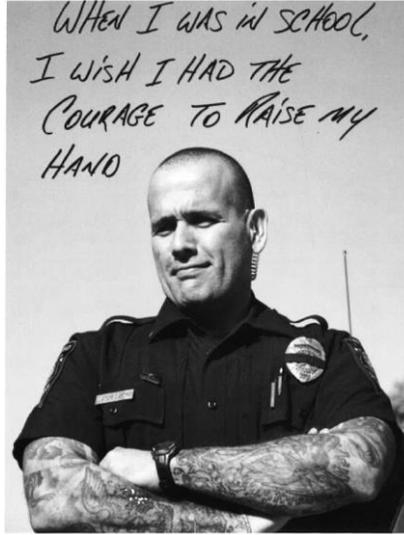
An artist and facilitator will connect leadership groups to each other through a creative process that has an impact beyond a single-day event. Participants will begin in a group as an ice breaker/discussion, introducing communication styles in the form of sharing memories or describing moods. The circle discussion is followed by a brief multi-media introduction to the history and philosophy of this project. The introduction will also provide a detailed lesson in photography, perspectives, portraiture, camera handling and operations.

Following the introduction, individuals will be paired in groups to conduct interviews and take portraits. Ample time and support are given to the interview process. Reviewed questions are given to participants to guide the conversation. Upon concluding the interviews, participants receive their cameras and head outdoors to take portraits.

Upon completion of the portraits, groups will take a break over refreshments and begin the handwriting process as participants will add a handwritten sentence to their selected portrait. Detailed instructions and sufficient time to complete the work will be given. Selected pieces will be shared with the group and the day will end with a brief guided reflection on shared experiences, discoveries, challenges and victories. The final photographs will be printed and installed in a What We Believe gallery style exhibit in the Civic Center. The gallery exhibit opening will be on **Tuesday, March 1, 2016 at 6 pm** and will be an opportunity for City leadership to invite prospective future leaders to the opening. The goal is to build interest and participation in the City's newly developed Citizens Academy.

The simple, but authentic connections made via photography and conversation is a powerful tool for team building. The process facilitates demonstration of values and celebration of identity and community. The gallery installation of the portraits conveys the vision, values, and quality of character of Hillsboro's leadership to the community. It artfully displays community balance; to live, work and play.

Examples of Art



Bios of Workshop Facilitators

Julie Keefe

Julie Keefe is an artist with 25+ years experience working primarily in documentary, education, and community-based art. Her work includes collaborations with a variety of institutions, artists and communities, including the Portland Art Museum, the Coalition for a Livable Future, Portland State University's School of Social Work, Hillsboro Arts and Culture Council, the Regional Arts and Culture Council, the Community Foundation of Oregon and Caldera.

In 2008 she created Hello Neighbor in collaboration with Caldera and their youth program. Hello Neighbor employs a social practice model in neighborhoods affected by change and gentrification, using interviews and photographs to introduce children to their neighbors and ultimately neighbors to each other by displaying large-scale photographic portraits in public places throughout the Northwest. Hello Neighbor was a finalist in the President's Council on Art and Humanities *Coming up Taller Awards* and American's for the Arts *Project of the Year* in 2009. In December, 2012, Mayor Sam Adams named Julie the first Creative Laureate of Portland, a position that uses the Office of the Mayor and Laureate role as a platform to advocate for the arts, art education, equity, creative industries and practice and the overall cultural health of Portland. In 2013 Fast Company [Business+Design Magazine] named her to their annual *100 Most Creative People in Business*.

Majik Hodges

Majik Hodges is a community-based activist and advocate who lives, works, and worships in N/NE Portland and believes in the beauty of a strong community. Majik brings 30+ years of experience working with youth and their parents or caretakers to provide support and create positive change and a healthy environment for neighborhood growth. As a founding advocate with Caldera; a Parent Coordinator at Self Enhancement, Inc.; a counselor at Planned Parenthood; a co-facilitator of Hello Neighbor; and a Foster Parent to teenage girls; Majik has worked tirelessly to bridge numerous opportunity and communication gaps.



