

**TUALATIN HILLS PARK & RECREATION DISTRICT  
BEAVERTON, OREGON**

**PROPOSED BUDGET  
FISCAL YEAR  
2016/17**



**TUALATIN HILLS  
PARK & RECREATION DISTRICT**

**PROPOSED BUDGET  
FISCAL YEAR  
2016/17**



**TUALATIN HILLS  
PARK & RECREATION DISTRICT**

**BEAVERTON, OREGON**

*The mission of the Tualatin Hills Park & Recreation District is to provide natural areas, high quality park and recreational facilities, services and programs, that meet the needs of the diverse communities it serves.*

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to **Tualatin Hills Park & Recreation District, Oregon** for its annual budget for the fiscal year beginning July 1, 2015. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**Tualatin Hills Park & Recreation District  
Oregon**

For the Fiscal Year Beginning

**July 1, 2015**

A handwritten signature in black ink, appearing to read 'Jeffrey R. Enos'.

Executive Director

# INTRODUCTION

Budget Committee Information

Meeting Agenda

Message to the Budget Committee

Minutes of the February 22, 2016 Midyear Budget Committee Meeting





## TUALATIN HILLS PARK & RECREATION DISTRICT

### **2016/17 BUDGET COMMITTEE**

#### Board of Directors

John Griffiths  
Larry Pelatt  
Bob Scott  
Jerry Jones Jr.  
Ali Kavianian

#### Citizen Members

Stephen Pearson, Chair  
Susan Cole, Secretary  
Shannon Kennedy  
Anthony Mills  
Miles Glowacki

### **DISTRICT STAFF**

Doug Menke, General Manager  
Keith Hobson, Director of Business & Facilities  
Bob Wayt, Director of Communications & Outreach  
Geoff Roach, Director of Community Partnerships  
Aisha Panas, Director of Park & Recreation Services  
Jessica Collins, Executive Assistant





## Tualatin Hills Park & Recreation District Budget Committee Work Session

April 18, 2016  
6 pm  
Elsie Stuhr Center  
Manzanita Room  
5550 SW Hall Blvd., Beaverton

### AGENDA

- |    |  |                         |
|----|--|-------------------------|
| 1. | Call to Order  | Stephen Pearson         |
| 2. | Approve February 22, 2016 Minutes                                  | Stephen Pearson         |
| 3. | Opening Comments   | Doug Menke              |
|    | A. Guiding Themes/Strategies for FY 2016/17                        |                         |
|    | B. Goal Outcomes & Performance Measures                            |                         |
| 4. | Review Proposed 2016/17 Fiscal Year Budget Resources               | Keith Hobson            |
|    | A. Program Revenue Analysis  |                         |
|    | B. Cost Recovery Targets   |                         |
| 5. | Review Proposed 2016/17 Fiscal Year Budget Appropriations          | All<br>Department Heads |
|    | A. Operating Expenditures  |                         |
|    | B. Capital Expenditures  |                         |
|    | C. Special Revenue, Debt Service, and System<br>Development Charge |                         |
|    | D. Bond Capital Projects   |                         |
| 6. | Public Comment*  | Stephen Pearson         |
| 7. | Budget Committee Questions and Recommendations                     | Stephen Pearson         |
| 8. | Date of Next Budget Committee Meeting: May 16, 2016                | Stephen Pearson         |
| 9. | Adjourn  | Stephen Pearson         |

\*Public Comment: Please note that there is a three-minute time limit per person. This meeting's budget document reflects the considerations of suggestions brought forward in writing and/or testimony at the February Budget Committee Meeting by advisory committees, special interest groups, and citizens. If you wish to speak, you may be heard under the Public Comment agenda item.

In compliance with the American with Disabilities Act (ADA), this material, in alternate formats, or special accommodations for the meeting, will be made available by calling 503-645-6433 at least 48 hours prior to the meeting.







## MEMO

**To: The Budget Committee**  
**From: Doug Menke, General Manager**  
**Date: April 18, 2016**  
**Re: Proposed Budget Fiscal Year 2016/17**

---

I am pleased to present the Proposed Budget Fiscal Year 2016/17 for the Tualatin Hills Park & Recreation District. This budget represents a financial operating plan for the park district to carry out its mission during the 2016/17 fiscal year.

### **Mission and Goals**

The park district mission statement remains the same: "The mission of the Tualatin Hills Park & Recreation District is to provide natural areas, high quality park and recreational facilities, services and programs that meet the needs of the diverse communities it serves." The strategic direction of the park district is guided by the long-term goals established in the 2013 Comprehensive Plan Update. These goals are:

1. Provide quality neighborhood and community parks that are readily accessible to residents throughout the district's service area.
2. Acquire, conserve and enhance natural areas and open spaces with the district.
3. Develop and maintain a core system of regional trails, complemented by an interconnected system of community and neighborhood trails, to provide a variety of recreational opportunities, such as walking, bicycling and jogging.
4. Provide quality sports and recreational facilities for park district residents and workers of all ages, cultural backgrounds, abilities and income levels.
5. Operate and maintain parks in an efficient, safe and cost-effective manner, while maintaining high standards.
6. Provide value and efficient service delivery for taxpayers, patrons and others who help fund park district activities.
7. Effectively communicate information about park district goals, policies, programs and facilities among district residents, customers, staff, district advisory committees, the district board, partnering agencies and other groups.
8. Incorporate principles of environmental and financial sustainability into the design, operation, improvement, maintenance and funding of park district programs and facilities.

### **Planning Process**

#### **Goal Outcomes and Business Plans**

As in prior years, the board of directors uses the strategic plan goals as the foundation for the planning and budgeting process for the coming fiscal year. The board uses these goals to develop goal outcome measures, quantifiable performance measure targets that support the Comprehensive Plan Goals. A summary of the outcome measures follows.

Staff took the goal outcome measures approved for 2016/17 and developed business plans designed to achieve the goal outcomes. Each business plan was assessed based on its return on investment (ROI), the measurable outcome generated for the funding investment required. The plans with a reasonable ROI, and that most directly addressed the desired goal outcomes were approved for inclusion in the proposed budget.

Within each departmental budget narrative, we have described the business plans that are included within that department's proposed budget.

### Comprehensive Plan

The park district is continuing the tradition of long-term planning, and the board of directors adopted an update of the comprehensive plan in 2013. This update used a geographic information system (GIS) based measurement of service levels throughout the park district based on the location and quality of our facilities, which resulted in specific recommendations for improving level of service standards. The update also used a resident survey to identify key priorities and unmet needs of district residents.

In conjunction with the Comprehensive Plan Update, the board adopted a Service and Financial Sustainability Analysis. This analysis addressed financial sustainability using the following tools: A cost-recovery philosophy that establishes cost recovery targets for district services based on the nature of the service, and a service assessment that analyzes all park district services relative to our market position and alternate service providers.

The board of directors subsequently adopted the Strategic Plan and the Service and Financial Sustainability Plan, which provided a more structured plan for implementing the recommendations of the Comprehensive Plan Update and the Service and Financial Sustainability Analysis.

The functional plans in five key areas (parks, programs, natural resources, trails, and athletic facilities) to provide direction on how to achieve the recommendations of the plans are now complete. We have also made revisions to policies and operational procedures to implement recommendations of the planning efforts.

### **Key Themes for the FY 2016/17 Budget**

While the park district's mission and the eight long-term strategic goals have not changed, all of the above planning efforts have highlighted some key priorities, or themes, that are being addressed in the FY 2016/17 proposed budget:

1. We are continuing our efforts to ensure that the park district serves our entire community, and we are working to eliminate barriers that may limit participation by segments of our community. Key items in the budget for this theme include:
  - Developing an implementation plan for the completed Americans with Disabilities Act (ADA) access audit
  - Offering a teen-oriented program to connect underserved youth to nature
  - Funding to participate in a comprehensive study of diversity in Washington County to be performed by the Coalition of Communities of Color
2. We are working to enhance our communication and outreach efforts with patrons and residents. While this will support our marketing efforts it is also intended to provide new channels for patrons to communicate with the district. Key items in the budget for this theme include:
  - Continued funding for a system that allows park and facility users to provide real time feedback on the quality of our facilities as well to provide immediate notice of problems
3. We are working to maintain and enhance our levels of service in the park district's parks, trails, natural areas and recreation facilities while also improving efficiency of maintenance services. The Comprehensive Plan Update identifies opportunities for us to enhance the level of service at our various facilities even as we add to our inventory through the investments funded by the 2008 bond measure. Key items in the budget for this theme include:
  - Implementing several Natural Resources Functional Plan short-term milestones including the improvement of watershed scale habitat
  - Funding to add outdoor fitness equipment along a trail site still to be determined
  - Beginning implementation of a new customer service program to further improve patron experience

- Funding for a part-time staff recognition and training program to continue to attract, retain and train high quality employees
  - Funding for increased maintenance staffing and supplies to keep pace with increased park acreage created through bond or SDC funded projects.
4. We are working to ensure continuity of service for our patrons and minimize service disruptions. Key items in the budget for this theme include:
- Continued funding of a Capital Replacement Reserve fund that, when fully funded, will ensure funding of capital replacements and facilities in the future
  - Continued funding for an enhanced disaster recovery system for critical information systems intended to reduce recovery time from either a local or regional disaster event
  - Extended seasons for the outdoor pools to accommodate swim clubs and lap swim during the maintenance closure of the Aquatic Center
5. We are working to move cost recovery on park district services in line with the targets established by the Service and Financial Sustainability Analysis. While this work will inevitably involve reviewing fees for our services, we are first looking to enhance cost recovery through efficiencies and cost savings, as well as by targeted service divestment. Key items in the budget for this theme include:
- Implementation of the System Development Charge (SDC) rate changes resulting from the updated methodology
  - Funding for energy savings improvements that will ultimately lower the cost of operations through reduced energy usage; these enhancements include installation of exterior LED lighting at the Conestoga Recreation & Aquatic Center, and installation of LED field lighting at new athletic fields.
  - Net overall reduction in full time and regular part time staffing of 2.38 FTE.

### **Budget Process**

The April 18, 2016 Budget Committee Work Session is the second of three meetings for the budget committee, the first being the February 22, 2016 Midyear Budget Meeting and the last being the May 16, 2016 Budget Committee Meeting.

The Midyear Budget Meeting was conducted to review activity for the first six months of the 2015/16 fiscal year budget, and to review the resource and expenditure projections for the proposed 2016/17 fiscal year budget. In an effort to provide for public involvement in the budget process, an opportunity was provided at the Midyear Budget Meeting for public comment on requested budget items.

The Budget Committee Work Session is intended to provide the budget committee an opportunity for in-depth review and discussion of the Proposed Budget Fiscal Year 2016/17, and to provide an opportunity for public comment. While the proposed budget presented for the work session is the final budget proposed by staff, the budget committee has the full ability to make modifications to the budget before recommending approval. The budget committee will also have the opportunity at the work session to request additional information from staff to be provided at the final budget committee meeting in May.

At the final Budget Committee Meeting on May 16, 2016, the budget committee will be asked to approve the park district's 2016/17 fiscal year budget, subject to any adjustments made by the committee. The final step in the budget process, as always, is the Budget Hearing and adoption by the board of directors, scheduled for June 20, 2016. Once again, an opportunity for public comment will be provided at both the budget committee meeting and the budget hearing.

## **General Fund Resources and Appropriations**

You will find that the proposed amount to fund the FY 2016/17 General Fund budget is \$51,584,304. This is an increase of 7.3% from the 2015/16 fiscal year budget, which is primarily attributable to inflationary increases, increases in capital funding, and increases in the capital replacement reserve.

### General Fund Resources

Beginning Cash on Hand for the 2016/17 fiscal year is estimated at \$4,649,000, which represents a 8.9% increase from the prior year. The Balance Forward from Prior Year Projects is estimated at \$2,917,285, which represents a 15.8% decrease from the prior year and is due to a large project being completed; specifically the HMT Tennis Center roof. The capital replacement reserve funded in FY 2015/16 also represents an \$850,000 beginning balance in the general fund. When combined the overall General Fund balance forward in the proposed budget, other than the impact of the new capital replacement reserve, is remained relatively unchanged.

The park district's overall assessed valuation is estimated to increase by 4.5%. This represents the 3% allowed under statute for those properties where assessed value is below the real market value, representing actual levy growth of 3.0%, plus 1.5% of exception based growth. Accordingly, the overall assessed value is estimated to increase from \$22.1 billion to \$23.3 billion.

The FY 2016/17 property tax rate per thousand of assessed value for General Fund operations is \$1.31, and the estimated tax rate per thousand for general obligation bonded debt is \$0.31, resulting in a combined property tax rate per thousand of \$1.62. The FY 2015/16 property tax rates for General Fund operations and bonded debt were \$1.31 and \$0.32, respectively.

In FY 2015/16, local government agencies combined tax rates did not exceed the Measure 5 limit of \$10 per thousand in most of the park district. There were some areas within the park district, however, where the combined tax rate did exceed the Measure 5 limit. Within these areas, where an individual property's assessed value was close to or equal to the Measure 5 value, the taxes received were reduced due to Measure 5 compression. The park district's property tax revenue losses in FY 2015/16, due to Measure 5 compression, were insignificant. It is anticipated in FY 2016/17 that if the combined rates again exceed \$10 per thousand that tax reductions to the district due to Measure 5 compression will again be insignificant. Please refer to the table, Measure 5 Impact on Washington County Taxing Agencies (included in your budget document on page RE-3).

The estimates for program fee revenue in the proposed budget are based on a detail review of class offerings and program revenue trends. With the adoption of the Service and Financial Sustainability plan in 2013 the park district is continually reviewing fees and fee policies with the intent of moving toward meeting cost recover goals. In developing the FY 2016/17 proposed budget, staff carefully reviewed program revenue calculations to ensure that budget revenues are realistic in light of current participation levels. Staff will provide a detailed overview on the program and participation trends at the Budget Committee Work Session.

We are in the process of implementing the recommendations of the Service and Financial Sustainability Plan, with the intent of moving programs toward established cost recovery targets. This process has not been painless and the review of fee policies has created some isolated but noticeable changes for our patrons. We believe that the end result, as recommended by the Service and Financial Sustainability Report, will ensure that we have an equitable and sustainable fee structure. Staff will also provide a detailed overview of how we are doing relative to our cost recovery targets at the Budget Committee Work Session.

### General Fund Appropriations

Of the proposed FY 2016/17 General Fund appropriations, 58% supports Personnel Services, 17% supports Materials & Services, 15% supports Capital Outlay, 2% supports Debt Service, 5% supports the Contingency Account and 3% supports the Capital Replacement Reserve funding. This distribution reflects a 1% decrease in Personnel Services funding, 1% decrease in Materials and Services, 1% increase in Capital Outlay, 1% increase in Capital Replacement Reserve and no change in Debt Service or Contingency as compared to the current year distribution.

The General Fund Capital Outlay appropriations of \$7,886,316 comprise 15% of the proposed General Fund budget. Capital Outlay for information technology is included in the Information Services Department, and Capital Outlay for maintenance equipment is included in the Maintenance Operations Department. The balance of the Capital Outlay, \$7,346,917, is included in the Capital Outlay Division which is divided into the following six categories: (1) carry over projects, (2) athletic facility, (3) building, (4) park and trail, (5) facility Challenge Grants, and (6) Americans with Disabilities Act. In accordance with the budget priority to maintain existing facilities and avoid deferring replacements, a maintenance replacement schedule has been developed and the General Fund Capital Outlay has been prioritized toward these replacements. In those Capital Outlay categories that include maintenance replacements, the program funding has been further broken down between replacements and improvements. Please refer to the Capital Outlay section of your budget for details.

### Comparison of Proposed General Fund Budget to Prior Projections

To put the proposed General Fund budget in perspective, it may be helpful to compare it to prior projections of FY 2016/17 General Fund resources and appropriations (a summary follows on page 17).

The proposed resources for the General Fund are approximately \$4.7 million higher than the projections provided at the Midyear Budget Meeting. Factors causing this increase include:

- Increase of \$49,000 in Beginning Cash on Hand.
- Increase of \$2.9 million in Project Carryovers; this represents offsetting resources and expenditures.
- Increase of \$1.4 million in Other Resources due to increases in grants and other intergovernmental revenue.
- Increase of \$350,000 in Program and Facility Fees due to targeted program additions.

Total expenditures are also approximately \$4.7 million higher than projected at the Midyear Budget Meeting due to the following factors:

- Personnel Services costs have increased approximately \$37,000 due to the net of proposed position additions less position eliminations plus part-time staffing increases to cover additional land and facilities added to the district's inventory. It is worth noting that although the proposed Personnel Services costs are above the projection from the work session one year ago the amount over the projected mid-year balance is much smaller. This reflects position eliminations reflected in the midyear projection and, despite the newly proposed positions, the net increase in personal services over the mid-year projection is less than 1%.
- Materials and Services costs have increased approximately \$135,000 primarily attributable to approved business plans, and non-discretionary increases.
- Capital Outlay has increased approximately \$4.5 million due to inclusion of carryover projects and grant-funded capital projects.
- Contingency has increased by \$100,000 from the mid-year projection.

### **Combined Personnel Services**

The FY 2016/17 proposed budget reflects a 4.4% overall increase in Personnel Services costs. Included in the increase is a 1.25% cost-of-living adjustment and merit increases for represented full-time and regular part-time employees based on the park district's current collective bargaining agreement, which expires June 30, 2016. The budget also reflects anticipated increases in health insurance cost of 3.0%, and no increase for dental insurance cost. The overall increase in personnel services cost resulting from the cost-of-living and merit increases is 1.1%, and the overall increase resulting from health and dental

insurance cost increases is 0.2%. Retirement plan costs are projected to increase based on the poor market performance and contributed 1.6% of the overall increase. Payroll taxes remained relatively unchanged.

The proposed budget reflects elimination of one vacant full-time position, elimination of one temporary bond position and two vacant regular part-time positions, but includes one new full-time position and three upgraded regular part-time positions to full time. The net effect of all the position changes is an increase of two full-time positions and the decrease of five regular part-time positions, and an overall decrease in cost resulting from the changes of 0.3% of the Personnel Services cost. The balance of the change in Personnel Services cost, an increase in overall cost of 1.8%, results from increases in part-time staffing costs, which include impacts of the phase in of the minimum wage increase.

### **System Development Charge Fund**

In the System Development Charges Fund (SDC) budget tab, you will note that the park district estimates a carryover balance of SDC funds of approximately \$11.3 million. The project carryover commitment to FY 2016/17 is approximately \$9.9 million leaving \$1.4 million of the carryover available for new project commitments. In addition, the park district is projecting to generate approximately \$14.5 million of new SDC revenues in FY 2016/17, which reflects the implementation of the revised SDC fee methodology. As shown in the SDC budget tab, these combined resources are being used as follows:

- To provide \$12.3 million of new funds for land acquisition, and \$750,000 of development funds for new projects.
- This leaves approximately \$3.0 million available for appropriation to new projects in FY 2016/17 once the receipt of the SDC revenue is assured.

The board of directors programs the use of SDC funds using a five-year SDC Capital Improvement Plan (CIP). The most recent update of this five-year plan, approved by the board of directors in April 2016, created a project list for the SDC fund, with priority projects identified for funding through FY 2020/21. The updated CIP reflects an updated cash flow projection, based on the rates resulting from the revised SDC methodology, and anticipates total available SDC resources over the five years of between \$54 million and \$83 million.

While residential construction activity had been at very low levels beginning about six years ago, we have seen notable increases in construction activity over the past few years and our SDC revenue projection reflects continued growth. We have also continuing to increase the revenue projection to reflect anticipated revenues from new urban expansion areas such as North Bethany and South Cooper Mountain. Due to the uncertainty in the level of SDC activity, however, the five-year SDC cash flow projections include a revenue estimation reserve that offsets 30 to 40% of estimated revenue. This is the reason for the wide range in estimated five-year SDC resources.

The uncertainty over actual SDC revenue in FY 2016/17 and the timing of its collection are the reasons that the proposed budget leaves a portion of the available SDC resources in an undesignated project appropriation.

### **Bond Capital Projects Fund**

With the approval by district voters of the \$100 million Park Bond Levy request in November 2008, the park district has been actively implementing a capital project program to develop the projects included in the bond measure. The district issued most of the bond authorization in two separate issues. The first issue of \$58.5 million was issued in April 2009, and the second issue of \$40.1 million was issued in September 2011. As we have previously noted to the budget committee, the district was able to issue the bonds at very favorable market rates, resulting in actual bond levy rates well below those estimated in the election materials. The positive interest rate environment in fiscal year 2014-2015 made it possible to refinance the 2009 issue at lower rates resulting in a reduction of debt service cost to district taxpayers of approximately 6%. In conjunction with this refinance, the district also issued the remaining \$1.4 million of authorization under the \$100 million total. The combined bond property tax rate for FY 2016/17 is estimated to be 31 cents per \$1,000 of assessed value, well under the projected rate of 37 cents used in the bond levy information.

The FY 2016/17 appropriation is based on available resources in the Bond Fund of \$29.1 million, which is comprised of \$29.0 million remaining of all of the bonds issued after accounting for estimated cumulative project expenditures through June 30, 2016, plus additional revenues from interest earnings. Bond Fund resources are appropriated to individual projects based on estimates used to create the bond levy package placed before district voters. Where actual project costs on completed projects differ from the project budgets, the park district can reallocate funds to projects within a project category, and, within certain guidelines, between project categories. At this time, the overall bond capital program costs are in excess of available funds. The budget reflects only available funds and any shortfall will need to be addressed prior to awarding the contract on the final bond projects that are creating the shortfall.

The estimated cumulative project expenditures from the Bond Fund through June 30, 2016, are approximately \$75 million. Four development categories, New Neighborhood Park Development, Facility Expansions, ADA/Access Improvements, and Deferred Park Maintenance Replacements, are completed.

Land acquisition activity has also been proceeding and three acquisition categories, New Neighborhood Park Land Acquisition, New Community Park Land Acquisition and Community Center Land Acquisition are complete. As of June 30, 2015, 10 neighborhood park sites, two community park sites, and a community center site, totaling 85 acres, have been acquired under the bond program as well as over 68 acres of natural area and trail corridor.

### **Other Funds**

#### Debt Service

The Debt Service Fund reflects the revenue and expenditure activity associated with annual debt service on the \$100 million approved by park district voters in 2008. This debt service is supported by a separate tax levy.

#### Special Revenue

The Maintenance Mitigation Reserve Fund houses funds received from private parties in exchange for mitigation rights on park district property. The funds received from these parties are to cover the cost of maintaining the mitigated sites in future years.

### **Looking Forward Beyond FY 2016/17**

A hallmark of park district budgeting and financial and operational management over the last several years has been the long-term focus applied in decision-making. Over the last 10 years, the district budget has been guided by the Comprehensive Plan and the Long-Term Financial Plan and this long-term focus has ensured that key, and sometimes difficult, decisions were made early and crisis responses were not necessary. This has evolved into our efforts to meet cost recovery goals with the intent of establishing capital replacement reserves to ensure that the park district can continue to provide high quality facility and services into the future. Our strong financial planning and our stable position has been recognized by credit rating agencies allowing us to borrow funds at very competitive interest rates, further reducing cost to our taxpayers.

We are maintaining this long-term focus and we continually monitor a forward-looking 10-year projection of our financial position and our deferred maintenance backlog. We are in the middle of a multi-year cycle of unusually large replacement obligations, but we are managing this and funding these replacements without significant growth in our deferred replacement backlog. The fact that we are able to also continue funding a Capital Replacement Reserve fund is also evidence of the success of our financial planning and cost recovery efforts. Over the next few years, as we continue to move toward our cost recovery targets, this long-term perspective should continue to improve and ensure that we are leaving a legacy of outstanding service and stability for future generations.

### **Acknowledgments**

In closing, I also want to acknowledge the many volunteers who give their time and expertise as well as the community at large who support the park district through their tax dollars. Without their commitment, the park district could not exist as we know it today.

The park district's advisory committees (Nature & Trails, Parks & Facilities, and Programs & Events), as well as special interest groups and individuals, are also to be commended for their time, expert advice and recommendations.

The board of directors and staff strive to keep the Tualatin Hills Park & Recreation District a major partner in enhancing the livability of our area. Staff looks forward to meeting with you at 6 pm, Monday, April 18, 2016, at your budget committee work session, and sharing with you the Proposed Budget Fiscal Year 2016/17 which has a direct impact on why and how the Tualatin Hills Park & Recreation District enhances the quality of life for the residents we serve.

Sincerely,

A handwritten signature in black ink, appearing to read "Doug Menke". The signature is fluid and cursive, with a large initial "D" and "M".

Doug Menke  
General Manager



## FY 2016-17 THPRD Goal Outcomes

Strategic Plan Goal / Objective	Service and Financial Sustainability Analysis Objective	2011-12 (PY Service Level)	2012-13 (PY Service Level)	Final 2013-14 (PY Service Level)	2014-15 Goal Outcome (Current Serv Level)	2015-16 Goal Outcome (Current Serv Level)	Basis of Measurement	2016-17 Goal Proposed Outcome (Target)
<b>Color Key: PURPLE= New Objective/Action GREEN = Updated</b>								
<b>Goal 1. Quality, Accessible Parks</b>								
<b>Primary Measures:</b>								
Provide quality neighborhood and community parks that are readily accessible to residents through the District's service Area		N/A	N/A	75	82	maintain	Average GRASP Score	maintain
		N/A	N/A	1%	1%	decrease	% of district below service threshold (74.7)	decrease
<b>Secondary Measures:</b>								
1.E – Address walkable level of service in areas where services is currently below the threshold and areas that are not currently served.		N/A	N/A	25%	25%	decrease	% of district that is identified walkable access below service threshold	decrease
<b>Goal 2. Recreational Programs and Facilities</b>								
<b>Primary Measures:</b>								
Provide quality sports and recreation facilities and programs for park district residents and workers of all ages, cultural backgrounds, abilities and income levels.	9 – Implement provision strategies identified through the Service Assessment.	402.87	388.62	377.45	374.12	maintain	Program Registrants / 1,000 population Demographic % served as compared to total population *	maintain
	10 – Explore a systematic approach to and strategies for advancing or affirming market position for identified services.							
<b>Secondary Measures:</b>								
2.A - Provide a variety of programs at recreation centers to address the needs of all user groups, including children, teens, adults, seniors, ethnic and minority residents, and persons with disabilities: provide programs and services that meet the needs of people of all incomes.	10.A - THPRD will advance market position of identified services through increased marketing efforts.	161.0%	163.8%	159.9%	162.7%	maintain	Aggregate registration as % of aggregate class minimums	maintain
		N/A	N/A	N/A	TBD	increase	# of participant hours with Patrons	increase
	10.C - THPRD will consider strategies to deal with waiting lists on services which are at or near capacity and are determined to advance the market position.	N/A	N/A	N/A	TBD	decrease	% of classes cancelled by THPRD	decrease
		17.6%	17.6%	18.0%	16.6%	decrease	% of registrations the are dropped/credited (as a % of revenue)	decrease
2.B - Ensure that access to park district facilities for people with disabilities is consistent with the Americans with Disabilities Act (ADA).		N/A	N/A	N/A	TBD	N/A	% of existing facilities not meeting ADA guidelines	decrease
2.D - Conduct a field capacity analysis for peak times.	10.A - THPRD will advance market position of identified services through increased marketing efforts. - Advance field rentals and facility rentals at most locations	84%	81%	82%	85%	increase	% field use hours used v. allocated	increase
* Population measures updated per the park reclassification project, proximity measures determined by GIS mapping								

## FY 2016-17 THPRD Goal Outcomes

Strategic Plan Goal / Objective	Service and Financial Sustainability Analysis Objective	2011-12 (PY Service Level)	2012-13 (PY Service Level)	Final 2013-14 (PY Service Level)	2014-15 Goal Outcome (Current Serv Level)	2015-16 Goal Outcome (Current Serv Level)	Basis of Measurement	2016-17 Goal Proposed Outcome (Target)	
<b>Goal 3. Maintenance and Operations</b>									
<b>Primary Measures:</b>									
Operate and maintain parks in an efficient Safe and cost effective manner, while maintaining high standards.		N/A	N/A	N/A	TBD	maintain	Park and building maintenance scoring relative to standards (Patron satisfaction metric to be determined)	maintain	
<b>Secondary Measures:</b>									
3.A - Continue to improve the efficiency and cost effectiveness of maintenance operations, including reducing costs associated with the transportation of personnel and equipment.	14.A - THPRD will review internal management practices and evaluate cost savings measures.	\$6.83	\$6.52	\$6.85	\$6.85	maintain	Cost/Square foot building maintained	maintain	
		\$16.19	\$16.15	\$16.81	\$16.72	maintain	Cost/Square foot pool maintained	maintain	
		\$0.15	\$0.22	\$0.22	\$0.17	maintain	Fuel Cost/mile traveled	maintain	
		\$0.15	\$0.22	\$0.23	\$0.20	decrease	Fuel Cost/mile traveled (indexed for fuel cost)	decrease	
		398	372	374	384	decrease	Vehicle miles traveled/developed acre	maintain	
		\$135.21	\$190.56	\$190.67	\$141.52	maintain	Fuel Cost/developed acre	maintain	
			\$135.21	\$194.69	\$199.85	\$171.92	decrease	Fuel costs/developed acre (indexed)	decrease
		15.A - THPRD will continue to maintain a current rolling 10-year capital lifecycle repair and replacement list of the physical assets of THPRD	\$17,934,668	\$16,722,068	\$15,874,539	\$15,818,039	decrease	5-year balance*	decrease
			\$31,100,236	\$29,565,636	\$29,640,333	\$29,941,383	decrease	10-year balance*	decrease
			N/A	N/A	N/A	\$37,880,316	decrease	Deferred maintenance and sinking fund liability balance (major replacements only)	decrease
* Replacement balance (includes deferred replacement backlog plus projected future replacements (major replacement only))									
<b>Goal 4. Natural Areas</b>									
<b>Primary Measures:</b>									
Acquire, conserve and enhance natural areas and open spaces within the district.		N/A	% Sites Estimated as Meeting Target: Low= 92% Med= 54% High= 40%	N/A	N/A	increase	Sites categorized & assessed by low-medium-high % native cover by acre. Targets established as follows by property: Low > 40% native ground cover Medium > 60% native ground cover High > 80% native ground cover	Increase	
		N/A	N/A	N/A	N/A	N/A	# of natural acres	Increase	
<b>Secondary Measures:</b>									
4.C - Use park district facilities and programs, as well as partnerships with schools and other agencies to increase the public's understanding of natural processes, wildlife, and habitats.	9 – Implement provision strategies identified through the Service Assessment.	67,940	79,668	78,597	77,810	increase	# NR education participant hours	increase	
	10 – Explore a systematic approach to and strategies for advancing or affirming market position for identified services.								

## FY 2016-17 THPRD Goal Outcomes

Strategic Plan Goal / Objective	Service and Financial Sustainability Analysis Objective	2011-12 (PY Service Level)	2012-13 (PY Service Level)	Final 2013-14 (PY Service Level)	2014-15 Goal Outcome (Current Serv Level)	2015-16 Goal Outcome (Current Serv Level)	Basis of Measurement	2016-17 Goal Proposed Outcome (Target)
<b>Goal 5. System of Connected Trails</b>								
<b>Primary Measures:</b>								
Develop and maintain a core system of regional trails, complemented by an interconnected system of community and neighborhood trails, to provide a variety of recreational opportunities, such as walking, bicycling and jogging.		N/A	N/A	60	60	Decrease	# of trailsheds in the district	Decrease
<b>Secondary Measures:</b>								
5.B - Continue to link trails to parks, neighborhoods, community facilities such as libraries, civic and community centers, parks, schools, other athletic facilities and shopping areas.		23.33	24.37	26.44	27.33	increase	# Total trail miles (regional & community)	increase
		14 of 42 complete	16 of 42 complete	16 of 42 complete	16 of 42 complete	increase	# of Regional Trail Segments Completed:	increase
		11 of 54 complete	12 of 54 complete	15 of 54 complete	16 of 54 complete	increase	# of Community Trail Segments Completed:	increase
<b>Goal 6. Efficient Service Delivery</b>								
<b>Primary Measures:</b>								
Provide value and efficient service delivery for taxpayers, patrons and others who help fund park district activities.	17 - Ensure long-term sustainability by focusing taxpayer funding on those services that produce the widest community benefit, using a cost recovery pyramid.	N/A	N/A	N/A	TBD	increase	% Classes with fee at cost recovery target	increase
		N/A	N/A	N/A	54%	increase	Districtwide - Program revenues as a % of revenue needed to meet cost recovery target	increase
<b>Secondary Measures:</b>								
6.B - Continue to pursue partnerships in land acquisition, facility development, programming, marketing, maintenance and other activities with partnering service providers.	17.C - THPRD will review all independent contract agreements in relation to THPRD costs and adjust to match the category of service level on the pyramid annually.	488	488	488	488	increase	Total # acres co-owned/maintained properties	increase
		N/A	N/A	N/A	TBD	maintain	# of partnerships	maintain
	18.A - THPRD will annually review all Intergovernmental Agreements (IGAs), Memorandums of Understanding (MOUs), rentals, and long-term Tenant Lease agreements to ensure compliance with cost recovery goals in relation to the direct cost to provide the service (the value) and the category of service level on the cost recovery pyramid.	N/A	N/A	N/A	TBD	increase	# of partnerships/IGAs evaluated for cost benefit	increase
		N/A	N/A	N/A	TBD	increase	# of partnerships/IGAs at cost recovery	increase
6.E - Continue to attract, retain and train high quality employees.		424	1,283	1,153	1,200	maintain	# Total training contact hours	maintain
	11.A - THPRD will conduct a service assessment and review portfolio of services annually to ensure responsiveness to each unique service area and their socio-economic conditions.	N/A	N/A	N/A	TBD	maintain	% of employees receiving Bilingual premium pay v. of positions which are Bilingual premium pay eligible	maintain

## FY 2016-17 THPRD Goal Outcomes

Strategic Plan Goal / Objective	Service and Financial Sustainability Analysis Objective	2011-12 (PY Service Level)	2012-13 (PY Service Level)	Final 2013-14 (PY Service Level)	2014-15 Goal Outcome (Current Serv Level)	2015-16 Goal Outcome (Current Serv Level)	Basis of Measurement	2016-17 Goal Proposed Outcome (Target)
<b>Goal 7. Effective Information &amp; Communication</b>								
<b>Primary Measures:</b>								
Effectively communicate information about park district goals, policies, programs and facilities among District residents, customers, staff, District advisory	22 - Increase targeted marketing and outreach efforts.	N/A	N/A	N/A	N/A		# of active accounts / population	increase
<b>Secondary Measures:</b>								
7.B - Regularly communicate with and provide opportunities for the general public to learn about and comment on district activities	22.A - THPRD will increase marketing and promotional opportunities funding.	N/A	N/A	N/A	N/A		Recreation/sports programs usage resulting from contacts with public	increase
		N/A	N/A	N/A	N/A		# of digital conversions (emails, downloads, sign-ups, etc)	increase
<b>Goal 8. Environmental and Financial Sustainability</b>								
<b>Primary Measures:</b>								
Incorporate principles of environmental and financial sustainability into the design, operation, improvement, maintenance and funding of park district programs and facilities.	19.B - THPRD will pursue alternative funding for efficiency measures to reduce the costs to the taxpayer of operations, maintenance, and safety over the next several years. • <i>Research return on investment (ROI) amortization schedules for investing in and converting to green practices.</i>	48.55	57.79	54.71	54.35	decrease	Water (Gallons) per year per Building & Pool square foot:	decrease
		57,081	59,500	50,319	51,035	decrease	Water (Gallons) per year per developed Acre	decrease
		61,809	53,526	62,632	27,965	decrease	Water (Gallons) per year per developed Acre normalized for ETR	decrease
		55,400	73,625	60,590	77,692	decrease	Water (Gallons) per year per # of athletic fields & courts maintained	decrease
		59,988	66,232	77,959	15,187	decrease	Water (Gallons) per year per # of athletic fields & courts maintained normalized for ETR	decrease
		14,549	14,408	14,392	14,280	decrease	Total annual metric tons of CO2 generated	decrease
		N/A	N/A	N/A	TBD	increase	Acres of parking surface run off treated on-site	increase
<b>Secondary Measures:</b>								
8.A - Consider the environmental impacts of maintenance and operational activities and standards.	19.B - THPRD will pursue alternative funding for efficiency measures to reduce the costs to the taxpayer of operations, maintenance, and safety over the next several years. • <i>Research return on investment (ROI) amortization schedules for investing in and converting to green practices.</i>	1.06	0.94	0.91	0.85	decrease	Gas (Therms) per year per Building & Pool square foot:	decrease
		12.73	12.42	12.33	12.49	decrease	Electric (kWh) per year per Building & Pool square foot:	decrease
		99.51	117.48	116.72	123.90	decrease	Electric (kWh) per year per developed Acre	decrease
		751.93	816.76	811.87	873.26	decrease	Electric (kWh) per year per # of athletic fields & courts maintained	decrease
		84.9%	85.2%	91.5%	91.5%	increase	% Number of irrigation systems automated (of irrigation systems desired to be automated)	increase
							% Number of desired lighted sites automated:	
8.B - Provide and enhance opportunities for employees to reduce impacts on the natural environment (e.g., through use of alternative forms or transportation or energy use).		61.0%	61.0%	61.0%	61.0%	increase	Athletic Fields (of fields desired to light)	increase
		100.0%	100.0%	100.0%	100.0%	maintain	Parking Lots (of parking lots desired to light)	maintain
		92.0%	92.0%	92.0%	92.0%	increase	Pathways (of pathways desired to light)	increase
		N/A	66.80	63.27	64.97	decrease	Fossil fuel usage / mile travelled (Gal / 1,000 mi)	decrease

## Tualatin Hills Park and Recreation District

### Comparison of FY 2016/17 Proposed General Fund Budget to Prior Projections

	Proposed Budget 2016/17	Per Feb 2016 Mid-year Projection	Difference	Per April 2015 Worksession Projection	Difference
	Capital Replacement Reserve	850,000	850,000	-	850,000
Cash on Hand	4,649,000	4,600,000	49,000	3,800,000	849,000
Program & Facility Fees	11,080,840	10,730,831	350,009	11,021,330	59,510
Other Resources	2,482,844	1,053,094	1,429,750	1,876,521	606,323
Project Carryovers	2,917,285	-	2,917,285	-	2,917,285
Transfers in	352,483	349,853	2,630	398,422	(45,939)
Property Taxes	29,251,852	29,251,846	6	28,282,548	969,304
<b>Total Resources</b>	<b>\$ 51,584,304</b>	<b>\$ 46,835,624</b>	<b>\$ 4,748,680</b>	<b>\$ 46,228,821</b>	<b>\$ 5,355,483</b>
Personal Services	29,807,536	29,770,519	37,017	\$29,501,641	305,895
Materials & Services	8,817,259	8,679,999	137,260	8,769,777	47,482
Capital Outlay	7,886,316	3,411,913	4,474,403	2,971,709	4,914,607
Debt Service - COP and TAN	973,193	973,193	-	985,694	(12,501)
Contingency	2,400,000	2,300,000	100,000	2,300,000	100,000
Ending Replacement Reserve	1,700,000	1,700,000	-	1,700,000	-
<b>Total Requirements</b>	<b>\$ 51,584,304</b>	<b>\$46,835,624</b>	<b>\$4,748,680</b>	<b>\$46,228,821</b>	<b>\$ 5,355,483</b>





## **Tualatin Hills Park & Recreation District Minutes of a Budget Committee Meeting**

A Tualatin Hills Park & Recreation District Budget Committee Meeting was held at the HMT Recreation Complex, Peg Ogilbee Dryland Training Center, 15707 SW Walker Road, Beaverton, on Monday, February 22, 2016, 7 pm.

### Present:

Stephen Pearson	Chair/Budget Committee Member
Susan Cole	Secretary/Budget Committee Member
Miles Glowacki	Budget Committee Member
John Griffiths	Budget Committee Member
Jerry Jones Jr.	Budget Committee Member
Ali Kavianian	Budget Committee Member
Shannon Kennedy	Budget Committee Member
Anthony Mills	Budget Committee Member
Bob Scott	Budget Committee Member
Doug Menke	General Manager

### Absent:

Larry Pelatt	Budget Committee Member
--------------	-------------------------

### **Agenda Item #1 – Call to Order**

The meeting was called to order by Chair Anthony Mills at 7 pm.

### **Agenda Item #2 – Election of Officers**

Anthony Mills nominated Stephen Pearson to serve as chair of the budget committee. Susan Cole seconded the nomination. Hearing no further nominations, a vote was called. The vote was UNANIMOUS in favor of appointing Stephen Pearson to serve as chair of the budget committee.

Stephen Pearson nominated Susan Cole to serve as secretary of the budget committee. Anthony Mills seconded the nomination. Hearing no further nominations, a vote was called. The vote was UNANIMOUS in favor of appointing Susan Cole to serve as secretary of the budget committee.

All present introduced themselves.

### **Agenda Items #3 – General Manager's Comments**

General Manager Doug Menke welcomed the budget committee to the start of THPRD's process for the FY 2016/17 budget. He noted that the purposes of tonight's meeting are 1) to preview the FY 2016/17 budget and 2) to review operations to date for 2015/16. He stated that THPRD's Comprehensive Plan continues to guide the budget. Staff have created performance measure outcomes for these goals as part of the budget process and these are used to develop the budget. Staff will review the outcomes of these measures.

Doug commented that THPRD is in year seven of the \$100 million bond measure for expanding and improving district parks and facilities. Staff will provide a brief summary of the status in completing the projects.

Doug noted that staff continue to implement recommendations from the Comprehensive Plan and the Service and Financial Sustainability Plan. To date, a number of policy areas have been reviewed and modified, including completion of the functional plans for Natural Resources, Parks, Programs, and Trails. The final planned function plan, Athletic Facilities, will be before the board of directors in March for consideration of adoption.

Doug stated that staff will preview the FY 2016/17 budget projections, noting that operations will continue to be influenced by the Service and Financial Sustainability Plan. Staff continue to take steps to ensure operations for the future of the district.

#### **Agenda Item #4 – Current Year (2015/16) Goal Outcomes Review**

Seth Reeser, Operations Analysis manager, highlighted some of the goal outcome measures as listed within the budget committee information packet that have received feedback or have had recent policy or program changes:

- Goal 2, basis of measurement: Program registrants/1,000 population, demographic % served as compared to total population.
  - This is the first year in the past five that the total number of program registrants did not decrease. Program registrants grew slightly, but not enough to keep up with the population growth of 1.25%.
- Goal 2A, basis of measurement: % of registrations that are dropped/refunded.
  - This measurement resulted from a recommendation within the Service & Financial Sustainability Plan that the district reevaluate its cancellation and refund policy. This percentage declined in spring/summer of 2015 and the trend is continuing downward.
- Goal 8, basis of measurements regarding gallons of water per year.
  - The district experienced a large swing in the evapotranspiration rate due to a dramatic change in weather patterns between 2013/14 (wet) and 2014/15 (dry).
- Goal 8A, basis of measurements regarding electricity (kWH) per year.
  - Each of these measurements is currently trending up. District staff is working with Energy Trust of Oregon and PGE to develop real time monitoring, which will help the district incorporate best practices in managing its electricity.

Seth noted that provided within the budget committee information packet is an update regarding the 2015/16 and 2014/15 approved business plans. The current fiscal year's business plans began July 1, 2015, and a status update is provided. For 2014/15 business plans, a final update is provided. Those plans that were successful and requested ongoing funding will be included within the FY 2016/17 Proposed Budget.

Anthony Mills inquired if the basis of measurement referenced for Goal 2A of % of registrations that are dropped/refunded include classes that the district cancels due to low enrollment.

- ✓ Seth replied that the measurement includes both classes that are cancelled due to low enrollment, as well as registrations dropped by patron request.

Anthony Mills asked whether the district uses a formula that takes into account the area's actual rainfall in order to normalize the calculations for the district to determine whether there is a true increase or decrease in water usage.

- ✓ Seth replied that the district uses information from a federally maintained weather station in Forest Grove to gather statistics regarding the net rainfall and evapotranspiration rate



for the area. In addition, the district is exploring irrigation controllers that collect that type of information on site, which could be further evaluated on a site-by-site basis.

- ✓ Keith Hobson, director of Business & Facilities, noted that the evapotranspiration rate is comprised of a combination of factors that measure not only the rainfall, but heat and how much groundwater evaporates given the heat and humidity conditions.

Anthony Mills referenced the 2015/16 approved business plan for push button activated outdoor tennis lights. He asked whether the district has considered motion-detection lights instead.

- ✓ Seth provided the background information behind this business plan, noting that district staff is still exploring the different mechanical options in how to facilitate this need.

### **Agenda Item #5 – Current Year (2015/16) Budget Review**

Keith Hobson, director of Business & Facilities, announced that four public meetings will be held as the district's budget is developed, noting that the budget process is intended to be as transparent and open to the public as possible:

- Tonight, February 22 – Budget Committee Midyear Budget Review
- April 18 – Budget Committee Work Session
- May 16 – Budget Committee Meeting
- June 20 – Board of Directors Budget Hearing

Keith noted that overall financial operations to date are very positive. While there are some revenue shortfalls, overall resources are projected to be in excess of budget. With the significant expenditure savings projected, staff estimate a \$4.6 million current year ending balance.

Keith introduced Ann Mackiernan, interim chief financial officer, who provided comments on the current year revenue information provided in the budget committee information packet.

#### Current Fiscal Revenue Reports

- The revenue projections are based on information through December 31, 2015.
- Total resources include the current year revenue and beginning fund balance.
  - The current year projected resources are expected to exceed budget by approximately \$684,000 primarily due to a strong beginning Cash on Hand.

Ann provided comments on the revenue graphs in the budget committee's information packet, noting that the graphs compare monthly trends for the first six months over three years and provide the basis for making year-end projections.

- Current Year Taxes
  - THPRD received \$130,000 more than projected. Washington County continues to collect taxes at a strong rate, with current year collections averaging over 95%. The actual collections are estimated to increase over last year by 4.2%.
- Prior Year Taxes
  - Collections are trending lower than last year, but are anticipated to meet budget.
- Interest Income
  - Interest Income is projected to meet budget. Rates remain at historical lows, averaging 0.5% to 0.6% through the Local Government Investment Pool.
- Miscellaneous Income
  - This category is projected to exceed budget due to leased space at the Fanno Creek Service Center, as well as a lump-sum catch up payment for lease-back rent from property acquired under the bond program. Also anticipated is an unbudgeted unemployment insurance rebate of \$60,000 received due to the district's unemployment insurance rate decreasing from 0.4% to 0.1%, which is the lowest possible rate.

- Program Revenue
  - Overall Program Revenue is projected to fall short of budget by -0.83%.
    - Sports and Interpretive Programs are projected to exceed targets, while Aquatics and Recreation are projected to be under. Tennis is expected to be on target.
    - If revenue trends are indicating a shortfall for the year, centers are required to identify the affected programs and restrict expenditures to offset any shortage.
- Grants Awarded/Received
  - THPRD was not awarded five budgeted grants. Grants not received will be offset by reduced capital and operating expenditures.

Chair Stephen Pearson asked why Recreational Activities Income is currently reflecting a revenue shortfall.

- ✓ Ann replied that the shortfall is attributed to a decreased popularity in the trips operated by the Elsie Stuhr Center, as well as changes in Medicare that affected the amount of grant funding Camp Rivendale receives for operations. There are also some general programming shortfalls that will be offset by a reduction in expenditures.
- ✓ Keith added that there is also a shortfall reflected within the administration section of Recreational Activities Income, which in the past housed the out-of-district assessment revenue and fitness passes sold online. Out-of-district assessments are down due to a change in the district's out-of-district fee policy. And the accounting practices have changed for fitness passes to allocate pass revenue over the life of the pass as it is used at each center, which created a one-time lag in pass revenues. In prior years, it would have been recorded as it was collected, not used.

Anthony Mills asked what is contributing to the revenue shortfall for Aquatics Income.

- ✓ Ann replied that the Aquatics Department has been experiencing challenges in finding qualified staff to serve as instructors. It seems to be a districtwide issue and expenditures have been significantly cut to compensate for the lost revenue.

Anthony Mills asked for an update regarding how the concessionaire agreement is going at the Jenkins Estate.

- ✓ General Manager Doug Menke described the district's agreement with Elephants Delicatessen to operate the catering and events function of the Jenkins Estate while district staff maintains the grounds and park access. He noted that the contract with Elephants was recently extended.

#### Current Fiscal Expenditures Reports

Ann Mackiernan, interim chief financial officer, provided an overview of the expenditure graphs provided in the budget committee's information packet, noting that expenditure projections are based on information through December 31, 2015.

- Board of Directors & Administration
  - Both areas are expected to be within budget.
- Business & Facilities
  - Business & Facilities departments are expected to be within budget, with the overall division projected to be under budget by about \$437,000. \$145,000 of these savings are from favorable utility results including lower natural gas and gasoline rates. \$107,000 was recognized from savings in debt service.
- Planning
  - The Planning Division is expected to be within budget. Only two temporary bond positions remain at this time with one of these positions scheduled to conclude at the end of the fiscal year.

- Park & Recreation Services
  - Park & Recreation Services is projected to be under budget by 3.5%.
  - All program areas are projected to be within budget except for Programs & Special Activities, which is projected to exceed target by approximately \$36,000 due to increases in inclusion services expenditures.

Shannon Kennedy asked for clarification regarding what defines inclusion services, as well as what might be contributing to the increase in these services.

- ✓ Ann replied that inclusion services are the services required by the Americans with Disabilities Act (ADA) for the district to provide reasonable accommodations to those with disabilities.
- ✓ Aisha Panas, director of Park & Recreation Services, commented that these services are becoming more popular over time as patrons share their experiences using inclusion services with others. The types of services provided include aides to allow patrons with special needs or disabilities to participate in a class with others their age.

Susan Cole asked if a department exceeding budget would require the district to go through a supplemental budget process.

- ✓ Keith replied only if an entire division is over budget.

#### **Agenda Item #6 – Current Year (2015/16) Capital Outlay Review**

Keith Hobson, director of Business & Facilities, provided an overview of the Capital Update section of the budget committee's information packet:

- System Development Charge (SDC) projects are included in the SDC fund and bond projects are included in the Bond Capital Program fund.
- The report under Capital Update includes all General Fund capital including Information Services capital and Maintenance equipment capital.
- The report is based on information through December 31, 2015.
- A number of projects have been completed while others have contracts awarded.
  - Maintenance staff prepare a master maintenance replacement project schedule at the start of each year, which helps with scheduling projects around planned facility closures. For 2015/16, projects are generally proceeding on schedule and most should be completed by the end of the year.
  - Park and Trail projects typically move forward in the spring when weather improves.
- The following projects will not be completed in FY 2015/16:
  - The Aquatic Center roof replacement, pool tank resurfacing, deck replacement, and HVAC controls replacement are being intentionally delayed until a planned facility closure in late summer 2016. The combined project will go to bid this spring.
  - The Conestoga Synthetic Field project reflects only a portion of the overall funding, with the rest from the bond and SDC funds. The project will begin construction in summer 2016 to coincide with the close of the school year.
- Approximately 30% of the \$6.3 million capital outlay has been expended, with an additional 11% encumbered, resulting in a little over one third (\$2.6 million) of the capital outlay completed or under contract. Even though this is ahead of last year, the current year percentage is skewed lower largely due to the two projects noted earlier. The total cost of the two projects is approximately \$2.5 million, so if those were removed from the total capital it would leave \$3.8 million, of which \$2.6 million is under contract.
- Overall, the projected General Fund capital outlay is under budget by approximately \$600,000. About \$250,000 of this savings is due to grant funded projects for which the grants were not received and the savings are offset by lower revenue.

- No projects were eliminated to provide these savings. In fact, the district has experienced several unbudgeted emergency replacements this year and the savings are over and above these unbudgeted capital expenditures.

Anthony Mills asked what the future plan is for the John Quincy Adams Young House, noting that although he sees the value in preserving historical sites, such sites can also be an underestimated drain on resources.

- ✓ General Manager Doug Menke noted that this is a carryforward item from previous budgets. The designated funding is an initial commitment the district made to a Cedar Mill area friends group that existed at the time. While the district funded a work plan that outlined what it would take to move the project forward, the district also specified the need for fundraising in order to contribute to a majority of the needed improvements, but such an effort has stalled.

Shannon Kennedy asked if the district incurs costs associated with maintaining the house.

- ✓ Doug replied that the costs are minimal, although the district has funded some improvements in order to keep the house from degrading further, such as a new roof and foundation improvements.
- ✓ Keith commented that the land the house occupies is a key parcel for the district, which provides access to the Cedar Mill Falls. A master plan exists for what the site may look like fully improved, but the funding still needs to be raised.
- ✓ Lisa Novak, superintendent of Special Activities, noted that while the house is not on the National Register of Historic Places, the property it sits on is due to its historical significance.

#### **Agenda Item #7 – System Development Charges Program Review**

Keith Hobson, director of Business & Facilities, provided an overview of the System Development Charges Fund section of the budget committee's information packet:

- System Development Charges Report for December 2015
  - The report shows revenue and expenditure activity through December 31, 2015. Year-to-date collections and interest through December is approximately \$2.4 million.
- System Development Charges Graph
  - The current year is trending slightly below the prior year, but still ahead of 2013/14. Staff is making fairly conservative projections for the balance of the year, but are projecting that current year SDC revenue will meet budget.
  - Staff continue the practice of budgeting SDC revenue and expenditures based on historical averages of building activity, but only committing to projects with funds on hand and appropriating current year revenue to undesignated, allowing flexibility to expend funds if received, but ensuring available resources are not overcommitted.
- Monthly Capital Project Report
  - The approved SDC project costs are within the appropriations and the current year costs are at budget.
- Five Year Cash Flow Projections
  - The updated five year cash flow projection is based on projects that have already been budgeted.
- Project List
  - The Capital Improvement Program (CIP) included in the budget committee information packet is a prioritized list of projects that were approved by the board of directors in February 2014. The district has been in the process of updating this list and has been conducting public outreach over the last few months to prioritize projects for a new five-year SDC CIP, which will be under consideration

by the board for approval at the April meeting. The new SDC CIP will be the basis for SDC project appropriations in 2016/17.

Jerry Jones Jr. inquired how fast the new SDC rates will go into effect when the board adopts the new SDC methodology currently under consideration.

- ✓ Keith explained that any building permits that are already in process, or land use actions where the use has been approved but building permits have not yet been pulled, will have up to six months to pull permits at the current SDC rates. The district will likely see a six-month lag between adoption of the new SDC rates and beginning to receive increased SDC fee revenues.

Jerry asked if future SDC reports will look different based on the specific subarea SDC fees that the district would be assessing under the new methodology.

- ✓ Keith replied that staff had not intended on appropriating the three subareas, but are tracking the fees collected by subarea in order to ensure that the district meets the obligations in each of the areas. However, this is something that will be considered.

Anthony Mills asked for an update regarding the Teufel Property.

- ✓ Keith replied that there are still two or three more years left on the lease for the property to be utilized as a nursery. The timing is good in that it will be a multiyear process to master plan and design the site for park use.

#### **Agenda Item #8 – Bond Capital Project Fund Update**

Keith Hobson, director of Business & Facilities, provided an overview of the Bond Capital Program section of the budget committee information packet:

- Through December 31, 2015, approximately 72% of the overall bond program budget has been expended. Construction activity has slowed compared to the last two years as the district moved into a planning phase on the last few significant projects, three of which will be in construction this summer: SW Quadrant Community Park, Westside/Waterhouse Trail connection, and Conestoga Middle School field.
- The overall budget shortfall has increased from about \$3 million to \$4.7 million. This increase has been discussed extensively with both the board and bond oversight committee and is primarily due to the estimated cost increases for the SW Quadrant Community Park, which is a significantly larger site now than when initially budgeted. While most of the shortfall on this project can be offset by available funds within the bond capital fund, it will likely require some supplemental funding from another source, such as SDC funds, to complete the project as designed.
- The Bond Program Project Timeline illustrates the projects' steady progress. Nearly all projects have begun with over two-thirds of the projects completed. Six categories are completed: New Neighborhood Park Development, New Neighborhood Park Land Acquisition, New Community Park Land Acquisition, Deferred Park Replacements, Facility Expansions and Community Center/Park Land Acquisition.
- The Parks Bond Citizen Oversight Committee's sixth annual report details their work monitoring the Bond Capital Program; a copy is included in the budget committee information packet.

John Griffiths recalled that Washington County contributed funding to the SW Quadrant Community Park project.

- ✓ General Manager Doug Menke confirmed that the county contributed approximately \$300,000, which was partially allocated to a land transaction that enabled the growth of the site.
- ✓ Keith noted that these funds are captured within the Champions Too fundraising campaign.

John commented on a recent conversation with Commissioner Schouten, noting that more funds might be available from the county, and suggested that district staff reach out again.

Anthony Mills asked for additional information regarding the project referenced on page 63 titled Jenkins Estate Phase 2.

- ✓ Bruce Barbarasch, superintendent of Natural Resources & Trails Management, replied that it is a natural area restoration project taking place in the northern half of the forest.

Anthony Mills commented that this year's oversight committee report is the best looking government report he has ever seen, and he encourages district staff to submit it for an award, if such an award exists.

- ✓ Keith noted that the language included within the report is written entirely by members of the Parks Bond Citizen Oversight Committee and that they deserve a lot of credit for their efforts.

### **Agenda Item #9 – 2016/17 Projected Resources and Expenditures**

Keith Hobson, director of Business & Facilities, provided an overview of the Projected Capital Replacements and Projected Budget FY 2016/17 sections of the budget committee information packet.

#### Maintenance Operations Division Capital Replacement Forecast Summary

- More than ten years ago, THPRD established a priority to maintain existing facilities and equipment and to avoid deferring maintenance.
- Schedules are used to estimate replacement funding needs and track deferred replacements over the next 10 years.
- Capital replacements are tracked by two categories: Major Assets (identified by each asset) and Routine Assets (based on a portion of a total quantity).
- The FY 2016/17 capital replacement needs include current year replacements of \$3.3 million and deferred maintenance backlog of \$4 million for a total of approximately \$7.3 million. Projects will be prioritized due to the limited amount of funding available.
- The Maintenance Operations Department uses these schedules as a guide, and staff assesses the physical condition of assets to identify actual priority replacement items which typically results in a decreased backlog balance.
- Safety items are addressed in a timely manner, and none of the backlog items are a safety concern.

#### Maintenance Operations Division Replacement Funding Analysis

- Most of the Major Assets backlog is deferred due to condition of assets such as the deferral of the HMT Complex field 2 synthetic turf.
- The Routine Assets replacement end-of-year backlog is estimated at \$2.9 million, about \$900k below the beginning deferred balance.
- Over the next few years, staff anticipates lower major item replacement requirements with a couple exceptions: Fanno Creek Service Center roof replacement and Portland Community College Rock Creek synthetic turf replacement. Next year's replacement funding is projected to be healthy and will help manage the replacement obligation.

#### Sinking Fund

Keith noted that a recommendation from the district's Service and Financial Sustainability Analysis was to create a capital replacement sinking fund whereby the district would set aside funds in a replacement reserve over the life of the asset so that the funds are already in place when an asset needs to be replaced. As was noted last year, the unfunded accumulated amount and the annual contribution required needs to be calculated over three phases:

1. Major capital replacements
2. Routine replacements
3. Entire facility replacements

Keith noted that staff completed the first phase last year and what it revealed was that for major replacements, the district had a cumulative unfunded reserve amount of just under \$8 million and would need to set aside an additional \$650,000 in 2016. In actuality, \$850,000 is being set aside to meet the current year funding requirement, as well as contribute to the unfunded amount. Staff anticipates making a similar commitment in 2016/17 to continue the progress.

Keith explained that as the replacement reserve is fully funded, it would provide the source of replacement funding instead of the current way of finding funds in each year's budget. Staff will complete the calculations for the remaining two phases, but it will be a long-term process to convert to this method of funding replacements.

Susan Cole asked whether the district would also consider a maintenance bond as a way to fund deferred maintenance items and replace facilities.

- ✓ Keith replied that it may take the district up to ten years to fully fund the sinking fund for major item replacements, so it is several years out before the district would begin to build a sinking fund for facility replacements. The district explored including a facility within the 2008 Bond Measure, but that particular amenity did not score well in the public polling conducted. In addition, new facilities that expand capacity can be funded via SDC funds, but replacement of existing facilities would require some combination of sinking fund, revenue bonding and/or a levy.

Shannon Kennedy asked for clarification regarding the sinking fund's current balance.

- ✓ Keith provided a detailed overview of the fund, noting that the balance would continue to grow until the requirement is fully funded, at which point the sinking fund would become the resource for funding capital replacements.
- ✓ General Manager Doug Menke noted that a consistent message from the public to the district has been to maintain its current assets and not to let conditions deteriorate to the point that a maintenance bond is necessary.

Chair Stephen Pearson recalled past discussion regarding the possibility of assessing a user fee for the replacement of athletic fields.

- ✓ General Manager Doug Menke replied that this is in process. The field fees already being assessed are a start, but are nowhere near what is needed in order to fund replacements. The district needs to find a balance in having the ability to provide these services without driving the market away, while also having a fund to afford the replacement of the fields as they become due.

Anthony Mills noted that although some regions may vote for any funding measure proposed, his belief is that Washington County agencies need to be more judicious in what they ask.

#### Projected Budget for FY 2016/17

Keith noted that the projected budget is based on current service levels and does not include any new costs as a result from new business plans, non-discretionary increases, or new capital funding requests.

#### Projected Revenue Summary

- Program revenue is estimated to increase by 0.3% overall. Staff will provide more detail at the April Budget Work Session, including an assessment on fee policy adjustments.

- Future projected resources are reduced for nonrecurring items such as grants or capital carry forward.
- Taxes are projected at an overall growth of 5.4% over the current year budget. Actual projected tax revenue for FY 2015/16 is approximately 0.9% over budget, resulting in an increase in the FY 2016/17 budget of 4.5% over the current year actual amount.
  - In prior years the district has experienced some compression, but this is no longer an issue due to recent increases in real market value. The district can now assume an overall 3% increase, in addition to a 1.5% increase for exception based growth due to development.

#### Projected Expenditure Summary

- The projected expenditures are based on anticipated inflationary increases. The targets were based on an estimated Consumer Price Index (CPI) growth of 2.5%, but the actual was just received and it is 1.25%, which will result in savings to the district.
- The board-approved fiscal policy for contingency sets a floor of 5% of operating expenses, but also mandates an increase if the ending general fund balance is not at least 10% of operating expenses. Since the projected carry-over from 2014/15 exceeds the threshold of 10% of operating expenses, the district is in compliance with the policy and no contingency increase is required, although there will be a slight increase in order to maintain the 5% floor.
- As noted earlier this projection also includes continuation of transfers to the sinking fund.

Susan Cole asked for additional information regarding the district's pension plan. She noted that Oregon's Public Employees Retirement System (PERS) is anticipating a marked increase in cost over the next few years.

- ✓ Keith replied that the district's pension program is similar to PERS and that the district has seen declining rates as market returns were better, in addition to the implementation of a tier two plan a few years ago, which also helped bring rates down. However the current market rates are having an impact and the district's pension costs for the current fiscal year are going to be between \$300,000 and \$400,000 more than what was budgeted, which the district is already absorbing within the figures presented to the budget committee. Next year the district is expecting a potentially even greater increase.

#### Five Year Fiscal Projection

- The deferred balance remains relatively unchanged through 2017/18. An increase is seen in 2018/19 but is entirely due to the projected roof replacement at Fanno Creek Service Center, the timing of which is speculative. The balance declines in 2019/20 and 2020/21 as the annual replacement requirements return to more normal levels.
- This capital replacement status is in conjunction with funding the sinking fund at the current level of \$850,000. As the sinking fund is fulfilled, the amount required for replacements begins to reduce. If the district is able to continue funding the sinking fund as shown, the cumulative balance at the end of 2020/21 will be \$5.1 million, which will exceed the backlog balance.

Shannon Kennedy asked if there are any accounting rules governing where sinking fund allocations should be housed within the budget.

- ✓ Keith replied no, it is being carried as a segregated portion of the General Fund balance.

Chair Stephen Pearson asked if sinking fund allocations can only be used for capital.

- ✓ Keith replied that this is how it will be tracked and that the funds would not be used for any other purpose than capital replacements.



Susan Cole asked whether the board passed a resolution designating the sinking fund.

- ✓ Keith replied that the board has not yet passed such a resolution as the sinking fund is in its first year, but at the end of the year the board will be requested to adopt such a resolution.

Keith concluded the presentation of the midyear budget.

**Agenda Item #10 – Public Input**

There was no public comment.

**Agenda Item #11 – Set Date of Budget Committee Work Session**

Chair Stephen Pearson noted that the next budget committee meeting is scheduled for 6 pm, Monday, April 18, 2016, at the Elsie Stuhr Center.

**Agenda Item #12 – Adjourn**

The meeting adjourned at 8:20 pm.

Recording Secretary,  
Jessica Collins



# BUDGET INFORMATION

Guide to Budget Document

Budget Document Overview

Budget Process

Budget Calendar

Organizational Chart



# GUIDE TO BUDGET DOCUMENT

---

The budget document describes how Tualatin Hills Park & Recreation District plans to meet the needs of the community and is a resource to citizens interested in learning more about the operation of their Park District.

## BUDGET DOCUMENT SECTIONS

The Park District's budget is divided into sixteen sections:

- **INTRODUCTION** General Manager's message, Budget committee members.
- **BUDGET INFORMATION** Includes the Budget Document overview, which provides detailed information on budget practices, the reporting entity and services. Also included are expenditure and revenue summaries, the budget process, and budget calendar.
- **RESOURCES** Provides a narrative description and summary of all District resources.
- **CAPITAL IMPROVEMENT PLAN** Provides information on the District-wide capital improvements from all funding sources, as well as the unfunded capital projects list.
- **GENERAL FUND** Provides graphs of revenue and expenditures: Includes summary of historical and proposed General Fund resources and appropriations.
- **BOARD OF DIRECTORS** Provides narrative overview and summary of historical and proposed expenditures for the Board of Directors' Division.
- **ADMINISTRATION** Provides narrative overview, graph and summary of historical and proposed expenditures for the departments within the Administration Division. The departments are General Manager, Communications and Outreach, Security Operations and Community Partnerships. Includes: Organizational Summaries, Overviews, Accomplishments and Goals, Budget Highlights, Key Performance Indicators, and Detail of Program Expenditures.
- **BUSINESS & FACILITIES** Provides narrative overview, graphs and summary of historical and proposed expenditures for the departments within the Business and Facilities Division. The departments are Office of the Director, Finance, Risk and Contract Management, Human Resources, Information Services, Operations Analysis, Maintenance Operations, Planning and Design & Development. Includes: Organizational Summaries, Overviews, Accomplishments and Goals, Budget Highlights, Key Performance Indicators, and Detail of Program Expenditures. It also includes Capital Outlay for Information Technology Replacements and Improvements and Maintenance Equipment Replacements, as well as maturity schedule for all debt (Full Faith and Credit Obligations and Financing Agreements) being repaid from the General Fund.
- **PLANNING** Provides overview of historical expenditures for the departments within the Planning Division. The Planning departments within the Planning Division: Planning and Design & Development have been moved to the Business & Facilities Division beginning FY 2016/17.
- **PARK & RECREATION SERVICES** Provides narrative overview, graphs and summary of historical and proposed expenditures for the departments within the Park and Recreational Services Division. The departments are Office of the Director, Aquatics, Sports, Recreation, Programs and Special Activities and Natural Resources and Trails. Includes: Organizational Summaries, Overviews, Accomplishments and Goals, Budget Highlights, Key Performance Indicators, and Detail of Program Expenditures.
- **CAPITAL OUTLAY** Provides summary of historical and proposed expenditures for General Fund funded Capital Projects. Includes: complete listing and detailed narratives of proposed projects for the 2015/16 fiscal year.
- **OTHER FUNDS** Provides narrative overview and summary of historical and proposed expenditures of the Mitigation Maintenance Reserves Fund.
- **DEBT SERVICE FUND** Provides detailed information on the Park District's General Obligation debt. Includes: Local Budget Form 35, and maturity schedules for the General Obligation Bonds, Series 2011 and Series 2015.
- **SYSTEM DEVELOPMENT CHARGES FUND** Provides narrative overview, and summary of historical and proposed expenditures of System Development Charge Fees collected for new residential and non-residential development. Includes: complete listing and detailed narratives of proposed projects for the 2015/16 fiscal year.
- **BOND CAPITAL PROJECTS FUND** Provides narrative overview, and summary of historical and proposed expenditures of the Bond Capital Projects funding approved by voters in November 2008. Includes:

complete listing and detailed narratives of proposed projects for the 2016/17 fiscal year.

- **SUPPLEMENTAL DATA** Provides information on the Park District’s history and general information, along with Park District Policies and Procedures. Includes: Twenty-Year Comprehensive Master Plan Summary, Summary of Staffing by Department, Five-year Financial Projections, and a Glossary.

**BUDGET DOCUMENT ORGANIZATION**

The Park District accounts for its operations both by line-item (the category of the revenue or expenditure) and by cost center (the sub-program, program, Department or Division in which the activity occurs). This budget document is organized by cost center and the following table shows the organization structure of each cost center level, along with the type of information presented for each level.

Cost Center level	Definition	Information included in the budget document
Fund	<p>A fiscal and accounting entity with a self-balancing set of accounts. The funds for the District are:</p> <ul style="list-style-type: none"> <li>• General Fund</li> <li>• Special Revenue Fund</li> <li>• Capital Project Fund</li> <li>• Debt Service Fund</li> <li>• Systems Development Charge Fund</li> <li>• Bond Capital Projects Fund</li> </ul>	<ul style="list-style-type: none"> <li>• Narrative description of the fund and its purpose.</li> <li>• Summary of historical and estimated resources.</li> <li>• Summary of historical and proposed expenditures.</li> <li>• Graphs of historical and proposed resources and expenditures (General Fund only).</li> </ul>
Division	<p>Major administrative sub-divisions of the District with overall responsibility for an operational area. Divisions within the General Fund are:</p> <ul style="list-style-type: none"> <li>• Board of Directors</li> <li>• Administration</li> <li>• Business and Facilities</li> <li>• Park and Recreation Services</li> <li>• Capital Outlay</li> <li>• Contingency</li> <li>• Capital Replacement Reserve</li> </ul>	<ul style="list-style-type: none"> <li>• Narrative overview of the Division and its mission.</li> <li>• Organization chart of Departments within the Division.</li> <li>• Summary of historical and proposed expenditures by category and by Department.</li> <li>• Summary of historical and proposed staff levels (FTE).</li> </ul>
Department	<p>Administrative sub-divisions of a Division with management responsibility for a functional area.</p>	<ul style="list-style-type: none"> <li>• Narrative overview of the Department, significant accomplishments and goals, budget highlights and performance standards.</li> <li>• Organization chart of staff within the Department.</li> <li>• Summary of historical and proposed expenditures by category and by Program.</li> <li>• Summary of historical and proposed FTE.</li> </ul>
Program	<p>An activity at a distinct service location (i.e. aquatic facilities, recreation centers, sports facility) or a service provided for a specific purpose (i.e. Planning, Natural Resources).</p>	<ul style="list-style-type: none"> <li>• Table of key workload and performance indicators (where available).</li> <li>• Detail of historical and proposed expenditures by line-item.</li> <li>• Summary of historical and proposed FTE.</li> <li>• Summary of funded service level measures for direct service programs</li> </ul>
Sub-program	<p>A functional sub-division of a Program.</p>	<p>No sub-program information is presented in this budget document except debt service obligations within the Business Services Division, and recreation activities at Conestoga Recreation/Aquatic Center.</p>

## BUDGET DOCUMENT OVERVIEW

---

In compliance with the State of Oregon Local Budget Law, the Tualatin Hills Park & Recreation District proposed budget, for the year beginning July 1, 2016 and ending June 30, 2017, is submitted for your approval. As prepared and submitted the proposed budget is intended to serve as:

1. A financial plan for the next fiscal year (2016/17), outlining the forecasted expenditure requirements and the proposed means for financing these requirements.
2. An operational plan for the use and deployment of personnel, materials and services and other resources during the 2016/17 fiscal year.
3. An operations guide for programs and department goals and objectives.

### **Budgetary Accounting Basis**

The budgetary and accounting policies contained in the proposed budget conform to generally accepted accounting principles as established by the Governmental Accounting Standards Board. The accounts of the park district are organized on the basis of funds, each of which is considered a separate budgetary and accounting entity. Within the annual budget, the park district's various funds are grouped into governmental fund types, which include the General Fund, Other Funds (Special Revenue and Capital Project), Debt Service Fund, Systems Development Charge Fund, and Bond Capital Projects Fund.

In accordance with generally accepted accounting principles, all governmental funds are both budgeted and accounted for using the modified accrual basis of accounting with revenues being recorded when measurable and available and expenditures being recorded when the goods or services are received.

### **Budget Process**

The park district budgets all funds that are subject to the requirements of state local budget law. The budgeting process includes: citizen input through various stages of preparation, public Budget Committee meetings, approval of the proposed budget by the Budget Committee, public hearing, and adoption of the approved budget by the Board of Directors.

### **Balanced Budget**

In accordance with Oregon Budget Law, the park district must plan its budget with an equal amount of resources and requirements, thereby meeting the definition of a balanced budget. This ensures that the district does not spend more on goods and services than its available resources can provide for them.

### **Budget Management**

The Board of Directors' resolution authorizing appropriations for each fund sets the expenditure limits that cannot be exceeded. These appropriations are made by Organization Unit totals for each fund. For the General Fund, these Organization Units are in turn based on Divisions within the district:

Board of Directors – includes personnel services costs and materials and services costs including Legal, Audit, and Elections.

Administration - includes personnel services costs and materials and services costs for the Division.

Business and Facilities - includes personnel services costs and materials and services costs for the Division, debt service cost on general fund supported debt, and capital outlay for information technology and maintenance equipment.

Park and Recreation Services - includes personnel services costs and materials and services costs for the Division.

Capital Outlay - includes capital outlay costs for general capital replacements and improvements.

Contingency – includes the General Fund contingency appropriation.

Capital Replacement Reserve – includes funds set aside for future capital replacement.

Budgetary control is maintained at the Department and Program level through monitoring of costs against these categories.

## **Budget Amendment Procedure**

Oregon Local Budget Law sets forth procedures to be followed to amend the budget after adoption. The proposed budget appropriates contingency funds to be used at the discretion of the Board of Directors. Contingency funds can only be transferred to another appropriation for specific unforeseen events and by approval of a resolution by the Board of Directors.

