

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



**ADOPTED BUDGET
FISCAL YEAR
2014/15**



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PARK & RECREATION DISTRICT**

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PARK & RECREATION DISTRICT**

BEAVERTON, OREGON

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

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to **Tualatin Hills Park & Recreation District, Oregon** for its annual budget for the fiscal year beginning July 1, 2013. 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, 2013

A handwritten signature in black ink, appearing to read "Jeffrey R. Egan".

Executive Director

TUALATIN HILLS PARK & RECREATION DISTRICT

Fiscal Year 2014/15 Budget

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INTRODUCTION

Budget Committee Information

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Budget Resolution





TUALATIN HILLS PARK & RECREATION DISTRICT

2014/15 BUDGET COMMITTEE

Board of Directors

Joseph Blowers
John Griffiths
Jerry Jones Jr.
Larry Pelatt
Bob Scott

Citizen Members

Anthony Mills, Chair
Stephen Pearson, Secretary
Shannon Maier
Susan Cole
Greg Cody

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
Aisha Willits, Deputy Director of Planning
Jessica Collins, Executive Assistant





MEMO

To: The Budget Committee
From: Doug Menke, General Manager
Date: April 14, 2014
Re: Proposed Budget Fiscal Year 2014/15

I am pleased to present the Proposed Budget Fiscal Year 2014/15 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 2014/15 fiscal year.

Mission and Goals

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

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

Planning Process

Goal Outcomes and Business Plans

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

Staff took the goal outcome measures approved for FY 2014/15 and developed business plans designed to achieve the goal outcomes. Each business plan was assessed based on its return on investment (ROI), the measurable outcome generated for the funding investment required. The plans with a reasonable ROI, and that most directly addressed the desired goal outcomes were approved for inclusion in the proposed budget.

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

Comprehensive Plan Update

The park district is continuing the tradition of long-term planning, and we recently completed an update of the comprehensive plan. To complete this update, we worked with a consultant to conduct a geographic information system (GIS) based measurement of service levels throughout the park district based on the location and quality of our facilities; this measurement resulted in specific recommendations for improving level of service standards. The update also used a resident survey to identify key priorities and unmet needs of district residents. The final product of these efforts, the Comprehensive Plan Update, was approved by the board of directors in September 2013.

In conjunction with the Comprehensive Plan Update, we worked with the same consultant to address financial sustainability using the following tools: A cost-recovery philosophy that establishes cost recovery targets for district services based on the nature of the service, and a service assessment that analyzes all park district services relative to our market position and alternate service providers. This work resulted in the Service and Financial Sustainability Analysis, which was also approved by the board of directors in September 2013.

The planning work is ongoing, and the board of directors subsequently adopted the Strategic Plan and the Service and Financial Sustainability Plan, which provided a more structured plan for implementing the recommendations of the Comprehensive Plan Update and the Service and Financial Sustainability Analysis. Next steps are to complete functional plans in five key areas (parks, programs, natural resources, trails, and athletic fields) to provide direction on how to achieve the recommendations of the plans. We will also revise policies and operational procedures to implement recommendations of the planning efforts.

Key Themes for the FY 2014/15 Budget

While the park district's mission and the eight long-term strategic goals have not changed, all of the above planning efforts have highlighted some key priorities, or themes, that are being addressed in the FY 2014/15 proposed budget:

1. We are working to ensure that the park district serves our entire community, and we are working to eliminate barriers that may limit participation by segments of our community. This work began in the current year as we contracted with Portland State University to conduct a study of our minority outreach efforts. Key items in the budget for this theme include:
 - Funding for a new full-time inclusion coordinator in the Human Resources Department to enhance our recruitment and training processes and enhance our outreach to minority communities
 - Funding for a PSU Fellowship intern to enhance our public outreach to underserved communities
 - Funding to update the park district Americans with Disabilities Act (ADA) Transition Plan that will address access to programs and services
 - Funding to implement tools for our front-desk staff to better serve non-English-speaking patrons
2. We are working on enhancing our marketing efforts and developing a more strategic approach to marketing park district programs. The Service and Financial Sustainability Plan identifies service areas in which park district should advance our market position, and it also calls out the need to target our marketing efforts. Key items in the budget for this theme include:
 - Funding for a new full-time marketing specialist in the Communications & Outreach Division, as well as funding for the development of a marketing plan
 - Funding to complete the park district website upgrade to make it more accessible and easier to use
3. We are working to maintain and enhance our levels of service in the park district's parks, trails, natural areas and recreation facilities. The Comprehensive Plan Update identifies opportunities for us to enhance the level of service at our various facilities even as we add to our inventory through the investments funded by the 2008 bond measure. Key items in the budget for this theme include:

- Funding to convert a part-time seasonal irrigation specialist to a new full-time position
 - Funding for equipment that will allow for higher levels of preventative maintenance
 - Funding for reorganization within the Risk & Contract Management Department that will add a new full-time loss control & claims specialist, and transfer the existing full-time safety coordinator to the Maintenance Operations Department
 - Funding to complete the parks, programs and natural resources functional plans, and to create the trails and athletic fields functional plans
 - Funding for a system that allows park and facility users to provide real time feedback on the quality of our facilities as well to provide immediate notice of problems
4. We are working to move cost recovery on park district services in line with the targets established by the Service and Financial Sustainability Analysis. While this work will inevitably involve reviewing fees for our services, we are first looking to enhance cost recovery through efficiencies and cost savings, as well as by targeted service divestment. Key items in the budget for this theme include:
- Elimination of park district-managed operations at the Jenkins Estate; this was transitioned to a concessionaire in the fall of 2013, and this transition results in the elimination of two full-time positions and one regular-part-time position in the proposed budget
 - Elimination of one regular-part-time program coordinator position in the Recreation Department
 - A reduction in vehicle fuel consumption of 6% due to continued efforts at service consolidation and trip reduction in the Maintenance Operations Department

Budget Process

The April 21, 2014 Budget Committee Work Session is the second of three meetings for the budget committee, the first being the February 24, 2014 Mid-year Budget Meeting and the last being the May 12, 2014 Budget Committee Meeting.

