

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

**ADOPTED BUDGET
2011-12**



TUALATIN HILLS PARK & RECREATION DISTRICT BEAVERTON, OREGON



ADOPTED BUDGET FISCAL YEAR 2011/12

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, 2010. 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, 2010

Two handwritten signatures are displayed. The signature on the left is in black ink and appears to be 'J. J.'. The signature on the right is in blue ink and reads 'Jeffrey R. Egan'.

President

Executive Director

TUALATIN HILLS PARK & RECREATION DISTRICT

Fiscal Year 2011/12 Budget

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INTRODUCTION

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Message to the Budget Committee

Minutes of the April 18, 2011 Budget Committee Meeting

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TUALATIN HILLS PARK & RECREATION DISTRICT

2011/12 BUDGET COMMITTEE

Board of Directors

Joe Blowers
John Griffiths
William Kanable
Larry Pelatt
Bob Scott

Citizen Members

Greg Cody, Chair
Julia Kegg, Secretary
Shannon Maier
Fred Meyer
Ruth Rosimo

DISTRICT STAFF

Doug Menke, General Manager
Keith Hobson, Director of Business & Facilities
Bob Wayt, Director of Communications & Outreach
Jim McElhinny, Director of Park & Recreation Services
Hal Bergsma, Director of Planning
Jessica Collins, Executive Assistant





Doug Menke
General Manager

Board of Directors

Joseph Blowers
John Griffiths
Bill Kanable
Larry Pelatt
Bob Scott

Tualatin Hills Park & Recreation District

Administration Office
15707 SW Walker Road, Beaverton, Oregon 97006
503/645-6433 fax 503/629-6303 www.thprd.org

MEMORANDUM

TO: Budget Committee Members
FROM: Doug Menke, General Manager
DATE: April 8, 2011
RE: **Proposed 2011-12 Fiscal Year Budget**

I am pleased to present the Proposed 2011-12 Fiscal Year Budget 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 2011-12 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 Park District's Comprehensive Plan, which was adopted in November 2006 (the full strategic plan, which includes the goals, objectives and action steps can be found on page 48 of the plan document). 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.

As in prior years, the Board of Directors uses the Comprehensive Plan Goals as the foundation for the planning and budgeting process for the coming fiscal year. Beginning with the 2011-12 fiscal year, however, the Board used these goals to develop goal outcome measures, quantifiable performance measure targets that support the Comprehensive Plan Goals.

Staff then took these goal outcome measures 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. Like any change of this magnitude, the process will continue to be refined to be more effective in future years, but we feel strongly that this approach provides the best means of directing resources at activities with the highest strategic value to the Park District.

Within each Departmental Budget Narrative, we have described the business plans that are included within that department's budget.

Budget Process

The April 18, 2011 Budget Committee Work Session is the second of three meetings for the Budget Committee, the first being the February 28, 2011 Mid-year Budget Meeting and the last being the May 16, 2011 Budget Committee Meeting.

The Mid-year Budget Meeting was conducted to review activity for the first six months of the 2010-11 Fiscal Year Budget, and to review the resource and expenditure projections for the Proposed 2011-12 Fiscal Year Budget. In an effort to increase the level of public involvement in the budget process, an opportunity was provided at the Mid-year Budget Meeting for public comment on requested budget items.

The Budget Work Session is intended to provide the Budget Committee an opportunity for in-depth review and discussion of the Proposed 2011-12 Fiscal Year Budget, and to provide an opportunity for public comment. While the budget presented for the Work Session is the final budget proposed by staff, the Proposed Budget, 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, 2011, the Budget Committee will be asked to approve the Park District's 2011-12 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 Park District Board of Directors, scheduled for June 20, 2011. Once again, an opportunity for public comment will be provided at both the Budget Committee Meeting and the Budget Hearing.

Analysis of Changes in General Fund Revenue and Appropriations

You will find that the proposed amount to fund the FY 2011-12 General Fund Budget is \$41,896,302. This is a decrease of 15% from the 2010-11 fiscal year Budget, but is nearly entirely attributable to capital acquisitions of new maintenance facility and energy savings improvements in the prior year, both of which were funded through debt issues.

Revenue

Beginning Cash on Hand for the 2011-12 fiscal year is estimated at \$2,600,000, which represents a 27% decrease from the prior year. The Balance Forward from Prior Year Projects is estimated at \$3,269,031, which represents a 337% increase from the prior year. As such, the overall General Fund balance forward in the proposed budget is approximately 37% more than the preceding year.

The Park District's overall assessed valuation is estimated to increase by 3.25%, but this growth will be partially offset by a de-annexation from the Park District of property located within the Hillsboro city limits. As such the overall assessed value is estimated to increase from \$18.7 billion to \$19.2 billion.

The FY 2011-12 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 \$0.43, resulting in a combined property tax rate per thousand of \$1.74. The FY 2010-11 property tax rates for General Fund Operations and Bonded Debt were also \$1.31 and \$0.43, respectively.

Local government agencies within the City of Beaverton exceeded the Measure 5 limit of \$10 per thousand in FY 2010-11, and as a result the taxes received were reduced due to Measure 5 compression. The Park District's property tax revenue losses in FY 2010-11, due to Measure 5 compression, were insignificant. It is anticipated that if, in FY 2011-12, the combined rates do exceed \$10 per thousand that tax reductions to the

District 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. In FY 2009-10 we began seeing some decline in program participation, which was partially offsetting the impacts of the fee increases. In FY 2010-11 we continued to see declines in participation that ultimately led to budget shortfalls in a few program revenue areas. This decline could be attributable to the current economic conditions as well as fee increases, and it is worth noting that some decline in participation was anticipated in the fee study and was built into the revenue projections resulting from the fee study. Nevertheless, staff has been closely monitoring program activity levels, and making expenditure adjustments where necessary to offset shortfalls in program revenues. In developing the FY 2011-12 Proposed Budget, staff also 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 user fee adjustments at the Budget Work Session.

Expenditures

You will note that 59% of the proposed FY 2011-12 General Fund Budget supports Personal Services, 19% supports Materials & Services, 14% supports Capital Outlay, 3% supports Debt Service and 5% supports the Contingency Account. This distribution does reflect changes from the prior year due to a significant decrease in Capital Outlay. Capital Outlay, as a percentage of total General Fund expenditures decreased by 13%, while Personal Services and Materials and Services increased by 9% and 3%, respectively.

The Budget reflects a 0.1% overall increase in Personal Service costs. Included in the increase is a 1.25% cost of living adjustment and merit increases for full-time and regular part time employees based on the Park District's current collective bargaining agreement, which expires June 30, 2013. The budget also reflects anticipated increases in health and dental insurance cost of 12% and 9.5%, respectively. The overall increase in Personal Services cost resulting from the cost of living and merit increases is 1.4% and the overall increase resulting from health and dental insurance cost increases is 1.8%. Offsetting these increases is a reduction in anticipated retirement plan contributions due to higher earnings on plan investments, which results in an overall decrease in Personal Service costs of 1.8%. In addition the District is eliminating one vacant full-time position and one vacant regular part-time position, also decreasing the overall Personal Service costs by 0.5%. The balance of the change, a decrease in overall cost of 0.8%, results from decreases in part-time staffing due to reductions in certain program areas.

The General Fund Capital Outlay expenditures of \$5,866,793 comprise 14% 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, \$5,133,307, is included in the Capital Outlay Division which is divided into the following eight categories: (1) Carry-Over Projects, (2) Athletic Facility, (3) Building, (4) Equipment and Furnishings, (5) Energy Savings Performance Contract, (6) Park and Trail, (7) Facility Challenge Grants, and (8) 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.

The significant decrease in General Fund Capital Outlay in the FY 2011-12 Proposed Budget is largely attributable to the appropriation for acquisition of a new maintenance facility site in the prior year. This acquisition, which was funded in FY 2010-11 by a corresponding debt issue, was completed in December 2010. The FY 2011-12 Proposed Budget does include funding within capital carryforward for the completion of site improvements necessary to make this facility operational.

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 2011-12 General Fund resources and expenditures.

The proposed resources for the General Fund are approximately \$2.9 million higher than the projections provided at the Mid-year Budget Meeting. Factors causing this increase include:

- Increase of \$3.3 million in Project Carryovers; this represents offsetting resources and expenditures.
- Increase of \$40,000 in Property Tax revenue due to adjustments in the estimated assessed value.
- Decreases in Program and Facility Fees and Other Resources of approximately \$450,000 to reflect adjustments in anticipated program revenue and grant revenue.

Total expenditures are also approximately \$2.9 million higher than projected at the Mid-year Budget Meeting due to the following factors:

- Personal Services costs have decreased approximately \$170,000 due to elimination of full-time and regular part-time positions, and decreased part-time staffing in program areas.
- Materials and Services costs have increased approximately \$72,000 primarily attributable to increases in Family Assistance funding in the Director of Park and Recreation Department and utility costs of the new maintenance facility.
- Capital Outlay has increased approximately \$2.9 million due to inclusion of carry-over projects, and due to reductions in replacement funding as a result of resource limitations.

Systems Development Charge Fund

In the Systems Development Charges Fund (SDC) Budget tab, you will note that the Park District estimates a carryover balance of SDC funds of approximately \$4.7 million. Although SDC revenues were lower than budgeted in FY 2010-11 a significant portion of the FY 2010-11 SDC appropriation was left as undesignated; as such the revenue shortfall did not create any deficiency on project funding. The project carryover commitment to FY 2011-12 is approximately \$3.4 million leaving \$1.3 million of the carryover available for new project commitments.

In addition the Park District is projecting to generate approximately \$2.9 million of new SDC revenues in FY 2011-12. As shown in the SDC Budget tab, this revenue is being used as follows:

- To provide \$500,000 of new funds for Land Acquisition, and approximately \$112,000 of new construction funds for local match of grant funds.
- This leaves approximately \$3.6 million (including the available carryover funds) available for appropriation to new projects in FY 2011-12.

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 was approved in November 2007, created a prioritized project list for the SDC fund through FY 2011-12. The five-year projection of SDC cash flow is updated periodically, and the most recent version was provided to the Budget Committee at the February Mid-year Meeting. This five-year projection showed \$8.5 million of uncommitted SDC funds through FY 2014-15, including \$3.4 million through FY 2011-12.

While residential construction activity has been at very low levels for the past few years, we are starting to see some slight increase in activity levels. This has been mitigated however by declines in SDC rates which are tied to construction and land cost indices. Due to this uncertainty, the five-year SDC cash flow projections include a revenue estimation reserve that offsets 40-50% of estimated revenue. This is the reason that the Proposed Budget leaves available SDC resources in an undesignated project appropriation. In addition, the District project management capacity will be largely used for management of the bond measure projects leaving little ability to take on new SDC projects. Having available SDC fund resources enables the Park District to take advantage of opportunities that may arise such as land available for purchase, or a local match for grant opportunities.

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. One of the first steps in implementing this program was the development of a project master schedule, which in turn allowed the development of a projected cash flow schedule for the Bond Fund.

Based on the projected cash flow schedule, and in compliance with regulations for tax-exempt bonds, the District determined that it would be necessary to issue the bonds in two separate issues. The first issue of \$58.5 million was issued by competitive bid on April 2, 2009. The balance of the \$100 million authorization is

expected to be issued some time during the 2011-12 fiscal year, but will again be based on the projected cash flow schedule.

The FY 2011-12 appropriation is based on available resources in the Bond Fund, which is the balance of the \$58.5 million of bonds issued after accounting for cumulative project expenditure estimates through June 30, 2010, plus the anticipated issue of the remaining \$41.5 million of bonds. 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. At this time, all project categories are within budget based on current project cost estimates, but if an entire category appears to need additional funds, the Bond Oversight Committee and the Board of Directors would review and approve transfers between project categories.

The estimated cumulative project expenditures from the Bond Fund through June 30, 2010 are approximately \$10.5 million. Despite this relatively modest figure, a significant amount of work has been accomplished toward completing the Bond Fund projects. The Maintenance Replacement project category is about 70% completed and the Facility Expansion Category is complete except for the two large expansions at Stuhr Center and Conestoga Recreation & Aquatic Center, both of which will be in construction during summer 2011. One athletic field project has been completed and one more park development project will be in construction during summer 2011. Natural Resource and land acquisition projects continue to make steady progress with many of them completed to date, and a significant number of land acquisitions in active negotiations. A bulk of the development work is proceeding through the design and permit process and we expect to have many large, park and trail projects in construction during summer 2012. Staff will provide a detailed update on Bond Fund project activities at your Budget Work Session.

Other Funds

Debt Service

The Debt Service Fund reflects the revenue and expenditure activity associated with annual debt service on the \$25.9 million of General Obligation Bonds approved by Park District voters in 1994, the \$58.5 million of General Obligation Bonds that are part of the \$100 million approved by Park District voters in 2008, and the anticipated issue of the remaining \$41.5 million of General Obligation Bonds that were approved 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 District property. The funds received from these parties are to cover the cost of maintaining the mitigated sites in future years.

Capital Projects

The Metro Natural Areas Bond Fund accounts for the District's local share funds from the Metro Bond Measure. The District local share was approximately \$4.1 million, with \$1.3 million remaining as of July 1, 2011, and will fund land acquisition projects that were approved by the District and submitted to Metro in March 2006.

Looking Forward Beyond FY 2011-12

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. Between 2005 and 2006, the Park District adopted a new Comprehensive Plan to guide the direction of the District, and also adopted a Long-term Financial Plan to ensure that the District could reasonably achieve the goals of the Comprehensive Plan.

As a result of the Long-term Financial Plan, the District has taken several steps that will enable it to move forward in a financially sustainable manner:

- We have reviewed and adjusted program user fees, which provide operating funds for current and future facilities. The program user fee adjustments have been phased in over four years. While there are some remaining adjustments to be implemented to user fees, the actual fee revenue over the last two fiscal years has not met budget expectations. Accordingly, the FY 2011-12 Proposed Budget does not reflect anticipated user fee increases, and in some specific program areas, it reflects reductions in anticipated user fees. Fees also continue to be reviewed and updated annually to

reflect inflationary increases in order to ensure that cost recovery through program user fees is able to keep pace with inflation. In certain cases, programs were not able to meet cost recovery expectations, and they have been discontinued.

- Based on the SDC Methodology Update completed in Fall 2007, the SDC rates were increased effective January 1, 2008, and were subsequently adjusted for inflation on January 1, 2009 and for deflation in the construction and land cost indices on January 1, 2010 and 2011. These adjusted rates are reflected in the FY 2011-12 Proposed Budget. SDC project commitments are made conservatively so as to avoid over commitments in an uncertain SDC revenue environment.
- The Park District voters approved a \$100 million Bond Levy request. The projects funded by the Parks Bond serve two purposes. They provide much needed additions to the Park District facilities. They also provide renovations and repairs to many of the District's existing facilities to ensure that we are maintaining and making the best use of our existing resources.

While fiscal sustainability is important, the Park District must also continue to address other goals from the Comprehensive Plan. To that end you will see that the FY 2011-12 Proposed Budget:

- Reflects continued commitment to sustainability through reduction of vehicle miles traveled and increased use of alternative fuel by park maintenance vehicles, technology enhancements to promote paperless administrative activity, enhancements in automation of irrigation systems to save water, and ongoing tracking of greenhouse gas inventories from Park District activities.
- Reflects the initial costs associated with relocating the Maintenance, Natural Resources, Planning and Risk Management Departments to the new centralized maintenance facility.
- Continues funding for the necessary staff positions to manage the projects funded by the 2008 Bond Levy.
- Continues the District's efforts to reach under-served populations; this includes increases in the Family Assistance funding, increases in inclusion funding, and additional staffing to serve non-English speaking patrons and patrons needing family assistance.
- Continues to fund enhanced staff training to provide strong across-the-board training to all staff as well as targeted high-level training to key staff.

While the sound long-term financial planning and our fiscal prudence have positioned the District well to deal with the current economic situation, we cannot ignore its impacts. To that end, the FY 2011-12 Proposed Budget does not include any new full-time positions, and actually reflects elimination of one vacant full-time position and one vacant regular-part-time position. As noted above, we have also increased our funding for the Family Assistance program to ensure that residents have access to Park District programs despite financial hardships that they may be experiencing.

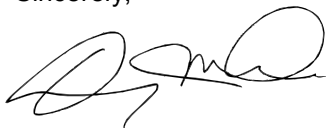
Acknowledgments

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 (Aquatics, Elsie Stuhr Center, Historic Facilities, Natural Resources, Parks, Recreation, Sports, and Trails), 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, on a daily basis, 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 on Monday, April 18, 2011, 6:00 p.m. at your Budget Committee Work Session, and sharing with you the Proposed 2011-12 Fiscal Year Budget, 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,



Doug Menke
General Manager



FY 2011/12 THPRD Goal Outcomes

Comprehensive Plan Goal. Objective. Action Step.	FY 2009/10 (Current Service Level)	Basis of Measurement	FY 2011/12 Goal Outcome (Target)	Ultimate Goal Outcome (Target)
Goal 1. Quality, Accessible Parks				
1.B.) Provide Neighborhood parks or park facilities throughout the district	0.91	# Acres/1,000 pop. (0.8 - 1.0 acres/1,000)	increase	0.8- 1.0 acres/1,000
	71.75%*	% District coverage (within 0.5 miles)	increase	100%
1.C.) Provide community parks or park facilities throughout the district	2.55	# Acres/1,000 pop. (2.0 acres/1,000)	maintain	2.0 acres/1,000
	Not Available	% District coverage (within 2.0 miles)		100%
* Needs to be verified through GIS mapping and updated per the park reclassification project				
Goal 2. Recreational Programs and Facilities				
2.A.) Provide a variety of programs to address the needs of all user groups, including children, teens, adults, seniors, ethnic and minority residents, and persons with disabilities: provide programs that meet the needs of people of all incomes	420.2	Program Registrants / 1,000 pop.	maintain	
	3,950	# Family Assistance patrons served	maintain	
	3,450	# Rec Mobile patrons served	maintain	
	325	# Free swim lesson patrons	maintain	
	5,300	# Therapeutic Rec patrons	maintain	
	2.40	Inclusion specialists FTE	maintain	
2.A.7.) Adopt program standards & performance measures to track financial performance of each program as it compares to the budget goals	160%	Aggregate registration as % of aggregate class minimums		100%
2.F.) provide playing fields throughout the District	65%	% Field hours used of hours allocated	increase	100%
Goal 3. Maintenance and Operations				
3.C.4.) Prioritize deferred maintenance on a five-year and ten-year plan of funding with annual updates		Replacement balance (includes deferred replacement backlog plus projected future replacements:		
	\$14,330,492	5-year balance	decrease	zero deferred
	\$30,135,717	10-year balance	decrease	zero deferred
3.D.) Organize maintenance activities by a combination of function and geographic region	\$1.83	Cost/mile traveled	decrease	
	555	Vehicle miles traveled/developed acre	decrease	
	\$974.32	Transportation costs/developed acre	decrease	
3.A.10.) Automate all irrigation and lighting within 5-10 year	81%	% Number of irrigation systems automated (of irrigation systems desired to be automated)	increase	100%
		% Number of desired lighted sites automated:		
	58%	Athletic Fields (of fields desired to light)	increase	100%
	88%	Parking Lots (of parking lots desired to light)	increase	100%
	90%	Pathways (of pathways desired to light)	increase	100%

Goal 4. Natural Areas				
4.A.7.) Regularly maintain & monitor condition of natural areas	Not Available	% non-native cover by acre		<10% non-native cover
4.C.) Use Park district facilities and programs to increase the public's understanding of natural resources, processes and habitats	7,600	#NR education programming hours- Children	increase	
	600	#NR education programming hours- Adults	increase	
Goal 5. System of Connected Trails				
	Completed			
5.A.) Close gaps in regional trail system by completing missing segments	21.49	# Total continuous trail miles (regional & community)	increase	
		# of Trail Segments Completed:		
	13 of 42 complete	Regional	increase	
	11 of 54 complete	Community	increase	
5.E.) Implement a trails operation plan, and a trails renovation maintenance plan	Not Available	Trail quality standards rating system		
Goal 6. Efficient Service Delivery				
6.A.) Provide & maintain facilities in a flexible manner to continue to respond to changing needs & conditions within the district	\$7.20	Cost/Square foot building maintained	decrease	
	\$18.26	Cost/Square foot pool maintained	decrease	
6.B.) Continue to pursue partnerships in land acquisition, facility development programming, marketing, maintenance and other activities	364	Total # acres co-owned/maintained properties	increase	
6.F.) Continue to establish, adjust and assess user fees for Park District facilities and programs in an equitable and cost-effective manner	90%	% Classes with fee at cost recovery targets	97%	100%
6.H.) Continue to encourage and recognize the importance of volunteers and other community groups in meeting district needs	63,000	# Volunteer hours per year	increase	
Goal 7. Effective Information & Communication				
7.B.5.) Update the Park District website to provide information and feedback opportunities on plans & policies, using project specific websites when needed	49,000	# Website hits/month		
7.G.) Regularly communicate with public through media: continue to implement the district media communication strategy to publicize Park District information	1,120	Total # newspaper column inches (including THPRD related articles)		
	380,000	Print communication- # household contacts per year with THPRD information		
	Not Available	Total # district electronic/website mentions		

Goal 8. Environmental and Financial Sustainability

8.A.) Design facilities in an environmentally and cost-conscious manner		Utility units consumed/year/Building & Pool square foot:		
	1.19	Gas (Therms)	decrease	
	13.53	Electric (kWh)	decrease	
	63.62	Water (Gallons)	decrease	
		Utility units consumed/year/developed acre:		
	100.0	Electric (kWh)	decrease	
	59,298.50	Water (Gallons)	decrease	
		Utility units consumed/year/#athletic fields & courts maintained:		
	842.24	Electric (kWh)	decrease	
	56,898.50	Water (Gallons)	decrease	
	1.68	Acres of permeable parking surface	increase	
8.B.) Consider environmental impacts of maintenance and operational activities and standards: continue and expand use of hybrid vehicles	11.4%	% miles traveled by alternate fuel vehicles	increase	
	Not Available	Total annual tons of CO2 generated	decrease	





Tualatin Hills Park & Recreation District Minutes of a Budget Committee Work Session

A Tualatin Hills Park & Recreation District Budget Committee Work Session was held at the Elsie Stuhr Center, Manzanita Room, 5550 SW Hall Boulevard, Beaverton, on Monday, April 18, 2011, 6:00 p.m.

Present:

Greg Cody	Chair/Budget Committee Member
Julia Keggs	Secretary/Budget Committee Member
Joseph Blowers	Budget Committee Member
John Griffiths	Budget Committee Member
William Kanable	Budget Committee Member
Shannon Maier	Budget Committee Member
Fred Meyer	Budget Committee Member
Larry Pelatt	Budget Committee Member
Ruth Rosimo	Budget Committee Member
Bob Scott	Budget Committee Member
Doug Menke	General Manager

Agenda Item #1 – Call to Order

The meeting was called to order by Chair, Greg Cody, at 6:00 p.m.

Agenda Item #2 – Approve February 28, 2011 Minutes

The Minutes of the February 28, 2011 Budget Committee Meeting were unanimously approved as submitted.

Agenda Item #3 – Opening Comments

Note: A PowerPoint presentation was used throughout Agenda Items #3, #4, and #5. A copy of the PowerPoint presentation was entered into the record.

Doug Menke, General Manager, welcomed the Budget Committee noting that tonight's Work Session is one of the steps to develop the FY 2011/12 Budget and outlined the process for tonight's meeting. He informed the Budget Committee that THPRD again received the Government Finance Officers Association Distinguished Budget Presentation Award for the 2010/11 Budget. He noted that THPRD's budget process is open to the public and the budget document is clear and understandable to the Park District's residents.

Doug noted that development of the FY 2011/12 Budget is driven by 1) the 2006 Comprehensive Plan's eight strategic goals, from which the performance measures are developed; and 2) the 2006 Long Term Financial Plan, which was designed to ensure that the Park District operated in a financially sustainable manner. Based on these plans, steps have been taken to ensure the Park District's financial ability to meet long-term goals, while continuing to offer high quality services, including:

- Completing a user fee study and adopting adjustments to program user fees, which is now in the fourth year of phase-in;

- Completing a review of the System Development Charge (SDC) methodology and adopting new SDC rates; and
- Implementing a \$100 million bond levy package to meet long-term capital needs identified in the Comprehensive Plan.

Doug provided highlights and key initiatives of the Proposed FY 2011/12 Budget as noted in the PowerPoint presentation.

A. Goal Outcomes & Performance Measures

Keith Hobson, Director of Business & Facilities, reviewed the Outcome Based Planning and Budgeting Process that the Board of Directors, Budget Committee and staff have begun implementing with the Proposed FY 2011/12 Budget. The process is based on best budgeting practices for governmental agencies with the intent of not only giving benchmarks to assess whether desired outcomes are being achieved, but also providing staff an opportunity to be more creative and entrepreneurial in developing programs and activities to achieve the desired outcomes. Keith, using a PowerPoint slide, walked the Budget Committee through the cyclical process.

Ann Mackiernan, Operations Analysis Manager, provided an overview of the process staff has taken for FY 2011/12, noting that 11 of the total 21 business plans submitted were either funded in the current year (\$10,000) or proposed for FY 2011/12 (\$73,900).

Agenda Item #4 – Review Proposed 2011-12 Fiscal Year Budget Resources

Keith Hobson, Director of Business & Facilities, stated that the budget presented tonight is the Proposed Budget reflecting staff's final proposal. If the Budget Committee makes any changes to the Proposed Budget, those changes would be reflected in the Approved Budget. The Budget Committee's Approved Budget would lastly be presented to the Board of Directors for adoption, who may also make changes that would then be reflected in the Adopted Budget.

Keith noted that THPRD's total resources for the Proposed FY 2011/12 Budget are estimated to be \$151 million. Of the total resources:

- Approximately 40% is from beginning cash-on-hand, with about 82% of cash-on-hand (\$49 million) in the Bond Fund.
- Approximately 28% (\$41.5 million) is from the anticipated issue of the remaining balance on the THPRD Bond Authorization.
- Approximately 21% (\$32 million) is from property taxes.
- The balance is from a variety of sources including program user fees, SDC fees, grants, Metro Local Share revenues, and other income.

Keith commented that, overall, there is very little change from the previous year, other than the increase in debt proceeds due to the bond issue noted above. The Beginning Balance has been trending downward due to the spending of bond funds.

A. Fee Study Impact

Ann Mackiernan, Operations Analysis Manager, provided an update of the program user fees increase. She noted that in calendar year 2010, as compared to calendar year 2009, patron participation decreased by 3.3% and revenue increased by 2.4%.

Ann compared the first 81 days of the Winter/Spring registration period over three years, 2009-2011. She noted that in 2011 compared to 2010, total patron participation decreased by 4.1% and total revenue increased by 2.9%. She commented that Summer registration opened on

April 16 and patron counts increased by 3% and revenue increased by 12%, compared to the same period last year.

Ann showed a slide that illustrated contact hours which tend to follow revenue. As such, with the projected lower revenue, contact hours are projected to be lower as well.

Ann provided an overview of how close programs are to reaching full phase-in (i.e., year four of the fee increases or full cost recovery). She commented that after the fourth year of phase-in, most classes are meeting recovery targets. For the remaining classes, Ann commented that staff would need to evaluate the classes to determine if some classes should not be offered, or if some classes do continue, that the fee increases would continue, too, until they meet full cost recovery.

Ann reviewed the impact of the Family Assistance Program on THPRD's revenue. She noted that the total Family Assistance used increased by 29.1%, compared to 111.3% the year prior. The actual cash paid to outside programs such as affiliated sports groups decreased by 4.7%.

Larry Pelatt asked whether the decrease in Family Assistance funding is due to lower participation.

- ✓ Ann speculated that a reason could be in the way Family Assistance is awarded. Previously, a household could pool their award for use by any household member. As such, parents could use their award for their children. Family Assistance is now awarded \$200 per individual, and awards may not be pooled among household members.

Bob Scott asked whether staff tracks the usage of Family Assistance.

- ✓ Ann stated that staff does track how much of the award is used because after the Family Assistance award expires in one year, the account is purged. She estimated that 20% of the total Family Assistance awarded is returned.
- ✓ Doug Menke, General Manager, commented that the Family Assistance Program currently is being reviewed by staff and the Advisory Committees.

Chair, Greg Cody, wondered why the other recreation centers' cost recovery is not as high as Cedar Hills Recreation Center.

- ✓ Ann replied that Cedar Hills Recreation Center's supervisor is a seasoned employee who continually runs successful programs. Cedar Hills Recreation Center is also located centrally within the District, unlike Conestoga Recreation & Aquatic Center and Garden Home Recreation Center which are located near the District's boundaries.

Bill Kanable inquired about the status of the affiliate groups' field rentals.

- ✓ Keith replied that the revenue is increasing due to the rates increasing. He noted that when field fees were initially proposed, staff projected revenue based on the number of hours previously allocated. However, after the field fees were implemented, field usage declined as the groups became more efficient. Staff estimates that approximately 50-60% of the initially projected revenue is being collected.

Agenda Item #5 – Review Proposed 2011-12 Fiscal Year Budget Appropriations

Keith Hobson, Director of Business & Facilities, noted that THPRD has a balanced budget with appropriations totaling approximately \$151 million in the Proposed FY 2011/12 Budget.

A. Operating Expenditures

General Fund Resources

- The tax levy is based on estimated assessed value. The Budget Committee will be asked to approve tax levies at their May meeting. The proposed budget was prepared with an increase of 3.25%, which is comparable to what local agencies are estimating. An offset reduction is anticipated in assessed value due to a deannexation of THPRD properties within the City of Hillsboro.
- The beginning fund balance is projected at \$2.6 million, close to what was estimated at the February mid-year meeting. The beginning balance for carryover projects has been included at approximately \$3.3 million, including \$2.4 million carried over to complete the improvements at the 112th Street maintenance facility.
- Program revenue is down in all areas, with an overall decrease of approximately 5% from the FY 2010/11 Budget. The Aquatics Department has the highest decrease at 13% because of a planned closure at Sunset Swim Center to complete bond improvement projects. The overall decreases are due to adjusted programming levels based on lower than budgeted program revenue from last fiscal year and the current fiscal year. Staff plans to reset budget estimates because program revenue budgets were based on anticipated fee increases; actual revenue increases did not keep pace with the estimates.
- Grant revenue reflects grants awarded in the current fiscal year, but not yet received, and grants staff will submit applications for in the next fiscal year. For grants staff has not yet applied, revenue is tied to specific expenditures. In the event the grant is not awarded to THPRD, there will be no budget shortfall.
- Under Grant and Intergovernmental Revenue, approximately \$200,000 represents Federal subsidy payments that offset the debt service for funds borrowed to acquire the new maintenance facility. Recovery Zone Bonds were allocated to THPRD last fall to help finance the acquisition. This category includes approximately \$200,000 of energy tax credits that offset the debt service on the Energy Savings Performance Contract.
- Increases in Rental Income and Sponsorships revenue are largely due to provisions or THPRD's agreement with the Portland Timbers.

Shannon Maier asked whether assessed value percentages are tracked historically.

- ✓ Keith replied that assessed value is tracked, and has ranged from 3.25% (a historical low) to 6.8%. He noted that 3% is the statutory guaranteed increase as long as the market value is higher than the assessed value. He stated that the additional 0.25% is projected for new development.

Shannon requested clarification on the source for the increase in sponsorships.

- ✓ Keith replied that THPRD will receive a percentage of the signage revenue from the practice facility at 112th Street as part of the agreement with the Portland Timbers.

Shannon inquired from what other sources are sponsorships received.

- ✓ Keith replied that sponsorships (cash and in-kind) typically come from corporate partnerships.

General Fund Appropriations

Cathy Brucker, Finance Services Manager, provided a brief overview of the General Fund Appropriations.

- General Fund appropriations will decrease by \$7.6 million (15.4%) over FY 2010/11. The reduction is primarily from the purchase of the new maintenance facility during FY 2010/11.

- Personal Services
 - Overall, there is a slight increase of 0.1% for all salaries and related taxes and benefits.
 - Salary costs include those required by the collective bargaining agreement (1.25% cost of living adjustment) and the Board of Directors approved compensation policy, 1.4% of the total increase.
 - Health and dental benefits are estimated to increase by 12% and 9.5%, respectively, for an overall increase of 1.8%. Retirement benefit rates decreased by 1.8% due to higher earnings on plan adjustments. In total, these factors had a net zero effect on the budget.
 - Staffing changes included a net elimination of one full time position and one regular part time position for an overall savings of 0.5%.
 - Part time payroll decreases account for 0.8% of the overall decrease to Personal Services due to reductions in staffing levels for programs. No part time rate increases are budgeted for FY 2011/12.
- The Proposed Budget includes a 1.0% overall inflationary adjustment in materials and services, a decrease of 1.0% over FY 2010/11, which include reduced service and supply costs for programming and other general expenditures, and District-wide utility savings from completed Energy Savings Performance Contract projects. Utility savings will be used to offset the debt service payments on the financing.
- The General Fund Capital Outlay appropriation decreased by 57.6% over FY 2010/11 due to the acquisition of the maintenance facility and completion of Energy Savings Performance Contract projects. Routine maintenance replacement continues to be a focus of the General Fund Capital.
- Debt Service increases reflects the addition of the full faith and credit debt issued for both the maintenance facility purchase and renovation, and the Energy Savings Performance Contract.

Board of Directors

Cathy Brucker, Finance Services Manager, provided a brief overview of the Board of Directors appropriations, which includes legal and audit services, elections costs, and contingency. She noted that there will not be an election in FY 2011/12, so funding will not be necessary. The General Fund contingency of \$1.9 million, an increase of \$200,000 over FY 2010/11, complies with THPRD's fiscal policy of maintaining the Ending Fund Balance levels at 10% of operating costs.

Joe Blowers asked if the ending fund balance is at 10%.

- ✓ Keith replied that the ending fund balance has fallen to slightly less than 10% due to decreased program revenues.

Administration

Cathy Brucker, Finance Services Manager, provided a brief overview of the Administration budget highlights including:

- Continued implementation of the Bond Measure Program, including some significant land acquisitions.
- Negotiated a 10-year lease agreement with the Portland Timbers at the 112th Street maintenance facility.
- Expand cooperative relationships with the various governmental entities within the area.
- Focus on making quantifiable progress on the District Goals Outcomes for FY 2011/12, as adopted by the Board of Directors.

Communications & Outreach

Bob Wayt, Director of Communications & Outreach, provided a brief overview of the Communications & Outreach Division highlights for the FY 2011/12 Budget including:

- Support THPRD strategic goals with use of communications tools.
- Continue efforts of current year such as support bond communications, outreach to ethnic minorities, improve employee communications.
- Market THPRD programs based on scientific survey results.

Security Operations

Mike Janin, Superintendent of Security Operations, provided a brief overview of the Security Operations Department's responsibilities and budget highlights including:

- Maintain a proactive, visible, and safe Park Patrol program.
- Provide staff training for Emergency Management Plan for longer-term emergencies.

John Griffiths inquired how the department decreased from 3.0 full time equivalent (FTE) part time staff to 2.9 FTE part time staff.

- ✓ Keith replied that part time hours were reduced last year.
- ✓ Mike replied that there is one full time person (himself), and four part time Park Patrol employees.

John requested clarification on the difference between Regular Part Time and Part Time FTE.

- ✓ Keith replied that regular part time and part time FTEs are calculated by the total number of hours worked in one year divided by 2,080 hours (total number of full time hours in one year).
- ✓ Doug replied that regular part time employees have prorated benefits, while part time employees do not.

Shannon Maier asked how many hours is regular part time.

- ✓ Keith explained that regular part time employees work 30-35 hours and are represented by the union.

John inquired about the number of Security Operations vehicles, and if they are hybrids.

- ✓ Mike replied that the department has two hybrid vehicles, one that is shared with the courier program.

John requested more information about the courier program.

- ✓ Mike noted that the courier delivers interoffice mail daily as a service to staff at the centers.

John inquired about Communications & Outreach staffing.

- ✓ Bob Wayt explained the duties of each of his staff members.

Shannon requested clarification about the number of security checks conducted. She noted that in the prior year 7,200 checks were conducted and are projected to increase to 9,500 for the current year.

- ✓ Mike clarified that his department actually carried out closer to 13,000 checks due to staff conducting more site visits.

John asked whether there are statistics for the number of incidents now versus before the Security Operations Department.

- ✓ Mike explained how staff collects data and how conditions have improved since initiating the Security Operations Department.

Business & Facilities

Keith Hobson, Director of Business & Facilities, provided an overview of the Business & Facilities Division's budget highlights, noting the following:

- Includes the debt service in general fund-supported debt (approximately \$1.5 million, including \$150,000 of interest on the interim financing issued to cover cash flow prior to November tax collections).
 - The debt service includes the \$1.7 million financing for the Energy Savings Performance Contract and the \$7.8 million financing for the new maintenance facility acquisition and improvements. Approximately \$400,000 of this debt service is offset by corresponding resources – \$200,000 for the Federal subsidy and \$200,000 for energy incentives.
- Complete build out of the new maintenance facility and relocate maintenance operations.
- Continue to work closely with Planning & Development staff and the Bond Oversight Committee to provide fiscal control for bond project expenditures.
- Begin update of the 2006 THPRD Comprehensive Plan.

Chair, Greg Cody, asked about staff's accuracy rates with budget estimates.

- ✓ Keith replied staff is 95-100% accurate, noting that THPRD's resources are pretty static.

Bob Scott inquired of the cost to update the Comprehensive Plan.

- ✓ Keith replied that \$30,000 is allocated in the proposed budget. He explained that the Comprehensive Plan update is under his division because rather than an overhaul of the plan, which would typically fall under the Planning Division, the update largely entails reviewing and updating data.
- ✓ Doug noted that staff will bring their plan forward to the Board of Directors on what areas staff plans to focus the update.

Finance Services

Cathy Brucker, Finance Services Manager, provided a brief overview of the Finance Services Department's responsibilities and budget highlights including:

- Received the Government Finance Officers Association awards for both the Budget Document and Financial Statement Presentation.
- Complete second phase of financial software upgrade.
- Coordinate necessary information to secure updated bond ratings, and subsequent issuing of official statements to secure the additional \$41.5 million general obligation debt to finance the balance of the Bond Capital Projects.

Larry Pelatt asked what rate THPRD pays to the credit card companies.

- ✓ Cathy replied that the rate varies, but is typically less than 1%.

Chair, Greg Cody, inquired how competitive are banks for THPRD's business.

- ✓ Cathy replied that THPRD is no longer under contract, but other banks do not inquire unless it is known there is interest in changing bankers. She noted that the last Request for Proposals was approximately six years ago, cost has remained competitive, and service is excellent.

Risk & Contract Manager

Mark Hokkanen, Risk & Contract Manager, provided a brief overview of the Risk & Contract Management Department's responsibilities and budget highlights including:

- Completed Safety and Health Achievement Recognition Program (SHARP) for HMT Recreation Complex and East Annex. Aquatics follows in 2011, and Recreation in 2012.

- Continue work with Security Operations Department on Emergency Response Program.
- Work with Information Services Department to implement electronic records management program and record retention schedule.

Shannon Maier inquired about the benefits of completing the SHARP program.

- ✓ Mark replied that by completing the SHARP program, agencies would see savings internally in workers compensation and loss control, makes agencies self-sufficient with safety, and eliminates Occupational Safety and Health Administration (OSHA) audits.

Chair, Greg Cody, asked how the average cost per liability claim decreased significantly over the last three years.

- ✓ Keith explained that vehicle claims were a large portion of those claims, and have since dropped due to a drivers training certification program conducted by Mark and Dave Chrisman, Superintendent of Maintenance Operations.

Human Resources

Nancy Hartman-Noye, Human Resources Manager, provided a brief overview of the Human Resources Department's responsibilities and budget highlights including:

- Implement an online applicant tracking system to replace the manual process and provide electronic handling of the entire recruitment process. The system supports sustainability efforts by increasing staff efficiency and decreasing CO₂ emissions by being paperless.

Shannon Maier asked what percentage of employees is in the collective bargaining agreement.

- ✓ Keith replied that approximately 80% are represented.

John Griffiths commented about the number of unemployment insurance claims and inquired if the claims impact THPRD financially.

- ✓ Nancy replied that THPRD is insured under a reimbursement plan through the state. While, historically, THPRD has received a refund (\$90,000 last year). This year, staff has seen an increase in costs due to 9-month seasonal employees (who file a bulk of the claims) not finding other work during their 3-month lay period and the President granting a 20-week extension of benefits to unemployed workers.

Information Services

Phil Young, Information Services Manager, provided a brief overview of the Information Services Department's responsibilities and budget highlights including:

- Build out the server room at the new maintenance facility.
- Upgrade one third of the desk phones in the District. This is the second year of the three-year phase-in.
- Upgrade the phone equipment that handles 911 calls for THPRD facilities.

Phil noted that in Summer 2006, the last year of an all phone-in registration, 2,200 invoices were processed on the first day. He commented that during opening day of Summer registration on Saturday, April 16, approximately 2,100 invoices were processed online within the first hour of registration. Approximately 71% of all registrations on opening day were completed online.

- ✓ Doug commended Phil and his staff for the work they have done and continue to do on the registration system.

Shannon Maier inquired about making registration fully automated.

- ✓ Doug noted that there are patrons who may not have access to computers or who have questions and prefer to conduct their business on the phone.

Bill Kanable commented that his soccer groups went from conducting 100% of their THPRD business on paper to 90-95% online, and understands how the staff time saved by not manning a call center could be redirected for other activities.

Maintenance Operations

Dave Chrisman, Superintendent of Maintenance Operations, provided an overview of the Maintenance Operations Department's budget including:

- Restructure service delivery to northern and southern zones to decrease fleet fuel, maintenance of vehicles, travel time, and consolidate services.
- Purchase larger vehicles to accommodate larger crews.
- Maintain new properties included in proposed budget.
- Relocate Maintenance Operations to 112th Street facility. Dave provided information about the new maintenance facility. He noted that the departments in the East Annex would be the first to move into the facility. Staff is working on a transition plan for the move.

Larry Pelatt inquired if a timeframe has been determined to vacate the East Annex.

- ✓ Dave replied that the lease ends at the end of October 2011.

Chair, Greg Cody, inquired about the waterline repair at Progress Lake. He wondered if THPRD supplies the water to the lake.

- ✓ Keith clarified that the waterline is to the water feature that feeds into the lake, which helps keep the lake full during dry months. The lake's water sources are storm water runoff and city water.

Greg inquired why two 15-passenger vans are being purchased for two recreation centers, and a 12-passenger van is being purchased for another recreation center.

- ✓ Dave replied that staff typically budgets for replacing existing vehicles. Currently, Cedar Hills Recreation Center is renting a 12-passenger van.
- ✓ Doug stated that staff would evaluate the requests and return to the Budget Committee.

Joe Blowers inquired about energy efficiency improvements at the 112th Street facility.

- ✓ Dave replied that staff has been evaluating lighting and the HVAC system. Staff will work with zoning the space to regulate heating. Staff will minimize water use for landscaping.
- ✓ Keith replied that the budget for the building renovations is tight and there will not be much in terms of energy efficient-specific improvements. Offices and shop space will be heated and cooled, the warehouse space will not. However, after the roofing contract expires in five years, staff will be able to replace the roof with something more energy efficient.

Shannon Maier asked how much square footage was gained with the new facility.

- ✓ Keith replied that Maintenance Operations probably tripled their amount of space. Approximately 65,000 square feet would be used by THPRD, with an additional 25,000 square feet available to be leased to the Portland Timbers and other tenants, and later could be used for THPRD growth.

Shannon asked what type of tenants might lease the space.

- ✓ Keith replied that the space is mainly warehouse and could serve as a distribution center or warehouse.

John Griffiths asked whether any maintenance facilities would remain at the HMT Recreation Complex.

- ✓ Dave replied that there would be a smaller, satellite facility for the northern zone located at the HMT Recreation Complex, and the remaining space vacated by Maintenance Operations could become available for parking.

Bill Kanable referenced the number of athletic fields maintained (page BF-50) and inquired how much is recovered by the field fees, noting that the intent of the fees were not to fully recover maintenance costs.

- ✓ Keith replied approximately one-third of the cost is being recovered.

Planning

Steve Gulgren, Superintendent of Planning & Development, who presented on behalf of Hal Bergsma, Director of Planning, provided a brief overview of the Planning Division's budget highlights including:

- Continue to work with Land Acquisition Specialists on acquisitions for the bond program.
- Continue to identify funding sources for THPRD projects.
- Contribute to the Comprehensive Plan update.

Chair, Greg Cody, referred to line item Part Time Salary on page PL-9, and inquired if one part time employee earns more than the full time employee.

- ✓ Keith noted that 0.93 Part Time FTE actually represents two individuals.

Joe Blowers referenced the four temporary full time employees added three years ago (page PL-3) and inquired when those positions would end.

- ✓ Steve replied that the positions would stagger depending on when projects end, with the first temporary position ending in approximately 18 months.
- ✓ Keith noted that the temporary staffing salaries are being reimbursed through the bond program.

Planning & Development

Steve Gulgren, Superintendent of Planning & Development, provided a brief overview of the Planning & Development Department's responsibilities and budget highlights including:

- Continue work on bond projects – 10 projects will be in construction.
- Continue work on non-bond projects – 3 SDC-funded, 4 grant-funded, 112th facility.
- Complete THPRD reclassification project.
- Complete new THPRD map.
- Continue implementation of the signage master plan.

Shannon Maier requested clarification on the types of grants.

- ✓ Steve noted that there are many type of grants (i.e., Federal, State, annual, bi-annual, various funding levels) and staff works to match projects with available grants. He noted that recent applications involved pairing grant submittals with bond projects where bond funds could be used as the matching funds source.

Park & Recreation Services

Jim McElhinny, Director of Park & Recreation Services, provided a brief overview of the Park & Recreation Services Division's responsibilities and budget highlights including:

- Provide broad range of high quality recreational programs.
- Provide stewardship of natural resources.
- Continue legislative advocacy for the Park District.

Aquatics

Sharon Hoffmeister, Superintendent of Aquatics, provided a brief overview of the Aquatics Department's responsibilities and budget highlights including:

- Adjust operational hours based on program attendance or holiday hours.
- Maintain popular school, evening, and fitness programs.
- Close Sunset Swim Center for 12 weeks for bond projects.
- Maintain staff in-service training program.

Larry Pelatt inquired if an outside service is used to certify lifeguards.

- ✓ Sharon stated that the Aquatics Department has lifeguard instructors on staff and they conduct lifeguard training.

Sports

Scott Brucker, Superintendent of Sports, provided a brief overview of the Sports Department's budget highlights including:

- Continue to work on efficient use of athletic fields and facilities.
- Improve communications and outreach with affiliate groups. The new youth lacrosse affiliate group begins this year. Two affiliates ended – youth baseball and youth soccer.

John Griffiths inquired about the two affiliate groups that ended.

- ✓ Scott stated that Wolf Creek Little League folded due to low participation; the children were divided between Cedar Mill and Raleigh Hills. Cedar Splinters Soccer Club folded and the children will be part of Milltown Soccer Club. He noted the changes are probably due to the location of where younger families live.

John asked about the number of youth involved in affiliated sports.

- ✓ Scott replied approximately 25,000 youths. There are approximately 5,000 adults.

Shannon Maier inquired how a partnership with an affiliate group begins and how does THPRD benefit from these groups.

- ✓ Scott replied that the affiliate groups need access to the THPRD-maintained fields and facilities, and to staffing for the business side of their leagues.
- ✓ Doug replied that the affiliate groups form and organize the groups that THPRD staff otherwise would.

Chair, Greg Cody, referred to the cost recovery projected for FY 2010/11 (page PRS-52) and inquired why it is much lower than years past.

- ✓ Scott replied that the projected cost recovery was conservative and to date, he projects to be comparable with past years.

Recreation

Eric Owens, Superintendent of Recreation, provided a brief overview of the Recreation Department's responsibilities and budget highlights including:

- Eliminate Community School Program and one full-time Program Coordinator position.
- Expand after school programs to serve working families.
- Continue Rec Mobile partnership with Beaverton School District to participate at free lunch sites.
- Implement Oregon State Parks' Rx for Play program, other partners include Kaiser Permanente, Doernbecher Children's Hospital, and Oregon Health & Science University.

Julia Kegg asked if Providence is involved in Rx for Play.

- ✓ Eric replied that Providence is not involved; however, he is on a Washington County public health committee that would like to initiate a comparable program where THPRD would serve as the lead for Washington County park departments.

Programs & Special Activities

Lisa Novak, Superintendent of Programs & Special Activities, provided a brief overview of the Programs & Special Activities Department's responsibilities and budget highlights including:

- Refine Tennis Center budget.
- Offer adult-oriented concert in August as part of Summer Concert Series.
- Begin coordination of Sunday Parkways event for 2012.
- Complete and manage two new community garden sites for a total of seven sites.
- Increase funding for inclusion services at Stuhr Center.
- Transfer one full time position from Jenkins Estate to Maintenance Operations.

Fred Meyer was excused from the meeting.

Bob Scott asked what inclusion services encompass.

- ✓ Lisa replied that inclusion services falls under the Stuhr Center and patrons with disabilities may request services such as having a sign language interpreter present or an aid to assist with behavioral problems so they may participate in classes.

Shannon Maier requested clarification on the eliminated position and the funding variance for the Jenkins Estate decreasing from \$404,455 to \$301,104 (page PRS-57).

- ✓ Keith noted that the variance is due to transferring the position as well as reducing materials and services to match its level of activity.

Larry Pelatt commented that the Stuhr Center has a lower cost recovery compared to other centers.

- ✓ Keith replied that is due to the 40% senior discount, which will begin to be phased out next year.

Chair, Greg Cody, requested clarification on the discrepancy between the employee counts on the organizational charts and the employee counts under the program details.

- ✓ Doug noted that the organizational charts only include full time and regular part time staff, while the program details include part time staff.

Natural Resources & Trails Management

Kristin Atman, Interpretive Programs Supervisor, who presented on behalf of Bruce Barbarasch, Superintendent of Natural Resources & Trails Management, provided a brief overview of the Natural Resources & Trails Management Department's responsibilities and budget highlights including:

- Increase participation in environmental education programs through Destination Cooper Mountain, advertising program for Cooper Mountain Nature Park.
- Improve the condition of THPRD natural areas by measuring and increasing Natural Resources Quality.
- Increase the quality of trails to benefit the patron experience through vegetation management, trails safety, and trail mapping.

Joe Blowers inquired about measurable indicators of habitat health and asked if staff is collecting baseline data.

- ✓ Julie Reilly, Natural Resources Specialist, replied that staff is currently collecting baseline data at THPRD's natural areas and recording the percentage of native vegetation versus invasive vegetation, and determining how to improve the area. Staff will provide more information about how often the habitat health indicators will be measured.

Doug commented that after the opening weekend of Summer registration, the Nature Park Interpretive Center and Cooper Mountain Nature Park had the greatest percentage increases over previous registration periods.

Chair, Greg Cody, inquired about the number of presentations and average number of participants at each presentation for the Nature Mobile.

- ✓ Kristin stated that she would provide the total number of presentations in a year at a later time. She noted that at presentations when staff is stationed at a park site for 2-3 hours, approximately 35-40 people participate. She noted that at two recent Nature Days in the Park events, approximately 150 people participated per event.

Bob Scott inquired if the direct facility cost recovery information is comparable among the various sites.

- ✓ Keith replied that they are.

B. Capital Expenditures

Keith Hobson, Director of Business & Facilities, provided an overview of the funded Capital Projects.

- Information Services capital and Maintenance Operations equipment may be found in their respective department budgets.
- Projects are prioritized toward maintenance replacements and some selected improvements.
- Replacement funding is approximately \$1.4 million. If Information Services and Maintenance Operations capital are included, the total replacement funding increases to \$2 million.
- Capital projects funded by outside sources includes approximately \$316,000 from capital grants.
- The total carry-over balance is \$3.3 million, which includes \$2.4 million for the 112th Street facility renovation and yard improvements. This \$2.4 million was funded by the debt issue in FY 2010/11.
- Challenge Grant allocations remain at \$7,500 for each Advisory Committee and Friends Group. In addition, the Competitive Challenge Grant will continue to be funded with unspent Challenge Grant funds from the previous year which will be available to the Advisory Committees and Friends Groups on a competitive basis.
- Replacement Projects to note:
 - Resurface Sunset Swim Center pool tank, to be coordinated with seismic structural upgrades and pervious parking lot bond projects
 - Replace original tennis air structure
 - Replace asphalt paths at seven sites
 - Replace play structure at three sites
 - Replace 19 automated external defibrillator (AED) units at various sites

Chair, Greg Cody, asked what happens to the outdated AEDs.

- ✓ Sharon Hoffmeister, Superintendent of Aquatics, stated that the units cannot be returned to the manufacturer as they are no longer manufactured.

Keith noted that the Capital Improvement Plan (CIP) section of the budget document, which was introduced last year, addresses a budget best practice to review capital expenditures by consolidating capital project expenditures from different funding sources.

Keith noted that the CIP section includes the unfunded capital list, which includes maintenance replacement items as well as new capital requests from staff or Advisory Committees. Unfunded capital is categorized by severity of need, with new capital categorized as Not Applicable. All other items on the list are considered unfunded deferred replacement. Overall, the level of unfunded capital is less than FY 2010/11. Serious projects, Category 2, increased over FY 2010/11 primarily due to upgrading tennis court resurfacing to major lift replacements which cost more. Staff will review options before proceeding with the work.

Keith reminded the Budget Committee that, last year, Maintenance Operations staff reviewed the unfunded capital items to ensure the backlog represented replacement needs, and purged items that represented service level increases. This effort, combined with a reduction in replacement cost and increased funding for replacements, resulted in a reduction in backlog from \$7.5 million to \$6.1 million.

Keith stated that, as part of the FY 2011/12 business plan process, Maintenance Operations staff again reviewed the deferred maintenance list and purged more items. Although the FY 2010/11 replacement liability was not fully funded, the backlog was reduced to \$5.8 million due to purging items from the list and a reduction in cost of replacements in FY 2010/11.

John Griffiths asked what the amount was of the backlog in previous projections.

- ✓ Keith replied that \$7.5 million was the highest projection; however, that was before implementation of the program user fee study.

John asked when the backlog would be at zero.

- ✓ Keith replied that it might never get to that point, and if so, it would be several years. Also, he noted that because of determining condition of assets, items may be left on the list. He stated that the backlog over the next five years does not decrease much because of some significant major replacement liabilities.

Larry Pelatt referenced a previous projection that with the increased user fees, the backlog would be closer to zero in 2017.

- ✓ Keith noted that when those projections were completed, it was before the real estate market slowed down and the maintenance facility was purchased.

Keith commented that the Major Item Replacements list remains manageable even though it increased over FY 2010/11. The increase is attributable to including the synthetic turf field replacement on HMT Recreation Complex Field 1. Staff has deferred the replacement for a year due condition of asset. He noted that the Routine Item Replacements backlog has decreased due to purging the list, replacement cost reductions, and prioritization to fund toward maintenance replacements.

Keith explained that the level of funding for replacement items has increased over the last few years. He attributed a slight decrease in FY 2011/12 due to decreased budgeted program revenue, lower than projected property tax growth (compounded by the City of Hillsboro deannexation), and duplicate facility costs due to the relocation to the 112th Street facility.

Joe Blowers inquired what happens to the synthetic turf when a field is replaced.

- ✓ Dave replied that staff would research options and provide more information at the Budget Committee's next meeting.

Chair, Greg Cody, inquired if Item 63: Building Exterior Paint (6 Sites) was for patchwork or for entire sites (page CO-14).

- ✓ Keith replied it is not for patchwork, but for major paint jobs. The budget reflects the cost of materials.

Greg inquired about the location of the doors/frames referenced in Item 41: Conestoga Recreation and Aquatic Center Locker Room Doors (page CO-11).

- ✓ Eric Owens, Superintendent of Recreation, explained their location and the problem with the doors.

Shannon Maier asked what criteria are used to move a project to the purge list on page CIP-41.

- ✓ Keith replied that projects are purged due to clerical errors such as if the project was completed previously and not removed from the list or duplicate listings, scope creep, judgment calls of need versus would like to replace, or wish list items.

C. System Development Charge, Bond Capital Projects and Other Funds

Jim McElhinny, Director of Park & Recreation Services, commented that the Special Revenue Fund was created for fees collected from those who use THPRD's land for natural resources and mitigation projects. Funds may be used for enhancement, maintenance, or restoration of THPRD natural areas.

Keith Hobson, Director of Business & Facilities, commented that the Metro Natural Areas Bond Fund has held THPRD's allocation of the Metro's 2006 Natural Areas Bond local share. There are only two projects remaining – land acquisition in the North Bethany area and for Eichler Park.

Cathy Brucker, Finance Services Manager, provided an overview of the Debt Service Fund that accounts for the repayment of principal and interest of THPRD's General Obligation Bonds.

- Voters approve General Obligation Bonds, and a separate property tax levy funds the annual debt service. The FY 2011/12 tax rate is forecasted at \$0.43 per thousand (\$0.11 per thousand and \$0.32 per thousand for the 1994 and 2009 issue, respectively). Although THPRD will lose property taxes due to the deannexation of several Hillsboro properties, it will be offset by payment in lieu of taxes from Hillsboro through the retirement of both the 1994 and 2009 issues.
- Appropriations in the fund provide for principal and interest payments of \$8.1 million. It also provides for an ending unappropriated balance to pay debt service in the subsequent fiscal year that is due before property tax for that year would be collected.
- The outstanding balance for the 1994 General Obligation debt is \$7.7 million, which will retire in 2015. The outstanding balance for the 2009 issue is \$52.4 million, which will retire in 2029. Staff anticipates issuing the second series in July 2011 (\$41.5 million), which would also retire in 2029.

Keith Hobson, Director of Business & Facilities, provided an overview of the System Development Charge (SDC) Fund Projects:

- SDC resources have increased in FY 2011/12 because of the increase of carry forward revenue. Most of the FY 2010/11 revenue is not designated due to the volatility of the economy; however, the Board of Directors later appropriated some of the funds.
- Although staff projects SDC revenue to be short of budget by approximately \$1.5 million, there will not be a cash flow shortage and the year-end carry forward balance will be approximately \$1.3 million more than project commitments.

- Projects that are carried forward were included in the FY 2010/11 Adopted Budget and are described on pages SDC - 5-7.
- Land funding of approximately \$250,000 will be carried forward.
- Staff continues the annual practice of committing \$500,000 of SDC funds for land acquisition. Land Acquisition funds have not been designated yet, but will be used for land acquisition opportunities that do not fall under the bond program.
- SDC fee revenues are based on a normalized level of building activity, and provide THPRD with adequate appropriation if building activity improves. Staff does not anticipate a budget shortfall as the undesignated balance exceeds the current year revenue estimate. The decrease in the SDC revenue projection results from the reduction in SDC rates effective January 2011, which changed due to lowered construction and land cost indices used to adjust SDC rates each year.
- The two new development projects being proposed are to provide local matches for grant-funded projects for trail segments.
- Approximately \$3.6 million is left undesignated in FY 2011/12. The Board of Directors last updated the CIP list in 2007. Staff anticipates updating the CIP list after the Comprehensive Plan is updated.
- The Board of Directors can re-appropriate undesignated project funds if there are new project commitments after the budget is adopted.

Chair, Greg Cody, inquired if the grants listed for the SDC Fund have been awarded.

- ✓ Steve Gulgren, Superintendent of Planning & Development, confirmed that the grants have been awarded.

Shannon Maier asked what the statutory requirements to expend SDC funds are.

- ✓ Keith replied that, with few exceptions, SDC funding is typically expended on capital projects that expand capacity, and on capital projects that were included in the SDC methodology. He noted that funds must be expended within 10 years of collection.

Chair, Greg Cody, asked if the Jordan/Husen Park Phase #2 project listed in the CIP is a follow up to a bond project.

- ✓ Steve replied that the referenced project is the bond project, and the CIP needs to be updated.

Keith provided an overview of the Bond Capital Projects Fund:

- In 2009, THPRD issued approximately \$58.5 million of the \$100 million authorization. Staff continues to spend the funds to complete a number of projects.
- Staff has estimated the carry forward based on expenditures to date; however, if more expenditures occur before the close of the fiscal year, the amount carried forward will be reduced as well as the expenditure appropriation.
- The Bond Fund Overview by project illustrates project appropriations included in the bond package.
- Staff anticipates issuing the \$41.5 million balance of the bond levy during FY 2011/12, which results in a large increase in the FY 2011/12 appropriation. The appropriations shown for the bond projects reflect the full \$100 million original budget, increased for interest earnings on the bond fund cash balances, and less projected project expenditures through June 30, 2011.
- Based on the Parks Bond Citizen Oversight Committee's fiscal policy, interest earnings on unspent bond funds are allocated to the projects based on the remaining appropriation in order to help offset inflation.

- Slower than expected land acquisitions continue to delay the timing of bond fund expenditures. The Board of Directors is briefed monthly on potential acquisitions.
- Staff is working with THPRD's bond counsel and the financial advisor from the first issue to determine the timing of the second issue so that when combined with the first issue, the annual debt service over 20 years would have an impact to THPRD taxpayers as though it were a single 20-year issue.

Larry Pelatt inquired if the current market is favorable to accomplish what Keith described for the second issue.

- ✓ Keith replied that it is not necessarily the market that staff is monitoring, but rather project expenditures. It is staff's intent to maintain a level debt service so as to not have taxpayers' rate fluctuate.

Shannon Maier asked what is the cost to issue the \$100 million bond.

- ✓ Keith stated that the bond measure authorized a bond issuance fee of 1.5%, with an additional 1.5% for administration. He noted that the bond issuance cost was negligible for the first issuance.

Keith provided an overview of the Bond Capital Program:

- To date, over 100 projects have been started and 23 are completed.
- The bond measure included a provision for a Citizens Oversight Committee to ensure that bond objectives are met and bond funds are expended as promised to the voters. Last fall, the Committee completed their first annual report. Preparations are under way for the second annual report this summer.
- Keith showed the Budget Committee pictures of completed bond projects and explained the status of the different bond areas – Natural Area & Wildlife Habitat Preservation, Trail Expansions, Land Acquisitions, Building Expansions & Facility Upgrades, and Park Development & New Athletic Fields.