Most other budget changes after adoption require a supplemental budget. Additional resources not anticipated in the original budget may be added through the use of a supplemental budget. Supplemental budgets not exceeding 10% of a fund's original appropriation may be proposed by the park district's Board of Directors at a regular board meeting, and notice must be published stating that a supplemental budget will be considered. Supplemental budgets in excess of 10% of original fund appropriations require a hearing before the public, publications in newspapers of consideration of a supplemental budget along with a summary of funds being adjusted, and approval by the Board of Directors. Original and supplemental budgets may be modified by the use of appropriation transfers between the expenditures categories; such transfers require approval by the Board of Directors.

## **The Reporting Entity and its Services**

The Tualatin Hills Park & Recreation District (THPRD) operates under Oregon Revised Statutes Chapter 266 as a separate municipal corporation and has a Board of Directors comprised of a President and four (4) Directors, two of whom serve as Secretary and Secretary Pro-Tempore. The Board hires a General Manager to manage the day-to-day operations of the Park district. The governing Board appoints members of the community to serve on various committees including the Budget Committee.

- THPRD provides park and recreation services to more than 240,000 residents within 50 square miles of east Washington County, including the City of Beaverton.
- THPRD facilities include five (5) indoor and two (2) outdoor swim centers, a combined recreation/aquatic center, two recreation centers, an athletic center with six (6) indoor multi-purpose athletic courts, a senior center, historic sites (Jenkins Estate, Fanno Farmhouse and the John Quincy Adams Young House), a 220-acre Nature Park and Center, the Cooper Mountain Nature Park and Center, a tennis center with six (6) indoor and eight (8) outdoor courts, and a camp for developmentally disabled youth.
- THPRD maintains, either through direct ownership or joint use agreement (including school sites), 106 baseball/softball fields, 150 soccer/football/lacrosse fields, 3 bocce courts, 5 volleyball courts, 102 outdoor tennis courts, 6 indoor tennis courts, 50 outdoor basketball pads, 3 skate parks, 1 hockey rink, and 8 long/high jump courts.
- THPRD has 295 park and recreation facility sites comprised of approximately 2,366 acres; 1,284 acres of wetland/natural areas and 1,082 acres of developed sites including neighborhood, community and regional parks. THPRD sites include three lakes, 27 miles of stream corridor, and 51 miles of off-street pathways.
- THPRD programs include aquatics instruction, leagues and drop-in programs, youth and adult sports leagues and fitness programs, youth and adult general and specialized recreation programs, youth after-school and day camps, senior fitness and recreation programs, developmentally disabled and special needs recreation programs, and natural resource education programs.

## **Permanent Rate**

With the passage of Measure 50, the park district has a permanent tax rate of \$1.3073 per \$1,000 of assessed value. This rate will be a limit on the park district's permanent taxing authority for operating taxes.

## **Debt Administration**

Debt Outstanding consists of the 2006 \$2,430,000 Full Faith and Credit Advance Refunding of two 1997 Certificates of Participation and the 2000 Full Faith and Credit Obligation, the 2010 \$1,695,000 Full Faith and Credit Obligation (Series A), the 2010 \$7,815,000 Full Faith and Credit Obligation (Series B&C), the 2013 \$457,100 Financing Agreement, the 2009 \$58,505,000 General Obligation Bond (most of which was advance refunded in 2015 with \$1,435,000 in additional funds borrowed), and the 2011 \$40,060,000 General Obligation Bond.

As of June 30, 2016, the non-general obligation outstanding balances are as follows: the 2006 Full Faith and Credit Advance Refunding Obligation \$485,000, the 2010 Full Faith and Credit Obligation (Series A) \$1,355,000, the 2010 Full Faith and Credit Obligation (Series B&C) \$7,300,000 and the 2013 Financing Agreement \$381,695.

The general obligation bond balances outstanding as of June 30, 2016 are \$6,525,000 (Series 2009) \$33,360,000 (Series 2011) and \$37,465,000 (Series 2015).

All debt issuances were utilized to fund construction of parks and buildings, purchase of equipment, and purchase of land needed to meet the needs of the community.

**BUDGET SUMMARY FOR REQUIREMENTS:**

The proposed budget requirements for the 2016/17 fiscal year for all funds are \$114,090,963 and are \$102,584,780 for the 2015/16 fiscal year. Requirements, both current and proposed are:

	<b>Actual 2013/14</b>	<b>Actual 2014/15</b>	<b>Adopted Budget 2015/16</b>	<b>Proposed Budget 2016/17</b>	<b>Approved Budget 2016/17</b>	<b>% Change over 2015/16</b>
Personnel Services Costs	\$26,243,909	\$26,627,327	\$28,546,400	\$29,807,536		4.4%
Materials & Services	6,862,453	7,181,356	8,718,880	8,977,859		3.0%
General Fund Capital Outlay	3,333,585	2,207,958	6,873,151	7,886,316		14.7%
Debt Service	9,214,767	9,615,949	8,044,382	8,305,274		3.2%
General Fund Contingency	-0-	-0-	2,300,000	2,400,000		4.5%
Systems Development Charge	1,319,987	1,285,805	16,221,498	25,858,023		59.4%
Bond Capital Projects Fund	17,909,748	5,927,431	31,030,469	29,155,955		-6.0%
<b>TOTAL EXPENDITURES</b>	<b>64,884,449</b>	<b>52,845,826</b>	<b>101,734,780</b>	<b>111,740,971</b>		<b>9.8%</b>
Ending Balance – Capital Replacement Reserve	-0-	-0-	850,000	1,700,000		100%
<b>TOTAL REQUIREMENTS</b>	<b>\$64,884,449</b>	<b>\$52,845,826</b>	<b>\$102,584,780</b>	<b>\$114,090,963</b>		<b>11.2%</b>

**SIGNIFICANT CHANGES:**

Personnel Services

The proposed budget for Personnel Services has increased 4.4% since FY 2015/16. The park district will have 180 full-time positions for the 2016/17 fiscal year, a net increase of two positions from upgrading three regular part-time positions and decreasing one net fulltime position. Two other regular part-time positions were also eliminated for the 2016/17 fiscal year budget.

The budget reflects a 1.25% cost-of-living adjustment and merit increases for all represented full-time and regular part-time employees in accordance with the collective bargaining agreement, and funding for non-represented staff increases in accordance with the Board-approved Compensation Policy, the total of which accounts for 1.1% of the overall increase. The budget reflects an estimated health increase of 3.0% and no increase in dental, accounting for 0.2% of the overall increase. Retirement benefits increased by 21.9% due to lower market performance and contributed 1.6% of the overall increase. Payroll taxes remained relatively unchanged. Finally, the net reduction in positions accounted for a 0.3% decrease against the overall increase. The balance of the increase in overall cost, approximately 1.8%, comes from budgeted increases for part-time personnel.

Materials and Services

The proposed budget for Materials and Services has increased 3.0% over FY 2015/16. Factors include an inflationary adjustment of 2.5%, increased maintenance supplies for newly acquired acreage and the costs of program expansions. All approved business plans have been accounted for in the proposed budget amounts.

Capital Outlay

General Fund Capital Outlay has been differentiated between maintenance replacement expenditures and new asset expenditures. Within these two categories, the expenditures include funding for: Carry Over Projects, Athletic Facility, Park, and Building Replacements/Improvements, ADA Improvements, Maintenance Equipment and Computer/Office Equipment. Capital Outlay expenditures have been prioritized to maintenance replacement



projects in order to minimize the balance of deferred maintenance replacements. General Fund Capital Outlay has increased by 14.7% from FY 2015/16 due to increased grant revenue funded projects and increased funding available for replacements. In FY 2016/17, capital outlay funds will largely be focused on maintenance replacements, a renovation of the Aquatic Center including a large roofing project along with tank and pool deck resurfacing, and replacement of the HMT Field #2 synthetic turf.

As explained above, the Capital Bond Projects Fund balance in FY 2016/17 reflects the remaining funds available from the \$100 million general obligation bond as approved by voters.

The System Development Charges Fund continues to complete current expansion projects, fund land acquisition, and master plan and construct new projects.

Ending Balance - Capital Replacement Reserve

The Capital Replacement Reserve has increased 100% over FY 2015/16. Funding of this reserve began in FY 2015/16 and will continue in FY 2016/17. These reserves are for future capital replacement needs.

**BUDGET SUMMARY FOR RESOURCES:**

Total resources for all funds for the current budgeted years and the prior years are:

	<b>Actual 2013/14</b>	<b>Actual 2014/15</b>	<b>Adopted Budget 2015/16</b>	<b>Proposed Budget 2016/17</b>	<b>Approved Budget 2016/17</b>	<b>% Change over 2015/16</b>
Beginning Fund Balance	\$63,412,817	\$49,204,697	\$48,729,788	\$49,137,304		0.8%
Property Taxes-Current Year	33,722,472	34,948,011	34,192,540	35,898,933		5.0%
Prior Year Taxes	481,377	523,667	350,000	375,000		7.1%
Interest on Investments	365,783	380,711	353,667	386,500		9.3%
Swim Center & Tennis Revenue	3,513,892	3,859,722	3,954,104	4,129,216		4.4%
Recreation & Sports Revenue	6,598,234	6,811,408	6,746,216	6,951,624		3.0%
Grants and Contributions	1,037,470	1,039,231	626,458	1,615,844		157.9%
Misc. and Rental Revenue	281,996	556,769	480,350	523,500		9.0%
Sponsorships/Cellular Leases	237,636	261,528	240,000	198,500		-17.3%
Systems Development Charge	3,858,370	5,855,512	4,740,600	14,522,059		206.3%
Debt Proceeds	-0-	-0-	1,750,000	-0-		-100.0%
Transfers In	579,099	511,362	421,057	352,483		-16.3%
<b>TOTALS</b>	<b>\$114,089,146</b>	<b>\$103,952,618</b>	<b>\$102,584,780</b>	<b>\$114,090,963</b>		<b>11.2%</b>

Beginning Fund Balances

Beginning balance from all funds for FY 2016/17 consists of \$8,416,285 from the General Fund (\$850,000 is from the Capital Replacement Reserve and \$7,566,285 is the remaining General Fund cash on hand), \$160,100 from the Maintenance Mitigation Fund, \$275,000 from the Debt Service Fund, \$11,279,964 from the Systems Development Charge Fund, and \$29,005,955 from the Bond Capital Projects Fund. The General Fund cash on hand balance reflects FY 2015/16 revenues in excess of budget, expenditures less than budget, and projects budgeted, but not completed. The Maintenance Mitigation Fund balance includes funds received from developers for maintenance of existing mitigation sites. The Debt Service Fund balance represents carryforward of taxes levied in previous years plus interest earnings. The System Development Charge Fund balance includes funds accumulated for budgeted current, and future, capital expansion projects. The Bond Capital Project Fund includes available funds to complete the designated list of projects.

### Property Taxes - Current Year

Taxes levied against an estimated \$23.3 billion in assessed valuation total \$37,753,702 of which \$7,308,996 is for the General Obligation Debt Service Fund with \$6,943,546 expected to be collected. Of the \$30,444,706 General Fund Levy, the Park district expects to collect 95%, or \$28,922,470. The payments in lieu of taxes (PILOT) amounts are additional taxes expected to be collected (\$4,382 General Fund and \$28,535 Debt Service Fund.) The PILOT funds result from de-annexed property that had long term debt obligations associated at the time of withdrawal from District boundaries. The PILOT funds will be collected annually until the obligations are paid in full.

The FY 2015/16 taxable assessed property valuation of the park district is \$22,285,389,488 and is estimated to increase by 4.5% in the 2016/17 fiscal year to \$23,288,232,015.

### Property Taxes - Prior Year

Prior year taxes are property taxes that have been levied but remain uncollected. The park district expects to collect \$375,000 (both General Fund and Debt Service Fund). Prior year collection projections for the 2016/17 fiscal year are slightly higher than the amounts budgeted in the 2015/16 fiscal year due to the increase in the property tax levy amounts in prior years.

### Interest on Investments

Interest revenue is earned on investments of temporary excess cash. Interest rates have remained at historically low rates the past year; show no indication of significant improvement, and capital funds continue to be spent down. Accordingly, interest revenue for FY 2016/17 is projected only slightly higher than the previous year budget for all funds.

In accordance with district policy, the park district's primary investment vehicles are State of Oregon Local Government Investment Pool (LGIP), commercial paper, bankers' acceptance and United States Government Treasury and agency securities. The LGIP consists of a diversified portfolio, and transfers into and out of the LGIP accounts can be made daily. This provides a flexible mode for keeping surplus cash invested.

The investable cash balance within the Bond Capital Projects Fund will be invested in the Oregon Local Government Investment Pool, along with allowable securities as approved by the district's Investment Policies. The anticipated revenue will be used strictly for related expenditures of the fund.

### Swim Center & Tennis Revenue

Swim Center revenue is generated from passes, open swim and swim lesson instruction. The park district has six (6) indoor and two (2) outdoor pools. Tennis revenue is generated by both indoor and outdoor open play, instruction and merchandise sales.

### Recreation and Sports Revenue

Recreation program revenue is generated by classes and activities at six (6) recreation center sites. Sports revenue is generated by the Athletic Center programs and by sport programs for all ages, such as softball, volleyball and basketball. Field rental fees are generated from district affiliated sports league usage of district owned or maintained sports fields.

The district regularly evaluates program fees to ensure progress toward achieving targeted recovery rates, along with application of annual inflationary increases as needed.

Program revenue estimates are based upon anticipated instructional, camp and class offerings, along with historical trending analysis of other fees, such as pass sales and rentals. Patron usage has remained stable and program revenues are increasing. The district continually evaluates all programs, readjusting them to emphasize the popular offerings, and discontinues those with less participation.

#### Grants and Intergovernmental Revenue

Grants include funding from federal, state and regional agencies, as well as funding from private foundations including the Tualatin Hills Park Foundation. Grant revenue is predominantly for funding of capital improvements, although it also provides funding for reimbursement of certain operating and debt service expenditures.

#### Miscellaneous Revenue

Miscellaneous revenue is earned from various sources including purchasing card program rebates, refunds, surplus equipment sold at auction, easement and mitigation payments, miscellaneous fees and forfeitures, and insurance proceeds.

#### Rental Revenue

Rental revenue is generated from the rental of residential houses located on district property, concessionaire services at Jenkins Estate and leased space within the Fanno Creek Service Center.

#### Sponsorships/Cellular Lease Revenue

Sponsorships/cellular lease revenue is from corporate advertising, partnerships (including concessions) and 19 cellular telecommunication site leases at 14 sites within the district.

#### System Development Charge

System Development Charges are assessed against new construction within the district.

#### Debt Proceeds

Debt Proceeds are from financing agreements or other debt instruments and are used for identified purposes, generally capital improvements or equipment purchases.

#### Transfers In

Transfers in reflect the district's policy of allowing project management staff time from SDC and Bond related capital projects to be reimbursed to the General Fund. The amount budgeted, \$352,483 is the estimate of the costs to manage both SDC Fund (\$35,000) and Bond Fund (\$317,483) capital projects during FY 2016/17.

**SUMMARY OF ALL FUNDS**  
Proposed Budget for FY 2016/17

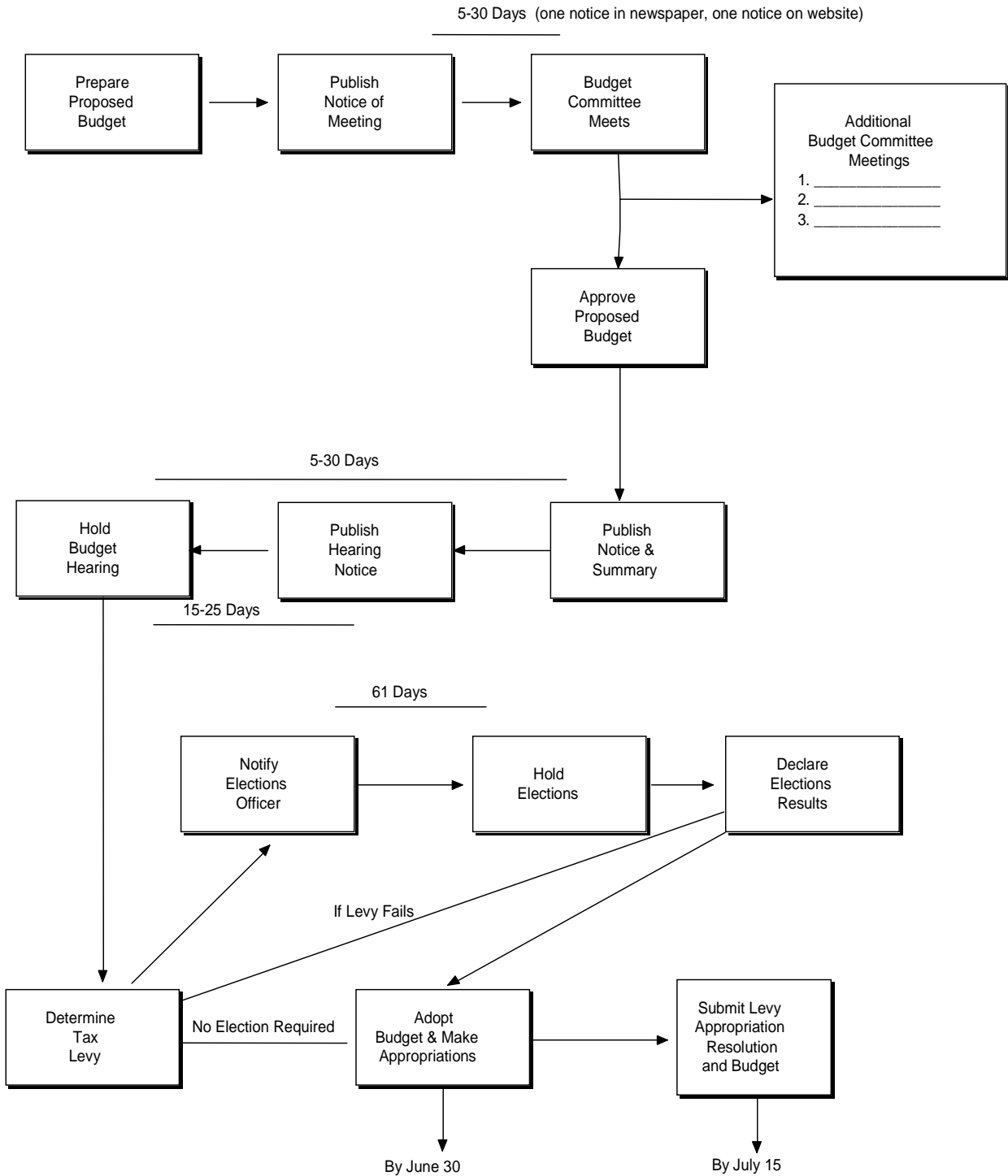
	Governmental Funds					Total All Funds
	Other Funds					
	General Fund	Maintenance Mitigation Fund	Debt Service Fund	System Dev. Charge Fund	Bond Capital Proj. Fund	
<b>RESOURCES</b>						
Beginning Balance						
Capital Replacement Reserve	\$ 850,000	\$ -	\$ -	\$ -	\$ -	\$ 850,000
Beginning Cash Balance	7,566,285	160,100	275,000	11,279,964	29,005,955	48,287,304
<b>Beginning Fund Balance</b>	<b>\$ 8,416,285</b>	<b>\$ 160,100</b>	<b>\$ 275,000</b>	<b>\$ 11,279,964</b>	<b>\$ 29,005,955</b>	<b>\$ 49,137,304</b>
<b>Revenues</b>						
Property Taxes-Current Year	\$ 28,926,852	\$ -	\$ 6,972,081	\$ -	\$ -	\$ 35,898,933
Prior Year Taxes	325,000	-	50,000	-	-	375,000
Interest on Investments	145,000	500	35,000	56,000	150,000	386,500
Swim Center & Tennis Revenue	4,129,216	-	-	-	-	4,129,216
Recreation & Sports Revenue	6,951,624	-	-	-	-	6,951,624
Grants & Intrgvnmntl Revenue	1,615,844	-	-	-	-	1,615,844
Miscellaneous & Facility Rental	523,500	-	-	-	-	523,500
Sponsorships/Cellular Leases	198,500	-	-	-	-	198,500
System Development Charges	-	-	-	14,522,059	-	14,522,059
Transfers In	352,483	-	-	-	-	352,483
<b>Total Revenues</b>	<b>\$ 43,168,019</b>	<b>\$ 500</b>	<b>\$ 7,057,081</b>	<b>\$ 14,578,059</b>	<b>\$ 150,000</b>	<b>\$ 64,953,659</b>
<b>TOTAL RESOURCES</b>	<b>\$ 51,584,304</b>	<b>\$ 160,600</b>	<b>\$ 7,332,081</b>	<b>\$ 25,858,023</b>	<b>\$ 29,155,955</b>	<b>\$ 114,090,963</b>
<b>REQUIREMENTS</b>						
<b>Appropriations by Category:</b>						
Personnel Services	\$ 29,807,536	\$ -	\$ -	\$ -	\$ -	\$ 29,807,536
Materials and Services	8,817,259	160,600	-	-	-	8,977,859
Capital Outlay	7,886,316	-	-	25,858,023	29,155,955	62,900,294
Debt Service	973,193	-	7,332,081	-	-	8,305,274
Contingency	2,400,000	-	-	-	-	2,400,000
<b>Total Appropriations</b>	<b>\$ 49,884,304</b>	<b>\$ 160,600</b>	<b>\$ 7,332,081</b>	<b>\$ 25,858,023</b>	<b>\$ 29,155,955</b>	<b>\$ 112,390,963</b>
Ending Uappropriated Fund Balance	\$ 1,700,000	\$ -	\$ -	\$ -	\$ -	\$ 1,700,000
Capital Replacement Reserve						
<b>TOTAL REQUIREMENTS</b>	<b>\$ 51,584,304</b>	<b>\$ 160,600</b>	<b>\$ 7,332,081</b>	<b>\$ 25,858,023</b>	<b>\$ 29,155,955</b>	<b>\$ 114,090,963</b>

**Staffing Changes**  
**Full-time and Regular Part-time**

The following table summarizes the changes in Full-time and Regular Part-time staffing levels by Division and Program

Division	Program	Adopted 2015/16 Staffing	Adjustments	Proposed 2016/17 Staffing
Business & Facilities	Office of the Director	4.00 FTE	Added one Chief Financial Officer, transferred Operations Analysis Manager and Operations Analyst to Operations Analysis Department	3.00 FTE
Business & Facilities	Operations Analysis	0.00 FTE	Transferred Operations Analysis Manager and Operations Analyst to Operations Analysis Department from Office of the Director of Business & Facilities	2.00 FTE
Business & Facilities	Finance	7.00 FTE	Deleted one Bond Accountant	6.00 FTE
Business & Facilities	Design & Development	7.00 FTE	Deleted one Office Tech I	6.00 FTE
Business & Facilities	Maintenance Operations	74.00 FTE	Deleted one RPT Aquatic Maintenance Tech II	73.13 FTE
Park & Recreation Services	Office of the Director	2.00 FTE	Added one Program Analyst	3.00 FTE
Park & Recreation Services	Aquatics	25.01 FTE	Deleted one Center Supervisor at Aloha Swim Center and one RPT Aquatics Coord. II at Harman Swim Center. Upgraded one RPT Office Tech II to FT at Beaverton Swim Center	23.26 FTE
Park & Recreation Services	Programs & Special Activities	4.00 FTE	Transferred one Specialized Recreation & Inclusion Specialist from Stuhr Center to Superintendent of Sports	3.00 FTE
Park & Recreation Services	Nature Park Interpretive Center	3.88 FTE	Upgraded one RPT Office Tech I to FT	4.00 FTE
Park & Recreation Services	Superintendent of Sports	2.00 FTE	Transferred one Specialized Recreation & Inclusion Specialist from Stuhr Center and transferred one Program Coordinator to the Athletic Center	2.00 FTE
Park & Recreation Services	Athletic Center	5.00 FTE	Transferred one Program Coordinator from Superintendent of Sports and transferred one RPT Office Tech II from Tennis and upgraded to FT	7.00 FTE
Park & Recreation Services	Tennis Center	3.51 FTE	Transferred one RPT Office Tech II to Athletic Center	2.63 FTE
		<b>Increase in Full-time FTE</b>		<b>2.00 FTE</b>
		<b>Decrease in Reg Part-time FTE</b>		<b>(4.38) FTE</b>
		<b>Net Change</b>		<b>(2.38) FTE</b>

# BUDGET PROCESS



**FISCAL YEAR 2016/17  
BUDGET CALENDAR**

---

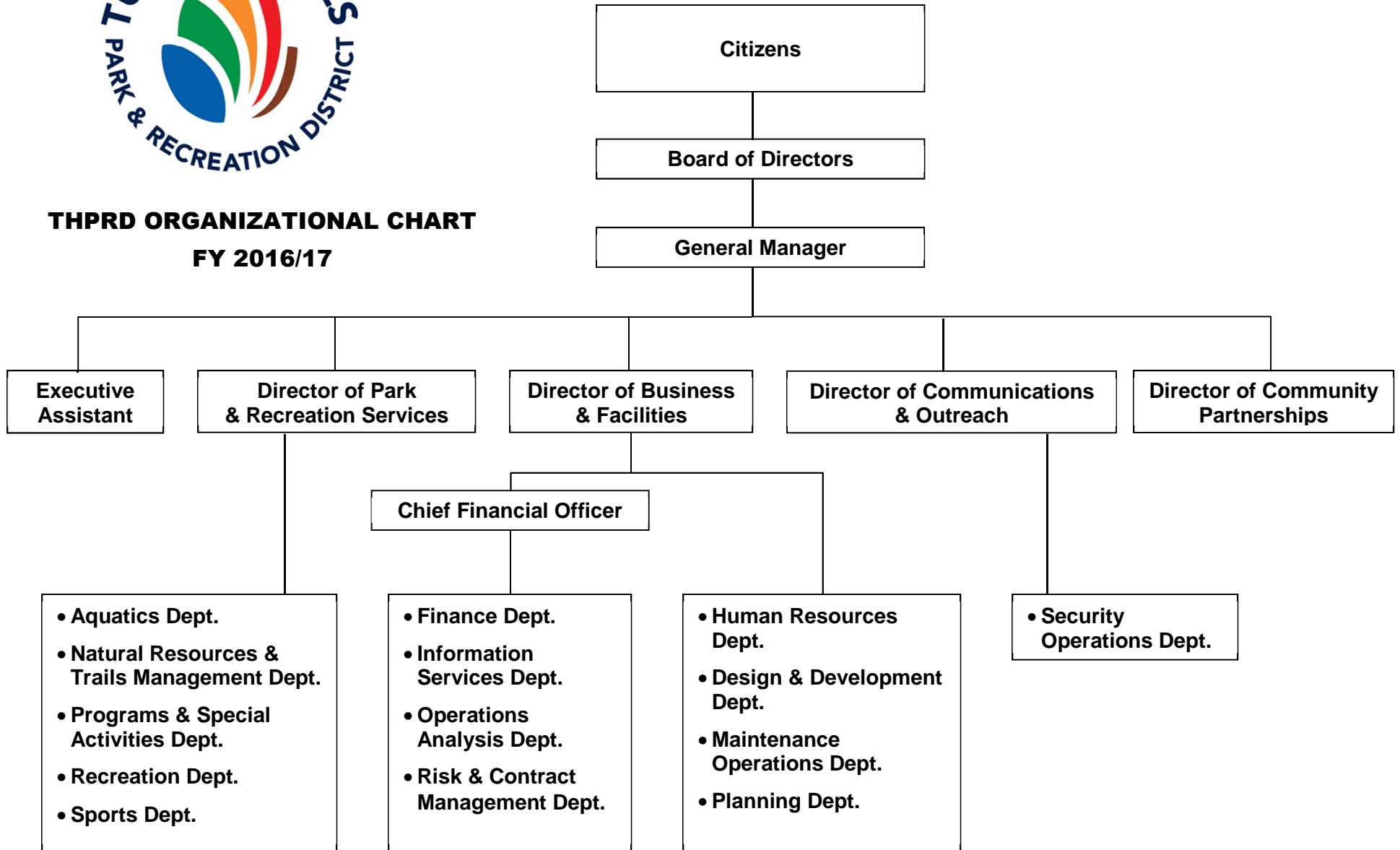
In accordance with District Budget Policy:

**2016**

February 4	Publish Notice (Valley Times submission deadline – January 27)
February 11	Post Notice on District Website
February 22	Mid-year Budget Review Meeting (Public Input)
April 7	Publish Notice (Valley Times submission deadline – March 30)
April 14	Post Notice on District Website
April 13	Deliver Proposed Budget to Budget Committee
April 18	Budget Committee Work Session (Public Input)
April 28	Publish Notice (Valley Times submission deadline – April 20)
May 5	Post Notice on District Website
May 16	Budget Committee Meeting to Approve Budget (Public Input)
June 9	Publish Notice & Summary (Valley Times submission deadline – June 2)
June 20	Hold Public Hearing to Adopt Budget (Public Input)
July 15	Tax Levy Certified by Washington County



**THPRD ORGANIZATIONAL CHART  
FY 2016/17**







# RESOURCES

Analysis of Property Tax Rate and Collections

Analysis of Measure 5 and 50

Revenue Summary



**ANALYSIS OF TAX RATE AND COLLECTIONS  
FISCAL YEAR 2016/17**

**ESTIMATED ASSESSED VALUATION**

**Real and Personal Property Within the Park District**

**\$ 23,288,232,015**

FY 2015/16 Assessed Valuation	\$22,285,389,488	
Value Growth from Annual Increase <sup>1</sup>	668,561,685	3.00%
Estimated Exception Based Value Growth <sup>2</sup>	<u>334,280,842</u>	<u>1.50%</u>
Estimated Assessed Value	<u>\$23,288,232,015</u>	

**% Increase in Estimated Assessed Valuation**

**4.50%**

**ESTIMATED TAX LEVY**

	<u>Tax Rate per \$1,000 Valuation</u>	<u>Amount</u>
--	---	---------------

**General Fund**

Permanent Tax Rate for District 1.3073

General Fund Operating Levy:

Estimated Assessed Valuation multiplied by  
Permanent Rate

\$ 30,444,706

**Bonded Debt Fund**

Bonded Debt Levy

7,308,996

Estimated Tax Rate:

Bonded Debt Levy divided by Estimated  
Assessed Valuation

0.3138

**Estimated Tax Levy Totals**

1.62

\$ 37,753,702

**ESTIMATED TAX COLLECTIONS**

Amount

Based on Estimated Collection Rate: 95.00%

General Fund Current Year Tax Collections

\$ 28,922,470

Payment in lieu of Tax Collections

4,382

Bonded Debt Fund Current Year Tax Collections

6,943,546

Payment in lieu of Tax Collections

28,535

\$ 35,898,933

<sup>1</sup> Measure 50 allows for an annual 3% increase on maximum assessed valuation up to market value for individual properties.

<sup>2</sup> Measure 50 allows increases in maximum assessed value due to changes in property including new construction, land partitions, rezoning, etc.

## PROPERTY TAX MEASURES

---

### PROPERTY TAX

The property tax is used by Oregon cities, counties, schools and other special districts to raise revenue to cover the expense of local government. The State of Oregon has the authority to levy property taxes; however, the State has not levied property taxes since 1941 and obtains its revenue from tax and lottery sources.

The Oregon Constitution places certain limits on property tax rates for general purposes. The Constitution does not limit property tax rates for general obligation bonds, such as Refunding Bonds for capital construction and improvements approved in accordance with voting requirements or used to refund certain outstanding General Obligation Bonds.

### MEASURE 5

Article XI, Section 11b (known as "Measure 5") of the Oregon Constitution contains various limitations on property taxes levied by local jurisdictions. Approved in November 1990, Measure 5 placed certain limits on property tax rates and modifications to the system of property tax administration then in place.

- Measure 5 limitations remain in place despite the passage of Measure 50.
- Measure 5 separates taxes imposed upon property into two categories, one for public schools and community colleges and one for jurisdictions other than public schools.
- Combined tax rates for non-school jurisdictions are limited to \$10.00 per \$1,000 of Real Market Value. Combined tax rates for public school systems are limited to \$5.00 per \$1,000 Real Market Value.
- Measure 5 does not limit property tax rates for General Obligation Bonds or refunding bonds.

### MEASURE 50

Ballot Measure 50 was approved by Oregon voters on May 20, 1997. Measure 50 repeals a previously approved property tax reduction measure, referred to as Measure 47. Measure 50 with some modifications, retains many of Measure 47's key features, including: a reduction of property taxes and a limit on the growth in annual assessed valuation. Specific provisions include:

- Measure 50 rolls back the "assessed value" on property for the fiscal year 1997/98 to its 1995/96 value, less ten percent.
- Measure 50 establishes a permanent tax rate which replaces its old levies. This rate will be a permanent limit on the Park District's taxing authority for operating taxes.
- Measure 50 limits your assessed value growth to 3% unless your property has an exception because the property was improved, re-zoned, subdivided, or ceases to qualify for exemptions.
- Measure 50 allows voters to approve new short term local option levies outside the permanent rate limit.
- Measure 50 has no impact on Measure 5. The Measure 5 tax limitation remains intact.

TUALATIN HILLS PARK & RECREATION DISTRICT

MEASURE #5  
Impact on Washington County Taxing

FY 2015/16

Taxing Agencies Excluding City of Beaverton	Rates Subject to \$10 Limit	Rates Excluded from Limit	Total
Enhanced Sheriff Patrol	1.32	-	1.32
Washington County	2.84	-	2.84
Urban Road Improvements	0.25	-	0.25
T.H.P.R.D.	1.31	0.32	1.63
T.V. Fire & Rescue	1.98	0.13	2.11
Port of Portland	0.07	-	0.07
Metro Service District	0.19	0.20	0.39
<b>Total Tax Rate</b>	<b>7.96</b>	<b>0.65</b>	<b>8.61</b>
Taxing Agencies Including City of Beaverton			
Washington County	2.81	-	2.81
T.V. Fire & Rescue	1.96	0.13	2.09
T.H.P.R.D.	1.29	0.32	1.61
City of Beaverton	4.13	0.20	4.33
Port of Portland	0.07	-	0.07
Metro Service District	0.19	0.20	0.39
Urban Renewal-Beaverton	0.17	-	0.17
<b>Total Tax Rate</b>	<b>10.62</b>	<b>0.85</b>	<b>11.47</b>

FY 2014/15

Taxing Agencies Excluding City of Beaverton	Rates Subject to \$10 Limit	Rates Excluded from Limit	Total
Enhanced Sheriff Patrol	1.32	-	1.32
Washington County	2.84	-	2.84
Urban Road Improvements	0.24	-	0.24
T.H.P.R.D.	1.31	0.41	1.72
T.V. Fire & Rescue	1.78	0.12	1.90
Port of Portland	0.07	-	0.07
Metro Service District	0.19	0.27	0.46
<b>Total Tax Rate</b>	<b>7.75</b>	<b>0.80</b>	<b>8.55</b>
Taxing Agencies Including City of Beaverton			
Washington County	2.82	-	2.82
T.V. Fire & Rescue	1.77	0.12	1.89
T.H.P.R.D.	1.31	0.41	1.72
City of Beaverton	4.16	0.19	4.35
Port of Portland	0.07	-	0.07
Metro Service District	0.19	0.27	0.46
Urban Renewal-Beaverton	0.09	-	0.09
<b>Total Tax Rate</b>	<b>10.41</b>	<b>0.99</b>	<b>11.40</b>

TUALATIN HILLS PARK & RECREATION DISTRICT

MEASURE #5  
Impact on Washington County Taxing

FY 2013/14

Taxing Agencies Excluding City of Beaverton	Rates Subject to \$10 Limit	Rates Excluded from Limit	Total
Enhanced Sheriff Patrol	1.32	-	1.32
Washington County	2.84	0.13	2.97
Urban Road Improvements	0.25	-	0.25
T.H.P.R.D.	1.31	0.42	1.73
T.V. Fire & Rescue	1.78	0.13	1.91
Port of Portland	0.07	-	0.07
Metro Service District	0.19	0.27	0.46
<b>Total Tax Rate</b>	<b>7.76</b>	<b>0.95</b>	<b>8.71</b>
Taxing Agencies Including City of Beaverton			
Washington County	2.84	0.13	2.97
T.V. Fire & Rescue	1.78	0.13	1.91
T.H.P.R.D.	1.31	0.42	1.73
City of Beaverton	4.14	0.23	4.37
Port of Portland	0.07	-	0.07
Metro Service District	0.19	0.27	0.46
<b>Total Tax Rate</b>	<b>10.33</b>	<b>1.18</b>	<b>11.51</b>

FY 2012/13

Taxing Agencies Excluding City of Beaverton	Rates Subject to \$10 Limit	Rates Excluded from Limit	Total
Enhanced Sheriff Patrol	1.23	-	1.23
Washington County	2.84	0.13	2.97
Urban Road Improvements	0.25	-	0.25
T.H.P.R.D.	1.31	0.42	1.73
T.V. Fire & Rescue	1.78	0.14	1.92
Port of Portland	0.07	-	0.07
Metro Service District	0.10	0.31	0.41
<b>Total Tax Rate</b>	<b>7.58</b>	<b>1.00</b>	<b>8.58</b>
Taxing Agencies Including City of Beaverton			
Washington County	2.84	0.13	2.97
T.V. Fire & Rescue	1.78	0.14	1.92
T.H.P.R.D.	1.31	0.42	1.73
City of Beaverton	4.01	0.22	4.23
Port of Portland	0.07	-	0.07
Metro Service District	0.10	0.31	0.41
<b>Total Tax Rate</b>	<b>10.11</b>	<b>1.22</b>	<b>11.33</b>

TUALATIN HILLS PARK & RECREATION DISTRICT

MEASURE #5  
Impact on Washington County Taxing

FY 2011/12

Taxing Agencies Excluding City of Beaverton	Rates Subject to \$10 Limit	Rates Excluded from Limit	Total
Enhanced Sheriff Patrol	1.25	-	1.25
Washington County	2.84	0.14	2.98
Urban Road Improvements	0.25	-	0.25
T.H.P.R.D.	1.31	0.43	1.74
T.V. Fire & Rescue	1.78	0.16	1.94
Port of Portland	0.07	-	0.07
Metro Service District	0.10	0.22	0.32
TriMet	-	0.06	0.06
<b>Total Tax Rate</b>	<b>7.60</b>	<b>1.01</b>	<b>8.61</b>
Taxing Agencies Including City of Beaverton			
Washington County	2.84	0.14	2.98
T.V. Fire & Rescue	1.78	0.16	1.94
T.H.P.R.D.	1.31	0.43	1.74
City of Beaverton	3.96	0.21	4.17
Port of Portland	0.07	-	0.07
Metro Service District	0.10	0.22	0.32
TriMet	-	0.06	0.06
<b>Total Tax Rate</b>	<b>10.06</b>	<b>1.22</b>	<b>11.28</b>

FY 2010/11

Taxing Agencies Excluding City of Beaverton	Rates Subject to \$10 Limit	Rates Excluded from Limit	Total
Enhanced Sheriff Patrol	1.27	-	1.27
Washington County	2.84	0.14	2.98
Urban Road Improvements	0.25	-	0.25
T.H.P.R.D.	1.31	0.44	1.75
T.V. Fire & Rescue	1.77	0.11	1.88
Port of Portland	0.07	-	0.07
Metro Service District	0.10	0.31	0.41
TriMet	-	0.09	0.09
<b>Total Tax Rate</b>	<b>7.61</b>	<b>1.09</b>	<b>8.70</b>
Taxing Agencies Including City of Beaverton			
Washington County	2.84	0.14	2.98
T.V. Fire & Rescue	1.77	0.11	1.88
T.H.P.R.D.	1.31	0.44	1.75
City of Beaverton	3.96	0.24	4.20
Port of Portland	0.07	-	0.07
Metro Service District	0.10	0.31	0.41
TriMet	-	0.09	0.09
<b>Total Tax Rate</b>	<b>10.05</b>	<b>1.33</b>	<b>11.38</b>

## SUMMARY OF RESOURCES - ALL FUNDS

RESOURCES:	General Fund	Special Revenue Fund	Capital Projects Fund	Debt Service Fund	Total Resources
Beginning Balance- Capital Replacement Reserve	\$ 850,000	\$ -	\$ -	\$ -	\$ 850,000
Cash on hand for Fiscal Year	4,649,000	160,100	1,424,464	275,000	6,508,564
Beginning Fund Balance from Previous Year Projects Carried Forward	2,917,285	-	38,861,455	-	41,778,740
Previously Levied Taxes estimated to be received during ensuing year	325,000	-	-	50,000	375,000
<b>PROGRAM REVENUES:</b>					
Swim Center Revenue	3,038,333	-	-	-	3,038,333
Tennis Revenue	1,090,883	-	-	-	1,090,883
Recreation Program Revenue	4,975,712	-	-	-	4,975,712
Sports Program/Athletic Center Revenue	1,583,634	-	-	-	1,583,634
Natural Resources Revenue	392,278	-	-	-	392,278
<b>OTHER REVENUES:</b>					
Miscellaneous Revenue	142,350	-	-	-	142,350
Interest Revenue	145,000	500	206,000	35,000	386,500
Telecommunication Site Lease Revenue	193,500	-	-	-	193,500
Facility Rental Revenue	381,150	-	-	-	381,150
Grants and Intergovernmental Revenue	1,615,844	-	-	-	1,615,844
Sponsorships	5,000	-	-	-	5,000
System Development Charges	-	-	14,522,059	-	14,522,059
Transfers In	352,483	-	-	-	352,483
Total Resources except taxes to be levied..... <b>Sub Total</b>	<u>\$ 22,657,452</u>	<u>\$ 160,600</u>	<u>\$ 55,013,978</u>	<u>\$ 360,000</u>	<u>\$ 78,192,030</u>
Current Year Property Taxes (Permanent Rate multiplied by Assessed Value)	28,926,852	-	-	6,972,081	35,898,933
<b>TOTAL RESOURCES</b>	<u><u>\$ 51,584,304</u></u>	<u><u>\$ 160,600</u></u>	<u><u>\$ 55,013,978</u></u>	<u><u>\$ 7,332,081</u></u>	<u><u>\$ 114,090,963</u></u>



Listed below are narratives and financial information on the proposed resources for all funds.

**Beginning Balance- Capital Replacement Reserve:** The estimated Beginning Balance- Capital Replacement Reserve for FY 2016/17 (\$850,000) is the accumulated balance of funds reserved for future capital replacements.

**Beginning Fund Balance:** Beginning Fund Balance is a resource derived from prior year's budget. Beginning Fund Balance generally results from an over-collection of budgeted resources and under-expenditures of budget appropriations. The estimated Beginning Fund Balance for FY 2016/17 consists of General Fund (\$4,649,000), Maintenance Mitigation Fund (\$160,100), Debt Service Fund (\$275,000), System Development Charge Fund (\$1,424,464).

**Beginning Fund Balance from Previous Year Projects Carried Forward:** Beginning Fund Balance from projects carried forward represents fund balance committed to projects in a prior year but not yet expended. The full listing of carryforward projects can be found within the Capital Projects and System Development Charges sections, pages CO-3 and SDC-4, under the Carry Over Projects heading, plus all of the Bond Capital Projects Fund. The estimated total of project carryforward from the previous year consists of General Fund (\$2,917,285), System Development Charge Fund (\$9,855,500) and Bond Capital Projects Fund (\$29,005,955).

**Prior Year's Taxes:** Prior Year's Taxes are property taxes that have been levied but remain uncollected. During the 2016/17 fiscal year, the park district is projected to collect approximately one-half of the uncollected property taxes. The estimated amount of previously levied taxes to be received for the fiscal year 2016/17 consists of General Fund (\$325,000) and Debt Service Fund (\$50,000).

**PROGRAM REVENUES:** Estimated revenue from programs is based on funded program levels multiplied by established fees and estimated attendance. Adjustments are continually made to ensure classes are making progress toward achieving the target rate of cost recovery.

**Swim Center Revenue:** Swim Center revenue is generated from passes, open swim, instruction and Beaverton School District #48. The total swim center revenue is \$3,038,333. The following is a breakdown of revenue generated by each swim center and program type:

<u>Swim Center Revenue</u>		<u>Program Revenue</u>	
Aloha	\$ 390,396	Swim Passes	\$ 486,967
Beaverton	532,775	General Admission	303,018
Conestoga - Aquatic	625,559	Aquatic Instruction	1,965,307
Harman	324,465	Facility Rentals	
Sunset	294,109	- School District #48	23,140
Aquatic Center	695,834	- Other Rental Events	259,901
Raleigh	70,048		
Somerset West	105,147		
	<u>\$ 3,038,333</u>		<u>\$ 3,038,333</u>

**Tennis Revenue:** Tennis Revenue of \$1,090,883 is generated by open play, instruction, special interest events and the sale of tennis balls.

<u>Tennis Program Revenue</u>	<u>Program</u>	<u>Facility Rental</u>	<u>Total</u>
Open play	340,464	-	340,464
Instruction	664,879	-	664,879
Special interest	62,435	12,860	75,295
Tennis ball sales	10,245	-	10,245
	<u>\$ 1,078,023</u>	<u>\$ 12,860</u>	<u>\$ 1,090,883</u>

**Recreational Program Revenue:** Recreational program and rental revenue of \$4,975,712 is generated from Cedar Hills Recreation Center, Garden Home Recreation Center, the Stuhr Center, Conestoga Recreation/Aquatic Center, Administration registrations, out-of-district assessments and facility room rentals.

Recreational Program Revenue	Program	Facility Rental	Total
Garden Home Recreation Center	950,597	72,000	1,022,597
Cedar Hills Recreation Center	1,676,577	-	1,676,577
Elsie Stuhr Center	516,113	12,000	528,113
Conestoga - Recreation	1,468,925	82,000	1,550,925
Administration	197,500	-	197,500
	\$ 4,809,712	\$ 166,000	\$ 4,975,712

**Sports Program/Athletic Center Revenue:** Sports program and Athletic Center revenue of \$1,583,634 is generated primarily from Camp Rivendale and inclusion services, basketball, softball and volleyball, along with rentals and field use fees received from the affiliated sports groups field usage.

Sports Program/Athletic Center Revenue	Program	Facility Rental	Total
Concessions	96,500	-	96,500
Fitness & Exercise	41,420	-	41,420
Special Events	4,800	-	4,800
Special Interest	250,027	-	250,027
Indoor Sports	295,341	111,479	406,820
Outdoor Sports	81,537	479,945	561,482
Passes	87,280	-	87,280
Camp Rivendale	120,080	-	120,080
Inclusion Services	15,225	-	15,225
	\$ 992,210	\$ 591,424	\$ 1,583,634

**Natural Resources Revenue:** Natural Resources revenue of \$392,278 is generated from instruction and outdoor recreation programs held at both the Tualatin Hills Nature Center and Cooper Mountain Nature Park.

Natural Resources Revenue	Program	Facility Rental	Total
Instruction/Environmental Education	354,689	33,199	387,888
Outdoor Recreation	4,390	-	4,390
	\$ 359,079	\$ 33,199	\$ 392,278

**OTHER REVENUES:** Except as otherwise noted estimated revenue is based on prior year history as adjusted for anticipated variances.

**Miscellaneous Revenue:** Miscellaneous revenue of \$142,350 is earned from purchasing card program rebates (\$50,000), items sold at auctions (\$40,000), easements, miscellaneous fees and forfeitures, compensation for insurance proceeds and various other sources (\$52,350).

**Interest Revenue:** Interest revenue in the total amount of \$386,500 is derived from available cash-on-hand that is invested in the State of Oregon Local Government Investment Pool or other allowable vehicles per the district's Investment Policy. These invested funds will be used at a later date to meet payroll, operating costs and capital improvements. Interest Revenue consists of General Fund (\$145,000), Maintenance Mitigation Fund (\$500), Debt Service Fund (\$35,000), Systems Development Charge Fund (\$56,000) and Bond Capital Projects Fund (\$150,000).

**Telecommunication Site Lease Revenue:** Lease revenue of \$193,500 from site leases for cellular telephone transmission equipment.

**Rental Revenue:** Rental revenue of \$381,150 is generated from the rental of park district owned homes, concessionaire services at Jenkins Estate, along with leased space within the Fanno Creek Service Center.

**Grants and Intergovernmental Revenue:** Grants include funding from the following sources: Natural Resources Park Restoration (\$30,000), Environmental Education Grant (\$25,000), Memorial Benches (\$8,000), Special District Association of Oregon Safety Intern Grant (\$3,000) Connect Oregon Waterhouse Trail #4 (\$400,000), Rails to Trails Westside to Waterhouse Trail Connection (\$48,000), Vietnam War Memorial Grant (\$35,000), LGGP SW Community Park Shelters (\$283,600), RZEDB interest subsidy (\$183,244), Metro nature in Neighborhoods (\$400,000) and Oregon Watershed Enhancement Board (\$200,000).

**Sponsorships:** Sponsorships in the amount of \$5,000 are from corporation advertising, partnerships and various community events.

**System Development Charges:** These charges are assessed against new construction within the district. Projected revenue for FY 2016/17 is \$14,522,059 and may only be utilized for improvements related to expansion.

**Transfers In:** Transfers in reflect the fiscal policy of recovering project management staff time from capital projects to the General Fund. In FY 2016/17, \$35,000 is anticipated from SDC and other projects, and \$317,483 from the Bond Capital Fund projects.

**Current Year's Taxes for FY 2016/17** Current Taxes levied against an estimated \$23.3 billion in assessed valuation total \$37,753,702. Of that amount, Debt Service Fund generates \$7,308,996, with collections anticipated at \$6,943,546, for retirement of general obligation debt. The General Fund levy totals \$30,444,706, with collections anticipated at \$28,922,470. The payments in lieu of taxes (PILOT) amounts are additional taxes expected to be collected (\$4,382 General Fund and \$28,535 Debt Service Fund). The PILOT funds result from de-annexed property with associated long-term debt obligations, and will be collected annually until the obligations are paid in full.



# **CAPITAL IMPROVEMENT PLAN**

Capital Funding Sources FY 2016/17

Five Year Capital Funding Sources

Replacement Funding Analysis

Capital Replacement Forecast Summary

Unfunded Capital Requests – General Fund



## CAPITAL IMPROVEMENT PLAN

---

### **Capital Funding Sources FY 2016/17**

The Capital Funding Sources FY 2016/17 schedule shows the distribution of capital funding for the budget year 2016/17 between the various available sources of funding, including the General Fund, Bond Project Fund, SDC Fund and Grant Funds.

### **Five-Year Capital Funding Sources**

The Five-Year Capital Funding Sources schedule shows the total capital funding sources by year, including carryover funds, the current budget year funds, along with a forecast for four subsequent fiscal years funding.

### **Projects by Funding Source**

The Projects by Funding Source schedule shows the grouping of projects by category within each funding source by year, along with individual category sheets detailing projects and anticipated budget impacts.

### **Capital Replacement Summary**

The Capital Replacement Summary lists both major and routine replacement General Fund funding for the current budget year as well as the projected year-end remaining deferred balance in each replacement category.

### **Capital Replacement Forecast Summary**

The Capital Replacement Forecast Summary shows the deferred General Fund balance of both major and routine replacements at the beginning of the budget year along with a forecast of replacement additions for nine subsequent years, for a total ten-year replacement forecast.

### **Unfunded Capital Requests - General Fund**

The Unfunded Capital Requests - General Fund summary lists all General Fund deferred capital projects requested by various district departments and Advisory Committees. Each year, this schedule is updated for new requests and adjusted to remove current year funded projects.



Capital Funding Sources 2016/17

	Funding Sources					Total Funds
	General Fund	Bond Fund	SDC Fund	Grant Funds	Other Funds	
<b>Athletic Facility Replacements</b>						
HMT Field #2 Synthetic Turf	575,000					575,000
Tennis Court - Resurfacing (5 sites)	165,000					165,000
Other Athletic Facility Replacements	35,000					35,000
<b>Athletic Facility Replacements Total</b>	<b>775,000</b>					<b>775,000</b>
<b>Athletic Facility Improvements</b>						
New Synthetic Turf Field - Conestoga Middle School	650,000	437,613	1,255,000			2,342,613
Other Athletic Facility Improvements	3,300					3,300
<b>Athletic Facility Improvements Total</b>	<b>653,300</b>	<b>437,613</b>	<b>1,255,000</b>			<b>2,345,913</b>
<b>Building Replacements</b>						
Aquatic Center Renovation	2,617,584					2,617,584
Underwater Lights	121,067					121,067
Other Building Replacements	465,649					465,649
<b>Building Replacements Total</b>	<b>3,204,300</b>					<b>3,204,300</b>
<b>Building Improvements</b>						
Other Building Improvements	104,600					104,600
<b>Building Improvements Total</b>	<b>104,600</b>					<b>104,600</b>
<b>Park &amp; Trail Replacements</b>						
Parking Lot	249,414					249,414
Pedestrian Pathway and Playground Equipment	220,251					220,251
Play Equipment (3 sites)	338,000					338,000
Other Park & Trail Replacements	206,578					206,578
<b>Park &amp; Trail Replacements Total</b>	<b>1,014,243</b>					<b>1,014,243</b>
<b>Park &amp; Trail Improvements</b>						
Other Park & Trail Improvements	25,062					25,062
<b>Grant Funded Projects</b>						
Connect Oregon - Waterhouse Trail Segment				400,000		400,000
LGGP - SW Quadrant Community Park				283,600		283,600
Metro Nature in Neighborhoods				400,000		400,000
Oregon Watershed Enhancement Board				200,000		200,000
Other Grant Funded Projects				83,000		83,000
<b>Park &amp; Trail Improvements Total</b>	<b>25,062</b>			<b>1,366,600</b>		<b>1,391,662</b>
<b>Information Technology Replacement</b>						
Color Plot Printer	2,500					2,500
LAN/WAN	5,000					5,000
Laptops	8,000					8,000
Network Switches	80,000					80,000
Printers	5,000					5,000
Servers	37,000					37,000
Vehicle Maintenance Software	6,500					6,500
<b>Information Technology Replacement Total</b>	<b>144,000</b>					<b>144,000</b>
<b>Information Technology Improvement</b>						
PCI Compliance	55,000					55,000
PCI Compliance Backup Tapes (off-site)	3,000					3,000
Software	20,000					20,000
<b>Information Technology Improvement Total</b>	<b>78,000</b>					<b>78,000</b>
<b>Facility Challenge Grants Total</b>	<b>90,000</b>					<b>90,000</b>
<b>ADA Improvements</b>						
ADA Improvements	13,812					13,812
ADA Improvements - Aquatic Center	92,000					92,000
ADA Improvements - Athletic Center	8,000					8,000
<b>ADA Improvements Total</b>	<b>113,812</b>					<b>113,812</b>
<b>Land Acquisition</b>						
Acquisition of Community Park Land - North Bethany			2,500,000			2,500,000
Acquisition of Natural Area Land - So. Cooper Mountain			400,000			400,000
Acquisition of Neighborhood Park Land - North Bethany			7,650,000			7,650,000
Acquisition of Trails Land - Bonny Slope West			150,000			150,000
Acquisition of Trails Land - North Bethany			1,300,000			1,300,000
Acquisition of Trails Land - So. Cooper Mountain			300,000			300,000
Land Acquisition - FY 2015/16 Carryforward			1,485,000			1,485,000
<b>Land Acquisition Total</b>			<b>13,785,000</b>			<b>13,785,000</b>



Capital Funding Sources 2016/17

	Funding Sources					
	General Fund	Bond Fund	SDC Fund	Grant Funds	Other Funds	Total Funds
<b>Maintenance Equipment Replacement</b>						
Autoscrubber	3,000					3,000
Pool Covers (2 sites)	12,900					12,900
<b>Maintenance Equipment Replacement Total</b>	<b>15,900</b>					<b>15,900</b>
<b>Maintenance Equipment Improvement</b>						
Pool Vacuum Robot	3,499					3,499
<b>Maintenance Equipment Improvement Total</b>	<b>3,499</b>					<b>3,499</b>
<b>Fleet &amp; Equipment Improvement</b>						
Digital Playground Analyzer	2,500					2,500
Vehicle Wraps	12,200					12,200
<b>Fleet &amp; Equipment Improvement Total</b>	<b>14,700</b>					<b>14,700</b>
<b>Fleet &amp; Equipment Replacement</b>						
Electric utility vehicle	14,000					14,000
Front loader	9,800					9,800
Full size pickup with liftgate	33,000					33,000
Hydraulic press	2,500					2,500
Infield rake	15,000					15,000
Mini Backhoe	35,000					35,000
Minibus	52,500					52,500
Mower - 52" (4)	32,000					32,000
Mower - 72"	15,000					15,000
Mower blade grinder	18,000					18,000
Single axle trailer - 1 ton (4)	20,000					20,000
Sod cutter (2)	10,000					10,000
Tandem axle trailer - 3.5 ton (3)	22,500					22,500
Wire feed welder	4,000					4,000
<b>Fleet &amp; Equipment Replacement Total</b>	<b>283,300</b>					<b>283,300</b>
<b>Undesignated Projects Total</b>			<b>2,952,523</b>			<b>2,952,523</b>
<b>Development/Improvement</b>						
Bethany Creek Falls Phases 1, 2, 3 & 5 - Proj. Mgmt.			110,000			110,000
Bonny Slope / BSD Trail Development			500,000			500,000
Building Expansion - site to be determined			1,000,000			1,000,000
Cedar Mill Creek Community Trail Segment #4 Master Planning and Design			250,000			250,000
Connect Oregon Grant Match - Waterhouse Trail, Segment 4			300,000			300,000
Deck Expansion - Aquatic Center			150,000			150,000
MTIP Grant Match - Beaverton Crk. Trail Land Acq./ROW			250,000			250,000
MTIP Grant Match - Beaverton Crk. Trail Master Plan			115,000			115,000
MTIP Grant Match - Westside Trail, Segment 18			210,500			210,500
Natural Area Master Plan			100,000			100,000
North Bethany Park and Trail Development - Proj. Mgmt.			150,000			150,000
NW Quadrant Neighborhood Park Master Plan			100,000			100,000
NW Quadrant Neighborhood Park Master Plan & Design			200,000			200,000
NW Quadrant New Neighborhood Park Development			1,500,000			1,500,000
SW Quadrant Community Park - additional funding for bond project			2,600,000			2,600,000
SW Quadrant Neighborhood Park Master Plan and Design			200,000			200,000
Other Development/Improvement			130,000			130,000
<b>Development/Improvement Total</b>			<b>7,865,500</b>			<b>7,865,500</b>
<b>Renovate And Redevelop Neighborhood Parks</b>						
Somerset West Park		874,966				874,966
<b>Renovate And Redevelop Neighborhood Parks Total</b>		<b>874,966</b>				<b>874,966</b>
<b>New Community Park Development</b>						
SW Community Park		9,937,929				9,937,929
<b>New Community Park Development Total</b>		<b>9,937,929</b>				<b>9,937,929</b>
<b>Renovate And Redevelop Community Parks</b>						
Cedar Hills Park & Athletic Field		7,238,175				7,238,175
<b>Renovate And Redevelop Community Parks Total</b>		<b>7,238,175</b>				<b>7,238,175</b>

Capital Funding Sources 2016/17

	Funding Sources					
	General Fund	Bond Fund	SDC Fund	Grant Funds	Other Funds	Total Funds
<b>Natural Area Preservation</b>						
Cooper Mountain Area		213,226				213,226
Crystal Creek Park		137,762				137,762
Jenkins Estate Phase 2		112,993				112,993
NE/Bethany Meadows Trail Habitat Connection		256,030				256,030
Raleigh Park		102,027				102,027
Restoration of new properties to be acquired		632,582				632,582
Rock Creek Greenway		155,804				155,804
Somerset		150,778				150,778
Other Natural Area Preservation		904,487				904,487
<b>Natural Area Preservation Total</b>		<b>2,665,689</b>				<b>2,665,689</b>
<b>Natural Area Preservation - Land Acquisition</b>						
Natural Area Acquisitions		4,153,449				4,153,449
<b>Natural Area Preservation - Land Acquisition Total</b>		<b>4,153,449</b>				<b>4,153,449</b>
<b>New Linear Park And Trail Development</b>						
Rock Creek Trail Segments 2 & 5, and North Bethany Trail Segment 2		793,766				793,766
Westside/Waterhouse Trail Connection		594,708				594,708
Other New Linear Park And Trail Development		72,829				72,829
<b>New Linear Park And Trail Development Total</b>		<b>1,461,303</b>				<b>1,461,303</b>
<b>New Linear Park And Trail Acquisitions Total</b>		<b>1,575</b>				<b>1,575</b>
<b>Multi-Field/Multi-Purpose Athletic Field Development</b>						
New Field in NW Quadrant		533,319				533,319
New Field in SW Quadrant		532,710				532,710
<b>Multi-Field/Multi-Purpose Athletic Field Development Total</b>		<b>1,066,029</b>				<b>1,066,029</b>
<b>Facility Rehabilitation</b>						
Structural Upgrades at 50M Pool (Roof Replacement)		444,915				444,915
Structural Upgrades at Garden Home Recreation Center		629,858				629,858
Other Facility Rehabilitation		100,712				100,712
<b>Facility Rehabilitation Total</b>		<b>1,175,485</b>				<b>1,175,485</b>
<b>Grand Total</b>	<b>6,519,716</b>	<b>29,012,213</b>	<b>25,858,023</b>	<b>1,366,600</b>		<b>62,756,552</b>

Capital Funding Sources 2016/17

	Carryover Funds	2017 Funding	2018 Funding	2019 Funding	2020 Funding	2021 Funding	Total 5-Year Funding
<b>Sources of Funds</b>							
General Fund	2,917,285	3,602,431					6,519,716
Bond Fund		29,012,213					29,012,213
SDC Fund	8,935,000	16,923,023					25,858,023
Grant Funds		1,366,600					1,366,600
Other Funds							
<b>Total Funds</b>	<b>11,852,285</b>	<b>50,904,267</b>					<b>62,756,552</b>
<b>Athletic Facility Replacements</b>							
HMT Field #2 Synthetic Turf		575,000					575,000
Tennis Court - Resurfacing (5 sites)		165,000					165,000
Other Athletic Facility Replacements		35,000					35,000
<b>Athletic Facility Replacements Total</b>		<b>775,000</b>					<b>775,000</b>
<b>Athletic Facility Improvements</b>							
New Synthetic Turf Field - Conestoga Middle School	1,500,000	842,613					2,342,613
Other Athletic Facility Improvements	3,300						3,300
<b>Athletic Facility Improvements Total</b>	<b>1,503,300</b>	<b>842,613</b>					<b>2,345,913</b>
<b>Building Replacements</b>							
Aquatic Center Renovation	1,821,584	796,000					2,617,584
Underwater Lights		121,067					121,067
Other Building Replacements	21,600	444,049					465,649
<b>Building Replacements Total</b>	<b>1,843,184</b>	<b>1,361,116</b>					<b>3,204,300</b>
<b>Building Improvements</b>							
Other Building Improvements		104,600					104,600
<b>Building Improvements Total</b>		<b>104,600</b>					<b>104,600</b>
<b>Park &amp; Trail Replacements</b>							
Parking Lot	194,414	55,000					249,414
Pedestrian Pathway and Playground Equipment	197,115	23,136					220,251
Play Equipment (3 sites)		338,000					338,000
Other Park & Trail Replacements	15,460	191,118					206,578
<b>Park &amp; Trail Replacements Total</b>	<b>406,989</b>	<b>607,254</b>					<b>1,014,243</b>
<b>Park &amp; Trail Improvements</b>							
Other Park & Trail Improvements		25,062					25,062
<b>Grant Funded Projects</b>							
Connect Oregon - Waterhouse Trail Segment		400,000					400,000
LGGP - SW Quadrant Community Park		283,600					283,600
Metro Nature in Neighborhoods		400,000					400,000
Oregon Watershed Enhancement Board		200,000					200,000
Other Grant Funded Projects		83,000					83,000
<b>Park &amp; Trail Improvements Total</b>		<b>1,391,662</b>					<b>1,391,662</b>
<b>Information Technology Replacement</b>							
Color Plot Printer		2,500					2,500
LAN/WAN		5,000					5,000
Laptops		8,000					8,000
Network Switches		80,000					80,000
Printers		5,000					5,000
Servers		37,000					37,000
Vehicle Maintenance Software		6,500					6,500
<b>Information Technology Replacement Total</b>		<b>144,000</b>					<b>144,000</b>
<b>Information Technology Improvement</b>							
PCI Compliance		55,000					55,000
PCI Compliance Backup Tapes (off-site)		3,000					3,000
Software		20,000					20,000
<b>Information Technology Improvement Total</b>		<b>78,000</b>					<b>78,000</b>
<b>Facility Challenge Grants Total</b>		<b>90,000</b>					<b>90,000</b>
<b>ADA Improvements</b>							
ADA Improvements	13,812						13,812
ADA Improvements - Aquatic Center		92,000					92,000
ADA Improvements - Athletic Center		8,000					8,000
<b>ADA Improvements Total</b>	<b>13,812</b>	<b>100,000</b>					<b>113,812</b>
<b>Land Acquisition</b>							
Acquisition of Community Park Land - North Bethany		2,500,000					2,500,000
Acquisition of Natural Area Land - So. Cooper Mountain		400,000					400,000
Acquisition of Neighborhood Park Land - North Bethany		7,650,000					7,650,000
Acquisition of Trails Land - Bonny Slope West		150,000					150,000
Acquisition of Trails Land - North Bethany		1,300,000					1,300,000
Acquisition of Trails Land - So. Cooper Mountain		300,000					300,000
Land Acquisition - FY 2015/16 Carryforward	1,485,000						1,485,000
<b>Land Acquisition Total</b>	<b>1,485,000</b>	<b>12,300,000</b>					<b>13,785,000</b>
<b>Maintenance Equipment Replacement</b>							
Autoscrubber		3,000					3,000
Pool Covers (2 sites)		12,900					12,900
<b>Maintenance Equipment Replacement Total</b>		<b>15,900</b>					<b>15,900</b>

	Carryover Funds	2017 Funding	2018 Funding	2019 Funding	2020 Funding	2021 Funding	Total 5-Year Funding
<b>Maintenance Equipment Improvement</b>							
Pool Vacuum Robot		3,499					3,499
<b>Maintenance Equipment Improvement Total</b>		<b>3,499</b>					<b>3,499</b>
<b>Fleet &amp; Equipment Improvement</b>							
Digital Playground Analyzer		2,500					2,500
Vehicle Wraps		12,200					12,200
<b>Fleet &amp; Equipment Improvement Total</b>		<b>14,700</b>					<b>14,700</b>
<b>Fleet &amp; Equipment Replacement</b>							
Electric utility vehicle		14,000					14,000
Front loader		9,800					9,800
Full size pickup with liftgate		33,000					33,000
Hydraulic press		2,500					2,500
Infield rake		15,000					15,000
Mini Backhoe		35,000					35,000
Minibus		52,500					52,500
Mower - 52" (4)		32,000					32,000
Mower - 72"		15,000					15,000
Mower blade grinder		18,000					18,000
Single axle trailer - 1 ton (4)		20,000					20,000
Sod cutter (2)		10,000					10,000
Tandem axle trailer - 3.5 ton (3)		22,500					22,500
Wire feed welder		4,000					4,000
<b>Fleet &amp; Equipment Replacement Total</b>		<b>283,300</b>					<b>283,300</b>
<b>Undesignated Projects Total</b>		<b>2,952,523</b>					<b>2,952,523</b>
<b>Development/Improvement</b>							
Bethany Creek Falls Phases 1, 2, 3 & 5 - Proj. Mgmt.	80,000	30,000					110,000
Bonny Slope / BSD Trail Development	500,000						500,000
Building Expansion - site to be determined	1,000,000						1,000,000
Cedar Mill Creek Community Trail Segment #4 Master Planning and Design		250,000					250,000
Connect Oregon Grant Match - Waterhouse Trail, Segment 4		300,000					300,000
Deck Expansion - Aquatic Center	130,000	20,000					150,000
MTIP Grant Match - Beaverton Crk. Trail Land Acq./ROW	250,000						250,000
MTIP Grant Match - Beaverton Crk. Trail Master Plan	115,000						115,000
MTIP Grant Match - Westside Trail, Segment 18		210,500					210,500
Natural Area Master Plan	100,000						100,000
North Bethany Park and Trail Development - Proj. Mgmt.	45,000	105,000					150,000
NW Quadrant Neighborhood Park Master Plan	75,000	25,000					100,000
NW Quadrant Neighborhood Park Master Plan & Design	75,000	125,000					200,000
NW Quadrant New Neighborhood Park Development	1,500,000						1,500,000
SW Quadrant Community Park - additional funding for bond project	2,600,000						2,600,000
SW Quadrant Neighborhood Park Master Plan and Design		200,000					200,000
Other Development/Improvement	130,000						130,000
<b>Development/Improvement Total</b>	<b>6,600,000</b>	<b>1,265,500</b>					<b>7,865,500</b>
<b>Renovate And Redevelop Neighborhood Parks</b>							
Somerset West Park		874,966					874,966
<b>Renovate And Redevelop Neighborhood Parks Total</b>		<b>874,966</b>					<b>874,966</b>
<b>New Community Park Development</b>							
SW Community Park		9,937,929					9,937,929
<b>New Community Park Development Total</b>		<b>9,937,929</b>					<b>9,937,929</b>
<b>Renovate And Redevelop Community Parks</b>							
Cedar Hills Park & Athletic Field		7,238,175					7,238,175
<b>Renovate And Redevelop Community Parks Total</b>		<b>7,238,175</b>					<b>7,238,175</b>
<b>Natural Area Preservation</b>							
Cooper Mountain Area		213,226					213,226
Crystal Creek Park		137,762					137,762
Jenkins Estate Phase 2		112,993					112,993
Mt Williams Park		91,380					91,380
NE/Bethany Meadows Trail Habitat Connection		256,030					256,030
Raleigh Park		102,027					102,027
Restoration of new properties to be acquired		632,582					632,582
Rock Creek Greenway		155,804					155,804
Somerset		150,778					150,778
Whispering Woods Phase 2		95,493					95,493
Other Natural Area Preservation		717,614					717,614
<b>Natural Area Preservation Total</b>		<b>2,665,689</b>					<b>2,665,689</b>

Capital Funding Sources 2016/17

	Carryover Funds	2017 Funding	2018 Funding	2019 Funding	2020 Funding	2021 Funding	Total 5-Year Funding
<b>Natural Area Preservation - Land Acquisition</b>							
Natural Area Acquisitions		4,153,449					4,153,449
<b>Natural Area Preservation - Land Acquisition Total</b>		<b>4,153,449</b>					<b>4,153,449</b>
<b>New Linear Park And Trail Development</b>							
Rock Creek Trail Segments 2 & 5, and North Bethany Trail Segment 2		793,766					793,766
Westside/Waterhouse Trail Connection		594,708					594,708
Other New Linear Park And Trail Development		72,829					72,829
<b>New Linear Park And Trail Development Total</b>		<b>1,461,303</b>					<b>1,461,303</b>
<b>New Linear Park And Trail Acquisitions Total</b>		<b>1,575</b>					<b>1,575</b>
<b>Multi-Field/Multi-Purpose Athletic Field Development</b>							
New Field in NW Quadrant		533,319					533,319
New Field in SW Quadrant		532,710					532,710
<b>Multi-Field/Multi-Purpose Athletic Field Development Total</b>		<b>1,066,029</b>					<b>1,066,029</b>
<b>Facility Rehabilitation</b>							
Structural Upgrades at 50M Pool (Roof Replacement)		444,915					444,915
Structural Upgrades at Garden Home Recreation Center		629,858					629,858
Other Facility Rehabilitation		100,712					100,712
<b>Facility Rehabilitation Total</b>		<b>1,175,485</b>					<b>1,175,485</b>
<b>Grand Total</b>	<b>11,852,285</b>	<b>50,904,267</b>					<b>62,756,552</b>

Tualatin Hills Park & Recreation District

*Capital Improvement Plan*

2017 thru 2021

**PROJECTS BY FUNDING SOURCE**

Source	Project#	Priority	2017	2018	2019	2020	2021	Total
<b>Bond Fund</b>								
Athletic Facility Improvements Total	02 Ath Fac I	n/a	437,613					437,613
Renovate And Redevelop Neighborhood Parks Total	18 Ren Neigh	n/a	874,966					874,966
New Community Park Development Total	19 New Comm	n/a	9,937,929					9,937,929
Renovate And Redevelop Community Parks Total	20 Ren Comm	n/a	7,238,175					7,238,175
Natural Area Preservation Total	21 NR Preser	n/a	2,665,689					2,665,689
Natural Area Preservation - Land Acquisition Total	22 NR Land A	n/a	4,153,449					4,153,449
New Linear Park And Trail Development Total	23 Lin Pk Tr	n/a	1,461,303					1,461,303
New Linear Park and Trail Land Acquisition	24 Trl LA	n/a	1,575					1,575
Multi-Field/Multi-Purpose Athletic Field Dev Total	25 Ath Field	n/a	1,066,029					1,066,029
Facility Rehabilitation Total	26 Fac Rehab	n/a	1,175,485					1,175,485
<b>Bond Fund Total</b>			<b>29,012,213</b>					<b>29,012,213</b>
<b>General Fund</b>								
Athletic Facility Replacements Total	01 Ath Fac R	n/a	775,000					775,000
Athletic Facility Improvements Total	02 Ath Fac I	n/a	653,300					653,300
Building Replacements Total	03 Bldg Rplc	n/a	3,204,300					3,204,300
Building Improvements Total	04 Bldg Impr	n/a	104,600					104,600
Park & Trail Replacements Total	05 Pk & Tr R	n/a	1,014,243					1,014,243
Park & Trail Improvements Total	06 Pk & Tr I	n/a	25,062					25,062
Information Technology Replacement Total	07 IT Rplc	n/a	144,000					144,000
Information Technology Improvement Total	08 IT Imprv	n/a	78,000					78,000
Facility Challenge Grants Total	09 Chall Grt	n/a	90,000					90,000
ADA Improvements Total	10 ADA Imp	n/a	113,812					113,812
Maintenance Equipment Replacement Total	12 Main Eq R	n/a	15,900					15,900
Maintenance Equipment Improvement Total	13 Main Eq I	n/a	3,499					3,499
Fleet & Equipment Improvement Total	14 Fleet I	n/a	14,700					14,700
Fleet & Equipment Replacement Total	15 Fleet R	n/a	283,300					283,300
<b>General Fund Total</b>			<b>6,519,716</b>					<b>6,519,716</b>
<b>Grant Funds</b>								
Park & Trail Improvements Total	06 Pk & Tr I	n/a	1,366,600					1,366,600
<b>Grant Funds Total</b>			<b>1,366,600</b>					<b>1,366,600</b>
<b>SDC Fund</b>								
Athletic Facility Improvements Total	02 Ath Fac I	n/a	1,255,000					1,255,000
Land Acquisition Total	11 Land Acq	n/a	13,785,000					13,785,000
Undesignated Total	16 Undesig	n/a	2,952,523					2,952,523
Development/Improvement Total	17 Dvp/I	n/a	7,865,500					7,865,500
<b>SDC Fund Total</b>			<b>25,858,023</b>					<b>25,858,023</b>
<b>GRAND TOTAL</b>			<b>62,756,552</b>					<b>62,756,552</b>



# Capital Improvement Plan

2017 *thru* 2021

Department Summary

## Tualatin Hills Park & Recreation District

Contact

**Project #** 01 Ath Fac R  
**Project Name** Athletic Facility Replacements Total

Type Maintenance

Useful Life

Category Unassigned

Priority n/a

Status Active

**Total Project Cost: \$775,000**

### Description

Includes the following projects:  
 Baseball/Softball Backstops  
 HMT Field #2 Synthetic Turf  
 Skate Park Ramps  
 Tennis Court - Resurfacing (5 sites)

### Justification

Athletic field surface and fixture replacements based on need and asset useful life.

