



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

**ADOPTED BUDGET
2013/14**



Connecting
People, Parks
& Nature

TUALATIN HILLS PARK & RECREATION DISTRICT BEAVERTON, OREGON



ADOPTED BUDGET FISCAL YEAR 2013/14

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, 2012. 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, 2012

Christopher P. Morill

President

Jeffrey R. Egan

Executive Director

TUALATIN HILLS PARK & RECREATION DISTRICT

Fiscal Year 2013/14 Budget

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INTRODUCTION

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TUALATIN HILLS PARK & RECREATION DISTRICT

2013/14 BUDGET COMMITTEE

Board of Directors

Joseph Blowers
John Griffiths
William Kanable
Larry Pelatt
Bob Scott

Citizen Members

Greg Cody, Chair
Julia Kegg, Secretary
Shannon Maier
Anthony Mills
Stephen Pearson

DISTRICT STAFF

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





Connecting
People, Parks
& Nature

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, 2013
RE: **Proposed 2013/14 Fiscal Year Budget**

I am pleased to present the Proposed 2013/14 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 2013/14 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 took the goal outcome measures approved for FY 2013/14 and developed business plans designed to achieve the goal outcomes. Each business plan was assessed based on its return on investment (ROI), the

measurable outcome generated for the funding investment required. The plans with a reasonable ROI, and that most directly addressed the desired goal outcomes were approved for inclusion in the Proposed Budget.

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

Budget Process

The April 15, 2013 Budget Committee Work Session is the second of three meetings for the Budget Committee, the first being the February 25, 2013 Mid-year Budget Meeting and the last being the May 20, 2013 Budget Committee Meeting.

The Mid-year Budget Meeting was conducted to review activity for the first six months of the 2012/13 Fiscal Year Budget, and to review the resource and expenditure projections for the Proposed 2013/14 Fiscal Year Budget. In an effort to provide for 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 2013/14 Fiscal Year Budget, and to provide an opportunity for public comment. While the Proposed Budget presented for the Work Session is the final budget proposed by staff, the Budget Committee has the full ability to make modifications to the budget before recommending approval. The Budget Committee will also have the opportunity at the Work Session to request additional information from staff to be provided at the final Budget Committee meeting in May.

At the final Budget Committee meeting on May 20, 2013, the Budget Committee will be asked to approve the Park District's 2013/14 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 17, 2013. Once again, an opportunity for public comment will be provided at both the Budget Committee Meeting and the Budget Hearing.

General Fund Resources and Appropriations

You will find that the proposed amount to fund the FY 2013/14 General Fund Budget is \$43,692,809. This is an increase of 4.6% from the 2012/13 Fiscal Year Budget, which is primarily attributable to increased funding available for capital replacements but also due to inflationary increases.

General Fund Resources

Beginning Cash on Hand for the 2013/14 fiscal year is estimated at \$4,500,000, which represents a 40% increase from the prior year. The Balance Forward from Prior Year Projects is estimated at \$1,019,658, which represents a 23% increase from the prior year. As such, the overall General Fund balance forward in the proposed budget is approximately 36% more than the preceding year.

The Park District's overall assessed valuation is estimated to increase by 3.28%. This represents the 3% allowed under statute for those properties where assessed value is below the real market value, representing actual levy growth of 2.53%, plus 0.75% of exception based growth. Accordingly, the overall assessed value is estimated to increase from \$19.8 billion to \$20.4 billion.

The FY 2013/14 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 \$0.42, resulting in a combined property tax rate per thousand of \$1.73. The FY 2012/13 property tax rates for General Fund Operations and Bonded Debt were also \$1.31 and \$0.42, respectively.

In FY 2012/13 local government agencies combined tax rates did not exceed the Measure 5 limit of \$10 per thousand in most of the Park District. There were small areas within the Park District, however, where the combined tax rate did exceed the Measure 5 limit. Within these areas, where individual property's assessed value was close to or equal to the Measure 5 value, the taxes received were reduced due to Measure 5 compression. The Park District's property tax revenue losses in FY 2012/13, due to Measure 5 compression, were insignificant. It is anticipated that if, in FY 2013/14, the combined rates do exceed \$10 per thousand that tax reductions to the District will again be insignificant, although continued declines or stagnation in real property values will have the effect of increasing compression losses. 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. Over the past three years, as we completed implementation of the user fee adjustments, we began seeing some decline in program participation, but the declines were more than offset by the impacts of the fee increases. In FY 2012/13, program revenue is trending favorably to the prior year in all areas, but there are some isolated shortfalls relative to budgeted revenue. This decline in participation in prior years could be attributable to the recent 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. Whatever the cause, it now appears that program participation rates have stabilized and are beginning to grow again. The only negative impacts to user fee revenue anticipated in the FY 2013/14 Budget are due to facility closures resulting from bond funded construction projects. Staff continues to closely monitor program activity levels, and make expenditure adjustments where necessary to offset shortfalls in program revenues. In developing the FY 2013/14 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.

General Fund Appropriations

You will note that 63% of the proposed FY 2013/14 General Fund appropriations support Personnel Services, 18% supports Materials & Services, 12% supports Capital Outlay, 2% supports Debt Service and 5% supports the Contingency Account. This distribution does reflect changes from the prior year due to an increase in Capital Outlay. Capital Outlay, as a percentage of total General Fund appropriations, increased by 2%, while Personnel Services and Materials and Services each decreased by 1%.

The General Fund Capital Outlay appropriations of \$5,411,495 comprise 12% 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, \$4,795,295, 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 increase in General Fund Capital Outlay in the FY 2013/14 Proposed Budget is due to increased resources, including beginning fund balance, available for capital replacement funding. Given the higher than normal replacement obligation in FY 2013/14, the available resources have been prioritized into capital replacement funding to ensure that the backlog of deferred maintenance replacements continues to be managed.

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 2013/14 General Fund resources and appropriations.

The proposed resources for the General Fund are approximately \$1.7 million higher than the projections provided at the Mid-year Budget Meeting. Factors causing this increase include:

- Increase of \$1 million in Project Carryovers; this represents offsetting resources and expenditures.
- Increase of \$600,000 in Other Resources due to increases in grants and other intergovernmental revenue.
- Increase of \$100,000 in Program and Facility Fees due to targeted program additions.

Total expenditures are also approximately \$1.7 million higher than projected at the Mid-year Budget Meeting due to the following factors:

- Materials and Services costs have decreased approximately \$300,000 primarily attributable to targeted efficiencies and utility cost reductions in the Maintenance Operations Department.
- Capital Outlay has increased approximately \$2 million due to inclusion of carry-over projects and grant-funded capital projects, and increased available resources used for capital funding.

Enterprise Fund Resources and Operations

The FY 2013/14 Proposed Budget includes a proposed new facility contained within a new fund type. A new Adventure Recreation Center is being proposed with activities targeted toward participants in the 18 to 30 year-old age range. This facility would include a wide range of non-tradition activity types such as skateboarding, rock climbing, and laser tag.

The Proposed Budget includes this new facility within an Enterprise Fund, which is used for business-type operations. The Enterprise Fund includes operations that are financially independent from the General Fund Operations and are not dependent on District tax revenue. Since Enterprise Fund activities are financially independent, the budget for this fund includes the staffing and operating costs, as well as all maintenance costs, debt service, depreciation and facility lease costs for the proposed facility. It also includes a reimbursement to the General Fund for administrative support such as the accounting, human resources and information technology support to the Enterprise Fund activities. Accordingly, the creation of this new activity will have no impact on other District activities or facilities, and would effectively operate as a stand-alone business-type entity.

Combined Personnel Services

The FY 2013/14 Proposed Budget reflects a 5.2% overall increase in Personnel Services costs, 4.2% of the increase is included in the General Fund and 1% is included in the Enterprise Fund. Included in the increase is a 2.3% cost of living adjustment and merit increases for represented full-time and regular part-time employees based on the Park District's current collective bargaining agreement, which expires June 30, 2013. The budget also reflects anticipated increases in health and dental insurance costs of 10%. The overall increase in Personnel Services cost resulting from the cost of living and merit increases is 1.7% and the overall increase resulting from health and dental insurance cost increases is 1.2%. Retirement plan costs are relatively stable and any increases are largely attributable to increases in underlying salaries on which they are based; retirement plan rates are essentially unchanged. The overall increase resulting from retirement plan costs is 0.7%.

The Proposed Budget reflects two eliminated positions and two offsetting new positions that were created mid-year during FY 2012/13 with Board approval. The Proposed Budget also eliminates two temporary bond funded full-time positions, and adds two new full-time positions in the Enterprise Fund. The net effect of all the position changes is no change in full-time or regular part-time position counts, and overall increase in cost resulting from the changes is 0.3%. The balance of the change, an increase in overall cost of 1.5%, results from increases in part-time staffing due to increases in certain maintenance and program areas.

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 million. Although actual SDC revenues are lower than budgeted in FY 2012/13, a significant portion of the FY 2012/13 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 2013/14 is approximately \$1.8 million leaving \$2.2 million of the carryover available for new project commitments.

In addition the Park District is projecting to generate approximately \$2.8 million of new SDC revenues in FY 2013/14. 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 \$457,000 of new construction funds for project construction.
- This leaves approximately \$4 million (including the available carryover funds) available for appropriation to new projects in FY 2013/14 once the receipt of the SDC revenue is assured.

The Board of Directors programs the use of SDC funds using a five-year SDC Capital Improvement Plan (CIP). The most recent update of this five-year plan, approved by the Board of Directors in April 2012, created a prioritized project list for the SDC fund through FY 2015/16. 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 \$6.1 million of uncommitted SDC funds through FY 2015/16.

While residential construction activity has been at very low levels for the past several years, the SDC revenue levels have been relatively stable. We have seen slight increases in construction activity, but they have largely been mitigated by declines in SDC rates which are tied to construction and land cost indices. Due to the uncertainty in the level of SDC activity and the SDC rates, 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 \$41.5 million balance of the authorization was issued in September 2011, although due to the premium received on the issue, only \$40.1 million in face value of bonds were issued. As we have previously noted to the Budget Committee, the District was able to issue the bonds at very favorable market rates, resulting in bond levy rates well below those estimated in the election materials.

The FY 2013/14 appropriation is based on available resources in the Bond Fund, which is the balance of all of the bonds issued after accounting for cumulative project expenditure estimates through June 30, 2013. Bond Fund resources are appropriated to individual projects based on estimates used to create the bond levy package placed before District voters. Where actual project costs on completed projects differ from the project budgets, the Park District can reallocate funds to projects within a project category, and, within certain guidelines, between project categories. At this time, the overall bond capital program is well under budget. While some project categories are projected to be over budget, this is based on project estimates and no category has been over expended. Before a category can be over expended, savings must be identified within a different category and designated to offset the over-expenditure.

The estimated cumulative project expenditures from the Bond Fund through June 30, 2013 are approximately \$47 million. One category, Facility Expansion, is completed and the Maintenance Replacement project category will be complete by June 30, with the exception of one project. Progress is being made in all project categories and many large construction projects will be underway this spring and summer.

Land Acquisition activity has also been proceeding and as of June 30, 2013 seven neighborhood park sites, two community park sites, and a community center site will have been acquired under the bond program as well as over 30 acres of natural area and trail corridor.

Other Funds

Debt Service

The Debt Service Fund reflects the revenue and expenditure activity associated with annual debt service on the \$25.9 million of General Obligation Bonds approved by Park District voters in 1994, and the \$100 million approved by Park District voters in 2008. This debt service is supported by a separate tax levy.

Special Revenue

The Maintenance Mitigation Reserve Fund houses funds received from private parties in exchange for mitigation rights on 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 \$23,000 remaining as of July 1, 2013 that will fund a land acquisition project that was approved by the District and submitted to Metro in March 2006.

Looking Forward Beyond FY 2013/14

A hallmark of Park District budgeting and financial and operational management over the last several years has been the long-term focus applied in decision-making. Over the last 10 years, the District budget has been guided by the Comprehensive Plan and the Long-Term Financial Plan and this long-term focus has ensured that key, and sometimes difficult, decisions were made early and crisis responses were not necessary. The Park District was well positioned to deal with the recent economic conditions and experienced no noticeable impact in service levels. In fact, we were able to use a period of reduced costs of land and construction to maximize our return on investment of capital projects funded by the 2008 Bond Levy.

The Park District is continuing this tradition of long-term planning and will be completing the update of the Comprehensive Plan this spring. As part of this update, we have been working with a consultant on the following key components:

- A Cost-Recovery Philosophy that establishes cost recovery targets for District services based on the nature of the service.
- A Level of Service Analysis for District facilities based on the location and the quality of amenities at the facility.
- A Service Assessment that analyzes all District services relative to our market position and alternate service providers.

These tools will further refine our planning efforts and make sure that the Park District continues to prioritize our public resources and provide the services and facilities that our residents most value.

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 2013/14 Proposed Budget:

- Reflects continued commitment to sustainability through reduction of vehicle miles traveled and increased use of alternative fuel by park maintenance vehicles, completion of a second phase and initiation of a third phase of an energy savings performance contract to reduce utility consumption, enhancements in irrigation systems to save water, and replacement of existing parking lot surfaces with pervious materials.
- Invests in new equipment and technology to improve operating efficiency and effectiveness including new equipment that will allow park maintenance staff to do more work on-site resulting in higher service levels and lower cost, a new web site that functions effectively with mobile devices, and a multi-year migration of information technology to a more cost-effective, energy-efficient and flexible infrastructure.
- Continues the District's long-range planning by completing functional plans for natural resources and parks.
- Continues funding for the necessary staff positions to manage the projects funded by the 2008 Bond Levy, but reduces them to reflect the progress in completing the bond projects.
- Continues the District's efforts to reach under-served populations; this includes ongoing funding for family assistance and inclusion services, and funding for the development of an ethnic outreach plan.
- Targets new audiences for District programs with the creation of the Adventure Recreation Center.

Sound long-term financial planning and our fiscal prudence have positioned the District well, and we continue to apply these principles. The Proposed Budget does not reflect any net increase in the number of full-time or regular part-time positions.

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 15, 2013, 6:00 p.m. at your Budget Committee Work Session, and sharing with you the Proposed 2013/14 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,

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

Doug Menke
General Manager



Tualatin Hills Park and Recreation District

Comparison of FY 2013/14 Proposed General Fund Budget to Prior Projections

	Proposed Budget 2013/14	Per Feb 2013 Mid-year Projection		Per April 2012 Worksession Projection	
			Difference		Difference
Cash on Hand	4,500,000	4,500,000	-	3,100,000	1,400,000
Program & Facility Fees	10,017,667	9,924,333	93,334	9,820,391	197,276
Other Resources	2,042,694	1,436,444	606,250	1,713,368	329,326
Project Carryovers	1,019,658	-	1,019,658	-	1,019,658
Transfers in	772,518	768,218	4,300	879,619	(107,101)
Property Taxes	25,340,272	25,340,272	-	25,393,647	(53,375)
Total Resources	\$ 43,692,809	\$41,969,267	\$1,723,542	\$40,907,025	\$ 2,785,784
Personal Services	27,519,533	27,530,110	(10,577)	\$27,337,329	182,204
Materials & Services	7,670,826	7,953,091	(282,264)	8,132,045	(461,219)
Capital Outlay	5,411,495	3,395,111	2,016,384	2,267,285	3,144,210
Debt Service - COP and TAN	990,955	990,955	-	820,366	170,589
Contingency	2,100,000	2,100,000	-	2,350,000	(250,000)
Total Expenditures	\$ 43,692,809	\$41,969,267	\$1,723,543	\$40,907,025	\$ 2,785,784





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 15, 2013, 6:00 p.m.

Present:

Greg Cody	Chair/Budget Committee Member
Julia Keggs	Secretary/Budget Committee Member
Joseph Blowers	Budget Committee Member
John Griffiths (<i>via telephone</i>)	Budget Committee Member
William Kanable	Budget Committee Member
Shannon Maier	Budget Committee Member
Anthony Mills	Budget Committee Member
Stephen Pearson	Budget Committee Member
Larry Pelatt	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. He complimented staff for their work on the budget.

Agenda Item #2 – Approve February 25, 2013 Minutes

Bill Kanable moved the Budget Committee approve the Minutes of the February 25, 2013 Budget Committee Meeting as submitted. Larry Pelatt seconded the motion.

Anthony Mills noted that his name was misspelled in the minutes.

Bill Kanable accepted the amendment to correct the minutes. Larry Pelatt seconded the motion. The motion was UNANIMOUSLY APPROVED.

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, began the FY 2013/14 Budget Work Session by welcoming the Budget Committee and noting the interactive process for the public meeting. He informed the Budget Committee that THPRD has received the Government Finance Officers Association's Distinguished Budget Presentation Award for the ninth consecutive year.

Doug noted that development of the FY 2013/14 Budget begins with the Board of Directors adoption of THPRD's eight strategic goals which are included in the 2006 Comprehensive Plan and provide the framework for THPRD's planning process including developing performance measures. THPRD has been in the process of updating the Comprehensive Plan with the help

of GreenPlay, a consultant with national park and recreation experience. GreenPlay will present their recommendations to the Board of Directors at their June 17, 2013 meeting which will be based on three components they will have completed:

1. Analysis of a completed resident survey and level of service for THPRD facilities;
2. Development of a philosophy that establishes cost recovery targets for THPRD services and prioritizes how tax dollars are used; and
3. Analysis of service assessment as they relate to cost recovery goals, market position, and competition.

Doug provided highlights and key initiatives of the Proposed FY 2013/14 Budget as noted in the PowerPoint presentation.

A. Goal Outcomes & Performance Measures

Keith Hobson, Director of Business & Facilities, provided background on the Outcome Based Planning and Budgeting Process that THPRD first implemented with the FY 2011/12 Budget.

Ann Mackiernan, Operations Analysis Manager, described the process staff has taken for FY 2013/14, noting that 20 of the total 30 business plans submitted are to be funded in FY 2013/14, three business plans are funded using existing budget target funds, and seven business plans were denied.

Agenda Item #4 – Review Proposed 2013-14 Fiscal Year Budget Resources

Keith Hobson, Director of Business & Facilities, stated that the Proposed Budget presented tonight reflects staff's final proposal. The Budget Committee may make changes to the Proposed Budget, which would be reflected as the Approved Budget and approved by the Budget Committee. The Board of Directors may make limited changes to Budget Committee's Approved Budget, which would be reflected as the final Adopted Budget.

Keith noted that THPRD's total resources for the Proposed FY 2013/14 Budget are estimated to be \$115 million. Of the total resources:

- Over 56% is from beginning Cash on Hand, with approximately 85% of Cash on Hand (\$55 million) in the Bond Fund.
- Approximately 29% (\$34 million) is from property taxes.
- The balance is from a variety of sources including program user fees, SDC fees, grants, and other income.

Keith noted that there is little change in resources between FY 2012/13 and FY 2013/14, other than the lower beginning balance in the Bond Fund which is due to the spending down of bond proceeds as projects are completed.

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 3.28%, which is comparable to the actual increase in FY 2012/13 assessed value. In previous budgets, taxes generally were increased by 3% on all properties because market value was more than assessed value. With the decline in market value in recent years, some properties have assessed value at market value and, therefore, the 3% increase cannot be applied generally. Approximately 16% of residential property within THPRD is at market value, decreasing the overall growth to 2.53%. New development growth is conservatively estimated at 0.75%. Staff is monitoring indicators that show property values are rebounding, but the estimate is conservative given the recent economy and remaining uncertainty for next year.

- The beginning fund balance is projected at \$4.5 million, which is consistent with the estimate provided at the February mid-year meeting.
- Program revenue is projected to increase by 10% over the FY 2012/13 Budget, mainly due to the inclusion of a proposed Adventure Recreation Center. Other programs are expected to increase except for Sports, which is projected to remain unchanged.
- 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. Of the \$1 million of budgeted grant revenue, approximately \$400,000 supports operating expenses, and the remaining \$600,000 supports capital projects.
- Transfers In reflects bond-related and SDC-related staffing for project management, which is carried in the General Fund, but reimbursed from the Bond and SDC Funds. The decrease over FY 2012/13 is due to the reduction in bond staffing due to completion of projects.

Shannon Maier referenced the Budget Resources graph and inquired why Cash on Hand varies from year to year.

- ✓ Keith replied that the variation is due to the Bond Funds being issued and spent.

A. Fee Study Impact

Ann Mackiernan, Operations Analysis Manager, provided an update of the program user fees increase. She noted that in calendar year 2012, as compared to calendar year 2011, revenue increased by 4.1%, and patron attendance increase by 9.8%. She stated that overall Class attendance decreased by 3.7%, and Class revenue increased by approximately 1.8%. She noted that the drop in attendance is partially due to facility closures at four sites – Conestoga Recreation & Aquatic Center, Elsie Stuhr Center, Garden Home Recreation Center, and Sunset Swim Center. Ann noted that Revenue per Patron generally increased over 2011, except for total Drop-In and Pass Revenue.

Ann showed a slide that compared contact hours and program fee revenue. She noted that program fee revenue increases slightly more in FY 2013/14 due to an assumption that revenue would increase by 2.5%.

Ann provided an overview of how close programs are to fee recovery. She cautioned that with the completion of GreenPlay's study, the definition of "recovery" may change. She stated that with the current definition, most Centers are close to meeting recovery targets with Stuhr Center and Tennis Center trailing behind. Ann explained that the Centers not quite at 100% have some classes still below recovery targets and fees were only increased annually up to 15%. With the GreenPlay study, these classes may be considered obsolete and recommended to be dropped.

Anthony Mills inquired if the Tennis Center has classes that GreenPlay would consider obsolete.

- ✓ Ann replied that the Tennis Center is an anomaly due to the way classes are structured and calculated.

Shannon Maier requested clarification about contact hours.

- ✓ Ann explained that contact hours are the number of hours a program is run multiplied by the number of patrons.
- ✓ Keith Hobson, Director of Business & Facilities, clarified that there are two service levels evaluated: 1) program hours, which is the number of hours of programming, and 2) contact hours as Ann explained and he further stated is an equalizer for calculating cost.

Stephen Pearson inquired if any of the GreenPlay study is included in the revenue for FY 2013/14.

- ✓ Keith replied it is not because GreenPlay will not make its recommendations to the Board of Directors until June. He added that any implementation of recommendations will likely be phased in beginning in FY 2014/15.

Agenda Item #5 – Review Proposed 2013-14 Fiscal Year Budget Appropriations

A. Operating Expenditures

Keith Hobson, Director of Business & Facilities, noted that THPRD has a balanced budget with appropriations totaling approximately \$115 million in the Proposed FY 2013/14 Budget.

General Fund Appropriations

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

- General Fund appropriations will increase by over \$2 million (4.6%) over FY 2012/13.
- Personnel Services
 - There is an overall increase of 5.2% for all salaries and related taxes and benefits.
 - Salary costs include those required by the Collective Bargaining Agreement (2.3% cost of living adjustment) and the Board of Directors approved compensation policy, 1.7% of the total increase.
 - Health and dental benefits are estimated to increase by 10% each, 1.2% of the overall increase.
 - Retirement benefit rates are estimated to increase by 9.3%, 0.7% of the overall increase.
 - Personnel Services changes approved mid-year FY 2012/13 by the Board of Directors were two new full time positions and two eliminated full time positions. In FY 2013/14, changes include the elimination of two temporary bond planners and the addition of two full time positions for the Adventure Recreation Center. The net result is an overall increase to the personnel budget of 0.3%
 - Part time payroll increases account for 1.3% of the overall increase to Personnel Services.
- The Proposed Budget includes a 2% overall inflationary adjustment in materials and services, an increase of 1% over FY 2012/13, which is partially attributable to reductions in some program areas and savings realized from the Energy Savings Performance Contract improvements.
- The Capital Outlay appropriation increased by 33.8% over FY 2012/13 due to available funding from Cash on Hand and carry over projects. Routine maintenance replacement continues to be a focus of the General Fund Capital.
- Debt Service increased in FY 2013/14 by 4.3% due to a new financing agreement for Phase II of the Energy Savings Performance Contract in the amount of \$457,000.

Bob Scott referenced the increase in the retirement benefit rates and the comment in the Message to the Budget Committee that “Retirement plan costs are relatively stable,” noting that he does not consider a 9.3% increase stable.

- ✓ Keith clarified that the comment “relatively stable” referenced the retirement plan contribution rate.

Anthony Mills referenced page GF-2 and inquired about the debt proceeds for FY 2012/13.

- ✓ Keith replied that the debt proceeds were for the issuance of the Energy Savings Performance Contract.

Shannon Maier referenced page GF-5 and requested clarification about contingency.

- ✓ Cathy replied that Contingency does not appear in FY 2011/12 because the amounts listed are actual numbers and contingency was not used.
- ✓ Keith explained that one cannot spend contingency, it can only be transferred to where it is needed.

Board of Directors

Cathy Brucker, Finance Services Manager, provided a brief overview of the Board of Directors appropriations, which includes legal and audit services, and elections costs. She noted that the budget decreased by \$32,000 because it is not an election year. The General Fund contingency remains at \$2.1 million, which is in compliance with THPRD's fiscal policy of maintaining the Ending Fund Balance levels at 10% of operating costs.

Administration

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

- Continue implementation of the Bond Measure Program.
- Expanded partnership with Beaverton School District with the acquisition and development of a Community Park on jointly-owned property at Mountain View Middle School.
- Created the Director of Community Partnerships position to facilitate building financial and program relationships within the community.
- Continue to expand cooperative relationships with the governmental entities within the area.
- Focus on making quantifiable progress on the THPRD Goals Outcomes for FY 2013/14, as adopted by the Board of Directors.

Communications & Outreach

Bob Wayt, Director of Communications & Outreach, provided a brief overview of the Communications & Outreach Division's budget highlights including:

- Continue to educate public about bond program improvements.
- Roll out new branding awareness campaign.
- Revamp THPRD website for mobile users.
- Research and develop outreach plan to ethnic minorities.

Chair, Greg Cody, noted he is looking forward to increased phone access.

- ✓ Bob noted that the last update to the website was four years ago.

Shannon Maier inquired about the approximate cost to revamp the website.

- ✓ Bob replied that the cost would be \$45,000 over FY 2012/13 and FY 2013/14.

Stephen Pearson inquired about the outreach goals to community employers.

- ✓ Bob replied that the goal is to develop stronger relationships through sponsorships, volunteers, and grants.

Anthony Mills inquired about the status of the logo redesign.

- ✓ Bob stated that a design firm has been recently hired and is working through the process.

Community Partnerships

Geoff Roach, Director of Community Partnerships, provided a brief overview of the Community Partnerships Division's budget highlights including:

- Initiatives the new Division is pursuing: demonstrating ability to raise alternative revenue, measuring effectiveness of partnerships, activating the Park Foundation, and understanding philanthropic giving.
- Pursue funding for Champions Too!
- Have discussions with partners to diversify revenue.

Anthony Mills requested an overview of the Champions Too! project.

- ✓ Geoff noted that the field, to be located at Mountain View Middle School in Aloha, would be fully accessible to all users.

Chair, Greg Cody, commented that he looks forward to Geoff's progress as THPRD becomes more of a regional and national destination.

Shannon Maier requested confirmation that his position is focused more toward philanthropic efforts by researching other revenues and other partnerships.

- ✓ Doug Menke, General Manager, confirmed.

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, safe and secure environment for patrons and staff.
- Continue monitoring intrusion alarms, fire alarms, and keyless entry.
- Add new part-time Park Patrol employee.

Shannon Maier inquired about the projected increase to number of staff assists in FY 2013/14 when actual counts have decreased over time.

- ✓ Mike replied that the number fluctuates and could increase due to new parks and trails.

Anthony Mills requested an overview of graffiti including number of incidents per week and if the graffiti is photo documented.

- ✓ Mike replied that staff works cooperatively with the Washington County Sheriff's Office, Beaverton Police Department, and Beaverton School District to remove graffiti as soon as possible. He reported that there are approximately 2-3 graffiti incidents per week and staff keeps a database.

Chair, Greg Cody, commended Mike for the positive public relations his staff provides for THPRD. He inquired about the Park Patrol's turnover rate, and how THPRD's salary compares to local security.

- ✓ Mike replied that the turnover rate is approximately four years. He noted that this is an ideal position for someone who is in college and wanting to enter law enforcement. He stated that staff compared wages with local security companies and THPRD was competitive in the market in terms of wages.
- ✓ Keith Hobson, Director of Business & Facilities, added that these positions are part time and therefore not benefited. Another issue is these positions are not armed and will not satisfy those who wish to be sworn law enforcement.

Greg asked if there is an advantage to raising Park Patrol's wages to remain competitive and lessen turnover rates.

- ✓ Doug Menke, General Manager, clarified the function of Park Patrol staff as ambassadors and how THPRD is not in a position to change it.
- ✓ Bill Kanable noted that the Park Patrol staff's expertise pertaining to THPRD stays with the community as they leave for other area law enforcement positions.

Greg inquired about the Security Operations' hybrid vehicles.

- ✓ Mike replied that a hybrid vehicle, currently with approximately 170,000 miles, will be replaced in FY 2013/14.

Business & Facilities

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

- Includes the debt service in general fund-supported debt (approximately \$990,000 of the Division's appropriation, including \$160,000 of interest on the interim financing issued to cover cash flow prior to November tax collections).
- Continue long-range planning by completing functional plans for Parks and Natural Resources.
- Conduct an energy audit to assess a third phase of the Energy Savings Performance Contract. The first phase has been successful, and the second phase is under construction.
- Conduct due diligence for the proposed Enterprise Fund activities – Adventure Recreation Center – and implementing them if the findings from the due diligence lead to Board approval of the new facility.

Shannon Maier inquired about the cost to engage GreenPlay and inquired if this project was outsourced due to lack of internal resources to commission a survey and expertise to determine priorities.

- ✓ Keith replied approximately \$140,000 for the one-year contract. He replied that the decision was based on both factors mentioned but primarily on GreenPlay's expertise. GreenPlay is based in Colorado and has performed this type of work around the country with a few in Oregon.
- ✓ Larry Pelatt noted that an independent third-party view is valuable.

Shannon expressed concern with using internal staff versus consultants who do not have a relationship with the organization.

- ✓ Keith replied that a consultant is a one-time expense. Staff evaluated the scope of work and recognized the level of expertise needed.
- ✓ Bob Scott added that in his involvement with GreenPlay, he observed how the consultant has challenged staff to reevaluate how they do their programs and how this will benefit THPRD in the future.

Larry referenced page BF-3 and inquired why the proposed budget will increase by approximately \$500,000.

- ✓ Keith noted that this is consistent with the 5% increase in Personnel Services for the General Fund such as salary increases and benefits. There is some increase in FTE for Park Maintenance staffing, but otherwise no increase in staffing levels.

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.

- Maintain the compliance monitoring of investments and activity related to the Bond Capital Project Fund and the associated debt issues.
- Start implementation of purchasing cards to streamline small purchasing procedures. Rebates of approximately 1.27% of purchases are anticipated.
- Reviewed entire budget process and developed some mechanisms to assist the correlation of budget planning to actual activity which will be incorporated into the FY 2013/14 general ledger.
- Transfer license fees for two software programs to Information Services.

Shannon Maier inquired if the purchasing cards will have restrictions on where and how they can be used.

- ✓ Cathy replied that there will be limitations placed on the cards.

Risk & Contract Manager

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

- Approximately 50% of Risk & Contract Management's budget is for property and casualty premiums.
- Complete Safety and Health Achievement Recognition Program (SHARP) for Aquatics Department.
- Work with Security Operations to enhance Shelter in Place program to be self-sufficient for up to 72 hours.
- Work with Human Resources to enhance Employee Wellness Program to improve employee injury recovery rates.

Anthony Mills referenced page BF-24 and requested more information on why the number of liabilities filed against THPRD in FY 2010/11 and FY 2011/12 are the same, but the cost per claim is much higher in FY 2011/12.

- ✓ Mark explained that the type of claims will determine the amount.
- ✓ Keith Hobson, Director of Business & Facilities, added that in FY 2011/12, there were a number of "slip and fall" claims which tend to be more expensive.

Anthony asked why the FY 2011/12 numbers are still projected.

- ✓ Keith explained that it may take a couple of years to close a claim.
- ✓ Mark added that there is a two-year statute of limitations, and a claim life is typically three to five years.

Chair, Greg Cody, asked for additional information regarding the SHARP program. He inquired about the cost benefit of the program.

- ✓ Mark stated that after the fifth year of completion, THPRD becomes self-efficient meaning that THPRD is exceeding Occupational Safety & Health Administration's (OSHA) expectations. OSHA is then able to focus their time and money on other companies. He noted that there has been a reduction in severity for workers compensation claims.

Greg inquired if THPRD has seen any reduction in premiums due to recent seismic improvements.

- ✓ Mark replied not at this time.

Shannon Maier requested confirmation that the SHARP program would eliminate random audits from OSHA.

- ✓ Mark replied that the only time OSHA would visit is in response to a formal complaint from an employee or patron.

Shannon asked if THPRD would see a reduction in mod-rate because of graduating from the SHARP program.

- ✓ Keith replied not directly, but the improvements should help lower incidents or time loss. He added that THPRD was expecting a reduction in its mod-rate, but there was a national correction that increased it.

Larry Pelatt requested confirmation of the total insurance premium for THPRD.

- ✓ Mark replied that it is approximately \$325,000, but does not include workers compensation.

Joe Blowers requested more information about the \$3,000 grant from Special Districts Association of Oregon for emergency supplies.

- ✓ Mark replied that staff has identified the maximum number of people in each facility and will purchase supplies to sustain the people in the facility for 72 hours until essential services are able to open shelters.

Joe asked if there is a plan to replenish these supplies.

- ✓ Mark replied that the program is being phased in and will include a schedule of when to replenish supplies.

Human Resources

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

- Research best practices to improve community outreach to create a more diverse workforce.
- Complete the final tier of the Leadership Academy which will include one-on-one coaching and mentoring.
- Standardize employee orientation program.

Bill Kanable asked why a DVD would be produced for the orientation video instead of a digital version which could be posted online.

- ✓ Nancy stated that the DVD could also be used for marketing as it will include a virtual tour of THPRD, but it could also be uploaded onto the website.
- ✓ Keith Hobson, Director of Business & Facilities, added that the primary cost is in the production of the video.

Shannon Maier inquired about the current education process for new employees. She asked if there is any mandatory regulatory training.

- ✓ Nancy noted that full time and regular part time has a full orientation. She noted that other departments may have individualized orientation programs specific to their areas.
- ✓ Keith added that the standardized orientation program Nancy described is in addition to the mandatory regulatory training that staff already receives.

Anthony Mills asked for the number of employees. He then referenced page BF-32 and requested more information about the total number of unemployment insurance claims processed.

- ✓ Nancy replied that there are approximately 700 employees. The number of unemployment insurance claims processed is typically from seasonal and part time employees.

Stephen Pearson requested the definition of a RPT.

- ✓ Nancy explained it is a regular part time employee that works 30-35 hours per week that is benefited and represented.

Shannon asked what percentage of work force is represented and the number of unions THPRD has.

- ✓ Cathy Brucker, Finance Manager, replied approximately 240-250 full time and regular part time employees are represented in one union, Oregon Schools Employee Association.

Information Services

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

- Start multi-year plan to implement virtual desktops. Year 0 will be preparations such as installing a backup generator and a fire suppression system in the Fanno Creek Service Center server room.
- Migrate to new phone servers.
- Install public Wi-Fi at Jenkins Estate and improve public Wi-Fi at Garden Home Recreation Center.

Larry Pelatt requested clarification on which facilities have public Wi-Fi.

- ✓ Phil replied that all but Beaverton Swim Center, Aloha Swim Center, and the outdoor pools have public Wi-Fi.

Stephen Pearson requested clarification about the benefits of virtual desktops.

- ✓ Phil stated that staff will replace existing desktops with a thin-client type technology which is more sustainable. The products use less electricity.
- ✓ Keith Hobson, Director of Business & Facilities, noted that once fully implemented, it will be cheaper to operate and replace the virtual desktops.
- ✓ Bill Kanable added that software will be on local servers and easier for IS staff to manage which will reduce the amount of staff time servicing individual desktops.
- ✓ Keith added that portability is another benefit allowing staff remote access to the virtual desktop.
- ✓ Phil noted that it is easier to recover from viruses and malware on virtual desktops.

Shannon Maier asked how much virtual desktops improve security.

- ✓ Phil noted that the software and data would be housed on a server and not on individual machines. Staff cannot load unlicensed software on the virtual desktop.

Anthony Mills asked what THPRD does with surplus equipment and if it is possible to donate equipment to charities to be refurbished.

- ✓ Phil replied that staff complies with Oregon's e-cycle law. In the past, THPRD has donated equipment to charities.

Bill inquired if THPRD has explored leasing equipment.

- ✓ Phil replied that staff has not, but will consider it.

Maintenance Operations

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

- Replace irrigation heads to conserve water, will be offset by 60% with Tualatin Valley Water District rebate.
- Purchase small chippers to chip green waste on site to reduce staff time move the waste.
- Reduce transportation costs by replacing trucks with multi-occupancy vehicles.
- Retrain staff and purchase equipment to repair asphalt pedestrian pathways.

Stephen Pearson asked if the multi-occupancy vehicles will result in more staff standing idle.

- ✓ Dave replied that each staff has a job to perform. Previously, a site could have multiple vehicles with each staff performing his/her job. The new division of duties by area creates staff ownership of the sites.
- ✓ Keith Hobson, Director of Business & Facilities, added that the staff are cross-trained and the proper equipment is on the vehicle.

Larry Pelatt inquired about the number of chippers funded in this budget.

- ✓ Jon Campbell, Project Management & Support Supervisor, replied that there are two additional chippers and a dingo slasher, a walk behind tool to deal with brush such as blackberries.

Anthony Mills asked if there is an employee incentive program that rewards employees for innovative ideas.

- ✓ Dave replied that staff is working with the Parks Advisory Committee to develop an incentive model. He added that members of the Parks Advisory Committee will be invited to take ownership of each of the maintenance zones and meet the crews who work on them.

Anthony inquired if an incentive program exists for areas in addition to Maintenance.

- ✓ Keith stated that there is a staff incentive program developed three years ago to recognize efficiencies and cost savings. Staff that identify cost savings are eligible to financially benefit from those savings.

Shannon Maier referenced page BF-57 and asked what is included in Other Services.

- ✓ Craig Crawford, Fleet Maintenance Supervisor, replied that it included contracted services such as body work and air conditioning.

Planning

Hal Bergsma, Director of Planning, provided a brief overview of the Planning Division's budget highlights including:

- Continue implementation of the bond program, including land acquisition.
- Pursue additional support for trail programs from local governments' grant programs.
- Participate in local governments' planning projects.
- Update the SDC program as necessary.

Planning & Development

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

- Move forward with Fanno Creek Trail/Hall Boulevard mid-block crossing.
- Manage several SDC projects.
- Continue with design for Westside Trail #18.
- Start master plans for Cedar Hills Park and SW Community Park.
- Continue management of nine bond projects.

Stephen Pearson inquired about the reduction of staffing with the number of projects about to begin.

- ✓ Steve replied that although it will be busy, Planning & Development staff will handle the workload.

Bill Kanable requested confirmation that the SW Community Park Steve referenced is the Mountain View Middle School site.

- ✓ Steve confirmed that it is.

Park & Recreation Services

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

- Implement internship program to be offered this fall.

Aquatics

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

- Expand evening and weekend swim lessons to address demand.
- Resume relationship with American Red Cross for Water Safety Instructor program.
- Implement new per lane fee structure for affiliated aquatic clubs.
- Manage programs due to extended closure at Beaverton Swim Center in Fall 2013.
- Fund additional staffing to cover staff leaves.

Larry Pelatt asked who provides lifeguard certification and if THPRD pays for the program.

- ✓ Sharon replied THPRD uses and pays American Red Cross to certify lifeguards.

Bill Kanable asked what is the per lane fee.

- ✓ Sharon replied previously clubs purchased Frequent User Passes, but the passes are intended for THPRD programs. Initially, utility costs will be recovered in the transition year, but overall fees will be evaluated after the GreenPlay study.

Larry asked if per lane fees are expected to increase drastically after the GreenPlay study.

- ✓ Sharon stated that staff has been meeting with the aquatic clubs so they are aware of the changes, and she hopes, as Sports has experienced with field fees, that the clubs will use the pool time more efficiently.
- ✓ Doug Menke, General Manager, noted that GreenPlay's recommendations would be phased.

Chair, Greg Cody, asked if capacity would improve by switching to a lane fee.

- ✓ Sharon replied that she is hopeful that the clubs would use their time more efficiently, but she does not think there will be too much capacity available since the pools are scheduled pretty efficiently already. She stated that staff is working with the clubs so they remain successful in their goals. Another evaluation of fees include peak versus low demand fees.

Greg inquired if the Aquatics program is cost neutral.

- ✓ Keith Hobson, Director of Business & Facilities, replied that Aquatics is at about 60% recovery, not including utilities.

Bill provided his perspective on lane fees in comparison to his experience with field fees, noting that THPRD in its evaluations has to find the balance that is best for the patrons.

Sports

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

- Implement the field sports affiliation policy.

Anthony Mills inquired why Sports is assuming the concession operations at the HMT Recreation Complex.

- ✓ Scott noted that Sports has previously assumed concessions at Sunset Park and PCC Rock Creek and has found that staff can operate the concessions at a higher profit margin than through an agreement with a concessionaire.

Recreation

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

- Expand partnerships with the health industry to provide physical fitness opportunities for low income families.
- Replace cardio/weight room equipment when needed.
- Create fitness trail with Quick Response (QR) code signage along Fanno Creek Trail.

Anthony Mills asked if there are sponsorships or grants that contribute to physical fitness opportunities for low income families.

- ✓ Eric replied that Family Care Health Plans pays for half of the Frequent User Passes that are given to the families. He replied that this is a pilot program and staff will look into other opportunities for sponsorships.

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:

- Complete construction of the PCC Dog Park; groundbreaking is in approximately one month.
- Continue to bring new Community Gardens on-line; currently have nine gardens at capacity.
- Provide disabled transportation at special events.
- Implement Wellness on Wheels (WOW) program.

Shannon Maier referenced page PRS-61 and inquired about the increase in the Supplies line item.

- ✓ Lisa replied that part of the increase is due to the WOW program which will hopefully be fully supported by the fees patrons pay to use the fitness programs.

Anthony Mills inquired if patrons would be going into the van to participate.

- ✓ Lisa replied that the equipment will be in the van and brought into the facility.

Joe Blowers asked how many dog parks THPRD will have when PCC comes online.

- ✓ Lisa replied that there will be three – Hazeldale Dog Park which is on leased property, Winkelman Park scheduled to open in June, and PCC Rock Creek which will be partially open this summer and fully open in the fall.

Joe asked if there is a metric to determine if THPRD has enough dog parks.

- ✓ Lisa replied that there is not a metric, but a goal is to have a dog park in each quadrant.

- ✓ Chair, Greg Cody, noted that dog parks are being actively discussed by the Parks Advisory Committee.

Natural Resources & Trails Management

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:

- Work to include four art installations that are interpretive in natural area parks.
- Improve trails by creating a quality ranking system.

Shannon Maier congratulated Bruce for maintaining a neutral budget from year to year.

Chair, Greg Cody, inquired about expanding THPRD's partnership with Metro.

- ✓ Bruce replied that he does not see an opportunity to expand at this time.

Anthony Mills asked if staff typically inquires why THPRD did not receive a grant.

- ✓ Bruce said that staff does try, but agencies can be guarded about their process and there is plenty of competition.

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.
- Total replacement funding is approximately \$3.3 million which includes Information Services and Maintenance Operations capital.
- Capital projects funded by outside sources include approximately \$600,000 from grants.
- The total carry forward balance is a little over \$1 million, plus additional funding of \$175,000 for a total of approximately \$1.2 million.
- 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:
 - Replace roof at Tualatin Hills Tennis Center
 - Replace synthetic turf at Beaverton High School as part of THPRD's cooperative use agreement with Beaverton School District
 - Resurface pool tank at Beaverton Swim Center to be coordinated with seismic structural upgrade bond project
 - Replace original tennis air structure, phase 3 of 3
 - Replace asphalt path at 10 sites
 - Replace concrete sidewalk at eight sites
 - Replace play structures at two sites

Keith noted that the Capital Improvement Plan (CIP) section reviews capital expenditures by consolidating capital project expenditures from different funding sources. The section contains tables that show capital outlay for FY 2013/14 and a five-year projection, and shows the source of funding for this capital.

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 comprise the unfunded replacement backlog. Overall, the level of unfunded capital is less than FY 2012/13. Serious projects (Category 2) have increased over FY 2012/13, while the remaining categories have decreased.

Keith stated that Maintenance Operations staff reviewed the unfunded capital items and purged more items. The purged items represent projects that were on the list due to its age, not necessarily need to be replaced, and project redundancies or service level adjustments. This effort, combined with funding an additional \$600,000 in FY 2012/13, resulted in a reduction in the backlog by approximately \$1 million.

Keith commented that the Major Item Replacements list remains manageable although there will be significant obligations over the next three to four years. The backlog of Routine Items was reduced by over \$1 million.

Keith explained that the level of funding for replacement items had increased over the last few years, with a significant increase in funding for FY 2013/14. While the funding level proposed for FY 2013/14 is not typical, replacement funding has been sustained and the backlog continues to be reduced despite the recent economic conditions. As the economy improves, the deferred backlog should continue to be manageable.

Bill Kanable referenced the synthetic turf replacement at Beaverton High School and requested confirmation that Beaverton School District would be responsible for any issues such as grading and padding.

- ✓ Keith confirmed that this is confirmed in a letter of understanding.

C. Enterprise Fund

Keith Hobson, Director of Business & Facilities, provided an overview of a new Enterprise Fund, which according to Oregon Local Budget Law, is a fund established to finance and account for acquiring, operating, and maintaining facilities and services which are primarily self-supporting from user charges and fees.

- A separate fund makes it possible to set up separate accounting data on the operations of a new facility – the Adventure Recreation Center, proposed to provide programs to attract 18-30 years old patrons, an underserved population at THPRD.
- As part of an Enterprise Fund, the facility will operate financially independently of other THPRD Resources and its ongoing existence will be dependent on its ability to generate revenues to cover all of its capital and operating costs, including staffing, maintenance cost, facility space rent, administrative support and the debt service on debt issued to cover the upfront build-out and equipment acquisition. Over time, it will also cover its own capital replacement. Structured in this way allows THPRD the opportunity to try a new venture without impacting the rest of the operations.
- The proposed Adventure Recreation Center would operate in approximately 18,000 square feet of leased space with fixed amenities such as an indoor skate park and a climbing wall, with the remainder of the space for flexible use such as laser tag, slack lining, indoor batting or lacrosse shooting cages, or other emerging activities like Parkour or Big Wheel races.
- Staff will research and complete due diligence. If deemed feasible, staff will take a recommendation to the Board of Directors on next steps necessary to create the facility.

Shannon Maier asked if seed money would be from the General Fund.

- ✓ Keith replied that there is no seed money. The only risk THPRD would have is if the Adventure Recreation Center folds before the debt service is paid.

Shannon asked if it would be another asset covered under THPRD's insurance policies.

- ✓ Keith replied that it would fall under the insurance policy as well as be supported by other THPRD overhead departments; however, it will pay an administrative fee for those services.

Julia Kegg asked for confirmation that the site would be leased.

- ✓ Keith replied that it would because THPRD does not have an available site and it would provide flexibility if it is not successful.

Anthony Mills acknowledged that this is a good idea, but stated that one of the roles of government is to provide a service that cannot be provided by private sector such as a park. He wondered why THPRD would pursue this venture if there is competition, and if there is not any competition, is there a market.

- ✓ Larry Pelatt noted that these types of questions would be part of due diligence.
- ✓ Keith pointed out that part of the reason the Adventure Recreation Center is part of an Enterprise Fund is to ensure fair competition. Also, he noted that THPRD has an expertise in recreation which could provide an advantage.
- ✓ Chair, Greg Cody, noted that the goal is to serve an underserved age group.

Julia noted disappointment that this could not be built into a traditional recreation aquatic center.

Bob Scott requested clarification about the \$661,000 for the Adventure Recreation Center if there are no funds coming from the General Fund.

- ✓ Keith replied that would be user fee revenue from the center. He noted that the Adventure Recreation Center is budgeted for an entire year, but he does not anticipate it will be operational by July 1, 2013.

Bill inquired about the approximately 18,000 square feet of unleased space at the Fanno Creek Service Center.

- ✓ Keith replied that FCSC was originally envisioned as the site, but after further review, staff rejected the site due factors such as competition in the immediate area, traffic and parking availability.

Keith pointed out that the idea for the Adventure Recreation Center is the result of the Leadership Academy's Tier III team's efforts.

Anthony asked if there is any opportunity for recreational activities at FCSC.

- ✓ Keith replied if the Adventure Recreation Center proves to not be feasible, staff will review options at FCSC; however, parking and traffic impact will continue to be an issue at the site.

Bill inquired about the traffic impact at FCSC.

- ✓ Doug Menke, General Manager, replied that initially the traffic impact was based on THPRD's use and minimal activity from the leased space.

Greg inquired who is taking the lead on the due diligence.

- ✓ Keith replied that he would provide the oversight, but other staff would conduct the research.

D. 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.

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 2013/14 tax rate is forecasted at \$0.42 per thousand for the 1994, 2009, and 2011 issues.
- Appropriations in the fund is \$8.4 million which includes the unappropriated balance to pay debt service in the subsequent fiscal year that is due before property taxes for that year would be collected.
- The outstanding balance for the 1994 General Obligation debt is \$4.1 million, which will retire in 2015. The outstanding balances for the 2009 and 2011 issues are \$49.9 million and \$37.4 million, respectively, both to retire in 2029.

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

- Most of the FY 2012/13 SDC revenue was not designated; however, the Board of Directors later appropriated a small amount of the funds.
- Although staff projects SDC revenue to be short of budget by approximately \$800,000, there will not be a cash flow shortage and the year-end carry forward balance will be approximately \$2.2 million more than project commitments.
- Carry Forward Projects were included in the FY 2012/13 Adopted Budget and are described on pages SDC - 5-7.
- Approximately \$950,000 is proposed to fund land acquisitions and new projects. Since this is funded from the existing cash carryover balance, there is no risk of not being able to fund these project commitments if SDC Revenue is short of the budgeted amount.
- Projects proposed for new funding commitments were based on the updated Capital Improvement Plan approved by the Board of Directors in April 2012.
- Staff is noticing an upward trend in SDC activity.

Shannon Maier asked if there is a regulatory obligation for how and when SDC funds are spent.

- ✓ Keith replied that funds must be expended within 10 years of being collected for added capacity projects. He explained that the funds already earmarked for specific SDC projects will be committed as such; however, there is approximately \$4 million that is left undesignated.
- ✓ Hal Bergsma, Director of Planning, added that SDC credits may be given to developers in lieu of fees, but those credits are not included in the undesignated funds.

Keith provided an overview of the Bond Capital Projects Fund:

- Staff has estimated the carry forward based on expenditures to date; however, if expenditures occur before the close of the fiscal year, the amount carried forward will be reduced as well as the actual expenditures made after June 30.
- The Bond Fund Overview by project illustrates project appropriations included in the bond package.
- 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.

- The bond program is at a point of completion where staff is beginning to identify surplus funds based on completed acquisitions or projects, as well as savings on bond issuance costs. The surplus is shown as undesignated line items – one for land acquisition funds and one for all other funds.
- Other projects are not being considered yet given how many significant bond projects remain, and the possibility that cost increases in those projects could require the use of the surplus funds.

Hal Bergsma, Director of Planning, showed the Budget Committee pictures of various bond projects and explained the status of the different bond areas.

Agenda Item #6 – Budget Committee Questions and Recommendations

There were no additional questions and recommendations.

John Griffiths was excused from the meeting.

Agenda Item #7 – Public Comment

There was no public comment.

Agenda Item #8 – Date of Next Budget Committee Meeting: May 20, 2013

Chair, Greg Cody, stated that the next Budget Committee meeting is on May 20, 2013.

Agenda Item #10 – Adjourn

There being no further business, the meeting was adjourned at 9:25 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 20, 2013, 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
Anthony Mills	Budget Committee Member
Stephen Pearson	Budget Committee Member
Larry Pelatt	Budget Committee Member
Bob Scott	Budget Committee Member

Absent:

William Kanable	Budget Committee Member
Shannon Maier	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. He recognized the Budget Committee and staff for their work on the budget.

Agenda Item #2 – Approve April 15, 2013 Work Session Minutes

Anthony Mills moved the Budget Committee approve the Minutes of the April 15, 2013 Budget Committee Work Session. Stephen Pearson seconded the motion. The motion was UNANIMOUSLY APPROVED.

Agenda Item #3 – General Budget Information

Keith Hobson, Director of Business & Facilities, welcomed the Budget Committee to its third and final meeting to prepare THPRD’s FY 2013/14 Budget. The public will have an opportunity to testify tonight. At the conclusion of the meeting, staff will request the Budget Committee to approve the budget and the property tax levies for the Park District.

Keith referred to page RE-1 of the Proposed FY 2013/14 Budget to review 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. Staff anticipates a 2.53% increase over the current year on existing properties and a 0.75% increase on new development, for a total increase of 3.28%.

- 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 from 1994 and 2008. Staff determines the amount needed and the tax rate will be dependent on the total assessed value. For FY 2013/14, staff determined the amount to be \$8,598,858.

Agenda Item #4 – Review Budget Information & Recommendations

Keith Hobson, Director of Business & Facilities, provided an overview of the contents within the Budget Committee's information packet.

- Budget Committee Information Reports
 - Includes responses to the Budget Committee's questions from the April 15, 2013 Work Session regarding staffing counts and Fleet Maintenance expenditures.
- General Fund Recommended Adjustments to Proposed Budget
 - Summary of Recommended Adjustments
 - Increase carry forward funding for two projects that will not be completed by June 30, 2013.
 - Increase for a grant-funded project for a wetland overlook at Vista Brook Park.

Anthony Mills moved the Budget Committee approve the General Fund recommended adjustments to the Proposed Budget. Larry Pelatt seconded the motion. The motion was UNANIMOUSLY APPROVED.

Agenda Item #5 – Public Comment

There was no public comment.

Agenda Item #6 – Budget Committee Discussion

There was no Budget Committee discussion.

Agenda Item #7 – Approve 2013-14 Budget & Property Taxes to be Imposed

Stephen Pearson moved that the Budget Committee approve the Proposed Fiscal Year 2013/14 Budget and the appropriations contained therein with the adjustments approved by the Budget Committee this evening. Bob Scott seconded the motion. The motion was UNANIMOUSLY APPROVED.

Anthony Mills moved that 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 \$8,598,858 for the Fiscal Year 2013/14. Stephen Pearson seconded the motion. The motion was UNANIMOUSLY APPROVED.

Agenda Item #8 – Adjourn

Chair, Greg Cody, again thanked the Budget Committee and staff for their work on the budget. The meeting was adjourned at 6:42 p.m.

Recording Secretary,
Marilou Caganap

Approval of May 20, 2013 Minutes received by e-mail

Anthony Mills moved the Budget Committee approve the Minutes of the May 20, 2013, Budget Committee Meeting as submitted. Bill Kanable seconded the motion. The motion was APPROVED by MAJORITY vote.

RESOLUTION NO. 2013-20

TUALATIN HILLS PARK & RECREATION DISTRICT, OREGON

A RESOLUTION APPROVING AND ADOPTING A BUDGET, LEVYING TAXES, AND MAKING APPROPRIATIONS FOR THE FISCAL YEAR 2013/14

WHEREAS, Tualatin Hills Park & Recreation District (District) must prepare and adopt an annual budget under Chapter 294 of the Oregon Revised Statutes; and

WHEREAS, the District has complied with the standard procedures for preparing the budget, involving the public, estimating revenues, expenditures and proposed taxes, and outlining the programs and services provided by the District.

NOW THEREFORE, it is hereby resolved as follows:

Section 1. Budget Approved and Adopted. The Board of Directors hereby approves and adopts the budget for fiscal year 2013/14 in a total sum of \$115,349,205, which is on file in the District’s Administration Office.

Section 2. Levy of Taxes. The Board of Directors hereby imposes 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 \$8,598,858 for bonded debt. These taxes are hereby imposed and categorized for tax year 2013/14 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		\$8,598,858

Section 3. Fiscal Year 2013/14 Appropriations. The amounts for the fiscal year beginning July 1, 2013 and for the purposes shown below are hereby appropriated as follows:

<u>General Fund</u>	
Board of Directors and Contingency	\$ 2,301,620
Administration	\$ 2,036,386
Business and Facilities	\$16,987,628
Planning	\$ 1,611,240
Park and Recreation Services	\$15,960,640
Capital Outlay	<u>\$ 4,934,365</u>
TOTAL APPROPRIATIONS	<u>\$43,831,879</u>

Bonded Debt Fund

Bond Principal Payments	\$ 4,765,000
Bond Interest Payments	<u>\$ 3,598,093</u>
TOTAL APPROPRIATIONS	\$ 8,363,093
Unappropriated Ending Balance	\$ 60,950
FUND TOTAL	<u>\$ 8,424,043</u>

Systems Development Charge Fund

Capital Outlay	\$ 6,829,102
TOTAL APPROPRIATIONS	<u>\$ 6,829,102</u>

Maintenance Mitigation Fund

Materials and Service	\$ 183,200
TOTAL APPROPRIATIONS	<u>\$ 183,200</u>

Metro Natural Areas Bond Fund

Capital Outlay	\$ 22,568
TOTAL APPROPRIATIONS	<u>\$ 22,568</u>

Bond Capital Projects Fund

Capital Outlay	\$55,014,323
TOTAL APPROPRIATIONS	<u>\$55,014,323</u>

Enterprise Fund

Enterprise Operations	\$ 1,044,090
TOTAL APPROPRIATIONS	<u>\$ 1,044,090</u>

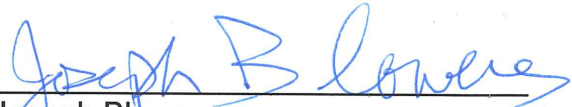
Section 4. The Budget Officer, Keith D. Hobson, shall certify to the County Clerk and the County Assessor of Washington County, Oregon the tax levy made by this resolution and shall file with the State Treasurer and the Division of Audits of the Secretary of State a true copy of the Budget as finally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

Section 5. This resolution takes effect on July 1, 2013.

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SIGNATURES APPEAR ON THE FOLLOWING PAGE

BOARD OF DIRECTORS APPROVAL: June 17, 2013



Joseph Blowers
President / Director



Larry Pelatt
Secretary / Director

Adoption and date attested by:



Jessica Collins
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 seventeen 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 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: Organizational Summaries, Overviews, Accomplishments and Goals, Budget Highlights, Key Performance Indicators, and Detail of Program Expenditures.
- **BUSINESS & FACILITIES** Provides narrative overview, graphs and summary of historical and 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 (Full Faith and Credit Obligations and Financing Agreements) 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 2013/14 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 2013/14 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 2013/14 fiscal year.
- **ENTERPRISE FUND** Provides narrative overview and summary of historical and adopted expenses for the Enterprise Operations. Includes: Organizational Summary, Overviews, Accomplishments and Goals, Budget

Highlights, Detail of Program Expenses and complete listing and detailed narratives of adopted projects for the 2013/14 fiscal year.