MEMORANDUM

To: Hillsboro Parks & Recreation Commission

From: Jeroen Kok, Planning & Development Manager

Date: January 8, 2016

Subject: Rood Bridge Park – New Restroom – Request for Capital Budget Adjustment

Requested Parks and Recreation Commission Action:

Consider a request for additional capital budget allocation for the new restroom proposed for Rood Bridge Park.

Background:

Parks & Recreation Department staff previously identified the need for an additional restroom facility to serve the heavily used area of the park in the vicinity of the three group picnic shelters. The project was included in the 2015-2016 Capital Improvement Plan, which was adopted on July 21, 2015. The restroom design will match that of the existing restroom located near the tennis courts, will include two unisex stalls and be fully ADA accessible. The initial cost estimate, before the design was completed, was \$135,000. This is the amount approved in the CIP. The project has now been designed and received the necessary approvals and permits to proceed, with construction planned for early 2016. With the completed design in hand, our consulting engineer subsequently estimated the total project cost at \$235,000.

The restroom project was put out for bid in November 2015, with bids due on December 1, 2015. A total of eight bids were received ranging from a low of \$157,800 to a high of \$234,000. While the low bid is over the previously estimated cost (by \$22,800) it is significantly less than the engineer's estimate. Staff felt that the low bid reflected the current market and that it was unlikely that a lower bid will occur in the near term, especially since this project is being proposed during the construction "off-season".

Normal protocol would have had staff come back to the Commission with a request for approval for additional funding allocation, prior to entering into a contract. However, due to the cancellation of the December commission meeting and concern about waiting and possibly losing the low bidder, we did accept the contract and are requesting the additional funding after the fact.

Cost:

In addition to the construction costs of \$157,800, there are design, permitting, and utility costs of \$27,200 for a total project cost of \$185,000. Thus, the budget for this project needs to be increased by a total of \$50,000 from \$135,000 to \$185,000. The additional funding would be allocated from Park SDC funds.

Recommendation:

Staff recommends that the Parks and Recreation Commission approve a \$50,000 amendment to the Rood Bridge Restroom Project which increases the project budget from \$135,000 to \$185,000.



MEMORANDUM

To: Hillsboro Parks & Recreation Commission

From: Jeroen Kok, Planning & Development Manager

Date: January 8, 2016

Subject: Comprehensive Plan Update – Additional suggestion for background report and goals & policies related to the Recreation Chapter

Requested Parks and Recreation Commission Action: Consider and discuss additional potential edits to the draft Recreation Chapter, based on additional staff review and input.

Background: At the September 22 and October 27, 2015 PRC meetings, the commission received an overview of the overall Comprehensive Plan Update effort and also reviewed a draft background report and draft goals and policies related specifically to the Recreation Chapter that will be included with the “Enhancing Livability and Recreation” core area of the plan.

With a new Planning & Development Manager, and an effort to gain additional staff input into the draft, a number of suggestions are being proposed for Commission discussion and consideration in an effort to ensure that the plan update considers

Suggested an edit to the first item under 7.1 - Issue & Challenges: In the future, avoid approving privately funded and developed recreation facilities (such as pocket parks, trails and open spaces) within residential developments that do not meet City standards and also do not have a realistic long-term plan to maintain and repair the facilities.

Based on regional and national issues and trends in the parks & recreation profession, staff have proposed the following additional suggestions under Section 7.2 – Emerging Trends & Opportunities:

- Promote well-being, health and wellness for people of all ages, abilities and income levels.
- Utilize technology to connect people with parks, recreation, fitness and nature.
- Promote activity, learning, culture and building life-long enrichment.
- Develop and promote partnerships that highlight the role of Parks & Recreation provider’s role in influencing economic development, health outcomes and green infrastructure.

Policy changes include:

The addition: Provide a comprehensive network of recreation opportunities that address the needs of diverse communities.

The addition: Strive to increase indoor recreation facilities and valued community gathering places.

The Technical Advisory Committee also suggested adding: Facilitate the interim use of vacant and underutilized public and private parcels throughout the city for community-member initiated and managed recreation opportunities where appropriate. Parks staff has suggested that this be edited to only address parcels owned by the Parks Department.