Expenditures	2017	2018	2019	2020	2021	Total
Capital Outlay	775,000					775,000
<b>Total</b>	<b>775,000</b>					<b>775,000</b>

Funding Sources	2017	2018	2019	2020	2021	Total
General Fund	775,000					775,000
<b>Total</b>	<b>775,000</b>					<b>775,000</b>

### Budget Impact/Other

No incremental operating or maintenance costs anticipated for the replacements listed.



# Capital Improvement Plan

2017 *thru* 2021

## Tualatin Hills Park & Recreation District

Department Summary

Contact

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

**Total Project Cost: \$2,345,913**

<b>Project #</b>	<b>02 Ath Fac I</b>
<b>Project Name</b>	<b>Athletic Facility Improvements Total</b>

<b>Description</b>
Includes the following projects: New Synthetic Turf Field - Conestoga Middle School (Carryover) (SDC) (Bond) PCC Push Button Tennis Lights (Carryover)

<b>Justification</b>
Athletic field surface additions to enhance field usability.

<b>Expenditures</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>Total</b>
Capital Outlay	2,345,913					2,345,913
<b>Total</b>	<b>2,345,913</b>					<b>2,345,913</b>

<b>Funding Sources</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>Total</b>
Bond Fund	437,613					437,613
General Fund	653,300					653,300
SDC Fund	1,255,000					1,255,000
<b>Total</b>	<b>2,345,913</b>					<b>2,345,913</b>

<b>Budget Impact/Other</b>
No incremental operating or maintenance cost anticipated for these athletic facility improvements.

# Capital Improvement Plan

2017 *thru* 2021

## Tualatin Hills Park & Recreation District

**Department** Summary  
**Contact**  
**Type** Maintenance  
**Useful Life**  
**Category** Unassigned  
**Priority** n/a  
**Status** Active

**Project #** 03 Bldg Rplc  
**Project Name** Building Replacements Total

**Total Project Cost:** \$3,204,300

**Description**

Includes the following items and categories:  
 Aquatic Center Renovation (Carryover)  
 Jenkins Estate lead abatement (Carryover)  
 Ergonomic Office Equipment (incl. Carryover)  
 Building Exteriors  
 Building Furnishings  
 Floor Covering Replacement/Short Life  
 Floor Covering Replacements/Long Life  
 HVAC Components  
 Major  
 Plumbing 15 Year Life  
 Plumbing 25 Year Life  
 Pool Apparatus  
 Pool Mechanical Systems  
 Pool Tank Underwater Lights  
 Security  
 Windows & Doors

**Justification**

Building and pool equipment and structural replacements based on need and asset useful life.

<b>Expenditures</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>Total</b>
Capital Outlay	3,204,300					3,204,300
<b>Total</b>	<b>3,204,300</b>					<b>3,204,300</b>

<b>Funding Sources</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>Total</b>
General Fund	3,204,300					3,204,300
<b>Total</b>	<b>3,204,300</b>					<b>3,204,300</b>

**Budget Impact/Other**

No incremental operating or maintenance costs are anticipated for the replacement projects listed.

# Capital Improvement Plan

2017 *thru* 2021

## Tualatin Hills Park & Recreation District

**Department** Summary  
**Contact**  
**Type** Improvement  
**Useful Life**  
**Category** Unassigned  
**Priority** n/a  
**Status** Active

**Project #** 04 Bldg Impr  
**Project Name** Building Improvements Total

**Total Project Cost: \$104,600**

**Description**  
 Includes the following projects:  
 Changing Tables  
 Deduct Meters  
 Inflatable Paddle Boards  
 LED lighting  
 Roof safety protection (3 sites)  
 Ventilation System

**Justification**  
 Building and pool equipment and structural additions to enhance facility usability.

<b>Expenditures</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>Total</b>
Capital Outlay	104,600					104,600
<b>Total</b>	<b>104,600</b>					<b>104,600</b>

<b>Funding Sources</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>Total</b>
General Fund	104,600					104,600
<b>Total</b>	<b>104,600</b>					<b>104,600</b>

**Budget Impact/Other**  
 No incremental operating or maintenance costs anticipated for the building improvement projects.

# Capital Improvement Plan

2017 *thru* 2021

Department Summary

## Tualatin Hills Park & Recreation District

Contact

**Project #** 05 Pk & Tr R  
**Project Name** Park & Trail Replacements Total

Type Maintenance

Useful Life

Category Unassigned

Priority n/a

Status Active

**Total Project Cost: \$1,014,243**

**Description**

Includes the following projects:  
 Bridge Replacement  
 Concrete Sidewalk Repair (3 sites)  
 Drinking Fountain  
 Entry Garbage Cans (Carryover)  
 Fence Replacements  
 Irrigation Systems Redesign & Reconfiguration (5 sites)  
 Parking Lot (incl. Carryover)  
 Pedestrian Pathway and Playground Equipment (incl. Carryover)  
 Picnic Tables and Park Benches (3 sites)  
 Play Equipment (3 sites)  
 Play Equipment Design (Carryover)  
 Signage Master Plan Phase 2  
 Storm Water Management Redesign

**Justification**

General Fund park and trail equipment, surface and system replacements based on need and asset useful life.

<b>Expenditures</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>Total</b>
Capital Outlay	1,014,243					1,014,243
<b>Total</b>	<b>1,014,243</b>					<b>1,014,243</b>

<b>Funding Sources</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>Total</b>
General Fund	1,014,243					1,014,243
<b>Total</b>	<b>1,014,243</b>					<b>1,014,243</b>

**Budget Impact/Other**

No incremental operating or maintenance costs anticipated for the park and trail replacement projects.

# Capital Improvement Plan

2017 *thru* 2021

Department Summary

## Tualatin Hills Park & Recreation District

Contact

**Project #** 06 Pk & Tr I  
**Project Name** Park & Trail Improvements Total

**Type** Improvement

**Useful Life**

**Category** Unassigned

**Priority** n/a

**Status** Active

**Total Project Cost:** \$1,391,662

### Description

Includes the following projects:  
 Memorial Benches  
 Outdoor Fitness Equipment  
 Connect Oregon - Waterhouse Trail Segment (Grant)  
 LGGP - SW Quadrant Community Park (Grant)  
 Metro Nature in Neighborhoods (Grant)  
 Oregon Parks and Recreation Department - Vietnam War Memorial (Grant)  
 Oregon Watershed Enhancement Board (Grant)  
 Rails to Trails - Westside to Waterhouse (Grant)

### Justification

General fund and grant funded park and trail equipment, surface and system additions to enhance park usability.

<b>Expenditures</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>Total</b>
Capital Outlay	1,391,662					1,391,662
<b>Total</b>	<b>1,391,662</b>					<b>1,391,662</b>
<b>Funding Sources</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>Total</b>
General Fund	25,062					25,062
Grant Funds	1,366,600					1,366,600
<b>Total</b>	<b>1,391,662</b>					<b>1,391,662</b>

### Budget Impact/Other

Minimal operating and maintenance costs are anticipated for the park and trail improvement projects.

# Capital Improvement Plan

2017 *thru* 2021

## Tualatin Hills Park & Recreation District

**Department** Summary

**Contact**

**Type** Unassigned

**Useful Life**

**Category** Unassigned

**Priority** n/a

**Status** Active

**Total Project Cost: \$144,000**

**Project #** 07 IT Rplc  
**Project Name** Information Technology Replacement Total

**Description**

Includes the following projects:  
 Color Plot Printer  
 LAN/WAN  
 Laptops  
 Network Switches  
 Printers  
 Servers  
 Vehicle Maintenance Software

**Justification**

Information technology equipment replacements based on need and asset useful life.

<b>Expenditures</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>Total</b>
Capital Outlay	144,000					144,000
<b>Total</b>	<b>144,000</b>					<b>144,000</b>

<b>Funding Sources</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>Total</b>
General Fund	144,000					144,000
<b>Total</b>	<b>144,000</b>					<b>144,000</b>

**Budget Impact/Other**

No incremental operating or maintenance costs anticipated for these replacements.

# Capital Improvement Plan

2017 *thru* 2021

## Tualatin Hills Park & Recreation District

**Department** Summary

**Contact**

**Type** Unassigned

**Useful Life**

**Category** Unassigned

**Priority** n/a

**Status** Active

**Total Project Cost:** \$78,000

**Project #** 08 IT Imprv  
**Project Name** Information Technology Improvement Total

**Description**

Includes the following projects:  
 PCI Compliance  
 PCI Compliance Backup Tapes (off-site)  
 Software

**Justification**

Information technology equipment additions to enhance working efficiencies.

<b>Expenditures</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>Total</b>
Capital Outlay	78,000					78,000
<b>Total</b>	<b>78,000</b>					<b>78,000</b>

<b>Funding Sources</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>Total</b>
General Fund	78,000					78,000
<b>Total</b>	<b>78,000</b>					<b>78,000</b>

**Budget Impact/Other**

Purchase of this equipment will add these components to the four-year replacement cycle.

# Capital Improvement Plan

2017 *thru* 2021

## Tualatin Hills Park & Recreation District

**Department** Summary  
**Contact**  
**Type** Unassigned  
**Useful Life**  
**Category** Unassigned  
**Priority** n/a  
**Status** Active

**Project #** 09 Chall Grt  
**Project Name** Facility Challenge Grants Total

**Total Project Cost: \$90,000**

**Description**

Includes the following project:  
Challenge Grants

**Justification**

District matching funds for Advisory Committee and Friends groups' capital projects.

<b>Expenditures</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>Total</b>
Capital Outlay	90,000					90,000
<b>Total</b>	<b>90,000</b>					<b>90,000</b>

<b>Funding Sources</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>Total</b>
General Fund	90,000					90,000
<b>Total</b>	<b>90,000</b>					<b>90,000</b>

**Budget Impact/Other**

No incremental operating or maintenance costs anticipated for this Challenge Grant project.



# Capital Improvement Plan

2017 *thru* 2021

Department Summary

## Tualatin Hills Park & Recreation District

Contact

**Project #** 10 ADA Imp  
**Project Name** ADA Improvements Total

**Type** Improvement

**Useful Life**

**Category** Unassigned

**Priority** n/a

**Status** Active

**Total Project Cost:** \$113,812

### Description

Includes the following projects:  
 ADA Improvements (Carryover)  
 ADA Improvements - Aquatic Center  
 ADA Improvements - Athletic Center

### Justification

Asset additions and replacements in accordance with the District's ADA Compliance Plan.

Expenditures	2017	2018	2019	2020	2021	Total
Capital Outlay	113,812					113,812
<b>Total</b>	<b>113,812</b>					<b>113,812</b>

Funding Sources	2017	2018	2019	2020	2021	Total
General Fund	113,812					113,812
<b>Total</b>	<b>113,812</b>					<b>113,812</b>

### Budget Impact/Other

No incremental operating or maintenance costs anticipated for these ADA improvement projects.

# Capital Improvement Plan

2017 *thru* 2021

## Tualatin Hills Park & Recreation District

Department Summary

Contact

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

**Total Project Cost: \$13,785,000**

<b>Project #</b>	<b>11 Land Acq</b>
<b>Project Name</b>	<b>Land Acquisition Total</b>

Description
Includes the following projects: Acquisition of Community Park Land - North Bethany (SDC) Acquisition of Natural Area Land - So. Cooper Mountain (SDC) Acquisition of Neighborhood Park Land - North Bethany (SDC) Acquisition of Trails Land - Bonny Slope West (SDC) Acquisition of Trails Land - North Bethany (SDC) Acquisition of Trails Land - So. Cooper Mountain (SDC) Land Acquisition - FY 2015/16 Carryforward (SDC)

Justification
Additional SDC land acquisition funds.

Expenditures	2017	2018	2019	2020	2021	Total
Capital Outlay	13,785,000					13,785,000
<b>Total</b>	<b>13,785,000</b>					<b>13,785,000</b>

Funding Sources	2017	2018	2019	2020	2021	Total
SDC Fund	13,785,000					13,785,000
<b>Total</b>	<b>13,785,000</b>					<b>13,785,000</b>

Budget Impact/Other
Approximate annual cost to maintain one acre of undeveloped land is \$355. Total incremental expenditure unknown until land acquisitions are complete.

# Capital Improvement Plan

2017 *thru* 2021

## Tualatin Hills Park & Recreation District

Department Summary

Contact

Type Equipment

Useful Life

Category Unassigned

Priority n/a

Status Active

**Total Project Cost: \$15,900**

**Project #** 12 Main Eq R  
**Project Name** Maintenance Equipment Replacement Total

**Description**  
 Includes the following projects:  
 Autoscrubber  
 Pool Covers (2 sites)

**Justification**  
 Maintenance equipment replacements based on need and asset useful life.

Expenditures	2017	2018	2019	2020	2021	Total
Capital Outlay	15,900					15,900
<b>Total</b>	<b>15,900</b>					<b>15,900</b>

Funding Sources	2017	2018	2019	2020	2021	Total
General Fund	15,900					15,900
<b>Total</b>	<b>15,900</b>					<b>15,900</b>

**Budget Impact/Other**  
 No incremental operating or maintenance costs anticipated for the maintenance equipment replacements.

# Capital Improvement Plan

2017 *thru* 2021

## Tualatin Hills Park & Recreation District

**Department** Summary

**Contact**

**Type** Unassigned

**Useful Life**

**Category** Unassigned

**Priority** n/a

**Status** Active

**Total Project Cost:** \$3,499

**Project #** 13 Main Eq I  
**Project Name** Maintenance Equipment Improvement Total

**Description**

Includes the following project:  
 Pool Vacuum Robot

**Justification**

Maintenance equipment additions to enhance working efficiencies.

<b>Expenditures</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>Total</b>
Capital Outlay	3,499					3,499
<b>Total</b>	<b>3,499</b>					<b>3,499</b>

<b>Funding Sources</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>Total</b>
General Fund	3,499					3,499
<b>Total</b>	<b>3,499</b>					<b>3,499</b>

**Budget Impact/Other**

No incremental operating or maintenance costs anticipated for the maintenance equipment improvements.

# Capital Improvement Plan

2017 *thru* 2021

Department Summary

## Tualatin Hills Park & Recreation District

Contact

**Project #** 14 Fleet I  
**Project Name** Fleet & Equipment Improvement Total

**Type** Unassigned

**Useful Life**

**Category** Unassigned

**Priority** n/a

**Status** Active

**Total Project Cost:** \$14,700

### Description

Includes the following projects:  
 Digital Playground Analyzer  
 Vehicle Wraps

### Justification

Maintenance equipment additions to enhance working efficiencies.

Expenditures	2017	2018	2019	2020	2021	Total
Capital Outlay	14,700					14,700
<b>Total</b>	<b>14,700</b>					<b>14,700</b>

Funding Sources	2017	2018	2019	2020	2021	Total
General Fund	14,700					14,700
<b>Total</b>	<b>14,700</b>					<b>14,700</b>

### Budget Impact/Other

No incremental operating or maintenance costs are anticipated for the vehicle wraps, whereas small cost savings are anticipated with the acquisition of the digital playground analyzer.

# Capital Improvement Plan

2017 *thru* 2021

Department Summary

## Tualatin Hills Park & Recreation District

Contact

**Project #** 15 Fleet R  
**Project Name** Fleet & Equipment Replacement Total

Type Equipment

Useful Life

Category Unassigned

Priority n/a

Status Active

**Total Project Cost: \$283,300**

Description
Includes the following projects: Electric utility vehicle Front loader Full size pickup with liftgate Hydraulic press Infield rake Mini Backhoe Minibus Mower - 52" (4) Mower - 72" Mower blade grinder Single axle trailer - 1 ton (4) Sod cutter (2) Tandem axle trailer - 3.5 ton (3) Wire feed welder

Justification
Maintenance equipment replacements based on need and asset useful life.

Expenditures	2017	2018	2019	2020	2021	Total
Capital Outlay	283,300					283,300
<b>Total</b>	<b>283,300</b>					<b>283,300</b>

Funding Sources	2017	2018	2019	2020	2021	Total
General Fund	283,300					283,300
<b>Total</b>	<b>283,300</b>					<b>283,300</b>

Budget Impact/Other
No incremental operating or maintenance costs anticipated for these replacements.

# Capital Improvement Plan

2017 *thru* 2021

## Tualatin Hills Park & Recreation District

Department Summary

Contact

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$2,952,523

**Project #** 16 Undesig  
**Project Name** Undesignated Total

### Description

Includes the following project:  
 Undesignated Projects

### Justification

Undesignated SDC funds for future project assignment.

Expenditures	2017	2018	2019	2020	2021	Total
Capital Outlay	2,952,523					2,952,523
<b>Total</b>	<b>2,952,523</b>					<b>2,952,523</b>

Funding Sources	2017	2018	2019	2020	2021	Total
SDC Fund	2,952,523					2,952,523
<b>Total</b>	<b>2,952,523</b>					<b>2,952,523</b>

### Budget Impact/Other

No specific projects identified at this time.

# Capital Improvement Plan

2017 *thru* 2021

Department Summary

## Tualatin Hills Park & Recreation District

Contact

**Project #** 17 Dvp/I  
**Project Name** Development/Improvement Total

**Type** Improvement

**Useful Life**

**Category** Unassigned

**Priority** n/a

**Status** Active

**Total Project Cost:** \$7,865,500

### Description

Includes the following projects:  
 Bethany Creek Falls Phases 1, 2, 3 & 5 - Proj. Mgmt. (Carryover)  
 Bonny Slope / BSD Trail Development (Carryover)  
 Building Expansion - site to be determined (Carryover)  
 Cedar Mill Creek Community Trail Segment #4 Master Planning and Design  
 Connect Oregon Grant Match - Waterhouse Trail, Segment 4  
 Deck Expansion - Aquatic Center (Carryover)  
 Matching Funds - WaCo Augusta Lane Pedestrian/Trail Bridge Project (Carryover)  
 MTIP Grant Match - Beaverton Crk. Trail Land Acq./ROW (Carryover)  
 MTIP Grant Match - Beaverton Crk. Trail Master Plan (Carryover)  
 MTIP Grant Match - Westside Trail, Segment 18  
 Natural Area Master Plan (Carryover)  
 North Bethany Park and Trail Development - Proj. Mgmt. (Carryover)  
 NW Quadrant Neighborhood Park Master Plan (Carryover)  
 NW Quadrant Neighborhood Park Master Plan & Design (Carryover)  
 NW Quadrant New Neighborhood Park Development (Carryover)  
 SW Quadrant Community Ctr - Site Feasibility Analysis (Carryover)  
 SW Quadrant Community Park - additional funding for bond project (Carryover)  
 SW Quadrant Neighborhood Park Master Plan and Design

### Justification

SDC funded park equipment, surface and system additions to enhance park usability.

Expenditures	2017	2018	2019	2020	2021	Total
Capital Outlay	7,865,500					7,865,500
<b>Total</b>	<b>7,865,500</b>					<b>7,865,500</b>

Funding Sources	2017	2018	2019	2020	2021	Total
SDC Fund	7,865,500					7,865,500
<b>Total</b>	<b>7,865,500</b>					<b>7,865,500</b>

### Budget Impact/Other

Approximate annual cost to maintain one mile of trail is \$24,130. Total incremental costs unknown until trail sections are complete and inventoried.  
 No incremental operating or maintenance costs anticipated for the parks and other projects listed until construction is complete.



# Capital Improvement Plan

2017 *thru* 2021

Department Summary

## Tualatin Hills Park & Recreation District

Contact

**Project #** 18 Ren Neigh  
**Project Name** Renovate And Redevelop Neighborhood Parks Total

**Type** Unassigned

**Useful Life**

**Category** Unassigned

**Priority** n/a

**Status** Active

**Total Project Cost:** \$874,966

### Description

Includes the following projects:  
 Somerset West Park

### Justification

2008 Bond approved renovation and redevelopment neighborhood park project. Anticipated completion date for this park is fiscal year 2018-19.

Expenditures	2017	2018	2019	2020	2021	Total
Capital Outlay	874,966					874,966
<b>Total</b>	<b>874,966</b>					<b>874,966</b>

Funding Sources	2017	2018	2019	2020	2021	Total
Bond Fund	874,966					874,966
<b>Total</b>	<b>874,966</b>					<b>874,966</b>

### Budget Impact/Other

Minimal incremental maintenance costs anticipated for this redeveloped neighborhood park.

# Capital Improvement Plan

2017 *thru* 2021

Department Summary

## Tualatin Hills Park & Recreation District

Contact

**Project #** 19 New Comm  
**Project Name** New Community Park Development Total

**Type** Unassigned

**Useful Life**

**Category** Unassigned

**Priority** n/a

**Status** Active

**Total Project Cost:** \$9,937,929

### Description

Includes the following project:  
 SW Community Park

### Justification

2008 Bond approved new community park development project. Anticipated completion date for this park is fiscal year 2017-18.

Expenditures	2017	2018	2019	2020	2021	Total
Capital Outlay	9,937,929					9,937,929
<b>Total</b>	<b>9,937,929</b>					<b>9,937,929</b>

Funding Sources	2017	2018	2019	2020	2021	Total
Bond Fund	9,937,929					9,937,929
<b>Total</b>	<b>9,937,929</b>					<b>9,937,929</b>

### Budget Impact/Other

The completed park will be 22 acres. Annual incremental maintenance costs of approximately \$2,830 per acre, or \$62,260, are anticipated.

# Capital Improvement Plan

2017 *thru* 2021

## Tualatin Hills Park & Recreation District

Department Summary

Contact

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$7,238,175

**Project #** 20 Ren Comm  
**Project Name** Renovate And Redevelop Community Parks Total

**Description**  
 Includes the following project:  
 Cedar Hills Park & Athletic Field

**Justification**  
 2008 Bond approved renovation and redevelopment community park project. Anticipated completion date for this park is fiscal year 2018-19.

Expenditures	2017	2018	2019	2020	2021	Total
Capital Outlay	7,238,175					7,238,175
<b>Total</b>	<b>7,238,175</b>					<b>7,238,175</b>

Funding Sources	2017	2018	2019	2020	2021	Total
Bond Fund	7,238,175					7,238,175
<b>Total</b>	<b>7,238,175</b>					<b>7,238,175</b>

**Budget Impact/Other**  
 Minimal incremental maintenance costs anticipated for this redeveloped community park.

# Capital Improvement Plan

2017 *thru* 2021

## Tualatin Hills Park & Recreation District

Department Summary

Contact

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

**Total Project Cost: \$2,665,689**

<b>Project #</b>	<b>21 NR Preser</b>
<b>Project Name</b>	<b>Natural Area Preservation Total</b>

Description
Includes the following projects: Allenbach Acres Park AM Kennedy Park Bannister Creek Greenway/NE Park Beaverton Creek Greenway Duncan Beaverton Creek Trail Bethany Wetlands Park Bluegrass Downs Park Camille Park Cedar Mill Park Church of Nazarene Cooper Mountain Area Crystal Creek Park Fanno Creek Park Greenway Park/Koll Center Hideaway Park Hyland Woods Phase 2 Interpretive Sign Network Jenkins Estate Phase 2 Jordan/Jackie Husen Park Kaiser (Hansen) Ridge Park Lilly K. Johnson Woods Lowami Hart Woods Park Morrison Woods Park Mt Williams Park NE/Bethany Meadows Trail Habitat Connection Pioneer Park Raleigh Park Restoration of new properties to be acquired Rock Creek Greenway Roger Tilbury Memorial Park Somerset Vista Brook Park Whispering Woods Phase 2

Justification
2008 Bond approved natural area preservation projects.

Expenditures	2017	2018	2019	2020	2021	Total
Capital Outlay	2,665,689					2,665,689
<b>Total</b>	<b>2,665,689</b>					<b>2,665,689</b>

Funding Sources	2017	2018	2019	2020	2021	Total
Bond Fund	2,665,689					2,665,689

**Capital Improvement Plan**

2017 *thru* 2021

Department Summary

**Tualatin Hills Park & Recreation District**

Contact

---

**Total** 2,665,689

2,665,689

---

**Budget Impact/Other**

Minimal incremental maintenance costs anticipated for preservation sites.

# Capital Improvement Plan

2017 *thru* 2021

Department Summary

## Tualatin Hills Park & Recreation District

Contact

**Project #** 22 NR Land A  
**Project Name** Natural Area Preservation - Land Acquisition Total

**Type** Unassigned

**Useful Life**

**Category** Unassigned

**Priority** n/a

**Status** Active

**Total Project Cost:** \$4,153,449

### Description

Includes the following project:  
 Natural Area Acquisitions

### Justification

2008 Bond approved natural area preservation land acquisition projects.

Expenditures	2017	2018	2019	2020	2021	Total
Capital Outlay	4,153,449					4,153,449
<b>Total</b>	<b>4,153,449</b>					<b>4,153,449</b>

Funding Sources	2017	2018	2019	2020	2021	Total
Bond Fund	4,153,449					4,153,449
<b>Total</b>	<b>4,153,449</b>					<b>4,153,449</b>

### Budget Impact/Other

Approximate annual cost to maintain one acre of undeveloped land is \$355. Total incremental expenditure unknown until land acquisitions are complete.

# Capital Improvement Plan

2017 *thru* 2021

Department Summary

## Tualatin Hills Park & Recreation District

Contact

**Project #** 23 Lin Pk Tr  
**Project Name** New Linear Park And Trail Development Total

**Type** Unassigned

**Useful Life**

**Category** Unassigned

**Priority** n/a

**Status** Active

**Total Project Cost:** \$1,461,303

### Description

Includes the following projects:  
 Miscellaneous Natural Trails  
 Rock Creek Trail Segments 2 & 5, and North Bethany Trail Segment 2  
 Westside/Waterhouse Trail Connection

### Justification

2008 Bond approved trail and linear park projects.

Expenditures	2017	2018	2019	2020	2021	Total
Capital Outlay	1,461,303					1,461,303
<b>Total</b>	<b>1,461,303</b>					<b>1,461,303</b>

Funding Sources	2017	2018	2019	2020	2021	Total
Bond Fund	1,461,303					1,461,303
<b>Total</b>	<b>1,461,303</b>					<b>1,461,303</b>

### Budget Impact/Other

Approximate annual cost to maintain one mile of trail is \$24,130. Total incremental costs unknown until all trail sections are complete and inventoried.

# Capital Improvement Plan

2017 *thru* 2021

## Tualatin Hills Park & Recreation District

Department Summary

Contact

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$1,575

<b>Project #</b>	<b>24 Trl LA</b>
<b>Project Name</b>	<b>New Linear Park and Trail Land Acquisition</b>

<b>Description</b>
Includes the following projects: New Linear Park and Trail Land Acquisitions

<b>Justification</b>
2008 Bond approved linear park and trail land acquisitions.

<b>Expenditures</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>Total</b>
Capital Outlay	1,575					1,575
<b>Total</b>	<b>1,575</b>					<b>1,575</b>

<b>Funding Sources</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>Total</b>
Bond Fund	1,575					1,575
<b>Total</b>	<b>1,575</b>					<b>1,575</b>

<b>Budget Impact/Other</b>
Approximate annual cost to maintain one acre of undeveloped land is \$355. Total incremental expenditure unknown until land acquisitions are complete.



# Capital Improvement Plan

2017 *thru* 2021

Department Summary

## Tualatin Hills Park & Recreation District

Contact

**Project #** 25 Ath Field  
**Project Name** Multi-Field/Multi-Purpose Athletic Field Dev Total

**Type** Unassigned

**Useful Life**

**Category** Unassigned

**Priority** n/a

**Status** Active

**Total Project Cost:** \$1,066,029

### Description

Includes the following projects:  
 New Field in NW Quadrant  
 New Field in SW Quadrant

### Justification

2008 Bond approved multi-field/multi-purpose athletic field development projects.

Expenditures	2017	2018	2019	2020	2021	Total
Capital Outlay	1,066,029					1,066,029
<b>Total</b>	<b>1,066,029</b>					<b>1,066,029</b>

Funding Sources	2017	2018	2019	2020	2021	Total
Bond Fund	1,066,029					1,066,029
<b>Total</b>	<b>1,066,029</b>					<b>1,066,029</b>

### Budget Impact/Other

Annual cost to maintain one sports field is approximately \$3,000. Total incremental expenditure unknown until all fields are constructed and placed into service.

# Capital Improvement Plan

2017 *thru* 2021

Department Summary

## Tualatin Hills Park & Recreation District

Contact

**Project #** 26 Fac Rehab  
**Project Name** Facility Rehabilitation Total

**Type** Unassigned

**Useful Life**

**Category** Unassigned

**Priority** n/a

**Status** Active

**Total Project Cost:** \$1,175,485

### Description

Includes the following projects:  
 Auto Gas Meter Shut Off Valves at All Facilities  
 Structural Upgrades at several facilities

### Justification

2008 Bond approved facility rehabilitation projects.

<b>Expenditures</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>Total</b>
Capital Outlay	1,175,485					1,175,485
<b>Total</b>	<b>1,175,485</b>					<b>1,175,485</b>

<b>Funding Sources</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>Total</b>
Bond Fund	1,175,485					1,175,485
<b>Total</b>	<b>1,175,485</b>					<b>1,175,485</b>

### Budget Impact/Other

No incremental operating or maintenance costs anticipated for these facility upgrades.



**Tualatin Hills Park & Recreation District**  
**Maintenance Operations Division**  
**Replacement Funding Analysis**

Asset Type	Deferred as of 6/30/16	FY 2016/17	FY 2016/17 Cost Adj	FY 2016/17 GF Budget	FY 2016/17 Purged	Deferred as of 6/30/17
<b>MAJOR ASSET REPLACEMENTS</b>						
Field Lights	0	0		0		0
Roofs & Gutters	122,500	0	866,000	796,000		192,500
Tennis Air Structure	0	0	0	0		0
Skate Park/Roller Hockey Rink	0	0	25,000	25,000		0
Pool Tank Resurface	20,000	0	0	0		20,000
HVAC -Boilers & Furnaces	200,000	20,000	0	0		220,000
Cast Iron Plumbing Replacements	65,000	0	0	0		65,000
Interior Activity Lights (Gyms & Pools)	0	0	0	0		0
Hardwood Floors	30,000	0	0	0		30,000
High Production Mowers	65,000	65,000	0	0		130,000
24 Passenger Bus	70,000	0	0	0		70,000
Synthetic Turf	400,000	1,100,000	175,000	575,000		1,100,000
Pathway Lighting	0	0	0	0		0
Bridges	0	0	0	0		0
Cardio/Weight Equipment	166,750	7,000	0	40,000		133,750
Subtotal Major Asset Replacements	1,139,250	1,192,000	1,066,000	1,436,000	0	1,961,250
<b>ROUTINE REPLACEMENTS</b>						
Playground Equipment	485,500	253,333	38,435	338,000	0	439,268
Irrigation System Replacements	236,000	219,600	(248,100)	60,000	52,000	95,500
Drinking Fountains	9,000	16,920	(10,920)	7,500	0	7,500
Park Furnishings	15,500	24,160	(21,015)	18,645	0	0
Fences	7,500	29,795	(30,695)	6,600	0	0
Asphalt Parking Lots	170,181	106,024	32,267	55,000	0	253,472
Asphalt Pedestrian Pathways	175,553	147,632	(40,831)	23,136	0	259,218
Signs	0	30,753	9,247	40,000	0	0
Slurry Seal Parking Lots & Pathways	0	0	0			0
Concrete Sidewalks & Curbing	70,222	77,327	(40,945)	43,373	5,072	58,159
Bridges & Boardwalks	476,500	190,277	(231,777)	15,000	0	420,000
Baseball/Softball Backstops	0	33,742	(23,742)	10,000	0	0
Bleachers	0	11,558	(11,558)	0	0	0
Tennis Courts/Basketball Courts Resurfacing	0	77,665	87,335	165,000	0	0
Tennis Court Lifts	462,980	117,000	(415,180)	0	0	164,800
Tennis Court Fences	(0)	7,039	(7,039)	0	0	(0)
Basketball Pad Lifts/Long Jump Runways	10,000	18,075	(28,075)	0	0	0
Canopy/Awnings	0	2,000	(2,000)	0	0	0
Long Jump Runways	0	1,838	(1,838)	0	0	0
Protective Netting	0	0	0	0	0	0
Pool Mechanical Systems	7,800	31,619	(9,977)	7,992	0	21,450
Pool Apparatus	25,130	17,808	20,572	59,510	0	4,000
Plumbing - 15 year life	11,708	14,882	(8,590)	3,500	14,500	0
Plumbing - 25 year life	52,000	29,123	(3,223)	28,475	4,000	45,425
Floor Coverings - short life	36,667	91,477	26,848	5,000	0	149,992
Floor Coverings - long life	89,100	68,463	(52,212)	36,351	0	69,000
Windows/Doors	168,801	48,374	(28,954)	8,000	0	180,221
Pool Tank Underwater Lights	0	4,200	116,867	121,067	0	0
Electrical Components& Panels	43,800	16,958	(15,758)	0	0	45,000
Furnishings	1,504	50,242	(23,446)	13,300	1,500	13,500
Bldg Tools & Equip	20,150	29,685	12,965	15,900	11,900	35,000
HVAC Components	45,321	75,720	(59,900)	49,166	0	11,975
HVAC Fixtures	23,197	11,834	(35,031)	0	0	0
Security Systems	9,328	14,462	(6,552)	8,000	0	9,238
Building Exterior & Fixtures	46,020	42,440	165,015	184,755	0	68,720
Backstop Screen	(0)	0	0	0	0	(0)
Athletic Field Lamps	18,876	18,876	(37,752)	0	0	0
Ballasts & Capacitors	(0)	0	0	0	0	(0)
Wells & Pumps	3,840	3,840	(7,680)	0	0	0
Septic System	2,800	2,800	(5,600)	0	0	0
Fleet Rolling Stock & Power Tools	132,806	345,806	(195,312)	283,300	0	0
Computer Workstations w/ printers	0	15,500	0	15,500	0	0
Network Servers	0	37,000	0	37,000	0	0
LAN/WAN Equipment (Routers, Switches)	0	85,000	0	85,000	0	0
Software	0	6,500	0	6,500	0	0
Subtotal Routine Replacements	2,857,785	2,427,347	(1,094,151)	1,750,570	88,972	2,351,438
Total Annual Replacement Cost	3,997,035	3,619,347	(28,151)	3,186,570	88,972	4,312,688

**Other Replacements in Budget**







# Unfunded Capital

## Fiscal Year 2016/17 Budget

Project or Item Description	Justification/Need	Requesting Department	Project Budget	Priority Replacement Ranking
<b>Major Replacement</b>				
1 PCC - West	Major - Synthetic Turf	Maint - Ath Fld	550,000	3
2 PCC - East	Major - Synthetic Turf	Maint - Ath Fld	550,000	3
<b>Routine Replacement</b>				
<b>FY 11/12 Deferred Replacements:</b>				
3 Mt View Middle School Tennis	Tennis Court Lifts	Maint - Ath Fld	164,800	2
<b>ATHLETIC FACILITY REPLACEMENT</b>			<b>1,264,800</b>	
<b>BUILDING REPLACEMENT</b>				
<b>Major Replacement</b>				
4 Schlottmann	Roofs & Gutters	Maintenance	8,000	4
5 Jenkins Water Tower	Roofs & Gutters	Maintenance	7,000	4
6 Aloha Park Restroom	Roofs & Gutters	Maintenance	5,000	4
7 Garden Home	Roofs & Gutters	Maintenance	115,000	4
8 Sports Complex Administration	Roofs & Gutters	Maintenance	45,000	4
9 Gateway Park Pavilion	Roofs & Gutters	Maintenance	5,000	4
10 Burntwood Park Pavilion	Roofs & Gutters	Maintenance	7,500	4
11 Somerset West Swim Center	Pool Tanks	Maintenance	20,000	3
12 Tennis Center	HVAC Boilers & Furnaces	Maintenance	10,000	3
13 HMT Dryland	HVAC Boilers & Furnaces	Maintenance	10,000	3
14 Cedar Hills Recreation Center	HVAC Boilers & Furnaces	Maintenance	90,000	3
15 Garden Home Recreation Center	HVAC Boilers & Furnaces	Maintenance	100,000	3
16 Schlottmann House	HVAC Boilers & Furnaces	Maintenance	10,000	3
17 Sunset Swim Center	Cast Iron Plumbing	Maintenance	65,000	3
18 Jenkins Gate House	Hardwood Floors	Maintenance	30,000	5
19 Cardio/weight equipment		Maintenance	133,750	4
<b>Routine Replacement</b>				
20 Replace carpet with vinyl wood-plank floor	Prior Year Request	GH - Room 10	9,000	5
<b>FY 03/04 Deferred Replacements:</b>				
21 Cedar Hills Rec. Center toilet partitions	Plumbing 25 yr life	Maintenance	15,500	4
22 Somerset West Swim boiler room door	Windows & Doors	Maintenance	2,400	4
23 Beaverton Swim Center mechanical room door	Windows & Doors	Maintenance	3,750	4
<b>FY 04/05 Deferred Replacements:</b>				
24 Cedar Hills Rec. Center locker room stalls	Plumbing 25 yr life	Maintenance	5,500	4
25 Tennis Center northeast roll up door	Windows & Doors	Maintenance	8,500	4
26 Cedar Hills Boiler Room CP	Electrical components	Maintenance	20,000	2
<b>FY 05/06 Deferred Replacements:</b>				
27 Garden Home Rec. Center toilet partitions (lower hall restrooms)	Plumbing 25 yr life	Maintenance	6,500	4
28 Garden Home Rec. Center toilet partitions (by Room 8)	Plumbing 25 yr life	Maintenance	5,000	4
29 Garden Home Rec. Center toilet partitions (by Room 10)	Plumbing 25 yr life	Maintenance	7,500	4
<b>FY 07/08 Deferred Replacements:</b>				
30 Harman HVAC Ductwork Cleaning	HVAC components	Maintenance	5,000	2
<b>FY 09/10 Deferred Replacements:</b>				
31 Athletic Center Walking Track Surface	Floor Coverings Long Life	Maintenance	20,000	3
<b>FY 10/11 Deferred Replacements:</b>				
32 Sunset Auto-Flush Toilet Valves	Plumbing 25 yr life	Maintenance	3,500	3
33 Stuhr Ctr Double Doors Dining Rm	Windows & Doors	Maintenance	8,000	3
34 Stuhr Ctr Double Doors Pine Rm	Windows & Doors	Maintenance	8,000	2
35 Sunset Windows Pool Area	Windows & Doors	Maintenance	52,000	3
<b>FY 12/13 Deferred Replacements:</b>				
36 Athletic Ctr carpet, main level	Floor Coverings Short Life	Maintenance	9,400	3
37 Athletic Ctr ext paint, fascia areas	Floor Coverings Short Life	Maintenance	2,500	3
38 Athletic Ctr tint windows Rm 101	Windows & Doors	Maintenance	2,600	3
39 Cedar Hills reglaze (5,8 & 9)	Windows & Doors	Maintenance	7,000	4
40 Garden Home circuit breaker panel (phase 2)	Electrical components	Maintenance	25,000	2
41 Athletic Ctr curtain extensions	Building Furnishings	Maintenance	5,000	3
42 Nature Center front counter top	Building Furnishings	Maintenance	3,500	3
<b>FY 13/14 Deferred Replacements:</b>				
43 Cedar Hills vct tile floor (gym stage)	Floor Coverings Long Life	Maintenance	9,000	3
44 Tennis Ctr tile r/r floors	Floor Coverings Long Life	Maintenance	40,000	2
45 Cedar Hills Window Unit AC's (4ea)	HVAC components	Maintenance	5,000	3
<b>FY 14/15 Deferred Replacements:</b>				



# Unfunded Capital

## Fiscal Year 2016/17 Budget

	Project or Item Description	Justification/Need	Requesting Department	Project Budget	Priority Replacement Ranking
46	HMT Aquatic-replace 10" gutter & main drain valves	Pool mechanical system repair	Maintenance	7,950	3
47	Conestoga-Slide stair engineering	Pool apparatus repair & replacement	Maintenance	4,000	2
48	HMT AC-replace concession roll down motor	Windows & Doors	Maintenance	4,000	2
49	HMT AC-replace panic hardware & hardware on front entry doors	Security	Maintenance	9,238	4
50	Fanno Farmhouse-exterior painting & window glazing	Building Exterior	Maintenance	18,700	3
51	Schlottmann House-paint exterior of house	Building Exterior	Maintenance	8,500	3
52	HMT SB concession stand roof repair	Building Exterior	Maintenance	16,500	3
	<b>FY 15/16 Deferred Replacements:</b>				
53	Conestoga replace splash pad motor	Pool mechanical system repair	Maintenance	1,000	3
54	HMT Aquatic Center filter pit door	Pool mechanical system repair	Maintenance	2,000	2
55	Raleigh replace hot water recirculation line	Pool mechanical system repair	Maintenance	4,000	4
56	Beaverton gutter screens	Plumbing 25 yr life	Maintenance	2,700	2
57	Conestoga replace pipe hangers in boiler room	Plumbing 25 yr life	Maintenance	1,200	2
58	Conestoga rubber stair treads	Floor Coverings Short Life	Maintenance	7,017	2
59	Cedar Hills Rec replace carpet rooms (A,B,2, 10 & 12)	Floor Coverings Short Life	Maintenance	15,000	3
60	Cedar Hills replace VCT tiles A,B,10 & 12	Floor Coverings Short Life	Maintenance	17,000	2
61	Administration Office replace carpet NW wing offices	Floor Coverings Short Life	Maintenance	10,000	3
62	HMT Aquatic Center paint Dryland training area	Floor Coverings Short Life	Maintenance	1,500	2
63	Nature Center reseal floor in Robins Nest room	Floor Coverings Short Life	Maintenance	3,575	2
64	HMT Aquatic Center resurface locker room floors	Floor Coverings Short Life	Maintenance	84,000	2
65	Aloha front windows & door	Windows & Doors	Maintenance	21,894	2
66	Stuhr replace ADA opener to Manzanita	Windows & Doors	Maintenance	4,000	3
67	Stuhr replace ADA opener to N entry	Windows & Doors	Maintenance	2,500	3
68	Harman abate panels under windows	Windows & Doors	Maintenance	1,475	2
69	Harman install new panels under windows	Windows & Doors	Maintenance	11,452	2
70	HMT Tennis tint windows indoor courts	Windows & Doors	Maintenance	12,000	3
71	HMT Tennis replace office door jams	Windows & Doors	Maintenance	2,000	2
72	Fanno Farmhouse replace (4) windows	Windows & Doors	Maintenance	16,500	3
73	Athletic Center replace washing machine	Building Furnishings	Maintenance	1,000	4
74	Garden Home paint east wing	Building Exterior	Maintenance	14,000	4
75	Jenkins roof treatment	Building Exterior	Maintenance	1,320	3
76	HMT Tennis repair wall on court #3	Building Exterior Fixtures	Maintenance	1,200	4
	<b>FY 16/17 Replacements:</b>				
77	Harman replace glycol pump	Pool mechanical system repair	Maintenance	2,500	4
78	HMT Aquatic Center replace (3) chlorine booster pumps	Pool mechanical system repair	Maintenance	3,000	4
79	Sunset replace HVAC deck heat air handler motor	Pool mechanical system repair	Maintenance	1,000	4
80	Elsie Stuhr replace ADA opener to Kitchen Hall	Windows & Doors	Maintenance	4,150	4
81	Fanno Farmhouse exterior painting	Windows & Doors	Maintenance	8,000	4
82	HMT Tennis relamp indoor courts	Building Furnishings	Maintenance	4,000	4
83	Fanno Farmhouse rebuild porch & railing	Building Exterior	Maintenance	8,500	4
84	Harman guard chair	Pool apparatus repair & replacement	Maintenance	6,000	4
85	HMT Aquatic Center lane line reels	Pool apparatus repair & replacement	Maintenance	3,100	4
86	Aloha lockers	Building Furnishings	Maintenance	19,311	4
87	HMT Aquatic Center staff and storage lockers	Building Furnishings	Maintenance	3,300	4
88	HMT Aquatic Center storage and organizers	Building Furnishings	Maintenance	2,100	4
89	Raleigh men's locker room door	Windows & Doors	Maintenance	9,500	4
90	HMT Aquatic Center concession remodel	Building Furnishings	Maintenance	3,500	4
	<b>TOTAL BUILDING REPLACEMENT</b>			<b>1,335,582</b>	
	<b>BUILDING IMPROVEMENT</b>				
91	Conestoga install fall protection on roof	Building Exterior	Maintenance	14,600	4
92	Garden Home install fall protection on roof	Building Exterior	Maintenance	20,200	4
93	Harman install fall protection on roof	Building Exterior	Maintenance	19,000	4
94	Sunset install fall protection on roof	Building Exterior	Maintenance	12,555	4
95	Storage shed, concrete foundation & pathway	JE - Request FY15/16	Harman	17,000	N/A
96	Witbit Action Tower XXI	JE - Request FY15/16	Aquatic Center	12,795	N/A
97	Aquaclimb (climbing wall) - brackets funded	JE - Request FY15/16	Conestoga	31,000	N/A
98	Gymnastic Bus	JE - Request FY16/17	Cedar Hills	21,000	N/A
99	Aquatic Spin Bikes	JE - Request FY16/17	Sunset	25,150	N/A
100	Tennis Center LED lighting	JE - Request FY16/17	Tennis Center	180,000	N/A
	<b>TOTAL BUILDING IMPROVEMENT</b>			<b>353,300</b>	

# Unfunded Capital

## Fiscal Year 2016/17 Budget

Project or Item Description	Justification/Need	Requesting Department	Project Budget	Priority Replacement Ranking
<b>MAINTENANCE EQUIPMENT - REPLACEMENT</b>				
<b>Major Replacement</b>				
101 24 Passenger Bus	Passenger Bus	Maintenance	70,000	4
102 High Production Mower	Fleet	Maintenance	65,000	4
103 High Production Mower	Fleet	Maintenance	65,000	4
<b>Routine Replacement</b>				
<b>FY 14/15 Deferred Replacements:</b>				
104 Cedar Hills- replace carpet extractor	Building Tools & Equipment	Maintenance	1,000	3
<b>FY 16/17 Replacements:</b>				
105 FCSC trash compactor replace	Building Tools & Equipment	Maintenance	34,000	4
106 Minibus	Fleet	Athletic Center	102,000	4
<b>TOTAL MAINTENANCE EQUIPMENT - REPLACEMENT</b>			<b>337,000</b>	
<b>PARK AND TRAIL REPLACEMENTS</b>				
<b>Routine Replacement</b>				
<b>FY 02/03 Deferred Replacements:</b>				
107 Somerset West	Parking Lots	Maintenance	77,472	3
108 Jenkins Estate Parking	Parking Lots	Maintenance	100,000	3
<b>FY 04/05 Deferred Replacements:</b>				
109 Commonwealth Lake #9 - Bridge Style 2	Bridge/boardwalk repairs	Maintenance	300,000	3
110 Commonwealth Lake #11 - Bridge Style1	Bridge/boardwalk repairs	Maintenance	120,000	3
<b>FY 05/06 Deferred Replacements:</b>				
111 Taleisen Park	Concrete sidewalk repair	Maintenance	2,000	3
<b>FY 07/08 Deferred Replacement:</b>				
112 Burntwood Park	Play Equipment	Maintenance	60,000	3
113 Cedar Hills Park	Play Equipment	Maintenance	123,000	5
<b>FY 08/09 Deferred Replacement:</b>				
114 Stuhr Center	Irrigation system repair/replacement	Maintenance	20,000	5
115 Conestoga	Concrete sidewalk repair	Maintenance	3,000	5
<b>FY 09/10 Deferred Replacement:</b>				
116 Griffith Park	Irrigation system repair/replacement	Maintenance	65,000	5
117 Moonshadow Park (primarily east end)	Pedestrian pathway	Maintenance	8,000	3
118 Waterhouse Powerlines (N. & S.)	Concrete sidewalk repair	Maintenance	15,000	3
<b>FY 10/11 Deferred Replacement:</b>				
119 Carolwood	Irrigation system repair/replacement	Maintenance	3,000	4
120 Little Peoples Park	Irrigation system repair/replacement	Maintenance	5,000	4
<b>FY 12/13 Deferred Replacement:</b>				
121 Griffith 1	Drinking Fountains	Maintenance	7,500	3
122 HMT Complex Parking lot #C & Shop yard	Parking Lots	Maintenance	1,000	3
123 Fanno Creek Service Center	Parking Lots	Maintenance	75,000	3
124 Moshofsky Woods	Pedestrian pathway	Maintenance	14,863	3
125 Scott's Place	Concrete sidewalk repair	Maintenance	6,500	3
126 Beacon Hill Wetlands	Concrete sidewalk repair	Maintenance	1,000	3
<b>FY 13/14 Deferred Replacement:</b>				
127 McMillian Park (phase 2)	Play Equipment	Maintenance	175,968	3
128 Autumn Ridge Park	Pedestrian pathway	Maintenance	6,375	3
129 Mitchell Park	Pedestrian pathway	Maintenance	15,647	3
130 Rock Creek Greenway	Pedestrian pathway	Maintenance	2,242	3
131 Roxbury Park	Pedestrian pathway	Maintenance	1,500	3
132 Foege, George Park	Concrete sidewalk repair	Maintenance	4,331	3
133 Roxbury Park	Concrete sidewalk repair	Maintenance	2,682	3
134 Steele Park	Concrete sidewalk repair	Maintenance	2,496	3
135 Autumn Ridge	Concrete Curbing	Maintenance	1,750	3
136 Skyview	Concrete Curbing	Maintenance	1,250	3
<b>FY 14/15 Deferred Replacements:</b>				

## Unfunded Capital

### Fiscal Year 2016/17 Budget

Project or Item Description	Justification/Need	Requesting Department	Project Budget	Priority Replacement Ranking
137 Hazeldale Park	Play Equipment	Maintenance	60,000	3
138 McMillan (ADA ramp, table & bench)	Play Equipment	Maintenance	20,300	3
139 Beaverton Creek Wetlands	Pedestrian pathway	Maintenance	2,423	3
140 HMT Complex (wooded area by pole barn)	Pedestrian pathway	Maintenance	40,964	3
141 Arnold Park	Pedestrian pathway	Maintenance	1,000	3
142 Greenway Park (S. of exercise equipment)	Pedestrian pathway	Maintenance	55,164	3
143 Hart Meadows Park	Pedestrian pathway	Maintenance	51,272	3
144 Melilah Park	Pedestrian pathway	Maintenance	20,366	3
145 Rock Creek Landing Park	Pedestrian pathway	Maintenance	11,513	3
146 Sunset Park (near Service Rd / blue gate)	Pedestrian pathway	Maintenance	3,552	3
147 Westside Linear Trail (N. Baseline)	Pedestrian pathway	Maintenance	24,337	3
148 Rock Creek Greenway (NW Neakahnie)	Concrete sidewalk repair	Maintenance	9,500	3
149 Stoller Farms	Concrete sidewalk repair	Maintenance	1,505	3
150 Westside Trail (SW Village Ln.)	Concrete sidewalk repair	Maintenance	2,012	3
151 Ben Graf Greenway	Concrete sidewalk repair	Maintenance	1,505	3
152 Skyview Park	Concrete sidewalk repair	Maintenance	1,616	3
153 Thornbrook Park	Concrete sidewalk repair	Maintenance	2,012	3
<b>FY 16/17 Replacements:</b>				
154 Elsie Stuhr exercise pad drainage	Irrigation system repair/replacement	Maintenance	2,500	3
<b>TOTAL PARK AND TRAIL REPLACEMENTS</b>			<b>1,533,117</b>	
<b>PARK AND TRAIL IMPROVEMENTS</b>				
155 Temporary construction fencing	JE Request - FY15/16	Special Events	12,885	N/A
156 Stage canopy - 20 x 20 with logo	JE Request - FY15/16	Special Events	3,042	N/A
<b>TOTAL PARK AND TRAIL IMPROVEMENTS</b>			<b>15,927</b>	
<b>TOTAL REQUESTS- CAPITAL ITEMS</b>			<b>4,839,726</b>	

#### SUMMARY BY REPLACEMENT RANKING

CATEGORIES-See next page for definition	Total	Percent of Total
1 Critical	-	0%
2 Serious	426,613	9%
3 Moderate	2,954,587	61%
4 Minor	905,654	19%
5 Negligible	250,000	5%
N/A Not Applicable (non-replacement item)	302,872	6%
<b>TOTAL UNFUNDED CAPITAL</b>	<b>4,839,726</b>	

**Tualatin Hills Park & Recreation District**  
**Maintenance Operations Department**  
Criteria for the Prioritization of Deferred Asset Replacements

**Loss Severity:** An assessment of the severity of loss measured by degree of safety, risk, interruption of services, repair costs or collateral damage

Loss severity categories are assigned by Roman numeral according to the following criteria:

**Category I - Catastrophic:** High risk and safety concerns, severe interruption of services or high cost to return to service.

**Category II - Critical:** Moderate risk and safety concerns, moderate interruption of services or moderate cost to return to service.

**Category III - Marginal:** Low risk and safety concerns, low interruption of services, or low cost to return to service.

**Category IV - Negligible:** Minimal risk and safety concerns, minimal interruption of services, or minimal cost to return to service.

**Loss Probability:** An assessment of the probability of loss measured by functionality, condition of asset or life expectancy.

Assets are assigned a letter corresponding to their breakdown probability according to the following criteria:

**Category A - Breakdown likely to occur immediately.** No functionality, very poor condition or exceeds 150% life.

**Category B - Breakdown probably will occur in time.** Low functionality, poor condition or between 125% & 150% life.

**Category C - Breakdown possible to occur in time.** Moderate functionality, fair condition or between 100% & 125% life.

**Category D - Breakdown unlikely to occur.** Meets standards for function and condition. Less than 100% life.

		<b>Loss Severity</b>			
		<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>
<b>Loss Probability</b>	<b>A</b>	1	1	2	3
	<b>B</b>	1	2	3	4
	<b>C</b>	2	3	4	5
	<b>D</b>	3	4	5	5

<b>Scoring Definitions</b>		
1	Critical	The probability of breakdown ranges between "likely" and "probable". The severity of breakdown (risk, safety, service interruption, cost) ranges between "high and moderate loss"
2	Serious	The probability of breakdown ranges between "likely" and "possible". The severity of breakdown (risk, safety, service interruption, cost) ranges between "high and low loss"
3	Moderate	The probability of breakdown ranges between "likely" and "unlikely". The severity of breakdown (risk, safety, service interruption, cost) ranges between "high and minimal loss"
4	Minor	The probability of breakdown ranges between "unlikely" and "probable". The severity of breakdown (risk, safety, service interruption, cost) ranges between "moderate and minimal loss"
5	Negligible	The probability of breakdown ranges between "unlikely" and "possible". The severity of breakdown (risk, safety, service interruption, cost) ranges between "low and minimal loss"



# GENERAL FUND

General Fund Summary



## GENERAL FUND

---

---

### **FUND DESCRIPTION**

The General Fund accounts for the District's general operations. It is used to account for all transactions not specifically related to the District's other funds.

The General Fund resources have been detailed within the Resources section of this budget document. Major resources are property taxes and user fees.

The requirements of the General Fund are for program operations and for capital outlay. The main operating Divisions of the General Fund are Board of Directors, Administration, Business and Facilities and Park and Recreation Services, along with Contingency and Capital Replacement Reserve.

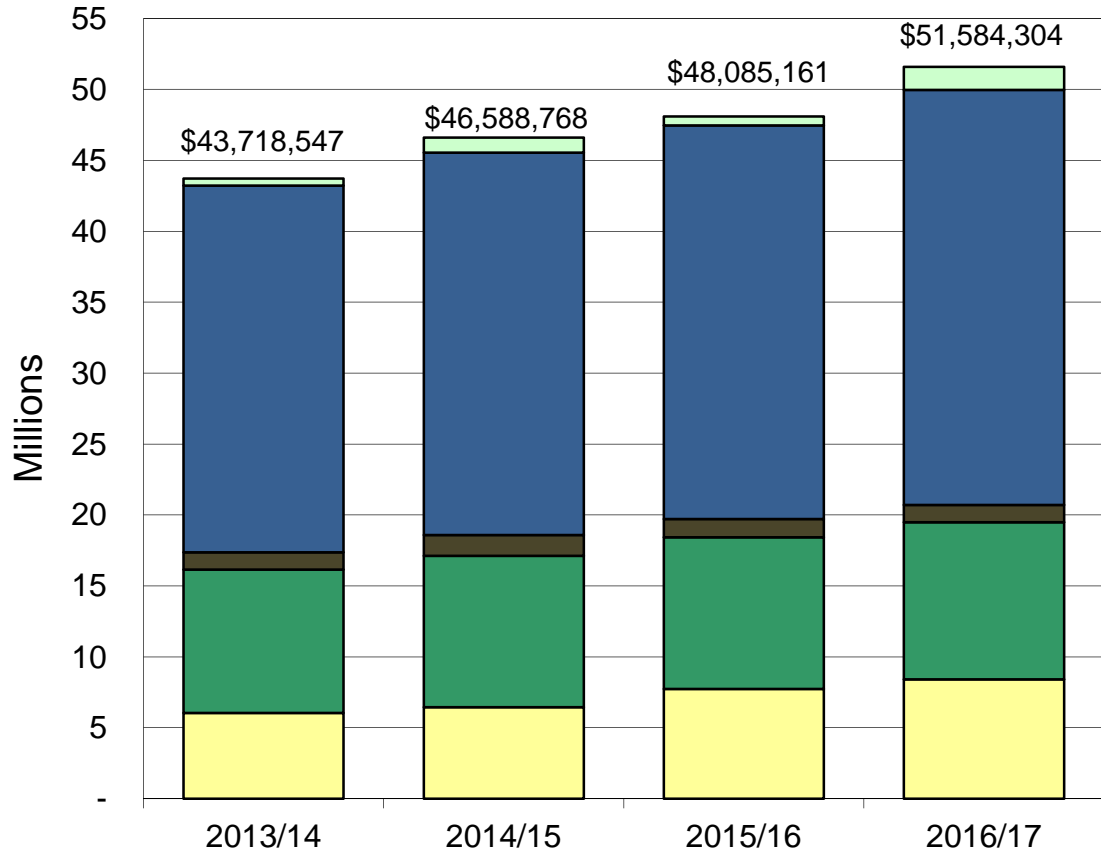




**GENERAL FUND SUMMARY**  
**FY 2013/14 - FY 2016/17**

	Actual 2013/14	Actual 2014/15	Current 2015/16	Proposed 2016/17	Approved 2016/17
<b>RESOURCES</b>					
Beginning Balance- Capital Replacement Reserve	\$ -	\$ -	\$ -	\$ 850,000	
Cash on Hand for Fiscal Year	4,906,792	5,039,919	4,270,000	4,649,000	
Balance Forward from Previous Year Projects	1,133,728	1,405,860	3,466,071	2,917,285	
Previously Levied Taxes estimated to be received during ensuing year	364,259	396,984	300,000	325,000	
Program Resources	10,112,126	10,671,130	10,700,320	11,080,840	
Other Resources	1,722,746	2,498,544	1,902,865	2,835,327	
<b>Sub Total Resources</b> except taxes to be levies	18,239,651	20,012,437	20,639,256	22,657,452	
Current Year Taxes (Permanent Rate multiplied by Assessed Value)	25,478,896	26,576,331	27,445,905	28,926,852	
<b>TOTAL RESOURCES</b>	<b>\$ 43,718,547</b>	<b>\$ 46,588,768</b>	<b>\$ 48,085,161</b>	<b>\$ 51,584,304</b>	<b>\$ -</b>
<b>EXPENDITURES</b>					
Board of Directors	154,475	218,847	236,900	288,100	
Administration	1,953,992	2,028,622	2,242,238	2,379,289	
Business and Facilities	16,254,469	16,880,699	18,236,151	20,357,451	
Planning	1,497,804	1,211,690	1,337,057	-	
Park & Recreation Services	14,580,136	14,721,418	16,438,264	17,112,547	
Capital Projects	2,831,892	1,776,421	6,444,551	7,346,917	
Contingency	-	-	2,300,000	2,400,000	
<b>TOTAL EXPENDITURES</b>	<b>\$ 37,272,768</b>	<b>\$ 36,837,697</b>	<b>\$ 47,235,161</b>	<b>\$ 49,884,304</b>	<b>\$ -</b>
Ending Unappropriated Fund Balance Capital Replacement Reserve	-	-	850,000	1,700,000	
<b>TOTAL REQUIREMENTS</b>	<b>\$ 37,272,768</b>	<b>\$ 36,837,697</b>	<b>\$ 48,085,161</b>	<b>\$ 51,584,304</b>	<b>\$ -</b>
<b>ENDING GENERAL FUND BALANCE</b>	<b>\$ 6,445,779</b>	<b>\$ 9,751,071</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# General Fund Resources FY 2013/14- FY 2016/17

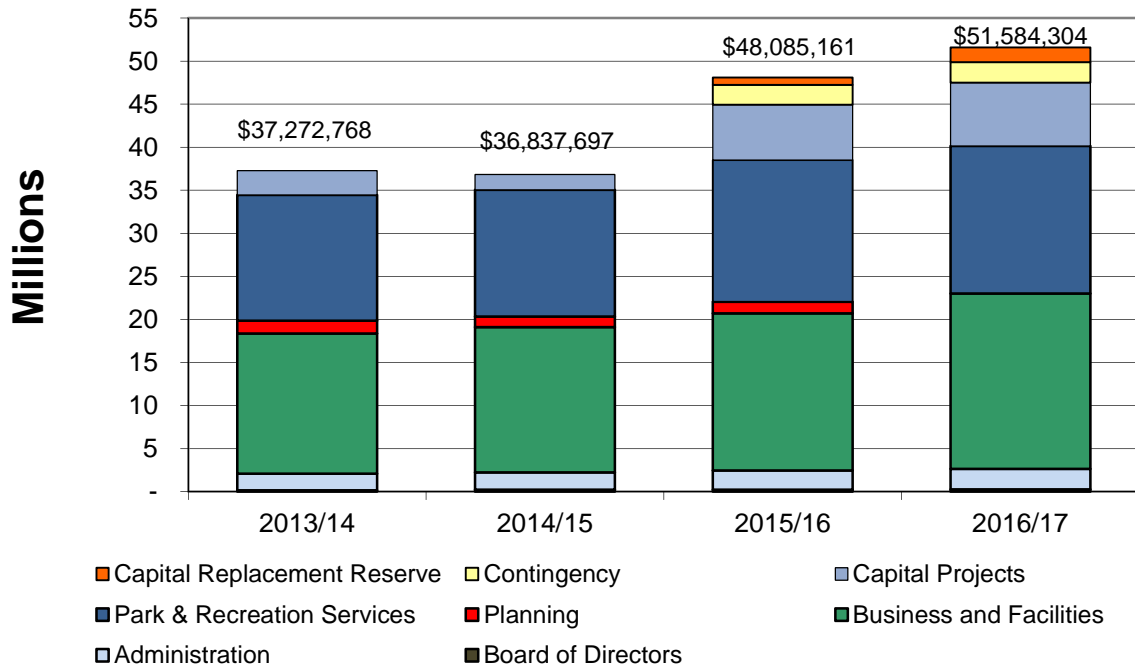


- Carry Forward-Project/Non Project
- Program Fees & Charges
- Other Income
- Taxes
- Grants & Sponsorships

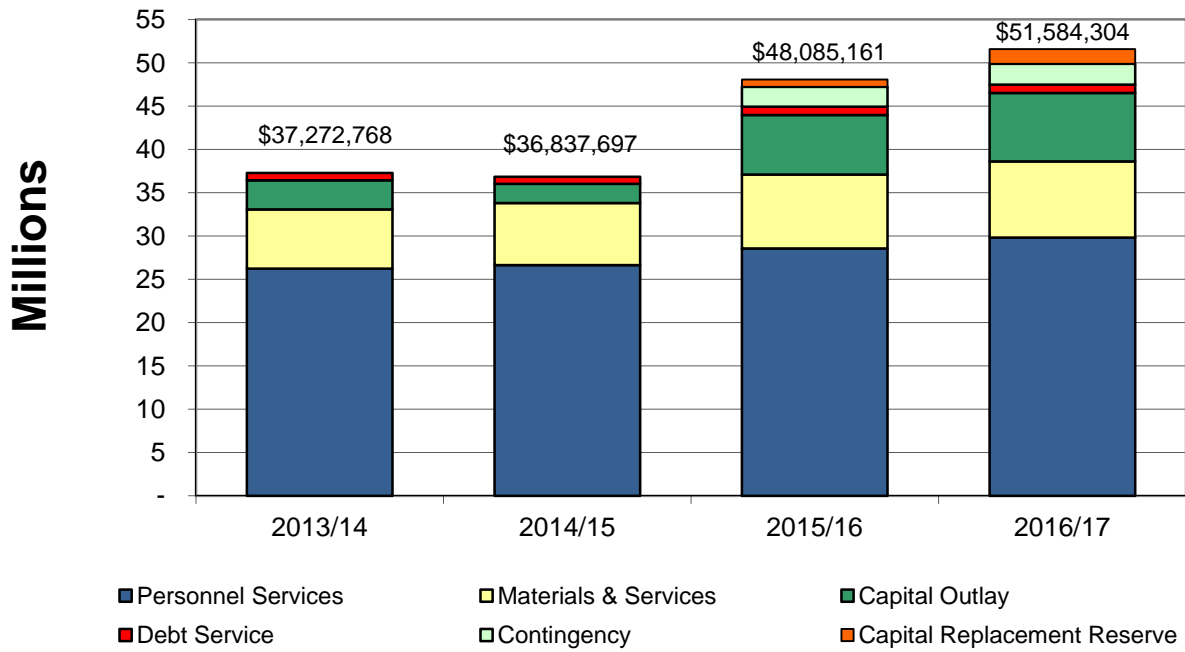
**GENERAL FUND RESOURCES**  
**FY 2013/14 - FY 2016/17**

<b>GENERAL FUND RESOURCES:</b>	<b>Actual 2013/14</b>	<b>Actual 2014/15</b>	<b>Current 2015/16</b>	<b>Proposed 2016/17</b>	<b>Approved 2016/17</b>
Beginning Capital Replacement Reserve	\$ -	\$ -	\$ -	\$ 850,000	\$ -
Cash on Hand for Fiscal Year	4,906,792	5,039,919	4,270,000	4,649,000	-
Balance Forward from Previous Year Projects	1,133,728	1,405,860	3,466,071	2,917,285	-
Previously Levied Taxes estimated to be received during ensuing year	364,259	396,984	300,000	325,000	-
<b>PROGRAM RESOURCES:</b>					
Swim Center Income	2,558,048	2,834,717	2,899,023	3,038,333	-
Tennis Income	955,844	1,025,005	1,055,081	1,090,883	-
Recreation Program Income	4,792,013	4,953,062	5,104,267	4,975,712	-
Sports Program/Athletic Center Income	1,433,139	1,463,038	1,279,734	1,583,634	-
Natural Resources Income	373,082	395,308	362,215	392,278	-
<b>OTHER RESOURCES:</b>					
Miscellaneous Income	159,818	195,421	160,350	142,350	-
Interest Income	123,974	129,654	135,000	145,000	-
Telecommunication Site Lease Income	234,764	259,302	235,000	193,500	-
Rental Properties/Concession Income	122,178	361,348	320,000	381,150	-
Grants and Intergovernmental Income	500,040	1,039,231	626,458	1,615,844	-
Sponsorships	2,873	2,226	5,000	5,000	-
Transfers In	579,099	511,362	421,057	352,483	-
<b>Total Resources</b> except taxes to be levied..... <b>Sub Total</b>	<b>\$ 18,239,651</b>	<b>\$ 20,012,437</b>	<b>\$ 20,639,256</b>	<b>\$ 22,657,452</b>	<b>\$ -</b>
Current Year (Permanent Rate multiplied by Assessed Value)	25,478,896	26,576,331	27,445,905	28,926,852	-
<b>TOTAL RESOURCES</b>	<b>\$ 43,718,547</b>	<b>\$ 46,588,768</b>	<b>\$ 48,085,161</b>	<b>\$ 51,584,304</b>	<b>\$ -</b>

## General Fund Requirements By Division FY 2013/14 - FY 2016/17



## General Fund Requirements By Account FY 2013/14 - FY 2016/17



**SUMMARY GENERAL FUND BUDGET  
FY 2013/14 - FY 2016/17**

	Actual 2013/14	Actual 2014/15	Current 2015/16	Proposed 2016/17	Approved 2016/17
<b><u>REQUIREMENTS BY DIVISION</u></b>					
Board of Directors	\$ 154,475	\$ 218,847	\$ 236,900	\$ 288,100	\$ -
Administration	1,953,992	2,028,622	2,242,238	2,379,289	-
Business and Facilities	16,254,469	16,880,699	18,236,151	20,357,451	-
Planning	1,497,804	1,211,690	1,337,057	-	-
Park & Recreation Services	14,580,136	14,721,418	16,438,264	17,112,547	-
Capital Projects	2,831,892	1,776,421	6,444,551	7,346,917	-
Contingency	-	-	2,300,000	2,400,000	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 37,272,768</b>	<b>\$ 36,837,697</b>	<b>\$ 47,235,161</b>	<b>\$ 49,884,304</b>	<b>\$ -</b>
Ending Unappropriated Fund Balance					
Capital Replacement Reserve	-	-	850,000	1,700,000	
<b>TOTAL REQUIREMENTS</b>	<b>\$ 37,272,768</b>	<b>\$ 36,837,697</b>	<b>\$ 48,085,161</b>	<b>\$ 51,584,304</b>	<b>\$ -</b>
<b><u>EXPENDITURES BY ACCOUNT</u></b>					
Personnel Services	\$ 26,243,909	\$ 26,627,327	\$ 28,546,400	\$ 29,807,536	\$ -
Materials & Services	6,843,503	7,174,664	8,555,880	8,817,259	-
Capital Outlay	3,333,585	2,207,958	6,873,151	7,886,316	-
Debt Service	851,771	827,748	959,730	973,193	-
Contingency	-	-	2,300,000	2,400,000	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 37,272,768</b>	<b>\$ 36,837,697</b>	<b>\$ 47,235,161</b>	<b>\$ 49,884,304</b>	<b>\$ -</b>
Ending Unappropriated Fund Balance					
Capital Replacement Reserve	\$ -	\$ -	\$ 850,000	\$ 1,700,000	\$ -
<b>TOTAL REQUIREMENTS</b>	<b>\$ 37,272,768</b>	<b>\$ 36,837,697</b>	<b>\$ 48,085,161</b>	<b>\$ 51,584,304</b>	<b>\$ -</b>

Personnel Services - Includes Full time, Part time employees, employee benefits and payroll taxes.

Materials & Services - Includes supplies, maintenance and repair, rentals, utilities and contracts for professional services such as printing, maintenance, legal counsel and audit.

Capital Outlay - Includes the cost of land, building and improvements, furniture and equipment.

Debt Service - Includes the annual principal and interest payments due on Certificates of Participation and Full Faith and Credit Obligations and the interest on Tax Anticipation Notes.

Contingency - Includes funds set aside for expenditures which cannot be foreseen or anticipated.

Capital Replacement Reserve - Includes funds set aside for future capital replacement needs.



# BOARD OF DIRECTORS

*Larry Pelatt*  
President

*Jerry Jones Jr.*  
Secretary

*John Griffiths*  
Secretary Pro-Tempore

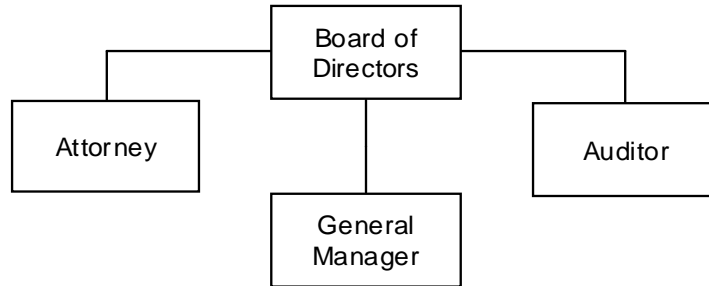
*Bob Scott*  
Director

Ali Kavianian  
Director



# BOARD OF DIRECTORS

---



## **Mission**

The mission of the Tualatin Hills Park & Recreation District is to provide high-quality park and recreation facilities, programs, services and natural areas that meet the needs of the diverse communities it serves.

## **Overview**

The governing board is composed of five elected members who are responsible for the overall budgetary and policy direction of the park district. The board of directors approves the scope and direction of services to be provided to all citizens and ensures that the needs of the citizens are met, in so far as possible, with available resources.

In addition to setting policy and hiring the general manager, the board appoints advisory committee members, including the budget committee.