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

BUDGET DOCUMENT ORGANIZATION

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

Cost Center level	Definition	Information included in the budget document
Fund	<p>A fiscal and accounting entity with a self-balancing set of accounts. The funds for the District are:</p> <ul style="list-style-type: none"> • General Fund • Special Revenue Fund • Capital Project Fund • Debt Service Fund • Systems Development Charge Fund • Bond Capital Projects Fund • Enterprise 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. 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, 2013 and ending June 30, 2014 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 (2013/14), outlining the forecasted expenditure requirements and the adopted means for financing these requirements.
2. An operational plan for the use and deployment of personnel, materials and services and other resources during the 2013/14 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 governmental fund types, which include the General Fund, Other Funds (Special Revenue and Capital Project), Debt Service Fund, Systems Development Charge Fund, Bond Capital Projects Fund, and one proprietary fund entitled the Enterprise Fund.

For budgeting purposes, the District uses a modified cash basis applicable for all funds, recognizing all revenues when measurable and available, and expenditures when goods and services are received, with the exception of program revenues. Program revenues are recognized when actually received (cash basis), to accommodate the cyclical nature of the registration cycles within the District. For accounting purposes, all governmental funds are accounted for using the modified accrual basis of accounting as described above. Proprietary funds are accounted for on an accrual basis of accounting, with both revenues and expenses recorded when measurable, regardless of the timing of the actual cash flow.

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 personnel services costs and materials and services costs for the Division.

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

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

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

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

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, and notice must be published stating that a supplemental budget will be considered. Supplemental budgets in excess of 10% of original fund appropriations require a hearing before the public, publications in newspapers of consideration of a supplemental budget along with a summary of funds being adjusted, and approval by the Board of Directors. Original and supplemental budgets may be modified by the use of appropriation transfers between the expenditures categories; such transfers require approval by the Board of Directors.

The Reporting Entity and its Services

The Tualatin Hills Park & Recreation District (THPRD) operates under Oregon Revised Statutes Chapter 266 as a separate municipal corporation and has a Board of Directors comprised of a President and four (4) Directors, two of 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, Fanno Farmhouse and the John Quincy Adams Young House), 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. Also, an adventure recreation center is approved to begin operations in FY 2013/14.
- THPRD maintains, either through direct ownership or joint use agreement (including school sites), 108 baseball/softball fields, 155 soccer/football/lacrosse fields, 3 bocce courts, 5 volleyball courts, 101 outdoor tennis courts, 6 indoor tennis courts, 51 outdoor basketball pads, 3 skate parks, 1 hockey rink, and 8 long/high jump courts.
- THPRD has 285 park and recreation facility sites comprised of approximately 2,300 acres; 1,229 acres of wetland/natural areas and 1,060 acres of developed sites including neighborhood, community and regional parks. THPRD sites include three lakes, 27 miles of stream corridor, and 45 miles of off-street pathways.
- THPRD programs include aquatics instruction, leagues and drop-in programs, youth and adult sports leagues and fitness programs, youth and adult general and specialized recreation programs, youth after-school and day camps, senior fitness and recreation programs, developmentally disabled and special needs recreation programs, and natural resource education programs.

Permanent Rate

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

Debt Administration

Debt Outstanding consists of the 2005 \$340,000 Financing Agreement, the 2006 \$2,430,000 Full Faith and Credit Advance Refunding of two 1997 Certificates of Participation and the 2000 Full Faith and Credit Obligation, the 2010 \$1,695,000 Full Faith and Credit Obligation (Series A), the 2010 Full Faith and Credit Obligation (Series B&C) for \$7,815,000, the 2013 \$457,100 Financing Agreement, the 1995 \$25,900,000 General Obligation Bond (refinanced in 1998), the 2009 \$58,505,000 General Obligation Bond, and the 2011 \$40,060,000 General

Obligation Bond.

As of June 30, 2013, the non-general obligation outstanding balances are as follows: the 2005 financing agreement \$40,000, the 2006 Full Faith and Credit Advance Refunding Obligation \$800,000, the 2010 Full Faith and Credit Obligation (Series A) \$1,450,000, the 2010 Full Faith and Credit Obligation (Series B&C) \$7,560,000 and the 2013 Financing Agreement \$457,100.

The general obligation bond balances outstanding as of June 30, 2012 are \$4,110,000 (Series 1998), \$49,875,000 (Series 2009) and \$37,430,000 (Series 2011).

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.

Within the 2013/14 year, the Enterprise Fund is anticipated to enter a financing agreement for purchase of equipment and improvements for the new Adventure Recreation Center, in the amount of \$382,474.

BUDGET SUMMARY FOR EXPENDITURES:

The adopted budget requirements for the 2013/14 fiscal year for all funds are \$115,349,205 and for the 2012/13 fiscal year are \$126,290,453. Requirements, both current and adopted are:

	Actual 2010/11	Actual 2011/12	Adopted Budget 2012/13	Proposed Budget 2013/14	Adopted Budget 2013/14	% Change over 2012/13
Personnel Services Costs	\$24,061,284	\$24,532,127	\$26,412,878	\$27,781,149	\$27,781,149	5.2%
Materials & Services	6,985,053	6,942,134	7,977,593	8,056,812	8,056,812	1.0%
Capital Outlay	9,102,753	4,634,381	4,330,033	5,793,969	5,933,039	37.0%
Debt Service	8,993,122	9,243,289	9,073,745	9,402,729	9,402,729	3.6%
Reserve for Future Payments	-0-	-0-	-0-	37,998	37,998	0.0%
General Fund Contingency	-0-	-0-	2,100,000	2,100,000	2,100,000	0.0%
Special Revenue Contingency	-0-	-0-	179,200	-0-	-0-	-100.0%
Enterprise Fund Contingency	-0-	-0-	-0-	110,535	110,535	0.0%
Metro Natural Areas Bond	801,564	850,000	22,568	22,568	22,568	0.0%
Systems Development Charge	1,734,386	3,608,218	5,702,797	6,829,102	6,829,102	19.9%
Bond Capital Projects Fund	16,968,511	13,865,031	70,373,476	55,014,323	55,014,323	-21.8%
Ending Fund Balance	-0-	-0-	118,163	60,950	60,950	-48.4%
TOTAL	\$68,646,673	\$63,675,180	\$126,290,453	\$115,210,135	\$115,349,205	-8.7%

SIGNIFICANT CHANGES:

Personnel Services

The adopted budget for Personnel Services has increased 5.2% since FY 2012/13. The Park District will have 181 full-time positions for the 2013/14 fiscal year, increasing four full-time positions and decreasing two full-time and two temporary full-time positions from the previous year's budget. Two of the new full-time positions were approved mid-year in FY 2012/13 and off-set by the elimination of two existing, vacant positions.

The budget reflects a 2.3% cost-of-living adjustment and merit increases for all represented full-time and regular part-time employees in accordance with the collective bargaining agreement, and funding for non-represented staff increases in accordance with the Board-approved Compensation Policy, the total of which accounts for 1.7% of the overall increase. The budget reflects estimated health and dental increases of 10.0%, accounting for 1.2% of the total increase. Finally, retirement benefits for full-time and regular part-time staff will increase by 9.3% and 9.1% respectively, with combined total retirement benefit increases accounting for .7% of the overall increase to Personnel Services. The new positions (though resulting in a net zero impact to the total count) resulted in an overall increase of 0.3%. The balance of the increase in overall cost, approximately 1.3%, comes from budgeted

increases for part-time personnel.

Materials and Services

The adopted budget for Materials and Services has increased 1.0% over FY 2012/13. An inflationary adjustment of 2.0% is included, but offset by some reductions in programming in selected departments, along with significant savings in utility costs realized through the energy savings performance improvements completed over the past three years. 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 include funding for: Carry Over Projects, Athletic Facility, Park, and Building Replacements/Improvements, ADA Improvements, Maintenance Equipment and Computer/Office Equipment. Capital Outlay expenditures have been prioritized to maintenance replacement projects in order to minimize the balance of deferred maintenance replacements. General Fund Capital Outlay has increased by 37.0% over FY 2012/13 due to available funding from Cash on Hand and Carry Over Projects. In FY 2013/14, capital outlay funds will largely be focused on deferred maintenance replacements.

As explained above, the Capital Bond Projects Fund balance in FY 2013/14 reflects the remaining funds available from the \$100 million general obligation bond as approved by voters.

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

The Enterprise Fund is anticipated to expend \$382,474 to accommodate and furnish the new Adventure Recreation Center with necessary improvements and equipment.

BUDGET SUMMARY FOR RESOURCES:

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

	Actual 2010/11	Actual 2011/12	Adopted Budget 2012/13	Proposed Budget 2013/14	Adopted Budget 2013/14	% Change over 2012/13
Beginning Fund Balance	\$64,086,686	\$50,523,709	\$77,554,179	\$64,713,559	\$64,827,629	-16.4%
Property Taxes-Current Year	31,119,904	31,836,998	32,507,469	33,552,781	33,552,781	3.2%
Prior Year Taxes	536,744	285,162	415,000	285,000	285,000	-31.3%
Interest on Investments	445,603	507,727	356,900	325,800	325,800	-8.7%
Swim Center & Tennis Income	3,412,338	3,453,901	3,363,282	3,462,215	3,462,215	2.9%
Recreation & Sports Income	5,788,762	6,065,465	6,264,552	7,217,068	7,217,068	15.2%
Grants and Contributions	442,123	659,046	1,055,080	1,020,694	1,045,694	-0.9%
Misc. and Facility Rental	192,202	278,137	405,900	377,000	377,000	-7.1%
Sponsorships/Cellular Leases	197,634	233,515	287,000	275,000	275,000	-4.2%
Metro Natural Areas Bond	801,564	850,000	22,568	22,568	22,568	0.0%
Systems Development Charge	1,939,855	1,897,759	2,721,804	2,803,458	2,803,458	3.0%
Debt Proceeds	9,532,166	41,919,558	457,100	382,474	382,474	-16.3%
Transfers In	712,478	799,091	879,619	772,518	772,518	-12.2%
TOTALS	\$119,208,059	\$139,310,068	\$126,290,453	\$115,210,135	\$115,349,205	-8.7%

Beginning Fund Balances

Cash on hand from all funds for FY 2013/14 consists of \$5,633,728 from the General Fund, \$182,500 from the Maintenance Mitigation Fund, \$146,534 from the Debt Service Fund, \$4,000,544 from the Systems Development Charge Fund, and \$54,864,323 from the Bond Capital Projects Fund. The General Fund balance reflects FY 2012/13 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 2012/13 fiscal year for debt service payments due prior to the tax receipts in the 2013/14 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 to complete the designated list of projects.

Property Taxes - Current Year

Taxes levied against an estimated \$20.4 billion in assessed valuation total \$35,268,187 of which \$8,598,858 is for the General Obligation Debt Service Fund with \$8,168,915 expected to be collected. Of the \$26,669,328 General Fund Levy, the Park District expects to collect 95%, or \$25,335,862. The payments in lieu of taxes (PILOT) amounts are included within the amount expected to be collected (\$4,410 General Fund and \$43,594 Debt Service Fund.) The PILOT funds result from de-annexed property that had long term debt obligations associated at the time of withdrawal from District boundaries. The PILOT funds will be collected annually until the obligations are paid in full.

The FY 2012/13 taxable assessed property valuation of the Park District is \$19,751,769,226 and is estimated to increase by 3.28% in the 2013/14 fiscal year to \$20,400,312,244. Certain properties within the District have now achieved an equal level of market vs. assessed valuation; therefore, the 3% permitted growth rate is no longer allowable within the calculation. For FY 2013/14, 15.6% of property value within the District was valued at this equal level, resulting in a loss of \$120,465 in property tax revenue growth.

Property Taxes - Prior Year

Prior year taxes are property taxes that have been levied but remain uncollected. The Park District expects to collect \$285,000 (both General Fund and Debt Service Fund). Collection of taxes in the year levied has trended slightly higher over the last few years, demonstrating overall strong collections from Washington County. Therefore, prior year collection projections for the 2013/14 fiscal year are slightly lower than the amounts budgeted in the 2012/13 fiscal year.

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 within the next year. Accordingly, interest revenue for FY 2013/14 is projected only slightly higher than the previous year budget for the General Fund. Bond Capital Project Fund interest is projected lower due to the spend-down of cash due to the completion of projects.

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, with a four-year phased implementation plan. This phase-in has now been fully completed except for the Elsie Stuhr center senior discounts, which are scheduled for final reductions from 35% to 25% over the next two years. Furthermore, any classes that had not reached full cost recovery will continue to increase up to 15% per year until 100% recovery has been achieved. An update to the fee study was conducted during 2011 resulting in minor adjustments, and

all programs are currently calculated with annual inflationary increases as needed.

Program revenue estimates are based upon anticipated instructional, camp and class offerings, along with historical trending analysis of other fees, such as pass sales and rentals. Patron usage has remained stable, but the program utilization has changed, largely due to the overall economic conditions. As a result, the District has readjusted to emphasize the availability of popular programs, and discontinued those with less participation.

Funding for the new Adventure Recreation Center is included in the 2013/14 adopted budget under the Enterprise Fund. This facility will offer programs geared toward the 15-30 year old population, currently 40.7% of the population of the District, in an acquired warehouse space sectioned off for various activities. This facility meets a Board specific goal of increasing programs for a targeted population, while creating a new revenue stream as an enterprise operation.

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 19 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. This bond measure funding should be fully expended within FY 2013/14.

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 \$772,518 is the estimate of the costs to manage both SDC Fund (\$35,000) and Bond Fund (\$737,518) capital projects during FY 2013/14.

SUMMARY OF ALL FUNDS
Adopted Budget for FY 2013/14

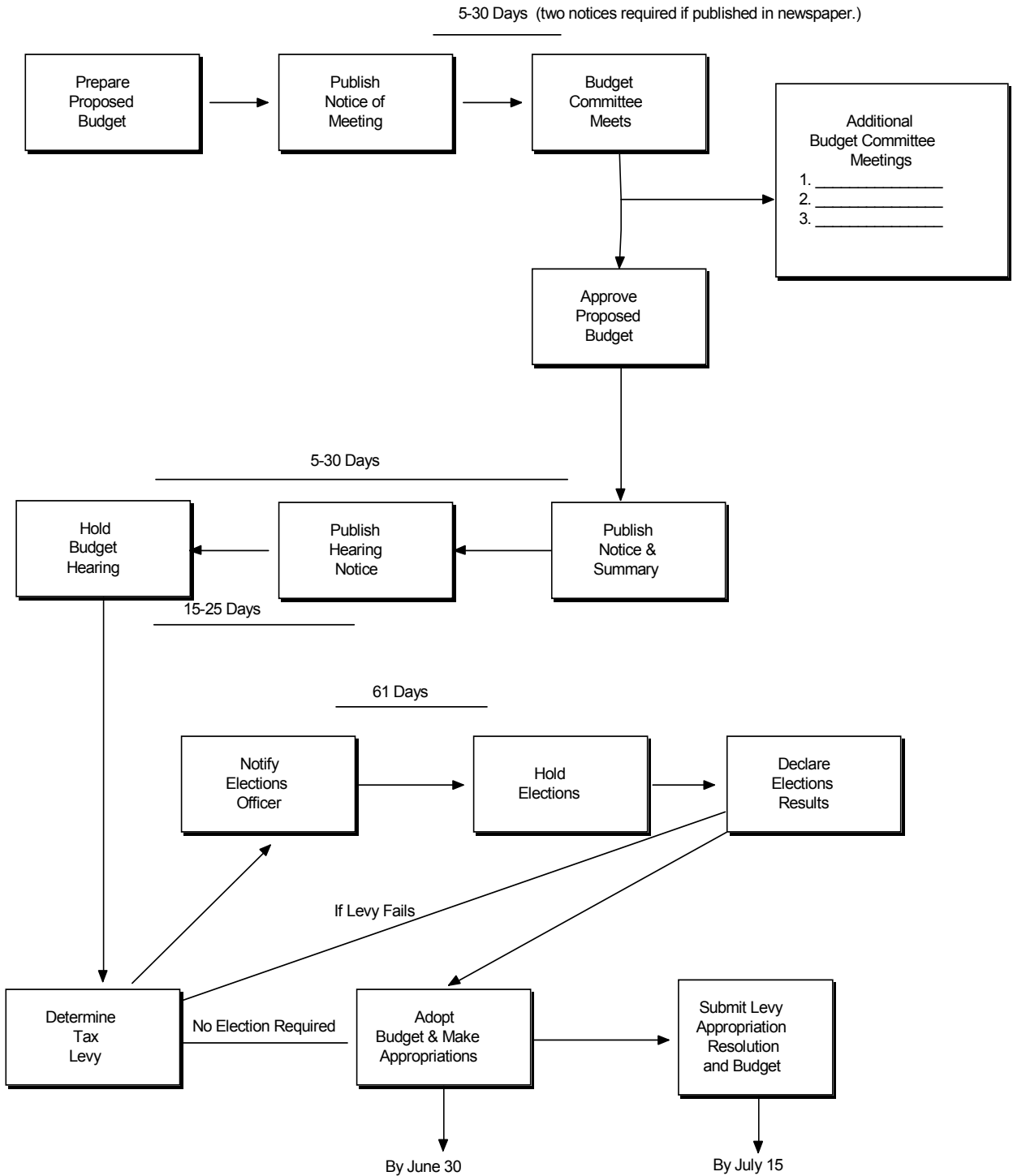
	Governmental Funds					Enterprise Fund	Total All Funds
	Other Funds						
	General Fund	Maintenance Mitigation & Metro Bond	Debt Service Fund	System Dev. Charge Fund	Bond Capital Proj. Fund	Enterprise Fund	
RESOURCES							
Beginning Fund Balance	\$ 5,633,728	\$ 182,500	\$ 146,534	\$ 4,000,544	\$ 54,864,323	\$ -	\$ 64,827,629
Revenues							
Property Taxes-Current Year	\$ 25,340,272	\$ -	\$ 8,212,509	\$ -	\$ -	\$ -	\$ 33,552,781
Prior Year Taxes	250,000	-	35,000	-	-	-	285,000
Interest on Investments	120,000	700	30,000	25,100	150,000	-	325,800
Swim Center & Tennis Income	3,462,215	-	-	-	-	-	3,462,215
Recreation & Sports Income	6,555,452	-	-	-	-	661,616	7,217,068
Grants	1,045,694	-	-	-	-	-	1,045,694
Misc. and Facility Rental	377,000	-	-	-	-	-	377,000
Sponsorships/Cellular Leases	275,000	-	-	-	-	-	275,000
Metro Bond Measure - 2006	-	22,568	-	-	-	-	22,568
System Development Charges	-	-	-	2,803,458	-	-	2,803,458
Debt Proceeds	-	-	-	-	-	382,474	382,474
Transfers In	772,518	-	-	-	-	-	772,518
Total Revenues	\$ 38,198,151	\$ 23,268	\$ 8,277,509	\$ 2,828,558	\$ 150,000	\$ 1,044,090	\$ 50,521,576
TOTAL RESOURCES	\$ 43,831,879	\$ 205,768	\$ 8,424,043	\$ 6,829,102	\$ 55,014,323	\$ 1,044,090	\$ 115,349,205
REQUIREMENTS							
Appropriations by Category:							
Personnel Services	\$ 27,519,533	\$ -	\$ -	\$ -	\$ -	\$ 261,616	\$ 27,781,149
Materials and Services	7,670,826	183,200	-	-	-	202,786	8,056,812
Capital Outlay	5,550,565	22,568	-	6,829,102	55,014,323	382,474	67,799,032
Debt Service	990,955	-	8,363,093	-	-	48,681	9,402,729
Reserve for Future Expenses	-	-	-	-	-	37,998	37,998
Contingency	2,100,000	-	-	-	-	110,535	2,210,535
Total Appropriations	\$ 43,831,879	\$ 205,768	\$ 8,363,093	\$ 6,829,102	\$ 55,014,323	\$ 1,044,090	\$ 115,288,255
Ending Fund Balance	\$ -	\$ -	\$ 60,950	\$ -	\$ -	\$ -	\$ 60,950
TOTAL REQUIREMENTS	\$ 43,831,879	\$ 205,768	\$ 8,424,043	\$ 6,829,102	\$ 55,014,323	\$ 1,044,090	\$ 115,349,205

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 2012/13 Staffing	Adjustments	Adopted 2013/14 Staffing
Administration	Communications & Outreach	5.50 FTE	Deleted Foundation Executive Director (0.5 FTE) - Added one Director of Community Partnerships (approved within the 12/13 year)	6.00 FTE
Planning	Director of Planning	1.00 FTE	Added on Deputy Director of Planning (approved within the 12/13 year)	2.00 FTE
Planning	Planning & Development	11.00 FTE	Deleted two temporary Planner positions	9.00 FTE
Park & Recreation Services	Athletic Center	7.75 FTE	Deleted one Receptionist (approved within the 12/13 year)	6.75 FTE
Park & Recreation Services	Jenkins Estate	1.50 FTE	Deleted Center Supervisor (0.5 FTE) (approved within the 12/13 year)	1.00 FTE
Enterprise Operations	Adventure Recreation Center	0.00 FTE	Added one Center Supervisor and one Recreation Coordinator I	2.00 FTE
Increase/Decrease in Full-time FTE				0.00 FTE
Increase/Decrease in Reg Part-time FTE				0.00 FTE
Net Change				0.00 FTE

BUDGET PROCESS



**FISCAL YEAR 2013/14
BUDGET CALENDAR**

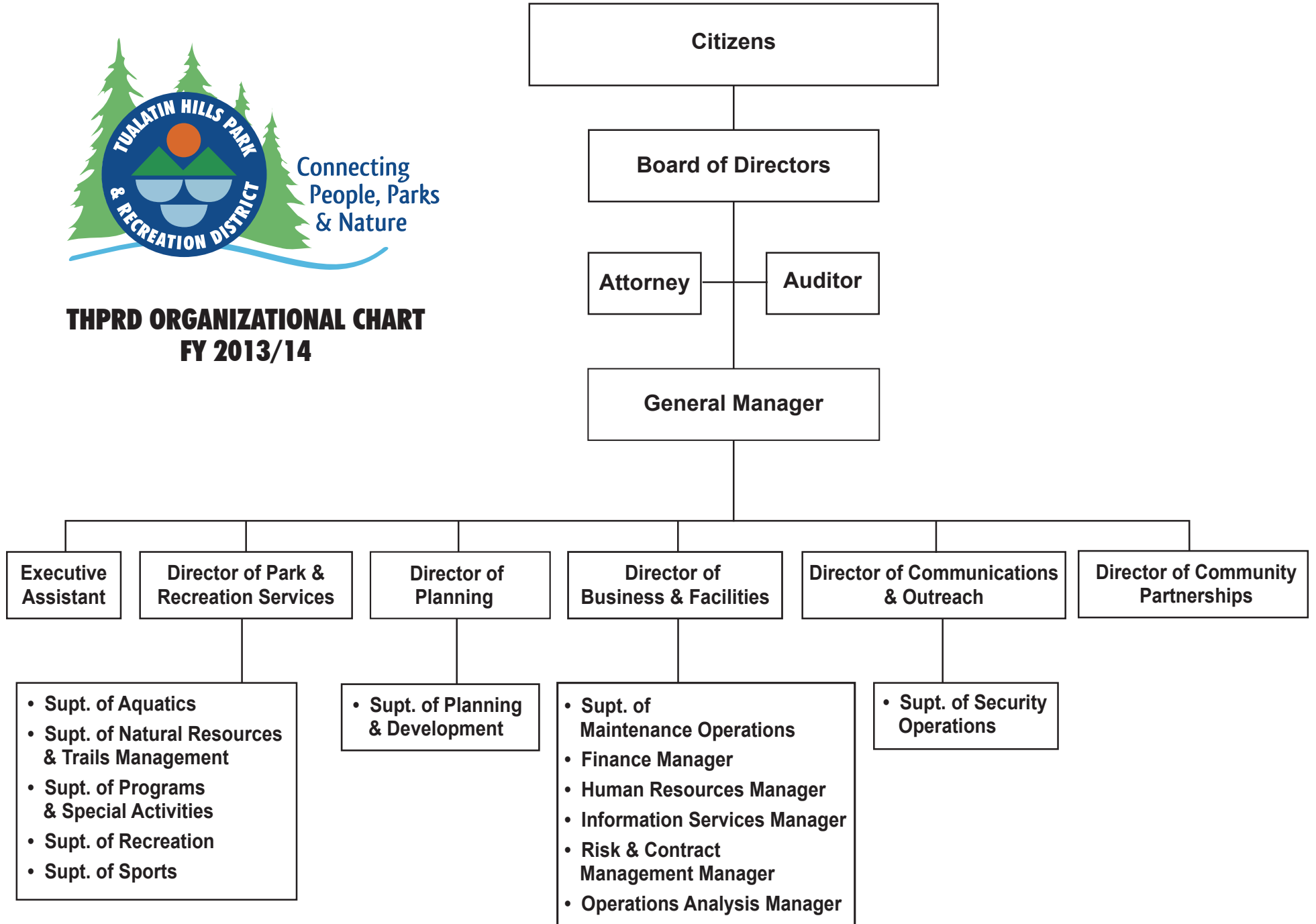
In accordance with District Budget Policy:

2013

February 7	Publish Notice
February 14	Post Notice on District Website
February 25	Mid-year Budget Review Meeting (Public Input)
March 28	Publish Notice
April 4	Post Notice on District Website
April 8	Deliver Proposed Budget to Budget Committee
April 15	Budget Committee Work Session (Public Input)
May 2	Publish Notice
May 9	Post Notice on District Website
May 20	Budget Committee Meeting to Approve Budget (Public Input)
June 6	Publish Notice & Summary
June 17	Hold Public Hearing to Adopt Budget (Public Input)
July 15	Tax Levy Certified by Washington County



**THPRD ORGANIZATIONAL CHART
FY 2013/14**





RESOURCES

Analysis of Property Tax Rate and Collections

Analysis of Measure 5 and 50

Revenue Summary



**ANALYSIS OF TAX RATE AND COLLECTIONS
FISCAL YEAR 2013/14**

ESTIMATED ASSESSED VALUATION

Real and Personal Property Within the Park District

\$ 20,400,312,244

FY 2012/13 Assessed Valuation	\$19,751,769,226	
Value Growth from Annual Increase ¹	500,404,749	2.53%
Estimated Exception Based Value Growth ²	<u>148,138,269</u>	<u>0.75%</u>
Estimated Assessed Value	<u>\$20,400,312,244</u>	

% Increase in Estimated Assessed Valuation

3.28%

ESTIMATED TAX LEVY

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

General Fund

Permanent Tax Rate for District 1.3073

General Fund Operating Levy:

Estimated Assessed Valuation multiplied by
Permanent Rate

\$ 26,669,328

Bonded Debt Fund

Bonded Debt Levy

8,598,858

Estimated Tax Rate:

Bonded Debt Levy divided by Estimated
Assessed Valuation

0.4215

Estimated Tax Levy Totals

1.73

\$ 35,268,187

ESTIMATED TAX COLLECTIONS

Amount

Based on Estimated Collection Rate: 95.00%

General Fund Current Year Tax Collections

\$ 25,335,862

Payment in lieu of Tax Collections

4,410

Bonded Debt Fund Current Year Tax Collections

8,168,915

Payment in lieu of Tax Collections

43,594

\$ 33,552,781

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

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 2012/13

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

FY 2011/12

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

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

SUMMARY OF RESOURCES - ALL FUNDS

RESOURCES:	General Fund	Special Revenue Fund	Capital Projects Funds	Debt Service Fund	Enterprise Fund	Total Resources
Beginning Fund Balance for Fiscal Year	\$ 4,500,000	\$ 182,500	\$ 2,170,044	\$ 146,534	\$ -	\$ 6,999,078
Beginning Fund Balance from Previous Year Projects Carried Forward	1,133,728	-	56,694,823	-	-	57,828,551
Previously Levied Taxes estimated to be received during ensuing year	250,000	-	-	35,000	-	285,000
PROGRAM RESOURCES:						
Swim Center Income	2,523,977	-	-	-	-	2,523,977
Tennis Income	938,238	-	-	-	-	938,238
Recreation Program Income	5,093,856	-	-	-	661,616	5,755,472
Sports Program Income/Athletic Center	1,171,202	-	-	-	-	1,171,202
Natural Resources	290,394	-	-	-	-	290,394
OTHER RESOURCES:						
Miscellaneous Income	230,000	-	-	-	-	230,000
Interest Income	120,000	700	175,100	30,000	-	325,800
Telecommunication Site Lease Income	235,000	-	-	-	-	235,000
Rental Income	147,000	-	-	-	-	147,000
Grants and Intergovernmental Income	1,045,694	-	-	-	-	1,045,694
Sponsorships	40,000	-	-	-	-	40,000
Metro Bond Measure - 2006	-	-	22,568	-	-	22,568
System Development Charges	-	-	2,803,458	-	-	2,803,458
Debt Proceeds	-	-	-	-	382,474	382,474
Transfers In	772,518	-	-	-	-	772,518
Total Resources except taxes to be levied..... Sub Total	<u>\$ 18,491,607</u>	<u>\$ 183,200</u>	<u>\$ 61,865,993</u>	<u>\$ 211,534</u>	<u>\$ 1,044,090</u>	<u>\$ 81,796,424</u>
Current Year Property Taxes (Permanent Rate multiplied by Assessed Value)	25,340,272	-	-	8,212,509	-	33,552,781
TOTAL RESOURCES	<u><u>\$ 43,831,879</u></u>	<u><u>\$ 183,200</u></u>	<u><u>\$ 61,865,993</u></u>	<u><u>\$ 8,424,043</u></u>	<u><u>\$ 1,044,090</u></u>	<u><u>\$ 115,349,205</u></u>

RESOURCES NARRATIVE - ALL FUNDS

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

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 2013/14 consists of General Fund (\$4,500,000), Maintenance Mitigation Fund (\$182,500), Debt Service Fund (\$146,534), System Development Charge Fund (\$2,170,044).

Beginning Fund Balance from Previous Year Projects Carried Forward: Balance Forward Projects are projects listed in the FY 2012/13 Capital budget but remain uncompleted. The full listing of projects can be found within the Capital Projects and System Development Charges sections, page CO-3 and SDC-4, under the Carry Over Projects heading, plus all of the Bond Capital Projects Fund. The estimated total of project carryforward from the previous year consists of General Fund (\$1,133,728), System Development Charge Fund (\$1,830,500) and Bond Capital Projects Fund (\$54,864,323).

Prior Year's Taxes: Prior Year's Taxes are property taxes that have been levied but remain uncollected. During the 2013/14 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 2013/14 consists of General Fund (\$250,000) and Debt Service Fund (\$35,000).

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 is mostly completed. Adjustments will continue to be made to classes that have not achieved the desired rate of recovery.

Swim Center Income: Swim Center resources are generated from passes, open swim, instruction and Beaverton School District #48. The total swim center income is \$2,523,977. The following is a breakdown of Swim Center Resources and Program Resources:

<u>Swim Center Resources</u>		<u>Program Resources</u>	
Aloha	\$ 289,798	Swim Passes	\$ 462,473
Beaverton	439,718	General Admission	227,613
Conestoga - Aquatic	597,163	Aquatic Instruction	1,630,156
Harman	283,439	Facility Rentals	
Sunset	242,308	- School District #48	32,840
Aquatic Center	567,022	- Other Rental Events	170,896
Raleigh	45,295		
Somerset West	59,234		
	<u>\$ 2,523,977</u>		<u>\$ 2,523,977</u>

Tennis Fees: Tennis Fees of \$938,238 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	323,708	-	323,708
Instruction	529,129	-	529,129
Special interest	68,186	10,000	78,186
Tennis ball sales	7,215	-	7,215
	<u>\$ 928,238</u>	<u>\$ 10,000</u>	<u>\$ 938,238</u>

Recreational Program and Rental Resources: General Fund recreational program and rental fees of \$5,093,856 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 facility room rentals. Enterprise Fund program and rental fees of \$661,616 are generated from the Adventure Recreation Center.

Recreational Program and Rental	Program	Facility Rental	Total
Garden Home Recreation Center	885,556	97,200	982,756
Cedar Hills Recreation Center	1,494,409	-	1,494,409
Elsie Stuhr Center	480,201	4,750	484,951
Jenkins Estate	1,710	232,165	233,875
Camp Rivendale	94,325	-	94,325
Conestoga Recreation/Aquatic Center	1,244,840	50,200	1,295,040
Administration	508,500	-	508,500
Adventure Recreation Center	594,396	67,220	661,616
	<u>\$ 5,303,937</u>	<u>\$ 451,535</u>	<u>\$ 5,755,472</u>

Athletic Center/Sports Program Resources: Athletic Center/Sports program income of \$1,171,202 is generated primarily from basketball, softball and volleyball, along with rentals and field use fees received from the affiliated sports groups field usage.

Athletic Center Program Resources	Program	Facility Rental	Total
Concessions	95,501	-	95,501
Fitness & Exercise	29,450	-	29,450
Special Events	4,058	-	4,058
Special Interest	195,379	-	195,379
Indoor Sports	249,309	99,750	349,059
Outdoor Sports	75,536	348,619	424,155
Frequent User Passes	73,600	-	73,600
	<u>\$ 722,833</u>	<u>\$ 448,369</u>	<u>\$ 1,171,202</u>

Natural Resources: Natural Resources Income of \$290,394 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	266,291	19,000	285,291
Outdoor Recreation	5,103	-	5,103
	<u>\$ 271,394</u>	<u>\$ 19,000</u>	<u>\$ 290,394</u>

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

Miscellaneous Income: Miscellaneous Income of \$230,000 is earned from Workmens Compensation Dividends (\$90,000), items sold at auctions (\$15,000), payments from sports user groups (\$30,000), easements, miscellaneous fees and forfeitures, compensation for insurance proceeds and various other sources (\$95,000).

Interest Income: Interest Income in the total amount of \$325,800 is derived from available cash-on-hand that is invested in the State of Oregon Local Government Investment Pool or other allowable vehicles per the District's Investment Policy. These invested funds will be used at a later date to meet payroll, operating costs and capital improvements. Interest Income consists of General Fund (\$120,000), Maintenance Mitigation Fund (\$700), Debt Service Fund (\$30,000), Systems Development Charge Fund (\$25,100) and Bond Capital Projects Fund (\$150,000).

Telecommunication Site Lease Income: Lease income of \$235,000 from site leases for cellular telephone transmission equipment.

Rental Income: Rental Income of \$147,000 is generated from the rental of Park District owned homes, along with leased space within the Fanno Creek Service Center.

Grants and Intergovernmental Revenue: Grants include funding from the following sources: Metro-Cooper Mountain Nature Park Maintenance (\$141,331), Natural Resources Park Restoration (\$30,000), Wi-fi Installation (\$12,000), Environmental Education Grant (\$26,000), Memorial Benches (\$8,000), Nature in the Neighborhood (\$175,000), Washington County Visitors Association (\$40,000), National Endowment for Fine Arts (\$150,000), ODOT Westside Trail #18 (\$141,750), North Bethany RTP (\$100,000), Vista Brook Park LGGP (\$25,000) and RZEDB interest subsidy (\$196,613).

Sponsorships: Sponsorships in the amount of \$40,000 are from corporation advertising, partnerships and various community events.

Metro Bond Measure - 2006: The District receives funding on a reimbursement basis from the Metro 2006 Natural Areas Bond Measure, for use for various park/natural area related projects. The balance of the funding, \$22,568, is anticipated to be received during FY 2013/14.

System Development Charges: These charges are assessed against new construction within the District. Projected resources for FY 2013/14 are \$2,803,458, and may only be utilized for improvements related to expansion.

Debt Proceeds: Debt proceeds are received from various types of financing agreements that provide funds generally for capital improvements, equipment or land purchases. Anticipated proceeds in FY 2013/14 of \$382,474 are intended for furnishings and improvements at the Adventure Recreation Center.

Transfers In: Transfers in reflect the fiscal policy of recovering project management staff time from capital projects to the General Fund. In FY 2013/14, \$35,000 is anticipated from SDC and other projects, and \$737,518 from the Bond Capital Fund projects.

Current Year's Taxes for FY 2013/14: Current Taxes levied against an estimated \$20.4 billion in assessed valuation total \$35,268,187. Of that amount, Debt Service Fund generates \$8,598,858, with collections anticipated at \$8,168,915, for retirement of general obligation debt. The General Fund levy totals \$26,669,328, with collections anticipated at \$25,335,862. The payments in lieu of taxes (PILOT) amounts are included within the revenue total (\$4,410 General Fund and \$43,594 Debt Service Fund.) The PILOT funds result from de-annexed property with associated long-term debt obligations, and will be collected annually until the obligations are paid in full.



CAPITAL IMPROVEMENT PLAN

Capital Funding Sources FY 2013/14

Five Year Capital Funding Sources



CAPITAL IMPROVEMENT PLAN

Capital Funding Sources FY 2013/14

The Capital Funding Sources FY 2013/14 schedule shows the distribution of capital funding for the budget year 2013/14 between the various available sources of funding, including the General Fund, Bond Project Fund, SDC Fund, Enterprise Fund and Grant Funds.

Five-Year Capital Funding Sources

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



	Funding Sources					Total Funds
	General Fund	Bond Fund	SDC Fund	Grant Funds	Enterprise Fund	
Athletic Facility Replacements						
Synthetic Turf Beaverton High School	400,000					400,000
Tennis Court Resurfacing (2 Sites)	66,800					66,800
Conestoga Basketball Backboards/Frames	26,680					26,680
Other Athletic Facility Replacement	44,720					44,720
Athletic Facility Replacements Total	538,200					538,200
Athletic Facility Improvements						
Other Athletic Facility Improvement	14,000					14,000
Athletic Facility Improvements Total	14,000					14,000
Building Replacements						
HMT Tennis Center Roof	1,000,000					1,000,000
East Tennis Air Structure (Phase 3)	425,950					425,950
Beaverton Swim Center Tank Resurface	61,000					61,000
Garden Home Exterior Siding & Paint	114,070					114,070
FCSC Gas Line Replacement	40,000					40,000
Raleigh Pool Deck Design	30,000					30,000
Replace Tile Floor (2 sites)	29,500					29,500
Resurface Floors (2 sites)	27,055					27,055
Stuhr Center Parking Lot	26,666					26,666
Other Building Replacement	231,254					231,254
Building Replacements Total	1,985,495					1,985,495
Building Improvements						
Skate Lite Ramps					85,000	85,000
Sport Court Flooring					68,500	68,500
Auto Belay					48,780	48,780
Rock Climbing Panels					45,000	45,000
Security Camera System					27,000	27,000
Other Building Improvement	14,680				5,600	20,280
Building Improvements Total	14,680				279,880	294,560
ESPC						
Energy Savings Performance Contract (Phase 2)	304,604					304,604
ESPC Total	304,604					304,604
Park & Trail Replacements						
Play Equipment (3 sites)	168,000					168,000
Asphalt Path Replacement & Repair (10 Sites)	156,380					156,380
Concrete Sidewalks (8 Sites)	146,242					146,242
Pedestrian Pathways (18 sites)	145,087					145,087
Brookhaven Boardwalk - Phase 2	120,000					120,000
Signage Master Plan	53,000					53,000
Hazeldale Park Pervious Paving	40,000					40,000
Concrete Sidewalks (8 sites)	35,343					35,343
Other Park & Trail Replacement	60,721					60,721
Park & Trail Replacements Total	924,773					924,773
Park & Trail Improvements						
Fanno Creek Trail Greenway Erosion Solution	75,000					75,000
Equipment for Green Waste On-site Recycling	59,500					59,500
Fanno Creek Trail Project	59,000					59,000
Greenway Playground	55,543					55,543
Other Park & Trail Improvement	56,320					56,320
Grant Funded Projects						
Art Installation Grant				365,000		365,000
Westside Trail #18				141,750		141,750
North Bethany Trail 2 / RTP Grant				100,000		100,000
Vista Brook Park/LGGP Grant				25,000		25,000
Park & Trail Improvements Total	305,363			631,750		937,113
Information Technology Replacement						
Workstations /Notebooks	67,000					67,000
Cisco Phone Servers	55,000					55,000
Servers	35,000					35,000
Other Information Technology Replacement	10,000					10,000
Information Technology Replacement Total	167,000					167,000
Information Technology Improvement						
Fanno Creek Service Center Fire Suppression/Backup	74,000					74,000
Other Information Technology Improvement	51,700				24,500	76,200
Information Technology Improvement Total	125,700				24,500	150,200
Facility Challenge Grants						
Challenge Grants	97,500					97,500
Challenge Grant Competitive Fund	30,000					30,000
Facility Challenge Grants Total	127,500					127,500

	Funding Sources					Total Funds
	General Fund	Bond Fund	SDC Fund	Grant Funds	Enterprise Fund	
ADA Improvements						
Portable stairs for pools (5 Sites)	34,800					34,800
Other ADA Improvement	33,200					33,200
ADA Improvements Total	68,000					68,000
Land Acquisition						
Land Acquisition - FY 2012-13 Carryforward			1,100,000			1,100,000
Other Land Acquisition			500,000	22,568		522,568
Land Acquisition Total			1,600,000	22,568		1,622,568
Fleet Equipment Replacement						
Crew Cab Trucks with Landscape Box (4)	130,000					130,000
Field Tractor	45,000					45,000
Electric Utility Vehicle (3)	36,000					36,000
4x4 SUV	35,000					35,000
Other Fleet Equipment Replacement	97,500					97,500
Fleet Equipment Replacement Total	343,500					343,500
Equipment - Adventure Recreation						
Pitching Machines					28,000	28,000
Other Equipment					50,094	50,094
Equipment - Adventure Recreation Total					78,094	78,094
Undesignated						
Undesignated Projects - SDC			4,037,852			4,037,852
Undesignated Projects - Bond		1,217,733				1,217,733
Undesignated Total		1,217,733	4,037,852			5,255,585
Park Development/Improvement						
Fanno Creek Trail - Hall Blvd Crossing			384,250			384,250
Waterhouse Trail - Bronson Street west of Bethany Blvd			204,000			204,000
Graf Meadows Park - Trail Connection			180,500			180,500
Bonny Slope / BSD Trail Development			175,000			175,000
Fanno Creek Trail - Scholls Fy Road to Greenwood Inn			76,000			76,000
Future Dog Park Construction - Site to be determined			50,000			50,000
Timberland Park - Project Management			34,000			34,000
LGGP Grant Match - Vista Brook Park			28,500			28,500
PCC Rock Creek Rec Complex - Dog Park Construction			28,500			28,500
Other Park Development/Improvement			30,500			30,500
Park Development/Improvement Total			1,191,250			1,191,250
New Neighborhood Parks Development						
Barsotti Park		1,151,997				1,151,997
AM Kennedy Park		783,272				783,272
Roger Tilbury Park		698,372				698,372
Hansen Ridge (formerly Kaiser Ridge) Park		650,995				650,995
Roy Dancer Park		712,313				712,313
New Neighborhood Parks Development Total		3,996,949				3,996,949
Renovate And Redevelop Neighborhood Parks						
Cedar Mill Park & Trail		1,063,313				1,063,313
Somerset West Park		1,012,703				1,012,703
Pioneer Park & Bridge Replacement		403,819				403,819
Vista Brook Park		375,358				375,358
Renovate And Redevelop Neighborhood Parks Total		2,855,193				2,855,193
New Neighborhood Parks Land Acquisition						
New Neighborhood Park - NW Quadrant		815,000				815,000
New Neighborhood Park - SE Quadrant		249,500				249,500
New Neighborhood Parks Land Acquisition Total		1,064,500				1,064,500
New Community Park Development						
SW Community Park		7,874,002				7,874,002
New Community Park Development Total		7,874,002				7,874,002
New Community Park Land Acquisition						
New Community Park - Park Expansion		400,000				400,000
New Community Park Land Acquisition Total		400,000				400,000
Renovate And Redevelop Community Parks						
Cedar Hills Park		6,214,980				6,214,980
Schiffler Park		431,185				431,185
Renovate And Redevelop Community Parks Total		6,646,165				6,646,165

	Funding Sources					Total Funds
	General Fund	Bond Fund	SDC Fund	Grant Funds	Enterprise Fund	
Natural Area Preservation						
Restoration of new properties to be acquired		657,454				657,454
Interpretive Sign Network		317,817				317,817
Jordan/Jackie Husen Park		305,441				305,441
Lowami Hart Woods Park		288,905				288,905
NE/Bethany Meadows Trail Habitat Connection		252,065				252,065
Cooper Mountain Area		210,041				210,041
Crystal Creek Park		204,836				204,836
Fanno Creek Park		162,833				162,833
Mt Williams Park		105,027				105,027
Other Natural Area Preservation		857,718				857,718
Natural Area Preservation Total		3,362,137				3,362,137
Natural Area Preservation - Land Acquisition						
Natural Area Acquisitions		6,680,752				6,680,752
Natural Area Preservation - Land Acquisition Total		6,680,752				6,680,752
New Linear Park And Trail Development						
Waterhouse Trail Segments 1, 5 and West Spur		3,109,947				3,109,947
Westside Trail Segments 1, 4, & 7		2,254,941				2,254,941
Westside Waterhouse Trail Connection		1,450,954				1,450,954
Rock Creek Trail Segment 5 & Allenbach, North Bethany #2		814,515				814,515
Jordan/Husen Park Trail		526,449				526,449
Lowami Hart Woods Park		417,785				417,785
Other New Linear Park and Trail Development		145,939				145,939
New Linear Park And Trail Development Total		8,720,530				8,720,530
New Linear Park And Trail Land Acquisition						
New Linear Park and Trail Acquisitions		197,629				197,629
New Linear Park And Trail Land Acquisition Total		197,629				197,629
Multi-Field/Multi-Purpose Athletic Field Development						
New Fields in NE Quadrant		519,922				519,922
New Fields in NW Quadrant		525,060				525,060
New Fields in SE Quadrant		525,136				525,136
New Fields in SW Quadrant		524,460				524,460
Winkelman Athletic Field		133,107				133,107
Multi-Field/Multi-Purpose Athletic Field Development Total		2,227,685				2,227,685
Deferred Park Maintenance Replacements						
Permeable Parking Lot at Sunset Swim Center		345,750				345,750
Other Deferred Park Maintenance Replacement		18,373				18,373
Deferred Park Maintenance Replacements Total		364,123				364,123
Facility Rehabilitation						
Structural Upgrades at Beaverton Swim Center		1,455,537				1,455,537
Structural Upgrades at several facilities		1,327,782				1,327,782
Structural Upgrades at Cedar Hills Recreation Center		611,104				611,104
Structural Upgrades at Garden Home Recreation Center		497,388				497,388
Structural Upgrades at Aloha Swim Center		368,608				368,608
Facility Rehabilitation Total		4,260,419				4,260,419
ADA/Access Improvements						
ADA Improvements - numerous sites		716,832				716,832
HMT ADA Parking and other site improvement		100,026				100,026
ADA/Access Improvements Total		816,858				816,858
Community Center/Community Park Land Acquisition						
Community Center/Community Park Land Acquisition (a)		765,011				765,011
Community Center/Community Park Land Acquisition (b)		2,008,142				2,008,142
Undesignated Funds - Land Acquisition		1,381,116				1,381,116
Community Center/Community Park Land Acquisition Total		4,154,269				4,154,269
Grand Total	4,918,815	54,838,944	6,829,102	654,318	382,474	67,623,652

	Carryover Funds	2014 Funding	2015 Funding	2016 Funding	2017 Funding	2018 Funding	Total 5-Year Funding
Sources of Funds							
General Fund	1,133,728	3,785,087					4,918,815
Bond Fund		33,748,813	8,608,857	6,678,060	5,803,213		54,838,943
SDC Fund	1,830,500	4,998,602					6,829,102
Grant Funds		654,318					654,318
Enterprise Fund		382,474					382,474
Total Funds	2,964,228	43,569,295	8,608,857	6,678,060	5,803,213		67,623,652
							Total Funds
Athletic Facility Replacements							
Synthetic Turf Beaverton High School		400,000					400,000
Tennis Court Resurfacing (2 Sites)		66,800					66,800
Conestoga Basketball Backboards/Frames		26,680					26,680
Other Athletic Facility Replacement	28,720	16,000					44,720
Athletic Facility Replacements Total	28,720	509,480					538,200
Athletic Facility Improvements							
Other Athletic Facility Improvement		14,000					14,000
Athletic Facility Improvements Total		14,000					14,000
Building Replacements							
HMT Tennis Center Roof		1,000,000					1,000,000
East Tennis Air Structure (Phase 3)	255,700	170,250					425,950
Beaverton Swim Center Tank Resurface		61,000					61,000
Garden Home Exterior Siding & Paint	74,070	40,000					114,070
FCSC Gas Line Replacement	40,000						40,000
Raleigh Pool Deck Design		30,000					30,000
Replace Tile Floor (2 sites)		29,500					29,500
Resurface Floors (2 sites)		27,055					27,055
Stuhr Center Parking Lot		26,666					26,666
Other Building Replacement	11,650	219,604					231,254
Building Replacements Total	381,420	1,604,075					1,985,495
Building Improvements							
Skate Lite Ramps		85,000					85,000
Sport Court Flooring		68,500					68,500
Auto Belay		48,780					48,780
Rock Climbing Panels		45,000					45,000
Security Camera System		27,000					27,000
Other Building Improvement	1,800	18,480					20,280
Building Improvements Total	1,800	292,760					294,560
ESPC							
Energy Savings Performance Contract (Phase 2)	304,604						304,604
ESPC Total	304,604						304,604
Park & Trail Replacements							
Play Equipment (3 sites)		168,000					168,000
Asphalt Path Replacement & Repair (10 Sites)		156,380					156,380
Concrete Sidewalks (8 Sites)		146,242					146,242
Pedestrian Pathways (18 sites)	145,087						145,087
Brookhaven Boardwalk - Phase 2		120,000					120,000
Signage Master Plan	53,000						53,000
Hazeldale Park Pervious Paving		40,000					40,000
Concrete Sidewalks (8 sites)	35,343						35,343
Other Park & Trail Replacement	19,211	41,510					60,721
Park & Trail Replacements Total	252,641	672,132					924,773
Park & Trail Improvements							
Fanno Creek Trail Greenway Erosion Solution		75,000					75,000
Equipment for Green Waste On-site Recycling		59,500					59,500
Fanno Creek Trail Project	59,000						59,000
Greenway Playground	55,543						55,543
Other Park & Trail Improvement		56,320					56,320
Grant Funded Projects							
Art Installation Grant		365,000					365,000
Westside Trail #18		141,750					141,750
North Bethany Trail 2 / RTP Grant		100,000					100,000
Vista Brook Park/LGGP Grant		25,000					25,000
Park & Trail Improvements Total	114,543	822,570					937,113
Information Technology Replacement							
Workstations /Notebooks		67,000					67,000
Cisco Phone Servers		55,000					55,000
Servers		35,000					35,000
Other Information Technology Replacement		10,000					10,000
Information Technology Replacement Total		167,000					167,000
Information Technology Improvement							
Fanno Creek Service Center Fire Suppression/Backup		74,000					74,000
Other Information Technology Improvement	20,000	56,200					76,200
Information Technology Improvement Total	20,000	130,200					150,200
Facility Challenge Grants							
Challenge Grants		97,500					97,500
Challenge Grant Competitive Fund	30,000						30,000
Facility Challenge Grants Total	30,000	97,500					127,500

	Carryover Funds	2014 Funding	2015 Funding	2016 Funding	2017 Funding	2018 Funding	Total 5-Year Funding
ADA Improvements							
Portable stairs for pools (5 Sites)		34,800					34,800
Other ADA Improvement		33,200					33,200
ADA Improvements Total		68,000					68,000
Land Acquisition							
Land Acquisition - FY 2012-13 Carryforward	1,100,000						1,100,000
Other Land Acquisition		522,568					522,568
Land Acquisition Total	1,100,000	522,568					1,622,568
Fleet Equipment Replacement							
Crew Cab Trucks with Landscape Box (4)		130,000					130,000
Field Tractor		45,000					45,000
Electric Utility Vehicle (3)		36,000					36,000
4x4 SUV		35,000					35,000
Other Fleet Equipment Replacement		97,500					97,500
Fleet Equipment Replacement Total		343,500					343,500
Equipment - Adventure Recreation							
Pitching Machines		28,000					28,000
Other Equipment		50,094					50,094
Equipment - Adventure Recreation Total		78,094					78,094
Undesignated							
Undesignated Projects - SDC		4,037,852					4,037,852
Undesignated Projects - Bond		1,217,733					1,217,733
Undesignated Total		5,255,585					5,255,585
Park Development/Improvement							
Fanno Creek Trail - Hall Blvd Crossing		384,250					384,250
Waterhouse Trail - Bronson Street west of Bethany Blvd	204,000						204,000
Graf Meadows Park - Trail Connection	180,500						180,500
Bonny Slope / BSD Trail Development	175,000						175,000
Fanno Creek Trail - Scholls Fy Road to Greenwood Inn	76,000						76,000
Future Dog Park Construction - Site to be determined	50,000						50,000
Timberland Park - Project Management		34,000					34,000
LGGP Grant Match - Vista Brook Park		28,500					28,500
PCC Rock Creek Rec Complex - Dog Park Construction	25,000	3,500					28,500
Other Park Development/Improvement	20,000	10,500					30,500
Park Development/Improvement Total	730,500	460,750					1,191,250
New Neighborhood Parks Development							
Barsotti Park		1,151,997					1,151,997
AM Kennedy Park		783,272					783,272
Roger Tilbury Park		698,372					698,372
Hansen Ridge (formerly Kaiser Ridge) Park		650,995					650,995
Roy Dancer Park		712,313					712,313
New Neighborhood Parks Development Total		3,996,949					3,996,949
Renovate And Redevelop Neighborhood Parks							
Cedar Mill Park & Trail		472,294	591,019				1,063,313
Somerset West Park		97,422	209,434	705,847			1,012,703
Pioneer Park & Bridge Replacement		403,819					403,819
Vista Brook Park		375,358					375,358
Renovate And Redevelop Neighborhood Parks Total		1,348,893	800,453	705,847			2,855,193
New Neighborhood Parks							
New Neighborhood Park - NW Quadrant		815,000					815,000
New Neighborhood Park - SE Quadrant		249,500					249,500
New Neighborhood Parks Total		1,064,500					1,064,500
New Community Park Development							
SW Community Park		4,349,850	415,964	525,515	2,582,673		7,874,002
New Community Park Development Total		4,349,850	415,964	525,515	2,582,673		7,874,002
New Community Park							
New Community Park - Park Expansion		400,000					400,000
New Community Park Total		400,000					400,000
Renovate And Redevelop Community Parks							
Cedar Hills Park		503,275	920,123	3,131,641	1,659,941		6,214,980
Schiffler Park		431,185					431,185
Renovate And Redevelop Community Parks Total		934,460	920,123	3,131,641	1,659,941		6,646,165
Natural Area Preservation							
Restoration of new properties to be acquired		337,781	319,672				657,453
Interpretive Sign Network		317,817					317,817
Jordan/Jackie Husen Park		79,813	98,275	98,544	28,809		305,441
Lowami Hart Woods Park		63,595	34,353	95,609	95,348		288,905
NE/Bethany Meadows Trail Habitat Connection		140,523	111,542				252,065
Cooper Mountain Area		86,176	64,587	59,278			210,041
Crystal Creek Park		57,197	75,263	72,376			204,836
Fanno Creek Park		28,330	48,898	49,032	36,573		162,833
Mt Williams Park		9,438	34,635	44,264	16,690		105,027
Other Natural Area Preservation		302,978	353,686	136,989	64,066		857,719
Natural Area Preservation Total		1,423,648	1,140,911	556,092	241,486		3,362,137
Natural Area Preservation - Land Acquisition							
Natural Area Acquisitions		2,723,413	1,319,113	1,319,113	1,319,113		6,680,752
Natural Area Preservation - Land Acquisition Total		2,723,413	1,319,113	1,319,113	1,319,113		6,680,752

Five Year Capital Funding Sources FY 2013 - 2018

	Carryover Funds	2014 Funding	2015 Funding	2016 Funding	2017 Funding	2018 Funding	Total 5-Year Funding
New Linear Park And Trail Development							
Waterhouse Trail Segments 1, 5 and West Spur		3,109,947					3,109,947
Westside Trail Segments 1, 4, & 7		2,254,941					2,254,941
Westside Waterhouse Trail Connection		571,758	879,196				1,450,954
Rock Creek Trail Segment 5 & Allenbach, North Bethany #2		585,226	229,289				814,515
Jordan/Husen Park Trail		526,449					526,449
Lowami Hart Woods Park		417,785					417,785
Other New Linear Park and Trail Development		145,939					145,939
New Linear Park And Trail Development Total		7,612,045	1,108,485				8,720,530
New Linear Park And Trail Land Acquisition							
New Linear Park and Trail Acquisitions		197,629					197,629
New Linear Park And Trail Land Acquisition Total		197,629					197,629
Multi-Field/Multi-Purpose Athletic Field Development							
New Fields in NE Quadrant		228,274	291,648				519,922
New Fields in NW Quadrant		59,660	261,171	204,229			525,060
New Fields in SE Quadrant		129,910	198,428	196,798			525,136
New Fields in SW Quadrant		8,495	477,140	38,825			524,460
Winkelman Athletic Field		133,107					133,107
Multi-Field/Multi-Purpose Athletic Field Development Total		559,446	1,228,387	439,852			2,227,685
Deferred Park Maintenance Replacements							
Permeable Parking Lot at Sunset Swim Center		345,750					345,750
Other Deferred Park Maintenance Replacement		18,373					18,373
Deferred Park Maintenance Replacements Total		364,123					364,123
Facility Rehabilitation							
Structural Upgrades at Beaverton Swim Center		1,455,537					1,455,537
Structural Upgrades at several facilities		663,891	663,891				1,327,782
Structural Upgrades at Cedar Hills Recreation Center		611,104					611,104
Structural Upgrades at Garden Home Recreation Center		106,605	390,783				497,388
Structural Upgrades at Aloha Swim Center		368,608					368,608
Facility Rehabilitation Total		3,205,745	1,054,674				4,260,419
ADA/Access Improvements							
ADA Improvements - numerous sites		133,755	583,077				716,832
HMT ADA Parking and other site improvement		62,356	37,670				100,026
ADA/Access Improvements Total		196,111	620,747				816,858
Community Center/Community Park Land Acquisition							
Community Center/Community Park Land Acquisition (a)		765,011					765,011
Community Center/Community Park Land Acquisition (b)		2,008,142					2,008,142
Undesignated Funds - Land Acquisition		1,381,116					1,381,116
Community Center/Community Park Land Acquisition Total		4,154,269					4,154,269
Grand Total	2,964,228	43,569,295	8,608,857	6,678,060	5,803,213	0	67,623,652

Capital Improvement Plan

2014 *thru* 2018

Tualatin Hills Park & Recreation District

Department Summary

Contact

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$538,200

Project #	01_Sum AFR
Project Name	Athletic Facility Replacements Total

Description
Includes the following projects: Summercrest Tennis Court Resurface (Carryover) HMT Hockey Resurface (Carryover) Synthetic Turf Beaverton High School Tennis Court Crack Repairs - Rock Creek Landing & Ridgecrest Park Basketball Court Lifts - Cooper Mountain Park Tennis Court Resurfacing (2 sites) Conestoga Basketball Backboards/Frames Cedar Hills Support for Basketball Backboards

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

Expenditures	2014	2015	2016	2017	2018	Total
Capital Outlay	538,200					538,200
Total	538,200					538,200

Funding Sources	2014	2015	2016	2017	2018	Total
General Fund	538,200					538,200
Total	538,200					538,200

Budget Impact/Other
In fiscal year 2013-14 a budget appropriation was made in the amount of \$400,000 for the replacement of synthetic turf at Beaverton High School. This replacement will involve replacing the synthetic turf surface.
No incremental operating or maintenance costs anticipated for the synthetic turf or any of the other replacements listed.