The TAC also suggested that the following item be relocated to the Transportation Chapter: Facilitate private sector development and maintenance of streetscape areas in the public right-of-way for recreation.

Additional comments and questions have been posed to long-range planning staff to suggest that certain language be edited in order to achieve a greater degree of clarity and/or completeness regarding the intent and intended outcome of various policies.

Cost: There is no direct cost associated with this effort, other than a limited amount of staff time for document review, edits and associated meetings.

Recommendation: Direct Parks & Recreation staff to continue to work closely with long-Range Planning staff to amend and edit the draft Recreation Chapter to achieve a high level of completeness and clarity.

Recreation

Goals and Policies DRAFT – January 7, 2015

Review History

Date	Reviewed By
7.1.2015	Internal Committee – <i>Comments Incorporated</i>
9.15.2015	Internal Committee – <i>Comments Incorporated</i>
10.12.2015	Internal Committee – <i>Comments Incorporated</i>
10.27.2015	Parks and Recreation Commission – <i>Comments Incorporated</i>
12.10.2015	Technical Advisory Committee – <i>Comments Incorporated</i>
12.10.2015	Citizen Advisory Committee – <i>Comments Incorporated</i>

Goal 1 Plan, develop, and enhance recreation opportunities to meet the needs of community members of all ages, abilities, cultures, and incomes.

- Policy 1.1 Provide a comprehensive network of recreation opportunities that address the needs of diverse communities.
- Policy 1.2 Increase recreation opportunities consistent with the city’s population growth while maintaining a balance between active and passive recreation.
- Policy 1.3 Strive to disperse the types and sizes of recreation opportunities throughout the city in proportion to the population of the area.
- Policy 1.4 Strive to increase indoor recreation facilities and valued community gathering spaces.
- Policy 1.5 Facilitate the interim use of vacant and underutilized public and private parcels throughout the city for community-member initiated and managed recreation opportunities, where appropriate.
- Policy 1.6 Promote health, education, and community wellness through expanded recreation opportunities.
- Policy 1.7 Coordinate with School Districts in the acquisition, development, and maintenance of combined park and school sites wherever desired, feasible, and mutually agreeable to both parties.
- Policy 1.8 Partner within the City and with other public agencies, the private sector, organizations, property owners, and residents on recreation planning, development, and maintenance.
- Policy 1.9 Continue to revise and update recreation plans in response to changing conditions and emerging trends to ensure that the needs of a growing community and diverse population are met.

Goal 2 Create a citywide network of safe, interconnected recreation opportunities.

- Policy 2.1 Improve on-street active transportation recreation opportunities and increase connectivity linking the community to other recreation opportunities.

- Policy 2.2 Utilize transit to improve connections to recreation opportunities and fill gaps between them.
- Policy 2.3 Pursue the expansion of greenways, trails, and waterway recreation through and around the city to serve both as recreation resources and viable transportation alternatives. As new development, redevelopment, or other opportunities occur, pursue the creation of public access easements.
- Policy 2.4 Incorporate public safety and emergency access measures in the planning, design, and management of greenways, open space, and trails.

Goal 3 Strive for recreation opportunities that preserve and promote ecological health.

- Policy 3.1 Incorporate the preservation and restoration of wetland, riparian, and upland wildlife habitats to safeguard sensitive environmental areas and wildlife corridors when designing and developing recreation opportunities.
- Policy 3.2 Integrate the development, operation, and maintenance of outdoor recreation opportunities to reduce energy, water, and chemical use, and support a wide variety of species.

Goal 4 Optimize funding for land acquisition, recreation development, operations, and maintenance.

- Policy 4.1 Pursue proportional contributions from new development and redevelopment for the expansion of public recreation opportunities.
- Policy 4.2 Require that recreation opportunities are constructed to current city standards.
- Policy 4.3 Adopt additional funding methodologies, as needed, to ensure that new development and redevelopment adequately funds the expansion of recreation opportunities.
- Policy 4.4 Pursue creative and flexible funding strategies for the operations and maintenance of existing and new recreation resources.

Definitions:

Active Recreation
Passive Recreation
Active Transportation
Greenway
Linear Parks