Keith concluded the staff's presentation of the Proposed FY 2011/12 Budget.

Agenda Item #6 – Budget Committee Questions and Recommendations

Larry Pelatt inquired if bond projects could be delivered to the taxpayers sooner if additional temporary staff were added to complete them.

- ✓ Keith replied that staff would perform an analysis.
- ✓ Doug noted that with the savings from the first issuance, there is less than \$1 million that could be used to pursue additional temporary staffing.

Bill Kanable acknowledged that there is a point of diminishing return and cautions that it may be difficult to oversee too many projects occurring at once even with increased staff.

- ✓ Larry understood Bill's response, but would like to see staff's analysis.

Chair, Greg Cody, suggested the Oversight Committee could also review.

- ✓ Bill noted that although there were savings with the first issue, costs could increase with the second issue.
- ✓ Doug noted that the consultants, who helped staff with the bond schedules, could also help with this analysis.

Joe Blowers noted that a public perception benefit could be gained if project delivery is accelerated.

Agenda Item #7 – Public Comment

There was no public comment.

Agenda Item #8 – Date of Next Budget Committee Meeting: May 16, 2011

Chair, Greg Cody, stated that the next Budget Committee meeting is on May 16, 2011, 6:30 p.m., at the Dryland Meeting Room.

Agenda Item #10 – Adjourn

There being no further business, the meeting was adjourned at 8:55 p.m.

Recording Secretary,
Jessica Collins

Transcribed by,
Marilou Caganap



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, May 16, 2011, 6:30 p.m.

Present:

Greg Cody	Chair/Budget Committee Member
Julia Keggs	Secretary/Budget Committee Member
Joseph Blowers	Budget Committee Member
John Griffiths	Budget Committee Member
William Kanable	Budget Committee Member
Shannon Maier	Budget Committee Member
Fred Meyer	Budget Committee Member
Larry Pelatt	Budget Committee Member
Ruth Rosimo	Budget Committee Member
Bob Scott	Budget Committee Member
Doug Menke	General Manager

Agenda Item #1 – Call to Order

The meeting was called to order by Chair, Greg Cody, at 6:30 p.m. Greg thanked staff for their hard work to develop the budget.

Agenda Item #2 – Approve April 18, 2011 Work Session Minutes

Chair, Greg Cody, called for a motion to approve the Minutes of the April 18, 2011 Budget Committee Work Session.

Bill Kanable moved the Budget Committee approve the Minutes of the April 18, 2011 Budget Committee Work Session as submitted. Larry Pelatt seconded the motion. The motion was UNANIMOUSLY APPROVED.

Agenda Item #3 – General Budget Information

Doug Menke, General Manager, provided general budget information comments. This is the Budget Committee's third and final meeting in the development of THPRD's FY 2011/12 Budget. Staff will request the Budget Committee to approve the FY 2011/12 Budget and the property tax levies to be assessed. He noted that staff does not intend to review the Proposed Budget at this meeting as it was thoroughly reviewed at the April Work Session. He directed the Budget Committee members to tab 3 – Budget Committee Information Reports which includes responses to questions that arose from the work session.

Chair, Greg Cody, inquired about the operational costs and insurance difference between a 12-passenger and a 15-passenger van.

- ✓ Jim McElhinny, Director of Park & Recreation, replied that in regard to operations, a 15-passenger van is comparable to a 12-passenger van.

- ✓ Doug noted that staff would provide an answer at a later time regarding the insurance costs.

Agenda Item #5 – Public Comment (*taken out of order*)

There was no public comment.

Agenda Item #4 – Review Budget Information & Recommendations

Cathy Brucker, Finance Manager, on behalf of Keith Hobson, Director of Business & Facilities, reviewed the property tax levies to be approved at tonight's meeting.

- The General Fund Property Tax Levy is based on a permanent tax rate of \$1.3073 per \$1,000 of assessed value. The actual amount received is dependent on the total assessed value as determined by Washington County. Based on last year's information, staff anticipates a 3.25% increase over the current year; however, it will be adjusted lower due to the deannexation of the City of Hillsboro properties.
- The Bonded Debt Fund Levy is based on a specific dollar amount to satisfy principal and interest payments on THPRD's voter approved general obligation bonds. Staff determines the amount needed and the tax rate will be dependent on the total assessed value.

Cathy provided an overview of the Budget Committee information packet titled "Budget Committee Meeting, May 16, 2011." This information included:

- General Fund Recommended Adjustment to Proposed Budget (tab 4)
 - Summary of Recommended Adjustment
 - Increase carry forward funding for a dog park project in the northwest quadrant of the Park District that will not be completed by June 30, 2011.
- Bond Fund Recommended Adjustment to Proposed Budget (tab 5)
 - Summary of Recommended Adjustment
 - Decrease carry forward funding for land acquisition due to the recent acquisition of a new community park site, Teufel property.

Hal Bergsma, Director of Planning, provided brief comments on the Teufel property acquisition, a 23-acre property in the Cedar Mill area that THPRD purchased for approximately \$8 million. The purchase fulfills one of the bond goals of acquiring a new community park site.

Shannon Maier requested confirmation that the 3.25% increase in the property taxes received is the same as presented at the April Work Session.

- ✓ Cathy confirmed that it is the same.

Bill Kanable moved the Budget Committee approve the adjustments to the Proposed Fiscal Year 2011/12 Budget as described. Larry Pelatt seconded the motion. The motion was UNANIMOUSLY APPROVED.

Agenda Item #6 – Budget Committee Discussion

There were no additional Budget Committee questions or recommendations.

Agenda Item #7 – Approve 2011/12 Budget & Property Taxes to be Imposed

Larry Pelatt moved the Budget Committee approve the Proposed Fiscal Year 2011/12 Budget and the appropriations contained therein with the adjustments approved by the Budget Committee this evening. Bill Kanable seconded the motion. The motion was UNANIMOUSLY APPROVED.

Bill Kanable moved the Budget Committee establish and approve the General Fund Property Tax Levy at the Permanent Tax Rate of \$1.3073 and establish and approve the Bond Fund Property Tax Levy in the amount of \$8,264,285 for the Fiscal Year 2011/12. Larry Pelatt seconded the motion. The motion was UNANIMOUSLY APPROVED.

Agenda Item #8 – Adjourn

The Budget Committee meeting was adjourned at 6:42 p.m.

Recording Secretary,
Jessica Collins

Transcribed by,
Marilou Caganap

Approval of May 16, 2011 Minutes received by e-mail

Fred Meyer moved the Budget Committee approve the Minutes of the May 16, 2011, Budget Committee Meeting as submitted. Ruth Rosimo seconded the motion. The motion was UNANIMOUSLY APPROVED.



RESOLUTION NO. 2011-15

TUALATIN HILLS PARK & RECREATION DISTRICT, OREGON

**A RESOLUTION APPROVING AND ADOPTING A BUDGET,
LEVYING TAXES, AND MAKING APPROPRIATIONS**

- a. The Tualatin Hills Park & Recreation District (District) must prepare and adopt an annual budget under Chapter 294 of the Oregon Revised Statutes; and
- b. The District has complied with the standard procedures for preparing the budget, encouraging public involvement, estimating revenues, expenditures and proposed taxes, and outlining the programs and services provided by the District.

THE TUALATIN HILLS PARK & RECREATION DISTRICT RESOLVES:

Section 1. Budget Approved and Adopted. The budget for 2011-12 in a total sum of \$142,883,372, now on file in the District's Administration Office, is approved and adopted.

Section 2. Levy of Taxes. The District hereby levies the taxes provided for in the adopted budget at the permanent rate of \$1.3073 per \$1,000 of assessed value (AV) for general fund operations and the amount of \$8,264,285 for bonded debt. These taxes are hereby imposed and categorized for tax year 2011-12 upon the AV of all taxable property within the District. The following allocations and categorization subject to the limits of Section 11b, Article XI of the Oregon Constitution make up the levy:

	<u>Subject to the General Government Limitations</u>	<u>Excluded from Limitations</u>
General Fund	\$1.3073 / \$1,000 AV	
Bonded Debt Fund		\$8,264,285

Section 3. Fiscal Year 2011-2012 Appropriations. The amounts for the fiscal year beginning July 1, 2011 and for the purposes shown below are hereby appropriated as follows:

<u>General Fund</u>	
Board of Directors and Contingency	\$ 2,110,050
Administration	\$ 1,753,916
Business and Facilities	\$16,534,939
Planning	\$ 1,361,757
Park and Recreational Services	\$15,002,333
Capital Outlay	\$ 5,183,307
TOTAL APPROPRIATIONS	<u>\$41,946,302</u>

Bonded Debt Fund

Bond Principal Payments	\$ 3,925,000
Bond Interest Payments	<u>\$ 4,072,401</u>
TOTAL APPROPRIATIONS	\$ 7,997,401
Unappropriated Ending Balance	\$ 171,925
FUND TOTAL	<u>\$ 8,169,326</u>

Systems Development Charge Fund

Capital Outlay	<u>\$ 7,782,233</u>
TOTAL APPROPRIATIONS	<u>\$ 7,782,233</u>

Maintenance Mitigation Fund

Materials and Service	\$ 5,000
Contingency	<u>\$ 178,915</u>
TOTAL APPROPRIATIONS	<u>\$ 183,915</u>

Metro Natural Areas Bond Fund

Capital Outlay	<u>\$ 1,300,000</u>
TOTAL APPROPRIATIONS	<u>\$ 1,300,000</u>

Bond Capital Projects Fund

Capital Outlay	<u>\$83,501,596</u>
TOTAL APPROPRIATIONS	<u>\$83,501,596</u>

Section 4. The Budget Officer, Keith D. Hobson, shall certify to the County Clerk and the County Assessor of Washington County, Oregon the tax levy made by this resolution and shall file with the State Treasurer and the Division of Audits of the Secretary of State a true copy of the Budget as finally adopted.

Section 5. This resolution takes effect on July 1, 2011.

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SIGNATURES APPEAR ON THE FOLLOWING PAGE

BOARD OF DIRECTORS APPROVAL: June 20, 2011



Bill Kanable
President / Director



Bob Scott
Secretary / Director

Adoption and date attested by:



Marilou Caganap
Recording Secretary



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 adopted General Fund resources and appropriations.
- **BOARD OF DIRECTORS** Provides narrative overview, graph and summary of historical and adopted expenditures for the Board of Directors' Division.
- **ADMINISTRATION** Provides narrative overview, graph and summary of historical and adopted expenditures for the departments within the Administration Division. The departments are General Manager, Communications and Outreach and Security Operations. Includes: Division Overview and Division Mission.
- **BUSINESS & FACILITIES** Provides narrative overview, graphs and summary of historical and adopted 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, and Maintenance Operations. 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 (Certificates of Participation, Full Faith and Credit Obligations) being repaid from the General Fund.
- **PLANNING** Provides narrative overview and summary of historical and adopted expenditures for the departments within the Planning Division. The departments are Office of the Director and Planning and Development. Includes: Organizational Summaries, Overviews, Accomplishments and Goals, Budget Highlights, Key Performance Indicators, and Detail of Program Expenditures.
- **PARK & RECREATION SERVICES** Provides narrative overview, graphs and summary of historical and adopted 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 adopted expenditures for General Fund funded Capital Projects. Includes: complete listing and detailed narratives of adopted projects for the 2011/12 fiscal year.
- **OTHER FUNDS** Provides narrative overview, and summary of historical and adopted expenditures of the Special Revenues Fund, funds held for Mitigation Maintenance Reserves and the Capital Project Fund, funds received from the Metro Natural Areas Bond Measure.
- **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 1998, 2009 and 2011.
- **SDC's FUND** Provides narrative overview, and summary of historical and adopted expenditures of System Development Charge Fees collected for new residential and non-residential development. Includes: complete listing and detailed narratives of adopted projects for the 2011/12 fiscal year.
- **BOND CAPITAL PROJECTS FUND** Provides narrative overview, and summary of historical and adopted expenditures of the Bond Capital Projects funding approved by voters in November 2008. Includes: complete listing and detailed narratives of adopted projects for the 2011/12 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's operations are generally accounted for as Divisions within the General Fund. 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.</p> <p>The funds for the District are:</p> <ul style="list-style-type: none"> • General Fund • Special Revenue Fund • Capital Project Fund • Debt Service Fund • Systems Development Charge Fund • Bond Capital Projects Fund 	<ul style="list-style-type: none"> • Narrative description of the fund and its purpose. • Summary of historical and estimated resources. • Summary of historical and adopted expenditures. • Graphs of historical and adopted resources and expenditures (General Fund only).
Division	<p>Major administrative sub-divisions of the District with overall responsibility for an operational area.</p> <p>Divisions within the General Fund are:</p> <ul style="list-style-type: none"> • Board of Directors • Administration • Business and Facilities • Planning • Park and Recreation Services • Capital Outlay 	<ul style="list-style-type: none"> • Narrative overview of the Division and its mission. • Organization chart of Departments within the Division. • Summary of historical and adopted expenditures by category and by Department. • Summary of historical and adopted staff levels (FTE).
Department	<p>Administrative sub-divisions of a Division with management responsibility for a functional area.</p>	<ul style="list-style-type: none"> • Narrative overview of the Department, significant accomplishments and goals, budget highlights and performance standards. • Organization chart of staff within the Department. • Summary of historical and adopted expenditures by category and by Program. • Summary of historical and adopted FTE.
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"> • Table of key workload and performance indicators (where available). • Detail of historical and adopted expenditures by line-item. • Summary of historical and adopted FTE. • Summary of funded service level measures for direct service programs
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 Adopted Budget, for the year beginning July 1, 2011 and ending June 30, 2012 is presented as adopted by the District's Board of Directors. As prepared, proposed and approved by the Budget Committee, and adopted by the Board of Directors, the annual budget is intended to serve as:

1. A financial plan for the next fiscal year (2011/12), outlining the forecasted expenditure requirements and the approved means for financing these requirements.
2. An operational plan for the use and deployment of personnel, materials and services and other resources during the 2011/12 fiscal year.
3. An operations guide for programs and department goals and objectives.

Budgetary Accounting Basis

The budgetary and accounting policies contained in the adopted 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 the 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 materials and services costs including Legal, Audit, and Elections, and General Fund Contingency.

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

Business and Facilities - includes personal 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.

Planning - includes personal services costs and materials and services costs for the Division.

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

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

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 type of events determines the procedure to be followed. The adopted 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 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 adopted by the Park District's Board of Directors at a regular board meeting. Supplemental budgets in excess of 10% of original fund appropriations require a hearing before the public, publications in newspapers 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 which 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 230,000 residents within 50 square miles of east Washington County, including the City of Beaverton.
- THPRD facilities include five indoor and two outdoor swim centers, a combined recreation/aquatic center, two recreation centers, an athletic center with six indoor multi-purpose athletic courts, a senior center, historic sites (Jenkins Estate and Fanno Farmhouse), a 220-acre Nature Park and Interpretive Center, the Cooper Mountain Nature Park and Interpretive Center, a tennis center with six indoor and eight outdoor courts, and a camp for developmentally disabled youth.
- THPRD maintains, either through direct ownership or joint use agreement (including school sites), 107 baseball/softball fields, 151 soccer/football/lacrosse fields, 3 bocce courts, 5 volleyball courts, 101 outdoor tennis courts, 6 indoor tennis courts, 53 outdoor basketball pads, 2 skate parks, 1 hockey rink, and 8 long/high jump courts.
- THPRD has 283 park and recreation facility sites comprised of almost 2,200 acres; 1,110 acres of wetland/natural areas and 1,090 acres of developed sites including neighborhood, community and regional parks. THPRD sites include three lakes, 27 miles of stream corridor, and 42 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 now 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

In November 2008, voters approved a \$100,000,000 General Obligation Debt issue, to provide a wide variety of capital improvements and additions throughout the District. Subsequently, the full authority was split into two issues, \$58.505 million (issued April 2009) and \$41.495 million (tentative issue date of July 2011).

Debt Outstanding is limited to a 2005 \$340,000 Financing Agreement, a 2006 \$2,430,000 Full Faith and Credit Advance Refunding of two 1997 Certificates of Participation and a 2000 Full Faith and Credit Obligation, a 2010 \$1,695,000 Full Faith and Credit Obligation (Series A), a 2010 Full Faith and Credit Obligation (Series B&C) for \$7,815,000, a 1995 \$25,900,000 General Obligation Bond (refinanced in 1998), a 2009 \$58,505,000 General

Obligation Bond, and the anticipated 2012 \$41,495,000 General Obligation Bond.

As of June 30, 2011, the non-general obligation outstanding balances are as follows: the 2005 financing agreement \$100,000, the 2006 Full Faith and Credit Advance Refunding Obligation \$1,345,000, the 2010 Full Faith and Credit Obligation (Series A) \$1,685,000 and the 2010 Full Faith and Credit Obligation (Series B&C) \$7,665,000.

The general obligation bond balances outstanding as of June 30, 2011 are \$7,735,000 (Series 1998) and \$52,360,000 (Series 2009).

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

BUDGET SUMMARY FOR EXPENDITURES:

The adopted budget requirements for the 2011/12 fiscal year for all funds are \$142,734,767 and for the 2010/11 fiscal year were \$120,195,772. Requirements, both current and adopted are:

	Actual 2008/09	Actual 2009/10	Adopted Budget 2010/11	Proposed Budget 2011/12	Adopted Budget 2011/12	% Change over 2010/11
Personal Services Costs	\$21,770,160	\$24,074,931	\$24,762,090	\$24,797,347	\$24,797,347	0.1%
Materials & Services	7,013,441	7,061,055	7,949,466	7,872,414	7,872,414	-1.0%
Capital Outlay	2,222,245	2,219,780	13,834,831	5,866,793	5,916,793	-57.2%
Debt Service	2,889,113	8,075,448	9,065,009	9,462,149	9,462,149	4.4%
General Fund Contingency	-0-	-0-	1,700,000	1,900,000	1,900,000	11.8%
Special Revenue Contingency	-0-	-0-	177,525	178,915	178,915	0.8%
Metro Natural Areas Bond	589,056	1,546,845	1,730,944	1,300,000	1,300,000	-25.0%
Systems Development Charge	1,204,126	2,496,291	7,571,613	7,633,628	7,782,233	2.3%
Capital Bond Projects Fund	973,109	3,356,654	53,181,913	91,503,146	83,501,596	57.0%
Ending Fund Balance	-0-	-0-	222,381	171,925	171,925	-22.7%
TOTAL	\$36,661,250	\$48,831,004	\$120,195,772	\$150,686,317	\$142,883,372	18.9%

SIGNIFICANT CHANGES:

Personal Services

The adopted budget for Personal Services has increased 0.1% since FY 2010/11. The Park District will have 179 full-time positions for the 2011/12 fiscal year, decreasing one full-time and one regular part-time position from the previous year's budget.

The budget reflects a 1.25% cost-of-living adjustment and merit increases for all represented full-time and regular part-time employees, and funding for non-represented staff increases in accordance with the Board-approved Compensation Policy, the total of which accounts for 1.4% of the overall increase. The budget reflects estimated health and dental increases of 12% and 9.5% respectively, accounting for 1.8% of the total increase. However, a decrease in the contribution rates for the Park District retirement plan, due to higher earnings on plan investments, also accounts for a 1.8% overall decrease, resulting in a net zero impact to the FY 2011/12 budget. The elimination of one full-time and one regular part-time position resulted in an overall decrease of 0.5%. The balance of the decrease in overall cost, approximately 0.8%, is largely due to decreased staffing in part-time personnel due to reductions in some program areas.

Materials and Services

The adopted budget for Materials and Services has decreased 1.0% over FY 2010/11. An inflationary adjustment of 1.0% is included, but offset by reductions in programming and general expenditures throughout selected departments. All Board Goals have been accounted for in the adopted 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 includes funding for: Carry Over Projects, Athletic Facility, Park, and Building Replacements/Improvements, Energy Savings Performance Contract 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 reduced by 57.2% over FY 2010/11 largely due to completion of the acquisition of a new maintenance facility site and the Energy Savings Performance Contract in the prior year. In FY 2011/12, capital outlay funds will be focused on deferred maintenance replacements, along with the renovation costs at the newly acquired maintenance facility.

As explained above, the Capital Bond Projects Fund balance in FY 2011/12 reflects the remaining funds available (\$41.6 million) from the first issuance of \$58.5 million, along with the funds from the second issuance of \$41.5 million as approved by voters.

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

BUDGET SUMMARY FOR RESOURCES:

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

	Actual 2008/09	Actual 2009/10	Adopted Budget 2010/11	Proposed Budget 2011/12	Adopted Budget 2011/12	% Change over 2010/11
Beginning Fund Balance	\$8,912,052	\$67,417,522	\$61,966,458	\$60,693,288	\$52,890,343	-14.7%
Property Taxes-Current Year	23,908,677	29,995,987	31,098,667	31,754,056	31,754,056	2.1%
Prior Year Taxes	318,834	433,790	315,000	390,000	390,000	23.8%
Interest on Investments	488,973	793,970	509,700	498,875	498,875	-2.1%
Swim Center & Tennis Income	3,035,367	3,305,633	3,588,080	3,194,596	3,194,596	-11.0%
Recreation & Sports Income	5,183,767	5,430,458	6,472,819	6,361,449	6,361,449	-1.7%
Grants and Contributions	126,903	143,768	753,150	985,025	985,025	30.8%
Misc. and Facility Rental	281,864	710,592	255,000	410,960	410,960	61.2%
Sponsorships/Cellular Leases	234,137	215,450	235,000	321,000	321,000	36.6%
Metro Natural Areas Bond	589,056	1,546,845	1,730,944	1,300,000	1,300,000	-24.9%
Systems Development Charge	1,901,613	2,370,160	3,166,719	2,850,057	2,850,057	-10.0%
Debt Proceeds	58,997,215	-0-	9,510,000	41,495,000	41,495,000	336.3%
Transfers In	96,428	553,515	594,235	432,011	432,011	-27.3%
TOTALS	\$104,074,886	\$112,917,690	\$120,195,772	\$150,686,317	\$142,883,372	18.9%

Beginning Fund Balances

Cash on hand from all funds for FY 2011/12 consists of \$5,919,031 from the General Fund, \$183,015 from the Maintenance Mitigation Fund, \$233,500 from the Debt Service Fund, \$4,894,176 from the Systems Development Charge Fund, and \$41,660,621 from the Capital Bond Projects Fund. The General Fund balance reflects FY 2010/11 under-expenditures 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 taxes levied in the 2010/11 fiscal year for debt service payments due prior to the tax receipts in the 2011/12 fiscal year, on the General Obligation Bonds, Series 1995. 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, from the first issue of the total authority, to complete the designated list of projects.

Property Taxes - Current Year

Taxes levied against an estimated \$19.2 billion in assessed valuation total \$33,392,947 of which \$8,264,285 is for the General Obligation Debt Service Fund with \$7,851,071 expected to be collected. Of the \$25,128,663 General Fund Levy, the Park District expects to collect 95%, or \$23,872,230.

The FY 2010/11 taxable assessed property valuation of the Park District is \$18,718,396,360 and is estimated to increase by 3.25% in the 2011/12 fiscal year to \$19,326,744,242. However, certain properties located on the west boundary will be de-annexed at some time during the year, an approximate reduction by \$105 million, resulting in an estimated assessed value of \$19,221,803,132. The District has anticipated a reduction of \$130,000 to Current Property Tax collections due to the pending de-annexations.

Property Taxes - Prior Year

Prior year taxes are property taxes that have been levied but remain uncollected. The Park District expects to collect \$390,000 (both General Fund and Debt Service Fund). Collection of taxes in the year levied has trended at a stable level over the last few years, and projections for the 2011/12 fiscal year are slightly higher than the amounts budgeted in the 2010/11 fiscal year, due to increases in overall prior year levy amounts.

Interest on Investments

Interest revenue is earned on investments of temporary excess cash. Interest rates have remained at historically low rates the past year and show no indication of improvement. Accordingly, interest revenue for FY 2011/12 is projected lower than the previous year budget for the General Fund. Bond Capital Project Fund interest is slightly higher in FY 2011/12 due to anticipated investable cash balance resulting from the issue of the remaining \$41.5 million of general obligation bonds during the year.

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 income will be used strictly for related expenditures of the fund.

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.

Swim Center & Tennis Income

Swim Center income is generated from frequent user passes, open swim and swim lesson instruction. The Park District has six (6) indoor and two (2) outdoor pools. Tennis income is generated by both indoor and outdoor open play, instruction and merchandise sales.

Recreation and Sports Income

Recreation program income is generated by classes and activities at six (6) recreation center sites. Sports income 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 completed an extensive program fee study during FY 2007/08, and implemented a four-year phase in of the new higher fee structure as of January 2008. On January 1, 2011, most fees were adjusted for the fourth and final year of the phase-in. However, due to economic conditions, the Board deferred the final year of implementation on drop-in fee increases to January 2012. Furthermore, with the softening demand in program registrations the FY 2011/12 budget does not reflect any overall increase in program revenue as a result of fee increases.

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, but the program utilization has changed, largely as a result of the overall economic conditions. As a result, the District has seen a slight reduction in some program revenues over the previous year. Finally, revenue collection of out-of-district assessments was transferred from individual centers to Recreation Program income, contributing to the decreases in all other areas.

Grants

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 operation expenditures.

Miscellaneous Income

Miscellaneous income is earned from various sources including Worker's Compensation dividends, refunds, surplus equipment sold at the State of Oregon auction, payment from sports user groups, easement and mitigation payments, miscellaneous fees and forfeitures, and insurance proceeds.

Facility Rental Income

Facility rental fees are generated from the rental of residential houses located on District property and leased space with the Maintenance Facility.

Sponsorships/Cellular Leases

Sponsorships are from corporate advertising, partnerships (including concessions) and 24 cellular telecommunication site leases at 17 sites within the District.

Metro Natural Areas Bond

A 2006 natural areas bond measure will provide funds directly to the District, on a reimbursement basis, for land acquisition and projects that protect and improve natural areas, water quality and access to nature.

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 Board's policy of allowing project management staff time from SDC and Bond related capital projects to be reimbursed to the General Fund. The \$432,011 is the estimate of the costs to manage both SDC (\$51,808) and Bond related (\$380,203) capital projects during FY 2011/12.

SUMMARY OF ALL FUNDS
Adopted Budget for FY 2011/12

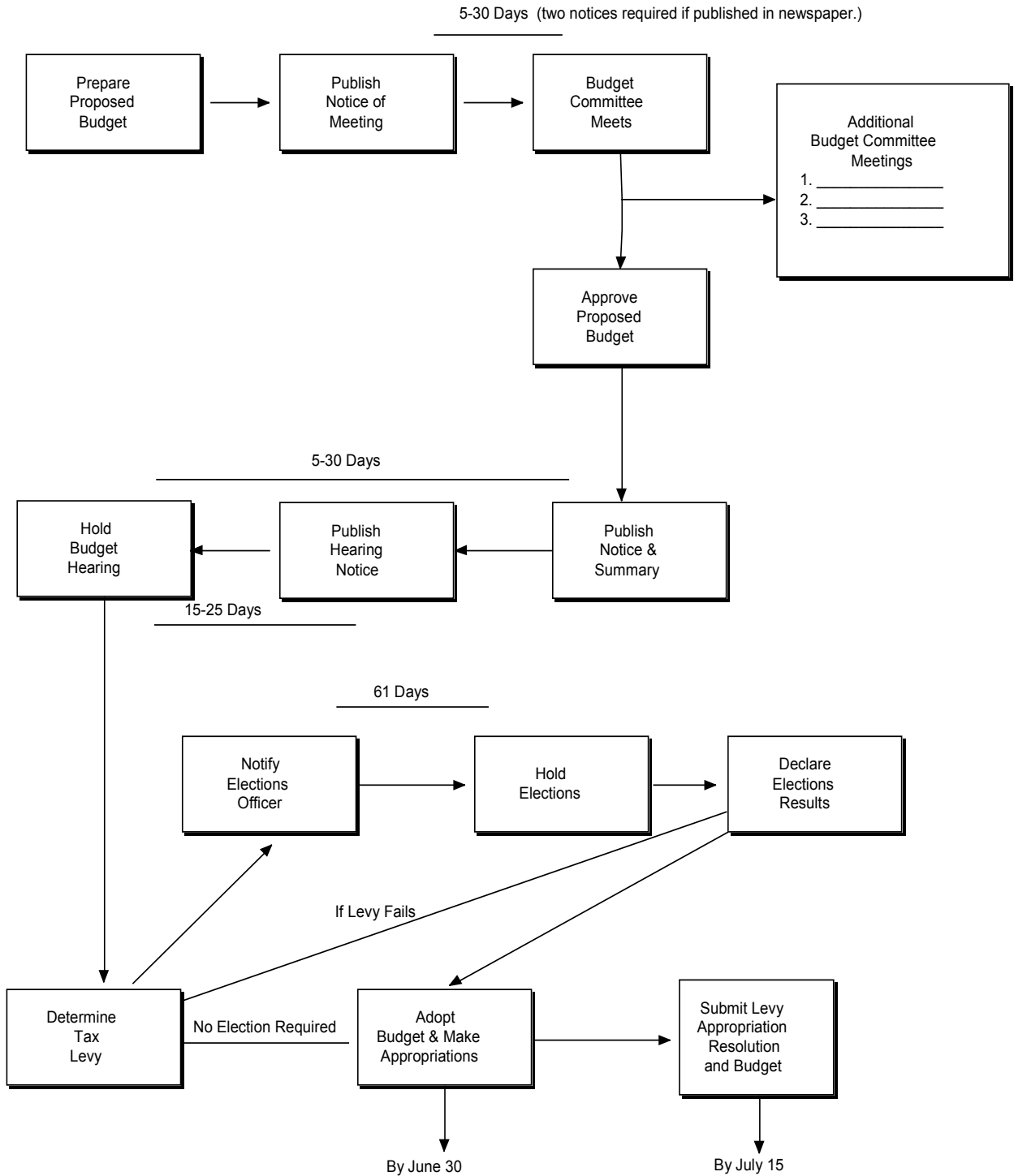
	Governmental Funds					Total All Funds
		Other Funds				
	General Fund	Maintenance Mitigation & Metro Bond	Debt Service Fund	System Dev. Charge Fund	Bond Capital Proj. Fund	
RESOURCES						
Beginning Fund Balance	\$ 5,919,031	\$ 183,015	\$ 233,500	\$ 4,894,176	\$ 41,660,621	\$ 52,890,343
Revenues						
Property Taxes-Current Year	\$ 23,872,230	\$ -	\$ 7,881,826	\$ -	\$ -	\$ 31,754,056
Prior Year Taxes	350,000	-	40,000	-	-	390,000
Interest on Investments	100,000	900	14,000	38,000	345,975	498,875
Swim Center & Tennis Income	3,194,596	-	-	-	-	3,194,596
Recreation & Sports Income	6,361,449	-	-	-	-	6,361,449
Grants	985,025	-	-	-	-	985,025
Misc. and Facility Rental	410,960	-	-	-	-	410,960
Sponsorships/Cellular Leases	321,000	-	-	-	-	321,000
Metro Bond Measure - 2006	-	1,300,000	-	-	-	1,300,000
System Development Charges	-	-	-	2,850,057	-	2,850,057
Debt Proceeds	-	-	-	-	41,495,000	41,495,000
Transfers In	432,011	-	-	-	-	432,011
Total Revenues	\$ 36,027,271	\$ 1,300,900	\$ 7,935,826	\$ 2,888,057	\$ 41,840,975	\$ 89,993,029
TOTAL RESOURCES	\$ 41,946,302	\$ 1,483,915	\$ 8,169,326	\$ 7,782,233	\$ 83,501,596	\$ 142,883,372
REQUIREMENTS						
Appropriations by Category:						
Personal Services	\$ 24,797,347	\$ -	\$ -	\$ -	\$ -	\$ 24,797,347
Materials and Services	7,867,414	5,000	-	-	-	7,872,414
Capital Outlay	5,916,793	1,300,000	-	7,782,233	83,501,596	98,500,622
Debt Service	1,464,748	-	7,997,401	-	-	9,462,149
Contingency	1,900,000	178,915	-	-	-	2,078,915
Total Appropriations	\$ 41,946,302	\$ 1,483,915	\$ 7,997,401	\$ 7,782,233	\$ 83,501,596	\$ 142,711,447
Ending Fund Balance	\$ -	\$ -	\$ 171,925	\$ -	\$ -	\$ 171,925
TOTAL REQUIREMENTS	\$ 41,946,302	\$ 1,483,915	\$ 8,169,326	\$ 7,782,233	\$ 83,501,596	\$ 142,883,372

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 2010/11 Staffing	Adjustments	Adopted 2011/12 Staffing
Business & Facilities	Superintendent of Maintenance Op.	2.00 FTE	Added one Project Management & Support (temporary position)	3.00 FTE
Park & Recreation Services	Garden Home Recreation Center	6.00 FTE	Deleted one Program Coordinator	5.00 FTE
Park & Recreation Services	Jenkins Estate	2.50 FTE	Deleted one Office Tech I	1.50 FTE
Park & Recreation Services	Tennis Center	14.98 FTE	Deleted one RPT Evening Supervisor	14.10 FTE
Decrease in Full-time FTE				(1.00 FTE)
Decrease in Reg Part-time FTE				(.88 FTE)
Net Change				(1.88 FTE)

BUDGET PROCESS



Tualatin Hills Park and Recreation District
FISCAL YEAR 2011/12
BUDGET CALENDAR

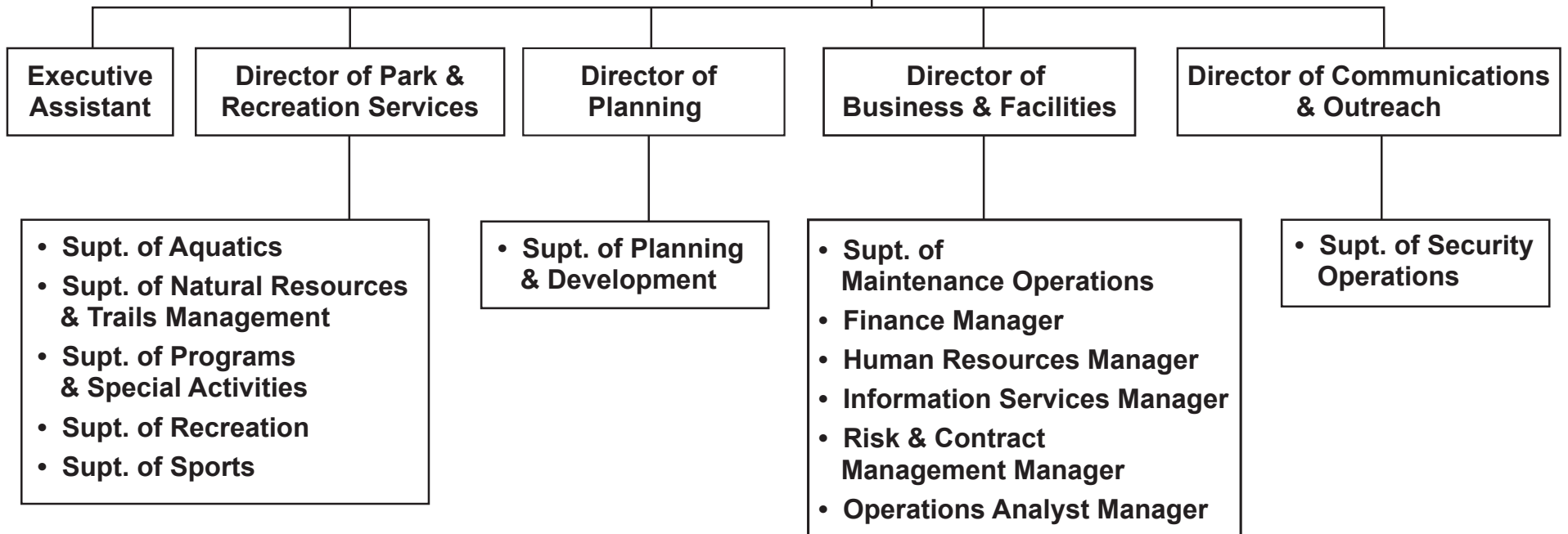
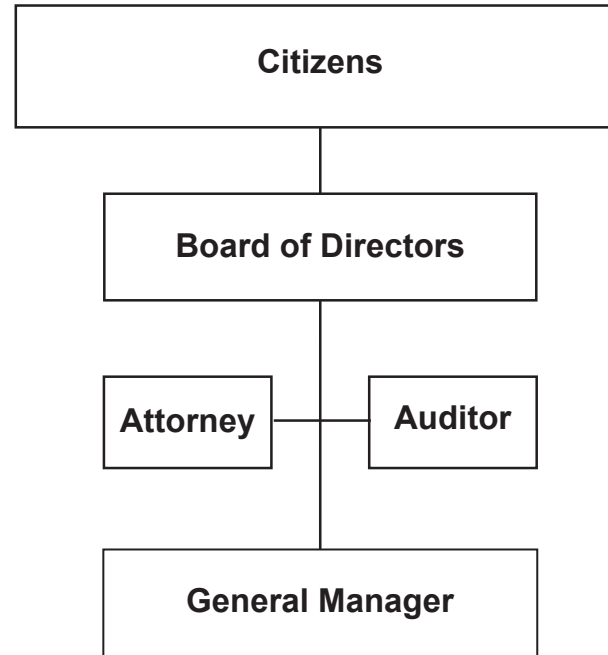
In accordance with District Budget Policy:

2011

February 10	Publish First Notice
February 17	Publish Second Notice
February 28	Mid-year Budget Review Meeting (Public Input)
March 31	Publish First Notice
April 7	Publish Second Notice
April 13	Deliver Proposed Budget to Budget Committee
April 18	Budget Committee Work Session (Public Input)
April 28	Publish First Notice
May 5	Publish Second Notice
May 16	Budget Committee Meeting to Approve Budget (Public Input)
June 9	Publish Notice & Summary
June 20	Hold Public Hearing to Adopt Budget (Public Input)
July 15	Tax Levy Certified by Washington County



**THPRD ORGANIZATIONAL CHART
FY 2011/12**





RESOURCES

Analysis of Property Tax Rate and Collections

Analysis of Measure 5 and 50

Revenue Summary



**ANALYSIS OF TAX RATE AND COLLECTIONS
FISCAL YEAR 2011/12**

ESTIMATED ASSESSED VALUATION

Real and Personal Property Within the Park District

\$ 19,221,803,132

FY 2010/11 Assessed Valuation	\$18,718,396,360	
Value Growth from Annual Increase ¹	561,551,891	3.0%
Estimated Exception Based Value Growth ²	46,795,991	0.25%
De-annexation of Property from District	<u>(104,941,110)</u>	
Estimated Assessed Value	<u>\$19,221,803,132</u>	

% Increase in Estimated Assessed Valuation

3.25%

ESTIMATED TAX LEVY

**Tax Rate per
\$1,000 Valuation**

Amount

General Fund

Permanent Tax Rate for District

1.3073

General Fund Operating Levy:

Estimated Assessed Valuation multiplied by
Permanent Rate

\$ 25,128,663

Bonded Debt Fund

Bonded Debt Levy

8,264,285

Estimated Tax Rate:

Bonded Debt Levy divided by Estimated
Assessed Valuation

0.4299

Estimated Tax Levy Totals

1.74

\$ 33,392,947

ESTIMATED TAX COLLECTIONS

Amount

Based on Estimated Collection Rate:

95.00%

General Fund Current Year Tax Collections

\$ 23,872,230

Bonded Debt Fund Current Year Tax Collections

7,851,071

\$ 31,723,301

¹ Measure 50 allows for an annual 3% increase on maximum assessed valuation.

² 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 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
Total Tax Rate	7.61	1.09	8.70
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
Total Tax Rate	10.05	1.33	11.38

FY 2009/10

Taxing Agencies Excluding City of Beaverton	Rates Subject to \$10 Limit	Rates Excluded from Limit	Total
Enhanced Sheriff Patrol	1.28	-	1.28
Washington County	2.84	0.15	2.99
Urban Road Improvements	0.25	-	0.25
T.H.P.R.D.	1.31	0.43	1.74
T.V. Fire & Rescue	1.77	0.12	1.89
Port of Portland	0.07	-	0.07
Metro Service District	0.10	0.34	0.44
TriMet	-	0.09	0.09
Total Tax Rate	7.62	1.13	8.75
Taxing Agencies Including City of Beaverton			
Washington County	2.84	0.15	2.99
T.V. Fire & Rescue	1.77	0.12	1.89
T.H.P.R.D.	1.31	0.43	1.74
City of Beaverton	3.96	0.24	4.20
Port of Portland	0.07	-	0.07
Metro Service District	0.10	0.34	0.44
TriMet	-	0.09	0.09
Total Tax Rate	10.05	1.37	11.42

TUALATIN HILLS PARK & RECREATION DISTRICT

MEASURE #5
Impact on Washington County Taxing

FY 2008/09

Taxing Agencies Excluding City of Beaverton	Rates Subject to \$10 Limit	Rates Excluded from Limit	Total
Enhanced Sheriff Patrol	1.31	-	1.31
Washington County	2.84	0.14	2.98
Urban Road Improvements	0.25	-	0.25
T.H.P.R.D.	1.31	0.12	1.43
T.V. Fire & Rescue	1.77	0.07	1.84
Port of Portland	0.07	-	0.07
Metro Service District	0.10	0.30	0.40
TriMet	-	0.08	0.08
Total Tax Rate	7.65	0.71	8.36
Taxing Agencies Including City of Beaverton			
Washington County	2.84	0.14	2.98
T.V. Fire & Rescue	1.77	0.07	1.84
T.H.P.R.D.	1.31	0.12	1.43
City of Beaverton	3.87	0.25	4.12
Port of Portland	0.07	-	0.07
Metro Service District	0.10	0.30	0.40
TriMet	-	0.08	0.08
Total Tax Rate	9.96	0.96	10.92

FY 2007/08

Taxing Agencies Excluding City of Beaverton	Rates Subject to \$10 Limit	Rates Excluded from Limit	Total
Enhanced Sheriff Patrol	1.09	-	1.09
Washington County	2.84	0.19	3.03
Urban Road Improvements	0.25	-	0.25
T.H.P.R.D.	1.31	0.13	1.44
T.V. Fire & Rescue	1.78	0.09	1.87
Port of Portland	0.07	-	0.07
Metro Service District	0.10	0.33	0.43
TriMet	-	0.09	0.09
Total Tax Rate	7.44	0.83	8.27
Taxing Agencies Including City of Beaverton			
Washington County	2.84	0.19	3.03
T.V. Fire & Rescue	1.78	0.09	1.87
T.H.P.R.D.	1.31	0.13	1.44
City of Beaverton	3.93	0.25	4.18
Port of Portland	0.07	-	0.07
Metro Service District	0.10	0.33	0.43
TriMet	-	0.09	0.09
Total Tax Rate	10.03	1.08	11.11

TUALATIN HILLS PARK & RECREATION DISTRICT

MEASURE #5
Impact on Washington County Taxing

FY 2006/07

Taxing Agencies Excluding City of Beaverton	Rates Subject to \$10 Limit	Rates Excluded from Limit	Total
Enhanced Sheriff Patrol	1.11	-	1.11
Washington County	2.25	0.20	2.45
Urban Road Improvements	0.25	-	0.25
T.H.P.R.D.	1.31	0.13	1.44
T.V. Fire & Rescue	1.78	0.04	1.82
Port of Portland	0.07	-	0.07
Metro Service District	0.10	0.18	0.28
TriMet	-	0.10	0.10
Total Tax Rate	6.87	0.65	7.52
Taxing Agencies Including City of Beaverton			
Washington County	2.25	0.20	2.45
T.V. Fire & Rescue	1.78	0.04	1.82
T.H.P.R.D.	1.31	0.13	1.44
City of Beaverton	3.95	0.26	4.21
Port of Portland	0.07	-	0.07
Metro Service District	0.10	0.18	0.28
TriMet	-	0.10	0.10
Total Tax Rate	9.46	0.91	10.37

FY 2005/06

Taxing Agencies Excluding City of Beaverton	Rates Subject to \$10 Limit	Rates Excluded from Limit	Total
Enhanced Sheriff Patrol	1.13	-	1.13
Washington County	2.64	0.22	2.86
Urban Road Improvements	0.25	-	0.25
T.H.P.R.D.	1.31	0.14	1.45
T.V. Fire & Rescue	1.78	0.05	1.83
Port of Portland	0.07	-	0.07
Metro Service District	0.10	0.19	0.29
TriMet	-	0.12	0.12
Total Tax Rate	7.28	0.72	8.00
Taxing Agencies Including City of Beaverton			
Washington County	2.64	0.22	2.86
T.V. Fire & Rescue	1.78	0.05	1.83
T.H.P.R.D.	1.31	0.14	1.45
City of Beaverton	3.73	0.28	4.01
Port of Portland	0.07	-	0.07
Metro Service District	0.10	0.19	0.29
TriMet	-	0.12	0.12
Total Tax Rate	9.63	1.00	10.63

SUMMARY OF GENERAL FUND RESOURCES

GENERAL FUND RESOURCES:	<u>Adopted 2010/11</u>	<u>Proposed 2011/12</u>	<u>Adopted 2011/12</u>
Beginning Fund Balance for Fiscal Year	\$ 3,552,900	\$ 2,600,000	\$ 2,600,000
Beginning Fund Balance from Previous Year Projects Carried Forward	747,341	3,269,031	3,319,031
Previously Levied Taxes estimated to be received during ensuing year	275,000	350,000	350,000
PROGRAM RESOURCES:			
Swim Center Income	2,676,715	2,326,372	2,326,372
Tennis Income	911,366	868,224	868,224
Recreation Program Income	4,957,990	4,945,402	4,945,402
Sports Program Income/Athletic Center	1,235,833	1,164,993	1,164,993
Natural Resources	278,996	251,054	251,054
OTHER RESOURCES:			
Miscellaneous Income	225,000	270,340	270,340
Interest Income	175,000	100,000	100,000
Telecommunication Site Lease Income	200,000	216,000	216,000
Rental Income	30,000	140,620	140,620
Debt Proceeds	9,510,000	-	-
Grants and Intergovernmental Income	753,150	985,025	985,025
Sponsorships	35,000	105,000	105,000
Transfers In	594,235	432,011	432,011
Total Resources except taxes to be levied..... Sub Total	<u>\$ 26,158,526</u>	<u>\$ 18,024,072</u>	<u>\$ 18,074,072</u>
Current Year Property Taxes (Permanent Rate multiplied by Assessed Value)	<u>23,353,093</u>	<u>23,872,230</u>	<u>23,872,230</u>
TOTAL GENERAL FUND RESOURCES	<u><u>\$ 49,511,619</u></u>	<u><u>\$ 41,896,302</u></u>	<u><u>\$ 41,946,302</u></u>

GENERAL FUND RESOURCES NARRATIVE

Memo

To: Budget Committee Members

From: Keith Hobson, Director of Business and Facilities

RE: **Narrative and Financial Information on the
General Fund Resources - Adopted Fiscal Year 2011/12**

Listed below are narratives and financial information on the approved General Fund Resources.

Beginning Fund Balance: Cash on Hand is a resource derived from prior year's budget. Cash on Hand generally results from an over-collection of budgeted resources and under-expenditures of budget appropriations. The estimated Cash on Hand for FY 2011/12 is \$2,600,000.

Beginning Fund Balance from Previous Year Projects Carried Forward: Balance Forward Projects are projects listed in the FY 2010/11 Capital budget but remain uncompleted. The full listing of projects can be found within the Capital Projects section, page CO-3, under the Carry Over Projects heading. The estimated total of project carryforward is \$3,319,031.

Prior Year's Taxes: Prior Year's Taxes are property taxes that have been levied but remain uncollected. During the 2011/12 fiscal year, the Park District will collect approximately one-half of the uncollected property taxes. The estimated amount of previously levied taxes to be received for the fiscal year 2011/12 is \$350,000.

PROGRAM RESOURCES: Estimated revenue from programs is based on funded program levels multiplied by established fees and estimated attendance. The District completed an extensive program fee increase study during FY 2007/08, and implementation began in January, 2008. The increases are in the fourth year of a four-year implementation period.

Swim Center Income: Swim Center resources are generated from passes, open swim, instruction and Beaverton School District #48. The total swim center income is \$2,326,372. The following is a breakdown of Swim Center Resources and Program Resources:

<u>Swim Center Resources</u>		<u>Program Resources</u>	
Aloha	\$ 248,042	Swim Passes	\$ 570,930
Beaverton	435,623	General Admission	264,925
Conestoga - Aquatic	688,805	Aquatic Instruction	1,339,806
Harman	267,686	Facility Rentals	
Sunset	147,912	- School District #48	37,950
Aquatic Center	449,862	- Other Rental Events	112,760
Raleigh	38,790		
Somerset West	49,652		
	<u>\$ 2,326,372</u>		<u>\$ 2,326,372</u>

Tennis Fees: Tennis Fees of \$868,224 are generated by open play, instruction, special interest events and the sale of tennis balls

<u>Tennis Program Resources</u>	<u>Program</u>	<u>Facility Rental</u>	<u>Total</u>
Open play	290,928	-	290,928
Instruction	512,456	-	512,456
Special interest	57,760	-	57,760
Tennis ball sales	7,080	-	7,080
	<u>\$ 868,224</u>	<u>\$ -</u>	<u>\$ 868,224</u>

Recreational Program and Rental Resources: Recreational Program and Rental Fees of \$4,945,402 are generated from Cedar Hills Recreation Center, Garden Home Recreation Center, the Stuhr Center, Jenkins Estate, Camp Rivendale, Conestoga Recreation/Aquatic Center, Administration registrations, Out-of-District Assessments and RecMobile Rentals.

<u>Recreational Program and Rental</u>	<u>Program</u>	<u>Facility Rental</u>	<u>Total</u>
Garden Home Recreation Center	1,189,853	79,104	1,268,957
Cedar Hills Recreation Center	1,410,209	28,854	1,439,063
Elsie Stuhr Center	340,309	5,000	345,309
Jenkins Estate	1,710	256,165	257,875
Camp Rivendale	91,580	-	91,580
Conestoga Recreation/Aquatic Center	1,006,419	-	1,006,419
Administration	536,200	-	536,200
	<u>\$ 4,576,279</u>	<u>\$ 369,123</u>	<u>\$ 4,945,402</u>

Athletic Center/Sports Program Resources: Athletic Center/Sports Program Income of \$1,164,993 is generated primarily from basketball, softball and volleyball, along with Rentals and Field Use Fees received from the affiliated sports groups field usage.

<u>Athletic Center Program Resources</u>	<u>Program</u>	<u>Facility Rental</u>	<u>Total</u>
Concession & Photo ID	21,500	-	21,500
Fitness & Exercise	28,819	-	28,819
Special Events	4,008	-	4,008
Assessments	-	-	-
Special Interest	190,500	-	190,500
Indoor Sports	248,301	99,680	347,981
Outdoor Sports	76,890	408,815	485,705
Frequent User Passes	86,480	-	86,480
	<u>\$ 656,498</u>	<u>\$ 508,495</u>	<u>\$ 1,164,993</u>

Natural Resources: Natural Resources Income of \$251,054 is generated from instruction and outdoor recreation programs held at both the Tualatin Hills Nature Park and Cooper Mountain Nature Park.

Natural Resources	Program	Facility Rental	Total
Instruction/Environmental Education	229,272	16,679	245,951
Outdoor Recreation	5,103	-	5,103
	\$ 234,375	\$ 16,679	\$ 251,054

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

Miscellaneous Income: Miscellaneous Income of \$270,340 is earned from Workmens Compensation Dividends (\$90,000), items sold at auctions (\$15,000), payments from sports user groups (\$50,000), easements, miscellaneous fees and forfeitures, compensation for insurance proceeds and various other sources (\$115,340).

Interest Income: Interest Income in the amount of \$100,000 is derived from available cash-on-hand that is invested in either allowable treasury notes, Certificates of Deposit or the State of Oregon Local Government Investment Pool, whichever yields the higher rate. These invested funds will be used at a later date to meet payroll and operating costs.

Telecommunication Site Lease Income: Lease income of \$216,000 from site leases for cellular telephone transmission equipment.

Rental Income: Rental Income of \$140,620 is generated from the rental of ten Park District owned homes, along with leased space within the Maintenance Facility.

Grants and Intergovernmental Revenue: Grants include funding from the following sources: RTP-Cedar Mill Trail (\$50,000), LGGP-PCC Restroom (\$35,000), LGGP-Camille Park (\$70,000), OBP-Walker Rd. Crossing (\$121,500), LWCF-Schiffler Pavilion (\$40,000), Metro-Cooper Mountain Nature Park Maintenance (\$137,215), Natural Resources Park Restoration (\$30,000), Fiber-line Installation (\$40,000), Miscellaneous operating grants (\$6,000), Natural Resources Sign Grant (\$60,000), BETS Credits (\$190,695), Memorial Benches (\$8,000), and RZEDB interest subsidy (\$196,614).

Sponsorships: Sponsorships in the amount of \$105,000 are from corporation advertising, partnerships and various community events.

Transfers In: Transfers in reflect the Board's policy of allowing project management staff time from capital projects to be reimbursed to the General Fund. In FY 2011/12, \$51,808 is anticipated from SDC and other projects, and \$380,203 from the Bond Capital Fund projects.

Current Year's Taxes for FY 2011/12: The Park District's permanent rate of 1.3073 per \$1,000 of assessed value times projected assessed value, which is projected to increase 3.25% over current year assessed values. Projected assessed value of \$19.2 billion x (1.3073/\$1,000) = \$25,128,663. Estimated tax collections are discounted 5.0% for FY 2011/12, which nets taxes at \$23,872,230.



CAPITAL IMPROVEMENT PLAN

Capital Funding Sources FY 2011/12

Five Year Capital Funding Sources



CAPITAL IMPROVEMENT PLAN

Capital Funding Sources FY 2011/12

The Capital Funding Sources FY 2011/12 schedule shows the distribution of capital funding for the budget year 2011-2012 between the various available sources of funding, including the General Fund, Bond Fund, SDC Fund, Grant Funds and Other 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 year funding.