**Division: Board of Directors**

Description	Prior Year Actual 2013/14	Prior Year Actual 2014/15	Adopted Budget 2015/16	Proposed Budget 2016/17	Approved Budget 2016/17
<b>Summary of Appropriations</b>					
Personnel Services	3,287	3,278	3,300	3,300	-
Materials & Services	151,188	215,568	233,600	284,800	-
<b>Total Appropriations</b>	<b>154,475</b>	<b>218,846</b>	<b>236,900</b>	<b>288,100</b>	<b>-</b>
<b>Summary by Department</b>					
Board of Directors	154,475	218,846	236,900	288,100	-
<b>Total Appropriations</b>	<b>154,475</b>	<b>218,846</b>	<b>236,900</b>	<b>288,100</b>	<b>-</b>



**Division: Board of Directors**  
**Department: Board of Directors**

Description	Prior Year Actual 2013/14	Prior Year Actual 2014/15	Adopted Budget 2015/16	Proposed Budget 2016/17	Approved Budget 2016/17
<b>Program Appropriations</b>					
<b><u>Board of Directors</u></b>					
P.T. Salaries	3,000	3,000	3,000	3,000	
Payroll Taxes	287	278	300	300	
<b>Personnel Services</b>	<b>3,287</b>	<b>3,278</b>	<b>3,300</b>	<b>3,300</b>	-
Professional and Technical Services	723	523	15,000	30,875	
Elections	-	34,500	-	33,000	
Supplies	18,303	2,949	6,000	3,000	
Training, Travel and Memberships	21,534	34,099	41,100	41,100	
Small Furniture and Equipment	-	-	-	-	
<b>Material &amp; Services</b>	<b>40,560</b>	<b>72,071</b>	<b>62,100</b>	<b>107,975</b>	-
<b><u>Legal</u></b>					
Professional and Technical Services	81,728	103,022	130,000	133,250	
<b>Material &amp; Services</b>	<b>81,728</b>	<b>103,022</b>	<b>130,000</b>	<b>133,250</b>	-
<b><u>Audit</u></b>					
Professional and Technical Services	28,900	40,475	41,500	43,575	
<b>Material &amp; Services</b>	<b>28,900</b>	<b>40,475</b>	<b>41,500</b>	<b>43,575</b>	-
<b>Program Total</b>	<b>154,475</b>	<b>218,846</b>	<b>236,900</b>	<b>288,100</b>	-





**TUALATIN HILLS**  
**PARK & RECREATION DISTRICT**

## **ADMINISTRATION**



*General Manager*

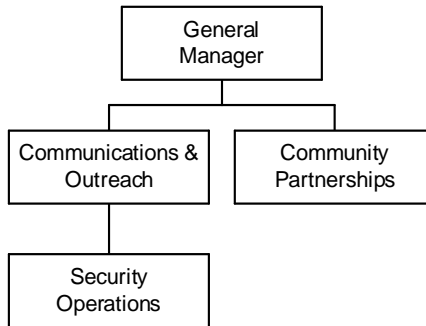
*Communications & Outreach*

*Security Operations*

*Community Partnerships*

## ADMINISTRATION

---



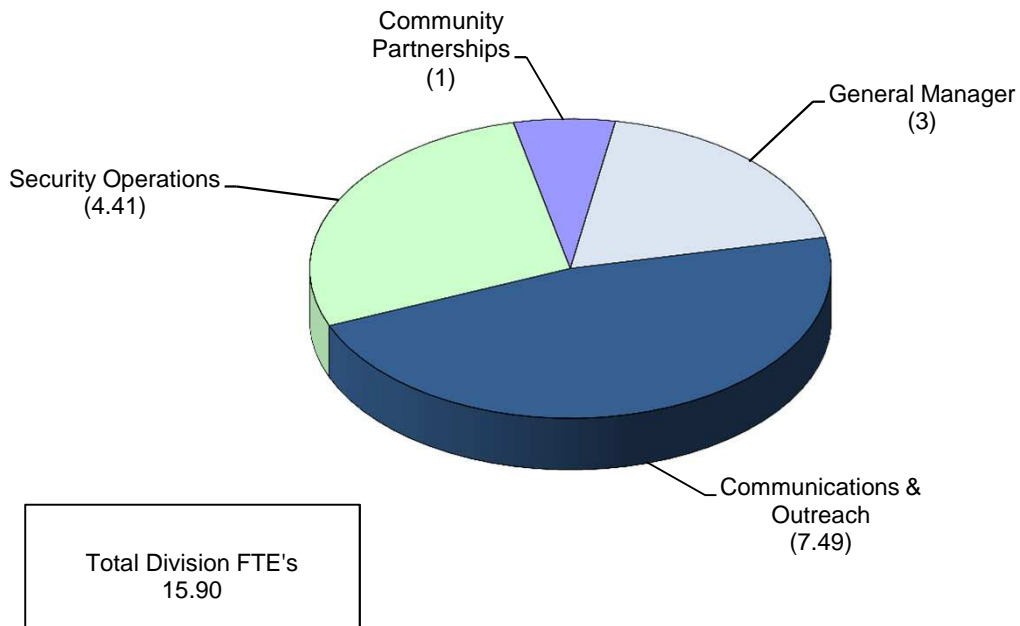
### **Division Mission**

To provide administrative and political leadership, and to utilize public resources toward achieving the highest quality of life for the residents we serve.

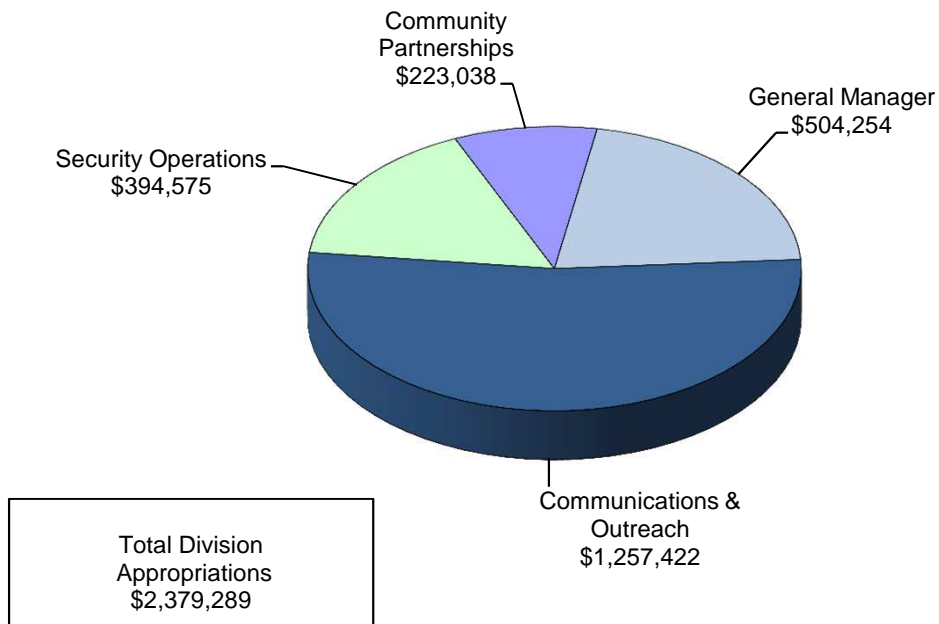
### **Division Overview**

The Administration Division includes the operation of the General Manager's Office, the executive assistant to the general manager and board of directors, the director of Communications & Outreach, the director of Community Partnerships, and Security Operations. Activities include providing direction, supervision, coordination, fundraising, and general support of the park district's operations.

## Administration Division Staffing FY 2016/17



## Administration Division Appropriations FY 2016/17





**Division: Administration**

Description	Prior Year Actual 2013/14	Prior Year Actual 2014/15	Adopted Budget 2015/16	Proposed Budget 2016/17	Approved Budget 2016/17
<b>Summary of Appropriations</b>					
Personnel Services	1,304,172	1,421,086	1,505,117	1,616,700	-
Materials & Services	649,820	607,536	737,121	762,589	-
<b>Total Appropriations</b>	<b>1,953,992</b>	<b>2,028,622</b>	<b>2,242,238</b>	<b>2,379,289</b>	<b>-</b>

<b>Summary by Department</b>					
Office of General Manager	412,868	437,616	475,822	504,254	-
Communication and Outreach	1,199,315	1,044,139	1,171,624	1,257,422	-
Security Operations	341,809	347,486	383,131	394,575	-
Community Partnerships	-	199,381	211,661	223,038	-
<b>Total Appropriations</b>	<b>1,953,992</b>	<b>2,028,622</b>	<b>2,242,238</b>	<b>2,379,289</b>	<b>-</b>

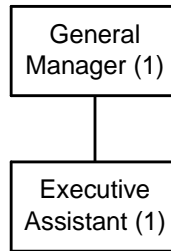
<b>Division Staff</b>					
Full Time	9.00	11.00	11.00	11.00	0.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	4.01	4.30	4.48	4.90	0.00



## ADMINISTRATION

Office of the General Manager

---



### Department Overview

The Office of the General Manager includes the general manager and the executive assistant. The department provides general management of the district and implementation of the park district's goals.

### FY 2015/16 Accomplishments

Directed implementation of THPRD's Goals and Objectives. Made significant progress, met or exceeded FY 2015/16 Goals and Objectives.

Continued implementation of the Bond Measure Capital Program including completion of the current year projects and design work on projects to be completed in subsequent years. Also completed significant land acquisitions included in the Bond Measure Capital Program.

Successfully pursued grant funds for capital improvements including trails and park improvements.

### FY 2016/17 Goals and Objectives

Make quantifiable progress on FY 2016/17 THPRD Goal Outcomes adopted by the board of directors.

Implement Comprehensive Plan Update and Service and Financial Sustainability Analysis recommendations.

Continue to expand cooperative relationships with other agencies: BSD, City of Beaverton, Washington County, Tualatin Valley Fire & Rescue, Tualatin Valley Water District, Portland Community College, Metro, including private/public partnerships.

Ensure that Bond Measure Capital Program provides efficient and timely delivery of capital projects that meet commitments made to district residents.

### Budget Highlights

No significant changes from the prior year budget.



**Division: Administration**  
 Department: Office of the General Manager

Description	Prior Year Actual 2013/14	Prior Year Actual 2014/15	Adopted Budget 2015/16	Proposed Budget 2016/17	Approved Budget 2016/17
<b>Summary of Appropriations</b>					
Personnel Services	354,956	375,907	404,922	431,580	-
Materials & Services	57,912	61,709	70,900	72,674	-
<b>Total Appropriations</b>	<b>412,868</b>	<b>437,616</b>	<b>475,822</b>	<b>504,254</b>	-
<b>Summary by Program</b>					
General Manager	412,868	437,616	475,822	504,254	-
<b>Total Appropriations</b>	<b>412,868</b>	<b>437,616</b>	<b>475,822</b>	<b>504,254</b>	-
<b>Division Staff</b>					
Full Time	2.00	3.00	3.00	3.00	0.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	0.00	0.00	0.00	0.00	0.00



**Division: Administration**  
 Department: Office of General Manager  
 Program: General Manager

Description	Prior Year Actual 2013/14	Prior Year Actual 2014/15	Adopted Budget 2015/16	Proposed Budget 2016/17	Approved Budget 2016/17
<b>Program Appropriations</b>					
F.T. Salary	244,892	262,619	288,974	302,299	
P.T. Salary	308	-	-	-	
Employee Benefits	88,872	92,103	94,037	107,624	
Payroll Taxes	20,884	21,185	21,911	21,657	
<b>Personnel Services</b>	<b>354,956</b>	<b>375,907</b>	<b>404,922</b>	<b>431,580</b>	-
Communications	5,077	8,016	9,300	9,300	
Supplies	3,532	3,263	4,500	12,500	
Training, Travel and Memberships	49,303	50,430	57,100	50,874	
<b>Material &amp; Services</b>	<b>57,912</b>	<b>61,709</b>	<b>70,900</b>	<b>72,674</b>	-
<b>Program Total</b>	<b>412,868</b>	<b>437,616</b>	<b>475,822</b>	<b>504,254</b>	-
<b>Department Staff</b>					
Full Time	2.00	3.00	3.00	3.00	
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	
Part Time (FTE)	0.00	0.00	0.00	0.00	

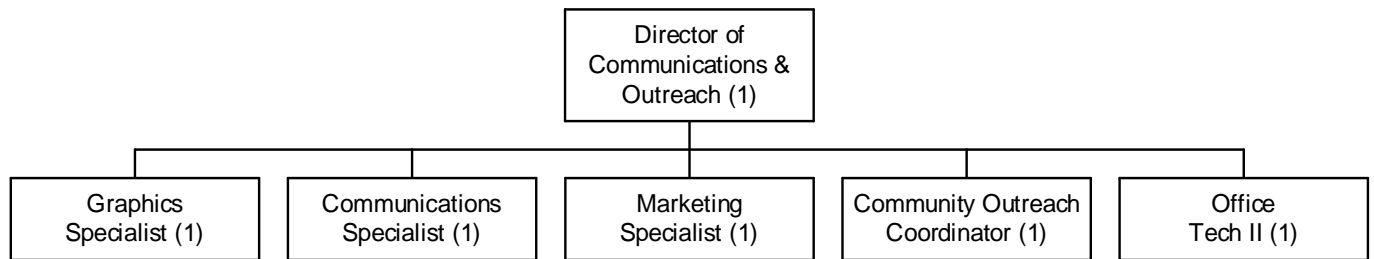




## ADMINISTRATION

### Communications & Outreach

---



#### Department Overview

The Communications & Outreach Division is responsible for districtwide communications and marketing including publications, website content, social media and e-newsletters, and advertising. The position directs media relations, employee communications and community outreach activities. It also provides oversight to Security Operations. The director of Communications & Outreach reports directly to the general manager.

#### FY 2015/16 Accomplishments

Completed a comprehensive districtwide marketing plan (a first for THPRD) and began implementation. Plan is focused primarily on digital media.

Continued broad-based communications program to inform taxpayers about district's progress on implementation of the November 2008 voter-approved bond measure. This included mailings, media outreach, and special events. Directed production of oversight committee's annual report to the public.

Completed a community outreach plan for diverse populations and began implementation.

Launched a redesign of THPRD's website offering increased functionality and mobile accessibility. Public feedback was positive and the site won a professional award for "user experience."

Increased followers of THPRD on Twitter and Facebook and subscribers to monthly e-newsletter, Tualatin Hills Today. Increased hits on THPRD website.

Wrote and distributed 39 media releases March 2015-February 2016 and coordinated numerous interviews for reporters. Generated positive stories on many topics in print and online media.

Helped set up speakers bureau of THPRD employees to regularly provide district information to 11 NACs (City of Beaverton) and four CPOs (Washington County). These speakers also answer questions and serve as key liaisons to the groups.

Produced 12 editions of "Employee UPDATE," a monthly newsletter for THPRD staff, from March 2015 through February 2016.

Provided publicity and promotional support to Party in the Park, the Concert and Theater in the Park series, and Groovin' on the Grass. Directed park district participation in numerous community events, including mayor's picnics and holiday open house.

Coordinated successful dedications/grand openings that celebrated the completion of three major bond projects (Roger Tilbury Memorial Park, Cedar Mill Park, and new sections of the Waterhouse Trail).

Coordinated publicity of the district's "Sunday Trailways" event.

Completed a policy review of THPRD's Family Assistance Program, recommending changes based on public input and staff discussions. These changes included a new name (THPRD Scholarship Program). Recommendations were approved by the board of directors.

#### FY 2016/17 Goals and Objectives

Continue to implement districtwide marketing plan with the primary goals of increasing program registrations and revenues.

Implement districtwide community outreach plan elements as appropriate.

Continue to execute communications plan related to bond measure implementation, educating taxpayers

**FY 2016/17 Goals and Objectives (continued)**

about public benefits of projects and the district's responsible stewardship of funds.

Monitor effectiveness of website post-rollout and make adjustments as necessary to improve visitor satisfaction and, consequently, district revenues and reputation.

Explore and take advantage of opportunities to increase board member communications with the public, keeping residents informed about key issues and providing ways for them to comment and ask questions.

**Budget Highlights**

The proposed budget includes funding for participation in a study conducted by the Coalition of Communities of Color to identify needs in diverse and minority communities in the district's service area. This represents an approved business plan under the goal to effectively communicate information about park district goals, policies, programs and facilities among District residents, customers, staff, District advisory committees the District Board, partnering agencies and other groups.

**Division: Administration**  
 Department: Communications and Outreach

Description	Prior Year Actual 2013/14	Prior Year Actual 2014/15	Adopted Budget 2015/16	Proposed Budget 2016/17	Approved Budget 2016/17
<b>Summary of Appropriations</b>					
Personnel Services	690,248	621,606	658,017	720,136	-
Materials & Services	509,067	422,533	513,607	537,286	-
<b>Total Appropriations</b>	<b>1,199,315</b>	<b>1,044,139</b>	<b>1,171,624</b>	<b>1,257,422</b>	<b>-</b>
<b>Summary by Program</b>					
Communications and Outreach	1,199,315	1,044,139	1,171,624	1,257,422	-
<b>Total Appropriations</b>	<b>1,199,315</b>	<b>1,044,139</b>	<b>1,171,624</b>	<b>1,257,422</b>	<b>-</b>
<b>Division Staff</b>					
Full Time	6.00	6.00	6.00	6.00	0.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	0.60	0.89	1.07	1.49	0.00

Note: As of 2014/15 Community Partnerships was moved to a separate department from Communications & Outreach.



**Division: Administration**  
 Department: Communications and Outreach  
 Program: Communications and Outreach

Description	Prior Year Actual 2013/14	Prior Year Actual 2014/15	Adopted Budget 2015/16	Proposed Budget 2016/17	Approved Budget 2016/17
<b>Program Appropriations</b>					
F.T. Salary	461,214	398,506	434,320	448,394	
P.T. Salary	24,738	30,424	26,814	44,705	
Employee Benefits	155,324	150,747	156,377	185,203	
Payroll Taxes	48,972	41,929	40,506	41,834	
<b>Personnel Services</b>	<b>690,248</b>	<b>621,606</b>	<b>658,017</b>	<b>720,136</b>	-
Professional and Technical Services	118,975	64,713	111,812	151,840	
Supplies	17,373	29,439	24,320	18,600	
Communication	353,078	315,556	355,050	344,402	
Training, Travel and Memberships	18,441	10,944	21,050	20,444	
Small Furniture and Equipment	1,200	1,881	1,375	2,000	
<b>Material &amp; Services</b>	<b>509,067</b>	<b>422,533</b>	<b>513,607</b>	<b>537,286</b>	-
<b>Program Total</b>	<b>1,199,315</b>	<b>1,044,139</b>	<b>1,171,624</b>	<b>1,257,422</b>	-
<b>Department Staff</b>					
Full Time	6.00	6.00	6.00	6.00	
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	
Part Time (FTE)	0.60	0.89	1.07	1.49	



## ADMINISTRATION

Security Operations Department

---

Superintendent of Security Operations (1)
---

### Department Overview

The mission of the Security Operations Department is to protect district assets, reduce crime, and provide training and assistance to employees to increase their safety and that of patrons. Through its Park Patrol unit, Security Operations works closely with local law enforcement agencies at the city and county levels. The department also maintains regular working relationships with the Beaverton School District, Portland Community College Rock Creek Campus, and Washington County Animal Control. The superintendent of Security Operations reports directly to the director of Communications & Outreach.

### FY 2015/16 Accomplishments

Discovered eight new encroachments and continued to monitor previously identified encroachments. Worked with Natural Resources techs that discovered low-level encroachments and provided advice on proper procedures in asking for removal of the encroachment.

Educated patrons on district rules and monitored usage on district property following implementation of THPRD's smoke-free policy (2-1-14) and the legalization of marijuana in Oregon (7-1-15). Park Patrol statistics show smoking has not increased, due in large part to these efforts.

Continued close relationship with local law enforcement. Three criminal cases were developed and successfully solved after staff asked for assistance. Also partnered with these agencies by allowing the use of THPRD facilities after hours for training purposes.

Partnered with the Beaverton School District, THPRD staff and local law enforcement conducting several training sessions involving the cooperative agreement and use of the HMT campus for temporary shelter and parent reunification in the event of a shooting or other critical incident at any Beaverton school.

Oversaw Park Watch program in which volunteers at five sites and Park Patrol interns provided 2,704 hours of security coverage.

Upgraded the fire suppression system at several facilities, keeping in compliance with regulations set forth by the state fire marshal.

### FY 2016/17 Goals and Objectives

Continue to implement the SARA (Scanning, Analyze, Respond & Assess) and Crime Prevention through Environmental Design (CPTED) community policing models, identifying risks at all facilities and parks where applicable.

Continue to train all employees on the Emergency Management Plan which includes Shelter-in-Place protocols. After an emergency where the plan has been initiated, provide debriefing meetings with involved staff for further education and training.

Continue to provide training regarding security concerns for a segment at the district's Leadership Academy and provide annual training in cooperation with Risk Management for employees on driver's training. Continue to train employees and monitor any/all incidents regarding suspected child abuse.

Continue monitoring the district's fire prevention, intrusion alarm and keyless access door controls. Educate employees on the district's intrusion systems and proper procedures regarding fire alarm panel alerts and resets. Investigate and follow up on any employee response regarding intrusion system callouts after hours. Update 24-hour callout lists as required. Manage day-to-day keyless card issuance and alarm panel authorization.

Continue to monitor and maintain camera video surveillance systems at five centers. Train appropriate staff on basic use of equipment.

Update the district's rules and regulations handbook.

**FY 2016/17 Goals and Objectives (continued)**

Continue to work with the district's Design & Development and Natural Resources Departments on encroachment issues and investigations.

**Budget Highlights**

No significant changes from the prior-year budget.



**Division: Administration**  
**Department: Security Operations**

Description	Prior Year Actual 2013/14	Prior Year Actual 2014/15	Adopted Budget 2015/16	Proposed Budget 2016/17	Approved Budget 2016/17
<b>Summary of Appropriations</b>					
Personnel Services	258,968	262,401	272,937	284,366	-
Materials & Services	82,841	85,085	110,194	110,209	-
<b>Total Appropriations</b>	<b>341,809</b>	<b>347,486</b>	<b>383,131</b>	<b>394,575</b>	<b>-</b>
<b>Summary by Program</b>					
Security Operations	341,809	347,486	383,131	394,575	-
<b>Total Appropriations</b>	<b>341,809</b>	<b>347,486</b>	<b>383,131</b>	<b>394,575</b>	<b>-</b>
<b>Division Staff</b>					
Full Time	1.00	1.00	1.00	1.00	0.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	3.41	3.41	3.41	3.41	0.00

**Division: Administration**  
 Department: Security Operations  
 Program: Superintendent of Security Operations

**KEY PERFORMANCE INDICATORS**

Description	Prior Year Actual 2013/14	Prior Year Actual 2014/15	Projected Outcome 2015/16	Proposed Outcome 2016/17
<b>Workloads:</b>				
Number of security checks conducted	31,250	35,412	37,000	37,500
Park district exclusions processed	350	413	450	400
Number of training classes conducted	27	16	16	12
Number of incident reports filed	226	250	275	280
Number of encroachment violations handled	24	18	15	10
Number of staff assists	850	859	875	900

**Division: Administration**  
 Department: Security Operations  
 Program: Superintendent of Security Operations

Description	Prior Year Actual 2013/14	Prior Year Actual 2014/15	Adopted Budget 2015/16	Proposed Budget 2016/17	Approved Budget 2016/17
<b>Program Appropriations</b>					
F.T. Salary	87,948	91,812	95,944	100,737	
P.T. Salary	107,699	109,655	116,940	118,422	
Employee Benefits	41,049	38,518	38,007	42,789	
Payroll Taxes	22,272	22,416	22,046	22,418	
<b>Personnel Services</b>	<b>258,968</b>	<b>262,401</b>	<b>272,937</b>	<b>284,366</b>	-
Professional and Technical Services	68,628	72,151	90,546	87,121	
Other Services	8,364	6,206	7,941	11,648	
Communication	913	1,770	2,710	2,712	
Supplies	4,401	4,713	7,102	7,603	
Training, Travel and Memberships	535	245	1,422	675	
Small Furniture, Fixtures and Equip.	-	-	473	450	
<b>Material &amp; Services</b>	<b>82,841</b>	<b>85,085</b>	<b>110,194</b>	<b>110,209</b>	-
<b>Program Total</b>	<b>341,809</b>	<b>347,486</b>	<b>383,131</b>	<b>394,575</b>	-
<b>Department Staff</b>					
Full Time	1.00	1.00	1.00	1.00	
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	
Part Time (FTE)	3.41	3.41	3.41	3.41	



## ADMINISTRATION

### Community Partnerships

---

Director of Community Partnerships (1)
--

#### Department Overview

The Community Partnerships Division is responsible for positioning THPRD projects and programs for external private investment. The director of Community Partnerships reports to the general manager.

The division is responsible for attracting private investment and participation in district initiatives. The division is organizing now to attract partners in ground-level projects and programs that address the district's commitment to Access for All. The department assists the Tualatin Hills Park Foundation in activation. It fosters a heightened culture of philanthropy to complement district efforts to serve all members of the THPRD community.

#### FY 2015/16 Accomplishments

With leadership from the Champions Council over \$1,030,000 has been raised in grants, gifts and pledges to advance the Model Community Sports Park (MCSP)/Champions Too Field investment strategy.

*MCSP is the name granted for fundraising purposes to SW Quadrant Community Park where THPRD bond funds and philanthropy are partnering to build a 21.5 acre all abilities sports park.*

THPRD advanced the Access for All Initiative by creating the Champions Too Steering Committee of nonprofit and agency experts who serve people with disabilities throughout the Metro region to advise the district on park amenity and programming needs.

The Tualatin Hills Park Foundation's board of trustee's has reached ten members. The board has modernized its bylaws, updated its board giving policy, is positioning a new fiscal sponsorship policy now, and serves as the primary receiver of philanthropic receipts for the MCSP campaign.

#### FY 2016/17 Goals and Objectives

With leadership from the Champions Council and by strategically deploying consulting services advance the campaign to construct and to program the MCSP/Champions Too Field.

Reach the \$1.3 million to construction capital goal (includes campaign costs).

Cultivate individual donors and Oregon's foundation community to consider up to \$200,000 in fundraising requests as priorities from THPRD emerge.

Continue to build board capability and institutional capacity at the Tualatin Hills Park Foundation.

Assess the district's understanding of philanthropy and make recommendations to assure district initiatives, projects and programs are attractive to outside private investors as appropriate.

#### Budget Highlights

No significant changes from the prior year budget.



**Division: Administration**  
**Department: Community Partnerships**

Description	Prior Year Actual 2013/14	Prior Year Actual 2014/15	Adopted Budget 2015/16	Proposed Budget 2016/17	Approved Budget 2016/17
<b>Summary of Appropriations</b>					
Personnel Services	-	161,172	169,241	180,618	-
Materials & Services	-	38,209	42,420	42,420	-
<b>Total Appropriations</b>	-	<b>199,381</b>	<b>211,661</b>	<b>223,038</b>	-
<b>Summary by Program</b>					
Community Partnerships	-	199,381	211,661	223,038	-
<b>Total Appropriations</b>	-	<b>199,381</b>	<b>211,661</b>	<b>223,038</b>	-
<b>Division Staff</b>					
Full Time	0.00	1.00	1.00	1.00	0.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	0.00	0.00	0.00	0.00	0.00

Note: As of 2014/15 Community Partnerships was moved to a separate department from Communications & Outreach.





**Division: Administration**  
 Department: Community Partnerships  
 Program: Community Partnerships

Description	Prior Year Actual 2013/14	Prior Year Actual 2014/15	Adopted Budget 2015/16	Proposed Budget 2016/17	Approved Budget 2016/17
<b>Program Appropriations</b>					
F.T. Salary	-	126,556	132,747	139,239	
Employee Benefits	-	23,105	25,563	30,679	
Payroll Taxes	-	11,511	10,931	10,700	
<b>Personnel Services</b>	-	<b>161,172</b>	<b>169,241</b>	<b>180,618</b>	-
Professional and Technical Services	-	34,496	38,820	38,820	
Training, Travel and Memberships	-	3,713	3,600	3,600	
<b>Material &amp; Services</b>	-	<b>38,209</b>	<b>42,420</b>	<b>42,420</b>	-
<b>Program Total</b>	-	<b>199,381</b>	<b>211,661</b>	<b>223,038</b>	-
<b>Department Staff</b>					
Full Time	0.00	1.00	1.00	1.00	
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	
Part Time (FTE)	0.00	0.00	0.00	0.00	



# BUSINESS & FACILITIES

FINANCE SERVICES



RISK & CONTRACT MANAGEMENT



HUMAN RESOURCES



INFORMATION SERVICES



OPERATIONS ANALYSIS



MAINTENANCE OPERATIONS



PLANNING

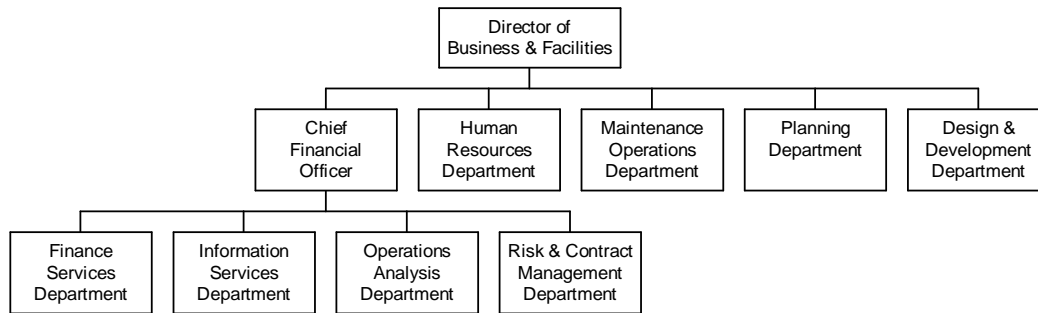


DESIGN & DEVELOPMENT



## BUSINESS & FACILITIES DIVISION

---



### Division Mission

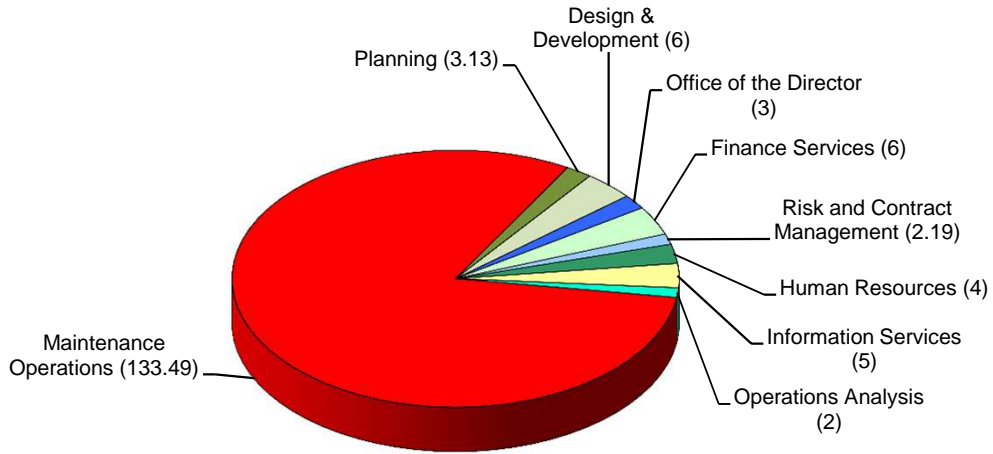
To provide financial and operational integrity and credibility to the park district by ensuring the correctness of financial information, and adequacy of internal accounting and budgeting controls. To provide the necessary planning, development, interagency coordination, and maintenance to implement the park district's Comprehensive Plan and ensure that facilities meet current and future needs of our residents. To improve district operations by providing cost effective resources and promoting technological innovation. To enhance employee and patron safety, and insure against risks to the district. To maintain a fair and equitable human resources management system that values employees and assists in strengthening individuals, and assures compliance with all applicable laws, rules and regulations.

### Division Overview

The director of Business & Facilities reports to the general manager and is responsible for all financial, administrative, and facility planning and maintenance operations functions of the park district. The Business & Facilities Division budget includes the following departments: Finance Services, Risk & Contract Management, Human Resources, Information Services, Operations Analysis, Maintenance Operations, Planning, and Design & Development.

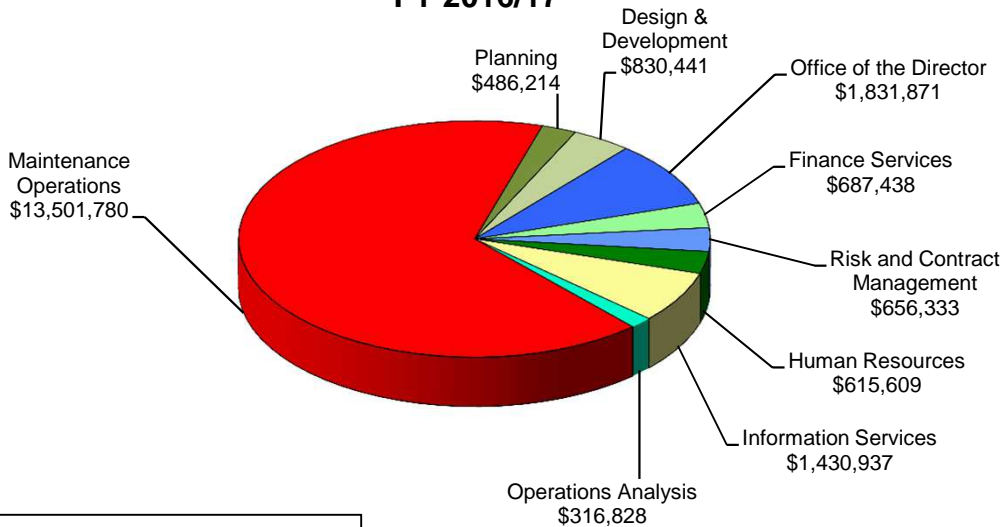
Activities of the Business & Facilities Division include administrative support to the Administration and Park & Recreation Services Divisions, budgeting and financial management, maintenance of the district's information technology applications and infrastructure, recruitment and personnel management, and promotion of the district's safety and risk management programs. Activities also include planning, acquisition, development, and maintenance of all facilities, parks and trails, and management of the capital improvement program, both bond funded and systems development charge (SDC) funded. The division also monitors district activity for compliance with applicable statutory and regulatory authority, and coordinates land use regulation issues with other local agencies.

## Division Staffing by Departments FY 2016/17



<p><b>Total Division FTE's</b> 164.81</p>
---

## Division Appropriations by Departments FY 2016/17



<p><b>Total Division Appropriations</b> \$20,357,451</p>
--

## Division: Business and Facilities

Description	Prior Year Actual 2013/14	Prior Year Actual 2014/15	Adopted Budget 2015/16	Proposed Budget 2016/17	Approved Budget 2016/17
<b>Summary of Appropriations</b>					
Personnel Services	10,658,655	10,702,121	11,338,576	12,989,345	-
Materials & Services	4,779,080	4,919,293	5,509,245	5,855,514	-
Debt Service	851,771	827,747	959,730	973,193	-
Capital Outlay	427,406	431,537	428,600	539,399	-
<b>Total Appropriations</b>	<b>16,716,912</b>	<b>16,880,698</b>	<b>18,236,151</b>	<b>20,357,451</b>	<b>-</b>

<b>Summary by Department</b>					
Office of the Director	1,585,520	1,602,024	1,897,069	1,831,871	-
Finance Services	709,259	729,856	743,404	687,438	-
Risk and Contract Management	612,865	555,745	630,932	656,333	-
Human Resources	385,290	499,543	562,676	615,609	-
Information Services	1,084,006	1,153,558	1,221,139	1,430,937	-
Operations Analysis	-	-	-	316,828	-
Maintenance Operations	11,877,528	12,339,972	13,180,931	13,501,780	-
Planning	-	-	-	486,214	-
Design & Development	-	-	-	830,441	-
<b>Total Appropriations</b>	<b>16,254,468</b>	<b>16,880,698</b>	<b>18,236,151</b>	<b>20,357,451</b>	<b>-</b>

<b>Division Staff</b>					
Full Time	86.00	88.00	89.00	97.00	0.00
Regular Part Time (FTE)	7.88	7.00	7.00	6.13	0.00
Part Time (FTE)	56.27	57.91	57.67	61.68	0.00

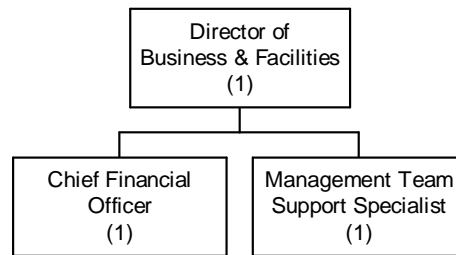
Note: As of FY 2016/17 the Departments in the Planning Division (Planning and Design & Development) have been moved to the Business & Facilities Division.



## BUSINESS & FACILITIES DIVISION

Office of Director of Business & Facilities

---



### Department Overview

This budget unit supports the activities of the director of Business & Facilities. Activities of the office of the director include the management, either directly or through the Chief Financial Officer, of all departments in the Business & Facilities Division. It also provides legislative advocacy for the park district at the federal and state levels. The director of Business & Facilities serves as THPRD's Budget Officer and is responsible to the general manager for the annual budget process, and financial and operational advice to the general manager, board of directors, committees and departments. Detail on non-general obligation debt is also maintained within this department.

### FY 2015/16 Division Accomplishments

Continued work on all remaining park, trail, and facility projects funded by the 2008 Parks Bond. Developed funding strategies for projects in categories that have estimated costs in excess of available bond funds.

Continued to support the work of the Parks Bond Citizen Oversight Committee.

Completed an update to the Districts System Development Charge (SDC) methodology and implemented new rates based on the methodology update. Also completed an update to the five-year SDC Capital Improvement Program (CIP) to reflect priorities identified in the approved functional plans.

Continued actively participating in Special Districts Association of Oregon's Legislative Committee, and worked on key legislative issues impacting the district. Worked with the district's federal legislative advocacy firm to support key federal legislation and enhance partnerships with federal agencies.

Continued work with the Future Trends Team, an interdepartmental staff team serving as a think-tank for viewing long-term trends and environmental scanning. Team has completed the research and recommendations on the strategic questions identified in the initial Future Trends Report and presented findings to the board of directors.

### FY 2016/17 Division Goals and Objectives

Continue work on all remaining park, trail, and facility projects funded by the 2008 Parks Bond. Major projects for FY 2016/17 include construction of SW Quadrant Community Park, new synthetic turf field at Conestoga Middle School, construction of the Westside Trail to Waterhouse Trail connection, and seismic structural upgrades to Tualatin Hills Aquatic Center and Garden Home Recreation Center.

Continue actively participating in Special Districts Association of Oregon's Legislative Committee as well as other legislative advocacy work at the federal and state level.



**FY 2016/17 Division Goals and Objectives  
(continued)**

Work with local agency partners to develop agreements that streamline interagency activities and provide guidance on long-term service responsibilities.

Implement the SDC rate changes resulting from the updated methodology and implement procedural changes resulting from the updated SDC administrative procedures.

Continue to support the work of the Parks Bond Citizen Oversight Committee.

Continue to work with the Future Trends Team to conduct environmental scanning and trend updates.

**Budget Highlights**

The proposed budget reflects the creation of a new Chief Financial Officer (CFO) position and a reorganization that moves the Planning Division into the Business & Facilities Division.

The proposed budget also reflects the transfer of funding for federal legislative support from the Office of the Director of Park and Recreation Services to the Office of the Director of Business and Facilities.

**Division: Business and Facilities**

Department: Office of the Director

Description	Prior Year Actual 2013/14	Prior Year Actual 2014/15	Adopted Budget 2015/16	Proposed Budget 2016/17	Approved Budget 2016/17
<b>Summary of Appropriations</b>					
Personnel Services	552,494	569,533	580,899	502,368	-
Materials & Services	181,255	204,744	356,440	356,310	-
Debt Service	851,771	827,747	959,730	973,193	-
<b>Total Appropriations</b>	<b>1,585,520</b>	<b>1,602,024</b>	<b>1,897,069</b>	<b>1,831,871</b>	<b>-</b>

<b>Summary by Program</b>					
Office of the Director	733,749	774,277	937,339	858,678	-
Debt Service	851,771	827,747	959,730	973,193	-
<b>Total Appropriations</b>	<b>1,585,520</b>	<b>1,602,024</b>	<b>1,897,069</b>	<b>1,831,871</b>	<b>-</b>

<b>Division Staff</b>					
Full Time	4.00	4.00	4.00	3.00	0.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	0.08	0.00	0.00	0.00	0.00

Note: As of FY 2016/17 Operations Analysis was created as a separate department within the Business & Facilities Division



**Division: Business and Facilities**

Department: Office of the Director

Program: Office of the Director

Description	Prior Year Actual 2013/14	Prior Year Actual 2014/15	Adopted Budget 2015/16	Proposed Budget 2016/17	Approved Budget 2016/17
<b>Program Appropriations</b>					
F.T. Salary	366,740	378,915	391,604	340,355	
P.T. Salary	-	853	-	-	
Employee Benefits	151,991	154,997	156,794	135,552	
Payroll Taxes	33,763	34,768	32,501	26,461	
<b>Personnel Services</b>	<b>552,494</b>	<b>569,533</b>	<b>580,899</b>	<b>502,368</b>	<b>-</b>
Professional and Technical Services	48,619	80,445	146,550	152,400	
Rental Equipment	40,755	36,473	42,000	42,000	
Other Services	5,600	5,800	6,250	6,250	
Communication	38,204	34,052	73,100	70,650	
Supplies	31,208	21,391	61,200	49,200	
Training, Travel & Memberships	16,022	25,717	27,340	34,310	
Small Furniture & Equipment	847	866	-	1,500	
<b>Material &amp; Services</b>	<b>181,255</b>	<b>204,744</b>	<b>356,440</b>	<b>356,310</b>	<b>-</b>
<b>Program Total</b>	<b>733,749</b>	<b>774,277</b>	<b>937,339</b>	<b>858,678</b>	<b>-</b>
<b>Department Staff</b>					
Full Time	4.00	4.00	4.00	3.00	
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	
Part Time (FTE)	0.08	0.00	0.00	0.00	

**Division: Business and Facilities**

Department: Office of the Director

Program: Debt Service

Description	Prior Year Actual 2013/14	Prior Year Actual 2014/15	Adopted Budget 2015/16	Proposed Budget 2016/17	Approved Budget 2016/17
<b>Program Appropriations</b>					
Principal	253,990	245,327	266,090	276,876	
Interest	597,781	582,420	693,640	696,317	
<b>Debt Service</b>	<b>851,771</b>	<b>827,747</b>	<b>959,730</b>	<b>973,193</b>	-
<b>Program Total</b>	<b>851,771</b>	<b>827,747</b>	<b>959,730</b>	<b>973,193</b>	-

**Sub Program:**

**2005-\$340,000 Ten (10) Year Financing Agreement**

Principal	20,000	-	-	-	
Interest	900	-	-	-	
<b>Sub Program Total</b>	<b>20,900</b>	-	-	-	-

**Sub Program:**

**2006-\$2,430,000 Nineteen (19) Year Combined Refunding Full Faith and Credit Obligations**  
**(Refinancing of 1997 Certificates of Participation and 1997 and 2000 Full Faith and Credit Obligations)**

Principal	100,000	105,000	110,000	110,000	
Interest	36,830	32,848	28,650	24,250	
<b>Sub Program Total</b>	<b>136,830</b>	<b>137,848</b>	<b>138,650</b>	<b>134,250</b>	-

**Sub Program:**

**2010A-\$1,695,000 Thirty (30) Year Full Faith and Credit Obligations**

Principal	25,000	30,000	40,000	45,000	
Interest	56,270	55,720	54,620	52,920	
<b>Sub Program Total</b>	<b>81,270</b>	<b>85,720</b>	<b>94,620</b>	<b>97,920</b>	-

**Sub Program:**

**2010B&C-\$7,815,000 Thirty (30) Year Full Faith and Credit Obligations**

Principal	85,000	85,000	90,000	95,000	
Interest	465,444	463,301	460,871	457,934	
<b>Sub Program Total</b>	<b>550,444</b>	<b>548,301</b>	<b>550,871</b>	<b>552,934</b>	-

**Division: Business and Facilities**

Department: Office of the Director

Program: Debt Service

Description	Prior Year Actual 2013/14	Prior Year Actual 2014/15	Adopted Budget 2015/16	Proposed Budget 2016/17	Approved Budget 2016/17
<b>Sub Program:</b>					
<b><u>2013-\$457,100 Fifteen (15) Year Financing Agreement</u></b>					
Principal	23,990	25,327	26,090	26,876	
Interest	14,098	12,762	11,999	11,213	
<b>Sub Program Total</b>	<b>38,088</b>	<b>38,089</b>	<b>38,089</b>	<b>38,089</b>	<b>-</b>
<b>Sub Program:</b>					
<b><u>Tax Anticipation Notes</u></b>					
Interest	24,239	17,789	137,500	150,000	
<b>Sub Program Total</b>	<b>24,239</b>	<b>17,789</b>	<b>137,500</b>	<b>150,000</b>	<b>-</b>



**Division: Business and Facilities**  
**Department: Office of the Director**  
**Program: Debt Service**

**MATURITY SCHEDULE FOR GENERAL FUND DEBT**

Fiscal Year	FFCO Series 2006 2,430,000	FFCO Series 2010A 1,695,000	FFCO Series 2010B&C 7,815,000	Financing Agreement Series 2013 457,100	2016/17 Totals
2016/17	134,250	97,920	552,934	38,089	823,193
2017/18	138,750	101,270	554,548	38,090	832,658
2018/19	137,750	104,695	550,376	38,090	830,911
2019/20	136,500	107,970	550,854	38,090	833,414
2020/21	-	115,670	685,896	38,090	839,656
2021/22	-	117,770	683,256	38,090	839,116
2022/23	-	119,670	679,868	38,090	837,628
2023/24	-	121,370	670,956	38,090	830,416
2024/25	-	127,770	666,046	38,090	831,906
2025/26	-	133,770	660,304	38,090	832,164
2026/27	-	139,255	646,916	38,090	824,261
2027/28	-	144,215	643,210	38,090	825,515
2028/29	-	143,860	633,552	-	777,412
2029/30	-	143,295	623,262	-	766,557
2030/31	-	132,730	612,336	-	745,066
2031/32	-	-	604,418	-	604,418
2032/33	-	-	590,486	-	590,486
2033/34	-	-	580,882	-	580,882
2034/35	-	-	570,266	-	570,266
2035/36	-	-	558,640	-	558,640
2036/37	-	-	546,001	-	546,001
2037/38	-	-	532,352	-	532,352
2038/39	-	-	517,692	-	517,692
2039/40	-	-	507,021	-	507,021
<b>Totals</b>	<b>547,250</b>	<b>1,851,230</b>	<b>14,422,072</b>	<b>457,079</b>	<b>17,277,631</b>
Interest Portion of Payments	(62,250)	(496,230)	(7,122,072)	(75,384)	(7,755,936)
<b>Principal Balance</b>	<b>485,000</b>	<b>1,355,000</b>	<b>7,300,000</b>	<b>381,695</b>	<b>9,521,695</b>

**KEY TO DEBT ISSUES**

- FFCO Series 2006:** In December, 2006 the District issued \$2,430,000 of Full Faith and Credit Obligations to refinance the eligible balances of the 1997 Certificates of Participation, and the 1997 and 2000 Full Faith and Credit Obligations.
- FFCO Energy Savings Series 2010A:** In July, 2010 the District issued \$1,695,000 of Full Faith and Credit Obligations to finance the Energy Savings Performance Contract capital projects.
- FFCO Series 2010B&C:** In November, 2010 the District issued \$7,815,000 of Full Faith and Credit Obligations; the proceeds were used for the purchase of a centralized maintenance facility and subsequent renovations.
- Financing Agreement Series 2013:** On February 15, 2013 the Park District borrowed \$457,100 under a Financing Agreement to finance the Energy Savings Performance Contract Phase II capital projects.







**TUALATIN HILLS**  
PARK & RECREATION DISTRICT

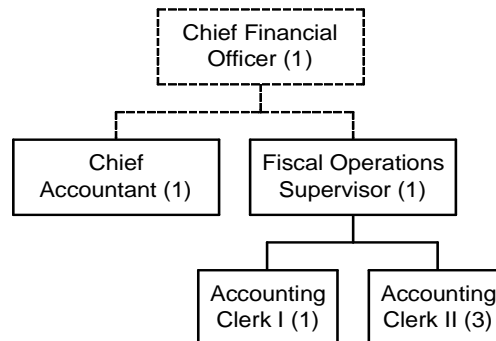
## **FINANCE SERVICES**



## BUSINESS & FACILITIES DIVISION

### Finance Services Department

---



#### Department Overview

The Finance Services Department is responsible to the Chief Financial Officer for the district's financial services, which includes management and issuance of debt, the investment of public funds and assistance with the annual budget process. The Finance Services Department is also responsible for operational activities, including payroll, purchasing, accounts payable, cash receipts, fixed assets, inventory, and financial reporting for the district and the Tualatin Hills Park Foundation.

#### FY 2015/16 Accomplishments

Continued monitoring of available Bond Capital Projects Fund investments and arbitrage compliance for the 2009, 2011, and 2015 debt issues.

Continued to monitor all existing debt activity for potential refinancing opportunities on both general obligation and full faith & credit issues.

Encouraged usage of the purchasing card system to facilitate small purchasing while maintaining adequate security and procedural controls. Significant growth has continued, while maximizing efficiencies for staff. Second year rebates resulted in a \$47,000 refund to the district.

Received the following awards:

- Distinguished Budget Presentation Award from the Government Finance Officers Association for the FY 2015/16 Budget Document

- Certificate of Achievement for Excellence in Financial Reporting from the Government
- Finance Officers Association for the FY 2013/14 Comprehensive Annual Financial Report

#### FY 2016/17 Goals and Objectives

Continue compliance monitoring of available Bond Capital Projects Fund investments, arbitrage requirements and debt refinancing opportunities.

Continue to monitor for regulatory changes that impact operational activities.

Work towards expanding and promoting the use of financial reporting tools now accessible to staff outside of the Finance Services Department.

Review financial transaction processing procedures to ensure high level data safeguards are maintained in a cost effective manner.

#### Budget Highlights

The Proposed Budget reflects the elimination of the temporary bond accountant position. It also reflects a departmental reorganization that downgrades the vacant Finance Manager position to a Chief Accountant position, upgrades the Fiscal Operations Coordinator to a Fiscal Operations Supervisor, and upgrades one of the Accounting Clerk II positions to an Accounting Clerk I. The reorganization places

**Budget Highlights (continued)**

the supervision of the accounting clerks under the Fiscal Operations Supervisor.

**Performance Standards**

Process purchase orders within two working days of receipt of requisition.

Record accounts payable on daily basis, facilitating budgetary control at program level.

Monthly financial reports issued by the 20<sup>th</sup> of the following month.

Process all credit card activity (web-related) on a daily basis to ensure optimum cash flow.

**Division: Business and Facilities**

Department: Finance Services

Description	Prior Year Actual 2013/14	Prior Year Actual 2014/15	Adopted Budget 2015/16	Proposed Budget 2016/17	Approved Budget 2016/17
<b>Summary of Appropriations</b>					
Personnel Services	664,067	690,231	694,645	638,813	-
Material & Services	45,192	39,625	48,759	48,625	-
<b>Total Appropriations</b>	<b>709,259</b>	<b>729,856</b>	<b>743,404</b>	<b>687,438</b>	<b>-</b>
<b>Summary by Program</b>					
Finance Services	709,259	729,856	743,404	687,438	-
<b>Total Appropriations</b>	<b>709,259</b>	<b>729,856</b>	<b>743,404</b>	<b>687,438</b>	<b>-</b>
<b>Division Staff</b>					
Full Time	7.00	7.00	7.00	6.00	0.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	0.00	0.00	0.00	0.00	0.00

**Division: Business and Facilities**

Department: Finance Services

Program: Finance Services

**KEY PERFORMANCE INDICATORS**

<b>Description</b>	<b>Prior Year Actual 2013/14</b>	<b>Prior Year Actual 2014/15</b>	<b>Projected Outcome 2015/16</b>	<b>Proposed Outcome 2016/17</b>
<b>Workloads:</b>				
Payroll Checks Processed	19,097	19,665	20,200	20,500
Accounts Payable Checks Processed	8,181	4,982	5,100	5,000
Number of Facility Deposits Audited	6,993	7,143	7,200	7,200
Purchase Orders Processed	612	513	500	500
Merchant Cards Processed	114,241	118,415	118,000	120,000
Purchasing Card Volume (amount expressed in \$1,000)	\$822	\$3,149	\$3,298	\$3,300

**Division: Business and Facilities**

Department: Finance Services

Program: Finance Services

Description	Prior Year Actual 2013/14	Prior Year Actual 2014/15	Adopted Budget 2015/16	Proposed Budget 2016/17	Approved Budget 2016/17
<b>Program Appropriations</b>					
F.T. Salary	440,760	454,484	460,362	429,609	
Employee Benefits	180,504	192,951	193,242	172,165	
Payroll Taxes	42,803	42,796	41,041	37,039	
<b>Personnel Services</b>	<b>664,067</b>	<b>690,231</b>	<b>694,645</b>	<b>638,813</b>	<b>-</b>
Professional and Technical Services	18,888	14,910	15,085	18,285	
Other Services	15,645	15,128	18,000	18,000	
Supplies	1,037	3,241	1,075	1,075	
Communication	3,659	498	5,774	3,170	
Training, Travel and Memberships	5,963	5,696	8,825	7,595	
Small Furniture & Office Equipment	-	152	-	500	
<b>Material &amp; Services</b>	<b>45,192</b>	<b>39,625</b>	<b>48,759</b>	<b>48,625</b>	<b>-</b>
<b>Program Total</b>	<b>709,259</b>	<b>729,856</b>	<b>743,404</b>	<b>687,438</b>	<b>-</b>
<b>Department Staff</b>					
Full Time	7.00	7.00	7.00	6.00	
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	
Part Time (FTE)	0.00	0.00	0.00	0.00	







**TUALATIN HILLS**  
PARK & RECREATION DISTRICT

## **RISK & CONTRACT MANAGEMENT**



## BUSINESS & FACILITIES DIVISION

Risk & Contract Management Department

---



### Department Overview

The Risk & Contract manager is responsible to the Chief Financial Officer and provides the following support to all departments districtwide:

Risk Management provides a comprehensive districtwide program to reduce and/or maintain risk exposures so departments can achieve their strategic and operational goals. Administrative services include ensuring adequate property, casualty and workers compensation insurance coverage; review of service, lease and public improvement contracts, and other risk transfer activities.

Loss Control & Claims Specialist provides loss control and safety analysis of district operations. Oversees the centralized management of workers compensation, liability and property claims.

### FY 2015/16 Accomplishments

Achieved districtwide SHARP (Safety and Health Achievement Recognition Program (SHARP) graduation/accreditation status from OR-OSHA. Tualatin Hills Park & Recreation District is the largest multi-site agency to complete this program in the state and is the first park and recreation agency to graduate within the country.

Evaluated district insurance coverage for property, liability, and workers compensation services to obtain lowest possible renewal premiums based on claim experience. Received longevity credit of \$41,732 from Special District Association of Oregon for outstanding loss control.

Administered lease agreements that include 14 residential properties, 19 telecommunication sites, 2 commercial, and 4 nonprofit leases.

Successfully reorganized/reduced safety committees from 14 location based committees to 4 departmental/division based safety committees for improved efficiency, communication, and training.

Continued implementation of Minority, Women and Emerging Small Businesses (MWESB) policy in support of the board's directive to promote diversity and inclusion and provide opportunities for small businesses.

Provided targeted intervention assistance and safety audits to departments with liability, safety, and employee training concerns.

### FY 2016/17 Goals and Objectives

Continue managing the SHARP's annual accreditation with Oregon OSHA for all sites.

Utilize the Risk Management Steering Committee and safety committees to reinforce the training program for employees and managers to facilitate:

- Zero incident and injury concept
- Reduction in workers compensation claims and "loss time" injuries
- Reduction in property and liability claims

Continue to increase access, remove barriers in our procurement process, and diversify the current Minority, Women and Emerging Small Businesses (MWESB) contractor base without sacrificing quality, competition or fairness.

**FY 2016/17 Goals and Objectives (continued)**

Coordinate with Security Operations Department to provide training on emergency management, defensive driving, and student reunification for local school districts.

Develop a THPRD-specific retention schedule, utilizing the state's electronic records management system software.

Coordinate with Human Resources Department to enhance the Employee Wellness Program, encouraging employee participation to improve employee injury recovery rates in case of workplace injury.

**Budget Highlights**

The proposed budget includes funding for an internship to help develop workplace safety training tools and safety performance measurement tools. This internship would be 50% funded by Special District Association of Oregon.

**Performance Standards**

Maintain workers compensation experience modification factor at 0.75 or better.

Maintain property and liability insurance loss ratio of 55% or better.

Review and file all claims to the appropriate insurance carrier within 48 working hours of receipt.

Review all outside contractual agreements for consistency with district standards.

**Division: Business and Facilities**  
**Department: Risk and Contract Management**

Description	Prior Year Actual 2013/14	Prior Year Actual 2014/15	Adopted Budget 2015/16	Proposed Budget 2016/17	Approved Budget 2016/17
<b>Summary of Appropriations</b>					
Personnel Services	282,543	217,222	251,294	273,824	-
Material & Services	330,322	338,523	379,638	382,509	-
<b>Total Appropriations</b>	<b>612,865</b>	<b>555,745</b>	<b>630,932</b>	<b>656,333</b>	<b>-</b>
<b>Summary by Program</b>					
Risk and Contract Management	480,653	546,180	604,407	628,945	-
Safety	132,212	9,565	26,525	27,388	-
<b>Total Appropriations</b>	<b>612,865</b>	<b>555,745</b>	<b>630,932</b>	<b>656,333</b>	<b>-</b>
<b>Division Staff</b>					
Full Time	2.00	2.00	2.00	2.00	0.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	0.19	0.00	0.00	0.19	0.00

**Division: Business and Facilities**  
 Department: Risk and Contract Management  
 Program: Risk and Contract Management

**KEY PERFORMANCE INDICATORS**

Description	Prior Year Actual 2013/14	Prior Year Actual 2014/15	Projected Outcome 2015/16	Proposed Outcome 2016/17
<b>Workloads:</b>				
Number of Contracts processed	187	123	120	120
Number of Residential Leases	21	15	17	13
Number of Commercial Leases	24	26	26	22
<b>Performance Measures:</b>				
<b><u>Reduce exposure of property &amp; liability claims<sup>1</sup></u></b>				
Number of liability claims filed against the District	5	7	9	7
Average cost per liability claim filed	\$1,776	\$9,422	\$3,019	\$3,650
Loss Ratio: liability claims only (single year) <sup>2</sup>	6.28%	53.07%	23.27%	21.74%
Loss Ratio: property and liability claims (single year) <sup>3</sup>	3.69%	153.79%	37.55%	47.14%
Loss Ratio: Five-year Trail <sup>4</sup>	52.29%	41.87%	60.85%	52.07%

<sup>1</sup> Property and casualty figures are based on a calendar year. Policy data as of: March 15, 2016.

<sup>2</sup> Loss Ratio for the liability-only claims costs as a percentage of liability premium costs.

<sup>3</sup> Loss Ratio for liability and property claims costs as a percentage of liability and property premium costs.

<sup>4</sup> Special Districts Association of Oregon bases premiums on 65%. National standard is 60%.

**Division: Business and Facilities**  
**Department: Risk and Contract Management**  
**Program: Risk and Contract Management**

Description	Prior Year Actual 2013/14	Prior Year Actual 2014/15	Adopted Budget 2015/16	Proposed Budget 2016/17	Approved Budget 2016/17
<b>Program Appropriations</b>					
F.T. Salary	100,392	141,817	163,461	171,226	
P.T. Salary	4,452	-	-	6,000	
Employee Benefits	43,850	61,650	73,277	81,250	
Payroll Taxes	10,051	13,104	14,556	15,348	
<b>Personnel Services</b>	<b>158,745</b>	<b>216,571</b>	<b>251,294</b>	<b>273,824</b>	-
Other Services	6,443	7,748	13,840	12,350	
Insurance	310,869	313,425	324,310	328,850	
Supplies	1,042	4,598	4,100	3,950	
Communication	2,140	1,592	5,020	3,700	
Training, Travel and Memberships	874	1,712	5,843	6,271	
Small Furniture & Office Equipment	540	534	-	-	
<b>Material &amp; Services</b>	<b>321,908</b>	<b>329,609</b>	<b>353,113</b>	<b>355,121</b>	-
<b>Program Total</b>	<b>480,653</b>	<b>546,180</b>	<b>604,407</b>	<b>628,945</b>	-
<b>Department Staff</b>					
Full Time	1.00	2.00	2.00	2.00	
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	
Part Time (FTE)	0.19	0.00	0.00	0.19	

**Division: Business and Facilities**  
 Department: Risk and Contract Management  
 Program: Safety

**KEY PERFORMANCE INDICATORS**

Description	Prior Year Actual 2013/14	Prior Year Actual 2014/15	Projected Outcome 2015/16	Proposed Outcome 2016/17
<b>Performance Measures:</b>				
<b><u>Reduce program participant incidents</u></b>				
Number of Incident Reports Filed per 10,000 Program Visits	1.31	1.54	1.68	1.49
<b><u>Reduce exposure on workers compensation claims<sup>1</sup></u></b>				
Number of Claims Filed	33	31	35	33
Number of Time Loss Claims	7	12	6	8
Experience Modification History <sup>2</sup>	0.87	0.73	0.75	0.72
Frequency Rate of WC Claims per 100 FTE	7.35	6.78	7.56	6.33
WC costs as % of payroll	0.92	1.09	1.03	0.93
Average cost per claim	\$5,193	\$6,810	\$5,000	\$5,000

<sup>1</sup> Policy data as of: March 15, 2016.

<sup>2</sup> Experience Modification Rate is computed on 1.00 being the average incident rate for similar work nationwide.

**Division: Business and Facilities**  
**Department: Risk and Contract Management**  
**Program: Safety**

Description	Prior Year Actual 2013/14	Prior Year Actual 2014/15	Adopted Budget 2015/16	Proposed Budget 2016/17	Approved Budget 2016/17
<b>Program Appropriations</b>					
F.T. Salary	76,728	-	-	-	
P.T. Salary	1,594	605	-	-	
Employee Benefits	37,836	-	-	-	
Payroll Taxes	7,640	46	-	-	
<b>Personnel Services</b>	<b>123,798</b>	<b>651</b>	-	-	-
Professional and Technical Services	3,942	1,477	11,400	9,040	
Supplies	1,544	415	6,350	8,450	
Training, Travel and Memberships	2,008	5,848	8,275	8,775	
Small Furniture & Office Equipment	920	1,174	500	1,123	
<b>Material &amp; Services</b>	<b>8,414</b>	<b>8,914</b>	<b>26,525</b>	<b>27,388</b>	-
<b>Program Total</b>	<b>132,212</b>	<b>9,565</b>	<b>26,525</b>	<b>27,388</b>	-
<b>Department Staff</b>					
Full Time	1.00	0.00	0.00	0.00	
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	
Part Time (FTE)	0.00	0.00	0.00	0.00	







**TUALATIN HILLS**  
PARK & RECREATION DISTRICT

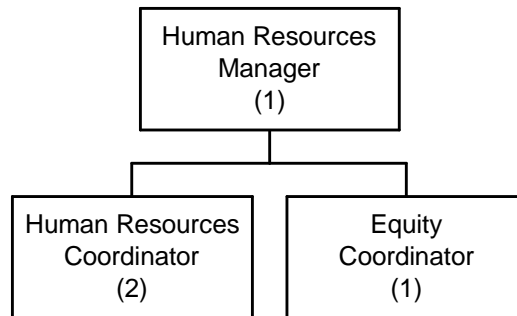
## HUMAN RESOURCES



## BUSINESS & FACILITIES DIVISION

### Human Resources Department

---



#### Department Overview

The Human Resources manager reports directly to the director of Business & Facilities and is responsible for managing all district personnel functions, providing support to all departments, and ensuring compliance with applicable laws, the collective bargaining agreement and THPRD policies and procedures.

The Human Resources Department provides the following key services: recruitment and selection, classification and compensation analysis, labor relations, diversity and inclusion initiatives, benefit administration, training and development, and employee wellness.

#### FY 2015/16 Accomplishments

Development of a strategic plan to guide THPRD's internal diversity and inclusion initiatives.

Hosted 20 new employee orientation sessions. Over 200 new hires attended to familiarize themselves to THPRD practices, policies and procedures.

Reviewed and revised the part-time rate range chart and all part-time job descriptions in accordance with THPRD's classification and compensation plan.

Improved outreach at job fairs. Most notable THPRD's involvement with Live Resume' an event designed for job seekers with disabilities.

#### FY 2016/17 Goals and Objectives

Research and coordinate training programs to assist staff in developing diversity and inclusion competencies aimed at enhancing performance

and cultural awareness in support of THPRD's demographic shift.

Enhance the employee wellness program. Collect data to drive health efforts and develop a multiyear strategic plan to guide those efforts.

Determine best hiring practices and develop recommendations to improve outreach to recruit minorities and targeted audiences.

Review and revise all full-time and regular part-time job descriptions in accordance with ADA, THPRD's classification plans and/or reflect changes as a result of position upgrade or reclassification.

#### Budget Highlights

The proposed budget includes funding for the implementation of an on-line employee "onboarding" system which provides electronic handling of the entire new hire process and a paperless record-retention system. This represents a business plan which supports the goal of incorporating principles of environmental and financial sustainability into the design, operation, improvement, maintenance and funding of park district programs and facilities.

The proposed budget includes funding for a part-time staff recognition and training program which represents an approved business plan under the objective to continue to attract, retain and train high quality employees.

#### Performance Standards

Generate a sufficient number of applications through the recruitment process for successful recruitment – target 25.

**Performance Standards (continued)**

Maintain access to training as measured by training contact hours (hours of training X number of employees in attendance).

Process new hire packets within 24 hours of receipt.

Maintain unemployment insurance experience rating at current level as measured by total number of accepted claims/total amount of charges.

**Division: Business and Facilities**  
**Department: Human Resources**

Description	Prior Year Actual 2013/14	Prior Year Actual 2014/15	Adopted Budget 2015/16	Proposed Budget 2016/17	Approved Budget 2016/17
<b>Summary of Appropriations</b>					
Personnel Services	343,681	395,449	428,760	466,182	-
Material & Services	41,609	104,094	133,916	149,427	-
<b>Total Appropriations</b>	<b>385,290</b>	<b>499,543</b>	<b>562,676</b>	<b>615,609</b>	<b>-</b>
<b>Summary by Program</b>					
Human Resources	385,290	499,543	562,676	615,609	-
<b>Total Appropriations</b>	<b>385,290</b>	<b>499,543</b>	<b>562,676</b>	<b>615,609</b>	<b>-</b>
<b>Division Staff</b>					
Full Time	3.00	4.00	4.00	4.00	0.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	0.00	0.00	0.00	0.00	0.00

**Division: Business and Facilities**

Department: Human Resources

Program: Human Resources

**KEY PERFORMANCE INDICATORS**

<b>Description</b>	<b>Prior Year Actual 2013/14</b>	<b>Prior Year Actual 2014/15</b>	<b>Projected Outcome 2015/16</b>	<b>Proposed Outcome 2016/17</b>
<b>Workloads:</b>				
Total number of recruitments: FT & RPT positions	22	14	14	15
Total number of training sessions	15	16	15	16
Total number of unemployment insurance claims processed	150	89	81	80
Total number of PT, RPT & FT new hire packets processed	610	703	700	720
<b>Performance Measures:</b>				
Total recruitment applications received	1,153	842	900	950
Average number of applications per position	52	60	64	63
Total training contact hours	1,009	1,093	1,000	1,500
Average total cost per unemployment insurance claim	\$695	\$693	\$698	\$695
Total amount of unemployment insurance paid	\$104,246	\$61,691	\$56,550	\$55,600
Unemployment insurance experience/tax rate	1.2%	0.9%	0.4%	0.1%

**Division: Business and Facilities**  
**Department: Human Resources**  
**Program: Human Resources**

Description	Prior Year Actual 2013/14	Prior Year Actual 2014/15	Adopted Budget 2015/16	Proposed Budget 2016/17	Approved Budget 2016/17
<b>Program Appropriations</b>					
F.T. Salary	223,116	261,751	290,784	312,076	
Employee Benefits	99,141	107,657	112,065	127,213	
Payroll Taxes	21,424	26,041	25,911	26,893	
<b>Personnel Services</b>	<b>343,681</b>	<b>395,449</b>	<b>428,760</b>	<b>466,182</b>	-
Professional and Technical Services	12,173	56,450	68,175	70,174	
Supplies	1,231	1,763	2,306	7,933	
Communication	474	2,779	3,610	10,450	
Travel, Training and Memberships	27,016	43,102	59,825	59,070	
Small Furniture & Equipment	715	-	-	1,800	
<b>Material &amp; Services</b>	<b>41,609</b>	<b>104,094</b>	<b>133,916</b>	<b>149,427</b>	-
<b>Program Total</b>	<b>385,290</b>	<b>499,543</b>	<b>562,676</b>	<b>615,609</b>	-
<b>Department Staff</b>					
Full Time	3.00	4.00	4.00	4.00	
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	
Part Time (FTE)	0.00	0.00	0.00	0.00	







**TUALATIN HILLS**  
PARK & RECREATION DISTRICT

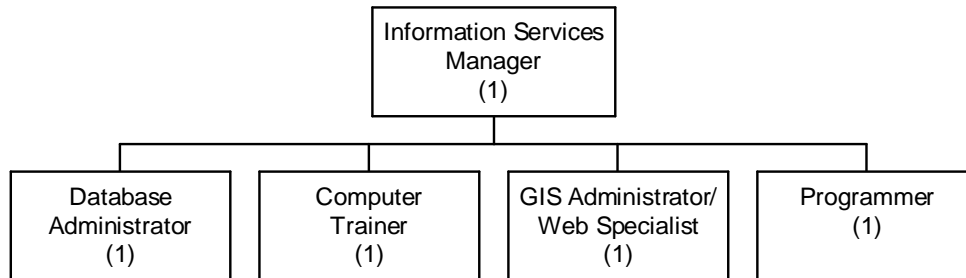
## INFORMATION SERVICES



## BUSINESS & FACILITIES DIVISION

Information Services Department

---



### Department Overview

The Information Services manager is responsible to the Chief Finance Officer for maintaining and supporting the district's wide area network, Internet and custom application resources.

The Information Services Department provides support in developing a work environment in which all staff will have the essential tools needed to execute business processes and to access, analyze and produce information and accomplish necessary tasks. The Information Services Department provides cost-effective direction for information technology management, including network design and administration, applications development, database administration, web services, IP telephony, call center operations, technical support, training, private cloud management and collaborative services.

The Information Services Department staff not only supports the initial development and implementation of products and/or programs, but also remains fully invested in their everyday use and helping staff ensure that these services achieve their desired results. This is achieved in two ways: first by assisting with the design, setup and implementation, and second by training, supporting and maintaining the end products and data integrity.

### FY 2015/16 Accomplishments

Continued implementation of the private cloud that will host virtual workstations. This was the second year of the rollout.

Built an off-site disaster recovery site in Washington County's backup server room.

### FY 2016/17 Goals and Objectives

Migrate Groupwise to Office365 and upgrade to Office 2016.

Continue the implementation of the private cloud environment.

We continue to invest and enhance the district's internet and network security by implementing new routers and switches, and improved processes and procedures.

Continue to explore and implement cloud-based solutions that will deliver improved features and reduced costs. Migrate email system to Office365.

Continue to implement the district's electronic records management system. Work with Oregon Secretary of State to implement Oregon Records Management System in two more departments.

### Budget Highlights

The proposed budget includes funding for the following operating and capital items, which represent approved business plans under the objective to regularly communicate with and provide opportunities for the general public to learn about and comment on District activities:

- Upgrade of the district's email software to replace Novell Groupwise.
- Upgrade the district's wireless internet capacity and hardware at six identified sites to enable a better customer experience at the district.

**Budget Highlights (continued)**

The proposed budget includes funding for the operating and capital costs to upgrade network and software security in order to meet compliance standards for credit card data security.

**Information Services Standards**

In order to ensure the equitable distribution of resources and a sensibly supportable environment, an effective level of technology standards have been developed for the type and quantity of technology available in the district.

This includes:

- Computer workstation access for all full-time and regular part-time staff. Shared stations for various part-time staff that are supervisors.
- Network, email, voicemail and Internet access to all approved staff.
- Business operations and departmental software available to appropriate staff; applicable to staff job status, duties and responsibilities.
- Support for all THPRD custom software, third-party software and larger technology systems for use in all district departments.
- Technical support for district computers and all components of the infrastructure, including operation of the telecommunication system.
- Reliable network backup and network security.

**Performance Standards**

System reliability standards are:

- All trouble calls responded to within four hours.
- All hardware repairs completed within 48 hours of receiving needed parts.
- All software upgrades/service downtime not to exceed four hours.
- Continual upgrades to district information technology system through a 4-5 year replacement cycle.

**Division: Business and Facilities**  
 Department: Information Services

Description	Prior Year Actual 2013/14	Prior Year Actual 2014/15	Adopted Budget 2015/16	Proposed Budget 2016/17	Approved Budget 2016/17
<b>Summary of Appropriations</b>					
Personnel Services	603,627	617,443	618,729	643,113	-
Material & Services	296,313	347,918	462,010	565,824	-
Capital Outlay	184,066	188,197	140,400	222,000	-
<b>Total Appropriations</b>	<b>1,084,006</b>	<b>1,153,558</b>	<b>1,221,139</b>	<b>1,430,937</b>	<b>-</b>
<b>Summary by Program</b>					
Information Services	1,084,006	1,153,558	1,221,139	1,430,937	-
<b>Total Appropriations</b>	<b>1,084,006</b>	<b>1,153,558</b>	<b>1,221,139</b>	<b>1,430,937</b>	<b>-</b>
<b>Division Staff</b>					
Full Time	5.00	5.00	5.00	5.00	0.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	0.00	0.00	0.00	0.00	0.00

**Division: Business and Facilities**  
 Department: Information Services  
 Program: Information Services

**KEY PERFORMANCE INDICATORS**

Description	Prior Year Actual 2013/14	Prior Year Actual 2014/15	Projected Outcome 2015/16	Proposed Outcome 2016/17
<b>Workloads:</b>				
Number of desktop PCs maintained	215	217	217	221
Number of networked file servers maintained	52	53	53	53
<b>Performance Measures:</b>				
Maintain 98% network system reliability	98%	98%	98%	98%

**Division: Business and Facilities**

Department: Information Services

Program: Information Services

Description	Prior Year Actual 2013/14	Prior Year Actual 2014/15	Adopted Budget 2015/16	Proposed Budget 2016/17	Approved Budget 2016/17
<b>Program Appropriations</b>					
F.T. Salary	385,984	395,508	404,522	413,531	
Employee Benefits	179,650	184,370	178,175	193,951	
Payroll Taxes	37,993	37,565	36,032	35,631	
<b>Personnel Services</b>	<b>603,627</b>	<b>617,443</b>	<b>618,729</b>	<b>643,113</b>	-
Professional and Technical Services	197,731	252,472	316,010	426,824	
Supplies	30,051	22,396	54,000	56,000	
Communication	64,544	66,379	76,000	65,000	
Training, Travel and Memberships	3,987	5,892	12,000	14,000	
Small Furniture, Fixtures and Equip.	-	779	4,000	4,000	
<b>Material &amp; Services</b>	<b>296,313</b>	<b>347,918</b>	<b>462,010</b>	<b>565,824</b>	-
Information Technology Replacement	116,862	46,338	90,000	144,000	
Information Technology Improvement	67,204	141,859	50,400	78,000	
<b>Capital Outlay</b>	<b>184,066</b>	<b>188,197</b>	<b>140,400</b>	<b>222,000</b>	-
<b>Program Total</b>	<b>1,084,006</b>	<b>1,153,558</b>	<b>1,221,139</b>	<b>1,430,937</b>	-
<b>Department Staff</b>					
Full Time	5.00	5.00	5.00	5.00	
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	
Part Time (FTE)	0.00	0.00	0.00	0.00	

**Division: Business and Facilities**  
 Department: Information Services  
 Program: Information Services  
 Detail of Capital Outlay

Project Number	Capital Project	Approved Budget	Page #
<b>INFORMATION TECHNOLOGY REPLACEMENT</b>			
1	Laptops	8,000	BF-41
2	Servers	37,000	BF-41
3	Printers	5,000	BF-41
4	LAN/WAN	5,000	BF-41
5	Network Switches	80,000	BF-41
6	Color Plot Printer	2,500	BF-41
7	Vehicle Maintenance Software	6,500	BF-42
	<b>TOTAL INFORMATION TECHNOLOGY REPLACEMENT</b>	<b>\$ 144,000</b>	
<b>INFORMATION TECHNOLOGY IMPROVEMENT</b>			
8	PCI Compliance	55,000	BF-42
9	PCI Compliance Backup Tapes (off-site)	3,000	BF-42
10	Software	20,000	BF-42
		<b>\$ 78,000</b>	
	<b>GRAND TOTAL INFORMATION SERVICES CAPITAL OUTLAY</b>	<b>\$ 222,000</b>	

## INFORMATION SERVICES CAPITAL OUTLAY

---

### Information Technology Capital Replacement

---

---

**ITEM 1:**           **Laptops**

**BUDGET:**        \$8,000

**DESCRIPTION:** Replacement of laptops. Replacement of one-fourth of inventory maintaining the four year replacement schedule.