The Mid-year Budget Meeting was conducted to review activity for the first six months of the 2013/14 fiscal year budget, and to review the resource and expenditure projections for the proposed 2014/15 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 Budget Fiscal Year 2014/15, 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 12, 2014, the budget committee will be asked to approve the park district's 2014/15 fiscal year budget, subject to any adjustments made by the committee. The final step in the budget process, as always, is the Budget Hearing and adoption by the board of directors, scheduled for June 16, 2014. 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 2014/15 General Fund budget is \$44,388,743. This is an increase of 1.3% from the 2013/14 fiscal year budget, which is primarily attributable to inflationary increases, but is net of reductions in capital activity funded by grants and beginning fund balances.

General Fund Resources

Beginning Cash on Hand for the 2014/15 fiscal year is estimated at \$3,872,000, which represents a 14% decrease from the prior year. The Balance Forward from Prior Year Projects is estimated at \$1,405,860, which represents a 24% increase from the prior year. When combined, the overall General Fund balance forward in the proposed budget is approximately 6% less than the preceding year.

The park district's overall assessed valuation is estimated to increase by 3.59%. This represents the 3% allowed under statute for those properties where assessed value is below the real market value, representing actual levy growth of 2.59%, plus 1% of exception based growth. Accordingly, the overall assessed value is estimated to increase from \$20.4 billion to \$21.2 billion.

The FY 2014/15 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 \$0.41, resulting in a combined property tax rate per thousand of \$1.72. The FY 2013/14 property tax rates for General Fund operations and bonded debt were \$1.31 and \$0.42, respectively. As shown in the Debt Service Fund tab, the Series 1998 bonds will be fully retired in FY 2014/15, and the bonded debt tax rate for future years will decrease by approximately \$0.10.

In FY 2013/14, local government agencies combined tax rates did not exceed the Measure 5 limit of \$10 per thousand in most of the park district. There were some areas within the park district, however, where the combined tax rate did exceed the Measure 5 limit. Within these areas, where an individual property's assessed value was close to or equal to the Measure 5 value, the taxes received were reduced due to Measure 5 compression. The park district's property tax revenue losses in FY 2013/14, due to Measure 5 compression, were insignificant. It is anticipated in FY 2014/15 that if the combined rates again exceed \$10 per thousand that tax reductions to the district due to Measure 5 compression will again be insignificant. Please refer to the table, Measure 5 Impact on Washington County Taxing Agencies (included in your budget document on page RE-3).

The estimates for program fee revenue in the proposed budget are based on a detail review of class offerings and program revenue trends. Over the past few years, as we completed implementation of the user fee adjustments, we began to see some decline in program participation, but the revenue effect of the declines was more than offset by the impacts of the fee increases. In FY 2013/14, program revenue is trending favorably to the prior year overall and in most areas, and it now appears that program participation rates are stabilizing and beginning to grow again. Most of the isolated areas that are experiencing reductions in program revenue in FY 2013/14 are attributable to facility closures for maintenance projects, none of which are anticipated in FY 2014/15. Staff will closely monitor program activity levels, and make expenditure adjustments where necessary to offset any shortfalls in program revenues. In developing the FY 2014/15 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 and participation trends at the Budget Work Session.

General Fund Appropriations

Of the proposed FY 2014/15 General Fund appropriations, 63% supports Personnel Services, 18% supports Materials & Services, 12% supports Capital Outlay, 2% supports Debt Service and 5% supports the Contingency Account. This distribution reflects no significant changes from the prior year distribution.

The General Fund Capital Outlay appropriations of \$5,126,758 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, \$4,661,918, is included in the Capital Outlay Division which is divided into the following seven categories: (1) carryover projects, (2) athletic facility, (3) building, (4) energy savings performance contract, (5) park and trail, (6) facility Challenge Grants, and (7) Americans with Disabilities Act. In accordance with the budget priority to maintain existing facilities and avoid deferring replacements, a maintenance replacement schedule has been developed and the General Fund Capital Outlay has been prioritized toward these replacements. In those Capital Outlay categories that include maintenance replacements, the program funding has been further broken down between replacements and improvements. Please refer to the Capital Outlay section of your budget for details.

Comparison of Proposed General Fund Budget to Prior Projections

To put the proposed General Fund budget in perspective, it may be helpful to compare it to prior projections of FY 2014/15 General Fund resources and appropriations (a summary follows on page 14).

The proposed resources for the General Fund are approximately \$2.3 million higher than the projections provided at the Mid-year Budget Meeting. Factors causing this increase include:

- Increase of \$72,000 in Beginning Cash on Hand.
- Increase of \$1.4 million in Project Carryovers; this represents offsetting resources and expenditures.
- Increase of \$500,000 in Other Resources due to increases in grants and other intergovernmental revenue.
- Increase of \$300,000 in Program and Facility Fees due to targeted program additions, and lack of any planned major facility closures.

Total expenditures are also approximately \$2.3 million higher than projected at the Mid-year Budget Meeting due to the following factors:

- Personnel Services costs have increased approximately \$350,000 due to proposed position additions described above. It is worth noting that the proposed Personnel Services costs are below the projection from the work session one year ago; this reflects that there were several position eliminations reflected in the mid-year projection and the new proposed positions do not reflect a net increase in the number of full-time and regular-part-time positions.
- Materials and Services costs have increased approximately \$400,000 primarily attributable to approved business plans, and non-discretionary increases in utilities.
- Capital Outlay has increased approximately \$1.5 million due to inclusion of carryover projects and grant-funded capital projects, but offset by reductions in available resources used for capital funding due to increases in other categories.

Enterprise Fund Resources and Operations

The Enterprise Fund operations, which consisted of the Adventure Recreation Center included in the FY 2013/14 budget, has been eliminated in the FY 2014/15 proposed budget. Based on additional due diligence on the proposed facility, it was determined that it was not financially feasible as envisioned. The park district is still pursuing options for the types of amenities and programs envisioned for this facility, but they would likely be included in existing park district facilities and would be included within other existing fund appropriations. At this time, the FY 2014/15 proposed budget does not include any appropriations for these amenities or programs.