Capital Funding Sources 2011/12

	Funding Sources					Total Funds
	General Fund	Bond Fund	SDC Fund	Grant Funds	Other Funds	
Athletic Facility Replacements Total	25,000					25,000
Athletic Facility Improvements Total	8,500					8,500
Building Replacements						
Tennis Air Structure Fabric	153,000					153,000
Other Building Replacements	946,676					946,676
Building Replacements Total	1,099,676					1,099,676
Building Improvements						
Community Benefit Fund Project	321,031					321,031
Maintenance Facility Acquisition Costs	2,400,000					2,400,000
Other Building Improvements	90,000					90,000
Building Improvements Total	2,811,031					2,811,031
ESPC Total	25,000					25,000
Park & Trail Replacements						
Asphalt Path Replacement & Repair (7 Sites)	117,000					117,000
Bridge & Boardwalk Repair	120,000					120,000
Other Park & Trail Replacements	193,500					193,500
Park & Trail Replacements Total	430,500					430,500
Park & Trail Improvements						
Other Park & Trail Improvements	115,600					115,600
Grant Funded Projects						
OBP Grant- Walker Road Mid-Block Crossing				121,500		121,500
Other Grant Funded Projects				195,000		195,000
Park & Trail Improvements Total	115,600			316,500		432,100
Information Technology Replacement Total	165,000					165,000
Information Technology Improvement Total	85,500					85,500
Facility Challenge Grants Total	147,500					147,500
ADA Improvements Total	114,000					114,000
Land Acquisition						
Land Acquisition - FY 2010/11 Carryforward			260,000			260,000
Other Land Acquisition	90,000		500,000			590,000
Grant Funded Projects						
Metro Land Acquisition for Eichler Park				250,000		250,000
Metro Land Acquisition for North Bethany Area of District				1,050,000		1,050,000
Land Acquisition Total	90,000		760,000	1,300,000		2,150,000
Maintenance Equipment Replacement Total	47,186					47,186
Fleet & Equipment Improvement Total	50,000					50,000
Fleet & Equipment Replacement Total	385,800					385,800
Undesignated						
Undesignated Projects			3,447,575			3,447,575
Undesignated Total			3,447,575			3,447,575
Park Development/Improvement						
112th Street Field Development			1,078,743			1,078,743
Bonny Slope / BSD Trail Development			175,000			175,000
Fanno Creek Trail - Scholls Fy Road to Greenwood Inn			1,724,000			1,724,000
Winkelman Park Phase 1 Construction			282,000			282,000
Other Park Development/Improvement			314,915			314,915
Park Development/Improvement Total			3,574,658			3,574,658
Facility Expansions And Improvements						
Conestoga Recreation & Aquatic Center Expansion		5,024,209				5,024,209
Elsie Stuhr Center Expansion		1,835,224				1,835,224
Facility Expansions And Improvements Total		6,859,433				6,859,433
New Neighborhood Parks Development						
AM Kennedy Park		1,225,349				1,225,349
Barsotti Park		1,305,863				1,305,863
Kaiser Ridge Park		762,801				762,801
Roy Dancer Park		776,768				776,768
Roger Tilbury Park		783,518				783,518
New Neighborhood Parks Development Total		4,854,299				4,854,299
Renovate And Redevelop Neighborhood Parks						
Camille Park		424,250				424,250
Somerset West Park		1,044,393				1,044,393
Vista Brook Park		493,329				493,329
Cedar Mill Park & Trail		1,143,936				1,143,936
Pioneer Park & Bridge Replacement		517,099				517,099
Renovate And Redevelop Neighborhood Parks Total		3,623,007				3,623,007
New Neighborhood Parks						
New Neighborhood Park - NW Quadrant		1,530,352				1,530,352
New Neighborhood Park - NE Quadrant		1,489,051				1,489,051
New Neighborhood Park - SW Quadrant		538,954				538,954

Capital Funding Sources 2011/12

	Funding Sources					Total Funds
	General Fund	Bond Fund	SDC Fund	Grant Funds	Other Funds	
New Neighborhood Park - Undesignated		1,475,668				1,475,668
New Neighborhood Park - NW Quadrant (North Bethany)		1,461,050				1,461,050
New Neighborhood Parks Total		6,495,075				6,495,075
New Community Park Development						
SW Community Park		7,833,050				7,833,050
New Community Park Development Total		7,833,050				7,833,050
New Community Park						
New Community Park		2,096,517				2,096,517
New Community Park Total		2,096,517				2,096,517
Renovate And Redevelop Community Parks						
Cedar Hills Park		6,187,561				6,187,561
Schiffler Park		3,297,408				3,297,408
Renovate And Redevelop Community Parks Total		9,484,969				9,484,969
Natural Area Preservation						
Cooper Mountain Area		208,933				208,933
Crystal Creek Park		208,938				208,938
Fanno Creek Park		164,859				164,859
Interpretive Sign Network		343,962				343,962
Jenkins Estate		155,268				155,268
Jordan/Jackie Husen Park		313,380				313,380
Lowami Hart Woods Park		291,930				291,930
Mt Williams Park		104,469				104,469
NE/Bethany Meadows Trail Habitat Connection		250,726				250,726
Restoration of new properties to be acquired		653,336				653,336
Other Natural Area Preservation		1,053,769				1,053,769
Natural Area Preservation Total		3,749,570				3,749,570
Natural Area Preservation - Land Acquisition						
Natural Area Acquisitions		8,508,600				8,508,600
Natural Area Preservation - Land Acquisition Total		8,508,600				8,508,600
New Linear Park And Trail Development						
Lowami Hart Woods Park		689,291				689,291
NE Quadrant Trail - Bluffs		254,407				254,407
Waterhouse Trail Segments 1, 5 and West Spur		3,556,289				3,556,289
Westside Trail Segments 1, 4, & 7		4,062,697				4,062,697
Westside Waterhouse Trail Connection		1,551,889				1,551,889
Jordan/Husen Park Trail		1,469,983				1,469,983
Rock Creek Trail Segment 5 & Allenbach, North Bethany #2		2,107,921				2,107,921
Other New Linear Park And Trail Development		95,562				95,562
New Linear Park And Trail Development Total		13,788,039				13,788,039
New Linear Park And Trail Land Acquisition						
New Linear Park and Trail Acquisitions		708,700				708,700
New Linear Park And Trail Land Acquisition Total		708,700				708,700
Multi-Field/Multi-Purpose Athletic Field Development						
New Fields in NE Quadrant		522,313				522,313
New Fields in NW Quadrant		522,322				522,322
New Fields in SE Quadrant		522,345				522,345
New Fields in SW Quadrant		521,672				521,672
Winkelman Athletic Field		630,723				630,723
Multi-Field/Multi-Purpose Athletic Field Development Total		2,719,375				2,719,375
Deferred Park Maintenance Replacements						
Play Structure Replacements at Waterhouse and Lost Parks		137,344				137,344
Permeable Parking Lot at Sunset Swim Center		163,495				163,495
Other Deferred Park Maintenance Replacements		147,697				147,697
Deferred Park Maintenance Replacements Total		448,536				448,536
Facility Rehabilitation						
Structural Upgrades at several facilities		4,411,183				4,411,183
Sunset Swim Center Structural Upgrades		1,034,226				1,034,226
Facility Rehabilitation Total		5,445,409				5,445,409
ADA/Access Improvements						
ADA Improvements - numerous sites		245,497				245,497
HMT ADA Parking and other site improvement		715,410				715,410
ADA/Access Improvements Total		960,907				960,907
Community Center Land Acquisition						
Community Center		4,499,931				4,499,931
Community Center Land Acquisition Total		4,499,931				4,499,931
Grand Total	5,600,293	82,075,417	7,782,233	1,616,500		97,074,443

5-Year Capital Funding Sources 2012-2016

	Carryover Funds	2012 Funding	2013 Funding	2014 Funding	2015 Funding	2016 Funding	Total 5-Year Funding
Sources of Funds							
General Fund	3,294,031	2,306,262					5,600,293
Bond Fund		39,132,878	18,467,090	13,229,892	11,245,557		82,075,417
SDC Fund	2,858,705	4,923,528					7,782,233
Grant Funds		1,616,500					1,616,500
Other Funds							
Total Funds	6,152,736	47,979,168	18,467,090	13,229,892	11,245,557		97,074,443
Athletic Facility Replacements Total		25,000					25,000
Athletic Facility Improvements Total		8,500					8,500
Building Replacements							
Tennis Air Structure Fabric		153,000					153,000
Other Building Replacements		946,676					946,676
Building Replacements Total		1,099,676					1,099,676
Building Improvements							
Community Benefit Fund Project	321,031						321,031
Maintenance Facility Acquisition Costs	2,400,000						2,400,000
Other Building Improvements	66,000	24,000					90,000
Building Improvements Total	2,787,031	24,000					2,811,031
ESPC Total	25,000						25,000
Park & Trail Replacements							
Asphalt Path Replacement & Repair (7 Sites)		117,000					117,000
Bridge & Boardwalk Repair	120,000						120,000
Other Park & Trail Replacements	58,000	135,500					193,500
Park & Trail Replacements Total	178,000	252,500					430,500
Park & Trail Improvements							
Other Park & Trail Improvements	95,000	20,600					115,600
Grant Funded Projects							
OBP Grant- Walker Road Mid-Block Crossing		121,500					121,500
Other Grant Funded Projects		195,000					195,000
Park & Trail Improvements Total	95,000	337,100					432,100
Information Technology Replacement Total		165,000					165,000
Information Technology Improvement Total		85,500					85,500
Facility Challenge Grants Total	50,000	97,500					147,500
ADA Improvements Total	69,000	45,000					114,000
Land Acquisition							
Land Acquisition - FY 2010/11 Carryforward	260,000						260,000
Other Land Acquisition	90,000	500,000					590,000
Grant Funded Projects							
Metro Land Acquisition for Eichler Park		250,000					250,000
Metro Land Acquisition for North Bethany Area of District		1,050,000					1,050,000
Land Acquisition Total	350,000	1,800,000					2,150,000
Maintenance Equipment Replacement Total		47,186					47,186
Fleet & Equipment Improvement Total		50,000					50,000
Fleet & Equipment Replacement Total		385,800					385,800
Undesignated							
Undesignated Projects		3,447,575					3,447,575
Undesignated Total		3,447,575					3,447,575
Park Development/Improvement							
112th Street Field Development	914,995	163,748					1,078,743
Bonny Slope / BSD Trail Development	175,000						175,000
Fanno Creek Trail - Scholls Fy Road to Greenwood Inn	1,024,000	700,000					1,724,000
Winkelman Park Phase 1 Construction	282,000						282,000
Other Park Development/Improvement	202,710	112,205					314,915
Park Development/Improvement Total	2,598,705	975,953					3,574,658
Facility Expansions And Improvements							
Conestoga Recreation & Aquatic Center Expansion		5,024,209					5,024,209
Elsie Stuhr Center Expansion		1,835,224					1,835,224
Facility Expansions And Improvements Total		6,859,433					6,859,433
New Neighborhood Parks Development							
AM Kennedy Park		424,599	800,750				1,225,349
Barsotti Park		26,932	121,086	378,605	779,239		1,305,863
Kaiser Ridge Park		25,489	3,626	76,922	656,763		762,801
Roy Dancer Park		277,467	499,301				776,768
Roger Tilbury Park		109,357	250,365	423,796			783,518
New Neighborhood Parks Development Total		863,844	1,675,129	879,324	1,436,002		4,854,299
Renovate And Redevelop Neighborhood Parks							
Camille Park		424,250					424,250
Somerset West Park		18,365	90,676	335,929	599,423		1,044,393
Vista Brook Park		156,198	337,131				493,329
Cedar Mill Park & Trail		76,034	225,136	842,765			1,143,936
Pioneer Park & Bridge Replacement		517,099					517,099
Renovate And Redevelop Neighborhood Parks Total		1,191,946	652,943	1,178,695	599,423		3,623,007
New Neighborhood Parks							
New Neighborhood Park - NW Quadrant		1,530,352					1,530,352
New Neighborhood Park - NE Quadrant		1,489,051					1,489,051
New Neighborhood Park - SW Quadrant		538,954					538,954
New Neighborhood Park - Undesignated		57,625	1,418,043				1,475,668
New Neighborhood Park - NW Quadrant (North Bethany)		1,461,050					1,461,050
New Neighborhood Parks Total		5,077,032	1,418,043				6,495,075

5-Year Capital Funding Sources 2012-2016

	Carryover Funds	2012 Funding	2013 Funding	2014 Funding	2015 Funding	2016 Funding	Total 5-Year Funding
New Community Park Development							
SW Community Park		780,270	549,040	2,706,048	3,797,691		7,833,050
New Community Park Development Total		780,270	549,040	2,706,048	3,797,691		7,833,050
New Community Park							
New Community Park		2,096,517					2,096,517
New Community Park Total		2,096,517					2,096,517
Renovate And Redevelop Community Parks							
Cedar Hills Park		1,065,606	2,492,132	2,629,823			6,187,561
Schiffler Park		1,505,445	1,791,963				3,297,408
Renovate And Redevelop Community Parks Total		2,571,051	4,284,095	2,629,823			9,484,969
Natural Area Preservation							
Cooper Mountain Area		67,146	36,598	36,598	68,590		208,933
Crystal Creek Park		34,434	47,504	47,504	79,496		208,938
Fanno Creek Park		1,233	3,561	14,452	145,612		164,859
Interpretive Sign Network		343,962					343,962
Jenkins Estate		60,207	32,713	32,713	29,635		155,268
Jordan/Jackie Husen Park		116,988	63,577	63,577	69,238		313,380
Lowami Hart Woods Park		94,139	51,001	51,001	95,789		291,930
Mt Williams Park		653	10,502	38,633	54,681		104,469
NE/Bethany Meadows Trail Habitat Connection		27,654	21,309	81,686	120,076		250,726
Restoration of new properties to be acquired		4,082	182,797	183,313	283,143		653,336
Other Natural Area Preservation		331,409	227,860	233,625	260,875		1,053,769
Natural Area Preservation Total		1,081,908	677,423	783,103	1,207,137		3,749,570
Natural Area Preservation - Land Acquisition							
Natural Area Acquisitions		2,140,660	2,121,000	2,126,118	2,120,822		8,508,600
Natural Area Preservation - Land Acquisition Total		2,140,660	2,121,000	2,126,118	2,120,822		8,508,600
New Linear Park And Trail Development							
Lowami Hart Woods Park		92,222	597,069				689,291
NE Quadrant Trail - Bluffs		254,407					254,407
Waterhouse Trail Segments 1, 5 and West Spur		639,591	1,674,411	1,242,288			3,556,289
Westside Trail Segments 1, 4, & 7		1,677,896	1,721,820		662,981		4,062,697
Westside Waterhouse Trail Connection		180,636	74,938	1,083,645	212,670		1,551,889
Jordan/Husen Park Trail		1,277,973	192,010				1,469,983
Rock Creek Trail Segment 5 & Allenbach, North Bethany #2		314,252	1,793,669				2,107,921
Other New Linear Park And Trail Development		19,147	50,160	26,255			95,562
New Linear Park And Trail Development Total		4,456,124	6,104,076	2,352,188	875,651		13,788,039
New Linear Park And Trail Land Acquisition							
New Linear Park and Trail Acquisitions		708,700					708,700
New Linear Park And Trail Land Acquisition Total		708,700					708,700
Multi-Field/Multi-Purpose Athletic Field Development							
New Fields in NE Quadrant		3,300	5,172	54,539	459,302		522,313
New Fields in NW Quadrant		3,265	7,907	52,240	458,910		522,322
New Fields in SE Quadrant		57,923	214,908	249,514			522,345
New Fields in SW Quadrant		3,859	49,228	177,965	290,619		521,672
Winkelman Athletic Field		426,465	204,258				630,723
Multi-Field/Multi-Purpose Athletic Field Development Total		494,812	481,474	534,258	1,208,831		2,719,375
Deferred Park Maintenance Replacements							
Play Structure Replacements at Waterhouse and Lost Parks		137,344					137,344
Permeable Parking Lot at Sunset Swim Center		163,495					163,495
Other Deferred Park Maintenance Replacements		147,697					147,697
Deferred Park Maintenance Replacements Total		448,536					448,536
Facility Rehabilitation							
Structural Upgrades at several facilities		4,409,869	1,314				4,411,183
Sunset Swim Center Structural Upgrades		1,034,226					1,034,226
Facility Rehabilitation Total		5,444,095	1,314				5,445,409
ADA/Access Improvements							
ADA Improvements - numerous sites		119,886	85,276	40,336			245,497
HMT ADA Parking and other site improvement		298,133	417,277				715,410
ADA/Access Improvements Total		418,019	502,552	40,336			960,907
Community Center Land Acquisition							
Community Center		4,499,931					4,499,931
Community Center Land Acquisition Total		4,499,931					4,499,931
Grand Total	6,152,736	47,979,168	18,467,090	13,229,892	11,245,557		97,074,443

Capital Improvement Plan

2012 *thru* 2016

Department Summary

Tualatin Hills Park & Recreation District

Contact

Project # Summary-ADA
Project Name ADA Improvements Total

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$114,000

Description

Includes the following projects:
 ADA Drinking Fountains- Garden Home Recreation Center
 ADA Shower Stalls- Harman Swim Center
 ADA Transition Ramps- Cedar Hills Recreation Center
 Commonwealth Park North Trail Realignment (Carryover)
 Splash Aqua Lift- Harman Swim Center
 Splash Aqua Lift- Somerset West Swim Center

Justification

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

Expenditures	2012	2013	2014	2015	2016	Total
Capital Outlay	114,000					114,000
Total	114,000					114,000

Funding Sources	2012	2013	2014	2015	2016	Total
General Fund	114,000					114,000
Total	114,000					114,000

Budget Impact/Other

Capital Improvement Plan

2012 *thru* 2016

Department Summary

Tualatin Hills Park & Recreation District

Contact

Project # Summary-ADAA
Project Name ADA/Access Improvements Total

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$960,907

Description

Includes the following projects:
 ADA Improvements - numerous sites
 HMT ADA Parking and other site improvement

Justification

2008 Bond approved ADA projects.

Expenditures	2012	2013	2014	2015	2016	Total
Capital Outlay	418,019	502,552	40,336			960,907
Total	418,019	502,552	40,336			960,907

Funding Sources	2012	2013	2014	2015	2016	Total
Bond Fund	418,019	502,552	40,336			960,907
Total	418,019	502,552	40,336			960,907

Budget Impact/Other

Capital Improvement Plan

2012 *thru* 2016

Department Summary

Tualatin Hills Park & Recreation District

Contact

Project # Summary-AFD
Project Name Multi-Field/Multi-Purpose Athletic Field Dev Total

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$2,719,375

Description

Includes the following projects:
 New Fields in NE Quadrant
 New Fields in NW Quadrant
 New Fields in SE Quadrant
 New Fields in SW Quadrant
 Winkelman Athletic Field

Justification

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

Expenditures	2012	2013	2014	2015	2016	Total
Capital Outlay	494,812	481,474	534,258	1,208,831		2,719,375
Total	494,812	481,474	534,258	1,208,831		2,719,375

Funding Sources	2012	2013	2014	2015	2016	Total
Bond Fund	494,812	481,474	534,258	1,208,831		2,719,375
Total	494,812	481,474	534,258	1,208,831		2,719,375

Budget Impact/Other

Capital Improvement Plan

2012 *thru* 2016

Department Summary

Tualatin Hills Park & Recreation District

Contact

Project # Summary-AFI
Project Name Athletic Facility Improvements Total

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$8,500

Description
 Includes the following project:
 2 Indoor Basketball Scoreboards (Athletic Center)

Justification
 Athletic field equipment additions to enhance field usability.

Expenditures	2012	2013	2014	2015	2016	Total
Capital Outlay	8,500					8,500
Total	8,500					8,500

Funding Sources	2012	2013	2014	2015	2016	Total
General Fund	8,500					8,500
Total	8,500					8,500

Budget Impact/Other

Capital Improvement Plan
Tualatin Hills Park & Recreation District

2012 *thru* 2016

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

Project # Summary-AFR
Project Name Athletic Facility Replacements Total

Total Project Cost: \$25,000

Description
 Includes the following project:
 Tennis Court Resurface (4 Sites)

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

Expenditures	2012	2013	2014	2015	2016	Total
Capital Outlay	25,000					25,000
Total	25,000					25,000

Funding Sources	2012	2013	2014	2015	2016	Total
General Fund	25,000					25,000
Total	25,000					25,000

Budget Impact/Other

Capital Improvement Plan

2012 *thru* 2016

Department Summary

Tualatin Hills Park & Recreation District

Contact

Project # Summary-BI
Project Name Building Improvements Total

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$2,811,031

Description

Includes the following projects:
 Community Benefit Fund Project (Carryover)
 Conestoga Recreation and Aquatic Ultra Violet Sanitation Lap Pool
 Elsie Stuhr Senior Center Stability Ball Racks
 John Quincy Adams Young House Renovation (Carryover)
 Maintenance Facility Acquisition Costs (Carryover)
 Stuhr Center Bequest (Carryover)

Justification

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

Expenditures	2012	2013	2014	2015	2016	Total
Capital Outlay	2,811,031					2,811,031
Total	2,811,031					2,811,031

Funding Sources	2012	2013	2014	2015	2016	Total
General Fund	2,811,031					2,811,031
Total	2,811,031					2,811,031

Budget Impact/Other

Capital Improvement Plan

2012 *thru* 2016

Department Summary

Tualatin Hills Park & Recreation District

Contact

Project # Summary-BR
Project Name Building Replacements Total

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$1,099,676

Description

Includes the following categories:
 AED Equipment
 Building Exteriors
 Building Furnishings
 Electrical Components
 Exercise Equipment
 Floor Covering Replacement/Short Life
 Floor Covering Replacements/Long Life
 HVAC Components
 HVAC Fixtures
 Plumbing 10 Year Life
 Plumbing 15 Year Life
 Pool Apparatus
 Pool Mechanical Systems
 Pool Tank Resurface
 Tennis Air Structure Replacement
 Windows & Doors

Justification

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

Expenditures	2012	2013	2014	2015	2016	Total
Capital Outlay	1,099,676					1,099,676
Total	1,099,676					1,099,676

Funding Sources	2012	2013	2014	2015	2016	Total
General Fund	1,099,676					1,099,676
Total	1,099,676					1,099,676

Budget Impact/Other

Capital Improvement Plan

2012 *thru* 2016

Department Summary

Tualatin Hills Park & Recreation District

Contact

Project # Summary-CCLA
Project Name Community Center Land Acquisition Total

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$4,499,931

Description
 Includes the following project:
 Community Center

Justification
 2008 Bond approved community center land acquisition project.

Expenditures	2012	2013	2014	2015	2016	Total
Capital Outlay	4,499,931					4,499,931
Total	4,499,931					4,499,931

Funding Sources	2012	2013	2014	2015	2016	Total
Bond Fund	4,499,931					4,499,931
Total	4,499,931					4,499,931

Budget Impact/Other

Capital Improvement Plan

2012 *thru* 2016

Department Summary

Tualatin Hills Park & Recreation District

Contact

Project # Summary-DPMR

Type Unassigned

Project Name Deferred Park Maintenance Replacements Total

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$448,536

Description

Includes the following projects:
 Play Structure Replacements at Waterhouse and Lost Parks
 Bridge/Boardwalk Replacement - Willow Creek
 Bridge/Boardwalk Replacement - Rosa Park
 Bridge/Boardwalk Replacement - Hartwood Highlands
 Permeable Parking Lot at Sunset Swim Center

Justification

2008 Bond approved deferred park maintenance replacement projects.

Expenditures	2012	2013	2014	2015	2016	Total
Capital Outlay	448,536					448,536
Total	448,536					448,536

Funding Sources	2012	2013	2014	2015	2016	Total
Bond Fund	448,536					448,536
Total	448,536					448,536

Budget Impact/Other

Capital Improvement Plan
Tualatin Hills Park & Recreation District

2012 *thru* 2016

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

Project # Summary-ESPC
Project Name ESPC Total

Total Project Cost: \$25,000

Description
 Includes the following project:
 Energy Savings Improvements (Carryover)

Justification
 Building and pool equipment replacements for enhanced energy efficiency.

Expenditures	2012	2013	2014	2015	2016	Total
Capital Outlay	25,000					25,000
Total	25,000					25,000

Funding Sources	2012	2013	2014	2015	2016	Total
General Fund	25,000					25,000
Total	25,000					25,000

Budget Impact/Other

Capital Improvement Plan

2012 *thru* 2016

Department Summary

Tualatin Hills Park & Recreation District

Contact

Project # Summary-FCG
Project Name Facility Challenge Grants Total

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$147,500

Description

Includes the following projects:
 Challenge Grant Competitive Fund (Carryover)
 Challenge Grants

Justification

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

Expenditures	2012	2013	2014	2015	2016	Total
Capital Outlay	147,500					147,500
Total	147,500					147,500

Funding Sources	2012	2013	2014	2015	2016	Total
General Fund	147,500					147,500
Total	147,500					147,500

Budget Impact/Other

Capital Improvement Plan

2012 *thru* 2016

Department Summary

Tualatin Hills Park & Recreation District

Contact

Project # Summary-FEI
Project Name Fleet & Equipment Improvement Total

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$50,000

Description
 Includes the following projects:
 Floor Scrubber
 Forklift

Justification
 Maintenance equipment additions for new maintenance facility.

Expenditures	2012	2013	2014	2015	2016	Total
Capital Outlay	50,000					50,000
Total	50,000					50,000

Funding Sources	2012	2013	2014	2015	2016	Total
General Fund	50,000					50,000
Total	50,000					50,000

Budget Impact/Other

Capital Improvement Plan

2012 *thru* 2016

Department Summary

Tualatin Hills Park & Recreation District

Contact

Project # Summary-FER

Type Unassigned

Project Name Fleet & Equipment Replacement Total

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$385,800

Description

Includes the following projects:
 12 Passenger Van
 15 Passenger Van (2)
 Cargo Van (2)
 Compact Pickup
 Compressed Air
 Electric Utility Vehicle
 Exhaust Ventilation
 Infield Rake (2)
 Lubrication
 Pressure Washer
 Quad-cab 2-3YD Dump Truck
 Quad-cab Flatbed Truck
 Sod Cutter
 Soil Reliever
 Tractor Shed Replacement
 Utility Truck
 Vehicle Hoist

Justification

Maintenance equipment replacements based on need and asset useful life.

Expenditures	2012	2013	2014	2015	2016	Total
Capital Outlay	385,800					385,800
Total	385,800					385,800

Funding Sources	2012	2013	2014	2015	2016	Total
General Fund	385,800					385,800
Total	385,800					385,800

Budget Impact/Other

Capital Improvement Plan

2012 *thru* 2016

Department Summary

Tualatin Hills Park & Recreation District

Contact

Project # Summary-FExI
Project Name Facility Expansions And Improvements Total

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$6,859,433

Description
 Includes the following projects:
 Conestoga Recreation & Aquatic Center Expansion
 Elsie Stuhr Center Expansion

Justification
 2008 Bond approved facility expansion and improvement projects.

Expenditures	2012	2013	2014	2015	2016	Total
Capital Outlay	6,859,433					6,859,433
Total	6,859,433					6,859,433

Funding Sources	2012	2013	2014	2015	2016	Total
Bond Fund	6,859,433					6,859,433
Total	6,859,433					6,859,433

Budget Impact/Other

Capital Improvement Plan
Tualatin Hills Park & Recreation District

2012 *thru* 2016

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

Project # Summary-FR
Project Name Facility Rehabilitation Total

Total Project Cost: \$5,445,409

Description
Includes the following projects:
Structural Upgrades at several facilities
Sunset Swim Center Structural Upgrades

Justification
2008 Bond approved facility rehabilitation projects.

Expenditures	2012	2013	2014	2015	2016	Total
Capital Outlay	5,444,095	1,314				5,445,409
Total	5,444,095	1,314				5,445,409

Funding Sources	2012	2013	2014	2015	2016	Total
Bond Fund	5,444,095	1,314				5,445,409
Total	5,444,095	1,314				5,445,409

Budget Impact/Other

Capital Improvement Plan

2012 *thru* 2016

Department Summary

Tualatin Hills Park & Recreation District

Contact

Project # Summary-ITI
Project Name Information Technology Improvement Total

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$85,500

Description

Includes the following projects:
 Applicant Tracking Software Tool
 Backup Server at New Maintenance Facility
 Fiber Line Installation
 Software

Justification

Information technology equipment and furnishings additions to enhance working efficiencies.

Expenditures	2012	2013	2014	2015	2016	Total
Capital Outlay	85,500					85,500
Total	85,500					85,500

Funding Sources	2012	2013	2014	2015	2016	Total
General Fund	85,500					85,500
Total	85,500					85,500

Budget Impact/Other

Capital Improvement Plan

2012 *thru* 2016

Department Summary

Tualatin Hills Park & Recreation District

Contact

Project # Summary-ITR
Project Name Information Technology Replacement Total

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$165,000

Description

Includes the following projects:
 LAN/WAN equipment
 Printers/network printers
 Servers
 Telephones
 Workstations

Justification

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

Expenditures	2012	2013	2014	2015	2016	Total
Capital Outlay	165,000					165,000
Total	165,000					165,000

Funding Sources	2012	2013	2014	2015	2016	Total
General Fund	165,000					165,000
Total	165,000					165,000

Budget Impact/Other

Capital Improvement Plan

2012 *thru* 2016

Department Summary

Tualatin Hills Park & Recreation District

Contact

Project # Summary-LA
Project Name Land Acquisition Total

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$2,150,000

Description

Includes the following projects:
 Land Acquisition - FY 2010/11 Carryforward (SDC) (Carryover)
 Land Acquisition- Jenkins Estate Right of Way (GF) (Carryover)
 Metro Land Acquisition for Eichler Park (Grant)
 Metro Land Acquisition for North Bethany Area of District (Grant)
 Other Land Acquisition (SDC)

Justification

Additional general fund, grant fund, and SDC fund land acquisition funds.

Expenditures	2012	2013	2014	2015	2016	Total
Capital Outlay	2,150,000					2,150,000
Total	2,150,000					2,150,000

Funding Sources	2012	2013	2014	2015	2016	Total
General Fund	90,000					90,000
Grant Funds	1,300,000					1,300,000
SDC Fund	760,000					760,000
Total	2,150,000					2,150,000

Budget Impact/Other

Capital Improvement Plan

2012 *thru* 2016

Department Summary

Tualatin Hills Park & Recreation District

Contact

Project # Summary-LPTD
Project Name New Linear Park And Trail Development Total

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$13,788,039

Description

Includes the following projects:
 Lowami Hart Woods Park
 Miscellaneous Natural Trails
 NE Quadrant Trail - Bluffs
 Waterhouse Trail Segments 1, 5 and West Spur
 Westside Trail Segments 1, 4, & 7
 Westside Waterhouse Trail Connection
 Jordan/Husen Park Trail
 Rock Creek Trail Segment 5 & Allenbach, North Bethany #2

Justification

2008 Bond approved trail and linear park projects.

Expenditures	2012	2013	2014	2015	2016	Total
Capital Outlay	4,456,124	6,104,076	2,352,188	875,651		13,788,039
Total	4,456,124	6,104,076	2,352,188	875,651		13,788,039

Funding Sources	2012	2013	2014	2015	2016	Total
Bond Fund	4,456,124	6,104,076	2,352,188	875,651		13,788,039
Total	4,456,124	6,104,076	2,352,188	875,651		13,788,039

Budget Impact/Other

Capital Improvement Plan

2012 *thru* 2016

Department Summary

Tualatin Hills Park & Recreation District

Contact

Project # Summary-LPTL
Project Name New Linear Park And Trail Land Acquisition Total

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$708,700

Description
 Includes the following project:
 New Linear Park and Trail Acquisitions

Justification
 2008 Bond approved new linear park and trail land acquisition projects.

Expenditures	2012	2013	2014	2015	2016	Total
Capital Outlay	708,700					708,700
Total	708,700					708,700

Funding Sources	2012	2013	2014	2015	2016	Total
Bond Fund	708,700					708,700
Total	708,700					708,700

Budget Impact/Other

Capital Improvement Plan

2012 *thru* 2016

Department Summary

Tualatin Hills Park & Recreation District

Contact

Project # Summary-MER
Project Name Maintenance Equipment Replacement Total

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$47,186

Description

Includes the following projects:
 Autoscrubber (2)
 Autoscrubber Batteries
 Carpet Extractor
 Cleaning Equipment
 Floor Buffer (2)
 Product Storage Bin
 Robotic Pool Tank Cleaner
 Slow Speed Scrubber (3)
 Walk Behind Sweeper
 Wet Floor Vacuum

Justification

Maintenance equipment replacements based on need and asset useful life.

Expenditures	2012	2013	2014	2015	2016	Total
Capital Outlay	47,186					47,186
Total	47,186					47,186

Funding Sources	2012	2013	2014	2015	2016	Total
General Fund	47,186					47,186
Total	47,186					47,186

Budget Impact/Other

Capital Improvement Plan

2012 *thru* 2016

Department Summary

Tualatin Hills Park & Recreation District

Contact

Project # Summary-NALA
Project Name Natural Area Preservation - Land Acquisition Total

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$8,508,600

Description
 Includes the following project:
 Natural Area Acquisitions

Justification
 2008 Bond approved natural area preservation land acquisition projects.

Expenditures	2012	2013	2014	2015	2016	Total
Capital Outlay	2,140,660	2,121,000	2,126,118	2,120,822		8,508,600
Total	2,140,660	2,121,000	2,126,118	2,120,822		8,508,600

Funding Sources	2012	2013	2014	2015	2016	Total
Bond Fund	2,140,660	2,121,000	2,126,118	2,120,822		8,508,600
Total	2,140,660	2,121,000	2,126,118	2,120,822		8,508,600

Budget Impact/Other

Capital Improvement Plan

2012 *thru* 2016

Department Summary

Tualatin Hills Park & Recreation District

Contact

Project # Summary-NAP

Type Unassigned

Project Name Natural Area Preservation Total

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$3,749,570

Description

Includes the following projects:
Allenbach Acres Park
AM Kennedy Park
Bauman Park
Beaverton Creek Trail - restoration of new property
Bethany Wetlands Park - restoration of new property
Bluegrass Downs Park - restoration of new property
Camille Park
Cedar Mill Park
Commonwealth Lake Park
Cooper Mountain Area
Crystal Creek Park
Crystal Creek Park - restoration of new property
Fanno Creek Park
Foothills Park
Greenway Park/Koll Center
Hideaway Park
Hyland Forest Park
Interpretive Sign Network
Jenkins Estate
Jordan/Jackie Husen Park
Kaiser Ridge Park
Lowami Hart Woods Park
Morrison Woods Park
Mt Williams Park
Murrayhill Park
NE/Bethany Meadows Trail Habitat Connection
Pioneer Park
Restoration of new properties to be acquired
Roger Tilbury Memorial Park
Rosa/Hazeldale Parks
Summercrest Park
Vista Brook Park
Whispering Woods Park
Willow Creek Nature Park
Winkelman Park
Tualatin Hills Nature Park and Bridge Replacement

Justification

2008 Bond approved natural area preservation projects.

Capital Improvement Plan

2012 *thru* 2016

Department Summary

Tualatin Hills Park & Recreation District

Contact

Expenditures	2012	2013	2014	2015	2016	Total
Capital Outlay	1,081,908	677,423	783,103	1,207,136		3,749,570
Total	1,081,908	677,423	783,103	1,207,136		3,749,570

Funding Sources	2012	2013	2014	2015	2016	Total
Bond Fund	1,081,908	677,423	783,103	1,207,136		3,749,570
Total	1,081,908	677,423	783,103	1,207,136		3,749,570

Budget Impact/Other

Capital Improvement Plan
Tualatin Hills Park & Recreation District

2012 *thru* 2016

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

Project # Summary-NCP
Project Name New Community Park Total

Total Project Cost: \$2,096,517

Description
 Includes the following project:
 New Community Park

Justification
 2008 Bond approved new community park projects.

Expenditures	2012	2013	2014	2015	2016	Total
Capital Outlay	2,096,517					2,096,517
Total	2,096,517					2,096,517

Funding Sources	2012	2013	2014	2015	2016	Total
Bond Fund	2,096,517					2,096,517
Total	2,096,517					2,096,517

Budget Impact/Other

Capital Improvement Plan

2012 *thru* 2016

Department Summary

Tualatin Hills Park & Recreation District

Contact

Project # Summary-NCPD
Project Name New Community Park Development Total

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$7,833,050

Description
 Includes the following project:
 SW Community Park

Justification
 2008 Bond approved new community park development projects.

Expenditures	2012	2013	2014	2015	2016	Total
Capital Outlay	780,270	549,040	2,706,048	3,797,692		7,833,050
Total	780,270	549,040	2,706,048	3,797,692		7,833,050

Funding Sources	2012	2013	2014	2015	2016	Total
Bond Fund	780,270	549,040	2,706,048	3,797,692		7,833,050
Total	780,270	549,040	2,706,048	3,797,692		7,833,050

Budget Impact/Other

Capital Improvement Plan

2012 *thru* 2016

Department Summary

Tualatin Hills Park & Recreation District

Contact

Project # Summary-NNP
Project Name New Neighborhood Parks Total

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$6,495,075

Description

Includes the following projects:
 New Neighborhood Park - NW Quadrant
 New Neighborhood Park - NE Quadrant
 New Neighborhood Park - SW Quadrant
 New Neighborhood Park - Undesignated
 New Neighborhood Park - NW Quadrant (North Bethany)

Justification

2008 Bond approved new neighborhood parks projects.

Expenditures	2012	2013	2014	2015	2016	Total
Capital Outlay	5,077,032	1,418,043				6,495,075
Total	5,077,032	1,418,043				6,495,075

Funding Sources	2012	2013	2014	2015	2016	Total
Bond Fund	5,077,032	1,418,043				6,495,075
Total	5,077,032	1,418,043				6,495,075

Budget Impact/Other

Capital Improvement Plan

2012 *thru* 2016

Department Summary

Tualatin Hills Park & Recreation District

Contact

Project # Summary-NNPD
Project Name New Neighborhood Parks Development Total

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$4,854,299

Description
 Includes the following projects:
 AM Kennedy Park
 Barsotti Park
 Kaiser Ridge Park
 Roy Dancer Park
 Roger Tilbury Park

Justification
 2008 Bond approved new neighborhood parks development projects.

Expenditures	2012	2013	2014	2015	2016	Total
Capital Outlay	863,844	1,675,129	879,324	1,436,002		4,854,299
Total	863,844	1,675,129	879,324	1,436,002		4,854,299

Funding Sources	2012	2013	2014	2015	2016	Total
Bond Fund	863,844	1,675,129	879,324	1,436,002		4,854,299
Total	863,844	1,675,129	879,324	1,436,002		4,854,299

Budget Impact/Other

Capital Improvement Plan

2012 *thru* 2016

Department Summary

Tualatin Hills Park & Recreation District

Contact

Project # Summary-PDI
Project Name Park Development/Improvement Total

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$3,574,658

Description

Includes the following projects:
 112th Street Field Development (Carryover)
 Bonny Slope / BSD Trail Development (Carryover)
 Fanno Creek Trail - Scholls Fy Road to Greenwood Inn (Carryover)
 LGGP Grant Match - PCC Rec Complex Restroom (Carryover)
 Local match for Westside Trail MTIP Grant (Carryover)
 LWCF Grant Match - Schiffler Park Pavillion (Carryover)
 MTIP Grant Match - Fanno Creek Trail Hall Blvd Crossing (Carryover)
 MTIP Grant Match - Westside Trail, Segment 18
 OBP Grant Match - Waterhouse Trail, Walker Rd Crossing
 PCC Rec Complex - Site Amenity Completion (Carryover)
 Winkelman Park Phase 1 Construction (Carryover)

Justification

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

Expenditures	2012	2013	2014	2015	2016	Total
Capital Outlay	3,574,658					3,574,658
Total	3,574,658					3,574,658

Funding Sources	2012	2013	2014	2015	2016	Total
SDC Fund	3,574,658					3,574,658
Total	3,574,658					3,574,658

Budget Impact/Other

Capital Improvement Plan

2012 *thru* 2016

Department Summary

Tualatin Hills Park & Recreation District

Contact

Project # Summary-PTI
Project Name Park & Trail Improvements Total

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$432,100

Description
Includes the following projects: Install Maxicom Controls (2) Sites (GF) Off-leash Dog Park Construction (GF) (Carryover) Matrix Hill Park Renovation (GF) (Carryover) Memorial Benches (GF) Rock Creek Trail Improvement (GF) (Carryover) LGGP Grant - Camille Park (Grant) LGGP Grant- PCC Recreation Complex Restrooms (Grant) LWCF Grant- Schiffler Park Pavillion (Grant) OBP Grant- Walker Road Mid-Block Crossing (Grant) RTP Grant - Cedar Mill Trail (Grant)

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

Expenditures	2012	2013	2014	2015	2016	Total
Capital Outlay	432,100					432,100
Total	432,100					432,100

Funding Sources	2012	2013	2014	2015	2016	Total
General Fund	115,600					115,600
Grant Funds	316,500					316,500
Total	432,100					432,100

Budget Impact/Other

Capital Improvement Plan

2012 *thru* 2016

Department Summary

Tualatin Hills Park & Recreation District

Contact

Project # Summary-PTR
Project Name Park & Trail Replacements Total

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$430,500

Description

Includes the following projects:
 Asphalt Path Replacement & Repair (7 Sites)
 Bridge & Boardwalk Repair (Carryover)
 Drinking Fountains (1 Site)
 Irrigation System Repair (1 Site)
 Play Equipment (3 Sites)
 Signage Master Plan (Carryover)

Justification

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

Expenditures	2012	2013	2014	2015	2016	Total
Capital Outlay	430,500					430,500
Total	430,500					430,500

Funding Sources	2012	2013	2014	2015	2016	Total
General Fund	430,500					430,500
Total	430,500					430,500

Budget Impact/Other

Capital Improvement Plan

2012 *thru* 2016

Department Summary

Tualatin Hills Park & Recreation District

Contact

Project # Summary-RRCP
Project Name Renovate And Redevelop Community Parks Total

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$9,484,969

Description
 Includes the following project:
 Cedar Hills Park
 Schiffler Park

Justification
 2008 Bond approved renovation and redevelopment community parks projects.

Expenditures	2012	2013	2014	2015	2016	Total
Capital Outlay	2,571,051	4,284,095	2,629,823			9,484,969
Total	2,571,051	4,284,095	2,629,823			9,484,969

Funding Sources	2012	2013	2014	2015	2016	Total
Bond Fund	2,571,051	4,284,095	2,629,823			9,484,969
Total	2,571,051	4,284,095	2,629,823			9,484,969

Budget Impact/Other

Capital Improvement Plan

2012 *thru* 2016

Department Summary

Tualatin Hills Park & Recreation District

Contact

Project # Summary-RRNP
Project Name Renovate And Redevelop Neighborhood Parks Total

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$3,623,007

Description
 Includes the following projects:
 Camille Park
 Somerset West Park
 Vista Brook Park
 Cedar Mill Park & Trail
 Pioneer Park & Bridge Replacement

Justification
 2008 Bond approved renovation and redevelopment neighborhood parks projects.

Expenditures	2012	2013	2014	2015	2016	Total
Capital Outlay	1,191,946	652,943	1,178,695	599,423		3,623,007
Total	1,191,946	652,943	1,178,695	599,423		3,623,007

Funding Sources	2012	2013	2014	2015	2016	Total
Bond Fund	1,191,946	652,943	1,178,695	599,423		3,623,007
Total	1,191,946	652,943	1,178,695	599,423		3,623,007

Budget Impact/Other

Capital Improvement Plan
Tualatin Hills Park & Recreation District

2012 *thru* 2016

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

Project # Summary-UP
Project Name Undesignated Total

Total Project Cost: \$3,447,575

Description
Includes the following project:
Undesignated Projects

Justification
Undesignated SDC funds for future project assignment.

Expenditures	2012	2013	2014	2015	2016	Total
Capital Outlay	3,447,575					3,447,575
Total	3,447,575					3,447,575

Funding Sources	2012	2013	2014	2015	2016	Total
SDC Fund	3,447,575					3,447,575
Total	3,447,575					3,447,575

Budget Impact/Other

GENERAL FUND

General Fund Summary



GENERAL FUND

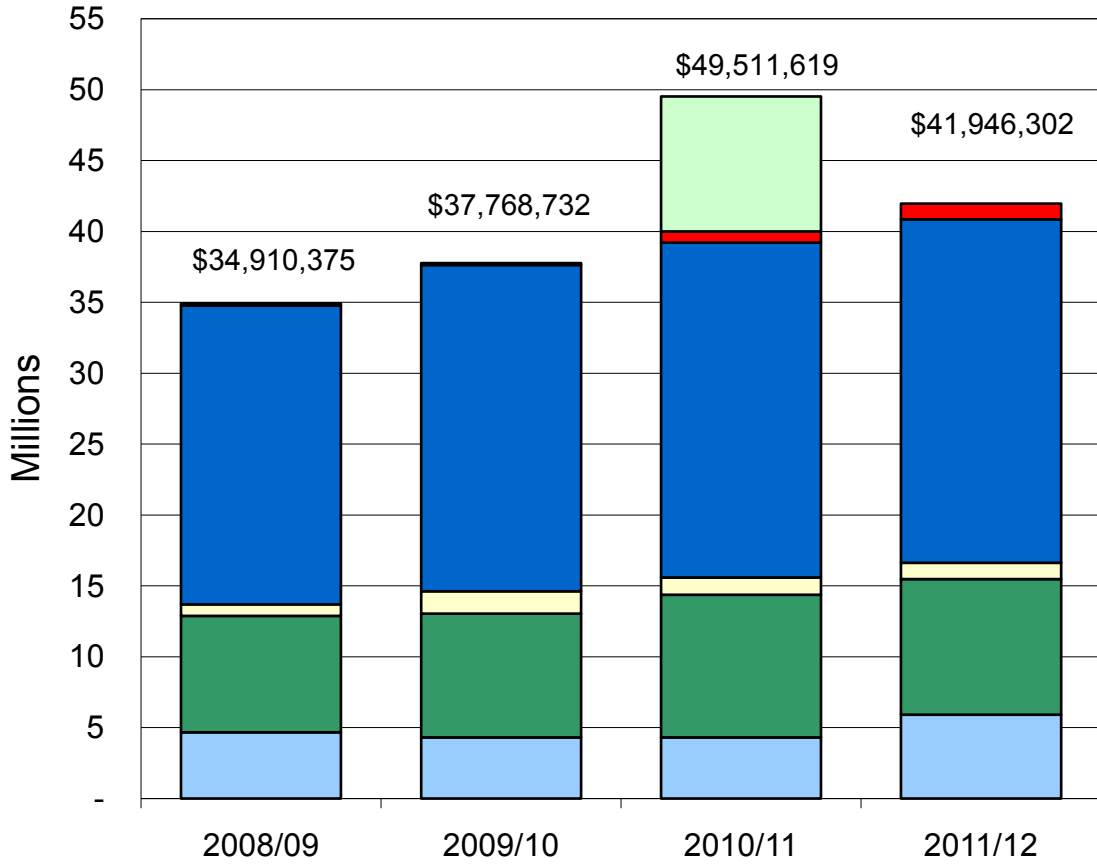
FUND DESCRIPTION

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 in the Resources section of this budget document. Major resources are property taxes and user fees.

The expenditures 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, Planning and Park and Recreation Services.

General Fund Resources FY 2008/09 - FY 2011/12

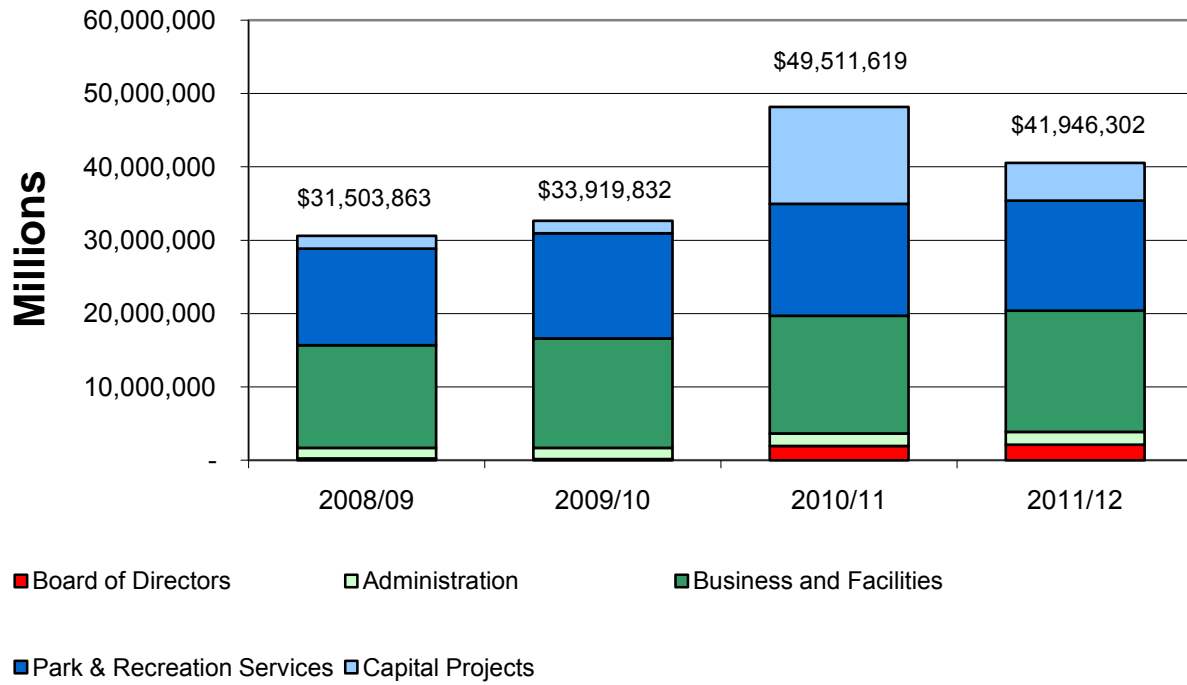


- Carry Forward-Project/Non Project
- Program Fees & Charges
- Other Income
- Taxes
- Grants & Sponsorships
- Debt Proceeds

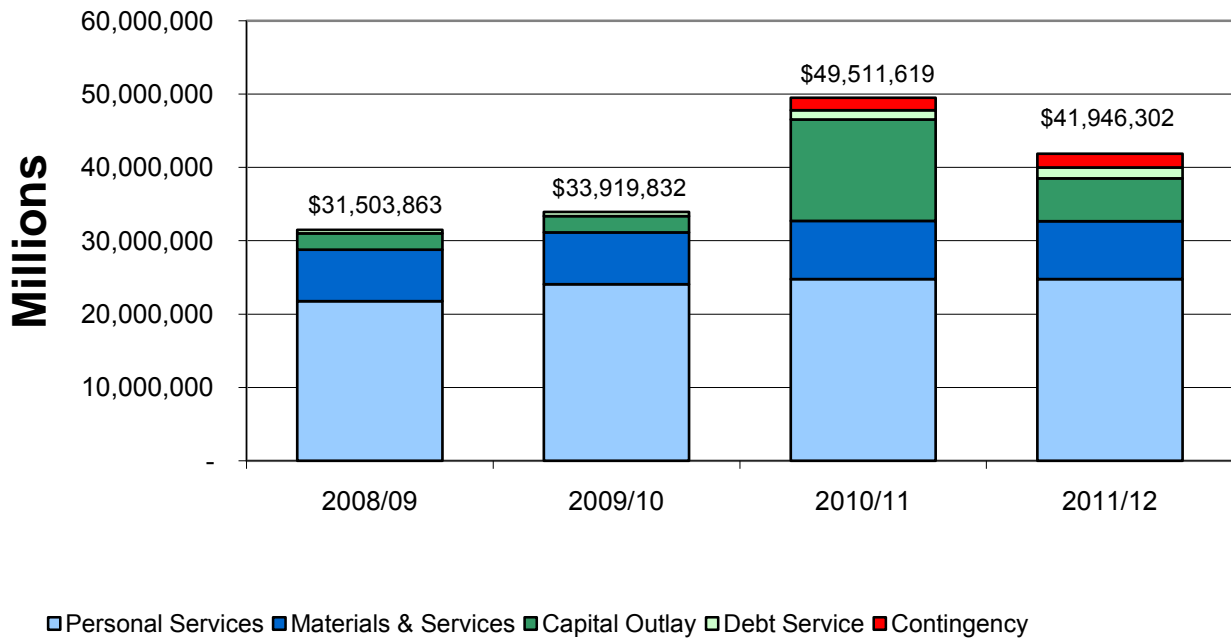
GENERAL FUND RESOURCES
FY 2008/09 - FY 2011/12

GENERAL FUND RESOURCES:	Actual 2008/09	Actual 2009/10	Current 2010/11	Proposed 2011/12	Adopted 2011/12
Cash on Hand for Fiscal Year	\$ 4,097,853	\$ 3,800,700	\$ 3,552,900	\$ 2,600,000	\$ 2,600,000
Balance Forward from Previous Year Projects	563,066	501,887	747,341	3,269,031	3,319,031
Previously Levied Taxes estimated to be received during ensuing year	290,593	393,504	275,000	350,000	350,000
PROGRAM RESOURCES:					
Swim Center Income	2,236,943	2,438,104	2,676,715	2,326,372	2,326,372
Tennis Income	798,424	867,529	911,366	868,224	868,224
Recreation Program Income	3,974,636	4,104,330	4,957,990	4,945,402	4,945,402
Sports Program Income/Athletic Center	991,443	1,123,287	1,235,833	1,164,993	1,164,993
Natural Resources	217,688	202,841	278,996	251,054	251,054
OTHER RESOURCES:					
Miscellaneous Income	237,163	688,992	225,000	270,340	270,340
Interest Income	249,545	104,010	175,000	100,000	100,000
Telecommunication Site Lease Income	199,557	207,658	200,000	216,000	216,000
Rental Income	29,700	16,600	30,000	140,620	140,620
Debt Proceeds	-	-	9,510,000	-	-
Grants and Intergovernmental Income	126,903	143,768	753,150	985,025	985,025
Sponsorships	34,581	7,792	35,000	105,000	105,000
Transfers In	96,428	553,515	594,235	432,011	432,011
Total Resources except taxes to be levied..... Sub Total	\$ 14,144,523	\$ 15,154,517	\$ 26,158,526	\$ 18,024,072	\$ 18,074,072
Current Year (Permanent Rate multiplied by Assessed Value)	20,765,852	22,614,215	23,353,093	23,872,230	23,872,230
TOTAL RESOURCES	\$ 34,910,375	\$ 37,768,732	\$ 49,511,619	\$ 41,896,302	\$ 41,946,302

General Fund Expenditures By Division FY 2008/09 - FY 2011/12



General Fund Expenditures By Account FY 2008/09 - FY 2011/12



**SUMMARY GENERAL FUND BUDGET
FY 2008/09 - FY 2011/12**

	Actual 2008/09	Actual 2009/10	Current 2010/11	Proposed 2011/12	Adopted 2011/12
<u>EXPENDITURES BY DIVISION</u>					
Board of Directors	\$ 252,707	\$ 158,614	\$ 1,947,553	\$ 2,110,050	\$ 2,110,050
Administration	1,449,070	1,547,895	1,715,562	1,753,916	1,753,916
Business and Facilities	13,985,556	14,892,194	16,028,849	16,534,939	16,534,939
Planning	907,994	1,250,838	1,332,371	1,361,757	1,361,757
Park & Recreation Services	13,195,783	14,341,740	15,265,750	15,002,333	15,002,333
Capital Projects	1,712,753	1,728,551	13,221,534	5,133,307	5,183,307
TOTAL EXPENDITURES	\$ 31,503,863	\$ 33,919,832	\$ 49,511,619	\$ 41,896,302	\$ 41,946,302
<u>EXPENDITURES BY ACCOUNT</u>					
Personal Services	\$ 21,770,161	\$ 24,074,933	\$ 24,762,090	\$ 24,797,346	\$ 24,797,346
Materials & Services	7,005,615	7,061,052	7,944,466	7,867,415	7,867,415
Capital Outlay	2,222,245	2,219,781	13,834,831	5,866,793	5,916,793
Debt Service	505,842	564,066	1,270,232	1,464,748	1,464,748
Contingency	-	-	1,700,000	1,900,000	1,900,000
TOTAL EXPENDITURES	\$ 31,503,863	\$ 33,919,832	\$ 49,511,619	\$ 41,896,302	\$ 41,946,302

Personal 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.



BOARD OF DIRECTORS

William Kanable
President

Bob Scott
Secretary

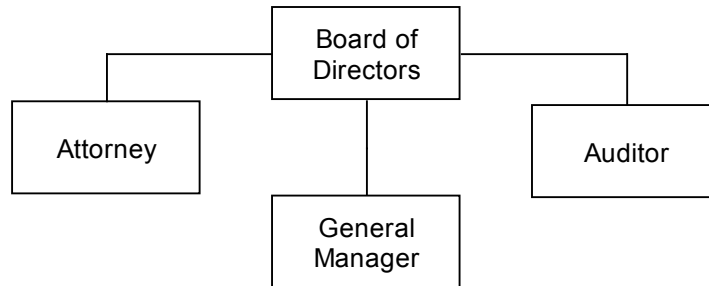
Joe Blowers
Secretary Pro-Tempore

John Griffiths
Director

Larry Pelatt
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 comprised 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.

FY 2011/12 THPRD Goal Outcomes

Based on the 2006 Comprehensive Plan, the Board of Directors adopted goal outcomes for established priority performance measurements to use in the FY 2011/12 planning and budget process. The eight Comprehensive Plan goals are listed below. The FY 2011/12 THPRD Goals Outcomes follow.

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.



FY 2011/12 THPRD Goal Outcomes

Comprehensive Plan Goal. Objective. Action Step.	FY 2009/10 (Current Service Level)	Basis of Measurement	FY 2011/12 Goal Outcome (Target)	Ultimate Goal Outcome (Target)
Goal 1. Quality, Accessible Parks				
1.B.) Provide Neighborhood parks or park facilities throughout the district	0.91	# Acres/1,000 pop. (0.8 - 1.0 acres/1,000)	increase	0.8- 1.0 acres/1,000
	71.75%*	% District coverage (within 0.5 miles)	increase	100%
1.C.) Provide community parks or park facilities throughout the district	2.55	# Acres/1,000 pop. (2.0 acres/1,000)	maintain	2.0 acres/1,000
	Not Available	% District coverage (within 2.0 miles)		100%
* Needs to be verified through GIS mapping and updated per the park reclassification project				
Goal 2. Recreational Programs and Facilities				
2.A.) Provide a variety of programs to address the needs of all user groups, including children, teens, adults, seniors, ethnic and minority residents, and persons with disabilities: provide programs that meet the needs of people of all incomes	420.2	Program Registrants / 1,000 pop.	maintain	
	3,950	# Family Assistance patrons served	maintain	
	3,450	# Rec Mobile patrons served	maintain	
	325	# Free swim lesson patrons	maintain	
	5,300	# Therapeutic Rec patrons	maintain	
	2.40	Inclusion specialists FTE	maintain	
2.A.7.) Adopt program standards & performance measures to track financial performance of each program as it compares to the budget goals	160%	Aggregate registration as % of aggregate class minimums		100%
2.F.) provide playing fields throughout the District	65%	% Field hours used of hours allocated	increase	100%
Goal 3. Maintenance and Operations				
3.C.4.) Prioritize deferred maintenance on a five-year and ten-year plan of funding with annual updates		Replacement balance (includes deferred replacement backlog plus projected future replacements:		
	\$14,330,492	5-year balance	decrease	zero deferred
	\$30,135,717	10-year balance	decrease	zero deferred
3.D.) Organize maintenance activities by a combination of function and geographic region	\$1.83	Cost/mile traveled	decrease	
	555	Vehicle miles traveled/developed acre	decrease	
	\$974.32	Transportation costs/developed acre	decrease	
3.A.10.) Automate all irrigation and lighting within 5-10 year	81%	% Number of irrigation systems automated (of irrigation systems desired to be automated)	increase	100%
		% Number of desired lighted sites automated:		
	58%	Athletic Fields (of fields desired to light)	increase	100%
	88%	Parking Lots (of parking lots desired to light)	increase	100%
	90%	Pathways (of pathways desired to light)	increase	100%

Goal 4. Natural Areas				
4.A.7.) Regularly maintain & monitor condition of natural areas	Not Available	% non-native cover by acre		<10% non-native cover
4.C.) Use Park district facilities and programs to increase the public's understanding of natural resources, processes and habitats	7,600	#NR education programming hours- Children	increase	
	600	#NR education programming hours- Adults	increase	
Goal 5. System of Connected Trails				
	Completed			
5.A.) Close gaps in regional trail system by completing missing segments	21.49	# Total continuous trail miles (regional & community)	increase	
		# of Trail Segments Completed:		
	13 of 42 complete	Regional	increase	
	11 of 54 complete	Community	increase	
5.E.) Implement a trails operation plan, and a trails renovation maintenance plan	Not Available	Trail quality standards rating system		
Goal 6. Efficient Service Delivery				
6.A.) Provide & maintain facilities in a flexible manner to continue to respond to changing needs & conditions within the district	\$7.20	Cost/Square foot building maintained	decrease	
	\$18.26	Cost/Square foot pool maintained	decrease	
6.B.) Continue to pursue partnerships in land acquisition, facility development programming, marketing, maintenance and other activities	364	Total # acres co-owned/maintained properties	increase	
6.F.) Continue to establish, adjust and assess user fees for Park District facilities and programs in an equitable and cost-effective manner	90%	% Classes with fee at cost recovery targets	97%	100%
6.H.) Continue to encourage and recognize the importance of volunteers and other community groups in meeting district needs	63,000	# Volunteer hours per year	increase	
Goal 7. Effective Information & Communication				
7.B.5.) Update the Park District website to provide information and feedback opportunities on plans & policies, using project specific websites when needed	49,000	# Website hits/month		
7.G.) Regularly communicate with public through media: continue to implement the district media communication strategy to publicize Park District information	1,120	Total # newspaper column inches (including THPRD related articles)		
	380,000	Print communication- # household contacts per year with THPRD information		
	Not Available	Total # district electronic/website mentions		

Goal 8. Environmental and Financial Sustainability				
8.A.) Design facilities in an environmentally and cost-conscious manner		Utility units consumed/year/Building & Pool square foot:		
	1.19	Gas (Therms)	decrease	
	13.53	Electric (kWh)	decrease	
	63.62	Water (Gallons)	decrease	
		Utility units consumed/year/developed acre:		
	100.0	Electric (kWh)	decrease	
	59,298.50	Water (Gallons)	decrease	
		Utility units consumed/year/#athletic fields & courts maintained:		
	842.24	Electric (kWh)	decrease	
	56,898.50	Water (Gallons)	decrease	
	1.68	Acres of permeable parking surface	increase	
8.B.) Consider environmental impacts of maintenance and operational activities and standards: continue and expand use of hybrid vehicles	11.4%	% miles traveled by alternate fuel vehicles	increase	
	Not Available	Total annual tons of CO2 generated	decrease	

Division: Board of Directors

Description	Prior Year Actual 2008/09	Prior Year Actual 2009/10	Adopted Budget 2010/11	Proposed Budget 2011/12	Adopted Budget 2011/12
Summary of Appropriations					
Personal Services	3,257	3,257	3,260	3,260	3,260
Materials & Services	249,450	155,357	244,293	206,790	206,790
Contingency	-	-	1,700,000	1,900,000	1,900,000
Total Appropriations	252,707	158,614	1,947,553	2,110,050	2,110,050
Summary by Department					
Board of Directors	252,707	158,614	1,947,553	2,110,050	2,110,050
Total Appropriations	252,707	158,614	1,947,553	2,110,050	2,110,050



Division: Board of Directors
Department: Board of Directors

Description	Prior Year Actual 2008/09	Prior Year Actual 2009/10	Adopted Budget 2010/11	Proposed Budget 2011/12	Adopted Budget 2011/12
Program Appropriations					
<u>Board of Directors</u>					
P.T. Salaries	3,000	3,000	3,000	3,000	3,000
Payroll Taxes	257	257	260	260	260
Personal Services	3,257	3,257	3,260	3,260	3,260
Other Services	10,245	1,959	18,468	12,000	12,000
Elections	62,584	-	32,000	-	-
Supplies	3,596	4,260	6,000	6,400	6,400
Training, Travel and Memberships	17,741	19,702	19,000	20,300	20,300
Material & Services	94,166	25,921	75,468	38,700	38,700
<u>Contingency</u>					
Contingency	-	-	1,700,000	1,900,000	1,900,000
Contingency	-	-	1,700,000	1,900,000	1,900,000
<u>Legal</u>					
Professional and Technical Services	137,784	88,876	134,700	134,700	134,700
Material & Services	137,784	88,876	134,700	134,700	134,700
<u>Audit</u>					
Professional and Technical Services	17,500	40,560	34,125	33,390	33,390
Material & Services	17,500	40,560	34,125	33,390	33,390
Program Total	252,707	158,614	1,947,553	2,110,050	2,110,050





ADMINISTRATION



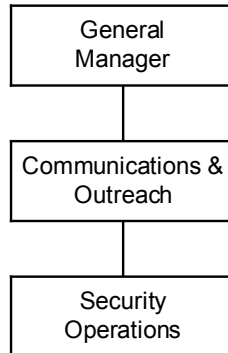
Administration Offices

General Manager

Communications and Outreach

Security Operations

ADMINISTRATION



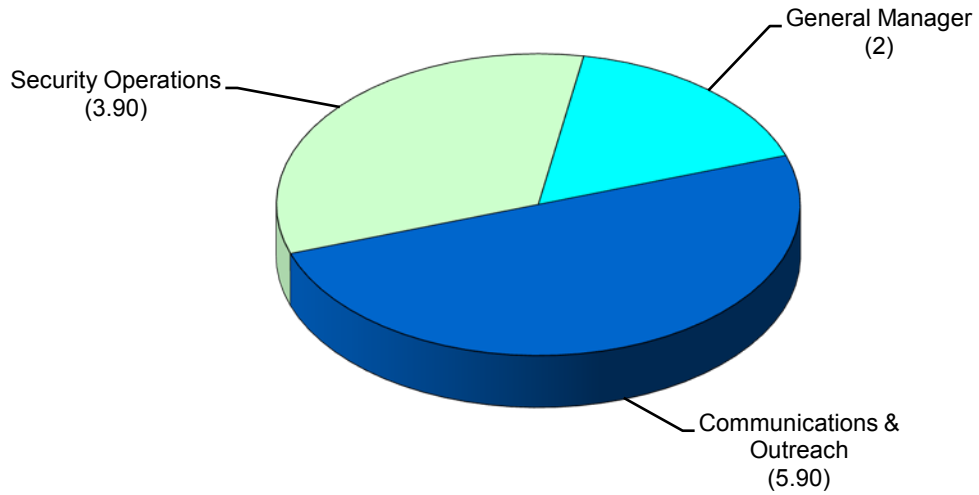
Division Mission

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

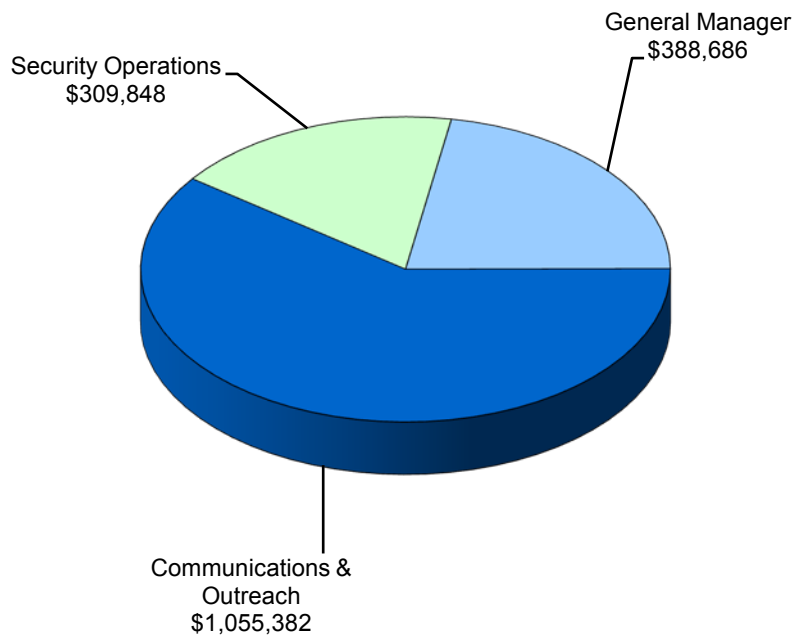
Division Overview

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, and Security Operations. Activities include providing direction, supervision, coordination, and general support of the Park District's operations.

Administration Division Staffing FY 2011/12



Administration Division Appropriations FY 2011/12



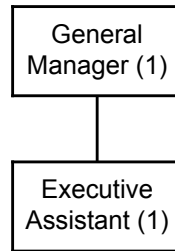
Division: Administration

Description	Prior Year Actual 2008/09	Prior Year Actual 2009/10	Adopted Budget 2010/11	Proposed Budget 2011/12	Adopted Budget 2011/12
Summary of Appropriations					
Personal Services	891,790	1,038,905	1,039,404	1,053,643	1,053,643
Materials & Services	557,280	508,990	676,158	700,273	700,273
Total Appropriations	1,449,070	1,547,895	1,715,562	1,753,916	1,753,916
Summary by Department					
Office of General Manager	335,397	347,398	375,030	388,686	388,686
Communication and Outreach	856,269	924,778	1,039,542	1,055,382	1,055,382
Security Operations	257,404	275,719	300,990	309,848	309,848
Total Appropriations	1,449,070	1,547,895	1,715,562	1,753,916	1,753,916
Division Staff					
Full Time	2.00	9.00	8.50	8.50	8.50
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	0.00	3.73	3.63	3.30	3.30



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 2010/11 Accomplishments

Directed implementation of the Park District's Goals and Objectives. Made significant progress, met or exceeded 2010/11 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.

Negotiated a 10-year lease agreement with the Portland Timbers that will generate a variety of public benefits in exchange for allowing the Timbers to design and build a training center at THPRD's new 112th Street site. As part of the agreement, the Timbers will build a synthetic turf field for use by the public.

Continued implementation of the Public Awareness Program to enhance public awareness of Park District activities and impact on the community. The emphasis over the past year has been on outreach to minority communities.