---

**ITEM 2:**           **Servers**

**BUDGET:**        \$37,000

**DESCRIPTION:** Replacement of S3 virtual server and database servers. Replacement of one-fourth of inventory maintaining the four year replacement schedule.

---

**ITEM 3:**           **Printers**

**BUDGET:**        \$5,000

**DESCRIPTION:** Replacement of one-fourth of inventory maintaining the four-year replacement cycle.

---

**ITEM 4:**           **LAN/WAN**

**BUDGET:**        \$5,000

**DESCRIPTION:** Replacement of and upgrades to Wide Area Network equipment.

---

**ITEM 5:**           **Network Switches**

**BUDGET:**        \$80,000

**DESCRIPTION:** Replacement of major communication network switches.

---

**ITEM 6:**           **Color Plot Printer**

**BUDGET:**        \$2,500

**DESCRIPTION:** Replacement of Large (up to 48" wide) plot printer for the Communications department.

---



## INFORMATION SERVICES CAPITAL OUTLAY

---

**ITEM 7:            Vehicle Maintenance Software**

**BUDGET:**        \$6,500

**DESCRIPTION:** Replacement of vehicle maintenance software.

---

### **Information Technology Capital Improvement**

---

---

**ITEM 8:            PCI Compliance**

**BUDGET:**        \$55,000

**DESCRIPTION:** Hardware to implement a centralized logging system, camera system for Administration office and a firewall to isolate different network areas to comply with PCI requirements.

---

**ITEM 9:            PCI Compliance Backup Tapes (off-site)**

**BUDGET:**        \$3,000

**DESCRIPTION:** Additional back-up tapes to allow auditing access to the district's backup tapes.

---

**ITEM 10:          Software**

**BUDGET:**        \$20,000

**DESCRIPTION:** Report writing tools, e-commerce solutions and other business software tools.

---



**TUALATIN HILLS**  
**PARK & RECREATION DISTRICT**

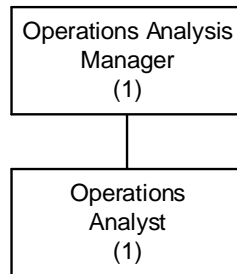
**OPERATIONS ANALYSIS**



## BUSINESS & FACILITIES DIVISION

### Operations Analysis

---



#### Department Overview

The Operations Analysis manager reports to the Chief Financial Officer and is responsible for the district's performance measurement, reporting, financial planning, capital budgeting, business planning and management of the district's non-financial data.

Operations Analysis provides support to the district's cross departmental initiatives. This includes the business planning teams, process improvement committees, cost recovery calculation, the calculation and adoption of program fees.

#### FY 2015/16 Division Accomplishments

Continued implementation of cost recovery strategy and evaluation of program offerings as identified in the Service and Financial Sustainability Analysis. Monitored revisions to class fee calculation procedures, revisions to fee policies, and cost recovery measurement tools.

Updated the greenhouse gas inventory for scopes 1 and 2, direct fuel use and electricity use respectively, for the sixth year. Results show an overall decrease of 1.8% for the current year, and a cumulative decrease of 10.5% over the five-year period, in greenhouse gas emissions by the district for these scopes.

#### FY 2016/7 Division Goals and Objectives

Continue implementation of cost recovery strategy and evaluation of program offerings as identified in the Service and Financial Sustainability Analysis.

Continue to work with the Future Trends Team to conduct environmental scanning and trend updates.

Complete of the Strategic Energy Management cohort. This supports several board goal outcomes and will enable the district to adopt current industry best practices for energy savings. Develop new goal outcomes to account for the work done on the five functional plans.

#### Budget Highlights

Operations Analysis is a new department for FY 2016-17. Formerly, it was a part of the Office of the Director of Business and Facilities. The appropriations for this department have been transferred out of the Office of the Director of Business and Facilities budget.



**Division: Business and Facilities**

Department: Operations Analysis

Description	Prior Year Actual 2013/14	Prior Year Actual 2014/15	Adopted Budget 2015/16	Proposed Budget 2016/17	Approved Budget 2016/17
<b>Summary of Appropriations</b>					
Personnel Services	-	-	-	272,317	-
Material & Services	-	-	-	44,511	-
<b>Total Appropriations</b>	-	-	-	<b>316,828</b>	-
<b>Summary by Program</b>					
Operations Analysis	-	-	-	316,828	-
<b>Total Appropriations</b>	-	-	-	<b>316,828</b>	-
<b>Division Staff</b>					
Full Time	0.00	0.00	0.00	2.00	0.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	0.00	0.00	0.00	0.00	0.00

Note: As of FY 2016/17 Operations Analysis was created as a separate department within the Business & Facilities Division, was previously included in the budget of Business & Facilities Office of the Director.

**Division: Business and Facilities**

Department: Operations Analysis

Program: Operations Analysis

**KEY PERFORMANCE INDICATORS**

<b>Description</b>	<b>Prior Year Actual 2013/14</b>	<b>Prior Year Actual 2014/15</b>	<b>Projected Outcome 2015/16</b>	<b>Proposed Outcome 2016/17</b>
Performance Management	Completed Strategic Plan Update and Service and Financial Sustainability Plan.	Updated the district goal outcome measures to reflect Strategic Plan and Service and Financial Sustainability Plan.	Updated the districts goal outcomes measure.	Restructure Key Performance Indicators and Goal Outcomes to align with board approved functional plans.
Budgeting	Developed eighteen business plans for 2014-15.	Developed major replacement sinking fund methodology. Developed eighteen business plans for 2015-16.	Developed fourteen business plans for 2016-17.	Implement program based budgeting. Develop routine replacement sinking fund methodology. Restructure business plan teams.
Cost Recovery	Completed Strategic Plan Update and Service and Financial Sustainability Plan.	Updated Long Term Financial Plan and the district's registration system to implement cost recovery. Reviewed tennis courts fees for cost recovery.	Reviewed rentals, field fees, pool lane fees for cost recovery methodology. Developed historical actuals for registration system activities. Development and adoption of a district fee policy and procedure.	Implement field and pool lane fee changes. Provide updated reporting on cost recovery. Incorporate cost recovery into resource allocation for programs.

**Division: Business and Facilities**

Department: Operations Analysis

Program: Operations Analysis

Description	Prior Year Actual 2013/14	Prior Year Actual 2014/15	Adopted Budget 2015/16	Proposed Budget 2016/17	Approved Budget 2016/17
<b>Program Appropriations</b>					
F.T. Salary				177,308	
Employee Benefits				79,740	
Payroll Taxes				15,269	
<b>Personnel Services</b>	-	-	-	<b>272,317</b>	-
Professional and Technical Services				30,750	
Supplies				2,130	
Communication				718	
Training, Travel and Memberships				10,913	
<b>Material &amp; Services</b>	-	-	-	<b>44,511</b>	-
<b>Program Total</b>	-	-	-	<b>316,828</b>	-
<b>Department Staff</b>					
Full Time				2.00	
Regular Part Time (FTE)				0.00	
Part Time (FTE)				0.00	







**TUALATIN HILLS**  
PARK & RECREATION DISTRICT

## MAINTENANCE OPERATIONS



*Athletic Facilities Maintenance*

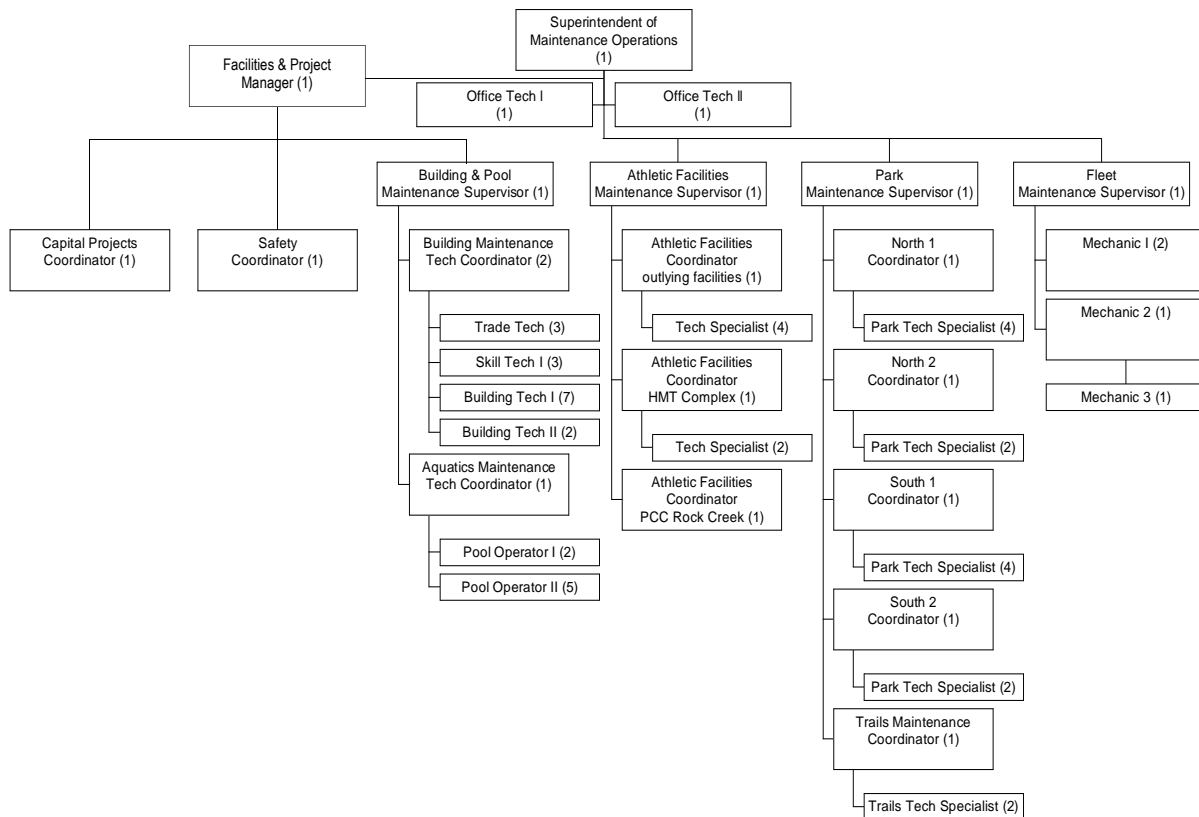
*Building & Pool Maintenance*

*Park Maintenance*

*Fleet Maintenance*

# BUSINESS & FACILITIES DIVISION

## Maintenance Operations Department



### Department Overview

The Maintenance Operations Department is responsible to the director of Business & Facilities for providing and coordinating all maintenance support services to park district buildings, pools, athletic fields and courts, grounds and fleet. In addition, the department maintains school, church and community college sports fields, which are available for public use.

Maintenance Operations programs (Park, Athletic Facilities, Buildings & Pools, and Fleet) are managed by supervisors, who report to the superintendent of Maintenance Operations.

### Park Maintenance

The Park Maintenance Program maintains play structures, irrigation systems, drinking fountains, pedestrian and bike paths, parking lots, regional and community trail systems, drainage systems, picnic shelters, bridges, boardwalks, turf, community gardens and ornamental landscapes.

Park Maintenance provides special event and community event support, hazard tree inspections, mowing, trash collection and numerous demand services. In addition, Park Maintenance supports the Natural Resources Department in the care of wetlands, lakes and urban forests. Park Maintenance also responds to and assists Park Patrol on a routine basis.

### Athletic Facilities Maintenance

The Athletic Facilities Maintenance Program supports the facility needs of the Sports Department. Their responsibilities include all of the turf maintenance and game preparation of THPRD and Beaverton School District (BSD) fields for soccer, football, baseball, softball, lacrosse, rugby and cricket leagues. In addition to field maintenance, they also maintain THPRD and BSD tennis courts, skate parks, outdoor basketball and outdoor volleyball courts. The Athletic Facilities Maintenance Program also oversees the maintenance operations at the

### **Department Overview (continued)**

PCC Rock Creek and Howard M. Terpenning sports complexes. Many of the fields and courts that the Athletic Facilities Maintenance Program is responsible for are located on BSD property.

#### Building & Pool Maintenance

The Building & Pool Maintenance Program provides maintenance, custodial housekeeping services, and program support at all district recreation centers, aquatic centers and other district facilities. Trade staff provides painting, plumbing, carpentry, electrical, and HVAC services to all district facilities. Building & Pool Maintenance staff maintains outdoor restrooms, gymnasiums, indoor and outdoor pools, and historic buildings. They perform much of the preventative maintenance on critical equipment and help develop the operation budget and proposed capital projects list. All full-time pool maintenance positions require Aquatics Facility Operator Certifications.

#### Fleet Maintenance

The district's fleet and power equipment inventory are serviced and repaired at the district's Fanno Creek Service Center mechanical shops. The fleet includes compact trucks, heavy-duty trucks, tractors, and specialized turf mowers. District staff provide welding and fabrication services, manage a comprehensive preventive maintenance program and an annual fleet replacement program. The district routinely shares equipment and services with other Washington County public agencies including a fueling facility at the Tualatin Valley Water District.

### **FY 2015/16 Accomplishments**

Technical, professional and safety training continues to be high priority for Maintenance Operations. Staff attended numerous training workshops, including Energy Trust of Oregon's Strategic Energy Mgt. workshops, Sports Turf Management Association national conference, Resource Management School, National Recreational and Park Association Certified Playground Safety Inspectors, Aquatic Facility Operator Certification, and Automotive Service Excellence Certifications.

The department was recognized, both internally and externally with numerous awards and recognitions:

- Park Maintenance received an excellence award from the Oregon Rehabilitation Association.
- James Quach was announced and presented the winner of the Annual PRIDE Award during the All Staff meeting; the Aquatic Maintenance team received the PRIDE Award in January 2015.

The HMT Tennis Center roof was successfully replaced with a like system to protect the indoor courts, offices and supporting elements to ensure programming within the facility can continue being implemented.

### **FY 2016/17 Goals and Objectives**

The goal of the Maintenance Operations Department is to provide efficient and effective maintenance services that protect and enhance the value of park district assets and natural resources. Factors to monitor and assure efficiency and effectiveness are:

Productivity – Manage the percentage of total hours spent on direct productive activities.

Performance – Provide an efficient service delivery that meets or exceeds the percentage of desired services (DSL) per visit.

Quality – Sites consistently meet the service quality standards identified in the Maintenance Standards Manual.

Prioritize – Assure the most important tasks are being accomplished or addressed during each site visit.

Complete the last seismic project at Garden Home Recreation Center, scheduled to start in July 2016. The improvements will provide a significant upgrade to patron and staff egress safety during a seismic event.

Complete the HMT Aquatic Center Renovation project by the end of 2016. The renovation will provide many repairs and replacements to critical system elements that have met their life expectancy. The renovation project includes replacing the roof, pool deck, pool tank, pool gutter/tile, pool underwater lights and repairing the dive tower and HVAC system. In addition, this project will expand the pool deck storage capacity and upgrade the seismic supports within the pool natatorium.

Continue to replace signage to implement the signage master plan. Maintenance staff has streamlined a replacement process that is efficient, will continue replacing the remaining signs in our parks during the next two winters.

### **Budget Highlights**

Fleet Fuel Impacts – New strategies were applied during 2015/16 to offset trending increases in use & mileage, the results have been successful by reducing use by 3,335 gallons and driving 12,784 fewer miles. The district is expecting to consume approximately 44,000 gallons of gasoline and 12,500 gallons of diesel fuel in FY 2015/16 and. With reduced utilization and predicted lower fuel costs, the proposed budget reflects a \$5,000 reduction in vehicle fuels costs.

New or Expanded Facilities Impacts – The proposed budget includes part-time staffing, supply, and utility increases necessary to maintain new or expanded parks, athletic fields and buildings resulting from completion of 2008 Bond Fund capital projects as well as projects funded from the Systems Development Charge fund and grant funds. New sites to be maintained include the Conestoga Middle School synthetic turf field, Westside Trail Segment 18 and the Westside to Waterhouse Trail.

Utility Impacts – The proposed budget reflects natural gas rate decreases of 7.4% and electric rates decreases of approximately 2.4%. In FY 2015/16 overall electricity usage increased by 1.3% and natural gas usage increased by 1.2%. Both electricity and natural gas consumption are expected to remain steady in FY 2016/17 based on the three year average so the rate decreases result in a savings of approximately \$95,000.

Despite efforts at conservation, water usage increased in FY 2015/16 by 13.4% driven in large part by an unseasonably hot summer. Water usage is expected to increase slightly in FY 2016/17 as new irrigated park sites are added to the inventory. The proposed budget reflects an increase in water utility costs of \$97,000 resulting primarily from a 16.4% rate increase from the district's primary water provider.

Business Plans – The proposed budget includes capital funding for business plans, which support the goal of “operating and maintaining parks and facilities an efficient, safe and cost-effective manner, while maintaining high standards”:

- Pool Vacuum Robot – will free up to 4 hours of labor per week that will allow time to be used to perform other duties.
- Electric deduct meters – will provide data to independently monitor electric usage at HMT buildings.
- LED fixtures at Conestoga – will replace the exterior lighting with LED fixtures for greater energy efficiency and reduced maintenance.



**Division: Business and Facilities**  
**Department: Maintenance Operations Department**

Description	Prior Year Actual 2013/14	Prior Year Actual 2014/15	Adopted Budget 2015/16	Proposed Budget 2016/17	Approved Budget 2016/17
<b>Summary of Appropriations</b>					
Personnel Services	7,865,407	8,212,243	8,764,249	8,946,027	-
Materials & Services	3,694,494	3,884,389	4,128,482	4,238,354	-
Capital Outlay	317,627	243,340	288,200	317,399	-
<b>Total Appropriations</b>	<b>11,877,528</b>	<b>12,339,972</b>	<b>13,180,931</b>	<b>13,501,780</b>	<b>-</b>

<b>Summary by Program</b>					
Superintendent of Maintenance Op.	582,094	684,076	752,895	805,832	-
Athletic Facilities Maintenance	1,874,126	2,018,675	2,125,159	2,149,043	-
Building and Pool Maintenance	5,123,157	5,193,263	5,351,657	5,344,206	-
Park Maintenance	3,102,161	3,350,097	3,748,586	3,978,635	-
Fleet Maintenance	1,195,990	1,093,861	1,202,634	1,224,064	-
<b>Total Appropriations</b>	<b>11,877,528</b>	<b>12,339,972</b>	<b>13,180,931</b>	<b>13,501,780</b>	<b>-</b>

<b>Division Staff</b>					
Full Time	65.00	66.00	67.00	67.00	0.00
Regular Part Time (FTE)	7.88	7.00	7.00	6.13	0.00
Part Time (FTE)	56.00	57.91	57.67	60.36	0.00



**Division: Business and Facilities**  
 Department: Maintenance Operations Department  
 Program: Superintendent of Maintenance Operations

Description	Prior Year Actual 2013/14	Prior Year Actual 2014/15	Adopted Budget 2015/16	Proposed Budget 2016/17	Approved Budget 2016/17
<b>Program Appropriations</b>					
F.T. Salary	353,193	409,476	465,132	467,400	
P.T. Salary	31,075	20,666	19,142	24,216	
Employee Benefits	138,946	184,977	195,923	218,569	
Payroll Taxes	38,351	41,535	44,902	44,278	
<b>Personnel Services</b>	<b>561,565</b>	<b>656,654</b>	<b>725,099</b>	<b>754,463</b>	-
Professional and Technical Services	5,081	2,554	9,370	10,125	
Communications	5,442	4,410	5,100	5,100	
Supplies	7,455	7,454	6,146	6,174	
Training, Travel and Memberships	2,551	1,802	7,180	7,470	
Utilities	-	11,202	-	22,500	
<b>Material &amp; Services</b>	<b>20,529</b>	<b>27,422</b>	<b>27,796</b>	<b>51,369</b>	-
<b>Program Total</b>	<b>582,094</b>	<b>684,076</b>	<b>752,895</b>	<b>805,832</b>	-
<b>Department Staff</b>					
Full Time	4.00	5.00	6.00	6.00	
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	
Part Time (FTE)	1.02	0.98	0.69	0.73	



**Division: Business and Facilities**  
 Department: Maintenance Operations Department  
 Program: Athletic Facilities Maintenance

**KEY PERFORMANCE INDICATORS**

<b>Description</b>	<b>Prior Year Actual 2013/14</b>	<b>Prior Year Actual 2014/15</b>	<b>Projected Outcome 2015/16</b>	<b>Proposed Outcome 2016/17</b>
<b>Workload:</b>				
Athletic fields maintained	264	255	256	256
Outdoor sport courts maintained <sup>1</sup>	178	178	178	178
<b>Total Workload Units</b>	<b>442</b>	<b>433</b>	<b>434</b>	<b>434</b>
<b>Efficiency:</b>				
Cost per athletic field	\$5,191	\$5,363	\$5,630	\$5,774
Cost per outdoor sport court	\$2,651	\$2,645	\$2,727	\$2,793
<b>Goal Outcome Measures:</b>				
Electricity (kWh/lighted field and court count)	5,823	6,099	5,873	5,873
Water (gallons/field and court count)	62,582	77,692	87,826	87,826
<b>Performance Measures:</b>				
% of desired service level (DSL) on fields	95%	97%	97%	97%
% of desired service level (DSL) on courts	95%	100%	100%	100%

<sup>1</sup> Includes 6 indoor tennis courts.

**Division: Business and Facilities**  
 Department: Maintenance Operations Department  
 Program: Athletic Facilities Maintenance

Description	Prior Year Actual 2013/14	Prior Year Actual 2014/15	Adopted Budget 2015/16	Proposed Budget 2016/17	Approved Budget 2016/17
<b>Program Appropriations</b>					
F.T. Salary	535,997	582,874	614,130	622,911	
P.T. Salary	387,680	394,846	432,599	442,518	
Employee Benefits	267,136	286,116	293,364	317,186	
Payroll Taxes	105,243	108,924	109,632	109,766	
<b>Personnel Services</b>	<b>1,296,056</b>	<b>1,372,760</b>	<b>1,449,725</b>	<b>1,492,381</b>	-
Professional and Technical Services	200	817	2,600	2,600	
Rental Equipment	913	1,719	1,200	1,200	
Other Services	91,222	94,098	105,915	107,985	
Communications	10,004	11,707	13,187	14,687	
Supplies	315,299	336,531	336,801	336,931	
Training, Travel and Memberships	3,968	3,757	6,020	6,020	
Utilities	154,797	196,573	208,001	185,529	
Small Furniture, Fixtures and Equip.	1,667	713	1,710	1,710	
<b>Material &amp; Services</b>	<b>578,070</b>	<b>645,915</b>	<b>675,434</b>	<b>656,662</b>	-
<b>Program Total</b>	<b>1,874,126</b>	<b>2,018,675</b>	<b>2,125,159</b>	<b>2,149,043</b>	-
<b>Department Staff</b>					
Full Time	10.00	10.00	10.00	10.00	
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	
Part Time (FTE)	15.18	15.68	16.12	16.41	
<b>Funded Service Level</b>					
Baseball/Softball Fields Maintained at 100% DSL	102	103	105	103	
Total Baseball/Softball Fields in Inventory	107	106	108	106	
Sport Courts Maintained at 100% DSL	169	178	178	178	
Total Sport Courts	178	178	178	178	

**Division: Business and Facilities**  
 Department: Maintenance Operations Department  
 Program: Building & Pool Maintenance

**KEY PERFORMANCE INDICATORS**

<b>Description</b>	<b>Prior Year Actual 2013/14</b>	<b>Prior Year Actual 2014/15</b>	<b>Projected Outcome 2015/16</b>	<b>Proposed Outcome 2016/17</b>
<b>Workload:</b>				
Buildings - 1,000 sq feet of space	461	461	461	461
Pools - 1,000 sq feet of space	117	117	117	117
<b>Total Workload Units</b>	<b>578</b>	<b>578</b>	<b>578</b>	<b>578</b>
<b>Efficiency:</b>				
Cost per sq foot of buildings	\$6.61	\$6.63	\$6.89	\$7.11
Cost per sq foot of pools	\$16.29	\$17.28	\$17.07	\$17.51
<b>Goal Outcome Measures:<sup>1</sup></b>				
Gas (Therms/sq foot)	0.9	0.9	0.9	0.9
Electricity (kWh/sq foot)	12.4	12.5	12.7	12.7
Water (gallons/sq foot)	54.3	54.6	54.2	54.2
<b>Performance Measures:</b>				
% of desired service level (DSL) in buildings	86%	88%	88%	88%
% of desired service level (DSL) in pools	72%	72%	72%	72%

<sup>1</sup> Based on total building and pool square footage

**Division: Business and Facilities**  
 Department: Maintenance Operations Department  
 Program: Building & Pool Maintenance

Description	Prior Year Actual 2013/14	Prior Year Actual 2014/15	Adopted Budget 2015/16	Proposed Budget 2016/17	Approved Budget 2016/17
<b>Program Appropriations</b>					
F.T. Salary	1,476,476	1,515,599	1,552,280	1,564,477	
R.P.T. Salary	312,550	321,123	337,320	300,511	
P.T. Salary	374,799	352,617	387,000	400,963	
Employee Benefits	791,473	817,929	834,054	877,567	
Payroll Taxes	241,253	238,364	241,287	234,529	
<b>Personnel Services</b>	<b>3,196,551</b>	<b>3,245,632</b>	<b>3,351,941</b>	<b>3,378,047</b>	-
Professional and Technical Services	6,138	7,857	6,320	26,502	
Rental Equipment	1,526	1,985	1,500	1,500	
Other Services	154,840	169,097	148,711	150,361	
Supplies	380,216	377,766	389,580	415,015	
Training, Travel and Memberships	9,628	9,716	9,200	8,150	
Utilities	1,307,767	1,303,100	1,372,280	1,277,167	
Communication	66,443	62,498	68,925	68,065	
Small Furniture, Fixtures and Equip.	48	-	-	-	
<b>Material &amp; Services</b>	<b>1,926,606</b>	<b>1,932,019</b>	<b>1,996,516</b>	<b>1,946,760</b>	-
Building/Pool Equip. Replacement	-	7,995	3,200	15,900	
Building/Pool Equip. Improvement	-	7,617	-	3,499	
<b>Capital Outlay</b>	<b>-</b>	<b>15,612</b>	<b>3,200</b>	<b>19,399</b>	-
<b>Program Total</b>	<b>5,123,157</b>	<b>5,193,263</b>	<b>5,351,657</b>	<b>5,344,206</b>	-
<b>Department Staff</b>					
Full Time	27.00	26.00	26.00	26.00	
Regular Part Time (FTE)	7.88	7.00	7.00	6.13	
Part Time (FTE)	15.35	15.79	15.43	16.12	
<b>Funded Service Level</b>					
1,000 Sq Ft of Building Maintained at 100% DSL	396	406	406	406	
Total 1,000 Sq Ft of Building	461	461	461	461	
1,000 Sq Ft of Pools Maintained at 100% DSL	84	84	84	84	
Total 1,000 Sq Ft of Pools	117	117	117	117	

**Division: Business and Facilities**  
 Department: Maintenance  
 Program: Building & Pool Maintenance  
 Detail of Capital Outlay

Project Number	Capital Project	Approved Budget	Page #
<b>BUILDING AND POOL EQUIPMENT REPLACEMENTS</b>			
1	Autoscrubber	3,000	BF-61
2	Pool Covers (2 sites)	12,900	BF-61
	<b><i>TOTAL BUILDING AND POOL EQUIPMENT REPLACEMENTS</i></b>	<b><u>\$ 15,900</u></b>	
<b>BUILDING AND POOL EQUIPMENT IMPROVEMENTS</b>			
3	Pool Vacuum Robot	3,499	BF-61
	<b><i>TOTAL BUILDING AND POOL EQUIPMENT IMPROVEMENTS</i></b>	<b><u>\$ 3,499</u></b>	
	<b><i>TOTAL BUILDING AND POOL EQUIPMENT</i></b>	<b><u><u>\$ 19,399</u></u></b>	

**BUILDING & POOL MAINTENANCE  
CAPITAL OUTLAY**

---

**BUILDING AND POOL EQUIPMENT REPLACEMENTS**

---

---

**ITEM 1:**           **Autoscrubber**

**BUDGET:**        \$3,000

**DESCRIPTION:** Replacement of the floor autoscrubber at Cedar Hills Recreation Center.

---

**ITEM 2:**           **Pool Covers (2 sites)**

**BUDGET:**        \$12,900

**DESCRIPTION:** Replacement of the pool covers for Raleigh Swim Center and Somerset West Swim Center.

---

**BUILDING AND POOL EQUIPMENT IMPROVEMENTS**

---

---

**ITEM 3:**           **Pool Vacuum Robot**

**BUDGET:**        \$3,499

**DESCRIPTION:** Purchase of pool vacuum for Conestoga.

---

**Division: Business and Facilities**  
 Department: Maintenance Operations Department  
 Program: Park Maintenance

**KEY PERFORMANCE INDICATORS**

<b>Description</b>	<b>Prior Year Actual 2013/14</b>	<b>Prior Year Actual 2014/15</b>	<b>Projected Outcome 2015/16</b>	<b>Proposed Outcome 2016/17</b>
<b>Workload:</b>				
Developed acres	1,052	1,062	1,075	1,082
Undeveloped acres	1,236	1,244	1,275	1,284
<b>Total Workload Units</b>	<b>2,288</b>	<b>2,306</b>	<b>2,350</b>	<b>2,366</b>
<b>Efficiency:</b>				
Cost per developed acre	\$2,740	\$2,892	\$3,133	\$3,308
Cost per undeveloped acre	\$260	\$274	\$293	\$292
<b>Goal Outcome Measures:</b>				
Electricity (kWh/developed acre)	118.4	124.8	127.2	127.2
Water (gallons/developed acre)	50,960	51,396	63,908	63,908
Vehicle miles traveled per developed acre	374	384	370	370
<b>Performance Measures:</b>				
% of desired service level (DSL) high production				
mowing for developed acres	86%	92%	93%	93%

**Division: Business and Facilities**  
 Department: Maintenance Operations Department  
 Program: Park Maintenance

Description	Prior Year Actual 2013/14	Prior Year Actual 2014/15	Adopted Budget 2015/16	Proposed Budget 2016/17	Approved Budget 2016/17
<b>Program Appropriations</b>					
F.T. Salary	1,054,687	1,147,432	1,221,135	1,239,523	
P.T. Salary	547,883	522,424	700,773	732,323	
Employee Benefits	530,246	566,180	575,036	597,987	
Payroll Taxes	181,594	183,959	200,386	201,858	
<b>Personnel Services</b>	<b>2,314,410</b>	<b>2,419,995</b>	<b>2,697,330</b>	<b>2,771,691</b>	-
Professional and Technical Services	42,323	57,091	56,000	57,500	
Rental Facility	-	-	2,000	-	
Rental Equipment	8,199	9,920	15,100	14,245	
Communication	18,672	23,688	24,110	26,800	
Other Services	85,941	38,086	48,062	50,596	
Supplies	154,767	186,281	259,386	254,363	
Training, Travel and Memberships	7,480	8,212	9,665	9,980	
Utilities	470,369	606,824	636,933	793,460	
<b>Material &amp; Services</b>	<b>787,751</b>	<b>930,102</b>	<b>1,051,256</b>	<b>1,206,944</b>	-
<b>Program Total</b>	<b>3,102,161</b>	<b>3,350,097</b>	<b>3,748,586</b>	<b>3,978,635</b>	-
<b>Department Staff</b>					
Full Time	19.00	20.00	20.00	20.00	
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	
Part Time (FTE)	23.70	24.71	24.70	26.37	
<b>Funded Service Level</b>					
HP Mowing Acres Maintained at 100% DSL	313	307	310	310	
Total HP Mowing Acres in Inventory	364	364	334	334	



**Division: Business and Facilities**  
 Department: Maintenance Operations Department  
 Program: Fleet Maintenance

**KEY PERFORMANCE INDICATORS**

<b>Description</b>	<b>Prior Year Actual 2013/14</b>	<b>Prior Year Actual 2014/15</b>	<b>Projected Outcome 2015/16</b>	<b>Proposed Outcome 2016/17</b>
<b>Workload:</b>				
Vehicle and equipment units	490	490	501	503
<b>Total Workload Units</b>	<b>490</b>	<b>490</b>	<b>501</b>	<b>503</b>
<b>Efficiency:</b>				
Cost per vehicle and equipment unit	\$1,801	\$1,768	\$1,831	\$1,821
Vehicle and equipment unit per FTE	85.2	85.2	87.1	87.8
<b>Goal Outcome Measures:</b>				
% of alternate fuel on-road vehicle miles	10.4%	10.5%	10.7%	10.7%
<b>Performance Measures:</b>				
% of desired service level (DSL) in preventative maintenance for fleet	76%	77%	83%	85%

**Division: Business and Facilities**  
 Department: Maintenance Operations Department  
 Program: Fleet Maintenance

Description	Prior Year Actual 2013/14	Prior Year Actual 2014/15	Adopted Budget 2015/16	Proposed Budget 2016/17	Approved Budget 2016/17
<b>Program Appropriations</b>					
F.T. Salary	314,592	326,994	338,087	329,387	
P.T. Salary	17,646	16,822	23,706	23,072	
Employee Benefits	127,447	135,982	139,463	160,043	
Payroll Taxes	37,140	37,404	38,898	36,943	
<b>Personnel Services</b>	<b>496,825</b>	<b>517,202</b>	<b>540,154</b>	<b>549,445</b>	-
Professional and Technical Services	3,811	1,766	5,610	6,970	
Rental Equipment	-	-	1,300	1,300	
Communications	2,075	2,621	2,500	2,500	
Supplies	28,466	54,659	38,094	39,820	
Vehicle & Equipment Parts	121,797	88,955	117,626	123,229	
Vehicle & Equipment Services	21,281	38,630	29,050	30,150	
Gas & Oil (Vehicles)	202,115	159,775	180,800	169,150	
Training, Travel and Memberships	1,993	2,525	2,500	3,500	
<b>Material &amp; Services</b>	<b>381,538</b>	<b>348,931</b>	<b>377,480</b>	<b>376,619</b>	-
Maintenance Equip. Replacement	317,627	227,728	285,000	283,300	
Maintenance Equip. Improvements	-	-	-	14,700	
<b>Capital Outlay</b>	<b>317,627</b>	<b>227,728</b>	<b>285,000</b>	<b>298,000</b>	-
<b>Program Total</b>	<b>1,195,990</b>	<b>1,093,861</b>	<b>1,202,634</b>	<b>1,224,064</b>	-
<b>Department Staff</b>					
Full Time	5.00	5.00	5.00	5.00	
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	
Part Time (FTE)	0.75	0.75	0.73	0.73	
<b>Funded Service Level</b>					
Vehicle & Equip Units Maintained at 100% DSL	348	402	409	409	
Total Vehicle & Equip Units in Inventory	490	490	497	497	

**Division: Business and Facilities**

Department: Maintenance

Program: Fleet Maintenance

Detail of Capital Outlay

<b>Project Number</b>	<b>Capital Project</b>	<b>Approved Budget</b>	<b>Page #</b>
<b>MAINTENANCE EQUIPMENT REPLACEMENTS</b>			
1	Mower - 52" (4)	32,000	BF-61
2	Tandem axle trailer - 3.5 ton (3)	22,500	BF-61
3	Full size pickup with liftgate	33,000	BF-61
4	Electric utility vehicle	14,000	BF-61
5	Mower blade grinder	18,000	BF-61
6	Wire feed welder	4,000	BF-61
7	Hydraulic press	2,500	BF-62
8	Mower - 72"	15,000	BF-62
9	Mini Backhoe	35,000	BF-62
10	Infield rake	15,000	BF-62
11	Sod cutter (2)	10,000	BF-62
12	Front loader	9,800	BF-62
13	Single axle trailer - 1 ton (4)	20,000	BF-63
14	Minibus	52,500	BF-63
	<b>TOTAL MAINTENANCE EQUIPMENT REPLACEMENTS</b>	<b><u>\$ 283,300</u></b>	
<b>MAINTENANCE EQUIPMENT IMPROVEMENTS</b>			
15	Digital Playground Analyzer	2,500	BF-63
16	Vehicle Wraps	12,200	BF-63
	<b>TOTAL MAINTENANCE EQUIPMENT IMPROVEMENTS</b>	<b><u>\$ 14,700</u></b>	
	<b>MAINTENANCE EQUIPMENT CAPITAL</b>	<b><u>\$ 298,000</u></b>	

**VEHICLES & EQUIPMENT  
CAPITAL OUTLAY**

---

**MAINTENANCE EQUIPMENT REPLACEMENTS**

---

---

**ITEM 1:**            **Mower - 52" (4)**

**BUDGET:**        \$32,000

**DESCRIPTION:** Replacement of four units - #5670, #5690, #5730 and #5750, 2010 Toro 52" mowers for Park Maintenance (2) and Athletic Field Maintenance (2). Normal life is 48 months.

---

**ITEM 2:**            **Tandem axle trailer - 3.5 ton (3)**

**BUDGET:**        \$22,500

**DESCRIPTION:** Replacement of three units - #5900, #5920 and #5970, trailers (two 1993 and one 1995) for Park Maintenance. Normal life is 180 months.

---

**ITEM 3:**            **Full size pickup with liftgate**

**BUDGET:**        \$33,000

**DESCRIPTION:** Replacement of unit - #1329 2005 full sized pick-up for Park Maintenance. Normal life is 120 months or 90,000 miles. Projected replacement of current unit at 93,000 miles.

---

**ITEM 4:**            **Electric utility vehicle**

**BUDGET:**        \$14,000

**DESCRIPTION:** Replacement of unit - # 5411 2009 Toro for Athletic Field Maintenance. Normal life is 72 months or 2,600 hours. Projected replacement of current unit at 2,800 hours.

---

**ITEM 5:**            **Mower blade grinder**

**BUDGET:**        \$18,000

**DESCRIPTION:** Replacement of a blade grinder for Fleet Maintenance.

---

**ITEM 6:**            **Wire feed welder**

**BUDGET:**        \$4,000

**DESCRIPTION:** Replacement of a 1986 wire feed welder for Fleet Maintenance.

---

**VEHICLES & EQUIPMENT  
CAPITAL OUTLAY**

---

**ITEM 7:**            **Hydraulic press**

**BUDGET:**        \$2,500

**DESCRIPTION:** Replacement of a 1975 hydraulic press for Fleet Maintenance.

---

**ITEM 8:**            **Mower - 72"**

**BUDGET:**        \$15,000

**DESCRIPTION:** Replacement of unit - #7641 2008 Toro 72" mower for Park Maintenance. Normal life is 60 months or 1,500 hours. Projected replacement of current unit at 1,500 hours.

---

**ITEM 9:**            **Mini Backhoe**

**BUDGET:**        \$35,000

**DESCRIPTION:** Replacement of unit - #5211 2007 Toro Dingo for Park Maintenance. Normal life is 108 months or 1,000 hours. Projected replacement of current unit at 2,100 hours.

---

**ITEM 10:**          **Infield rake**

**BUDGET:**        \$15,000

**DESCRIPTION:** Replacement of unit - #5560 2003 Toro Sand Pro for Athletic Field Maintenance. Normal life is 66 months or 1,600 hours. Projected replacement of current unit at 1,800 hours.

---

**ITEM 11:**          **Sod cutter (2)**

**BUDGET:**        \$10,000

**DESCRIPTION:** Replacement of two units - #5200 and #5300 purchased in 2004 for Park Maintenance and Athletic Field Maintenance. Normal life is 108 months or 900 hours.

---

**ITEM 12:**          **Front loader**

**BUDGET:**        \$9,800

**DESCRIPTION:** Replacement of unit - #A710 2007 Line Painter for Athletic Field Maintenance. Asset will be replaced by a front loader for an existing tractor.

---

**VEHICLES & EQUIPMENT  
CAPITAL OUTLAY**

---

**ITEM 13:**           **Single axle trailer - 1 ton (4)**

**BUDGET:**           \$20,000

**DESCRIPTION:**   Replacement of four units - # 5880, #5890, #5860 and #5850, trailers for Park Maintenance (2) and Athletic Field Maintenance (2). Normal life is 180 months.

---

**ITEM 14:**           **Minibus**

**BUDGET:**           \$52,500

**DESCRIPTION:**   Replacement of 15 passenger van currently leased from the State of Oregon with a minibus. The State of Oregon is phasing out their van leasing program.

---

**MAINTENANCE EQUIPMENT IMPROVEMENTS**

**ITEM 15:**           **Digital Playground Analyzer**

**BUDGET:**           \$2,500

**DESCRIPTION:**   Purchase of a playground analyzer, which analyzes the fall impact from playground equipment on multiple types of surfaces.

---

**ITEM 16:**           **Vehicle Wraps**

**BUDGET:**           \$12,200

**DESCRIPTION:**   Installation of vehicle wraps on existing district vehicles, as part of marketing plan.

---





**TUALATIN HILLS**  
**PARK & RECREATION DISTRICT**

**PLANNING**

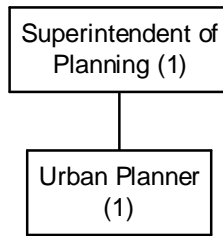




## BUSINESS & FACILITIES DIVISION

Planning Department

---



### Department Overview

The superintendent of Planning is responsible to the director of Business & Facilities providing support for acquisitions; intergovernmental relations and land use legislation at the state, regional and local level; and monitoring development application at the City of Beaverton and Washington County.

### FY 2015/16 Office Accomplishments

Supported the work of the Parks Bond Citizens Oversight Committee.

Managed the park district's land acquisition program.

Implemented the land acquisitions element of the bond program.

Continued to participate in Washington County processes to implement the plan for the North Bethany urban growth boundary expansion area.

Monitored Washington County and City of Beaverton land use review processes for park/trail projects.

Advocated for district interests during Washington County's ordinance process including ordinances: (1) to modify buffers on the north eastern edge of the North Bethany area; (2) to adopt the Bonny Slope West Community Plan; and (3) amend the community development code to include a 1000 foot buffer between retail marijuana facilities and district youth-oriented recreational facilities.

Pursued regional, state and federal grants for site and trail system acquisition and development.

Represented all park and recreation providers in the region on the Metro Technical Advisory Committee (MTAC).

Represented the district on the Washington County Coordinating Committee Transportation Advisory Committee and the Washington County Transportation Study Combined Planners Group.

### FY 2016/17 Office Goals and Objectives

Move forward on targeted land acquisitions for parks, trails and natural areas consistent with the Comprehensive Plan Update, Parks, Trails and Natural Resource functional plans, as well as commitments made in the 2008 bond measure. (The focus of acquisition efforts will remain on acquiring natural areas.)

Continue to support the work of the Parks Bond Citizens Oversight Committee.

Participate in Washington County's land use ordinance process to address remaining development issues in North Bethany, in particular half-street road improvements for linear parks and trails, as well as for on-street trails.

Pursue annexations to the park district via the voluntary annexation program or other strategies approved by the board.

Negotiate intergovernmental agreement with the City of Beaverton to memorialize district's role as park provided for city.

Prepare grant tracking and prioritization system based on functional plans.

Pursue additional support for development of the park district's trails system.

**FY 2016/17 Office Goals and Objectives  
(continued)**

Work with Metro officials on regional planning issues of interest to the park district, including the 2018 Regional Transportation Plan and continued membership on MTAC.

Work with Washington County and City of Beaverton officials on development review processes, planning projects and ordinances of interest to the district.

**Budget Highlights**

The proposed budget reflects the reorganization that moved the Planning and Design & Development departments from the separate Planning Division into the Business and Facilities Division. The Planning Department contains appropriations previously included in the Office of the Director of Planning Department. Aside from the new structure, there are no significant changes from the prior year budget for planning.

**Division: Business and Facilities**

Department: Planning

Description	Prior Year Actual 2013/14	Prior Year Actual 2014/15	Adopted Budget 2015/16	Proposed Budget 2016/17	Approved Budget 2016/17
<b>Summary of Appropriations</b>					
Personnel Services	494,726	391,965	473,493	476,479	-
Materials & Services	8,224	11,219	11,015	9,735	-
<b>Total Appropriations</b>	<b>502,950</b>	<b>403,184</b>	<b>484,508</b>	<b>486,214</b>	<b>-</b>
<b>Summary by Program</b>					
Office of the Director	502,950	403,184	484,508	486,214	-
<b>Total Appropriations</b>	<b>502,950</b>	<b>403,184</b>	<b>484,508</b>	<b>486,214</b>	<b>-</b>
<b>Division Staff</b>					
Full Time	2.00	2.00	2.00	2.00	0.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	1.45	1.45	1.13	1.13	0.00

Note: As of FY 2016/17 the department title changed from Office of the Director of Planning to Planning.

**Division: Planning**  
**Department: Planning and Development**  
**Program: Planning**

**KEY PERFORMANCE INDICATORS**

<b>Description</b>	<b>Prior Year Actual 2013/14</b>	<b>Prior Year Actual 2014/15</b>	<b>Projected Outcome 2015/16</b>	<b>Proposed Outcome 2016/17</b>
Acquire new parks, athletic fields, natural areas and trail corridor properties identified in district functional plans and the System Development Charge (SDC) Capital Improvement Program.	Acquired up to five park properties, at least 10 natural area properties and at least five trail corridor properties. Much of the acquisition was expected to be in the North Bethany area using SDC funds or SDC credits.	Acquired 3 natural areas, 5 trail corridor sites and 6 park properties.	Acquisition of four park properties, two new sites and an easement adjacent to an existing park. Acquisition of one natural area located in the Timberland area. Four trail corridor acquisitions were completed, two along the Westside Trail and two along the Cedar Mill Creek Trail.	Acquisition will be guided by the Parks, Trails and Natural Resources Functional Plans. Many acquisitions are expected to come from the new urban growth areas in North Bethany, South Cooper Mountain and Bonny Slope West.
Seek grants and outside funding sources.	4 grants were applied for. None were awarded.	1 grant was applied for and was not awarded	5 grants have been applied for, and may apply for up to 4 more.	Will apply for grants as determined. Priorities for grants will be guided by the Parks, Trails and Natural Resources Functional Plans.

**Division: Business and Facilities**

Department: Planning

Program: Planning

Description	Prior Year Actual 2013/14	Prior Year Actual 2014/15	Adopted Budget 2015/16	Proposed Budget 2016/17	Approved Budget 2016/17
<b>Program Appropriations</b>					
F.T. Salary	247,787	191,723	202,222	194,793	
P.T. Salary	130,631	103,724	165,929	169,978	
Employee Benefits	77,419	66,724	71,276	77,921	
Payroll Taxes	38,889	29,794	34,066	33,787	
<b>Personnel Services</b>	<b>494,726</b>	<b>391,965</b>	<b>473,493</b>	<b>476,479</b>	<b>-</b>
Supplies	303	244	400	400	
Communications	3,073	1,746	2,000	2,000	
Training, Travel and Memberships	4,848	9,229	8,615	7,335	
<b>Material &amp; Services</b>	<b>8,224</b>	<b>11,219</b>	<b>11,015</b>	<b>9,735</b>	<b>-</b>
<b>Program Total</b>	<b>502,950</b>	<b>403,184</b>	<b>484,508</b>	<b>486,214</b>	<b>-</b>
<b>Department Staff</b>					
Full Time	2.00	2.00	2.00	2.00	
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	
Part Time (FTE)	1.45	1.45	1.13	1.13	





**TUALATIN HILLS**  
PARK & RECREATION DISTRICT

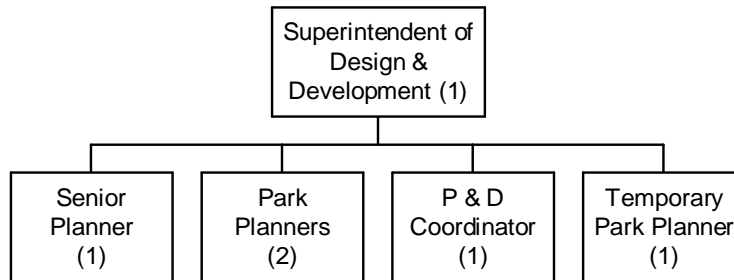
## DESIGN & DEVELOPMENT



## BUSINESS & FACILITIES DIVISION

Design & Development Department

---



### Department Overview

The superintendent of Design & Development is responsible to the director of Business & Facilities. Areas of responsibility for the department include capital project administration, master planning, design and construction of park, trail and facility development. All land acquisition for the district (with the exception of some system development charge-related land acquisition) is administered by the superintendent of Planning.

Design & Development activities include: Park, trail and facility planning and design, capital improvement project management including projects under the bond program, implementation of district master plans, public outreach for capital project planning, easement coordination, and inter-agency coordination.

### FY 2015/16 Accomplishments

Non-Bond Projects: Began construction administration on Westside Trail #18 (Metropolitan Transportation Improvement Program [MTIP] grant), Ridgewood View Park/Tualatin Valley Water District (TVWD) reservoir, Bethany Creek Falls Phase I & II, Abbey Heights Trail, Grace Hollow Trail, and Iron Ridge Crossing. Completed construction and/or property transfer on SDC trail and park projects at Timberland and Arbor Heights East, Tennis Center roof project, Abbey Meadows initial site work and North Bethany acquisition. Began master plan on Beaverton Creek Trail-Crescent Connection. Continued to incorporate sustainable elements and new signage master plan signs into all projects. Completed the Trails Functional Plan and SDC

Methodology and Administrative Procedures Guide updates. Staff involvement with Athletic Facilities Functional Plan.

Bond Projects Completed: Projects completed were Cedar Hills Recreation Center-seismic upgrades, Beaverton Swim Center. In addition processes completed were sole source for synthetic turf and pre-qualification process for SWQ Community Park.

2008 Bond Projects in Process: Projects that were undergoing master planning included Cedar Hills Park, Garden Home Recreation Center seismic upgrades, and Somerset West Park

Projects that were in construction administration included Westside to Waterhouse Trail.

### FY 2016/17 Goals and Objectives

Non-Bond Projects: Complete master planning for Beaverton Creek Trail-Crescent Connection, and three neighborhood parks funded by SDC funds. Begin master plan of Bonny Slope Trail and Bethany Creek Falls Phase III & V. Provide oversight of developer SDC projects, development and initial site work and inter-agency coordination for properties THPRD has purchased; these include Bethany Creek Falls Phases II & III, Grace Hollow, Abbey Heights, Abbey Meadows, three West Hills Development projects, two Noyes Development projects, BSD North Bethany Elementary School and South Cooper Mountain High School. Oversee completion of construction at Ridgewood View Park (TVWD reservoir), HMT Aquatic Center renovation project, and Westside Trail Segment #18 (MTIP grant). Continue to incorporate sustainable elements and new signage master



**FY 2016/17 Goals and Objectives (continued)**

plan signs into all projects. Provide design/planning and project assistance to other departments as needed.

**2008 Bond Projects:**

Projects scheduled for master planning include SW Youth Athletic Field

Projects planned for design development include Cedar Hills Park, Somerset West Park.

Projects planned for construction administration include SW Quadrant Community Park

Projects scheduled for completion include Westside to Waterhouse Trail, Garden Home Recreation Center seismic upgrades, and Conestoga MS Youth Athletic Field.

Address current and future needs identified in the district: Follow the 2013 Comprehensive Plan update, utilize the Parks, Trails, Natural Resource and Athletic Facilities Functional Plans, and continue work to achieve goals of the 2008 bond measure.

**Budget Highlights**

The proposed budget reflects the continued funding of one temporary park planner position due to the workload of bond and non-bond projects, but eliminates the temporary bond office tech position.

**Performance Standards**

Design and develop new parks, facilities, athletic fields and trail projects identified in the 2013 Comprehensive Plan update, the 2008 bond measure, 2016 SDC CIP list and the adopted FY 2016/17 budget.

**Division: Business and Facilities**  
**Department: Design and Development**

Description	Prior Year Actual 2013/14	Prior Year Actual 2014/15	Adopted Budget 2015/16	Proposed Budget 2016/17	Approved Budget 2016/17
<b>Summary of Appropriations</b>					
Personnel Services	949,040	771,767	793,799	770,222	-
Materials & Services	45,814	36,738	58,750	60,219	-
<b>Total Appropriations</b>	<b>994,854</b>	<b>808,505</b>	<b>852,549</b>	<b>830,441</b>	<b>-</b>
<b>Summary by Program</b>					
Planning and Development	994,854	808,505	852,549	830,441	-
<b>Total Appropriations</b>	<b>994,854</b>	<b>808,505</b>	<b>852,549</b>	<b>830,441</b>	<b>-</b>
<b>Division Staff</b>					
Full Time	9.00	8.00	7.00	6.00	0.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	0.00	0.00	0.00	0.00	0.00

Note: As of FY 2016/17 the department title changed from Planning & Development to Design & Development.

**Division: Planning**  
**Department: Planning and Development**  
**Program: Design and Development**

**KEY PERFORMANCE INDICATORS**

Description	Prior Year Actual 2013/14	Prior Year Actual 2014/15	Projected Outcome 2015/16	Proposed Outcome 2016/17
Acquire new parks, athletic fields, natural areas and trail corridor properties identified in district master plans and the System Development Charge (SDC) Capital Improvement Program.	Acquired up to five park properties, at least 10 natural area properties and at least five trail corridor properties. Much of the acquisition was expected to be in the North Bethany area using SDC funds or SDC credits.	Acquired 3 natural areas, 5 trail corridor sites and 6 park properties.	Acquire up to three park properties, two new sites and easements adjacent to existing properties. Acquire one natural area located in the Timberland development. Complete four trail corridor acquisitions, two along the Westside Trail and two along the Cedar Mill Creek Trail.	Acquisition will be guided by the Parks, Trails and Natural Resources Functional Plans. Many acquisitions are expected to come from the new urban growth areas in North Bethany, South Cooper Mountain and Bonny Slope West.
Develop new parks, athletic fields, natural areas and trail corridor properties identified in district master plans and the System Development Charge (SDC) Capital Improvement Program.	Completed construction of AM Kennedy Park, Barsotti Park, Vista Brook Park, Pioneer Park, Hansen Ridge Park, Roy Dancer Park, Westside Trail #1, 4, & 7, Waterhouse Trail #1, 4, 5, & West Spur, Waterhouse Park Play Equipment Replacement and Lowami Hart Woods Trail. Completed master plan for Veterans Memorial Park. Began design work for SW Community Park and Cedar Hills Community Park.	Completed construction of Cedar Mill Park & Trail, Roger Tilbury Park, Ben Graf Trail, HMT ADA Parking Improvements, Community Garden at Jackie Husen Park, and Fanno Creek Trail/Hall Blvd. Crossing. Completed HMT Administration Office Remodel, and 2 office remodels at FCSC. Continued master plan work for Somerset West, Cedar Hills Park, and SW Community Park. Begin work on the Trails Functional Plan. Continued oversight of various SDC construction projects and land acquisition house demolitions. Coordinated and executed multiple easement agreements with CWS. Completed VAP #10.	Begin construction of Westside to Waterhouse Trail Connection, Ridgewood View Park, Westside Trail Seg. #18, SW Quadrant Community Park (SWQCP), SE Quadrant Youth athletic field at Conestoga M.S. Complete construction supervision of Bethany Creek Falls Phase I, Grace Hollow, Abbey Meadows and Iron Ridge Crossing developments. Complete master plans for Eichler Park and Somerset West Park. Begin master planning for NH Park #1 as identified in the 2014/2015 approved budget, Garden Home Rec. seismic, and Beaverton Creek Trail (Crescent Connection). Complete replacement of Tennis Center roof and the Cedar Hills Rec Center seismic, Beaverton Swim Center, Harman Pool, pre-qualification for SWQCP construction and synthetic field sole source, 14 house demolitions, and Trails Functional Plan. Provide design review of site work for North Bethany, South Cooper Mountain and Bonny Slope West projects for properties and/or amenities THPRD has or intends to purchase. These include approximately 8-10 projects.	Complete construction of Westside to Waterhouse Trail Connection, Westside Trail Seg. #18, Garden Home Rec. seismic, Aquatic Center, SE Quadrant Youth athletic field at Conestoga M.S. Complete construction supervision of Ridgewood View Park and Bethany Creek Falls Phase II components and begin construction on Bethany Creek Falls Phase III. Continue construction at SW Quadrant Community Park. Complete master plans for Cedar Hills Park, NH Park #1 and NH Park #2 as identified in the 2014/2015 approved budget, Youth athletic field at Living Hope Church and Bonny Slope Trail. Continue design of Beaverton Creek Trail (Crescent Connection). Provide design review of site work for North Bethany, South Cooper Mountain and Bonny Slope West projects for properties and/or amenities THPRD has or intends to purchase. These include approximately 8-10 projects.

**Division: Planning**  
 Department: Design and Development  
 Program: Design and Development

Description	Prior Year Actual 2013/14	Prior Year Actual 2014/15	Adopted Budget 2015/16	Proposed Budget 2016/17	Approved Budget 2016/17
<b>Program Appropriations</b>					
F.T. Salary	617,803	512,748	534,566	509,734	
Employee Benefits	271,445	211,773	211,686	217,027	
Payroll Taxes	59,792	47,246	47,547	43,461	
<b>Personnel Services</b>	<b>949,040</b>	<b>771,767</b>	<b>793,799</b>	<b>770,222</b>	-
Professional and Technical Service	23,102	14,572	30,000	30,000	
Supplies	6,991	6,766	10,000	9,294	
Communications	2,628	2,418	1,950	2,875	
Training, Travel and Memberships	13,093	12,572	15,800	17,050	
Small Furniture & Office Equipment	-	410	1,000	1,000	
<b>Material &amp; Services</b>	<b>45,814</b>	<b>36,738</b>	<b>58,750</b>	<b>60,219</b>	-
<b>Program Total</b>	<b>994,854</b>	<b>808,505</b>	<b>852,549</b>	<b>830,441</b>	-
<b>Department Staff</b>					
Full Time	9.00	8.00	7.00	6.00	
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	
Part Time (FTE)	0.00	0.00	0.00	0.00	



## Division: Planning

Description	Prior Year Actual 2013/14	Prior Year Actual 2014/15	Adopted Budget 2015/16	Proposed Budget 2016/17	Approved Budget 2016/17
<b>Summary of Appropriations</b>					
Personnel Services	1,443,766	1,163,732	1,267,292	-	-
Materials & Services	54,038	47,957	69,765	-	-
<b>Total Appropriations</b>	<b>1,497,804</b>	<b>1,211,689</b>	<b>1,337,057</b>	-	-
<b>Summary by Program</b>					
Planning	502,950	403,184	484,508	-	-
Design and Development	994,854	808,505	852,549	-	-
<b>Total Appropriations</b>	<b>1,497,804</b>	<b>1,211,689</b>	<b>1,337,057</b>	-	-
<b>Division Staff</b>					
Full Time	11.00	10.00	9.00	0.00	0.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	1.45	1.45	1.13	0.00	0.00

Note: As of FY 2016/17 the Departments in the Planning Division (Planning and Design & Development) have been moved to the Business & Facilities Division.



# PARK & RECREATION SERVICES

AQUATICS



SPORTS



RECREATION



PROGRAMS & SPECIAL ACTIVITIES



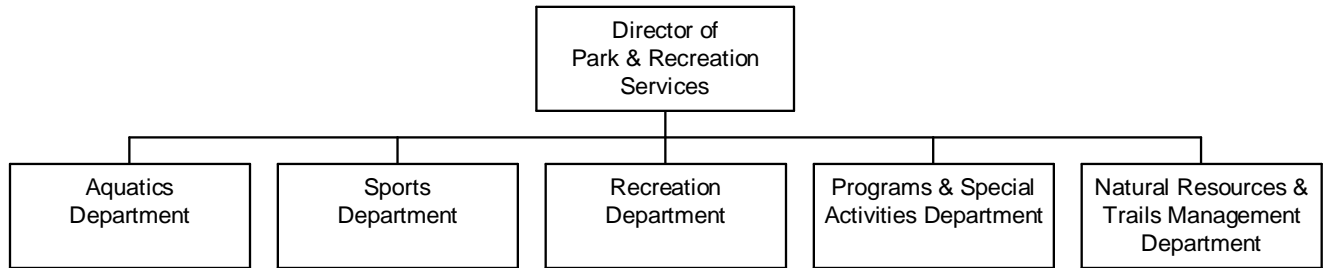
NATURAL RESOURCES & TRAILS





# PARK & RECREATION SERVICES DIVISION

---



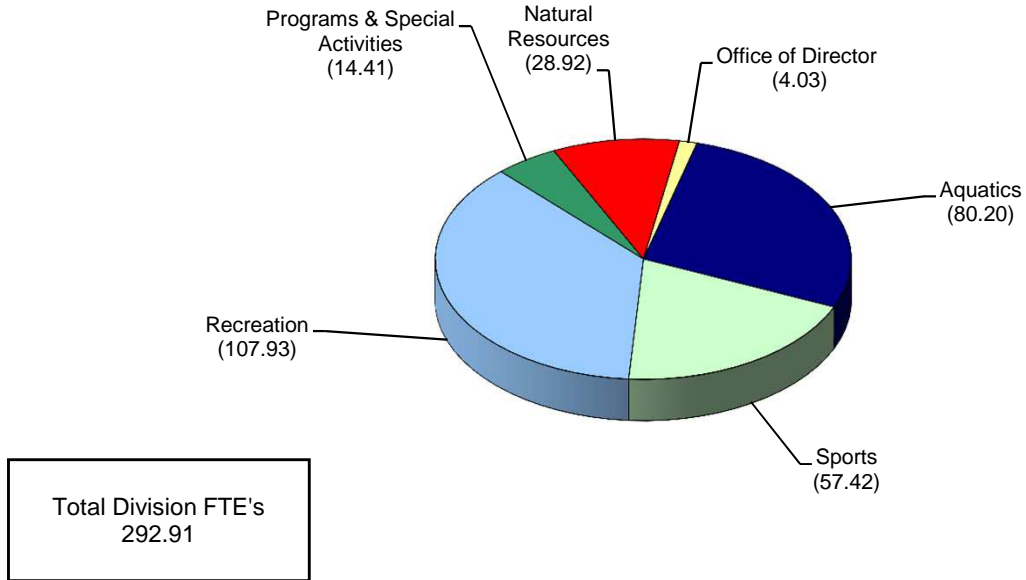
## Division Mission

To provide a broad range of safe, high-quality recreation programs and special events that are responsive to the needs, abilities and interests of the diverse community we serve. To provide stewardship and protection of the park district's natural resources. Monitor and respond to the needs of our trail users to provide a safe and functional developed trail system.

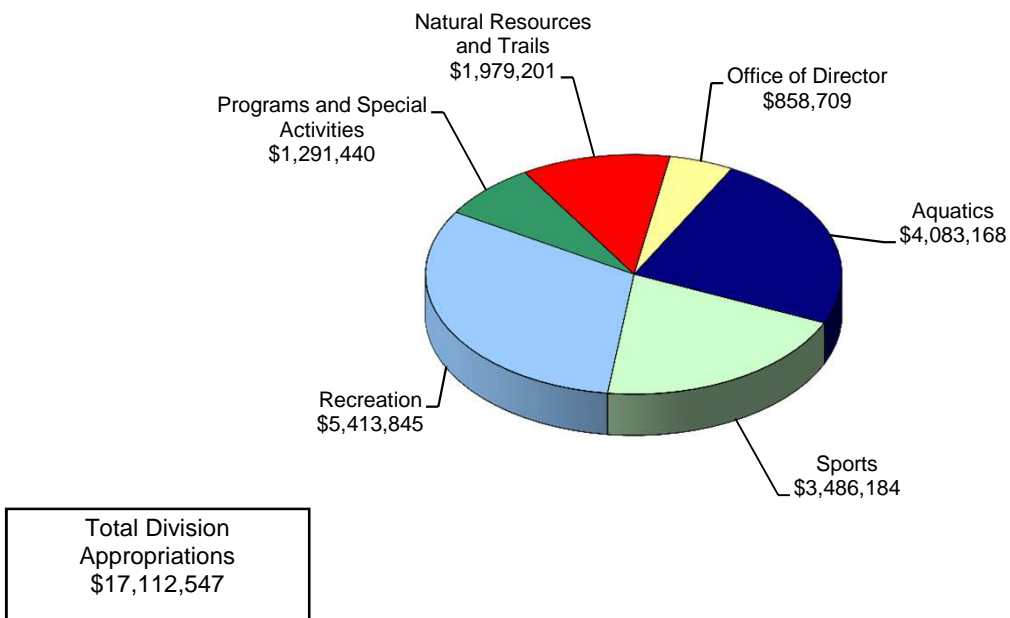
## Division Overview

The director of Park & Recreation Services reports to the general manager and is responsible for all administrative functions relating to recreation program activities; aquatics programs; natural resource functions; trails management; sports; volunteer programs, special events, special programs and activities. The Park & Recreation Services Division budget includes the following departments: Office of the Director, Aquatics, Natural Resources & Trails Management, Programs & Special Activities, Recreation, and Sports. Activities of the Park and Recreation Division include staff development, customer experience and ADA and inclusion services.

## Division Staffing by Departments FY 2016/17



## Division Appropriations by Departments FY 2016/17



**Division: Park & Recreation Services**

<b>Description</b>	<b>Prior Year Actual 2013/14</b>	<b>Prior Year Actual 2014/15</b>	<b>Adopted Budget 2015/16</b>	<b>Proposed Budget 2016/17</b>	<b>Approved Budget 2016/17</b>
<b>Summary of Appropriations</b>					
Personnel Services	13,180,865	13,337,109	14,432,115	15,198,190	-
Materials & Services	1,397,869	1,384,309	2,006,149	1,914,357	-
<b>Total Appropriations</b>	<b>14,578,734</b>	<b>14,721,418</b>	<b>16,438,264</b>	<b>17,112,547</b>	<b>-</b>

<b>Summary by Department</b>					
Office of the Director	581,337	582,980	835,083	858,709	-
Aquatics	3,677,869	3,700,239	4,094,063	4,083,168	-
Sports	1,593,384	1,630,023	2,924,248	3,486,184	-
Recreation	4,547,208	4,588,652	5,089,363	5,413,845	-
Programs and Special Activities	2,647,760	2,593,896	1,607,944	1,291,440	-
Natural Resources and Trails	1,531,176	1,625,628	1,887,563	1,979,201	-
<b>Total Appropriations</b>	<b>14,578,734</b>	<b>14,721,418</b>	<b>16,438,264</b>	<b>17,112,547</b>	<b>-</b>

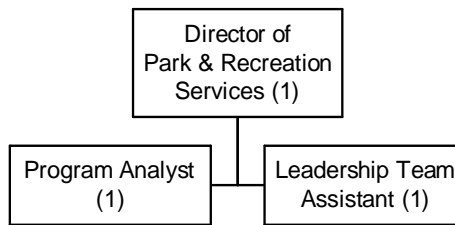
<b>Division Staff</b>					
Full Time	72.00	72.00	69.00	72.00	0.00
Regular Part Time (FTE)	19.28	18.41	17.53	14.04	0.00
Part Time (FTE)	181.64	185.89	196.99	206.87	0.00



# PARK & RECREATION SERVICES DIVISION

Office of Director of Park & Recreation Services

---



## Department Overview

This budget unit supports the activities of the director of Park & Recreation Services.

Activities of the Office of Director budget include the management and supervision of the program staff and the coordination and implementation of the division's activities.

## FY 2015/16 Division Accomplishments

Developed the Athletic Facilities Functional Plan, the final of five functional plans that will guide the district's efforts in providing high-quality athletic facilities throughout our service area.

Held another successful Family Triathlon and Party in the Park which included an International Festival in partnership with the City of Beaverton.

Maintained positive working relationships with our affiliate clubs and the Beaverton School District.

Continued efforts to update the intergovernmental agreement with the Beaverton School District to maximize the use of facilities for both agencies.

Continued the community involvement in wildlife monitoring, habitat restoration, and trail maintenance resulting in healthier habitat areas and improved trail conditions.

Worked with a consultant to complete the ADA Access Audit of facilities, parks and paved trails, and the accompanying Transition Plan.

Held a highly successful Concert and Theater in the Park Series, with four concerts, including "Groovin' on the Grass" with Tower of Power, and one theater presentation.

Continued relationship with the American Red Cross's Water Safety Instructor Program.

Continued to provide a comprehensive in-service training program for all Aquatics staff with particular focus on medical emergencies, customer service, and instructor training.

Implemented new fee structure and use agreements for the affiliated aquatic clubs.

Increased outreach to low-income families and seniors by expanding access through partnerships with Family Care Health Plan, Silver Sneakers, Silver & Fit and RxPlay.

Evaluated programming by the service assessment method to assure program relevance.

Established a Teen Programming Committee to conceive and deliver five different teen-oriented activities in aquatic and recreation centers.

## FY 2016/17 Division Goals and Objectives

Continue emphasis on outstanding customer service at all of our facilities districtwide.

Begin implementation of a new customer service program that further improves our patrons' experience.

Develop and deliver an employee development plan that includes an onboarding procedure, training guidelines, and a mentoring program.

Undertake an effort to demonstrate the value of our part time staff through our recruitment, training and recognition of their work.

Continue implementation of the cost recovery model.

Continue to offer, where possible, technical, professional, and safety training as a high priority for division staff.

**FY 2016/17 Division Goals and Objectives  
(continued)**

Continue to seek ways to improve communications and contact with all people in our community to inform and offer programs of interest.

Continue the Rec Mobile program that delivers recreational programs to district residents that cannot afford the programs and target populations and locations that need programming availability.

Continue the partnership with the Beaverton School District's Summer Lunch Program at Rec Mobile sites and at facilities that are located in qualifying neighborhoods.

Seek partnership and other opportunities to fill low-use times division-wide.

Continue the Natural Resources Volunteer Program opportunities to create enhancement opportunities in our natural areas.

Partner with other public agencies and community groups to enhance and improve park district natural resource areas.

Continue to review and modify existing programs to meet the changing needs of our patrons. Evaluate the need to add or delete programs as needed by using the Service Assessment.

Promote interagency cooperation on field enhancement and maintenance projects with the Beaverton School District.

Seek grant funding to help expand programming.

Monitor program and class participation to assure appropriate cost recovery.

Emphasize and offer program opportunities for middle school age children as well as teens.

Increase ranger presence and environmental education offerings in parks and trails through the Trails Management Program.

**Budget Highlights**

The budget reflects the reallocation of full time staff time from the Aquatics Department to the Office of the Director to fund an interim position for a program analyst. The program analyst is responsible for oversight and implementation of a customer service plan, employee development and operational reviews.