Capital Improvement Plan

2014 *thru* 2018

Tualatin Hills Park & Recreation District

Department Summary

Contact

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$14,000

Project # 02_Sum AFI
Project Name Athletic Facility Improvements Total

Description

Includes the following project:
 Shock Absorbency (Gmax) Testing Unit

Justification

Athletic field equipment additions to enhance field usability.

Expenditures	2014	2015	2016	2017	2018	Total
Capital Outlay	14,000					14,000
Total	14,000					14,000

Funding Sources	2014	2015	2016	2017	2018	Total
General Fund	14,000					14,000
Total	14,000					14,000

Budget Impact/Other

No incremental operating or maintenance cost anticipated for this athletic facility improvement.

Capital Improvement Plan

2014 *thru* 2018

Tualatin Hills Park & Recreation District

Department Summary

Contact

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$1,985,495

Project #	03_Sum BR
Project Name	Building Replacements Total

Description
Includes the following categories: Building Exteriors (Carryover) (GF) Building Furnishings Exercise Equipment Exterior Fixtures Floor Covering Replacements - Short/Long Life HVAC Components Parking Lots (Carryover) (GF) Plumbing 15 Year Life Plumbing 25 Year Life (Carryover) Pool Apparatus Pool Mechanical Systems (Carryover) (GF) Pool Tank Resurface Roofs & Gutters Tennis Air Structure Replacement (Carryover) (GF) Windows & Doors

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

Expenditures	2014	2015	2016	2017	2018	Total
Capital Outlay	1,985,495					1,985,495
Total	1,985,495					1,985,495

Funding Sources	2014	2015	2016	2017	2018	Total
General Fund	1,985,495					1,985,495
Total	1,985,495					1,985,495

Budget Impact/Other
In fiscal year 2013-14 a budget appropriation was made in the amount of \$1,000,000 to replace the roof over the HMT Tennis Center which was originally installed in 1976. No incremental operating or maintenance costs are anticipated after the roof replacement is completed.
The tennis air structure was originally purchased in 1991. 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 in the amount of \$102,700 were appropriated in fiscal year 2012-13 to replace the framework. In fiscal year 2013-14 final funding of \$176,250 was appropriated for lighting fixtures and the HVAC system. No incremental operating or maintenance costs are anticipated for this replacement.
No incremental operating or maintenance costs are anticipated for the remainder of the replacement projects listed.

Capital Improvement Plan

2014 *thru* 2018

Tualatin Hills Park & Recreation District

Department Summary

Contact

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$294,560

Project #	04_Sum BI
Project Name	Building Improvements Total

Description
Includes the following projects: JQAY House Renovation (Carryover) Aqua Climb Hand Dryer Pilot Study - PCC Sport Court Flooring (Ent) Rock Climbing Panels (Ent) Auto Belay (Ent) Basketball System (Ent) Security Camera System (Ent) Skate Lite Ramps (Ent)

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

Expenditures	2014	2015	2016	2017	2018	Total
Capital Outlay	294,560					294,560
Total	294,560					294,560

Funding Sources	2014	2015	2016	2017	2018	Total
Enterprise Fund	279,880					279,880
General Fund	14,680					14,680
Total	294,560					294,560

Budget Impact/Other
In fiscal year 2013-14 a budget appropriation was made in the amount of \$279,880 for an Adventure Recreation Facility. The operation of the facility will be accounted for as an Enterprise Fund. Funds will be used to establish the facility equipment. The site is still to be determined. On an annual basis the facility is projected to earn approximately \$660,000 in revenue and spend approximately \$560,000 in operating and maintenance costs.
No incremental operating or maintenance costs anticipated for the General Fund building improvements.

Capital Improvement Plan

2014 *thru* 2018

Tualatin Hills Park & Recreation District

Department Summary

Contact

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$304,604

Project #	05_Sum ESPC
Project Name	ESPC Total

Description
Includes the following project: Energy Savings Performance Contract

Justification
Building and pool equipment replacements for enhanced energy efficiency.

Expenditures	2014	2015	2016	2017	2018	Total
Capital Outlay	304,604					304,604
Total	304,604					304,604

Funding Sources	2014	2015	2016	2017	2018	Total
General Fund	304,604					304,604
Total	304,604					304,604

Budget Impact/Other
In fiscal year 2013-14 funds were carried over for Phase II of the Energy Savings Performance Contract. Energy savings measures in this phase include: replacement of the HVAC system at the Aloha Swim Center, replacement of underwater pool lights with LED fixtures at 5 pools, a pool cover at the Conestoga Recreation and Aquatic Center and steam trap upgrades at 2 sites. Annual energy savings of approximately \$28,000 are anticipated by the district upon completion of this phase of projects.

Capital Improvement Plan

2014 *thru* 2018

Tualatin Hills Park & Recreation District

Department Summary

Contact

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$924,773

Project # 06_Sum PTR
Project Name Park & Trail Replacements Total

Description

Includes the following projects:
 Signage Master Plan (Carryover)
 Pedestrian Pathways (18 sites) (Carryover)
 Concrete Sidewalks (8 sites) (Carryover)
 Brookhaven Park - Bridge and Boardwalk Replacement (Carryover)
 Vista Brook Park (Grant)
 Play Equipment (3 sites)
 Irrigation & Drainage System Repairs (Various Sites)
 Commonwealth Lake Park - Picnic Tables & Benches
 Fences (3 sites)
 Hazeldale Park Pervious Paving
 Asphalt Path Replacement & Repair (10 Sites)
 Concrete Sidewalks (8 Sites)
 Brookhaven Boardwalk - Phase 2
 Center Street Boardwalk Repair

Justification

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

Expenditures	2014	2015	2016	2017	2018	Total
Capital Outlay	924,773					924,773
Total	924,773					924,773

Funding Sources	2014	2015	2016	2017	2018	Total
General Fund	924,773					924,773
Total	924,773					924,773

Budget Impact/Other

No incremental operating or maintenance costs anticipated for these replacements.

Capital Improvement Plan

2014 *thru* 2018

Tualatin Hills Park & Recreation District

Department Summary

Contact

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$937,113

Project #	07_Sum PTI
Project Name	Park & Trail Improvements Total

Description
Includes the following projects: Fanno Creek Trail Project (Carryover) Greenway Playground (Carryover) Trash Cans in Parks Fanno Creek Trail Greenway Erosion Solution Equipment for Green Waste On-site Recycling Irrigation Equipment Efficiency Upgrades Equipment for Pathway Repair Wanda Peck Park Retaining/Sitting Wall & Footing Fanno Creek Service Center Hydraulic Arm for Trash Compactor QR Fit Trail Signage Memorial Benches Art Installation Grant (Grant) Westside Trail #18 (Grant) North Bethany Trail 2 / RTP Grant (Grant) Vista Brook Park / LGGP Grant (Grant)

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

Expenditures	2014	2015	2016	2017	2018	Total
Capital Outlay	937,113					937,113
Total	937,113					937,113

Funding Sources	2014	2015	2016	2017	2018	Total
General Fund	305,363					305,363
Grant Funds	631,750					631,750
Total	937,113					937,113

Budget Impact/Other
In fiscal year 2013-14 a budget appropriation was made in the amount of \$75,000 to reconstruct bank erosion caused by fast-moving water along two sections of the Fanno Creek Trail. No incremental operating or maintenance costs are anticipated upon completion of the reconstruction.
In fiscal year 2013-14 a budget appropriation was made in the amount of \$365,000 as a placeholder for a grant from the National Endowment for the Arts for two art installations which will increase public understanding of natural resources, processes and habitats. Minimal maintenance costs are anticipated after the installation of the art.
No incremental operating or maintenance costs anticipated for the remaining improvement projects.

Capital Improvement Plan

2014 *thru* 2018

Tualatin Hills Park & Recreation District

Department Summary

Contact

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$167,000

Project # 09_Sum ITR
Project Name Information Technology Replacement Total

Description

Includes the following projects:
 Workstations/Notebooks
 Printers/Network Printers
 Servers
 LAN/WAN Equipment
 Cisco Phone Servers

Justification

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

Expenditures	2014	2015	2016	2017	2018	Total
Capital Outlay	167,000					167,000
Total	167,000					167,000

Funding Sources	2014	2015	2016	2017	2018	Total
General Fund	167,000					167,000
Total	167,000					167,000

Budget Impact/Other

No incremental operating or maintenance costs anticipated for these replacements.

Capital Improvement Plan

2014 *thru* 2018

Tualatin Hills Park & Recreation District

Department Summary

Contact

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$150,200

Project # 09a_Sum ITI
Project Name Information Technology Improvement Total

Description

Includes the following projects:
 Orientation Video (Carryover)
 Fanno Creek Service Center Fire Suppression/Backup
 Plotter/Scanner - Communications
 Software - Misc Applications, Development & Network
 MACC Grant - Comcast Residential Line (2 sites)
 Workstation and Phone
 File Server, Network Switch, Cabling, Firewall (Ent)
 Telephones (4) and telephone equipment (Ent)
 Workstations (3) with software (Ent)

Justification

Information technology equipment and furnishing additions to enhance working efficiencies.

Expenditures	2014	2015	2016	2017	2018	Total
Capital Outlay	150,200					150,200
Total	150,200					150,200

Funding Sources	2014	2015	2016	2017	2018	Total
Enterprise Fund	24,500					24,500
General Fund	125,700					125,700
Total	150,200					150,200

Budget Impact/Other

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

Capital Improvement Plan

2014 *thru* 2018

Tualatin Hills Park & Recreation District

Department Summary

Contact

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$127,500

Project #	10_Sum FCG
Project Name	Facility Challenge Grants Total

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	2014	2015	2016	2017	2018	Total
Capital Outlay	127,500					127,500
Total	127,500					127,500

Funding Sources	2014	2015	2016	2017	2018	Total
General Fund	127,500					127,500
Total	127,500					127,500

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

Capital Improvement Plan

2014 *thru* 2018

Tualatin Hills Park & Recreation District

Department Summary

Contact

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$68,000

Project #	11_Sum ADA
Project Name	ADA Improvements Total

Description
Includes the following projects: Portable stairs for pools (5 Sites) Wonderland Park - Ramp, Curbing & Picnic Table Ramp to Play Area (2 sites) Cedar Hills Recreation Center - Ramp Stuhr Center Asphalt Pathways

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

Expenditures	2014	2015	2016	2017	2018	Total
Capital Outlay	68,000					68,000
Total	68,000					68,000

Funding Sources	2014	2015	2016	2017	2018	Total
General Fund	68,000					68,000
Total	68,000					68,000

Budget Impact/Other
No incremental operating or maintenance costs anticipated for these ADA improvement projects.

Capital Improvement Plan

2014 *thru* 2018

Tualatin Hills Park & Recreation District

Department Summary

Contact

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$1,622,568

Project #	12_Sum LA
Project Name	Land Acquisition Total

Description
Includes the following projects: Land Acquisition - FY 2012/13 Carryforward (SDC-Carryover) Land Acquisition for North Bethany Area of District (Grant) Other Land Acquisition (SDC)

Justification
Additional SDC and grant fund land acquisition funds.

Expenditures	2014	2015	2016	2017	2018	Total
Capital Outlay	1,622,568					1,622,568
Total	1,622,568					1,622,568

Funding Sources	2014	2015	2016	2017	2018	Total
Grant Funds	22,568					22,568
SDC Fund	1,600,000					1,600,000
Total	1,622,568					1,622,568

Budget Impact/Other
Approximate annual cost to maintain one acre of undeveloped land is \$475/acre/year. Total incremental expenditure unknown until land acquisitions are completed.

Capital Improvement Plan

2014 *thru* 2018

Tualatin Hills Park & Recreation District

Department Summary

Contact

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$343,500

Project # 13_Sum FER
Project Name Fleet & Equipment Replacement Total

Description

Includes the following projects:
 Crew Cab Trucks with Landscape Box (4)
 Hybrid 4x4 SUV
 Cargo Van
 52" Mowers (2)
 72" Mower
 Electric Utility Vehicle (3)
 Field Tractor
 Aerator/Seeder
 2 Field Aerators
 Tire Changer

Justification

Maintenance equipment replacements based on need and asset useful life.

Expenditures	2014	2015	2016	2017	2018	Total
Capital Outlay	343,500					343,500
Total	343,500					343,500

Funding Sources	2014	2015	2016	2017	2018	Total
General Fund	343,500					343,500
Total	343,500					343,500

Budget Impact/Other

No incremental operating or maintenance costs anticipated for these replacements.

Capital Improvement Plan

2014 *thru* 2018

Tualatin Hills Park & Recreation District

Department Summary

Contact

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$78,094

Project #	13a_Sum EQU
Project Name	Equipment - Adventure Recreation Total

Description
Pitching Machines Laser Tag Inflatable Unit Laser Tag Equipment Batting Cages and Netting Baseballs and Softballs Climbing Equipment Slacklining Equipment Adult Big Wheels

Justification
Equipment for Adventure Recreation Facility.

Expenditures	2014	2015	2016	2017	2018	Total
Capital Outlay	78,094					78,094
Total	78,094					78,094

Funding Sources	2014	2015	2016	2017	2018	Total
Enterprise Fund	78,094					78,094
Total	78,094					78,094

Budget Impact/Other
In fiscal year 2013-14 a budget appropriation was made in the amount of \$78,094 for an Adventure Recreation Facility. The operation of the facility will be accounted for as an Enterprise Fund. Funds will be used to establish the facility equipment. The site is still to be determined. On an annual basis the facility is projected to earn approximately \$660,000 in revenue and spend approximately \$560,000 in operating and maintenance costs.

Capital Improvement Plan

2014 *thru* 2018

Tualatin Hills Park & Recreation District

Department Summary

Contact

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$5,255,585

Project # 15_Sum UP
Project Name Undesignated Total

Description
 Includes the following project:
 Undesignated Projects

Justification
 Undesignated SDC and Bond funds for future project assignment.

Expenditures	2014	2015	2016	2017	2018	Total
Capital Outlay	5,255,585					5,255,585
Total	5,255,585					5,255,585

Funding Sources	2014	2015	2016	2017	2018	Total
Bond Fund	1,217,733					1,217,733
SDC Fund	4,037,852					4,037,852
Total	5,255,585					5,255,585

Budget Impact/Other
 No specific projects identified at this time.

Capital Improvement Plan

2014 *thru* 2018

Tualatin Hills Park & Recreation District

Department Summary

Contact

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$1,191,250

Project #	16_Sum PDI
Project Name	Park Development/Improvement Total

Description
Includes the following projects: Fanno Creek Trail - Scholls Fy Road to Greenwood Inn Bonny Slope / BSD Trail Development (Carryover) MTIP Grant Match - Westside Trail, Segment 18 (Carryover) Graf Meadows Park - Trail Connection (Carryover) Waterhouse Trail - Bronson Street west of Bethany Blvd (Carryover) PCC Rock Creek Rec Complex - Dog Park Construction (Carryover) (GF) Future Dog Park Construction - Site to be determined (Carryover) Fanno Creek Trail - Hall Blvd Crossing Waterhouse Trail - Project Management Timberland Park - Project Management LGGP Grant Match - Vista Brook Park

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

Expenditures	2014	2015	2016	2017	2018	Total
Capital Outlay	1,191,250					1,191,250
Total	1,191,250					1,191,250

Funding Sources	2014	2015	2016	2017	2018	Total
SDC Fund	1,191,250					1,191,250
Total	1,191,250					1,191,250

Budget Impact/Other
Approximate annual cost to maintain one mile of trail is \$560/mile/year. Total incremental costs unknown until trail sections are completed and inventoried.
No incremental operating or maintenance costs anticipated for the remaining projects until construction is complete.

Capital Improvement Plan

2014 *thru* 2018

Tualatin Hills Park & Recreation District

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

Project # 17_Sum NNPD
Project Name New Neighborhood Parks Development Total

Total Project Cost: \$3,996,949

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

Justification
 2008 Bond approved new neighborhood parks development projects.

Expenditures	2014	2015	2016	2017	2018	Total
Capital Outlay	3,996,949					3,996,949
Total	3,996,949					3,996,949

Funding Sources	2014	2015	2016	2017	2018	Total
Bond Fund	3,996,949					3,996,949
Total	3,996,949					3,996,949

Budget Impact/Other
 Approximate incremental maintenance costs of \$112,000 for 28 newly developed acres is anticipated upon completion of all development sites listed.

Capital Improvement Plan

2014 *thru* 2018

Tualatin Hills Park & Recreation District

Department Summary

Contact

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$2,855,193

Project #	18_Sum RRNP
Project Name	Renovate And Redevelop Neighborhood Parks Total

Description
Includes the following projects: 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	2014	2015	2016	2017	2018	Total
Capital Outlay	1,348,893	800,453	705,847			2,855,193
Total	1,348,893	800,453	705,847			2,855,193

Funding Sources	2014	2015	2016	2017	2018	Total
Bond Fund	1,348,893	800,453	705,847			2,855,193
Total	1,348,893	800,453	705,847			2,855,193

Budget Impact/Other
Minimal incremental maintenance costs anticipated for redeveloped neighborhood parks.

Capital Improvement Plan

2014 *thru* 2018

Department Summary

Tualatin Hills Park & Recreation District

Contact

Project # 19_Sum NNP
Project Name New Neighborhood Parks Land Acquisition Total

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$1,064,500

Description

Includes the following projects:
 New Neighborhood Park Land Acquisition - NW Quadrant
 New Neighborhood Park Land Acquisition - SE Quadrant

Justification

2008 Bond approved new neighborhood parks projects.

Expenditures	2014	2015	2016	2017	2018	Total
Capital Outlay	1,064,500					1,064,500
Total	1,064,500					1,064,500

Funding Sources	2014	2015	2016	2017	2018	Total
Bond Fund	1,064,500					1,064,500
Total	1,064,500					1,064,500

Budget Impact/Other

Approximate annual cost to maintain one acre of undeveloped land is \$475/acre/year. Total incremental expenditure unknown until land acquisitions are completed.

Capital Improvement Plan

2014 *thru* 2018

Tualatin Hills Park & Recreation District

Department Summary

Contact

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$7,874,002

Project # 20_Sum NCPD
Project Name New Community Park Development Total

Description

Includes the following project:
 SW Community Park

Justification

2008 Bond approved new community park development projects.

Expenditures	2014	2015	2016	2017	2018	Total
Capital Outlay	4,349,850	415,964	525,515	2,582,673		7,874,002
Total	4,349,850	415,964	525,515	2,582,673		7,874,002

Funding Sources	2014	2015	2016	2017	2018	Total
Bond Fund	4,349,850	415,964	525,515	2,582,673		7,874,002
Total	4,349,850	415,964	525,515	2,582,673		7,874,002

Budget Impact/Other

Annual incremental maintenance costs of approximately \$30,000 are anticipated upon completion of the development of this 10.7 acre park. Anticipated development date for this park is fiscal year 2016-17.

Capital Improvement Plan

2014 *thru* 2018

Tualatin Hills Park & Recreation District

Department Summary

Contact

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$400,000

Project # 21_Sum NCP
Project Name Community Park Expansion Land Acquisition Total

Description

Includes the following project:
 Community Park Expansion Land Acquisition

Justification

2008 Bond approved community park expansion land acquisition.

Expenditures	2014	2015	2016	2017	2018	Total
Capital Outlay	400,000					400,000
Total	400,000					400,000

Funding Sources	2014	2015	2016	2017	2018	Total
Bond Fund	400,000					400,000
Total	400,000					400,000

Budget Impact/Other

Approximate annual cost to maintain one acre of undeveloped land is \$475/acre/year. Total incremental expenditure unknown until land acquisition is complete.

Capital Improvement Plan

2014 *thru* 2018

Tualatin Hills Park & Recreation District

Department Summary

Contact

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$6,646,165

Project # 22_Sum RRCP
Project Name Renovate And Redevelop Community Parks Total

Description

Includes the following project:
 Cedar Hills Park
 Schiffler Park

Justification

2008 Bond approved renovation and redevelopment community parks projects.

Expenditures	2014	2015	2016	2017	2018	Total
Capital Outlay	934,460	920,123	3,131,641	1,659,941		6,646,165
Total	934,460	920,123	3,131,641	1,659,941		6,646,165

Funding Sources	2014	2015	2016	2017	2018	Total
Bond Fund	934,460	920,123	3,131,641	1,659,941		6,646,165
Total	934,460	920,123	3,131,641	1,659,941		6,646,165

Budget Impact/Other

Minimal incremental maintenance costs anticipated for redeveloped community parks.

Capital Improvement Plan

2014 *thru* 2018

Tualatin Hills Park & Recreation District

Project #	23_Sum NAP
Project Name	Natural Area Preservation Total

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

Total Project Cost: \$3,362,137

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 Hansen Ridge (formerly Kaiser Ridge) Park Hideaway Park Hyland Forest Park Interpretive Sign Network Jenkins Estate Jordan/Jackie Husen 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.

Expenditures	2014	2015	2016	2017	2018	Total
Capital Outlay	1,423,648	1,140,911	556,092	241,486		3,362,137
Total	1,423,648	1,140,911	556,092	241,486		3,362,137

Capital Improvement Plan

2014 *thru* 2018

Department Summary

Tualatin Hills Park & Recreation District

Contact

Funding Sources	2014	2015	2016	2017	2018	Total
Bond Fund	1,423,648	1,140,911	556,092	241,486		3,362,137
Total	1,423,648	1,140,911	556,092	241,486		3,362,137

Budget Impact/Other

Minimal incremental maintenance costs anticipated for preservation sites.

Capital Improvement Plan

2014 *thru* 2018

Department Summary

Tualatin Hills Park & Recreation District

Contact

Project # 24_Sum NALA
Project Name Natural Area Preservation - Land Acquisition Total

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$6,680,752

Description

Includes the following project:
 Natural Area Acquisitions

Justification

2008 Bond approved natural area preservation land acquisition projects.

Expenditures	2014	2015	2016	2017	2018	Total
Capital Outlay	2,723,413	1,319,113	1,319,113	1,319,113		6,680,752
Total	2,723,413	1,319,113	1,319,113	1,319,113		6,680,752

Funding Sources	2014	2015	2016	2017	2018	Total
Bond Fund	2,723,413	1,319,113	1,319,113	1,319,113		6,680,752
Total	2,723,413	1,319,113	1,319,113	1,319,113		6,680,752

Budget Impact/Other

Approximate annual cost to maintain one acre of undeveloped land is \$475/acre/year. Total incremental expenditure unknown until land acquisitions are completed.

Capital Improvement Plan

2014 *thru* 2018

Tualatin Hills Park & Recreation District

Department Summary

Contact

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$8,720,530

Project # 25_Sum LPTD
Project Name New Linear Park And Trail Development Total

Description

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

Justification

2008 Bond approved trail and linear park projects.

Expenditures	2014	2015	2016	2017	2018	Total
Capital Outlay	7,612,045	1,108,485				8,720,530
Total	7,612,045	1,108,485				8,720,530

Funding Sources	2014	2015	2016	2017	2018	Total
Bond Fund	7,612,045	1,108,485				8,720,530
Total	7,612,045	1,108,485				8,720,530

Budget Impact/Other

Approximate annual cost to maintain one mile of trail is \$3,500/mile/year. Total incremental costs unknown until all trail sections are completed and inventoried.

Capital Improvement Plan

2014 *thru* 2018

Tualatin Hills Park & Recreation District

Department Summary

Contact

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$197,629

Project # 26_Sum LPTL
Project Name New Linear Park And Trail Land Acquisition Total

Description

Includes the following project:
 New Linear Park and Trail Acquisitions

Justification

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

Expenditures	2014	2015	2016	2017	2018	Total
Capital Outlay	197,629					197,629
Total	197,629					197,629

Funding Sources	2014	2015	2016	2017	2018	Total
Bond Fund	197,629					197,629
Total	197,629					197,629

Budget Impact/Other

Approximate annual cost to maintain one acre of undeveloped land is \$475/acre/year. Total incremental expenditure unknown until land acquisitions are completed.

Capital Improvement Plan

2014 *thru* 2018

Tualatin Hills Park & Recreation District

Department Summary

Contact

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$2,227,685

Project # 27_Sum AFD

Project Name Multi-Field/Multi-Purpose Athletic Field Dev Total

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	2014	2015	2016	2017	2018	Total
Capital Outlay	559,446	1,228,387	439,852			2,227,685
Total	559,446	1,228,387	439,852			2,227,685

Funding Sources	2014	2015	2016	2017	2018	Total
Bond Fund	559,446	1,228,387	439,852			2,227,685
Total	559,446	1,228,387	439,852			2,227,685

Budget Impact/Other

Annual cost to maintain one sports field is approximately \$6,000/field/year. Total incremental expenditure unknown until all fields are constructed and placed into service.

Capital Improvement Plan

2014 *thru* 2018

Tualatin Hills Park & Recreation District

Department Summary

Contact

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$364,123

Project # 28_Sum DPMR
Project Name Deferred Park Maintenance Replacements Total

Description
 Includes the following projects:
 Play Structure Replacement at Waterhouse Park
 Permeable Parking Lot at Sunset Swim Center

Justification
 2008 Bond approved park maintenance replacement projects.

Expenditures	2014	2015	2016	2017	2018	Total
Capital Outlay	364,123					364,123
Total	364,123					364,123

Funding Sources	2014	2015	2016	2017	2018	Total
Bond Fund	364,123					364,123
Total	364,123					364,123

Budget Impact/Other
 An incremental maintenance expenditure of \$2,000/year is anticipated for the permeable parking lot upon completion. No incremental maintenance costs are anticipated for the play structure replacement.

Capital Improvement Plan

2014 *thru* 2018

Tualatin Hills Park & Recreation District

Department Summary

Contact

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$4,260,419

Project # 29_Sum FR
Project Name Facility Rehabilitation Total

Description

Includes the following projects:
 Structural Upgrades at several facilities

Justification

2008 Bond approved facility rehabilitation projects.

Expenditures	2014	2015	2016	2017	2018	Total
Capital Outlay	3,205,745	1,054,674				4,260,419
Total	3,205,745	1,054,674				4,260,419

Funding Sources	2014	2015	2016	2017	2018	Total
Bond Fund	3,205,745	1,054,674				4,260,419
Total	3,205,745	1,054,674				4,260,419

Budget Impact/Other

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

Capital Improvement Plan

2014 *thru* 2018

Tualatin Hills Park & Recreation District

Department Summary

Contact

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$816,858

Project # 30_Sum ADA-B
Project Name ADA/Access Improvements Total

Description

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

Justification

2008 Bond approved ADA projects.

Expenditures	2014	2015	2016	2017	2018	Total
Capital Outlay	196,111	620,747				816,858
Total	196,111	620,747				816,858

Funding Sources	2014	2015	2016	2017	2018	Total
Bond Fund	196,111	620,747				816,858
Total	196,111	620,747				816,858

Budget Impact/Other

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

Capital Improvement Plan

2014 *thru* 2018

Tualatin Hills Park & Recreation District

Department Summary

Contact

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$4,154,269

Project # 31_Sum CCLA
Project Name Community Center/Park Land Acquisition Total

Description

Includes the following project:
 Land for Community Center/Community Park

Justification

2008 Bond approved community center/community park land acquisition project.

Expenditures	2014	2015	2016	2017	2018	Total
Capital Outlay	4,154,269					4,154,269
Total	4,154,269					4,154,269

Funding Sources	2014	2015	2016	2017	2018	Total
Bond Fund	4,154,269					4,154,269
Total	4,154,269					4,154,269

Budget Impact/Other

Approximate annual cost to maintain one acre of undeveloped land is \$475/year. Total incremental expenditure unknown until land acquisition is complete.

GENERAL FUND

General Fund Summary



GENERAL FUND

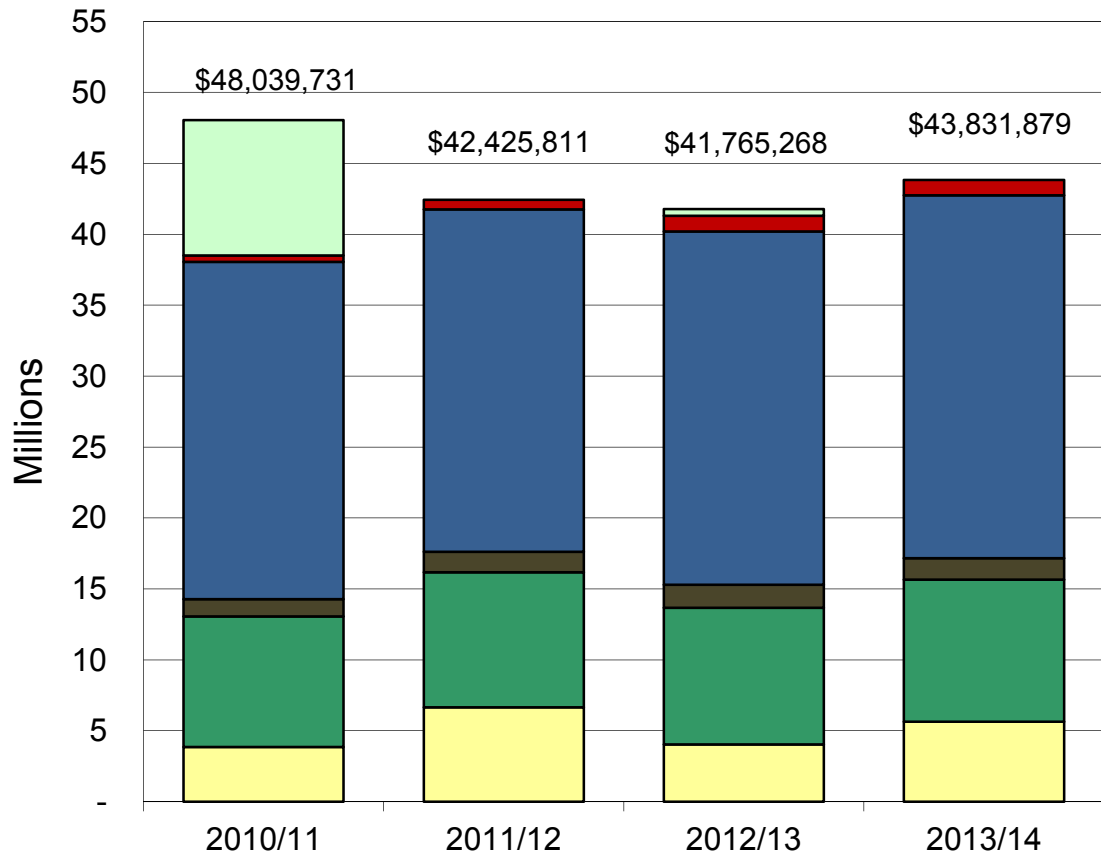
FUND DESCRIPTION

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 2010/11 - FY 2013/14

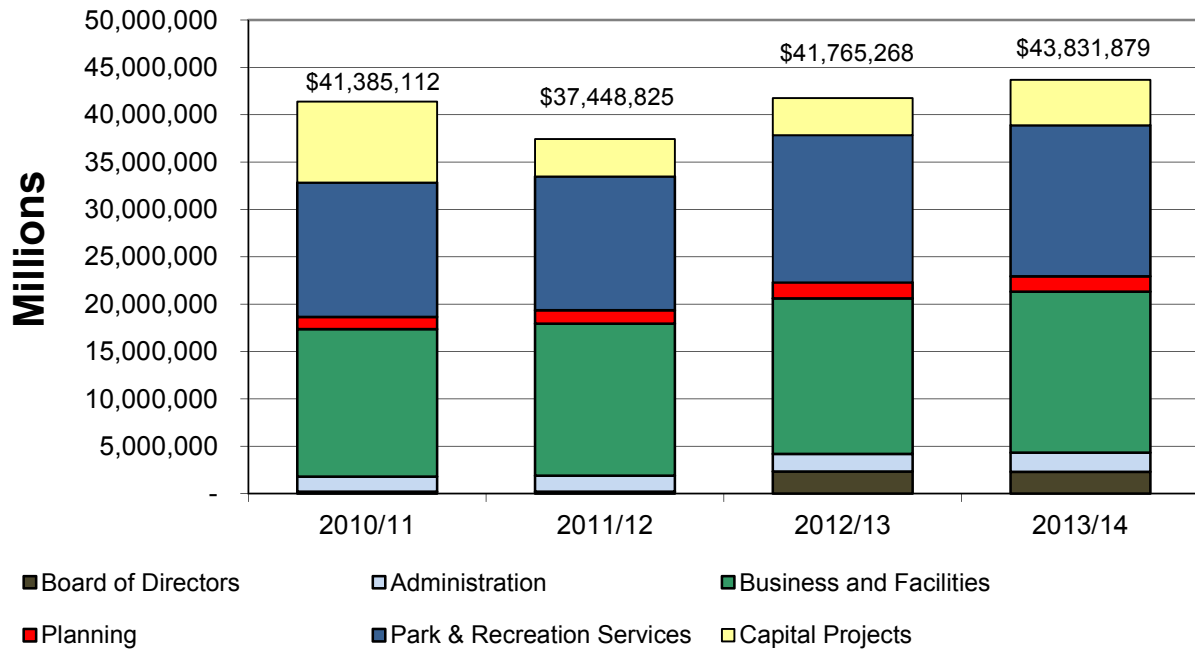


- Carry Forward-Project/Non Project
- Program Fees & Charges
- Other Income
- Taxes
- Grants & Sponsorships
- Debt Proceeds

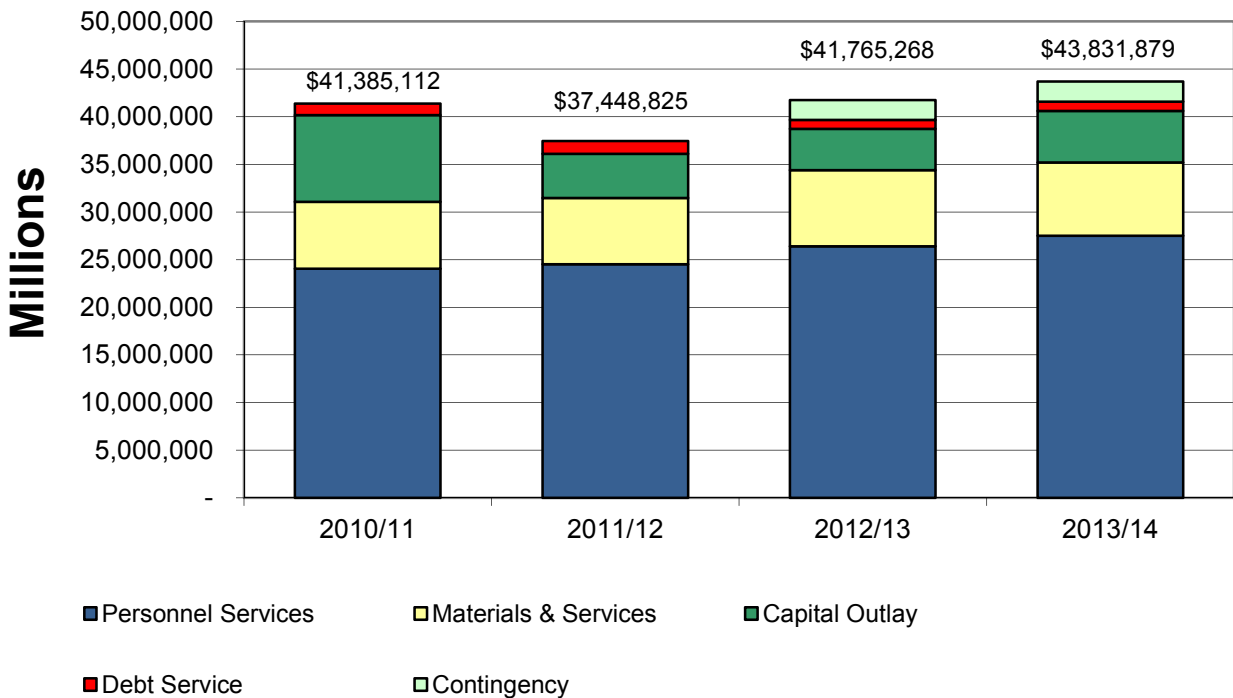
GENERAL FUND RESOURCES
FY 2010/11 - FY 2013/14

GENERAL FUND RESOURCES:	Actual 2010/11	Actual 2011/12	Current 2012/13	Proposed 2013/14	Adopted 2013/14
Cash on Hand for Fiscal Year	\$ 3,110,083	\$ 3,603,533	\$ 3,206,483	\$ 4,500,000	\$ 4,500,000
Balance Forward from Previous Year Projects	738,817	3,051,086	826,327	1,019,658	1,133,728
Previously Levied Taxes estimated to be received during ensuing year	429,667	234,771	375,000	250,000	250,000
PROGRAM RESOURCES:					
Swim Center Income	2,542,840	2,604,645	2,466,382	2,523,977	2,523,977
Tennis Income	869,498	849,256	896,900	938,238	938,238
Recreation Program Income	4,258,480	4,479,201	4,818,549	5,093,856	5,093,856
Sports Program Income/Athletic Center	1,233,700	1,290,253	1,173,452	1,171,202	1,171,202
Natural Resources	296,582	296,011	272,551	290,394	290,394
OTHER RESOURCES:					
Miscellaneous Income	204,306	171,665	241,000	230,000	230,000
Interest Income	134,954	136,714	110,000	120,000	120,000
Telecommunication Site Lease Income	190,462	222,292	235,000	235,000	235,000
Rental Income	(12,102)	106,472	164,900	147,000	147,000
Debt Proceeds	9,532,166	-	457,100	-	-
Grants and Intergovernmental Income	442,123	659,046	1,055,080	1,020,694	1,045,694
Sponsorships	7,170	11,223	52,000	40,000	40,000
Transfers In	712,478	799,091	879,619	772,518	772,518
Total Resources except taxes to be levied..... Sub Total	\$ 24,691,224	\$ 18,515,259	\$ 17,230,343	\$ 18,352,537	\$ 18,491,607
Current Year (Permanent Rate multiplied by Assessed Value)	23,348,507	23,910,552	24,534,925	25,340,272	25,340,272
TOTAL RESOURCES	\$ 48,039,731	\$ 42,425,811	\$ 41,765,268	\$ 43,692,809	\$ 43,831,879

General Fund Expenditures By Division FY 2010/11 - FY 2013/14



General Fund Expenditures By Account FY 2010/11 - FY 2013/14



**SUMMARY GENERAL FUND BUDGET
FY 2010/11 - FY 2013/14**

	Actual 2010/11	Actual 2011/12	Current 2012/13	Proposed 2013/14	Adopted 2013/14
<u>EXPENDITURES BY DIVISION</u>					
Board of Directors	\$ 212,527	\$ 229,942	\$ 2,332,900	\$ 2,301,620	\$ 2,301,620
Administration	1,590,784	1,675,574	1,878,069	2,036,386	2,036,386
Business and Facilities	15,564,676	16,036,371	16,420,325	16,987,628	16,987,628
Planning	1,282,382	1,430,176	1,676,537	1,611,240	1,611,240
Park & Recreation Services	14,201,551	14,119,914	15,549,704	15,960,640	15,960,640
Capital Projects	8,533,192	3,956,848	3,907,733	4,795,295	4,934,365
TOTAL EXPENDITURES	\$ 41,385,112	\$ 37,448,825	\$ 41,765,268	\$ 43,692,809	\$ 43,831,879

EXPENDITURES BY ACCOUNT

Personnel Services	\$ 24,061,282	\$ 24,532,127	\$ 26,412,878	\$ 27,519,533	\$ 27,519,533
Materials & Services	7,022,733	6,942,134	7,972,593	7,670,826	7,670,826
Capital Outlay	9,102,753	4,634,381	4,330,033	5,411,495	5,550,565
Debt Service	1,198,344	1,340,183	949,764	990,955	990,955
Contingency	-	-	2,100,000	2,100,000	2,100,000
TOTAL EXPENDITURES	\$ 41,385,112	\$ 37,448,825	\$ 41,765,268	\$ 43,692,809	\$ 43,831,879

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

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

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

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

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



BOARD OF DIRECTORS

Joseph Blowers
President

Larry Pelatt
Secretary

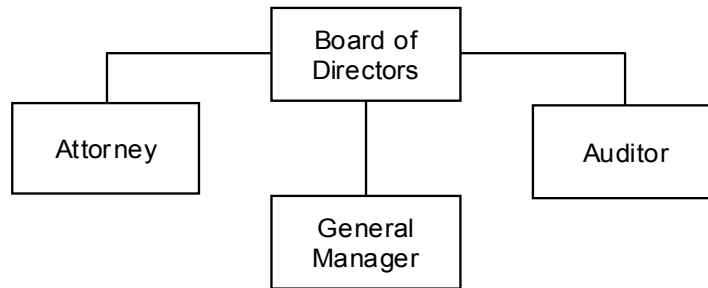
Bob Scott
Secretary Pro-Tempore

John Griffiths
Director

William Kanable
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 2013/14 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 2013/14 planning and budget process. The eight Comprehensive Plan goals are listed below. The FY 2013/14 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 2013-14 THPRD Goal Outcomes

Comprehensive Plan Goal. Objective. Action Step.	2009-10 (PY Service Level)	2010-11 (PY Service Level)	Final 2011-12 (Current Service Level)	2012-13 Goal Outcome (Target)	Basis of Measurement	2013-14 Goal Proposed Outcome (Target)	Ultimate Goal Outcome (Target)
Goal 1. Quality, Accessible Parks							
Primary Measures:							
1.B.) Provide neighborhood parks or park facilities throughout the District*	1.16	1.22	1.21	increase	# Acres/1,000 pop. (0.8 - 1.0 acres/1,000)	increase	0.8- 1.0 acres/1,000
	N/A	N/A	N/A	increase	% District coverage (within 0.5 miles)	increase	100%
1.C.) Provide community parks and special use facilities or park facilities throughout the District*	2.99	3.06	3.06	maintain	# Acres/1,000 pop. (2.0 acres/1,000)	maintain	2.0 acres/1,000
	N/A	N/A	N/A	maintain	% District coverage (within 2.0 miles)	maintain	100%
* Population measures updated per the park reclassification project, proximity measures to be determined upon completion of GIS mapping							
Goal 2. Recreational Programs and Facilities							
Primary Measures:							
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	406.42	419.40	403.73	maintain	Program Registrants / 1,000 population	maintain	
2.F.) Provide playing fields throughout the District	62%	68%	84%	increase	% Field hours used of hours allocated	increase	100%
	23.21	30.93	28.16	maintain	Field maintenance cost per field hour used	maintain	
Secondary Measures:							
2 A.) Provide a variety of programs at recreation centers to address the needs of all user groups and all income levels (including the tracking of demographics).	3,938	4,820	4,452	maintain	# Family Assistance patrons served	maintain	
	6,690	7,982	10,392	maintain	# Rec Mobile patrons served	maintain	
	3,595	3,391	4,756	maintain	# Therapeutic Rec patrons	maintain	
	1,704	1,475	1,618	maintain	# Specialized Rec patrons	maintain	
2 A.2.) Conduct lifecycle analysis of programs & activities	159.6%	163.0%	161.0%	maintain	Aggregate registration as % of aggregate class minimums	maintain	100%
2.A.3.) Adopt program standards & performance measures to track financial performance of each program as it compares to the budget goals							
2 A.6.) Increase on-line registrations	28,913	39,645	42,761	N/A	# on-line registrations completed	N/A	
Goal 3. Maintenance and Operations							
Primary Measures:							
Secondary Measures:							
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:		
	\$15,374,492	\$14,593,992	\$14,506,492	decrease	5-year balance	decrease	zero deferred
	\$29,719,380	\$30,281,380	\$28,220,383	decrease	10-year balance	decrease	zero deferred
3.D.) Organize maintenance activities by a combination of function and geographic region	\$0.74	\$0.76	\$0.88	decrease	Cost/mile traveled	decrease	
	429	395	371	decrease	Vehicle miles traveled/developed acre	decrease	
	\$315.58	\$298.97	\$326.23	decrease	Transportation costs/developed acre	decrease	



FY 2013-14 THPRD Goal Outcomes

Comprehensive Plan Goal. Objective. Action Step.	2009-10 (PY Service Level)	2010-11 (PY Service Level)	Final 2011-12 (Current Service Level)	2012-13 Goal Outcome (Target)	Basis of Measurement	2013-14 Goal Proposed Outcome (Target)	Ultimate Goal Outcome (Target)
3.A.10.) Automate all irrigation and lighting within 5-10 year	81%	81%	86%	increase	% Number of irrigation systems automated (of irrigation systems desired to be automated)	increase	100%
					% Number of desired lighted sites automated:		
	61%	61%	62%	increase	Athletic Fields (of fields desired to light)	increase	100%
	100%	100%	100%	maintain	Parking Lots (of parking lots desired to light)	maintain	100%
3. E. 2) Operate safe parks and facilities	92%	92%	92%	increase	Pathways (of pathways desired to light)	increase	100%
	95	77	37	decrease	# Graffiti incidents	decrease	
	1,862	2,260	1,789	decrease	# After hour incidents	decrease	
Goal 4. Natural Areas							
Primary Measures:							
4.A.7.) Regularly maintain & monitor condition of natural areas	N/A	N/A	% Sites Meeting Target: Low= 92% Med= 54% High= 40%	increase	Sites categorized & assessed by low-medium-high % native cover by acre. Targets established as follows: Low priority property >40% native ground cover Medium priority property >60% native ground cover High priority property >80% native ground cover	increase	100% DSL
4.C.) Use Park District facilities and programs to increase the public's understanding of natural resources, processes and habitats	42,444	45,083	60,959	increase	# NR education contact hours- Children	increase	
	4,880	6,167	6,981	increase	# NR education contact hours- Adults	increase	
Goal 5. System of Connected Trails							
Completed							
Primary Measures:							
5.A.) Close gaps in regional trail system by completing missing segments	21.49	21.60	22.26	increase	# Total continuous trail miles (regional & community)	increase	
					# of Trail Segments Completed:		
	13 of 42 complete	13 of 42 complete	14 of 42 complete	increase	Regional	increase	
	11 of 54 complete	11 of 54 complete	11 of 54 complete	increase	Community	increase	
5.E.) Implement a trails operation plan, and a trails renovation maintenance plan	N/A	N/A	TBD		Trail quality standards rating system		
Goal 6. Efficient Service Delivery							
Primary Measures:							
6.A.) Provide & maintain facilities in a flexible manner to continue to respond to changing needs & conditions within the District	\$7.14	\$7.34	\$6.28	decrease	Cost/Square foot building maintained	decrease	
	\$18.26	\$18.11	\$17.51	decrease	Cost/Square foot pool maintained	decrease	
6.F.) Continue to establish, adjust and assess user fees for Park District facilities and programs in an equitable and cost-effective manner	81.7%	91.6%	92.1%	increase	% Classes with fee at cost recovery targets	increase	100%
6.G.1.) Provide professional development and training for staff. Including participation in professional organizations.	1,860	1,051	1,628	maintain	# Total training contact hours	maintain	



FY 2013-14 THPRD Goal Outcomes

Comprehensive Plan Goal. Objective. Action Step.	2009-10 (PY Service Level)	2010-11 (PY Service Level)	Final 2011-12 (Current Service Level)	2012-13 Goal Outcome (Target)	Basis of Measurement	2013-14 Goal Proposed Outcome (Target)	Ultimate Goal Outcome (Target)
Secondary Measures:							
6.B.) Continue to pursue partnerships in land acquisition, facility development programming, marketing, maintenance and other activities	488	488	488	increase	Total # acres co-owned/maintained properties	increase	
6.H.) Continue to encourage and recognize the importance of volunteers and other community groups in meeting District needs	63,000	64,000	62,000	increase	# Volunteer hours per year	increase	
Goal 7. Effective Information & Communication							
Primary Measures:							
7.B.) Regularly communicate with and provide opportunities for the general public to learn about and comment on District activities	N/A	89%	89%	increase	Population (patron) awareness	increase	
	N/A	8.75 out of 10	8.75 out of 10	maintain	Population (patron) satisfaction	maintain	
Secondary Measures:							
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	50,700	62,300	maintain	# Website hits/month	maintain	
7.G.) Regularly communicate with public through media: continue to implement the District media communication strategy to publicize Park District information	1,120	1,300	1,600	maintain	Total # newspaper column inches (including THPRD related articles)	maintain	
	380,000	410,000	460,000	maintain	Print communication- # household contacts per year with THPRD information	maintain	
	30	42	60	maintain	Total # District electronic/website mentions	maintain	
Goal 8. Environmental and Financial Sustainability							
Primary Measures:							
8.A.) Design facilities in an environmentally and cost-conscious manner					Utility units consumed/year/Building & Pool square foot:		
	56.17	54.64	45.41	decrease	Water (Gallons)	decrease	
	69,586.4	46,667.7	61,097.1	decrease	Water (Gallons)	decrease	
					Utility units consumed/year/# athletic fields & courts maintained:		
	38,043.5	31,343.9	37,778.51	decrease	Water (Gallons)	decrease	
	14,990	14,856	14,549	decrease	Total annual metric tons of CO2 generated	decrease	
Secondary Measures:							
8.A.) Design facilities in an environmentally and cost-conscious manner					Utility units consumed/year/Building & Pool square foot:		
	1.15	1.10	0.99	decrease	Gas (Therms)	decrease	
	13.56	12.92	11.91	decrease	Electric (kWh)	decrease	
					Utility units consumed/year/developed acre:		
	101.13	93.62	93.01	decrease	Electric (kWh)	decrease	
					Utility units consumed/year/# athletic fields & courts maintained:		
	902.37	913.03	861.02	decrease	Electric (kWh)	decrease	
	2.0	2.0	2.0	increase	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%	12.1%	15.3%	increase	% miles traveled by alternate fuel vehicles on road	increase	

Division: Board of Directors

Description	Prior Year Actual 2010/11	Prior Year Actual 2011/12	Adopted Budget 2012/13	Proposed Budget 2013/14	Adopted Budget 2013/14
Summary of Appropriations					
Personnel Services	3,286	3,281	3,300	3,300	3,300
Materials & Services	209,241	226,661	229,600	198,320	198,320
Contingency	-	-	2,100,000	2,100,000	2,100,000
Total Appropriations	212,527	229,942	2,332,900	2,301,620	2,301,620
Summary by Department					
Board of Directors	212,527	229,942	2,332,900	2,301,620	2,301,620
Total Appropriations	212,527	229,942	2,332,900	2,301,620	2,301,620



Division: Board of Directors
Department: Board of Directors

Description	Prior Year Actual 2010/11	Prior Year Actual 2011/12	Adopted Budget 2012/13	Proposed Budget 2013/14	Adopted Budget 2013/14
Program Appropriations					
<u>Board of Directors</u>					
P.T. Salaries	3,019	3,000	3,000	3,000	3,000
Payroll Taxes	267	281	300	300	300
Personnel Services	3,286	3,281	3,300	3,300	3,300
Other Services	471	455	-	-	-
Elections	-	32,149	33,000	-	-
Supplies	4,292	3,937	6,000	6,000	6,000
Training, Travel and Memberships	21,157	21,240	21,500	21,500	21,500
Small Furniture and Equipment	-	700	-	-	-
Material & Services	25,920	58,481	60,500	27,500	27,500
<u>Contingency</u>					
Contingency	-	-	2,100,000	2,100,000	2,100,000
Contingency	-	-	2,100,000	2,100,000	2,100,000
<u>Legal</u>					
Professional and Technical Services	149,021	138,220	134,700	134,700	134,700
Material & Services	149,021	138,220	134,700	134,700	134,700
<u>Audit</u>					
Professional and Technical Services	34,300	29,960	34,400	36,120	36,120
Material & Services	34,300	29,960	34,400	36,120	36,120
Program Total	212,527	229,942	2,332,900	2,301,620	2,301,620





ADMINISTRATION

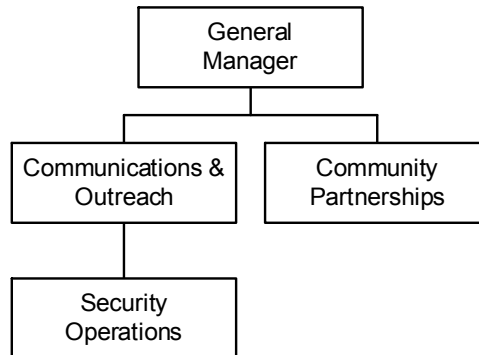


General Manager

Communications and Outreach

Security Operations

ADMINISTRATION



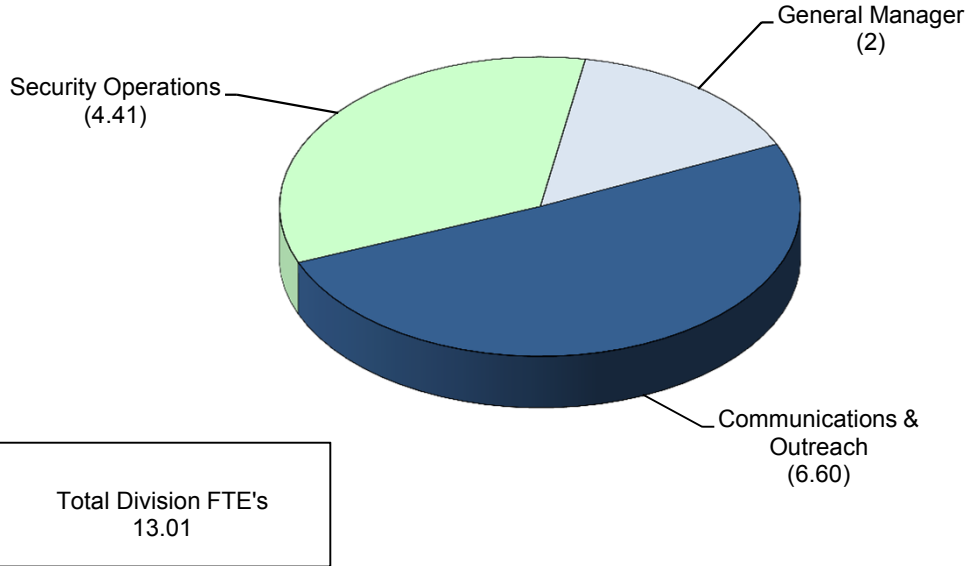
Division Mission

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

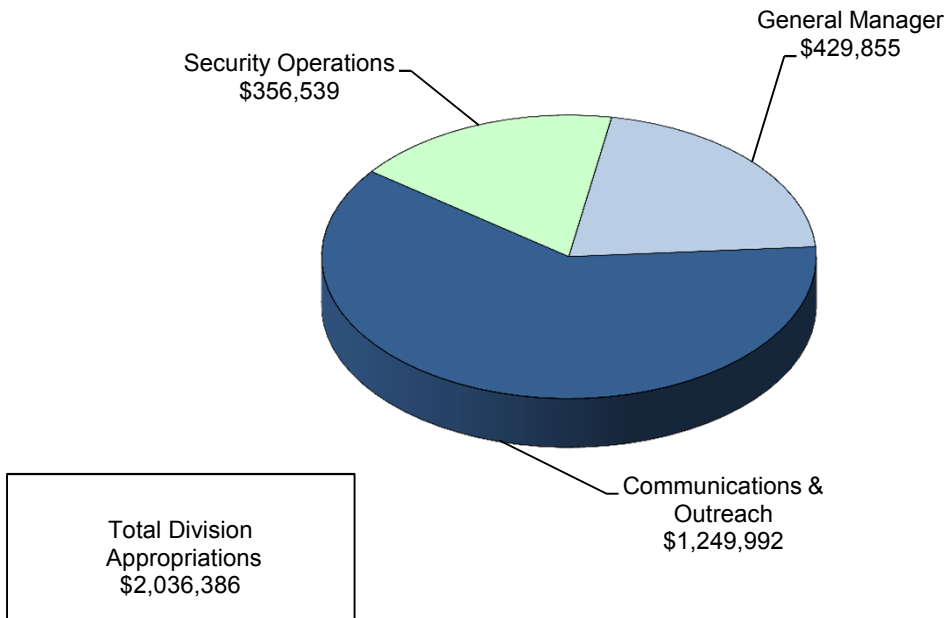
Division Overview

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

Administration Division Staffing FY 2013/14



Administration Division Appropriations FY 2013/14



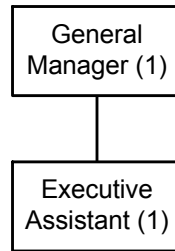
Division: Administration

Description	Prior Year Actual 2010/11	Prior Year Actual 2011/12	Adopted Budget 2012/13	Proposed Budget 2013/14	Adopted Budget 2013/14
Summary of Appropriations					
Personnel Services	1,070,944	1,089,604	1,131,561	1,304,745	1,304,745
Materials & Services	519,840	585,970	746,508	731,641	731,641
Total Appropriations	1,590,784	1,675,574	1,878,069	2,036,386	2,036,386
Summary by Department					
Office of General Manager	356,928	376,703	410,830	429,855	429,855
Communication and Outreach	943,975	998,345	1,129,975	1,249,992	1,249,992
Security Operations	289,881	300,526	337,264	356,539	356,539
Total Appropriations	1,590,784	1,675,574	1,878,069	2,036,386	2,036,386
Division Staff					
Full Time	8.50	8.50	9.00	9.00	9.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	3.63	3.30	3.66	4.01	4.01



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 2012/13 Accomplishments

Directed implementation of the Park District's Goals and Objectives. Made significant progress, met or exceeded 2012/13 Goals and Objectives.

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

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

Expanded our partnership with Beaverton School District to include development of a Community Park located on jointly-owned THPRD/BSD property at Mountain View Middle School. An intergovernmental agreement has been adopted by both agencies and the next steps include design work and public outreach.

Hired a Director of Community Partnerships to concentrate effort on building financial and program relationships with regional community partners.