Combined Personnel Services

The FY 2014/15 proposed budget reflects a 0.8% overall increase in Personnel Services costs; 1.7% increase within the General Fund and 0.9% decrease within the Enterprise Fund. Included in the increase is a 2.5% cost-of-living adjustment and merit increases for represented full-time and regular-part-time employees based on the park district's current collective bargaining agreement, which expires June 30, 2016. The budget also reflects anticipated increases in health insurance cost of 8.8%, and no increase for dental insurance cost. The overall increase in personnel services cost resulting from the cost-of-living and merit increases is 1.6%, and the overall increase resulting from health and dental insurance cost increases is 0.2%. Retirement plan costs are projected to decrease based on the strong earnings on retirement plan assets, and the overall decrease resulting from reductions in retirement plan costs is 0.5%.

The proposed budget reflects four eliminated full-time positions and two eliminated regular-part-time positions, but includes four new full-time positions. The net effect of all the position changes is a reduction of two regular-part-time positions, and an overall decrease in cost resulting from the changes of 0.8%. The balance of the change, an increase in overall cost of 0.3%, results from increases in payroll taxes and increases in part-time staffing.

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 \$6.5 million. The project carryover commitment to FY 2014/15 is approximately \$2.2 million leaving \$4.3 million of the carryover available for new project commitments. In addition, the park district is projecting to generate approximately \$3 million of new SDC revenues in FY 2014/15. As shown in the SDC budget tab, these combined resources are being used as follows:

- To provide \$2 million of new funds for land acquisition in the North Bethany area, and \$2.5 million of development funds for new projects.
- This leaves approximately \$2.7 million available for appropriation to new projects in FY 2014/15 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 February 2014, created a project list for the SDC fund, with priority projects identified for funding through FY 2017/18. 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 \$11.2 million of uncommitted SDC funds through FY 2017/18.

While residential construction activity has been at very low levels for the past several years, we have seen notable increases in construction activity over the past year and our SDC revenue projection reflects continued growth. Due to the uncertainty in the level of SDC activity and the SDC rates, however, the five-year SDC cash flow projections include a revenue estimation reserve that offsets 40 to 50% of estimated revenue.

The uncertainty over actual SDC revenue in FY 2014/15 and the timing of its collection are the reasons that the proposed budget leaves a significant portion of the available SDC resources in an undesignated project appropriation. In addition, the district's project management capacity continues to be largely used for management of the bond measure projects leaving limited ability to take on new SDC projects.

Bond Capital Projects Fund

With the approval by district voters of the \$100 million Park Bond Levy request in November 2008, the park district has been actively implementing a capital project program to develop the projects included in the bond measure. The district issued the bond authorization in two separate issues. The first issue of \$58.5 million was issued 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 actual bond levy rates well below those estimated in the election materials.

The FY 2014/15 appropriation is based on available resources in the Bond Fund, \$37 million, which is the balance of all of the bonds issued after accounting for estimated cumulative project expenditures through June 30, 2014. 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.

The estimated cumulative project expenditures from the Bond Fund through June 30, 2014, are approximately \$65 million. Two development categories, Facility Expansions and Deferred Park Maintenance Replacements, are completed. Progress is being made in all project categories and many large construction projects have been completed or will be underway this spring and summer.

Land acquisition activity has also been proceeding and three acquisition categories, New Neighborhood Park Land Acquisition, New Community Park Land Acquisition, and Community Center Land Acquisition, will be completed with final closing of one property in each category. As of June 30, 2013, 10 neighborhood park sites, two community park sites, and a community center site have been acquired under the bond program as well as over 50 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 park 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 accounted for the park district's local share funds from the Metro bond measure. The district's local share was approximately \$4.1 million, but has all been expended and there is no appropriation in the proposed budget.

Looking Forward Beyond FY 2014/15

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 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 Parks Bond Levy, and to make strategic investments such as our new Fanno Creek Service Center.

We are maintaining this long-term focus and we continually monitor a forward-looking 10-year projection of our financial position and our deferred maintenance backlog. The next few years could present a fiscal challenge due to several large capital replacement projects scheduled, but the long-term projections show that we are operating in a financially sustainable manner and the backlog is under control. Over the next few years, as we move toward our cost recovery targets, this long-term perspective should continue to change for the better.

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 to keep the Tualatin Hills Park & Recreation District a major partner in enhancing the livability of our area. Staff looks forward to meeting with you at 6 pm, Monday, April 21, 2014, at your budget committee work session, and sharing with you the Proposed Budget Fiscal Year 2014/15, which has a direct impact on why and how the Tualatin Hills Park & Recreation District enhances the quality of life for the residents we serve.

Sincerely,




Doug Menke
General Manager

 TUALATIN HILLS PARK & RECREATION DISTRICT		FY 2014-15 THPRD Goal Outcomes- Final Fiscal						
Comprehensive Plan Goal. Objective. Action Step.	2009-10 (PY Service Level)	2010-11 (PY Service Level)	2011-12 (PY Service Level)	Final 2012-13 (Current Service Level)	2013-14 Goal Outcome (Target)	Basis of Measurement	2014-15 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	1.26	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	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	3.04	maintain	# Acres/1,000 pop. (2.0 acres/1,000)	maintain	2.0 acres/1,000
	N/A	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	411.5	414.22	402.87	388.62	maintain	Program Registrants / 1,000 population Demographic % served as compared to total population	maintain	
2.F.) Provide playing fields throughout the District	62%	68%	84%	81%	increase	% Field hours used of hours allocated	increase	100%
	23.21	30.93	28.16	27.61	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	3,881	maintain	# Family Assistance patrons served	maintain	
	6,690	7,982	8,717	10,924	maintain	# Rec Mobile patrons served	maintain	
	3,595	3,391	4,756	N/A	maintain	# Therapeutic Rec patrons	maintain	
	1,704	1,475	1,618	N/A	maintain	# Specialized Rec patrons	maintain	
2 A.2.) Conduct lifecycle analysis of programs & activities	159.6%	163.0%	161.0%	163.8%	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.) On-line registrations	28,913	39,645	42,761	44,071	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:		
	\$17,024,168	\$18,286,668	\$17,934,668	\$16,722,068	decrease	5-year balance	decrease	zero deferred
	\$32,011,737	\$31,300,736	\$31,100,236	\$29,565,636	decrease	10-year balance	decrease	zero deferred
3.D.) Organize maintenance activities by a combination of function and geographic region	\$0.33	\$0.34	\$0.34	\$0.36	decrease	Fuel Cost/mile traveled-equalized for annual average price for a gallon of gasoline	decrease	
	460	423	398	372	decrease	Vehicle miles traveled/developed acre	decrease	