**Division: Park & Recreation Services**  
 Department: Office of the Director

Description	Prior Year Actual 2013/14	Prior Year Actual 2014/15	Adopted Budget 2015/16	Proposed Budget 2016/17	Approved Budget 2016/17
<b>Summary of Appropriations</b>					
Personnel Services	282,785	295,226	276,360	438,139	-
Materials & Services	298,552	287,754	558,723	420,570	-
<b>Total Appropriations</b>	<b>581,337</b>	<b>582,980</b>	<b>835,083</b>	<b>858,709</b>	<b>-</b>
<b>Summary by Program</b>					
Office of the Director	581,337	582,980	835,083	858,709	-
<b>Total Appropriations</b>	<b>581,337</b>	<b>582,980</b>	<b>835,083</b>	<b>858,709</b>	<b>-</b>
<b>Division Staff</b>					
Full Time	2.00	2.00	2.00	3.00	0.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	0.87	0.69	0.69	1.03	0.00





**Division: Park & Recreation Services**

Department: Office of the Director

Program: Office of the Director

Description	Prior Year Actual 2013/14	Prior Year Actual 2014/15	Adopted Budget 2015/16	Proposed Budget 2016/17	Approved Budget 2016/17
<b>Program Appropriations</b>					
F.T. Salary	179,544	192,048	196,486	290,313	
P.T. Salary	15,874	15,006	18,418	29,925	
Employee Benefits	69,168	69,389	43,843	91,330	
Payroll Taxes	18,199	18,783	17,613	26,571	
<b>Personnel Services</b>	<b>282,785</b>	<b>295,226</b>	<b>276,360</b>	<b>438,139</b>	<b>-</b>
Professional and Technical Services	36,000	36,000	215,901	137,500	
Fee reductions-family assistance	249,763	227,012	300,000	227,000	
Communication	1,173	1,416	11,000	8,500	
Supplies	2,338	2,948	11,322	12,000	
Training, Travel and Memberships	9,278	20,378	20,500	35,570	
<b>Material &amp; Services</b>	<b>298,552</b>	<b>287,754</b>	<b>558,723</b>	<b>420,570</b>	<b>-</b>
<b>Program Total</b>	<b>581,337</b>	<b>582,980</b>	<b>835,083</b>	<b>858,709</b>	<b>-</b>
<b>Department Staff</b>					
Full Time	2.00	2.00	2.00	3.00	
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	
Part Time (FTE)	0.87	0.69	0.69	1.03	





**TUALATIN HILLS**  
PARK & RECREATION DISTRICT

## **AQUATICS**



*Aloha Swim Center*

*Tualatin Hills Aquatic Center*

*Beaverton Swim Center*

*Harman Swim Center*

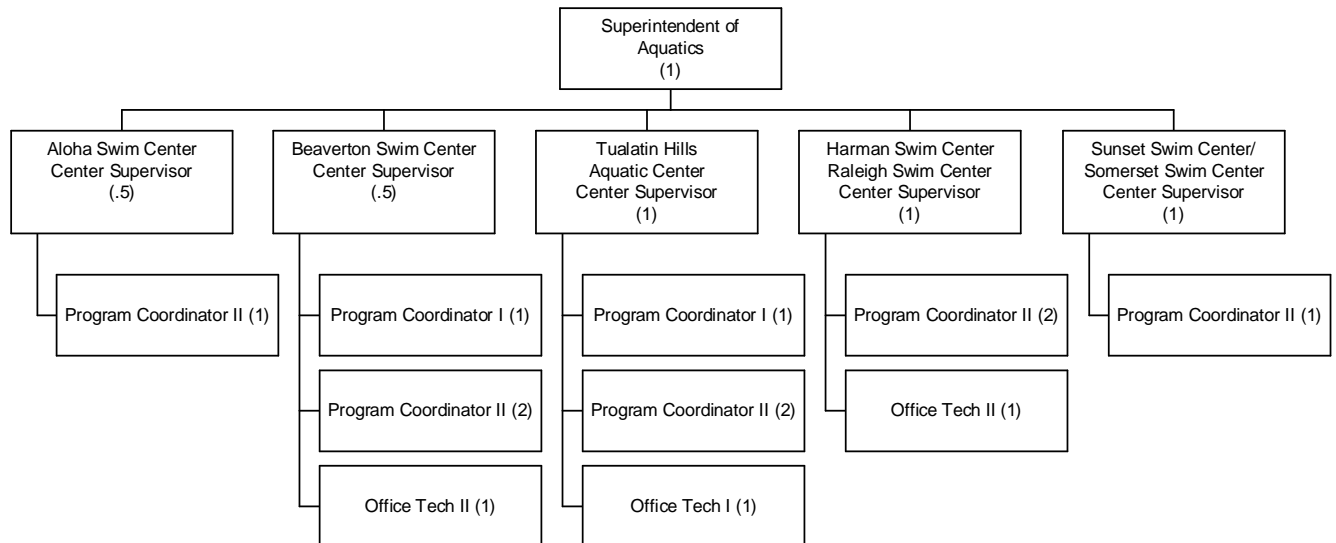
*Sunset Swim Center*

*Raleigh Swim Center*

*Somerset West Swim Center*

# PARK & RECREATION SERVICES DIVISION

## Aquatics Department



### Department Overview

The superintendent of Aquatics is responsible to the director of Park & Recreation Services and is responsible for the operation of seven swim centers, their programs, and staff. The superintendent is also responsible for aquatic program oversight at Conestoga Recreation & Aquatic Center.

The Aquatics Department plans, organizes and administers the financial, operational and personnel activities of a comprehensive program including: program development in the areas of instructional, recreational, fitness and competitive aquatics activities; certification courses, senior activities and programs for guests with special needs; supervision and training of staff; and coordinates with the Maintenance Operations Department in the operation of the pools.

### FY 2015/16 Accomplishments

Continued expanding the swim lesson opportunities during high demand times, especially on weekends in order to address capacity issues.

Continued to provide a comprehensive in-service training program for all Aquatics staff with particular focus on medical emergencies, customer service, and instructor training.

Implemented new fee structure and use agreements for the affiliated aquatic clubs.

Continued to improve current instructor training programs for fitness instructors, Specialized Aquatics and Healing Waters instructors and volunteers; as well as Learn to Swim instructors. These updated training programs included the in-house development of instructor manuals to best aid our staff in attaining new skills.

Continued successful work with the Beaverton School District swim teams, as well as the five affiliated aquatic clubs to allocate pool space for competitive programs as well as physical education classes for Aloha High School and recreational opportunities for the Special Education classes for Aloha High School.

Increased our drowning prevention efforts out in the community with staff participation on the Washington County Safe Kids-Water Safety Subcommittee. Assisted with water safety events in the community and piloted one-week of free swim lessons in partnership with USA Swimming Foundation.

### FY 2016/17 Goals and Objectives

Continue implementation of the Cost Recovery Model.

Maintain a comprehensive in-service training program for staff in medical emergencies, customer service, and instructor training.

**FY 2016/17 Goals and Objectives (continued)**

Increase community outreach to underserved areas to provide water safety education and an introduction to THPRD's swim lesson program.

Recertify all of the park district's lifeguards with the American Red Cross Lifeguard Training. Re-certifications are required every two years.

Initiate new partnership with CareOregon to provide access to fitness programs to Medicaid recipients in our community, not currently served.

Implement Aquatic Examiner program through the American Red Cross. This is a lifeguard audit program where a American Red Cross representative will come observe and test our lifeguards skills and response. It is an objective view at our excellent on-going program of training lifeguards.

Expand Make a Splash free swim lesson program by adding two more facilities (Aloha and Somerset) the week of June 20-24, 2016.

Increase program opportunities for middle school aged children and low-income families.

**Budget Highlights**

The proposed budget reflects continuation of program levels from previous year.

**Division: Park & Recreation Services**

Department: Aquatics

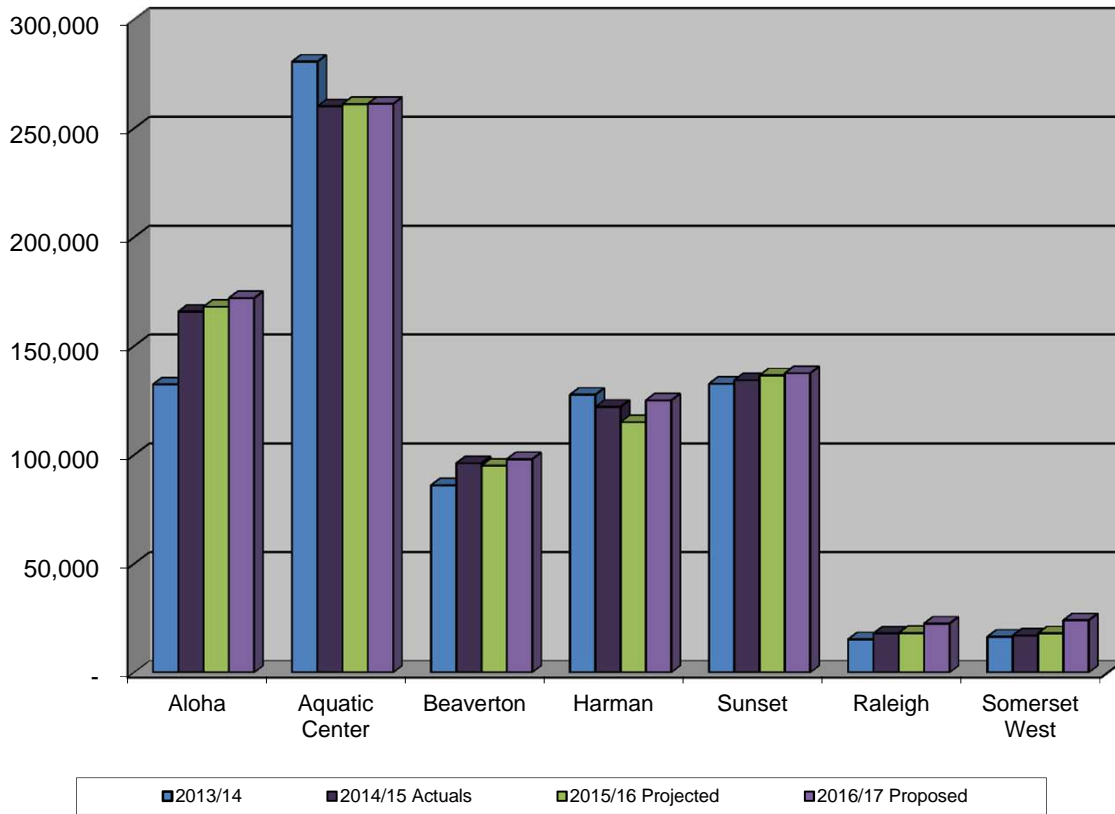
Description	Prior Year Actual 2013/14	Prior Year Actual 2014/15	Adopted Budget 2015/16	Proposed Budget 2016/17	Approved Budget 2016/17
<b>Summary of Appropriations</b>					
Personnel Services	3,604,840	3,614,752	3,990,191	3,967,746	-
Materials & Services	73,029	85,487	103,872	115,422	-
<b>Total Appropriations</b>	<b>3,677,869</b>	<b>3,700,239</b>	<b>4,094,063</b>	<b>4,083,168</b>	<b>-</b>

<b>Summary by Program</b>					
Superintendent of Aquatics	213,239	215,909	217,452	227,681	-
Aloha Swim Center	619,360	611,730	705,951	663,114	-
Tualatin Hills Aquatic Center	867,002	856,813	917,509	952,744	-
Beaverton Swim Center	703,026	759,459	807,389	777,450	-
Harman Swim Center	692,778	650,641	705,094	695,469	-
Sunset Swim Center	504,370	513,655	609,670	612,032	-
Raleigh Swim Center	31,250	40,534	56,502	66,146	-
Somerset West Swim Center	46,844	51,498	74,496	88,532	-
<b>Total Appropriations</b>	<b>3,677,869</b>	<b>3,700,239</b>	<b>4,094,063</b>	<b>4,083,168</b>	<b>-</b>

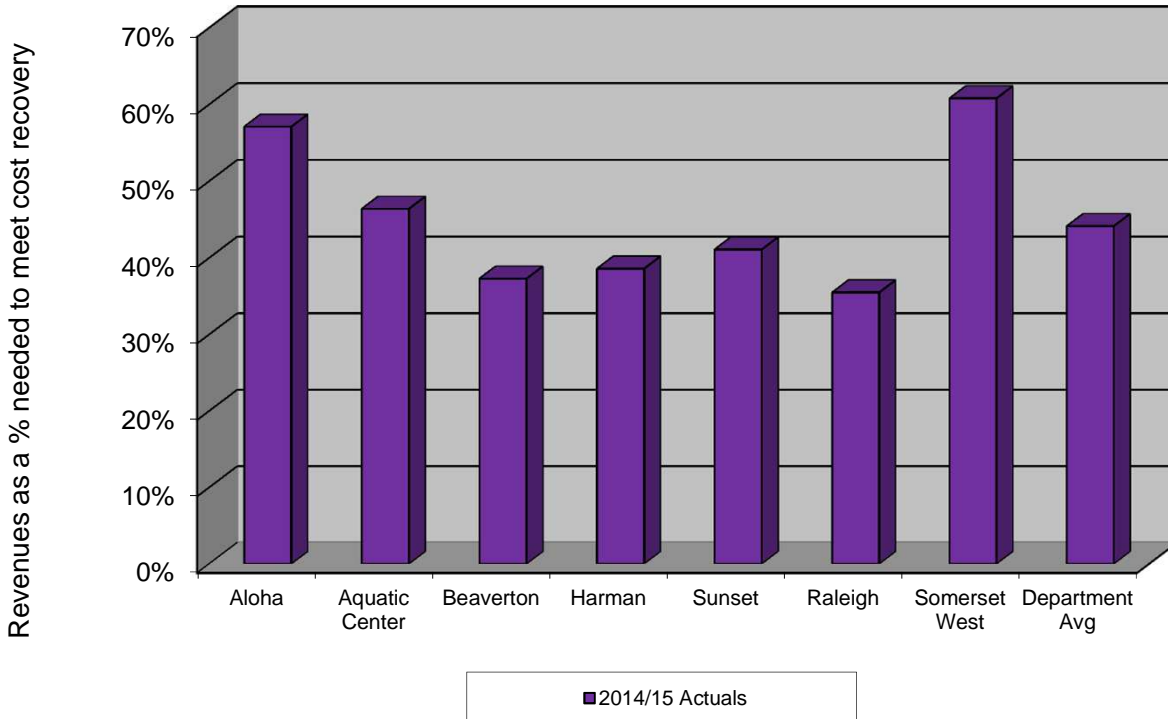
<b>Division Staff</b>					
Full Time	20.00	20.00	18.00	18.00	0.00
Regular Part Time (FTE)	7.89	7.89	7.01	5.26	0.00
Part Time (FTE)	49.39	51.16	57.71	56.94	0.00

<b>Funded Service Level</b>					
Program Hours	40,302	40,998	45,603	44,828	-
Contact Hours	1,135,171	1,181,404	1,173,395	1,243,221	-

### Attendance by Center



### Cost Recovery Progress



**Division: Park & Recreation Services**  
 Department: Aquatics  
 Program: Superintendent of Aquatics

Description	Prior Year Actual 2013/14	Prior Year Actual 2014/15	Adopted Budget 2015/16	Proposed Budget 2016/17	Approved Budget 2016/17
<b>Program Appropriations</b>					
F.T. Salary	116,076	118,284	120,411	126,428	
P.T. Salary	575	337	384	384	
Employee Benefits	37,610	37,380	34,961	40,601	
Payroll Taxes	11,187	11,022	10,638	10,432	
<b>Personnel Services</b>	<b>165,448</b>	<b>167,023</b>	<b>166,394</b>	<b>177,845</b>	-
Supplies	24,267	25,138	13,726	8,876	
Communications	3,040	4,367	5,000	5,000	
Training, Travel and Memberships	20,484	19,381	32,332	35,960	
<b>Material &amp; Services</b>	<b>47,791</b>	<b>48,886</b>	<b>51,058</b>	<b>49,836</b>	-
<b>Program Total</b>	<b>213,239</b>	<b>215,909</b>	<b>217,452</b>	<b>227,681</b>	-
<b>Department Staff</b>					
Full Time	1.00	1.00	1.00	1.00	
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	
Part Time (FTE)	0.02	0.01	0.01	0.01	



**Division: Park & Recreation Services**

Department: Aquatics

Program: Aloha Swim Center

**KEY PERFORMANCE INDICATORS**

<b>Description</b>	<b>Prior Year Actual 2013/14</b>	<b>Prior Year Actual 2014/15</b>	<b>Projected Outcome 2015/16</b>	<b>Proposed Outcome 2016/17</b>
<b>Workloads:</b>				
Attendance	132,327	165,761	168,000	172,000
Number of classes held	1,014	1,224	1,225	1,250
% of classes held vs. offered	86%	86%	88%	100%
<b>Performance Measures:</b>				
Estimated center cost per visit	\$4.68	\$3.69	\$3.42	\$3.86
<b>Goal Outcome Measures:</b>				
Average enrollment as a % of class minimums	179%	192%	216%	100%
Revenues as a % needed to meet cost recovery	N/A	57%	46%	N/A

**Division: Park & Recreation Services**

Department: Aquatics

Program: Aloha Swim Center

<b>Description</b>	<b>Prior Year Actual 2013/14</b>	<b>Prior Year Actual 2014/15</b>	<b>Adopted Budget 2015/16</b>	<b>Proposed Budget 2016/17</b>	<b>Approved Budget 2016/17</b>
<b>Program Appropriations</b>					
F.T. Salary	193,121	146,322	151,791	116,284	
R.P.T. Salary	79,274	82,018	91,987	94,738	
P.T. Salary	170,467	211,908	294,336	296,957	
Employee Benefits	123,721	113,776	104,717	92,610	
Payroll Taxes	48,754	48,738	54,140	51,060	
<b>Personnel Services</b>	<b>615,337</b>	<b>602,762</b>	<b>696,971</b>	<b>651,649</b>	<b>-</b>
Supplies	4,023	8,968	8,980	11,465	
<b>Material &amp; Services</b>	<b>4,023</b>	<b>8,968</b>	<b>8,980</b>	<b>11,465</b>	<b>-</b>
<b>Program Total</b>	<b>619,360</b>	<b>611,730</b>	<b>705,951</b>	<b>663,114</b>	<b>-</b>
<b>Department Staff</b>					
Full Time	3.00	3.00	2.00	2.00	
Regular Part Time (FTE)	1.75	1.75	1.75	1.75	
Part Time (FTE)	9.06	9.43	11.57	11.33	
<b>Funded Service Level</b>					
Program Hours	6,799	8,243	8,975	9,654	
Contact Hours	213,508	222,175	234,473	238,889	

**Division: Park & Recreation Services**  
 Department: Aquatics  
 Program: Tualatin Hills Aquatic Center

**KEY PERFORMANCE INDICATORS**

Description	Prior Year Actual 2013/14	Prior Year Actual 2014/15	Projected Outcome 2015/16	Proposed Outcome 2016/17
<b>Workloads:</b>				
Attendance	280,612	260,091	261,110	261,225
Number of classes held	884	941	925	905
% of classes held vs. offered	94%	96%	90%	100%
<b>Performance Measures:</b>				
Estimated cost per visit	\$3.09	\$3.29	\$3.44	\$3.65
<b>Goal Outcome Measures:</b>				
Average enrollment as a % of class minimums	213%	206%	198%	100%
Revenues as a % needed to meet cost recovery	N/A	46%	42%	N/A

**Division: Park & Recreation Services**  
 Department: Aquatics  
 Program: Tualatin Hills Aquatic Center

Description	Prior Year Actual 2013/14	Prior Year Actual 2014/15	Adopted Budget 2015/16	Proposed Budget 2016/17	Approved Budget 2016/17
<b>Program Appropriations</b>					
F.T. Salary	362,695	334,297	344,261	351,777	
R.P.T. Salary	34,812	37,195	39,352	39,859	
P.T. Salary	223,699	247,245	291,841	299,912	
Employee Benefits	172,972	166,799	166,140	183,045	
Payroll Taxes	68,398	66,116	68,863	69,376	
<b>Personnel Services</b>	<b>862,576</b>	<b>851,652</b>	<b>910,457</b>	<b>943,969</b>	-
Supplies	4,426	5,161	6,552	8,775	
Small Furniture & Equipment	-	-	500	-	
<b>Material &amp; Services</b>	<b>4,426</b>	<b>5,161</b>	<b>7,052</b>	<b>8,775</b>	-
<b>Program Total</b>	<b>867,002</b>	<b>856,813</b>	<b>917,509</b>	<b>952,744</b>	-
<b>Department Staff</b>					
Full Time	6.00	6.00	5.00	5.00	
Regular Part Time (FTE)	0.88	0.88	0.88	0.88	
Part Time (FTE)	9.83	10.25	12.09	12.04	
<b>Funded Service Level</b>					
Program Hours	8,729	8,051	9,496	8,434	
Contact Hours	317,201	347,351	324,726	339,912	

**Division: Park & Recreation Services**

Department: Aquatics

Program: Beaverton Swim Center

**KEY PERFORMANCE INDICATORS**

<b>Description</b>	<b>Prior Year Actual 2013/14</b>	<b>Prior Year Actual 2014/15</b>	<b>Projected Outcome 2015/16</b>	<b>Proposed Outcome 2016/17</b>
<b>Workloads:</b>				
Attendance	86,016	96,124	95,000	98,000
Number of classes held	1,323	1,160	1,250	1,300
% of classes held vs. offered	96%	94%	95%	100%
<b>Performance Measures:</b>				
Estimated cost per visit	\$8.17	\$7.90	\$8.24	\$7.93
<b>Goal Outcome Measures:</b>				
Average enrollment as a % of class minimums	316%	191%	180%	100%
Revenues as a % needed to meet cost recovery	N/A	37%	47%	N/A

**Division: Park & Recreation Services**

Department: Aquatics

Program: Beaverton Swim Center

<b>Description</b>	<b>Prior Year Actual 2013/14</b>	<b>Prior Year Actual 2014/15</b>	<b>Adopted Budget 2015/16</b>	<b>Proposed Budget 2016/17</b>	<b>Approved Budget 2016/17</b>
<b>Program Appropriations</b>					
F.T. Salary	247,253	290,442	283,104	298,007	
R.P.T. Salary	76,300	32,693	43,295	-	
P.T. Salary	187,888	225,673	273,516	277,345	
Employee Benefits	128,893	145,760	135,080	129,141	
Payroll Taxes	57,884	60,816	61,797	59,069	
<b>Personnel Services</b>	<b>698,218</b>	<b>755,384</b>	<b>796,792</b>	<b>763,562</b>	<b>-</b>
Supplies	4,808	4,075	10,597	13,888	
<b>Material &amp; Services</b>	<b>4,808</b>	<b>4,075</b>	<b>10,597</b>	<b>13,888</b>	<b>-</b>
<b>Program Total</b>	<b>703,026</b>	<b>759,459</b>	<b>807,389</b>	<b>777,450</b>	<b>-</b>
<b>Department Staff</b>					
Full Time	4.00	4.00	4.00	4.00	
Regular Part Time (FTE)	1.75	1.75	0.88	0.00	
Part Time (FTE)	10.80	11.48	12.20	11.74	
<b>Funded Service Level</b>					
Program Hours	9,020	9,355	10,352	10,144	
Contact Hours	192,742	198,394	197,257	197,014	

**Division: Park & Recreation Services**

Department: Aquatics

Program: Harman Swim Center

**KEY PERFORMANCE INDICATORS**

<b>Description</b>	<b>Prior Year Actual 2013/14</b>	<b>Prior Year Actual 2014/15</b>	<b>Projected Outcome 2015/16</b>	<b>Proposed Outcome 2016/17</b>
<b>Workloads:</b>				
Attendance	127,617	122,056	115,000	125,000
Number of classes held	596	663	655	640
% of classes held vs. offered	80%	82%	80%	100%
<b>Performance Measures:</b>				
Estimated cost per visit	\$5.43	\$5.33	\$5.88	\$5.56
<b>Goal Outcome Measures:</b>				
Average enrollment as a % of class minimums	182%	178%	165%	100%
Revenues as a % needed to meet cost recovery	N/A	39%	35%	N/A

**Division: Park & Recreation Services**

Department: Aquatics

Program: Harman Swim Center

Description	Prior Year Actual 2013/14	Prior Year Actual 2014/15	Adopted Budget 2015/16	Proposed Budget 2016/17	Approved Budget 2016/17
<b>Program Appropriations</b>					
F.T. Salary	251,979	232,286	240,328	248,285	
R.P.T. Salary	101,430	109,940	115,118	58,287	
P.T. Salary	135,711	132,550	167,697	209,167	
Employee Benefits	143,225	119,214	117,638	115,729	
Payroll Taxes	54,963	51,554	54,257	52,216	
<b>Personnel Services</b>	<b>687,308</b>	<b>645,544</b>	<b>695,038</b>	<b>683,684</b>	<b>-</b>
Supplies	5,470	5,097	10,056	11,785	
<b>Material &amp; Services</b>	<b>5,470</b>	<b>5,097</b>	<b>10,056</b>	<b>11,785</b>	<b>-</b>
<b>Program Total</b>	<b>692,778</b>	<b>650,641</b>	<b>705,094</b>	<b>695,469</b>	<b>-</b>
<b>Department Staff</b>					
Full Time	4.00	4.00	4.00	4.00	
Regular Part Time (FTE)	1.76	1.76	1.75	0.88	
Part Time (FTE)	6.66	6.77	7.36	8.80	
<b>Funded Service Level</b>					
Program Hours	6,022	5,845	6,647	5,550	
Contact Hours	131,765	131,071	116,740	127,624	



**Division: Park & Recreation Services**

Department: Aquatics

Program: Sunset Swim Center

**KEY PERFORMANCE INDICATORS**

<b>Description</b>	<b>Prior Year Actual 2013/14</b>	<b>Prior Year Actual 2014/15</b>	<b>Projected Outcome 2015/16</b>	<b>Proposed Outcome 2016/17</b>
<b>Workloads:</b>				
Attendance	132,636	134,292	136,500	137,500
Number of classes held	693	668	794	800
% of classes held vs. offered	97%	99%	91%	100%
<b>Performance Measures:</b>				
Estimated cost per visit	\$3.80	\$3.82	\$4.23	\$4.45
<b>Goal Outcome Measures:</b>				
Average enrollment as a % of class minimums	181%	175%	168%	100%
Revenues as a % needed to meet cost recovery	N/A	41%	37%	N/A

**Division: Park & Recreation Services**

Department: Aquatics

Program: Sunset Swim Center

Description	Prior Year Actual 2013/14	Prior Year Actual 2014/15	Adopted Budget 2015/16	Proposed Budget 2016/17	Approved Budget 2016/17
<b>Program Appropriations</b>					
F.T. Salary	135,400	138,876	144,786	149,551	
R.P.T. Salary	86,091	83,190	95,941	98,146	
P.T. Salary	145,606	154,949	210,355	204,203	
Employee Benefits	91,187	86,936	101,054	101,058	
Payroll Taxes	40,956	40,779	46,304	45,713	
<b>Personnel Services</b>	<b>499,240</b>	<b>504,730</b>	<b>598,440</b>	<b>598,671</b>	<b>-</b>
Supplies	5,130	8,925	11,230	13,361	
<b>Material &amp; Services</b>	<b>5,130</b>	<b>8,925</b>	<b>11,230</b>	<b>13,361</b>	<b>-</b>
<b>Program Total</b>	<b>504,370</b>	<b>513,655</b>	<b>609,670</b>	<b>612,032</b>	<b>-</b>
<b>Department Staff</b>					
Full Time	2.00	2.00	2.00	2.00	
Regular Part Time (FTE)	1.75	1.75	1.75	1.75	
Part Time (FTE)	7.46	7.62	8.00	7.81	
<b>Funded Service Level</b>					
Program Hours	6,363	6,218	6,530	6,342	
Contact Hours	146,807	151,890	161,067	161,822	

**Division: Park & Recreation Services**

Department: Aquatics

Program: Raleigh Swim Center

**KEY PERFORMANCE INDICATORS**

<b>Description</b>	<b>Prior Year Actual 2013/14</b>	<b>Prior Year Actual 2014/15</b>	<b>Projected Outcome 2015/16</b>	<b>Proposed Outcome 2016/17</b>
<b>Workloads:</b>				
Attendance	15,239	17,931	18,128	22,500
Number of classes held	77	89	62	52
% of classes held vs. offered	81%	86%	65%	100%
<b>Performance Measures:</b>				
Estimated cost per visit	\$2.05	\$2.26	\$2.87	\$2.94
<b>Goal Outcome Measures:</b>				
Average enrollment as a % of class minimums	147%	144%	161%	100%
Revenues as a % needed to meet cost recovery	N/A	36%	33%	N/A

**Division: Park & Recreation Services**

Department: Aquatics

Program: Raleigh Swim Center

Description	Prior Year Actual 2013/14	Prior Year Actual 2014/15	Adopted Budget 2015/16	Proposed Budget 2016/17	Approved Budget 2016/17
<b>Program Appropriations</b>					
P.T. Salary	26,971	34,769	49,366	57,847	
Payroll Taxes	3,000	3,728	4,937	5,785	
<b>Personnel Services</b>	<b>29,971</b>	<b>38,497</b>	<b>54,303</b>	<b>63,632</b>	-
Supplies	1,279	2,037	2,199	2,514	
<b>Material &amp; Services</b>	<b>1,279</b>	<b>2,037</b>	<b>2,199</b>	<b>2,514</b>	-
<b>Program Total</b>	<b>31,250</b>	<b>40,534</b>	<b>56,502</b>	<b>66,146</b>	-
<b>Department Staff</b>					
Full Time	0.00	0.00	0.00	0.00	
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	
Part Time (FTE)	3.37	3.38	3.88	2.29	
<b>Funded Service Level</b>					
Program Hours	1,174	1,068	1,313	1,641	
Contact Hours	55,158	50,104	63,325	72,538	

**Division: Park & Recreation Services**  
 Department: Aquatics  
 Program: Somerset West Swim Center

**KEY PERFORMANCE INDICATORS**

Description	Prior Year Actual 2013/14	Prior Year Actual 2014/15	Projected Outcome 2015/16	Proposed Outcome 2016/17
<b>Workloads:</b>				
Attendance	16,442	17,002	18,000	24,000
Number of classes held	236	284	268	275
% of classes held vs. offered	100%	96%	91%	100%
<b>Performance Measures:</b>				
Estimated cost per visit	\$2.85	\$3.03	\$3.57	\$3.69
<b>Goal Outcome Measures:</b>				
Average enrollment as a % of class minimums	160%	169%	189%	100%
Revenues as a % needed to meet cost recovery	N/A	61%	47%	N/A

**Division: Park & Recreation Services**  
 Department: Aquatics  
 Program: Somerset West Swim Center

Description	Prior Year Actual 2013/14	Prior Year Actual 2014/15	Adopted Budget 2015/16	Proposed Budget 2016/17	Approved Budget 2016/17
<b>Program Appropriations</b>					
P.T. Salary	42,005	44,199	65,269	77,031	
Payroll Taxes	4,737	4,961	6,527	7,703	
<b>Personnel Services</b>	<b>46,742</b>	<b>49,160</b>	<b>71,796</b>	<b>84,734</b>	-
Supplies	102	2,338	2,700	3,798	
<b>Material &amp; Services</b>	<b>102</b>	<b>2,338</b>	<b>2,700</b>	<b>3,798</b>	-
<b>Program Total</b>	<b>46,844</b>	<b>51,498</b>	<b>74,496</b>	<b>88,532</b>	-
<b>Department Staff</b>					
Full Time	0.00	0.00	0.00	0.00	
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	
Part Time (FTE)	2.19	2.22	2.60	2.92	
<b>Funded Service Level</b>					
Program Hours	2,195	2,218	2,290	3,063	
Contact Hours	77,990	80,419	75,807	105,422	





**TUALATIN HILLS**  
PARK & RECREATION DISTRICT

## SPORTS

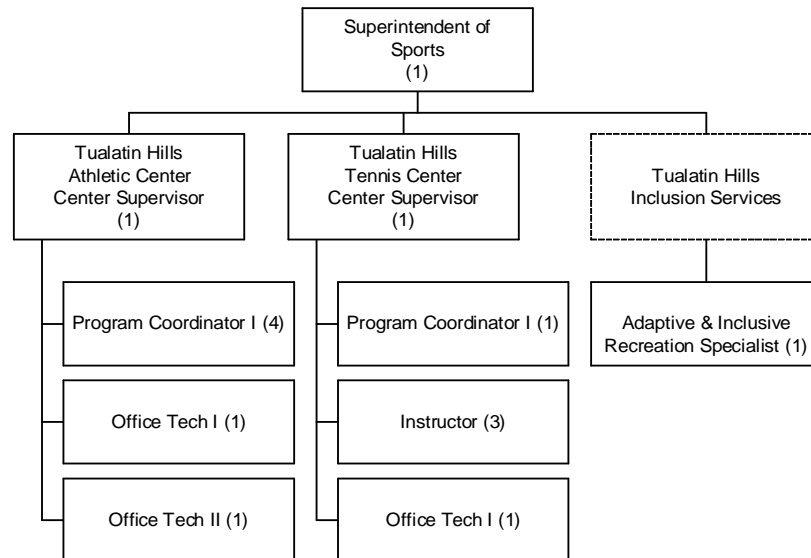


*Tualatin Hills Athletic Center*  
*Tualatin Hills Tennis Center*  
*Camp Rivendale*



# PARK & RECREATION SERVICES DIVISION

Sports Department



## Department Overview

The superintendent of sports is responsible to the director of Park & Recreation Services and oversees recreational services for the Tennis Center, Athletic Center, sports fields, tennis courts, affiliated sports organizations, and the Beaverton School District (BSD) intergovernmental agreement. Additionally the superintendent of sports will oversee the district's inclusion services program, including Camp Rivendale, and developing and implementing an adaptive recreation program.

The Athletic Center provides as many as 200 diverse programs quarterly, districtwide sports leagues that involve over 20,000 participants and numerous tournaments and special events. The Tennis Center provides instruction, leagues and tournaments for youth and adults, working with the Greater Portland Tennis Council and United State Tennis Association. This department works with affiliated sports governing bodies, field and program steering committees, coordinating with other departments and the BSD to offer services.

## FY 2015/16 Accomplishments

Continued implementation of the district's cost recovery philosophy adopted in 2014.

Completed affiliation agreements for field sport organizations.

Expanded inclusive sports camps and teen adventure recreation programming.

Enhanced socialization components in adult sports leagues.

Hosted national girls softball tournament.

Developed and implemented tennis staff instruction training program.

Expanded recreational programming for patrons with disabilities.

Created the Athletic Facilities Functional Plan, adopted by the board in March 2016.

## FY 2016/17 Goals and Objectives

Continued implementation of the district's cost recovery philosophy adopted in 2014.

Integrate Access for All program development and delivery.

Expand and coordinate internal and external Access for All outreach around programming.

Begin implementation of the Athletic Facilities Functional Plan.

**Budget Highlights**

The proposed budget includes the transfer of Adaptive Recreation and Inclusion Services from the Programs and Special Activities Department to the Sports Department.

The proposed budget also includes the transfer of a regular part-time Office Tech position from the Tennis Center to the Athletic Center and upgrade of this position to a full-time position. This represents an approved business plan under the goal of providing quality sports and recreation facilities and programs for park district residents and workers of all ages, cultural backgrounds, abilities and income levels.

**Division: Park & Recreation Services**  
**Department: Sports**

Description	Prior Year Actual 2013/14	Prior Year Actual 2014/15	Adopted Budget 2015/16	Proposed Budget 2016/17	Approved Budget 2016/17
<b>Summary of Appropriations</b>					
Personnel Services	1,268,483	1,319,056	2,536,158	3,052,130	-
Materials & Services	324,901	310,967	388,090	434,054	-
<b>Total Appropriations</b>	<b>1,593,384</b>	<b>1,630,023</b>	<b>2,924,248</b>	<b>3,486,184</b>	<b>-</b>

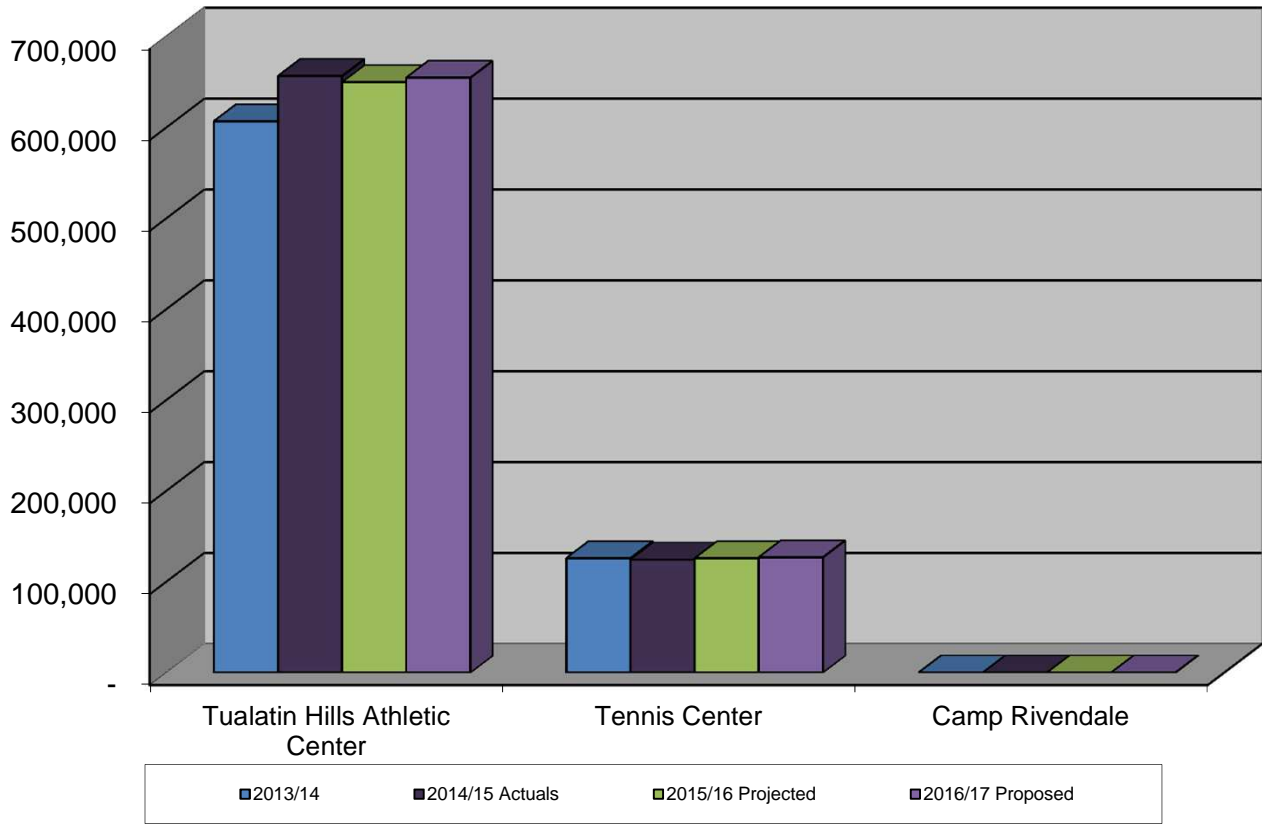
<b>Summary by Program</b>					
Superintendent of Sports	288,706	298,855	316,066	563,321	-
Tualatin Hills Athletic Center	1,304,678	1,331,168	1,532,906	1,711,697	-
Camp Rivendale	-	-	-	158,434	-
Tennis Center	-	-	1,075,276	1,052,732	-
<b>Total Appropriations</b>	<b>1,593,384</b>	<b>1,630,023</b>	<b>2,924,248</b>	<b>3,486,184</b>	<b>-</b>

<b>Division Staff</b>					
Full Time	7.00	7.00	13.00	15.00	0.00
Regular Part Time (FTE)	1.75	1.75	5.24	4.38	0.00
Part Time (FTE)	20.16	20.16	26.95	38.04	0.00

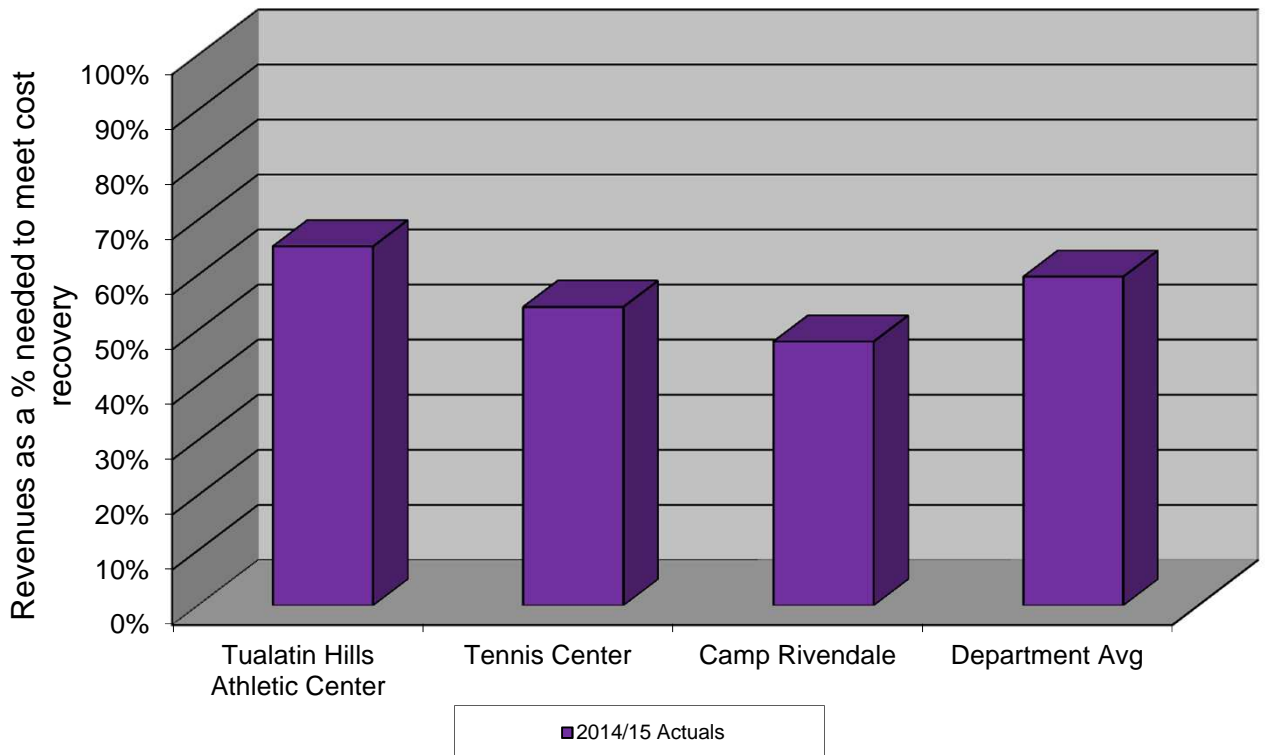
<b>Funded Service Level</b>					
Program Hours	10,563	10,238	46,332	45,828	-
Contact Hours	283,565	282,509	406,687	439,220	-

Note: As of FY 2015/16 the Tennis Center was moved to the Sports department.  
As of FY 2016/17 Camp Rivendale was moved to the Sports department.

### Attendance by Center



### Cost Recovery Progress



**Division: Park & Recreation Services**  
 Department: Sports  
 Program: Superintendent of Sports

Description	Prior Year Actual 2013/14	Prior Year Actual 2014/15	Adopted Budget 2015/16	Proposed Budget 2016/17	Approved Budget 2016/17
<b>Program Appropriations</b>					
F.T. Salary	159,500	166,540	174,130	168,326	
P.T. Salary	-	-	-	232,459	
Employee Benefits	73,588	75,751	75,240	61,571	
Payroll Taxes	15,112	15,307	16,756	38,880	
<b>Personnel Services</b>	<b>248,200</b>	<b>257,598</b>	<b>266,126</b>	<b>501,236</b>	-
Rental Facilities	31,103	31,439	42,500	35,000	
Communications	3,627	5,009	1,000	5,100	
Supplies	1,498	2,955	2,000	13,935	
Training, Travel and Memberships	3,283	1,086	4,440	8,050	
Small Furniture and Equipment	995	768	-	-	
<b>Material &amp; Services</b>	<b>40,506</b>	<b>41,257</b>	<b>49,940</b>	<b>62,085</b>	-
<b>Program Total</b>	<b>288,706</b>	<b>298,855</b>	<b>316,066</b>	<b>563,321</b>	-
<b>Department Staff</b>					
Full Time	2.00	2.00	2.00	2.00	
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	
Part Time (FTE)	0.00	0.00	0.00	7.19	

**Division: Park & Recreation Services**  
 Department: Sports  
 Program: Tualatin Hills Athletic Center

**KEY PERFORMANCE INDICATORS**

Description	Prior Year Actual 2013/14	Prior Year Actual 2014/15	Projected Outcome 2015/16	Proposed Outcome 2016/17
<b>Workloads:</b>				
Attendance	607,130	656,889	650,000	655,000
Number of classes held	537	573	580	585
% of classes held vs. offered	88%	81%	84%	100%
<b>Performance Measures:</b>				
Estimated cost per visit	\$2.15	\$2.03	\$2.21	\$2.61
<b>Goal Outcome Measures:</b>				
Average enrollment as a % of class minimums	137%	140%	142%	100%
Revenues as a % needed to meet cost recovery	N/A	65%	45%	TBD

**Division: Park & Recreation Services**  
 Department: Sports  
 Program: Tualatin Hills Athletic Center

Description	Prior Year Actual 2013/14	Prior Year Actual 2014/15	Adopted Budget 2015/16	Proposed Budget 2016/17	Approved Budget 2016/17
<b>Program Appropriations</b>					
F.T. Salary	267,021	306,352	320,217	436,644	
R.P.T.Salary	87,373	85,574	90,898	92,045	
P.T. Salary	432,852	411,313	551,084	528,919	
Employee Benefits	145,366	171,062	173,292	230,464	
Payroll Taxes	87,671	87,157	96,066	103,950	
<b>Personnel Services</b>	<b>1,020,283</b>	<b>1,061,458</b>	<b>1,231,557</b>	<b>1,392,022</b>	-
Professional and Technical Services	120,015	123,065	149,330	131,050	
Supplies	161,681	144,109	147,951	184,025	
Communication	150	567	1,000	1,000	
Training, Travel and Memberships	1,953	1,311	1,968	2,500	
Small Furniture and Equipment	596	658	1,100	1,100	
<b>Material &amp; Services</b>	<b>284,395</b>	<b>269,710</b>	<b>301,349</b>	<b>319,675</b>	-
<b>Program Total</b>	<b>1,304,678</b>	<b>1,331,168</b>	<b>1,532,906</b>	<b>1,711,697</b>	-
<b>Department Staff</b>					
Full Time	5.00	5.00	5.00	7.00	
Regular Part Time (FTE)	1.75	1.75	1.75	1.75	
Part Time (FTE)	20.16	20.16	21.78	20.97	

**Division: Park & Recreation Services**

Department: Sports

Program: Tennis Center

**KEY PERFORMANCE INDICATORS**

<b>Description</b>	<b>Prior Year Actual 2013/14</b>	<b>Prior Year Actual 2014/15</b>	<b>Projected Outcome 2015/16</b>	<b>Proposed Outcome 2016/17</b>
<b>Workloads:</b>				
Attendance	126,174	124,601	125,858	127,000
Number of classes held	1,272	1,412	1,425	1,440
% of classes held vs. offered	86%	93%	93%	100%
<b>Performance Measures:</b>				
Estimated cost per visit	\$7.88	\$8.28	\$8.54	\$8.29
<b>Goal Outcome Measures:</b>				
Average enrollment as a % of class minimums	132%	170%	161%	100%
Revenues as a % needed to meet cost recovery	N/A	54%	53%	TBD



**Division: Park & Recreation Services**  
 Department: Sports  
 Program: Tennis Center

Description	Prior Year Actual 2013/14	Prior Year Actual 2014/15	Adopted Budget 2015/16	Proposed Budget 2016/17	Approved Budget 2016/17
<b>Program Appropriations</b>					
F.T. Salary	361,163	373,657	384,659	392,208	
R.P.T. Salary	167,232	173,350	183,240	144,363	
P.T. Salary	131,312	141,100	147,903	150,497	
Employee Benefits	237,042	247,219	249,042	259,055	
Payroll Taxes	70,886	72,682	73,631	69,719	
<b>Personnel Services</b>	<b>967,635</b>	<b>1,008,008</b>	<b>1,038,475</b>	<b>1,015,842</b>	-
Supplies	25,548	22,123	34,461	34,510	
Communications	104	-	-	-	
Training, Travel and Memberships	1,328	2,102	2,340	2,380	
<b>Material &amp; Services</b>	<b>26,980</b>	<b>24,225</b>	<b>36,801</b>	<b>36,890</b>	-
<b>Program Total</b>	<b>994,615</b>	<b>1,032,233</b>	<b>1,075,276</b>	<b>1,052,732</b>	-
<b>Department Staff</b>					
Full Time	6.00	6.00	6.00	6.00	
Regular Part Time (FTE)	3.49	3.49	3.49	2.63	
Part Time (FTE)	5.86	5.51	5.17	5.16	
<b>Funded Service Level</b>					
Program Hours	37,771	35,766	36,165	34,651	
Contact Hours	154,919	129,756	130,188	124,733	

**Division: Park & Recreation Services**  
 Department: Programs and Special Activities  
 Program: Camp Rivendale

**KEY PERFORMANCE INDICATORS**

Description	Prior Year Actual 2013/14	Prior Year Actual 2014/15	Projected Outcome 2015/16	Proposed Outcome 2016/17
<b>Workloads:</b>				
Attendance	440	440	442	460
<b>Goal Outcome Measures:</b>				
Average enrollment as a % of class minimums	317%	317%	318%	100%
Revenues as a % needed to meet cost recovery	N/A	48%	38%	TBD

**Division: Park & Recreation Services**

Department: Sports

Program: Camp Rivendale

Description	Prior Year Actual 2013/14	Prior Year Actual 2014/15	Adopted Budget 2015/16	Proposed Budget 2016/17	Approved Budget 2016/17
<b>Program Appropriations</b>					
P.T. Salary	107,026	113,121	126,259	130,027	
Payroll Taxes	12,091	12,429	12,626	13,003	
<b>Personnel Services</b>	<b>119,117</b>	<b>125,550</b>	<b>138,885</b>	<b>143,030</b>	<b>-</b>
Rental Equipment	10,187	8,813	5,940	6,089	
Supplies	8,255	8,444	8,882	9,103	
Training, Travel and Memberships	193	119	206	212	
<b>Material &amp; Services</b>	<b>18,635</b>	<b>17,376</b>	<b>15,028</b>	<b>15,404</b>	<b>-</b>
<b>Program Total</b>	<b>137,752</b>	<b>142,926</b>	<b>153,913</b>	<b>158,434</b>	<b>-</b>
<b>Department Staff</b>					
Full Time	0.00	0.00	0.00	0.00	
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	
Part Time (FTE)	4.45	4.76	4.65	4.72	
<b>Funded Service Level</b>					
Program Hours	480	560	600	600	
Contact Hours	24,000	28,000	30,000	30,000	





**TUALATIN HILLS**  
PARK & RECREATION DISTRICT

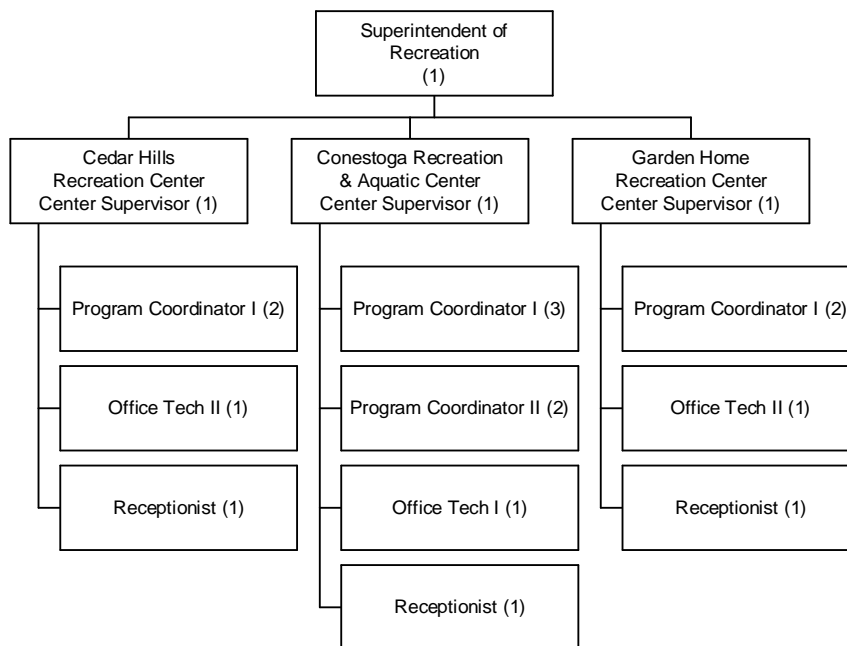
## RECREATION



*Cedar Hills Recreation Center*  
*Conestoga Recreation & Aquatic Center*  
*Garden Home Recreation Center*

# PARK & RECREATION SERVICES DIVISION

Recreation Department



## Department Overview

The superintendent of Recreation is responsible to the director of Park & Recreation Services and oversees the operation of the three recreation centers, their programs, and staff.

The Recreation Department plans, organizes, and administers the operational and personnel activities of a comprehensive recreation program. These recreation facilities provide as many as 400 diverse recreation programs, special events, and after school programs quarterly. This department also oversees the planning and operation of the Tualatin Hills Rec Mobile program and the Cedar Mill Farmers Market.

## FY 2015/16 Accomplishments

Participated on the Washington County Community Health Improvement Plan team to develop methods to holistically improve the health of all community members county wide.

Held first annual Cedar Hills Recreation Center 5K run and family walk. Participants in the event included 160 runners and 250 walkers.

Implemented USDA Hot Meal Program in partnership with the Beaverton School District. It is estimated that we will provide over 17,000 hot meals to participants in the after school programs at Cedar Hills Recreation Center, Conestoga Recreation & Aquatic Center and Garden Home Recreation Center.

Increased outreach to low-income families and seniors by expanding access through partnerships with FamilyCare Health Plan, Silver Sneakers, Silver & Fit and RxPlay.

Partnered with Youth Running Magazine and Stoller Middle School to host a National Run-A-Mile-Day race, with over 800 youth participating.

Conestoga Recreation & Aquatic Center has partnered with Oregon State University to offer "Go, Baby Go," a program that provides modified, ride-on cars to young children with disabilities so they can move around independently.

Partnered with FamilyCare Health Plan to host four flu shot clinics in the month of October. Over 220 community members received flu vaccinations. These clinics were held at Cedar Hills Recreation Center, Conestoga Recreation & Aquatic Center, Garden Home Recreation Center and the Tualatin Hills Nature Center.

**FY 2016/17 Goals and Objectives**

Continued implementation of the district's cost recovery philosophy adopted in 2014.

Develop programs for underserved populations, consistent with the district's Access for All initiative.

Continue to partner with new or current medical community partners in an effort to promote improved health and wellness opportunities.

Build upon current after school programs that create safe environments for children of working adults. After school programs allow children homework assistance, social development, exercise and healthy meal programs.

Continue to standardize operations for all three recreation centers.

**Budget Highlights**

The proposed budget reflects transfer of the Rec Mobile operations from Cedar Hills Recreation Center to Garden Home Recreation Center.

**Division: Park & Recreation Services**  
 Department: Recreation

Description	Prior Year Actual 2013/14	Prior Year Actual 2014/15	Adopted Budget 2015/16	Proposed Budget 2016/17	Approved Budget 2016/17
<b>Summary of Appropriations</b>					
Personnel Services	4,189,194	4,240,266	4,612,544	4,918,412	-
Materials & Services	358,014	348,386	476,819	495,433	-
<b>Total Appropriations</b>	<b>4,547,208</b>	<b>4,588,652</b>	<b>5,089,363</b>	<b>5,413,845</b>	<b>-</b>

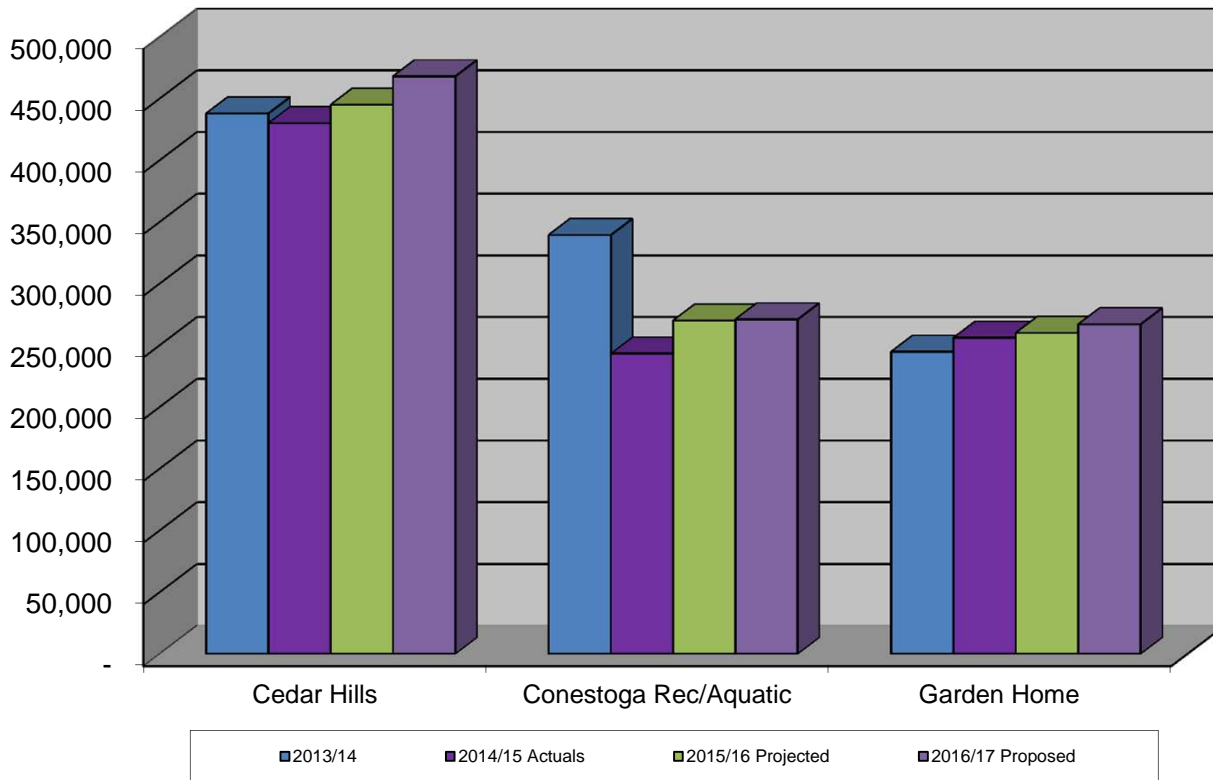
<b>Summary by Program</b>					
Superintendent of Recreation	190,728	195,443	204,312	216,741	-
Cedar Hills Recreation Center	1,463,835	1,482,345	1,620,320	1,643,848	-
Conestoga Rec. & Aquatic Center	1,947,323	2,001,695	2,145,801	2,341,735	-
Garden Home Recreation Center	945,322	909,169	1,118,930	1,211,521	-
<b>Total Appropriations</b>	<b>4,547,208</b>	<b>4,588,652</b>	<b>5,089,363</b>	<b>5,413,845</b>	<b>-</b>

<b>Division Staff</b>					
Full Time	19.00	19.00	19.00	19.00	0.00
Regular Part Time (FTE)	4.39	3.52	3.52	3.52	0.00
Part Time (FTE)	76.76	77.55	79.08	85.41	0.00

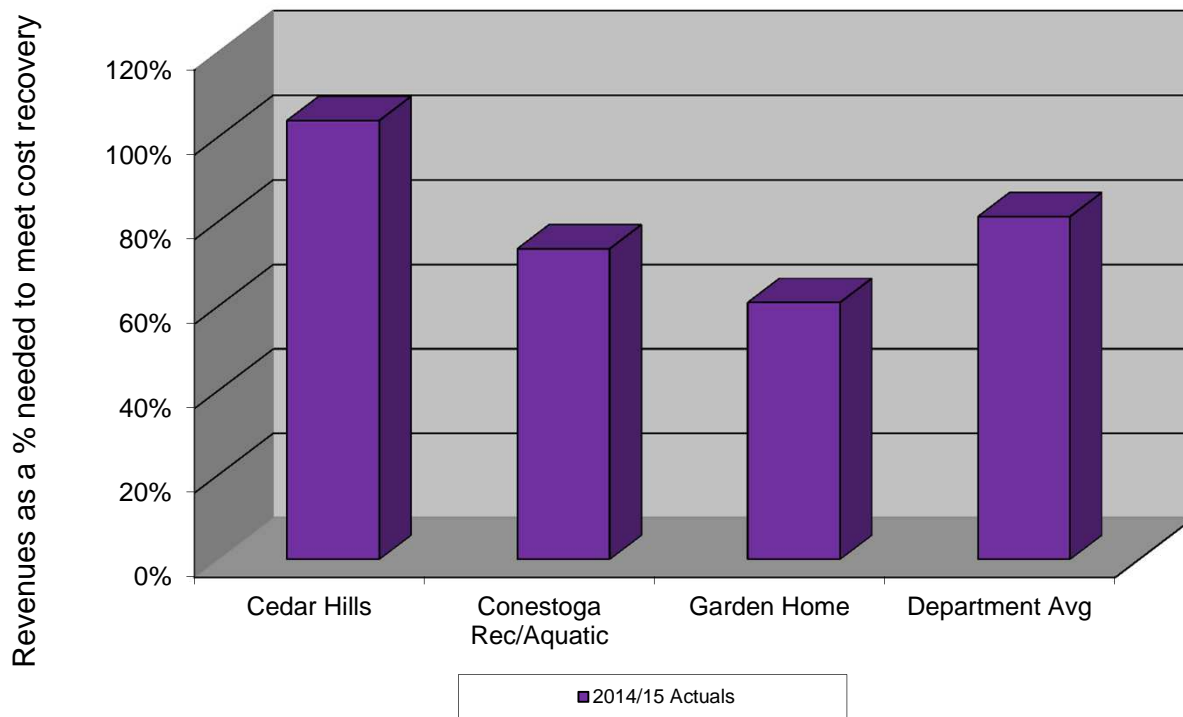
<b>Funded Service Level</b>					
Program Hours	69,536	71,857	73,048	74,302	-
Contact Hours	1,732,202	1,807,815	1,812,394	1,727,239	-



### Attendance by Center



### Cost Recovery Progress



**Division: Park & Recreation Services**  
 Department: Recreation  
 Program: Superintendent of Recreation

Description	Prior Year Actual 2013/14	Prior Year Actual 2014/15	Adopted Budget 2015/16	Proposed Budget 2016/17	Approved Budget 2016/17
<b>Program Appropriations</b>					
F.T. Salary	109,052	118,284	120,411	126,428	
Employee Benefits	45,272	46,953	45,881	51,813	
Payroll Taxes	10,585	11,129	10,600	10,394	
	<b>164,909</b>	<b>176,366</b>	<b>176,892</b>	<b>188,635</b>	-
Communications	3,513	4,207	3,360	3,900	
Supplies	7,989	5,169	12,000	12,116	
Training, Travel and Memberships	11,690	9,701	12,060	12,090	
Small Furniture, Fixtures and Equip.	2,627	-	-	-	
<b>Material &amp; Services</b>	<b>25,819</b>	<b>19,077</b>	<b>27,420</b>	<b>28,106</b>	-
<b>Program Total</b>	<b>190,728</b>	<b>195,443</b>	<b>204,312</b>	<b>216,741</b>	-
<b>Department Staff</b>					
Full Time	1.00	1.00	1.00	1.00	
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	
Part Time (FTE)	0.00	0.00	0.00	0.00	

**Division: Park & Recreation Services**  
 Department: Recreation  
 Program: Cedar Hills Recreation Center

**KEY PERFORMANCE INDICATORS**

Description	Prior Year Actual 2013/14	Prior Year Actual 2014/15	Projected Outcome 2015/16	Proposed Outcome 2016/17
<b>Workloads:</b>				
Attendance	437,966	430,108	445,000	468,000
Number of classes held	1,320	1,615	1,613	1,613
% of classes held vs. offered	90%	97%	98%	100%
<b>Performance Measures:</b>				
Estimated center cost per visit	\$3.34	\$3.45	\$3.64	\$3.51
<b>Goal Outcome Measures:</b>				
Average enrollment as a % of class minimums	149%	145%	150%	100%
Revenues as a % needed to meet cost recovery	N/A	104%	85%	TBD

**Division: Park & Recreation Services**  
 Department: Recreation  
 Program: Cedar Hills Recreation Center

Description	Prior Year Actual 2013/14	Prior Year Actual 2014/15	Adopted Budget 2015/16	Proposed Budget 2016/17	Approved Budget 2016/17
<b>Program Appropriations</b>					
F.T. Salary	283,700	293,486	302,972	319,009	
R.P.T. Salary	40,707	43,590	45,423	47,391	
P.T. Salary	773,264	759,644	847,463	846,887	
Employee Benefits	135,884	149,648	150,423	178,131	
Payroll Taxes	121,276	118,212	118,158	118,836	
<b>Personnel Services</b>	<b>1,354,831</b>	<b>1,364,580</b>	<b>1,464,439</b>	<b>1,510,254</b>	-
Other Services	-	3,596	3,181	-	
Supplies	106,704	113,659	148,985	129,793	
Communication	-	25	-	-	
Training, Travel and Memberships	394	119	1,276	1,301	
Small Furniture and Equipment	1,906	366	2,439	2,500	
<b>Material &amp; Services</b>	<b>109,004</b>	<b>117,765</b>	<b>155,881</b>	<b>133,594</b>	-
<b>Program Total</b>	<b>1,463,835</b>	<b>1,482,345</b>	<b>1,620,320</b>	<b>1,643,848</b>	-
<b>Department Staff</b>					
Full Time	5.00	5.00	5.00	5.00	
Regular Part Time (FTE)	0.88	0.88	0.88	0.88	
Part Time (FTE)	25.05	24.31	26.29	25.27	
<b>Funded Service Level</b>					
Program Hours	26,427	26,189	27,214	25,758	
Contact Hours	549,700	550,728	548,519	471,971	

**Division: Park & Recreation Services**  
 Department: Recreation  
 Program: Conestoga Recreation & Aquatic Center

**KEY PERFORMANCE INDICATORS**

Description	Prior Year Actual 2013/14	Prior Year Actual 2014/15	Projected Outcome 2015/16	Proposed Outcome 2016/17
<b>Workloads:</b>				
Attendance	339,417	243,274	270,000	271,000
Number of classes held	1,875	1,749	1,780	1,780
% of classes held vs. offered	89%	94%	91%	100%
<b>Performance Measures:</b>				
Estimated cost per visit	\$5.74	\$8.23	\$7.95	\$8.64
<b>Goal Outcome Measures:</b>				
Average enrollment as a % of class minimums	146%	180%	197%	100%
Revenues as a % needed to meet cost recovery	N/A	74%	71%	TBD

**Division: Park & Recreation Services**  
 Department: Recreation  
 Program: Conestoga Recreation & Aquatic Center

Description	Prior Year Actual 2013/14	Prior Year Actual 2014/15	Adopted Budget 2015/16	Proposed Budget 2016/17	Approved Budget 2016/17
<b>Program Appropriations</b>					
F.T. Salary	489,287	503,353	514,867	531,064	
R.P.T. Salary	125,386	81,031	78,059	71,769	
P.T. Salary	779,487	860,525	968,356	1,105,087	
Employee Benefits	281,931	287,554	287,001	303,709	
Payroll Taxes	153,282	157,745	157,948	171,037	
<b>Personnel Services</b>	<b>1,829,373</b>	<b>1,890,208</b>	<b>2,006,231</b>	<b>2,182,666</b>	-
Professional and Technical Services	5,955	1,570	-	-	
Communication	195	200	9,050	2,300	
Supplies	102,632	106,381	118,520	154,769	
Training, Travel and Memberships	1,033	1,171	-	-	
Small Furniture, Fixtures and Equip.	8,135	2,165	12,000	2,000	
<b>Material &amp; Services</b>	<b>117,950</b>	<b>111,487</b>	<b>139,570</b>	<b>159,069</b>	-
<b>Program Total</b>	<b>1,947,323</b>	<b>2,001,695</b>	<b>2,145,801</b>	<b>2,341,735</b>	-
<b>Department Staff</b>					
Full Time	8.00	8.00	8.00	8.00	
Regular Part Time (FTE)	2.63	1.76	1.76	1.76	
Part Time (FTE)	36.05	37.48	37.26	43.84	
<b>Funded Service Level</b>					
Program Hours	23,736	25,872	26,990	29,037	
Contact Hours	849,465	911,176	913,859	826,807	

**Division: Park & Recreation Services**  
 Department: Recreation  
 Program: Conestoga Recreation & Aquatic Center  
 Sub-Program: Aquatics

**KEY PERFORMANCE INDICATORS**

Description	Prior Year Actual 2013/14	Prior Year Actual 2014/15	Projected Outcome 2015/16	Proposed Outcome 2016/17
<b>Workloads:</b>				
Attendance	99,573	100,274	110,000	115,000
Number of classes held	872	830	840	840
% of classes held vs. offered	90%	92%	93%	100%
<b>Performance Measures:</b>				
Estimated cost per visit	\$9.20	\$8.94	\$9.17	\$9.49
<b>Goal Outcome Measures:</b>				
Average enrollment as a % of class minimums	177%	207%	202%	100%
Revenues as a % needed to meet cost recovery	N/A	56%	54%	TBD

**Division: Park & Recreation Services**  
 Department: Recreation  
 Program: Conestoga Recreation & Aquatic Center  
 Sub-Program: Aquatics

Description	Prior Year Actual 2013/14	Prior Year Actual 2014/15	Adopted Budget 2015/16	Proposed Budget 2016/17	Approved Budget 2016/17
<b>Program Appropriations</b>					
F.T. Salary	265,863	268,102	313,822	322,759	
R.P.T. Salary	88,273	48,348	39,361	32,084	
P.T. Salary	304,705	325,258	377,879	442,334	
Employee Benefits	163,558	163,642	178,393	182,225	
Payroll Taxes	72,714	69,959	74,313	80,034	
<b>Personnel Services</b>	<b>895,113</b>	<b>875,309</b>	<b>983,768</b>	<b>1,059,436</b>	-
Communication	195	200	9,050	300	
Supplies	19,788	20,251	16,100	31,890	
Training, Travel and Memberships	1,402	-	-	-	
Small Furniture, Fixtures and Equip.	-	663	-	-	
<b>Material &amp; Services</b>	<b>21,385</b>	<b>21,114</b>	<b>25,150</b>	<b>32,190</b>	-
<b>Program Total</b>	<b>916,498</b>	<b>896,423</b>	<b>1,008,918</b>	<b>1,091,626</b>	-
<b>Department Staff</b>					
Full Time	4.20	4.80	4.80	4.80	
Regular Part Time (FTE)	1.75	0.88	0.88	0.88	
Part Time (FTE)	15.65	17.41	15.25	18.22	
<b>Funded Service Level</b>					
Program Hours	10,151	9,834	9,705	9,724	
Contact Hours	490,725	526,775	499,320	395,354	



**Division: Park & Recreation Services**  
 Department: Recreation  
 Program: Conestoga Recreation & Aquatic Center  
 Sub-Program: Recreation

**KEY PERFORMANCE INDICATORS**

Description	Prior Year Actual 2013/14	Prior Year Actual 2014/15	Projected Outcome 2015/16	Proposed Outcome 2016/17
<b>Workloads:</b>				
Attendance	142,584	143,000	145,000	146,000
Number of classes held	1,003	930	940	940
% of classes held vs. offered	87%	93%	90%	100%
<b>Performance Measures:</b>				
Estimated cost per visit	\$7.25	\$7.73	\$7.84	\$8.56
<b>Goal Outcome Measures:</b>				
Average enrollment as a % of class minimums	136%	171%	212%	100%
Revenues as a % needed to meet cost recovery	N/A	87%	84%	TBD

**Division: Park & Recreation Services**  
 Department: Recreation  
 Program: Conestoga Recreation & Aquatic Center  
 Sub-Program: Recreation

Description	Prior Year Actual 2013/14	Prior Year Actual 2014/15	Adopted Budget 2015/16	Proposed Budget 2016/17	Approved Budget 2016/17
<b>Program Appropriations</b>					
F.T. Salary	223,424	235,251	201,045	208,305	
R.P.T. Salary	37,113	32,683	38,698	39,685	
P.T. Salary	474,782	535,267	590,477	662,753	
Employee Benefits	118,373	123,912	108,608	121,484	
Payroll Taxes	80,568	87,786	83,635	91,003	
<b>Personnel Services</b>	<b>934,260</b>	<b>1,014,899</b>	<b>1,022,463</b>	<b>1,123,230</b>	-
Professional and Technical Services	5,955	1,570	-	-	
Communications	-		-	2,000	
Supplies	82,844	86,130	102,420	122,879	
Training, Travel and Memberships	1,033	508	-	-	
Small Furniture, Fixtures and Equip.	8,135	2,165	12,000	2,000	
<b>Material &amp; Services</b>	<b>97,967</b>	<b>90,373</b>	<b>114,420</b>	<b>126,879</b>	-
<b>Program Total</b>	<b>1,032,227</b>	<b>1,105,272</b>	<b>1,136,883</b>	<b>1,250,109</b>	-
<b>Department Staff</b>					
Full Time	3.80	3.20	3.20	3.20	
Regular Part Time (FTE)	0.88	0.88	0.88	0.88	
Part Time (FTE)	20.40	20.06	22.01	25.62	
<b>Funded Service Level</b>					
Program Hours	13,585	16,038	17,285	19,313	
Contact Hours	358,740	384,401	414,539	431,453	

**Division: Park & Recreation Services**  
 Department: Recreation  
 Program: Garden Home Recreation Center

**KEY PERFORMANCE INDICATORS**

Description	Prior Year Actual 2013/14	Prior Year Actual 2014/15	Projected Outcome 2015/16	Proposed Outcome 2016/17
<b>Workloads:</b>				
Attendance	244,734	256,015	260,000	267,000
Number of classes held	1,004	820	850	850
% of classes held vs. offered	69%	76%	71%	100%
<b>Performance Measures:</b>				
Estimated cost per visit	\$3.86	\$3.55	\$4.30	\$4.54
<b>Goal Outcome Measures:</b>				
Average enrollment as a % of class minimums	138%	153%	153%	100%
Revenues as a % needed to meet cost recovery	N/A	61%	58%	TBD

**Division: Park & Recreation Services**  
 Department: Recreation  
 Program: Garden Home Recreation Center

Description	Prior Year Actual 2013/14	Prior Year Actual 2014/15	Adopted Budget 2015/16	Proposed Budget 2016/17	Approved Budget 2016/17
<b>Program Appropriations</b>					
F.T. Salary	260,284	242,071	269,768	287,630	
R.P.T. Salary	32,912	36,483	37,354	38,947	
P.T. Salary	344,213	353,529	461,197	491,207	
Employee Benefits	132,019	108,115	120,998	139,437	
Payroll Taxes	70,653	68,914	75,665	79,636	
<b>Personnel Services</b>	<b>840,081</b>	<b>809,112</b>	<b>964,982</b>	<b>1,036,857</b>	-
Professional and Technical Services	7,361	-	300	2,400	
Supplies	94,586	96,700	149,848	167,164	
Communications	245	675	600	900	
Training, Travel and Memberships	865	845	1,200	1,200	
Small Furniture, Fixtures and Equip.	2,184	1,837	2,000	3,000	
<b>Material &amp; Services</b>	<b>105,241</b>	<b>100,057</b>	<b>153,948</b>	<b>174,664</b>	-
<b>Program Total</b>	<b>945,322</b>	<b>909,169</b>	<b>1,118,930</b>	<b>1,211,521</b>	-
<b>Department Staff</b>					
Full Time	5.00	5.00	5.00	5.00	
Regular Part Time (FTE)	0.88	0.88	0.88	0.88	
Part Time (FTE)	15.66	15.76	15.53	16.30	
<b>Funded Service Level</b>					
Program Hours	19,373	19,796	18,844	19,507	
Contact Hours	333,037	345,911	350,016	428,461	





**TUALATIN HILLS**  
PARK & RECREATION DISTRICT

## PROGRAMS & SPECIAL ACTIVITIES

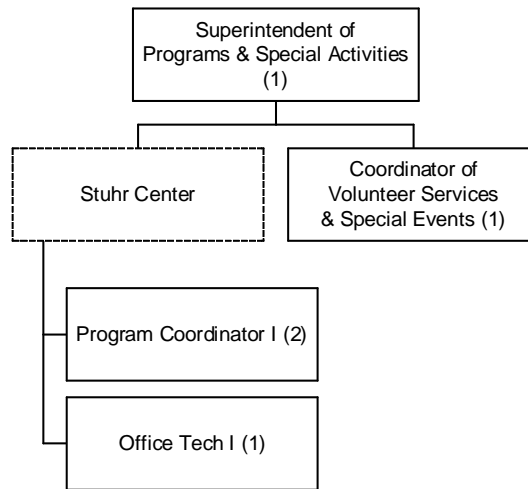


*Elsie Stuhr Center*

# PARK & RECREATION SERVICES DIVISION

Programs & Special Activities Department

---



## Department Overview

The superintendent of Programs & Special Activities is responsible to the director of Park & Recreation Services and oversees the Elsie Stuhr Center, ADA, and the coordinator of Volunteer Services and Special Events.