FY 2013/14 Goals and Objectives

Make quantifiable progress on FY 2013/14 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 2010/11	Prior Year Actual 2011/12	Adopted Budget 2012/13	Proposed Budget 2013/14	Adopted Budget 2013/14
Summary of Appropriations					
Personnel Services	311,502	324,226	334,980	352,505	352,505
Materials & Services	45,426	52,477	75,850	77,350	77,350
Total Appropriations	356,928	376,703	410,830	429,855	429,855
Summary by Program					
General Manager	356,928	376,703	410,830	429,855	429,855
Total Appropriations	356,928	376,703	410,830	429,855	429,855
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



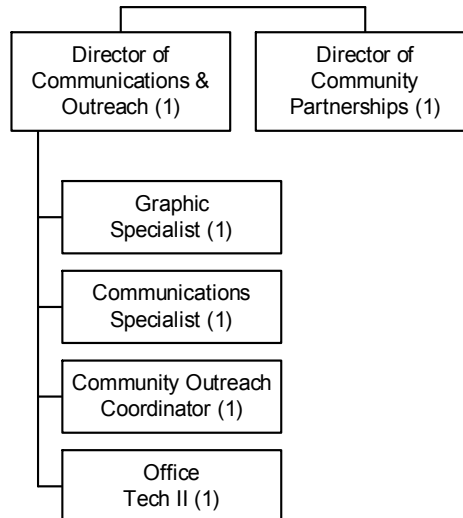
Division: Administration
 Department: Office of General Manager
 Program: General Manager

Description	Prior Year Actual 2010/11	Prior Year Actual 2011/12	Adopted Budget 2012/13	Proposed Budget 2013/14	Adopted Budget 2013/14
Program Appropriations					
F.T. Salary	216,237	227,415	235,765	244,424	244,424
P.T. Salary	130	465	-	-	-
Employee Benefits	78,005	77,276	79,048	87,777	87,777
Payroll Taxes	17,130	19,070	20,167	20,304	20,304
Personnel Services	311,502	324,226	334,980	352,505	352,505
Communications	4,815	6,364	6,500	6,550	6,550
Supplies	3,512	3,098	4,500	4,500	4,500
Training, Travel and Memberships	34,885	43,015	64,850	66,300	66,300
Small Furniture and Equipment	2,214	-	-	-	-
Material & Services	45,426	52,477	75,850	77,350	77,350
Program Total	356,928	376,703	410,830	429,855	429,855
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

Communications & Outreach



Department Overview

The Communications & Outreach Division is responsible for external communications including publications, website content, social media and e-newsletters, media relations, advertising, and marketing communications. The position also directs employee communications and community relations and provides oversight to Security Operations. The Director of Communications & Outreach reports directly to the General Manager.

The Community Partnerships Division is an emerging operation. It will be responsible for attracting investment and participation in district initiatives. The division is organizing now to: attract partners in ground-level projects (Champions Too for example), establish a solid platform used to attract and measure partnerships across the district, assist the park district foundation in activation, and foster a heightened culture of philanthropy within the district. The Director of Community Partnerships reports directly to the General Manager.

FY 2012/13 Accomplishments

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

Expanded outreach to ethnic minorities, primarily through promotion of second Beaverton International Celebration. Again coordinated participation of THPRD staff in Beaverton-area Diversity Summit.

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

Wrote and distributed 37 media releases March 2012-February 2013 and coordinated numerous interviews for reporters. Generated dozens of positive stories on many topics in print, online and broadcast media.

Produced 14 editions of "Employee UPDATE," a monthly staff newsletter, from March 2012 through February 2013.

Provided publicity and promotional support to Party in the Park and the summer Concert and Theater in the Park series, including adult-oriented concert at HMT Recreation Complex featuring rock band Los Lobos that drew more than 4,000 spectators. Directed Park District participation in numerous community events, including mayor's picnics and holiday open house.

Coordinated successful dedications and publicity of Stuhr Center, Fanno Creek Service Center, Camille Park, and Conestoga Recreation & Aquatic Center.

FY 2012/13 Accomplishments (continued)

Coordinated publicity of district's first-ever "Sunday Trailways" event, which included dedication of new section of Fanno Creek Trail.

Completed Process Improvement Committee report on employee communications and presented it to THPRD management team.

Successfully recruited and hired the Director of Community Partnerships. Geoff Roach began with the District in mid-February 2013.

FY 2013/14 Goals and Objectives

Communications & Outreach Division will focus on the following in the coming year:

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

Complete new branding awareness campaign for THPRD and unveil it to the public. This will include development and rollout of a new logo for THPRD.

Revamp Park District website to make it even better for users. One of the key goals is to increase accessibility of the site from mobile devices.

Research and develop a comprehensive new plan to expand outreach to ethnic minorities within THPRD boundaries.

Assist in development and implementation of outreach plan for selected major employers within the Park District.

Begin implementing recommendations of Process Improvement Committee for employee communications.

Community Partnerships Division will focus on the following in the coming year:

Research and plan Champions Too investment strategy. Present plan to General Manager for approval action.

Implement the investment strategy plan for Champions Too.

Assess partnerships and procedures existing within the District presently, and research other existing models for partnership platform.

Advise the Tualatin Hills Park Foundation Board of Trustees as instructed by the General Manager, and as advice is perceived useful by Foundation Board.

Assess the District's understanding of philanthropy and make recommendations.

Budget Highlights

The Proposed Budget includes funding for the rollout of branding awareness campaign, website overhaul, and ethnic outreach plan. These represent approved business plans under the goal of effectively communicating 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.

The Proposed Budget also reflects the addition of the new Director of Community Partnerships position and the elimination of the 0.5 FTE Foundation Executive Director position, both of which were completed mid-year FY 2012/13.

Division: Administration
Department: Communications and Outreach

Description	Prior Year Actual 2010/11	Prior Year Actual 2011/12	Adopted Budget 2012/13	Proposed Budget 2013/14	Adopted Budget 2013/14
Summary of Appropriations					
Personnel Services	535,085	537,624	566,674	693,257	693,257
Materials & Services	408,890	460,721	563,301	556,735	556,735
Total Appropriations	943,975	998,345	1,129,975	1,249,992	1,249,992
Summary by Program					
Communications and Outreach	943,975	998,345	1,129,975	1,249,992	1,249,992
Total Appropriations	943,975	998,345	1,129,975	1,249,992	1,249,992
Division Staff					
Full Time	5.50	5.50	6.00	6.00	6.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	0.73	0.40	0.76	0.60	0.60



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

Description	Prior Year Actual 2010/11	Prior Year Actual 2011/12	Adopted Budget 2012/13	Proposed Budget 2013/14	Adopted Budget 2013/14
Program Appropriations					
F.T. Salary	337,024	344,260	368,075	462,314	462,314
P.T. Salary	23,326	27,347	17,691	15,625	15,625
Employee Benefits	141,528	129,712	143,211	169,791	169,791
Payroll Taxes	33,207	36,305	37,697	45,527	45,527
Personnel Services	535,085	537,624	566,674	693,257	693,257
Professional and Technical Services	112,238	103,761	138,000	133,360	133,360
Supplies	16,290	18,487	17,600	21,785	21,785
Communication	270,175	328,185	394,550	383,050	383,050
Training, Travel and Memberships	9,801	8,972	12,169	17,540	17,540
Small Furniture and Equipment	386	1,316	982	1,000	1,000
Material & Services	408,890	460,721	563,301	556,735	556,735
Program Total	943,975	998,345	1,129,975	1,249,992	1,249,992
Department Staff					
Full Time	5.50	5.50	6.00	6.00	6.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	0.73	0.40	0.76	0.60	0.60



ADMINISTRATION

Security Operations Department

Superintendent of Security Operations (1)

Department Overview

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

FY 2012/13 Accomplishments

Combined efforts with Risk Management to train THPRD employees as Mandatory Child Abuse Reporters, which became state law 1-1-13. Designed policy, reporting forms and a one-hour mandatory training class that was presented six times and attended by all full-time staff.

Investigated an all-time high level of encroachments due to the expansion of trails on District property. Attended neighborhood meetings involving public input regarding the process of encroachment investigations and trail design to discuss and answer policy and procedural questions. Documented offenses on the District's encroachment form.

To reinforce Security's partnership with local law enforcement agencies, helped set up a satellite office for the Beaverton Police Department at the HMT Recreation Complex maintenance facility. Patrol officers in the area use the space to write reports and make phone calls instead of having to drive back to City Hall, which saves them time for more important duties. The presence of marked patrol cars on the HMT Recreation Complex 24-7 is an added bonus for THPRD.

Consulted on the design and installation of video camera surveillance systems at the Conestoga Recreation & Aquatic Center and the Athletic Center on the HMT Recreation Complex. These systems

are designed to watch entries/exits, hallways, gyms, and workout areas at both centers as well as the outdoor splash pad at Conestoga.

Completed a five-year inspection of all components of fire sprinklers at specific facilities as mandated by the state fire marshal. Any deficiencies discovered were corrected and all system checks were approved.

Enhanced public awareness of THPRD's Park Patrol unit by appearing at events such as park redevelopment grand openings and neighborhood events involving public input for park and trail designs. As appropriate, Security Operations also spoke at neighborhood meetings regarding THPRD security issues.

FY 2013/14 Goals and Objectives

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

Continue to train all employees, on the Emergency Management Plan which includes Shelter in Place protocols. Continue to provide training regarding security concerns for a segment at the District's Leadership Academy and provide annual training in cooperation with Risk Management for employees on driver's training.

Continue monitoring the District's fire prevention, intrusion alarm and keyless access door controls. Educate employees on the District's intrusion systems and proper procedures regarding fire alarm panel alerts and resets. Investigate and follow up on any employee response regarding intrusion system call-out after hours. Manage day-to-day keyless card issuance and alarm panel access authorization.

Budget Highlights

The Proposed Budget includes funding to add a fifth part-time employee to the staff of Park Patrol. This position which is 21 hours a week will help to fill shift

Budget Highlights (continued)

hours that are left open by other Park Patrol employees who may be on vacation or on sick leave. The fifth person will also afford the ability to schedule two park patrol vehicles patrolling at the same time at peak hours. This represents an approved business plan under the goal of operating safe parks and facilities.

Division: Administration
Department: Security Operations

Description	Prior Year Actual 2010/11	Prior Year Actual 2011/12	Adopted Budget 2012/13	Proposed Budget 2013/14	Adopted Budget 2013/14
Summary of Appropriations					
Personnel Services	224,357	227,754	229,907	258,983	258,983
Materials & Services	65,524	72,772	107,357	97,556	97,556
Total Appropriations	289,881	300,526	337,264	356,539	356,539
Summary by Program					
Security Operations	289,881	300,526	337,264	356,539	356,539
Total Appropriations	289,881	300,526	337,264	356,539	356,539
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)	2.90	2.90	2.90	3.41	3.41

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

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2010/11	Prior Year Actual 2011/12	Projected Outcome 2012/13	Proposed Outcome 2013/14
Workloads:				
Number of security checks conducted	22,447	24,500	25,225	29,225
Park District exclusions processed	264	275	275	305
Number of training classes conducted	30	25	25	20
Number of Incident Reports filed	238	256	256	281
Number of encroachment violations handled	22	20	20	22
Number of staff assists	862	800	750	1,000

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

Description	Prior Year Actual 2010/11	Prior Year Actual 2011/12	Adopted Budget 2012/13	Proposed Budget 2013/14	Adopted Budget 2013/14
Program Appropriations					
F.T. Salary	77,232	80,388	83,443	87,365	87,365
P.T. Salary	94,509	92,926	92,005	110,584	110,584
Employee Benefits	34,375	34,968	35,833	40,319	40,319
Payroll Taxes	18,241	19,472	18,626	20,715	20,715
Personnel Services	224,357	227,754	229,907	258,983	258,983
Professional and Technical Services	58,412	64,141	90,066	78,472	78,472
Other Services	2,901	3,178	7,632	7,785	7,785
Communication	1,177	1,170	2,605	2,657	2,657
Supplies	2,864	3,498	5,473	6,783	6,784
Training, Travel and Memberships	80	535	1,126	1,395	1,394
Small Furniture, Fixtures and Equip.	90	250	455	464	464
Material & Services	65,524	72,772	107,357	97,556	97,556
Program Total	289,881	300,526	337,264	356,539	356,539
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)	2.90	2.90	2.90	3.41	3.41





BUSINESS & FACILITIES

FINANCE SERVICES



RISK & CONTRACT MANAGEMENT



HUMAN RESOURCES



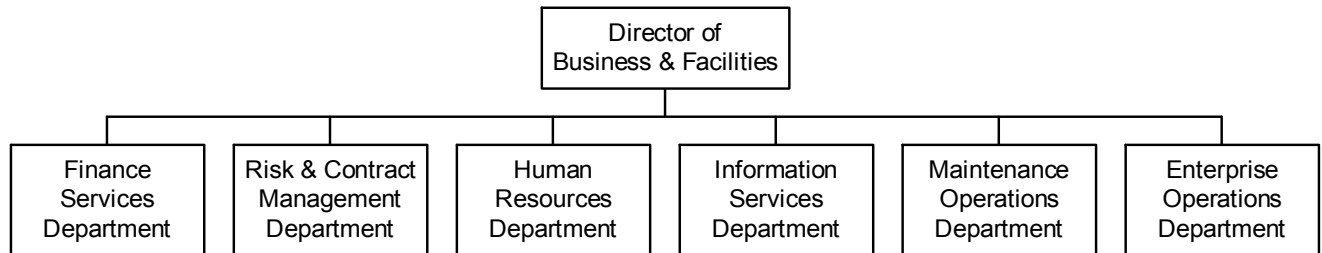
INFORMATION SERVICES



MAINTENANCE OPERATIONS



BUSINESS & FACILITIES DIVISION



Division Mission

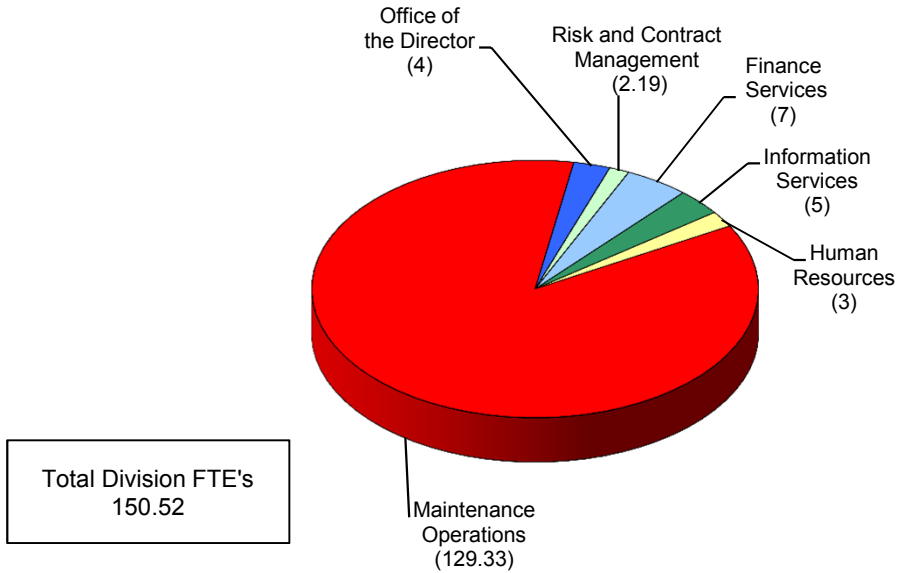
To provide financial and operational integrity and credibility to the Park District by ensuring the correctness of financial information, and adequacy of internal accounting and budgeting controls. To improve District operations by providing cost effective resources and promoting technological innovation.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

Division Overview

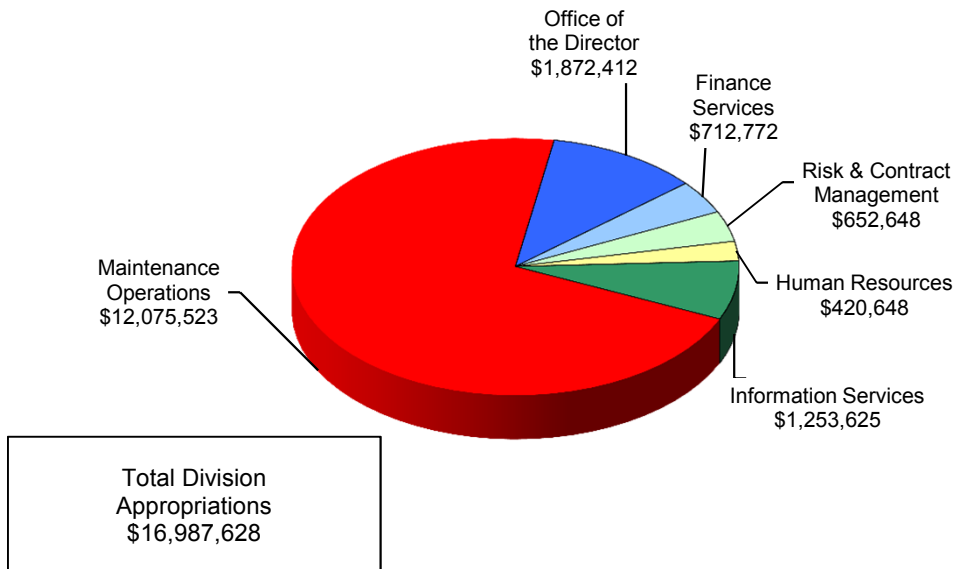
The Director of Business & Facilities reports to the General Manager and is responsible for all financial, administrative, maintenance operations, and enterprise fund operations functions of the Park District. The Business & Facilities Division budget includes the following Departments: Finance Services, Risk & Contract Management, Human Resources, Information Services, Maintenance Operations, and Enterprise 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 2013/14



Division Appropriations by Departments FY 2013/14



Division: Business and Facilities

Description	Prior Year Actual 2010/11	Prior Year Actual 2011/12	Adopted Budget 2012/13	Proposed Budget 2013/14	Adopted Budget 2013/14
Summary of Appropriations					
Personnel Services	9,236,454	9,486,153	10,047,738	10,560,175	10,560,176
Materials & Services	4,560,317	4,532,502	5,000,523	4,820,298	4,820,298
Debt Service	1,198,344	1,340,183	949,764	990,955	990,955
Capital Outlay	569,561	677,533	422,300	616,200	616,200
Total Appropriations	15,564,676	16,036,371	16,420,325	16,987,628	16,987,629

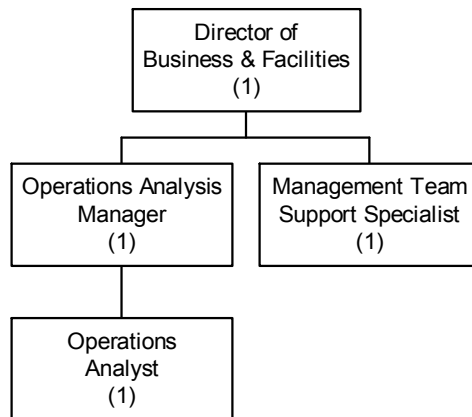
Summary by Department					
Office of the Director	1,886,899	2,011,392	1,850,161	1,872,412	1,872,412
Finance Services	631,475	674,041	738,573	712,772	712,772
Risk and Contract Management	571,520	601,566	640,109	652,648	652,648
Human Resources	353,755	365,946	398,968	420,648	420,648
Information Services	972,176	1,009,422	1,060,788	1,253,625	1,253,625
Maintenance Operations	11,148,851	11,374,004	11,731,726	12,075,523	12,075,524
Total Appropriations	15,564,676	16,036,371	16,420,325	16,987,628	16,987,629

Division Staff					
Full Time	84.00	85.00	86.00	86.00	86.00
Regular Part Time (FTE)	7.88	7.88	7.88	7.88	7.88
Part Time (FTE)	54.63	55.34	56.55	56.64	56.64



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, management of the Enterprise Fund operations, operations analysis activities relative to all District operations, and legislative advocacy for the Park District with the Special Districts Association of Oregon. 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 2012/13 Division Accomplishments

Implemented a Sustainable Purchasing Policy designed to encourage sustainable practices in procurement of goods and services.

Continued implementation of an enhanced District goal setting and performance benchmarking process, and oversaw the development of business plans for inclusion in the FY 2013/14 Budget and calculation of actual results for the FY 2011/12 performance measurement.

Continued work with the Future Trends Team, an inter-departmental staff team serving as a think-tank for viewing long-term trends and environmental scanning. Team has completed its first Future Trends report and presented it to the Board of Directors. Now working on

researching strategic questions identified in the report and developing recommendations based on the research.

Updated the Greenhouse Gas Inventory for Scopes 1 and 2, Direct fuel use and Electricity use, respectively, for the third year. Results show an overall decrease of five percent for the current year in greenhouse gas emissions by the District for these scopes.

Completed an energy audit to determine feasibility of a second phase of the Energy Savings Performance Contract (ESPC). Based on the audit results, the District contracted for the development and construction of a second phase ESPC. Construction is underway and nearly all the projects will be complete by year end.

Worked with GreenPlay consultants to complete an update to the District's Comprehensive Plan. Completed components of the update include a citizen survey regarding District priorities, a GIS based needs assessment of facilities and development of a cost recovery philosophy. By the end of the year, expect to complete a service assessment which analyzes continued viability of all services offered by the District.

Continued work on structural upgrade projects funded by the 2008 Parks Bond. Completed the upgrades to the Sunset Swim Center and Tennis Center.

Began participating in Special Districts Association of Oregon's Legislative Committee.

FY 2013/14 Division Goals and Objectives

Continue work on maintenance replacement and structural upgrade projects funded by the 2008 Parks Bond. Major projects for FY 2013/14 include permeable parking lot at Sunset Swim Center and seismic structural upgrades to Beaverton Swim Center.

Complete the feasibility analysis and due diligence for the proposed Adventure Recreation Center and the new Enterprise Fund Operations. If research results in decision to move forward, seek Board of Directors approval to, and complete the debt financing, space acquisition, capital acquisition, staffing and commencement of operations of the facility.

Complete an energy audit to determine feasibility of a third phase of the Energy Savings Performance Contract. If feasible, proceed with development of the third phase.

Continue to enhance efficiency and effectiveness of the Maintenance Operations Department. Apply the concepts of ownership and standards that were successfully used in Park Maintenance to the Building Maintenance functions.

Conduct a needs assessment on the District's Registration and Daily Operations program. Use the results of the needs assessment to determine future strategy; continue to maintain the current in-house database or migrate to an off-the-shelf software program.

Continue to work with the Future Trends Team to develop recommendations related to additional strategic questions, and to continue environmental scanning.

Continue actively participating in Special Districts Association of Oregon's Legislative Committee.

Implement the State's Electronic Records Management System (TRIM) Software for the identified pilot departments.

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

Budget Highlights

The Proposed Budget includes funding for the following:

- Completing the update of the District's Comprehensive Plan, including completing the programs functional plan and creating functional plans for natural resources and parks.
- Completing a targeted energy audit, for a potential phase three of the Energy Savings Performance Contract.

Division: Business and Facilities

Department: Office of the Director

Description	Prior Year Actual 2010/11	Prior Year Actual 2011/12	Adopted Budget 2012/13	Proposed Budget 2013/14	Adopted Budget 2013/14
Summary of Appropriations					
Personnel Services	483,503	494,205	521,342	551,007	551,007
Materials & Services	205,052	177,004	379,055	330,450	330,450
Debt Service	1,198,344	1,340,183	949,764	990,955	990,955
Total Appropriations	1,886,899	2,011,392	1,850,161	1,872,412	1,872,412

Summary by Program					
Office of the Director	688,555	671,209	900,397	881,457	881,457
Debt Service	1,198,344	1,340,183	949,764	990,955	990,955
Total Appropriations	1,886,899	2,011,392	1,850,161	1,872,412	1,872,412

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	0.08	0.00	0.00



Division: Business and Facilities

Department: Office of the Director

Program: Office of the Director

Description	Prior Year Actual 2010/11	Prior Year Actual 2011/12	Adopted Budget 2012/13	Proposed Budget 2013/14	Adopted Budget 2013/14
Program Appropriations					
F.T. Salary	322,257	336,333	352,528	369,076	369,076
P.T. Salary	-	-	3,200	-	-
Employee Benefits	134,022	127,670	132,100	148,167	148,167
Payroll Taxes	27,224	30,202	33,514	33,764	33,764
Personnel Services	483,503	494,205	521,342	551,007	551,007
Professional and Technical Services	46,183	27,375	175,800	121,300	121,300
Rental Equipment	34,627	35,589	42,000	43,800	43,800
Other Services	450	5,100	4,500	6,250	6,250
Communication	62,728	49,492	70,900	71,100	71,100
Supplies	48,347	41,272	65,100	63,000	63,000
Training, Travel & Memberships	9,928	18,176	20,755	25,000	25,000
Small Furniture & Equipment	2,789	-	-	-	-
Material & Services	205,052	177,004	379,055	330,450	330,450
Program Total	688,555	671,209	900,397	881,457	881,457
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	0.08	0.00	0.00

Division: Business and Facilities

Department: Office of the Director

Program: Debt Service

Description	Prior Year Actual 2010/11	Prior Year Actual 2011/12	Adopted Budget 2012/13	Proposed Budget 2013/14	Adopted Budget 2013/14
Program Appropriations					
Principal	635,000	725,000	220,000	253,988	253,988
Interest	401,083	615,183	729,764	736,967	736,967
Other financing use - fees	162,261	-	-	-	-
Debt Service	1,198,344	1,340,183	949,764	990,955	990,955
Program Total	1,198,344	1,340,183	949,764	990,955	990,955

Sub Program:

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

Principal	40,000	40,000	20,000	20,000	20,000
Interest	6,300	4,500	2,700	1,800	1,800
Sub Program Total	46,300	44,500	22,700	21,800	21,800

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	435,000	450,000	95,000	100,000	100,000
Interest	76,050	58,650	40,650	36,850	36,850
Sub Program Total	511,050	508,650	135,650	136,850	136,850

Sub Program:

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

Principal	10,000	215,000	20,000	25,000	25,000
Interest	52,960	59,070	56,720	56,270	56,270
Other financing use - fees	47,545	-	-	-	-
Sub Program Total	110,505	274,070	76,720	81,270	81,270

Sub Program:

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

Principal	150,000	20,000	85,000	85,000	85,000
Interest	235,865	467,523	467,194	465,446	465,446
Other financing use - fees	114,716	-	-	-	-
Sub Program Total	500,581	487,523	552,194	550,446	550,446

Division: Business and Facilities

Department: Office of the Director

Program: Debt Service

Description	Prior Year Actual 2010/11	Prior Year Actual 2011/12	Adopted Budget 2012/13	Proposed Budget 2013/14	Adopted Budget 2013/14
Sub Program:					
<u>2013-\$457,100 Fifteen (15) Year Financing Agreement</u>					
Principal	-	-	-	23,988	23,988
Interest	-	-	-	14,101	14,101
Sub Program Total	-	-	-	38,089	38,089
Sub Program:					
<u>Tax Anticipation Notes</u>					
Interest	29,908	25,440	162,500	162,500	162,500
Sub Program Total	29,908	25,440	162,500	162,500	162,500



Division: Business and Facilities

Department: Office of the Director

Program: Debt Service

MATURITY SCHEDULE FOR GENERAL FUND DEBT

Fiscal Year	Financing Agreement Series 2005 340,000	FFCO Series 2006 2,430,000	FFCO Series 2010A 1,695,000	FFCO Series 2010B&C 7,815,000	Financing Agreement Series 2013 457,100	Totals
2013/14	21,800	136,850	81,270	550,445	38,090	828,455
2014/15	20,900	137,850	85,720	548,308	38,090	830,868
2015/16	-	138,650	94,620	550,871	38,090	822,231
2016/17	-	134,250	97,920	552,934	38,090	823,194
2017/18	-	138,750	101,270	554,548	38,090	832,658
2018/19	-	137,750	104,695	550,376	38,090	830,911
2019/20	-	136,500	107,970	550,854	38,090	833,414
2020/21	-	-	115,670	685,896	38,090	839,656
2021/22	-	-	117,770	683,256	38,090	839,116
2022/23	-	-	119,670	679,868	38,090	837,628
2023/40	-	-	1,086,265	10,164,340	190,440	11,441,045
Totals	42,700	960,600	2,112,840	16,071,696	571,340	19,759,176
Interest Portion of Payments	(2,700)	(160,600)	(662,840)	(8,511,696)	(114,240)	(9,452,076)
Principal Balance	40,000	800,000	1,450,000	7,560,000	457,100	10,307,100

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.

Financing Agreement Series 2013: On February 15, 2013 the Park District borrowed \$457,100 under a Financing Agreement to finance the Energy Savings Performance Contract Phase II capital projects.



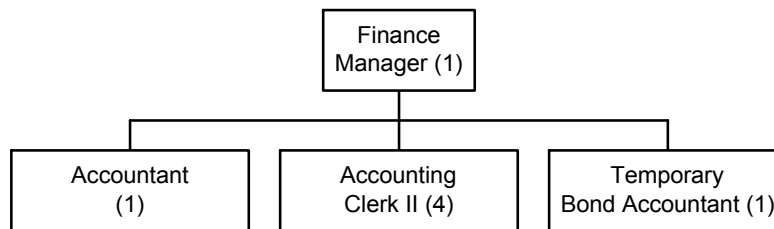


FINANCE SERVICES



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 2012/13 Accomplishments

Completed review of annual budget preparation process, resulting in further configuration of general ledger information to correlate and compare with initial budget calculations.

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

Currently implementing a purchasing card system to facilitate small purchasing while maintaining adequate security and procedural controls.

Reviewed and updated expenditure-related policies, including development of the purchasing card policy.

Received the following awards:

- Distinguished Budget Presentation Award from the Government Finance Officers Association for the FY 2012/13 Budget Document.
- Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association for the FY

2010/11 Comprehensive Annual Financial Report.

FY 2013/14 Goals and Objectives

Continue compliance monitoring of available Bond Capital Projects Fund investments and arbitrage requirements.

Finalize training of staff in purchasing card procedure and protocol.

Assess impact and implement changes to budget and general ledger processes with finalization of cost recovery and service assessment analysis.

Budget Highlights

The Proposed Budget reflects the transfer of licensing fees for timekeeping and financial software to the Information Services Department for centralization of technology costs.

Performance Standards

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

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

Performance Standards (continued)

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

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



Division: Business and Facilities

Department: Finance Services

Description	Prior Year Actual 2010/11	Prior Year Actual 2011/12	Adopted Budget 2012/13	Proposed Budget 2013/14	Adopted Budget 2013/14
Summary of Appropriations					
Personnel Services	545,032	573,582	641,443	667,922	667,922
Material & Services	86,443	100,459	97,130	44,850	44,850
Total Appropriations	631,475	674,041	738,573	712,772	712,772
Summary by Program					
Finance Services	631,475	674,041	738,573	712,772	712,772
Total Appropriations	631,475	674,041	738,573	712,772	712,772
Division Staff					
Full Time	6.00	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)	0.50	0.50	0.00	0.00	0.00

Division: Business and Facilities

Department: Finance Services

Program: Finance Services

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2010/11	Prior Year Actual 2011/12	Projected Outcome 2012/13	Proposed Outcome 2013/14
Workloads:				
Payroll Checks Processed	19,500	19,153	19,100	19,250
Accounts Payable Checks Processed	9,543	8,657	11,250	11,500
Number of Facility Deposits Audited	6,599	6,555	6,791	6,750
Purchase Orders Processed	774	813	690	700
Merchant Cards Processed	95,563	101,466	104,113	106,000

Division: Business and Facilities

Department: Finance Services

Program: Finance Services

Description	Prior Year Actual 2010/11	Prior Year Actual 2011/12	Adopted Budget 2012/13	Proposed Budget 2013/14	Adopted Budget 2013/14
Program Appropriations					
F.T. Salary	342,528	377,052	423,148	442,447	442,447
P.T. Salary	18,231	4,043	-	-	-
Employee Benefits	152,389	156,408	176,234	182,570	182,570
Payroll Taxes	31,884	36,079	42,061	42,905	42,905
Personnel Services	545,032	573,582	641,443	667,922	667,922
Professional and Technical Services	58,830	75,917	66,105	15,035	15,035
Other Services	17,033	15,456	15,950	16,750	16,750
Supplies	471	998	1,215	1,050	1,050
Communication	2,312	3,414	5,050	3,950	3,950
Training, Travel and Memberships	4,564	4,674	8,310	7,965	7,965
Small Furniture & Office Equipment	3,233	-	500	100	100
Material & Services	86,443	100,459	97,130	44,850	44,850
Program Total	631,475	674,041	738,573	712,772	712,772
Department Staff					
Full Time	6.00	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)	0.50	0.50	0.00	0.00	0.00



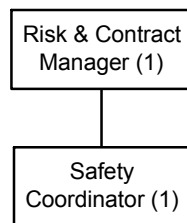


RISK & CONTRACT MANAGEMENT



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.

Occupational 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 2012/13 Accomplishments

The Recreation Department is the second department to graduate from the Safety and Health Achievement Recognition Program (SHARP) with Oregon OSHA, joining the HMT Recreation Complex and Fanno Creek Service Center. The Aquatics Department is expected to graduate from this program in 2014. 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.

Received Safety & Security Matching Grant from Special Districts Association of Oregon in the amount of \$3,000. Will utilize with budget to purchase emergency response supplies for all facilities.

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 the implementation and training of all staff in the Mandatory Reporting of Child Abuse.

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

FY 2013/14 Goals and Objectives

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

Use the 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.

Coordinate with 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 (TRIM) Software.

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

Budget Highlights

The Proposed Budget reflects increased cost of property and liability insurance coverage. The District experienced a premium increase of 3.1% in 2013 and anticipates an additional 5% increase in 2014.

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 term.

Division: Business and Facilities
Department: Risk and Contract Management

Description	Prior Year Actual 2010/11	Prior Year Actual 2011/12	Adopted Budget 2012/13	Proposed Budget 2013/14	Adopted Budget 2013/14
Summary of Appropriations					
Personnel Services	243,145	252,462	268,449	281,577	281,577
Material & Services	328,375	349,104	371,660	371,071	371,071
Total Appropriations	571,520	601,566	640,109	652,648	652,648
Summary by Program					
Risk and Contract Management	447,961	470,080	499,329	505,924	505,924
Safety/Wellness	123,559	131,486	140,780	146,724	146,724
Total Appropriations	571,520	601,566	640,109	652,648	652,648
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	0.19	0.19	0.19

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

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2010/11	Projected Outcome 2011/12	Proposed Outcome 2012/13	Proposed Outcome 2013/14
Workloads:				
Number of Contracts processed	207	206	240	240
Number of Residential Leases	9	11	19	20
Number of Commercial Leases	26	27	27	30
Performance Measures:				
<u>Reduce exposure of property & liability claims¹</u>				
Number of liability claims filed against the District	10	10	7	5
Average cost per liability claim filed	\$4,483	\$28,453	\$6,080	\$5,000
Loss Ratio: liability claims only (single year) ²	6.47%	230.35%	11.35%	14.49%
Loss Ratio: property and liability claims (single year) ³	21.46%	132.00%	18.26%	10.82%
Loss Ratio: Five-year Trail ⁴	28.57%	31.38%	56.60%	58.75%

¹ Property and casualty figures are based on a calendar year. Policy data as of: March 18, 2013.

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 is 60%.

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

Description	Prior Year Actual 2010/11	Prior Year Actual 2011/12	Adopted Budget 2012/13	Proposed Budget 2013/14	Adopted Budget 2013/14
Program Appropriations					
F.T. Salary	90,288	93,084	96,621	100,195	100,195
P.T. Salary	-	-	6,000	6,000	6,000
Employee Benefits	37,669	37,702	38,406	43,032	43,032
Payroll Taxes	7,830	8,636	10,187	10,296	10,296
Personnel Services	135,787	139,422	151,214	159,523	159,523
Other Services	23,809	26,744	23,898	9,999	9,999
Insurance	282,938	297,819	314,527	324,172	324,172
Supplies	1,799	946	1,650	2,450	2,450
Communication	1,417	2,038	2,560	3,250	3,250
Training, Travel and Memberships	2,211	1,353	4,630	6,530	6,530
Small Furniture & Office Equipment	-	1,758	850	-	-
Material & Services	312,174	330,658	348,115	346,401	346,401
Program Total	447,961	470,080	499,329	505,924	505,924
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	0.19	0.19	0.19

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

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2010/11	Prior Year Actual 2011/12	Projected Outcome 2012/13	Proposed Outcome 2013/14
Performance Measures:				
<u>Reduce program participant incidents</u>				
Number of Incident Reports Filed per 10,000 Program Visits	1.92	1.90	2.10	1.97
<u>Reduce exposure on workers compensation claims¹</u>				
Number of Claims Filed	29	43	30	30
Number of Time Loss Claims	2	6	4	1
Experience Modification History ²	0.84	0.89	0.84	0.87
Frequency Rate of WC Claims per 100 FTE	6.32	9.61	5.74	7.05
WC costs as % of payroll	0.92	0.78	0.52	0.50
Average cost per claim	\$8,727	\$4,992	\$6,545	\$6,600

¹ Policy data as of: March 12, 2013.

² Experience Modification Rate is computed on 1.00 being the average incident rate for similar work nationwide. New computation adopted 1/1/13 caused an increase in the rate over FY 2012/13.

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

Description	Prior Year Actual 2010/11	Prior Year Actual 2011/12	Adopted Budget 2012/13	Proposed Budget 2013/14	Adopted Budget 2013/14
Program Appropriations					
F.T. Salary	68,424	71,352	75,588	76,725	76,725
P.T. Salary	844	2,341	-	-	-
Employee Benefits	31,978	32,328	34,126	37,879	37,879
Payroll Taxes	6,112	7,019	7,521	7,450	7,450
Personnel Services	107,358	113,040	117,235	122,054	122,054
Professional and Technical Services	8,123	14,264	11,120	11,420	11,420
Supplies	5,355	1,227	4,900	6,200	6,200
Training, Travel and Memberships	2,167	2,301	5,425	6,450	6,450
Small Furniture & Office Equipment	556	654	2,100	600	600
Material & Services	16,201	18,446	23,545	24,670	24,670
Program Total	123,559	131,486	140,780	146,724	146,724
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



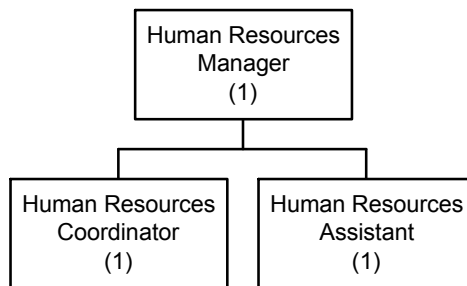


HUMAN RESOURCES



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 2012/13 Accomplishments

Developed and implemented a standardized performance evaluation system for part-time employees that integrates with the District's compensation policy.

Continued to expand and enhance the employee training and development program; developed and implemented Tier III of a four-tiered leadership development program.

Continued to expand and enhance the employee wellness program. Developed benchmark data and baseline statistics to measure overall success of the program.

Served as key facilitator in the negotiation of the carry-forward Collective Bargaining Agreement resulting in an extension of the terms and duration for an additional three years.

Updated the Employee Handbook to bring it in line with changes made to the Collective Bargaining Agreement, District policies/procedures and federal/state employment laws.

FY 2013/14 Goals and Objectives

Monitor baseline statistics to measure overall success of the employee wellness program; adjust accordingly to continue to expand and enhance the program.

Research best practices and develop recommendations to improve community outreach to recruit minorities and underserved audiences.

Continue to expand and enhance the employee training program. Bring to completion and implement the final tier of a four-tiered leadership development program.

Budget Highlights

The Proposed Budget includes funding for an enhanced employee orientation program. This represents an approved business plan under the goal of providing value and efficient service delivery for taxpayers, patrons and others who help fund Park District activities.

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 2010/11	Prior Year Actual 2011/12	Adopted Budget 2012/13	Proposed Budget 2013/14	Adopted Budget 2013/14
Summary of Appropriations					
Personnel Services	301,031	312,805	324,454	344,383	344,383
Material & Services	52,724	53,141	74,514	76,265	76,265
Total Appropriations	353,755	365,946	398,968	420,648	420,648
Summary by Program					
Human Resources	353,755	365,946	398,968	420,648	420,648
Total Appropriations	353,755	365,946	398,968	420,648	420,648
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 2010/11	Prior Year Actual 2011/12	Projected Outcome 2012/13	Proposed Outcome 2013/14
Workloads:				
Total number of recruitment: FT & RPT positions	20	27	25	25
Total number of training sessions	14	8	17	15
Total number of Unemployment Insurance Claims Processed	204	160	155	150
Total number of PT, RPT & FT new hire packets processed	544	570	625	610
Performance Measures:				
Total recruitment applications received	1,641	1,221	1,343	1,477
Average number of applications per position	82	45	54	59
Total training contact hours	1,051	424	1,283	1,300
Average total cost per unemployment insurance claim	\$508	\$629	\$600	\$575

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

Description	Prior Year Actual 2010/11	Prior Year Actual 2011/12	Adopted Budget 2012/13	Proposed Budget 2013/14	Adopted Budget 2013/14
Program Appropriations					
F.T. Salary	198,139	206,712	214,597	223,525	223,525
Employee Benefits	85,683	86,861	88,543	99,199	99,199
Payroll Taxes	17,209	19,232	21,314	21,659	21,659
Personnel Services	301,031	312,805	324,454	344,383	344,383
Professional and Technical Services	23,692	20,306	27,037	22,205	22,205
Supplies	854	1,454	1,873	2,336	2,336
Communication	1,013	1,150	1,260	1,480	1,480
Travel, Training and Memberships	27,165	30,231	44,344	50,244	50,244
Small Furniture & Equipment	-	-	-	-	-
Material & Services	52,724	53,141	74,514	76,265	76,265
Program Total	353,755	365,946	398,968	420,648	420,648
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



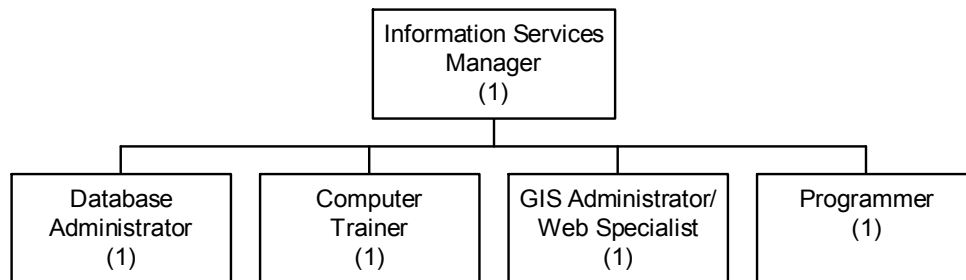


INFORMATION SERVICES



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 2012/13 Accomplishments

Completed the installation of the dedicated electrical panel for the server room at the Fanno Creek Service Center (FCSC).

Completed the installation of a server rack at FCSC.

FY 2013/14 Goals and Objectives

Continue the process of developing the FCSC server room into the District's hub of computer operations. Install a fire suppression system and a natural gas-powered generator for backup power.

Continue improving the THPRD custom software applications with ongoing development of new modules and features.

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

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

Budget Highlights

The Proposed Budget includes funding for the following capital enhancements:

- Enhancements to the server room at the FCSC, including a fire suppression system and a natural gas-powered generator. These are the first year components of a multi-year project to migrate to a virtual desktop infrastructure. They represent an approved business plan under the goal of incorporating principles of environmental and financial sustainability into the design, operation, improvement, maintenance and funding of Park District programs and facilities
- New servers for the District's phone system.
- New Comcast residential service lines to Garden Home Recreation Center and the Jenkins Estate for public Wi-Fi internet access.

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.

Performance Standards

System reliability standards are:

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

Division: Business and Facilities
 Department: Information Services

Description	Prior Year Actual 2010/11	Prior Year Actual 2011/12	Adopted Budget 2012/13	Proposed Budget 2013/14	Adopted Budget 2013/14
Summary of Appropriations					
Personnel Services	524,840	555,685	571,788	600,720	600,720
Material & Services	225,079	243,829	298,100	380,205	380,205
Capital Outlay	222,257	209,908	190,900	272,700	272,700
Total Appropriations	972,176	1,009,422	1,060,788	1,253,625	1,253,625
Summary by Program					
Information Services	972,176	1,009,422	1,060,788	1,253,625	1,253,625
Total Appropriations	972,176	1,009,422	1,060,788	1,253,625	1,253,625
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 2010/11	Prior Year Actual 2011/12	Projected Outcome 2012/13	Proposed Outcome 2013/14
Workloads:				
Number of desktop PC's maintained	208	210	212	213
Number of networked file servers maintained	31	40	45	45
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 2010/11	Prior Year Actual 2011/12	Adopted Budget 2012/13	Proposed Budget 2013/14	Adopted Budget 2013/14
Program Appropriations					
F.T. Salary	354,795	365,766	378,235	386,427	386,427
Employee Benefits	138,195	155,032	155,983	176,843	176,843
Payroll Taxes	31,850	34,887	37,570	37,450	37,450
Personnel Services	524,840	555,685	571,788	600,720	600,720
Professional and Technical Services	118,434	128,603	163,400	242,505	242,505
Supplies	35,364	43,422	50,200	51,200	51,200
Communication	68,750	69,972	76,000	76,000	76,000
Training, Travel and Memberships	2,417	1,832	7,500	9,500	9,500
Small Furniture, Fixtures and Equip.	114	-	1,000	1,000	1,000
Material & Services	225,079	243,829	298,100	380,205	380,205
Information Technology Replacement	118,846	151,032	136,000	167,000	167,000
Information Technology Improvement	103,411	58,876	54,900	105,700	105,700
Capital Outlay	222,257	209,908	190,900	272,700	272,700
Program Total	972,176	1,009,422	1,060,788	1,253,625	1,253,625
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 /Notebooks	67,000	BF-41
2	Printers/Network Printers	5,000	BF-41
3	Servers	35,000	BF-41
4	LAN/WAN Equipment	5,000	BF-41
5	Cisco Phone Servers	55,000	BF-41
TOTAL INFORMATION TECHNOLOGY REPLACEMENT		\$ 167,000	
INFORMATION TECHNOLOGY IMPROVEMENT			
6	Fanno Creek Service Center Fire Suppression/Backup	74,000	BF-42
7	Plotter/Scanner - Communications	8,200	BF-42
8	Software - Misc Applications, Development & Network	10,000	BF-42
9	MACC Grant - Comcast Residential Line (2 sites)	12,000	BF-42
10	Workstation and Phone	1,500	BF-42
TOTAL INFORMATION TECHNOLOGY IMPROVEMENT		\$ 105,700	
GRAND TOTAL INFORMATION SERVICES CAPITAL OUTLAY		\$ 272,700	

INFORMATION SERVICES CAPITAL OUTLAY

Information Technology Capital Replacement

ITEM 1: **Workstations**

BUDGET: \$67,000

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: \$5,000

DESCRIPTION: Replacement and upgrades to Wide Area Network equipment.

ITEM 5: **Cisco Phone Servers**

BUDGET: \$55,000

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

INFORMATION SERVICES CAPITAL OUTLAY

Information Technology Capital Improvement

ITEM 6: **Fanno Creek Service Center Fire Suppression/Backup**

BUDGET: \$74,000

DESCRIPTION: Install fire suppression system which utilizes new technology to better protect equipment in server room at Fanno Creek Service Center.

ITEM 7: **Plotter/Scanner - Communications**

BUDGET: \$8,200

DESCRIPTION: Replace plotter/scanner used by communications department.

ITEM 8: **Software - Misc Applications, Development & Network**

BUDGET: \$10,000

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

ITEM 9: **MACC Grant - Comcast Residential Line (2 sites)**

BUDGET: \$12,000

DESCRIPTION: Install Comcast cable at Jenkins Estate and Garden Home Recreation Center for public wi-fi use.

ITEM 10: **Workstation and Phone**

BUDGET: \$1,500

DESCRIPTION: Additional computer and phone for new full-time position at Aloha Swim Center.



MAINTENANCE OPERATIONS



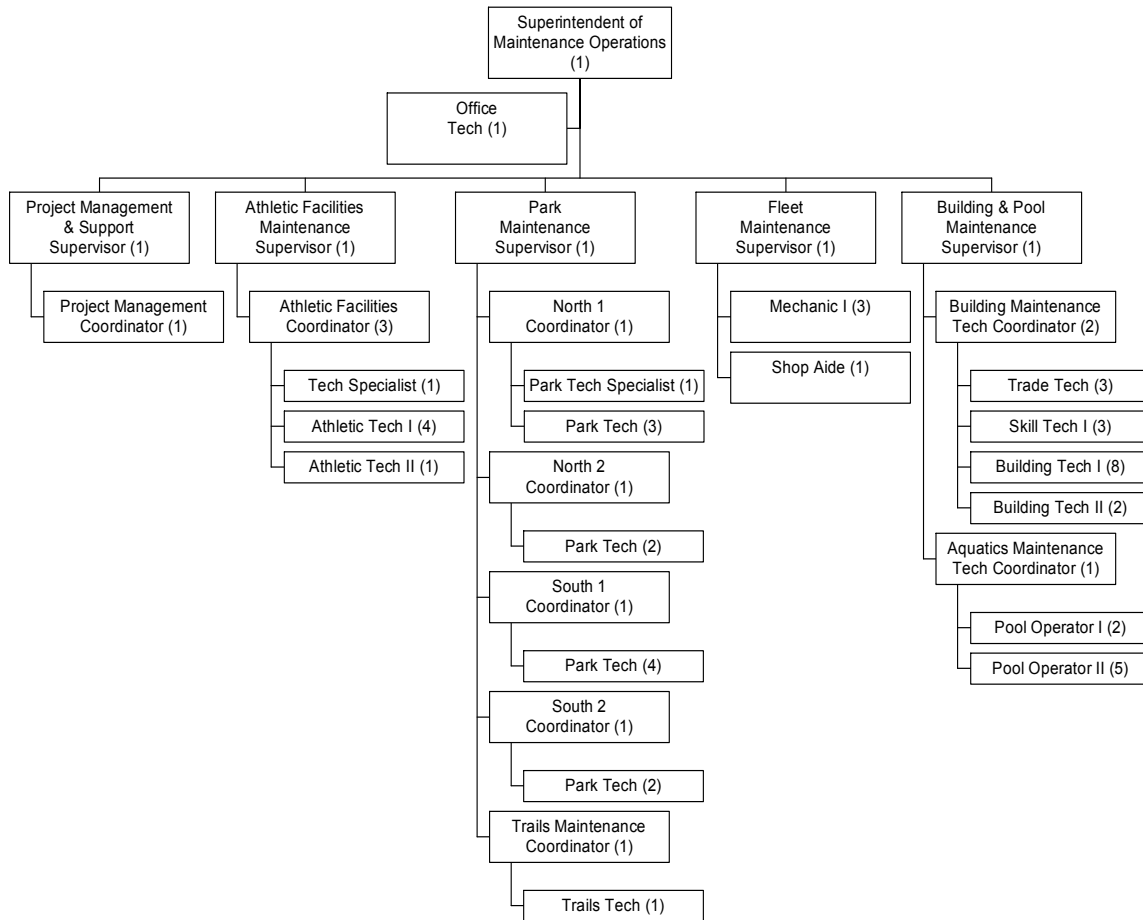
Athletic Facilities Maintenance

Building & Pool Maintenance

Park Maintenance

Fleet Maintenance

BUSINESS & FACILITIES DIVISION
Maintenance Operations Department



Department Overview

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

Maintenance Operations Programs (Parks, Athletic Facilities, Buildings & Pools, and Fleet) are managed by coordinators, who report to the Superintendent of Maintenance Operations.

Park Maintenance

The Park Maintenance Program maintains play structures, irrigation systems, drinking fountains, pedestrian and bike paths, drainage systems, picnic shelters, bridges, boardwalks, turf and

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

Athletic Facilities Maintenance

The Athletic Facilities Maintenance Program 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 Athletic Facilities Maintenance Program coordinates the mowing, irrigation and turf care services of fields, including many belonging to the Beaverton School District. They also manage the

Department Overview (continued)

maintenance and replacement of backstops and netting located at School and Park District sites.

Building and Pool Maintenance

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

Fleet Maintenance

The District's fleet and power equipment inventory are serviced at the District's Fanno Creek Service Center mechanical shops. The fleet includes compact trucks, heavy-duty trucks, tractors, and specialized turf mowers. District staff provide welding and fabrication services. 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 2012/13 Accomplishments

Technical, professional and safety training is a high priority for Maintenance Operations. Staff attended numerous training workshops, including the National Recreation and Park Association Resource Management School, Aquatic Facility Operator Certification, Oregon Recreation & Park Association Workshops, Automotive Service Excellence Certifications and Cooperative Public Agencies of Washington County Training Workshop.

The Maintenance Department relocated their operations center in the winter of 2012 from the Howard M. Terpenning Recreation Complex to the Fanno Creek Service Center in central Beaverton. The new location improves access to parks on the south side of the district thereby reducing mileage and travel time. During the first year of operation, staff installed a covered shed in the outdoor storage yard, painted the building exterior and improved the parking lot landscape. The operations center provides additional capacity for warehouse storage, indoor work space, vehicle service bays and

outdoor fleet storage. In addition, the facility consolidates offices for Natural Resources, Planning, and Maintenance staff at one location.

Building staff, working with consultants, contractors and engineers completed seismic upgrades at Aloha Swim Center this past year. The upgrades included a complete replacement of the roof and ceiling above the pool, decommissioning of the HVAC deck tunnel, adding mechanical bracing to mechanical equipment and roof wall connections.

The District continues to implement seismic improvements at buildings funded in the 2008 Bond Measure. Building structural upgrades are designed to provide safe egress, following a seismic event. Beaverton Swim Center upgrades are scheduled during FY 2013/14 and remaining upgrades will be phased over the next two years.

Park and athletic field maintenance services initiated trip reduction measures to conserve fuel and maximize labor efficiency. Trip reduction measures include vehicle sharing, increasing cab capacity and maximizing service delivery per visit.

District staff will work with the Oregon Department of Corrections to fabricate and supply park signs for the District's signage master plan. Wood signs will be upgraded and replaced with steel, aluminum and recycled plastic components at all parks and facilities.

FY 2013/14 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 Proposed Budget reflects a continuation of prior year service levels with some adjustments.

Maintenance at HMT – The District will continue to stage operations for the north side of the District from the HMT Recreation Complex maintenance yard. This directly reduces miles traveled by crews servicing north side parks while providing on-site services to the HMT complex grounds and sports fields.

Fleet Fuel Impacts – While fuels costs continue to fluctuate, the fleet fuel budget will remain at approximately the same level as the prior year. By implementing trip reduction measures, overall fuel consumption is expected to lower by approximately 6%. The District is expected to consume approximately 49,000 gallons of gasoline and 14,000 gallons of diesel fuel, annually.

New or Expanded Facilities – The Proposed Budget includes part-time staffing increases necessary to maintain new or expanded parks, athletic fields and buildings resulting from completion of Bond Fund or other capital projects.

Cost Reduction Measures – The Proposed Budget includes further cost reductions resulting from minor adjustments to ongoing services. Reductions include additional fuel savings resulting from declining vehicle needs, and reductions of trash barrel replacements due to alternative can selections.

Business Plans – The Proposed Budget also includes funding for the following, all of which represent approved business plans under the goal of operating and maintaining parks in an efficient, safe and cost-effective manner, while maintaining high standards:

- Irrigation water conservation measures, which offset by cost savings and equipment credits from the water service provider,
- Park travel and labor savings generated by chipping green waste and reusing as landscape cover on site,
- Reducing single-occupancy vehicle use and replacing with crew cab, multi-occupancy vehicles, and
- Acquiring pedestrian pathway surface repair equipment to correct minor repairs normally completed by contracted labor.

Utility Impacts – Natural gas rates decreased 6% during the past year, and Portland General Electric rates decreased approximately 2.2%. The proposed Maintenance Operations budget reflects these adjustments. Electric kWatts usage increased by 4.2% while natural gas therms decreased by 1.1% in FY 2012/13. Both kWatt and therm consumption are expected to decrease slightly in FY 2013/14 due to work being done in FY 2012/13 with an Energy Performance Contractor. Gallons of water increased in FY 2012/13 by 8.4%. Water use is expected to remain steady in FY 2013/14.

Utility impacts in the Proposed Budget also reflect the following:

- Reduced gas and electricity cost due to work with an Energy Performance Contractor to install energy solutions at multiple facilities. Improvements include underwater lighting upgrades, an automated pool cover, steam trap upgrades and an aquatic heat recovery unit. The cost of the improvements will be offset by the energy savings and other incentives.
- Reduced water cost due to capital investment and staff time for irrigation head upgrades in parks and athletic fields

Both of these represent programs under the goal of incorporating principles of sustainability into design, operation, improvement, maintenance and funding.

Project Management and Support – Maintenance Operations staff will continue to provide project support and assist with many District Capital Bond Projects during FY 2013/14. Projects include seismic building upgrades throughout the District and pervious parking improvements at Sunset Swim Center.

Signage Replacement – Funds are included in the FY 2013/14 Capital replacement budget to support the Districtwide Park Signage Master Plan. Sign replacements will be phased over 10 years.



Division: Business and Facilities
Department: Maintenance Operations Department

Description	Prior Year Actual 2010/11	Prior Year Actual 2011/12	Adopted Budget 2012/13	Proposed Budget 2013/14	Adopted Budget 2013/14
Summary of Appropriations					
Personnel Services	7,138,903	7,297,414	7,720,262	8,114,566	8,114,567
Materials & Services	3,662,644	3,608,965	3,780,064	3,617,457	3,617,457
Capital Outlay	347,304	467,625	231,400	343,500	343,500
Total Appropriations	11,148,851	11,374,004	11,731,726	12,075,523	12,075,524

Summary by Program					
Superintendent of Maintenance Op.	260,871	379,475	541,639	566,098	566,098
Athletic Facilities Maintenance	1,751,588	1,717,590	1,907,743	2,005,260	2,005,260
Building and Pool Maintenance	4,961,557	4,900,134	5,080,609	5,101,616	5,101,617
Park Maintenance	3,025,824	3,109,968	3,072,561	3,176,352	3,176,352
Fleet Maintenance	1,149,011	1,266,837	1,129,174	1,226,197	1,226,197
Total Appropriations	11,148,851	11,374,004	11,731,726	12,075,523	12,075,524

Division Staff					
Full Time	64.00	65.00	65.00	65.00	65.00
Regular Part Time (FTE)	7.88	7.88	7.88	7.88	7.88
Part Time (FTE)	54.13	54.84	56.28	56.45	56.45



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

Description	Prior Year Actual 2010/11	Prior Year Actual 2011/12	Adopted Budget 2012/13	Proposed Budget 2013/14	Adopted Budget 2013/14
Program Appropriations					
F.T. Salary	159,711	242,064	322,871	331,846	331,846
P.T. Salary	4,082	8,075	28,044	28,118	28,118
Employee Benefits	58,926	83,666	126,190	140,126	140,126
Payroll Taxes	14,354	23,478	35,688	35,896	35,896
Personnel Services	237,073	357,283	512,793	535,986	535,986
Professional and Technical Services	13,176	9,351	14,968	15,100	15,100
Communications	1,441	1,473	1,800	1,800	1,800
Supplies	5,842	7,516	6,800	7,765	7,765
Training, Travel and Memberships	3,339	1,767	5,278	5,447	5,447
Small Furniture, Fixtures and Equip.	-	2,085	-	-	-
Material & Services	23,798	22,192	28,846	30,112	30,112
Maintenance Equipment	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Program Total	260,871	379,475	541,639	566,098	566,098
Department Staff					
Full Time	2.00	3.00	4.00	4.00	4.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	0.63	0.50	1.05	1.02	1.02

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

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2010/11	Prior Year Actual 2011/12	Projected Outcome 2012/13	Proposed Outcome 2013/14
Workload:				
Athletic Fields Maintained	251	258	265	264
Outdoor Sport Courts Maintained ¹	179	179	177	178
Total Workload Units	430	437	442	442
Efficiency:				
Cost per Athletic Field	\$ 4,870	\$ 4,872	\$ 4,796	\$ 5,191
Cost per Outdoor Sport Court	\$ 2,247	\$ 2,330	\$ 2,410	\$ 2,651
Goal Outcome Measures:				
Electric (KWh/Lighted Field and Court Count)	5,873.8	5,360.6	5,490.0	5,490.0
Water (Gallons/Field and Court Count) ²	47,052.7	55,399.9	66,580.5	66,580.5
Performance Measures:				
% of Desired Service Level (DSL) on Fields	93%	90%	94%	95%
% of Desired Service Level (DSL) on Courts	93%	95%	95%	95%

¹ Includes 6 indoor tennis courts

² Water consumption increased in FY 2012/13 due to record dry summer and fall months resulting in more athletic field watering.