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

FY 2011/12 Goals and Objectives

Make quantifiable progress on FY 2011/12 Park District Goal Outcomes adopted by the Board of Directors.

Continue to expand cooperative relationships with other agencies: Beaverton School District, City of Beaverton, Washington County, Tualatin Valley Fire & Rescue, Tualatin Valley Water District, Portland Community College and Metro.

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 2008/09	Prior Year Actual 2009/10	Adopted Budget 2010/11	Proposed Budget 2011/12	Adopted Budget 2011/12
Summary of Appropriations					
Personal Services	272,529	294,829	298,680	312,136	312,136
Materials & Services	62,868	52,569	76,350	76,550	76,550
Total Appropriations	335,397	347,398	375,030	388,686	388,686
Summary by Program					
General Manager	335,397	347,398	375,030	388,686	388,686
Total Appropriations	335,397	347,398	375,030	388,686	388,686
Division Staff					
Full Time	2.00	2.00	2.00	2.00	2.00
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



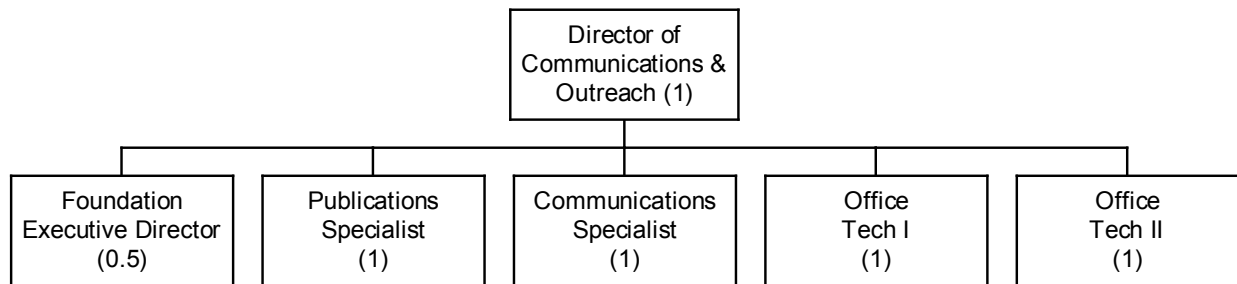
Division: Administration
 Department: Office of General Manager
 Program: General Manager

Description	Prior Year Actual 2008/09	Prior Year Actual 2009/10	Adopted Budget 2010/11	Proposed Budget 2011/12	Adopted Budget 2011/12
Program Appropriations					
F.T. Salary	193,788	205,688	209,098	223,816	223,816
P.T. Salary	112	145	-	-	-
Employee Benefits	63,516	73,158	73,246	70,061	70,061
Payroll Taxes	15,113	15,838	16,336	18,259	18,259
Personal Services	272,529	294,829	298,680	312,136	312,136
Communications	3,762	3,597	2,800	3,500	3,500
Supplies	5,586	1,812	5,500	4,500	4,500
Training, Travel and Memberships	53,520	47,160	68,050	68,550	68,550
Material & Services	62,868	52,569	76,350	76,550	76,550
Program Total	335,397	347,398	375,030	388,686	388,686
Department Staff					
Full Time	2.00	2.00	2.00	2.00	2.00
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



ADMINISTRATION

Office of Director of Communications & Outreach



Department Overview

The Communications & Outreach Department is responsible for external communications including website content, social media and e-newsletters, publications, media relations and advertising; employee communications; community relations; Security Operations; marketing communications; sponsorship and business partner development; and strategic oversight of the Tualatin Hills Park Foundation. The director of Communications & Outreach reports directly to the general manager.

FY 2010/11 Accomplishments

Developed and executed broad-based communications program to inform taxpayers about district's progress on implementation of the November 2008 bond measure. This included mailings, signs, published stories, media outreach, community presentations, and more. Directed creation of graphics-added bond oversight report to the public that was well received by community.

Expanded outreach to ethnic minority populations, particularly Latinos through Nike-funded Family Fiesta event. Coordinated participation of about 50 THPRD staff in Beaverton-area Diversity Summit.

Increased followers of THPRD on Twitter and Facebook. Achieved exceptional average 50 percent open rate on monthly e-newsletter.

Wrote and distributed 39 media releases from March 2010 through February 2011 and coordinated numerous interviews. Provided THPRD positions on sensitive issues in quest of fair, balanced reporting. Generated positive coverage of 112th Street site acquisition, Timbers agreement, bond projects and many other stories.

Produced 14 editions of "Employee UPDATE," a monthly staff newsletter, from March 2010 through February 2011. Feedback was uniformly positive. Provided guidance to new director of development who secured new Pepsi beverage contract; \$85,000 deal with Nike for youth basketball; and agreement with Portland Timbers.

Secured grant-writing consultant to assist THPRD staff with funding applications to government agencies, businesses, foundations and individuals.

Provided variety of publicity and promotional support to Party in the Park and the summer Concert and Theater in the Park series, helping to generate high attendance and public good will. Also directed Park District participation in numerous community events.

Increased use of video on the website as part of ongoing efforts to explore and implement new tools to communicate with patrons.

FY 2011/12 Goals and Objectives

Continue to execute communications plan related to bond measure implementation, using a variety of tools to educate taxpayers about project work.

Continue to implement public awareness program, using research to strengthen communications to target audiences. Assist THPRD centers in marketing efforts to increase revenues.

Explore and implement new ways to expand outreach to ethnic minorities.

Help facilitate development efforts to substantially increase fundraising success for the Park District and Park Foundation.

FY 2011/12 Goals and Objectives (continued)

Complete work with the Process Improvement Committee for employee communications. Finish recommendations for improvement, guide presentation to management team, and oversee implementation as appropriate.

Budget Highlights

No significant changes from the prior year budget.

Division: Administration
Department: Communications and Outreach

Description	Prior Year Actual 2008/09	Prior Year Actual 2009/10	Adopted Budget 2010/11	Proposed Budget 2011/12	Adopted Budget 2011/12
Summary of Appropriations					
Personal Services	428,117	537,851	524,717	521,548	521,548
Materials & Services	428,152	386,927	514,825	533,834	533,834
Total Appropriations	856,269	924,778	1,039,542	1,055,382	1,055,382
Summary by Program					
Communications and Outreach	856,269	924,778	1,039,542	1,055,382	1,055,382
Total Appropriations	856,269	924,778	1,039,542	1,055,382	1,055,382
Division Staff					
Full Time	5.00	6.00	5.50	5.50	5.50
Regular Part Time (FTE)	0.88	0.00	0.00	0.00	0.00
Part Time (FTE)	0.08	0.73	0.73	0.40	0.40



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

Description	Prior Year Actual 2008/09	Prior Year Actual 2009/10	Adopted Budget 2010/11	Proposed Budget 2011/12	Adopted Budget 2011/12
Program Appropriations					
F.T. Salary	265,663	334,029	333,463	345,677	345,677
P.T. Salary	32,661	32,817	28,109	15,508	15,508
Employee Benefits	104,112	138,341	131,127	126,656	126,656
Payroll Taxes	25,681	32,664	32,018	33,707	33,707
Personal Services	428,117	537,851	524,717	521,548	521,548
Professional and Technical Services	87,084	66,829	144,385	145,250	145,250
Supplies	3,389	6,184	18,113	17,927	17,927
Communication	320,968	300,912	337,842	355,602	355,602
Training, Travel and Memberships	9,541	10,915	13,485	14,055	14,055
Small Furniture and Equipment	7,170	2,087	1,000	1,000	1,000
Material & Services	428,152	386,927	514,825	533,834	533,834
Program Total	856,269	924,778	1,039,542	1,055,382	1,055,382
Department Staff					
Full Time	5.00	6.00	5.50	5.50	5.50
Regular Part Time (FTE)	0.88	0.00	0.00	0.00	0.00
Part Time (FTE)	0.08	0.73	0.73	0.40	0.40



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 component, Security Operations works closely with local law enforcement agencies at the city and county levels. The department also maintains regular working relationships with Washington County Animal Control Services, the Beaverton School District, and the Portland Community College Rock Creek Campus. The Superintendent of Security Operations reports directly to the Director of Communications & Outreach.

FY 2010/11 Accomplishments

Completed "tabletop" exercises for annual Emergency Response Plan (ERP) training with all staff as well as several volunteers at their respective facilities. Presented a scenario that required staff, using a large-scale map of the facility, to work as a team and think and plan through a conceivable emergency event. Staff has also used the ERP plan in a handful of actual events throughout the year.

Increased Park Patrol's self-initiated activities from the previous year. Statistical data is now being collected in 40 different types of activities Park Patrol may do on a typical day. With the addition of a second marked fuel-efficient hybrid vehicle, Park Patrol is able on selected days to more thoroughly cover the District and respond more quickly as needed.

Continued to expand public awareness of Park Patrol through distribution of Security's brochure and refrigerator magnets at community events. The information emphasizes Park Patrol's direct contact number and availability to serve the public.

Continued to receive support from local law enforcement agencies with the arrest of offenders who vandalize District property with graffiti. Worked closely with District Maintenance Operations to ensure quick and efficient cleanup. Need for

cleanup has dropped 50 percent thanks in part to collaborative anti-graffiti efforts.

Installed security camera systems at two recreation centers (Cedar Hills and Garden Home), as a proactive approach to keep facilities as safe as possible. These systems, which feature interior cameras that focus on hallways and entries/exits, are monitored from a LCD flat screen monitor at each center's reception area. Has increased staff awareness of the daily activity of each center and boosted their confidence that they may be aware of events before they unfold.

Continued to work closely with the Natural Resources Department to investigate and resolve encroachments of District property.

Assisted the Planning & Development Department through participation in internal and external meetings associated with implementation of the November 2008 bond measure.

FY 2011/12 Goals and Objectives

Continue to develop a written supplement to the Emergency Response Plan for staff needing to stay at a facility for an extended period (24, 48 or 72 hours) due to emergency. This *Emergency Management Plan* will provide checklists for critical functions to be addressed. It will prioritize the care of people, building infrastructure, and business continuity.

Continue to implement the SARA (Scanning, Analyze, Respond & Assess) Model as well as Crime Prevention Through Environmental Design (CPTED) to identify potential risks at all facilities and parks where applicable. Implement examples such as the recent acquisition of the Matrix Hill Park redesign of vegetation and fencing to address past incidents of unauthorized alcohol use by minors and vandalism.

Continue to partner with local law enforcement and neighborhood groups to identify problem areas in parks and effective patrol strategies.

FY 2011/12 Goals and Objectives (continued)

Continue to collect statistical data on Performance Measures that have been developed for daily work of Park Patrol employees.

Implement a new round of employee training (fourth year) on the Emergency Response Plan. Conduct refresher training on "lessons learned" as well as situational scenario training.

Continue to respond in a timely manner to calls for service generated by patrons, employees and local law enforcement. Continue to collect statistical data for all activities.

Budget Highlights

No significant changes from the prior year budget.

Performance Standards

The Security Operations Department will continue to maintain a proactive, visible, safe and secure environment for all patrons and staff who use or work at our facilities.

Division: Administration
Department: Security Operations

Description	Prior Year Actual 2008/09	Prior Year Actual 2009/10	Adopted Budget 2010/11	Proposed Budget 2011/12	Adopted Budget 2011/12
Summary of Appropriations					
Personal Services	191,144	206,225	216,007	219,959	219,959
Materials & Services	66,260	69,494	84,983	89,889	89,889
Total Appropriations	257,404	275,719	300,990	309,848	309,848
Summary by Program					
Security Operations	257,404	275,719	300,990	309,848	309,848
Total Appropriations	257,404	275,719	300,990	309,848	309,848
Division Staff					
Full Time	1.00	1.00	1.00	1.00	1.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	3.00	3.00	2.90	2.90	2.90

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

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2008/09	Prior Year Actual 2009/10	Projected Outcome 2010/11	Proposed Outcome 2011/12
Workloads				
Number of security checks conducted	6,700	7,200	9,500	9,800
Park District exclusions processed	85	125	190	195
Number of training classes conducted	25	30	30	25
Number of Incident Reports filed	550	450	240	250
Number of Encroachment Violations Handled	32	22	25	25
Number of Staff Assists	N/A	750	975	980

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

Description	Prior Year Actual 2008/09	Prior Year Actual 2009/10	Adopted Budget 2010/11	Proposed Budget 2011/12	Adopted Budget 2011/12
Program Appropriations					
F.T. Salary	70,668	73,416	76,499	80,012	80,012
P.T. Salary	75,997	83,209	90,201	90,201	90,201
Employee Benefits	29,351	33,399	32,469	32,062	32,062
Payroll Taxes	15,128	16,201	16,838	17,684	17,684
Personal Services	191,144	206,225	216,007	219,959	219,959
Professional and Technical Service	58,982	60,410	68,881	72,937	72,937
Other Services	3,164	2,166	7,482	7,482	7,482
Communication	1,388	1,296	2,750	2,750	2,750
Supplies	2,319	3,151	4,320	5,170	5,170
Training, Travel and Memberships	289	982	1,300	1,300	1,300
Small Furniture, Fixtures and Equip.	118	1,489	250	250	250
Material & Services	66,260	69,494	84,983	89,889	89,889
Program Total	257,404	275,719	300,990	309,848	309,848
Department Staff					
Full Time	1.00	1.00	1.00	1.00	1.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	3.00	3.00	2.90	2.90	2.90





BUSINESS & FACILITIES

FINANCE SERVICES



RISK & CONTRACT MANAGEMENT



HUMAN RESOURCES



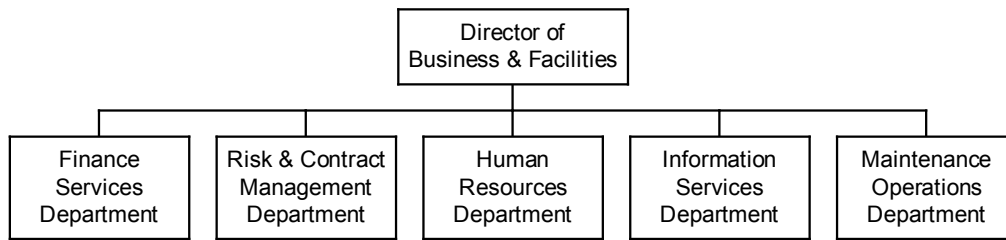
INFORMATION SERVICES



MAINTENANCE OPERATIONS



BUSINESS & FACILITIES DIVISION



Division Mission

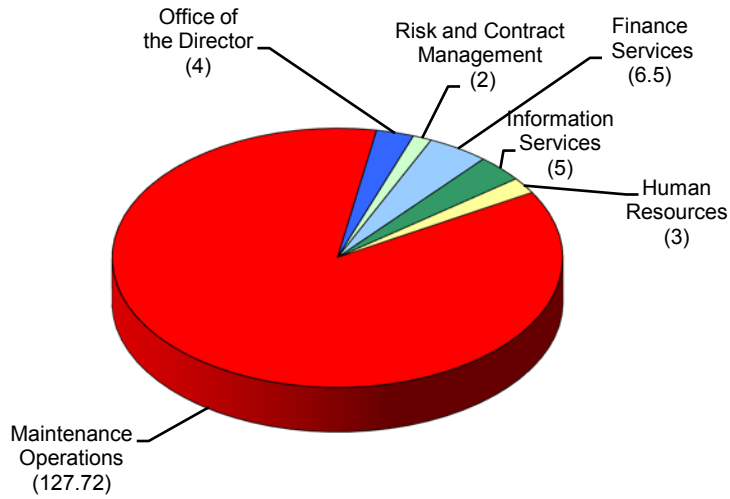
To provide financial and operational integrity and credibility to the Park District by ensuring the correctness of financial information, and adequacy of internal accounting and budgeting controls. To improve District operations by providing cost effective resources and promoting technological innovation. To enhance employee and patron safety, and insure against risks to the District. To maintain a fair and equitable human resources management system which values employees and assists in strengthening individuals, and which assures compliance with all applicable laws, rules and regulations. Also, to provide maintenance management and operations to all facilities, parks and trails, owned or maintained by the District.

Division Overview

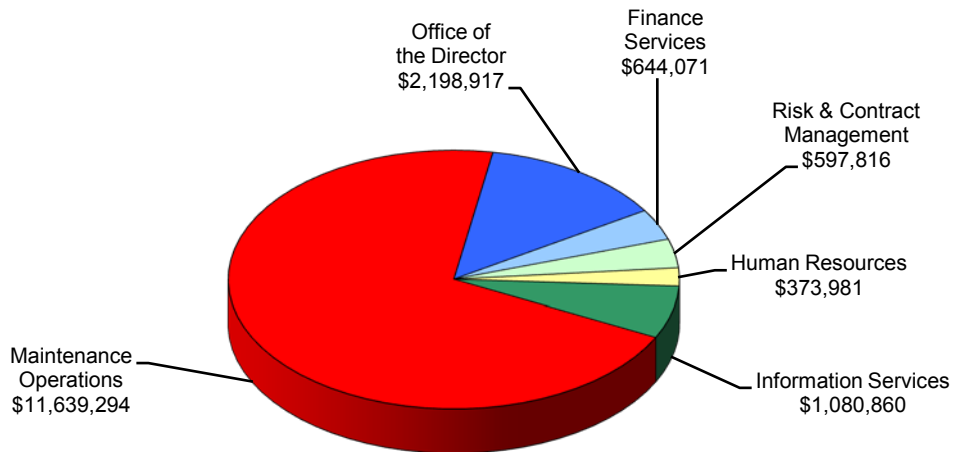
The Director of Business & Facilities reports to the General Manager and is responsible for all financial, administrative, and maintenance operations functions of the Park District. The Business & Facilities Division budget includes the following Departments: Finance, Risk & Contract Management, Human Resources, Information Services, and Maintenance Operations.

Activities of the Business & Facilities Division include: administrative support to the Administration, Planning, and Park & Recreation Services Divisions, budgeting and financial management, maintenance of the District's information technology applications and infrastructure, recruitment and personnel management, promotion of the District's safety and risk management program, and maintenance operations of all facilities, parks and trails. The Division also monitors District activity for compliance with applicable statutory and regulatory authority.

Division Staffing by Departments FY 2011/12



Division Appropriations by Departments FY 2011/12



Division: Business and Facilities

Description	Prior Year Actual 2008/09	Prior Year Actual 2009/10	Adopted Budget 2010/11	Proposed Budget 2011/12	Adopted Budget 2011/12
Summary of Appropriations					
Personal Services	8,531,296	9,184,775	9,240,203	9,426,675	9,426,675
Materials & Services	4,438,926	4,652,123	4,905,117	4,910,030	4,910,030
Debt Service	505,842	564,066	1,270,232	1,464,748	1,464,748
Capital Outlay	509,492	491,230	613,297	733,486	733,486
Total Appropriations	13,985,556	14,892,194	16,028,849	16,534,939	16,534,939

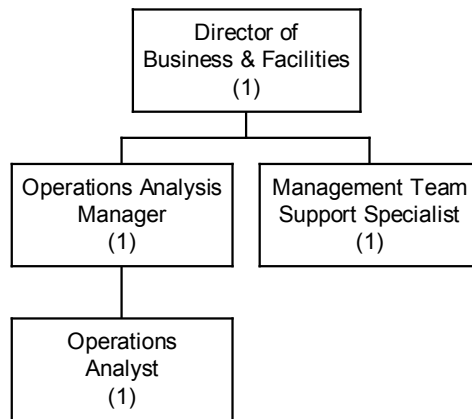
Summary by Department					
Office of the Director	1,112,589	1,196,150	1,988,372	2,198,917	2,198,917
Finance Services	539,083	590,403	639,358	644,071	644,071
Risk and Contract Management	517,924	541,610	587,361	597,816	597,816
Human Resources	308,247	344,956	368,017	373,981	373,981
Information Services	966,213	938,615	1,098,527	1,080,860	1,080,860
Maintenance Operations	10,541,500	11,280,460	11,347,214	11,639,294	11,639,294
Total Appropriations	13,985,556	14,892,194	16,028,849	16,534,939	16,534,939

Division Staff					
Full Time	83.00	83.00	84.00	85.00	85.00
Regular Part Time (FTE)	8.75	8.75	7.88	7.88	7.88
Part Time (FTE)	53.72	53.65	54.63	55.34	55.34



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 of all departments in the Business & Facilities Division, and operations analysis activities relative to all District operations. The Director of Business & Facilities 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 2010/11 Division Accomplishments

Completed acquisition of property to serve as the new centralized Maintenance Operations Facility. Secured allocation of Recovery Zone Economic Development Bonds to help fund the acquisition.

Implemented an enhanced District goal setting and performance benchmarking process, and oversaw the development of business plans for inclusion in the FY 2011/12 Budget. This new process will tie goals to specific performance measure outcomes, which will in turn drive budget priorities.

Completed an update of the market survey for program user fees. The original study called for market updates at least every five years.

Completed all mechanical and facility upgrades funded through the Energy Savings Performance Contract, and implemented monitoring of actual energy savings.

Implemented a revised Park Maintenance service strategy driven by trip reduction. This strategy will modify existing staff practice to consolidate maintenance activities at park sites to reduce the number of trips and mileage driven by Park Maintenance staff.

Completed an inventory of greenhouse gas emission levels resulting from District operations. The information from this inventory will drive future sustainability strategies.

Completed a pilot Aging Facility Study for Garden Home Recreation Center. This study, which provides a template for reviewing other facilities, combines a physical assessment of the facility with economic analysis, to determine optimum strategies regarding upgrading vs. replacing aging facilities.

Worked with Citizens Bond Oversight Committee members to develop information needed by the committee to complete the first annual committee report on the Bond Capital Program.

FY 2011/12 Division Goals and Objectives

Complete the build-out of the new Maintenance Operations facility at 112th Street, and relocate staff and equipment to the new facility.

Complete the relocation with minimal service disruption to maintenance activities.

Continue work on maintenance replacement and structural upgrade projects funded by the 2008 Parks Bond. Major projects for FY 2011/12 include seismic structural upgrades to Sunset Swim Center and the Administrative Offices.

Complete an update to the District's Comprehensive Plan. The Comprehensive Plan was adopted in November 2006 and calls for periodic review and update every 5-10 years. Given the number of projects funded by the 2008 Parks Bond and given the accomplishments to date in implementing the strategic plan, it was decided to complete an update in FY 2011/12.

Complete installation, as determined to be financially feasible, of solar arrays for electricity generation.

Implement the approved Business Plan that creates a staff incentive program for suggestions that result in enhanced efficiency or cost savings.

Budget Highlights

The Proposed Budget includes funding for beginning the update of the District's Comprehensive Plan.

Division: Business and Facilities
Department: Office of the Director

Description	Prior Year Actual 2008/09	Prior Year Actual 2009/10	Adopted Budget 2010/11	Proposed Budget 2011/12	Adopted Budget 2011/12
Summary of Appropriations					
Personal Services	420,548	458,534	465,745	478,005	478,005
Materials & Services	186,199	173,550	252,395	256,164	256,164
Debt Service	505,842	564,066	1,270,232	1,464,748	1,464,748
Total Appropriations	1,112,589	1,196,150	1,988,372	2,198,917	2,198,917

Summary by Program					
Office of the Director	606,747	632,084	718,140	734,169	734,169
Debt Service	505,842	564,066	1,270,232	1,464,748	1,464,748
Total Appropriations	1,112,589	1,196,150	1,988,372	2,198,917	2,198,917

Division Staff					
Full Time	4.00	4.00	4.00	4.00	4.00
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: Office of the Director

Program: Office of the Director

Description	Prior Year Actual 2008/09	Prior Year Actual 2009/10	Adopted Budget 2010/11	Proposed Budget 2011/12	Adopted Budget 2011/12
Program Appropriations					
F.T. Salary	292,102	309,709	317,692	331,365	331,365
Employee Benefits	104,736	123,572	121,298	116,786	116,786
Payroll Taxes	23,710	25,253	26,755	29,854	29,854
Personal Services	420,548	458,534	465,745	478,005	478,005
Professional and Technical Services	14,252	18,426	40,500	56,300	56,300
Rental Equipment	36,077	36,543	48,000	42,000	42,000
Other Services	7,963	900	3,650	3,200	3,200
Communication	59,923	57,613	69,820	69,340	69,340
Supplies	54,786	47,962	69,600	64,684	64,684
Training, Travel & Memberships	12,923	11,871	20,825	20,640	20,640
Small Furniture & Equipment	275	235	-	-	-
Material & Services	186,199	173,550	252,395	256,164	256,164
Program Total	606,747	632,084	718,140	734,169	734,169
Department Staff					
Full Time	4.00	4.00	4.00	4.00	4.00
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: Office of the Director

Program: Debt Service

Description	Prior Year Actual 2008/09	Prior Year Actual 2009/10	Adopted Budget 2010/11	Proposed Budget 2011/12	Adopted Budget 2011/12
Program Appropriations					
Principal	350,000	455,000	619,847	725,000	725,000
Interest	155,842	109,066	650,385	739,748	739,748
Debt Service	505,842	564,066	1,270,232	1,464,748	1,464,748
Program Total	505,842	564,066	1,270,232	1,464,748	1,464,748

Sub Program:

2000-\$1,670,000 Twenty (20) Year Full Faith and Credit Obligations

Principal	75,000	75,000	-	-	-
Interest	7,763	3,900	-	-	-
Sub Program Total	82,763	78,900	-	-	-

Sub Program:

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

Principal	40,000	40,000	40,000	40,000	40,000
Interest	9,900	8,100	6,300	4,500	4,500
Sub Program Total	49,900	48,100	46,300	44,500	44,500

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	310,000	340,000	435,000	450,000	450,000
Interest	102,050	89,650	76,050	58,650	58,650
Sub Program Total	412,050	429,650	511,050	508,650	508,650

Sub Program:

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

Principal	-	-	100,000	20,000	20,000
Interest	-	-	351,581	467,528	467,528
Sub Program Total	-	-	451,581	487,528	487,528

Division: Business and Facilities

Department: Office of the Director

Program: Debt Service

Description	Prior Year Actual 2008/09	Prior Year Actual 2009/10	Adopted Budget 2010/11	Proposed Budget 2011/12	Adopted Budget 2011/12
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Sub Program:

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

Principal	-	-	44,847	215,000	215,000
Interest	-	-	66,454	59,070	59,070
Sub Program Total	-	-	111,301	274,070	274,070

Sub Program:

Tax Anticipation Notes

Interest	43,892	7,416	150,000	150,000	150,000
Sub Program Total	43,892	7,416	150,000	150,000	150,000



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

MATURITY SCHEDULE FOR GENERAL FUND DEBT

Fiscal Year	Agreement Series 2005 340,000	FFCO Series 2006 2,430,000	Energy Savings Series 2010A 1,695,000	FFCO Series 2010B&C 7,815,000	Totals
2011/12	44,500	508,650	274,070	487,527	1,314,747
2012/13	22,700	135,650	76,720	552,195	787,265
2013/14	21,800	136,850	81,270	550,446	790,366
2014/15	20,900	137,850	85,720	548,308	792,778
2015/16	-	138,650	94,620	550,871	784,141
2016/17	-	134,250	97,920	552,934	785,104
2017/18	-	138,750	101,270	554,548	794,568
2018/19	-	137,750	104,695	550,376	792,821
2019/20	-	136,500	107,970	550,854	795,324
2020/21	-	-	115,670	685,896	801,566
2021/40	-	-	1,323,705	11,527,462	12,851,167
Totals	109,900	1,604,900	2,463,630	17,111,417	21,289,847
Interest Portion of Payments	(9,900)	(259,900)	(778,630)	(9,446,417)	(10,494,847)
Principal Balance	100,000	1,345,000	1,685,000	7,665,000	10,795,000

KEY TO DEBT ISSUES

Financing Agreement Series 2005: On May 4, 2005 the Park District borrowed \$340,000 under a Financing Agreement; \$140,000 of the proceeds was used to prepay the previous Synthetic Turf Loan, and the balance of \$200,000 partially funded construction of an additional Synthetic Turf field.

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.





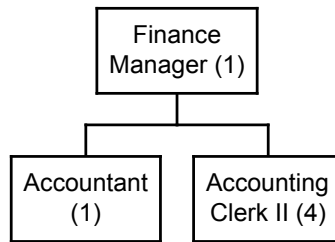
FINANCE SERVICES



Finance staff member Laurel Lahmers

BUSINESS & FACILITIES DIVISION

Finance Services Department



Department Overview

The Finance Manager is responsible to the Director of Business & Facilities for the District's Finance Services, which includes management and issuance of debt, the investment of public funds and assistance with the annual budget process. The Finance Manager is also responsible for all 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 2010/11 Accomplishments

Completed first phase of upgrade of Springbrook Finance Suite software, allowing further dissemination of real-time information out to staff.

Assisted in successful completion of debt issues for the Maintenance Facility including the use of both taxable and tax-exempt financing, along with Federal Stimulus financing.

Developed comprehensive reporting system for forecasting and historical financial management of the Bond Capital Funds for both management and Bond Oversight Committee review.

Received the following awards:

- Distinguished Budget Presentation Award from the Government Finance Officers Association for the FY 2010/11 Budget Document.
- Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association for the FY 2008/09 Comprehensive Annual Financial Report.

FY 2011/12 Goals and Objectives

Implement second phase of upgrade of the Springbrook Finance Suite software: installing, training and establishing procedure for external staff to retrieve information on demand and implement a paperless requisitioning process.

Continue development of the annual budget document; concentrating on development of performance measurement tools and graphical information to further enhance the ease of understanding of District operations.

Coordinate and prepare necessary documentation for issuance of the additional \$41.5 million General Obligation Debt to finance the balance of the Bond Capital Project Fund.

Continue monitoring of available Bond Capital Projects Fund investments and arbitrage compliance for IRS reporting purposes.

Budget Highlights

The Proposed Budget includes increased funding for banking fees and finance software maintenance agreement costs.

Performance Standards

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

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

Monthly financial reports issued by the 20th of the following month.

Process all credit card activity on a daily basis to ensure optimum cash flow.



Division: Business and Facilities
Department: Finance Services

Description	Prior Year Actual 2008/09	Prior Year Actual 2009/10	Adopted Budget 2010/11	Proposed Budget 2011/12	Adopted Budget 2011/12
Summary of Appropriations					
Personal Services	462,544	511,667	555,056	548,775	548,775
Material & Services	76,539	78,736	84,302	95,296	95,296
Total Appropriations	539,083	590,403	639,358	644,071	644,071
Summary by Program					
Finance Services	539,083	590,403	639,358	644,071	644,071
Total Appropriations	539,083	590,403	639,358	644,071	644,071
Division Staff					
Full Time	6.00	6.00	6.00	6.00	6.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	0.00	0.00	0.50	0.50	0.50

Division: Business and Facilities

Department: Finance Services

Program: Finance Services

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2008/09	Prior Year Actual 2009/10	Projected Outcome 2010/11	Proposed Outcome 2011/12
Workloads				
Payroll Checks Processed	20,366	21,100	21,600	22,000
Accounts Payable Checks Processed	8,072	9,188	9,800	8,600
Number of Facility Deposits Audited	5,771	6,121	6,100	6,450
Purchase Orders Processed	735	800	871	900
Merchant Cards Processed	78,467	83,591	89,275	93,500

Division: Business and Facilities

Department: Finance Services

Program: Finance Services

Description	Prior Year Actual 2008/09	Prior Year Actual 2009/10	Adopted Budget 2010/11	Proposed Budget 2011/12	Adopted Budget 2011/12
Program Appropriations					
F.T. Salary	317,156	341,497	353,028	353,520	353,520
P.T. Salary	-	-	18,200	21,216	21,216
Employee Benefits	119,331	141,192	150,725	138,434	138,434
Payroll Taxes	26,057	28,978	33,103	35,605	35,605
Personal Services	462,544	511,667	555,056	548,775	548,775
Professional and Technical Services	55,481	55,611	58,417	63,531	63,531
Other Services	11,248	14,671	14,600	16,896	16,896
Supplies	319	453	945	1,125	1,125
Communication	3,885	2,621	3,550	5,250	5,250
Training, Travel and Memberships	5,161	5,302	6,440	8,094	8,094
Small Furniture & Office Equipment	445	78	350	400	400
Material & Services	76,539	78,736	84,302	95,296	95,296
Program Total	539,083	590,403	639,358	644,071	644,071
Department Staff					
Full Time	6.00	6.00	6.00	6.00	6.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	0.00	0.00	0.50	0.50	0.50





RISK & CONTRACT MANAGEMENT



BUSINESS & FACILITIES DIVISION

Risk & Contract Management Department



Department Overview

The Risk & Contract Manager is responsible to the Director of Business & Facilities for providing support to all departments in the District in the following areas:

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

Safety provides risk assessments, injury prevention and training services to District departments and their employees, so they can reduce workplace injuries and make District facilities a safe place to work and visit.

FY 2010/11 Accomplishments

HMT Recreation Complex and East Annex facilities have “Graduated” the Safety and Health Achievement Recognition Program (SHARP) with Oregon OSHA. Tualatin Hills Park & Recreation District is the largest multi-site agency to complete this program in the state, and is also the first park and recreation agency to graduate within the country.

Over the next few years, the other departments will complete and graduate from this five-year program (deferred year (2009)):

- Aquatics Department (Fourth Year) 2010, (2009), 2008, 2007, 2006
- Recreation Department (Third year) 2010, (2009), 2008, 2007

Initiated a Risk Management Steering Committee to reinforce the Integrated Safety Management training program for employees and managers to facilitate:

- Reduction in workers compensation claims and “loss time” injuries.
- Reduction in property and liability claims.

Received Safety & Security Matching Grant from Special Districts Association of Oregon for security and video surveillance cameras for remote monitoring of the PCC Athletic Fields Maintenance Area and Cedar Hills Recreation Center.

Evaluated District insurance coverage for property, liability, and workers compensation services to obtain lowest possible renewal premiums based on claim experience.

Assisted Security Operations Department with continued implementation and training of the District’s new Emergency Response Program.

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

FY 2011/12 Goals and Objectives

Coordinate the Safety and Health Achievement Recognition Program (SHARP) annual accreditation with Oregon OSHA for all sites.

Coordinate with District Security Operations Department to enhance Emergency Response Program for the District, to include “Shelter in Place.”

Develop a THPRD-specific retention schedule, utilizing the State’s Electronic Records Management System Software.

FY 2011/12 Goals and Objectives (continued)

Coordinate with District 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

No significant changes from the prior year budget.

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 insurer within 48 working hours of receipt.

Review all outside contractual agreements for consistency with standard District contract terms.

Division: Business and Facilities
Department: Risk and Contract Management

Description	Prior Year Actual 2008/09	Prior Year Actual 2009/10	Adopted Budget 2010/11	Proposed Budget 2011/12	Adopted Budget 2011/12
Summary of Appropriations					
Personal Services	218,496	236,091	239,493	245,332	245,332
Material & Services	299,428	305,519	347,868	352,484	352,484
Total Appropriations	517,924	541,610	587,361	597,816	597,816
Summary by Program					
Risk and Contract Management	409,701	425,516	459,358	467,660	467,660
Safety/Wellness	108,223	116,094	128,003	130,156	130,156
Total Appropriations	517,924	541,610	587,361	597,816	597,816
Division Staff					
Full Time	2.00	2.00	2.00	2.00	2.00
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: Risk and Contract Management
 Program: Risk and Contract Management

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2008/09	Prior Year Actual 2009/10	Projected Outcome 2010/11	Proposed Outcome 2011/12
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Workloads

Number of Contracts processed	129	163	197	232
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Description	Prior Year Actual 2008/09	Prior Year Actual 2009/10	Projected Outcome 2010/11	Proposed Outcome 2011/12
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Reduce exposure of property & liability claims¹

Number of liability claims filed against the District	13	17	6	5
Average cost per liability claim filed	\$5,446	\$3,967	\$695	\$1,000
Loss Ratio: liability claims only (single year) ²	63.83%	58.15%	3.45%	10.00%
Loss Ratio: property and liability claims (single year) ³	55.14%	37.87%	20.20%	20.00%
Loss Ratio: Five-year Trail ⁴	7.11%	15.40%	22.76%	25.32%

¹ Property and casualty figures are based on a calendar year. Policy data as of: March 24, 2011.

² Loss Ratio for the liability only claims costs as a percentage of liability premium costs.

³ Loss Ratio for liability and property claims costs as a percentage of liability and property premium costs.

⁴ Special Districts Association of Oregon's bases premiums on 65%. National standard.

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

Description	Prior Year Actual 2008/09	Prior Year Actual 2009/10	Adopted Budget 2010/11	Proposed Budget 2011/12	Adopted Budget 2011/12
Program Appropriations					
F.T. Salary	84,216	87,072	90,729	93,538	93,538
Employee Benefits	31,985	36,470	35,782	34,501	34,501
Payroll Taxes	7,071	7,308	8,024	8,842	8,842
Personal Services	123,272	130,850	134,535	136,881	136,881
Other Services	15,030	16,512	26,762	26,416	26,416
Insurance	262,431	269,538	288,591	294,381	294,381
Supplies	3,236	2,163	1,700	1,900	1,900
Communication	1,348	3,026	3,720	3,540	3,540
Training, Travel and Memberships	2,738	3,427	4,050	4,542	4,542
Small Furniture & Office Equipment	1,646	-	-	-	-
Material & Services	286,429	294,666	324,823	330,779	330,779
Program Total	409,701	425,516	459,358	467,660	467,660
Department Staff					
Full Time	1.00	1.00	1.00	1.00	1.00
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: Risk and Contract Management
 Program: Safety

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2008/09	Prior Year Actual 2009/10	Projected Outcome 2010/11	Proposed Outcome 2011/12
<u>Reduce program participant incidents</u>				
Number of Incident Reports Filed per 10,000 Program Visits	2.26	2.10	2.40	2.30

Description	Prior Year Actual 2008/09	Prior Year Actual 2009/10	Projected Outcome 2010/11	Proposed Outcome 2011/12
<u>Reduce exposure on workers compensation claims</u> ¹				
Number of Claims Filed	40	38	38	38
Number of Time Loss Claims	7	8	5	0
Experience Modification History ²	0.77	0.82	0.84	0.80
Frequency Rate of WC Claims per 100 FTE	9.15	8.34	8.25	8.00
WC costs as % of payroll	0.67	1.05	0.86	0.50
Average cost per claim	\$2,456	\$4,925	\$4,081	\$1,500

¹ Policy data as of: March 24, 2011.

² 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 2008/09	Prior Year Actual 2009/10	Adopted Budget 2010/11	Proposed Budget 2011/12	Adopted Budget 2011/12
Program Appropriations					
F.T. Salary	62,364	66,360	68,419	71,358	71,358
P.T. Salary	-	1,444	-	-	-
Employee Benefits	27,546	31,634	30,467	30,326	30,326
Payroll Taxes	5,314	5,803	6,072	6,767	6,767
Personal Services	95,224	105,241	104,958	108,451	108,451
Professional and Technical Services	6,652	6,551	11,820	12,380	12,380
Supplies	807	1,774	4,900	3,200	3,200
Training, Travel and Memberships	2,400	2,500	6,325	6,125	6,125
Small Furniture & Office Equipment	3,140	28	-	-	-
Material & Services	12,999	10,853	23,045	21,705	21,705
Program Total	108,223	116,094	128,003	130,156	130,156
Department Staff					
Full Time	1.00	1.00	1.00	1.00	1.00
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





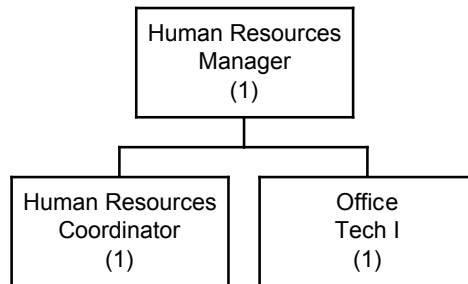
HUMAN RESOURCES



Staff training class

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 and ensuring compliance with applicable laws, the Collective Bargaining Agreement and District policies and procedures.

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

FY 2010/11 Accomplishments

Reviewed and revised all full-time and regular part-time job descriptions to ensure accurate reflection of the essential function and compliance with ADA regulations.

Developed and implemented a standardized performance evaluation system for part-time employees.

Revised the Employee Handbook to bring it in line with the Collective Bargaining Agreement and federal and state employment laws.

FY 2011/12 Goals and Objectives

Continue to expand and enhance the employee training and development program; phase in a 3-tiered leadership program.

Implement an online applicant tracking system that provides electronic handling of the entire recruitment process and a paperless record-retention system, which results in increased efficiency and a decrease in CO2 output through the reduction of paper usage. This implements a business plan under the sustainability goal.

Continue to expand and enhance the employee wellness program; increase outreach.

Budget Highlights

No significant change from the prior year budget.

Performance Standards

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

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 2008/09	Prior Year Actual 2009/10	Adopted Budget 2010/11	Proposed Budget 2011/12	Adopted Budget 2011/12
Summary of Appropriations					
Personal Services	270,203	288,966	295,687	300,928	300,928
Material & Services	38,044	55,990	72,330	73,053	73,053
Total Appropriations	308,247	344,956	368,017	373,981	373,981
Summary by Program					
Human Resources	308,247	344,956	368,017	373,981	373,981
Total Appropriations	308,247	344,956	368,017	373,981	373,981
Division Staff					
Full Time	3.00	3.00	3.00	3.00	3.00
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

Description	Prior Year Actual 2008/09	Prior Year Actual 2009/10	Projected Outcome 2010/11	Proposed Outcome 2011/12
Workloads				
Total number of recruitment: FT & RPT positions	21	22	24	25
Total number of training sessions	13	15	16	16
Total number of Unemployment Insurance Claims Processed	80	240	204	200
Total number of PT, RPT & FT new hire packets processed	642	636	645	640
Performance Measures				
Total recruitment applications received	1,039	2,000	2,100	2,200
Average number of applications per position	49	91	88	88
Total training contact hours	1,350	1,860	1,629	1,920
Average total cost per unemployment insurance claim	\$712	\$608	\$508	\$500

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

Description	Prior Year Actual 2008/09	Prior Year Actual 2009/10	Adopted Budget 2010/11	Proposed Budget 2011/12	Adopted Budget 2011/12
Program Appropriations					
F.T. Salary	182,440	190,439	197,223	203,018	203,018
Employee Benefits	72,195	82,636	80,998	78,695	78,695
Payroll Taxes	15,568	15,891	17,466	19,215	19,215
Personal Services	270,203	288,966	295,687	300,928	300,928
Professional and Technical Services	15,510	18,972	28,000	24,450	24,450
Supplies	1,113	932	1,280	1,533	1,533
Communication	413	300	400	2,345	2,345
Travel, Training and Memberships	21,008	34,630	42,650	44,725	44,725
Small Furniture & Equipment	-	1,156	-	-	-
Material & Services	38,044	55,990	72,330	73,053	73,053
Program Total	308,247	344,956	368,017	373,981	373,981
Department Staff					
Full Time	3.00	3.00	3.00	3.00	3.00
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



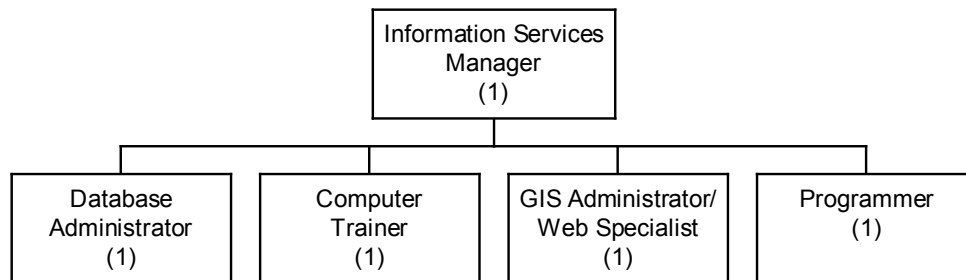


INFORMATION SERVICES



BUSINESS & FACILITIES DIVISION

Information Services Department



Department Overview

The Information Services Manager is responsible to the Director of Business & Facilities for maintaining and supporting the District's wide area network, Internet and custom application resources.

The Information Services (IS) 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 IS 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 and collaborative services.

The IS 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 2010/11 Accomplishments

Completed the installation of a backup generator for our server room that will keep key district computer resources and district phones online in the event of a power outage at the HMT Complex.

Completed a pilot project with the Sustainability Committee to remove some desktop printers. The goal is to remove as many desktop printers as possible by 2013.

Implemented a formal process for staff to make project requests to the IS Department. This process allows staff to make requests and prioritize them so that we are working the most important projects. The initial projects were a League Management module for the Sports Department and a Room Scheduler module for the Recreation Centers.

FY 2011/12 Goals and Objectives

Work with department personnel to streamline District workflow processes. Support the use of Intranet and Internet technologies for communication, collaboration and workflow solutions related to the District departments and other groups that may need to interface with them. Provide the public with easier access to District information.

Strive to eliminate and/or minimize paper forms and manual processes as part of the District standard operation and move toward an integration of people, processes, and technologies. Create online tools for trouble reporting, project requests, project scheduling and project status tracking.

Continue to develop a common GIS repository and build a set of tools for geographic-based information that allows the sharing of spatial data. Increase efficiencies and improve data collection capabilities with the integration of GPS units.

Budget Highlights

The Proposed Budget includes funding for the following capital enhancements:

- A backup server to be installed at the new maintenance facility,
- The third and final phase of replacing and upgrading the District's telephones,
- Fiber cable to connect the new facility to the District wide area network, which is anticipated to be funded by a MACC grant, and
- An applicant tracking system to allow the Human Resources Department to accept applications online and manage applicants electronically.

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 full time and regular part time 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.
- Public kiosks/information stations available at all District facilities.

Performance Standards

System reliability standards are:

- All trouble calls responded to within 4 hours.
- All hardware repairs completed within 48 hours of receiving needed parts.
- All software upgrades/service downtime not to exceed 4 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 2008/09	Prior Year Actual 2009/10	Adopted Budget 2010/11	Proposed Budget 2011/12	Adopted Budget 2011/12
Summary of Appropriations					
Personal Services	498,479	518,750	531,030	541,010	541,010
Material & Services	192,064	281,296	308,900	289,350	289,350
Capital Outlay	275,670	138,569	258,597	250,500	250,500
Total Appropriations	966,213	938,615	1,098,527	1,080,860	1,080,860

Summary by Program					
Information Services	966,213	938,615	1,098,527	1,080,860	1,080,860
Total Appropriations	966,213	938,615	1,098,527	1,080,860	1,080,860

Division Staff					
Full Time	5.00	5.00	5.00	5.00	5.00
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 2008/09	Prior Year Actual 2009/10	Projected Outcome 2010/11	Proposed Outcome 2011/12
Workloads				
Number of desktop PC's maintained	201	206	208	208
Number of networked file servers maintained	29	30	31	31
Performance Measures				
Maintain 98% network system reliability	98%	98%	98%	98%

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

Description	Prior Year Actual 2008/09	Prior Year Actual 2009/10	Adopted Budget 2010/11	Proposed Budget 2011/12	Adopted Budget 2011/12
Program Appropriations					
F.T. Salary	344,057	345,905	355,241	366,234	366,234
Employee Benefits	124,893	142,989	144,329	140,113	140,113
Payroll Taxes	29,529	29,856	31,460	34,663	34,663
Personal Services	498,479	518,750	531,030	541,010	541,010
Professional and Technical Services	97,673	157,610	170,800	156,550	156,550
Supplies	28,224	35,154	47,800	49,000	49,000
Communication	61,194	69,500	73,000	74,500	74,500
Training, Travel and Memberships	4,973	18,885	16,500	8,500	8,500
Small Furniture, Fixtures and Equip.	-	147	800	800	800
Material & Services	192,064	281,296	308,900	289,350	289,350
Information Technology Replacement	149,810	108,267	128,897	165,000	165,000
Information Technology Improvement	125,860	30,302	129,700	85,500	85,500
Capital Outlay	275,670	138,569	258,597	250,500	250,500
Program Total	966,213	938,615	1,098,527	1,080,860	1,080,860
Department Staff					
Full Time	5.00	5.00	5.00	5.00	5.00
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
 Detail of Capital Outlay

Project Number	Capital Project	Adopted Budget	Page #
INFORMATION TECHNOLOGY REPLACEMENT			
1	Workstations	65,000	BF-41
2	Printers/network printers	5,000	BF-41
3	Servers	35,000	BF-41
4	LAN/WAN equipment	40,000	BF-41
5	Telephones	20,000	BF-41
TOTAL INFORMATION TECHNOLOGY REPLACEMENT		\$ 165,000	
INFORMATION TECHNOLOGY IMPROVEMENT			
6	Software	20,000	BF-41
7	Fiber Line Installation	40,000	BF-41
8	Applicant Tracking Software Tool	15,500	BF-42
9	Backup Server at New Maintenance Facility	10,000	BF-42
TOTAL INFORMATION TECHNOLOGY IMPROVEMENT		\$ 85,500	
GRAND TOTAL INFORMATION SERVICES CAPITAL OUTLAY		\$ 250,500	

INFORMATION SERVICES CAPITAL OUTLAY

Information Technology Capital Replacement

ITEM 1: **Workstations**

BUDGET: \$65,000

DESCRIPTION: Replacement and upgrading of user workstations. Replaces one-fourth of inventory maintaining the four-year replacement cycle.

ITEM 2: **Printers/Network Printers**

BUDGET: \$5,000

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

ITEM 3: **Servers**

BUDGET: \$35,000

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

ITEM 4: **LAN/WAN equipment**

BUDGET: \$40,000

DESCRIPTION: Replacement and upgrades to Wide Area Network equipment.

ITEM 5: **Telephones**

BUDGET: \$20,000

DESCRIPTION: Replace one-third of telephones no longer under warranty.

Information Technology Capital Improvement

ITEM 6: **Software**

BUDGET: \$20,000

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

ITEM 7: **Fiber Line Installation**

BUDGET: \$40,000

DESCRIPTION: New wide-area network connection for the new maintenance facility.

INFORMATION SERVICES CAPITAL OUTLAY

ITEM 8: **Applicant Tracking Software Tool**

BUDGET: \$15,500

DESCRIPTION: Tool to allow for electronic job application and applicant tracking.

ITEM 9: **Backup Server at New Maintenance Facility**

BUDGET: \$10,000

DESCRIPTION: New server to create redundant capacity for back-up.



MAINTENANCE OPERATIONS



Newly Acquired Maintenance Facility

Athletic Facilities

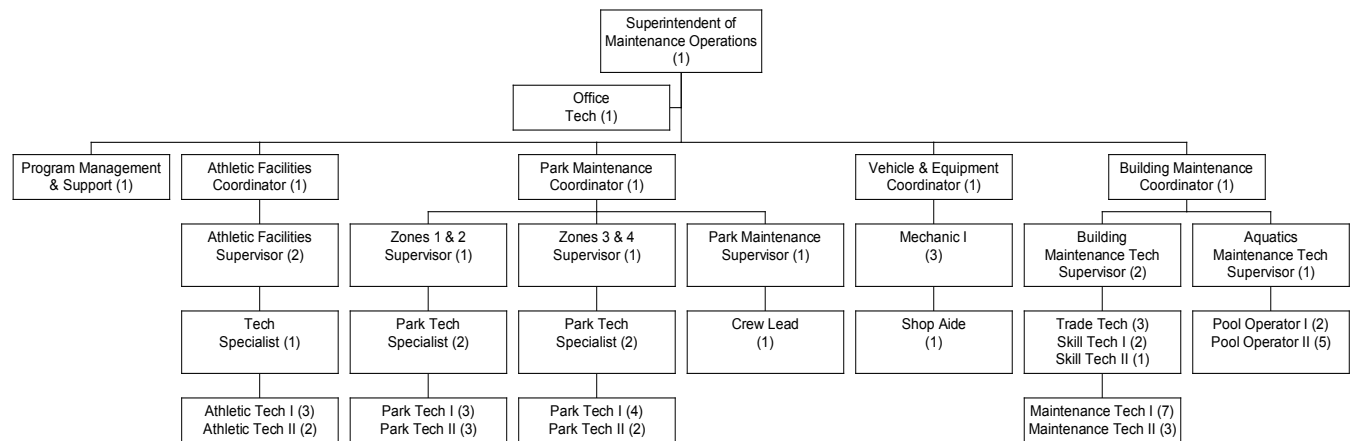
Building & Pool Maintenance

Park Maintenance

Vehicles & Equipment

BUSINESS & FACILITIES DIVISION

Maintenance Operations Department



Department Overview

The Maintenance Operations Department provides and coordinates all maintenance support services to Park District buildings, pools, athletic fields, grounds and fleet. In addition, the Department maintains school, church and community college sports fields, which are available for public use.

Maintenance units (Parks, Athletic Fields, Buildings & Vehicles) are managed by department coordinators, who report to the Superintendent of Maintenance Operations.

Park Operations

The Park Operations unit maintains play structures, irrigation systems, drinking fountains, pedestrian and bike paths, drainage systems, picnic shelters, bridges, boardwalks, turf and ornamental landscapes. Park Operations provide hazard tree inspections, mowing, trash collection and numerous demand services. In addition, Park Operations support the Natural Resources Department in the care of wetlands and urban forests. Park Operations also respond to and assist Park Patrol on a routine basis.

Athletic Facility Operations

The Athletic Facility Operations unit provides athletic field maintenance services to soccer, baseball, softball, football, cricket and lacrosse leagues. They maintain tennis courts, skate parks, outdoor basketball and outdoor volleyball courts. The department coordinates the

mowing, irrigation and turf care services of fields, including many belonging to the Beaverton School District. They also manage the maintenance and replacement of backstops and netting located at School and Park District sites.

Building and Pool Operations

The Building and Pool Operations unit provides custodial housekeeping services at all District recreation centers, administrative offices, and pools. Trades staff provides painting, carpentry, electrical, and HVAC services. Building and Pool Operations staff maintains outdoor restrooms, gymnasiums, indoor and outdoor pools, and historic buildings. All full time pool maintenance positions require Aquatics Facility Operator Certifications.

Fleet Operations

The District's fleet and power equipment inventory are serviced at the District's mechanical shops. The fleet includes compact trucks, heavy-duty trucks, tractors, and specialized turf mowers. District staff provide welding and fabrication services. Staff manages 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 2010/11 Accomplishments

Technical, professional and safety training continues to be a high priority for Maintenance Operations. Staff attended numerous training workshops, including the National Recreation and Parks Association Resource Management School, Aquatic Facility Operator Certification, Oregon Recreation and Parks Associations Workshops, International Society of Arboriculture Certifications, Automotive Service Excellence Certifications and Cooperative Public Agencies of Washington County Training Workshop.

The Park Maintenance department received a certificate of compliance for the Department of Environmental Quality Business Certification Program. Agencies must demonstrate that current maintenance practices support and meet strict environmental guidelines. The District's Fleet department received the same certification three years earlier.

District Maintenance staff hosted the International Northwest Parks and Recreation Association annual conference in the fall of 2010. Delegates from Washington, Oregon, Idaho and British Columbia attended the two-day conference. In addition to a full day of formal training sessions, the conference provided a full day to tour, share and learn about District facilities and activities.

The District is in the final stages of implementation of energy reduction measures at buildings and pools. Energy solutions throughout the District's buildings and pools include energy saving lighting upgrades, building heat and cooling control upgrades, thermal blankets at indoor pools, tankless water heaters, and high efficiency boiler replacements. The cost for improvements will be offset by energy savings and other incentives. Installation of Phase I, Energy Performance Contract upgrades, have or will be completed by the end of FY 2010/11.

The District continues to develop design and construction plans required to implement seismic improvements at selected building facilities. Minor upgrades have been completed at the HMT Athletic Center, Raleigh and Somerset West Swim Centers. Design will be complete for the Aquatic Center, Beaverton, Harman, and Aloha Swim Centers by the end of FY 2010/11. Construction will be phased over

the next 3-4 years to minimize patron impacts. Seismic structural upgrades are designed to provide safe egress, following a seismic event. Upgrades will be funded by the 2008 bond program.

Building Maintenance staff coordinated the installation of the pervious parking lot at the Aloha Swim Center. Approximately one half acre of pervious concrete was installed in an effort to provide a more sustainable solution to a deteriorating parking lot. An additional eight parking stalls, sidewalks, and landscape improvements were included. The pervious parking supports surface water management initiatives to reduce surface water runoff. The project was funded by the 2008 bond program.

Maintenance staff coordinated the installation of 1 play equipment replacement projects working cooperatively with Planning & Development staff and local contractors. District Planning & Development staff managed design and Maintenance staff managed construction. The projects were part of the 2008 bond program. Maintenance staff also worked with community volunteers on the installation of play equipment at Burntwood Park. In addition District staff constructed Community Gardens at Bethany Lake Park to be open spring of 2011.

FY 2011/12 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 to assure efficiency and effectiveness are:

Productivity- The percentage of total hours spent on directly productive activities.

Performance- The percentage of actual hours to perform work, compared to the planned hours established to accomplish work.

Quality- Work should be performed at the highest quality, given available resources.

Priority- Work should be prioritized to assure the most important work is being accomplished.

Budget Highlights

The FY 2011/12 Maintenance Operations budget reflects a continuation of prior year service levels. However, during FY 2011/12, we

Budget Highlights (continued)

will introduce several organizational changes impacting our service delivery methods.

New Maintenance Facility- The maintenance operations center will relocate from the current HMT Recreation Complex location to the newly acquired 60,000 square foot warehouse at 112th and Allen Boulevard. The transition of materials and service is expected to occur in the fall of 2011. The District will continue to maintain a scaled down presence at the HMT Recreation Complex to service the campus grounds and sports fields. The site will also serve as a satellite for equipment storage and labor distribution to support other park sites in the northern region of the District.

Zone Management Units- The Parks Maintenance Program will restructure routine service delivery into two management zones (north & south) with a supervisor assigned to each zone. A third management unit will be structured to support each zone with capital project support, special event oversight and weekend service coordination. The Proposed Budget reflects this adjustment to the organization structure.

Trip Reduction and Service Consolidation Initiatives- All Maintenance Programs are initiating trip reduction measures to conserve fuel and maximize labor. Fuel savings of 6% and labor savings of 1,800 hours are included in the Proposed Budget. Trip reduction measures include vehicle sharing, increasing cab capacity and hauling more equipment. Efforts are currently underway to retool and retrain staff to maximize maintenance activity per site visit. The goal is to broaden skills, maximize service effort and speed up delivery. In addition, onsite vehicle access will be reduced by relocating waste cans and altering entry practices. The Proposed Budget also includes vehicle replacement upgrades that will enable this initiative.

The proposed fleet fuel budget will remain at approximately the same level as the prior year. Current budgets for gasoline and diesel allow for marginal cost increases. The District consumes approximately 52,000 gallons of gasoline and 14,000 gallons of diesel fuel, annually.

The Proposed Budget includes part-time staffing increases necessary to maintain new or expanded facilities resulting from completion of Bond Fund or other capital projects.

Natural gas rates decreased 1.6% during the past year and Portland General Electric rates increased approximately 4.2%. The proposed Maintenance Operations budget reflects these adjustments.

Maintenance Operations staff will continue to provide project support and assist with many District Capital Bond Projects during FY 2011/12. Projects include seismic building upgrades throughout the District, pervious parking improvements at Sunset Pool and general project support at numerous park sites. The Proposed Budget includes a new temporary full-time position, to provide project support and oversight. This position was created by transferring a position out of the Park and Recreation Division so it does not create a net increase in full-time FTE.

Funds are included in the FY 2011/12 Capital replacement budget to support the Districtwide Park Signage Master Plan. Sign replacements will be phased over ten years.



Division: Business and Facilities
Department: Maintenance Operations Department

Description	Prior Year Actual 2008/09	Prior Year Actual 2009/10	Adopted Budget 2010/11	Proposed Budget 2011/12	Adopted Budget 2011/12
Summary of Appropriations					
Personal Services	6,661,026	7,170,767	7,153,192	7,312,625	7,312,625
Materials & Services	3,646,652	3,757,032	3,839,322	3,843,683	3,843,683
Capital Outlay	233,822	352,661	354,700	482,986	482,986
Total Appropriations	10,541,500	11,280,460	11,347,214	11,639,294	11,639,294

Summary by Program					
Superintendent of Maintenance Op.	259,807	269,676	290,150	408,848	408,848
Athletic Facilities	1,572,357	1,654,046	1,724,658	1,693,793	1,693,793
Building and Pool Maintenance	4,720,682	5,013,830	4,939,432	5,004,993	5,004,993
Park Maintenance	3,000,429	3,186,005	3,186,755	3,228,017	3,228,017
Vehicle & Maintenance	988,225	1,156,903	1,206,219	1,303,643	1,303,643
Total Appropriations	10,541,500	11,280,460	11,347,214	11,639,294	11,639,294

Division Staff					
Full Time	63.00	63.00	64.00	65.00	65.00
Regular Part Time (FTE)	8.75	8.75	7.88	7.88	7.88
Part Time (FTE)	53.72	53.65	54.13	54.84	54.84



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

Description	Prior Year Actual 2008/09	Prior Year Actual 2009/10	Adopted Budget 2010/11	Proposed Budget 2011/12	Adopted Budget 2011/12
Program Appropriations					
F.T. Salary	160,623	157,752	159,707	241,696	241,696
P.T. Salary	7,668	10,873	17,160	14,040	14,040
Employee Benefits	49,912	59,977	55,468	83,147	83,147
Payroll Taxes	13,962	15,074	15,651	23,945	23,945
Personal Services	232,165	243,676	247,986	362,828	362,828
Professional and Technical Services	15,093	14,226	24,205	27,205	27,205
Communications	669	665	2,126	2,126	2,126
Supplies	4,010	5,636	8,173	9,279	9,279
Training, Travel and Memberships	7,870	5,473	7,660	7,410	7,410
Small Furniture, Fixtures and Equip.	-	-	-	-	-
Material & Services	27,642	26,000	42,164	46,020	46,020
Maintenance Equipment	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Program Total	259,807	269,676	290,150	408,848	408,848
Department Staff					
Full Time	2.00	2.00	2.00	3.00	3.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	0.63	0.63	0.63	0.50	0.50

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

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2008/09	Prior Year Actual 2009/10	Projected Outcome 2010/11	Proposed Outcome 2011/12
Workload:				
Athletic Fields Maintained	255	255	251	258
Outdoor Sport Courts Maintained ¹	179	179	179	179
Total Workload Units	434	434	430	437
Efficiency:				
Cost per Athletic Field	\$ 4,403	\$ 4,784	\$ 4,870	\$ 4,764
Cost per Outdoor Sport Court	\$ 2,049	\$ 2,241	\$ 2,247	\$ 2,259
Goal Outcome Measures:				
Electric (KWh/Field and Court Count)	N/A	804.6	849.1	843.8
Water (Gallons/Field and Court Count) ²	N/A	36,378.0	31,694.3	32,970.9
Performance Measures:				
% of Desired Service Level (DSL) on Fields	90%	92%	93%	96%
% of Desired Service Level (DSL) on Courts	92%	92%	93%	94%

¹includes 6 indoor tennis courts

²Water consumption decreased in FY 2010/11 due to cool summer and fall months resulting in less athletic field watering. FY 2011/12 proposed use represents an average usage of FY 2009/10 and FY 2010/11, less water savings anticipated through the automated irrigation business plan.