This department provides integrated recreational opportunities for the community to include special events, senior programs, and volunteer services.

## FY 2015/16 Accomplishments

Held a highly successful Concert and Theater in the Park Series, with five concerts, including “Groovin’ on the Grass” with Tower of Power, and one theater presentation.

Planned and implemented the fourth Sunday Trailways event celebrating the completion of a section of the Waterhouse Trail.

Held a very successful fundraiser at the Stuhr Center, Harvest Bazaar.

Work with a consultant to complete the ADA Access Audit of facilities and properties, and the accompanying Transition Plan.

## FY 2016/17 Goals and Objectives

Continue implementation of the Cost Recovery Model.

Continue to work to maximize expense efficiency of each departmental budget, while still maintaining maximum revenues.

Coordinate another successful Party in the Park.

Increase the number of program associated with the Wellness on Wheels (WOW) program.

## Budget Highlights

The proposed budget reflects the transfer of Adaptive Recreation and Inclusion Services to the Sports Department.





**Division: Park & Recreation Services**  
**Department: Programs and Special Activities**

Description	Prior Year Actual 2013/14	Prior Year Actual 2014/15	Adopted Budget 2015/16	Proposed Budget 2016/17	Approved Budget 2016/17
<b>Summary of Appropriations</b>					
Personnel Services	2,412,166	2,346,787	1,351,839	1,081,156	-
Materials & Services	235,594	247,109	256,105	210,284	-
<b>Total Appropriations</b>	<b>2,647,760</b>	<b>2,593,896</b>	<b>1,607,944</b>	<b>1,291,440</b>	<b>-</b>

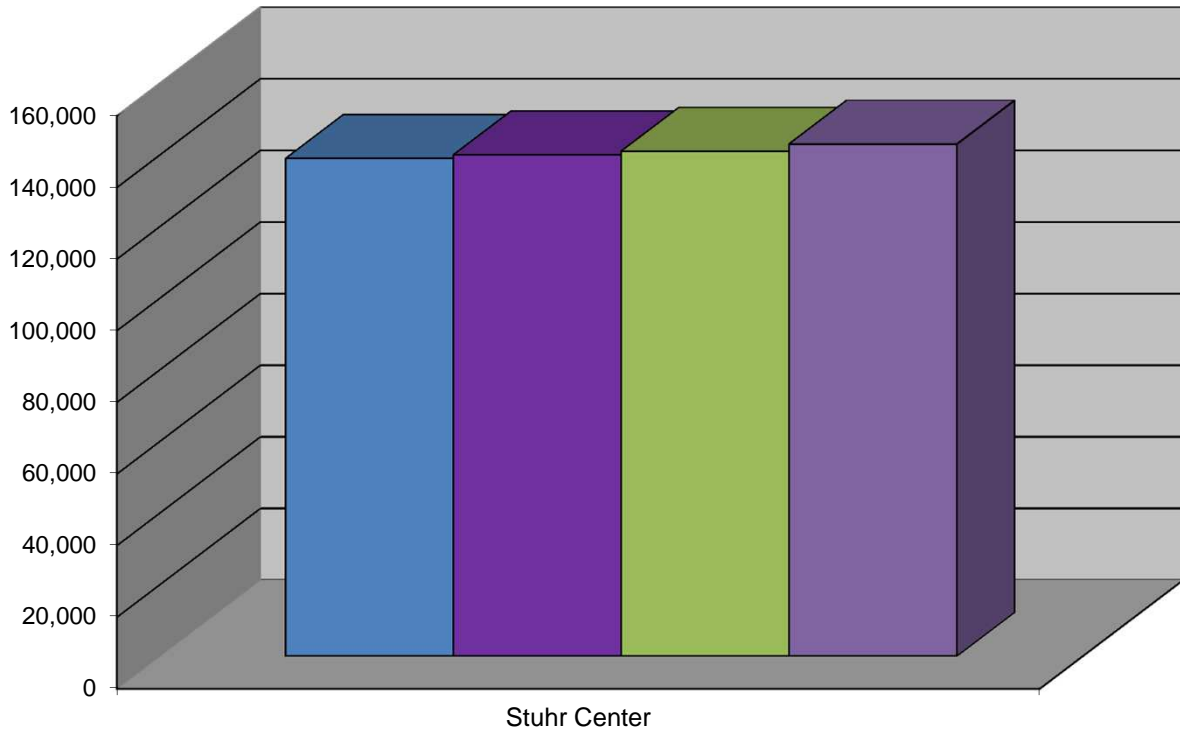
<b>Summary by Program</b>					
Superintendent of Prog. & Spec. Act.	462,256	446,516	455,544	470,211	-
Jenkins Estate	37,600	960	-	-	-
Camp Rivendale	137,752	142,926	153,913	-	-
Elsie Stuhr Center	1,015,537	971,261	998,487	821,229	-
Tennis Center	994,615	1,032,233	-	-	-
<b>Total Appropriations</b>	<b>2,647,760</b>	<b>2,593,896</b>	<b>1,607,944</b>	<b>1,291,440</b>	<b>-</b>

<b>Division Staff</b>					
Full Time	13.00	13.00	6.00	5.00	
Regular Part Time (FTE)	4.37	4.37	0.88	0.88	
Part Time (FTE)	20.83	21.34	15.80	8.53	

<b>Funded Service Level</b>					
Program Hours	47,486	45,713	9,560	9,899	
Contact Hours	344,939	252,554	128,764	115,135	

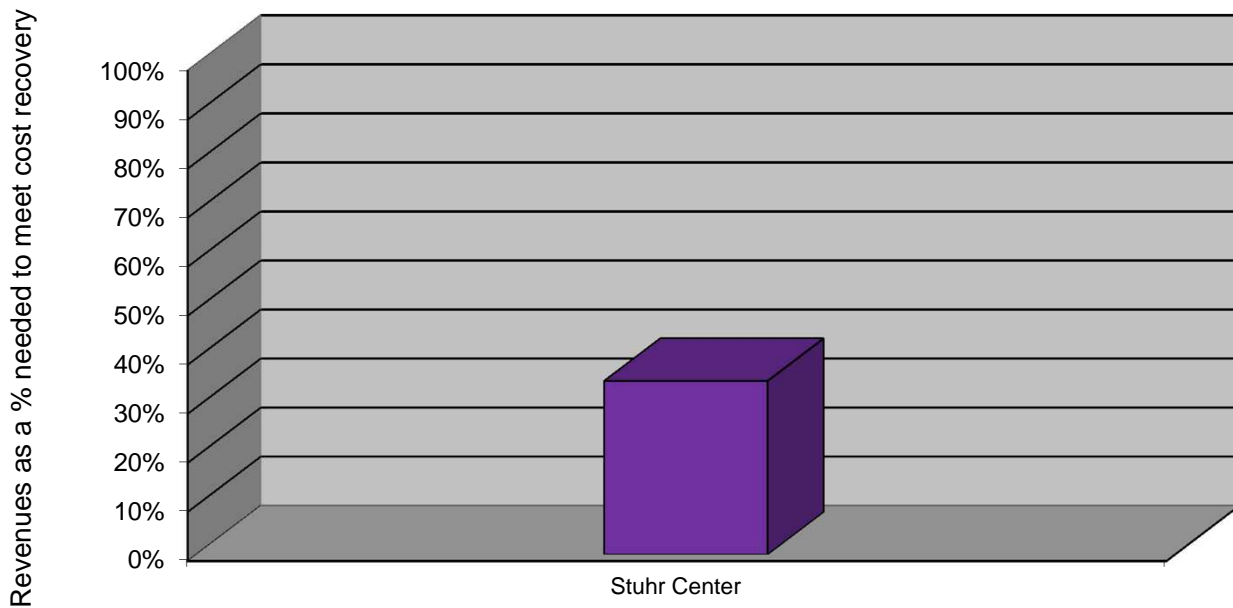
Notes: As of FY 2015/16 the Tennis Center was moved to the Sports department.  
As of FY 2016/17 Camp Rivendale was moved to the Sports department.

### Attendance by Center



■ 2013/14    ■ 2014/15 Actuals    ■ 2015/16 Projected    ■ 2016/17 Proposed

### Cost Recovery Progress



■ 2014/15 Actuals

**Division: Park & Recreation Services**  
 Department: Programs and Special Activities  
 Program: Superintendent of Programs and Special Activities

Description	Prior Year Actual 2013/14	Prior Year Actual 2014/15	Adopted Budget 2015/16	Proposed Budget 2016/17	Approved Budget 2016/17
<b>Program Appropriations</b>					
F.T. Salary	189,888	191,677	193,121	199,485	
P.T. Salary	49,070	31,875	36,942	37,979	
Employee Benefits	71,417	72,246	69,188	77,862	
Payroll Taxes	23,719	21,632	20,899	20,991	
<b>Personnel Services</b>	<b>334,094</b>	<b>317,430</b>	<b>320,150</b>	<b>336,317</b>	-
Professional and Technical Services	106,397	101,848	101,394	96,394	
Rental Facility	2,400	2,400	2,400	2,400	
Communications	2,350	2,643	3,000	3,000	
Supplies	9,699	11,621	13,500	16,000	
Training, Travel and Memberships	5,423	10,574	15,100	16,100	
Small Furniture, Fixtures and Equip.	1,893	-	-	-	
<b>Material &amp; Services</b>	<b>128,162</b>	<b>129,086</b>	<b>135,394</b>	<b>133,894</b>	-
<b>Program Total</b>	<b>462,256</b>	<b>446,516</b>	<b>455,544</b>	<b>470,211</b>	-
<b>Department Staff</b>					
Full Time	2.00	2.00	2.00	2.00	
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	
Part Time (FTE)	1.35	1.73	1.11	1.12	

**Division: Park & Recreation Services**  
 Department: Programs and Special Activities  
 Program: Elsie Stuhr Center

**KEY PERFORMANCE INDICATORS**

Description	Prior Year Actual 2013/14	Prior Year Actual 2014/15	Projected Outcome 2015/16	Proposed Outcome 2016/17
<b>Workloads:</b>				
Attendance	139,000	140,000	141,000	143,000
Number of classes held	571	575	580	585
% of classes held vs. offered	93%	93%	93%	100%
<b>Performance Measures:</b>				
Estimated center cost per visit	\$6.43	\$5.78	\$5.88	\$5.74
<b>Goal Outcome Measures:</b>				
Average enrollment as a % of class minimums	140%	133%	106%	100%
Revenues as a % needed to meet cost recovery	N/A	35%	34%	TBD

**Division: Park & Recreation Services**  
**Department: Programs and Special Activities**  
**Program: Elsie Stuhr Center**

Description	Prior Year Actual 2013/14	Prior Year Actual 2014/15	Adopted Budget 2015/16	Proposed Budget 2016/17	Approved Budget 2016/17
<b>Program Appropriations</b>					
F.T. Salary	338,254	235,297	240,835	193,961	
R.P.T. Salary	35,236	36,832	35,922	37,471	
P.T. Salary	363,701	414,324	414,049	324,244	
Employee Benefits	145,936	135,069	132,373	134,140	
Payroll Taxes	81,149	74,277	69,625	55,023	
<b>Personnel Services</b>	<b>964,276</b>	<b>895,799</b>	<b>892,804</b>	<b>744,839</b>	-
Professional and Technical Services	405	620	-	-	
Other Services	2,742	3,499	7,030	8,000	
Communication	2,945	3,654	4,000	6,500	
Supplies	45,148	66,264	92,613	60,390	
Training, Travel and Memberships	21	1,425	2,040	1,500	
<b>Material &amp; Services</b>	<b>51,261</b>	<b>75,462</b>	<b>105,683</b>	<b>76,390</b>	-
<b>Program Total</b>	<b>1,015,537</b>	<b>971,261</b>	<b>998,487</b>	<b>821,229</b>	-
<b>Department Staff</b>					
Full Time	5.00	5.00	4.00	3.00	
Regular Part Time (FTE)	0.88	0.88	0.88	0.88	
Part Time (FTE)	9.17	9.34	10.04	7.41	
<b>Funded Service Level</b>					
Program Hours	9,235	9,387	8,960	9,899	
Contact Hours	114,358	94,798	98,764	115,135	



**Division: Park & Recreation Services**  
**Department: Programs and Special Activities**  
**Program: Jenkins Estate**

Description	Prior Year Actual 2013/14	Prior Year Actual 2014/15	Adopted Budget 2015/16	Proposed Budget 2016/17	Approved Budget 2016/17
<b>Program Appropriations</b>					
F.T. Salary	5,232	-			
P.T. Salary	15,353	-			
Employee Benefits	3,933	-			
Payroll Taxes	2,526	-			
<b>Personnel Services</b>	<b>27,044</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Professional and Technical Services	960	960			
Supplies	9,548	-			
Training, Travel and Memberships	48	-			
<b>Material &amp; Services</b>	<b>10,556</b>	<b>960</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Program Total</b>	<b>37,600</b>	<b>960</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Department Staff</b>					
Full Time					
Regular Part Time (FTE)					
Part Time (FTE)					
<b>Funded Service Level</b>					
Contact Hours	51,662	-	-	-	







**TUALATIN HILLS**  
PARK & RECREATION DISTRICT

## NATURAL RESOURCES & TRAILS



*Natural Resources*

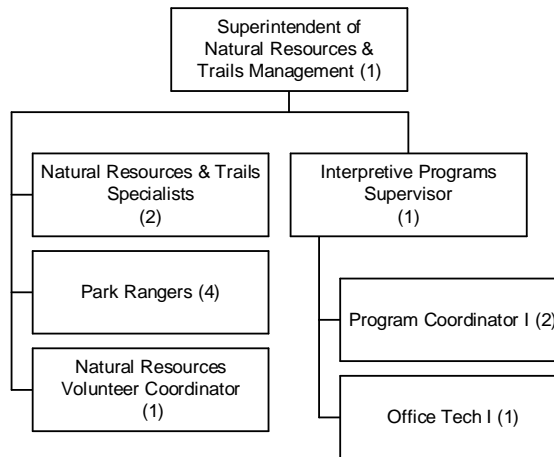
*Tualatin Hills Nature Center*

*Cooper Mountain Nature Park*

# PARK & RECREATION SERVICES DIVISION

## Natural Resources & Trails Management Department

---



### Department Overview

The superintendent of Natural Resources & Trails Management is responsible to the director of Park & Recreation Services. Under the direction of the superintendent of Natural Resources & Trails Management, the Tualatin Hills Nature Center, Cooper Mountain Nature House, and Natural Resources staff operate a coordinated program which uses the Nature Center and Nature Mobile to educate patrons about the district's natural resource areas, volunteer opportunities, trails, and environmental education programs.

The Natural Resources Department provides districtwide stewardship of natural areas and environmental education programs, co-manages 60 miles of trails, and 1,400 acres of natural areas in 140 sites, including Cooper Mountain Nature Park and the Tualatin Hills Nature Park and Nature Center.

The department connects patrons with natural areas and community destinations through the Trails Management Program which promotes trail uses, visitor services, and inquiries. The program sets standards, suggests improvements to the trail system, and empowers the park district to work with community partners and other jurisdictions in addressing trails issues.

### FY 2015/16 Accomplishments

Partnered with Clean Water Services to expand Rock Creek Greenway bond project area.

Implemented first year of Natural Resources Functional Plan, including prioritization of natural resource properties and mapping of biodiversity corridors.

Ran Leaders In Training Experience for teen volunteers, who worked with nature camps and Nature Mobile programs. Teens served more than 4,500 hours last summer.

Nature Kids, a school year-long nature preschool program, was very popular this year with 38 students who received about 720 hours of instruction.

Earned a Nature in Neighborhoods grant for \$25,000 from Metro to conduct habitat restoration along 10 acres of the Willow Creek Greenway.

### FY 2016/17 Goals and Objectives

Manage natural resources bond projects, closing out one of them. Continue with four phase-2 natural area restoration bond projects.

Implement at least four Natural Resources Functional Plan (NRFP) short-term milestones including:

1. Develop new partnership to improve watershed scale habitat improvement.
2. Identify staffing and materials needed to implement computer-based success metrics.
3. Run teen-oriented program to connect underserved youth to nature.
4. Create professional development guidelines to support program development to priority audiences.

### Budget Highlights

The proposed budget includes funding for labor and supplies to maintain newly acquired natural area acreage.



**Division: Park & Recreation Services**  
**Department: Natural Resources and Trails**

Description	Prior Year Actual 2013/14	Prior Year Actual 2014/15	Adopted Budget 2015/16	Proposed Budget 2016/17	Approved Budget 2016/17
<b>Summary of Appropriations</b>					
Personnel Services	1,423,397	1,521,022	1,665,023	1,740,607	-
Materials & Services	107,779	104,606	222,540	238,594	-
<b>Total Appropriations</b>	<b>1,531,176</b>	<b>1,625,628</b>	<b>1,887,563</b>	<b>1,979,201</b>	<b>-</b>

<b>Summary by Program</b>					
Natural Resources	831,968	904,991	1,061,956	1,127,520	-
Interpretive Programs	699,208	720,637	825,607	851,681	-
<b>Total Appropriations</b>	<b>1,531,176</b>	<b>1,625,628</b>	<b>1,887,563</b>	<b>1,979,201</b>	<b>-</b>

<b>Division Staff</b>					
Full Time	11.00	11.00	11.00	12.00	
Regular Part Time (FTE)	0.88	0.88	0.88	0.00	
Part Time (FTE)	13.63	14.99	16.76	16.92	

<b>Funded Service Level</b>					
Program Hours	9,921	10,588	13,254	12,752	
Contact Hours	161,215	167,111	185,054	179,684	

**Division: Park & Recreation Services**  
 Department: Natural Resources and Trails  
 Program: Natural Resources

**KEY PERFORMANCE INDICATORS**

<b>Description</b>	<b>Prior Year Actual 2013/14</b>	<b>Prior Year Actual 2014/15</b>	<b>Projected Outcome 2015/16</b>	<b>Proposed Outcome 2016/17</b>
Implement the THPRD Natural Resource Management Plan, Trails Management Plan, and Inventory Program.	Continued more than 20 active bond projects. Substantially completed Natural Resources Functional Plan (NRFP). Inventoried 30 natural resources sites.	Completed 4 additional bond restoration projects. The Natural Resources Functional Plan was completed and adopted. Natural Resources inventory was completed for 20 more properties.	All natural areas were ranked according to NRFP criteria and used to prioritize staff projects. Mapped key biodiversity corridors in the district.	Complete site inventories of all properties in zone three. Continue beaver benefit study with partners.
Engage in community outreach to promote awareness and involvement in Natural Resources programs.	Improved outreach to underserved communities through partnership with Elmonica Elementary School and traveling Nature Mobile programs. Set up two partnerships with middle schools for service learning programs to engage teen volunteers in stewardship activities.	The service learning program was expanded to the International School of Beaverton. Nature Mobile tried new methods to reach different audiences.	Completed a gap analysis of program offerings. Defined quality standards for programs.	Propose changes to indoor and outdoor programming spaces to better accommodate patron needs.
Restore and enhance habitat in natural area parks.	Implemented phase two of Fanno Creek Trail vision project to remove weeds and install plants along trail. Interpretive signs were completed. Wrote Mt. Williams restoration plan and soft surface trail plan.	Installed thousands of trees and shrubs as part of Lowami Hart Woods and Koll Center Wetlands restoration projects. Continued to provide management of habitat mitigation for development bond project impacts including development of Morrison Woods mitigation bank with Planning staff.	Completed phase one of Mt. Williams and Jenkins Estate bond projects. Completed planting phase of Pollinator Project in Rock Creek Greenway at 185th.	Wrap up at least three bond projects. Refine data collection/database system.
Pursue cooperative and collaborative relationships with THPRD Departments and outside agencies that benefit natural resource assets.	Collaborated with Regional Arts & Culture Council and other partners to place four art installations in natural area parks. Collaborated with Clean Water Services (CWS) to restore Fanno Creek Greenway.	Placed large logs for habitat and water quality with CWS as part of Bronson Creek Greenway Project. Completed phase two of Fanno Creek Greenway with CWS.	Expanded mitigation bank at Rock Creek Greenway with Clean Water Services as partner. Investigated opportunities to partner with home owner associations through Watershed Council to improve watershed connectivity.	Implement phase one of Rock Creek Greenway habitat/mitigation project with Clean Water Services.

**Division: Park & Recreation Services**  
**Department: Natural Resources and Trails**  
**Program: Natural Resources**

Description	Prior Year Actual 2013/14	Prior Year Actual 2014/15	Adopted Budget 2015/16	Proposed Budget 2016/17	Approved Budget 2016/17
<b>Program Appropriations</b>					
F.T. Salary	464,807	499,285	520,897	541,355	
P.T. Salary	66,525	78,106	122,635	119,143	
Employee Benefits	199,234	212,251	209,251	243,615	
Payroll Taxes	60,415	63,299	68,547	68,834	
<b>Personnel Services</b>	<b>790,981</b>	<b>852,941</b>	<b>921,330</b>	<b>972,947</b>	-
Professional and Technical Services	5,937	11,670	28,026	49,500	
Other Services	628	369	3,900	3,900	
Rental Equipment	-	307	1,250	900	
Communications	3,703	2,830	3,600	4,320	
Supplies	17,484	28,934	94,200	86,603	
Training, Travel and Memberships	7,410	4,990	8,650	8,350	
Small Furniture, Fixtures and Equip.	5,825	2,950	1,000	1,000	
<b>Material &amp; Services</b>	<b>40,987</b>	<b>52,050</b>	<b>140,626</b>	<b>154,573</b>	-
<b>Program Total</b>	<b>831,968</b>	<b>904,991</b>	<b>1,061,956</b>	<b>1,127,520</b>	-
<b>Department Staff</b>					
Full Time	7.00	8.00	8.00	8.00	
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	
Part Time (FTE)	2.73	4.05	4.14	4.02	

**Division: Park & Recreation Services**  
 Department: Natural Resources and Trails  
 Program: Nature Center

**KEY PERFORMANCE INDICATORS**

Description	Prior Year Actual 2013/14	Prior Year Actual 2014/15	Projected Outcome 2015/16	Proposed Outcome 2016/17
<b>Workloads:</b>				
Attendance - Interpretive Programs	45,958	41,571	43,000	45,000
Trail Count - Tualatin Hills Nature Park	97,661	119,872	120,000	120,000
Trail Count - Cooper Mountain Nature Park	54,258	72,347	80,000	85,000
Number of classes held	707	664	675	675
Percentage of classes held vs. offered	88%	89%	90%	100%
<b>Performance Measures:</b>				
Estimated center cost per visit	\$4.03	\$3.08	\$3.29	\$3.41
<b>Goal Outcome Measures:</b>				
Average enrollment as a % of class minimums	148%	139%	140%	100%
Revenues as a % needed to meet cost recovery	N/A	44%	32%	TBD

**Division: Park & Recreation Services**  
**Department: Natural Resources and Trails**  
**Program: Interpretive Programs**

Description	Prior Year Actual 2013/14	Prior Year Actual 2014/15	Adopted Budget 2015/16	Proposed Budget 2016/17	Approved Budget 2016/17
<b>Program Appropriations</b>					
F.T. Salary	191,573	201,737	210,897	260,268	
R.P.T. Salary	41,195	42,760	43,295	-	
P.T. Salary	268,926	287,879	349,185	360,046	
Employee Benefits	77,567	80,026	80,350	86,679	
Payroll Taxes	53,155	55,679	59,966	60,667	
<b>Personnel Services</b>	<b>632,416</b>	<b>668,081</b>	<b>743,693</b>	<b>767,660</b>	-
Professional and Technical Services	2,403	2,561	3,938	3,460	
Rental Equipment	24,558	13,459	18,530	18,750	
Communication	2,871	2,591	3,250	3,500	
Supplies	31,454	30,910	49,546	52,711	
Training, Travel and Memberships	5,222	2,686	4,650	3,600	
Small Furniture, Fixtures and Equip.	284	349	2,000	2,000	
<b>Material &amp; Services</b>	<b>66,792</b>	<b>52,556</b>	<b>81,914</b>	<b>84,021</b>	-
<b>Program Total</b>	<b>699,208</b>	<b>720,637</b>	<b>825,607</b>	<b>851,681</b>	-
<b>Department Staff</b>					
Full Time	4.00	3.00	3.00	4.00	
Regular Part Time (FTE)	0.88	0.88	0.88	0.00	
Part Time (FTE)	10.90	10.94	12.62	12.90	
<b>Funded Service Level</b>					
Program Hours	9,921	10,588	13,254	12,752	
Contact Hours	161,215	167,111	185,054	179,684	





# CAPITAL PROJECTS

Capital Projects Summary

Capital Projects Narratives



## Division: Capital Projects

Description	Prior Year Actual 2013/14	Prior Year Actual 2014/15	Adopted Budget 2015/16	Proposed Budget 2016/17	Adopted Budget 2016/17
<b>Summary of Appropriations</b>					
Capital Outlay	2,831,892	1,776,421	6,444,551	7,346,917	
<b>Total Appropriations</b>	<b>2,831,892</b>	<b>1,776,421</b>	<b>6,444,551</b>	<b>7,346,917</b>	-
<b>Summary by Department</b>					
Carry Over Projects	802,963	181,780	4,593,048	3,718,285	
Athletic Facility Replacements	600,075	282,343	334,800	775,000	
Athletic Facility Improvements	-	7,500	3,300	-	
Building Replacements	381,699	478,686	557,543	565,116	
Building Improvements	147,107	194,017	13,200	104,600	
Energy Savings Performance Contract	-	-	-	-	
Park & Trail Replacements	591,992	423,660	419,060	602,254	
Park & Trail Improvements	203,428	143,629	401,600	1,391,662	
Facility Challenge Grants	47,985	51,620	97,500	90,000	
ADA Improvements	56,643	13,186	24,500	100,000	
<b>Total Appropriations</b>	<b>2,831,892</b>	<b>1,776,421</b>	<b>6,444,551</b>	<b>7,346,917</b>	-



## CAPITAL PROJECTS

Item Number	Capital Project	Carryover Funds	Additional Funding	Adopted Budget 2016/17	Page #
<b>CARRY OVER PROJECTS</b>					
1	Aquatic Center Renovation	1,821,584	796,000	2,617,584	CIP-5
2	Entry Garbage Cans	4,780	5,000	9,780	CIP-5
3	Play Equipment Design	10,680		10,680	CIP-5
4	Parking Lot	194,414	-	194,414	CIP-5
5	Pedestrian Pathway and Playground Equipment	197,115		197,115	CIP-5
6	ADA Improvements	13,812	-	13,812	CIP-5
7	PCC Push Button Tennis Lights	3,300	-	3,300	CIP-5
8	Lead Paint Abatement	18,000	-	18,000	CIP-6
9	Ergonomic Office Equipment	3,600	-	3,600	CIP-6
10	Conestoga Middle School synthetic turf field	650,000	-	650,000	CIP-6
<b>TOTAL CARRY OVER PROJECTS</b>		<b>2,917,285</b>	<b>801,000</b>	<b>3,718,285</b>	
<b>ATHLETIC FACILITY REPLACEMENTS</b>					
11	HMT Field #2 Synthetic Turf			575,000	CIP-6
12	Skate Park Ramps			25,000	CIP-6
13	Tennis Court - Resurfacing (5 sites)			165,000	CIP-6
14	Baseball/Softball Backstops			10,000	CIP-6
<b>ATHLETIC FACILITY REPLACEMENTS</b>				<b>775,000</b>	
<b>BUILDING REPLACEMENTS</b>					
15	Cardio and Weight Equipment			40,000	CIP-7
<b><u>Building Exterior</u></b>					
16	Exterior Siding			60,000	CIP-7
17	Upper Balcony			8,500	CIP-7
18	Graffiti Protector & Interior Sealing Outdoor Restroom			11,055	CIP-7
19	Porch Rebuild			13,700	CIP-7
20	Cedar Hills Exterior Repairs			83,500	CIP-7
21	Roof Repair & Maintenance (4 sites)			8,000	CIP-7
<b><u>Building Furnishings</u></b>					
22	Wash Basins			3,400	CIP-8
23	Gym Receiver & Speaker			3,000	CIP-8
24	Tennis Court Wind Screens			1,500	CIP-8
25	Table Replacements			3,000	CIP-8
26	Ergonomic Office Equipment			2,400	CIP-8
<b><u>Floor Coverings (Long Life)</u></b>					
27	Refinish Wood Floors (4 sites)			36,351	CIP-8
<b><u>Floor Coverings (Short Life)</u></b>					
28	Carpet Replacement (2 sites)			5,000	CIP-9
<b><u>HVAC Components</u></b>					
29	HVAC Ductwork (2 sites)			8,950	CIP-9
30	Steam Condensation Pump			2,800	CIP-9
31	Air Handler Bearing (3 sites)			20,200	CIP-9
32	Boiler Retuning			5,570	CIP-9
33	HVAC Dampers & Actuators			3,616	CIP-9
34	Unions, Valves, Lines & Actuators			8,030	CIP-10
<b><u>Plumbing 25 year</u></b>					
35	Floor Drains			26,500	CIP-10
36	Boiler Pipe			1,975	CIP-10
<b><u>Plumbing 15 year</u></b>					
37	Water Heater			3,500	CIP-10
<b><u>Pool Apparatus</u></b>					
38	Three-meter Dive Stands			42,860	CIP-10
39	Pool Slide Resurfacing			5,150	CIP-10
40	Lane Lines			3,000	CIP-11

41	Pool Receiver & Speaker	3,000	CIP-11
42	Guard Chair	5,500	CIP-11
	<b><u>Pool Mechanical System Repair</u></b>		
43	Pool Valves	2,200	CIP-11
44	Circulation Pump & Motor	5,792	CIP-11
	<b><u>Pool Tank Underwater Lights</u></b>		
45	Underwater Lights	121,067	CIP-11
	<b><u>Security</u></b>		
46	Fire Suppression at Selected Facilities	8,000	CIP-11
	<b><u>Windows &amp; Doors</u></b>		
47	Office Door & Jamb	2,000	CIP-12
48	Frosting of Windows	6,000	CIP-12
	<b>TOTAL BUILDING REPLACEMENTS</b>	<b><u>565,116</u></b>	
	<b>BUILDING IMPROVEMENT</b>		
49	Ventilation System	10,000	CIP-12
50	Roof safety protection (3 sites)	54,400	CIP-12
51	Changing Tables	2,500	CIP-12
52	Inflatable Paddle Boards	11,200	CIP-12
53	LED lighting	16,500	CIP-13
54	Deduct Meters	10,000	CIP-13
	<b>TOTAL BUILDING IMPROVEMENT</b>	<b><u>104,600</u></b>	
	<b>PARK AND TRAIL REPLACEMENTS</b>		
55	Concrete Sidewalk Repair (3 sites)	43,373	CIP-13
56	Play Equipment (3 sites)	338,000	CIP-13
57	Picnic Tables and Park Benches (3 sites)	13,645	CIP-13
58	Parking Lot Resurfacing	55,000	CIP-13
59	Bridge Replacement	15,000	CIP-13
60	Drinking Fountain	7,500	CIP-14
61	Asphalt Pedestrian Pathways (5 sites)	23,136	CIP-14
62	Irrigation Systems Redesign & Reconfiguration(5 sites)	20,000	CIP-14
63	Storm Water Management Redesign	40,000	CIP-14
64	Fence Replacements	6,600	CIP-14
65	Signage Master Plan Phase 2	40,000	CIP-14
	<b>TOTAL PARK AND TRAIL REPLACEMENTS</b>	<b><u>602,254</u></b>	
	<b>PARK AND TRAIL IMPROVEMENTS</b>		
66	Memorial Benches	8,000	CIP-14
67	Outdoor Fitness Equipment	17,062	CIP-15
	<b><u>Grant Funded Projects</u></b>		
68	Connect Oregon - Waterhouse Trail Segment	400,000	CIP-15
69	Rails to Trails - Westside to Waterhouse	48,000	CIP-15
70	Oregon Parks and Recreation Department - Vietnam War Memorial	35,000	CIP-15
71	LGGP - SW Quadrant Community Park	283,600	CIP-15
72	Metro Nature in Neighborhoods	400,000	CIP-15
73	Oregon Watershed Enhancement Board	200,000	CIP-16
	<b>TOTAL PARK AND TRAIL IMPROVEMENTS</b>	<b><u>1,391,662</u></b>	
	<b>FACILITY CHALLENGE GRANTS</b>		
74	Challenge Grants	90,000	CIP-16
	<b>TOTAL FACILITY CHALLENGE GRANTS</b>	<b><u>90,000</u></b>	
	<b>ADA IMPROVEMENTS</b>		
75	ADA improvements - Aquatic Center	92,000	CIP-16
76	ADA improvements - Athletic Center	8,000	CIP-16
	<b>TOTAL ADA IMPROVEMENTS</b>	<b><u>100,000</u></b>	
	<b>TOTAL FUNDED CAPITAL ITEMS</b>	<b><u>7,346,917</u></b>	

## CAPITAL PROJECTS

---

### Carry Over Projects

---

---

**ITEM 1:**           **Aquatic Center renovation**

**BUDGET:**        \$2,617,584

**DESCRIPTION:**   Replacement of metal roof, insulation, vapor barrier, pool tank, pool deck, gutter, tile, dive tower vents, backwash valves and equipment at the Aquatic Center.

---

**ITEM 2:**           **Entry Garbage Cans**

**BUDGET:**        \$9,780

**DESCRIPTION:**   Replacement of entry garbage cans at select parks.

---

**ITEM 3:**           **Play Equipment Design**

**BUDGET:**        \$10,680

**DESCRIPTION:**   Design for replacement of play equipment at Cedar Hills Recreation Center.

---

**ITEM 4:**           **Parking Lot**

**BUDGET:**        \$194,414

**DESCRIPTION:**   Asphalt replacement of parking lot section at Hazeldale Park.

---

**ITEM 5:**           **Pedestrian Pathway and Playground Equipment**

**BUDGET:**        \$197,115

**DESCRIPTION:**   Replacement and overlay of a portion of asphalt pathways and play equipment structure in McMillan Park.

---

**ITEM 6:**           **ADA Improvements**

**BUDGET:**        \$13,812

**DESCRIPTION:**   Replacement of an aquatic lift at the Aquatic Center.

---

**ITEM 7:**           **PCC Push Button Tennis Lights**

**BUDGET:**        \$3,300

**DESCRIPTION:**   Installation of push button lights for the PCC tennis courts.

---

## CAPITAL PROJECTS

---

**ITEM 8:**            **Lead Paint Abatement**

**BUDGET:**        \$18,000

**DESCRIPTION:**    Lead paint abatement for interior and doors at the Jenkins Estate Main House.

---

**ITEM 9:**            **Ergonomic Office Equipment**

**BUDGET:**        \$3,600

**DESCRIPTION:**    Replacement of standard equipment with ergonomic office equipment for district staff as needed.

---

**ITEM 10:**          **Conestoga Middle School synthetic turf field**

**BUDGET:**        \$650,000

**DESCRIPTION:**    Installation of a synthetic turf field at Conestoga Middle School with funding from other sources contributing to overall cost.

---

## ATHLETIC FACILITY REPLACEMENTS

---

---

**ITEM 11:**          **HMT Field #2 Synthetic Turf**

**BUDGET:**        \$575,000

**DESCRIPTION:**    Replacement of synthetic turf playing surface.

---

**ITEM 12:**          **Skate Park Ramps**

**BUDGET:**        \$25,000

**DESCRIPTION:**    Replacement of three existing wood ramps with concrete ramps of similar style.

---

**ITEM 13:**          **Tennis Court - Resurfacing (5 sites)**

**BUDGET:**        \$165,000

**DESCRIPTION:**    Color coat and crack repair of tennis courts at PCC (6), Forest Hills (2), McMillan (2), Mitchell Park (2) and Highland Park Middle School (4)

---

**ITEM 14:**          **Baseball/Softball Backstops**

**BUDGET:**        \$10,000

**DESCRIPTION:**    Replacement of the backstop mesh on baseball field #1 at Fir Grove School.

---



## CAPITAL PROJECTS

---

### BUILDING REPLACEMENTS

---

---

**ITEM 15:**            **Cardio and Weight Equipment**

**BUDGET:**            \$40,000

**DESCRIPTION:**    Replacement of cardio and weight equipment at various recreation facilities.

---

### Building Exterior

**ITEM 16:**            **Exterior Siding**

**BUDGET:**            \$60,000

**DESCRIPTION:**    Replacement of siding on north side of Garden Home Recreation Center.

---

**ITEM 17:**            **Upper Balcony**

**BUDGET:**            \$8,500

**DESCRIPTION:**    Rebuilding of the second floor balcony porch and railing at Fanno Farmhouse.

---

**ITEM 18:**            **Graffiti Protector & Interior Sealing Outdoor Restroom**

**BUDGET:**            \$11,055

**DESCRIPTION:**    Cleaning and sealing of bare concrete block walls of the exterior restrooms at Nature Park.

---

**ITEM 19:**            **Porch Rebuild**

**BUDGET:**            \$13,700

**DESCRIPTION:**    Repair of sections of porch and painting the exterior of the Schlottmann and Bunk House.

---

**ITEM 20:**            **Cedar Hills Exterior Repairs**

**BUDGET:**            \$83,500

**DESCRIPTION:**    Repair of exterior stucco walls, exterior painting and replacement of gym siding at Cedar Hills Recreation Center.

---

**ITEM 21:**            **Roof Repair & Maintenance (4 sites)**

**BUDGET:**            \$8,000

**DESCRIPTION:**    Repair and maintenance of roofs at Aloha Swim Center, Harman Swim Center, Sunset Swim Center and the Garden Home Recreation Center.

---

## CAPITAL PROJECTS

---

### **Building Furnishings**

**ITEM 22:**           **Wash Basins**

**BUDGET:**           \$3,400

**DESCRIPTION:**    Replacement of wash basins in Aloha Swim Center dressing rooms.

---

**ITEM 23:**           **Gym Receiver & Speaker**

**BUDGET:**           \$3,000

**DESCRIPTION:**    Replacement of receiver and speaker for the gym at Conestoga Recreation & Aquatic Center.

---

**ITEM 24:**           **Tennis Court Wind Screens**

**BUDGET:**           \$1,500

**DESCRIPTION:**    Replacement of wind screen on the HMT complex.

---

**ITEM 25:**           **Table Replacements**

**BUDGET:**           \$3,000

**DESCRIPTION:**    Replacement of the existing tables at Nature Center with lightweight aluminum tables.

---

**ITEM 26:**           **Ergonomic Office Equipment**

**BUDGET:**           \$2,400

**DESCRIPTION:**    Replacement of standard equipment with ergonomic office equipment for district staff as needed.

---

### **Floor Coverings (Long Life)**

**ITEM 27:**           **Refinish Wood Floors (4 sites)**

**BUDGET:**           \$36,351

**DESCRIPTION:**    Sand and recoat hardwood floors at Cedar Hills gym, Stuhr Manzanita room, Athletic Center gym, and Conestoga Recreation & Aquatic Center gym, aerobic room, and room 200.

---

## CAPITAL PROJECTS

---

### **Floor Coverings (Short Life)**

**ITEM 28:**            **Carpet Replacement (2 sites)**

**BUDGET:**            \$5,000

**DESCRIPTION:**    Replacement of carpet at East and West entries at Conestoga and behind the front counter of the Aquatic Center.

---

### **HVAC Components**

**ITEM 29:**            **HVAC Ductwork (2 sites)**

**BUDGET:**            \$8,950

**DESCRIPTION:**    Repair of HVAC ductwork system at Beaverton Swim Center and Conestoga Recreation & Aquatic Center.

---

**ITEM 30:**            **Steam Condensation Pump**

**BUDGET:**            \$2,800

**DESCRIPTION:**    Replacement of steam condensation pump for the boiler at Garden Home Recreation Center.

---

**ITEM 31:**            **Air Handler Bearing (3 sites)**

**BUDGET:**            \$20,200

**DESCRIPTION:**    Replacement of all bearings on air handler fan units at the Aquatic Center, Beaverton Swim Center, and the Stuhr Center.

---

**ITEM 32:**            **Boiler Retuning**

**BUDGET:**            \$5,570

**DESCRIPTION:**    Retune burners and tubes of the Aquatic Center boiler.

---

**ITEM 33:**            **HVAC Dampers & Actuators**

**BUDGET:**            \$3,616

**DESCRIPTION:**    Replacement of dampers & actuators to HVAC system at Administration office.

---

## CAPITAL PROJECTS

---

**ITEM 34:**            **Unions, Valves, Lines & Actuators**  
**BUDGET:**            \$8,030  
**DESCRIPTION:**    Replacement of HVAC unions, valves & actuators located in the ceiling at Conestoga Recreation & Aquatic Center.

---

### **Plumbing 25 year**

**ITEM 35:**            **Floor Drains**  
**BUDGET:**            \$26,500  
**DESCRIPTION:**    Replacement of floor drains and plumbing in the boiler room at Cedar Hills Recreation Center.

---

**ITEM 36:**            **Boiler Pipe**  
**BUDGET:**            \$1,975  
**DESCRIPTION:**    Replacement of inlet and outlet piping on pool water boiler at Aloha Swim Center.

---

### **Plumbing 15 year**

**ITEM 37:**            **Water Heater**  
**BUDGET:**            \$3,500  
**DESCRIPTION:**    Replacement of one domestic water heater at the Athletic Center.

---

### **Pool Apparatus**

**ITEM 38:**            **Three-meter Dive Stands**  
**BUDGET:**            \$42,860  
**DESCRIPTION:**    Replacement of three-meter dive stands (2) at the Aquatic Center.

---

**ITEM 39:**            **Pool Slide Resurfacing**  
**BUDGET:**            \$5,150  
**DESCRIPTION:**    Re-gel coating of the Leisure Pool slide at Conestoga Recreation & Aquatic Center.

---

## CAPITAL PROJECTS

---

**ITEM 40: Lane Lines**

**BUDGET:** \$3,000

**DESCRIPTION:** Replacement of lane lines at Conestoga Recreation & Aquatic Center.

---

**ITEM 41: Pool Receiver & Speaker**

**BUDGET:** \$3,000

**DESCRIPTION:** Replacement of receiver and speakers at Conestoga Recreation & Aquatic Center pool area.

---

**ITEM 42: Guard Chair**

**BUDGET:** \$5,500

**DESCRIPTION:** Replacement of lifeguard chair at Harman Swim Center.

---

### **Pool Mechanical System Repair**

**ITEM 43: Pool Valves**

**BUDGET:** \$2,200

**DESCRIPTION:** Replacement of pool valves at Conestoga Recreation & Aquatic Center.

---

**ITEM 44: Circulation Pump & Motor**

**BUDGET:** \$5,792

**DESCRIPTION:** Replacement of the main circulation pool pump and motor at Sunset Swim Center.

---

### **Pool Tank Underwater Lights**

**ITEM 45: Underwater Lights**

**BUDGET:** \$121,067

**DESCRIPTION:** Replacement of 35 underwater light fixtures at the Aquatic Center.

---

### **Security**

**ITEM 46: Fire Suppression at Selected Facilities**

**BUDGET:** \$8,000

**DESCRIPTION:** Replacement of components of fire suppression systems.

---

## CAPITAL PROJECTS

---

### **Windows & Doors**

**ITEM 47:**           **Office Door & Jamb**

**BUDGET:**           \$2,000

**DESCRIPTION:**    Replacement of Tennis Center office door and frame.

---

**ITEM 48:**           **Frosting of Windows**

**BUDGET:**           \$6,000

**DESCRIPTION:**    Frosting of the south gable windows at the Aquatic Center.

---

### **BUILDING IMPROVEMENT**

---

**ITEM 49:**           **Ventilation System**

**BUDGET:**           \$10,000

**DESCRIPTION:**    Installation of a ventilation system for tool room and welding shop at Fanno Creek Service Center to improve air quality.

---

**ITEM 50:**           **Roof safety protection (3 sites)**

**BUDGET:**           \$54,400

**DESCRIPTION:**    Installation of a fall protection system that will enable staff to access roofs at Cedar Hills Recreation Center, Beaverton Swim Center, and Aloha Swim Center.

---

**ITEM 51:**           **Changing Tables**

**BUDGET:**           \$2,500

**DESCRIPTION:**    Addition of changing tables at 13 men's or family restrooms around the district.

---

**ITEM 52:**           **Inflatable Paddle Boards**

**BUDGET:**           \$11,200

**DESCRIPTION:**    Purchase of inflatable paddle boards for Aquatic yoga and paddle boarding classes.

---

## CAPITAL PROJECTS

---

**ITEM 53:**            **LED lighting**

**BUDGET:**            \$16,500

**DESCRIPTION:**    Replacement of exterior lighting fixtures at Conestoga Recreation & Aquatic Center with LED fixtures.

---

**ITEM 54:**            **Deduct Meters**

**BUDGET:**            \$10,000

**DESCRIPTION:**    Installation of four electrical deduct meters on the HMT campus to monitor electricity usage by building.

---

### PARK AND TRAIL REPLACEMENTS

---

---

**ITEM 55:**            **Concrete Sidewalk Repair (3 sites)**

**BUDGET:**            \$43,373

**DESCRIPTION:**    Repair and replacement of sidewalk panels at Waterhouse Linear Park (Blueridge Drive), John Marty Park and Fifth Street Park.

---

**ITEM 56:**            **Play Equipment (3 sites)**

**BUDGET:**            \$338,000

**DESCRIPTION:**    Design and replacement of play equipment at Butternut Park and Greenway Park (Scholls Ferry Road). Replacement of play equipment at Cedar Hills Recreation Center.

---

**ITEM 57:**            **Picnic Tables and Park Benches (3 sites)**

**BUDGET:**            \$13,645

**DESCRIPTION:**    Replacement of table and concrete pad at Fifth Stree Park. Replacement of park benches at Dwight Parr Park (2) and Beacon Hill Wetland (2).

---

**ITEM 58:**            **Parking Lot Resurfacing**

**BUDGET:**            \$55,000

**DESCRIPTION:**    Resurfacing of Bonny Slope Park parking lot.

---

**ITEM 59:**            **Bridge Replacement**

**BUDGET:**            \$15,000

**DESCRIPTION:**    Replacement of bridge at the south end of Whispering Woods Park.

---

## CAPITAL PROJECTS

---

**ITEM 60:            Drinking Fountain**

**BUDGET:**         \$7,500

**DESCRIPTION:**   Replacement of drinking fountain and pad at Elsie Stuhr Center.

---

**ITEM 61:            Asphalt Pedestrian Pathways (5 sites)**

**BUDGET:**         \$23,136

**DESCRIPTION:**   Replacement of pathways at Fir Grove Park, Channing Heights Park, Summercrest Park, Whispering Woods Park, and Kaiser Woods Park.

---

**ITEM 62:            Irrigation Systems Redesign & Reconfiguration(5 sites)**

**BUDGET:**         \$20,000

**DESCRIPTION:**   Redesign of Terra Linda, Sunset Swim Center, Carolwood Park, Cedar Hills Recreation Center, and Fanno Creek Service Center irrigation systems for water conservation.

---

**ITEM 63:            Storm Water Management Redesign**

**BUDGET:**         \$40,000

**DESCRIPTION:**   Redesign of storm water system at Raleigh Park.

---

**ITEM 64:            Fence Replacements**

**BUDGET:**         \$6,600

**DESCRIPTION:**   Replacement of existing post & rail fencing at Fifth Street Park.

---

**ITEM 65:            Signage Master Plan Phase 2**

**BUDGET:**         \$40,000

**DESCRIPTION:**   Replacement and improvement of signage throughout district.

---

## PARK AND TRAIL IMPROVEMENTS

---

---

**ITEM 66:            Memorial Benches**

**BUDGET:**         \$8,000

**DESCRIPTION:**   The Memorial Bench program offers patrons the opportunity to purchase a recycled plastic bench.

---



## CAPITAL PROJECTS

---

**ITEM 67:**            **Outdoor Fitness Equipment**

**BUDGET:**            \$17,062

**DESCRIPTION:**    Purchase and installation of outdoor trail fitness equipment at a location to be determined.

---

### **Grant Funded Projects**

**ITEM 68:**            **Connect Oregon - Waterhouse Trail Segment**

**BUDGET:**            \$400,000

**DESCRIPTION:**    Funding for completion of Waterhouse Trail Segment #4 through the Connect Oregon grant program.

---

**ITEM 69:**            **Rails to Trails - Westside to Waterhouse**

**BUDGET:**            \$48,000

**DESCRIPTION:**    Completion of the Westside to Waterhouse Trail segment through the Rails to Trails grant program.

---

**ITEM 70:**            **Oregon Parks and Recreation Department - Vietnam War Memorial**

**BUDGET:**            \$35,000

**DESCRIPTION:**    Funding for relocation of the Vietnam War Memorial to Veterans Memorial Park through the Oregon Parks and Recreation Department grant program.

---

**ITEM 71:**            **LGGP - SW Quadrant Community Park**

**BUDGET:**            \$283,600

**DESCRIPTION:**    Funding of screens / shades (4) at SW Quadrant Community Park through the Local Government Grant Program.

---

**ITEM 72:**            **Metro Nature in Neighborhoods**

**BUDGET:**            \$400,000

**DESCRIPTION:**    Funding for construction of bridge in Fanno Creek Greenway through the Metro Nature in Neighborhoods grant program.

---

## CAPITAL PROJECTS

---

**ITEM 73:**            **Oregon Watershed Enhancement Board**

**BUDGET:**            \$200,000

**DESCRIPTION:**    Funding for construction of bridge and habitat enhancement in Fanno Creek Greenway through a Oregon Watershed Enhancement Board grant program.

---

### **FACILITY CHALLENGE GRANTS**

---

---

**ITEM 74:**            **Challenge Grants**

**BUDGET:**            \$90,000

**DESCRIPTION:**    Matching funds to supplement Advisory Committees and Friends groups funding for facility improvements.

---

### **ADA IMPROVEMENTS**

---

---

**ITEM 75:**            **ADA improvements - Aquatic Center**

**BUDGET:**            \$92,000

**DESCRIPTION:**    Remodeling of restroom, locker room, shower, doors, sign installation at Aquatic Center to meet the Americans with Disabilities Act requirements.

---

**ITEM 76:**            **ADA improvements - Athletic Center**

**BUDGET:**            \$8,000

**DESCRIPTION:**    Remodeling of various features at Athletic Center to meet the Americans with Disabilities Act

---

# OTHER FUNDS

Mitigation Maintenance Reserve Fund



## OTHER FUNDS

---

---

### **FUND DESCRIPTIONS:**

#### **Special Revenue Fund**

The District receives mitigation reserve funds periodically, and has been recording them separately since the 2005/06 Budget Year. When received, these funds are a reserve against future maintenance cost at mitigation sites. A portion of the funds are available for use on a variety of natural area restoration projects, and all funds will be accounted for within the Mitigation Maintenance Reserve Fund.

#### **Capital Project Fund**

The District received funds from the Metro 2006 Natural Areas Bond Measure, based on the Local Share Allocation, for use for various park/natural area related projects that protect and improve natural areas, water quality and access to nature. The funds were fully expended within the 2012/13 fiscal year.



## SPECIAL REVENUE FUND

Description	Prior Year Actual 2013/14	Prior Year Actual 2014/15	Adopted Budget 2015/16	Proposed Budget 2016/17	Approved Budget 2016/17
<b>Resources:</b>					
Beginning Cash on Hand	\$ 182,071	\$ 163,989	\$ 162,500	\$ 160,100	
Interest Income	868	757	500	500	
Miscellaneous Income	-	8,310	-	-	
<b>Total Resources</b>	<b>\$ 182,939</b>	<b>\$ 173,056</b>	<b>\$ 163,000</b>	<b>\$ 160,600</b>	<b>\$ -</b>
<b>Appropriations:</b>					
Materials & Services	18,950	6,692	163,000	160,600	
<b>Total Appropriations</b>	<b>\$ 18,950</b>	<b>\$ 6,692</b>	<b>\$ 163,000</b>	<b>\$ 160,600</b>	<b>\$ -</b>
<b>Summary by Fund</b>					
Mitigation Maintenance Reserve Fund	18,950	6,692	163,000	160,600	
<b>Total Appropriations</b>	<b>\$ 18,950</b>	<b>\$ 6,692</b>	<b>\$ 163,000</b>	<b>\$ 160,600</b>	<b>\$ -</b>



## Mitigation Maintenance Reserve Fund

Description	Prior Year Actual 2013/14	Prior Year Actual 2014/15	Adopted Budget 2015/16	Proposed Budget 2016/17	Approved Budget 2016/17
<b>Department Appropriations</b>					
Maintenance Supplies	18,950	6,692	163,000	160,600	
<b>Material &amp; Services</b>	<b>18,950</b>	<b>6,692</b>	<b>163,000</b>	<b>160,600</b>	-
<b>Department Total</b>	<b>18,950</b>	<b>6,692</b>	<b>163,000</b>	<b>160,600</b>	-





# **DEBT SERVICE FUND**

Analysis of General Obligation Debt

Local Budget Form (LB-35)

Maturity of General Obligation Debt



## DEBT SERVICE FUND

---

---

### FUND DESCRIPTION

The Debt Service Fund provides for bond principal and interest payments on outstanding General Obligation Bonds, those for which a property tax levy supports the maturing principal and interest payments. These levies are levied outside the Park District's permanent rate and are not part of the governmental limit set by Measure 5. On November 4, 2008 the voters approved a bond measure in the amount of \$100 million dollars, for land acquisition, natural area preservation, improvements to trails and parks, along with other major capital projects throughout the District.

### DEBT CAPACITY

O.R.S. 266.512 established a parameter of bonded indebtedness for Park and Recreation Districts. Aggregate bonded indebtedness is governed by the real market value of all taxable properties within the Park District.

*The aggregate amount of general obligation bonds issued and outstanding at any one time shall in no case exceed two and one-half percent (2.5%) of the real market value of all taxable property of the Park District.*

The following table shows the debt capacity of the Park District.

Real Market Value (FY 2015/16)	\$ 31,418,293,366
General Obligation Debt Capacity (2.5% of Real Market Value)	785,457,334
Less: Outstanding Debt	<u>(77,350,000)</u>
Remaining Legal Debt Capacity	<u><u>\$ 708,107,334</u></u>

In April 2009, based on the approved authority of \$100 million, the district issued the first series of General Obligation Bonds in the amount of \$58,505,000. The bonds have a true interest cost of 4.19%. In May 2015 the district advance refunded a portion of the bonds (Series 2015), leaving an outstanding balance as of July 1, 2016 of \$6,525,000.

In September 2011, the district issued the second series of General Obligation Bonds in the amount of \$40,060,000. The bonds have a true interest cost of 3.25%. The outstanding balance as of July 1, 2016 is \$33,360,000.

In May 2015, the district advance refunded a portion of the General Obligation Bonds, Series 2009 (\$36,445,000) and issued the balance of the approved authority (\$1,435,000). The bonds have a true interest cost of 2.19%. The outstanding balance as of July 1, 2016 is \$37,465,000.



**FORM  
LB-35**

**BONDED DEBT  
RESOURCES AND REQUIREMENTS**

**Bond Debt Payments are for:**

- Revenue Bonds or  
 General Obligation Bonds

Debt Service

**Tualatin Hills Park & Recreation District**

(Fund)

(Name of Municipal Corporation)

	Historical Data			DESCRIPTION OF RESOURCES AND REQUIREMENTS	Budget for Next Year FY 2016/17		
	Actual		Adopted Budget This Year FY 2015/16		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding Year FY 2013/14	First Preceding Year FY 2014/15					
				<b>Resources</b>			
1	440,064	477,206	250,000	1. Beginning Cash on Hand (Cash Basis), or	275,000		
2				2. Working Capital (Accrual Basis)			
3	117,118	126,683	50,000	3. Previously Levied Taxes to be Received	50,000		
4	39,444	40,723	38,017	4. Interest	35,000		
5				5. Transferred from Other Funds			
6	44,827	45,895	28,535	6. Payment in lieu of taxes	28,535		
7	641,453	690,507	366,552	7. Total Resources, Except Taxes to be Levied	388,535	0	0
8			6,718,100	8. Taxes Estimated to be Received *	6,943,546	0	0
9	8,198,749	8,325,785		9. Taxes Collected in Year Levied			
<b>10</b>	<b>8,840,202</b>	<b>9,016,292</b>	<b>7,084,652</b>	<b>10. TOTAL RESOURCES</b>	<b>7,332,081</b>	<b>0</b>	<b>0</b>
				<b>Requirements</b>			
				Bond Principal Payments			
				Issue Date	Budgeted Payment Date		
1	1,990,000	2,120,000	0	1. 03/01/1998		0	
2	1,520,000	1,665,000	1,825,000	2. 04/02/2009	06/01/2016	1,990,000	
3	1,255,000	1,360,000	1,455,000	3. 09/13/2011	06/01/2016	1,570,000	
4	0	0	415,000	4. 05/15/2015	06/01/2016	600,000	
5	4,765,000	5,145,000	3,695,000	<b>5. Total Principal</b>		<b>4,160,000</b>	<b>0</b>
				Bond Interest Payments			
				Issue Date	Budgeted Payment Date		
6	236,325	121,900	0	6. 03/01/1998		0	
7	2,058,329	2,020,400	273,175	7. 04/02/2009	12/01/2015 & 06/01/2016	218,425	
8	1,303,342	1,278,247	1,254,456	8. 09/13/2011	12/01/2015 & 06/01/2016	1,225,356	
9			1,862,021	9. 05/15/2015	12/01/2015 & 06/01/2016	1,728,300	
10	3,597,996	3,420,547	3,389,652	<b>10. Total Interest</b>		<b>3,172,081</b>	<b>0</b>
				Unappropriated Balance for Following Year By			
				Issue Date	Payment Date		
11			0	11.		0	0
12				12. Ending balance (prior years)			
13			0	<b>13. Total Unappropriated Ending Fund Balance</b>		<b>0</b>	<b>0</b>
14				14. Loan Repayment to Fund			
15				15. Tax Credit Bond Reserve			
<b>16</b>	<b>8,362,996</b>	<b>8,565,547</b>	<b>7,084,652</b>	<b>16. TOTAL REQUIREMENTS</b>	<b>7,332,081</b>	<b>0</b>	<b>0</b>



## DEBT SERVICE FUND

### Maturity Schedule

Maturity schedules of aggregate future debt service on the Series 2009 \$58.505 million of General Obligation Bonds (as adjusted for the advance refunding), Series 2011 \$40.600 million and the Series 2015 \$37.880 million are listed as follows:

#### Schedule of Future Debt Service Requirements of General Obligation Bonds

##### Series 2009

Fiscal Year ending June 30	Principal	Interest	Total Debt Service
2017	1,990,000	218,425	2,208,425
2018	2,170,000	158,725	2,328,725
2019	2,365,000	82,775	2,447,775
	<u>\$ 6,525,000</u>	<u>\$ 459,925</u>	<u>\$ 6,984,925</u>

##### Series 2011

Fiscal Year ending June 30	Principal	Interest	Total Debt Service
2017	1,570,000	1,225,356	2,795,356
2018	1,685,000	1,193,956	2,878,956
2019	1,820,000	1,143,406	2,963,406
2020	1,985,000	1,070,606	3,055,606
2021	2,155,000	991,206	3,146,206
2022	2,315,000	926,556	3,241,556
2023	2,500,000	833,956	3,333,956
2024	2,675,000	758,956	3,433,956
2025	2,865,000	675,363	3,540,363
2026	3,065,000	582,250	3,647,250
2027	3,325,000	429,000	3,754,000
2028	3,570,000	296,000	3,866,000
2029	3,830,000	153,200	3,983,200
	<u>\$ 33,360,000</u>	<u>\$ 10,279,811</u>	<u>\$ 43,639,811</u>

##### Series 2015

Fiscal Year ending June 30	Principal	Interest	Total Debt Service
2017	600,000	1,728,300	2,328,300
2018	665,000	1,716,300	2,381,300
2019	715,000	1,689,700	2,404,700
2020	3,325,000	1,668,250	4,993,250
2021	3,645,000	1,502,000	5,147,000
2022	3,980,000	1,319,750	5,299,750
2023	4,340,000	1,120,750	5,460,750
2024	4,725,000	903,750	5,628,750
2025	5,125,000	667,500	5,792,500
2026	5,545,000	421,250	5,966,250
2027	4,800,000	144,000	4,944,000
	<u>\$ 37,465,000</u>	<u>\$ 12,881,550</u>	<u>\$ 50,346,550</u>





# **SYSTEM DEVELOPMENT CHARGES**

System Development Charge Fund Overview

System Development Charge Fund Project Summary

System Development Charge Fund Project Narrative

System Development Charge Fund Capital Improvement Program (CIP)



## SYSTEM DEVELOPMENT CHARGE FUND

---

---

### FUND DESCRIPTION

On November 17, 1998, the Board of Directors adopted the System Development Charges Resolution. In early 1999, the City of Beaverton City Council and the Washington County Board of Commissioners adopted resolutions to collect the System Development Charges within those areas that they have jurisdiction over and that are within the Park District. Both the City and the County are now collecting those fees.

The district completed subsequent updates to the System Development Charge Methodology in FY 2007/08 and in FY 2015/16, both of which resulted in increases to the SDC fees. In the intervening years between methodology updates, the fees are adjusted for inflationary (deflationary) cost adjustments, effective January 1, in each year.

The District is projecting to carryforward \$11,279,964 in unexpended System Development Charges to the 2016/17 fiscal year, and is budgeting an additional \$14,578,059 in SDC Fund revenues in the 2016/17 fiscal year.



## SYSTEM DEVELOPMENT CHARGE FUND

Description	Prior Year Actual 2013/14	Prior Year Actual 2014/15	Adopted Budget 2015/16	Proposed Budget 2016/17	Approved Budget 2016/17
<b>Resources:</b>					
Beginning Cash on Hand	\$ 5,066,654	\$ 7,635,896	\$ 11,440,748	\$ 11,279,964	
System Development Charges	3,858,370	5,855,512	4,740,600	14,522,059	
Grants or Donations	-	399,283	-	-	
Interest Earnings	30,859	48,929	40,150	56,000	
<b>Total Resources</b>	<b>\$ 8,955,883</b>	<b>\$ 13,939,620</b>	<b>\$ 16,221,498</b>	<b>\$ 25,858,023</b>	<b>\$ -</b>
<b>Appropriations:</b>					
Capital Outlay	1,026,731	1,285,805	16,221,498	25,858,023	
<b>Total Appropriations</b>	<b>\$ 1,026,731</b>	<b>\$ 1,285,805</b>	<b>\$ 16,221,498</b>	<b>\$ 25,858,023</b>	<b>\$ -</b>
<b>Summary by Department</b>					
Carryforward Projects					
Land Acquisition	766,283	361,700	2,460,000	1,485,000	
Development/Improvements	256,380	427,693	3,166,000	8,370,500	
Land Acquisition	6,847	385,080	4,500,000	12,300,000	
Development/Improvements	290,476	111,332	2,785,000	750,000	
Undesignated Projects	-	-	3,310,498	2,952,523	
<b>Total Appropriations</b>	<b>\$ 1,319,986</b>	<b>\$ 1,285,805</b>	<b>\$ 16,221,498</b>	<b>\$ 25,858,023</b>	<b>\$ -</b>

**SYSTEM DEVELOPMENT CHARGE FUND**

<b>Item Number</b>	<b>SDC Capital Project</b>	<b>Carryover Funds</b>	<b>Additional Funding</b>	<b>Proposed 2016/17</b>	<b>Page #</b>
<b>CARRYFORWARD PROJECTS</b>					
1	Land Acquisition - FY 2015/16 Carryforward	1,485,000	-	1,485,000	SDC-5
	<b>Sub-total Land Acquisition Carryforward</b>	<b>1,485,000</b>	<b>-</b>	<b>1,485,000</b>	
2	Bonny Slope / BSD Trail Development	500,000	-	500,000	SDC-5
3	MTIP Grant Match - Westside Trail, Segment 18	-	210,500	210,500	SDC-5
4	Bethany Creek Falls Phases 1, 2, 3 & 5 - Proj. Mgmt.	80,000	30,000	110,000	SDC-5
5	NW Quadrant Neighborhood Park Master Plan	75,000	25,000	100,000	SDC-5
6	NW Quadrant Neighborhood Park Master Plan & Desig	75,000	125,000	200,000	SDC-6
7	NW Quadrant New Neighborhood Park Development	1,500,000	-	1,500,000	SDC-6
8	SW Quadrant Community Ctr - Site Feasibility Analysis	80,000	-	80,000	SDC-6
9	Natural Area Master Plan	100,000	-	100,000	SDC-6
10	Building Expansion - site to be determined	1,000,000	-	1,000,000	SDC-6
11	Deck Expansion - Aquatic Center	130,000	20,000	150,000	SDC-6
12	New Synthetic Turf Field - Conestoga Middle School	850,000	405,000	1,255,000	SDC-7
13	MTIP Grant Match - Beaverton Crk. Trail Master Plan	115,000	-	115,000	SDC-7
14	MTIP Grant Match - Beaverton Crk. Trail Land	250,000	-	250,000	SDC-7
15	Matching Funds - WaCo Augusta Lane Pedestrian/Trail Bridge Project	50,000	-	50,000	SDC-7
16	North Bethany Park and Trail Development - Proj.	45,000	105,000	150,000	SDC-7
17	SW Quadrant Community Park - additional funding for bond project	2,600,000	-	2,600,000	SDC-7
	<b>Carryforward</b>	<b>7,450,000</b>	<b>920,500</b>	<b>8,370,500</b>	
	<b>TOTAL CARRYFORWARD PROJECTS</b>	<b>8,935,000</b>	<b>920,500</b>	<b>9,855,500</b>	
<b>LAND ACQUISITION</b>					
18	Acquisition of Community Park Land - North Bethany			2,500,000	SDC-8
19	Acquisition of Neighborhood Park Land - North			7,650,000	SDC-8
20	Acquisition of Trails Land - North Bethany			1,300,000	SDC-8
21	Acquisition of Trails Land - So. Cooper Mountain			300,000	SDC-8
22	Acquisition of Trails Land - Bonney Slope West			150,000	SDC-8
23	Acquisition of Natural Area Land - So. Cooper			400,000	SDC-8
	<b>TOTAL LAND ACQUISITION</b>			<b>12,300,000</b>	
<b>DEVELOPMENT/IMPROVEMENTS</b>					
24	Connect Oregon Grant Match - Waterhouse Trail, Segment 4			300,000	SDC-9
25	SW Quadrant Neighborhood Park Master Plan and Design			200,000	SDC-9
26	Cedar Mill Creek Community Trail Segment #4 Master Planning and Design			250,000	SDC-9
	<b>TOTAL DEVELOPMENT/IMPROVEMENTS</b>			<b>750,000</b>	
<b>UNDESIGNATED PROJECTS</b>					
27	Undesignated Projects			2,952,523	SDC-9
	<b>TOTAL UNDESIGNATED PROJECTS</b>			<b>2,952,523</b>	
	<b>GRAND TOTAL CAPITAL OUTLAY</b>			<b>25,858,023</b>	

## SYSTEM DEVELOPMENT CHARGE FUND

---

### Carry Over Projects

---

---

**ITEM 1:**            **Land Acquisition - FY 2015/16 Carryforward**

**BUDGET:**        \$1,485,000

**DESCRIPTION:**    Carryover funding for purchase of property and/or easements for future parks, trails, and open spaces

---

**ITEM 2:**            **Bonny Slope / BSD Trail Development**

**BUDGET:**        \$500,000

**DESCRIPTION:**    Design and construction of trails on the McDaniel Property to connect the surrounding neighborhoods to the school site and park property

---

**ITEM 3:**            **MTIP Grant Match - Westside Trail, Segment 18**

**BUDGET:**        \$210,500

**DESCRIPTION:**    District match for the grant award to complete Westside Trail segment 18 from Kaiser Road to Kaiser Woods Natural Area. Includes safety watcher services and staff project management

---

**ITEM 4:**            **Bethany Creek Falls Phases 1, 2, 3 & 5 - Project Management**

**BUDGET:**        \$110,000

**DESCRIPTION:**    Staff project management time to monitor construction of several park and trail project phases by developer under SDC credit agreement

---

**ITEM 5:**            **NW Quadrant Neighborhood Park Master Plan**

**BUDGET:**        \$100,000

**DESCRIPTION:**    Site master planning for new neighborhood park on undeveloped land owned by the district at SW 175th and SW Marty Lane

---

## SYSTEM DEVELOPMENT CHARGE FUND

---

**ITEM 6:**            **NW Quadrant Neighborhood Park Master Plan & Design**

**BUDGET:**            \$200,000

**DESCRIPTION:**    Site master planning and design for a new neighborhood park on undeveloped land owned by the district at SW 187th and SW Bonney Meadow Lane

---

**ITEM 7:**            **NW Quadrant New Neighborhood Park Development**

**BUDGET:**            \$1,500,000

**DESCRIPTION:**    Design and development of a new neighborhood park on undeveloped land owned by the district at SW 175th and SW Marty Lane

---

**ITEM 8:**            **SW Quadrant Community Center - Site Feasibility Analysis**

**BUDGET:**            \$80,000

**DESCRIPTION:**    Feasibility analysis of three alternate sites in the SW quadrant to determine the preferred site for a future community center

---

**ITEM 9:**            **Natural Area Master Plan**

**BUDGET:**            \$100,000

**DESCRIPTION:**    Master planning on one natural area

---

**ITEM 10:**          **Building Expansion - site to be determined**

**BUDGET:**            \$1,000,000

**DESCRIPTION:**    Expansion of existing facility to provide new space for programming options

---

**ITEM 11:**          **Deck Expansion - Aquatic Center**

**BUDGET:**            \$150,000

**DESCRIPTION:**    Creation of new concrete deck space at Aquatic Center to create space for additional seating

---

## SYSTEM DEVELOPMENT CHARGE FUND

---

**ITEM 12:           New Synthetic Turf Field - Conestoga Middle School**

**BUDGET:**       \$1,255,000

**DESCRIPTION:**   Portion of funding for development of new synthetic turf field at Conestoga Middle School; balance of funding will come from General Fund and Bond fund

---

**ITEM 13:           MTIP Grant Match - Beaverton Creek Trail Master Plan**

**BUDGET:**       \$115,000

**DESCRIPTION:**   Grant match and staff project management time to complete master plan for regional trail

---

**ITEM 14:           MTIP Grant Match - Beaverton Creek Trail Land Acquisition/ROW**

**BUDGET:**       \$250,000

**DESCRIPTION:**   Grant match (\$220,000) and staff project management time (\$30,000) to complete right of way acquisition for a community trail

---

**ITEM 15:           Matching Funds - WaCo Augusta Lane Pedestrian/Trail Bridge Project**

**BUDGET:**       \$50,000

**DESCRIPTION:**   THPRD share of project in partnership with Washington County for a new bridge to provide a critical trail connection in the Beaverton Creek Trail

---

**ITEM 16:           North Bethany Park and Trail Development - Project Management**

**BUDGET:**       \$150,000

**DESCRIPTION:**   Staff project management time to monitor construction of new projects by developers under SDC credit agreements

---

**ITEM 17:           SW Quadrant Community Park - additional funding for bond project**

**BUDGET:**       \$2,600,000

**DESCRIPTION:**   Portion of funding for construction of the SW Quadrant Community Park; project is primarily funded by the Bond Fund and additional funding provided by SDC fund is necessary due to increase in size and scope of the project

---



## SYSTEM DEVELOPMENT CHARGE FUND

---

### Land Acquisition

---

---

**ITEM 18:            Acquisition of Community Park Land - North Bethany**

**BUDGET:**            \$2,500,000

**DESCRIPTION:**    Purchase of additional properties for future community park site to meet commitments in North Bethany new urban area

---

**ITEM 19:            Acquisition of Neighborhood Park Land - North Bethany**

**BUDGET:**            \$7,650,000

**DESCRIPTION:**    Purchase of additional properties for future neighborhood park sites to meet commitments in North Bethany new urban area

---

**ITEM 20:            Acquisition of Trails Land - North Bethany**

**BUDGET:**            \$1,300,000

**DESCRIPTION:**    Purchase of additional properties and/or easements for future trail corridors to meet commitments in North Bethany new urban area

---

**ITEM 21:            Acquisition of Trails Land - South Cooper Mountain**

**BUDGET:**            \$300,000

**DESCRIPTION:**    Purchase of additional properties and/or easements for future trail corridors to meet commitments in South Cooper Mountain new urban area

---

**ITEM 22:            Acquisition of Trails Land - Bonney Slope West**

**BUDGET:**            \$150,000

**DESCRIPTION:**    Purchase of additional properties and/or easements for future trail corridors to meet commitments in Bonney Slope West new urban area

---

**ITEM 23:            Acquisition of Natural Area Land - South Cooper Mountain**

**BUDGET:**            \$400,000

**DESCRIPTION:**    Purchase of additional properties for future natural area site to meet commitments in South Cooper Mountain new urban area

---

## SYSTEM DEVELOPMENT CHARGE FUND

---

### Development/Improvements

---

---

**ITEM 24:**            **Connect Oregon Grant Match - Waterhouse Trail, Segment 4**

**BUDGET:**            \$300,000

**DESCRIPTION:**    District match for grant award to complete permitting, jurisdictional requirements, and construction of a small segment of the Waterhouse Trail that was outside of the scope of the bond funded project.