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

Description	Prior Year Actual 2010/11	Prior Year Actual 2011/12	Adopted Budget 2012/13	Proposed Budget 2013/14	Adopted Budget 2013/14
Program Appropriations					
F.T. Salary	531,950	521,059	558,058	578,827	578,827
P.T. Salary	351,745	348,144	394,652	413,123	413,123
Employee Benefits	243,508	240,387	247,276	295,298	295,298
Payroll Taxes	92,271	97,369	102,597	105,400	105,400
Personnel Services	1,219,474	1,206,959	1,302,583	1,392,648	1,392,648
Professional and Technical Services	3,499	935	3,000	3,000	3,000
Rental Equipment	806	866	1,200	1,200	1,200
Other Services	91,775	90,280	97,173	100,489	100,489
Communications	6,493	6,787	7,587	7,587	7,587
Supplies	329,852	307,434	340,205	334,629	334,631
Training, Travel and Memberships	1,971	4,198	5,720	5,720	5,720
Utilities	97,051	98,400	148,576	158,288	158,288
Small Furniture, Fixtures and Equip.	667	1,731	1,699	1,699	1,697
Material & Services	532,114	510,631	605,160	612,612	612,612
Program Total	1,751,588	1,717,590	1,907,743	2,005,260	2,005,260
Department Staff					
Full Time	9.00	9.00	10.00	10.00	10.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	13.61	13.67	15.09	15.18	15.18
Funded Service Level					
Baseball/Softball Fields Maintained at 100% DSL	100	103	104	102	102
Total Baseball/Softball Fields in Inventory	107	107	109	107	107
Sport Courts Maintained at 100% DSL	159	161	161	162	162
Total Sport Courts	171	171	169	170	170

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

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2010/11	Prior Year Actual 2011/12	Projected Outcome 2012/13	Proposed Outcome 2013/14
Workload:				
Buildings - 1,000 Sq Feet of Space ¹	403	450	461	461
Pools - 1,000 Sq Feet of Space	117	117	117	117
Total Workload Units	520	567	578	578
Efficiency:				
Cost per Sq Foot of Buildings ¹	\$ 7.13	\$ 6.30	\$ 6.31	\$ 6.63
Cost per Sq Foot of Pools	\$ 17.45	\$ 17.01	\$ 17.05	\$ 17.51
Goal Outcome Measures:				
Gas (Therms/Total Square Foot)	1.1	1.0	1.0	1.0
Electric (KWh/Total Square Foot)	13.3	12.3	12.5	12.4
Water (Gallons/Total Square Foot) ²	56.3	46.8	57.3	56.9
Performance Measures:				
% of Desired Service Level (DSL) in Buildings	85%	84%	84%	86%
% of Desired Service Level (DSL) in Pools	72%	72%	72%	72%

¹ 2011/12- Added 65,000 square feet for Fanno Creek Service Center. Deducted 18,000 square feet for East Annex.

¹ 2012/13- Added 2,100 square feet for Elsie Stuhr Center expansion and 8,500 square feet for Conestoga Recreation and Aquatic Center expansion.

² Note: 2013- Added Splash Pad operations and closed and refilled 2 pools.

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

Description	Prior Year Actual 2010/11	Prior Year Actual 2011/12	Adopted Budget 2012/13	Proposed Budget 2013/14	Adopted Budget 2013/14
Program Appropriations					
F.T. Salary	1,387,128	1,384,414	1,452,594	1,504,600	1,504,600
R.P.T. Salary	297,056	-	335,075	345,468	345,468
P.T. Salary	380,742	689,570	354,878	338,852	338,852
Employee Benefits	668,734	649,679	728,116	817,705	817,705
Payroll Taxes	215,928	227,674	236,696	237,644	237,645
Personnel Services	2,949,588	2,951,337	3,107,359	3,244,269	3,244,270
Professional and Technical Services	8,806	10,698	6,272	5,625	5,625
Rental Facility	98,688	24,672	-	-	-
Rental Equipment	1,080	2,158	3,000	3,500	3,500
Other Services	152,726	139,610	137,510	173,394	173,394
Supplies	383,729	397,459	385,842	398,688	398,688
Training, Travel and Memberships	15,473	13,241	13,148	10,650	10,650
Utilities	1,276,968	1,247,936	1,365,068	1,203,080	1,203,080
Communication	64,500	65,021	62,410	62,410	62,410
Small Furniture, Fixtures and Equip.	-	1,693	-	-	-
Material & Services	2,001,970	1,902,488	1,973,250	1,857,347	1,857,347
Building/Pool Equip. Replacement	9,999	46,309	-	-	-
Capital Outlay	9,999	46,309	-	-	-
Program Total	4,961,557	4,900,134	5,080,609	5,101,616	5,101,617
Department Staff					
Full Time	27.00	27.00	27.00	27.00	27.00
Regular Part Time (FTE)	7.88	7.88	7.88	7.88	7.88
Part Time (FTE)	13.88	14.70	15.35	15.80	15.80
Funded Service Level					
1,000 Sq Ft of Building Maintained at 100% DSL	343	393	402	396	396
Total 1,000 Sq Ft of Building	403	468	479	461	461
1,000 Sq Ft of Pools Maintained at 100% DSL	84	84	84	84	84
Total 1,000 Sq Ft of Pools	117	117	117	117	117

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

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2010/11	Prior Year Actual 2011/12	Projected Outcome 2012/13	Proposed Outcome 2013/14
Workload:				
Developed Acres	1,010	1,026	1,029	1,060
Undeveloped Acres	1,174	1,186	1,233	1,229
Total Workload Units	2,184	2,212	2,262	2,289
Efficiency:				
Cost per Developed Acre	\$ 2,845	\$ 2,879	\$ 2,835	\$ 2,846
Cost per Undeveloped Acre	\$ 129	\$ 131	\$ 125	\$ 129
Goal Outcome Measures:				
Electric (KWh/Developed Acre)	100.4	99.8	119.8	116.3
Water (Gallons/Developed Acre)	42,871	57,237	55,322	53,714
Vehicle Miles Traveled per Developed Acre	423	398	394	382
Performance Measures:				
% of Funded Service Level (DSL) High Production				
Mowing for Developed Acres	92%	92%	92%	94%

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

Description	Prior Year Actual 2010/11	Prior Year Actual 2011/12	Adopted Budget 2012/13	Proposed Budget 2013/14	Adopted Budget 2013/14
Program Appropriations					
F.T. Salary	1,008,858	1,050,533	1,027,888	1,072,653	1,072,653
P.T. Salary	580,283	543,854	595,796	622,890	622,890
Employee Benefits	479,394	513,027	473,421	545,519	545,519
Payroll Taxes	167,150	175,069	174,713	179,877	179,877
Personnel Services	2,235,685	2,282,483	2,271,818	2,420,939	2,420,939
Professional and Technical Services	61,519	61,478	64,515	57,000	57,000
Rental Facility	-	-	2,000	2,000	2,000
Rental Equipment	10,708	11,298	16,033	17,300	17,300
Communication	10,189	11,245	13,739	11,366	11,366
Other Services	59,505	48,766	84,044	28,215	28,215
Supplies	215,231	202,492	191,799	226,268	226,268
Training, Travel and Memberships	12,131	12,225	8,291	3,670	3,670
Utilities	420,856	479,981	420,322	409,594	409,594
Material & Services	790,139	827,485	800,743	755,413	755,413
Program Total	3,025,824	3,109,968	3,072,561	3,176,352	3,176,352
Department Staff					
Full Time	21.00	21.00	19.00	19.00	19.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	25.07	25.22	24.04	23.70	23.70
Funded Service Level					
HP Mowing Acres Maintained at 100% DSL	379	386	329	342	342
Total HP Mowing Acres in Inventory	412	420	358	364	364

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

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2010/11	Prior Year Actual 2011/12	Projected Outcome 2012/13	Proposed Outcome 2013/14
Workload:				
Vehicle and Equipment Units	436	436	472	468
Total Workload Units	436	436	472	468
Efficiency:				
Cost per Vehicle and Equipment Unit	\$ 1,937	\$ 1,990	\$ 1,843	\$ 1,868
Vehicle and Equipment Unit per FTE	75.8	75.8	84.7	84.4
Goal Outcome Measures:				
Percent Alternate Fuel On-Road Vehicle Miles:	14.6%	15.3%	16.3%	17.0%
Performance Measures:				
% of Desired Service Level (DSL) in Preventative Maintenance for Fleet	87%	87%	85%	86%

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

Description	Prior Year Actual 2010/11	Prior Year Actual 2011/12	Adopted Budget 2012/13	Proposed Budget 2013/14	Adopted Budget 2013/14
Program Appropriations					
F.T. Salary	315,704	317,703	327,900	325,772	325,772
P.T. Salary	21,400	18,010	21,528	23,213	23,213
Employee Benefits	124,923	126,880	137,060	133,368	133,368
Payroll Taxes	35,056	36,759	39,221	38,371	38,371
Personnel Services	497,083	499,352	525,709	520,724	520,724
Professional and Technical Services	4,633	6,536	4,763	5,640	5,640
Rental Equipment	-	-	750	1,250	1,250
Communications	850	857	840	-	-
Supplies	26,314	31,110	34,600	37,607	37,607
Vehicle & Equipment Parts	87,612	87,596	104,500	113,000	113,000
Vehicle & Equipment Services	14,576	17,034	27,680	27,675	27,675
Gas & Oil (Vehicles)	180,580	203,027	198,932	174,801	174,801
Training, Travel and Memberships	-	9	-	2,000	2,000
Small Furniture and Equipment	58	-	-	-	-
Material & Services	314,623	346,169	372,065	361,973	361,973
Maintenance Equip. Replacement	337,305	379,605	198,900	343,500	343,500
Maintenance Equip. Improvements	-	41,711	32,500	-	-
Capital Outlay	337,305	421,316	231,400	343,500	343,500
Program Total	1,149,011	1,266,837	1,129,174	1,226,197	1,226,197
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)	0.94	0.75	0.75	0.75	0.75
Funded Service Level					
Vehicle & Equip Units Maintained at 100% DSL	379	379	401	402	402
Total Vehicle & Equip Units in Inventory	436	436	472	468	468

Division: Business and Facilities

Department: Maintenance

Program: Fleet Maintenance

Detail of Capital Outlay

Project Number	Capital Project	Adopted Budget	Page #
MAINTENANCE EQUIPMENT REPLACEMENT			
1	Crew Cab Trucks with Landscape Box (4)	130,000	BF-59
2	4x4 SUV	35,000	BF-59
3	Cargo Van	22,000	BF-59
4	52" Mowers (2)	14,000	BF-59
5	72" Mower	13,500	BF-59
6	Electric Utility Vehicle (3)	36,000	BF-60
7	Field Tractor	45,000	BF-60
8	Aerator/Seeder	22,000	BF-60
9	2 Field Aerators	14,000	BF-60
10	Tire Changer	12,000	BF-60
TOTAL MAINTENANCE EQUIPMENT - REPLACEMENT		<u>\$ 343,500</u>	
MAINTENANCE EQUIPMENT CAPITAL		<u><u>\$ 343,500</u></u>	

**FLEET MAINTENANCE
CAPITAL OUTLAY**

Maintenance Equipment Capital Replacement

ITEM 1: Crew Cab Trucks with Landscape Box (4)

BUDGET: \$130,000

DESCRIPTION: Trip reduction measures are enabling replacement of the following six vehicles with four new ones: No. 1311 2002 Chevrolet 3/4-ton pickup w/lift-gate; No. 1319 1992 Dodge dump truck ; No. 1347 2001 Dodge 1-ton pickup; No. 1352 2003 Ford F350 pickup; No. 1314 2002 Chevrolet 3/4-ton pickup w/lift-gate; and No. 1354 2004 Chevrolet 3/4-ton pickup. Normal Life 120 months or 90K miles.

ITEM 2: 4x4 SUV

BUDGET: \$35,000

DESCRIPTION: Replaces Vehicle No. 3350 2009 Ford Escape Hybrid (Security/Courier). Projected ODO 130K. Normal Life 120 months or 120K miles.

ITEM 3: Cargo Van

BUDGET: \$22,000

DESCRIPTION: Replaces Vehicle No. 3360 1997 Ford E350 van (Cedar Hills Recreation Center). Projected 263K miles. Normal Life 120 months or 90K miles.

ITEM 4: 52" Mowers (2)

BUDGET: \$14,000

DESCRIPTION: Replaces Equipment No. 5660 2004 Toro 52" mower (Athletic Field Maintenance) and No. 5680 2003 Toro 52" mower (Park Maintenance). Units are 4 and 5 years, respectively, past projected replacement date. Normal Life 48 months.

ITEM 5: 72" Mower

BUDGET: \$13,500

DESCRIPTION: Replaces Equipment No. 7701 2006 72"mower (Park Maintenance). Projected 1700 hours. Normal Life 60 months or 1500 hours.

**FLEET MAINTENANCE
CAPITAL OUTLAY**

ITEM 6: **Electric Utility Vehicle (3)**

BUDGET: \$36,000

DESCRIPTION: Replaces Vehicle No. 5400 2005 Toro E-workman (Athletic Field Maintenance); Vehicle No. 5510 2007 Toro E-workman (Park Maintenance) and Vehicle No. 5520 2008 Toro E-workman (Park Maintenance). Vehicles are 500, 1600 and 500 hours past projected service lives.

ITEM 7: **Field Tractor**

BUDGET: \$45,000

DESCRIPTION: Replaces Vehicle No. 7540 1999 Case Tractor (Athletic Field Maintenance). Projected 4700 hours. Normal Life 120 months or 4600 hours.

ITEM 8: **Aerator/Seeder**

BUDGET: \$22,000

DESCRIPTION: Replaces Equipment No. 8150 1996 Aerator (Athletic Field Maintenance). Normal Life 120 months.

ITEM 9: **2 Field Aerators**

BUDGET: \$14,000

DESCRIPTION: Replaces Equipment No. 8720 & 8740 - 2002 Toro Aerators (Athletic Fields Maintenance). Normal Life 120 months.

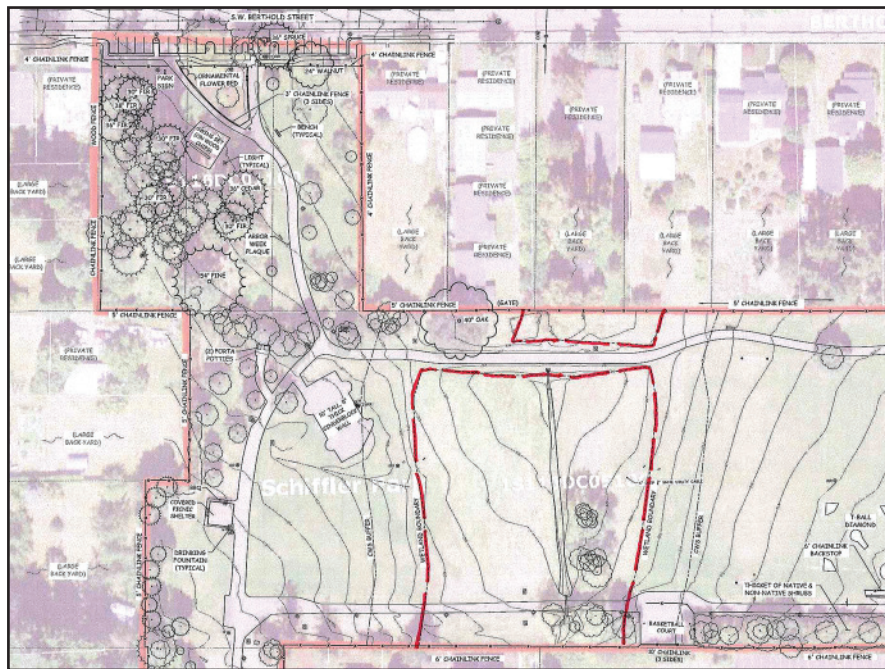
ITEM 10: **Tire Changer**

BUDGET: \$12,000

DESCRIPTION: Replaces 1978 Coats MD#20/20 tire changer (Vehicle and Equipment Maintenance).

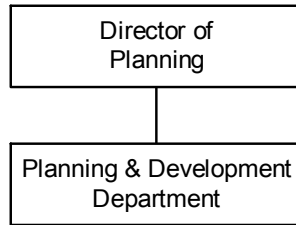


PLANNING



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, transportation planning as it relates to regional and community trails, and long-term provision of park and recreation services. The Planning Division includes the Planning & Development Department.

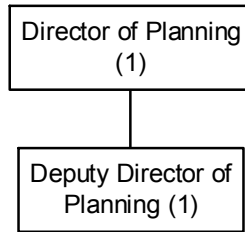


Division: Planning

Description	Prior Year Actual 2010/11	Prior Year Actual 2011/12	Adopted Budget 2012/13	Proposed Budget 2013/14	Adopted Budget 2013/14
Summary of Appropriations					
Personnel Services	1,222,227	1,382,947	1,564,609	1,526,485	1,526,485
Materials & Services	60,155	47,229	111,928	84,755	84,755
Total Appropriations	1,282,382	1,430,176	1,676,537	1,611,240	1,611,240
Summary by Program					
Office of the Director	285,876	350,722	449,172	527,521	527,521
Planning and Development	996,506	1,079,454	1,227,365	1,083,719	1,083,719
Total Appropriations	1,282,382	1,430,176	1,676,537	1,611,240	1,611,240
Division Staff					
Full Time	11.00	11.00	13.00	11.00	11.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	0.93	0.93	1.65	1.45	1.45



PLANNING DIVISION
Office of Director of Planning



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 2012/13 Office Accomplishments

Oversaw the work of the Planning & Development Department on bond-related capital projects, including assistance on some of the more contentious projects.

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.

Continued to participate in Washington County processes to implement the plan for the North Bethany Urban Growth Boundary expansion area.

Monitored Washington County and City of Beaverton land use review processes for park/trail projects.

Pursued regional, state and federal grants for site and trail system acquisition and development.

Represented the Park District on the Metro Stakeholder Advisory Committee (SAC) on preparation of a Regional Active Transportation Plan.

Represented all park and recreation providers in the region on the Metro Technical Advisory Committee (MTAC).

FY 2013/14 Office Goals and Objectives

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

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, including continued membership on MTAC.

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.

Budget Highlights

The Proposed Budget reflects the addition of the new Deputy Director of Planning that was added mid-year FY 2012/13.



Division: Planning
 Department: Office of the Director

Description	Prior Year Actual 2010/11	Prior Year Actual 2011/12	Adopted Budget 2012/13	Proposed Budget 2013/14	Adopted Budget 2013/14
Summary of Appropriations					
Personnel Services	279,999	344,807	442,644	518,266	518,266
Materials & Services	5,877	5,915	6,528	9,255	9,255
Total Appropriations	285,876	350,722	449,172	527,521	527,521
Summary by Program					
Office of the Director	285,876	350,722	449,172	527,521	527,521
Total Appropriations	285,876	350,722	449,172	527,521	527,521
Division Staff					
Full Time	1.00	1.00	2.00	2.00	2.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	0.93	0.93	1.65	1.45	1.45



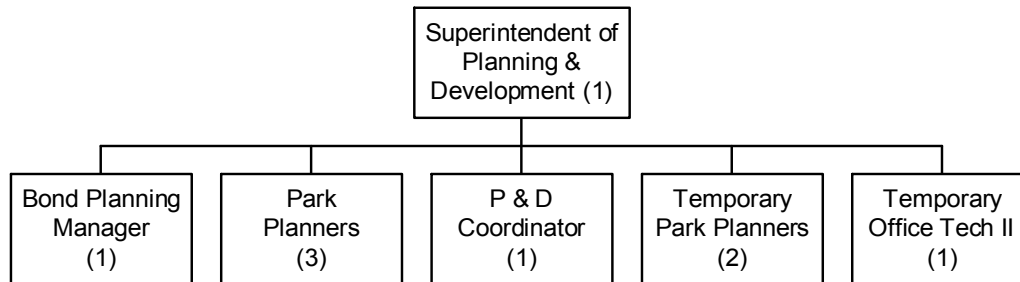
Division: Planning
 Department: Office of the Director
 Program: Office of the Director

Description	Prior Year Actual 2010/11	Prior Year Actual 2011/12	Adopted Budget 2012/13	Proposed Budget 2013/14	Adopted Budget 2013/14
Program Appropriations					
F.T. Salary	104,436	109,236	136,887	212,709	212,709
P.T. Salary	118,590	172,823	230,630	208,670	208,670
Employee Benefits	34,733	33,329	38,651	55,707	55,707
Payroll Taxes	22,240	29,419	36,476	41,180	41,180
Personnel Services	279,999	344,807	442,644	518,266	518,266
Supplies	221	472	400	400	400
Communications	2,416	2,179	2,500	2,500	2,500
Training, Travel and Memberships	3,240	3,264	3,628	6,355	6,355
Small Furniture & Office Equipment	-	-	-	-	-
Material & Services	5,877	5,915	6,528	9,255	9,255
Program Total	285,876	350,722	449,172	527,521	527,521
Department Staff					
Full Time	1.00	1.00	2.00	2.00	2.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	0.93	0.93	1.65	1.45	1.45



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 administered 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, General fund and SDC fund, implementation of District master plans, the Voluntary Annexation Program, public outreach, easement coordination, Trails Advisory Committee liaison, intergovernmental agreements, promoting partnerships and coordinating planning projects with local, regional, state and federal agencies and the private sector, grant writing and administration.

FY 2012/13 Accomplishments

Non-Bond Projects: Completed Fanno Creek Trail, and continued mitigation efforts required for project's construction; completed feasibility study for Fanno Creek Trail/Hall Boulevard Crossing; completed the Waterhouse Trail/Walker Road mid-block crossing (OBP Grant); began master plan of the Westside Trail #18 (MTIP Grant); completed master plan for Veterans Memorial Park; completed Morrison Woods buffer mitigation strategy, began site restoration at Morrison Woods; began construction of Waterhouse Trail-Central Bethany SDC project; completed 155th Avenue Wetlands; began park master plan for

Ridgewood View Park/TVWD Reservoir Master Plan; involved with Metro's Intertwine; continued construction administration on the Timberland (Teufel) project; continued to incorporate sustainable elements and new Signage Master Plan signs into all projects. Continue SDC administrative procedures guide update.

Bond Projects Completed: Schiffler Park, Jordan Woods Natural Area Trail, The Bluffs Park – Phase II, Winkelman Athletic Field, Rock Creek Trail #2 & 5, Conestoga Recreation & Aquatic Center Expansion/Remodel, Elsie Stuhr Center Expansion/Remodel. Aided in land acquisition.

2008 Bond Projects status:

Projects in Master Plan: SW Community Park, Cedar Hills Park, HMT ADA Parking Lot Improvements, Somerset West Park.

Projects in Design Development: North Bethany Trail #2.

Projects in Construction Documentation: Roger Tilbury Park, Cedar Mill Park & Trail, Westside to Waterhouse Trail Connection, Waterhouse Park Play Equipment Replacement.

Projects in Construction Administration: AM Kennedy Park, Barsotti Park, Hansen Ridge Park (formerly Kaiser Ridge Park), Roy Dancer Park, Pioneer Park, Vista Brook Park, Westside Trail #1, 4 & 7, Waterhouse Trail #1, 5 & West Spur, Lowami Hart Woods Trail.

Annexations: Special District Initiated Annexation/Voluntary Annexation Program #8 – 28 new properties were annexed to the District (78.55 acres).

FY 2012/13 Accomplishments (continued)

Grants:

Applied for: RTP - North Bethany Trail #2 (pending); STIP - Westside Trail #12-14 (pending); STIP - FCT/Hall Boulevard Crossing (pending); LGGP - Vista Brook Park (awarded); STIP - BCT-Crescent Connection (pending); MSTIP 3d - Waterhouse Trail Segment 4 (pending).

FY 2013/14 Goals and Objectives

Non-Bond Projects: Start construction and complete Waterhouse Trail-Central Bethany SDC project, complete Timberland Park and splash pad (Teufel); continue design work of Ben Graf trail segment. Continue master planning Westside Trail #18 (MTIP Grant). Continue applying for grants that can be leveraged with bond projects and/or large-scale trail projects. Continue to incorporate sustainable elements and new Signage Master Plan signs into all projects. Minor assistance to other departments with projects as needed.

2008 Bond Projects:

Projects planned for Master Plan: SW Community Park, Cedar Hills Park, SW Youth Athletic Field.

Projects planned for Construction
Documentation: Somerset West Park, HMT ADA Parking Lot Improvements.

Projects planned for Construction
Administration: Roger Tilbury Park, Cedar Mill Park & Trail, North Bethany Trail #2, Westside to Waterhouse Trail Connection.

Projects to be completed: AM Kennedy Park, Barsotti Park, Vista Brook Park, Pioneer Park, Hansen Ridge Park, Roy Dancer Park, Westside Trail #1, 4, & 7, Waterhouse Trail # 1, 5, & West Spur, Waterhouse Park Play Equipment Replacement, Lowami Hart Woods Trail.

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

The Proposed Budget reflects the elimination of two temporary planner positions due to the completion of bond projects. Otherwise, there are no significant changes from the prior year budget.

Performance Standards

Design and develop new parks facilities, 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 #9 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 2010/11	Prior Year Actual 2011/12	Adopted Budget 2012/13	Proposed Budget 2013/14	Adopted Budget 2013/14
Summary of Appropriations					
Personnel Services	942,228	1,038,140	1,121,965	1,008,219	1,008,219
Materials & Services	54,278	41,314	105,400	75,500	75,500
Total Appropriations	996,506	1,079,454	1,227,365	1,083,719	1,083,719
Summary by Program					
Planning and Development	996,506	1,079,454	1,227,365	1,083,719	1,083,719
Total Appropriations	996,506	1,079,454	1,227,365	1,083,719	1,083,719
Division Staff					
Full Time	10.00	10.00	11.00	9.00	9.00
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 2010/11	Projected Outcome 2011/12	Proposed Outcome 2012/13	Proposed Outcome 2013/14
Acquire new parks, athletic fields, natural areas and trail corridor properties identified in District Master Plans and the System Development Capital Improvement Program.	Six trail corridor properties, two neighborhood park properties, two facility properties, three natural area properties (two of which are also trail corridor properties), one existing park expansion property and one community park property have been acquired.	Four park properties, one large trail easement and one natural area were acquired during the fiscal year. Additionally, several smaller properties, easements and rights of access were acquired during the year for trail projects.	Acquisition of ten park properties, seven natural area properties, two properties/easements for a trail project.	Acquisition of up to five park properties, at least ten natural area properties and at least five trail corridor properties. Much of the acquisition is expected to be in the North Bethany area using SDC funds or SDC credits.
Develop new parks, athletic fields, natural areas and trail corridor properties identified in District Master Plans and the System Development Capital Improvement Program.	Complete construction of Meadow Way Park, Progress Lake/Gramor Dock, Aquatic Center ADA Dressing Room, Old Wagon Trail, Play Equipment Replacements at Harman Swim Center, Summercrest Park and Burntwood West Park. Begin construction of the Fanno Creek Trail, Conestoga Recreation Center, Elsie Stuhr Recreation Center and Lost Park Play Equipment Replacement. Complete Winkelman Park Master Plan, 112th Ave. project design and begin 11 new projects funded by grants, the 2008 bond measure, SDC and capital.	Completed construction of Camille Park and Lost Park Play Equipment Replacement. Completed construction of six non-bond projects, including the new maintenance and 112th relocation site and athletic fields development, Fanno Creek Trail, PCC Restroom and fencing amenities. Began master plan on four bond projects. Continue to schedule and manage other projects funded by grants, the 2008 bond measure, SDCs and capitol improvement projects.	Complete construction of Fanno Creek Trail, Schiffler Community Park, Jordan Woods Natural Area Trail, The Bluffs Park Phase II, Winkelman Athletic Field, Rock Creek Trail #2 & 5, Conestoga Recreation & Aquatic Center Expansion, Elsie Stuhr Center Expansion Remodel, Play equipment replacement at Waterhouse Park. Began construction at AM Kennedy Park, Barsotti Park, Hansen Ridge Park, Roy Dancer Park, Pioneer Park, Vista Brook Park, Waterhouse Trail #1, 4, 5, & West Spur, Lowami Hart Woods Trail, Westside Trail #1, 4, & 7. Completed master plan for North Bethany Trail #2, Roger Tilbury Park, Ben Graf Trail, Cedar Mill Park & Trail, Westside to Waterhouse Trail Connection. Begin design work 6 new projects funded by grants, the	Complete construction of AM Kennedy Park, Barsotti Park, Vista Brook Park, Pioneer Park, Hansen Ridge Park, Roy Dancer Park, Westside Trail #1, 4, & 7, Waterhouse Trail #1, 4, 5, & West Spur, Waterhouse Park Play Equipment Replacement, Lowami Hart Woods Trail. Begin construction of Westside to Waterhouse Trail Connection, Ben Graf Trail, Roger Tilbury Park, Cedar Mill Park & Trail, North Bethany Trail #2. Complete master plan for Somerset West Park, Veterans Memorial Park, SW Quadrant Youth Athletic Field, SE Quadrant Youth Athletic Field. Begin design work for SW Community Park and Cedar Hills Community Park.
Pursue annexation.	25 properties, totaling 6.69 acres were annexed into the District via Special District Initiated Annexation Program/Voluntary Annexation Program	13 properties, totaling 1.72 acres were annexed into the District via Special District Initiated Annexation Program/Voluntary Annexation Program	28 properties, totaling 78.55 acres were annexed into the District via Special District Initiated Annexation Program/Voluntary Annexation Program #8	Continue with the Special District Initiated Annexation Program/Voluntary Annexation #9.
Seek grants and outside funding sources.	4 grants were applied for. One grant for \$70,000 was awarded (Camille Park Shelter), one grant for \$60,000 was awarded (Trails Signage Master Plan) The remaining applications were not awarded.	One grant was applied for (Waterhouse Trail segment 4), the grant was not awarded.	6 grants were applied for. One grant was awarded for Vista Brook Park. The remaining applications are pending.	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 2010/11	Prior Year Actual 2011/12	Adopted Budget 2012/13	Proposed Budget 2013/14	Adopted Budget 2013/14
Program Appropriations					
F.T. Salary	623,001	690,139	752,297	648,696	648,696
Employee Benefits	264,248	282,999	294,796	296,546	296,546
Payroll Taxes	54,979	65,002	74,872	62,977	62,977
Personnel Services	942,228	1,038,140	1,121,965	1,008,219	1,008,219
Professional and Technical Service	34,314	21,146	77,000	50,000	50,000
Supplies	6,710	7,543	12,000	9,000	9,000
Communications	973	1,073	900	800	800
Training, Travel and Memberships	12,281	11,233	14,500	14,700	14,700
Small Furniture & Office Equipment	-	319	1,000	1,000	1,000
Material & Services	54,278	41,314	105,400	75,500	75,500
Program Total	996,506	1,079,454	1,227,365	1,083,719	1,083,719
Department Staff					
Full Time	10.00	10.00	11.00	9.00	9.00
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



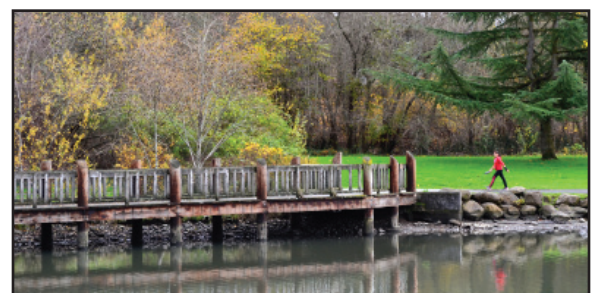
RECREATION



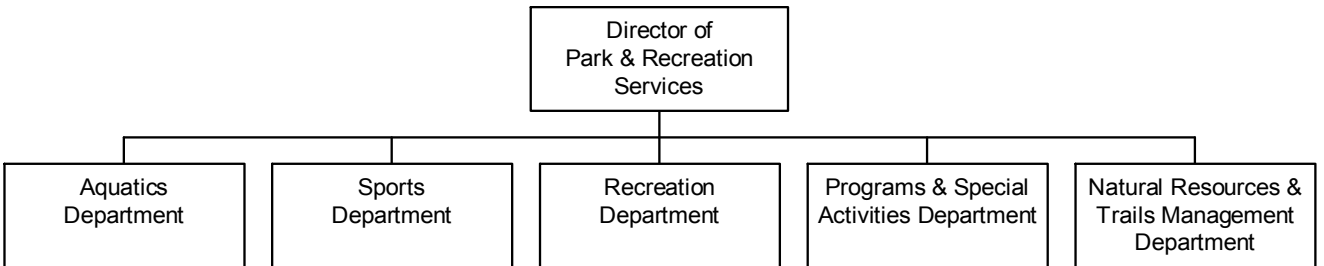
PROGRAMS & SPECIAL ACTIVITIES



NATURAL RESOURCES & TRAILS



PARK & RECREATION SERVICES DIVISION



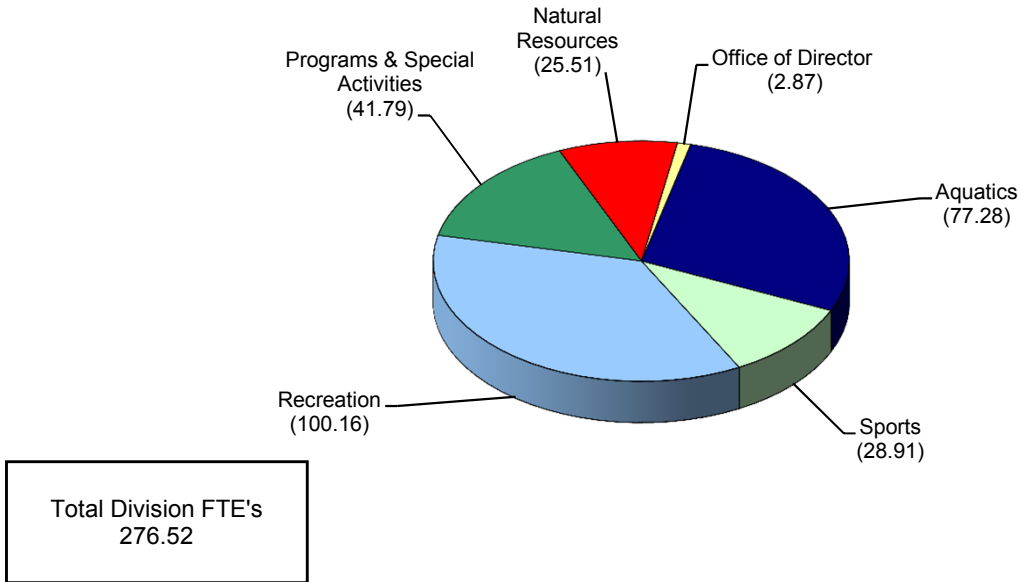
Division Mission

To provide a broad range of safe, high-quality recreation programs and special events that are responsive to the needs, abilities and interests of the diverse community we serve. To provide stewardship and protection of the Park District's natural resources. Monitor and respond to the needs of our trail users to provide a safe and functional developed trail system.

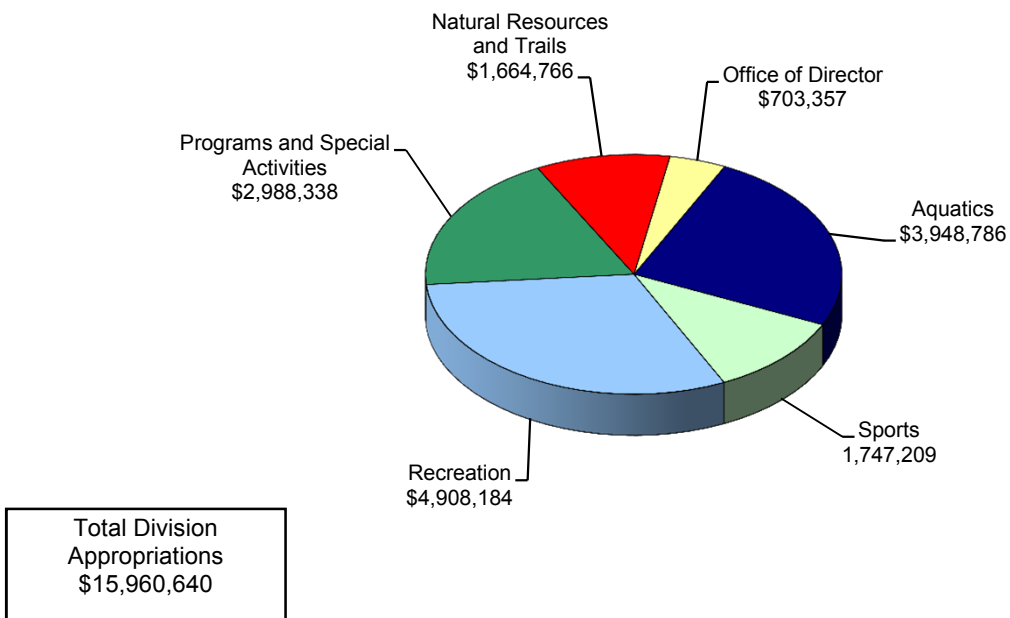
Division Overview

The Director of Park & Recreation Services reports to the General Manager and is responsible for all administrative functions relating to recreation program activities; aquatics programs; natural resource functions; trails management; sports; volunteer programs, special programs and activities. In addition, the Director helps coordinate 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 2013/14



Division Appropriations by Departments FY 2013/14



Division: Park & Recreation Services

Description	Prior Year Actual 2010/11	Prior Year Actual 2011/12	Adopted Budget 2012/13	Proposed Budget 2013/14	Adopted Budget 2013/14
Summary of Appropriations					
Personnel Services	12,528,371	12,570,142	13,665,670	14,124,828	14,124,828
Materials & Services	1,673,180	1,549,772	1,884,034	1,835,812	1,835,812
Total Appropriations	14,201,551	14,119,914	15,549,704	15,960,640	15,960,640

Summary by Department					
Office of the Director	766,588	662,872	677,038	703,357	703,357
Aquatics	3,394,792	3,408,852	3,694,072	3,948,786	3,948,786
Sports	1,649,372	1,591,754	1,699,593	1,747,209	1,747,209
Recreation	4,465,480	4,413,812	4,855,292	4,908,184	4,908,184
Programs and Special Activities	2,618,584	2,689,380	2,957,375	2,988,338	2,988,338
Natural Resources and Trails	1,306,735	1,353,244	1,666,334	1,664,766	1,664,766
Total Appropriations	14,201,551	14,119,914	15,549,704	15,960,640	15,960,640

Division Staff					
Full Time	76.50	74.50	73.00	73.00	73.00
Regular Part Time (FTE)	21.03	20.15	19.28	19.28	19.28
Part Time (FTE)	190.69	180.80	182.70	184.24	184.24



PARK & RECREATION SERVICES DIVISION

Office of Director of Park & Recreation Services



Department Overview

This budget unit supports the activities of the Director of Park & Recreation Services.

Activities of the Office of Director budget include the management and supervision of the program staff and the coordination and implementation of the Division's activities. Legislative advocacy for the Park District with the National Recreation and Park Association and the Oregon Recreation & Park Association as well.

FY 2012/13 Division Accomplishments

Further developing (with the Beaverton School District) a cooperative environmental education program.

Held another successful Family Triathlon and Party in the Park which included an International Festival in partnership with the City of Beaverton.

Maintained positive working relationships with our Affiliate Clubs and the Beaverton School District.

Increased Legislative contacts both at the State and Federal levels through direct contacts and advocating for specific programs, initiatives and bills.

Continued efforts to update the Intergovernmental Agreement with the Beaverton School District to maximize the use of facilities for both agencies.

Completed the City of Portland's Bureau of Environmental Services-funded projects at the Garden Home Recreation Center.

Involved the community in wildlife monitoring, habitat restoration, and trail maintenance resulting in healthier habitat areas and improved trail conditions.

Retained the services of a Public Affairs firm to monitor funding opportunities at the federal level.

Expanded the Nature Mobile which provided environmental education activities at events, schools, specific parks and community destinations with a focus on underserved audiences during the summer and school holidays.

Created a program to market program offerings by seeking locations to make contact with potential new users of our programs rather than relying on traditional methods of contact.

Planned for the First Annual Trailways event.

FY 2013/14 Division Goals and Objectives

Continue emphasis on outstanding customer service at all of our facilities and make programs consistent District wide.

Enhance and implement a customer service program that further improves our patrons' experience.

Increase the level of legislative advocacy and contacts with our state legislators.

Enhance and take further advantage of the use of a retained representative to monitor federal funding opportunities including grants and appropriations at the federal level.

Begin implementation of the Cost Recovery Model.

Continue to offer, where possible, technical, professional, and safety training as a high priority for Division staff.

Continue to seek ways to improve communications with ethnic minorities in our community to inform and offer programs of interest.

Continue the RecMobile program that delivers recreational programs to District residents that

**FY 2013/14 Division Goals and Objectives
(continued)**

cannot afford the programs and target populations and locations that need programming availability.

Grow the partnership with the Beaverton School District's Summer Lunch Program at sites where the RecMobile visits and at facilities that are located in qualifying neighborhoods.

Continue the Natural Resources Volunteer Program opportunities to create enhancement opportunities in our natural areas.

Partner with other public agencies to enhance and improve Park District natural resource areas.

Continue to review and modify existing programs to meet the changing needs of our patrons. Evaluate the need to add or delete programs where possible and as needed.

Promote inter-agency cooperation on field enhancement and maintenance projects with the Beaverton School District.

Seek grant funding to help expand programming.

Monitor program and class participation to assure budget compliance.

Seek alternatives to the operating model at the Jenkins Estate and implement adjustments as necessary.

Emphasize program opportunities for middle school age children.

Increase ranger presence and environmental education offerings in parks and trails through the Trails Management Program.

Budget Highlights

The Proposed Budget includes funding for a Park & Recreation Internship program. This represents an approved business plan under the goal of providing quality sports and recreation facilities and programs for Park District residents and workers of all ages, cultural backgrounds, abilities and income levels.

Division: Park & Recreation Services

Department: Office of the Director

Description	Prior Year Actual 2010/11	Prior Year Actual 2011/12	Adopted Budget 2012/13	Proposed Budget 2013/14	Adopted Budget 2013/14
Summary of Appropriations					
Personnel Services	264,910	271,129	291,538	308,464	308,464
Materials & Services	501,678	391,743	385,500	394,893	394,893
Total Appropriations	766,588	662,872	677,038	703,357	703,357
Summary by Program					
Office of the Director	766,588	662,872	677,038	703,357	703,357
Total Appropriations	766,588	662,872	677,038	703,357	703,357
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)	0.63	0.63	0.58	0.87	0.87



Division: Park & Recreation Services

Department: Office of the Director

Program: Office of the Director

Description	Prior Year Actual 2010/11	Prior Year Actual 2011/12	Adopted Budget 2012/13	Proposed Budget 2013/14	Adopted Budget 2013/14
Program Appropriations					
F.T. Salary	168,609	177,848	185,012	190,316	190,316
P.T. Salary	14,520	10,133	13,200	24,000	24,000
Employee Benefits	66,288	66,343	75,087	74,702	74,702
Payroll Taxes	15,493	16,805	18,239	19,446	19,446
Personnel Services	264,910	271,129	291,538	308,464	308,464
Professional and Technical Services	1,244	13,626	30,500	39,000	39,000
Fee reductions-family assistance	487,140	365,160	320,000	320,000	320,000
Communication	1,278	958	8,500	8,893	8,893
Supplies	537	671	8,500	7,000	7,000
Training, Travel and Memberships	11,479	11,328	18,000	20,000	20,000
Material & Services	501,678	391,743	385,500	394,893	394,893
Program Total	766,588	662,872	677,038	703,357	703,357
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)	0.63	0.63	0.58	0.87	0.87



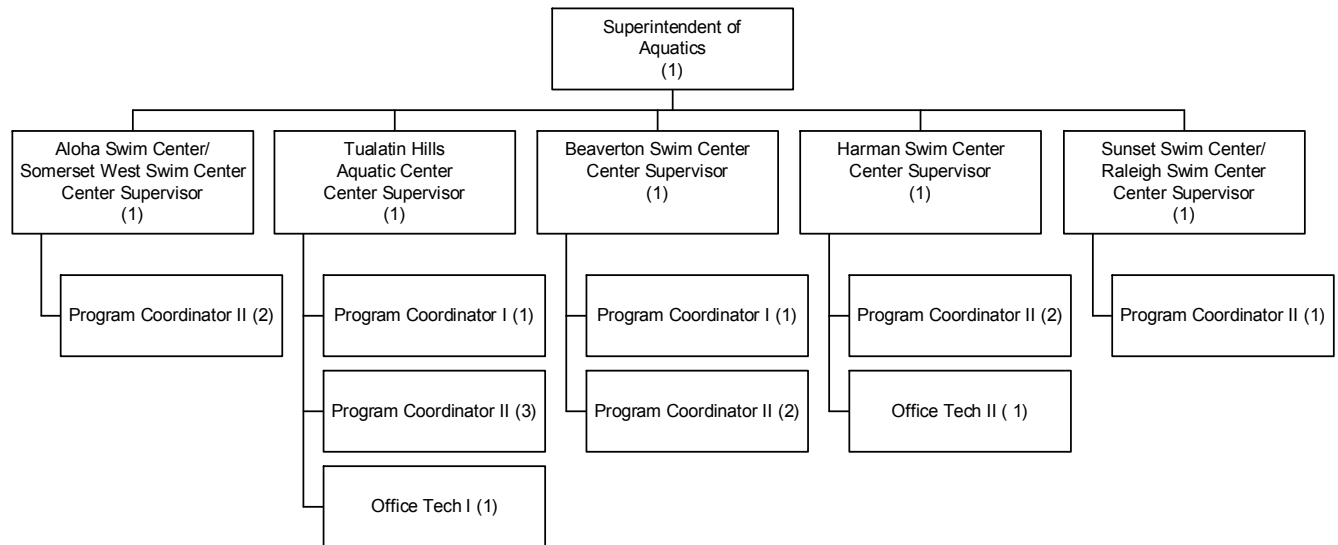


AQUATICS



Aloha Swim Center
Tualatin Hills Aquatic Center
Beaverton Swim Center
Harman Swim Center
Sunset Swim Center
Raleigh Swim Center
Somerset West Swim Center

PARK & RECREATION SERVICES DIVISION
 Aquatics Department



Department Overview

The Superintendent of Aquatics is responsible to the Director of Park & Recreation Services and is responsible for the operation of seven swim centers, their programs, and staff. The Superintendent is also responsible for aquatic program oversight at Conestoga Recreation & Aquatic Center.

The Aquatics Department plans, organizes and administers the financial, operational and personnel activities of a comprehensive program including: program development in the areas of instructional, recreational, fitness and competitive aquatics activities; certification courses, senior activities and programs for the guests with special needs; supervision and training of staff; and coordinates with the Maintenance Department in the operation of the pools.

FY 2012/13 Accomplishments

Developed and released the new Learn to Swim program in Fall 2012.

Recertified all lifeguard staff to the new American Red Cross Lifeguard Training materials.

Offered quarterly instructional workshops for the department's water fitness instructors. This continues to be a valuable training program in bringing our 60+ full time, regular part time and part time water fitness instructors together for in-house

training and idea sharing in order to maintain high-quality water fitness instruction at our pools.

Successfully held the Park District's first Doggie Paddle event.

Expanded program offerings of the Junior Lifeguard and Swim Aide program.

Continued to successfully work with the Beaverton School District Swim Teams, as well as the five affiliated Aquatic Clubs to allocate pool space, creating an atmosphere of fitness, recreation, competition, and fun.

Implemented joint in-service training for the full time and regular part time Aquatics program staff. The goal is to ensure that all skills are presented and performed in a consistent manner that will then carry forward with our part time staff in their in-service training sessions.

FY 2013/14 Goals and Objectives

Expand weekend swim lesson programs where possible to address capacity issues.

Resume utilizing the American Red Cross Water Safety Instructor Program. Previously cut due to a new fee structure released by the American Red Cross in Summer 2011. The fee structure has since been modified to enable us to return.

FY 2013/14 Goals and Objectives (continued)

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.

Implement new fee structure and use agreements for affiliated clubs.

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

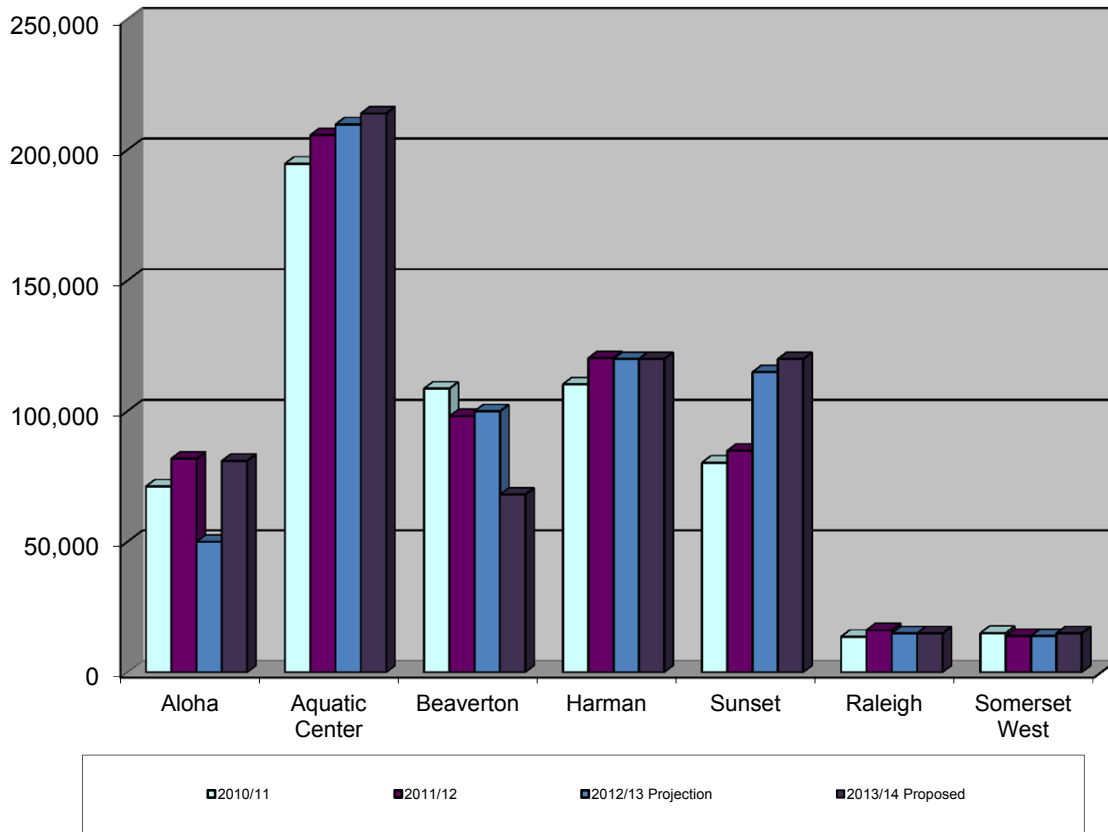
Description	Prior Year Actual 2010/11	Prior Year Actual 2011/12	Adopted Budget 2012/13	Proposed Budget 2013/14	Adopted Budget 2013/14
Summary of Appropriations					
Personnel Services	3,347,524	3,350,513	3,617,565	3,865,602	3,865,602
Materials & Services	47,268	58,339	76,507	83,184	83,184
Total Appropriations	3,394,792	3,408,852	3,694,072	3,948,786	3,948,786

Summary by Program					
Superintendent of Aquatics	178,541	186,600	204,285	212,655	212,655
Aloha Swim Center	475,444	510,869	564,177	678,552	678,552
Tualatin Hills Aquatic Center	790,026	782,052	807,738	900,139	900,139
Beaverton Swim Center	729,994	788,453	786,069	789,830	789,830
Harman Swim Center	699,459	701,507	768,912	714,291	714,291
Sunset Swim Center	421,779	363,325	469,372	548,378	548,378
Raleigh Swim Center	48,824	35,534	39,515	44,954	44,954
Somerset West Swim Center	50,725	40,512	54,004	59,987	59,987
Total Appropriations	3,394,792	3,408,852	3,694,072	3,948,786	3,948,786

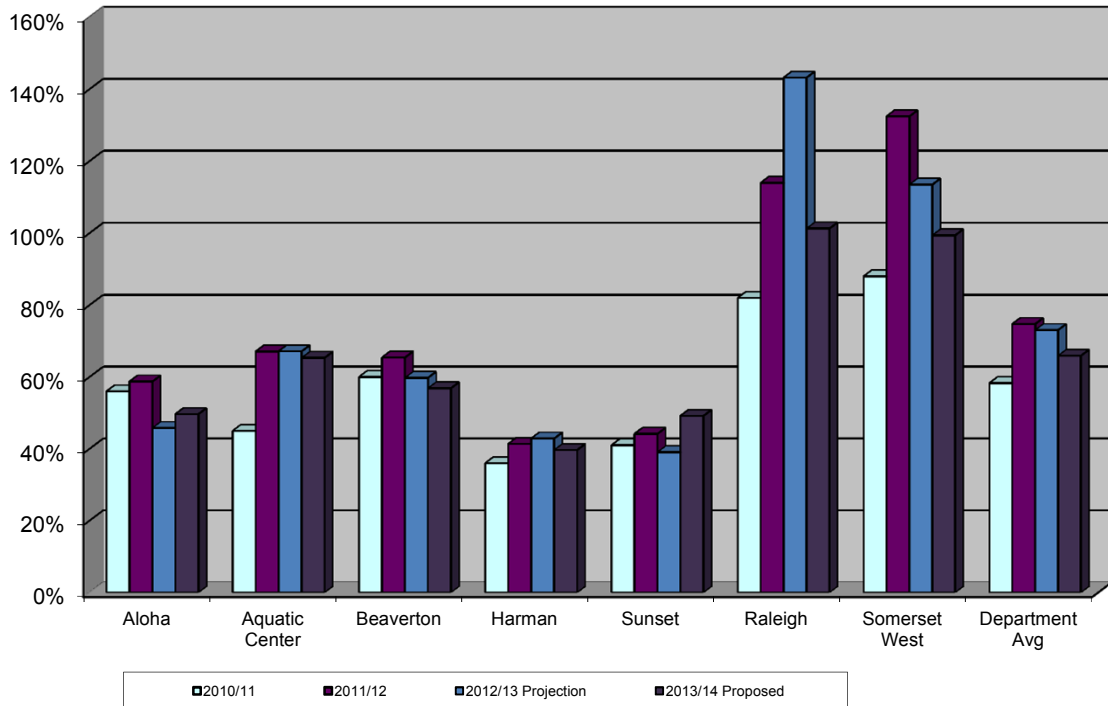
Division Staff					
Full Time	20.00	20.00	20.00	20.00	20.00
Regular Part Time (FTE)	7.89	7.89	7.89	7.89	7.89
Part Time (FTE)	53.57	45.17	45.81	49.39	49.39

Funded Service Level					
Program Hours	40,698	39,214	40,666	40,451	40,451
Contact Hours	1,284,318	1,034,652	1,114,798	1,134,812	1,134,812

Attendance by Center



Cost Recovery by Center



Division: Park & Recreation Services
Department: Aquatics
Program: Superintendent of Aquatics

Description	Prior Year Actual 2010/11	Prior Year Actual 2011/12	Adopted Budget 2012/13	Proposed Budget 2013/14	Adopted Budget 2013/14
Program Appropriations					
F.T. Salary	104,460	108,216	112,328	116,076	116,076
P.T. Salary	675	924	427	768	768
Employee Benefits	34,724	33,136	32,689	36,265	36,265
Payroll Taxes	9,242	10,200	11,067	11,180	11,180
Personnel Services	149,101	152,476	156,511	164,289	164,289
Supplies	19,352	15,427	18,156	15,878	15,878
Other Services	1,000	-	-	-	-
Communications	2,059	1,893	3,340	3,340	3,340
Training, Travel and Memberships	7,029	16,804	26,278	29,148	29,148
Material & Services	29,440	34,124	47,774	48,366	48,366
Program Total	178,541	186,600	204,285	212,655	212,655
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)	0.05	0.02	0.01	0.02	0.02

Division: Park & Recreation Services

Department: Aquatics

Program: Aloha Swim Center

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2010/11	Prior Year Actual 2011/12	Projected Outcome 2012/13	Proposed Outcome 2013/14
Workloads:				
Attendance ¹	71,220	81,849	50,000	81,000
Number of classes held	754	624	377	650
Percentage of classes held vs. offered	81%	77%	65%	72%
Performance Measures:				
Estimated cost per visit ¹	\$ 6.68	\$ 6.24	\$ 10.00	\$ 7.20
Direct Facility Operations Cost Recovery ²	56%	59%	46%	50%
Goal Outcome Measures:				
Average Enrollment as a Percent of Class minimums	170%	175%	174%	174%

¹ Reflects facility closure February 19 to March 20, 2013.

² Does not include maintenance or utilities.

Division: Park & Recreation Services

Department: Aquatics

Program: Aloha Swim Center

Description	Prior Year Actual 2010/11	Prior Year Actual 2011/12	Adopted Budget 2012/13	Proposed Budget 2013/14	Adopted Budget 2013/14
Program Appropriations					
F.T. Salary	132,227	133,480	137,061	198,741	198,741
R.P.T. Salary	65,489	80,349	85,383	82,696	82,696
P.T. Salary	165,246	172,249	200,153	218,904	218,904
Employee Benefits	71,533	79,358	92,067	120,157	120,157
Payroll Taxes	37,951	42,220	44,502	52,142	52,142
Personnel Services	472,446	507,656	559,166	672,640	672,640
Supplies	2,330	3,213	5,011	5,912	5,912
Small Furniture and Equipment	668	-	-	-	-
Material & Services	2,998	3,213	5,011	5,912	5,912
Program Total	475,444	510,869	564,177	678,552	678,552
Department Staff					
Full Time	2.00	2.00	2.00	3.00	3.00
Regular Part Time (FTE)	1.75	1.75	1.75	1.75	1.75
Part Time (FTE)	8.29	8.10	8.16	9.06	9.06
Funded Service Level					
Program Hours	6,992	6,990	6,986	6,799	6,799
Contact Hours	216,445	214,261	211,202	213,495	213,495

Division: Park & Recreation Services
 Department: Aquatics
 Program: Tualatin Hills Aquatic Center

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2010/11	Prior Year Actual 2011/12	Projected Outcome 2012/13	Proposed Outcome 2013/14
Workloads:				
Attendance ¹	194,726	205,682	209,795	213,990
Number of classes held	846	956	1,005	1,025
Percentage of classes held vs. offered	87%	94%	95%	95%
Performance Measures:				
Estimated cost per visit ¹	\$ 4.06	\$ 3.80	\$ 3.86	\$ 4.06
Direct Facility Operations Cost Recovery ²	45%	67%	67%	65%
Goal Outcome Measures:				
Average Enrollment as a Percent of Class minimums	180%	191%	202%	202%

¹ Reflects facility closure August 31 to October 1, 2011.