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

Description	Prior Year Actual 2008/09	Prior Year Actual 2009/10	Adopted Budget 2010/11	Proposed Budget 2011/12	Adopted Budget 2011/12
Program Appropriations					
F.T. Salary	465,416	487,884	499,065	484,906	484,906
P.T. Salary	304,668	345,723	355,612	355,620	355,620
Employee Benefits	200,042	230,152	221,885	204,055	204,055
Payroll Taxes	78,634	85,252	85,646	88,154	88,154
Personal Services	1,048,760	1,149,011	1,162,208	1,132,735	1,132,735
Professional and Technical Services	3,270	1,338	4,000	4,000	4,000
Rental Equipment	215	621	1,200	1,200	1,200
Other Services	75,058	68,390	91,795	97,173	97,173
Communications	16,864	6,990	5,920	7,528	7,528
Supplies	342,628	323,908	336,487	330,833	330,833
Training, Travel and Memberships	1,991	1,954	2,870	5,720	5,720
Utilities	81,883	100,640	118,728	112,905	112,905
Small Furniture, Fixtures and Equip.	1,688	1,194	1,450	1,699	1,699
Material & Services	523,597	505,035	562,450	561,058	561,058
Program Total	1,572,357	1,654,046	1,724,658	1,693,793	1,693,793
Department Staff					
Full Time	9.00	9.00	9.00	9.00	9.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	13.74	13.61	13.61	13.67	13.67
Funded Service Level					
Baseball/Softball Fields Maintained at 100% DSL	88	92	90	90	90
Total Baseball/Softball Fields in Inventory	107	107	107	107	107
Sport Courts Maintained at 100% DSL	153	153	154	161	161
Total Sport Courts	166	166	166	166	166

Division: Business and Facilities
 Department: Maintenance Operations Department
 Program: Building & Pool Maintenance

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2008/09	Prior Year Actual 2009/10	Projected Outcome 2010/11	Proposed Outcome 2011/12
Workload:				
Buildings - 1,000 Sq Feet of Space	366	368	368	433
Pools - 1,000 Sq Feet of Space	152	152	152	152
Total Workload Units	518	520	520	585
Efficiency:				
Cost per Sq Foot of Buildings ¹	\$ 6.77	\$ 7.17	\$ 7.28	\$ 5.92
Cost per Sq Foot of Pools	\$ 14.67	\$ 15.87	\$ 14.81	\$ 14.84
Goal Outcome Measures:				
Gas (Therms/Total Square Foot)	N/A	1.2	1.1	0.9
Electric (KWh/Total Square Foot)	N/A	13.5	13.3	11.5
Water (Gallons/Total Square Foot)	N/A	56.2	57.7	58.0
Performance Measures:				
% of Desired Service Level (DSL) in Buildings	84%	84%	85%	84%
% of Desired Service Level (DSL) in Pools	69%	69%	72%	72%

¹Note: 2011- Added 65,000 square feet for 112th St. Maintenance Facility

Division: Business and Facilities
Department: Maintenance Operations Department
Program: Building & Pool Maintenance

Description	Prior Year Actual 2008/09	Prior Year Actual 2009/10	Adopted Budget 2010/11	Proposed Budget 2011/12	Adopted Budget 2011/12
Program Appropriations					
F.T. Salary	1,270,197	1,360,511	1,380,935	1,410,863	1,410,863
P.T. Salary	665,238	697,448	649,602	698,237	698,237
Employee Benefits	575,780	647,856	637,336	647,720	647,720
Payroll Taxes	196,733	208,570	205,992	224,505	224,505
Personal Services	2,707,948	2,914,385	2,873,865	2,981,325	2,981,325
Professional and Technical Services	10,283	14,676	6,088	10,167	10,167
Rental Facility	98,688	98,688	94,500	24,672	24,672
Rental Equipment	3,148	1,139	3,700	4,000	4,000
Other Services	154,392	173,378	142,960	114,800	114,800
Supplies	300,028	339,308	377,842	349,304	349,304
Training, Travel and Memberships	19,269	17,107	18,100	17,750	17,750
Utilities	1,359,260	1,371,066	1,347,607	1,392,239	1,392,239
Communication	52,673	63,967	64,770	63,550	63,550
Small Furniture and Equipment	-	-	-	-	-
Material & Services	1,997,741	2,079,329	2,055,567	1,976,482	1,976,482
Building/Pool Equip. Replacement	14,993	20,116	10,000	47,186	47,186
Capital Outlay	14,993	20,116	10,000	47,186	47,186
Program Total	4,720,682	5,013,830	4,939,432	5,004,993	5,004,993
Department Staff					
Full Time	26.00	26.00	27.00	27.00	27.00
Regular Part Time (FTE)	8.75	8.75	7.88	7.88	7.88
Part Time (FTE)	13.76	13.69	13.88	14.70	14.70
Funded Service Level					
1,000 Sq Ft of Building Maintained at 100% DSL	307	309	313	364	364
Total 1,000 Sq Ft of Building	366	368	368	433	433
1,000 Sq Ft of Pools Maintained at 100% DSL	105	105	109	109	109
Total 1,000 Sq Ft of Pools	152	152	152	152	152



Division: Business and Facilities
Department: Maintenance
Program: Building & Pool Maintenance
Detail of Capital Outlay

Project Number	Capital Project	Adopted Budget	Page #
MAINTENANCE EQUIPMENT REPLACEMENT			
1	Autoscrubber (2)	18,100	BF-56
2	Autoscrubber Batteries	2,500	BF-56
3	Robotic Pool Tank Cleaner	6,500	BF-56
4	Floor Buffer (2)	3,568	BF-56
5	Slow Speed Scrubber (3)	5,918	BF-56
6	Carpet Extractor	3,500	BF-56
7	Cleaning Equipment	1,000	BF-57
8	Wet Floor Vacuum	1,250	BF-57
9	Walk Behind Sweeper	3,200	BF-57
10	Product Storage Bin	1,650	BF-57
TOTAL MAINTENANCE EQUIPMENT REPLACEMENT		\$ 47,186	

**BUILDING & POOL MAINTENANCE
CAPITAL OUTLAY**

MAINTENANCE EQUIPMENT REPLACEMENT

Building & Pool Equipment Support Replacement

ITEM 1: **Autoscrubber (2)**

BUDGET: \$18,100

DESCRIPTION: Replace existing equipment from 1995 at Garden Home Recreation Center and Conestoga Recreation and Aquatic Center.

ITEM 2: **Autoscrubber Batteries**

BUDGET: \$2,500

DESCRIPTION: Replace current batteries which no longer hold a charge at Cedar Hills Recreation Center.

ITEM 3: **Robotic Pool Tank Cleaner**

BUDGET: \$6,500

DESCRIPTION: Replace existing equipment at the Aquatic Center.

ITEM 4: **Floor Buffer (2)**

BUDGET: \$3,568

DESCRIPTION: Replace existing equipment at the Jenkins Estate and Athletic Center.

ITEM 5: **Slow Speed Scrubber (3)**

BUDGET: \$5,918

DESCRIPTION: Replace existing equipment at Jenkins Estate, Elsie Stuhr and the Maintenance Shop.

ITEM 6: **Carpet Extractor**

BUDGET: \$3,500

DESCRIPTION: Replace existing equipment from 1992 at the Maintenance Shop.

**BUILDING & POOL MAINTENANCE
CAPITAL OUTLAY**

ITEM 7: **Cleaning Equipment**

BUDGET: \$1,000

DESCRIPTION: Replace existing equipment at the Maintenance Shop.

ITEM 8: **Wet Floor Vacuum**

BUDGET: \$1,250

DESCRIPTION: Replace existing equipment from 1992 at the Maintenance Shop.

ITEM 9: **Walk Behind Sweeper**

BUDGET: \$3,200

DESCRIPTION: Replace existing equipment from 1996 at the Athletic Center.

ITEM 10: **Product Storage Bin**

BUDGET: \$1,650

DESCRIPTION: Replace existing equipment from 1978 at the Maintenance Shop.

Division: Business and Facilities
 Department: Maintenance Operations Department
 Program: Park Maintenance

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2008/09	Prior Year Actual 2009/10	Projected Outcome 2010/11	Proposed Outcome 2011/12
Workload:				
Developed Acres	1,076	1,071	1,083	1,090
Undeveloped Acres	1,081	1,077	1,109	1,109
Total Workload Units	2,157	2,148	2,192	2,199
Efficiency:				
Cost per Developed Acre	\$ 2,638	\$ 2,796	\$ 2,795	\$ 2,785
Cost per Undeveloped Acre	\$ 138	\$ 146	\$ 144	\$ 144
Goal Outcome Measures:				
Electric (KWh/Developed Acre)	N/A	101	90	90
Water (Gallons/Developed Acre) ²	N/A	69,586	54,698	54,071
Vehicle Miles Traveled per Developed Acre ¹	412	427	424	409
Performance Measures:				
% of Funded Service Level (DSL) High Production				
Mowing for Developed Acres	88%	86%	81%	86%

¹Vehicle miles traveled is expected to decrease in FY 2011/12 through a restructuring of the park maintenance delivery system.

²Water consumption decreased in FY 2010/11 after a mainline repair was performed at Progress Lake.

In addition, cool summer months in 2010 resulted in less athletic field watering in both the summer and fall months of that year.

Division: Business and Facilities
 Department: Maintenance Operations Department
 Program: Park Maintenance

Description	Prior Year Actual 2008/09	Prior Year Actual 2009/10	Adopted Budget 2010/11	Proposed Budget 2011/12	Adopted Budget 2011/12
Program Appropriations					
F.T. Salary	1,063,007	1,082,951	1,119,730	1,104,553	1,104,553
P.T. Salary	526,234	583,020	569,444	579,414	579,414
Employee Benefits	463,634	520,820	499,305	472,911	472,911
Payroll Taxes	162,897	165,887	170,424	176,594	176,594
Personal Services	2,215,772	2,352,678	2,358,903	2,333,472	2,333,472
Professional and Technical Services	66,294	81,022	62,470	63,250	63,250
Rental Facility	-	-	2,000	2,000	2,000
Rental Equipment	10,492	9,946	14,658	14,658	14,658
Communication	6,142	8,728	11,340	11,349	11,349
Other Services	62,779	51,215	67,098	112,250	112,250
Supplies	204,210	198,600	221,743	196,043	196,043
Training, Travel and Memberships	4,496	7,621	10,768	9,220	9,220
Utilities	430,244	476,195	437,775	485,775	485,775
Small Furniture, Fixtures and Equip.	-	-	-	-	-
Material & Services	784,657	833,327	827,852	894,545	894,545
Program Total	3,000,429	3,186,005	3,186,755	3,228,017	3,228,017
Department Staff					
Full Time	21.00	21.00	21.00	21.00	21.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	24.47	24.78	25.07	25.22	25.22
Funded Service Level					
HP Mowing Acres Maintained at 100% DSL	359	354	362	362	362
Total HP Mowing Acres in Inventory	418	412	420	420	420

Division: Business and Facilities
 Department: Maintenance Operations Department
 Program: Vehicles & Equipment

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2008/09	Prior Year Actual 2009/10	Projected Outcome 2010/11	Proposed Outcome 2011/12
Workload:				
Vehicle and Equipment Units	427	434	436	436
Total Workload Units	427	434	436	436
Efficiency:				
Cost per Vehicle and Equipment Unit	\$ 1,802	\$ 1,860	\$ 1,937	\$ 1,955
Vehicle and Equipment Unit per FTE	74.3	75.5	75.8	75.8
Goal Outcome Measures:				
Percent Alternate Fuel On-Road Vehicle Miles: ¹	10.6%	11.4%	12.1%	19.1%
Performance Measures:				
% of Desired Service Level (DSL) in Preventative				
Maintenance for Vehicles and Equipment	73%	85%	87%	90%

¹Rate for alternate fuel on-road vehicle miles will increase in FY 2011/12 by converting to ethanol use in all flex-fuel vehicles.

Division: Business and Facilities
Department: Maintenance Operations Department
Program: Vehicles & Equipment

Description	Prior Year Actual 2008/09	Prior Year Actual 2009/10	Adopted Budget 2010/11	Proposed Budget 2011/12	Adopted Budget 2011/12
Program Appropriations					
F.T. Salary	286,595	316,517	314,643	321,018	321,018
P.T. Salary	22,625	24,320	25,412	20,374	20,374
Employee Benefits	115,853	135,808	135,451	124,047	124,047
Payroll Taxes	31,308	34,372	34,724	36,826	36,826
Personal Services	456,381	511,017	510,230	502,265	502,265
Professional and Technical Services	5,837	5,466	5,095	5,073	5,073
Rental Equipment	281	-	-	600	600
Other Services	97,072	101,469	102,563	103,700	103,700
Communications	880	843	840	840	840
Supplies	22,648	34,301	32,650	33,050	33,050
Vehicle & Equipment Services	21,578	20,708	24,650	27,250	27,250
Gas & Oil (Vehicles)	164,719	150,554	185,491	195,065	195,065
Material & Services	313,015	313,341	351,289	365,578	365,578
Maintenance Equip. Replacement	218,829	332,545	344,700	385,800	385,800
Maintenance Equip. Improvements	-	-	-	50,000	50,000
Capital Outlay	218,829	332,545	344,700	435,800	435,800
Program Total	988,225	1,156,903	1,206,219	1,303,643	1,303,643
Department Staff					
Full Time	5.00	5.00	5.00	5.00	5.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	1.13	0.94	0.94	0.75	0.75
Funded Service Level					
Vehicle & Equip Units Maintained at 100% DSL	312	369	379	392	392
Total Vehicle & Equip Units in Inventory	427	434	436	436	436

Division: Business and Facilities

Department: Maintenance

Program: Vehicles & Equipment

Detail of Capital Outlay

Project Number	Capital Project	Adopted Budget	Page #
MAINTENANCE EQUIPMENT REPLACEMENT			
1	Quad-cab Flatbed Truck	40,000	BF-63
2	Quad-cab 2-3YD Dump Truck	31,000	BF-63
3	Compact Pickup	14,000	BF-63
4	15 Passenger Van (2)	52,000	BF-63
5	12 Passenger Van	26,000	BF-63
6	Cargo Van (2)	42,000	BF-63
7	Infield Rake (2)	22,000	BF-64
8	Soil Reliever	22,500	BF-64
9	Sod Cutter	5,000	BF-64
10	Utility Truck	28,000	BF-64
11	Electric Utility Vehicle	9,500	BF-64
12	Vehicle Hoist	24,000	BF-64
13	Lubrication	6,500	BF-64
14	Compressed Air	7,800	BF-65
15	Exhaust Ventilation	13,000	BF-65
16	Tractor Shed Replacement	35,000	BF-65
17	Pressure Washer	7,500	BF-65
TOTAL MAINTENANCE EQUIPMENT - REPLACEMENT		<u>\$ 385,800</u>	
MAINTENANCE EQUIPMENT IMPROVEMENTS			
18	Forklift	35,000	BF-65
19	Floor Scrubber	15,000	BF-65
TOTAL MAINTENANCE EQUIPMENT - IMPROVEMENTS		<u>\$ 50,000</u>	
MAINTENANCE EQUIPMENT CAPITAL		<u><u>\$ 435,800</u></u>	

**VEHICLES & EQUIPMENT
CAPITAL OUTLAY**

Maintenance Equipment Capital Replacement

ITEM 1: Quad-cab Flatbed Truck

BUDGET: \$40,000

DESCRIPTION: This replacement vehicle required to fully implement the trip reduction plan. Replaces VehNo1340, 1998 GMC C35 flatbed (Park Maintenance).

ITEM 2: Quad-cab 2-3YD Dump Truck

BUDGET: \$31,000

DESCRIPTION: This replacement vehicle required to fully implement the trip reduction plan. Replaces VehNo1319, 1992 Dodge D350 (Park Maintenance).

ITEM 3: Compact Pickup

BUDGET: \$14,000

DESCRIPTION: Replaces rental VehNo 3865, 1994 Ford Ranger (Natural Resources).

ITEM 4: 15 Passenger Van (2)

BUDGET: \$52,000

DESCRIPTION: Replaces rental van VehNo 3863, 1998 Ford E350 (Conestoga Recreation and Aquatic Center) and rental van VehNo 3864, 1997 Ford E350 (Conestoga Recreation and Aquatic Center).

ITEM 5: 12 Passenger Van

BUDGET: \$26,000

DESCRIPTION: Replaces rental van VehNo 3873 1991 Dodge, (Cedar Hills Rec Center).

ITEM 6: Cargo Van (2)

BUDGET: \$42,000

DESCRIPTION: Replaces VehNo 4331, 1995 Ford E250 van (Building Trades) and VehNo 4304, 1996 Ford E250 van (Building Trades).

**VEHICLES & EQUIPMENT
CAPITAL OUTLAY**

ITEM 7: Infield Rake (2)

BUDGET: \$22,000

DESCRIPTION: Replaces VehNo 5550, 2002 Toro Sand Pro (Athletic Field Maintenance) and VehNo 5490, 2003 Toro Sand Pro (Athletic Field Maintenance).

ITEM 8: Soil Reliever

BUDGET: \$22,500

DESCRIPTION: Replaces VehNo 8760, 2000 Toro Deep Tine Soil Reliever (Athletic Field Maintenance).

ITEM 9: Sod Cutter

BUDGET: \$5,000

DESCRIPTION: Replaces VehNo 5210, 1998 Ryan Sod Cutter.(Athletic Field Maintenance).

ITEM 10: Utility Truck

BUDGET: \$28,000

DESCRIPTION: Replaces VehNo 2310 ,1999 Dodge 3500 (Athletic Field Maintenance).

ITEM 11: Electric Utility Vehicle

BUDGET: \$9,500

DESCRIPTION: Replaces VehNo 5240, 2004 Columbia Electric Utility Vehicle (Nature Park).

ITEM 12: Vehicle Hoist

BUDGET: \$24,000

DESCRIPTION: Replace 33-year old HMT fleet maintenance shop inground hoist at the new maintenance facility.

ITEM 13: Lubrication

BUDGET: \$6,500

DESCRIPTION: Replace lubrication hose reel platform plumbing at the new maintenance facility.

**VEHICLES & EQUIPMENT
CAPITAL OUTLAY**

ITEM 14: **Compressed Air**

BUDGET: \$7,800

DESCRIPTION: Replace compressed air tubing/piping in the fleet shop, fabrication shop and tool room at the new maintenance facility.

ITEM 15: **Exhaust Ventilation**

BUDGET: \$13,000

DESCRIPTION: Replace exhaust system fans and ductwork in the fabrication welding shop and the fleet maintenance area at the new maintenance facility.

ITEM 16: **Tractor Shed Replacement**

BUDGET: \$35,000

DESCRIPTION: Move the tractor shed from the HMT shop yard and reassemble at the new maintenance facility.

ITEM 17: **Pressure Washer**

BUDGET: \$7,500

DESCRIPTION: Replace the existing pressure washer with a natural gas fired model.

Maintenance Equipment Capital Improvements

ITEM 18: **Forklift**

BUDGET: \$35,000

DESCRIPTION: Add new electric unit for the new maintenance facility.

ITEM 19: **Floor Scrubber**

BUDGET: \$15,000

DESCRIPTION: Add new electric unit for the new maintenance facility.





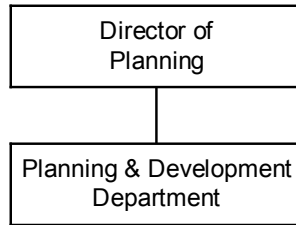
PLANNING



Aerial view of District neighborhood

Planning & Development

PLANNING DIVISION



Division Mission

To provide necessary planning, development and interagency coordination to implement the Park District's Comprehensive Plan, and ensure that the Park District facilities continue to meet the changing needs of our residents.

Division Overview

The Director of Planning reports to the General Manager and is responsible for Park District development activity, including the capital improvement program plan, the system development charge (SDC) program, the Parks Bond Capital program and related land acquisition. The Division provides strategic coordination with other government agencies regarding annexation, land use planning, and long-term provision of park and recreation services. The Planning Division includes the Planning & Development Department.



Division: Planning

Description	Prior Year Actual 2008/09	Prior Year Actual 2009/10	Adopted Budget 2010/11	Proposed Budget 2011/12	Adopted Budget 2011/12
Summary of Appropriations					
Personal Services	742,820	1,188,928	1,208,671	1,242,857	1,242,857
Materials & Services	165,174	61,910	123,700	118,900	118,900
Total Appropriations	907,994	1,250,838	1,332,371	1,361,757	1,361,757
Summary by Program					
Office of the Director	157,282	287,566	289,521	294,600	294,600
Planning and Development	750,712	963,272	1,042,850	1,067,157	1,067,157
Total Appropriations	907,994	1,250,838	1,332,371	1,361,757	1,361,757
Division Staff					
Full Time	7.00	7.00	11.00	11.00	11.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	0.00	0.86	0.93	0.93	0.93



PLANNING DIVISION

Office of Director of Planning

Director of Planning
(1)

Office Overview

This budget unit supports the activities of the Director of Planning. Activities of the Office of Director include oversight of the Planning & Development Department, acquisitions and intergovernmental relations.

FY 2010/11 Office Accomplishments

Oversaw the work of the Planning & Development Department on bond-related capital projects.

Continued to monitor the Urbanization Forum process on behalf of the Park District.

Supported the work of the Parks Bond Citizens Oversight Committee.

Managed the Park District's acquisition program.

Implemented the acquisitions element of the bond program.

Monitored Washington County and regional efforts to designate urban and rural reserve areas.

Participated in the Washington County ordinance process to implement the concept plan for the North Bethany Urban Growth Boundary expansion area.

Worked with Washington County staff in adopting and implementing a review process for proposed mid-block trail crossings.

Monitored Washington County and City of Beaverton development applications regarding conditioning annexations and park/trail improvements.

Pursued state and federal grants for trail system development.

Assisted in the Park District site reclassification and renaming project.

FY 2011/12 Office Goals and Objectives

Continue to oversee and guide Planning & Development staff working on various capital projects, especially bond program projects.

Continue involvement in and support of the Urbanization Forum organized by Washington County.

Move forward on targeted land acquisitions for parks, trails and natural areas consistent with the 2006 Comprehensive Plan and Trails Master Plan updates and commitments made in the 2008 Bond Measure.

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

Pursue annexations to the Park District via the voluntary annexation program or other strategies approved by the Board.

Pursue additional support for development of the Park District's trails system.

Work with Metro officials on regional planning issues of interest to the Park District.

Work with Washington County and City of Beaverton officials on development review processes and ordinances of interest to the District.

Recommend revisions to the resolution establishing the Park District's system development charge program as needed.

Initiate amendments to the Park District's Comprehensive Plan to address reclassification of many park sites to natural areas or linear parks.

Budget Highlights

No significant changes from the prior year budget.



Division: Planning
 Department: Office of the Director

Description	Prior Year Actual 2008/09	Prior Year Actual 2009/10	Adopted Budget 2010/11	Proposed Budget 2011/12	Adopted Budget 2011/12
Summary of Appropriations					
Personal Services	150,476	276,789	282,821	288,200	288,200
Materials & Services	6,806	10,777	6,700	6,400	6,400
Total Appropriations	157,282	287,566	289,521	294,600	294,600
Summary by Program					
Office of the Director	157,282	287,566	289,521	294,600	294,600
Total Appropriations	157,282	287,566	289,521	294,600	294,600
Division Staff					
Full Time	1.00	1.00	1.00	1.00	1.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	0.00	0.86	0.93	0.93	0.93



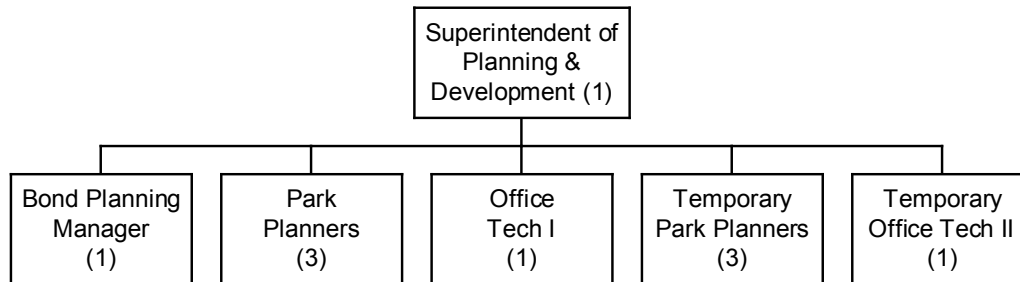
Division: Planning
 Department: Office of the Director
 Program: Office of the Director

Description	Prior Year Actual 2008/09	Prior Year Actual 2009/10	Adopted Budget 2010/11	Proposed Budget 2011/12	Adopted Budget 2011/12
Program Appropriations					
F.T. Salary	96,000	99,744	103,933	108,196	108,196
P.T. Salary	18,911	123,645	124,092	126,792	126,792
Employee Benefits	25,850	31,639	33,179	30,376	30,376
Payroll Taxes	9,715	21,761	21,617	22,837	22,837
Personal Services	150,476	276,789	282,821	288,200	288,200
Supplies	185	3,052	700	400	400
Communications	1,169	2,644	2,500	2,500	2,500
Training, Travel and Memberships	3,571	4,246	3,500	3,500	3,500
Small Furniture & Office Equipment	1,881	835	-	-	-
Material & Services	6,806	10,777	6,700	6,400	6,400
Program Total	157,282	287,566	289,521	294,600	294,600
Department Staff					
Full Time	1.00	1.00	1.00	1.00	1.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	0.00	0.86	0.93	0.93	0.93



PLANNING DIVISION

Planning & Development Department



Department Overview

The Superintendent of Planning & Development is responsible to the Director of Planning. Areas of responsibility for the Department include administration, planning, design and park, trail and facility development. All land acquisition for the District (with the exception of some system development charge-related land acquisition) is coordinated by the Director of Planning.

Planning & 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, the Voluntary Annexation Program, public outreach, easement coordination, Trails Advisory Committee liaison, North Bethany Master Plan, intergovernmental agreements, promoting partnerships and coordinating planning with local, regional, state and federal agencies and the private sector, grant writing and administration.

FY 2010/11 Accomplishments

Non-Bond Projects: Began construction for Fanno Creek Trail; completed and opened Jackie Husen Park; began feasibility study for Fanno Creek Trail/Hall Boulevard crossing (MTIP Grant); began master plan for the Waterhouse Trail/Walker Road mid-block crossing (OBP Grant); began master plan of the Westside Trail #18 (MTIP Grant); completed Winkelman Park Master Plan and well/cistern removal; completed design of the adidas Timbers Training Center. Completed design of 112th site Maintenance Facility. Completed several PCC Rock Creek capital improvement amenities; began construction of the PCC Rock Creek dog park; completed restroom; completed Burntwood West Play Equipment Replacement

Project; completed construction administration for Progress Ridge Park (lake dock access with Gramor Development); monitoring planning of Central Bethany SDC trail; working with Signage Master Plan Implementation Team; started on a master specifications list as well as a sustainable specifications list; involved with Metro's Intertwine; completion of Reclassification Project and new District maps; continued construction administration on the Timberland (Teufel) Park. Continued to incorporate sustainable elements and new Signage Master Plan signs into all project designs; start SDC administrative procedures guide update.

Bond Projects Completed: Aquatic Center ADA Dressing Room Remodel, Old Wagon Trail, Meadow Waye Park athletic field, Play Equipment Replacement at Harman Park, Waterhouse Park, Summercrest Park and Lost Park. Aided in land acquisition and site safety/demolition of structures.

2008 Bond Projects status:

Projects in Master Plan: Cedar Hills Park, Westside/Waterhouse Trail Connection, NE Quadrant Trail (Bluffs Phase 2), Winkelman Park athletic field (Phase I)

Projects in Design Development: AM Kennedy Park, Kaiser Ridge Park, Pioneer Park, Vista Brook Park, Rock Creek Trail #2 & 5 / North Bethany #2

Projects in Construction Documentation: Schiffler Park, Camille Park, Westside Trail #1, 4 & 7, Jordan Park, Waterhouse Trail #1, 5 & West Spur, Lowami Hart Woods

FY 2010/11 Accomplishments (continued)

Projects in Construction Administration:
Conestoga Recreation & Aquatic Center, Elsie Stuhr Center

Annexations: Special District Initiated Annexation/Voluntary Annexation Program #6 – 25 new properties were annexed to the District (6.69 acres).

Grants:

Applied for (11): RTP-Fanno Creek Trail Bridge, LWCF-Greenway Park Pavilion, Connect OR III-Waterhouse Trail, Project Readiness-Westside Trail Segment 14, TE-Westside Trail Segment 14, LGGP (small)-CHRC Play Equipment Replacement, LGGP (large)-Camille Park Improvements, UTF-Fanno Creek Trail Widen/Overlay, OBP Grant for the Walker Road Mid-Block Crossing (awarded), RTO Trail Signage Program (awarded)

FY 2011/12 Goals and Objectives

Non-Bond Projects: Continue construction and completion for Fanno Creek Trail; continue master plan/design of Walker Road Crossing (OBP); start construction and complete Central Bethany SDC trail, complete Timberland Park and splash pad (Teufel), continue feasibility study for Fanno Creek Trail/Hall Boulevard (MTIP Grant); complete construction of the PCC dog park and site upgrades. Complete permits and construction on the 112th projects: site improvements, building renovation and field improvements. Continue applying for grants that can be incorporated into bond projects and/or large-scale trail projects. Continue to incorporate sustainable elements and new Signage Master Plan signs into all project designs. Minor assistance to other departments with projects as needed.

2008 Bond Projects:

Projects planned for Master Plan: Barsotti Park, SW Community Park, Cedar Mill Park & Trail, Somerset Park, HMT ADA Parking Lot Upgrades and Roy Dancer Park

Projects planned for Design Development:
Cedar Hills Park

Projects planned for Construction
Documentation: Rock Creek Trail #2 & 5 / North Bethany #2, Lowami Hart Woods, Westside/Waterhouse Trail Connection.

Projects planned for Construction
Administration: AM Kennedy, Kaiser Ridge Park, Pioneer Park, Vista Brook Park, Schiffler Park, Westside Trail #1, 4 & 7, Waterhouse Trail #1, 5 & West Spur, Jordan Park, NE Quadrant Trail (Bluffs Phase 2), Winkelman Park athletic field (Phase I)

Projects to be completed: Camille Park, Elsie Stuhr Center, Conestoga Recreation & Aquatic Center

Address current and future needs identified in the District: Follow the 2006 Comprehensive and Trails Master Plans and the 2008 Bond Measure. Pursue opportunities for outside funding/grant sources and partnerships. Advocate for parks, trails and recreation related interests and partnerships at the local, regional and state levels.

Budget Highlights

No significant changes from the prior year budget.

Performance Standards

Design and develop new parks, athletic fields and trail projects identified in the Park District's 2006 Comprehensive and Trails Master Plans and the 2008 Bond Measure. Pursue annexations through the SDIA/Voluntary Annexation Program #7 to increase property tax revenues and continue to seek grants (that can be incorporated into bond projects and/or large-scale trail projects) and outside funding sources.

Division: Planning
Department: Planning and Development

Description	Prior Year Actual 2008/09	Prior Year Actual 2009/10	Adopted Budget 2010/11	Proposed Budget 2011/12	Adopted Budget 2011/12
Summary of Appropriations					
Personal Services	592,344	912,139	925,850	954,657	954,657
Materials & Services	158,368	51,133	117,000	112,500	112,500
Total Appropriations	750,712	963,272	1,042,850	1,067,157	1,067,157
Summary by Program					
Planning and Development	750,712	963,272	1,042,850	1,067,157	1,067,157
Total Appropriations	750,712	963,272	1,042,850	1,067,157	1,067,157
Division Staff					
Full Time	6.00	6.00	10.00	10.00	10.00
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: Planning
Department: Planning and Development
Program: Planning and Development

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2008/09	Prior Year Actual 2009/10	Projected Outcome 2010/11	Proposed Outcome 2011/12
Acquire new parks, athletic fields, natural areas, and trail corridor properties identified in Park District Master Plans.	Two neighborhood park additions, two trail corridor additions, three natural area additions, two natural areas were acquired.	Move forward on targeted land acquisitions for parks, trails and natural areas as identified in the Comprehensive and Trails Master Plans. Continue to pursue property as identified in the Metro Local Share Bond Fund and Park District Bond Measure.	Continue targeted land acquisition opportunities for parks, trails and natural areas as identified in the 2006 Comprehensive and Trails Master Plan updates. Continue to pursue property as identified in the Metro Local Share Bond Fund and the District's approved 2008 Bond Measure.	Continue targeted land acquisition opportunities for parks, trails and natural areas as identified in the 2006 comprehensive and Trails Master Plan updates. Continue to pursue property as identified in the District's approved 2008 Bond Measure.
Develop new parks, athletic fields, and natural areas and trail corridor properties identified in Park District Comprehensive Plan.	Two MOU's completed. Two projects in the Master Plan Phase, Five projects in the Design Development Phase, Three projects in the Construction Administration Phase. Nine projects completed: HMT Novice Skate Park, North Johnson Creek Trail, Garden Home parking lot, Westside Trail (Nature Park to Schuepbach), HMT minor landscape, Hideaway Park play equipment replacement, Harman drop-off loop, Interpretive Center native garden and kiosk, Elsie Stuhr restroom & meeting room.	Eight projects in the Master Plan Phase, Nine projects in the Design Development Phase, Seven projects in the Construction Documentation Phase, One project in the Construction Administration Phase. Three projects projected to be complete. Ten completed Play Park Equipment replacement projects.	Two projects in the Master Plan Phase, Six projects in the Design Development Phase, Nine projects in the Construction Documentation Phase, Six projects in the Construction Administration Phase. Five projects projected to be complete.	Complete construction of 3 2008 bond projects , including the Conestoga Recreation Center, Elsie Stuhr Center and 8 additional non-bond projects, including the new Maintenance and East Annex relocation site along with the athletic field development. Begin Master Plan on 6 Bond Projects. Continue to schedule and manage 16 other projects funded by grants, the 2008 Bond Measure, SDC's and capital.
Pursue annexation.	23 properties, totaling 3.77 acres via Special District Initiated Annexation/ Voluntary Annexation Program.	Continue to pursue annexations and easement opportunities, completed Special District Initiated Annexation/ Voluntary Annexation Program #5 (22 properties, 4.18 acres).	Continue with the Special District Initiated Annexation Program/ Voluntary Annexation Program #6.	Continue with the Special District Initiated Annexation Program/ Voluntary Annexation #7.
Seek grants and outside funding sources	Three grants totaling \$2,452,337 were awarded (Westside Trail Segment #18, Progress Lake Dock, PCC Rock Creek Restroom). One other grant totaling \$48,000 was submitted but not awarded.	Six grants will be submitted.	Continue to pursue grant opportunities for various projects.	Continue to pursue grant opportunities that can be incorporated into bond projects and/or large-scale grants.

Division: Planning
 Department: Planning and Development
 Program: Planning and Development

Description	Prior Year Actual 2008/09	Prior Year Actual 2009/10	Adopted Budget 2010/11	Proposed Budget 2011/12	Adopted Budget 2011/12
Program Appropriations					
F.T. Salary	406,663	604,753	627,593	648,588	648,588
Employee Benefits	150,930	255,942	242,553	244,554	244,554
Payroll Taxes	34,751	51,444	55,704	61,515	61,515
Personal Services	592,344	912,139	925,850	954,657	954,657
Professional and Technical Service	139,846	32,455	95,000	85,000	85,000
Supplies	7,821	5,412	6,500	11,250	11,250
Communications	2,233	992	1,000	750	750
Training, Travel and Memberships	8,468	12,274	14,500	15,500	15,500
Small Furniture & Office Equipment	-	-	-	-	-
Material & Services	158,368	51,133	117,000	112,500	112,500
Program Total	750,712	963,272	1,042,850	1,067,157	1,067,157
Department Staff					
Full Time	6.00	6.00	10.00	10.00	10.00
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





PARK & RECREATION SERVICES

AQUATICS



SPORTS



RECREATION



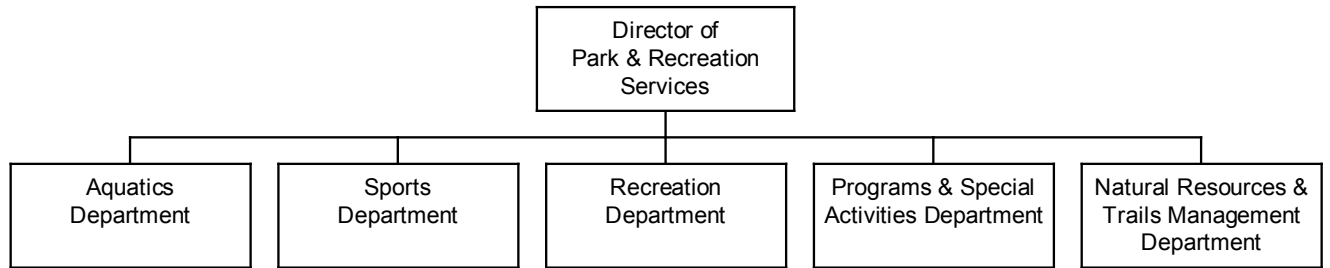
PROGRAMS & SPECIAL ACTIVITIES



NATURAL RESOURCES & TRAILS



PARK & RECREATION SERVICES DIVISION



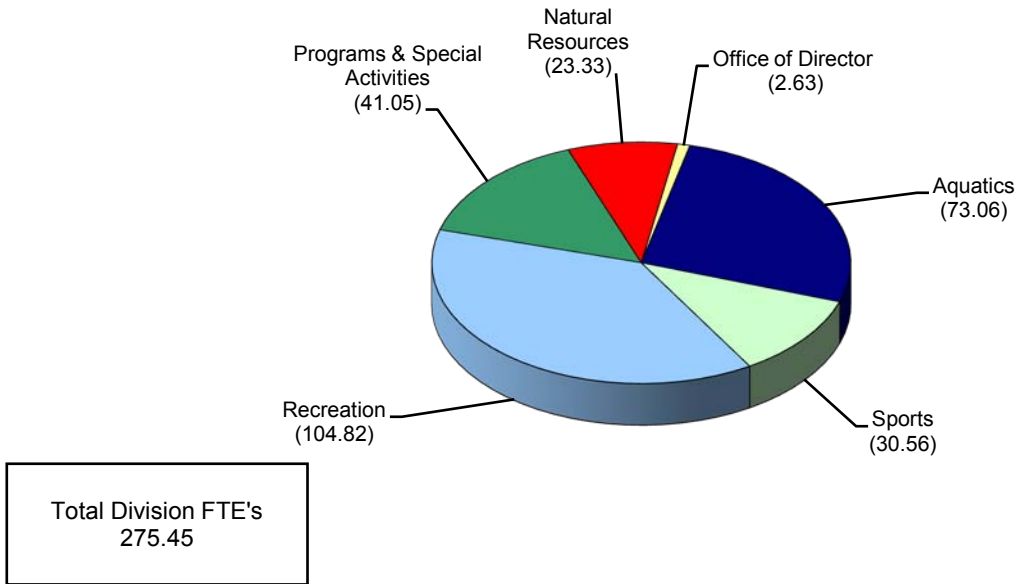
Division Mission

To provide a broad range of safe, high-quality recreation programs that are responsive to the needs and interests of the diverse community we serve. To provide stewardship and protection of the Park District's natural resources.

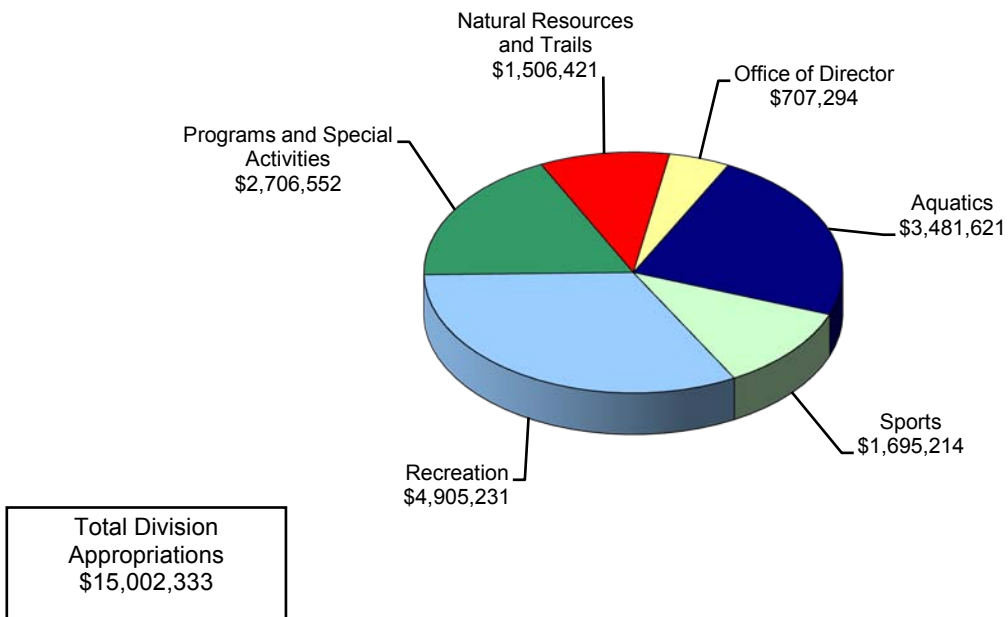
Division Overview

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; and special programs and activities. In addition, the Director leads the Park District's legislative advocacy efforts. 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.

Division Staffing by Departments FY 2011/12



Division Appropriations by Departments FY 2011/12



Division: Park & Recreation Services

Description	Prior Year Actual 2008/09	Prior Year Actual 2009/10	Adopted Budget 2010/11	Proposed Budget 2011/12	Adopted Budget 2011/12
Summary of Appropriations					
Personal Services	11,600,998	12,659,068	13,270,552	13,070,911	13,070,911
Materials & Services	1,594,785	1,682,672	1,995,198	1,931,422	1,931,422
Total Appropriations	13,195,783	14,341,740	15,265,750	15,002,333	15,002,333

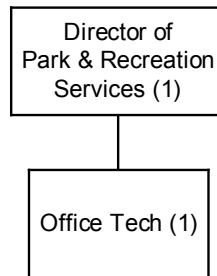
Summary by Department					
Office of the Director	624,790	744,666	701,705	707,294	707,294
Aquatics	3,282,131	3,571,767	3,585,579	3,481,621	3,481,621
Sports	1,498,952	1,577,103	1,721,283	1,695,214	1,695,214
Recreation	4,316,683	4,617,686	5,046,955	4,905,231	4,905,231
Programs and Special Activities	2,496,884	2,680,092	2,733,841	2,706,552	2,706,552
Natural Resources and Trails	976,343	1,150,426	1,476,387	1,506,421	1,506,421
Total Appropriations	13,195,783	14,341,740	15,265,750	15,002,333	15,002,333

Division Staff					
Full Time	73.00	76.00	76.50	74.50	74.50
Regular Part Time (FTE)	21.90	21.03	21.03	20.15	20.15
Part Time (FTE)	180.07	189.85	190.38	180.80	180.80



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 unit include the management and supervision of the program, staff, coordination, and implementation of the Division's activities as well as legislative advocacy for the Park District.

FY 2010/11 Division Accomplishments

Improved contacts with the Beaverton School District regarding a cooperative environmental education program.

Held another successful, Aquatics Advisory Committee Family Triathlon during Party in the Park.

Continued to focus on growth in aquatics programs, where possible, while maintaining exceptional quality and safety.

Maintained positive working relationships with Aquatic Clubs and the Beaverton School District.

Hosted a Latino outreach event.

Increased Legislative contacts both at the State and Federal level.

Continued updates of the Intergovernmental Agreement with the Beaverton School District.

Oversaw the Bureau of Environmental Services project at and near the Garden Home Recreation Center.

Helped facilitate the transition of the youth lacrosse organizational structure.

Involved the community in wildlife monitoring, habitat restoration, and trail maintenance resulting in healthier habitat areas and improved trail conditions.

Continued implementation of the District-wide environmental education strategic plan.

Expanded the Nature Mobile which provided environmental education activities at events, schools, and community destinations with a focus on underserved audiences during the summer and school holidays.

FY 2011/12 Division Goals and Objectives

Continue emphasis on outstanding customer service at all of our facilities and begin to make programs consistent District wide.

Increase level of legislative advocacy and contacts.

Continue technical, professional, and safety training as a high priority for Division staff.

Continue outreach to ethnic minorities to inform and offer programs of interest. Help coordinate a family event for the Korean community.

Continue a program that delivers recreational programs to District residents that cannot afford the programs and target populations that need programming availability.

Continue Natural Resources Volunteer Program opportunities.

Expand the Elementary School Swim Lesson program to other schools in the Beaverton School District, where possible.

Continue to modify existing programs to meet the changing needs of our guests (ex: fitness classes).

**FY 2011/12 Division Goals and Objectives
(continued)**

Promote inter-agency cooperation on field projects with the Beaverton School District.

Seek grant funding to help expand programming to underserved populations.

Monitor program and class participation to assure budget compliance.

Promote increased participation in programs at the Cooper Mountain Nature Park.

Evaluate the operating model at the Jenkins Estate.

Expand high demand programs where possible, primarily camps and Learn To Swim classes during high demand times.

Emphasize program opportunities for middle school age children.

Increase ranger presence and environmental education efforts in parks and trails through the Trails Management Program.

Budget Highlights

No significant change from prior year.

Division: Park & Recreation Services
Department: Office of the Director

Description	Prior Year Actual 2008/09	Prior Year Actual 2009/10	Adopted Budget 2010/11	Proposed Budget 2011/12	Adopted Budget 2011/12
Summary of Appropriations					
Personal Services	235,527	264,572	266,566	267,804	267,804
Materials & Services	389,263	480,094	435,139	439,490	439,490
Total Appropriations	624,790	744,666	701,705	707,294	707,294
Summary by Program					
Office of the Director	624,790	744,666	701,705	707,294	707,294
Total Appropriations	624,790	744,666	701,705	707,294	707,294
Division Staff					
Full Time	2.00	2.00	2.00	2.00	2.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	0.00	0.63	0.63	0.63	0.63



Division: Park & Recreation Services

Department: Office of the Director

Program: Office of the Director

Description	Prior Year Actual 2008/09	Prior Year Actual 2009/10	Adopted Budget 2010/11	Proposed Budget 2011/12	Adopted Budget 2011/12
Program Appropriations					
F.T. Salary	160,160	166,302	168,606	171,157	171,157
P.T. Salary	498	12,862	14,300	14,300	14,300
Employee Benefits	62,066	70,887	68,428	65,970	65,970
Payroll Taxes	12,803	14,521	15,232	16,377	16,377
Personal Services	235,527	264,572	266,566	267,804	267,804
Professional and Technical Services	-	3,700	30,500	30,500	30,500
Fee reductions-family assistance	374,988	461,860	375,000	375,000	375,000
Communication	848	1,020	7,000	7,500	7,500
Supplies	942	2,474	7,639	8,500	8,500
Training, Travel and Memberships	12,485	11,040	15,000	17,990	17,990
Material & Services	389,263	480,094	435,139	439,490	439,490
Program Total	624,790	744,666	701,705	707,294	707,294
Department Staff					
Full Time	2.00	2.00	2.00	2.00	2.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	0.00	0.63	0.63	0.63	0.63





AQUATICS



Swim Class at the Aquatic Center

Aloha Swim Center

Aquatic Center

Beaverton Swim Center

Harman Swim Center

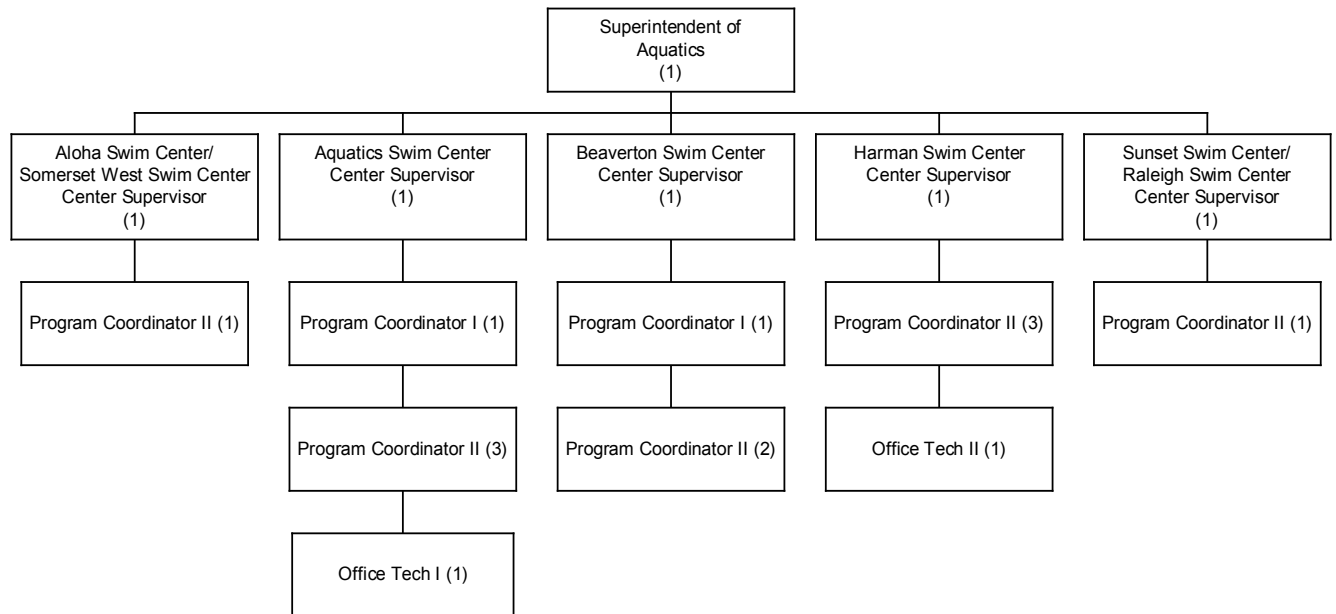
Sunset Swim Center

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 the developmentally delayed; supervision and training of staff; and coordinates with the Maintenance Department in the operation of the pools.

FY 2010/11 Accomplishments

Continued to increase number of programs offered through the schools, including adaptive, fitness and Learn To Swim classes for the high school students. Additionally, continued the Learn To Swim classes for children at McKay and Aloha-Huber schools.

Offered quarterly workshops for our water fitness instructors. This has been extremely successful in bringing our more than 60 full time, regular part time

and part time water fitness instructors together for in-house training and idea sharing.

Successful revision and implementation of the new Learn To Swim materials, revised in-house. These new and improved materials have been well received by the instructional staff and patrons.

Introduced the new Junior Lifeguard program which includes a Junior Swim Instructor component. The program was introduced in Summer 2010. The revised program has been well received by the participants and instructors.

FY 2011/12 Goals and Objectives

Continue to re-evaluate the effectiveness of the new Learn To Swim program, and make changes where necessary to the corresponding program materials.

Maintain a comprehensive in-service training program for staff in medical emergencies, customer service, and instructor training.

Continue to provide training opportunities for volunteers working with guests with special needs.

Increase program opportunities for middle school aged children and low-income families.

FY 2011/12 Goals and Objectives (continued)

Continue to promote a community outreach program where Learn To Swim classes are offered to low-income families, while training new instructional staff. Continue to expand the number of water safety presentations in schools and day cares.

Monitor Beaverton School District program cuts and offer like programs where possible.

Budget Highlights

The Proposed Budget reflects continuation of program levels from previous year.

Division: Park & Recreation Services
Department: Aquatics

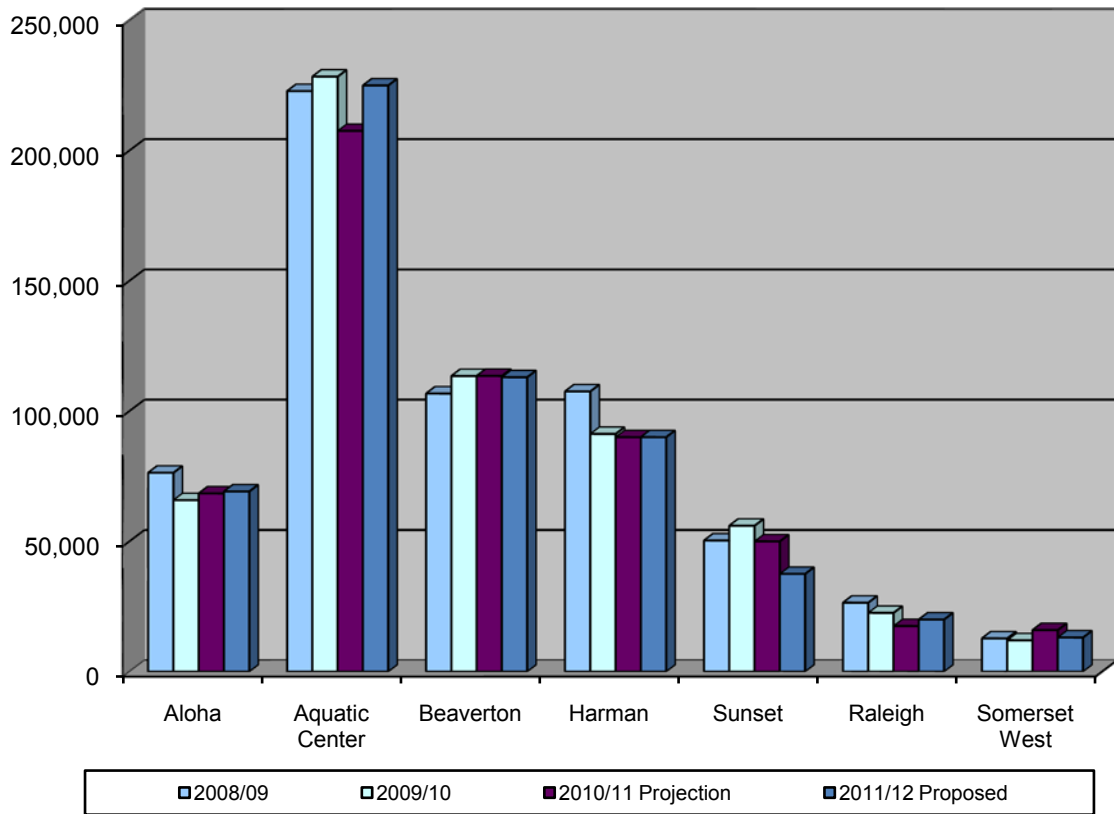
Description	Prior Year Actual 2008/09	Prior Year Actual 2009/10	Adopted Budget 2010/11	Proposed Budget 2011/12	Adopted Budget 2011/12
Summary of Appropriations					
Personal Services	3,206,046	3,504,296	3,502,224	3,415,437	3,415,437
Materials & Services	76,085	67,471	83,355	66,184	66,184
Total Appropriations	3,282,131	3,571,767	3,585,579	3,481,621	3,481,621

Summary by Program					
Superintendent of Aquatics	176,017	182,511	191,041	185,691	185,691
Aloha Swim Center	472,396	489,308	500,186	524,511	524,511
Aquatic Center	807,705	843,013	860,618	769,881	769,881
Beaverton Swim Center	697,096	775,845	747,371	742,348	742,348
Harman Swim Center	617,029	704,687	710,861	724,514	724,514
Sunset Swim Center	405,458	466,425	465,959	441,323	441,323
Raleigh Swim Center	49,699	54,410	48,275	38,841	38,841
Somerset West Swim Center	56,731	55,568	61,268	54,512	54,512
Total Appropriations	3,282,131	3,571,767	3,585,579	3,481,621	3,481,621

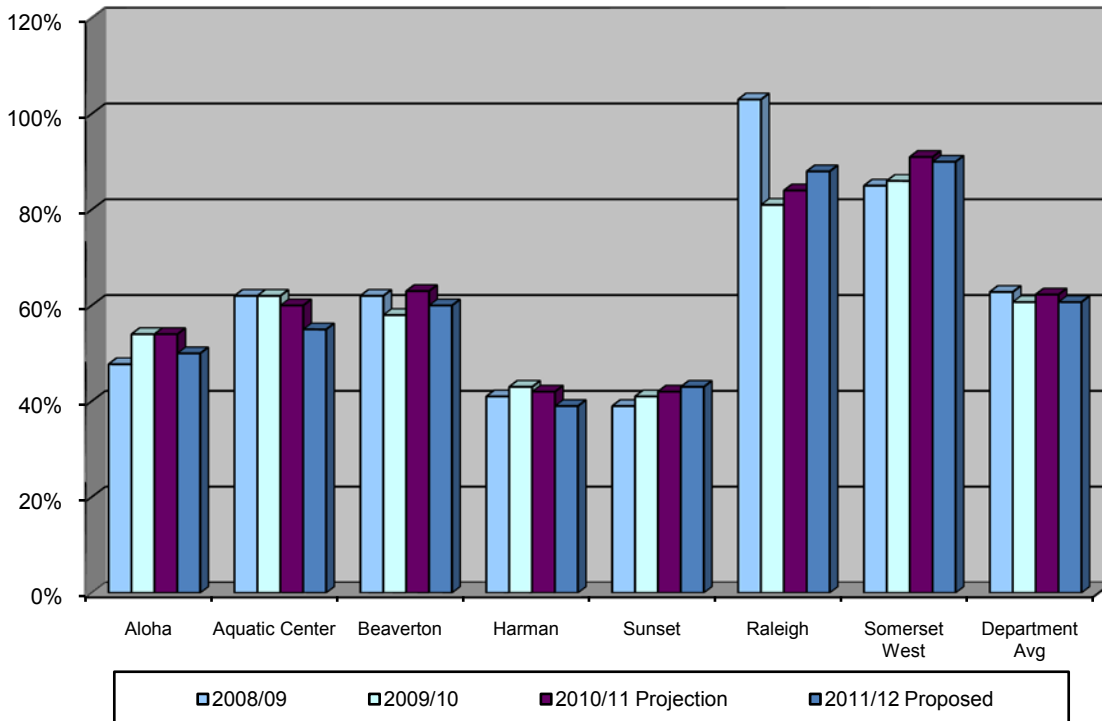
Division Staff					
Full Time	19.00	20.00	20.00	20.00	20.00
Regular Part Time (FTE)	8.76	7.89	7.89	7.89	7.89
Part Time (FTE)	52.35	53.36	53.26	45.17	45.17

Funded Service Level					
Program Hours	43,915	45,726	47,566	41,639	41,639
Contact Hours	1,094,769	1,104,687	1,097,004	1,112,587	1,112,587

Attendance by Center



Cost Recovery by Center



Division: Park & Recreation Services
Department: Aquatics
Program: Superintendent of Aquatics

Description	Prior Year Actual 2008/09	Prior Year Actual 2009/10	Adopted Budget 2010/11	Proposed Budget 2011/12	Adopted Budget 2011/12
Program Appropriations					
F.T. Salary	96,024	99,768	103,958	108,221	108,221
P.T. Salary	1,505	1,031	1,829	1,120	1,120
Employee Benefits	27,235	31,645	32,302	29,281	29,281
Payroll Taxes	8,196	8,366	9,394	10,271	10,271
Personal Services	132,960	140,810	147,483	148,893	148,893
Supplies	23,307	23,890	21,546	15,656	15,656
Communications	2,016	1,438	2,400	-	-
Training, Travel and Memberships	17,734	16,373	19,612	21,142	21,142
Material & Services	43,057	41,701	43,558	36,798	36,798
Program Total	176,017	182,511	191,041	185,691	185,691
Department Staff					
Full Time	1.00	1.00	1.00	1.00	1.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	0.03	0.06	0.05	0.02	0.02

Division: Park & Recreation Services

Department: Aquatics

Program: Aloha Swim Center

KEY PERFORMANCE INDICATORS

Description	Prior Year Outcome 2008/09	Prior Year Actual 2009/10	Projected Outcome 2010/11	Proposed Outcome 2011/12
Workloads				
Attendance	76,332	65,837	68,400	69,150
Number of classes held	778	823	790	775
Percentage of classes held vs. offered	90%	79%	85%	84%
Performance Measures				
Estimated cost per visit	\$ 6.19	\$ 7.43	\$ 7.15	\$ 7.18
Direct Facility Operations Cost Recovery *	48%	54%	54%	50%
Goal Outcome Measures				
Average Enrollment as a Percent of Class minimums	165%	170%	169%	169%

* Does not include maintenance or utilities

Division: Park & Recreation Services
 Department: Aquatics
 Program: Aloha Swim Center

Description	Prior Year Actual 2008/09	Prior Year Actual 2009/10	Adopted Budget 2010/11	Proposed Budget 2011/12	Adopted Budget 2011/12
Program Appropriations					
F.T. Salary	122,112	127,992	131,882	135,270	135,270
P.T. Salary	241,505	245,808	255,687	270,204	270,204
Employee Benefits	66,356	73,794	69,753	72,727	72,727
Payroll Taxes	37,038	38,587	38,860	41,704	41,704
Personal Services	467,011	486,181	496,182	519,905	519,905
Supplies	5,111	2,051	4,004	4,606	4,606
Small Furniture and Equipment	274	1,076	-	-	-
Material & Services	5,385	3,127	4,004	4,606	4,606
Program Total	472,396	489,308	500,186	524,511	524,511
Department Staff					
Full Time	2.00	2.00	2.00	2.00	2.00
Regular Part Time (FTE)	1.75	1.75	1.75	1.75	1.75
Part Time (FTE)	8.08	8.18	8.29	8.10	8.10
Funded Service Level					
Program Hours	6,808	6,802	6,968	6,828	6,828
Contact Hours	160,439	165,899	162,913	185,581	185,581