FY 2014-15 THPRD Goal Outcomes- Final Fiscal

Comprehensive Plan Goal. Objective. Action Step.	2009-10 (PY Service Level)	2010-11 (PY Service Level)	2011-12 (PY Service Level)	Final 2012-13 (Current Service Level)	2013-14 Goal Outcome (Target)	Basis of Measurement	2014-15 Goal Proposed Outcome (Target)	Ultimate Goal Outcome (Target)
3.D.) Organize maintenance activities by a combination of function and geographic region	\$150.86	\$143.53	\$135.03	\$135.61	decrease	Fuel costs/developed acre-equalized for annual average price for a gallon of gasoline	decrease	
3.A.10.) Automate all irrigation and lighting within 5-10 year	84.7%	84.8%	84.9%	85.2%	increase	% Number of irrigation systems automated (of irrigation systems desired to be automated)	increase	100%
						% Number of desired lighted sites automated:		
	61.0%	61.0%	61.0%	61.0%	increase	Athletic Fields (of fields desired to light)	increase	100%
	100.0%	100.0%	100.0%	100.0%	maintain	Parking Lots (of parking lots desired to light)	maintain	100%
	92.0%	92.0%	92.0%	92.0%	increase	Pathways (of pathways desired to light)	increase	100%
3. E. 2) Operate safe parks and facilities	95	77	37	64	decrease	# Graffiti incidents	decrease	
	1,862	2,260	1,789	2,097	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 Estimated as Meeting Target: Low= 92% Med= 54% High= 40%	Initial trends indicate improved natural ground cover, anticipate 2 years to complete study	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	70,973	increase	# NR education contact hours- Children	increase	
	4,880	6,167	6,981	8,695	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	23.33	24.37	increase	# Total continuous trail miles (regional & community)	increase	
						# of Trail Segments Completed:		
	13 of 42 complete	13 of 42 complete	14 of 42 complete	16 of 42 complete	increase	Regional	increase	
	11 of 54 complete	11 of 54 complete	11 of 54 complete	12 of 54 complete	increase	Community	increase	
5.E.) Implement a trails operation plan, and a trails renovation maintenance plan	N/A	N/A	N/A	Ranking system to be developed in FY 2013-2014		Trail quality standards rating system		

 TUALATIN HILLS PARK & RECREATION DISTRICT		FY 2014-15 THPRD Goal Outcomes- Final Fiscal						
Comprehensive Plan Goal. Objective. Action Step.	2009-10 (PY Service Level)	2010-11 (PY Service Level)	2011-12 (PY Service Level)	Final 2012-13 (Current Service Level)	2013-14 Goal Outcome (Target)	Basis of Measurement	2014-15 Goal Proposed Outcome (Target)	Ultimate Goal Outcome (Target)
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	\$7.36	\$7.35	\$6.83	\$6.52	decrease	Cost/Square foot building maintained	decrease	
	\$17.48	\$16.69	\$16.19	\$16.15	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%	96.4%	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.	1,629	1,051	424	1,283	maintain	# Total training contact hours	maintain	
Secondary Measures:								
6.B.) Continue to pursue partnerships in land acquisition, facility development programming, marketing, maintenance and other activities	488	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	64,000	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%	89%	increase	Population (patron) awareness	increase	
	N/A	8.75 out of 10	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	57,100	63,400	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	4,800	maintain	Total # newspaper column inches (including THPRD related articles)	maintain	
	380,000	410,000	460,000	507,400	maintain	Print communication- # household contacts per year with THPRD information	maintain	
	30	42	60	102	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	56.34	48.55	57.54	decrease	Water (Gallons)	decrease	
	4,180	2,520	3,502	3,033	decrease	Utility units consumed/year/developed acre:		
						Water (Gallons)- equalized for ETR	decrease	
	2,061	1,547	3,399	3,753	decrease	Utility units consumed/year/# athletic fields & courts maintained:		
						Water (Gallons)- equalized for ETR	decrease	

Comprehensive Plan Goal. Objective. Action Step.	2009-10 (PY Service Level)	2010-11 (PY Service Level)	2011-12 (PY Service Level)	Final 2012-13 (Current Service Level)	2013-14 Goal Outcome (Target)	Basis of Measurement	2014-15 Goal Proposed Outcome (Target)	Ultimate Goal Outcome (Target)
	14,990	14,856	14,549	14,408	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	1.14	1.06	0.94	decrease	Gas (Therms)	decrease	
	13.56	13.32	12.73	12.42	decrease	Electric (kWh)	decrease	
						Utility units consumed/year/developed acre:		
	107.23	98.83	99.51	117.48	decrease	Electric (kWh)	decrease	
						Utility units consumed/year/# athletic fields & courts maintained:		
	804.65	819.60	760.54	816.76	decrease	Electric (kWh)	decrease	
	2.0	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%	16.6%	increase	% miles traveled by alternate fuel vehicles on road	increase	

Tualatin Hills Park and Recreation District

Comparison of FY 2014/15 Proposed General Fund Budget to Prior Projections

	Proposed Budget 2014/15	Per Feb 2014 Mid-year Projection	Difference	Per April 2013 Worksession Projection	Difference
	Cash on Hand	3,872,000	3,800,000	72,000	3,100,000
Program & Facility Fees	10,316,138	10,029,062	287,076	10,218,020	98,118
Other Resources	1,805,695	1,293,457	512,238	1,489,838	315,857
Project Carryovers	1,405,860	-	1,405,860	-	1,405,860
Transfers in	704,045	704,045	-	772,518	(68,473)
Property Taxes	26,285,005	26,285,005	-	26,227,182	57,823
Total Resources	\$ 44,388,743	\$42,111,569	\$2,277,174	\$41,807,558	\$ 2,581,185
Personal Services	28,009,628	27,659,239	350,389	\$28,333,310	(323,682)
Materials & Services	8,179,891	7,739,252	440,640	7,824,243	355,648
Capital Outlay	5,126,758	3,640,612	1,486,146	2,439,137	2,687,621
Debt Service - COP and TAN	972,466	972,466	-	860,868	111,598
Contingency	2,100,000	2,100,000	-	2,350,000	(250,000)
Total Expenditures	\$ 44,388,743	\$42,111,569	\$2,277,175	\$41,807,558	\$ 2,581,185



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 6 pm, Monday, April 21, 2014, at the Elsie Stuhr Center, Manzanita Room, 5550 SW Hall Boulevard, Beaverton.