² Does not include maintenance or utilities.

Division: Park & Recreation Services
 Department: Aquatics
 Program: Tualatin Hills Aquatic Center

Description	Prior Year Actual 2010/11	Prior Year Actual 2011/12	Adopted Budget 2012/13	Proposed Budget 2013/14	Adopted Budget 2013/14
Program Appropriations					
F.T. Salary	332,648	344,164	361,606	376,179	376,179
R.P.T. Salary	28,504	31,689	33,529	35,324	35,324
P.T. Salary	210,108	182,239	180,945	238,912	238,912
Employee Benefits	154,036	159,235	166,372	173,784	173,784
Payroll Taxes	59,988	60,685	61,646	68,252	68,252
Personnel Services	785,284	778,012	804,098	892,451	892,451
Supplies	3,742	3,790	3,510	7,158	7,158
Other Services	1,000	-	-	-	-
Small Furniture & Equipment	-	250	130	530	530
Material & Services	4,742	4,040	3,640	7,688	7,688
Program Total	790,026	782,052	807,738	900,139	900,139
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)	13.30	8.78	7.76	9.83	9.83
Funded Service Level					
Program Hours	8,300	6,824	8,120	8,729	8,730
Contact Hours	389,950	253,522	288,756	317,201	317,286

Division: Park & Recreation Services
 Department: Aquatics
 Program: Beaverton Swim Center

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2010/11	Prior Year Actual 2011/12	Projected Outcome 2012/13	Proposed Outcome 2013/14
Workloads:				
Attendance ¹	108,666	98,142	100,000	68,100
Number of classes held	2,682	2,319	1,921	1,400
Percentage of classes held vs. offered	99%	99%	99%	99%
Performance Measures:				
Estimated cost per visit ¹	\$ 6.96	\$ 8.03	\$ 8.03	\$ 11.36
Direct Facility Operations Cost Recovery ²	60%	65%	60%	57%
Goal Outcome Measures:				
Average Enrollment as a Percent of Class minimums	324%	316%	308%	308%

¹ Reflects extended closure in Fiscal Year 2013-14.

² Does not include maintenance or utilities.

Division: Park & Recreation Services
 Department: Aquatics
 Program: Beaverton Swim Center

Description	Prior Year Actual 2010/11	Prior Year Actual 2011/12	Adopted Budget 2012/13	Proposed Budget 2013/14	Adopted Budget 2013/14
Program Appropriations					
F.T. Salary	250,657	257,508	265,712	272,119	272,119
R.P.T. Salary	36,157	71,089	78,682	82,899	82,899
P.T. Salary	273,101	280,913	248,576	239,241	239,241
Employee Benefits	106,187	106,193	121,596	125,163	125,163
Payroll Taxes	59,729	67,700	63,341	62,713	62,713
Personnel Services	725,831	783,403	777,907	782,135	782,135
Supplies	4,163	5,050	8,162	7,695	7,695
Material & Services	4,163	5,050	8,162	7,695	7,695
Program Total	729,994	788,453	786,069	789,830	789,830
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)	12.54	11.80	12.05	10.80	10.80
Funded Service Level					
Program Hours	9,379	12,566	10,971	9,016	9,020
Contact Hours	224,296	195,524	196,306	192,599	192,742

Division: Park & Recreation Services
 Department: Aquatics
 Program: Harman Swim Center

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2010/11	Prior Year Actual 2011/12	Projected Outcome 2012/13	Proposed Outcome 2013/14
Workloads:				
Attendance	110,320	120,334	120,000	120,000
Number of classes held	742	597	565	604
Percentage of classes held vs. offered	86%	97%	98%	102%
Performance Measures:				
Estimated cost per visit	\$ 6.41	\$ 5.83	\$ 5.61	\$ 5.95
Direct Facility Operations Cost Recovery ¹	36%	41%	43%	40%
Goal Outcome Measures:				
Average Enrollment as a Percent of Class minimums	171%	176%	180%	180%

¹ Does not include maintenance or utilities.

Division: Park & Recreation Services

Department: Aquatics

Program: Harman Swim Center

Description	Prior Year Actual 2010/11	Prior Year Actual 2011/12	Adopted Budget 2012/13	Proposed Budget 2013/14	Adopted Budget 2013/14
Program Appropriations					
F.T. Salary	276,762	270,543	299,711	248,592	248,592
R.P.T. Salary	87,820	94,411	102,961	106,868	106,868
P.T. Salary	130,442	129,931	130,593	149,429	149,429
Employee Benefits	150,799	148,959	173,218	150,762	150,762
Payroll Taxes	51,230	53,922	57,994	53,650	53,650
Personnel Services	697,053	697,766	764,477	709,301	709,301
Supplies	2,406	3,218	4,435	4,990	4,990
Small Furniture and Equipment	-	523	-	-	-
Material & Services	2,406	3,741	4,435	4,990	4,990
Program Total	699,459	701,507	768,912	714,291	714,291
Department Staff					
Full Time	5.00	5.00	5.00	4.00	4.00
Regular Part Time (FTE)	1.76	1.76	1.76	1.76	1.76
Part Time (FTE)	6.22	5.88	5.95	6.66	6.66
Funded Service Level					
Program Hours	6,641	5,808	6,097	6,022	6,022
Contact Hours	153,694	149,288	156,627	131,765	131,765

Division: Park & Recreation Services
 Department: Aquatics
 Program: Sunset Swim Center

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2010/11	Prior Year Actual 2011/12	Projected Outcome 2012/13	Proposed Outcome 2013/14
Workloads:				
Attendance	80,326	84,886	115,000	120,000
Number of classes held	477	410	822	830
Percentage of classes held vs. offered	88%	95%	95%	95%
Performance Measures:				
Estimated cost per visit	\$ 8.60	\$ 4.28	\$ 4.35	\$ 4.11
Direct Facility Operations Cost Recovery ¹	41%	44%	39%	49%
Goal Outcome Measures:				
Average Enrollment as a Percent of Class minimums	179%	180%	180%	180%

¹ Does not include maintenance or utilities.

Division: Park & Recreation Services

Department: Aquatics

Program: Sunset Swim Center

Description	Prior Year Actual 2010/11	Prior Year Actual 2011/12	Adopted Budget 2012/13	Proposed Budget 2013/14	Adopted Budget 2013/14
Program Appropriations					
F.T. Salary	102,670	134,693	116,294	141,297	141,297
R.P.T. Salary	77,178	32,146	76,080	87,897	87,897
P.T. Salary	138,433	110,589	161,393	182,432	182,432
Employee Benefits	68,002	48,281	72,505	86,929	86,929
Payroll Taxes	33,122	30,174	37,460	43,123	43,123
Personnel Services	419,405	355,883	463,732	541,678	541,678
Supplies	2,374	7,442	5,640	6,700	6,700
Small Furniture & Equipment	-	-	-	-	-
Material & Services	2,374	7,442	5,640	6,700	6,700
Program Total	421,779	363,325	469,372	548,378	548,378
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)	7.00	5.36	6.68	7.46	7.46
Funded Service Level					
Program Hours	6,572	4,526	5,946	6,520	6,512
Contact Hours	159,915	103,102	138,541	146,669	146,461

Division: Park & Recreation Services

Department: Aquatics

Program: Raleigh Swim Center

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2010/11	Prior Year Actual 2011/12	Projected Outcome 2012/13	Proposed Outcome 2013/14
Workloads:				
Attendance	13,691	16,180	14,961	15,000
Number of classes held	99	66	125	130
Percentage of classes held vs. offered	90%	72%	80%	83%
Performance Measures:				
Estimated cost per visit	\$ 3.63	\$ 2.20	\$ 2.08	\$ 2.98
Direct Facility Operations Cost Recovery ¹	82%	114%	143%	101%
Goal Outcome Measures:				
Average Enrollment as a Percent of Class minimums	136%	146%	145%	145%

¹ Does not include maintenance or utilities.

Division: Park & Recreation Services

Department: Aquatics

Program: Raleigh Swim Center

Description	Prior Year Actual 2010/11	Prior Year Actual 2011/12	Adopted Budget 2012/13	Proposed Budget 2013/14	Adopted Budget 2013/14
Program Appropriations					
P.T. Salary	43,682	31,641	34,968	39,837	39,837
Payroll Taxes	4,791	3,546	3,497	3,984	3,984
Personnel Services	48,473	35,187	38,465	43,821	43,821
Supplies	249	347	1,050	1,083	1,083
Small Furniture and Equipment	102	-	-	50	50
Material & Services	351	347	1,050	1,133	1,133
Program Total	48,824	35,534	39,515	44,954	44,954
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)	3.76	3.05	3.10	3.37	3.37
Funded Service Level					
Program Hours	1,254	1,087	1,157	1,172	1,174
Contact Hours	59,918	51,356	56,850	55,095	55,158

Division: Park & Recreation Services
 Department: Aquatics
 Program: Somerset West Swim Center

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2010/11	Prior Year Actual 2011/12	Projected Outcome 2012/13	Proposed Outcome 2013/14
Workloads:				
Attendance	15,100	14,020	13,952	15,000
Number of classes held	140	151	172	200
Percentage of classes held vs. offered	95%	97%	100%	100%
Performance Measures:				
Estimated cost per visit	\$ 3.36	\$ 2.89	\$ 3.34	\$ 3.97
Direct Facility Operations Cost Recovery ¹	88%	132%	113%	99%
Goal Outcome Measures:				
Average Enrollment as a Percent of Class minimums	158%	181%	175%	175%

¹ Does not include maintenance or utilities.

Division: Park & Recreation Services
 Department: Aquatics
 Program: Somerset West Swim Center

Description	Prior Year Actual 2010/11	Prior Year Actual 2011/12	Adopted Budget 2012/13	Proposed Budget 2013/14	Adopted Budget 2013/14
Program Appropriations					
P.T. Salary	44,870	36,234	48,372	53,897	53,897
Payroll Taxes	5,061	3,896	4,837	5,390	5,390
Personnel Services	49,931	40,130	53,209	59,287	59,287
Supplies	615	382	795	700	700
Small Furniture & Equipment	179	-	-	-	-
Material & Services	794	382	795	700	700
Program Total	50,725	40,512	54,004	59,987	59,987
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)	2.41	2.18	2.10	2.19	2.19
Funded Service Level					
Program Hours	1,560	1,413	1,389	2,193	2,195
Contact Hours	80,100	67,599	66,516	77,988	77,990





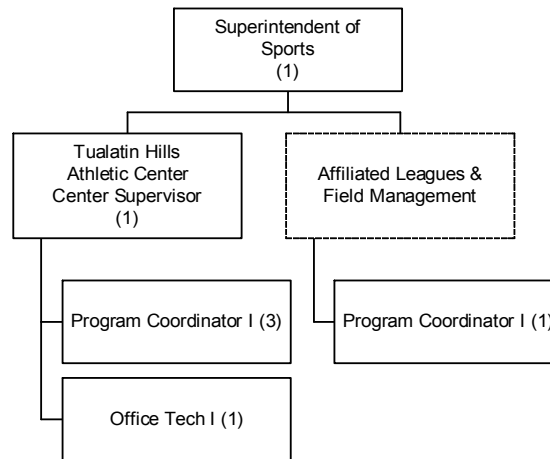
SPORTS



Tualatin Hills 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 (BSD) 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 BSD to offer services.

FY 2012/13 Accomplishments

Developed the field sports affiliation policy which was adopted by the Board of Directors.

Developed and implemented a new cooperative, field allocation process with affiliated sports groups.

Managed 52,585 hours of athletic field allocations and billing for affiliated user groups, including permitting and coordination of BSD athletic fields.

Facilitated and assisted with the operational development of the newly separated baseball and softball organizations.

Worked with the local recreational soccer league to develop additional playing opportunities and diversify the league.

Successfully co-hosted the 2012 14A Western National Girls Fast-Pitch Softball Tournament for 72-

teams and earned the ASA/James Farrell Award of Excellence for the event.

Improved and increased the information contained in the Field Representative Training to include Field Maintenance.

Established schedules and operation of the Fanno Creek Service Center Synthetic Turf Field.

Coordinated with the Portland Timbers to offer outreach (Timbers Somba) and the second annual Tualatin Hills Junior Soccer League (THJSL)/Timbers Coaches Training.

Worked in cooperation with the local soccer league to develop and pilot a new soccer league that enhances player development.

FY 2013/14 Goals and Objectives

Implement the field sports affiliation policy with all existing affiliated organizations.

Develop a Synthetic Turf Field use plan that includes upcoming field assets provided for in the 2008 Bond.

Develop a demographic tracking plan that anticipates sports participation.

Develop and implement a field use and development plan based on Goal 2014.

Assume concession operations on the HMT Complex.

Budget Highlights

The Proposed Budget includes funding, and reflects revenue, for the District operation of concession activity at the HMT Recreation Complex that had previously been contracted with a private vendor. This represents an approved business plan under the goal of providing value and efficient service delivery for taxpayers, patrons and others who help fund Park District activities.

Otherwise, the Proposed Budget reflects continuation of program levels from previous year.

Division: Park & Recreation Services
Department: Sports

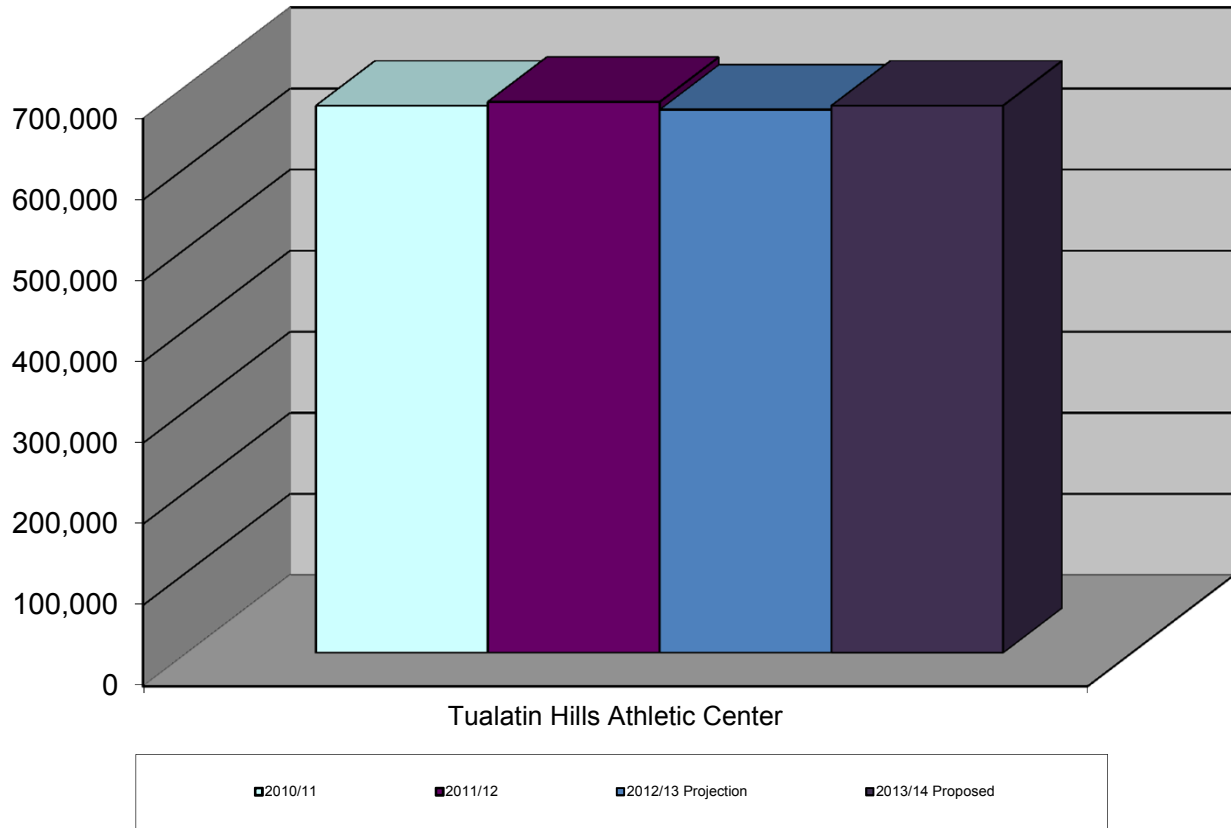
Description	Prior Year Actual 2010/11	Prior Year Actual 2011/12	Adopted Budget 2012/13	Proposed Budget 2013/14	Adopted Budget 2013/14
Summary of Appropriations					
Personnel Services	1,370,276	1,294,432	1,388,210	1,409,507	1,409,507
Materials & Services	279,096	297,322	311,383	337,702	337,702
Total Appropriations	1,649,372	1,591,754	1,699,593	1,747,209	1,747,209

Summary by Program					
Superintendent of Sports	254,285	266,221	283,469	296,716	296,716
Tualatin Hills Athletic Center	1,395,087	1,325,533	1,416,124	1,450,493	1,450,493
Total Appropriations	1,649,372	1,591,754	1,699,593	1,747,209	1,747,209

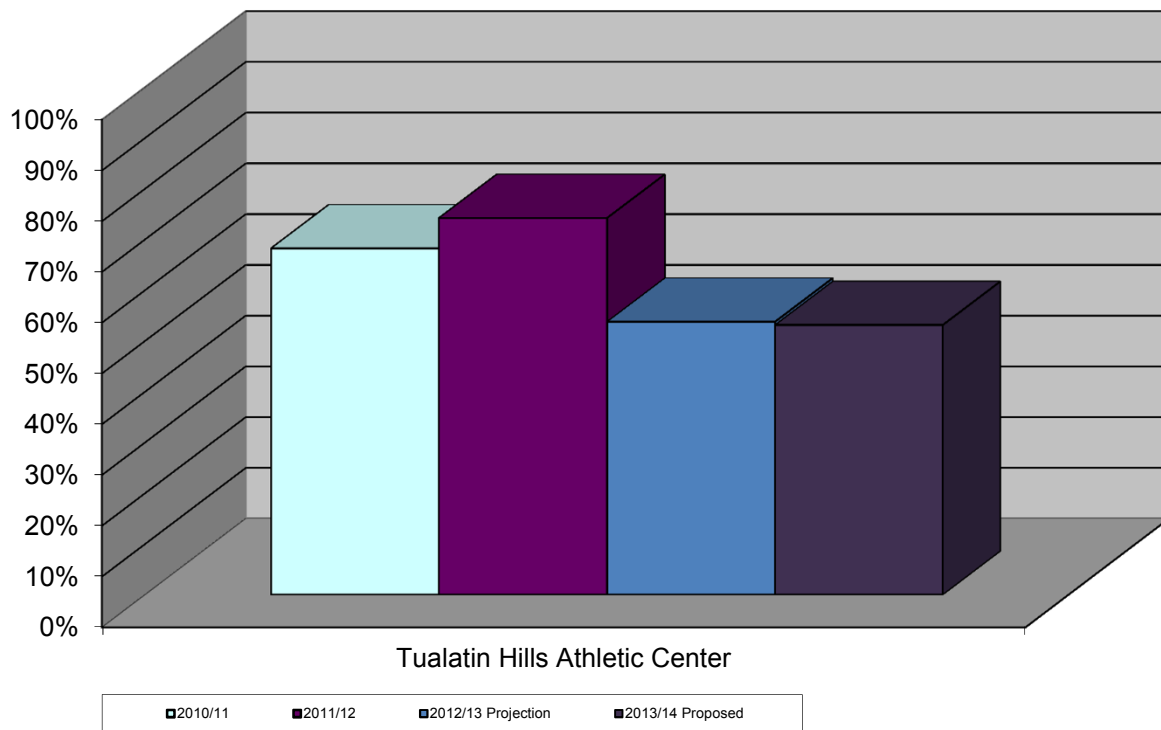
Division Staff					
Full Time	8.00	8.00	7.00	7.00	7.00
Regular Part Time (FTE)	1.75	1.75	1.75	1.75	1.75
Part Time (FTE)	21.95	20.81	21.07	20.16	20.16

Funded Service Level					
Program Hours	10,753	10,526	10,368	10,563	10,563
Contact Hours	297,418	295,887	279,877	283,589	283,565

Attendance by Center



Cost Recovery by Center



Division: Park & Recreation Services
Department: Sports
Program: Superintendent of Sports

Description	Prior Year Actual 2010/11	Prior Year Actual 2011/12	Adopted Budget 2012/13	Proposed Budget 2013/14	Adopted Budget 2013/14
Program Appropriations					
F.T. Salary	135,606	143,422	152,239	159,304	159,304
Employee Benefits	61,211	63,404	63,816	73,079	73,079
Payroll Taxes	11,995	13,530	13,574	16,283	16,283
Personnel Services	208,812	220,356	229,629	248,666	248,666
Rental Facilities	40,310	35,932	46,000	40,000	40,000
Communications	2,096	2,348	1,900	2,000	2,000
Supplies	1,599	492	3,500	3,500	3,500
Training, Travel and Memberships	1,389	7,093	2,440	2,550	2,550
Small Furniture and Equipment	79	-	-	-	-
Material & Services	45,473	45,865	53,840	48,050	48,050
Program Total	254,285	266,221	283,469	296,716	296,716
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: Tualatin Hills Athletic Center

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2010/11	Prior Year Actual 2011/12	Projected Outcome 2012/13	Proposed Outcome 2013/14
Workloads:				
Attendance	674,900	679,600	670,000	675,000
Number of classes held	705	700	705	710
Percentage of classes held vs. offered	82%	85%	85%	86%
Performance Measures:				
Estimated cost per visit	\$ 2.07	\$ 1.99	\$ 2.12	\$ 2.16
Direct Facility Operations Cost Recovery ¹	68%	74%	54%	53%
Goal Outcome Measures:				
Average Enrollment as a Percent of Class minimums	121%	137%	137%	137%

¹ Does not include maintenance or utilities.

Division: Park & Recreation Services
Department: Sports
Program: Tualatin Hills Athletic Center

Description	Prior Year Actual 2010/11	Prior Year Actual 2011/12	Adopted Budget 2012/13	Proposed Budget 2013/14	Adopted Budget 2013/14
Program Appropriations					
F.T. Salary	346,090	290,610	300,531	297,819	297,819
R.P.T.Salary	71,925	-	82,100	85,252	85,252
P.T. Salary	483,339	539,198	516,980	521,980	521,980
Employee Benefits	167,015	154,100	163,901	163,380	163,380
Payroll Taxes	93,095	90,168	95,069	92,410	92,410
Personnel Services	1,161,464	1,074,076	1,158,581	1,160,841	1,160,841
Professional and Technical Services	130,609	114,678	146,455	147,080	147,080
Supplies	99,307	128,496	106,298	136,934	136,934
Rental Facilities	-	6,435	-	-	-
Communication	-	-	1,840	1,480	1,480
Training, Travel and Memberships	1,034	1,848	1,450	1,900	1,900
Small Furniture and Equipment	2,673	-	1,500	2,258	2,258
Material & Services	233,623	251,457	257,543	289,652	289,652
Program Total	1,395,087	1,325,533	1,416,124	1,450,493	1,450,493
Department Staff					
Full Time	6.00	6.00	5.00	5.00	5.00
Regular Part Time (FTE)	1.75	1.75	1.75	1.75	1.75
Part Time (FTE)	21.95	20.81	21.07	20.16	20.16
Funded Service Level					
Program Hours	10,753	10,526	10,368	10,563	10,563
Contact Hours	297,418	295,887	279,877	283,589	283,565





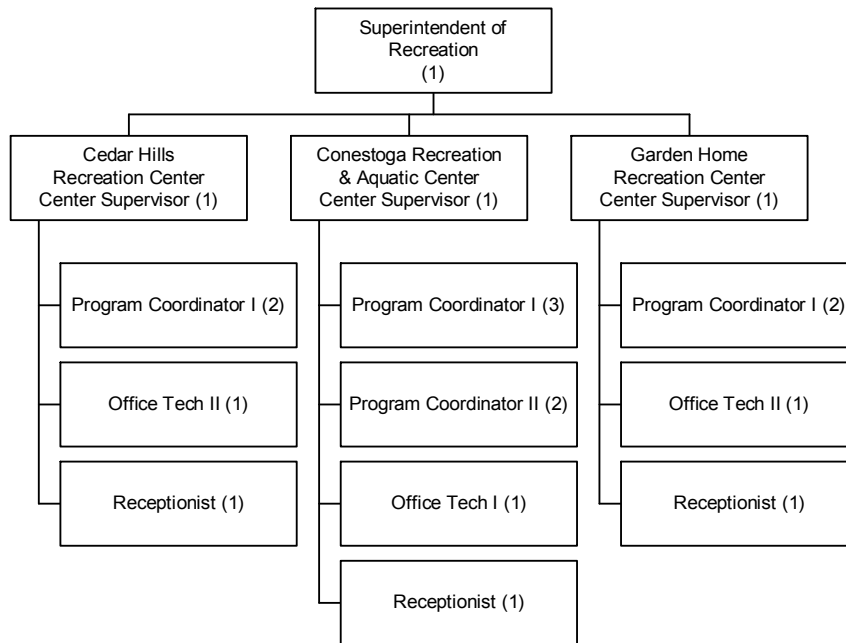
RECREATION



Cedar Hills Recreation Center
Conestoga Recreation & Aquatic Center
Garden Home Recreation Center

PARK & RECREATION SERVICES DIVISION

Recreation Department



Department Overview

The Superintendent of Recreation is responsible to the Director of Park & Recreation Services and oversees the operation of the three recreation centers, their programs, and staff.

The Recreation Department plans, organizes, and administers the operational and personnel activities of a comprehensive recreation program. These 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 program.

FY 2012/13 Accomplishments

Opened the Park District's first-ever Splash Pad at the Conestoga Recreation & Aquatic Center.

Completed \$270,000 remodel of the Garden Home Recreation Center, including new weight room, gymnastics room, yoga studio and various other projects using City of Portland's Bureau of Environmental Services funding.

Expanded the Beaverton School District Summer Lunch Program to nearly all 16 Rec Mobile sites.

Offered the Summer Lunch Program at Cedar Hills Recreation Center, the first Park District facility to

offer the program. Over 600 children attended each week.

Opened the new weight room, locker room facilities and classroom at the Conestoga Recreation & Aquatic Center.

Developed program with Family Care Health Plans to provide access for low-income families to become physically active.

Instituted two new special events for the public: Artisan Bazaar at Cedar Hills Recreation Center and Spring Egg Hunt at Garden Home Recreation Center.

Participated on the Community Advisory Council to help to develop adequate health care for low-income families in our community.

Held a free flu shot clinic at Conestoga Recreation & Aquatic Center for the community.

FY 2013/14 Goals and Objectives

Standardize operations for all three Recreation Centers.

Develop partnership with the health industry to provide physical fitness opportunities for low income families.

FY 2013/14 Goals and Objectives (continued)

Develop Park District-wide preschool parent handbook.

Budget Highlights

The Proposed Budget reflects the following service level adjustments which were made in the interest of efficiency and cost recovery goals:

- Elimination of a gym supervisor at Garden Home Recreation Center where other monitoring exists
- Reduction of open office hours for personal trainers
- Reduction of swim days for after school program at Conestoga Recreation & Aquatic Center and addition of swim instruction during the time no longer being used by the after school program.

The Proposed Budget includes funding in the Capital Outlay section for the following:

- Replacement of cardio/weight equipment that was originally purchased by Advisory Committees. This represents an approved business plan under the goal of providing quality sports and recreation facilities and programs for Park District residents and workers of all ages, cultural backgrounds, abilities and income levels.
- Creation of a fitness trail through the installation of signage with QR codes linked to fitness content. This represents an approved business plan under the goal of providing quality sports and recreation facilities and programs for Park District residents and workers of all ages, cultural backgrounds, abilities and income levels.

Otherwise, the Proposed Budget reflects continuation of most program levels from the previous year.

Division: Park & Recreation Services
 Department: Recreation

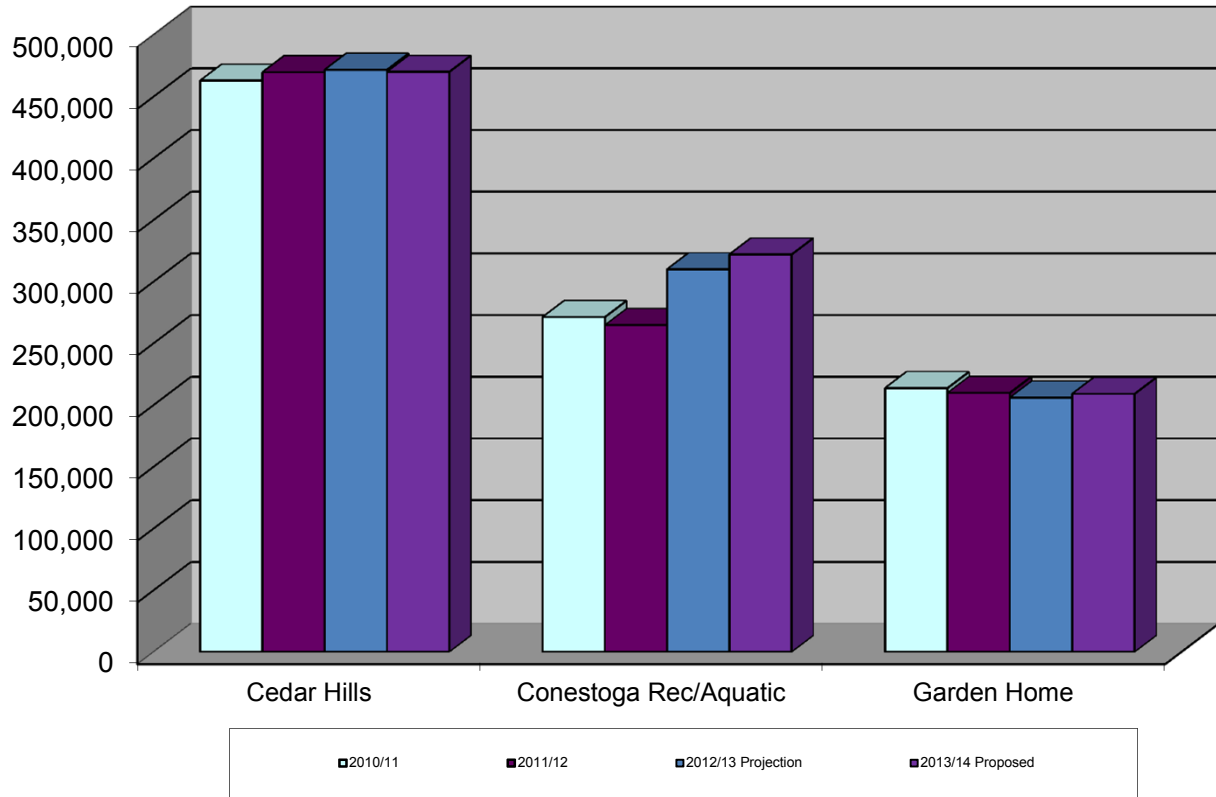
Description	Prior Year Actual 2010/11	Prior Year Actual 2011/12	Adopted Budget 2012/13	Proposed Budget 2013/14	Adopted Budget 2013/14
Summary of Appropriations					
Personnel Services	4,042,656	4,015,517	4,375,364	4,436,172	4,436,172
Materials & Services	422,824	398,295	479,928	472,012	472,012
Total Appropriations	4,465,480	4,413,812	4,855,292	4,908,184	4,908,184

Summary by Program					
Superintendent of Recreation	158,765	165,040	182,867	189,589	189,589
Cedar Hills Recreation Center	1,292,578	1,371,561	1,480,721	1,501,802	1,501,802
Conestoga Rec. & Aquatic Center	1,935,183	1,967,110	2,087,958	2,128,676	2,128,676
Garden Home Recreation Center	1,078,954	910,101	1,103,746	1,088,117	1,088,117
Total Appropriations	4,465,480	4,413,812	4,855,292	4,908,184	4,908,184

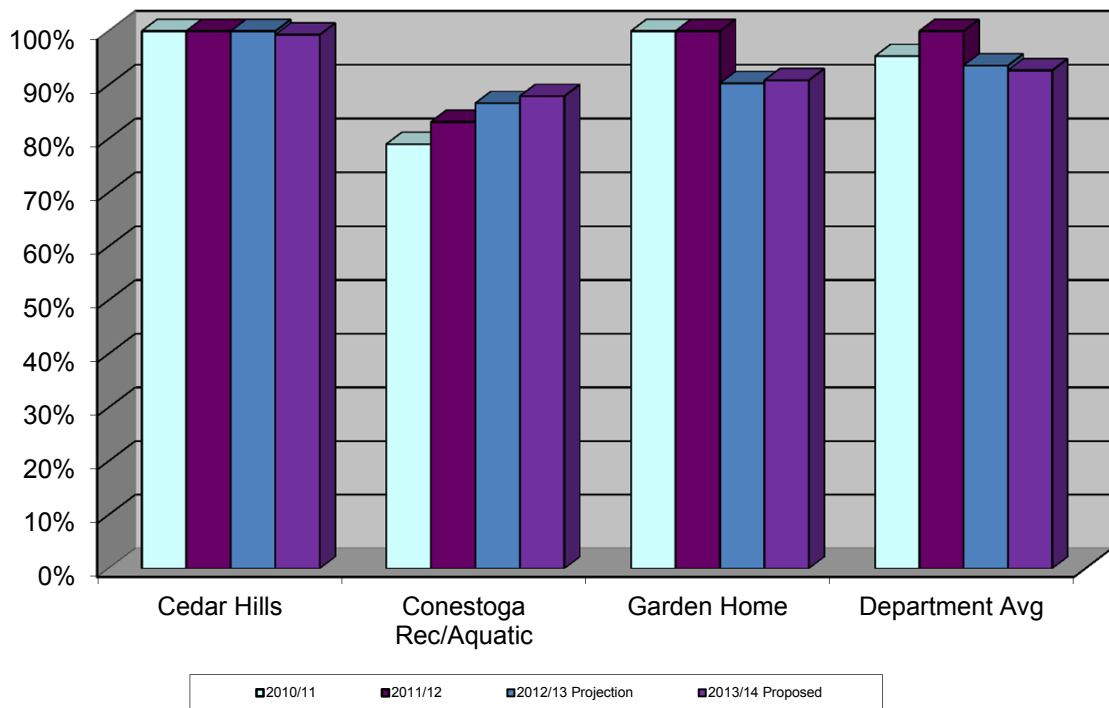
Division Staff					
Full Time	20.00	19.00	19.00	19.00	19.00
Regular Part Time (FTE)	5.26	5.26	4.39	4.39	4.39
Part Time (FTE)	81.30	80.56	79.06	76.77	76.77

Funded Service Level					
Program Hours	76,829	71,942	73,790	69,927	69,927
Contact Hours	1,869,949	1,675,772	1,710,154	1,732,202	1,732,202

Attendance by Center



Cost Recovery by Center



Division: Park & Recreation Services
 Department: Recreation
 Program: Superintendent of Recreation

Description	Prior Year Actual 2010/11	Prior Year Actual 2011/12	Adopted Budget 2012/13	Proposed Budget 2013/14	Adopted Budget 2013/14
Program Appropriations					
F.T. Salary	97,332	100,344	104,157	108,010	108,010
P.T. Salary	400	104	3,000	-	-
Employee Benefits	39,482	39,304	39,917	44,727	44,727
Payroll Taxes	8,653	9,484	10,653	10,472	10,472
	145,867	149,236	157,727	163,209	163,209
Professional and Technical Services	2,250	-	-	-	-
Communications	2,932	3,283	3,300	3,300	3,300
Supplies	1,724	3,698	10,400	11,640	11,640
Training, Travel and Memberships	4,956	8,823	11,440	11,440	11,440
Small Furniture, Fixtures and Equip.	1,036	-	-	-	-
Material & Services	12,898	15,804	25,140	26,380	26,380
Program Total	158,765	165,040	182,867	189,589	189,589
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	0.00	0.00

Division: Park & Recreation Services
 Department: Recreation
 Program: Cedar Hills Recreation Center

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2010/11	Prior Year Actual 2011/12	Projected Outcome 2012/13	Proposed Outcome 2013/14
Workloads:				
Attendance	462,921	469,722	471,722	470,000
Number of classes held	1,372	1,353	1,360	1,350
Percentage of classes held vs. offered	92%	92%	92%	93%
Performance Measures:				
Estimated cost per visit	\$ 2.80	\$ 2.92	\$ 3.09	\$ 3.20
Direct Facility Operations Cost Recovery ¹	107%	114%	104%	99%
Goal Outcome Measures:				
Average Enrollment as a Percent of Class minimums	156%	149%	149%	149%

¹ Does not include maintenance or utilities.

Division: Park & Recreation Services
 Department: Recreation
 Program: Cedar Hills Recreation Center

Description	Prior Year Actual 2010/11	Prior Year Actual 2011/12	Adopted Budget 2012/13	Proposed Budget 2013/14	Adopted Budget 2013/14
Program Appropriations					
F.T. Salary	251,753	263,495	277,064	284,041	284,041
R.P.T. Salary	31,745	-	38,071	40,795	40,795
P.T. Salary	644,234	715,699	763,482	781,843	781,842
Employee Benefits	132,087	135,252	146,418	141,461	141,461
Payroll Taxes	95,303	105,364	109,246	111,294	111,295
Personnel Services	1,155,122	1,219,810	1,334,281	1,359,434	1,359,434
Professional and Technical Services	6,888	2,997	-	-	-
Supplies	121,596	146,714	142,940	138,795	138,795
Communication	239	506	-	-	-
Training, Travel and Memberships	1,602	1,534	1,200	1,227	1,227
Small Furniture and Equipment	7,131	-	2,300	2,346	2,346
Material & Services	137,456	151,751	146,440	142,368	142,368
Program Total	1,292,578	1,371,561	1,480,721	1,501,802	1,501,802
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)	24.04	24.83	25.32	25.06	25.06
Funded Service Level					
Program Hours	29,394	26,981	26,519	26,427	26,418
Contact Hours	588,920	544,983	547,351	549,700	549,592

Division: Park & Recreation Services
 Department: Recreation
 Program: Conestoga Recreation & Aquatic Center

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2010/11	Prior Year Actual 2011/12	Projected Outcome 2012/13	Proposed Outcome 2013/14
Workloads:				
Attendance	271,220	264,772	310,000	322,000
Number of classes held	1,974	1,714	1,870	1,910
Percentage of classes held vs. offered	92%	90%	87%	90%
Performance Measures:				
Estimated cost per visit	\$ 7.69	\$ 7.43	\$ 6.60	\$ 6.56
Direct Facility Operations Cost Recovery ¹	79%	83%	87%	88%
Goal Outcome Measures:				
Average Enrollment as a Percent of Class minimums	191%	190%	190%	190%

¹ Does not include maintenance or utilities.

Division: Park & Recreation Services
 Department: Recreation
 Program: Conestoga Recreation & Aquatic Center

Description	Prior Year Actual 2010/11	Prior Year Actual 2011/12	Adopted Budget 2012/13	Proposed Budget 2013/14	Adopted Budget 2013/14
Program Appropriations					
F.T. Salary	440,476	460,179	477,140	486,177	486,177
R.P.T. Salary	138,470	-	120,708	125,143	125,143
P.T. Salary	820,362	970,915	895,843	923,144	923,144
Employee Benefits	245,364	242,666	268,321	275,006	275,006
Payroll Taxes	145,096	156,489	155,001	157,700	157,700
Personnel Services	1,789,768	1,830,249	1,917,013	1,967,170	1,967,170
Professional and Technical Services	28,026	23,681	7,848	8,088	8,088
Rental Equipment	8,551	4,053	8,436	1,800	1,800
Communication	670	478	3,520	1,718	1,718
Rental Facility	844	-	2,700	-	-
Other Services	1,977	1,177	2,247	-	-
Supplies	102,249	104,204	139,082	137,450	137,450
Training, Travel and Memberships	1,360	2,096	2,712	-	-
Small Furniture, Fixtures and Equip.	1,738	1,172	4,400	12,450	12,450
Material & Services	145,415	136,861	170,945	161,506	161,506
Program Total	1,935,183	1,967,110	2,087,958	2,128,676	2,128,676
Department Staff					
Full Time	8.00	8.00	8.00	8.00	8.00
Regular Part Time (FTE)	3.50	3.50	2.63	2.63	2.63
Part Time (FTE)	36.79	36.48	36.80	36.05	36.05
Funded Service Level					
Program Hours	24,645	24,329	25,411	23,736	23,736
Contact Hours	833,675	772,614	804,275	849,465	849,465

Division: Park & Recreation Services
 Department: Recreation
 Program: Conestoga Recreation & Aquatic Center
 Sub-Program: Aquatics

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2010/11	Prior Year Actual 2011/12	Projected Outcome 2012/13	Proposed Outcome 2013/14
Workloads:				
Attendance	110,164	124,703	135,000	145,000
Number of classes held	1,101	818	1,035	1,050
Percentage of classes held vs. offered	99%	97%	95%	98%
Performance Measures:				
Estimated cost per visit	\$ 8.10	\$ 6.75	\$ 6.52	\$ 6.97
Direct Facility Operations Cost Recovery ¹	72%	77%	66%	56%
Goal Outcome Measures:				
Average Enrollment as a Percent of Class minimums	203%	208%	214%	214%

¹ Does not include maintenance or utilities.

Division: Park & Recreation Services
 Department: Recreation
 Program: Conestoga Recreation & Aquatic Center
 Sub-Program: Aquatics

Description	Prior Year Actual 2010/11	Prior Year Actual 2011/12	Adopted Budget 2012/13	Proposed Budget 2013/14	Adopted Budget 2013/14
Program Appropriations					
F.T. Salary	234,229	243,289	255,531	302,136	302,136
R.P.T. Salary	55,388	-	48,283	88,284	88,284
P.T. Salary	346,278	392,058	384,798	375,513	375,513
Employee Benefits	121,012	123,144	136,793	183,002	183,002
Payroll Taxes	66,239	69,500	72,340	79,490	79,490
Personnel Services	823,146	827,991	897,745	1,028,425	1,028,425
Communication	670	478	3,520	1,718	1,718
Supplies	15,535	11,846	19,822	28,250	28,250
Training, Travel and Memberships	1,309	1,896	2,712	-	-
Material & Services	17,514	14,220	26,054	29,968	29,968
Program Total	840,660	842,211	923,799	1,058,393	1,058,393
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)	17.14	16.81	16.52	15.65	15.65
Funded Service Level					
Program Hours	10,348	10,099	10,788	10,151	10,151
Contact Hours	498,459	476,060	496,237	490,725	490,725

Division: Park & Recreation Services
 Department: Recreation
 Program: Conestoga Recreation & Aquatic Center
 Sub-Program: Recreation

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2010/11	Prior Year Actual 2011/12	Projected Outcome 2012/13	Proposed Outcome 2013/14
Workloads:				
Attendance	161,056	140,069	175,000	177,000
Number of classes held	873	896	835	860
Percentage of classes held vs. offered	83%	84%	78%	82%
Performance Measures:				
Estimated cost per visit	\$ 6.80	\$ 8.03	\$ 6.66	\$ 6.23
Direct Facility Operations Cost Recovery ¹	92%	95%	100%	117%
Goal Outcome Measures:				
Average Enrollment as a Percent of Class minimums	184%	185%	182%	182%

¹ Does not include maintenance or utilities.

Division: Park & Recreation Services
 Department: Recreation
 Program: Conestoga Recreation & Aquatic Center
 Sub-Program: Recreation

Description	Prior Year Actual 2010/11	Prior Year Actual 2011/12	Adopted Budget 2012/13	Proposed Budget 2013/14	Adopted Budget 2013/14
Program Appropriations					
F.T. Salary	206,247	216,890	221,609	184,041	184,041
R.P.T. Salary	83,082	-	72,425	36,859	36,859
P.T. Salary	474,084	578,857	511,045	547,631	547,631
Employee Benefits	124,352	119,522	131,528	92,004	92,004
Payroll Taxes	78,857	86,989	82,661	78,210	78,210
Personnel Services	966,622	1,002,258	1,019,268	938,745	938,745
Professional and Technical Services	28,026	23,681	7,848	8,088	8,088
Rental Equipment	8,551	4,053	8,436	1,800	1,800
Rental Facility	844	-	2,700	-	-
Other Services	1,977	1,177	2,247	-	-
Supplies	86,714	92,358	119,260	109,200	109,200
Training, Travel and Memberships	51	200	-	-	-
Small Furniture, Fixtures and Equip.	1,738	1,172	4,400	12,450	12,450
Material & Services	127,901	122,641	144,891	131,538	131,538
Program Total	1,094,523	1,124,899	1,164,159	1,070,283	1,070,283
Department Staff					
Full Time	3.80	3.80	3.80	3.80	3.80
Regular Part Time (FTE)	1.75	1.75	0.88	0.88	0.88
Part Time (FTE)	19.65	19.66	20.28	20.40	20.40
Funded Service Level					
Program Hours	14,297	14,230	14,623	13,585	13,585
Contact Hours	335,216	296,554	308,038	358,740	358,740

Division: Park & Recreation Services
 Department: Recreation
 Program: Garden Home Recreation Center

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2010/11	Prior Year Actual 2011/12	Projected Outcome 2012/13	Proposed Outcome 2013/14
Workloads:				
Attendance	213,700	209,830	206,000	209,000
Number of classes held	1,448	905	780	815
Percentage of classes held vs. offered	72%	68%	73%	73%
Performance Measures:				
Estimated cost per visit	\$ 5.08	\$ 4.34	\$ 4.90	\$ 5.18
Direct Facility Operations Cost Recovery ¹	100%	100%	90%	91%
Goal Outcome Measures:				
Average Enrollment as a Percent of Class minimums	143%	125%	125%	125%

¹ Does not include maintenance or utilities.

Division: Park & Recreation Services
 Department: Recreation
 Program: Garden Home Recreation Center

Description	Prior Year Actual 2010/11	Prior Year Actual 2011/12	Adopted Budget 2012/13	Proposed Budget 2013/14	Adopted Budget 2013/14
Program Appropriations					
F.T. Salary	282,000	248,360	251,283	251,309	251,309
R.P.T. Salary	34,397	-	31,822	33,522	33,522
P.T. Salary	436,601	387,477	491,924	463,726	463,726
Employee Benefits	120,652	110,137	112,427	122,346	122,346
Payroll Taxes	78,249	70,248	78,887	75,456	75,456
Personnel Services	951,899	816,222	966,343	946,359	946,359
Professional and Technical Services	43,154	27,122	8,400	1,080	1,080
Other Services	1,904	-	-	-	-
Supplies	72,850	61,680	124,635	138,538	138,538
Rental Equipment	3,203	846	-	-	-
Rental Facility	3,631	1,153	-	-	-
Communications	70	602	300	300	300
Training, Travel and Memberships	1,014	833	1,068	840	840
Small Furniture, Fixtures and Equip.	1,229	1,643	3,000	1,000	1,000
Material & Services	127,055	93,879	137,403	141,758	141,758
Program Total	1,078,954	910,101	1,103,746	1,088,117	1,088,117
Department Staff					
Full Time	6.00	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)	20.35	19.13	16.82	15.66	15.66
Funded Service Level					
Program Hours	22,790	20,632	21,860	19,764	19,773
Contact Hours	447,354	358,175	358,528	333,037	333,145





PROGRAMS & SPECIAL ACTIVITIES



Elsie Stuhr Center

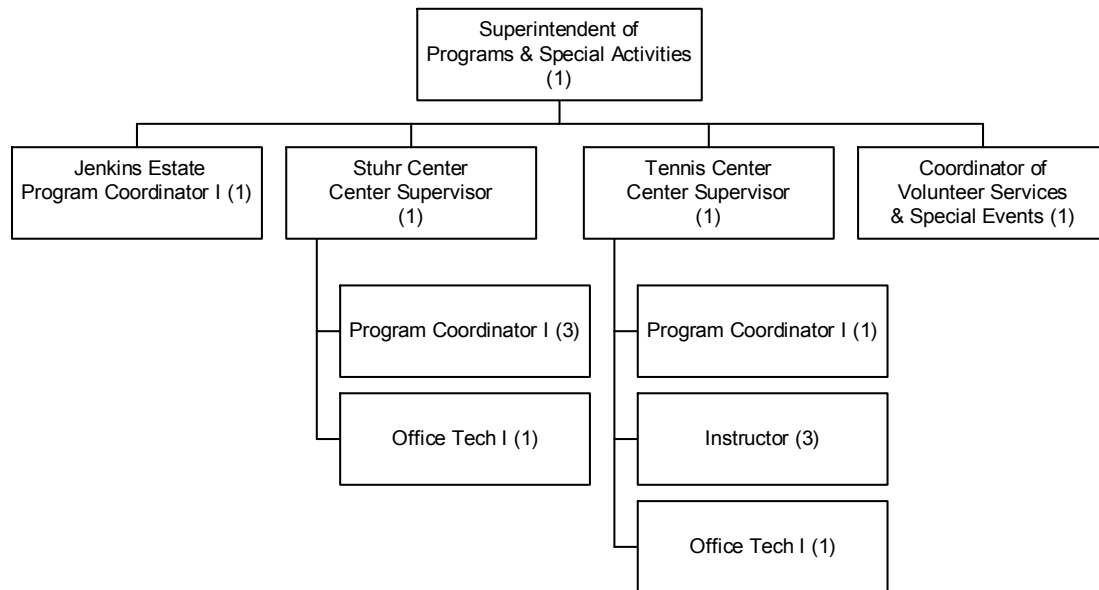
Jenkins Estate

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 oversees 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, 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 2012/13 Accomplishments

Held a highly successful Concert and Theater in the Park Series, with eight concerts, including “Groovin’ on the Grass” with Los Lobos, and two theater presentations.

Operated eight Community Gardens at capacity.

Planned and implemented the first Sunday Trailways event celebrating the completion of the Fanno Creek Trail.

Held a very successful fundraiser at the Stuhr Center, Harvest Festival.

Increased participation in the District’s Inclusion Program due to marketing targeted to parents with children with special needs through the Beaverton School District.

FY 2013/14 Goals and Objectives

Continue to work to maximize efficiency on the expense side of the Tennis Center budget, while still maintaining maximum revenues.

Complete construction of the Dog Park at PCC.

Coordinate another successful Party in the Park.

Continue to bring new Community Gardens on-line as park Bond projects are completed.

Plan for the next Trailways event.

Budget Highlights

The Proposed Budget includes funding for the rental of special event transportation for people with disabilities. This represents an approved business plan under the goal of providing quality sports and recreation facilities and programs for Park District residents and workers of all ages, cultural backgrounds, abilities and income levels.



Division: Park & Recreation Services
Department: Programs and Special Activities

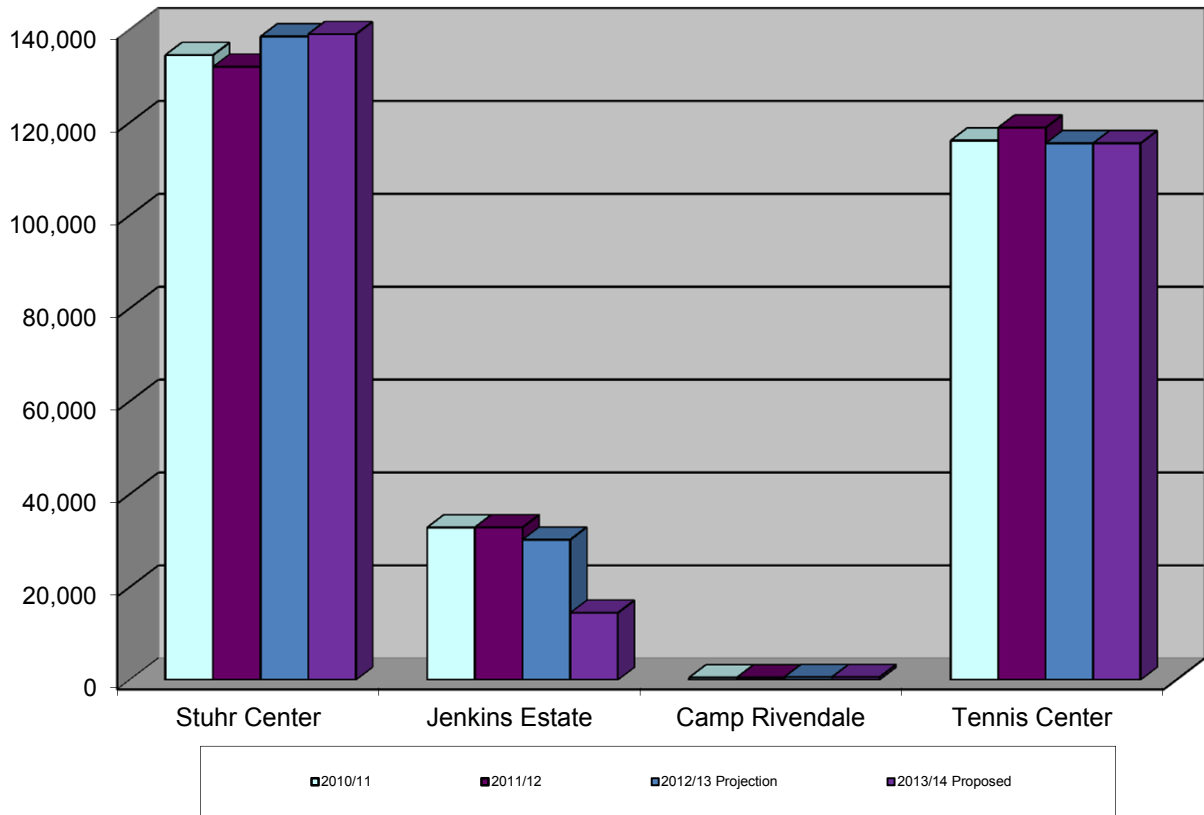
Description	Prior Year Actual 2010/11	Prior Year Actual 2011/12	Adopted Budget 2012/13	Proposed Budget 2013/14	Adopted Budget 2013/14
Summary of Appropriations					
Personnel Services	2,315,891	2,381,412	2,580,952	2,618,321	2,618,321
Materials & Services	302,693	307,968	376,423	370,017	370,017
Total Appropriations	2,618,584	2,689,380	2,957,375	2,988,338	2,988,338

Summary by Program					
Superintendent of Prog. & Spec. Act.	417,894	469,567	466,697	457,393	457,393
Jenkins Estate	315,265	259,983	315,607	236,891	236,891
Camp Rivendale	129,355	128,941	142,403	145,894	145,894
Elsie Stuhr Center	880,441	923,542	1,039,103	1,107,773	1,107,773
Tennis Center	875,629	907,347	993,565	1,040,387	1,040,387
Total Appropriations	2,618,584	2,689,380	2,957,375	2,988,338	2,988,338

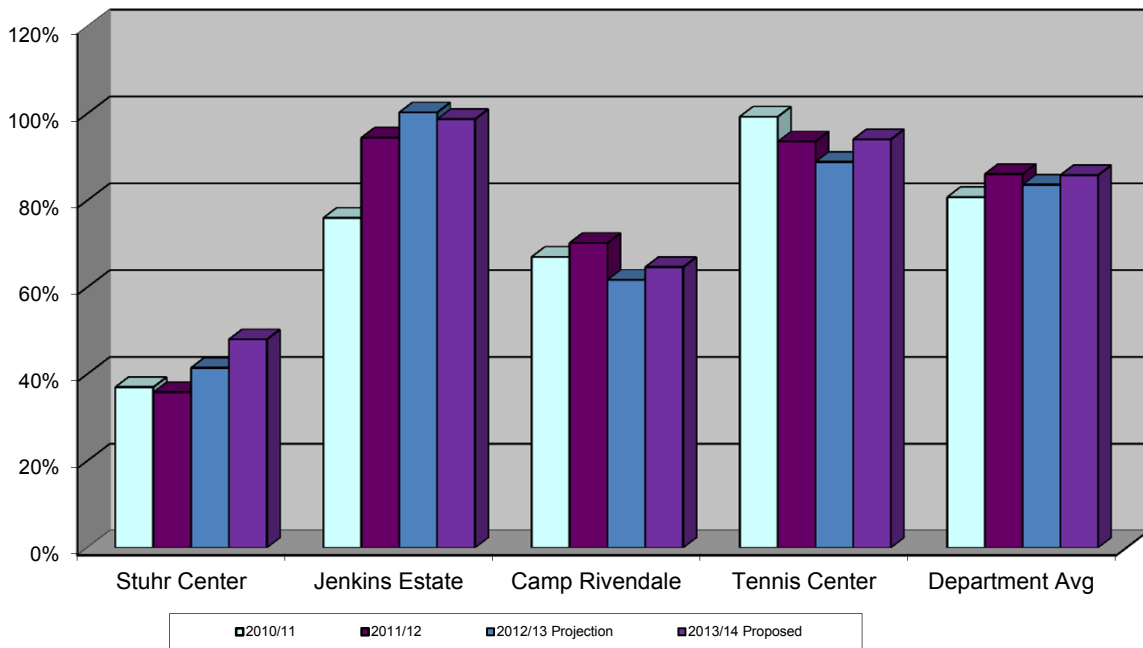
Division Staff					
Full Time	15.50	14.50	14.00	14.00	14.00
Regular Part Time (FTE)	5.25	4.37	4.37	4.37	4.37
Part Time (FTE)	21.52	22.18	23.39	23.42	23.42

Funded Service Level					
Program Hours	45,647	45,359	46,434	46,379	46,379
Contact Hours	371,650	357,924	372,414	335,394	335,738

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 2010/11	Prior Year Actual 2011/12	Adopted Budget 2012/13	Proposed Budget 2013/14	Adopted Budget 2013/14
Program Appropriations					
F.T. Salary	171,874	180,812	180,040	185,220	185,220
P.T. Salary	37,788	62,618	40,340	43,616	43,616
Employee Benefits	64,489	62,554	62,376	69,685	69,685
Payroll Taxes	19,245	23,846	21,936	22,330	22,330
Personnel Services	293,396	329,830	304,692	320,851	320,851
Professional and Technical Services	95,268	110,654	125,600	102,900	102,900
Rental Facility	2,400	2,400	2,400	2,400	2,400
Communications	3,917	4,009	6,120	4,000	4,000
Supplies	9,731	9,138	12,505	11,445	11,445
Training, Travel and Memberships	13,182	13,536	15,380	15,797	15,797
Small Furniture, Fixtures and Equip.	-	-	-	-	-
Material & Services	124,498	139,737	162,005	136,542	136,542
Program Total	417,894	469,567	466,697	457,393	457,393
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)	1.09	1.16	1.27	1.35	1.35

Division: Park & Recreation Services
 Department: Programs and Special Activities
 Program: Elsie Stuhr Center

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2010/11	Prior Year Actual 2011/12	Projected Outcome 2012/13	Proposed Outcome 2013/14
Workloads:				
Attendance	134,500	132,000	138,500	139,000
Number of classes held	587	576	580	575
Percentage of classes held vs. offered	95%	93%	94%	93%
Performance Measures:				
Estimated cost per visit	\$ 6.56	\$ 7.00	\$ 7.21	\$ 7.27
Direct Facility Operations Cost Recovery ¹	37%	36%	41%	48%
Goal Outcome Measures:				
Average Enrollment as a Percent of Class minimums	144%	142%	140%	140%

¹ Does not include maintenance or utilities.