Division: Park & Recreation Services

Department: Aquatics

Program: Aquatic Center

KEY PERFORMANCE INDICATORS

Description	Prior Year Outcome 2008/09	Prior Year Actual 2009/10	Projected Outcome 2010/11	Proposed Outcome 2011/12
Workloads				
Attendance	222,826	228,388	207,548	225,000
Number of classes held	1,069	920	784	796
Percentage of classes held vs. offered	83%	95%	92%	89%
Performance Measures				
Estimated cost per visit	\$ 3.57	\$ 3.69	\$ 3.91	\$ 3.61
Direct Facility Operations Cost Recovery *	62%	62%	60%	55%
Goal Outcome Measures				
Average Enrollment as a Percent of Class minimums	174%	172%	187%	187%

* Does not include maintenance or utilities

Division: Park & Recreation Services
 Department: Aquatics
 Program: Aquatic Center

Description	Prior Year Actual 2008/09	Prior Year Actual 2009/10	Adopted Budget 2010/11	Proposed Budget 2011/12	Adopted Budget 2011/12
Program Appropriations					
F.T. Salary	309,682	324,937	332,297	344,645	344,645
P.T. Salary	304,948	305,827	314,306	214,186	214,186
Employee Benefits	119,682	135,791	137,004	147,392	147,392
Payroll Taxes	62,225	65,622	64,456	57,955	57,955
Personal Services	796,537	832,177	848,063	764,178	764,178
Supplies	10,798	9,988	12,555	5,703	5,703
Small Furniture & Equipment	370	848	-	-	-
Material & Services	11,168	10,836	12,555	5,703	5,703
Program Total	807,705	843,013	860,618	769,881	769,881
Department Staff					
Full Time	6.00	6.00	6.00	6.00	6.00
Regular Part Time (FTE)	0.88	0.88	0.88	0.88	0.88
Part Time (FTE)	13.50	13.30	13.30	8.78	8.78
Funded Service Level					
Program Hours	10,112	9,873	10,177	7,673	7,673
Contact Hours	313,688	300,975	297,346	263,256	263,256

Division: Park & Recreation Services

Department: Aquatics

Program: Beaverton Swim Center

KEY PERFORMANCE INDICATORS

Description	Prior Year Outcome 2008/09	Prior Year Actual 2009/10	Projected Outcome 2010/11	Proposed Outcome 2011/12
Workloads				
Attendance	106,737	113,467	113,500	113,000
Number of classes held	2,280	2,179	2,185	2,158
Percentage of classes held vs. offered	96%	99%	99%	99%
Performance Measures				
Estimated cost per visit	\$ 6.53	\$ 6.84	\$ 6.28	\$ 6.42
Direct Facility Operations Cost Recovery *	62%	58%	63%	60%
Goal Outcome Measures				
Average Enrollment as a Percent of Class minimums	304%	308%	313%	313%

* Does not include maintenance or utilities

Division: Park & Recreation Services
Department: Aquatics
Program: Beaverton Swim Center

Description	Prior Year Actual 2008/09	Prior Year Actual 2009/10	Adopted Budget 2010/11	Proposed Budget 2011/12	Adopted Budget 2011/12
Program Appropriations					
F.T. Salary	225,106	242,818	248,854	256,008	256,008
P.T. Salary	330,648	372,700	331,866	316,994	316,994
Employee Benefits	78,320	91,715	99,650	102,082	102,082
Payroll Taxes	56,500	64,139	58,409	59,627	59,627
Personal Services	690,574	771,372	738,779	734,711	734,711
Supplies	6,522	4,473	8,592	7,637	7,637
Material & Services	6,522	4,473	8,592	7,637	7,637
Program Total	697,096	775,845	747,371	742,348	742,348
Department Staff					
Full Time	4.00	4.00	4.00	4.00	4.00
Regular Part Time (FTE)	1.75	1.75	1.75	1.75	1.75
Part Time (FTE)	12.51	12.54	12.54	11.80	11.80
Funded Service Level					
Program Hours	12,432	12,481	12,495	12,545	12,545
Contact Hours	192,696	195,911	196,856	196,897	196,897

Division: Park & Recreation Services

Department: Aquatics

Program: Harman Swim Center

KEY PERFORMANCE INDICATORS

Description	Prior Year Outcome 2008/09	Prior Year Actual 2009/10	Projected Outcome 2010/11	Proposed Outcome 2011/12
Workloads				
Attendance	107,564	91,248	90,000	90,000
Number of classes held	634	732	730	730
Percentage of classes held vs. offered	91%	88%	88%	88%
Performance Measures				
Estimated cost per visit	\$ 5.74	\$ 7.72	\$ 7.60	\$ 7.71
Direct Facility Operations Cost Recovery *	41%	43%	42%	39%
Goal Outcome Measures				
Average Enrollment as a Percent of Class minimums	200%	183%	195%	195%

* Does not include maintenance or utilities

Division: Park & Recreation Services
Department: Aquatics
Program: Harman Swim Center

Description	Prior Year Actual 2008/09	Prior Year Actual 2009/10	Adopted Budget 2010/11	Proposed Budget 2011/12	Adopted Budget 2011/12
Program Appropriations					
F.T. Salary	219,564	266,916	278,263	285,777	285,777
P.T. Salary	241,136	235,562	230,950	232,587	232,587
Employee Benefits	105,991	148,269	142,958	147,554	147,554
Payroll Taxes	46,398	51,160	51,238	54,494	54,494
Personal Services	613,089	701,907	703,409	720,412	720,412
Supplies	3,940	2,780	7,452	4,102	4,102
Material & Services	3,940	2,780	7,452	4,102	4,102
Program Total	617,029	704,687	710,861	724,514	724,514
Department Staff					
Full Time	4.00	5.00	5.00	5.00	5.00
Regular Part Time (FTE)	2.63	1.76	1.76	1.76	1.76
Part Time (FTE)	5.11	5.90	6.22	5.88	5.88
Funded Service Level					
Program Hours	4,157	5,620	6,849	6,016	6,016
Contact Hours	140,821	161,758	165,394	168,008	168,008

Division: Park & Recreation Services

Department: Aquatics

Program: Sunset Swim Center

KEY PERFORMANCE INDICATORS

Description	Prior Year Outcome 2008/09	Prior Year Actual 2009/10	Projected Outcome 2010/11	Proposed Outcome 2011/12
Workloads				
Attendance	50,329	56,001	50,000	37,500
Number of classes held	432	535	460	490
Percentage of classes held vs. offered	92%	85%	90%	90%
Performance Measures				
Estimated cost per visit	\$ 8.07	\$ 8.33	\$ 9.10	\$ 11.34
Direct Facility Operations Cost Recovery *	39%	41%	42%	43%
Goal Outcome Measures				
Average Enrollment as a Percent of Class minimums	121%	166%	162%	162%

* Does not include maintenance or utilities

Division: Park & Recreation Services
Department: Aquatics
Program: Sunset Swim Center

Description	Prior Year Actual 2008/09	Prior Year Actual 2009/10	Adopted Budget 2010/11	Proposed Budget 2011/12	Adopted Budget 2011/12
Program Appropriations					
F.T. Salary	113,587	119,139	123,601	128,756	128,756
P.T. Salary	194,368	236,605	233,996	202,630	202,630
Employee Benefits	61,851	70,470	67,129	69,941	69,941
Payroll Taxes	31,265	36,381	35,829	34,453	34,453
Personal Services	401,071	462,595	460,555	435,780	435,780
Supplies	4,387	3,556	5,404	5,543	5,543
Small Furniture & Equipment	-	274	-	-	-
Material & Services	4,387	3,830	5,404	5,543	5,543
Program Total	405,458	466,425	465,959	441,323	441,323
Department Staff					
Full Time	2.00	2.00	2.00	2.00	2.00
Regular Part Time (FTE)	1.75	1.75	1.75	1.75	1.75
Part Time (FTE)	7.09	7.16	7.00	5.36	5.36
Funded Service Level					
Program Hours	7,176	7,662	7,905	5,705	5,705
Contact Hours	166,714	160,189	161,490	170,662	170,662

Division: Park & Recreation Services

Department: Aquatics

Program: Raleigh Swim Center

KEY PERFORMANCE INDICATORS

Description	Prior Year Outcome 2008/09	Prior Year Actual 2009/10	Projected Outcome 2010/11	Proposed Outcome 2011/12
Workloads				
Attendance	26,465	22,556	17,500	20,000
Number of classes held	111	84	65	40
Percentage of classes held vs. offered	70%	53%	59%	67%
Performance Measures				
Estimated cost per visit	\$ 1.88	\$ 2.41	\$ 2.92	\$ 2.12
Direct Facility Operations Cost Recovery *	103%	81%	84%	88%
Goal Outcome Measures				
Average Enrollment as a Percent of Class minimums	136%	123%	122%	122%

* Does not include maintenance or utilities

Division: Park & Recreation Services

Department: Aquatics

Program: Raleigh Swim Center

Description	Prior Year Actual 2008/09	Prior Year Actual 2009/10	Adopted Budget 2010/11	Proposed Budget 2011/12	Adopted Budget 2011/12
Program Appropriations					
P.T. Salary	44,266	48,579	42,978	34,355	34,355
Payroll Taxes	4,493	5,496	4,297	3,436	3,436
Personal Services	48,759	54,075	47,275	37,791	37,791
Supplies	870	185	1,000	1,050	1,050
Small Furniture and Equipment	70	150	-	-	-
Material & Services	940	335	1,000	1,050	1,050
Program Total	49,699	54,410	48,275	38,841	38,841
Department Staff					
Full Time	0.00	0.00	0.00	0.00	0.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	3.54	3.76	3.45	3.05	3.05
Funded Service Level					
Program Hours	1,614	1,643	1,527	1,342	1,342
Contact Hours	59,758	62,019	54,441	61,718	61,718

Division: Park & Recreation Services
 Department: Aquatics
 Program: Somerset West Swim Center

KEY PERFORMANCE INDICATORS

Description	Prior Year Outcome 2008/09	Prior Year Actual 2009/10	Projected Outcome 2010/11	Proposed Outcome 2011/12
Workloads				
Attendance	12,768	12,025	15,940	13,100
Number of classes held	148	148	125	130
Percentage of classes held vs. offered	91%	90%	86%	86%
Performance Measures				
Estimated cost per visit	\$ 4.44	\$ 4.62	\$ 3.62	\$ 4.23
Direct Facility Operations Cost Recovery *	85%	86%	91%	90%
Goal Outcome Measures				
Average Enrollment as a Percent of Class minimums	152%	174%	158%	158%

* Does not include maintenance or utilities

Division: Park & Recreation Services
 Department: Aquatics
 Program: Somerset West Swim Center

Description	Prior Year Actual 2008/09	Prior Year Actual 2009/10	Adopted Budget 2010/11	Proposed Budget 2011/12	Adopted Budget 2011/12
Program Appropriations					
P.T. Salary	50,741	49,660	54,980	48,879	48,879
Payroll Taxes	5,304	5,519	5,498	4,888	4,888
Personal Services	56,045	55,179	60,478	53,767	53,767
Supplies	686	389	790	745	745
Material & Services	686	389	790	745	745
Program Total	56,731	55,568	61,268	54,512	54,512
Department Staff					
Full Time	0.00	0.00	0.00	0.00	0.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	2.49	2.46	2.41	2.18	2.18
Funded Service Level					
Program Hours	1,616	1,645	1,645	1,530	1,530
Contact Hours	60,653	57,936	58,564	66,465	66,465





SPORTS

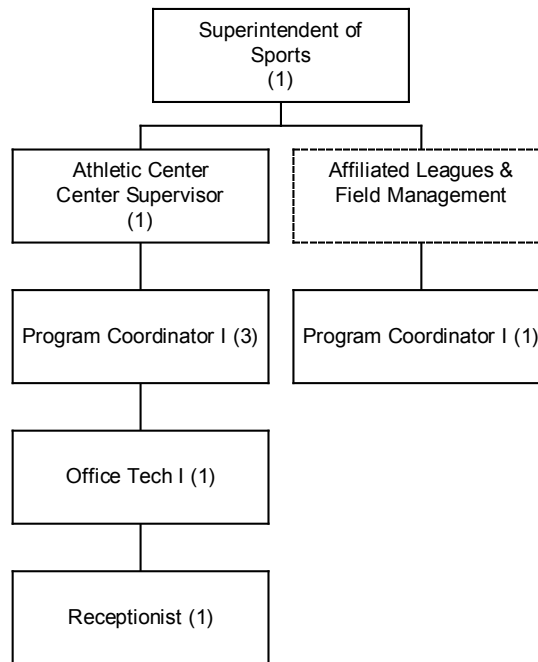


Soccer at the Howard M. Terpenning Recreation Complex

Athletic Center

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 Athletic Center, sports fields, affiliated sports organizations, and the Beaverton School District IGA. The Athletic Center provides as many as 200 diverse programs quarterly, District-wide Sports Leagues that involve over 20,000 participants and numerous tournaments and special events. This Department works with seven steering committees, an Advisory Committee, coordinating with other Departments and the Beaverton School District to offer services.

FY 2010/11 Accomplishments

Improved Affiliated Sports Leagues field use and reporting process.

Worked on collaborative field improvement and reconfiguring projects with Beaverton School District.

Integrated bond funded athletic facilities into the five-year field supply projections.

Defined gymnasium use needs for Sports Leagues programs and developed allocation process that met supply.

FY 2011/12 Goals and Objectives

Develop a more collaborative gym and field allocation process with Beaverton School District athletic programs.

Continue working on collaborative field improvement and reconfiguring projects with Beaverton School District and Affiliated User groups.

Improve communication with Affiliated Sports Groups.

Integrate new athletic fields into the inventory for allocation and use.

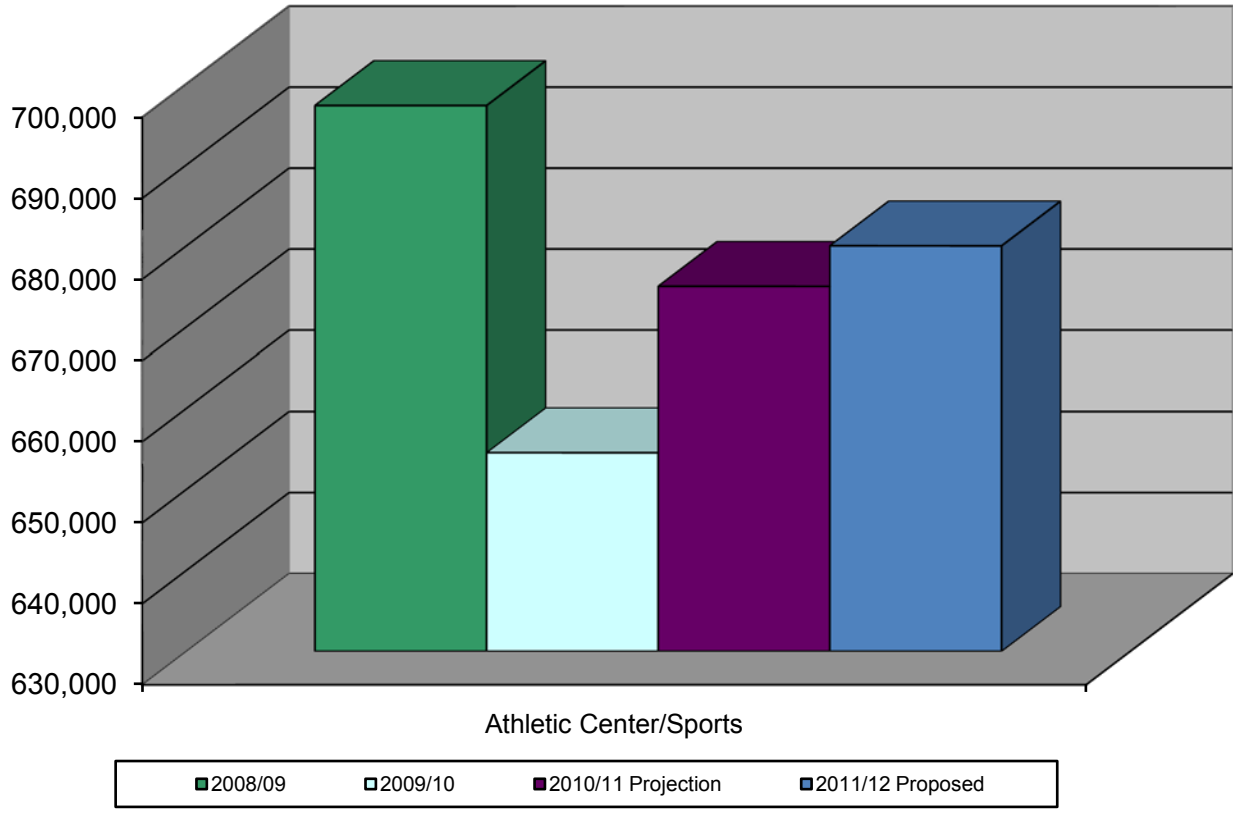
Assist the Affiliated User Groups in using their assigned fields in the most efficient manner possible.

Assist the new youth lacrosse organization to establish a solid foundation for operations.

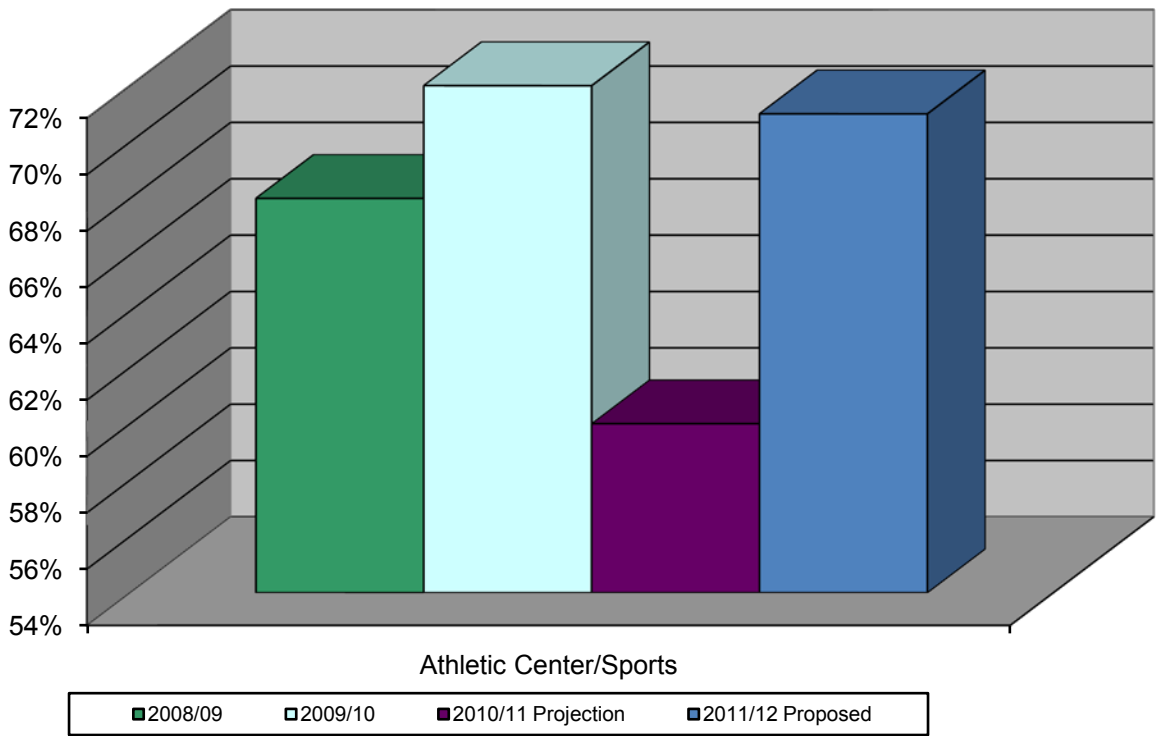
Budget Highlights

The Proposed Budget reflects continuation of program levels from previous year.

Attendance by Center



Cost Recovery by Center



Division: Park & Recreation Services
Department: Sports

Description	Prior Year Actual 2008/09	Prior Year Actual 2009/10	Adopted Budget 2010/11	Proposed Budget 2011/12	Adopted Budget 2011/12
Summary of Appropriations					
Personal Services	1,253,379	1,290,566	1,419,262	1,390,923	1,390,923
Materials & Services	245,573	286,537	302,021	304,291	304,291
Total Appropriations	1,498,952	1,577,103	1,721,283	1,695,214	1,695,214

Summary by Program					
Superintendent of Sports	237,611	253,293	263,807	270,151	270,151
Athletic Center/Sports	1,261,341	1,323,810	1,457,476	1,425,063	1,425,063
Total Appropriations	1,498,952	1,577,103	1,721,283	1,695,214	1,695,214

Division Staff					
Full Time	8.00	8.00	8.00	8.00	8.00
Regular Part Time (FTE)	1.75	1.75	1.75	1.75	1.75
Part Time (FTE)	21.23	23.29	21.95	20.81	20.81

Funded Service Level					
Program Hours	19,650	21,004	20,184	19,558	19,558
Contact Hours	679,343	693,766	681,506	675,974	675,974



Division: Park & Recreation Services
Department: Sports
Program: Superintendent of Sports

Description	Prior Year Actual 2008/09	Prior Year Actual 2009/10	Adopted Budget 2010/11	Proposed Budget 2011/12	Adopted Budget 2011/12
Program Appropriations					
F.T. Salary	121,595	125,495	139,725	145,545	145,545
Employee Benefits	50,860	56,404	56,705	58,272	58,272
Payroll Taxes	10,378	10,727	13,102	14,534	14,534
Personal Services	182,833	192,626	209,532	218,351	218,351
Rental Facilities	44,596	44,593	42,750	42,000	42,000
Communications	1,084	2,277	1,400	1,900	1,900
Supplies	2,756	1,958	2,000	3,000	3,000
Training, Travel and Memberships	6,342	11,839	7,925	4,800	4,800
Small Furniture and Equipment	-	-	200	100	100
Material & Services	54,778	60,667	54,275	51,800	51,800
Program Total	237,611	253,293	263,807	270,151	270,151
Department Staff					
Full Time	2.00	2.00	2.00	2.00	2.00
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: Park & Recreation Services

Department: Sports

Program: Athletic Center & Sports

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2008/09	Prior Year Actual 2009/10	Projected Outcome 2010/11	Proposed Outcome 2011/12
Workloads				
Attendance	697,335	654,533	675,000	680,000
Number of classes held	521	395	445	452
Percentage of classes held vs. offered	88%	76%	86%	86%
Performance Measures				
Estimated cost per visit	\$ 1.81	\$ 2.02	\$ 2.10	\$ 2.08
Direct Facility Operations Cost Recovery *	68%	72%	60%	71%
Goal Outcome Measures				
Average Enrollment as a Percent of Class minimums	125%	124%	114%	114%

* Does not include maintenance or utilities

Division: Park & Recreation Services
 Department: Sports
 Program: Athletic Center & Sports

Description	Prior Year Actual 2008/09	Prior Year Actual 2009/10	Adopted Budget 2010/11	Proposed Budget 2011/12	Adopted Budget 2011/12
Program Appropriations					
F.T. Salary	324,217	342,197	338,474	335,931	335,931
P.T. Salary	527,370	517,623	620,826	585,109	585,109
Employee Benefits	132,853	152,592	156,183	158,676	158,676
Payroll Taxes	86,106	85,528	94,247	92,856	92,856
Personal Services	1,070,546	1,097,940	1,209,730	1,172,572	1,172,572
Professional and Technical Services	112,172	119,200	140,603	88,580	88,580
Supplies	72,952	104,198	101,133	159,261	159,261
Communication	1,954	525	4,560	3,200	3,200
Training, Travel and Memberships	1,589	961	1,450	1,450	1,450
Small Furniture and Equipment	2,128	986	-	-	-
Material & Services	190,795	225,870	247,746	252,491	252,491
Program Total	1,261,341	1,323,810	1,457,476	1,425,063	1,425,063
Department Staff					
Full Time	6.00	6.00	6.00	6.00	6.00
Regular Part Time (FTE)	1.75	1.75	1.75	1.75	1.75
Part Time (FTE)	21.23	23.29	21.95	20.81	20.81
Funded Service Level					
Program Hours	19,650	21,004	20,184	19,558	19,558
Contact Hours	733,677	747,206	733,486	675,974	675,974





RECREATION



Zumba Class at Conestoga Recreation & Aquatic Center

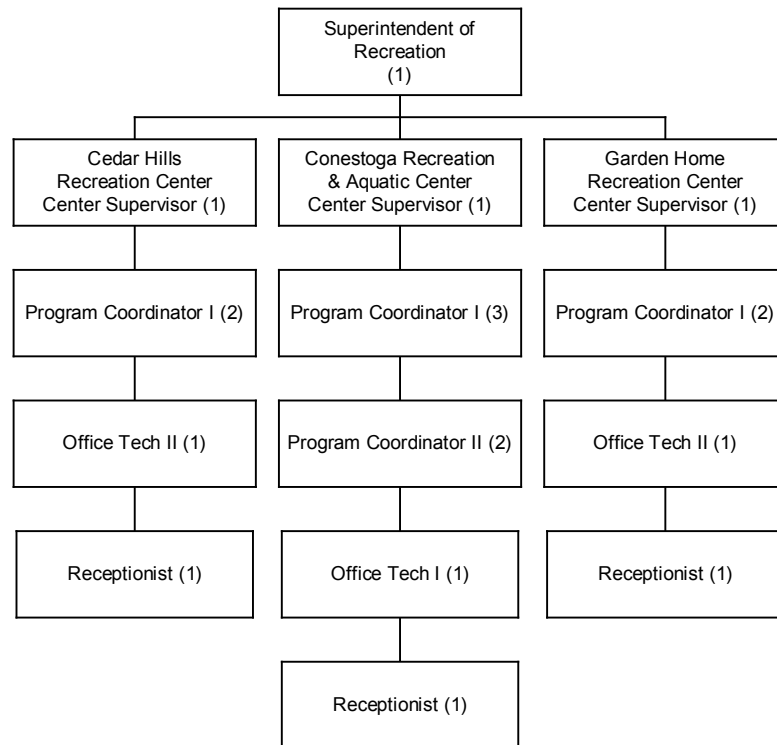
Cedar Hills Recreation Center

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 is responsible for 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 recreational 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.

FY 2010/11 Accomplishments

Junk in the Trunk Special Event. First year for the Conestoga Recreation & Aquatic Center event brought in over 60 vendors and 800 participants.

Expanded after school programs to Hazeldale Elementary School.

The Rec Mobile Outreach program added a second vehicle and was able to double the sites visited during the summer months to provide recreational

activities to community youth. A Friday night component was added to support children at a time they are often left alone and unsupervised which included an evening meal. Provided activities on off school days.

Replaced the old tile gym floor at Cedar Hills Recreation Center with a new hardwood floor.

FY 2011/12 Goals and Objectives

Continue to work with the Beaverton School District to offer lunch at all Rec Mobile sites.

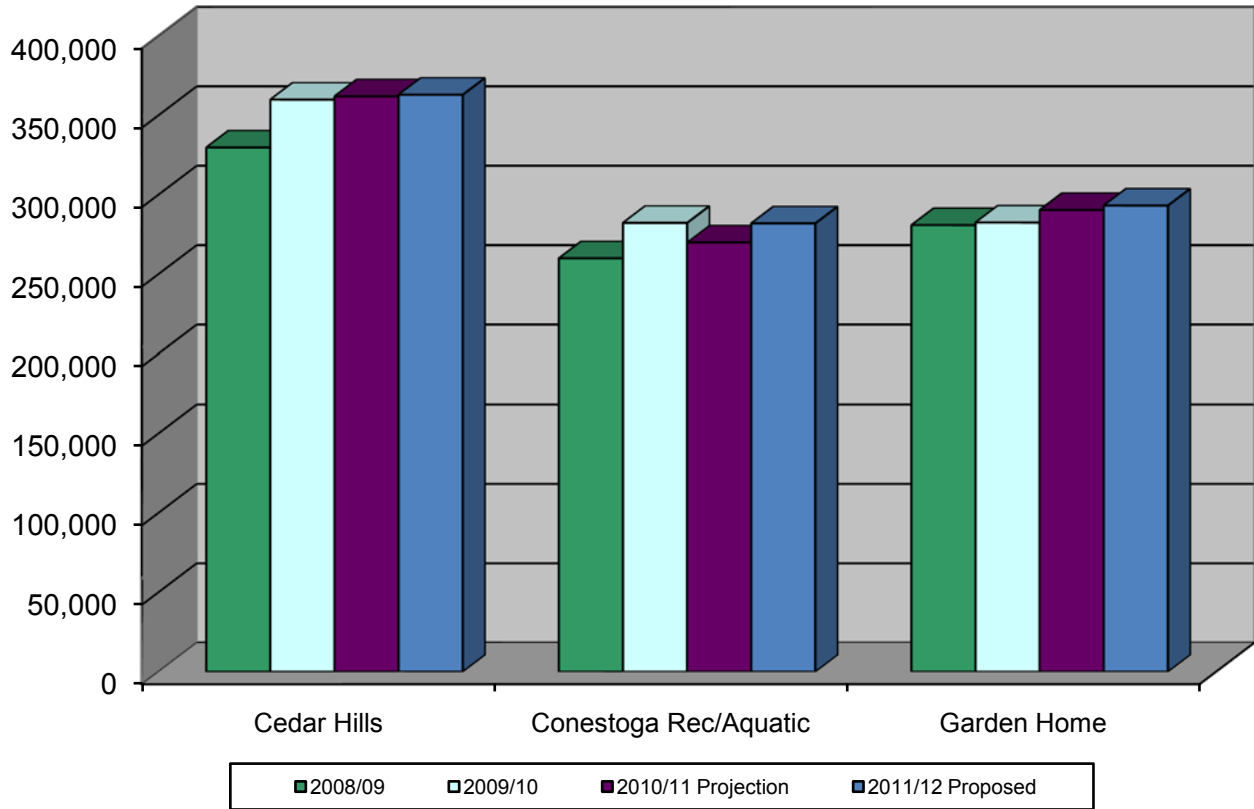
Standardize operations for all three Recreation Centers.

Complete a thorough review of program offerings to optimize participation.

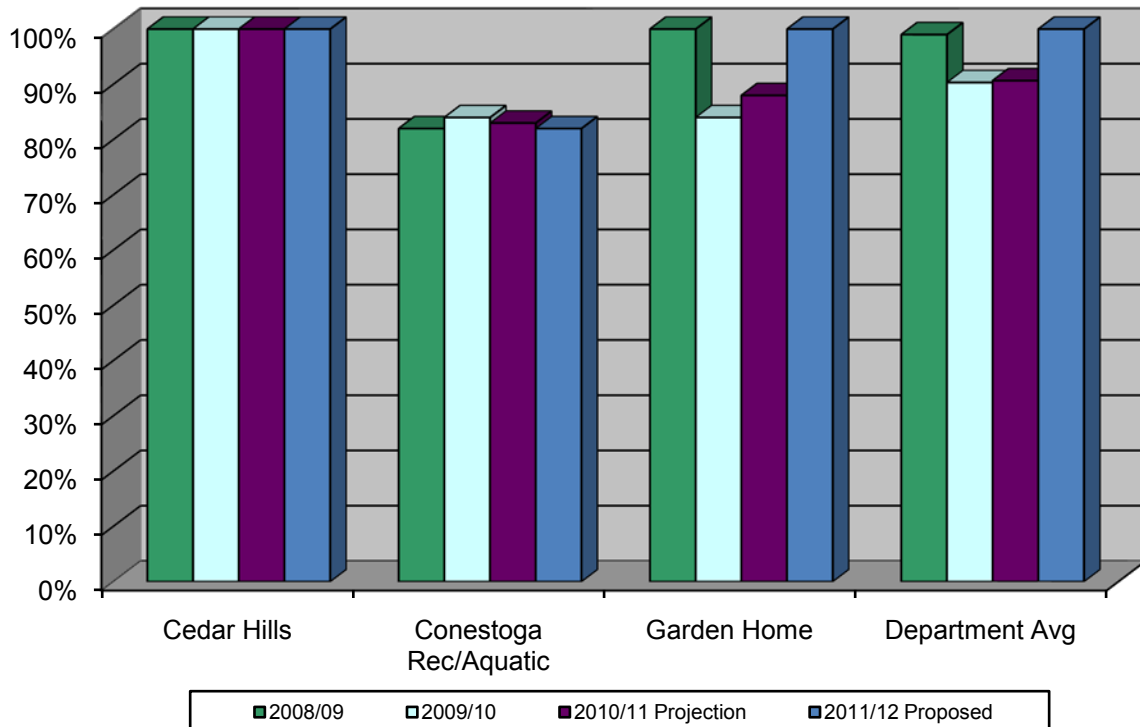
Budget Highlights

The Proposed Budget generally reflects continuation of most program levels from previous year. The Proposed Budget does reflect the discontinuation of the Community School Program and the corresponding elimination of one full-time position at the Garden Home Recreation Center.

Attendance by Center



Cost Recovery by Center



Division: Park & Recreation Services
Department: Recreation

Description	Prior Year Actual 2008/09	Prior Year Actual 2009/10	Adopted Budget 2010/11	Proposed Budget 2011/12	Adopted Budget 2011/12
Summary of Appropriations					
Personal Services	3,849,093	4,178,002	4,394,091	4,379,530	4,379,530
Materials & Services	467,590	439,684	652,864	525,701	525,701
Total Appropriations	4,316,683	4,617,686	5,046,955	4,905,231	4,905,231

Summary by Program					
Superintendent of Recreation	141,289	146,911	171,324	173,879	173,879
Cedar Hills Recreation Center	1,143,460	1,280,649	1,387,058	1,431,480	1,431,480
Conestoga Rec. & Aquatic Center	1,907,663	1,965,805	2,076,138	2,057,495	2,057,495
Garden Home Recreation Center	1,124,271	1,224,321	1,412,435	1,242,377	1,242,377
Total Appropriations	4,316,683	4,617,686	5,046,955	4,905,231	4,905,231

Division Staff					
Full Time	20.00	20.00	20.00	19.00	19.00
Regular Part Time (FTE)	5.26	5.26	5.26	5.26	5.26
Part Time (FTE)	78.37	81.81	81.30	80.56	80.56

Funded Service Level					
Program Hours	80,334	80,343	81,236	75,937	75,937
Contact Hours	1,659,458	1,697,819	1,713,995	1,516,867	1,516,867



Division: Park & Recreation Services
 Department: Recreation
 Program: Superintendent of Recreation

Description	Prior Year Actual 2008/09	Prior Year Actual 2009/10	Adopted Budget 2010/11	Proposed Budget 2011/12	Adopted Budget 2011/12
Program Appropriations					
F.T. Salary	90,780	93,864	97,806	100,836	100,836
P.T. Salary	72	-	3,000	3,000	3,000
Employee Benefits	24,131	28,060	37,447	35,853	35,853
Payroll Taxes	7,764	8,034	8,967	9,850	9,850
Personal Services	122,747	129,958	147,220	149,539	149,539
Communications	3,072	3,762	3,500	3,300	3,300
Supplies	5,325	4,398	9,236	9,600	9,600
Training, Travel and Memberships	8,739	8,793	11,368	11,440	11,440
Small Furniture, Fixtures and Equip.	1,406	-	-	-	-
Material & Services	18,542	16,953	24,104	24,340	24,340
Program Total	141,289	146,911	171,324	173,879	173,879
Department Staff					
Full Time	1.00	1.00	1.00	1.00	1.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	0.12	0.12	0.12	0.12	0.12
Funded Service Level					
Program Hours	1,780	-	-	-	-
Contact Hours	44,500	-	-	-	-

Division: Park & Recreation Services
 Department: Recreation
 Program: Cedar Hills Recreation Center

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2008/09	Prior Year Actual 2009/10	Projected Outcome 2010/11	Proposed Outcome 2011/12
Workloads				
Attendance	329,797	359,948	362,000	363,000
Number of classes held	1,451	1,364	1,359	1,400
Percentage of classes held vs. offered	95%	90%	93%	93%
Performance Measures				
Estimated cost per visit	\$ 3.47	\$ 3.56	\$ 3.83	\$ 3.83
Direct Facility Operations Cost Recovery *	105%	103%	101%	101%
Goal Outcome Measures				
Average Enrollment as a Percent of Class minimums	160%	162%	162%	162%

* Does not include maintenance or utilities

Division: Park & Recreation Services
 Department: Recreation
 Program: Cedar Hills Recreation Center

Description	Prior Year Actual 2008/09	Prior Year Actual 2009/10	Adopted Budget 2010/11	Proposed Budget 2011/12	Adopted Budget 2011/12
Program Appropriations					
F.T. Salary	242,516	228,222	273,961	270,275	270,275
P.T. Salary	578,374	696,550	724,389	769,878	769,878
Employee Benefits	111,045	133,743	126,957	128,563	128,563
Payroll Taxes	80,402	92,601	97,995	103,948	103,948
Personal Services	1,012,337	1,151,116	1,223,302	1,272,664	1,272,664
Professional and Technical Services	5,483	3,463	12,732	9,810	9,810
Supplies	119,011	119,865	144,124	142,394	142,394
Rental Equipment	-	-	-	2,412	2,412
Communication	1,809	662	750	700	700
Training, Travel and Memberships	2,588	1,726	2,350	1,200	1,200
Small Furniture and Equipment	2,232	3,817	3,800	2,300	2,300
Material & Services	131,123	129,533	163,756	158,816	158,816
Program Total	1,143,460	1,280,649	1,387,058	1,431,480	1,431,480
Department Staff					
Full Time	5.00	5.00	5.00	5.00	5.00
Regular Part Time (FTE)	0.88	0.88	0.88	0.88	0.88
Part Time (FTE)	22.47	24.58	24.04	24.83	24.83
Funded Service Level					
Program Hours	28,438	28,532	29,394	26,549	26,549
Contact Hours	548,585	578,177	588,920	539,475	539,475

Division: Park & Recreation Services
 Department: Recreation
 Program: Conestoga Recreation & Aquatic Center

KEY PERFORMANCE INDICATORS

Description	Prior Year Outcome 2008/09	Prior Year Actual 2009/10	Projected Outcome 2010/11	Proposed Outcome 2011/12
Workloads				
Attendance	260,000	282,300	270,000	282,000
Number of classes held	2,363	1,906	2,175	2,250
Percentage of classes held vs. offered	93%	87%	91%	92%
Performance Measures				
Estimated cost per visit	\$ 7.37	\$ 7.23	\$ 7.43	\$ 7.30
Direct Facility Operations Cost Recovery *	82%	84%	83%	82%
Goal Outcome Measures				
Average Enrollment as a Percent of Class minimums	201%	190%	188%	188%

* Does not include maintenance or utilities

Division: Park & Recreation Services
 Department: Recreation
 Program: Conestoga Recreation & Aquatic Center

Description	Prior Year Actual 2008/09	Prior Year Actual 2009/10	Adopted Budget 2010/11	Proposed Budget 2011/12	Adopted Budget 2011/12
Program Appropriations					
F.T. Salary	402,350	425,196	439,197	455,040	455,040
P.T. Salary	979,571	1,001,453	1,028,055	1,040,228	1,040,228
Employee Benefits	207,864	243,788	232,674	239,554	239,554
Payroll Taxes	139,900	144,339	145,609	152,013	152,013
Personal Services	1,729,685	1,814,776	1,845,535	1,886,835	1,886,835
Professional and Technical Services	47,255	40,099	68,110	7,560	7,560
Rental Equipment	10,688	3,240	17,508	9,624	9,624
Communication	211	25	3,465	3,465	3,465
Rental Facility	-	332	2,700	2,700	2,700
Other Services	3,337	2,074	1,851	2,211	2,211
Supplies	115,177	102,836	129,814	138,036	138,036
Training, Travel and Memberships	1,310	1,693	2,730	2,664	2,664
Small Furniture, Fixtures and Equip.	-	730	4,425	4,400	4,400
Material & Services	177,978	151,029	230,603	170,660	170,660
Program Total	1,907,663	1,965,805	2,076,138	2,057,495	2,057,495
Department Staff					
Full Time	8.00	8.00	8.00	8.00	8.00
Regular Part Time (FTE)	3.50	3.50	3.50	3.50	3.50
Part Time (FTE)	38.10	38.10	36.80	36.48	36.48
Funded Service Level					
Program Hours	28,653	29,262	29,052	28,756	28,756
Contact Hours	648,365	665,780	677,721	619,217	619,217

Division: Park & Recreation Services
 Department: Recreation
 Program: Conestoga Recreation & Aquatic Center
 Sub-Program: Aquatics

KEY PERFORMANCE INDICATORS

Description	Prior Year Outcome 2008/09	Prior Year Actual 2009/10	Projected Outcome 2010/11	Proposed Outcome 2011/12
Workloads				
Attendance	120,000	137,300	130,000	137,000
Number of classes held	1,191	934	1,075	1,100
Percentage of classes held vs. offered	95%	85%	90%	92%
Performance Measures				
Estimated cost per visit	\$ 6.54	\$ 6.21	\$ 6.86	\$ 6.51
Direct Facility Operations Cost Recovery *	68%	72%	69%	77%
Goal Outcome Measures				
Average Enrollment as a Percent of Class minimums	195%	200%	203%	203%

* Does not include maintenance or utilities

Division: Park & Recreation Services
 Department: Recreation
 Program: Conestoga Recreation & Aquatic Center
 Sub-Program: Aquatics

Description	Prior Year Actual 2008/09	Prior Year Actual 2009/10	Adopted Budget 2010/11	Proposed Budget 2011/12	Adopted Budget 2011/12
Program Appropriations					
F.T. Salary	213,695	226,224	233,683	242,393	242,393
P.T. Salary	376,394	422,321	439,737	439,692	439,692
Employee Benefits	108,744	124,087	118,457	114,546	114,546
Payroll Taxes	59,678	65,644	67,159	69,978	69,978
Personal Services	758,511	838,276	859,036	866,609	866,609
Other Services	1,516	493	-	-	-
Communication	211	25	3,465	3,465	3,465
Supplies	15,414	12,641	19,189	19,281	19,281
Training, Travel and Memberships	1,310	1,609	2,592	2,664	2,664
Material & Services	18,451	14,768	25,246	25,410	25,410
Program Total	776,962	853,044	884,282	892,019	892,019
Department Staff					
Full Time	4.20	4.20	4.20	4.20	4.20
Regular Part Time (FTE)	1.75	1.75	1.75	1.75	1.75
Part Time (FTE)	18.59	18.03	17.14	16.81	16.81
Funded Service Level					
Program Hours	10,961	11,177	11,148	10,899	10,899
Contact Hours	321,543	326,238	325,529	308,134	308,134

Division: Park & Recreation Services
 Department: Recreation
 Program: Conestoga Recreation & Aquatic Center
 Sub-Program: Recreation

KEY PERFORMANCE INDICATORS

Description	Prior Year Outcome 2008/09	Prior Year Actual 2009/10	Projected Outcome 2010/11	Proposed Outcome 2011/12
Workloads				
Attendance	140,000	145,000	140,000	145,000
Number of classes held	1,172	972	1,100	1,150
Percentage of classes held vs. offered	90%	90%	92%	92%
Performance Measures				
Estimated cost per visit	\$ 9.09	\$ 8.20	\$ 7.96	\$ 8.04
Direct Facility Operations Cost Recovery *	91%	92%	94%	86%
Goal Outcome Measures				
Average Enrollment as a Percent of Class minimums	203%	186%	184%	184%

* Does not include maintenance or utilities

Division: Park & Recreation Services
 Department: Recreation
 Program: Conestoga Recreation & Aquatic Center
 Sub-Program: Recreation

Description	Prior Year Actual 2008/09	Prior Year Actual 2009/10	Adopted Budget 2010/11	Proposed Budget 2011/12	Adopted Budget 2011/12
Program Appropriations					
F.T. Salary	188,655	198,972	205,514	212,647	212,647
P.T. Salary	603,177	579,132	588,318	600,536	600,536
Employee Benefits	99,120	119,701	114,217	125,008	125,008
Payroll Taxes	80,222	78,695	78,450	82,035	82,035
Personal Services	971,174	976,500	986,499	1,020,226	1,020,226
Professional and Technical Services	47,255	40,099	68,110	7,560	7,560
Rental Equipment	10,688	3,240	17,508	9,624	9,624
Rental Facility	-	332	2,700	2,700	2,700
Other Services	1,821	1,581	1,851	2,211	2,211
Supplies	99,763	90,195	110,625	118,755	118,755
Training, Travel and Memberships	-	84	138	-	-
Small Furniture, Fixtures and Equip.	-	730	4,425	4,400	4,400
Material & Services	159,527	136,261	205,357	145,250	145,250
Program Total	1,130,701	1,112,761	1,191,856	1,165,476	1,165,476
Department Staff					
Full Time	3.80	3.80	3.80	3.80	3.80
Regular Part Time (FTE)	1.75	1.75	1.75	1.75	1.75
Part Time (FTE)	19.51	20.07	19.65	19.67	19.67
Funded Service Level					
Program Hours	17,692	18,085	17,904	17,858	17,858
Contact Hours	326,822	339,542	352,192	311,083	311,083

Division: Park & Recreation Services
 Department: Recreation
 Program: Garden Home Recreation Center

KEY PERFORMANCE INDICATORS

Description	Prior Year Outcome 2008/09	Prior Year Actual 2009/10	Projected Outcome 2010/11	Proposed Outcome 2011/12
Workloads				
Attendance	280,907	282,522	290,400	293,200
Number of classes held	1,082	1,599	1,487	1,075
Percentage of classes held vs. offered	73%	77%	73%	72%
Performance Measures				
Estimated cost per visit	\$ 4.00	\$ 4.33	\$ 4.08	\$ 4.32
Direct Facility Operations Cost Recovery *	110%	84%	88%	100%
Goal Outcome Measures				
Average Enrollment as a Percent of Class minimums	143%	130%	142%	142%

* Does not include maintenance or utilities

Division: Park & Recreation Services
 Department: Recreation
 Program: Garden Home Recreation Center

Description	Prior Year Actual 2008/09	Prior Year Actual 2009/10	Adopted Budget 2010/11	Proposed Budget 2011/12	Adopted Budget 2011/12
Program Appropriations					
F.T. Salary	290,234	304,823	315,040	260,081	260,081
P.T. Salary	501,066	552,619	633,240	615,186	615,186
Employee Benefits	114,482	138,573	136,619	107,629	107,629
Payroll Taxes	78,542	86,137	93,135	87,596	87,596
Personal Services	984,324	1,082,152	1,178,034	1,070,492	1,070,492
Professional and Technical Services	38,492	43,680	60,162	26,730	26,730
Supplies	88,991	92,018	139,792	131,955	131,955
Rental Equipment	3,606	4,575	18,222	4,800	4,800
Rental Facility	3,833	-	8,725	3,000	3,000
Communications	1,614	921	3,000	1,300	1,300
Training, Travel and Memberships	3,275	975	2,500	1,300	1,300
Small Furniture, Fixtures and Equip.	136	-	2,000	2,800	2,800
Material & Services	139,947	142,169	234,401	171,885	171,885
Program Total	1,124,271	1,224,321	1,412,435	1,242,377	1,242,377
Department Staff					
Full Time	6.00	6.00	6.00	5.00	5.00
Regular Part Time (FTE)	0.88	0.88	0.88	0.88	0.88
Part Time (FTE)	17.68	19.01	20.35	19.13	19.13
Funded Service Level					
Program Hours	21,463	22,549	22,790	20,632	20,632
Contact Hours	418,008	453,862	447,354	358,175	358,175





PROGRAMS & SPECIAL ACTIVITIES



Exercise Room at Elsie Stuhr Center

Elsie Stuhr Center

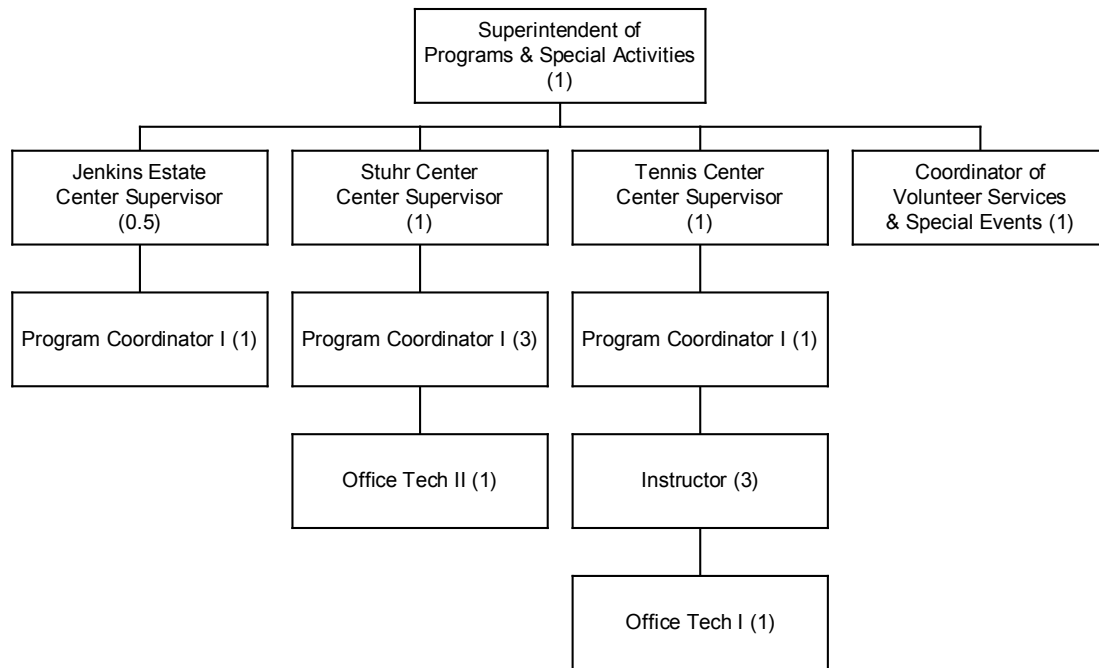
Jenkins Estate

Camp Rivendale

Tennis 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 is responsible for the Tennis Center, the Elsie Stuhr Center, historic properties including the Jenkins Estate, Fanno Farmhouse, and John Quincy Adams Young House, programs for the disabled and ADA oversight, and the Coordinator of Volunteer Services and Special Events.

This Department provides integrated recreational opportunities for the community to include: instructional tennis programs, tournaments and special events, senior and disabled programs, volunteer services and historic sites.

FY 2010/11 Accomplishments

Held a highly successful Concert and Theater in the Park series, with nine concerts and four theater presentations.

Continued successful fundraising efforts at the Stuhr Center, with the Harvest Bazaar and the Health and Wellness Fair.

THPRD Tennis Center was named one of the nation's Top Ten Tennis Towns by the United States Tennis Association.

Enjoyed increased success at the Stuhr Center's Health Fair with over 500 people in attendance this year, 51 vendors, and several major sponsors. This event is co-sponsored with the City of Beaverton's Senior Advisory Committee.

Increased participation in the District's Inclusion Program due to marketing targeted to seniors, and parents with children with special needs through the Beaverton School District.

THPRD'S hosting of the first ever US Open National Tennis Playoffs was a solid success.

FY 2011/12 Goals and Objectives

Continue to work to maximize efficiency on the expense side of the Tennis Center budget, while still maintaining maximum revenues.

Offer an adult-oriented concert in August as an addition to the current Summer Concert Series.

FY 2011/12 Goals and Objectives (continued)

Assist with the planning and implementation of the Stuhr Center Fitness Room Expansion Bond Project.

Coordinate another successful Party in the Park.

Begin coordination of the Sunday Parkways project.
Event to be held in 2012.

Budget Highlights

The Proposed Budget includes funding for the following:

- Funding for initial development and promotion of the Sunday Parkways event to be funded through sponsorship revenue, and
- Increased funding for inclusion services and the Elsie Stuhr Center to comply with legal requirements.

The Proposed Budget also reflects the elimination of a full-time position at Jenkins Estate, in an effort to improve cost recovery. This position was transferred to the Maintenance Department to offset a temporary position addition.

Division: Park & Recreation Services
Department: Programs and Special Activities

Description	Prior Year Actual 2008/09	Prior Year Actual 2009/10	Adopted Budget 2010/11	Proposed Budget 2011/12	Adopted Budget 2011/12
Summary of Appropriations					
Personal Services	2,191,017	2,361,512	2,376,404	2,333,834	2,333,834
Materials & Services	305,867	318,580	357,437	372,718	372,718
Total Appropriations	2,496,884	2,680,092	2,733,841	2,706,552	2,706,552

Summary by Program					
Superintendent of Prog. & Spec. Act.	362,288	418,647	411,541	446,311	446,311
Jenkins Estate	385,162	378,238	404,455	301,104	301,104
Camp Rivendale	130,873	120,061	139,671	139,808	139,808
Elsie Stuhr Center	806,490	877,384	885,113	890,839	890,839
Tennis Center	812,071	885,762	893,061	928,490	928,490
Total Appropriations	2,496,884	2,680,092	2,733,841	2,706,552	2,706,552

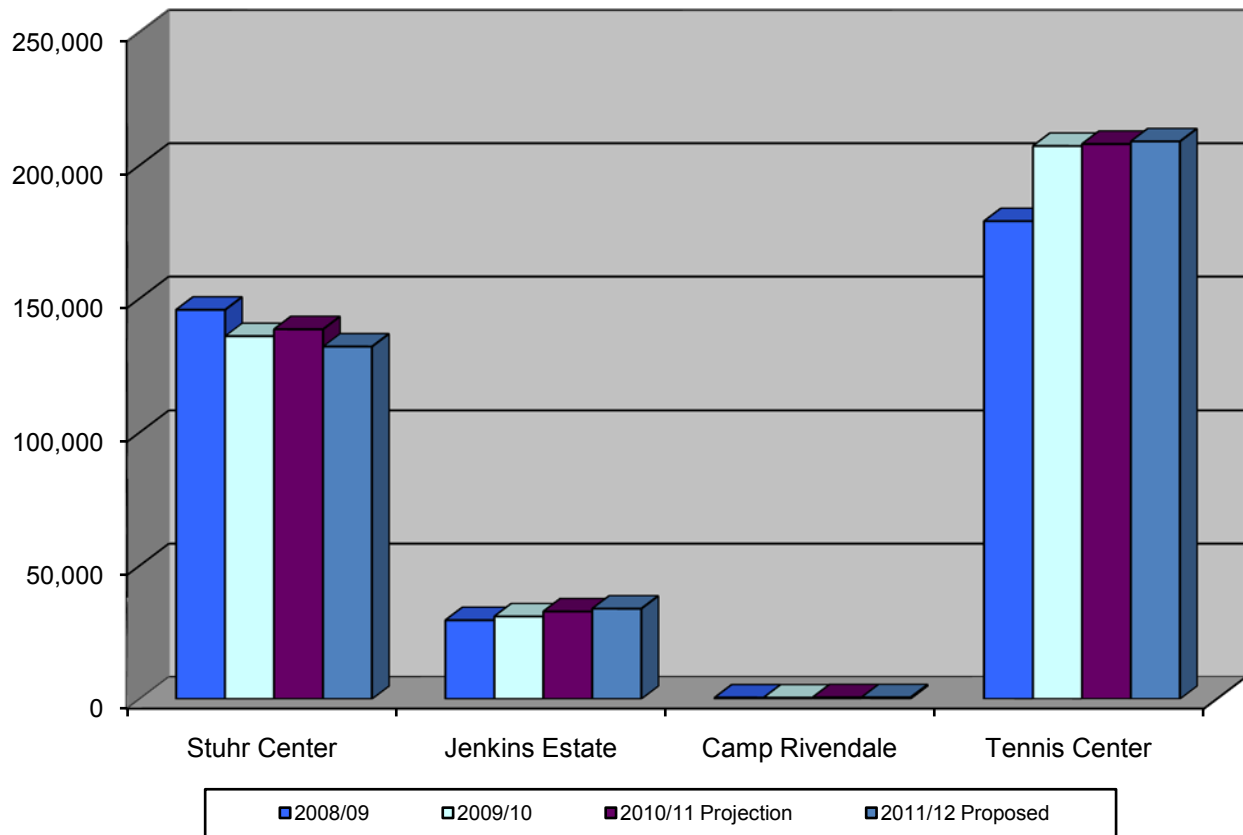
Division Staff

Full Time	16.00	16.00	15.50	14.50	14.50
Regular Part Time (FTE)	5.25	5.25	5.25	4.37	4.37
Part Time (FTE)	19.86	20.69	21.52	22.18	22.18

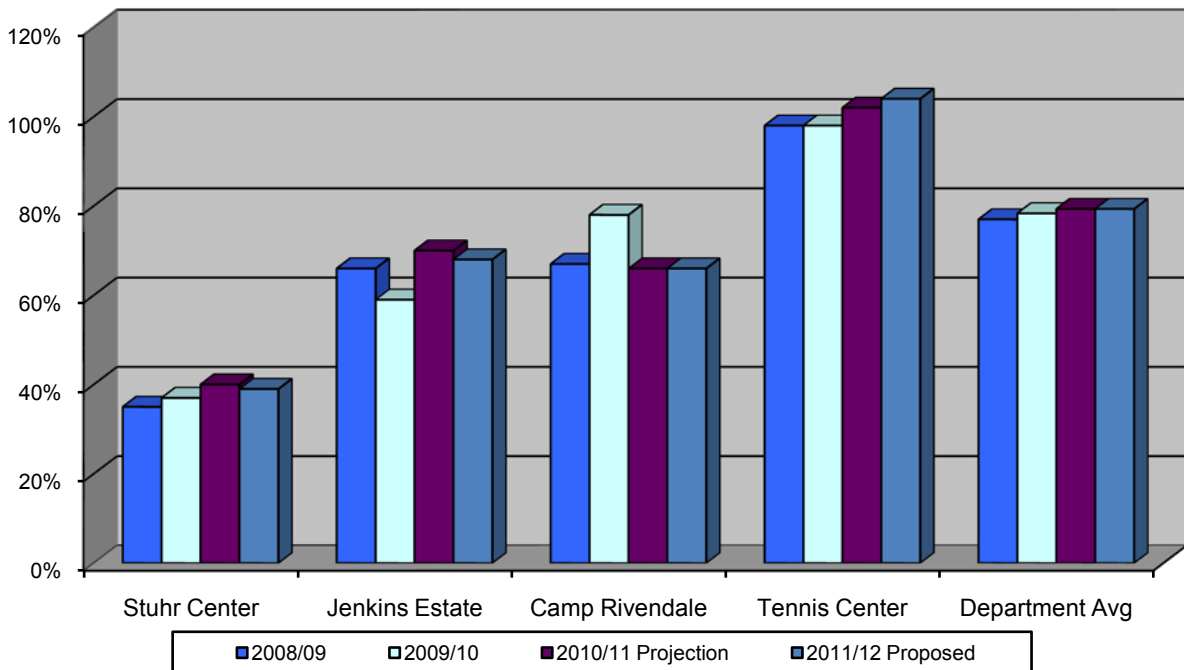
Funded Service Level

Program Hours	45,630	45,821	45,647	45,459	45,459
Contact Hours	355,851	363,105	369,251	358,625	358,625

Attendance by Center



Cost Recovery by Center



Division: Park & Recreation Services
Department: Programs and Special Activities
Program: Superintendent of Programs and Special Activities

Description	Prior Year Actual 2008/09	Prior Year Actual 2009/10	Adopted Budget 2010/11	Proposed Budget 2011/12	Adopted Budget 2011/12
Program Appropriations					
F.T. Salary	161,091	170,318	170,138	174,729	174,729
P.T. Salary	24,248	38,317	32,580	34,707	34,707
Employee Benefits	53,093	61,170	59,945	56,088	56,088
Payroll Taxes	16,018	18,355	18,343	20,027	20,027
Personal Services	254,450	288,160	281,006	285,551	285,551
Professional and Technical Services	74,660	92,666	92,700	124,600	124,600
Rental Facility	2,400	2,400	2,400	2,400	2,400
Communications	5,443	4,347	6,120	6,120	6,120
Supplies	12,481	16,171	13,295	12,260	12,260
Training, Travel and Memberships	12,854	14,487	16,020	15,380	15,380
Small Furniture, Fixtures and Equip.	-	416	-	-	-
Material & Services	107,838	130,487	130,535	160,760	160,760
Program Total	362,288	418,647	411,541	446,311	446,311
Department Staff					
Full Time	2.00	2.00	2.00	2.00	2.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	0.58	1.04	1.09	1.16	1.16

Division: Park & Recreation Services
 Department: Programs and Special Activities
 Program: Elsie Stuhr Center

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2008/09	Prior Year Actual 2009/10	Projected Outcome 2010/11	Proposed Outcome 2011/12
Workloads				
Attendance	145,800	135,900	138,500	132,000
Number of classes held	628	575	577	500
Percentage of classes held vs. offered	79%	72%	75%	71%
Performance Measures				
Estimated cost per visit	\$ 5.53	\$ 6.46	\$ 6.39	\$ 6.56
Direct Facility Operations Cost Recovery *	35%	37%	40%	39%
Goal Outcome Measures				
Average Enrollment as a Percent of Class minimums	169%	149%	153%	153%

* Does not include maintenance or utilities

Division: Park & Recreation Services
Department: Programs and Special Activities
Program: Elsie Stuhr Center

Description	Prior Year Actual 2008/09	Prior Year Actual 2009/10	Adopted Budget 2010/11	Proposed Budget 2011/12	Adopted Budget 2011/12
Program Appropriations					
F.T. Salary	257,359	272,141	283,336	288,630	288,630
P.T. Salary	299,856	325,350	332,085	331,780	331,780
Employee Benefits	111,141	127,648	124,328	115,805	115,805
Payroll Taxes	54,785	58,781	60,306	62,739	62,739
Personal Services	723,141	783,920	800,055	798,954	798,954
Professional and Technical Services	-	3,654	1,090	1,090	1,090
Other Services	2,410	3,348	3,539	3,574	3,574
Communication	5,074	3,572	4,468	5,497	5,497
Supplies	39,247	41,067	40,784	38,684	38,684
Training, Travel and Memberships	1,173	1,894	3,643	2,000	2,000
Foundation Support	33,829	39,020	31,534	41,040	41,040
Small Furniture and Equipment	1,616	909	-	-	-
Material & Services	83,349	93,464	85,058	91,885	91,885
Program Total	806,490	877,384	885,113	890,839	890,839
Department Staff					
Full Time	5.00	5.00	5.00	5.00	5.00
Regular Part Time (FTE)	0.88	0.88	0.88	0.88	0.88
Part Time (FTE)	6.57	7.39	8.11	7.92	7.92
Funded Service Level					
Program Hours	8,631	9,077	9,182	8,797	8,797
Contact Hours	114,355	123,938	133,247	121,253	121,253

Division: Park & Recreation Services
 Department: Programs and Special Activities
 Program: Jenkins Estate

KEY PERFORMANCE INDICATORS

Description	Prior Year Outcome 2008/09	Prior Year Actual 2009/10	Projected Outcome 2010/11	Proposed Outcome 2011/12
Workloads				
Attendance	29,573	30,972	32,849	33,900
Performance Measures				
Direct Facility Operations Cost Recovery *	66%	59%	70%	68%

* Does not include maintenance or utilities

Division: Park & Recreation Services
Department: Programs and Special Activities
Program: Jenkins Estate

Description	Prior Year Actual 2008/09	Prior Year Actual 2009/10	Adopted Budget 2010/11	Proposed Budget 2011/12	Adopted Budget 2011/12
Program Appropriations					
F.T. Salary	167,486	173,768	139,972	94,732	94,732
P.T. Salary	61,022	52,980	89,896	84,805	84,805
Employee Benefits	66,341	75,854	62,087	35,271	35,271
Payroll Taxes	21,572	21,214	21,415	17,483	17,483
Personal Services	316,421	323,816	313,370	232,291	232,291
Professional and Technical Services	2,650	6,389	7,414	5,926	5,926
Other Services	708	-	2,229	1,000	1,000
Communications	4,929	2,647	4,200	2,500	2,500
Supplies	56,781	42,822	71,447	56,887	56,887
Training, Travel and Memberships	3,673	2,564	5,795	2,500	2,500
Material & Services	68,741	54,422	91,085	68,813	68,813
Program Total	385,162	378,238	404,455	301,104	301,104
Department Staff					
Full Time	3.00	3.00	2.50	1.50	1.50
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	3.01	3.05	3.29	3.02	3.02
Funded Service Level					
Contact Hours	82,601	82,621	82,481	82,481	82,481

Division: Park & Recreation Services
 Department: Programs and Special Activities
 Program: Camp Rivendale

KEY PERFORMANCE INDICATORS

Description	Prior Year Outcome 2008/09	Prior Year Actual 2009/10	Projected Outcome 2010/11	Proposed Outcome 2011/12
Workloads				
Attendance	525	501	620	620
Performance Measures				
Direct Facility Operations Cost Recovery *	67%	78%	66%	66%
Goal Outcome Measures				
Average Enrollment as a Percent of Class minimums	404%	385%	355%	355%

* Does not include maintenance or utilities

Division: Park & Recreation Services
Department: Programs and Special Activities
Program: Camp Rivendale

Description	Prior Year Actual 2008/09	Prior Year Actual 2009/10	Adopted Budget 2010/11	Proposed Budget 2011/12	Adopted Budget 2011/12
Program Appropriations					
P.T. Salary	101,703	93,160	114,452	114,452	114,452
Payroll Taxes	10,222	10,502	11,445	11,445	11,445
Personal Services	111,925	103,662	125,897	125,897	125,897
Rental Equipment	10,998	8,211	5,441	5,441	5,441
Supplies	7,850	7,995	8,054	8,191	8,191
Training, Travel and Memberships	100	193	279	279	279
Material & Services	18,948	16,399	13,774	13,911	13,911
Program Total	130,873	120,061	139,671	139,808	139,808
Department Staff					
Full Time	0.00	0.00	0.00	0.00	0.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	4.71	4.23	4.42	4.42	4.42
Funded Service Level					
Program Hours	440	480	480	480	480
Contact Hours	24,200	26,400	24,000	24,000	24,000

Division: Park & Recreation Services
 Department: Programs and Special Activities
 Program: Tennis Center

KEY PERFORMANCE INDICATORS

Description	Prior Year Outcome 2008/09	Prior Year Actual 2009/10	Projected Outcome 2010/11	Proposed Outcome 2011/12
Workloads				
Attendance	179,062	207,271	208,000	209,000
Number of classes held	721	972	980	980
Percentage of classes held vs. offered	91%	87%	89%	89%
Performance Measures				
Estimated cost per visit	\$ 4.54	\$ 4.27	\$ 4.29	\$ 4.27
Direct Facility Operations Cost Recovery *	98%	98%	102%	104%
Goal Outcome Measures				
Average Enrollment as a Percent of Class minimums	119%	113%	118%	118%

* Does not include maintenance or utilities

Division: Park & Recreation Services
Department: Programs and Special Activities
Program: Tennis Center

Description	Prior Year Actual 2008/09	Prior Year Actual 2009/10	Adopted Budget 2010/11	Proposed Budget 2011/12	Adopted Budget 2011/12
Program Appropriations					
F.T. Salary	302,815	322,900	331,654	340,630	340,630
P.T. Salary	285,277	296,597	283,024	296,126	296,126
Employee Benefits	138,716	181,240	180,631	188,103	188,103
Payroll Taxes	58,272	61,217	60,767	66,282	66,282
Personal Services	785,080	861,954	856,076	891,141	891,141
Supplies	25,538	22,795	34,177	34,849	34,849
Training, Travel and Memberships	1,453	1,013	2,808	2,500	2,500
Small Furniture and Equipment	-	-	-	-	-
Material & Services	26,991	23,808	36,985	37,349	37,349
Program Total	812,071	885,762	893,061	928,490	928,490
Department Staff					
Full Time	6.00	6.00	6.00	6.00	6.00
Regular Part Time (FTE)	4.37	4.37	4.37	3.49	3.49
Part Time (FTE)	4.99	4.98	4.61	5.66	5.66
Funded Service Level					
Program Hours	36,559	36,264	35,985	36,182	36,182
Contact Hours	134,695	130,146	129,523	130,891	130,891





NATURAL RESOURCES & TRAILS



Cooper Mountain Nature Park Trail

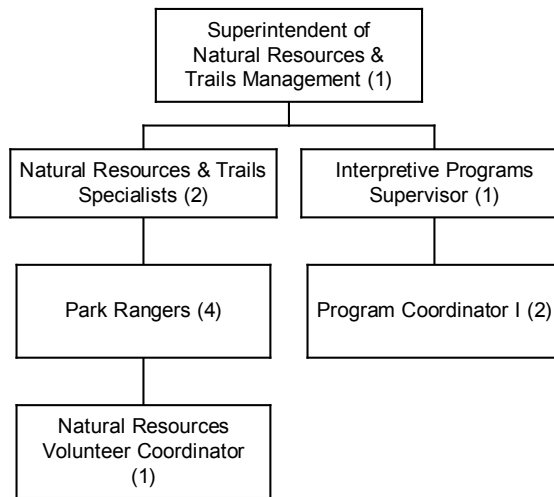
Natural Resources

Tualatin Hills Nature Park

Cooper Mountain Nature Park

PARK & RECREATION SERVICES DIVISION

Natural Resources & Trails Management Department



Department Overview

The Natural Resources Department provides District-wide environmental education programs, co-manages 60 miles of trails, and 1,300 acres of natural areas in 140 sites, including Cooper Mountain Nature Park and the Tualatin Hills Nature Park and Interpretive Center.