Present:

Anthony Mills	Chair/Budget Committee Member
Stephen Pearson	Secretary/Budget Committee Member
Joseph Blowers	Budget Committee Member
Greg Cody	Budget Committee Member
Susan Cole	Budget Committee Member
John Griffiths (<i>via telephone</i>)	Budget Committee Member
Jerry Jones Jr.	Budget Committee Member
Shannon Maier	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 Anthony Mills at 6 pm.

Agenda Item #2 – Approve February 24, 2014 Minutes

Greg Cody moved the budget committee approve the minutes of the February 24, 2014 Budget Committee Meeting as submitted. Bob Scott seconded the motion. Stephen Pearson abstained. The motion PASSED by MAJORITY vote.

Agenda Item #3 – Opening Comments

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

Doug Menke, general manager, welcomed everyone to the FY 2014/15 Budget Committee Work Session and described the interactive process for the public meeting. He announced that THPRD received the Government Finance Officers Association's Distinguished Budget Presentation Award for the tenth consecutive year.

A. Guiding Themes/Strategies for FY 2014/15

Doug stated that the board of directors approved the Comprehensive Plan Update, the Service and Financial Sustainability Analysis, and the updated Strategic Plan. With these tools, staff developed four themes that drove the planning and development of the proposed FY 2014/15 budget:

1. Ensure THPRD serves our entire community and eliminate barriers that could limit participation from some segments of our community;

2. Develop a more strategic marketing approach and apply more targeted marketing tools to attract patrons to THPRD programs;
3. Maintain and enhance service levels in our parks, trails, natural areas and facilities; and
4. Move cost recovery for services toward the established targets, and specifically look at cost savings and efficiencies as the first step in this process.

Doug noted that the proposed amount to fund the General Fund budget is \$44,388,743, an increase of 1.3% from the FY 2013/14 budget.

B. Goal Outcomes & Performance Measures

Ann Mackiernan, Operations Analysis manager, provided background on the budgeting by objective process that THPRD uses to develop the budget. She described the process staff has taken for FY 2014/15, noting that 17 of the total 24 business plans submitted are to be funded in FY 2014/15, one business plan is funded using existing budget target funds, and six business plans were denied.

Agenda Item #4 – Review Proposed 2014/15 Fiscal Year Budget Resources

Keith Hobson, director of Business & Facilities, stated that the proposed budget 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 the budget committee's approved budget, which would be reflected as the final adopted budget.

Keith stated that THPRD's total resources for the FY 2014/15 proposed budget are approximately \$100 million. Of the total resources:

- A little more than 50% is from beginning Cash on Hand, with approximately 75% of Cash on Hand (\$37 million) in the Bond Fund.
- Approximately 35% (\$35 million) is from property taxes.
- The balance is from a variety of sources including program user fees, System Development Charge (SDC) fees, grants, and other income.

Keith noted that there is little change in resources between FY 2013/14 and FY 2014/15, other than the lower beginning balance in the Bond Fund which is due to the spending down of bond proceeds.

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 estimated increase in assessed value of 3.59%, slightly higher than the actual increase in FY 2013/14 assessed value (3.4%). Taxes generally were increased by 3% on properties where market value was more than assessed value. Approximately 14% of property within THPRD is at market value, decreasing the overall growth to 2.59%. New development growth is conservatively estimated at 1%. Staff monitored indicators that show property values are steadily improving, but still estimated growth conservatively.
- The beginning fund balance is projected at \$3.87 million, which is slightly higher than the estimate provided at the February mid-year meeting.
- Program revenue is projected to decrease by 3% from the FY 2013/14 budget due to the elimination of revenue from the Adventure Recreation Center and Jenkins Estate. Other programs are expected to increase ranging from 4% in Sports to 10% in Tennis. Aquatics is projected to increase by 9% because, unlike in recent years, there is no major facility closure planned in FY 2014/15.

- Rental revenue increased slightly because concession revenue from the Jenkins Estate is now reflected in this category rather than under program income and Fanno Creek Service Center is fully leased out.
- Grant revenue reflects grants awarded in the current fiscal year, but not yet received, as well as grants that staff will submit applications for in the next fiscal year. For grants staff has not yet applied for, revenue is tied to specific expenditures. In the event the grant is not awarded to THPRD, there will be no budget shortfall. Of the \$700,000 of budgeted grant revenue, approximately \$60,000 supports operating expenses, \$450,000 supports capital projects, and \$190,000 is a federal interest subsidy that supports debt service payments.
- 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 in Transfers In is due to the reduction in project management charges due to the completion of projects.

Greg Cody requested for subsequent years that the budget committee be provided an analysis of the income breakdown from out-of-district fees by program.

- ✓ Keith replied that staff tracks the information on registrations and the percentage is approximately 15% in out-of-district fees paid. Assessments are budgeted at \$500,000 per year.
- ✓ Doug commented on the upcoming policy discussions regarding out-of-district fees and patron discounts.

A. Program Revenue Analysis

Ann Mackiernan, Operations Analysis manager, provided a year-over-year program revenue comparison, noting that overall total revenue and patron measurements increased in calendar year 2013. Recreation experienced a slight decrease in attendance due to programming shifts and Sports experienced a decrease in revenue due to pricing changes for camps. She noted that contact hours generally track similarly to program fee revenue, which is true for FY 2014/15 as contact hours have increased.

B. Cost Recovery Targets

Ann referred to the cost recovery pyramid and provided background on how THPRD's cost recovery methodology was developed and adopted by the board of directors. The model is based on who benefits the most from the service and subsidies decrease as the benefit is more individualized. At the base of the pyramid (Tier 1) are services that benefit all THPRD patrons and are subsidized 100% with tax dollars. Services higher on the pyramid (Tiers 2 through 5) are subsidized less or not at all. Full implementation will take some time, but staff are beginning to move services in Tiers 4 and 5 in the direction of targeted recovery.