Division: Park & Recreation Services
Department: Programs and Special Activities
Program: Elsie Stuhr Center

Description	Prior Year Actual 2010/11	Prior Year Actual 2011/12	Adopted Budget 2012/13	Proposed Budget 2013/14	Adopted Budget 2013/14
Program Appropriations					
F.T. Salary	281,722	297,493	309,525	319,412	319,412
R.P.T. Salary	32,724	-	30,600	32,254	32,254
P.T. Salary	292,593	343,026	395,026	380,812	380,812
Employee Benefits	125,234	139,240	137,353	171,111	171,111
Payroll Taxes	61,771	68,815	75,823	74,776	74,776
Personnel Services	794,044	848,574	948,327	978,365	978,365
Professional and Technical Services	8,450	4,105	1,420	-	-
Other Services	2,554	1,761	4,065	4,000	4,000
Communication	2,684	3,269	5,465	5,564	5,564
Supplies	70,614	63,120	43,626	117,844	117,844
Training, Travel and Memberships	1,938	695	2,000	2,000	2,000
Foundation Support	157	2,018	34,200	-	-
Material & Services	86,397	74,968	90,776	129,408	129,408
Program Total	880,441	923,542	1,039,103	1,107,773	1,107,773
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)	8.11	7.92	8.79	9.17	9.17
Funded Service Level					
Program Hours	9,182	8,797	9,368	9,235	9,235
Contact Hours	133,247	121,253	138,528	128,932	128,932

Division: Park & Recreation Services
 Department: Programs and Special Activities
 Program: Jenkins Estate

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2010/11	Prior Year Actual 2011/12	Projected Outcome 2012/13	Proposed Outcome 2013/14
Workloads:				
Attendance ¹	32,828	32,850	30,200	14,440
Performance Measures:				
Direct Facility Operations Cost Recovery ²	76%	94%	100%	99%

¹ Projected decrease in attendance for Fiscal Year 2013-2014 due to anticipated operational changes.

² Does not include maintenance or utilities.

Division: Park & Recreation Services
Department: Programs and Special Activities
Program: Jenkins Estate

Description	Prior Year Actual 2010/11	Prior Year Actual 2011/12	Adopted Budget 2012/13	Proposed Budget 2013/14	Adopted Budget 2013/14
Program Appropriations					
F.T. Salary	131,935	96,387	99,558	62,644	62,644
P.T. Salary	48,429	55,622	86,497	74,982	74,982
Employee Benefits	64,409	42,290	39,616	30,902	30,902
Payroll Taxes	17,917	16,165	18,575	13,586	13,586
Personnel Services	262,690	210,464	244,246	182,114	182,114
Professional and Technical Services	4,731	3,400	6,326	6,326	6,326
Other Services	-	411	1,020	1,020	1,020
Communications	2,726	2,231	2,832	2,832	2,832
Supplies	42,686	41,537	58,633	42,049	42,049
Training, Travel and Memberships	2,432	1,940	2,550	2,550	2,550
Material & Services	52,575	49,519	71,361	54,777	54,777
Program Total	315,265	259,983	315,607	236,891	236,891
Department Staff					
Full Time	2.50	1.50	1.00	1.00	1.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	3.29	3.02	3.10	2.59	2.59
Funded Service Level					
Contact Hours	82,480	82,480	82,480	51,318	51,662

Division: Park & Recreation Services
 Department: Programs and Special Activities
 Program: Camp Rivendale

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2010/11	Prior Year Actual 2011/12	Projected Outcome 2012/13	Proposed Outcome 2013/14
Workloads:				
Attendance	504	504	620	620
Performance Measures:				
Direct Facility Operations Cost Recovery ¹	67%	70%	62%	65%
Goal Outcome Measures:				
Average Enrollment as a Percent of Class minimums	355%	337%	317%	317%

¹ Does not include maintenance or utilities.

Division: Park & Recreation Services
Department: Programs and Special Activities
Program: Camp Rivendale

Description	Prior Year Actual 2010/11	Prior Year Actual 2011/12	Adopted Budget 2012/13	Proposed Budget 2013/14	Adopted Budget 2013/14
Program Appropriations					
P.T. Salary	101,246	101,278	116,561	119,476	119,476
Payroll Taxes	10,657	10,975	11,656	11,948	11,948
Personnel Services	111,903	112,253	128,217	131,424	131,424
Rental Equipment	9,611	8,371	5,700	5,814	5,814
Supplies	7,708	8,137	8,090	8,252	8,252
Training, Travel and Memberships	133	180	396	404	404
Material & Services	17,452	16,688	14,186	14,470	14,470
Program Total	129,355	128,941	142,403	145,894	145,894
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)	4.42	4.42	4.45	4.45	4.45
Funded Service Level					
Program Hours	480	480	480	480	480
Contact Hours	26,400	24,000	24,000	24,000	24,000

Division: Park & Recreation Services
 Department: Programs and Special Activities
 Program: Tennis Center

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2010/11	Prior Year Actual 2011/12	Projected Outcome 2012/13	Proposed Outcome 2013/14
Workloads:				
Attendance	116,101	118,878	115,500	115,500
Number of classes held	1,240	1,378	1,022	1,000
Percentage of classes held vs. offered	82%	75%	64%	68%
Performance Measures:				
Estimated cost per visit	\$ 7.54	\$ 7.63	\$ 8.52	\$ 8.64
Direct Facility Operations Cost Recovery ¹	99%	94%	89%	94%
Goal Outcome Measures:				
Average Enrollment as a Percent of Class minimums	125%	128%	132%	132%

¹ Does not include maintenance or utilities.

Division: Park & Recreation Services
Department: Programs and Special Activities
Program: Tennis Center

Description	Prior Year Actual 2010/11	Prior Year Actual 2011/12	Adopted Budget 2012/13	Proposed Budget 2013/14	Adopted Budget 2013/14
Program Appropriations					
F.T. Salary	332,150	340,280	354,017	363,294	363,294
R.P.T. Salary	171,864	-	160,832	167,093	167,093
P.T. Salary	97,695	276,062	145,474	147,785	147,784
Employee Benefits	191,066	198,443	223,964	255,579	255,579
Payroll Taxes	61,083	65,506	71,183	71,816	71,817
Personnel Services	853,858	880,291	955,470	1,005,567	1,005,567
Supplies	20,957	25,892	35,595	32,420	32,420
Communications	25	-	-	-	-
Training, Travel and Memberships	717	1,012	2,500	2,400	2,400
Small Furniture and Equipment	72	152	-	-	-
Material & Services	21,771	27,056	38,095	34,820	34,820
Program Total	875,629	907,347	993,565	1,040,387	1,040,387
Department Staff					
Full Time	6.00	6.00	6.00	6.00	6.00
Regular Part Time (FTE)	4.37	3.49	3.49	3.49	3.49
Part Time (FTE)	4.61	5.66	5.78	5.86	5.86
Funded Service Level					
Program Hours	35,985	36,082	36,586	36,664	36,664
Contact Hours	129,523	130,191	127,406	131,144	131,144





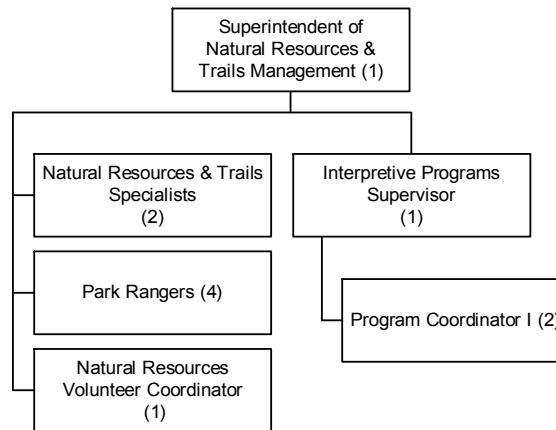
NATURAL RESOURCES & TRAILS



Natural Resources
Interpretive Programs

PARK & RECREATION SERVICES DIVISION

Natural Resources & Trails Management Department



Department Overview

The Superintendent of Natural Resources & Trails Management is responsible to the Director of Park & Recreation Services. Under the direction of the Superintendent of Natural Resources & Trails Management, the Nature Park Interpretive Center, Cooper Mountain Nature House, 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 Natural Resources Department provides District-wide environmental education programs, co-manages 60 miles of trails, and 1,400 acres of natural areas in 140 sites, including Cooper Mountain Nature Park and the Tualatin Hills Nature Park and Interpretive Center.

The Department connects patrons with natural areas and community destinations through the Trails Management Program which promotes trail uses, visitor services, and inquiries. The program sets standards, suggests improvements to the trail system, and empowers the Park District to work with community partners and other jurisdictions in addressing trails issues.

FY 2012/13 Accomplishments

Updated the District's Trails map with a nature and trails theme. Reprinting of the map was funded through a grant.

Collaborated with the community to come up with Fanno Creek Trail landscape/habitat vision and planted 3,000 shrubs/trees.

Installed more than 100 new maps and directional signs along regional trails. Project was funded by a grant.

Planted more than 10,000 native plants at Camille Park and Bauman Park.

Assembled a tool trailer and work program that can be lent to volunteer work crews for trail improvements/maintenance.

Expanded Nature Kids Preschool Program to an afternoon offering that ran full for the nine-month school year.

Expanded Nature Mobile outreach programs during the summer of 2012 reaching 22% more people than last year with nature programs and activities in neighborhood parks.

Reached more than 800 students through a partnership with Beaver Acres Elementary School to provide nature programs, school field trips, and after school programs for underserved audiences.

Brought in the highest Interpretive Center revenue to date during the summer and fall of 2012.

Increased contact hours over last year by expanding environmental education programs including camps,

FY 2012/13 Accomplishments (continued)

preschool, and school programs in parks and natural areas across the District.

FY 2013/14 Goals and Objectives

Continue to plan and implement bond-funded natural resource enhancement projects.

Partner with Clean Water Services to restore Fanno Creek Greenway.

Collaborate with Regional Arts & Culture Council and other partners to place four art installations in natural area parks.

Work with stakeholders to write new Natural Resources Functional Plan, if funding is granted.

Increase contact hours by expanding preschool programs, nature camps, and events.

Budget Highlights

The Proposed Budget includes increased funding for ongoing establishment and monitoring cost of mitigation work related to Bond Capital Projects. Otherwise, no significant changes from the prior year budget.

Division: Park & Recreation Services
Department: Natural Resources and Trails

Description	Prior Year Actual 2010/11	Prior Year Actual 2011/12	Adopted Budget 2012/13	Proposed Budget 2013/14	Adopted Budget 2013/14
Summary of Appropriations					
Personnel Services	1,187,114	1,257,139	1,412,041	1,486,762	1,486,762
Materials & Services	119,621	96,105	254,293	178,004	178,004
Total Appropriations	1,306,735	1,353,244	1,666,334	1,664,766	1,664,766

Summary by Program					
Natural Resources	679,391	692,372	862,043	813,390	813,390
Interpretive Programs	627,344	660,872	804,291	851,376	851,376
Total Appropriations	1,306,735	1,353,244	1,666,334	1,664,766	1,664,766

Division Staff					
Full Time	11.00	11.00	11.00	11.00	11.00
Regular Part Time (FTE)	0.88	0.88	0.88	0.88	0.88
Part Time (FTE)	11.72	11.45	12.79	13.63	13.63

Funded Service Level					
Program Hours	8,801	9,163	9,406	9,921	9,921
Contact Hours	145,198	149,037	157,486	161,212	161,215

Division: Park & Recreation Services
Department: Natural Resources and Trails
Program: Natural Resources

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2010/11	Prior Year Actual 2011/12	Projected Outcome 2012/13	Proposed Outcome 2013/14
Implement the THPRD Natural Resource Management Plan and Park Inventory Program.	Implementation of more than a dozen 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, trail user counts, and ranger presence. Received notification of grant award for trail signage and maps.	Worked on more than a dozen NR Bond Projects. Created scope for revisions to existing Natural Resources Management Plan. Completed phase one of trail signage and map grant.	Started at least one phase all planned bond projects. Completed regional trail signage and nature/trail map projects.	Continue with more than 20 active bond projects. If funding is granted, work with stakeholders to write new Natural Resources Functional Plan. Inventory at least 10 natural resources sites.
Engage in community outreach to promote awareness and involvement in Natural Resources programs.	Refine Nature Mobile operations to provide more programming during events and for underserved audiences. Seek. Complete writing and contractor selection of Interpretive Sign/Exhibit Network. Continue to support volunteer involvement in restoration, education, and monitoring activities. Improve volunteer program by creating 3 to 5 year plan and vision.	Served hundreds of patrons through underserved audiences program and Nature Mobile visits. Completed siting and design work for Interpretive Sign/Exhibit Network. Implemented first phase of volunteer program revisions to include more education and trail volunteers.	Engaged more volunteers through outreach, recognition, and increased newsletters. We increased the amount of Nature Days in the Parks from three seven events. Nearly 15,000 promotional postcards were mailed to increase awareness and participation in Cooper Mountain Nature Park Programs.	Improve outreach to underserved communities through partnership with elementary schools and traveling nature mobile programs. Explore service learning programs to engage teen volunteers in stewardship activities.
Restore and enhance habitat in natural area parks.	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.	Planted Chantal Village/Whispering Woods, Commonwealth/Foothills projects. Completed weed treatments and arborist work on bond funded habitat restoration at Jenkins Estate. Plants at Murrayhill entered establishment period. Provided assistance to Planning staff on Bond project buffer mitigation. Continued to work with volunteers on neighborhood priority sites.	Installed more than 10,000 plants at Camille Park and Bauman Park. Collaborated with community to come up with Fanno Creek Trail landscape/habitat vision and planted 3,000 shrubs/trees. Wrote habitat restoration plans for Rosa and Hideaway Parks.	Implement phase two of Fanno Creek Trail vision project to remove weeds and install plants along trail. Write Mt Williams restoration plan and install soft surface trail.
Pursue cooperative and collaborative relationships with THPRD Departments and outside agencies that benefit natural resource assets.	Cooperate with Clean Water Services to complete planting and maintenance of the 30 acre restoration of Rock Creek Trail corridor waterways. Complete CWS IGA to improve habitat at Bauman Park. Continue work with the Intertwine with a focus on trails and environmental education. Apply for Nature in Neighborhoods Grant to assist with restoration at Koll Center Wetlands.	Carried out first phase of Bauman Park weed management with CWS. Increased involvement with Intertwine through Core Group and Conservation Education Council. Formed CWS partnership for Bronson Creek Project.	Started restoration work at Bronson Creek Greenway with CWS. Worked with Metro to implement a new wildfire management plan at Cooper Mountain Nature Park.	Collaborate with Regional Arts & Culture Council and other partners to place four art installation in natural area parks. Collaborate with Clean Water Services to restore Fanno Creek Greenway.

Division: Park & Recreation Services
Department: Natural Resources and Trails
Program: Natural Resources

Description	Prior Year Actual 2010/11	Prior Year Actual 2011/12	Adopted Budget 2012/13	Proposed Budget 2013/14	Adopted Budget 2013/14
Program Appropriations					
F.T. Salary	375,970	400,507	422,403	428,021	428,021
P.T. Salary	62,824	62,183	70,200	76,604	76,604
Employee Benefits	141,601	144,275	144,209	163,161	163,161
Payroll Taxes	45,608	50,911	54,791	55,040	55,040
Personnel Services	626,003	657,876	691,603	722,826	722,826
Professional and Technical Services	21,871	8,088	34,350	16,650	16,650
Other Services	1,463	1,474	5,600	3,900	3,900
Rental Equipment	1,566	676	400	400	400
Communications	1,729	1,437	1,800	2,000	2,000
Supplies	18,034	17,174	116,310	59,014	59,014
Training, Travel and Memberships	4,595	4,604	7,980	8,100	8,100
Small Furniture, Fixtures and Equip.	4,130	1,043	4,000	500	500
Material & Services	53,388	34,496	170,440	90,564	90,564
Program Total	679,391	692,372	862,043	813,390	813,390
Department Staff					
Full Time	7.00	7.00	7.00	7.00	7.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	2.55	2.50	2.50	2.73	2.73

Division: Park & Recreation Services
 Department: Natural Resources and Trails
 Program: Interpretive Programs

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2010/11	Prior Year Actual 2011/12	Projected Outcome 2012/13	Proposed Outcome 2013/14
Workloads:				
Attendance- Interpretive Programs	32,692	37,448	36,000	37,000
Trail Count- Tualatin Hills Nature Park	100,999	99,274	100,000	102,000
Trail Count- Cooper Mountain Nature Park	37,758	43,982	45,000	47,000
Number of classes held	580	643	590	610
Percentage of classes held vs. offered	89%	87%	91%	91%
Performance Measures:				
Estimated cost per visit	\$ 3.66	\$ 3.66	\$ 4.27	\$ 4.44
Direct Facility Operations Cost Recovery ¹	47%	45%	40%	35%
Goal Outcome Measures:				
Average Enrollment as a Percent of Class minimums	134%	140%	148%	148%

¹ Does not include maintenance or utilities.

Division: Park & Recreation Services
Department: Natural Resources and Trails
Program: Interpretive Programs

Description	Prior Year Actual 2010/11	Prior Year Actual 2011/12	Adopted Budget 2012/13	Proposed Budget 2013/14	Adopted Budget 2013/14
Program Appropriations					
F.T. Salary	212,024	212,398	234,024	246,077	246,077
R.P.T. Salary	29,624	-	40,254	41,240	41,240
P.T. Salary	196,703	253,214	293,514	309,141	309,141
Employee Benefits	78,904	83,993	93,808	106,363	106,363
Payroll Taxes	43,856	49,658	58,838	61,115	61,115
Personnel Services	561,111	599,263	720,438	763,936	763,936
Professional and Technical Services	6,963	7,455	8,303	8,436	8,436
Rental Equipment	4,677	5,067	8,210	10,115	10,115
Communication	1,895	2,889	4,758	5,076	5,076
Supplies	44,841	41,940	57,582	58,773	58,773
Training, Travel and Memberships	2,383	1,851	4,000	4,040	4,040
Small Furniture, Fixtures and Equip.	5,474	2,407	1,000	1,000	1,000
Material & Services	66,233	61,609	83,853	87,440	87,440
Program Total	627,344	660,872	804,291	851,376	851,376
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)	9.17	8.95	10.29	10.90	10.90
Funded Service Level					
Program Hours	8,801	9,163	9,406	9,921	9,921
Contact Hours	145,198	149,037	157,486	161,212	161,215



CAPITAL PROJECTS

Capital Projects Summary

Capital Projects Narratives



Division: Capital Projects

Description	Prior Year Actual 2010/11	Prior Year Actual 2011/12	Adopted Budget 2012/13	Proposed Budget 2013/14	Adopted Budget 2013/14
Summary of Appropriations					
Capital Outlay	8,533,192	3,956,848	3,907,733	4,795,295	4,934,365
Total Appropriations	8,533,192	3,956,848	3,907,733	4,795,295	4,934,365
Summary by Department					
Carry Over Projects	253,179	2,607,415	1,227,010	1,193,908	1,307,978
Athletic Facility Replacements	68,957	24,135	448,770	509,480	509,480
Athletic Facility Improvements	42,191	7,167	-	14,000	14,000
Building Replacements	332,062	767,444	829,283	1,429,825	1,429,825
Building Improvements	5,624,789	33,983	4,500	12,880	12,880
Energy Savings Performance Contract	1,285,631	-	674,736	-	-
Park & Trail Replacements	808,888	232,993	369,834	672,132	672,132
Park & Trail Improvements	18,989	185,007	214,500	797,570	822,570
Equipment & Furnishings	30,024	-	-	-	-
Facility Challenge Grants	33,906	63,882	97,500	97,500	97,500
ADA Improvements	34,576	34,822	41,600	68,000	68,000
Total Appropriations	8,533,192	3,956,848	3,907,733	4,795,295	4,934,365



CAPITAL PROJECTS

Item Number	Capital Project	Carryover Funds	Additional Funding	Adopted Budget 2013/14	Page #
CARRY OVER PROJECTS					
1	JQAY House Renovation	1,800		1,800	CO-6
2	Challenge Grant Competitive Fund	30,000		30,000	CO-6
3	East Tennis Air Structure (Phase 3)	255,700	170,250	425,950	CO-6
4	Signage Master Plan	53,000		53,000	CO-6
5	Fanno Creek Trail Project	59,000		59,000	CO-6
6	Energy Savings Performance Contract (Phase 2)	304,604		304,604	CO-6
7	Pedestrian Pathways (18 sites)	145,087		145,087	CO-7
8	Greenway Playground	55,543		55,543	CO-7
9	Concrete Sidewalks (8 sites)	35,343		35,343	CO-7
10	Brookhaven Park - Bridge and Boardwalk Replacement	19,211		19,211	CO-7
11	Summercrest Tennis	14,720		14,720	CO-7
12	HMT Hockey Resurface	14,000		14,000	CO-7
13	Harman Pool Circulation Pump Pad	5,250	4,000	9,250	CO-8
14	Orientation Video	20,000		20,000	CO-8
15	Parking Lots	6,400		6,400	CO-8
16	Garden Home Recreation Center Exterior Siding (Phase 1 & 2)	61,470		61,470	CO-8
17	Garden Home Recreation Center Exterior Paint	12,600		12,600	CO-8
18	FCSC Gas Line Replacement	40,000		40,000	CO-8
	TOTAL CARRY OVER PROJECTS	1,133,728	174,250	1,307,978	
ATHLETIC FACILITY REPLACEMENTS					
19	Synthetic Turf Beaverton High School			400,000	CO-8
20	Tennis Court Crack Repairs - Rock Creek Landing & Ridgecrest Park			6,000	CO-9
21	Basketball Court Lifts - Cooper Mountain Park			8,000	CO-9
22	Tennis Court Resurfacing (2 sites)			66,800	CO-9
23	Conestoga Basketball Backboards/Frames			26,680	CO-9
24	Cedar Hills Support for Basketball Backboards			2,000	CO-9
	TOTAL ATHLETIC FACILITY REPLACEMENTS			509,480	
ATHLETIC FACILITY IMPROVEMENTS					
25	Shock Absorbency (Gmax) Testing Unit			14,000	CO-9
	TOTAL ATHLETIC FACILITY IMPROVEMENTS			14,000	
BUILDING REPLACEMENTS					
26	HMT Tennis Center Roof			1,000,000	CO-9
27	Raleigh Pool Deck Design			30,000	CO-10
28	Weight Room Equipment Replacement (2 sites)			21,000	CO-10
29	Generator for Special Events			1,850	CO-10
Pool Tank Resurface					
30	Beaverton Swim Center Tank Resurface			61,000	CO-10
Pool Mechanical Systems					
31	Chlorine Booster Pump (4 sites)			6,180	CO-10
Pool Apparatus					
32	Harman Dive Board			4,110	CO-10
33	Leisure Pool Fountains - Conestoga			18,000	CO-11
Plumbing 15 Year Life					
34	Beaverton Pool Domestic Water Heater			7,000	CO-11
Floor Covering Replacement (Short & Long Life)					
35	Resurface Floors (2 sites)			27,055	CO-11
36	Refinish Wood Floors/Courts (4 sites)			20,300	CO-11
37	Replace Tile Floor (2 sites)			29,500	CO-11
38	Carpet - Cedar Hills			12,000	CO-11
39	Cooper Mountain - Reseal Concrete Floor			6,250	CO-12
40	Athletic Center Metal Transition Plates			5,000	CO-12

CAPITAL PROJECTS

Item Number	Capital Project	Carryover Funds	Additional Funding	Adopted Budget 2013/14	Page #
<u>Windows & Doors</u>					
41	Jenkins Main House Interior Doors Abate Lead Paint/Repaint			9,000	CO-12
42	Sunset Pool SW Storefront - Doors & Sidelights			8,630	CO-12
43	Nature Park Transom Window Openers			7,500	CO-12
44	Garden Home Fire Door Replacement			6,000	CO-12
45	Door Replacements (2 sites)			6,000	CO-12
<u>Building Furnishings</u>					
46	Conestoga Classroom & Pool Deck Blinds			4,673	CO-13
47	Jenkins Estate Elevator Guide Shoes			2,200	CO-13
<u>HVAC Components</u>					
48	Ductwork Cleaning (2 sites)			18,911	CO-13
49	Aquatic Center Dive Tower Louvers			9,500	CO-13
50	Beaverton Condensation Piping for Boilers			3,000	CO-13
<u>Building Exterior</u>					
51	Garden Home Exterior Siding (Phase 3)			40,000	CO-13
52	Fanno Creek Service Center Skylights			12,000	CO-13
53	Conestoga Parking Lot Drain Line			8,000	CO-14
54	Nature Park Roof Gutter/Downspouts			5,500	CO-14
55	Garden Home Fire Escape Stairs			5,000	CO-14
<u>Building Exterior Fixtures</u>					
56	HMT South Fields Playground Canopies			8,000	CO-14
<u>Parking Lots</u>					
57	Stuhr Center Parking Lot			26,666	CO-14
TOTAL BUILDING REPLACEMENTS				1,429,825	
 BUILDING IMPROVEMENTS					
58	Aqua Climb			9,180	CO-14
59	Hand Dryer Pilot Study - PCC			3,700	CO-15
TOTAL BUILDING IMPROVEMENTS				12,880	
 PARK & TRAIL REPLACEMENTS					
60	Play Equipment (3 sites)			168,000	CO-15
61	Irrigation & Drainage System Repairs (Various Sites)			20,430	CO-15
62	Commonwealth Lake Park - Picnic Tables & Benches			13,680	CO-15
63	Fences (3 sites)			5,900	CO-15
64	Hazeldale Park Pervious Paving			40,000	CO-15
65	Asphalt Path Replacement & Repair (10 Sites)			156,380	CO-16
66	Concrete Sidewalks (8 Sites)			146,242	CO-16
67	Brookhaven Boardwalk Installation			120,000	CO-16
68	Center Street Boardwalk Repair			1,500	CO-16
TOTAL PARK & TRAIL REPLACEMENTS				672,132	
 PARK & TRAIL IMPROVEMENTS					
69	Trash Cans in Parks			10,000	CO-16
70	Fanno Creek Trail Greenway Erosion Solution			75,000	CO-16
71	Equipment for Green Waste On-site Recycling			59,500	CO-17
72	Irrigation Equipment Efficiency Upgrades			10,175	CO-17
73	Equipment for Pathway Repair			10,000	CO-17
74	Wanda Peck Park Retaining/Sitting Wall & Footing			7,000	CO-17
75	Fanno Creek Service Center Hydraulic Arm for Trash Compactor			6,500	CO-17
76	QR Fit Trail Signage			4,645	CO-17
77	Memorial Benches			8,000	CO-17

CAPITAL PROJECTS

Item Number	Capital Project	Carryover Funds	Additional Funding	Adopted Budget 2013/14	Page #
<u>Grant Funded Projects</u>					
78	Art Installation Grant			365,000	CO-18
79	Westside Trail #18/ODOT Grant			141,750	CO-18
80	North Bethany Trail 2 / RTP Grant			100,000	CO-18
81	Vista Brook Park/LGGP Grant			25,000	CO-18
	TOTAL PARK & TRAIL IMPROVEMENTS			822,570	
FACILITY CHALLENGE GRANTS					
82	Challenge Grants			97,500	CO-18
	TOTAL FACILITY CHALLENGE GRANTS			97,500	
ADA IMPROVEMENTS					
83	Portable stairs for pools (5 Sites)			34,800	CO-19
84	Wonderland Park - Ramp, Curbing & Picnic Table			13,200	CO-19
85	Ramp to Play Area (2 sites)			5,000	CO-19
86	Cedar Hills Recreation Center - Ramp			9,500	CO-19
87	Stuhr Center Asphalt Pathways			5,500	CO-19
	TOTAL ADA IMPROVEMENTS			68,000	
	TOTAL FUNDED CAPITAL ITEMS			4,934,365	

CAPITAL PROJECTS

Carry Over Projects

ITEM 1: **JQAY House Renovation**

BUDGET: \$1,800

DESCRIPTION: Remaining funds for renovation of historical facility.

ITEM 2: **Challenge Grant Competitive Fund**

BUDGET: \$30,000

DESCRIPTION: Unused Challenge Grant Funds from prior year will be made available on a competitive basis.

ITEM 3: **East Tennis Air Structure (Phase 3)**

BUDGET: \$425,950

DESCRIPTION: Replace the existing East Tennis Air Structure, light fixtures & HVAC units.

ITEM 4: **Signage Master Plan**

BUDGET: \$53,000

DESCRIPTION: Funds for implementation of Signage Master Plan.

ITEM 5: **Fanno Creek Trail Project**

BUDGET: \$59,000

DESCRIPTION: Trail vegetation improvement and enhancement of a section of the Fanno Creek Trail.

ITEM 6: **Energy Savings Performance Contract (Phase 2)**

BUDGET: \$304,604

DESCRIPTION: Remaining funds for phase II of the Energy Savings Performance Contract for measures not completed by June 30, 2013: Beaverton Swim Center HVAC heat recovery system and boiler retro-commission.

CAPITAL PROJECTS

ITEM 7: Pedestrian Pathways (18 sites)

BUDGET: \$145,087

DESCRIPTION: Repair asphalt paths at 18 sites: Cedar Mill Park, Westside Linear Park, Greenway Park, Bethany Lake Park, Burntwood Park, Garden Home Recreation Center, Melilah Park, Garden Home Park, Fanno Creek Greenway, Eichler Park, Channing Heights Park, McMillian Park, North Johnson Creek Trail, Terra Linda Park, Raleigh Park, Vale Greenway, Butternut Park and Thornbrook Park.

ITEM 8: Greenway Playground

BUDGET: \$55,543

DESCRIPTION: Playground replacement at Greenway Park.

ITEM 9: Concrete Sidewalks (8 sites)

BUDGET: \$35,343

DESCRIPTION: Repair concrete sidewalks at 8 sites: Fanno Farm House, Harman Swim Center, Center St. Park, Bannister Creek Greenway, Beaverton Swim Center, Satterberg Heights Park, Channing Heights Park and Hyland Woods Natural Area.

ITEM 10: Brookhaven Park - Bridge and Boardwalk Replacement

BUDGET: \$19,211

DESCRIPTION: Design and land-use permitting of bridge and boardwalk along a section of the Brookhaven Park Trail.

ITEM 11: Summercrest Tennis

BUDGET: \$14,720

DESCRIPTION: Color coat and crack repair at Summercrest Park tennis courts.

ITEM 12: HMT Hockey Resurface

BUDGET: \$14,000

DESCRIPTION: Color coat and crack repair at HMT hockey rink.

CAPITAL PROJECTS

ITEM 13: Harman Pool Circulation Pump Pad
BUDGET: \$9,250
DESCRIPTION: Replace concrete pad for the main pool circulation pump.

ITEM 14: Orientation Video
BUDGET: \$20,000
DESCRIPTION: Production of a short, virtual tour of all THPRD facilities to be used in new hire orientation training.

ITEM 15: Parking Lots
BUDGET: \$6,400
DESCRIPTION: Repair surface cracks at Jenkins Estate and Garden Home Recreation Center parking lots.

ITEM 16: Garden Home Recreation Center Exterior Siding (Phase 1 & 2)
BUDGET: \$61,470
DESCRIPTION: Replace existing siding with new wood.

ITEM 17: Garden Home Recreation Center Exterior Paint
BUDGET: \$12,600
DESCRIPTION: Prepare and paint all exterior surfaces at Garden Home Recreation Center.

ITEM 18: FCSC Gas Line Replacement
BUDGET: \$40,000
DESCRIPTION: Replaces existing internal gas line which services the FCSC facility.

Athletic Facility Replacements

ITEM 19: Synthetic Turf Beaverton High School
BUDGET: \$400,000
DESCRIPTION: Replace existing synthetic turf playing surface.

CAPITAL PROJECTS

ITEM 20: **Tennis Court Crack Repairs - Rock Creek Landing & Ridgecrest Park**
BUDGET: \$6,000
DESCRIPTION: Repair surface cracks on tennis courts at Rock Creek Landing Park and Ridgecrest Park.

ITEM 21: **Basketball Court Lifts - Cooper Mountain Park**
BUDGET: \$8,000
DESCRIPTION: Provide 2" asphalt overlay on the outdoor basketball court at Cooper Park.

ITEM 22: **Tennis Court Resurfacing (2 sites)**
BUDGET: \$66,800
DESCRIPTION: Color coat and crack repairs on tennis courts at Westview High School and Terra Linda Park.

ITEM 23: **Conestoga Basketball Backboards/Frames**
BUDGET: \$26,680
DESCRIPTION: Replace existing raising/lowering system and inspect and reinstall three basketball backboard frames.

ITEM 24: **Cedar Hills Support for Basketball Backboards**
BUDGET: \$2,000
DESCRIPTION: Remove two basketball backboard frames, inspect for damage and reinstall.

Athletic Facility Improvements

ITEM 25: **Shock Absorbency (Gmax) Testing Unit**
BUDGET: \$14,000
DESCRIPTION: Impact attenuation (g max) testing unit for synthetic athletic fields.

Building Replacements

ITEM 26: **HMT Tennis Center Roof**
BUDGET: \$1,000,000
DESCRIPTION: Replace existing metal roof, insulation and vapor barrier.

CAPITAL PROJECTS

ITEM 27: **Raleigh Pool Deck Design**

BUDGET: \$30,000

DESCRIPTION: Develop design specifications to replace the existing concrete pool deck.

ITEM 28: **Weight Room Equipment Replacement (2 sites)**

BUDGET: \$21,000

DESCRIPTION: Replace weight room equipment at Conestoga Recreation and Aquatic Center and Cedar Hills Recreation Center.

ITEM 29: **Generator for Special Events**

BUDGET: \$1,850

DESCRIPTION: Replace the generator used for special summer events.

Pool Tank Resurface

ITEM 30: **Beaverton Swim Center Tank Resurface**

BUDGET: \$61,000

DESCRIPTION: Remove the plaster cap on the pool tank and resurface with non-skid epoxy quartz coating.

Pool Mechanical Systems

ITEM 31: **Chlorine Booster Pump (4 sites)**

BUDGET: \$6,180

DESCRIPTION: Replace existing booster pumps at Aquatic Swim Center, Sunset Swim Center, Raleigh Swim Center and Somerset West Swim Center.

Pool Apparatus

ITEM 32: **Harman Dive Board**

BUDGET: \$4,110

DESCRIPTION: Replace existing dive board.

CAPITAL PROJECTS

ITEM 33: **Leisure Pool Fountains - Conestoga**
BUDGET: \$18,000
DESCRIPTION: Update the fountains in the leisure pool to match the splash pad.

Plumbing 15 Year Life

ITEM 34: **Beaverton Pool Domestic Water Heater**
BUDGET: \$7,000
DESCRIPTION: Replace existing water heater.

Floor Covering Replacement (Short & Long Life)

ITEM 35: **Resurface Floors (2 sites)**
BUDGET: \$27,055
DESCRIPTION: Prepare existing concrete floor and apply a non-skid surface coating at the Athletic Center (locker room) and Conestoga Recreation and Aquatics Center (locker room and hall to pool area).

ITEM 36: **Refinish Wood Floors/Courts (4 sites)**
BUDGET: \$20,300
DESCRIPTION: Refinish hardwood floors at 4 sites: Elsie Stuhr Center (Manzanita room), Garden Home Recreation Center (rooms 2 & 14), Conestoga Recreation and Aquatics Center (gym and aerobic room), and Athletic Center (basketball courts screening and refinishing).

ITEM 37: **Replace Tile Floor (2 sites)**
BUDGET: \$29,500
DESCRIPTION: Remove existing vinyl flooring, prepare and install tile flooring at the Garden Home Recreation Center (women's locker room) and Cedar Hills Recreation Center (office closet, storage room 1 and room D).

ITEM 38: **Carpet - Cedar Hills**
BUDGET: \$12,000
DESCRIPTION: Remove existing carpet and install new carpet at the Cedar Hills Recreation Center (rooms C-1 & C-2).

CAPITAL PROJECTS

ITEM 39: Cooper Mountain - Reseal Concrete Floor

BUDGET: \$6,250

DESCRIPTION: Prep and seal the concrete floor to prevent moisture from causing damage.

ITEM 40: Athletic Center Metal Transition Plates

BUDGET: \$5,000

DESCRIPTION: Replace the balance of the transition plates.

Windows & Doors

ITEM 41: Jenkins Main House Interior Doors Abate Lead Paint/Repaint

BUDGET: \$9,000

DESCRIPTION: Remove all layers of paint on the interior doors and repaint.

ITEM 42: Sunset Pool SW Storefront - Doors & Sidelights

BUDGET: \$8,630

DESCRIPTION: Remove existing framework with metal doors & sidelights and replace with new.

ITEM 43: Nature Park Transom Window Openers

BUDGET: \$7,500

DESCRIPTION: Replace motor mechanisms that open/close the transom windows.

ITEM 44: Garden Home Fire Door Replacement

BUDGET: \$6,000

DESCRIPTION: Replace fire door in main hallway at Garden Home Recreation Center.

ITEM 45: Door Replacements (2 sites)

BUDGET: \$6,000

DESCRIPTION: Remove existing doors and replace with metal doors at Aloha Swim Center (pool deck storage room) and Harman Swim Center (family dressing room).

CAPITAL PROJECTS

Building Furnishings

ITEM 46: **Conestoga Classroom & Pool Deck Blinds**

BUDGET: \$4,673

DESCRIPTION: Replace existing window blinds.

ITEM 47: **Jenkins Estate Elevator Guide Shoes**

BUDGET: \$2,200

DESCRIPTION: Replace the guide shoes that keep the elevator on track as it is operated.

HVAC Components

ITEM 48: **Ductwork Cleaning (2 sites)**

BUDGET: \$18,911

DESCRIPTION: Clean HVAC ductwork at Conestoga Recreation and Aquatic Center and Aquatic Swim Center.

ITEM 49: **Aquatic Center Dive Tower Louvers**

BUDGET: \$9,500

DESCRIPTION: Replace actuators and louvers.

ITEM 50: **Beaverton Condensation Piping for Boilers**

BUDGET: \$3,000

DESCRIPTION: Replace existing piping.

Building Exterior

ITEM 51: **Garden Home Exterior Siding (Phase 3)**

BUDGET: \$40,000

DESCRIPTION: Remove and replace the remaining exterior wood siding.

ITEM 52: **Fanno Creek Service Center Skylights**

BUDGET: \$12,000

DESCRIPTION: Replace four existing skylights.

CAPITAL PROJECTS

ITEM 53: **Conestoga Parking Lot Drain Line**
BUDGET: \$8,000
DESCRIPTION: Clear drain line of roots and replace where needed.

ITEM 54: **Nature Park Roof Gutter/Downspouts**
BUDGET: \$5,500
DESCRIPTION: Replace sections and reweld the seams.

ITEM 55: **Garden Home Fire Escape Stairs**
BUDGET: \$5,000
DESCRIPTION: Perform a structural evaluation by an engineer to determine safety.

Building Exterior Fixtures

ITEM 56: **HMT South Fields Playground Canopies**
BUDGET: \$8,000
DESCRIPTION: Replace existing playground canopy on the east structure.

Parking Lots

ITEM 57: **Stuhr Center Parking Lot**
BUDGET: \$26,666
DESCRIPTION: Assist Pilgrim Lutheran Church with installation of drainage and paving of shared parking lot. Overlay and patch parking lot at Hall Street driveway.

Building Improvements

ITEM 58: **Aqua Climb**
BUDGET: \$9,180
DESCRIPTION: Provide an additional amenity to patrons at the Aquatic Center.

CAPITAL PROJECTS

ITEM 59: **Hand Dryer Pilot Study - PCC**

BUDGET: \$3,700

DESCRIPTION: Install three (3) restroom hand dryers in place of paper towel dispensers. This is a pilot study to measure paper and disposal cost savings by utilizing air dryers.

Park & Trail Replacements

ITEM 60: **Play Equipment (3 sites)**

BUDGET: \$168,000

DESCRIPTION: Replace play equipment at 3 sites: Wonderland Park, Hart Meadows and Elsie Stuhr Center. Additional funds for other repairs of playground equipment at various sites as needed.

ITEM 61: **Irrigation & Drainage System Repairs (Various Sites)**

BUDGET: \$20,430

DESCRIPTION: Irrigation valve replacement at 1 site: south athletic fields at the HMT Sports Complex. Improved drainage at 3 sites: Foothills Park, Forest Hills Park and Cedar Hills Recreation Center.

ITEM 62: **Commonwealth Lake Park - Picnic Tables & Benches**

BUDGET: \$13,680

DESCRIPTION: Replace seat boards on overlook benches with recycled plastic lumber.

ITEM 63: **Fences (3 sites)**

BUDGET: \$5,900

DESCRIPTION: Replace existing post & rail fencing at 3 sites: Garden Home Park (SW 82nd & SW 83rd), Lost Park (SW 111th Ave), and Raleigh Swim Center/Park (SW 78th Ave & parking lot entrance).

ITEM 64: **Hazeldale Park Pervious Paving**

BUDGET: \$40,000

DESCRIPTION: Design and engineering for pervious paving at Hazeldale Park.

CAPITAL PROJECTS

ITEM 65: Asphalt Path Replacement & Repair (10 Sites)

BUDGET: \$156,380

DESCRIPTION: Repair damaged portions of asphalt at 10 sites: Taleisen Park, Schlottmann Creek Greenway, Fanno Creek Greenway, Hideaway Park, Granada Woods Natural Area, Forest Hills Park, Greenway Park, Bronson Creek Park, Bonny Slope Park, Waterhouse Powerlines; and other repairs on pedestrian pathways as needed.

ITEM 66: Concrete Sidewalks (8 Sites)

BUDGET: \$146,242

DESCRIPTION: Repair and replace damaged sidewalk panels at 8 sites: Harman Swim Center/Park, Center Street Park, HMT Complex Athletic Center, Cedar Hills Recreation Center, Autumn Ridge Park, Brookview Wetlands Natural Area, Rock Creek West Soccer Fields and Greenway Park.

ITEM 67: Brookhaven Boardwalk Installation

BUDGET: \$120,000

DESCRIPTION: Fabrication, permitting and installation of boardwalk replacing a section of pathway at Brookhaven Woods Natural Area.

ITEM 68: Center Street Boardwalk Repair

BUDGET: \$1,500

DESCRIPTION: Structural repair work to boardwalk at Center Street Park.

Park & Trail Improvements

ITEM 69: Trash Cans in Parks

BUDGET: \$10,000

DESCRIPTION: Purchase ergonomically engineered trash cans.

ITEM 70: Fanno Creek Trail Greenway Erosion Solution

BUDGET: \$75,000

DESCRIPTION: Reconstruct the part of the bank eroded by fast moving water along two sections of the Fanno Creek Trail in Fanno Creek Greenway.

CAPITAL PROJECTS

ITEM 71: Equipment for Green Waste On-site Recycling

BUDGET: \$59,500

DESCRIPTION: Purchase dingo, slasher attachment, 6" chippers and trailer.

ITEM 72: Irrigation Equipment Efficiency Upgrades

BUDGET: \$10,175

DESCRIPTION: Replace of existing irrigation heads with improved efficiency models. Cost net of rebate from Tualatin Valley Water District.

ITEM 73: Equipment for Pathway Repair

BUDGET: \$10,000

DESCRIPTION: Purchase concrete grinder and asphalt crack repair machine.

ITEM 74: Wanda Peck Park Retaining/Sitting Wall & Footing

BUDGET: \$7,000

DESCRIPTION: Install a retaining / sitting wall bordering the playground area (on the uphill side) to prevent erosion.

ITEM 75: Fanno Creek Service Center Hydraulic Arm for Trash Compactor

BUDGET: \$6,500

DESCRIPTION: Purchase and install hydraulic attachment to extend the trash bin to ground level for a more ergonomic process.

ITEM 76: QR Fit Trail Signage

BUDGET: \$4,645

DESCRIPTION: Provide signage for patrons to scan with smartphones to access fitness videos.

ITEM 77: 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 78: **Art Installation Grant**

BUDGET: \$365,000

DESCRIPTION: National Endowment for the Arts grant placeholder to provide two art installations to increase the public's understanding of natural resources, processes and habitats.

ITEM 79: **Westside Trail #18/ODOT Grant**

BUDGET: \$141,750

DESCRIPTION: Grant will fund land acquisition needs for a 1-mile segment of the Westside Trail.

ITEM 80: **North Bethany Trail 2 / RTP Grant**

BUDGET: \$100,000

DESCRIPTION: Recreational Trails Program grant to help construct the half-mile segment of trail.

ITEM 81: **Vista Brook Park/LGGP Grant**

BUDGET: \$25,000

DESCRIPTION: Local Government Grant Program funds to complete a wetland overlook at Vista Brook Park.

Facility Challenge Grants

ITEM 82: **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 83: **Portable stairs for pools (5 Sites)**

BUDGET: \$34,800

DESCRIPTION: Purchase new portable stairs to comply with new ADA standards at 5 sites: the Aquatic Center, Beaverton Swim Center, Sunset Swim Center, Raleigh Swim Center and Aloha Swim Center.

ITEM 84: **Wonderland Park - Ramp, Curbing & Picnic Table**

BUDGET: \$13,200

DESCRIPTION: Install playground curbing, an ADA ramp and an ADA picnic table at Wonderland Park.

ITEM 85: **Ramp to Play Area (2 sites)**

BUDGET: \$5,000

DESCRIPTION: Install ramps to the play areas to comply with ADA standards at Burntwood West and Little Peoples parks.

ITEM 86: **Cedar Hills Recreation Center - Ramp**

BUDGET: \$9,500

DESCRIPTION: Replace two ADA ramps at Cedar Hills Recreation Center.

ITEM 87: **Stuhr Center Asphalt Pathways**

BUDGET: \$5,500

DESCRIPTION: Extend asphalt pathway to provide ADA access to the park behind the Stuhr Center.



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 2010/11	Prior Year Actual 2011/12	Adopted Budget 2012/13	Proposed Budget 2013/14	Adopted Budget 2013/14
Resources:					
Beginning Cash on Hand	\$ 182,010	\$ 182,820	\$ 183,500	\$ 182,500	\$ 182,500
Interest Income	810	837	700	700	700
Miscellaneous Income	-	-	-	-	-
Total Resources	\$ 182,820	\$ 183,657	\$ 184,200	\$ 183,200	\$ 183,200
Appropriations:					
Materials & Services	-	-	5,000	183,200	183,200
Contingency	-	-	179,200	-	-
Total Appropriations	\$ -	\$ -	\$ 184,200	\$ 183,200	\$ 183,200
Summary by Fund					
Mitigation Maintenance Reserve Fund	-	-	184,200	183,200	183,200
Total Appropriations	\$ -	\$ -	\$ 184,200	\$ 183,200	\$ 183,200



Mitigation Maintenance Reserve Fund

Description	Prior Year Actual 2010/11	Prior Year Actual 2011/12	Adopted Budget 2012/13	Proposed Budget 2013/14	Adopted Budget 2013/14
Department Appropriations					
Maintenance Supplies	-	-	5,000	183,200	183,200
Material & Services	-	-	5,000	183,200	183,200
Contingency	-	-	179,200	-	-
Contingency	-	-	179,200	-	-
Department Total	-	-	184,200	183,200	183,200



CAPITAL PROJECT FUND

Description	Prior Year Actual 2010/11	Prior Year Actual 2011/12	Adopted Budget 2012/13	Proposed Budget 2013/14	Adopted Budget 2013/14
Resources:					
Beginning Cash on Hand	\$ -	\$ -	\$ -	\$ -	\$ -
Metro Natural Areas Bond	801,564	850,000	22,568	22,568	22,568
Total Resources	\$ 801,564	\$ 850,000	\$ 22,568	\$ 22,568	\$ 22,568
Appropriations:					
Capital Outlay	801,564	850,000	22,568	22,568	22,568
Total Appropriations	\$ 801,564	\$ 850,000	\$ 22,568	\$ 22,568	\$ 22,568
Summary by Department					
Metro Natural Areas Bond Fund	801,564	850,000	22,568	22,568	22,568
Total Appropriations	\$ 801,564	\$ 850,000	\$ 22,568	\$ 22,568	\$ 22,568



Metro Natural Areas Bond Fund

Project Number	Capital Project	Adopted Budget 2013/14	Page #
LAND ACQUISITION			
1	Land Acquisition for North Bethany Area of District	22,568	OF-10
TOTAL LAND ACQUISITION		<u>22,568</u>	
GRAND TOTAL CAPITAL OUTLAY		<u><u>\$ 22,568</u></u>	

Metro Natural Areas Bond Fund

ITEM 1:	Land Acquisition for North Bethany Area of District
BUDGET:	\$22,568
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. These levies are levied outside the Park District's permanent rate and are not part of the governmental limit set by Measure 5. On November 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 2012/13)	\$ 25,272,562,285
General Obligation Debt Capacity (2.5% of Real Market Value)	631,814,057
Less: Outstanding Debt	<u>(91,415,000)</u>
Remaining Legal Debt Capacity	<u><u>\$ 540,399,057</u></u>

The interest rate on the 1994 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, 2013, based on this advanced refunding, is \$4,110,000.

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, 2013 is \$49,875,000.

In September 2011, the District issued the second series of General Obligation Bonds in the amount of \$40,060,000. The bonds have an average interest rate of 3.70%. The outstanding balance as of July 1, 2013 is \$37,430,000.



**FORM
LB-35**

**BONDED DEBT
RESOURCES AND REQUIREMENTS**

Bond Debt Payments are for:

- Revenue Bonds or
 General Obligation Bonds

Debt Service

Tualatin Hills Park & Recreation District

(Fund)

(Name of Municipal Corporation)

	Historical Data			DESCRIPTION OF RESOURCES AND REQUIREMENTS	Budget for Next Year FY 2013/14		
	Actual		Adopted Budget This Year FY 2012/13		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding Year FY 2010/11	First Preceding Year FY 2011/12					
				Resources			
1	189,152	303,177	216,600	1. Beginning Cash on Hand (Cash Basis), or	146,534	146,534	146,534
2				2. Working Capital (Accrual Basis)			
3	107,077	50,390	40,000	3. Previously Levied Taxes to be Received	35,000	35,000	35,000
4	30,328	36,227	13,000	4. Interest	30,000	30,000	30,000
5				5. Transferred from Other Funds			
6		41,310	42,728	6. Payment in lieu of taxes	43,594	43,594	43,594
7	326,557	431,104	312,328	7. Total Resources, Except Taxes to be Levied	255,128	255,128	255,128
8			7,929,816	8. Taxes Estimated to be Received *	8,168,915	8,168,915	8,168,915
9	7,771,397	7,885,136		9. Taxes Collected in Year Levied			
10	8,097,954	8,316,240	8,242,144	10. TOTAL RESOURCES	8,424,043	8,424,043	8,424,043
				Requirements			
				Bond Principal Payments			
				Issue Date	Budgeted Payment Date		
1	1,665,000	1,755,000	1,870,000	1. 03/01/1998	03/01/2014	1,990,000	1,990,000
2	3,395,000	1,100,000	1,385,000	2. 04/02/2009	06/01/2014	1,520,000	1,520,000
3		1,520,000	1,110,000	3. 09/13/2011	06/01/2014	1,255,000	1,255,000
4	5,060,000	4,375,000	4,365,000	4. Total Principal		4,765,000	4,765,000
				Bond Interest Payments			
				Issue Date	Budgeted Payment Date		
5	521,352	444,762	343,850	5. 03/01/1998	09/01/2013 & 03/01/2014	236,325	236,325
6	2,213,425	2,111,575	2,089,575	6. 04/02/2009	12/01/2013 & 06/01/2014	2,058,412	2,058,412
7		971,769	1,325,556	7. 09/13/2011	12/01/2013 & 06/01/2014	1,303,356	1,303,356
8	2,734,777	3,528,106	3,758,981	8. Total Interest		3,598,093	3,598,093
				Unappropriated Balance for Following Year By			
				Issue Date	Payment Date		
9			118,163	9. 03/01/1998	09/01/2014	60,950	60,950
10				10			
11				11			
12				12 Ending balance (prior years)			
13			118,163	13 Total Unappropriated Ending Fund Balance		60,950	60,950
14				14. Loan Repayment to Fund			
15				15. Tax Credit Bond Reserve			
16	7,794,777	7,903,106	8,242,144	16. TOTAL REQUIREMENTS		8,424,043	8,424,043



DEBT SERVICE FUND

Maturity Schedule

Maturity schedules of aggregate future debt service on the Series 1998 \$25.9 million, as adjusted for the advance refunding, the Series 2009 \$58.505 million, and Series 2011 \$40.060 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	<u>Principal</u>	<u>Interest</u>	<u>Total Debt Service</u>
2014	1,990,000	236,325	2,226,325
2015	2,120,000	121,900	2,241,900
	<u>\$ 4,110,000</u>	<u>\$ 358,225</u>	<u>\$ 4,468,225</u>
Series 2009			
Fiscal Year ending June 30	<u>Principal</u>	<u>Interest</u>	<u>Total Debt Service</u>
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	1,990,000	1,919,875	3,909,875
2018	2,170,000	1,860,175	4,030,175
2019-2023	14,135,000	7,893,450	22,028,450
2024-2028	21,245,000	4,293,993	25,538,993
2029	5,325,000	252,938	5,577,938
	<u>\$ 49,875,000</u>	<u>\$22,273,881</u>	<u>\$ 72,148,881</u>
Series 2011			
Fiscal Year ending June 30	<u>Principal</u>	<u>Interest</u>	<u>Total Debt Service</u>
2014	1,255,000	1,303,356	2,558,356
2015	1,360,000	1,278,256	2,638,256
2016	1,455,000	1,254,457	2,709,457
2017	1,570,000	1,225,356	2,795,356
2018	1,685,000	1,193,956	2,878,956
2019-2023	10,775,000	4,965,730	15,740,730
2024-2028	15,500,000	2,741,571	18,241,571
2029	3,830,000	153,200	3,983,200
	<u>\$ 37,430,000</u>	<u>\$14,115,882</u>	<u>\$ 51,545,882</u>



SYSTEM DEVELOPMENT CHARGES

System Development Charge Fund Overview

System Development Charge Fund Project Summary

System Development Charge Fund Project Narrative

System Development Charge Fund Capital Improvement Program (CIP)



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, in each of the subsequent years.

The District is projecting to carryforward \$4,000,544 in unexpended Systems Development Charges to the 2013/14 fiscal year, and is budgeting an additional \$2,828,558 in SDC Fund revenues in the 2013/14 fiscal year.



SYSTEMS DEVELOPMENT CHARGE FUND

Description	Prior Year Actual 2010/11	Prior Year Actual 2011/12	Adopted Budget 2012/13	Proposed Budget 2013/14	Adopted Budget 2013/14
Resources:					
Beginning Cash on Hand	\$ 4,434,895	\$ 4,663,534	\$ 2,957,793	\$4,000,544	\$ 4,000,544
Systems Development Charges	1,939,855	1,897,759	2,721,804	2,803,458	2,803,458
Grants or Donations	-	-	-	-	-
Sale of Assets	-	-	-	-	-
Interest Earnings	23,170	27,742	23,200	25,100	25,100
Total Resources	\$ 6,397,920	\$ 6,589,035	\$ 5,702,797	\$6,829,102	\$ 6,829,102
Appropriations:					
Capital Outlay	1,734,386	3,608,218	5,702,797	6,829,102	6,829,102
Total Appropriations	\$ 1,734,386	\$ 3,608,218	\$ 5,702,797	\$6,829,102	\$ 6,829,102
Summary by Department					
Carryforward Projects					
Land Acquisition	134,285	296,937	430,000	1,100,000	1,100,000
Park Development/Improvements	172,410	2,442,389	639,000	734,000	734,000
Land Acquisition	1,176,549	87,812	1,100,000	500,000	500,000
Park Development/Improvements	251,142	781,080	794,000	457,250	457,250
Undesignated Projects	-	-	2,739,797	4,037,852	4,037,852
Total Appropriations	\$ 1,734,386	\$ 3,608,218	\$ 5,702,797	\$6,829,102	\$ 6,829,102

SYSTEMS DEVELOPMENT CHARGE FUND

Item Number	SDC Capital Project	Carryover Funds	Additional Funding	Adopted Budget 2013/14	Page #
CARRYFORWARD PROJECTS					
1	Land Acquisition - FY 2012/13 Carryforward	1,100,000	-	1,100,000	SDC-5
	Sub-total Land Acquisition Carryforward	1,100,000	-	1,100,000	
2	Fanno Creek Trail - Scholls Fy Road to Greenwood Inn	76,000	-	76,000	SDC-5
3	Bonny Slope / BSD Trail Development	175,000	-	175,000	SDC-5
4	MTIP Grant Match - Westside Trail, Segment 18	20,000	-	20,000	SDC-5
5	Graf Meadows Park - Trail Connection	180,500	-	180,500	SDC-5
6	Waterhouse Trail - Bronson Street west of Bethany Blvd	204,000		204,000	SDC-5
7	PCC Rock Creek Rec Complex - Dog Park Construction	25,000	3,500	28,500	SDC-6
8	Future Dog Park Construction - Site to be determined	50,000		50,000	SDC-6
	Sub-total Park Development/Improvement Carryforward	730,500	3,500	734,000	
	TOTAL CARRYFORWARD PROJECTS	1,830,500	3,500	1,834,000	
LAND ACQUISITION					
9	Other Land Acquisition			500,000	SDC-6
	TOTAL LAND ACQUISITION			500,000	
PARK DEVELOPMENT/IMPROVEMENT					
10	Fanno Creek Trail - Hall Blvd Crossing			384,250	SDC-6
11	Waterhouse Trail - Project Management			10,500	SDC-6
12	Timberland Park - Project Management			34,000	SDC-7
13	LGGP Grant Match - Vista Brook Park			28,500	SDC-7
	TOTAL PARK DEVELOPMENT/IMPROVEMENT			457,250	
UNDESIGNATED PROJECTS					
14	Undesignated Projects			4,037,852	SDC-7
	TOTAL UNDESIGNATED PROJECTS			4,037,852	
	GRAND TOTAL CAPITAL OUTLAY			6,829,102	

SYSTEMS DEVELOPMENT CHARGE FUND

Carry Over Projects

ITEM 1: Land Acquisition - FY 2012/13 Carryforward

BUDGET: \$1,100,000

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: \$76,000

DESCRIPTION: Project funding for monitoring and maintenance requirements of the completed segment per local jurisdiction requirements, and for construction to complete the short segment by the City of Beaverton operations yard.

ITEM 3: 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 4: MTIP Grant Match - Westside Trail, Segment 18

BUDGET: \$20,000

DESCRIPTION: Funding for the District match for the grant award to complete Westside Trail segment 18 from Hansen Ridge Park to Kaiser Woods Natural Area.