Under the direction of the Superintendent of Natural Resources & Trails Management, Nature Park Interpretive Center and Natural Resources staff operate a coordinated program which uses the Interpretive Center and Nature Mobile to inform patrons about the District's natural resource areas, volunteer opportunities, trails, and environmental education programs.

The Department connects users 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 2010/11 Accomplishments

Installed four new electronic trail counters, bringing the total to nine across the District.

Received a \$60,000 Regional Transportation Options grant to install trail signage and maps in FY 2011/12 - FY 2012/13.

Ran the most successful fall program season in the history of Interpretive Center operations.

Implemented planning and implementation of bond-funded natural resource enhancement projects. Also provided technical support for development, acquisition, and trail bond projects.

Provided environmental education programs including camps, in parks across the District.

Hired and trained new Natural Resources and Trails Specialist.

Completed the second phase of the Murrayhill Bond project. Staff removed six acres of non-native blackberry and installed 12,000 native shrubs to improve the habitat.

FY 2011/12 Goals and Objectives

Continue to plan and implement bond-funded natural resource enhancement projects.

Open a new nature play area at Hyland Forest Park.

Update school program offerings to better serve the needs of Beaverton School District students.

Further implement the Trails Management Program.

Monitor usage of the Cooper Mountain Regional Park to maximize visits.

Budget Highlights

The Proposed Budget includes funding for the following:

- Targeted print and online advertising will be used to increase program enrollment and visitation at Cooper Mountain Nature Park, which represents a business plan under the goal of enhancing natural resource education.
- A collaborative training and work program with Maintenance staff to improve the quality of trails by empowering staff to prune vegetation back from trails. Also funds for arborists to remove trees or limbs that are encroaching in trail safety corridors. Both these represent business plans under the goal of improving trail standards.
- Staff will record measurable indicators of habitat health such as the percent of native plants at a park. Staff will get additional training in herbicides to manage non-native weeds. Both of these represent a business plan under the goal of improving natural resource areas.
- Updated trail maps to be covered by grant revenues.

Performance Standards

Carry out goals of habitat protection, enhancement, and public education identified in the Natural Resources Management Plan. Plan and construct bond-funded natural resource projects. Seek grants and partnerships to expand efforts.

Division: Park & Recreation Services
Department: Natural Resources and Trails

Description	Prior Year Actual 2008/09	Prior Year Actual 2009/10	Adopted Budget 2010/11	Proposed Budget 2011/12	Adopted Budget 2011/12
Summary of Appropriations					
Personal Services	865,936	1,060,120	1,312,005	1,283,383	1,283,383
Materials & Services	110,407	90,306	164,382	223,038	223,038
Total Appropriations	976,343	1,150,426	1,476,387	1,506,421	1,506,421

Summary by Program					
Natural Resources	441,508	457,008	714,252	794,358	794,358
Interpretive Programs	534,835	693,418	762,135	712,063	712,063
Total Appropriations	976,343	1,150,426	1,476,387	1,506,421	1,506,421

Division Staff					
Full Time	8.00	10.00	11.00	11.00	11.00
Regular Part Time (FTE)	0.88	0.88	0.88	0.88	0.88
Part Time (FTE)	8.26	10.07	11.72	11.45	11.45

Funded Service Level					
Program Hours	5,645	7,845	8,801	9,163	9,163
Contact Hours	110,172	153,884	145,198	149,037	149,037

Division: Park & Recreation Services
Department: Natural Resources and Trails
Program: Natural Resources

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2008/09	Prior Year Actual 2009/10	Projected Outcome 2010/11	Proposed Outcome 2011/12
Implement the THPRD Natural Resource Management Plan and Park Inventory Program.	Fully implemented natural resources management zone strategy. Continued natural resources park inspection program. Assisted in new property acquisition/identification. Published District-wide trail map as part of the Trail Management Program.	Planned and started implementation of a dozen bond funded natural resource enhancement projects and land acquisition which support NRMP goals. Continue to increase natural resources maintenance staffing. Pilot test new computerized inventory method.	Continue implementation of NR Bond restoration projects. Provide support for NR and developed park property acquisition. Compliment development efforts through natural area maintenance at sites such as Jordan and Camille Parks. Expand trailside services through TMP assessments, increased trail signage, and ranger presence.	Continue work on more than a dozen NR Bond Projects. Plan revisions to existing Natural Resources Management Plan. Cooperate with Maintenance staff on service delivery model to improve service in all parks. Implement phase one of trail signage and map grant.
Engage in community outreach to promote awareness and involvement in Natural Resources programs.	Natural Resources Volunteer Coordinator managed approximately 15,000 volunteer hours valued at nearly \$270,000. Staff continued volunteer site and bird monitoring programs. Rangers will play a larger role throughout the District in trails, natural resources, and educational programs by leading walks and patrolling along trails.	Expand environmental education efforts through the operation of a traveling Nature Mobile program. Increase ranger presence and environmental education efforts in parks and trails through the Trails Management Program. Draft locations for signs/subjects will be completed for Bond funded interpretive sign network. Continue volunteer programs to involve community.	Refine Nature Mobile operations to provide more programming during events and for underserved audiences. Seek and receive grant to connect Nature Mobile to school groups. Complete writing and contractor selection of Interpretive Sign Network. Continue to support volunteer involvement in restoration, education, and monitoring activities.	Reach more patrons through underserved audiences program and partnership. Complete siting and design work for Interpretive Sign/Exhibit Network. Implement first phase of volunteer program revisions to include more education and trail volunteers.
Restore and enhance habitat in natural area parks.	The final phase of Greenway Park Habitat Enhancement Program and Oak Restoration Grant at the Nature Park were completed. Oak restoration in other sites was continued. Seven acres of blackberries were treated as part of a larger habitat restoration project at Murrayhill Park.	Continue maintenance and monitoring of restoration projects at more than 10 sites in the District. A partnership will be pursued to improve the outcomes of the Bauman Park restoration project. Six more acres of blackberry at Murrayhill will be removed.	Replant entire Murrayhill Park restoration area with native plants. Continue bond projects at Hyland Forest, Lowami, Jordan, etc. as well as maintenance and monitoring of restoration projects at more than 10 sites in the District.	Plant Chantal Village/Whispering Woods projects. Begin large scale, bond funded habitat restoration at Jenkins Estate. See plants at Murrayhill through establishment period. Provide assistance to Planning staff on Bond project mitigation. Continue to work with volunteers on neighborhood priority sites.
Pursue cooperative and collaborative relationships with THPRD Departments and outside agencies that benefit natural resource assets.	Improved sustainability program by working with local and regional partners through Partners for a Sustainable Washington County. Continued working with the Four-County Weed Management Area group to control weed invasions and increase public awareness of weeds. Facilitated projects with Clean Water Services at various sites throughout the District including the Rock Creek Trail.	Cooperate with Clean Water Services to complete phase 2 of the 30 acre restoration of Rock Creek Trail corridor waterways. Seek partnerships to leverage bond funds. Participate in Intertwine Alliance activities to maximize partnerships. Continue working with the Four-County Weed Management Area group to control weed invasions and increase public awareness of weeds.	Cooperate with Clean Water Services to complete planting and maintenance of the 30 acre restoration of Rock Creek Trail corridor waterways. Continue work with the Intertwine with a focus on trails and environmental education. Apply for Oregon Watershed Enhancement Board funds to assist with restoration at Fanno Creek Park.	Carry out first phase of Bauman Park weed management with CWS. Implement Koll Center Wetlands Projects with partners including Fans of Fanno Creek, ODFW, and Ducks Unlimited. Increase involvement with Intertwine and seek new partners to carry out trail or NR enhancement work.

Division: Park & Recreation Services
Department: Natural Resources and Trails
Program: Natural Resources

Description	Prior Year Actual 2008/09	Prior Year Actual 2009/10	Adopted Budget 2010/11	Proposed Budget 2011/12	Adopted Budget 2011/12
Program Appropriations					
F.T. Salary	226,278	238,811	382,995	400,147	400,147
P.T. Salary	39,492	65,560	68,687	69,160	69,160
Employee Benefits	78,088	90,434	133,406	128,640	128,640
Payroll Taxes	26,489	30,954	46,069	50,303	50,303
Personal Services	370,347	425,759	631,157	648,250	648,250
Professional and Technical Services	22,468	4,315	13,585	13,250	13,250
Other Services	2,560	4,110	5,600	5,600	5,600
Rental Equipment	1,221	2,095	3,000	3,000	3,000
Communications	10,449	1,838	1,225	960	960
Supplies	28,353	13,931	51,310	114,393	114,393
Training, Travel and Memberships	5,933	4,800	7,325	6,905	6,905
Small Furniture, Fixtures and Equip.	177	160	1,050	2,000	2,000
Material & Services	71,161	31,249	83,095	146,108	146,108
Program Total	441,508	457,008	714,252	794,358	794,358
Department Staff					
Full Time	4.00	6.00	7.00	7.00	7.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	2.74	3.16	2.55	2.50	2.50
Funded Service Level					
Program Hours	-	1,137	-	-	-
Contact Hours	-	26,478	-	-	-

Note: As of FY 2010/11 the Nature Park and Cooper Mountain Nature Park programs have been combined into Interpretive Programs. In FY 2009/10, Cooper Mountain Nature Park was reported under the Natural Resources Program.

Division: Park & Recreation Services
Department: Natural Resources and Trails
Program: Interpretive Programs

KEY PERFORMANCE INDICATORS

Description	Prior Year Outcome 2008/09	Prior Year Actual 2009/10	Projected Outcome 2010/11	Proposed Outcome 2011/12
Workloads				
Attendance- Interpretive Programs	15,759	25,961	24,252	25,000
Trail Count- Tualatin Hills Nature Park	136,960	123,872	124,000	125,000
Trail Count- Cooper Mountain Nature Park	-	38,617	40,000	40,000
Number of classes held	338	545	536	550
Percentage of classes held vs. offered	88%	83%	90%	92%
Performance Measures				
Estimated cost per visit	\$ 3.50	\$ 3.13	\$ 3.84	\$ 3.88
Direct Facility Operations Cost Recovery *	45%	34%	33%	34%
Goal Outcome Measures				
Average Enrollment as a Percent of Class minimums	124%	118%	134%	134%

* Does not include maintenance or utilities

Division: Park & Recreation Services
Department: Natural Resources and Trails
Program: Interpretive Programs

Description	Prior Year Actual 2008/09	Prior Year Actual 2009/10	Adopted Budget 2010/11	Proposed Budget 2011/12	Adopted Budget 2011/12
Program Appropriations					
F.T. Salary	200,666	269,917	233,245	222,333	222,333
P.T. Salary	175,711	213,080	299,265	288,410	288,410
Employee Benefits	82,153	103,351	95,802	72,564	72,564
Payroll Taxes	37,059	48,013	52,536	51,826	51,826
Personal Services	495,589	634,361	680,848	635,133	635,133
Professional and Technical Services	6,954	4,445	9,591	8,443	8,443
Rental Equipment	3,763	5,248	5,550	7,346	7,346
Communication	943	1,098	2,450	3,968	3,968
Supplies	23,068	44,582	59,679	51,873	51,873
Training, Travel and Memberships	3,276	2,715	3,517	4,300	4,300
Small Furniture, Fixtures and Equip.	1,242	969	500	1,000	1,000
Material & Services	39,246	59,057	81,287	76,930	76,930
Program Total	534,835	693,418	762,135	712,063	712,063
Department Staff					
Full Time	4.00	4.00	4.00	4.00	4.00
Regular Part Time (FTE)	0.88	0.88	0.88	0.88	0.88
Part Time (FTE)	5.52	6.91	9.17	8.95	8.95
Funded Service Level					
Program Hours	5,645	6,708	8,801	9,163	9,163
Contact Hours	110,172	127,406	145,198	149,037	149,037

Note: As of FY 2010/11 the Nature Park and Cooper Mountain Nature Park programs have been combined into Interpretive Programs. In FY 2009/10, Cooper Mountain Nature Park was reported under the Natural Resources Program.



CAPITAL PROJECTS

Capital Projects Summary

Capital Projects Narratives



Division: Capital Projects

Description	Prior Year Actual 2008/09	Prior Year Actual 2009/10	Adopted Budget 2010/11	Proposed Budget 2011/12	Adopted Budget 2011/12
Summary of Appropriations					
Capital Outlay	1,712,753	1,728,551	13,221,534	5,133,307	5,183,307
Total Appropriations	1,712,753	1,728,551	13,221,534	5,133,307	5,183,307
Summary by Department					
Carry Over Projects	236,043	291,672	871,758	3,244,031	3,294,031
Athletic Facility Replacements	116,508	145,498	71,100	25,000	25,000
Athletic Facility Improvements	5,386	32,028	32,500	8,500	8,500
Building Replacements	643,410	829,411	507,750	1,099,676	1,099,676
Building Improvements	185,752	24,658	8,079,360	24,000	24,000
Energy Savings Performance Contract	-	-	1,675,000	-	-
Park & Trail Replacements	411,546	363,907	1,271,394	252,500	252,500
Park & Trail Improvements	39,492	6,676	501,500	337,100	337,100
Equipment & Furnishings	-	-	28,272	-	-
Facility Challenge Grants	36,547	33,701	97,500	97,500	97,500
ADA Improvements	38,069	1,000	85,400	45,000	45,000
Total Appropriations	1,712,753	1,728,551	13,221,534	5,133,307	5,183,307



CAPITAL PROJECTS

Item Number	Capital Project	Carryover Funds	Additional Funding	Adopted Budget 2011/12	Page #
CARRY OVER PROJECTS					
1	Land Acquisition- Jenkins Estate Right of Way	90,000		90,000	CO-6
2	John Quincy Adams Young House Renovation	3,000		3,000	CO-6
3	Rock Creek Trail Improvement	5,000		5,000	CO-6
4	Stuhr Center Bequest	63,000		63,000	CO-6
5	Challenge Grant Competitive Fund	50,000		50,000	CO-6
6	Commonwealth Park North Trail Realignment	69,000		69,000	CO-6
7	Matrix Hill Park Renovation	40,000		40,000	CO-6
8	Bridge & Boardwalk Repair	120,000		120,000	CO-7
9	Signage Master Plan	58,000		58,000	CO-7
10	Energy Savings Improvements	25,000		25,000	CO-7
11	Maintenance Facility Acquisition Costs	2,400,000		2,400,000	CO-7
12	Community Benefit Fund Project	321,031		321,031	CO-7
13	Off-leash Dog Park Construction	50,000		50,000	CO-7
	TOTAL CARRY OVER PROJECTS			3,294,031	
ATHLETIC FACILITY REPLACEMENTS					
14	Tennis Court Resurface (4 Sites)			25,000	CO-7
	TOTAL ATHLETIC FACILITY REPLACEMENTS			25,000	
ATHLETIC FACILITY IMPROVEMENTS					
15	2 Indoor Basketball Score Boards (Athletic Center)			8,500	CO-8
	TOTAL ATHLETIC FACILITY IMPROVEMENTS			8,500	
BUILDING REPLACEMENTS					
<u>Pool Tank Resurface</u>					
16	Sunset Swim Center			65,000	CO-8
<u>Tennis Air Structure Replacement</u>					
17	Tennis Air Structure Fabric			153,000	CO-8
<u>Floor Covering Replacements/Long Life</u>					
18	Garden Home Recreation Center Room Tile (3 Rooms)			21,500	CO-8
19	Conestoga Sand/Refinish (Gym)			25,000	CO-8
20	Cedar Hills Floor Room 9			27,000	CO-8
21	Conestoga Resurface Shower Floors			8,400	CO-9
22	Athletic Center Refinish Hardwood Floors			12,000	CO-9
23	Cedar Hills Recreation Center Refinish Hardwood Floors			1,500	CO-9
24	Conestoga Recreation and Aquatic Center Refinish Hardwood Floors			4,700	CO-9
25	Garden Home Recreation Center Refinish Hardwood Floors			3,500	CO-9
26	Elsie Stuhr Center Refinish Hardwood Floors			1,500	CO-9
27	Garden Home Carpet			5,500	CO-9
<u>Floor Covering Replacement/Short Life</u>					
28	Garden Home Recreation Center Locker Room			7,500	CO-9
29	Administrative Office Carpet			5,000	CO-10
30	Sunset Swim Center Non-Skid Halls, Locker Rooms			22,000	CO-10
31	Raleigh Swim Center Pool Deck Structural Survey			8,500	CO-10
32	Harman Swim Center Carpet			5,200	CO-10
33	Conestoga Recreation and Aquatic Center Carpet			4,700	CO-10
34	Athletic Center Replace Metal Transition Plates			12,587	CO-10
<u>Windows & Doors</u>					
35	Sunset Swim Center Classroom and Spectator Windows			25,000	CO-10
36	Tennis Center Front Doors			13,500	CO-10
37	Cedar Hills Recreation Center Windows			4,000	CO-11
38	Raleigh Swim Center Outside Doors for Locker & Storage			4,500	CO-11
39	Aquatic Center North West Corner Door			3,500	CO-11
40	Aquatic Center Front Door Hinges			2,600	CO-11
41	Garden Home Recreation Center Exterior Boiler Room Doors			5,000	CO-11
42	Conestoga Recreation and Aquatic Center Locker Room Doors			10,000	CO-11
43	Conestoga Recreation and Aquatic Center Chlorine Room Door			2,920	CO-11

CAPITAL PROJECTS

Item Number	Capital Project	Carryover Funds	Additional Funding	Adopted Budget 2011/12	Page #
<u>Pool Mechanical Systems</u>					
44	Aquatic Pumps and Valves (8)			55,950	CO-12
45	Sunset Swim Center Recharge Pool Filter			6,500	CO-12
46	Raleigh Swim Center Relocate Soda Ash Tank			4,200	CO-12
47	Conestoga Recreation and Aquatic Center Filter Media			12,000	CO-12
48	Aquatic Pneumatic and HVAC Valves (2)			8,400	CO-12
<u>Pool Apparatus</u>					
49	Aquatic Diving Boards and Stands (5)			15,900	CO-12
50	Somerset West Swim Center Pool Chlorine Tank Scale			2,000	CO-12
51	Conestoga Recreation and Aquatic Center Slide Steps			10,500	CO-13
<u>Building Furnishings</u>					
52	Harman Swim Center Pool Lockers			31,000	CO-13
53	Tennis Center Back Drop Court Curtains 1-6			15,000	CO-13
54	Athletic Center Dishwasher Concession			4,400	CO-13
55	South Fields Concession Dishwasher			4,400	CO-13
56	Jenkins Main House Dishwasher			8,000	CO-13
57	Conestoga Recreation and Aquatic Center Gym Divider Curtain			11,800	CO-13
58	Elsie Stuhr Center Light Fixtures Dining Room (30)			2,500	CO-14
59	Jenkins Paint Main House Interior			22,000	CO-14
<u>Building Exteriors</u>					
60	Garden Home Recreation Center Exterior Siding			40,000	CO-14
61	Athletic Center Seal Wall			6,800	CO-14
62	Athletic Center Add/Connect Downspouts			25,500	CO-14
63	Athletic Center Reseal Skylights			10,500	CO-14
64	Building Exterior Paint (6 Sites)			23,850	CO-14
<u>Electrical Components</u>					
65	Garden Home Recreation Center and Cedar Hills Recreation Center Circuit Panels			25,000	CO-15
<u>HVAC Components</u>					
66	Harman Swim Center Roof Exhaust Fans			2,000	CO-15
67	Garden Home Recreation Center (8) Steam Heat Coils			28,800	CO-15
68	Garden Home Recreation Center Gas Pak			33,500	CO-15
69	Garden Home Recreation Center Air Handler South Wing			2,000	CO-15
70	Tennis Center Air Condensing Unit			8,000	CO-15
71	Conestoga Recreation and Aquatic Center Condensing Unit			85,000	CO-15
72	Dryland HVAC Upgrade			12,000	CO-16
<u>HVAC Fixtures</u>					
73	Elsie Stuhr Center DDC HVAC ZT Controller			3,300	CO-16
<u>Plumbing 10 Year Life</u>					
74	Garden Home Recreation Center Unit Heater (Showers)			3,500	CO-16
75	Conestoga Recreation and Aquatic Center Mechanical Room Floor Drains and Pipes			8,500	CO-16
<u>Plumbing 15 Year Life</u>					
76	Sunset Swim Center Domestic Holding Tank			22,000	CO-16
77	Garden Home Recreation Center Shower Stalls			18,500	CO-16
78	Cedar Hills Recreation Center Water Heaters			2,500	CO-16
79	Aquatic Center Replumb Mechanical Room P-Trap			2,250	CO-17
80	Harman Swim Center Replace Shower Valves (3)			2,600	CO-17
81	Garden Home Recreation Center Design for Showers			6,000	CO-17
<u>Exercise Equipment</u>					
82	Exercise Equipment (2)			12,550	CO-17
<u>AED Equipment</u>					
83	AED (19) Unit Replacements			35,369	CO-17
TOTAL BUILDING REPLACEMENTS				1,099,676	

CAPITAL PROJECTS

Item Number	Capital Project	Carryover Funds	Additional Funding	Adopted Budget 2011/12	Page #
BUILDING IMPROVEMENTS					
84	Elsie Stuhr Senior Center Stability Ball Racks			1,500	CO-17
85	Conestoga Recreation and Aquatic Ultraviolet Sanitation Lap Pool			22,500	CO-17
	TOTAL BUILDING IMPROVEMENTS			24,000	
PARK & TRAIL REPLACEMENTS					
86	Drinking Fountains			4,500	CO-18
87	Irrigation System Repair			50,000	CO-18
88	Asphalt Path Replacement & Repair (7 Sites)			117,000	CO-18
89	Play Equipment (3 Sites)			81,000	CO-18
	TOTAL PARK & TRAIL REPLACEMENTS			252,500	
PARK & TRAIL IMPROVEMENTS					
90	Install Maxicom Controls (2 Sites)			12,600	CO-18
91	Memorial Benches			8,000	CO-18
Grant Funded Projects					
92	LGGP Grant- PCC Recreation Complex Restrooms			35,000	CO-19
93	RTP Grant - Cedar Mill Trail			50,000	CO-19
94	LGGP Grant - Camille Park			70,000	CO-19
95	OBP Grant- Walker Road Mid-Block Crossing			121,500	CO-19
96	LWCF Grant- Schiffler Park Pavillion			40,000	CO-19
	TOTAL PARK & TRAIL IMPROVEMENTS			337,100	
FACILITY CHALLENGE GRANTS					
97	Challenge Grants			97,500	CO-19
	TOTAL FACILITY CHALLENGE GRANTS			97,500	
ADA IMPROVEMENTS					
98	Splash Aqua Lift (2)			14,100	CO-20
99	ADA Transition Ramps- Cedar Hills Recreation Center			2,500	CO-20
100	ADA Drinking Fountains- Garden Home Recreation Center			2,400	CO-20
101	ADA Shower Stalls- Harman Swim Center			26,000	CO-20
	TOTAL ADA IMPROVEMENTS			45,000	
	TOTAL FUNDED CAPITAL ITEMS			5,183,307	

CAPITAL PROJECTS

Carry Over Projects

ITEM 1: Land Acquisition- Jenkins Estate Right of Way

BUDGET: \$90,000

DESCRIPTION: Funds for land acquisition.

ITEM 2: John Quincy Adams Young House Renovation

BUDGET: \$3,000

DESCRIPTION: Remaining costs of district share of renovation of historical facility.

ITEM 3: Rock Creek Trail Improvement

BUDGET: \$5,000

DESCRIPTION: Remaining project funding for improvements to the Rock Creek Trail contributed by WRG Engineering.

ITEM 4: Stuhr Center Bequest

BUDGET: \$63,000

DESCRIPTION: Bequest funding received for use at Elsie Stuhr Center for a project as yet to be determined.

ITEM 5: Challenge Grant Competitive Fund

BUDGET: \$50,000

DESCRIPTION: Unused Challenge Grant Funds from prior year will be made available on a competitive basis.

ITEM 6: Commonwealth Park North Trail Realignment

BUDGET: \$69,000

DESCRIPTION: Improvements to bring trail to ADA standard.

ITEM 7: Matrix Hill Park Renovation

BUDGET: \$40,000

DESCRIPTION: Future landscape installation and improvements.

CAPITAL PROJECTS

ITEM 8: Bridge & Boardwalk Repair

BUDGET: \$120,000

DESCRIPTION: Design, permitting and installation of new bridge at McMillian Park.

ITEM 9: Signage Master Plan

BUDGET: \$58,000

DESCRIPTION: Remaining funding for implementation of Signage Master Plan first phase.

ITEM 10: Energy Savings Improvements

BUDGET: \$25,000

DESCRIPTION: Remaining funds to complete the Energy Savings Performance project.

ITEM 11: Maintenance Facility Acquisition Costs

BUDGET: \$2,400,000

DESCRIPTION: Remaining funds to build the centralized maintenance facility at the 112th Street site.

ITEM 12: Community Benefit Fund Project

BUDGET: \$321,031

DESCRIPTION: Remaining funds for the City of Portland Bureau of Environmental Services Community Benefit Fund project.

ITEM 13: Off-leash Dog Park Construction

BUDGET: \$50,000

DESCRIPTION: Funds for construction of a Dog Park north of Highway 26.

Athletic Facility Replacements

ITEM 14: Tennis Court Resurface (4 Sites)

BUDGET: \$25,000

DESCRIPTION: Repair tennis court cracks at Melilah Park, Mountain View Middle School, Raleigh Park & Somerset Meadows Park.

CAPITAL PROJECTS

Athletic Facility Improvements

ITEM 15: **2 Indoor Basketball Score Boards (Athletic Center)**
BUDGET: \$8,500
DESCRIPTION: Replace existing hard-wired boards with more reliable wireless technology.

Building Replacements

Pool Tank Resurface

ITEM 16: **Sunset Swim Center**
BUDGET: \$65,000
DESCRIPTION: Remove delaminated plaster and replaster the entire tank surface.

Tennis Air Structure Replacement

ITEM 17: **Tennis Air Structure Fabric**
BUDGET: \$153,000
DESCRIPTION: Replacement fabric for East Tennis Air Structure.

Floor Covering Replacements/Long Life

ITEM 18: **Garden Home Recreation Center Room Tile (3 Rooms)**
BUDGET: \$21,500
DESCRIPTION: Remove old flooring and install new tiles.

ITEM 19: **Conestoga Sand/Refinish (Gym)**
BUDGET: \$25,000
DESCRIPTION: Sand off old finish, repaint lines and apply new finish to wood court.

ITEM 20: **Cedar Hills Floor Room 9**
BUDGET: \$27,000
DESCRIPTION: Remove old flooring and install new tiles.

CAPITAL PROJECTS

ITEM 21: Conestoga Resurface Shower Floors

BUDGET: \$8,400

DESCRIPTION: Prepare existing concrete surface and coat with a non-skid product.

ITEM 22: Athletic Center Refinish Hardwood Floors

BUDGET: \$12,000

DESCRIPTION: Sand off old finish and recoat the hardwood courts.

ITEM 23: Cedar Hills Recreation Center Refinish Hardwood Floors

BUDGET: \$1,500

DESCRIPTION: Sand off old finish and recoat the hardwood gym courts.

ITEM 24: Conestoga Recreation and Aquatic Center Refinish Hardwood Floors

BUDGET: \$4,700

DESCRIPTION: Sand off old finish and recoat the hardwood floors in the gym and aerobics room.

ITEM 25: Garden Home Recreation Center Refinish Hardwood Floors

BUDGET: \$3,500

DESCRIPTION: Sand off old finish and recoat the hardwood floors in rooms 2 and 14.

ITEM 26: Elsie Stuhr Center Refinish Hardwood Floors

BUDGET: \$1,500

DESCRIPTION: Sand off old finish and recoat the hardwood floors in the Manzanita Room.

ITEM 27: Garden Home Carpet

BUDGET: \$5,500

DESCRIPTION: Replace existing carpet in room 13A with new carpet.

Floor Covering Replacements/Short Life

ITEM 28: Garden Home Recreation Center Locker Room

BUDGET: \$7,500

DESCRIPTION: Remove old flooring and install new tiles.

CAPITAL PROJECTS

ITEM 29: Administrative Office Carpet

BUDGET: \$5,000

DESCRIPTION: Replace existing carpet.

ITEM 30: Sunset Swim Center Non-Skid Halls, Locker Rooms

BUDGET: \$22,000

DESCRIPTION: Remove delaminated coating, prepare area and recoat entire surface with non-skid floor product.

ITEM 31: Raleigh Swim Center Pool Deck Structural Survey

BUDGET: \$8,500

DESCRIPTION: Develop plans & specifications to replace the pool deck.

ITEM 32: Harman Swim Center Carpet

BUDGET: \$5,200

DESCRIPTION: Replace existing carpet in the lobby with new carpet.

ITEM 33: Conestoga Recreation and Aquatic Center Carpet

BUDGET: \$4,700

DESCRIPTION: Replace existing carpets in the offices and hallway with new carpets.

ITEM 34: Athletic Center Replace Metal Transition Plates

BUDGET: \$12,587

DESCRIPTION: Replace existing damaged plates with new plates.

Windows & Doors

ITEM 35: Sunset Swim Center Classroom and Spectator Windows

BUDGET: \$25,000

DESCRIPTION: Replace existing windows/frames with new, energy efficient windows.

ITEM 36: Tennis Center Front Doors

BUDGET: \$13,500

DESCRIPTION: Replace existing front doors/frames.

CAPITAL PROJECTS

ITEM 37: Cedar Hills Recreation Center Windows

BUDGET: \$4,000

DESCRIPTION: Reglaze and replace lost caulking in the weight room and rooms 5, 8 and 9.

ITEM 38: Raleigh Swim Center Outside Doors for Locker & Storage

BUDGET: \$4,500

DESCRIPTION: Replace existing front doors/frames.

ITEM 39: Aquatic Center North West Corner Door

BUDGET: \$3,500

DESCRIPTION: Replace existing front door/frame.

ITEM 40: Aquatic Center Front Door Hinges

BUDGET: \$2,600

DESCRIPTION: Replace existing door hinges.

ITEM 41: Garden Home Recreation Center Exterior Boiler Room Doors

BUDGET: \$5,000

DESCRIPTION: Replace existing doors/frames.

ITEM 42: Conestoga Recreation and Aquatic Center Locker Room Doors

BUDGET: \$10,000

DESCRIPTION: Replace existing doors/frames.

ITEM 43: Conestoga Recreation and Aquatic Center Chlorine Room Door

BUDGET: \$2,920

DESCRIPTION: Replace existing door/frame.

CAPITAL PROJECTS

Pool Mechanical Systems

ITEM 44: Aquatic Pumps and Valves (8)

BUDGET: \$55,950

DESCRIPTION: Replace existing pump/motor and valves at Conestoga Recreation and Aquatic Center (4), Beaverton Swim Center (2), Harman Swim Center (1) and the Aquatic Center (1).

ITEM 45: Sunset Swim Center Recharge Pool Filter

BUDGET: \$6,500

DESCRIPTION: Remove existing sand filter media and replace with fresh, new sand material.

ITEM 46: Raleigh Swim Center Relocate Soda Ash Tank

BUDGET: \$4,200

DESCRIPTION: Move soda ash tank from current location, near the boiler, and replumb on the other side of the boiler room.

ITEM 47: Conestoga Recreation and Aquatic Center Filter Media

BUDGET: \$12,000

DESCRIPTION: Replace existing sand filter media with fresh, new sand material.

ITEM 48: Aquatic Pneumatic and HVAC Valves (2)

BUDGET: \$8,400

DESCRIPTION: Replace existing pneumatic valve at Conestoga Recreation and Aquatic Center and on/off HVAC valves at the Aquatic Center.

Pool Apparatus

ITEM 49: Aquatic Diving Boards and Stands (5)

BUDGET: \$15,900

DESCRIPTION: Replace existing dive board and/or stand at the Aloha Swim Center (1), Beaverton Swim Center (1), Aquatic Center (1) and Conestoga Recreation and Aquatic Center (2).

ITEM 50: Somerset West Swim Center Pool Chlorine Tank Scale

BUDGET: \$2,000

DESCRIPTION: Replace existing chlorine tank scale.

CAPITAL PROJECTS

ITEM 51: **Conestoga Recreation and Aquatic Center Slide Steps**

BUDGET: \$10,500

DESCRIPTION: Resurface existing slide steps/framework with galvanized coating.

Building Furnishings

ITEM 52: **Harman Swim Center Pool Lockers**

BUDGET: \$31,000

DESCRIPTION: Replace existing lockers in the dressing rooms.

ITEM 53: **Tennis Center Back Drop Court Curtains 1-6**

BUDGET: \$15,000

DESCRIPTION: Replace existing curtains.

ITEM 54: **Athletic Center Dishwasher Concession**

BUDGET: \$4,400

DESCRIPTION: Replace existing dishwasher.

ITEM 55: **South Fields Concession Dishwasher**

BUDGET: \$4,400

DESCRIPTION: Replace existing dishwasher.

ITEM 56: **Jenkins Main House Dishwasher**

BUDGET: \$8,000

DESCRIPTION: Replace existing dishwasher.

ITEM 57: **Conestoga Recreation and Aquatic Center Gym Divider Curtain**

BUDGET: \$11,800

DESCRIPTION: Replace existing curtain.

CAPITAL PROJECTS

ITEM 58: **Elsie Stuhr Center Light Fixtures Dining Room (30)**

BUDGET: \$2,500

DESCRIPTION: Replace existing ceiling light fixtures.

ITEM 59: **Jenkins Paint Main House Interior**

BUDGET: \$22,000

DESCRIPTION: Prepare and paint interior surfaces in the kitchen & pantry that have been painted previously.

Building Exteriors

ITEM 60: **Garden Home Recreation Center Exterior Siding**

BUDGET: \$40,000

DESCRIPTION: Replace existing siding with new wood.

ITEM 61: **Athletic Center Seal Wall**

BUDGET: \$6,800

DESCRIPTION: Apply sealant product to concrete exterior wall surface to waterproof walls of the breezeway tunnel and the southeast corner wall.

ITEM 62: **Athletic Center Add/Connect Downspouts**

BUDGET: \$25,500

DESCRIPTION: Install two additional roof gutter downspouts and plumb them into the existing drainline.

ITEM 63: **Athletic Center Reseal Skylights**

BUDGET: \$10,500

DESCRIPTION: Remove all old caulking and fasteners and replace with fresh caulk and new fasteners.

ITEM 64: **Building Exterior Paint (6 Sites)**

BUDGET: \$23,850

DESCRIPTION: Prepare and paint all exterior surfaces at Camp Rivendale, Garden Home Recreation Center, Harman Swim Center, Jenkins Estate, Raleigh Swim Center and Somerset West Swim Center.

CAPITAL PROJECTS

Electrical components

ITEM 65: Garden Home Recreation Center and Cedar Hills Recreation Center Circuit Panels

BUDGET: \$25,000

DESCRIPTION: Replace existing circuit breaker panels.

HVAC Components

ITEM 66: Harman Swim Center Roof Exhaust Fans

BUDGET: \$2,000

DESCRIPTION: Replace existing rooftop exhaust fans in the hallway, chlorine room and electric room.

ITEM 67: Garden Home Recreation Center (8) Steam Heat Coils

BUDGET: \$28,800

DESCRIPTION: Replace existing steam heat coils.

ITEM 68: Garden Home Recreation Center Gas Pak

BUDGET: \$33,500

DESCRIPTION: Replace existing rooftop hvac units in the office, kitchen and room 4.

ITEM 69: Garden Home Recreation Center Air Handler South Wing

BUDGET: \$2,000

DESCRIPTION: Replace existing system (motor, fan).

ITEM 70: Tennis Center Air Condensing Unit

BUDGET: \$8,000

DESCRIPTION: Replace existing AC condenser that cools the office/lobby.

ITEM 71: Conestoga Recreation and Aquatic Center Condensing Unit

BUDGET: \$85,000

DESCRIPTION: Replace existing rooftop equipment (air conditioning condensers, pumps, motors).

CAPITAL PROJECTS

ITEM 72: **Dryland HVAC Upgrade**
BUDGET: \$12,000
DESCRIPTION: Modify the duct routing above the ceiling to improve performance.

HVAC Fixtures

ITEM 73: **Elsie Stuhr Center DDC HVAC ZT Controller**
BUDGET: \$3,300
DESCRIPTION: Install a computer station on the existing system to better control the room temperatures.

Plumbing 10 Year Life

ITEM 74: **Garden Home Recreation Center Unit Heater (Showers)**
BUDGET: \$3,500
DESCRIPTION: Replace existing heater for the showers.

ITEM 75: **Conestoga Recreation and Aquatic Center Room Floor Drains and Pipes**
BUDGET: \$8,500
DESCRIPTION: Replace existing floor drains and piping in the mechanical room.

Plumbing 15 Year Life

ITEM 76: **Sunset Swim Center Domestic Holding Tank**
BUDGET: \$22,000
DESCRIPTION: Replace existing tank.

ITEM 77: **Garden Home Recreation Center Shower Stalls**
BUDGET: \$18,500
DESCRIPTION: Replace existing stalls according to design plans.

ITEM 78: **Cedar Hills Recreation Center Water Heaters**
BUDGET: \$2,500
DESCRIPTION: Remove existing water heaters in rooms 10 and 12 and replumb to central water heating system off the boiler.

CAPITAL PROJECTS

ITEM 79: Aquatic Center Replumb Mechanical Room P-Trap

BUDGET: \$2,250

DESCRIPTION: Replace existing P-trap.

ITEM 80: Harman Swim Center Replace Shower Valves (3)

BUDGET: \$2,600

DESCRIPTION: Replace existing shower valves.

ITEM 81: Garden Home Recreation Center Design for Showers

BUDGET: \$6,000

DESCRIPTION: Develop plans and specifications to replace the existing shower stalls.

Exercise Equipment

ITEM 82: Exercise Equipment (2)

BUDGET: \$12,550

DESCRIPTION: Replace existing treadmill at Garden Home Recreation Center and elliptical unit at Cedar Hills Recreation Center.

ITEM 83: AED (19) Unit Replacements

BUDGET: \$35,369

DESCRIPTION: Replace all AED units no longer manufactured and no longer supported.

Building Improvements

ITEM 84: Elsie Stuhr Senior Center Stability Ball Racks

BUDGET: \$1,500

DESCRIPTION: Purchase a storage rack to secure equipment when not in use.

ITEM 85: Conestoga Recreation and Aquatic Ultraviolet Sanitation Lap Pool

BUDGET: \$22,500

DESCRIPTION: Add UV sanitation unit to supplement existing chlorine sanitation system to keep the chlorimine levels at acceptable levels. Improve water and air quality and meet Health Department regulations.

CAPITAL PROJECTS

Park & Trail Replacements

ITEM 86: **Drinking Fountains**

BUDGET: \$4,500

DESCRIPTION: Replace drinking fountain at John Marty Park.

ITEM 87: **Irrigation System Repair**

BUDGET: \$50,000

DESCRIPTION: Replaces irrigation mainline, master valve, communication cable and two controllers at HMT Recreation Complex southside.

ITEM 88: **Asphalt Path Replacement & Repair (7 Sites)**

BUDGET: \$117,000

DESCRIPTION: Repairs and corrects asphalt paths at 7 sites: Bethany Lake Park, Center Street Park, Fanno Farm House, Forest Glenn Park, Hazeldale Park, Pheasant Park and Waterhouse Rose Garden Park.

ITEM 89: **Play Equipment (3 Sites)**

BUDGET: \$81,000

DESCRIPTION: Replace play equipment at 3 sites: Carolwood Park, Somerset Meadows Park and Garden Home Recreation Center (climbing bars).

Park & Trail Improvements

ITEM 90: **Install Maxicom Controls (2 Sites)**

BUDGET: \$12,600

DESCRIPTION: Upgrade Gutherless Park field and Cedar Park School field irrigation systems to Maxicom controls per the sustainability goal business plan.

ITEM 91: **Memorial Benches**

BUDGET: \$8,000

DESCRIPTION: The Memorial Bench program offers patrons the opportunity to purchase a recycled plastic bench.

CAPITAL PROJECTS

Grant Funded Projects

ITEM 92: LGGP Grant- PCC Recreation Complex Restrooms

BUDGET: \$35,000

DESCRIPTION: Appropriations of Local Government Grant Program funds to design and install a self-contained restroom facility near Field #3.

ITEM 93: RTP Grant - Cedar Mill Trail

BUDGET: \$50,000

DESCRIPTION: Design and construct approximately 1,000 feet of neighborhood trail through the Cedar Mill Park.

ITEM 94: LGGP Grant - Camille Park

BUDGET: \$70,000

DESCRIPTION: Assist in the implementation of the 2008 bond project. Grant funds will help install play equipment, picnic pavilion, and site furnishings at Camille Park.

ITEM 95: OBP Grant- Walker Road Mid-Block Crossing

BUDGET: \$121,500

DESCRIPTION: Design and construct a mid-block crossing for the Waterhouse Trail.

ITEM 96: LWCF Grant- Schiffler Park Pavillion

BUDGET: \$40,000

DESCRIPTION: Replace existing picnic shelter with a new 30' x 40' picnic pavilion at Schiffler Park.

Facility Challenge Grants

ITEM 97: Challenge Grants

BUDGET: \$97,500

DESCRIPTION: Provides matching funds against Advisory Committees and Friends groups funding for facility improvements. Advisory Committee funding: Sports - \$7,500; Aquatics - \$15,000; Recreation - \$7,500; Friends of Cedar Hills - \$7,500; Friends of Conestoga- \$7,500; Friends of Garden Home- \$7,500; Natural Resources - \$7,500; Friends of Nature Park - \$7,500; Parks - \$7,500; Historic Facilities - \$7,500; Stuhr Center - \$7,500; Trails - \$7,500.

CAPITAL PROJECTS

ADA Improvements

ITEM 98: **Splash Aqua Lift (2)**

BUDGET: \$14,100

DESCRIPTION: Replace old unit at Harman Swim Center and Somerset West Swim Center.

ITEM 99: **ADA Transition Ramps- Cedar Hills Recreation Center**

BUDGET: \$2,500

DESCRIPTION: Add ADA transition ramps from the breezeway to the gymnasium and locker room.

ITEM 100: **ADA Drinking Fountains- Garden Home Recreation Center**

BUDGET: \$2,400

DESCRIPTION: Replace two existing fountains.

ITEM 101: **ADA Shower Stalls- Harman Swim Center**

BUDGET: \$26,000

DESCRIPTION: Replace two stalls.

CAPITAL PROJECTS

Future Impacts on Operating Budget:

During the Capital Improvement Process, recognition is given to the future impacts on operations and maintenance generated by the completion of capital improvements. Such costs will be reflected in the operating budget each year, and may result in an increase (such as from a new facility) or decrease (such as replacing obsolete equipment).

The following information details, in narrative format, the anticipated future costs for a major project listed in the current Capital Improvements budget.

ITEM 11: Maintenance Facility Acquisition Costs

In fiscal year 2010/11 a budget appropriation was made in the amount of \$7,300,000 for the acquisition of a centralized Maintenance facility as called for in the District 2006 Comprehensive Plan. Annual operating costs for this facility are expected to be approximately \$119,500 per year, offset by transportation savings of approximately \$181,000 due to the central location of the facility. Annual debt service will be approximately \$263,000 in year one.

ITEM 12: Community Benefit Fund Project

In fiscal year 2010/11 a budget appropriation was made in the amount of \$321,031 for a project as yet to be determined at the Garden Home Recreation Center. These funds were paid by the City of Portland Bureau of Environmental Services for economic impact to the District during construction of city sewer infrastructure.

ITEM 17: Tennis Air Structure Fabric

The District uses two seasonal tennis structures at the Howard M. Terperning Sports Complex. The original structure, purchased in 1991, is due for replacement. In fiscal year 2010/11 a budget appropriation was made in the amount of \$153,000 to replace the fabric on the structure. Additional funds will be appropriated in fiscal year 2011/12 to replace the framework.

The balance of projects listed in the current Capital Improvement budget are of a repair and replacement nature, and will not significantly effect the operating budget for the fiscal year 2011/12, nor in future years, at an amount varying from current costs.



OTHER FUNDS

Mitigation Maintenance Reserve Fund

Metro Natural Areas Bond 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 receives 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.



SPECIAL REVENUE FUND

Description	Prior Year Actual 2008/09	Prior Year Actual 2009/10	Adopted Budget 2010/11	Proposed Budget 2011/12	Adopted Budget 2011/12
Resources:					
Beginning Cash on Hand	\$ 161,686	\$ 175,925	\$ 181,225	\$ 183,015	\$ 183,015
Interest Income	3,178	1,085	1,300	900	900
Miscellaneous Income	15,000	5,000	-	-	-
Total Resources	\$ 179,864	\$ 182,010	\$ 182,525	\$ 183,915	\$ 183,915
Appropriations:					
Materials & Services	3,939	-	5,000	5,000	5,000
Contingency	-	-	177,525	178,915	178,915
Total Appropriations	\$ 3,939	\$ -	\$ 182,525	\$ 183,915	\$ 183,915
Summary by Fund					
Mitigation Maintenance Reserve Fund	3,939	-	182,525	183,915	183,915
Total Appropriations	\$ 3,939	\$ -	\$ 182,525	\$ 183,915	\$ 183,915



Fund: Mitigation Maintenance Reserve
 Department: Mitigation Maintenance Reserve

Description	Prior Year Actual 2008/09	Prior Year Actual 2009/10	Adopted Budget 2010/11	Proposed Budget 2011/12	Adopted Budget 2011/12
Department Appropriations					
Maintenance Supplies	3,939	-	5,000	5,000	5,000
Material & Services	3,939	-	5,000	5,000	5,000
Contingency	-	-	177,525	178,915	178,915
Contingency	-	-	177,525	178,915	178,915
Department Total	3,939	-	182,525	183,915	183,915



CAPITAL PROJECT FUND

Description	Prior Year Actual 2008/09	Prior Year Actual 2009/10	Adopted Budget 2010/11	Proposed Budget 2011/12	Adopted Budget 2011/12
Resources:					
Beginning Cash on Hand	\$ -	\$ -	\$ -	\$ -	\$ -
Metro Natural Areas Bond	589,056	1,546,845	1,730,944	1,300,000	1,300,000
Total Resources	\$ 589,056	\$ 1,546,845	\$ 1,730,944	\$ 1,300,000	\$ 1,300,000
Appropriations:					
Capital Outlay	589,056	1,546,845	1,730,944	1,300,000	1,300,000
Total Appropriations	\$ 589,056	\$ 1,546,845	\$ 1,730,944	\$ 1,300,000	\$ 1,300,000
Summary by Fund					
Metro Natural Areas Bond Fund	589,056	1,546,845	1,730,944	1,300,000	1,300,000
Total Appropriations	\$ 589,056	\$ 1,546,845	\$ 1,730,944	\$ 1,300,000	\$ 1,300,000



Metro Natural Areas Bond Fund

Project Number	Capital Project	Adopted Budget 2010/11	Page #
LAND ACQUISITION			
1	Land Acquisition for Eichler Park	250,000	OF-10
2	Land Acquisition for North Bethany Area of District	1,050,000	OF-10
TOTAL LAND ACQUISITION		<u>1,300,000</u>	
GRAND TOTAL CAPITAL OUTLAY		<u><u>\$ 1,300,000</u></u>	

Metro Natural Areas Bond Fund

ITEM 1: **Land Acquisition for Eichler Park**

BUDGET: \$250,000

DESCRIPTION: Funding for land acquisition, site restoration, park site enhancements for Eichler Park.

ITEM 2: **Land Acquisition for North Bethany Area of District**

BUDGET: \$1,050,000

DESCRIPTION: Funding for land acquisition for park, trails and open space in newly developing areas of Washington County - north of Highway 26.

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. This levy is a levy outside the Park District's permanent rate and is not part of the governmental limit set by Measure 5. On November 8, 1994 the voters approved a \$25.9 million dollar bond measure for acquisition and development of parks, recreation, sports fields and sports and recreation facilities. On November 4, 2008 the voters approved a new 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 2010/11)	\$ 26,554,794,634
General Obligation Debt Capacity (2.5% of Real Market Value)	663,869,866
Less: Outstanding Debt	<u>(101,590,000)</u>
Remaining Legal Debt Capacity	<u>\$ 562,279,866</u>

The interest rate on the bond issue sold March 1995, was 5.75% and the maturity schedule covered a 20 year period through 2015.

In September 1998, the District issued \$15,670,000 General Obligation Advance Refunding Bonds, Series 1998 to refund the principal amount of \$15,350,000 on the original General Obligation Bonds, Series 1995, due on or after March 1, 2007. The refunding bonds have an average interest rate of 4.77%. The outstanding balance as of July 1, 2011, based on this advanced refunding, is \$7,735,000.

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 an average interest rate of 4.26%. The outstanding balance as of July 1, 2011 is \$52,360,000.

The District intends to issue the balance of approved authority of \$41,495,000 by July 2011. A tentative maturity schedule is included within the Adopted Budget.





BONDED DEBT

Bond Debt Payments are for:

- Revenue Bonds
- General Obligation Bonds

RESOURCES AND REQUIREMENTS

**Debt Service
FUND**

**Tualatin Hills Park and Recreation District
(NAME OF MUNICIPAL CORPORATION)**

	HISTORICAL DATA			DESCRIPTION OF RESOURCES AND REQUIREMENTS	BUDGET FOR NEXT YEAR <u>FY 2011/12</u>				
	ACTUAL		ADOPTED BUDGET THIS YEAR <u>FY 2010/11</u>		PROPOSED BY BUDGET OFFICER	APPROVED BY BUDGET COMMITTEE	ADOPTED BY GOVERNING BODY		
	SECOND PRECEDING YEAR <u>FY 2008/09</u>	FIRST PRECEDING YEAR <u>FY 2009/10</u>							
RESOURCES									
				Beginning Fund Balance:					
1	338,212	255,341	203,585	1. Cash on Hand (Cash Basis), or	233,500	233,500	233,500	1	
2				2. Working Capital (Accrual Basis)				2	
3	28,240	40,286	40,000	3. Previously Levied Taxes Estimated to be Received	40,000	40,000	40,000	3	
4	25,409	23,135	28,000	4. Earnings from Temporary Investments	14,000	14,000	14,000	4	
5				5. Transferred from Other Funds				5	
6				6. Payment in lieu of taxes	30,755	30,755	30,755	6	
7	391,861	318,762	271,585	7. Total Resources, Except Taxes to be Levied	318,255	318,255	318,255	7	
8	Real Market Value		7,745,573	8. Taxes Necessary to Balance *	7,851,071	7,851,071	7,851,071	8	
9	2,034,144	7,381,772		9. Taxes Collected in Year Levied *				9	
10	2,426,005	7,700,534	8,017,158	TOTAL RESOURCES	8,169,326	8,169,326	8,169,326	10	
REQUIREMENTS									
<u>Bond Principal Payments</u>									
				Issue Date	Budgeted Payment Date				
1	1,510,000	1,585,000	1,665,000	1 03/01/1995	03/01/2012	1,755,000	1,755,000	1,755,000	1
2		2,750,000	3,395,000	2 04/02/2009	06/01/2012	1,100,000	1,100,000	1,100,000	2
3				3 07/01/2011	06/01/2012	1,070,000	1,070,000	1,070,000	3
4	1,510,000	4,335,000	5,060,000	4 Total Principal		3,925,000	3,925,000	3,925,000	4
<u>Bond Interest Payments</u>									
				Issue Date	Budgeted Payment Date				
5			521,352	1 03/01/1995	09/01/2011 & 03/01/2012	444,762	444,762	444,762	5
6			2,213,425	2 04/02/2009	12/01/2011 & 06/01/2012	2,111,575	2,111,575	2,111,575	6
7				3 07/01/2011	12/01/2011 & 06/01/2012	1,516,064	1,516,064	1,516,064	7
8	660,665	3,176,382	2,734,777	4 Total Interest		4,072,401	4,072,401	4,072,401	8
<u>Unappropriated Balance for Following Year By</u>									
				Issue Date	Budgeted Payment Date				
9			222,381	1 03/01/1995	09/01/2012	171,925	171,925	171,925	9
10				2				-	10
11				3					11
12				4					12
13			222,381	5 Total Unappropriated Ending Fund Balance		171,925	171,925	171,925	13
14	2,170,665	7,511,382	8,017,158	TOTAL REQUIREMENTS		8,169,326	8,169,326	8,169,326	14

* If this form is used for revenue bonds, resource lines 8 and 9 may not be used.
The district does not have authority to levy for these funds.



DEBT SERVICE FUND

Maturity Schedule

Maturity schedules of aggregate future debt service on the \$25.9 million, as adjusted for the advance refunding, the \$58.505 million, and \$41.495 million of General Obligation Bonds are listed as follows:

Schedule of Future Debt Service Requirements of General Obligation Bonds

Series 1998			
Fiscal Year ending June 30	Principal	Interest	Total Debt Service
2012	1,755,000	444,763	2,199,763
2013	1,870,000	343,850	2,213,850
2014	1,990,000	236,325	2,226,325
2015	2,120,000	121,900	2,241,900
	\$ 7,735,000	\$ 1,146,838	\$ 8,881,838

Series 2009			
Fiscal Year ending June 30	Principal	Interest	Total Debt Service
2012	1,100,000	2,111,575	3,211,575
2013	1,385,000	2,089,575	3,474,575
2014	1,520,000	2,058,412	3,578,412
2015	1,665,000	2,020,413	3,685,413
2016	1,825,000	1,974,625	3,799,625
2017-2021	11,905,000	8,857,950	20,762,950
2022-2026	18,130,000	5,941,531	24,071,531
2027-2029	14,830,000	1,420,951	16,250,951
	\$ 52,360,000	\$ 26,475,032	\$ 78,835,032

Series 2011			
Fiscal Year ending June 30	Principal	Interest	Total Debt Service
2012	1,070,000	1,516,063	2,586,063
2013	1,100,000	1,570,582	2,670,582
2014	1,250,000	1,554,851	2,804,851
2015	1,355,000	1,532,977	2,887,977
2016	1,470,000	1,503,573	2,973,573
2017-2021	9,480,000	6,797,268	16,277,268
2022-2026	14,185,000	4,681,943	18,866,943
2027-2029	11,585,000	1,126,877	12,711,877
	\$ 41,495,000	\$ 20,284,134	\$ 61,779,134



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)



SYSTEMS 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 Systems 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.

In FY 2007/08, the District completed an update to the Systems Development Charge Methodology. As a result of this update, Systems Development Charge rates were increased, effective January 1, 2008. The fees were subsequently adjusted for inflationary cost adjustments, effective January 1, 2009, 2010 and 2011.

The District is projecting to carryforward \$4,745,571 in unexpended Systems Development Charges to the 2011/12 fiscal year, and is budgeting an additional \$2,888,057 in SDC Fund revenues in the 2011/12 fiscal year.