Ann showed a slide illustrating what percent of THPRD's operating budget is spent on each tier and noted that public agencies typically spend up to 70 to 80% of their budget on Tiers 1 and 2.

Shannon Maier asked how the cost models were developed.

- ✓ Ann replied that staff used the long-term financial plan, a unit-cost allocating module, to develop the cost models.

Susan Cole asked how the equity/access initiative is factored into cost recovery.

- ✓ Ann replied that THPRD has a family assistance program that helps patrons remove financial barriers. Cost recovery supports Access for All in that exclusive use of services (Tiers 4 and 5) will be charged more and subsidize services in the lower levels.

Susan inquired if cost recovery takes into account those who pay property taxes by providing programming, not just Tier 1 services, to taxpayers.

- ✓ Keith replied that property taxes are what fund Tier 1 and a portion of Tier 2 where there is a community benefit. Services with a private benefit are funded outside of property taxes.

Greg asked where the Stuhr Center fits on the cost recovery pyramid.

- ✓ Ann replied that the pyramid is based on programs, not centers.

Chair Anthony Mills asked if residency status is taken into consideration for Tiers 4 and 5.

- ✓ Ann replied that residency would not be considered in Tiers 4 and 5 when cost recovery goals are fully implemented.

Agenda Item #5 – Review Proposed 2014/15 Fiscal Year Budget Appropriations

A. Operating Expenditures

Keith Hobson, director of Business & Facilities, noted that because THPRD has a balanced budget, appropriations total approximately \$100 million in the proposed FY 2014/15 budget.

General Fund Appropriations

Keith provided a brief overview of the General Fund Appropriations.

- Personnel Services
 - There is an overall increase of 0.8% in proposed Personnel Services.
 - In FY 2014/15, the number of full-time positions remains the same, and there is a reduction of two regular part-time positions.
 - Health and dental benefits are estimated to increase by 8.8% and 0%, respectively.
 - Retirement benefit rates are estimated to decrease by almost 6%.
 - The cost of living adjustment is 2.5% per the Collective Bargaining Agreement.
- Materials & Services includes a 2% overall inflationary adjustment as well as targeted increases for business plan funding and non-discretionary increases in utilities and other areas that are increasing more than the inflationary adjustment.
- Capital Outlay is based on available resources with General Fund capital prioritized toward replacements and other fund capital focused on the fund programming (e.g. Bond or SDC).

Board of Directors

Cathy Brucker, Finance Services manager, provided a brief overview of the Board of Directors appropriations which includes legal and audit services as well as the following:

- Election costs during FY 2014/15 (\$33,000)
- Cultural arts and diversity efforts (\$15,000)
- Increased travel (\$5,000), an equal reduction occurs in Administration

The General Fund contingency (\$2.1 million) has been moved out of Board of Directors to its own division/departmental appropriation level.

Administration

Cathy provided a brief overview of the Administration budget highlights including:

- Direct implementation of the Bond Measure program, including significant land acquisitions
- Expand cooperative relationships with other local agencies and organizations

- Pursue grant funds for capital improvements
- Implement the Comprehensive Plan Update and Service and Financial Sustainability Analysis recommendations

Communications & Outreach

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

- Complete website redesign
- Begin implementing findings based on Portland State University's diversity study
- Develop targeted marketing plan with new FT marketing specialist
- Continue to execute bond communications plan

Shannon inquired if there is a return on investment anticipated from the comprehensive plan for the marketing specialist.

- ✓ Keith replied that the position was not specifically addressed in the comprehensive plan. He noted that the ROI expectation could be addressed in the marketing plan. He noted that the service assessment identified areas where THPRD is a strong market player and could possibly advance its marketing position and that staff would provide information on areas the comprehensive plan noted THPRD was weak in the market.

Bob Scott asked for the cost of the PSU study.

- ✓ Bob replied it cost \$16,000.

Security Operations

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

- Continue to promote safe parks through SARA (Scan, Analyze, Respond & Assess)/CPTED (Crime Prevention Through Environmental Design)
- Continue to investigate encroachments on THPRD property
- Continue to manage intrusion alarms, fire alarms and keyless entry programs
- Continue to monitor and maintain security camera systems

Shannon referred to the number of staff assists over the last few years and inquired why an increase is not proposed for FY 2014/15.

- ✓ Mike replied that as staff have become educated on security issues, they are able to perform certain duties on their own.

Larry Pelatt inquired why there is an increase in security checks, but not an increase in staff assists.

- ✓ Mike noted that security checks are when Park Patrol drive by and through parks. Typically, staff perform eight to 10 checks an hour. He explained that the increase in security checks is due to the increase in park land.
- ✓ Keith stated another reason for the increase in security checks is the addition of a fifth Park Patrol position in FY 2013/14.

Stephen Pearson asked if the new smoking policy impacts the key performance indicators.

- ✓ Mike replied that he and Park Patrol are informing smokers of the rule.

Community Partnerships

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

- Separate the Community Partnerships budget from Communications & Outreach
- Insure access for everyone within THPRD
- Complete fundraising for Champions Too field
- Guide THPRD's approach to thinking, budgeting and communicating for philanthropic investment
- Advise the Tualatin Hills Park Foundation on its strategic growth

Stephen understood that private funds are directed to the foundation. He inquired if the budget committee would be able to see how much is collected in order to measure the program's efficacy.

- ✓ Doug replied that staff would be able to report the information to the budget committee.

Shannon requested clarification on the staffing levels for Communications & Outreach and Community Partnerships.

- ✓ Keith explained that the new marketing position is included in Communications & Outreach.

Shannon and Larry requested clarification on the funding levels for Communications & Outreach and Community Partnerships.

- ✓ Keith explained that the Community Partnerships appropriation is the same as last fiscal year under Communications & Outreach. Communications & Outreach funding did not decrease by the same amount because funding was added for the new business plans Bob Wayt described in his presentation.