ITEM 5: Graf Meadows Park - Trail Connection

BUDGET: \$180,500

DESCRIPTION: Funding to complete construction of trail segment from original master plan.

ITEM 6: Waterhouse Trail - Bronson Street west of Bethany Blvd

BUDGET: \$204,000

DESCRIPTION: Funding to complete design, permitting and construction of trail segment.

SYSTEMS DEVELOPMENT CHARGE FUND

ITEM 7: **PCC Rock Creek Rec Complex - Dog Park Construction**

BUDGET: \$28,500

DESCRIPTION: Funding to complete construction of an off-leash dog area at the PCC Rock Creek Recreation Complex.

ITEM 8: **Future Dog Park Construction - Site to be determined**

BUDGET: \$50,000

DESCRIPTION: Funding to complete design and construction of an off-leash dog area at a site to be determined.

Land Acquisition

ITEM 9: **Other Land Acquisition**

BUDGET: \$500,000

DESCRIPTION: Funding to purchase additional properties and/or easements for future parks, trails, and open spaces.

Park Development/Improvement Projects

ITEM 10: **Fanno Creek Trail - Hall Blvd Crossing**

BUDGET: \$384,250

DESCRIPTION: Funding to complete design, permitting and construction of an at-grade crossing for Fanno Creek Trail and Hall Blvd.

ITEM 11: **Waterhouse Trail - Project Management**

BUDGET: \$10,500

DESCRIPTION: Staff project management time to monitor construction of project by developer under SDC credit agreement

SYSTEMS DEVELOPMENT CHARGE FUND

ITEM 12: **Timberland Park - Project Management**
BUDGET: \$34,000
DESCRIPTION: Staff project management time to monitor construction of project by developer under SDC credit agreement

ITEM 13: **LGGP Grant Match - Vista Brook Park**
BUDGET: \$28,500
DESCRIPTION: Funding for the District match and project management for grant award to complete a wetland overlook at Vista Brook Park. This is outside the scope of the Bond Fund Project.

Undesignated Projects

ITEM 14: **Undesignated Projects**
BUDGET: \$4,037,852
DESCRIPTION: Capital Outlay to fund projects to be determined at a later time.



Tualatin Hills Park & Recreation District
SYSTEM DEVELOPMENT CHARGE FUND
LIST OF PROJECTS IN PRIORITY ORDER
Five-year Adopted CIP, April 2012

Project or Item Description	Ranking	Total Cost		Cumulative Balance	
		Low Estimate	High Estimate	SDC Funds Available - Low	SDC Funds Available - High
Estimated Reserve Available for Expenditure through FY 2015/16				7,400,000	7,400,000
Initial Board of Directors Prioritization Listing					
Complete the Cedar Mill Community Trail by Foege Park (including an overlook of the pond)	1	675,000	900,000	6,725,000	6,500,000
Waterhouse Trail segment on Bronson Rd. west of Bethany Blvd.	2	200,000	300,000	6,525,000	6,200,000
Nature Park Recycled Plastic Patio for Robins Nest	3	41,500	52,500	6,483,500	6,147,500
Ben Graf Greenway trail connection	4	250,000	400,000	6,233,500	5,747,500
Dog Park at Hart Meadows	5	55,000	75,000	6,178,500	5,672,500
Fanno Creek Trail / Hall crossing (10% grant match for engineering & construction)	6	1,115,000	1,425,000	5,063,500	4,247,500
Mt Williams Community Park Development	7	2,100,000	3,825,000	2,963,500	422,500
North Bethany parks and trails acquisition	8	1,000,000	6,000,000	1,963,500	(5,577,500)
Dog Park at PCC Recreation Complex	9	120,000	160,000	1,843,500	(5,737,500)
Cobb property master plan	10	65,000	100,000	1,778,500	(5,837,500)
Winkelman Park Completion (Phase 3)	11	1,825,000	2,175,000	(46,500)	(8,012,500)
Youth Athletic Field Upgrade to synthetic turf and lights (with Champions Too field)	12	1,525,000	2,125,000	(1,571,500)	(10,137,500)
HMT Parking Lot Study Improvements - Phase 3	13	800,000	1,125,000	(2,371,500)	(11,262,500)
Convert 2 natural fields to synthetic turf fields with lights	14	3,450,000	4,600,000	(5,821,500)	(15,862,500)
Master Plan Laidlaw/Saltzman park site	15	45,000	80,000	(5,866,500)	(15,942,500)
Master Plan Tenax Woods Natural Area	16	25,000	45,000	(5,891,500)	(15,987,500)
Master Plan SW Quadrant Community Center site	17	95,000	150,000	(5,986,500)	(16,137,500)
JQAY House Renovation (structure and site)	18	675,000	975,000	(6,661,500)	(17,112,500)
NE (Teufel) Community Park master plan	19	95,000	150,000	(6,756,500)	(17,262,500)
Garden Home Recreation Center Expansion	20	3,600,000	5,975,000	(10,356,500)	(23,237,500)
Play Structure at north end of HMT Campus	21	250,000	450,000	(10,606,500)	(23,687,500)
SE Quadrant Multi-use Field at Whitford MS	22	1,575,000	2,175,000	(12,181,500)	(25,862,500)
Camp Rivendale Phase 4 - Lodge	23	2,500,000	3,575,000	(14,681,500)	(29,437,500)
Raleigh Swim Center Season Pool Cover	24	535,000	1,630,000	(15,216,500)	(31,067,500)

BOND CAPITAL PROJECTS FUND

Bond Capital Projects Fund Overview

Bond Capital Projects Fund Project Summary

Bond Capital Projects Fund Project Narrative



BOND CAPITAL PROJECTS FUND

FUND DESCRIPTION

On November 4, 2008 the District voters approved a \$100 million Parks Bond Levy request. This levy request included a specific list of projects and land acquisition targets to be funded by the bond levy, and had specific dollar amounts designated for each of these projects and acquisitions. The project line items in the budget are based on the specified amounts from the levy.

Subsequent to the passage of the levy request the District worked with a project management consultant to develop a master project schedule. This project schedule was then used to develop a projected cash flow of bond expenditures. Based on this cash flow the District proceeded to issue only part of the authorized levy, with gross proceeds of \$58.5 million, in the spring of 2009. In September 2011, the balance of the levy was issued, with gross proceeds of \$41.5 million received.



BOND CAPITAL PROJECTS FUND

Description	Prior Year Actual 2010/11	Prior Year Actual 2011/12	Adopted Budget 2012/13	Proposed Budget 2013/14	Adopted Budget 2013/14
Resources:					
Beginning Cash on Hand	\$55,431,729	\$ 38,719,559	\$ 70,163,476	\$ 54,864,323	\$ 54,864,323
Bond Proceeds	-	41,919,558	-	-	-
Interest Earnings	256,341	306,208	210,000	150,000	150,000
Total Resources	\$55,688,070	\$ 80,945,325	\$ 70,373,476	\$ 55,014,323	\$ 55,014,323
Appropriations:					
Capital Outlay	16,968,511	13,865,031	70,373,476	55,014,323	55,014,323
Total Appropriations	\$ 16,968,511	\$ 13,865,031	\$ 70,373,476	\$ 55,014,323	\$ 55,014,323

Summary by Department					
New Neighborhood Park Development	99,792	370,510	4,656,175	3,996,949	3,996,949
Renovate/Redevelop Neighborhood Pk	240,795	635,096	3,050,553	2,855,193	2,855,193
New Neighborhood Parks-Land Acq.	3,578,879	1,894,629	4,700,667	1,064,500	1,064,500
New Community Park Development	61	504	7,853,434	7,874,002	7,874,002
New Community Park-Land Acq.	8,081,096	8,971	2,058,491	400,000	400,000
Renovate/Redevelop Community Parks	280,147	986,687	9,356,297	6,646,165	6,646,165
Natural Area Preservation	101,211	246,780	3,528,798	3,362,136	3,362,136
Natural Area Prsrvtn-Land Acq.	201,961	81,723	8,307,245	6,680,752	6,680,752
New Linear Park/Trail Development	1,076,860	1,813,239	12,722,228	8,720,529	8,720,529
New Linear Park/Trail-Land Acq.	677,348	167,772	404,689	197,629	197,629
Multi Field/Use Athletic Field Devlpmnt	367,619	136,975	2,507,380	2,227,685	2,227,685
Deferred Park Maintenance Replcmnts	418,275	120,805	186,242	364,123	364,123
Facility Rehabilitation	167,526	1,122,345	4,562,036	4,260,419	4,260,419
Facility Expansion & Improvements	1,033,283	5,659,222	-	-	-
ADA/Access Improvements	40,828	119,133	837,233	816,858	816,858
Community Center-Land Acq.	585,559	24,146	4,489,822	4,154,269	4,154,269
Undesignated Funds				1,217,733	1,217,733
Bond Administration/Debt Issuance	17,270	476,494	1,152,186	175,381	175,381
Total Appropriations	\$ 16,968,511	\$ 13,865,031	\$ 70,373,476	\$ 55,014,323	\$ 55,014,323

BOND CAPITAL PROJECTS FUND

Item Number		Adopted Budget 2013/14	Page #
NEW NEIGHBORHOOD PARKS DEVELOPMENT			
1	AM Kennedy Park	783,272	BOND-7
2	Barsotti Park	1,151,997	BOND-7
3	Kaiser (Hansen) Ridge Park	650,995	BOND-7
4	Roy Dancer Park	712,313	BOND-7
5	Roger Tilbury Park	698,372	BOND-7
	TOTAL NEW NEIGHBORHOOD PARKS DEVELOPMENT	<u>3,996,949</u>	
RENOVATE AND REDEVELOP NEIGHBORHOOD PARKS			
6	Cedar Mill Park & Trail	1,063,313	BOND-8
7	Somerset West Park	1,012,703	BOND-8
8	Pioneer Park & Bridge Replacement	403,819	BOND-8
9	Vista Brook Park	375,358	BOND-8
	TOTAL RENOVATE AND REDEVELOP NEIGHBORHOOD PARKS	<u>2,855,193</u>	
NEW NEIGHBORHOOD PARKS - LAND ACQUISITION			
10	New Neighborhood Park - NW Quadrant	815,000	BOND-8
11	Neighborhood Park Expansion- SE Quadrant	249,500	BOND-9
	TOTAL NEW NEIGHBORHOOD PARKS - LAND ACQUISITION	<u>1,064,500</u>	
NEW COMMUNITY PARK DEVELOPMENT			
12	SW Community Park	7,874,002	BOND-9
	TOTAL NEW COMMUNITY PARK DEVELOPMENT	<u>7,874,002</u>	
NEW COMMUNITY PARK - LAND ACQUISITION			
13	Community Park Expansion - NE Quadrant	400,000	BOND-9
	TOTAL NEW COMMUNITY PARK - LAND ACQUISITION	<u>400,000</u>	
RENOVATE AND REDEVELOP COMMUNITY PARKS			
14	Cedar Hills Park	6,214,980	BOND-9
15	Schiffler Park	431,185	BOND-9
	TOTAL RENOVATE AND REDEVELOP COMMUNITY PARKS	<u>6,646,165</u>	
NATURAL AREA PRESERVATION			
16	Roger Tilbury Memorial Park	31,105	BOND-10
17	Cedar Mill Park	31,348	BOND-10
18	Jordan/Jackie Husen Park	305,441	BOND-10
19	NE/Bethany Meadows Trail Habitat Connection	252,065	BOND-10
20	Kaiser (Hansen) Ridge Park	7,524	BOND-10
21	Allenbach Acres Park	40,477	BOND-10
22	Crystal Creek Park	204,836	BOND-11
23	Foothills Park	19,729	BOND-11
24	Commonwealth Lake Park	14,637	BOND-11
25	Tualatin Hills Nature Park	81,127	BOND-11

BOND CAPITAL PROJECTS FUND

Item Number		Adopted Budget 2013/14	Page #
26	Pioneer Park	8,940	BOND-11
27	Whispering Woods Park	4,417	BOND-11
28	Willow Creek Nature Park	6,093	BOND-11
29	AM Kennedy Park	17,959	BOND-12
30	Camille Park	33,105	BOND-12
31	Vista Brook Park	21,005	BOND-12
32	Greenway Park/Koll Center	59,296	BOND-12
33	Bauman Park	60,091	BOND-12
34	Fanno Creek Park	162,833	BOND-12
35	Hideaway Park	29,820	BOND-13
36	Murrayhill Park	563	BOND-13
37	Hyland Forest Park	32,332	BOND-13
38	Cooper Mountain Area	210,041	BOND-13
39	Winkelman Park	6,907	BOND-13
40	Lowami Hart Woods Park	288,905	BOND-13
41	Rosa/Hazeldale Parks	24,950	BOND-13
42	Mt Williams Park	105,027	BOND-14
43	Jenkins Estate	98,028	BOND-14
44	Summercrest Park	2,868	BOND-14
45	Morrison Woods Park	62,605	BOND-14
46	Interpretive Sign Network	317,817	BOND-14
47	Beaverton Creek Trail - restoration of new property	63,016	BOND-14
48	Bethany Wetlands Park - restoration of new property	42,011	BOND-14
49	Bluegrass Downs Park - restoration of new property	15,754	BOND-15
50	Crystal Creek Park - restoration of new property	42,011	BOND-15
51	Restoration of new properties to be acquired	657,453	BOND-15
	TOTAL NATURAL AREA PRESERVATION	<u>3,362,136</u>	
	NATURAL AREA PRESERVATION - LAND ACQUISITION		
52	Natural Area Acquisitions	<u>6,680,752</u>	BOND-15
	TOTAL NATURAL AREA PRESERVATION - LAND ACQUISITION	<u>6,680,752</u>	
	NEW LINEAR PARK AND TRAIL DEVELOPMENT		
53	Westside Trail Segments 1, 4, & 7	2,254,941	BOND-15
54	Jordan/Husen Park Trail	526,449	BOND-15
55	Waterhouse Trail Segments 1, 5 and West Spur	3,109,947	BOND-16
56	Rock Creek Trail Segments 2 & 5, and North Bethany Trail Segment 2	814,515	BOND-16
57	Miscellaneous Natural Trails	81,749	BOND-16
58	NE Quadrant Trail - Bluffs	64,190	BOND-16
59	Lowami Hart Woods Park	417,785	BOND-16
60	Westside/Waterhouse Trail Connection	1,450,954	BOND-16
	TOTAL NEW LINEAR PARK AND TRAIL DEVELOPMENT	<u>8,720,529</u>	

BOND CAPITAL PROJECTS FUND

Item Number		Adopted Budget 2013/14	Page #
NEW LINEAR PARK AND TRAIL - LAND ACQUISITION			
61	New Linear Park and Trail Acquisitions	197,629	BOND-16
	TOTAL NEW LINEAR PARK AND TRAIL - LAND ACQUISITION	197,629	
MULTI-FIELD/MULTI-PURPOSE ATHLETIC FIELD DEVELOPMENT			
62	Winkelman Athletic Field	133,107	BOND-17
63	New Fields in NW Quadrant	525,060	BOND-17
64	New Fields in NE Quadrant	519,922	BOND-17
65	New Fields in SW Quadrant	524,460	BOND-17
66	New Fields in SE Quadrant	525,136	BOND-17
	TOTAL MULTI-FIELD/MULTI-PURPOSE ATHLETIC FIELD DEVELOPMENT	2,227,685	
DEFERRED PARK MAINTENANCE REPLACEMENTS			
67	Play Structure Replacement at Waterhouse Park	18,373	BOND-17
68	Permeable Parking Lot at Sunset Swim Center	345,750	BOND-17
	TOTAL DEFERRED PARK MAINTENANCE REPLACEMENTS	364,123	
FACILITY REHABILITATION			
69	Structural Upgrades at Aloha Swim Center	368,608	BOND-18
70	Structural Upgrades at Beaverton Swim Center	1,455,537	BOND-18
71	Structural Upgrades at Cedar Hills Recreation Center	611,104	BOND-18
72	Structural Upgrades at Garden Home Recreation Center	497,388	BOND-18
73	Structural Upgrades at Several Facilities	1,327,782	BOND-18
	TOTAL FACILITY REHABILITATION	4,260,419	
ADA/ACCESS IMPROVEMENTS			
74	HMT ADA Parking and other site improvement	716,832	BOND-18
75	ADA Improvements - numerous sites	100,026	BOND-18
	TOTAL ADA/ACCESS IMPROVEMENTS	816,858	
COMMUNITY CENTER/COMMUNITY PARK - LAND ACQUISITION			
76	Community Center/Community Park - Land Acquisition - SW Quadrant (a)	765,011	BOND-19
77	Community Center/Community Park - Land Acquisition - SW Quadrant (b)	2,008,142	BOND-19
78	Undesignated Funds - Land Acquisition	1,381,116	BOND-19
	TOTAL COMMUNITY CENTER/COMMUNITY PARK - LAND ACQUISITION	4,154,269	
UNDESIGNATED FUNDS			
79	Undesignated Funds - Other	1,217,733	BOND-19
	TOTAL UNDESIGNATED FUNDS	1,217,733	

BOND CAPITAL PROJECTS FUND

New Neighborhood Parks Development

ITEM 1: **AM Kennedy Park**

BUDGET: \$783,272

DESCRIPTION: Develop 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: \$1,151,997

DESCRIPTION: Develop 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 (Hansen) Ridge Park**

BUDGET: \$650,995

DESCRIPTION: Develop 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: \$712,313

DESCRIPTION: Develop 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 5: **Roger Tilbury Park**

BUDGET: \$698,372

DESCRIPTION: Develop 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

Renovate And Redevelop Neighborhood Parks

ITEM 6: Cedar Mill Park & Trail

BUDGET: \$1,063,313

DESCRIPTION: Redevelop and renovate 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: Somerset West Park

BUDGET: \$1,012,703

DESCRIPTION: Redevelop and renovate 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 8: Pioneer Park & Bridge Replacement

BUDGET: \$403,819

DESCRIPTION: Redevelop and renovate 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 9: Vista Brook Park

BUDGET: \$375,358

DESCRIPTION: Redevelop and renovate 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 10: New Neighborhood Park - NW Quadrant

BUDGET: \$815,000

DESCRIPTION: Acquire one site that is approximately three acres in size and may be located in the northwest quadrant. Property to be determined.

BOND CAPITAL PROJECTS FUND

ITEM 11: Neighborhood Park Expansion- SE Quadrant

BUDGET: \$249,500

DESCRIPTION: Acquire one site that is approximately three acres in size and may be located in the southeast quadrant. Property to be determined.

New Community Park Development

ITEM 12: SW Community Park

BUDGET: \$7,874,002

DESCRIPTION: Design of 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 Neighborhood Parks - Land Acquisition

ITEM 13: Community Park Expansion - NE Quadrant

BUDGET: \$400,000

DESCRIPTION: Balance of funds available to be used for additional Community Park land acquisition.

Renovate And Redevelop Community Parks

ITEM 14: Cedar Hills Park

BUDGET: \$6,214,980

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 15: Schiffler Park

BUDGET: \$431,185

DESCRIPTION: Redevelop and renovate 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.

BOND CAPITAL PROJECTS FUND

Natural Area Preservation

ITEM 16: **Roger Tilbury Memorial Park**

BUDGET: \$31,105

DESCRIPTION: Enhance natural areas to remove weed species, replant native trees and shrubs, enhance creek to ensure bank stability.

ITEM 17: **Cedar Mill Park**

BUDGET: \$31,348

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.

ITEM 18: **Jordan/Jackie Husen Park**

BUDGET: \$305,441

DESCRIPTION: Enhance natural areas to remove weed species, replant native trees and shrubs, enhance creek to ensure bank stability.

ITEM 19: **NE/Bethany Meadows Trail Habitat Connection**

BUDGET: \$252,065

DESCRIPTION: Restore acquired land between Bethany Meadows Terrace, Bannister Creek, Northeast Parks and associated creek corridors.

ITEM 20: **Kaiser (Hansen) Ridge Park**

BUDGET: \$7,524

DESCRIPTION: Remove weeds and replant with native trees/shrubs after park development occurs.

ITEM 21: **Allenbach Acres Park**

BUDGET: \$40,477

DESCRIPTION: Remove weeds and replant with native trees/shrubs after park development occurs.

BOND CAPITAL PROJECTS FUND

ITEM 22: **Crystal Creek Park**

BUDGET: \$204,836

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 23: **Foothills Park**

BUDGET: \$19,729

DESCRIPTION: Enhance natural areas to remove weed species, replant native trees and shrubs, enhance creek to ensure bank stability.

ITEM 24: **Commonwealth Lake Park**

BUDGET: \$14,637

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 25: **Tualatin Hills Nature Park**

BUDGET: \$81,127

DESCRIPTION: Conduct Oregon white oak restoration projects as identified in THPRD Oak Plan. Includes arborist work and installation of native shrubs.

ITEM 26: **Pioneer Park**

BUDGET: \$8,940

DESCRIPTION: Remove weeds and replant with native trees/shrubs after park development occurs. Potential trail rerouting for habitat preservation.

ITEM 27: **Whispering Woods Park**

BUDGET: \$4,417

DESCRIPTION: Remove weeds, replant with native species - keep area clear for future trails.

ITEM 28: **Willow Creek Nature Park**

BUDGET: \$6,093

DESCRIPTION: Remove weeds and replant with native trees/shrubs after park improvement on boardwalk.

BOND CAPITAL PROJECTS FUND

ITEM 29: **AM Kennedy Park**

BUDGET: \$17,959

DESCRIPTION: Remove weeds and replant with native trees/shrubs after park development. Possible stream bank stabilization/meandering of channel.

ITEM 30: **Camille Park**

BUDGET: \$33,105

DESCRIPTION: These funds will cover oak enhancement work, camas meadow, or stream restoration not covered by the master plan funds.

ITEM 31: **Vista Brook Park**

BUDGET: \$21,005

DESCRIPTION: Remove weeds and replant with native trees/shrubs after park development. Likely to enhance pond edges, potential basking logs for wildlife.

ITEM 32: **Greenway Park/Koll Center**

BUDGET: \$59,296

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 33: **Bauman Park**

BUDGET: \$60,091

DESCRIPTION: Remove invasive trees and weeds, replant with native plants. Install trail with other funds.

ITEM 34: **Fanno Creek Park**

BUDGET: \$162,833

DESCRIPTION: Perform hydrologic study of stream channel and implement results. Likely rerouting of existing channel, replanting weedy areas with native shrubs and trees, bank stabilization.

BOND CAPITAL PROJECTS FUND

ITEM 35: Hideaway Park

BUDGET: \$29,820

DESCRIPTION: Remove weeds and replant with native trees/shrubs after park development, remove basketball pad from wetland, plant some portion of mowed area with shrubs.

ITEM 36: Murrayhill Park

BUDGET: \$563

DESCRIPTION: Remove acres of blackberry shrubs under powerlines, replace with low growing native shrubs.

ITEM 37: Hyland Forest Park

BUDGET: \$32,332

DESCRIPTION: Remove weeds and replant, reroute or close illegal trails, and enhance trails with separate funds.

ITEM 38: Cooper Mountain Area

BUDGET: \$210,041

DESCRIPTION: Restore and enhance properties to be acquired in this area - separate from the Cooper Mountain Nature Park.

ITEM 39: Winkelman Park

BUDGET: \$6,907

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 40: Lowami Hart Woods Park

BUDGET: \$288,905

DESCRIPTION: Remove weeds and replant native shrubs/trees. Reroute or close illegal trails.

ITEM 41: Rosa/Hazeldale Parks

BUDGET: \$24,950

DESCRIPTION: Restore 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 42: Mt Williams Park

BUDGET: \$105,027

DESCRIPTION: Remove weeds and replant with native trees/shrubs after park development.

ITEM 43: Jenkins Estate

BUDGET: \$98,028

DESCRIPTION: Remove weeds, reroute/close illegal trails, replant site, create park trail plan to protect habitat, enhance trails.

ITEM 44: Summercrest Park

BUDGET: \$2,868

DESCRIPTION: Remove weeds and replant with native shrubs in eastern portion of the park along the stream.

ITEM 45: Morrison Woods Park

BUDGET: \$62,605

DESCRIPTION: Enhance meadow, new acquisition areas, stabilize exposed edge of forest next to adjacent property.

ITEM 46: Interpretive Sign Network

BUDGET: \$317,817

DESCRIPTION: Create outdoor, interactive, and educational art installations in specified natural areas and parks.

ITEM 47: Beaverton Creek Trail - restoration of new property

BUDGET: \$63,016

DESCRIPTION: Remove weeds in select parks and replant with native trees/shrubs after park development.

ITEM 48: Bethany Wetlands Park - restoration of new property

BUDGET: \$42,011

DESCRIPTION: Remove weeds, replant with native plants, assess stream/wetland for enhancement/ stabilization. Install beaver management piping if needed.

BOND CAPITAL PROJECTS FUND

ITEM 49: **Bluegrass Downs Park - restoration of new property**
BUDGET: \$15,754
DESCRIPTION: Remove weeds, replant with native plants in park and newly acquired areas.

ITEM 50: **Crystal Creek Park - restoration of new property**
BUDGET: \$42,011
DESCRIPTION: Remove weeds, replant with native plants in park and newly acquired areas.

ITEM 51: **Restoration of new properties to be acquired**
BUDGET: \$657,453
DESCRIPTION: Balance of natural resource restoration funds to be used on newly acquired sites.

Natural Area Preservation - Land Acquisition

ITEM 52: **Natural Area Acquisitions**
BUDGET: \$6,680,752
DESCRIPTION: Acquire 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 53: **Westside Trail Segments 1, 4, & 7**
BUDGET: \$2,254,941
DESCRIPTION: Develop the Westside Regional Trail segments 1, 4 and 7.

ITEM 54: **Jordan/Husen Park Trail**
BUDGET: \$526,449
DESCRIPTION: Develop Phase II of the Jordan/Husen Park approved Master Plan including the Jordan Park north stairway.

BOND CAPITAL PROJECTS FUND

ITEM 55: Waterhouse Trail Segments 1, 5 and West Spur

BUDGET: \$3,109,947

DESCRIPTION: Develop the Waterhouse Community Trail segments 1, 5 and West Spur.

ITEM 56: Rock Creek Trail Segments 2 & 5, and North Bethany Trail Segment 2

BUDGET: \$814,515

DESCRIPTION: Develop segments 2 and 5 of Rock Creek Trail and segment 2 of the North Bethany Trail.

ITEM 57: Miscellaneous Natural Trails

BUDGET: \$81,749

DESCRIPTION: Develop various soft surface trails throughout the District.

ITEM 58: NE Quadrant Trail - Bluffs

BUDGET: \$64,190

DESCRIPTION: Develop Phase II of the approved Master Plan for trail connection to the existing play area.

ITEM 59: Lowami Hart Woods Park

BUDGET: \$417,785

DESCRIPTION: Develop Phase II of the Lowami Hart Woods Park approved Master Plan, which includes construction of trails.

ITEM 60: Westside/Waterhouse Trail Connection

BUDGET: \$1,450,954

DESCRIPTION: Develop regional trail section that connects the Westside Trail to the Waterhouse Trail.

New Linear Park And Trail - Land Acquisition

ITEM 61: New Linear Park and Trail Acquisitions

BUDGET: \$197,629

DESCRIPTION: Acquire land, easements, leases or land use agreements for linear parks and trails. Acquisitions may be located in multiple quadrants. Property to be determined.

BOND CAPITAL PROJECTS FUND

Multi-Field/Multi-Purpose Athletic Field Development

ITEM 62: **Winkelman Athletic Field**

BUDGET: \$133,107

DESCRIPTION: Development of a grass athletic field, dog park, perimeter pathway and an expanded gravel parking lot.

ITEM 63: **New Fields in NW Quadrant**

BUDGET: \$525,060

DESCRIPTION: Develop one grass athletic field in the northwest quadrant.

ITEM 64: **New Fields in NE Quadrant**

BUDGET: \$519,922

DESCRIPTION: Develop one grass athletic field in the northeast quadrant.

ITEM 65: **New Fields in SW Quadrant**

BUDGET: \$524,460

DESCRIPTION: Develop one grass athletic field in the southwest quadrant.

ITEM 66: **New Fields in SE Quadrant**

BUDGET: \$525,136

DESCRIPTION: Develop one grass athletic field in the southeast quadrant.

Deferred Park Maintenance Replacements

ITEM 67: **Play Structure Replacement at Waterhouse Park**

BUDGET: \$18,373

DESCRIPTION: Replace play structure in Waterhouse Park.

ITEM 68: **Permeable Parking Lot at Sunset Swim Center**

BUDGET: \$345,750

DESCRIPTION: Resurface parking lot at Sunset Swim Center.

BOND CAPITAL PROJECTS FUND

Facility Rehabilitation

ITEM 69: Structural Upgrades at Aloha Swim Center

BUDGET: \$368,608

DESCRIPTION: Perform seismic upgrades to Aloha Swim Center.

ITEM 70: Structural Upgrades at Beaverton Swim Center

BUDGET: \$1,455,537

DESCRIPTION: Perform seismic upgrades to Beaverton Swim Center.

ITEM 71: Structural Upgrades at Cedar Hills Recreation Center

BUDGET: \$611,104

DESCRIPTION: Perform seismic upgrades at Cedar Hills Recreation Center.

ITEM 72: Structural Upgrades at Garden Home Recreation Center

BUDGET: \$497,388

DESCRIPTION: Perform seismic upgrades at Garden Home Recreation Center.

ITEM 73: Structural Upgrades at Several Facilities

BUDGET: \$1,327,782

DESCRIPTION: Perform seismic upgrades at facilities throughout the district.

ADA/Access Improvements

ITEM 74: HMT ADA Parking and other site improvement

BUDGET: \$716,832

DESCRIPTION: Redesign parking lot at HMT complex to accommodate additional parking, improve traffic flow, improve pedestrian access and increase ADA accessibility.

ITEM 75: ADA Improvements - numerous sites

BUDGET: \$100,026

DESCRIPTION: Improve ADA access to various existing sites and/or facilities.

BOND CAPITAL PROJECTS FUND

Community Center/Community Park - Land Acquisition

ITEM 76: **Community Center/Community Park - Land Acquisition - SW Quadrant (a)**

BUDGET: \$765,011

DESCRIPTION: Acquire property in the SW Quadrant to build a community center or community park. Property to be determined.

ITEM 77: **Community Center/Community Park - Land Acquisition - SW Quadrant (b)**

BUDGET: \$2,008,142

DESCRIPTION: Acquire property in the SW Quadrant to build a community center or community park. Property to be determined.

ITEM 78: **Undesignated Funds - Land Acquisition**

BUDGET: \$1,381,116

DESCRIPTION: Undesignated funds for land acquisitions, properties to be determined at a later time.

Undesignated Funds

ITEM 79: **Undesignated Funds - Other**

BUDGET: \$1,217,733

DESCRIPTION: Undesignated funds for projects to be determined at a later time.



ENTERPRISE FUND

Enterprise Fund Overview

Enterprise Operations Department Narrative

Enterprise Fund Summary

Maturity of Financing Agreement

Enterprise Fund Project Summary

Enterprise Fund Project Narrative



ENTERPRISE FUND

FUND DESCRIPTION

The Enterprise Fund accounts for the District's business-type operations. It is used to account for all transactions related to the Adventure Recreation Center proposed to begin operations in FY 2013/14. Enterprise Fund operations are financially independent from General Fund operations.

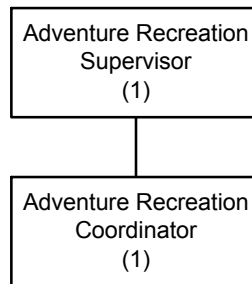
The Enterprise Fund resources have been detailed in the Resources section of this budget document. Major resources are user fees generated by classes, rentals and frequent user passes, as well as debt proceeds for the initial capital outlay to develop this facility.

The expenses of the Enterprise Fund encompass all staffing and other operating costs, debt service, capital outlay and reserve for future expenses.



ENTERPRISE OPERATIONS DIVISION

Enterprise Operations Department



Department Overview

The Enterprise Operations Department is contained within a new Enterprise Fund designed for operations that are not supported by the General Fund resources, including property taxes.

Adventure Recreation Supervisor will report directly to the Director of Business & Facilities and would be responsible for managing the Adventure Recreation Center, a site that accommodates program offerings directed toward patrons in the 15-30 year-old age group.

Planned use of the Adventure Recreation site would involve two sections: section one (approximately 12,000 square feet) would feature amenities such as a rock climbing wall and bouldering course, and a flexible sport court flooring to host laser tag, batting cages, adult big wheels, and a slacklining area; and section two (approximately 6,000 square feet) would be configured to host an indoor skate park.

FY 2012/13 Accomplishments

Completed the development of a business plan for the new Adventure Recreation facility with the expectation that it be an enterprise operation and be financially independent from the General Fund.

FY 2013/14 Goals and Objectives

Complete the detailed feasibility study necessary to ensure that the site can be operated in a financially self-sufficient manner before proceeding to acquire site and staff the new facility.

Complete debt issuance to fund initial site development and equipment acquisition costs.

Complete acquisition of a leased site and completion of necessary tenant improvements, acquisition of equipment, and recruitment of full-time and part-time staffing for the facility.

Open the adventure recreation facility appealing to the target demographic by offering programming related to current and future trends.

Operate a flexible enterprise that can easily and quickly be reconfigured to offer a wide variety of programs.

Budget Highlights

The Proposed Budget includes funding for the creation and operation of the Adventure Recreation Center. As an enterprise operation, it is financially independent so the Proposed Budget includes debt proceeds to cover capital costs of creating the new site. Actual implementation of the new site is dependent on completion of a detailed feasibility analysis.



ENTERPRISE FUND

Description	Prior Year Actual 2010/11	Prior Year Actual 2011/12	Adopted Budget 2012/13	Proposed Budget 2013/14	Adopted Budget 2013/14
Resources:					
Beginning Cash on Hand				\$ -	\$ -
Adventure Recreation Center				661,616	661,616
Debt Proceeds				382,474	382,474
Total Resources				\$ 1,044,090	\$1,044,090
Appropriations:					
Personnel Services				261,616	261,616
Materials & Services				202,786	202,786
Capital Outlay				382,474	382,474
Debt Service				48,681	48,681
Special Payments				37,998	37,998
Contingency				110,535	110,535
Total Appropriations				\$ 1,044,090	\$1,044,090
Summary by Department					
Enterprise Operations	-	-	-	1,044,090	1,044,090
Total Appropriations	\$ -	\$ -	\$ -	\$ 1,044,090	\$1,044,090



Division: Enterprise Operations
Department: Enterprise Operations
Program: Adventure Recreation Center

Description	Prior Year Actual 2010/11	Prior Year Actual 2011/12	Adopted Budget 2012/13	Proposed Budget 2013/14	Adopted Budget 2013/14
Program Appropriations					
F.T. Salary				112,840	112,840
P.T. Salary				98,489	98,489
Employee Benefits				28,813	28,813
Payroll Taxes				21,474	21,474
Personnel Services	-	-	-	261,616	261,616
Professional and Technical Services				19,868	19,868
Rental Facility				97,200	97,200
Other Services				26,836	26,836
Supplies				11,500	11,500
Utilities				38,782	38,782
Communication				8,600	8,600
Material & Services	-	-	-	202,786	202,786
Building Improvements				279,880	279,880
Equipment				78,094	78,094
Computer/Telephony Technology				24,500	24,500
Capital Outlay				382,474	382,474
Debt Principal				30,244	30,244
Debt Interest				18,437	18,437
Debt Service				48,681	48,681
Reserve for Future Expenses				37,998	37,998
Reserve for Future Expenses				37,998	37,998
Contingency				110,535	110,535
Contingency				110,535	110,535
Program Total	-	-	-	1,044,090	1,044,090
Department Staff					
Full Time				2.00	2.00
Regular Part Time (FTE)				0.00	0.00
Part Time (FTE)				1.18	1.18



Division: Enterprise Operations
 Department: Enterprise Operations
 Program: Adventure Recreation Center

MATURITY SCHEDULE FOR ENTERPRISE OPERATIONS

Fiscal Year	Financing Agreement Series 2013 \$382,474	Total
2013/14	\$48,681	\$48,681
2014/15	48,681	48,681
2015/16	48,681	48,681
2016/17	48,681	48,681
2017/18	48,681	48,681
2018/19	48,681	48,681
2019/20	48,681	48,681
2020/21	48,681	48,681
2021/22	48,681	48,681
2022/23	48,679	48,679
Totals	\$486,808	\$486,808
Interest Portion of Payments	104,334	104,334
Principal Balance	<u>\$382,474</u>	<u>\$382,474</u>

KEY TO DEBT ISSUES

Financing Agreement Series 2013:

During the 2013/14 budget year, the Park District intends to borrow \$382,474 under a Financing Agreement to finance the purchase of capital equipment and improvements for the Adventure Recreation Facility.



Division: Enterprise Operations
 Department: Enterprise Operations
 Program: Adventure Recreation Center
 Detail of Capital Outlay

Project Number	Capital Outlay	Adopted Budget 2013/14	Page #
BUILDING IMPROVEMENTS			
1	Sport Court Flooring	68,500	EF-12
2	Rock Climbing Panels	45,000	EF-12
3	Auto Belay	48,780	EF-12
4	Basketball System	5,600	EF-12
5	Security Camera System	27,000	EF-12
6	Skate Lite Ramps	85,000	EF-12
TOTAL BUILDING IMPROVEMENTS		\$ 279,880	
EQUIPMENT			
7	Batting Cages and Netting	7,120	EF-13
8	Baseballs and Softballs	1,600	EF-13
9	Pitching Machines	28,000	EF-13
10	Adult Big Wheels	3,600	EF-13
11	Climbing Equipment	3,750	EF-13
12	Laser Tag Inflatable Unit	21,199	EF-13
13	Laser Tag Equipment	11,400	EF-14
14	Slacklining Equipment	1,425	EF-14
TOTAL EQUIPMENT		\$ 78,094	
COMPUTER/TELEPHONY TECHNOLOGY ENHANCEMENTS			
15	File Server, Network Switch, Cabling, Firewall	12,000	EF-14
16	Telephones (4) and telephone equipment	5,000	EF-14
17	Workstations (3) with software	7,500	EF-14
TOTAL COMPUTER/TELEPHONY TECHNOLOGY ENHANCEMENTS		\$ 24,500	
GRAND TOTAL ENTERPRISE FUND OPERATION CAPITAL OUTLAY		\$ 382,474	

ADVENTURE RECREATION CENTER CAPITAL OUTLAY

Building Improvements

ITEM 1: **Sport Court Flooring**

BUDGET: \$68,500

DESCRIPTION: Acquire approximately 11,500 square feet of sport court flooring.

ITEM 2: **Rock Climbing Panels**

BUDGET: \$45,000

DESCRIPTION: Acquire approximately 1,350 square feet of rock climbing panels.

ITEM 3: **Auto Belay**

BUDGET: \$48,780

DESCRIPTION: Acquire four (4) auto belay systems.

ITEM 4: **Basketball System**

BUDGET: \$5,600

DESCRIPTION: Acquire two (2) portable basketball hoops.

ITEM 5: **Security Camera System**

BUDGET: \$27,000

DESCRIPTION: Acquire and install security camera system.

ITEM 6: **Skate Lite Ramps**

BUDGET: \$85,000

DESCRIPTION: Acquire skate ramps for in-door skate park.

ADVENTURE RECREATION CENTER CAPITAL OUTLAY

Equipment

ITEM 7: **Batting Cages and Netting**

BUDGET: \$7,120

DESCRIPTION: Acquire batting cages, nets and screens.

ITEM 8: **Baseballs and Softballs**

BUDGET: \$1,600

DESCRIPTION: Acquire baseballs and softballs for use in the pitching machines.

ITEM 9: **Pitching Machines**

BUDGET: \$28,000

DESCRIPTION: Acquire four (4) pitching machines.

ITEM 10: **Adult Big Wheels**

BUDGET: \$3,600

DESCRIPTION: Acquire six (6) adult big wheel bicycles.

ITEM 11: **Climbing Equipment**

BUDGET: \$3,750

DESCRIPTION: Acquire climbing equipment for the rock climbing wall.

ITEM 12: **Laser Tag Inflatable Unit**

BUDGET: \$21,199

DESCRIPTION: Acquire portable laser tag inflatable unit.

ADVENTURE RECREATION CENTER CAPITAL OUTLAY

ITEM 13: **Laser Tag Equipment**

BUDGET: \$11,400

DESCRIPTION: Acquire laser tag equipment for use with the portable laser tag inflatable unit.

ITEM 14: **Slacklining Equipment**

BUDGET: \$1,425

DESCRIPTION: Acquire slacklining equipment.

Computer/Telephony Technology Enhancements

ITEM 15: **File Server, Network Switch, Cabling, Firewall**

BUDGET: \$12,000

DESCRIPTION: Acquire and install information systems equipment including: a server, a network switch, internal network cabling, firewall, fax gateway and Comcast line.

ITEM 16: **Telephones (4) and telephone equipment**

BUDGET: \$5,000

DESCRIPTION: Acquire four (4) telephones with voice mail and voice gateway.

ITEM 17: **Workstations (3) with software**

BUDGET: \$7,500

DESCRIPTION: Acquire three (3) workstations with software.

SUPPLEMENTAL DATA

Park District History and Background

Twenty Year Comprehensive Master Plan Summary

Five Year Projections

Policies and Procedures

Summary of Staffing by Program

Glossary

Park District Map



PARK DISTRICT HISTORY AND BACKGROUND

In 1955, a group of citizens formed Tualatin Hills Park & Recreation District to provide parks and recreational opportunities for the residents of eastern Washington County and the City of Beaverton. Over the years, the Park District has become one of the largest park and recreation special districts in the Pacific Northwest.

The Park District is governed by an elected five member Board of Directors and is managed by professional staff. Since its inception, general obligations bonds, property taxes, and three-year levies (since replaced by a permanent tax rate) have supported the Park District. Additional revenue comes from user fees for programs and facilities. The Park District also benefits from donations made through the Tualatin Hills Park Foundation.

Demographic Portrait

As of the 2010 Census, the following information was accumulated on the District's resident population.

	<u>2000</u>	<u>2010</u>
Population	192,748	223,837
Age:		
0-24	67,457	73,326
25-64	108,215	127,961
65+	17,076	22,550
Number of Households	76,534	88,643
Average Household Size	2.50	2.51
Average Family Size	3.07	3.18
Number of Housing Units	80,704	93,765
Occupancy Rate	94.8%	94.5%

Diversity of the District as of the 2010 Census		
White	153,948	68.8%
Asian/Pacific Islander	25,334	11.3%
Hispanic Origin, any race	30,743	13.7%
Black	4,574	2.0%
American Indian	914	0.4%
Some other race	462	0.2%
Two or more races	7,862	3.6%

PARK DISTRICT HISTORY AND BACKGROUND (continued)

Economic Information

The top ten taxpayers (in order of actual taxes levied) within the District for the 2011/12 Fiscal Year were:

Taxpayer	Taxable Assessed Value	Rank	Percentage of Total Taxable Assessed Value
Nike, Inc.	\$ 372,130,123	1	1.99%
Frontier Communications	140,366,000	2	0.75%
Portland General Electric	130,855,602	3	0.70%
Tektronix Inc.	132,532,873	4	0.71%
PS Business Parks LP	109,808,499	5	0.59%
Comcast Corporation	120,273,900	6	0.64%
Maxim Integrated Products, Inc.	96,248,470	7	0.51%
Northwest Natural Gas Co.	83,274,800	8	0.44%
Bernard Properties Partnership	59,371,003	9	0.32%
Nimbus Center LLC	57,218,120	10	0.31%
All Other Taxpayers	17,416,316,970		93.04%
Totals	\$18,718,396,360		100.00%

Source: Washington County, Department of Assessment and Taxation
(Ranking based on levied tax amount)

Information for Washington County as of the 2011/12 Fiscal Year:

Washington County

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	21,205,286	39,465	10.1%	37,536
2010	223,837	529,710	21,586,715	40,752	10.6%	38,460
2011	226,764	540,410	n/a	n/a	7.8%	38,571
2012	229,486	n/a	n/a	n/a	6.9%	39,054

Source: ^{a)} Portland State University Center for Population Research and Census (2010 actual)
^{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 2002 and FY 2012:

	FY 2001/02	FY 2011/12	
	<u>Actual</u>	<u>Actual</u>	<u>% change</u>
Population	199,358	229,486 ¹⁾	15.1%
Cost Per Capita:			
Personal Services	\$71.22	\$106.90	50.10%
Materials and Services	24.67	30.12	22.09%
Capital Projects	8.68	20.19	232.60%
Debt Service	3.74	5.84	56.15%
 Total cost per capita	 <u>\$108.31</u>	 <u>\$163.05</u>	 50.54%

¹⁾ estimated – based on Medium Growth Population Forecast (1.2%)

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 2013/14 fiscal year. In order to ensure the Comprehensive Plan remains a living document, the Park District is currently reviewing the entire plan, with presentation of updates and recommendations to the Board of Directors in June 2013.

Tualatin Hills Park and Recreation District

General Fund - Five Year Fiscal Projection FY 2012/13 through FY 2017/18

	Current Budget 2012/13	Adopted Budget 2013/14	Projected 2014/15	Projected 2015/16	Projected 2016/17	Projected 2017/18
Cash on Hand	3,206,483	4,500,000	3,100,000	3,350,000	3,600,000	3,850,000
Program & Facility Fees 1	9,627,834	10,017,667	10,218,020	10,524,561	10,840,298	11,165,507
Other Resources 2	3,569,699	2,840,212	2,262,356	2,330,227	2,400,133	2,472,137
Carryover Projects	826,327	1,133,728	-	-	-	-
Property Taxes 3	24,534,925	25,340,272	26,227,182	27,407,405	28,640,738	29,929,571
Total Revenue	\$41,765,268	\$43,831,879	\$41,807,558	\$43,612,192	\$45,481,169	\$47,417,215
Personal Services 4	\$26,412,878	27,519,533	\$28,333,311	\$29,096,228	\$30,114,595	\$31,168,606
Materials & Services 5	7,972,593	7,670,826	7,824,243	8,058,970	8,300,739	8,549,761
Capital Outlay	4,330,033	5,550,565	2,439,137	3,004,764	3,362,641	3,686,190
Debt Service - COP and TAN	949,764	990,955	860,868	852,231	853,194	862,658
Contingency	2,100,000	2,100,000	2,350,000	2,600,000	2,850,000	3,150,000
Total Expenditures	\$41,765,268	\$43,831,879	\$41,807,558	\$43,612,192	\$45,481,169	\$47,417,215
Revenue Assumptions						
	<u>2013/14</u>		<u>2014/15</u>		<u>2015/2018</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		3.50%		3.50%	
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.

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	Adopted	Proposed	Adopted
Program	2010/11	2011/12	2012/13	2013/14	2013/14
BOARD OF DIRECTORS	-	-	-	-	-
ADMINISTRATION					
Office of the General Manager	2.00	2.00	2.00	2.00	2.00
Communications and Outreach	6.23	5.90	6.76	6.60	6.60
Security Operations	3.90	3.90	3.90	4.41	4.41
TOTAL ADMINISTRATION	12.13	11.80	12.66	13.01	13.01
BUSINESS AND FACILITIES					
Office of the Director	4.00	4.00	4.08	4.00	4.00
Finance Services	6.50	6.50	7.00	7.00	7.00
Risk and Contract Management					
Risk and Contract Management	1.00	1.00	1.19	1.19	1.19
Safety/Wellness	1.00	1.00	1.00	1.00	1.00
Total Risk and Contract Management	2.00	2.00	2.19	2.19	2.19
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	3.50	5.05	5.02	5.02
Athletic Facilities	22.61	22.67	25.09	25.18	25.18
Building and Pool Maintenance	48.76	49.58	50.23	50.68	50.68
Park Maintenance	46.07	46.22	43.04	42.70	42.70
Vehicle & Maintenance	5.94	5.75	5.75	5.75	5.75
Total Maintenance Operations	126.01	127.72	129.16	129.33	129.33
TOTAL BUSINESS AND FACILITIES	146.51	148.22	150.43	150.52	150.52
PLANNING					
Office of the Director	1.93	1.93	3.65	3.45	3.45
Planning and Development	10.00	10.00	11.00	9.00	9.00
TOTAL PLANNING	11.93	11.93	14.65	12.45	12.45
PARK AND RECREATION SERVICES					
Office of the Director	2.63	2.63	2.58	2.87	2.87
Aquatics					
Superintendent of Aquatics	1.05	1.02	1.01	1.02	1.02
Aloha Swim Center	12.04	11.85	11.91	13.81	13.81
Tualatin Hills Aquatic Center	20.18	15.66	14.64	16.71	16.71
Beaverton Swim Center	18.29	17.55	17.80	16.55	16.55
Harman Swim Center	12.98	12.64	12.71	12.42	12.42
Sunset Swim Center	10.75	9.11	10.43	11.21	11.21
Raleigh Swim Center	3.76	3.05	3.10	3.37	3.37
Somerset West Swim Center	2.41	2.18	2.10	2.19	2.19
Total Aquatics	81.46	73.06	73.70	77.28	77.28

SUMMARY OF STAFFING BY PROGRAM

DIVISION					
Department	Actual	Actual	Adopted	Proposed	Adopted
Program	2010/11	2011/12	2012/13	2013/14	2013/14
Sports					
Superintendent of Sports	2.00	2.00	2.00	2.00	2.00
Tualatin Hills Athletic Center	29.70	28.56	27.82	26.91	26.91
Total Sports and Recreation	31.70	30.56	29.82	28.91	28.91
Recreation					
Superintendent of Recreation	1.12	1.12	1.12	1.00	1.00
Cedar Hills Recreation Center	29.92	30.71	31.20	30.94	30.94
Conestoga Rec. & Aquatic Center	48.29	47.98	47.43	46.68	46.68
Garden Home Recreation Center	27.23	25.01	22.70	21.54	21.54
Total Recreation	106.56	104.82	102.45	100.16	100.16
Programs and Special Activities					
Superintendent of Prog. & Spec. Act.	3.09	3.16	3.27	3.35	3.35
Elsie Stuhr Center	13.99	13.80	14.67	15.05	15.05
Jenkins Estate	5.79	4.52	4.10	3.59	3.59
Camp Rivendale	4.42	4.42	4.45	4.45	4.45
Tennis Center	14.98	15.15	15.27	15.35	15.35
Total Programs and Special Activities	42.27	41.05	41.76	41.79	41.79
Natural Resources and Trails					
Natural Resources	9.55	9.50	9.50	9.73	9.73
Nature Park Interpretive Center	14.05	13.83	15.17	15.78	15.78
Total Natural Resources and Trails	23.60	23.33	24.67	25.51	25.51
TOTAL PARK AND RECREATION SERVICES	288.22	275.45	274.98	276.52	276.52
ENTERPRISE OPERATIONS					
Enterprise Operations					
Adventure Recreation Center	-	-	-	3.18	3.18
TOTAL ALL DIVISIONS	458.79	447.40	452.72	455.68	455.68

Note: Departmental reorganizations have occurred during this time period; however, all Departments and Programs are displayed as of FY 2013/14 status for accurate year-to-year comparisons.

GLOSSARY

Account

A term used to identify an individual asset, liability, expenditure control, and revenue control or fund balance.

Accrual Basis of Accounting

The method of accounting under which revenues are recorded when they are earned (whether or not cash is received at the time) and expenditures are recorded when goods and services are received (whether cash disbursements are made at the time or not).

Ad Hoc Committee

Committee formed with the sole purpose of the specific case or situation at hand.

Adopted Budget

The budget amended and approved by the Budget Committee becomes the adopted budget after the Board of Directors takes action on it. The adopted budget becomes effective July 1.

Adopted Fee Study

A study adopted by the Board of Directors on November 19, 1997. The Board of Directors requested that the Park District's current program and facility fee structure be evaluated and that changes be recommended.

Ad Valorem

In proportion to value. A basis for levy tax upon property.

Annexation

The incorporation of land into an existing city with a resulting change in the boundaries of the city.

Appropriation

A legal authorization made by the District to incur obligations and make expenditures for specific purposes and shall be limited to a single fiscal year.

Approved Budget

The adopted budget as amended and approved by the Budget committee is recommended to the Board of Directors for adoption and is referred to as the Approved Budget.

Assessed Value

The value set by the County Assessor on real and personal property in order to establish a basis for levying taxes.

Assets

Property owned by a government, which has monetary value.

Bond

A written promise to pay a specified sum of money on a specific date at a specified interest rate. Bonds are most frequently used to finance large capital projects, such as buildings and streets.

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.

Enterprise Fund

A fund used to account for a business-type activity utilizing the accrual method of accounting to recognize and record revenues and expenses when measurable.

Equipment

Tangible property of a more or less permanent nature (other than land, buildings, or improvements other than buildings), which is useful in carrying on operations. Examples are machinery, trucks, and furnishings.

Expense/Expenditure

This term refers to the outflow of funds paid or to be paid for an asset or goods and services obtained regardless of when the expense is actually paid.

Fiscal Year

A twelve-month period to which the annual operating budget applies and at the end of which a government determines its financial position and the results of its operations - July 1 through June 30 for all Oregon municipalities.

Fixed Assets

Assets of a long-term character which are intended to continue to be held or used, such as land, buildings, machinery, furniture, and other equipment.

Forfeiture

The automatic loss of cash or other property as a punishment for not complying with provisions and as compensation for the resulting damages or losses.

FTE

Full Time Equivalent. Staffing levels are measured in FTE 's to give a consistent comparison from year to year. In most cases, an FTE is one full-time position filled for the entire year; however, in some instances an FTE may consist of several part-time positions.

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.

Personnel Services

Payroll expenses such as: wages, Social Security, medical and dental insurance benefits and retirement contributions.

Program

A group of related activities performed by one or more organizational units for the purpose of accomplishing a

function for which the District is responsible.

Proposed Budget

Park District budget approved by the General Manager and submitted to the Budget Committee for their deliberation.

Regular Part-time Employee

An employee scheduled between a minimum of 30 hours to a maximum of 35 hours per week, for no more than 1,820 hours per year. Regular part-time employees are members of the collective bargaining unit, and have similar, but reduced benefits as offered to full-time employees.

Resources

The actual assets of a governmental unit, such as cash, taxes receivable, land, buildings, etc. Contingent assets such as estimated revenues applying to the current fiscal year not accrued or collected and bonds authorized and unissued.

Revenue

The term designates an increase to a fund's assets which:

- ✓ Does not increase a liability (e.g., proceeds from a loan),
- ✓ Does not represent a repayment of an expenditure already made,
- ✓ Does not represent a cancellation of certain liabilities,
- ✓ Does not represent an increase in contributed capital.

Risk Management

An organized attempt to protect a government's assets against accidental loss in the most economical manner.

Senate Bill 122

Mandates local governments (cities, counties, and special districts) and regional governments regarding the provision of Urban Services in two (2) ways.

- ✓ It requires each local government to agree to cooperate and communicate with each other as it relates to land use issues, Master Plan preparation, Design and Development review and Capital Project identification and funding.
- ✓ It requires each local government to negotiate ultimate Urban Service Boundaries to establish who will serve the unincorporated population in their planning areas.

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

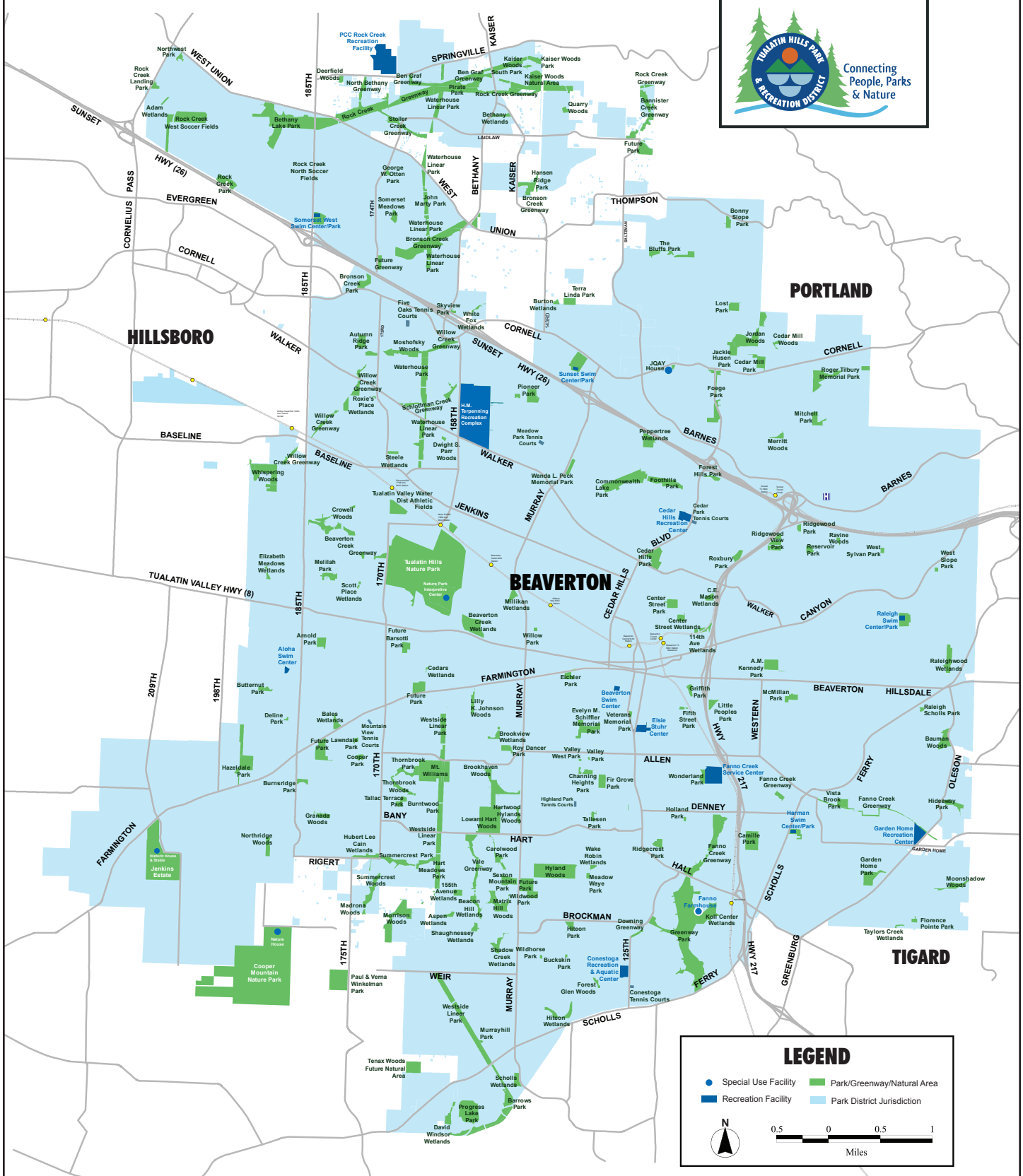
A plan defining the Park District's future twenty (20) years. The plan offers direction for the Park District to accomplish its stated mission. It sets goals, and presents objectives and action to act as mileposts by which the Park District can measure its progress.

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

Parks, Recreation Facilities, Maintained School Grounds & Natural Areas



LEGEND

- Special Use Facility
- Recreation Facility
- Park/Greenway/Natural Area
- Park District Jurisdiction

Scale: 0.5 0 0.5 1 Miles

North Arrow