SYSTEMS DEVELOPMENT CHARGE FUND

Description	Prior Year Actual 2008/09	Prior Year Actual 2009/10	Adopted Budget 2010/11	Proposed Budget 2011/12	Adopted Budget 2011/12
Resources:					
Beginning Cash on Hand	\$ 3,751,235	\$ 4,533,581	\$ 4,374,494	\$4,745,571	\$ 4,894,176
Systems Development Charges	1,406,672	2,370,160	3,166,719	2,850,057	2,850,057
Grants or Donations	-	-	-	-	-
Sale of Assets	494,941	-	-	-	-
Interest Earnings	84,859	27,445	30,400	38,000	38,000
Total Resources	\$ 5,737,707	\$ 6,931,186	\$ 7,571,613	\$7,633,628	\$ 7,782,233
Appropriations:					
Capital Outlay	1,204,126	2,496,291	7,571,613	7,633,628	7,782,233
Total Appropriations	\$ 1,204,126	\$ 2,496,291	\$ 7,571,613	\$7,633,628	\$ 7,782,233
Summary by Department					
Carryforward Projects					
Land Acquisition	6,917	601	250,000	260,000	260,000
Park Development/Improvements	448,364	917,262	2,386,610	3,150,100	3,462,453
Land Acquisition	724,689	1,433,061	1,500,000	500,000	500,000
Park Development/Improvements	24,156	145,367	50,000	112,205	112,205
Undesignated Projects	-	-	3,385,003	3,611,323	3,447,575
Total Appropriations	\$ 1,204,126	\$ 2,496,291	\$ 7,571,613	\$7,633,628	\$ 7,782,233

SYSTEMS DEVELOPMENT CHARGE FUND

Item Number	SDC Capital Project	Carryover Funds	Additional Funding	Adopted 2011/12	Page #
CARRYFORWARD PROJECTS					
1	Land Acquisition - FY 2010/11 Carryforward	260,000	-	260,000	SDC-5
	Sub-total Land Acquisition Carryforward	260,000	-	260,000	
2	Fanno Creek Trail - Scholls Fy Road to Greenwood Inn	1,024,000	700,000	1,724,000	SDC-5
3	Local match for Westside Trail MTIP Grant	30,000	-	30,000	
4	Bonny Slope / BSD Trail Development	175,000	-	175,000	SDC-5
5	LWCF Grant Match - Schiffler Park Pavillion	50,000	-	50,000	SDC-5
6	PCC Rec Complex - Site Amenity Completion	46,510	-	46,510	SDC-5
7	MTIP Grant Match - Fanno Creek Trail Hall Blvd Crossing	41,200	-	41,200	SDC-6
8	LGGP Grant Match - PCC Rec Complex Restroom	35,000	-	35,000	SDC-6
9	Winkelman Park Phase 1 Construction	282,000	-	282,000	SDC-6
10	112th Street Field Development	914,995	163,748	1,078,743	SDC-6
	Sub-total Park Development/Improvement Carryforward	2,598,705	863,748	3,462,453	
	TOTAL CARRYFORWARD PROJECTS	2,858,705	863,748	3,722,453	
LAND ACQUISITION					
11	Other Land Acquisition			500,000	SDC-6
	TOTAL LAND ACQUISITION			500,000	
PARK DEVELOPMENT/IMPROVEMENT					
12	MTIP Grant Match - Westside Trail, Segment 18			62,205	SDC-7
13	OBP Grant Match - Waterhouse Trail, Walker Rd Crossing			50,000	SDC-7
	TOTAL PARK DEVELOPMENT/IMPROVEMENT			112,205	
UNDESIGNATED PROJECTS					
14	Undesignated Projects			3,447,575	SDC-7
	TOTAL UNDESIGNATED PROJECTS			3,447,575	
	GRAND TOTAL CAPITAL OUTLAY			7,782,233	

SYSTEMS DEVELOPMENT CHARGE FUND

Carry Over Projects

ITEM 1: **Land Acquisition - FY 2010/11 Carryforward**

BUDGET: \$260,000

DESCRIPTION: Carryover funding to purchase property and/or easements for future parks, trails, and open spaces.

ITEM 2: **Fanno Creek Trail - Scholls Fy Road to Greenwood Inn**

BUDGET: \$1,724,000

DESCRIPTION: Project funding for right-of-way acquisition, design, permitting and construction of trail segment.

ITEM 3: **Local match for Westside Trail MTIP Grant**

BUDGET: \$30,000

DESCRIPTION: District share of Local Match for the Westside Trail Master Plan project being funded with MTIP Grant Funds.

ITEM 4: **Bonny Slope / BSD Trail Development**

BUDGET: \$175,000

DESCRIPTION: Funding to design and construct trails on the McDaniel Property to connect the surrounding neighborhoods to the school site and park property.

ITEM 5: **LWCF Grant Match - Schiffler Park Pavillion**

BUDGET: \$50,000

DESCRIPTION: 50% funding match for the grant application to finalize design and permit the removal of an existing shelter and replace it with a larger pavilion.

ITEM 6: **PCC Rec Complex - Site Amenity Completion**

BUDGET: \$46,510

DESCRIPTION: Additional site amenities to improve park user opportunities and address minor safety issues that have been identified since the opening of the recreational facility.

SYSTEMS DEVELOPMENT CHARGE FUND

ITEM 7: MTIP Grant Match - Fanno Creek Trail Hall Blvd Crossing

BUDGET: \$41,200

DESCRIPTION: Funding for the District match for the grant award to complete a feasibility study to explore various Fanno Creek Trail options for crossing Hall Blvd.

ITEM 8: LGGP Grant Match - PCC Rec Complex Restroom

BUDGET: \$35,000

DESCRIPTION: Funding for a 50% District match for a grant request to install a new vault restroom system at the PCC Recreational Facility.

ITEM 9: Winkelman Park Phase 1 Construction

BUDGET: \$282,000

DESCRIPTION: Additional funds to complete the construction of the project for the Board approved Master Plan.

ITEM 10: 112th Street Field Development

BUDGET: \$1,078,743

DESCRIPTION: District share of cost for construction of synthetic turf multi-purpose athletic fields in partnership with Portland Timbers.

Land Acquisition

ITEM 11: Other Land Acquisition

BUDGET: \$500,000

DESCRIPTION: Funding to purchase additional properties and/or easements for future parks, trails and open spaces.

SYSTEMS DEVELOPMENT CHARGE FUND

Park Development/Improvement Projects

ITEM 12: **MTIP Grant Match - Westside Trail, Segment 18**

BUDGET: \$62,205

DESCRIPTION: Funding for the District match for the grant award to complete Westside Trail segment 18 from Kaiser Ridge Park to Kaiser Woods Park.

ITEM 13: **OBP Grant Match - Waterhouse Trail, Walker Rd Crossing**

BUDGET: \$50,000

DESCRIPTION: Funding for the District match for the grant award to complete a mid-block crossing for the Waterhouse Trail at the Walker Road crossing.

Undesignated Projects

ITEM 14: **Undesignated Projects**

BUDGET: \$3,447,575

DESCRIPTION: Capital Outlay to fund projects to be determined at a later time.

SYSTEMS DEVELOPMENT CHARGE FUND

Future Impacts on Operating Budget:

During the Capital Improvement Process for System Development Charge eligible projects, recognition is given to the future impacts on operations and maintenance generated by the completion of capital improvements. Such costs will be reflected in the General Fund operating budget each year, and may result in an increase (such as from a new facility) or decrease (such as improving technology).

The following information details, in narrative format, the anticipated future costs for the major projects listed in the current System Development Charge capital budget.

ITEM 2: Fanno Creek Trail - Scholls Ferry Road to Greenwood Inn

Continued construction funding, in the amount of \$1,724,000 has been budgeted through carryover funds for fiscal year 2011/12. The final completion date is yet to be determined and operating costs costs will be addressed in future narratives.

ITEM 9: Winkelman Park Phase I Construction

Continued construction funding has been budgeted in both the Systems Development Charges Fund (\$282,000) and the Bond Capital Project Fund (\$630,723) for final completion of the park during fiscal year 2012/13. Operating costs will be determined once all park attributes have been finalized, for inclusion in future narratives. Currently, maintenance costs of the existing area are minimal and have been absorbed through the operating budget.

ITEM 10: 112th Street Field Development

The appropriation of \$1,078,743 will cover the District's share of construction of synthetic turf multi-purpose fields. District staff costs are estimated at \$600 per year for maintenance.



Tualatin Hills Park & Recreation District
SYSTEM DEVELOPMENT CHARGE LIST OF PROJECTS IN PRIORITY ORDER
Five-year CIP Adopted November 2007

Project or Item Description	Ranking	Total Cost		Cumulative Balance	
		Low Estimate	High Estimate	SDC Funds Available	SDC Funds Available
Estimated Reserve Available for Expenditure through FY 2011/12				17,400,000	17,400,000
Initial Staff Prioritization Listing					
Project Planning and Cost Estimating (future bond)	1	40,000	50,000	17,360,000	17,350,000
Mt Williams Master Planning and Trail Design	2	150,000	300,000	17,210,000	17,050,000
Land Acquisition Funds for Neighborhood/ Comm. Parks	3	2,000,000	4,000,000	15,210,000	13,050,000
Waterhouse Trail Spyglass/Crystal Creek / Tokola Wetlands	4	300,000	565,000	14,910,000	12,485,000
Tilbury Park Master Planning	5	50,000	100,000	14,860,000	12,385,000
Winkelman Property Public Access Site Preparation	6	30,000	50,000	14,830,000	12,335,000
Nature Park/ Westside Trail Alignment Study	7	50,000	75,000	14,780,000	12,260,000
HMT Parking Study Improvements - Phase 2 (AC ADA improvements)	8	250,000	400,000	14,530,000	11,860,000
The Bluffs Park - Phase 2 Construction	9	150,000	200,000	14,380,000	11,660,000
SW Community Park Development	10	1,000,000	2,500,000	13,380,000	9,160,000
HMT Parking Study Improvements - Phase 3 (expanded parking)	11	500,000	750,000	12,880,000	8,410,000
Barsotti Park (Design + Phase 1 construction)	12	500,000	800,000	12,380,000	7,610,000
SE Quad Multi-use Field (Syn. Turf and field lights at Whitford MS)	13	1,000,000	1,300,000	11,380,000	6,310,000
Stuhr Center Front Entry, Kitchen, Fitness Room Expansion	14	1,000,000	3,100,000	10,380,000	3,210,000
Nature Park Recycled Plastic Patio for Robins Nest	15	5,000	15,000	10,375,000	3,195,000
Mt Williams Community Park and Westside Trail (construction)	16	1,500,000	3,000,000	8,875,000	195,000
Cedar Hills Splash Park	17	200,000	500,000	8,675,000	(305,000)
Jordan / Husen Park Phase #2 (including trail)	18	1,500,000	2,100,000	7,175,000	(2,405,000)
Garden Home Recreation Center Expansion	19	2,600,000	4,750,000	4,575,000	(7,155,000)
Raleigh Swim Center Pool Area Cover -Seasonal Cover	20	250,000	1,100,000	4,325,000	(8,255,000)
Lowami Hart Woods Park - Phase 2 & 3	21	1,500,000	2,000,000	2,825,000	(10,255,000)
Nature Park Westside Trail Alignment Construction	22	300,000	1,300,000	2,525,000	(11,555,000)
Conestoga RAC Outdoor Wading Pool/Water Feature	23	810,000	2,160,000	1,715,000	(13,715,000)
Conestoga RAC Building Expansion with Classrooms	24	1,750,000	5,000,000	(35,000)	(18,715,000)
John Quincy Adams Young House (structure and site)	25	525,000	700,000	(560,000)	(19,415,000)
Play Structure at north end of HMT Complex	26	100,000	200,000	(660,000)	(19,615,000)
Rock Creek Trail (east end connection)	27	500,000	750,000	(1,160,000)	(20,365,000)
Camp Rivendale - Phase 4	28	1,750,000	2,500,000	(2,910,000)	(22,865,000)
Remaining Projects - not prioritized					
Remaining Neighborhood Park Comp Plan Goal		45,000,000	52,500,000		
Remaining Community Park Comp Plan Goal**		60,000,000	73,500,000		
PCC Rock Creek Campus - Phase 2 (Rec/Aquatic/Comm Center NW)		20,000,000	30,000,000		
Remaining Comp Plan Goal (Rec/Aquatic/Comm Center SW)		25,000,000	30,000,000		
Remaining Comp Plan Goal - 87 Fields (Plan + Dev)		33,000,000	37,800,000		
Tilbury Park Phase 1		400,000	600,000		
Remaining Natural Resources Management Plan Goal - Site Access		1,200,000	1,700,000		
Trail - Rock Creek / College Park - Phase 2		300,000	500,000		
Trail - Allenbach Acres Park		350,000	500,000		
Beaverton Creek Trail		5,000,000	7,000,000		
Westside Trail		10,000,000	15,000,000		
Bronson Creek Trail		1,000,000	3,000,000		
Fanno Creek Trail (Hall Blvd Crossing)		500,000	3,000,000		
Cedar Mill Creek Trail		1,000,000	3,000,000		
Cooper Mountain Trail		1,000,000	4,000,000		
Golf Creek Trail		500,000	1,000,000		
N. Johnson Creek Trail		1,000,000	2,100,000		
S. Johnson Creek Trail		500,000	1,000,000		
TV Highway Trail		2,000,000	3,000,000		
Waterhouse Trail		2,500,000	4,000,000		
Willow Creek Trail		1,000,000	3,000,000		
Athletic Center Outdoor Basketball Court Enclosure		400,000	700,000		
Beaverton Swim Center Splash Pool - Study only		5,000	25,000		
Athletic Field House		5,000,000	21,000,000		
Nature Park Main Entrance Orientation Center		50,000	100,000		
Synthetic Turf Installation on Baseball/Softball Field		800,000	1,200,000		
HMT Parking Structure (150 spaces)		3,000,000	3,750,000		
*Estimates are in 2007 Cost. No inflation or escalation is included					
**Cost for specific site elements such as tennis courts, skate spots etc. are included in neighborhood park development costs.					



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.

The District anticipates issuing the \$41.5 million balance of the authorized levy in FY 2011/12, which is reflected in the Proposed Budget.



BOND CAPITAL PROJECTS FUND

Description	Prior Year Actual 2008/09	Prior Year Actual 2009/10	Adopted Budget 2010/11	Proposed Budget 2011/12	Adopted Budget 2011/12
Resources:					
Beginning Cash on Hand	\$ -	\$ 58,150,088	\$ 52,906,913	\$ 49,662,171	\$ 41,660,621
Bond Proceeds	58,997,215	-	-	41,495,000	41,495,000
Interest Earnings	125,982	638,295	275,000	345,975	345,975
Total Resources	\$59,123,197	\$ 58,788,383	\$ 53,181,913	\$ 91,503,146	\$ 83,501,596
Appropriations:					
Capital Outlay	973,109	3,356,654	53,181,913	91,503,146	83,501,596
Total Appropriations	\$ 973,109	\$ 3,356,654	\$ 53,181,913	\$ 91,503,146	\$ 83,501,596
Summary by Department					
New Neighborhood Park Development	2,072	64,798	1,472,874	4,854,299	4,854,299
Renovate/Redevelop Neighborhood Pk	-	36,249	225,287	3,623,007	3,623,007
New Neighborhood Parks-Land Acq	-	164,571	5,893,891	6,495,075	6,495,075
New Community Park Development	-	2,051	995,782	7,833,050	7,833,050
New Community Park-Land Acq	-	12,950	9,993,150	10,098,067	2,096,517
Renovate/Redevelop Community Parks	4,823	278,924	1,768,576	9,484,969	9,484,969
Natural Area Preservation	-	36,257	1,565,249	3,749,570	3,749,570
Natural Area Prsrvtm-Land Acq	-	3,884	8,400,000	8,508,600	8,508,600
New Linear Park/Trail Development	11,244	784,351	3,828,719	13,788,039	13,788,039
New Linear Park/Trail-Land Acq	-	11,693	1,188,807	708,700	708,700
Multi Field/Use Athletic Field Devlpmt	1,898	90,053	590,920	2,719,375	2,719,375
Deferred Park Maintenance Replcmnts	3,787	728,698	797,035	448,536	448,536
Facility Rehabilitation	394,032	156,885	4,346,240	5,445,409	5,445,409
Facility Expansion & Improvements	14,027	924,935	6,647,762	6,859,433	6,859,433
ADA/Access Improvements	-	36,244	467,621	960,907	960,907
Community Center-Land Acq	-	5,046	5,000,000	4,499,931	4,499,931
Bond Administration/Debt Issuance	541,226	19,065	-	1,426,179	1,426,179
Total Appropriations	\$ 973,109	\$ 3,356,654	\$ 53,181,913	\$ 91,503,146	\$ 83,501,596

BOND CAPITAL PROJECTS FUND

Item Number		Adopted 2011/12	Page #
NEW NEIGHBORHOOD PARKS DEVELOPMENT			
1	AM Kennedy Park	1,225,349	BOND-7
2	Barsotti Park	1,305,863	BOND-7
3	Kaiser Ridge Park	762,801	BOND-7
4	Roy Dancer Park	776,768	BOND-7
5	Roger Tilbury Park	783,518	BOND-8
	TOTAL NEW NEIGHBORHOOD PARKS DEVELOPMENT	<u>4,854,299</u>	
RENOVATE AND REDEVELOP NEIGHBORHOOD PARKS			
6	Cedar Mill Park & Trail	1,143,936	BOND-8
7	Camille Park	424,250	BOND-8
8	Somerset West Park	1,044,393	BOND-8
9	Pioneer Park & Bridge Replacement	517,099	BOND-9
10	Vista Brook Park	493,329	BOND-9
	TOTAL RENOVATE AND REDEVELOP NEIGHBORHOOD PARKS	<u>3,623,007</u>	
NEW NEIGHBORHOOD PARKS - LAND ACQUISITION			
11	New Neighborhood Park - NW Quadrant	1,530,352	BOND-9
12	New Neighborhood Park - NE Quadrant	1,489,051	BOND-9
13	New Neighborhood Park - SW Quadrant	538,954	BOND-9
14	New Neighborhood Park - NW Quadrant (North Bethany)	1,461,050	BOND-10
15	New Neighborhood Park - Undesignated	1,475,668	BOND-10
	TOTAL NEW NEIGHBORHOOD PARKS - LAND ACQUISITION	<u>6,495,075</u>	
NEW COMMUNITY PARK DEVELOPMENT			
16	SW Community Park	7,833,050	BOND-10
	TOTAL NEW COMMUNITY PARK DEVELOPMENT	<u>7,833,050</u>	
NEW COMMUNITY PARK - LAND ACQUISITION			
17	New Community Park	2,096,517	BOND-10
	TOTAL NEW COMMUNITY PARK - LAND ACQUISITION	<u>2,096,517</u>	
RENOVATE AND REDEVELOP COMMUNITY PARKS			
18	Cedar Hills Park	6,187,561	BOND-11
19	Schiffler Park	3,297,408	BOND-11
	TOTAL RENOVATE AND REDEVELOP COMMUNITY PARKS	<u>9,484,969</u>	
NATURAL AREA PRESERVATION			
20	Roger Tilbury Memorial Park	31,336	BOND-11
21	Cedar Mill Park	31,297	BOND-11
22	Jordan/Jackie Husen Park	313,380	BOND-12
23	NE/Bethany Meadows Trail Habitat Connection	250,726	BOND-12
24	Kaiser Ridge Park	10,447	BOND-12

BOND CAPITAL PROJECTS FUND

Item Number		Adopted 2011/12	Page #
25	Allenbach Acres Park	41,749	BOND-12
26	Crystal Creek Park	208,938	BOND-12
27	Foothills Park	59,084	BOND-12
28	Commonwealth Lake Park	36,894	BOND-13
29	Tualatin Hills Nature Park	91,210	BOND-13
30	Pioneer Park	10,415	BOND-13
31	Whispering Woods Park	33,266	BOND-13
32	Willow Creek Nature Park	19,146	BOND-13
33	AM Kennedy Park	31,296	BOND-13
34	Camille Park	78,251	BOND-14
35	Vista Brook Park	20,894	BOND-14
36	Greenway Park/Koll Center	62,257	BOND-14
37	Bauman Park	82,657	BOND-14
38	Fanno Creek Park	164,859	BOND-14
39	Hideaway Park	41,768	BOND-14
40	Murrayhill Park	41,936	BOND-15
41	Hyland Forest Park	57,261	BOND-15
42	Cooper Mountain Area	208,933	BOND-15
43	Winkelman Park	10,438	BOND-15
44	Lowami Hart Woods Park	291,930	BOND-15
45	Rosa/Hazeldale Parks	28,975	BOND-15
46	Mt Williams Park	104,469	BOND-16
47	Jenkins Estate	155,268	BOND-16
48	Summercrest Park	8,611	BOND-16
49	Morrison Woods Park	62,654	BOND-16
50	Interpretive Sign Network	343,962	BOND-16
51	Beaverton Creek Trail - restoration of new property	62,681	BOND-16
52	Bethany Wetlands Park - restoration of new property	41,788	BOND-17
53	Bluegrass Downs Park - restoration of new property	15,670	BOND-17
54	Crystal Creek Park - restoration of new property	41,788	BOND-17
55	Restoration of new properties to be acquired	653,336	BOND-17
TOTAL NATURAL AREA PRESERVATION		<u>3,749,570</u>	
 NATURAL AREA PRESERVATION - LAND ACQUISITION			
56	Natural Area Acquisitions	8,508,600	BOND-17
TOTAL NATURAL AREA PRESERVATION - LAND ACQUISITION		<u>8,508,600</u>	
 NEW LINEAR PARK AND TRAIL DEVELOPMENT			
57	Westside Trail Segments 1, 4, & 7	4,062,697	BOND-17
58	Jordan/Husen Park Trail	1,469,983	BOND-18
59	Waterhouse Trail Segments 1, 5 and West Spur	3,556,289	BOND-18
60	Rock Creek Trail Segment 5 & Allenbach, North Bethany #2	2,107,921	BOND-18
61	Miscellaneous Natural Trails	95,562	BOND-18

BOND CAPITAL PROJECTS FUND

Item Number		Adopted 2011/12	Page #
62	NE Quadrant Trail - Bluffs	254,407	BOND-18
63	Lowami Hart Woods Park	689,291	BOND-18
64	Westside/Waterhouse Trail Connection	1,551,889	BOND-18
	TOTAL NEW LINEAR PARK AND TRAIL DEVELOPMENT	<u>13,788,039</u>	
	NEW LINEAR PARK AND TRAIL - LAND ACQUISITION		
65	New Linear Park and Trail Acquisitions	708,700	BOND-19
	TOTAL NEW LINEAR PARK AND TRAIL - LAND ACQUISITION	<u>708,700</u>	
	MULTI-FIELD/MULTI-PURPOSE ATHLETIC FIELD DEVELOPMENT		
66	Winkelman Athletic Field	630,723	BOND-19
67	New Fields in NW Quadrant	522,322	BOND-19
68	New Fields in NE Quadrant	522,313	BOND-19
69	New Fields in SW Quadrant	521,672	BOND-19
70	New Fields in SE Quadrant	522,345	BOND-19
	TOTAL MULTI-FIELD/MULTI-PURPOSE ATHLETIC FIELD DEVELOPMENT	<u>2,719,375</u>	
	DEFERRED PARK MAINTENANCE REPLACEMENTS		
71	Play Structure Replacements at Waterhouse and Lost Parks	137,344	BOND-20
72	Bridge/Boardwalk Replacement - Willow Creek	98,212	BOND-20
73	Bridge/Boardwalk Replacement - Rosa Park	39,533	BOND-20
74	Bridge/Boardwalk Replacement - Hartwood Highlands	9,952	BOND-20
75	Permeable Parking Lot at Sunset Swim Center	163,495	BOND-20
	TOTAL DEFERRED PARK MAINTENANCE REPLACEMENTS	<u>448,536</u>	
	FACILITY REHABILITATION		
76	Structural Upgrades at several facilities	4,411,183	BOND-20
77	Sunset Swim Center Structural Upgrades	1,034,226	BOND-21
	TOTAL FACILITY REHABILITATION	<u>5,445,409</u>	
	FACILITY EXPANSIONS AND IMPROVEMENTS		
78	Elsie Stuhr Center Expansion	1,835,224	BOND-21
79	Conestoga Recreation & Aquatic Center Expansion	5,024,209	BOND-21
	TOTAL FACILITY EXPANSION AND IMPROVEMENTS	<u>6,859,433</u>	
	ADA/ACCESS IMPROVEMENTS		
80	HMT ADA Parking and other site improvement	715,410	BOND-21
81	ADA Improvements - numerous sites	245,497	BOND-21
	TOTAL ADA/ACCESS IMPROVEMENTS	<u>960,907</u>	
	COMMUNITY CENTER - LAND ACQUISITION		
82	Community Center - Land Acquisition	4,499,931	BOND-22
	TOTAL COMMUNITY CENTER - LAND ACQUISITION	<u>4,499,931</u>	

BOND CAPITAL PROJECTS FUND

New Neighborhood Parks Development

ITEM 1: **AM Kennedy Park**

BUDGET: \$1,225,349

DESCRIPTION: Development of one new neighborhood park at an existing site. Amenities will be dependent on neighborhood input and site size and may include play equipment, picnic areas, pathways, drinking fountain, benches, open grass areas for passive use, outdoor sport courts, multipurpose sports fields, community garden and natural features.

ITEM 2: **Barsotti Park**

BUDGET: \$1,305,863

DESCRIPTION: Development of one new neighborhood park at an existing site. Amenities will be dependent on neighborhood input and site size and may include play equipment, picnic areas, pathways, drinking fountain, benches, open grass areas for passive use, outdoor sport courts, multipurpose sports fields, community garden and natural features.

ITEM 3: **Kaiser Ridge Park**

BUDGET: \$762,801

DESCRIPTION: Development of one new neighborhood park at an existing site. Amenities will be dependent on neighborhood input and site size and may include play equipment, picnic areas, pathways, drinking fountain, benches, open grass areas for passive use, outdoor sport courts, community garden and natural features.

ITEM 4: **Roy Dancer Park**

BUDGET: \$776,768

DESCRIPTION: Development of one new neighborhood park at an existing site. Amenities will be dependent on neighborhood input and site size and may include play equipment, picnic areas, pathways, drinking fountain, benches, open grass areas for passive use, outdoor sport courts, community garden and natural features.

BOND CAPITAL PROJECTS FUND

ITEM 5: **Roger Tilbury Park**

BUDGET: \$783,518

DESCRIPTION: Development of one new neighborhood park at an existing site. Amenities will be dependent on neighborhood input and site size and may include play equipment, picnic areas, pathways, drinking fountain, benches, open grass areas for passive use, outdoor sport courts, community garden and natural features.

Renovate and Redevelop Neighborhood Parks

ITEM 6: **Cedar Mill Park & Trail**

BUDGET: \$1,143,936

DESCRIPTION: Redevelopment and renovation of one existing neighborhood park. Amenities will be dependent on neighborhood input and site size and may include relocation or replacement of play equipment, ADA specific upgrades, addition of community garden, renovation of existing picnic areas and/or shelters, add or relocate pathways, renovate or add outdoor sport courts and/or multipurpose sports fields.

ITEM 7: **Camille Park**

BUDGET: \$424,250

DESCRIPTION: Redevelopment and renovation of one existing neighborhood park based on the approved Master Plan. The project will include new trails, a covered picnic area, a nature play area, and natural resource enhancements to the camas lily meadow, wetlands, and Oregon white oak trees.

ITEM 8: **Somerset West Park**

BUDGET: \$1,044,393

DESCRIPTION: Redevelopment and renovation of one existing neighborhood park. Amenities will be dependent on neighborhood input and site size and may include relocation or replacement of play equipment, ADA specific upgrades, addition of community garden, renovation of existing picnic areas and/or shelters, add or relocate pathways, renovate or add outdoor sport courts and/or multipurpose sports fields.

BOND CAPITAL PROJECTS FUND

ITEM 9: Pioneer Park & Bridge Replacement

BUDGET: \$517,099

DESCRIPTION: Redevelopment and renovation of one existing neighborhood park. Amenities will be dependent on neighborhood input and site size and may include relocation or replacement of play equipment, ADA specific upgrades, addition of community garden, renovation of existing picnic areas and/or shelters, add or relocate pathways, renovate or add outdoor sport courts.

ITEM 10: Vista Brook Park

BUDGET: \$493,329

DESCRIPTION: Redevelopment and renovation of one existing neighborhood park. Amenities will be dependent on neighborhood input and site size and may include relocation or replacement of play equipment, ADA specific upgrades, addition of community garden, renovation of existing picnic areas and/or shelters, add or relocate pathways, renovate or add outdoor sport courts.

New Neighborhood Parks - Land Acquisition

ITEM 11: New Neighborhood Park - NW Quadrant

BUDGET: \$1,530,352

DESCRIPTION: Acquisition of one site that is approximately three acres in size and may be located in the northwest quadrant. Property to be determined.

ITEM 12: New Neighborhood Park - NE Quadrant

BUDGET: \$1,530,352

DESCRIPTION: Acquisition of one site that is approximately three acres in size and may be located in the northeast quadrant. Property to be determined.

ITEM 13: New Neighborhood Park - SW Quadrant

BUDGET: \$538,954

DESCRIPTION: Acquisition of one site that is approximately three acres in size and may be located in the southwest quadrant. Property to be determined.

BOND CAPITAL PROJECTS FUND

ITEM 14: **New Neighborhood Park - NW Quadrant (North Bethany)**

BUDGET: \$1,461,050

DESCRIPTION: Acquisition of one site that is approximately three acres in size and may be located in the northwest quadrant. Property to be determined.

ITEM 15: **New Neighborhood Park - Undesignated**

BUDGET: \$1,475,668

DESCRIPTION: Acquisition of one site that is approximately three acres in size and may be located in any quadrant. Property to be determined.

New Community Park Development

ITEM 16: **SW Community Park**

BUDGET: \$7,833,050

DESCRIPTION: Design development of one new community park. Amenities will be dependent on community input and site size and may include multipurpose sport fields, group picnic areas with shelter, play equipment, informal play areas (open space), community gardens, pathways, skate spot, pet areas, on-site parking and restrooms, and natural areas.

New Community Park - Land Acquisition

ITEM 17: **New Community Park**

BUDGET: \$2,096,517

DESCRIPTION: Balance of funds available to be used for additional Community Park land acquisition.

BOND CAPITAL PROJECTS FUND

Renovate and Redevelop Community Parks

ITEM 18: Cedar Hills Park

BUDGET: \$6,187,561

DESCRIPTION: Design of redevelopment and renovation of one existing community park. Amenities will be dependent on community input and size of site and may include renovation or relocation of sports fields, renovation of group picnic areas, add covered play areas, add informal play areas, relocate or upgrade pathways, add community gardens, potential skate spot facilities. Renovate/relocate/add on-site parking, restrooms, potential splash pad.

ITEM 19: Schiffler Park

BUDGET: \$3,297,408

DESCRIPTION: Redevelopment and renovation of one existing community park. Amenities will be dependent on community input and size of site and may include renovation or relocation of sports fields, renovation of group picnic areas, add covered play areas, add informal play areas, relocate or upgrade pathways, add community gardens, potential skate spot facilities. Renovate/relocate/add on-site parking, restrooms.

Natural Area Preservation

ITEM 20: Roger Tilbury Memorial Park

BUDGET: \$31,336

DESCRIPTION: Enhance natural areas to remove weed species, replant native trees and shrubs, enhance creek to ensure bank stability.

ITEM 21: Cedar Mill Park

BUDGET: \$31,297

DESCRIPTION: Enhance natural areas to remove weed species, replant native trees and shrubs, especially on the former Brady property. Slight expansion of natural area into soggy grass.

BOND CAPITAL PROJECTS FUND

ITEM 22: **Jordan/Jackie Husen Park**

BUDGET: \$313,380

DESCRIPTION: Enhance natural areas to remove weed species, replant native trees and shrubs, enhance creek to ensure bank stability.

ITEM 23: **NE/Bethany Meadows Trail Habitat Connection**

BUDGET: \$250,726

DESCRIPTION: Restore acquired land between Bethany Meadows Terrace, Bannister Creek, Northeast Parks and associated creek corridors.

ITEM 24: **Kaiser Ridge Park**

BUDGET: \$10,447

DESCRIPTION: Remove weeds and replant with native trees/shrubs after park development occurs.

ITEM 25: **Allenbach Acres Park**

BUDGET: \$41,749

DESCRIPTION: Remove weeds and replant with native trees/shrubs after park development occurs.

ITEM 26: **Crystal Creek Park**

BUDGET: \$208,938

DESCRIPTION: Conduct extensive weed treatment and intensive tree/shrub plantings to provide shade and habitat diversity. Study site for creek and water flow improvements.

ITEM 27: **Foothills Park**

BUDGET: \$59,084

DESCRIPTION: Enhance natural areas to remove weed species, replant native trees and shrubs, enhance creek to ensure bank stability.

BOND CAPITAL PROJECTS FUND

ITEM 28: **Commonwealth Lake Park**

BUDGET: \$36,894

DESCRIPTION: Work with planning/community to identify then replant natural areas to remove weed species, replant native trees and shrubs, and provide habitat and shoreline erosion control at lake. Possible installation of basking logs for turtles.

ITEM 29: **Tualatin Hills Nature Park**

BUDGET: \$91,210

DESCRIPTION: Conduct Oregon white oak restoration projects as identified in THPRD Oak Plan. Includes arborist work and installation of native shrubs.

ITEM 30: **Pioneer Park**

BUDGET: \$10,415

DESCRIPTION: Remove weeds and replant with native trees/shrubs after park development occurs. Potential trail rerouting for habitat preservation.

ITEM 31: **Whispering Woods Park**

BUDGET: \$33,266

DESCRIPTION: Remove weeds, replant with native species - keep area clear for future trails.

ITEM 32: **Willow Creek Nature Park**

BUDGET: \$19,146

DESCRIPTION: Remove weeds and replant with native trees/shrubs after park improvement on boardwalk occurs.

ITEM 33: **AM Kennedy Park**

BUDGET: \$31,296

DESCRIPTION: Remove weeds and replant with native trees/shrubs after park development occurs. Possible stream bank stabilization/meandering of channel.

BOND CAPITAL PROJECTS FUND

ITEM 34: **Camille Park**

BUDGET: \$78,251

DESCRIPTION: These funds will cover any oak enhancement work, camas meadow, or stream restoration not covered by the master plan funds.

ITEM 35: **Vista Brook Park**

BUDGET: \$20,894

DESCRIPTION: Remove weeds and replant with native trees/shrubs after park development occurs. Likely to enhance pond edges, potential basking logs for wildlife.

ITEM 36: **Greenway Park/Koll Center**

BUDGET: \$62,257

DESCRIPTION: Implement water level adjustments called for in maintenance management plan. Replant certain areas with shrubs and grasses. Install basking logs and other turtle habitat enhancements.

ITEM 37: **Bauman Park**

BUDGET: \$82,657

DESCRIPTION: Invasive trees and weeds removal, replant with native plants. Install trail with other funds.

ITEM 38: **Fanno Creek Park**

BUDGET: \$164,859

DESCRIPTION: Do hydrologic study of stream channel and implement results. Likely rerouting of existing channel, replanting weedy areas with native shrubs and trees, bank stabilization.

ITEM 39: **Hideaway Park**

BUDGET: \$41,768

DESCRIPTION: Remove weeds and replant with native trees/shrubs after park development occurs, remove basketball pad from wetland, plant some portion of mowed area with shrubs.

BOND CAPITAL PROJECTS FUND

ITEM 40: **Murrayhill Park**

BUDGET: \$41,936

DESCRIPTION: Remove acres of blackberry shrubs under powerlines, replace with low growing native shrubs.

ITEM 41: **Hyland Forest Park**

BUDGET: \$57,261

DESCRIPTION: Complete large scale removal of weeds, reroute/close illegal trails, replant site, enhance trails with separate funds.

ITEM 42: **Cooper Mountain Area**

BUDGET: \$208,933

DESCRIPTION: Restore and enhance properties to be acquired in this area - separate from the Cooper Mountain Nature Park.

ITEM 43: **Winkelman Park**

BUDGET: \$10,438

DESCRIPTION: Plant native Oregon white oak habitat in areas not used by sports field. Will include clusters of shrubs and trees in a meadow environment.

ITEM 44: **Lowami Hart Woods Park**

BUDGET: \$291,930

DESCRIPTION: Large scale removal of weeds, closing of illegal trails, replanting of native shrubs/trees.

ITEM 45: **Rosa/Hazeldale Parks**

BUDGET: \$28,975

DESCRIPTION: Restoration of creek side areas by removing weeds, replanting with native plants. Possible installation of woody material in creek for habitat and erosion control.

BOND CAPITAL PROJECTS FUND

ITEM 46: **Mt Williams Park**

BUDGET: \$104,469

DESCRIPTION: Remove weeds and replant with native trees/shrubs after park development occurs.

ITEM 47: **Jenkins Estate**

BUDGET: \$155,268

DESCRIPTION: Complete large scale removal of weeds, reroute/close illegal trails, replant site, create park trail plan to protect habitat, enhance trails.

ITEM 48: **Summercrest Park**

BUDGET: \$8,611

DESCRIPTION: Remove weeds and replant with native shrubs in eastern portion of the park along the stream.

ITEM 49: **Morrison Woods Park**

BUDGET: \$62,654

DESCRIPTION: Enhance meadow, new acquisition areas, stabilize exposed edge of forest next to adjacent property.

ITEM 50: **Interpretive Sign Network**

BUDGET: \$343,962

DESCRIPTION: Create and construct about 100+ interpretive signs to be installed in significant natural areas to educate patrons about natural areas.

ITEM 51: **Beaverton Creek Trail - restoration of new property**

BUDGET: \$62,681

DESCRIPTION: Remove weeds in select parks and replant with native trees/shrubs after park development occurs.

BOND CAPITAL PROJECTS FUND

ITEM 52: **Bethany Wetlands Park - restoration of new property**

BUDGET: \$41,788

DESCRIPTION: Remove weeds, replant with native plants, assess stream/wetland for enhancement/
stabilization. Install beaver management piping if needed.

ITEM 53: **Bluegrass Downs Park - restoration of new property**

BUDGET: \$15,670

DESCRIPTION: Remove weeds, replant with native plants in park and newly acquired areas.

ITEM 54: **Crystal Creek Park - restoration of new property**

BUDGET: \$41,788

DESCRIPTION: Remove weeds, replant with native plants in park and newly acquired areas.

ITEM 55: **Restoration of new properties to be acquired**

BUDGET: \$653,336

DESCRIPTION: Balance of natural resource restoration funds to be used on newly acquired sites.

Natural Area Preservation - Land Acquisition

ITEM 56: **Natural Area Acquisitions**

BUDGET: \$8,508,600

DESCRIPTION: Acquisition of high priority natural areas that will connect existing properties or purchase
large parcels with healthy native plant communities, water quality benefits.

New Linear Park and Trail Development

ITEM 57: **Westside Trail Segments 1, 4, & 7**

BUDGET: \$4,062,697

DESCRIPTION: Development of the Westside Regional Trail segments 1, 4 and 7.

BOND CAPITAL PROJECTS FUND

ITEM 58: Jordan/Husen Park Trail

BUDGET: \$1,469,983

DESCRIPTION: Development of Phase II of the Jordan/Husen Park approved Master Plan including the Jordan Park north stairway.

ITEM 59: Waterhouse Trail Segments 1, 5 and West Spur

BUDGET: \$3,556,289

DESCRIPTION: Development of the Waterhouse Community Trail segments 1, 5 and West Spur.

ITEM 60: Rock Creek Trail Segment 5 & Allenbach, North Bethany #2

BUDGET: \$2,107,921

DESCRIPTION: Development of the Rock Creek Regional Trail Segment 5 and Allenbach, and North Bethany #2

ITEM 61: Miscellaneous Natural Trails

BUDGET: \$95,562

DESCRIPTION: Development of various soft surface trails throughout the District.

ITEM 62: NE Quadrant Trail - Bluffs

BUDGET: \$254,407

DESCRIPTION: Development of Phase II of approved Master Plan for trail connection to the existing play area.

ITEM 63: Lowami Hart Woods Park

BUDGET: \$689,291

DESCRIPTION: Development of the Lowami Hart Woods Park approved Master Plan.

ITEM 64: Westside/Waterhouse Trail Connection

BUDGET: \$1,551,889

DESCRIPTION: Development of regional trail section that connects the Westside Trail to the Waterhouse Trail.

BOND CAPITAL PROJECTS FUND

New Linear Park and Trail - Land Acquisition

ITEM 65: **New Linear Park and Trail Acquisitions**

BUDGET: \$708,700

DESCRIPTION: Acquisition of land, easements, leases or land use agreements for linear parks and trails. Acquisition may be located in multiple quadrants. Property to be determined.

Multi-Field/Multi-Purpose Athletic Field Development

ITEM 66: **Winkelman Athletic Field**

BUDGET: \$630,723

DESCRIPTION: Development of one grass athletic field.

ITEM 67: **New Fields in NW Quadrant**

BUDGET: \$522,322

DESCRIPTION: Development of one grass athletic field in the northwest quadrant.

ITEM 68: **New Fields in NE Quadrant**

BUDGET: \$522,313

DESCRIPTION: Development of one grass athletic field in the northeast quadrant.

ITEM 69: **New Fields in SW Quadrant**

BUDGET: \$521,672

DESCRIPTION: Development of one grass athletic field in the southwest quadrant.

ITEM 70: **New Fields in SE Quadrant**

BUDGET: \$522,345

DESCRIPTION: Development of one grass athletic field in the southeast quadrant.

BOND CAPITAL PROJECTS FUND

Deferred Park Maintenance Replacements

ITEM 71: Play Structure Replacements at Waterhouse and Lost Parks

BUDGET: \$137,344

DESCRIPTION: Replacements of play structures within Waterhouse and Lost Parks.

ITEM 72: Bridge/Boardwalk Replacement - Willow Creek

BUDGET: \$98,212

DESCRIPTION: Replacement of bridges and/or boardwalks at Willow Creek.

ITEM 73: Bridge/Boardwalk Replacement - Rosa Park

BUDGET: \$39,533

DESCRIPTION: Replacement of bridges and/or boardwalks at Rosa Park.

ITEM 74: Bridge/Boardwalk Replacement - Hartwood Highlands

BUDGET: \$9,952

DESCRIPTION: Replacement of bridges and/or boardwalks at Hartwood Highlands Park.

ITEM 75: Permeable Parking Lot at Sunset Swim Center

BUDGET: \$163,495

DESCRIPTION: Resurfacing of parking lot at Sunset Swim Center.

Facility Rehabilitation

ITEM 76: Structural Upgrades at several facilities

BUDGET: \$4,411,183

DESCRIPTION: Structural modifications at existing facilities to enhance structural load and seismic performance. The actual facilities and items to be upgraded are based on a condition-based prioritization.

BOND CAPITAL PROJECTS FUND

ITEM 77: Sunset Swim Center Structural Upgrades

BUDGET: \$1,034,226

DESCRIPTION: Structural upgrades at the Sunset Swim Center to enhance structural load and seismic performance.

Facility Expansions and Improvements

ITEM 78: Elsie Stuhr Center Expansion

BUDGET: \$1,835,224

DESCRIPTION: Expansion and improvements to the Elsie Stuhr Center including fitness room, vestibule and parking lot.

ITEM 79: Conestoga Recreation & Aquatic Center Expansion

BUDGET: \$5,024,209

DESCRIPTION: Expansion and improvements to the Conestoga Recreation & Aquatic Center including classroom, locker room, parking and splash pad.

ADA/Access Improvements

ITEM 80: HMT ADA Parking and other site improvement

BUDGET: \$715,410

DESCRIPTION: ADA/Access Improvements to the HMT Recreation Complex. Improvements may include ADA parking and drop-off zones at the Aquatic Center and Athletic Center.

ITEM 81: ADA Improvements - numerous sites

BUDGET: \$245,497

DESCRIPTION: ADA Improvements to various existing sites and/or facilities.

BOND CAPITAL PROJECTS FUND

Community Center Land - Acquisition

ITEM 82: **Community Center - Land Acquisition**

BUDGET: \$4,499,931

DESCRIPTION: Acquisition of one site located in the southwest quadrant. Property to be determined.

BOND CAPITAL PROJECTS FUND

Future Impacts on Operating Budget:

The Bond Capital Project funds will be expended for land acquisition, park redevelopment, trail work, facility structural replacements and natural resource projects.

Most of the projects to be completed have a minimal annual operating impact other than an amount for ongoing maintenance. Two categories of projects will have a significant operating impact: athletic field construction and building expansions. In both of these cases, user fee revenue will be generated by the increased capacity, and incremental maintenance expenses will be incurred. As projects are finalized, any resulting operating costs will be addressed in future narratives.

Item 66: Winkelman Athletic Field

Continued construction funding has been budgeted in both the Bond Capital Project Fund (\$630,723) and the System Development Charges Fund (\$282,000) for final completion of the park during fiscal year 2012/13. Operating costs will be determined once all park attributes have been finalized, for inclusion in future narratives. Currently, maintenance costs of the existing area are minimal and have been absorbed through the operating budget.

Item 78: Elsie Stuhr Center Expansion

Construction funding (\$1,835,224) has been budgeted for the expansion and improvements at the senior center, including a fitness room, vestibule and parking lot. Construction is scheduled to complete by the last quarter of 2011/12. Resulting increased maintenance costs will be finalized and included in the 2012/13 operating budget. However, the improvements are not anticipated to have a significant impact to overall maintenance costs.

Item 79: Constoga Recreation & Aquatic Center Expansion

Construction funding (\$5,024,209) has been budgeted for improvements expected to be completed by the first half of the 2012/13 fiscal year. Resulting maintenance costs will be finalized and included in the 2012/13 budget to cover the anticipated utilities, maintenance and supplies increases anticipated from the new splash pad, new classroom and locker room expansion. Again, user fee revenue will be generated from these improvements to offset these additional costs.



SUPPLEMENTAL DATA

Park District History and Background

Twenty Year Comprehensive Master Plan Summary

Five Year Projections

Policies and Procedures

Summary of Staffing by Program

Detail of Salary by Position Classification

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	192,851	222,952
Age:		
0-17	49,816	54,584
18 and over	143,035	168,368
Number of Households	80,260	n/a
Average Household Size	2.50	n/a
Average Family Size	3.07	n/a
Per Capita Income (2000\$)	\$26,609	n/a
Number of Housing Units	80,260	93,917
Occupancy Rate	95%	94.4%

Diversity of the District as of the 2010 Census		
White	153,551	68.9%
Hispanic Origin, any race	30,834	13.8%
Asian/Pacific Islander	24,832	11.1%
Black	4,574	2.1%
American Indian	911	0.4%
Some other race	464	0.2%
Two or more races	7,786	3.5%

Note: The full 2010 Census Data is not yet available based on District boundaries.

PARK DISTRICT HISTORY AND BACKGROUND (continued)

Economic Information

The top ten taxpayers (in order of actual taxes levied) within the District for the 2009/10 Fiscal Year were:

Taxpayer	Taxable Assessed Value	Rank	Percentage of Total Taxable Assessed Value
Nike, Inc.	\$ 370,785,469	1	2.04%
Verizon Northwest, Inc.	148,254,700	2	0.82%
Tektronix, Inc.	132,387,235	3	0.73%
Comcast Corporation	118,369,800	4	0.65%
Portland General Electric	113,878,240	5	0.63%
PS Business Parks LP	104,442,466	6	0.57%
Maxim Integrated Products, Inc.	112,396,720	7	0.49%
Northwest Natural Gas Co.	88,742,100	8	0.73%
ERP Operating LP	78,092,890	9	0.43%
Bernard Properties Partnership	58,092,190	10	0.32%
All Other Taxpayers	16,842,471,116		92.59%
Totals	\$18,167,912,926		100.00%

Source: Washington County, Department of Assessment and Taxation

Information for Washington County as of the 2009/10 Fiscal Year:

Fiscal Year	District Population (estimated)	County Population (estimated) ^{a)}	Personal Income		Unemployment Rate ^{c)}	School Enrollment ^{d)}
			(amounts expressed in thousands) ^{b)}	Per Capita Personal Income ^{b)}		
2004	209,800	480,200	\$16,366,000	\$33,546	7.3%	35,329
2005	213,073	489,785	17,338,000	34,626	6.2%	36,502
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	n/a	n/a	10.1%	37,536
2010	231,925	n/a	n/a	n/a	10.6%	38,460

Source: ^{a)} Portland State University Center for Population Research and Census
^{b)} U.S. Dept. of Commerce, Bureau of Economic Analysis
^{c)} U.S. Dept. of Labor, Metropolitan District
^{d)} Beaverton School District

PARK DISTRICT HISTORY AND BACKGROUND (continued)

A comparative cost of General Fund services per capita as of FY 2000 and FY 2010:

	FY 1999/00	FY 2009/10	% change
	Actual	Actual	
Population	192,748	231,925 ¹⁾	20.32%
Cost Per Capita:			
Personal Services	\$64.51	\$106.92	65.74%
Materials and Services	25.32	33.92	33.92%
Capital Projects	22.17	25.29	14.07%
Debt Service	3.47	6.31	81.55%
 Total cost per capita	 \$115.48	 \$172.44	 49.32%

¹⁾ estimated – based on Medium Growth Population Forecast

Source: Portland State University Center for Population Research and Census

COMPREHENSIVE PLAN SUMMARY

In November 2006, the Tualatin Hills Park & Recreation District adopted an update to the Comprehensive Plan, originally adopted in 1997. This plan serves as a guide for future decisions and activities about how the Park District will acquire, develop, operate and maintain land, facilities and programs for the future.

In the decade since the original adoption, many conditions had changed significantly within the Park District; substantial development had occurred, resident demographics had shifted in age and ethnicity, resulting in shifting park and open space needs.

As part of the plan update, public, technical and staff advisory committees, along with the project management team identified key issues, conducted open houses, and received public comments and input to identify planning priorities. At the same time, demographics, existing conditions and levels of service were analyzed in depth.

After an extensive public outreach and committee review process, several key planning and service issues were identified:

- Standards for neighborhood parks and parks overall,
- Approaches to building new or replacement aquatic and recreation facilities,
- Alternatives for meeting future needs for playing fields, and
- Funding issues and tools, including system development charges which fund planning, land acquisition and construction of facilities that serve new residents.

The updated Comprehensive Plan included a Strategic Plan to incorporate goals, objectives and actions to meet long-term needs for District parks, open spaces, trails, recreation facilities, programs and maintenance operations. The Comprehensive Plan identified eight goals through the development process:

1. Provide quality neighborhood and community parks that are readily accessible to Park District residents;
2. Provide quality sports and recreation facilities and programs for Park District residents of all ages, cultural backgrounds, abilities and income levels;
3. Operate and maintain parks in an efficient, safe and cost-effective manner, and to adopt Park District standards;
4. Acquire, conserve and enhance natural areas and open spaces within the Park 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;
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 of Directors, 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.

Since the adoption of the original Comprehensive Plan in 1997, the Park District has accomplished much toward the goals and objectives of that plan. Over three hundred acres of new land for park and recreational facilities have been added, both buildings and athletic fields facilities, along with parks, trails and natural areas.

The Park District enjoys a strong reputation as one of the region's largest park and recreation providers with a high level of satisfaction among District residents and patrons. To continue to satisfy recreational need and demands over the next twenty years, and consistent with standards and practices recommended within the Comprehensive Plan, the Park District will endeavor to:

- Acquire and develop approximately 58 acres of neighborhood parks and 90 acres of community parks and special use facilities;
- Create approximately 80 additional playing fields and/or replace 28 existing fields with artificial turf, add 33 more tennis courts;

COMPREHENSIVE PLAN SUMMARY (continued)

- Create a strong north-south and east-west trail spine and expand and connect other trails segments throughout the Park District;
- Build two new large community recreation and aquatic centers and renovate, expand or replace one or two additional aquatic centers;
- Implement minor programming improvements needed to accommodate the needs of existing and future Park District residents; and
- Continue to strengthen maintenance programs and efficiencies.

To fulfill these strategic objectives, the Park District Board of Directors adopted the eight goals, along with supporting goal outcome measures for the FY 2011/12 fiscal year. In order to ensure the Comprehensive Plan remains a living document, the Park District will continue to review its progress on a regular, periodic basis.

Tualatin Hills Park and Recreation District

General Fund - Five Year Fiscal Projection FY 2010/11 through FY 2015/16

	Current Budget 2010/11	Approved Budget 2011/12	Projected 2012/13	Projected 2013/14	Projected 2014/15	Projected 2015/16
Cash on Hand	3,552,900	2,600,000	2,800,000	3,000,000	3,350,000	3,600,000
Program & Facility Fees 1	10,060,900	9,556,045	9,747,166	10,039,581	10,340,768	10,650,991
Other Resources 2	11,797,385	2,598,996	1,763,646	1,816,556	1,871,052	1,927,184
Carryover Projects	747,341	3,319,031	-	-	-	-
Property Taxes 3	23,353,093	23,872,230	24,707,758	25,819,607	26,981,489	28,195,657
Total Revenue	\$49,511,619	\$41,946,302	\$39,018,570	\$40,675,744	\$42,543,310	\$44,373,832
Personal Services 4	\$24,762,090	24,797,346	\$25,789,240	\$26,820,809	\$27,893,642	\$29,009,387
Materials & Services 5	7,944,466	7,867,415	8,024,763	8,265,506	8,513,471	8,768,876
Capital Outlay	13,834,831	5,916,793	2,142,302	2,274,062	2,568,419	2,886,428
Debt Service - COP and TAN	1,270,232	1,464,748	962,265	965,366	967,778	959,141
Contingency	1,700,000	1,900,000	2,100,000	2,350,000	2,600,000	2,750,000
Total Expenditures	\$49,511,619	\$41,946,302	\$39,018,570	\$40,675,744	\$42,543,310	\$44,373,832
Revenue Assumptions						
	<u>2011/12</u>		<u>2012/13</u>		<u>2013/2016</u>	
1. Program Fee & Facility Annual Increase	Actual Estimate		2.00%		3.00%	
2. Other Resources	Actual Estimate		3.00%		3.00%	
3. Property Tax Annual Increase (Based on Permanent Rate only)	Actual Estimate		3.50%		4.50%	
Expenditure Assumptions						
4. Personal Services	Actual Estimate		4.00%		4.00%	
5. Materials & Services	Actual Estimate		2.00%		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 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.

Wellness Committee

Tualatin Hills Park & Recreation District has an established Wellness Committee that consists of five (5) staff members and a Wellness Coordinator.

The Committee meets a minimum of four (4) times per year and produces a bi-monthly Wellness Newsletter for employees.

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.

Operating Budget Policies

1. The Park District will maintain a budgetary control system to ensure adherence to the budget and will prepare regular reports comparing actual revenues and expenditures to budgeted amounts.
2. An independent audit will be performed annually.
3. Financial reports, in accordance with Generally Accepted Accounting Principles (GAAP) as outlined by the Governmental Accounting Board, will be produced annually.
4. The Park District will continue to maintain a strong internal audit capability.

Revenue Policies

1. The Park District will deposit all funds on the same day the funds are received.
2. The Park District will consider the fees/charges levied by any other municipalities of similar size to establish rates and charges.

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.

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.

POLICIES AND PROCEDURES (continued)

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, (or \$150,000).

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.

Cost Recovery Policies

1. The District should establish consistent guidelines to measure the full cost of District programs and capital projects.

POLICIES AND PROCEDURES (continued)

Working Guidelines – operating programs:

The District should measure the cost of programs based on a full-cost method, including measurement of direct variable cost, other variable cost, and an allocation of fixed indirect cost, based on actual utilization.

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 internal 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:

In establishing program fees, the District should measure and consider both the variable cost of programs or activities, and full cost of programs or activities including fixed costs and an allocation of overhead. District fees should also be established based on an allocation of available program subsidy, which is in turn based on available non-program resources.

3. The District should recognize cost recovery on 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	Current	Proposed	Adopted
Program	2008/09	2009/10	2010/11	2011/12	2011/12
BOARD OF DIRECTORS	-	-	-	-	-
ADMINISTRATION					
Office of the General Manager					
General Manager	2.00	2.00	2.00	2.00	2.00
Assistant General Manager	-	-	-	-	-
Total Office of the General Manager	2.00	2.00	2.00	2.00	2.00
Communications and Outreach	5.96	6.73	6.23	5.90	5.90
Security Operations	4.00	4.00	3.90	3.90	3.90
TOTAL ADMINISTRATION	11.96	12.73	12.13	11.80	11.80
BUSINESS AND FACILITIES					
Office of the Director	4.00	4.00	4.00	4.00	4.00
Finance Services	6.00	6.00	6.50	6.50	6.50
Risk and Contract Management					
Risk and Contract Management	1.00	1.00	1.00	1.00	1.00
Safety/Wellness	1.00	1.00	1.00	1.00	1.00
Total Risk and Contract Management	2.00	2.00	2.00	2.00	2.00
Human Resources	3.00	3.00	3.00	3.00	3.00
Information Services	5.00	5.00	5.00	5.00	5.00
Maintenance Operations					
Superintendent of Maintenance Op.	2.63	2.63	2.63	3.50	3.50
Athletic Facilities	22.74	22.61	22.61	22.67	22.67
Building and Pool Maintenance	48.50	48.44	48.76	49.58	49.58
Park Maintenance	45.47	45.78	46.07	46.22	46.22
Vehicle & Maintenance	6.13	5.94	5.94	5.75	5.75
Total Maintenance Operations	125.47	125.40	126.01	127.72	127.72
TOTAL BUSINESS AND FACILITIES	145.47	145.40	146.51	148.22	148.22
PLANNING					
Office of the Director	1.00	1.86	1.93	1.93	1.93
Planning and Development	6.00	6.00	10.00	10.00	10.00
TOTAL PLANNING	7.00	7.86	11.93	11.93	11.93

SUMMARY OF STAFFING BY PROGRAM

DIVISION					
Department	Actual	Actual	Current	Proposed	Adopted
Program	2008/09	2009/10	2010/11	2011/12	2011/12
PARK AND RECREATION SERVICES					
Office of the Director	2.00	2.63	2.63	2.63	2.63
Aquatics					
Superintendent of Aquatics	1.03	1.06	1.05	1.02	1.02
Aloha Swim Center	11.83	11.93	12.04	11.85	11.85
Aquatic Center	20.38	20.18	20.18	15.66	15.66
Beaverton Swim Center	18.26	18.29	18.29	17.55	17.55
Harman Swim Center	11.74	12.66	12.98	12.64	12.64
Sunset Swim Center	10.84	10.91	10.75	9.11	9.11
Raleigh Swim Center	3.54	3.76	3.45	3.05	3.05
Somerset West Swim Center	2.49	2.46	2.41	2.18	2.18
Total Aquatics	80.11	81.25	81.15	73.06	73.06
Sports					
Superintendent of Sports	2.00	2.00	2.00	2.00	2.00
Athletic Center/Sports	28.98	31.04	29.70	28.56	28.56
Total Sports and Recreation	30.98	33.04	31.70	30.56	30.56
Recreation					
Superintendent of Recreation	1.12	1.12	1.12	1.12	1.12
Cedar Hills Recreation Center	28.35	30.46	29.91	30.71	30.71
Conestoga Rec. & Aquatic Center	49.60	49.60	48.30	47.98	47.98
Garden Home Recreation Center	24.56	25.89	27.23	25.01	25.01
Total Recreation	103.63	107.07	106.56	104.82	104.82
Programs and Special Activities					
Superintendent of Prog. & Spec. Act.	2.58	3.04	3.09	3.16	3.16
Elsie Stuhr Center	12.45	13.27	13.99	13.80	13.80
Jenkins Estate	6.01	6.05	5.79	4.52	4.52
Camp Rivendale	4.71	4.23	4.42	4.42	4.42
Tennis Center	15.36	15.35	14.98	15.15	15.15
Total Programs and Special Activities	41.11	41.94	42.27	41.05	41.05
Natural Resources and Trails					
Natural Resources	6.74	9.16	9.55	9.50	9.50
Nature Park Interpretive Center	10.40	11.79	14.05	13.83	13.83
Total Natural Resources and Trails	17.14	20.95	23.60	23.33	23.33
TOTAL PARK AND RECREATION SERVICES	274.97	286.88	287.91	275.45	275.45
TOTAL ALL DIVISIONS	439.40	452.87	458.48	447.40	447.40

Note: Departmental reorganizations have occurred during this time period; however, all Departments and Programs are displayed as of FY 2011/12 status for accurate year-to-year comparisons.

Tualatin Hills Park and Recreation District

Detail of Salary by Position Classification

Salaried Employees

Fiscal Year 2011/12

Position Description	# of Employees	Salary Range
General Manager	1	\$92,725 - \$139,093
Director of Business and Facilities	1	\$87,428 - \$131,147
Director of Park & Recreation	1	\$84,788 - \$127,174
Director of Planning & Development	1	\$82,398 - \$123,590
Director of Communication & Outreach	1	\$79,927 - \$119,896
Superintendents of Maintenance, Planning & Aquatics	3	\$83,386 - \$112,564
Superintendents of Programs, Sports, Recreation & Natural Resources	4	\$77,925 - \$105,203
Finance Manager	1	\$77,925 - \$105,203
Risk & Contract, Information Services & Human Resources Managers	3	\$72,819 - \$98,298
Superintendent of Security Operations	1	\$68,055 - \$91,879
Operations Analysis Manager	1	\$68,055 - \$91,879
Senior Park Planner	1	\$68,055 - \$91,879
Project Manager and Support Coordinator	1	\$68,055 - \$91,879
Park Maintenance and Building Maintenance Coordinators	2	\$63,607 - \$85,873
Center Supervisor I	2	\$63,607 - \$85,873
Athletic Facilities and Vehicle Maintenance Coordinators	2	\$59,439 - \$80,234
Center Supervisor II	11	\$59,439 - \$80,234
Executive Assistant	1	\$53,141 - \$79,703
Human Resources Coordinator	1	\$48,973 - \$66,116
Management Team Support Specialist	1	\$40,597 - \$54,795

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.

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.

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.

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.

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.

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.

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.

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.

Personal 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.

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.

Trails Master Plan

A comprehensive off-street recreational trail plan which identifies current trails and needs, future trail corridor locations, plus development and management strategies. The Trails Master Plan is a supplement to the Tualatin Hills Park & Recreation Twenty Year Comprehensive Master Plan.

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.

TUALATIN HILLS PARK & RECREATION DISTRICT