---

**ITEM 25:**            **SW Quadrant Neighborhood Park Master Plan and Design**

**BUDGET:**            \$200,000

**DESCRIPTION:**    Site master planning for new neighborhood park on undeveloped land owned by the district at SW Miller Hill Rd and SW Georgene Ct

---

**ITEM 26:**            **Cedar Mill Creek Community Trail Segment #4 Master Planning and Design**

**BUDGET:**            \$250,000

**DESCRIPTION:**    Master planning and design for Cedar Mill Creek Community Trail Segment #4 from NW 114th Ave to Foege Park

---

### Undesignated Projects

---

---

**ITEM 27:**            **Undesignated Projects**

**BUDGET:**            \$2,952,523

**DESCRIPTION:**    Capital Outlay to fund projects to be determined at a later time

---



**Tualatin Hills Park & Recreation District**  
**SYSTEM DEVELOPMENT CHARGE FUND**  
**PROJECTS LIST**  
**Proposed Five-year CIP April 2016**

Project or Item Description	Total Cost		Funding	
	Low Estimate	High Estimate	Low Estimate	High Estimate
<b>Already Funded in 2015/16 Budget</b>				
Neighborhood Park Development - SW 175th Ave/SW Marty Ln (Biles)	\$ 1,075,000	\$ 1,625,000		
<b>Subtotal 2015/16</b>	<b>\$ 1,075,000</b>	<b>\$ 1,625,000</b>		
<b>Estimated Reserve Available for Expenditure through FY 2020/21</b>			<b>\$ 54,559,764</b>	<b>\$ 83,819,702</b>
<b>5-Year CIP List</b>				
Waterhouse Trail: Segment #4	\$ 300,000	\$ 400,000	\$ 54,259,764	\$ 83,419,702
Neighborhood Park Development - SW 187th Ave./SW Bonnie Meadow Ln. (Mitchell)	\$ 1,575,000	\$ 2,125,000	\$ 52,684,764	\$ 81,294,702
Land Acquisition for Community Parks in New Urban Areas: North Bethany	\$ 2,125,000	\$ 3,095,000	\$ 50,559,764	\$ 78,199,702
Land Acquisition for Neighborhood Parks in New Urban Areas: North Bethany	\$ 6,056,000	\$ 7,830,500	\$ 44,503,764	\$ 70,369,202
Neighborhood Park Development - SW Miller Hill Rd./SW Georgene Ct.	\$ 1,075,000	\$ 1,625,000	\$ 43,428,764	\$ 68,744,202
Land Acquisition for Trails in New Urban Areas: North Bethany*	\$ 1,039,740	\$ 1,497,153	\$ 42,389,024	\$ 67,247,050
Land Acquisition for Trails in New Urban Areas: South Cooper Mountain*	\$ 258,000	\$ 344,000	\$ 42,131,024	\$ 66,903,050
Land Acquisition for Trails in New Urban Areas: Bonny Slope*	\$ 129,000	\$ 172,000	\$ 42,002,024	\$ 66,731,050
New Community Trail Design & Development - Cedar Mill Creek Trail #4**	\$ 240,000	\$ 300,000	\$ 41,762,024	\$ 66,431,050
Natural Area Land Acquisition - South Cooper Mountain Area	\$ 275,000	\$ 500,000	\$ 41,487,024	\$ 65,931,050
<b>Subtotal FY 2016/17 Costs</b>	<b>\$ 13,072,740</b>	<b>\$ 17,888,653</b>		
Community Park Master Plan: NW Miller Rd/NW Barnes Road	\$ 200,000	\$ 300,000	\$ 41,287,024	\$ 65,631,050
New Community Trail Design & Dev. - Bethany Creek Trail #2 - Seg. #3**	\$ 300,000	\$ 440,000	\$ 40,987,024	\$ 65,191,050
Land Acquisition for Neighborhood Parks in New Urban Areas: North Bethany	\$ 4,470,000	\$ 5,662,000	\$ 36,517,024	\$ 59,529,050
Land Acquisition for Trails in New Urban Areas: North Bethany*	\$ 645,000	\$ 817,000	\$ 35,872,024	\$ 58,712,050
Land Acquisition for Community Parks in New Urban Areas: North Bethany	\$ 3,810,000	\$ 4,826,000	\$ 32,062,024	\$ 53,886,050
Land Acquisition for Parks in New Urban Areas: South Cooper Mountain	\$ 1,500,000	\$ 2,000,000	\$ 30,562,024	\$ 51,886,050
Land Acquisition for Trails in New Urban Areas: South Cooper Mountain*	\$ 258,000	\$ 344,000	\$ 30,304,024	\$ 51,542,050
Land Acquisition for Parks in New Urban Areas: Bonny Slope West	\$ 900,000	\$ 1,200,000	\$ 29,404,024	\$ 50,342,050
Land Acquisition for Trails in New Urban Areas: Bonny Slope West*	\$ 64,500	\$ 86,000	\$ 29,339,524	\$ 50,256,050
Land Acquisition for Park Infill	\$ 500,000	\$ 600,000	\$ 28,839,524	\$ 49,656,050
<b>TOTAL FY 2017/18 COSTS</b>	<b>\$ 12,647,500</b>	<b>\$ 16,275,000</b>		
Land Acquisition for Neighborhood Parks in New Urban Areas: North Bethany	\$ 1,125,000	\$ 1,425,000	\$ 27,714,524	\$ 48,231,050
Land Acquisition for Trails in New Urban Areas: North Bethany*	\$ 322,500	\$ 408,500	\$ 27,392,024	\$ 47,822,550
Land Acquisition for Neighborhood Parks in New Urban Areas: South Cooper Mountain	\$ 1,200,000	\$ 1,600,000	\$ 26,192,024	\$ 46,222,550
Land Acquisition for Trails in New Urban Areas: South Cooper Mountain*	\$ 258,000	\$ 344,000	\$ 25,934,024	\$ 45,878,550
Design & Develop Synthetic Turf Field w/ Lights - South Cooper Mountain	\$ 2,000,000	\$ 2,500,000	\$ 23,934,024	\$ 43,378,550
Land Acquisition for Trails in New Urban Areas: Bonny Slope West*	\$ 64,500	\$ 86,000	\$ 23,869,524	\$ 43,292,550
Design & Develop Natural Areas for Public Access - South Cooper Mountain Area	\$ 275,000	\$ 500,000	\$ 23,594,524	\$ 42,792,550
Beaverton Creek Trail: Segment #3-4**	\$ 1,800,000	\$ 2,300,000	\$ 21,794,524	\$ 40,492,550
New Neighborhood Park Design & Development - SW 75th Ave. & SW Canyon Lane (Wilson)	\$ 1,075,000	\$ 1,625,000	\$ 20,719,524	\$ 38,867,550

Land Acquisition for Park Infill	\$ 500,000	\$ 600,000	\$ 20,219,524	\$ 38,267,550
New Regional Trail Design & Development - Westside Trail #14**	\$ 250,000	\$ 350,000	\$ 19,969,524	\$ 37,917,550
New Neighborhood Park Design & Development - SW Murray Blvd. & SW Sexton Mountain Drive	\$ 3,843,750	\$ 5,362,500	\$ 16,125,774	\$ 32,555,050
<b>Subtotal FY 2018/19 Costs</b>	<b>\$ 12,713,750</b>	<b>\$ 17,101,000</b>		
Land Acquisition for Neighborhood Parks in New Urban Areas: North Bethany	\$ 1,125,000	\$ 1,425,000	\$ 15,000,774	\$ 31,130,050
Land Acquisition for Parks in New Urban Areas: South Cooper Mountain	\$ 1,200,000	\$ 1,600,000	\$ 13,800,774	\$ 29,530,050
Trail Development - Westside Trail: Sunset Hwy Crossing**	\$ 3,200,000	\$ 4,800,000	\$ 10,600,774	\$ 24,730,050
Land Acquisition for Trails in New Urban Areas: South Cooper Mountain*	\$ 600,000	\$ 800,000	\$ 10,000,774	\$ 23,930,050
Land Acquisition for Trails in New Urban Areas: Bonny Slope West*	\$ 150,000	\$ 200,000	\$ 9,850,774	\$ 23,730,050
New Regional Trail Design & Development - Westside Trail #19**	\$ 400,000	\$ 720,000	\$ 9,450,774	\$ 23,010,050
Land Acquisition for Park Infill	\$ 500,000	\$ 600,000	\$ 8,950,774	\$ 22,410,050
<b>Subtotal FY 2019/20 Costs</b>	<b>\$ 7,175,000</b>	<b>\$ 10,145,000</b>		
Land Acquisition for Trails in New Urban Areas: North Bethany*	\$ 838,500	\$ 1,062,100	\$ 8,112,274	\$ 21,347,950
Land Acquisition for Parks in New Urban Areas: South Cooper Mountain	\$ 1,200,000	\$ 1,600,000	\$ 6,912,274	\$ 19,747,950
Land Acquisition for Park Infill: Hwy 217/Hwy 26/Barnes	\$ 500,000	\$ 600,000	\$ 6,412,274	\$ 19,147,950
Design & Develop Synthetic Turf Field w/ Lights - NE Quadrant	\$ 2,000,000	\$ 2,500,000	\$ 4,412,274	\$ 16,647,950
Youth Multi-Purpose Athletic Field - South Cooper Mountain	\$ 600,000	\$ 800,000	\$ 3,812,274	\$ 15,847,950
Youth Multi-Purpose Athletic Field - North Bethany (1)	\$ 600,000	\$ 800,000	\$ 3,212,274	\$ 15,047,950
Community Park Development: NW Miller Rd./NW Barnes Rd.***	\$ 11,050,000	\$ 14,700,000	\$ (7,837,726)	\$ 347,950
<b>Subtotal FY 2020/21 Costs</b>	<b>\$ 16,788,500</b>	<b>\$ 22,062,100</b>		
<b>Subtotal for 5-year CIP List</b>	<b>\$ 62,397,490</b>	<b>\$ 83,471,753</b>		
<b>IP Unfunded Projects</b>				
Community Park Development Paul & Verna Winkelman Park - Phase II	\$ 1,500,000	\$ 2,250,000	\$ (9,337,726)	\$ (1,902,051)
Land Acquisition for Beaverton Creek Trail Segments 1 & 2*	\$ 645,000	\$ 1,677,000	\$ (9,982,726)	\$ (3,579,051)
New Regional Trail Design & Development - Beaverton Creek Trail: Segment #1**	\$ 800,000	\$ 900,000	\$ (10,782,726)	\$ (4,479,051)
New Regional Trail Design & Development - Beaverton Creek Trail: Segment #2**	\$ 800,000	\$ 900,000	\$ (11,582,726)	\$ (5,379,051)
Youth Multi-Purpose Athletic Field - North Bethany (2)	\$ 600,000	\$ 800,000	\$ (12,182,726)	\$ (6,179,051)
Youth Multi-Purpose Athletic Field - North Bethany (3)	\$ 600,000	\$ 800,000	\$ (12,782,726)	\$ (6,979,051)
New Neighborhood Park Design & Development - SW 165th & SW Farmington Rd	\$ 1,575,000	\$ 2,125,000	\$ (14,357,726)	\$ (9,104,051)
New Neighborhood Park Design & Development - NW Thompson Rd. & NW Saltzman Rd	\$ 1,575,000	\$ 2,125,000	\$ (15,932,726)	\$ (11,229,051)
Complete Development of Roger Tilbury Park - Phase 2	\$ 250,000	\$ 500,000	\$ (16,182,726)	\$ (11,729,051)
New Community Park Design & Development - SW Davis Rd & SW 160th Ave***	\$ 6,100,000	\$ 7,625,000	\$ (22,282,726)	\$ (19,354,051)
New Community Park Design & Development - NW Kaiser Rd & NW Brugger Rd***	\$ 9,000,000	\$ 11,250,000	\$ (31,282,726)	\$ (30,604,051)
New Regional Trail Design & Development - Fanno Creek Trail #5**	\$ 200,000	\$ 300,000	\$ (31,482,726)	\$ (30,904,051)
New Community Trail Design & Development S. Johnson Creek Trail #5**	\$ 700,000	\$ 850,000	\$ (32,182,726)	\$ (31,754,051)
New Regional Trail Design & Development - Westside Trail #15-#17**	\$ 800,000	\$ 1,100,000	\$ (32,982,726)	\$ (32,854,051)
Youth Baseball/Softball Athletic Field - North Bethany (1)	\$ 600,000	\$ 800,000	\$ (33,582,726)	\$ (33,654,051)
Youth Baseball/Softball Athletic Field - North Bethany (2)	\$ 600,000	\$ 800,000	\$ (34,182,726)	\$ (34,454,051)
Youth Baseball/Softball Athletic Field - South Cooper Mountain	\$ 600,000	\$ 800,000	\$ (34,782,726)	\$ (35,254,051)
Design & Develop Natural Areas for Public Access - Lilly K. Johnson Woods Natural Area	\$ 275,000	\$ 500,000	\$ (35,057,726)	\$ (35,754,051)
Design & Develop Natural Areas for Public Access - Bannister Creek Area	\$ 275,000	\$ 500,000	\$ (35,332,726)	\$ (36,254,051)
<b>Subtotal Unfunded Projects</b>	<b>\$ 27,495,000</b>	<b>\$ 36,602,000</b>		
<b>Total All Listed Projects</b>	<b>\$ 89,892,490</b>	<b>\$ 120,073,753</b>	<b>\$ -</b>	<b>\$ -</b>



# **BOND CAPITAL PROJECTS FUND**

Bond Capital Projects Fund Overview

Bond Capital Projects Fund Project Summary

Bond Capital Projects Fund Project Narrative



## **BOND CAPITAL PROJECTS FUND**

---

---

### **FUND DESCRIPTION**

On November 4, 2008 the District voters approved a \$100 million Parks Bond Levy request. This levy request included a specific list of projects and land acquisition targets to be funded by the bond levy, and had specific dollar amounts designated for each of these projects and acquisitions. The project line items in the budget are based on the specified amounts from the levy.

Subsequent to the passage of the levy request the District worked with a project management consultant to develop a master project schedule. This project schedule was then used to develop a projected cash flow of bond expenditures. Based on this cash flow the District proceeded to issue only part of the authorized levy, with gross proceeds of \$58.5 million, in the spring of 2009. In September 2011, an additional portion of the levy, \$40.1 million, was issued. In May 2015 the final \$1.4 million authorized under the levy was issued.





## BOND CAPITAL PROJECTS FUND

Description	Prior Year Actual 2013/14	Prior Year Actual 2014/15	Adopted Budget 2015/16	Proposed Budget 2016/17	Adopted Budget 2016/17
<b>Resources:</b>					
Beginning Cash on Hand	\$ 51,683,508	\$ 34,481,827	\$ 29,140,469	\$ 29,005,955	
Bond Proceeds	-	1,468,756	1,750,000	-	
Interest Earnings	170,637	164,508	140,000	150,000	
<b>Total Resources</b>	<b>\$ 51,854,145</b>	<b>\$ 36,115,091</b>	<b>\$ 31,030,469</b>	<b>\$ 29,155,955</b>	<b>\$ -</b>
<b>Appropriations:</b>					
Capital Outlay	17,909,748	5,935,734	31,030,469	29,155,955	
<b>Total Appropriations</b>	<b>\$ 17,909,748</b>	<b>\$ 5,935,734</b>	<b>\$ 31,030,469</b>	<b>\$ 29,155,955</b>	<b>\$ -</b>

<b>Summary by Department</b>					
New Neighborhood Park Development	2,809,874	664,706	-	-	
Renovate/Redevelop Neighborhood Pk	945,953	1,240,369	1,910,666	874,966	
New Neighborhood Parks-Land Acq.	1,139,020	708,142	-	-	
New Community Park Development	162,034	512,112	9,440,602	9,937,929	
New Community Park-Land Acq.	372,655	582	-	-	
Renovate/Redevelop Community Parks	74,703	46,900	7,842,916	7,238,175	
Natural Area Preservation	260,724	235,148	2,745,387	2,665,689	
Natural Area Prsrvtn-Land Acq.	2,106,079	502,535	4,279,479	4,153,449	
New Linear Park/Trail Development	6,068,166	229,579	1,547,785	1,461,303	
New Linear Park/Trail-Land Acq.	108,175	22,757	8,240	1,575	
Multi Field/Use Athletic Field Devlpmnt	14,575	40,757	1,581,085	1,503,642	
Deferred Park Maintenance Replcmnts	443,219	525	-	-	
Facility Rehabilitation	739,174	126,762	1,143,881	1,175,485	
Facility Expansion & Improvements	30,449	-	-	-	
ADA/Access Improvements	130,391	791,748	-	-	
Community Center-Land Acq.	2,363,568	720,537	418,152	-	
Undesignated Funds	-	-	-	-	
Bond Administration/Debt Issuance	140,989	92,576	112,276	143,742	
<b>Total Appropriations</b>	<b>\$ 17,909,748</b>	<b>\$ 5,935,734</b>	<b>\$ 31,030,469</b>	<b>\$ 29,155,955</b>	<b>\$ -</b>

## BOND CAPITAL PROJECTS FUND

Item Number		Adopted Budget 2016/17	Page #
	<b>RENOVATE AND REDEVELOP NEIGHBORHOOD PARKS</b>		
1	Somerset West Park	874,966	BOND-6
	<b>TOTAL RENOVATE AND REDEVELOP NEIGHBORHOOD PARKS</b>	<u><b>874,966</b></u>	
	<b>NEW COMMUNITY PARK DEVELOPMENT</b>		
2	SW Community Park	9,937,929	BOND-6
	<b>TOTAL NEW COMMUNITY PARK DEVELOPMENT</b>	<u><b>9,937,929</b></u>	
	<b>RENOVATE AND REDEVELOP COMMUNITY PARKS</b>		
3	Cedar Hills Park & Athletic Field	7,238,175	BOND-6
	<b>TOTAL RENOVATE AND REDEVELOP COMMUNITY PARKS</b>	<u><b>7,238,175</b></u>	
	<b>NATURAL AREA PRESERVATION</b>		
4	Roger Tilbury Memorial Park	23,574	BOND-6
5	Cedar Mill Park	8,845	BOND-7
6	Jordan/Jackie Husen Park	21,907	BOND-7
7	NE/Bethany Meadows Trail Habitat Connection	256,030	BOND-7
8	Kaiser (Hansen) Ridge Park	4,150	BOND-7
9	Allenbach Acres Park	32,338	BOND-7
10	Crystal Creek Park	95,090	BOND-7
11	Pioneer Park	1,031	BOND-7
12	AM Kennedy Park	5,864	BOND-8
13	Camille Park	11,011	BOND-8
14	Vista Brook Park	16,159	BOND-8
15	Greenway Park/Koll Center	22,649	BOND-8
16	Fanno Creek Park	65,190	BOND-8
17	Hideaway Park	4,403	BOND-8
18	Cooper Mountain Area	213,226	BOND-8
19	Lowami Hart Woods Park	61,086	BOND-9
20	Mt Williams Park	91,380	BOND-9
21	Morrison Woods Park	64,006	BOND-9
22	Beaverton Creek Trail	64,007	BOND-9
23	Bethany Wetlands Park	42,672	BOND-9
24	Bluegrass Downs Park	16,001	BOND-9
25	Crystal Creek Park	42,672	BOND-9
26	Hyland Woods Phase 2	68,997	BOND-10
27	Jenkins Estate Phase 2	112,993	BOND-10
28	Somerset	150,778	BOND-10
29	Rock Creek Greenway	155,804	BOND-10
30	Whispering Woods Phase 2	95,493	BOND-10
31	Raleigh Park	102,027	BOND-10
32	Bannister Creek Greenway/NE Park	75,389	BOND-10
33	Beaverton Creek Greenway Duncan	20,104	BOND-11
34	Church of Nazarene	30,156	BOND-11

## BOND CAPITAL PROJECTS FUND

Item Number		Adopted Budget 2016/17	Page #
35	Lilly K. Johnson Woods	23,886	BOND-11
36	Interpretive Sign Network	34,189	BOND-11
37	Restoration of new properties to be acquired	632,582	BOND-11
	<b>TOTAL NATURAL AREA PRESERVATION</b>	<b><u>2,665,689</u></b>	
	<b>NATURAL AREA PRESERVATION - LAND ACQUISITION</b>		
38	Natural Area Acquisitions	4,153,449	BOND-11
	<b>TOTAL NATURAL AREA PRESERVATION - LAND ACQUISITION</b>	<b><u>4,153,449</u></b>	
	<b>NEW LINEAR PARK AND TRAIL DEVELOPMENT</b>		
39	Rock Creek Trail Segments 2 & 5, and North Bethany Trail Segment 2	793,766	BOND-12
40	Miscellaneous Natural Trails	72,829	BOND-12
41	Westside/Waterhouse Trail Connection	594,708	BOND-12
	<b>TOTAL NEW LINEAR PARK AND TRAIL DEVELOPMENT</b>	<b><u>1,461,303</u></b>	
	<b>NEW LINEAR PARK AND TRAIL LAND ACQUISITION</b>		
42	New Linear Park and Trail Acquisitions	1,575	BOND-12
	<b>TOTAL NEW LINEAR PARK AND TRAIL ACQUISITIONS</b>	<b><u>1,575</u></b>	
	<b>MULTI-FIELD/MULTI-PURPOSE ATHLETIC FIELD DEVELOPMENT</b>		
43	New Field in NW Quadrant	533,319	BOND-12
44	New Field in SW Quadrant	532,710	BOND-12
45	New Field in SE Quadrant	437,613	BOND-13
	<b>TOTAL MULTI-FIELD/MULTI-PURPOSE ATHLETIC FIELD DEVELOPMENT</b>	<b><u>1,503,642</u></b>	
	<b>FACILITY REHABILITATION</b>		
46	Structural Upgrades at Beaverton Swim Center	49,648	BOND-13
47	Structural Upgrades at Cedar Hills Recreation Center	27,425	BOND-13
48	Structural Upgrades at Garden Home Recreation Center	629,858	BOND-13
49	Structural Upgrades at 50M Pool (Roof Replacement)	444,915	BOND-13
50	Auto Gas Meter Shut Off Valves at All Facilities	23,639	BOND-13
	<b>TOTAL FACILITY REHABILITATION</b>	<b><u>1,175,485</u></b>	

## BOND CAPITAL PROJECTS FUND

---

### Renovate And Redevelop Neighborhood Parks

---

**ITEM 1:** Somerset West Park

**BUDGET:** \$874,966

**DESCRIPTION:** Design and redevelopment of one existing neighborhood park. Amenities will depend on neighborhood input and site size, and may include: relocation or replacement of play equipment, ADA specific upgrades, renovation of existing picnic areas and/or shelters, addition or relocation of pathways, and renovation or addition to outdoor sport courts.

---

### New Community Park Development

---

**ITEM 2:** SW Community Park

**BUDGET:** \$9,937,929

**DESCRIPTION:** Design and development of one new community park. Amenities will depend on community input and site size and may include: multipurpose sport fields, group picnic areas with shelter, play equipment and informal play areas (open space), community gardens, pathways, on-site parking, restrooms, and natural areas.

---

### Renovate And Redevelop Community Parks

---

**ITEM 3:** Cedar Hills Park & Athletic Field

**BUDGET:** \$7,238,175

**DESCRIPTION:** Design and redevelopment of one existing community park. Amenities will depend on community input and size of site, and may include: renovation, relocation, or upgrade of sports fields, renovation of group picnic areas, update play equipment and addition of informal play areas, relocation or upgrade of pathways, relocation of community gardens, renovation, relocation, or addition of on-site parking, restrooms and a splash pad.

---

### Natural Area Preservation

---

**ITEM 4:** Roger Tilbury Memorial Park

**BUDGET:** \$23,574

**DESCRIPTION:** Enhancement of natural areas to remove weed species, replanting native trees and shrubs, and enhancement of the creek to improve bank stability.

---

## BOND CAPITAL PROJECTS FUND

---

**ITEM 5: Cedar Mill Park**

**BUDGET:** \$8,845

**DESCRIPTION:** Enhancement of natural areas to remove weed species, replanting of native trees and shrubs, and slight expansion of natural area into soggy grass.

---

**ITEM 6: Jordan/Jackie Husen Park**

**BUDGET:** \$21,907

**DESCRIPTION:** Enhancement of natural areas to remove weed species, replanting of native trees and shrubs, and enhancement of the creek to improve bank stability.

---

**ITEM 7: NE/Bethany Meadows Trail Habitat Connection**

**BUDGET:** \$256,030

**DESCRIPTION:** Restoration of acquired land between Bethany Meadows Terrace, Bannister Creek, Northeast Parks and associated creek corridors; project start is pending acquisition of land.

---

**ITEM 8: Kaiser (Hansen) Ridge Park**

**BUDGET:** \$4,150

**DESCRIPTION:** Removal of weeds and replanting with native trees and shrubs in this recently developed park.

---

**ITEM 9: Allenbach Acres Park**

**BUDGET:** \$32,338

**DESCRIPTION:** Establishment of pollinator habitat through creation of meadow habitat, rock placement and shrubs.

---

**ITEM 10: Crystal Creek Park**

**BUDGET:** \$95,090

**DESCRIPTION:** In conjunction with Clean Water Services, restoration of stream corridor by removing large amounts of invasive reed canary grass and other weeds, replanting of native species, and addition of large logs for benefit of wildlife.

---

**ITEM 11: Pioneer Park**

**BUDGET:** \$1,031

**DESCRIPTION:** Removal of weeds and replanting with native trees and shrubs in this recently developed park.

---

## BOND CAPITAL PROJECTS FUND

---

**ITEM 12:**            **AM Kennedy Park**

**BUDGET:**            \$5,864

**DESCRIPTION:**    Removal of weeds and replanting with native trees and shrubs in this recently developed park.

---

**ITEM 13:**            **Camille Park**

**BUDGET:**            \$11,011

**DESCRIPTION:**    Enhancement of historic oak and planting of wetland and camas meadow.

---

**ITEM 14:**            **Vista Brook Park**

**BUDGET:**            \$16,159

**DESCRIPTION:**    Removal of weeds and replanting of native trees and shrubs in this recently developed park.

---

**ITEM 15:**            **Greenway Park/Koll Center**

**BUDGET:**            \$22,649

**DESCRIPTION:**    Enhancement of existing habitat and restoration of wetland to attract turtles from native turtle populations within the Fanno Creek watershed; accomplished by removal of non-native vegetation and replanting of native trees and shrubs in the wetland meadow habitat.

---

**ITEM 16:**            **Fanno Creek Park**

**BUDGET:**            \$65,190

**DESCRIPTION:**    In conjunction with Clean Water Services, removal of weeds and replanting of native trees and shrubs to provide shade and habitat diversity.

---

**ITEM 17:**            **Hideaway Park**

**BUDGET:**            \$4,403

**DESCRIPTION:**    Removal of weeds and replanting of native trees and shrubs after park development, removal of basketball pad from wetland, and planting some portion of mowed area with shrubs.

---

**ITEM 18:**            **Cooper Mountain Area**

**BUDGET:**            \$213,226

**DESCRIPTION:**    Restoration and enhancement of properties to be acquired in this area, which is separate from the Cooper Mountain Nature Park. Project start is pending acquisition of land.

---

## BOND CAPITAL PROJECTS FUND

---

**ITEM 19:           Lowami Hart Woods Park**

**BUDGET:**           \$61,086

**DESCRIPTION:**   Removal of weeds and replanting of native trees and shrubs, and rerouting or closure of illegal trails.

---

**ITEM 20:           Mt Williams Park**

**BUDGET:**           \$91,380

**DESCRIPTION:**   Removal of weeds and replanting of native trees and shrubs after park development.

---

**ITEM 21:           Morrison Woods Park**

**BUDGET:**           \$64,006

**DESCRIPTION:**   Enhancement of meadow, newly acquired areas, and stabilization of exposed edge of forest next to adjacent property. Project start is pending acquisition of land.

---

**ITEM 22:           Beaverton Creek Trail**

**BUDGET:**           \$64,007

**DESCRIPTION:**   Removal of weeds in select parks and replanting of native trees and shrubs after park development. Project start is pending acquisition of land.

---

**ITEM 23:           Bethany Wetlands Park - restoration of new property**

**BUDGET:**           \$42,672

**DESCRIPTION:**   Removal of weeds and replanting of native plants, assessment of stream and wetland for enhancement and/or stabilization, and installation of beaver management piping if needed. Project start is pending acquisition of land.

---

**ITEM 24:           Bluegrass Downs Park - restoration of new property**

**BUDGET:**           \$16,001

**DESCRIPTION:**   Removal of weeds and replanting of native plants in the park and newly acquired areas. Project start is pending acquisition of land.

---

**ITEM 25:           Crystal Creek Park - restoration of new property**

**BUDGET:**           \$42,672

**DESCRIPTION:**   Removal of weeds and replanting of native plants in park and newly acquired areas. Project start is pending acquisition of land.

---

## BOND CAPITAL PROJECTS FUND

---

**ITEM 26:           Hyland Woods Phase 2**

**BUDGET:**           \$68,997

**DESCRIPTION:**   Improvement of foraging habitat for red-legged frogs and expansion of earlier project to cover entire park.

---

**ITEM 27:           Jenkins Estate Phase 2**

**BUDGET:**           \$112,993

**DESCRIPTION:**   Preservation of heritage oaks, improvement to gray squirrel habitat and expansion of earlier project to cover most of the property.

---

**ITEM 28:           Somerset**

**BUDGET:**           \$150,778

**DESCRIPTION:**   Enhancement and daylighting of stream.

---

**ITEM 29:           Rock Creek Greenway**

**BUDGET:**           \$155,804

**DESCRIPTION:**   Enhancement of wildlife corridor with additional native plant cover, wildlife watching opportunities for patrons and reduction in mowing for sustainability.

---

**ITEM 30:           Whispering Woods Phase 2**

**BUDGET:**           \$95,493

**DESCRIPTION:**   Expansion of earlier project to have greater overall impact and improve water quality at the confluence of two creeks.

---

**ITEM 31:           Raleigh Park**

**BUDGET:**           \$102,027

**DESCRIPTION:**   Enhancement of stream and flood management.

---

**ITEM 32:           Bannister Creek Greenway/NE Park**

**BUDGET:**           \$75,389

**DESCRIPTION:**   Protection of water quality near the headwaters of the stream which is a major tributary to Bronson Creek.

---



## BOND CAPITAL PROJECTS FUND

---

**ITEM 33:           Beaverton Creek Greenway Duncan**

**BUDGET:**           \$20,104

**DESCRIPTION:**   Improvement of habitat through significant removal of weeds and installation of native plants.

---

**ITEM 34:           Church of Nazarene**

**BUDGET:**           \$30,156

**DESCRIPTION:**   Improvement of habitat through significant removal of weeds and installation of native plants.

---

**ITEM 35:           Lilly K. Johnson Woods**

**BUDGET:**           \$23,886

**DESCRIPTION:**   Enhancement of oak habitat through removal of weeds and installation of native plants.

---

**ITEM 36:           Interpretive Sign Network**

**BUDGET:**           \$34,189

**DESCRIPTION:**   Create outdoor, interactive, and educational art installations in specified natural areas and parks.

---

**ITEM 37:           Restoration of new properties to be acquired**

**BUDGET:**           \$632,582

**DESCRIPTION:**   Balance of natural resource restoration funds to be used on newly acquired sites, pending acquisition of land.

---

### **Natural Area Preservation - Land Acquisition**

---

**ITEM 38:           Natural Area Acquisitions**

**BUDGET:**           \$4,153,449

**DESCRIPTION:**   Acquire high priority natural areas that will connect existing properties or purchase large parcels with healthy native plant communities and water quality benefits.

---

## BOND CAPITAL PROJECTS FUND

---

### **New Linear Park And Trail Development**

---

---

**ITEM 39:**           **Rock Creek Trail Segments 2 & 5, and North Bethany Trail Segment 2**

**BUDGET:**           \$793,766

**DESCRIPTION:**   Segments 2 and 5 of the Rock Creek Trail are completed. Segment 2 of the North Bethany Trail is currently on hold until a project funding analysis can be completed.

---

**ITEM 40:**           **Miscellaneous Natural Trails**

**BUDGET:**           \$72,829

**DESCRIPTION:**   Develop various soft surface trails throughout the District.

---

**ITEM 41:**           **Westside/Waterhouse Trail Connection**

**BUDGET:**           \$594,708

**DESCRIPTION:**   Develop regional trail section that connects the Westside Trail to the Waterhouse Trail.

---

### **New Linear Park And Trail Land Acquisition**

---

---

**ITEM 42:**           **New Linear Park and Trail Acquisitions**

**BUDGET:**           \$1,575

**DESCRIPTION:**   Acquire land, easements, leases or land use agreements for linear parks and trails. Acquisitions may be located in multiple quadrants. Property to be determined.

---

### **Multi-Field/Multi-Purpose Athletic Field Development**

---

---

**ITEM 43:**           **New Field in NW Quadrant**

**BUDGET:**           \$533,319

**DESCRIPTION:**   Develop one grass athletic field in the northwest quadrant.

---

**ITEM 44:**           **New Field in SW Quadrant**

**BUDGET:**           \$532,710

**DESCRIPTION:**   Develop one grass athletic field in the southwest quadrant.

---

## BOND CAPITAL PROJECTS FUND

---

**ITEM 45:           New Field in SE Quadrant**

**BUDGET:**           \$437,613

**DESCRIPTION:**   Funding for this project has been combined with other funding sources to develop one synthetic turf field in the southeast quadrant.

---

### **Facility Rehabilitation**

---

**ITEM 46:           Structural Upgrades at Beaverton Swim Center**

**BUDGET:**           \$49,648

**DESCRIPTION:**   Perform seismic upgrades at Beaverton Swim Center.

---

**ITEM 47:           Structural Upgrades at Cedar Hills Recreation Center**

**BUDGET:**           \$27,425

**DESCRIPTION:**   Perform seismic upgrades at Cedar Hills Recreation Center.

---

**ITEM 48:           Structural Upgrades at Garden Home Recreation Center**

**BUDGET:**           \$629,858

**DESCRIPTION:**   Perform seismic upgrades at Garden Home Recreation Center.

---

**ITEM 49:           Structural Upgrades at 50M Pool (Roof Replacement)**

**BUDGET:**           \$444,915

**DESCRIPTION:**   The roof replacement project is primarily funded through the General Fund; bond funds are included for issues related to the structural seismic upgrade.

---

**ITEM 50:           Auto Gas Meter Shut Off Valves at All Facilities**

**BUDGET:**           \$23,639

**DESCRIPTION:**   Addition of seismic auto gas meter shut offs at all facilities.

---



# **SUPPLEMENTAL DATA**

Park District History and Background

Comprehensive Plan Summary

General Fund Five-Year Projections

Policies and Procedures

Summary of Staffing by Program

Glossary

Park District Map



## PARK DISTRICT HISTORY AND BACKGROUND

---

In 1955, a group of citizens formed Tualatin Hills Park & Recreation District to provide parks and recreational opportunities for the residents of eastern Washington County and the City of Beaverton. Over the years, the park district has become one of the largest park and recreation special districts in the Pacific Northwest.

The park district is governed by an elected five member Board of Directors and is managed by professional staff. Since its inception, general obligations bonds, property taxes, and three-year levies (since replaced by a permanent tax rate) have supported the park district. Additional revenue comes from user fees for programs and facilities. The park district also benefits from donations made through the Tualatin Hills Park Foundation.

### Demographic Portrait

As of the 2010 Census, the following information was accumulated on the district's resident population.

	<u>2000</u>	<u>2010</u>
Population	192,748	223,837
Age:		
0-24	67,457	73,326
25-64	108,215	127,961
65+	17,076	22,550
Number of Households	76,534	88,643
Average Household Size	2.50	2.51
Average Family Size	3.07	3.18
Number of Housing Units	80,704	93,765
Occupancy Rate	94.8%	94.5%

<b>Diversity of the District as of the 2010 Census</b>		
White	153,948	68.8%
Asian/Pacific Islander	25,334	11.3%
Hispanic Origin, any race	30,743	13.7%
Black	4,574	2.0%
American Indian	914	0.4%
Some other race	462	0.2%
Two or more races	7,862	3.6%

## PARK DISTRICT HISTORY AND BACKGROUND (continued)

### Economic Information

The top ten taxpayers (in order of actual taxes levied) within the District for the 2014/15 Fiscal Year were:

Taxpayer	Taxable Assessed Value	Rank	Percentage of Total Taxable Assessed Value
Nike, Inc.	445,753,247	1	2.10%
Comcast Corporation	165,841,300	2	0.78%
Portland General Electric	127,099,266	3	0.60%
PS Business Parks LP	103,695,691	4	0.49%
Maxim Integrated Products, Inc.	116,922,300	5	0.55%
Northwest Natural Gas Co.	111,936,700	6	0.53%
Frontier Communications	97,152,000	7	0.44%
Beaverton LLC	90,898,710	8	0.60%
Bernard Properties Partnership	63,502,480	9	0.30%
WRPV XI Lasalle Beaverton, LLC	55,217,450	10	0.26%
All Other Taxpayers	19,867,097,700		93.35%
<b>Totals</b>	<b>\$21,245,116,844</b>		<b>100.00%</b>

Source: Washington County, Department of Assessment and Taxation  
(Ranking based on levied tax amount)

Information for Washington County as of the 2014/15 Fiscal Year:

### Washington County

Fiscal Year	District Population (estimated)	County Population (estimated) <sup>a)</sup>	Personal Income (amounts expressed in thousands) <sup>b)</sup>	Per Capita Personal Income <sup>b)</sup>	Unemployment Rate <sup>c)</sup>	School Enrollment <sup>d)</sup>
2006	216,717	500,585	18,607,666	36,259	5.3%	36,646
2007	220,422	511,075	19,945,179	38,371	4.8%	37,958
2008	224,192	519,925	21,185,612	40,188	4.9%	37,552
2009	228,025	527,140	21,205,286	39,465	10.1%	37,536
2010	223,837	529,710	21,586,715	40,606	10.6%	38,460
2011	226,764	540,410	23,042,656	42,639	7.8%	38,571
2012	229,486	547,672	24,314,446	44,396	6.9%	39,054
2013	232,240	554,996	24,839,911	44,757	6.4%	38,775
2014	235,027	562,998	n/a	n/a	5.7%	39,088
2015	237,847	n/a	n/a	n/a	4.6%	40,725

Source: <sup>a)</sup> Portland State University Center for Population Research and Census (2010 actual)

<sup>b)</sup> U.S. Dept. of Commerce, Bureau of Economic Analysis

<sup>c)</sup> U.S. Dept. of Labor, Metropolitan District

<sup>d)</sup> Beaverton School District

## PARK DISTRICT HISTORY AND BACKGROUND (continued)

---

A comparative cost of General Fund services per capita as of FY 2005 and FY 2015:

	<b>FY 2004/05</b>	<b>FY 2014/15</b>	<b>% change</b>
	<u>Actual</u>	<u>Actual</u>	
Population	213,073	237,847 <sup>1)</sup>	11.63%
Cost Per Capita:			
Personal Services	\$71.41	\$111.95	56.76%
Materials and Services	24.29	30.17	24.17%
Capital Projects	8.91	9.28	4.18%
Debt Service	3.34	3.48	4.10%
Total cost per capita	<u>\$107.96</u>	<u>\$154.88</u>	43.46%

<sup>1)</sup> estimated – based on Medium Growth Population Forecast (1.2%)

Source: Portland State University Center for Population Research and Census



## COMPREHENSIVE PLAN SUMMARY

---

In September 2013, the Tualatin Hills Park & Recreation District adopted an update to the 2006 Comprehensive Plan. This plan serves as high-level guide for future decisions and activities about how the district will acquire, develop, operate and maintain land, facilities and programs for the future. A companion effort, the development of a Service and Financial Sustainability Analysis, resulted in a new approach to cost recovery for the district. This analysis, formalized into the adoption of a Service and Financial Sustainability Plan in December 2013, also determines additional service needs that can be provided in harmony with other recreation providers. An updated Strategic Plan was also adopted in December 2013. This plan was informed by the comprehensive plan update and featured new and revised objectives and action steps to help the district realize its eight goals:

1. Provide quality neighborhood and community parks that are readily accessible to residents throughout the district's service area;
2. Provide quality sports and recreation facilities and programs for park district residents and workers of all ages, cultural backgrounds, abilities and income levels;
3. Operate and maintain parks in an efficient, safe and cost-effective manner, while maintaining high standards;
4. Acquire, conserve and enhance natural areas and open spaces within the district;
5. Develop and maintain a core system of regional trails, complemented by an interconnected system of community and neighborhood trails, to provide a variety of recreational opportunities, such as walking, bicycling and jogging;
6. Provide value and efficient service delivery for taxpayers, patrons and others who help fund park district activities;
7. Effectively communicate information about park district goals, policies, programs and facilities among district residents, customers, staff, district advisory committees, the district Board, partnering agencies and other groups; and
8. Incorporate principles of environmental and financial sustainability into the design, operation, improvement, maintenance and funding of park district programs and facilities.

The comprehensive plan update process identified a number of key level of service recommendations. These recommendations reflect short-term and longer-term capital development and improvement strategies to the community's unmet needs and priority investments for critical parks and recreation services.

- Develop a Trails Functional Plan
- Use Strategies for Addressing Low-Scoring/Functioning Components Within the System
- Conduct Ongoing Review of GIS Data
- Complete Inventory and Update Level of Service Analysis
- Use Current Baseline GRASP Analysis to Guide Future Park Development
- Address Walkable Level of Service
- Consider Design/Development Criteria
- Conduct a Field Capacity Analysis
- Explore Opportunities for Enterprise Facilities and Additional Amenities
- General Improvement and Acquisition Recommendations

## COMPREHENSIVE PLAN SUMMARY (continued)

---

The 2013 Comprehensive Plan Update and subsequent adoption of the revised THPRD Strategic Plan helped the district define a ten-year plan for growth. In early 2014, staff began work on formalizing how we achieve this plan. The planning began with a review of several policies and procedures in spring 2014, and continues with the development of functional plans in five key areas:

- Programs
- Parks
- Natural resources
- Trails
- Athletic fields

All functional plans are now complete.

## Tualatin Hills Park and Recreation District

### General Fund Five-Year Fiscal Projection FY 2015/16 through FY 2020/21

	Current Budget 2015/16	Proposed Budget 2016/17	Projected 2017/18	Projected 2018/19	Projected 2019/20	Projected 2020/21
Cash on Hand	4,270,000	4,649,000	3,900,000	3,900,000	4,050,000	4,200,000
Beginning Replace. Reserve	-	850,000	1,700,000	2,550,000	3,400,000	4,250,000
Program & Facility Fees 1	10,700,320	11,080,840	11,413,265	11,755,663	12,108,333	12,471,583
Other Resources 2	2,202,865	2,835,327	1,502,489	1,547,563	1,593,990	1,641,810
Carryover Projects	3,466,071	2,917,285	-	-	-	-
Property Taxes 3	27,445,905	29,251,852	30,568,185	32,096,595	33,701,424	35,386,496
<b>Total Resources</b>	<b>\$48,085,161</b>	<b>\$51,584,304</b>	<b>\$49,083,939</b>	<b>\$51,849,821</b>	<b>\$54,853,748</b>	<b>\$57,949,889</b>
Personal Services 4	\$28,546,400	29,807,536	\$30,813,222	\$31,833,944	\$33,107,302	\$34,431,594
Materials & Services 5	8,555,880	8,817,259	9,037,690	9,308,821	9,588,086	9,875,728
Capital Outlay	6,873,151	7,886,316	\$3,297,332	\$3,824,398	\$4,277,449	4,759,152
Debt Service - COP and TAN	959,730	973,193	985,694	932,658	930,911	933,414
Contingency	2,300,000	2,400,000	2,400,000	2,550,000	2,700,000	2,850,000
Ending Replacement Reserve	850,000	1,700,000	2,550,000	3,400,000	4,250,000	5,100,000
<b>Total Expenditures</b>	<b>\$48,085,161</b>	<b>\$51,584,304</b>	<b>\$49,083,939</b>	<b>\$51,849,821</b>	<b>\$54,853,748</b>	<b>\$57,949,889</b>
<b>Revenue Assumptions</b>						
	<u>2016/17</u>		<u>2017/18</u>		<u>2018/21</u>	
1. Program Fee & Facility Annual Increase	Actual Estimate		3.00%		3.00%	
2. Other Resources	Actual Estimate		3.00%		3.00%	
3. Property Tax Annual Increase (Based on Permanent Rate only)	Actual Estimate		4.50%		5.00%	
<b>Expenditure Assumptions</b>						
4. Personal Services	Actual Estimate		4.00%		4.00%	
5. Materials & Services	Actual Estimate		2.50%		3.00%	

## **POLICIES AND PROCEDURES**

---

### **DISTRICT ORGANIZATION:**

#### Board of Directors

The governing body of the Tualatin Hills Park & Recreation District is the five (5) member Park District Board.

Each Board member is elected from the Park District at large to a normal term of four (4) years. The Board has the power to make appointments to fill unexpired terms, but the appointee must run for election for that term at the next regular election.

The Board meets regularly, currently on the first Monday of each month. All meetings are public meetings and open to the public except in those instances where the Board is meeting in executive session.

#### Budget Committee

The Budget Committee is composed of the five (5) elected Board of Directors plus five (5) appointed Park District citizens. This committee examines the projected programs, activities, expenses and income of the budget each fiscal year and makes recommendations to the Board of Directors.

#### Administration

Administration and maintenance of the Park District is under the direction of the General Manager who is hired by the Board. The General Manager has the responsibility to carry out the policies and accomplish the goals and objectives established by the Board.

The top management staff includes: the Director of Business and Facilities, Director of Park and Recreation Services, Director of Planning, Director of Communications and Outreach, Director of Community Partnerships and the Executive Assistant; all are responsible to the General Manager. All other employees are directly responsible to their immediate Supervisor.

### **EMPLOYMENT POLICIES AND PROCEDURES:**

Employees shall be selected on the basis of experience, ability, training, and other qualifications as outlined in the job description for the class of work to be performed. Employment is contingent on the results of a reference and background check. The Park District is a drug free work place. A pre-hire drug test is required.

For each position or classification there shall be established minimum requirements as to experience, education, physical ability, or other qualities considered necessary for performance of the duties of the position.

New hires and current employees may be required to take a physical examination. In cases where a physical examination is required, the Park District shall pay the cost of the examination.

Each new employee will be given an orientation explaining the policies, benefits and procedures of the Park District.

All employees will be on probation for the first six (6) months of employment. The probationary employee will have one written performance review at the end of the sixth month probationary period with his/her Supervisor. Evaluations are conducted annually, once an employee is removed from probationary status.

### **DRUG AND ALCOHOL POLICIES:**

The Park District has a responsibility to employees, participants and the general public to insure and enhance safe working conditions.

## POLICIES AND PROCEDURES (continued)

---

To fulfill this obligation and to insure and comply with Federal and State Anti-Drug Abuse laws, the Park District must establish a work environment where employees are free from the effects of drugs and alcohol by means of drug awareness education, as well as a drug-testing program.

The purpose of this program is to establish a fair and equitable policy for all Park District employees regarding the possession, sale, distribution or use of a controlled substance and the testing for use of drugs or alcohol in the workplace. Although drug and alcohol abuse will not be tolerated, it is the intent of the Park District to provide assistance should an employee come under the influence.

### **SAFETY AND HEALTH POLICIES:**

Supervisor and department heads have the primary responsibility for implementing the safety and health program. Their efforts will directly affect the success of the program. The Supervisor/Department head will be held accountable for performing specific loss prevention activities.

Specifically, the Supervisor shall:

- < Set the model example for safe work procedures, practices and behavior.
- < Maintain a safe work environment. Enforce safe work procedures and the use of safe equipment and material.
- < Enforce all established company policies, procedures and safety rules. Insure work group is knowledgeable and complies.
- < Conduct orientation training in safe work practices and procedures to all new employees. Hold follow up sessions in accident prevention, hazard recognition and reporting. Actively involve the work group in safety and health issues and problem solving.
- < Investigate all accidents to determine cause, contributing factors and necessary corrective action to prevent recurrence. Document findings and recommend corrective action. Take corrective action as authorized, a written investigation report should be submitted to the Director of Business and Facilities within 24 hours.
- < Observe employee work practices. Coach and positively reinforce safe work procedures. Take immediate action to correct unsafe practices.
- < Follow-up on all employee advisements of safety and health hazards, suggestions or issues. Provide feedback to employee on actions taken.
- < Communicate safety and health needs to the department head.
- < Assist with the development of safety rules for the workplace.

## POLICIES AND PROCEDURES (continued)

---

The purpose of the Committee is to develop a comprehensive program by providing the Park District staff with information and training on issues and topics related to health and wellness. The Committee also provides preventive health services, such as: flu shots, cholesterol screening and blood pressure checks.

### **FINANCIAL POLICIES:**

The Park District has developed a long-term financial plan to establish viable financial strategies for the future. As part of that plan, the Board of Directors adopted revised comprehensive financial policies.

#### District Goals and Budget Policies

1. The Board will review and adopt District goals each year before preparation of the budget. The adopted goals will guide development of the budget. The Board may carry over or revise goals from one year to the next.
2. The goals and budget will be developed in accordance with state law, contractual obligations with employees, vendors, contractors and others, and the best interests of District residents.
3. The Budget Committee will meet at least once a year to consider and approve the District annual budget.
4. The Budget Committee will provide public oversight of budget preparation, recommend changes to the proposed budget, and provide information to the public about District business and operations.

#### Fees and Charges

1. The manager will establish fees for District services based on policy guidelines established by the Board. These policy guidelines include:
  - a. Fees will be calculated to achieve the desired level of cost recovery based on direct cost for each service type;
  - b. Fees will be established for out-of-district users of District services that are equitable with fees for District residents recognizing the contribution made by District residents through property taxes;
  - c. Appropriate fee discounts will be established for select user groups including seniors, youth, patrons with disabilities, and the military. Only District residents will be eligible for fee discounts. Only one discount may be applied to each fee;
  - d. The "THPRD Scholarship Program" will provide accommodation for low-income District residents in the form of a limited amount of user fee waivers;
  - e. Fees will periodically be compared against similar fees for both public and private sector providers;
  - f. Fees will be adjusted and implemented, as necessary, to ensure continued equity, consistency and fairness;
2. The Board will review District fee policy as needed to ensure fees are in line with these guidelines.

#### Investment Policies

1. Scope- These investment policies and portfolio guidelines apply to all activities and funds of the Park District, including bond and note proceeds, except for any trust funds which are governed by the terms of a trust agreement. All such funds will be invested in compliance with the provisions of Oregon Revised Statutes (ORS) Chapter 294, these policies, and written administrative procedures.
2. Objectives- the investment objectives of the Park District are safety (preservation of principal), liquidity (availability of funds), and rate of return (yield), in that order.

In investing public funds, the Park District will not assume unreasonable investment risks to obtain investment income. The Park District's investment portfolio will remain sufficiently liquid to enable the Park District to meet all operating requirements, which might be reasonably anticipated. The Park District will diversify its investments to avoid incurring unreasonable and avoidable risks regarding specific security types or individual financial institutions.

## POLICIES AND PROCEDURES (continued)

---

In managing its investment portfolio, the Park District will specifically avoid any purchase of financial forwards or futures, any leveraged investment purchases or investments not authorized by ORS 294.035.

### Debt Policies

1. The District use of non-general obligation supported debt should not negatively impact future operations.

*Working Guidelines:*

*The District should not issue any new non-general obligation debt until other financial targets are met, unless the source of future annual debt service is identified, with preference toward using debt for projects that provide cost savings or revenue enhancements.*

2. The District use of non-general obligation debt should provide an appropriate matching of the benefits provided to the cost of the debt service

*Working Guidelines – use of debt:*

*Non-general obligation debt should be used for projects that provide savings or revenue enhancements that meet or exceed the debt service costs, and for land acquisition or capital improvements. Non-general obligation debt may be used to finance capital replacements in an emergency situation.*

*Working Guidelines – term of debt:*

*The term of non-general obligation debt should not exceed 100% of the weighted average life of the projects being funded.*

### Minimum Fund Balances/Reserves Policies

1. The District should maintain an appropriate level of ending fund balance in the General Operating Fund to provide financial stability and minimize service disruptions.

*Working Guidelines:*

*The District should maintain ending general operating fund balance levels of 10% of operating expenses. In any year in which the District is not at the targeted fund level, the budgeted contingency or unappropriated ending fund balance will be increased by 1% of property tax revenues.*

2. The District should measure its obligation for replacement of assets and ensure that replacements are managed in a manner that does not negatively impact District services.

*Working Guidelines – measurement of replacement obligation:*

*The District should measure the replacement obligation based on deferred replacements (i.e., backlog) for both major and routine replacements plus percentage of life used for major replacements.*

*Working Guidelines - prioritization of maintenance replacements funding*

*The District should priority fund all major items replacements (subject to condition of asset deferrals) and a minimum of \$350,000 of routine replacements, and fund the balance of routine replacements based on available funding.*

## POLICIES AND PROCEDURES (continued)

---

### Cost Recovery Policies

1. The District should establish consistent guidelines to measure the full cost of District programs and capital projects.

*Working Guidelines - operating programs:*

*The District will measure the cost of providing services for both the direct cost and indirect cost. The direct cost includes all the specific identifiable expenses (fixed and variable) associated with providing a service, program or facility; these costs would not exist without the service or program. The indirect cost encompasses overhead (fixed and variable) including the administrative cost of the District; these costs would exist without any of the specific services or programs.*

*Working Guidelines - capital projects:*

*The District should measure the cost of capital projects based on the direct external cost plus the full cost (including indirect cost allocations) of District staff time to manage the projects.*

2. The District should maintain fee policies that utilize the measurement of cost recovery/subsidy of District programs subject to other District goals.

*Working Guidelines:*

*The desired level of cost recovery of direct costs will be based on the level of public versus private benefit the service provides as sorted by into five tiers:*

- a. Tier 5, mostly individual benefit, will have desired cost recovery of 200%,
- b. Tier 4, considerable individual benefit, will have desired cost recovery of 150%,
- c. Tier 3, individual and community benefit, will have desired cost recovery of 100%.
- d. Tier 2, considerable community benefit, will have desired cost recovery of 75%,
- e. And Tier 1, mostly community benefit, will have little to no cost recovery from fees.

*Categories of District services have been sorted and assigned a cost recovery tier through the Service and Financial Sustainability Assessment. Service categories can move between tiers, if necessary, but only upon completion of an established review process with criteria consistent with those that drove the initial tier assignment.*

3. The District should recognize cost recovery of internal support functions for activities funded by special or restricted funds to ensure that there are no hidden interfund subsidies.

*Working Guidelines:*

*The District should charge the cost of staff support to capital projects, and should recognize an interfund reimbursement so that all capital costs are borne by the capital projects fund.*

### Cost/Benefit Analysis Policy

1. The District should establish a consistent methodology of measuring cost/benefit analysis that can be used for proposed capital expansion or acquisitions.

*Working Guidelines:*

*The District should assess cost/benefit based on net present value of net financial returns using a discount rate equal to the District current borrowing rate.*

### Financial Goal Measurement Policies

1. The District should establish, through the long-term financial planning process, financial goals and strategies, and should periodically review these goals and strategies.



*Working Guidelines:*

*The District should review the goals and strategies annually as part of the Board of Directors annual goal outcomes.*

2. The District should periodically measure the progress toward the financial goals.

*Working Guidelines:*

*The District should develop an annual reporting process for measuring progress toward the financial goals.*

## SUMMARY OF STAFFING BY PROGRAM

DIVISION					
Department	Actual	Actual	Adopted	Proposed	Adopted
Program	2013/14	2014/15	2015/16	2016/17	2016/17
<b>BOARD OF DIRECTORS</b>					
	-	-	-	-	
<b>ADMINISTRATION</b>					
Office of the General Manager	2.00	3.00	3.00	3.00	
Communications and Outreach	6.60	6.89	7.07	7.49	
Security Operations	4.41	4.41	4.41	4.41	
Community Partnerships	-	1.00	1.00	1.00	
<b>TOTAL ADMINISTRATION</b>	<b>13.01</b>	<b>15.30</b>	<b>15.48</b>	<b>15.90</b>	
<b>BUSINESS AND FACILITIES</b>					
Office of the Director	4.00	4.00	4.00	3.00	
Finance Services	7.00	7.00	7.00	6.00	
<b>Risk and Contract Management</b>					
Risk and Contract Management	1.19	2.00	2.00	2.19	
Safety/Wellness	1.00	-	-	-	
<b>Total Risk and Contract Management</b>	<b>2.19</b>	<b>2.00</b>	<b>2.00</b>	<b>2.19</b>	
Human Resources	3.00	4.00	4.00	4.00	
Information Services	5.00	5.00	5.00	5.00	
Operations Analysis	-	-	-	2.00	
<b>Maintenance Operations</b>					
Superintendent of Maintenance Op.	5.02	5.98	6.69	6.73	
Athletic Facilities	25.18	25.68	26.12	26.41	
Building and Pool Maintenance	50.23	48.79	48.43	48.25	
Park Maintenance	42.70	44.71	44.70	46.37	
Vehicle & Maintenance	5.75	5.75	5.73	5.73	
<b>Total Maintenance Operations</b>	<b>128.88</b>	<b>130.91</b>	<b>131.67</b>	<b>133.49</b>	
Planning	3.45	3.45	3.13	3.13	
Design & Development	9.00	8.00	7.00	6.00	
<b>TOTAL BUSINESS AND FACILITIES</b>	<b>162.52</b>	<b>164.36</b>	<b>163.80</b>	<b>164.81</b>	
<b>PARK AND RECREATION SERVICES</b>					
Office of the Director	2.87	2.69	2.69	4.03	
<b>Aquatics</b>					
Superintendent of Aquatics	1.02	1.01	1.01	1.01	
Aloha Swim Center	13.81	14.18	15.32	15.08	
Tualatin Hills Aquatic Center	16.71	17.13	17.97	17.92	
Beaverton Swim Center	16.55	17.23	17.08	15.74	
Harman Swim Center	12.42	12.53	13.11	13.68	
Sunset Swim Center	11.21	11.37	11.75	11.56	
Raleigh Swim Center	3.37	3.38	3.88	2.29	
Somerset West Swim Center	2.19	2.22	2.60	2.92	
<b>Total Aquatics</b>	<b>77.28</b>	<b>79.05</b>	<b>82.72</b>	<b>80.20</b>	

## SUMMARY OF STAFFING BY PROGRAM

<b>DIVISION</b>					
<b>Department</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>	<b>Adopted</b>
<b>Program</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2016/17</b>
<b>Sports</b>					
Superintendent of Sports	2.00	2.00	2.00	9.19	
Tualatin Hills Athletic Center	26.91	26.91	28.53	29.72	
Tennis Center	15.35	15.00	14.66	13.79	
Camp Rivendale	4.45	4.76	4.65	4.72	
<b>Total Sports and Recreation</b>	<b>48.71</b>	<b>48.67</b>	<b>49.84</b>	<b>57.42</b>	
<b>Recreation</b>					
Superintendent of Recreation	1.00	1.00	1.00	1.00	
Cedar Hills Recreation Center	30.93	30.19	32.17	31.15	
Conestoga Rec. & Aquatic Center	46.68	47.24	47.02	53.60	
Garden Home Recreation Center	21.54	21.64	21.41	22.18	
<b>Total Recreation</b>	<b>100.15</b>	<b>100.07</b>	<b>101.60</b>	<b>107.93</b>	
<b>Programs and Special Activities</b>					
Superintendent of Prog. & Spec. Act.	3.35	3.73	3.11	3.12	
Elsie Stuhr Center	15.05	15.22	14.92	11.29	
<b>Total Programs and Special Activities</b>	<b>18.40</b>	<b>18.95</b>	<b>18.03</b>	<b>14.41</b>	
<b>Natural Resources and Trails</b>					
Natural Resources	9.73	12.05	12.14	12.02	
Nature Park Interpretive Center	15.78	14.82	16.50	16.90	
<b>Total Natural Resources and Trails</b>	<b>25.51</b>	<b>26.87</b>	<b>28.64</b>	<b>28.92</b>	
<b>TOTAL PARK AND RECREATION SERVICES</b>	<b>272.92</b>	<b>276.30</b>	<b>283.52</b>	<b>292.91</b>	
<b>TOTAL ALL DIVISIONS</b>	<b>448.45</b>	<b>455.96</b>	<b>462.80</b>	<b>473.62</b>	

**Note:** Departmental reorganizations have occurred during this time period; however, all Divisions and Programs are displayed as of FY 2016/17 status for accurate year-to-year comparisons.

## GLOSSARY

---

### **Account**

A term used to identify an individual asset, liability, expenditure control, and revenue control or fund balance.

### **Accrual Basis of Accounting**

The method of accounting under which revenues are recorded when they are earned (whether or not cash is received at the time) and expenditures are recorded when goods and services are received (whether cash disbursements are made at the time or not).

### **Ad Hoc Committee**

Committee formed with the sole purpose of the specific case or situation at hand.

### **Adopted Budget**

The budget amended and approved by the Budget Committee becomes the adopted budget after the Board of Directors takes action on it. The adopted budget becomes effective July 1.

### **Adopted Fee Study**

A study adopted by the Board of Directors on November 19, 1997. The Board of Directors requested that the Park District's current program and facility fee structure be evaluated and that changes be recommended.

### **Ad Valorem**

In proportion to value. A basis for levy tax upon property.

### **Annexation**

The incorporation of land into an existing city with a resulting change in the boundaries of the city.

### **Appropriation**

A legal authorization made by the District to incur obligations and make expenditures for specific purposes and shall be limited to a single fiscal year.

### **Approved Budget**

The adopted budget as amended and approved by the Budget committee is recommended to the Board of Directors for adoption and is referred to as the Approved Budget.

### **Assessed Value**

The value set by the County Assessor on real and personal property in order to establish a basis for levying taxes.

### **Assets**

Property owned by a government, which has monetary value.

### **Bond**

A written promise to pay a specified sum of money on a specific date at a specified interest rate. Bonds are most frequently used to finance large capital projects, such as buildings and streets.

### **Bond Measure (2008)**

This \$100 million measure was approved by voters within THPRD boundaries in November 2008. Funds were allocated to dozens of projects to preserve natural areas, establish new trails and trail connections, add athletic fields, develop parks and redevelop others, and upgrade or expand recreational facilities. The measure also provided money to acquire land for parks, trails and natural areas.

### **Bonded Debt**

The portion of indebtedness represented by outstanding bonds.

### **Bond Projects Fund**

A fund created to account for financial resources to be used for the acquisition or construction of major capital facilities and/or designated fixed assets.

### **Budget**

A plan, a financial operation embodying an estimate of expenditures for a given period or purpose and the proposed means of financing the estimated expenditures.

### **Budget Calendar**

Schedule of key dates or milestones followed by the Park District departments in the preparation, review and administration of the budget.

### **Budget Document**

The estimate of expenditures and budget resources as set forth on the estimated sheets, tax levy and the financial summary.

### **Budget Message**

A general discussion of the proposed budget as presented in writing by the budget making authority to the legislative body. The budget message should contain an explanation of the principal budget items, an outline of the governmental unit's experience during the past period and its financial status at the time of the message and recommendations regarding the financial policy for the coming period.

**Budgetary Control**

The control or management of a governmental unit or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitation of available revenues.

**Capital Assets**

Assets of significant value and having a useful life of several years. Capital assets are also called fixed assets.

**Capital Improvements Program (CIP)**

A plan for capital expenditures to be incurred each year over a period of years to meet capital needs arising from the long-term teamwork program.

**Capital Outlay**

Expenditures, which result in the acquisition of or addition to, fixed assets.

**Capital Projects**

A long-term major improvement or acquisition of equipment or property for public use.

**Capital Program**

A plan for capital expenditures to be incurred each year over a fixed period of years to meet capital needs arising from the long-term work program or otherwise. It sets forth each project or other contemplated expenditure in which the government is to have a part and specifies the full resources estimated to be available to finance the projected expenditures.

**Capital Replacement Reserve**

An appropriation of funds to accumulate for future capital replacement needs within the General Fund.

**Certificates of Participation (COP)**

COP's are a method of financing large equipment and other capital expenditures. They are technically lease-purchase securities. The payment of the debt is made to an escrow agent and is called a lease payment. The escrow agent acts as a lessor for the property to be acquired or constructed with the proceeds of the certificate of participation. The owners of the certificates do not have an ownership interest in the property financed with the proceeds of the certificates.

**Chart of Accounts**

The classification system used by a governmental agency to organize the accounting for various funds.

**Computer Technology Plan**

A plan that focuses on the prevailing computer trends expected in the next three years, and outlines technological opportunities for the Park District. The plan identifies a new communication infrastructure, which will be the foundation for an efficient operation today and for streamlining the implementation of future

components.

**Contingency**

An appropriation of funds to cover unforeseen events and emergencies, which occur during the fiscal year.

**Cost Recovery**

The degree to which the cost (direct and/or indirect) of facilities, services, and programs is supported by user fees and/or other designated funding mechanisms such as grants, partnerships, volunteer services, etc. rather than tax subsidies.

**Current Funds**

Funds the resources of which are expended for operating purposes during the current fiscal period.

**Current Liabilities**

Liabilities which are payable within a relatively short period of time, usually no longer than a year.

**Current Taxes**

Taxes levied and becoming due during the current fiscal period, from the time the amount of the tax levy is first established to the date on which a penalty for nonpayment is attached.

**Debt**

An obligation resulting from the borrowing of money or from the purchase of goods and services. Debts of governmental units include bonds, time warrants, notes and floating debt.

**Debt Service**

Payments of interest and principal related to long-term debt.

**Debt Service Fund**

A fund established to finance and account for the payment of interest and principal on all general obligation debt, serial and term, other than that payable exclusively from special assessments and revenue debt issued for and serviced by a governmental enterprise. Formally called a Sinking Fund.

**Delinquent Taxes**

Taxes remaining unpaid on and after the date on which a penalty for nonpayment is attached. Even though the penalty may be subsequently waived and a portion of the taxes may be abated or canceled, the unpaid balances continue to be delinquent taxes until canceled.

**Departments**

A major administrative division of the District, which indicates overall management responsibility for an operation, or a group of related operations within a functional area.

**Employee Benefits**

Benefits include retirement, group health, dental and life insurance, workers' compensation, and disability insurance.

**Encumbrance**

Obligations in the form of purchase orders, contracts or salary commitments, which are chargeable to an appropriation and for which a part of the appropriation is reserved. Obligations cease to be encumbrances when paid or when the actual liability is set up.

**Enterprise Fund**

A fund used to account for a business-type activity utilizing the accrual method of accounting to recognize and record revenues and expenses when measurable.

**Equipment**

Tangible property of a more or less permanent nature (other than land, buildings, or improvements other than buildings), which is useful in carrying on operations. Examples are machinery, trucks, and furnishings.

**Expense/Expenditure**

This term refers to the outflow of funds paid or to be paid for an asset or goods and services obtained regardless of when the expense is actually paid.

**Fiscal Year**

A twelve-month period to which the annual operating budget applies and at the end of which a government determines its financial position and the results of its operations - July 1 through June 30 for all Oregon municipalities.

**Fixed Assets**

Assets of a long-term character which are intended to continue to be held or used, such as land, buildings, machinery, furniture, and other equipment.

**Forfeiture**

The automatic loss of cash or other property as a punishment for not complying with provisions and as compensation for the resulting damages or losses.

**FTE**

Full Time Equivalent. Staffing levels are measured in FTE 's to give a consistent comparison from year to year. In most cases, an FTE is one full-time position filled for the entire year; however, in some instances an FTE may consist of several part-time positions.

**Functional Plan**

THPRD's 2013 Comprehensive Plan Update mandated establishment of five functional plans, one each for athletic facilities, natural resources, parks, programs, and trails. The plans provide staff in each discipline with operational priorities, goals, vision, strategies, and procedures. The overriding objective is

to meet the community's recreational needs present and future in a cost-effective manner.

**Fund**

An independent fiscal and accounting entity with a self balancing set of accounts recording cash and/or other resources together with all related liabilities, obligations, reserves and equities which are segregated for the purpose of carrying on specific activities of attaining certain objectives.

**Fund Balance**

The excess of the assets of a fund over its liabilities and reserves except in the case of funds subject to budgetary accounting where, prior to the end of a fiscal period, it represents the excess of the period over its liabilities, reserves and appropriations for the period.

**General Fund**

A fund used to account for financial operations of the District, which are not accounted for in any other fund. The primary sources of revenue are property taxes, state and local shared revenues and user fees.

**General Long-Term Debt**

Long-term debt legally payable from general revenues and backed by the full faith and credit of a governmental unit.

**General Obligation Bonds**

Bonds for whose payment the full faith and credit of the issuing body are pledged.

**Goal**

A statement of broad direction, purpose or intent: the purpose toward which an endeavor is directed.

**Grant**

A donation or contribution by one governmental unit to another unit. The donation or contribution may be made to aid in the support of a specified purpose or function or general purpose.

**Intergovernmental Agreement**

This is a cooperative agreement made between two governmental agencies. It spells out the services each partner will provide and how the respective resources and facilities of each may be shared for mutual and/or taxpayer benefit. THPRD has numerous intergovernmental agreements, most notably with the Beaverton School District and the City of Beaverton.

**Internal Control**

A plan of organization for purchasing, accounting and other financial activities, which among other things provide:

- ✓ The duties of employees are subdivided so that no single employee handles a financial action from beginning to end;

- ✓ Proper authorization from specific responsible officials are obtained before key steps in the processing of a transaction are completed; and
- ✓ Records and procedures are arranged appropriately to facilitate effective control.

**Levy**

(Verb) To impose taxes, special assessments or service charges for the support of governmental activities. (Noun) The total amount of taxes, special assessments or service charges imposed by a governmental unit.

**Local Improvement District**

The property, which is to be assessed for the cost or part of the cost of local improvement and the property on which the local improvement is located.

**Measure 5**

A constitutional limit on property tax rates passed by voters in the State of Oregon in November 1990. The new law sets a maximum \$10 tax rate on individual properties for the aggregate of all non-school taxing jurisdictions. Schools maximum rate is limited to \$5.

**Measure 47**

A constitutional limit on individual property tax collections approved by voters in November 1996. The limit applies to FY 1997/98 and all future fiscal years. The measure was a citizen initiative and limits property taxes to FY 1995/96 levels less 10%, requires majority voter turnout for tax elections, limits fees and charges and prioritizes Public Education and Public Safety in the allocation of lost revenues. The Measure never took affect due to its repeal by the voters in May 1997 with the passage of Measure 50.

**Measure 50**

Passed by voters in May 1997, the legislatively referred measure repealed Measure 47, but also significantly reduced future property taxes. The Measure rolls back assessed value on individual property to FY 1995/96 values, less 10%. It reduces FY 1997/98 Park District levy authority by an average of 18.9%, and then converts it to a rate to be applied to assessed value in all future years. Assessed value growth is limited to 3% per year. The Measure reinstates Measure 47 limits on fees and charges and on majority turnout election requirements.

**Metro Greenspaces**

A program administered by Metro for the acquisition of public parks and open space lands throughout the region. A \$135.6 million bond program was approved by voters in 1995. Of that amount, \$25 million was set aside for local government grants.

**Natural Resources Management Plan**

A plan, which identifies natural resource areas and

Biota, and establishes long-term management strategies to protect and enhance the park District natural resource areas for future generations.

**Objective**

A statement of specific direction, purpose or intent based on the needs of the community and the goals established for a given program.

**Operating Budget**

A budget, which applies to all outlays other than capital outlays.

**Operating Expenses**

Expenses for general governmental purposes.

**Operating Statement**

A statement summarizing the financial operations of a governmental unit for an accounting period as contrasted with a balance sheet, which shows financial position at a given moment in time.

**Part-time Employee**

An employee scheduled less than 30 hours per week, to a maximum of 1,559 hours per year. Part-time employees are not members of the collective bargaining unit.

**Personnel Services**

Payroll expenses such as: wages, Social Security, medical and dental insurance benefits and retirement contributions.

**Program**

A group of related activities performed by one or more organizational units for the purpose of accomplishing a function for which the District is responsible.

**Proposed Budget**

Park District budget approved by the General Manager and submitted to the Budget Committee for their deliberation.

**Regular Part-time Employee**

An employee scheduled between a minimum of 30 hours to a maximum of 35 hours per week, for no more than 1,820 hours per year. Regular part-time employees are members of the collective bargaining unit, and have similar, but reduced benefits as offered to full-time employees.

**Resources**

The actual assets of a governmental unit, such as cash, taxes receivable, land, buildings, etc. Contingent assets such as estimated revenues applying to the current fiscal year not accrued or collected and bonds authorized and unissued.

**Revenue**

The term designates an increase to a fund's assets which:

- ✓ Does not increase a liability (e.g., proceeds from a loan),
- ✓ Does not represent a repayment of an expenditure already made,
- ✓ Does not represent a cancellation of certain liabilities,
- ✓ Does not represent an increase in contributed capital.

**Risk Management**

An organized attempt to protect a government's assets against accidental loss in the most economical manner.

**Senate Bill 122**

Mandates local governments (cities, counties, and special districts) and regional governments regarding the provision of Urban Services in two (2) ways.

- ✓ It requires each local government to agree to cooperate and communicate with each other as it relates to land use issues, Master Plan preparation, Design and Development review and Capital Project identification and funding.
- ✓ It requires each local government to negotiate ultimate Urban Service Boundaries to establish who will serve the unincorporated population in their planning areas.

**Subsidy**

Financial support for programs or services through taxes rather than through user or participant fees, or other forms of alternative funding.

**System Development Charge**

In general terms, these are fees assessed to developers of new housing and business units within THPRD boundaries. The fees help assure adequate funding for new park and recreational facilities (including capital improvements) needed because of those developments.

**Tax Base**

In Oregon, a designated amount of property tax which can be levied for operating expenses without annual voter approval. The original base must be established by the voters at a general or primary election. There after, the base can be increased six percent, annually, without the approval of the voters.

**Taxes**

Compulsory charges levied by a governmental unit for the purpose of financing services performed for the common benefit. Note: The term does not include specific charges made against particular persons or property for current or permanent benefits such as special assessments. Neither does

the term include charges as, for example, plans review fees.

**Tax Levy**

The total amount to be raised by general property taxes.

**Tax Rate**

The amount of property tax paid by property owners for each \$1,000 of their property's assessed value.

**Transfers**

Amounts distributed from one fund to finance activities in another fund. Shown as a requirement in the originating fund and a revenue in the receiving fund.

**Twenty-Year Comprehensive Master Plan**

A plan defining the Park District's future twenty (20) years. The plan offers direction for the Park District to accomplish its stated mission. It sets goals, and presents objectives and action to act as mileposts by which the Park District can measure its progress.

**Unappropriated Fund Balance**

Where the fund balance at the close of the preceding year is not included in the annual budget, this term designates that portion of the current fiscal year's estimated revenues which has not been appropriated. Where the fund balance of the preceding year is included, this term designates the estimated fund balance at the end of the current fiscal year.





# Parks, Recreation Facilities, Maintained School Grounds & Natural Areas



**TUALATIN HILLS  
PARK & RECREATION DISTRICT**