Business & Facilities

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

- Carry debt service for general fund-supported debt (approximately \$970,000 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 three functional plans (programs, parks, and natural resources) and beginning two new functional plans (trails and athletic fields)
- Continue work evaluating adventure recreation components, including reviewing and identifying opportunities to add programs within existing THPRD facilities
- Continue financial oversight of the bond program and work closely with the bond oversight committee as the bond program moves toward completion

Shannon inquired about the increase in full-time staff from 86 to 88.

- ✓ Keith replied that the increase is due to one new full-time inclusion coordinator within Human Resources, and the second is transferring one full-time safety coordinator from Risk & Contract Management to Maintenance and adding one new full-time loss control & claims specialist to Risk & Contract Management. He added that under Maintenance, one seasonal part-time irrigation specialist is being upgraded to a full-time position, while a Jenkins Estate full-time building technician is being eliminated.

Finance Services

Cathy 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 FY 2013/14 Budget Document and the FY 2011/12 Comprehensive Financial Statement Presentation
- Maintain compliance monitoring and accounting for the Bond Capital Projects program

- Continue to expand purchasing card program and incorporate an e-payables option
- Continue to assess and develop tools for cost recovery analysis
- Complete business continuity plan

Stephen inquired if the temporary bond accountant is charged to the Bond Fund.

- ✓ Cathy replied that the bond accountant is carried within Finance Services and charged to the Bond Fund via transfers.
- ✓ Keith added that the bond accountant's salary and the Planning & Development temporary bond staff's salaries are included in the General Fund Transfers In.

Risk & Contract Management

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

- Approximately 55% of Risk & Contract Management's budget is for liability and property insurance premiums
- Reorganize department
 - Transfer full-time safety coordinator to Maintenance
 - Add new full-time loss control & claims specialist
- Manage Oregon OSHA SHARP program districtwide
- Use Risk Management Steering Committee to assist in development and safety of health goals

Shannon requested confirmation that there is no net change in staffing levels with the transfer of the safety coordinator and the addition of the loss control & claims specialist.

- ✓ Mark confirmed.

Stephen asked if the SHARP recognition reduces insurance premiums.

- ✓ Mark stated that indirectly it does by reducing workers compensation claims and exposure. The actual SHARP recognition does not have a direct benefit, but it does exempt THPRD from having OSHA inspections.

Anthony inquired if there has been a decline in accidents since engaging in the SHARP process.

- ✓ Mark replied that overall THPRD has seen a reduction in accidents.

Human Resources

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

- Monitor and enhance the new employee orientation program
- Research best practices and develop methods to attract and retain a diverse workforce
 - Engage Portland State University Hatfield fellowship intern for eight months
 - Add new full-time inclusion coordinator

Larry referred to page BF-32 and asked why total training contact hours drop from 1,300 to 1,000.

- ✓ Nancy replied that training has become more specialized based on identified needs and is geared toward targeted staff.

Anthony requested the number of full-time employees.

- ✓ Keith replied that there are 181 full-time employees.

Shannon asked what percentage is represented.

- ✓ Nancy replied approximately 90% of the full-time and regular part-time employees are represented.

Information Services

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

- Implement second year of virtual desktop infrastructure
- Complete Fanno Creek Service Center server room enhancements, including security features for PCI compliance and another server rack

Joe Blowers asked what PCI compliance means.

- ✓ Phil replied PCI stands for payment card industry.

Shannon asked at what PCI level is THPRD.

- ✓ Phil replied THPRD is at level 3.

Maintenance Operations

Dave Chrisman, superintendent of Maintenance Operations, announced his retirement and introduced Jon Campbell, the recently selected superintendent of Maintenance Operations. They provided an overview of the Maintenance Operations Department's responsibilities and budget including:

- Transfer full-time safety coordinator from Risk & Contract Management, eliminate full-time and regular part-time Jenkins Estate building technicians, and add new full-time irrigation technician
- Purchase hydro camera to view pipes
- Reassign building trades staff to increase facilities ownership
- Implement real time patron feedback system
- Dedicate centralized support equipment for building special events

Larry asked how staff would receive real time patron feedback.

- ✓ Jon replied that THPRD would contract with a service provider that will provide a kiosk.
- ✓ Doug provided information on Metro's successful program, and noted that the units are portable.

Anthony inquired if Metro has experienced any vandalism with their signs.

- ✓ Dave replied that the only place there could be vandalism is on the sign as there is no other infrastructure.

Larry requested clarification on how the event support would work.

- ✓ Jon provided an example of how a skill technician would collect the equipment at Fanno Creek Service Center and deliver to the site.

Stephen requested clarification about the building condition assessment that is under development and asked if staff would measure and correct conditions as needed.

- ✓ Jon replied that staff has been developing building and pools standards similar to what was developed for parks. It will be used as a training tool to keep facilities at the standard.

Jerry Jones Jr. asked for clarification regarding building techs and skills techs.

- ✓ Jon clarified that skills techs will be assigned to four to six geographic areas as secondary owners of the buildings. He noted that the building techs clean the buildings as well as assist the skill techs perform their functional specialty.

Planning

Aisha Willits, deputy director of Planning, provided a brief overview of the Planning Division's responsibilities and budget highlights including:

- Eliminate full-time deputy director position and transfer full-time urban planner from Planning & Development
- Move forward on construction of three bond projects
- Guide development of parks and trails functional plans
- Continue with land acquisition efforts

Planning & Development

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

- Transfer full-time park planner to Planning full-time urban planner
- Continue management of bond projects
- Assume management of seismic projects from Maintenance
- Continue management of several SDC/developer/grant projects
- Complete the trails functional plan

Larry asked how many properties were added through the voluntary annexation program in FY 2013/14.

- ✓ Steve replied 14 properties (2.35 acres) annexed. Since the inception of the program, a total of 320 properties (120 acres) have annexed.

Joe asked what seismic projects Planning & Development is taking over.

- ✓ Steve replied that staff will manage the Cedar Hills Recreation Center and Garden Home Recreation Center seismic projects.

Joe asked who in the district determines the seismic upgrade sites.

- ✓ Keith described the seismic assessment performed when the 2008 Bond Measure passed.

Joe asked how future seismic needs would be addressed such as Fanno Creek Service Center.

- ✓ Keith replied that staff will work to determine the next level of assessment which would include the aging facility assessment.

Larry has noticed at other agencies that projects being built include seismic components already. He hopes that when THPRD projects are planned that this is also taken into consideration.

- ✓ Keith noted that the initial seismic assessment focused on safe egress only.

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:

- Participate in legislative advocacy

Aquatics

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

- Maintain a comprehensive in-service training program
- Update all swim instructors to new American Red Cross Water Safety Instructor program and recertify all lifeguards in the Lifeguard Training program
- Expand swim lesson program
- Explore partnership with Wounded Warrior to develop programs for veterans and their families
- Work with aquatic clubs on new fee structure

Susan inquired if the drop in attendance at Beaverton Swim Center was due to a closure.

- ✓ Sharon confirmed and stated that Beaverton was closed for over 13 weeks this past fall for seismic and maintenance projects.

Shannon referenced the cost recovery graph on page PRS-14 and asked why cost recovery is decreasing over FY 2013/14 and FY 2014/15.

- ✓ Keith explained that for FY 2013/14 and FY 2014/15 staff projected conservatively for the budget. Actual numbers typically exceed the projection. He noted that, in subsequent years, swim lessons will probably not experience an increase as they are operated close to the cost recovery goals, but increases could be realized in rentals and concessions.

Larry asked for a status of the aquatic clubs' new fee schedule.

- ✓ Sharon reported that three of the five swim clubs are doing well, the fourth is adjusting its club's structure, and the fifth is struggling because it is highly specialized. Staff is working with the clubs to phase in the fees.

Larry asked how staff is managing public relations for groups that are not receiving a phase in.

- ✓ Doug replied that even with the five-year phase in for the fee study, increases were not over 15%. Staff will continue this practice as well as review expenses for efficiencies.

Larry asked if THPRD is using an outside contractor for lifeguard certification.

- ✓ Sharon replied that training is provided in house.

Susan inquired if indoor pool attendance fluctuates with the weather.

- ✓ Sharon replied that indoor pool attendance remains constant; peak attendance is typically between 3:30 to 7:30 pm.

Sports

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

- Develop all access sports camps with Therapeutic Recreation
- Develop athletic fields functional plan

Shannon asked at which campus the new sports camps would be offered.

- ✓ Scott replied the camps initially would be offered at the Howard M. Terpenning Recreation Complex. As the program develops, other sites could be considered on an as-needed basis.

Larry inquired about the \$42,000 increase in appropriations.

- ✓ Scott replied that the appropriation includes an increase for materials and services. Part-time staff expenditures are projected to decrease by sharing duties with other departments.

Jerry requested clarification on how percentage of classes held versus offered is calculated.

- ✓ Keith replied that this calculation changed for all programs beginning with FY 2014/15. He explained that because the budget is created based on all programs being offered, the percentage is 100% for the proposed outcome.

Recreation

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

- Develop programs for underserved age groups (12-30 years old)
- Continue to partner with the medical community for programming
- Standardize operations at the three recreation centers
- Replace cardio/weight room equipment
- Start new beginning archery program at Cedar Hills Recreation Center

Shannon requested clarification on why Conestoga Recreation & Aquatics Center falls under Recreation and not under Aquatics.

- ✓ Eric explained Conestoga's budget is under Recreation, while the remaining swim centers are under Aquatics. He noted that Aquatics provides the oversight of the aquatic programs at Conestoga so that programs are consistent among centers.

Shannon asked why Conestoga is separate from the other swim centers.

- ✓ Eric replied that during a previous reorganization, all three recreation centers were consolidated under one department.

Susan inquired why staff is pursuing the 12-30 year old age group and how staff determined there is a demand from that age group.

- ✓ Eric replied staff has always tried to pursue the middle school range. Information from the adventure recreation group validated an interest from this age group.
- ✓ Keith added that the demographic analysis for the adventure recreation center compared the percentage of the age cohorts in the population to the percentage participating at THPRD. He noted that certain age cohorts are underrepresented and this has challenged staff to find and offer programming to attract these age groups.

Anthony noted traditionally the term "underserved" refers to language/cultural differences. He offered some potential reasons this age group may be underrepresented.

- ✓ Eric noted that staff will offer painting classes this summer that are currently popular in the Portland metropolitan area.
- ✓ Keith added that this underserved age group typically leads trends and THPRD would be better served to adapt.

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:

- Eliminate Jenkins Estate operating costs due to transition of concessionaire agreement
- Coordinate implementation of the ADA Transition Plan update
- Coordinate creation of programs functional plan

Larry asked for a status of Elephants Delicatessen at Jenkins Estate.

- ✓ Lisa replied that initially they started out slow; however, she was informed that every weekend this summer has been booked for weddings. Elephants is also expanding its corporate outreach.

Joe referred to page PRS-58 and noted that Jenkins Estate is zeroed out for attendance and cost recovery, but inquired where the money coming in is accounted for in the budget.

- ✓ Keith replied that the funds are included in rental income.

Susan asked if the Jenkins Estate grounds are still open to the public.

- ✓ Lisa replied that the Jenkins Estate remains a public park and is open year round.
- ✓ Keith added that THPRD Maintenance staff continue to maintain the grounds.

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:

- Finalize natural resources functional plan
- Complete Bronson Creek Greenway restoration project
- Increase educational contact hours
- Develop trails quality mapping system

Shannon requested information on what is included in the \$130,000 increase of Natural Resources' appropriation.

- ✓ Bruce replied the increase is attributed to a number of small increases such as part-time staffing and grant funding.

Susan asked how trails are patrolled.

- ✓ Bruce replied that there are three groups of staff who work on and monitor the trails - Park Patrol, Maintenance, and Natural Resources. Some parks have citizen watch groups that also patrol the trails.

Anthony asked if there are any threatened or endangered animals on THPRD property that cause permit issues.

- ✓ Bruce said generally no, but there are rare and unusual animals in our parks. Staff is conscientious on when work is performed as to not disturb these animals.

Anthony referred to the Green Waste On-Site Recycling on page 19 and asked if the chippers are for small trees and bushes.

- ✓ Bruce concurred and added that Maintenance has been the driver behind chipping on site rather than bringing the green waste to a central location.

Anthony asked if invasive plants are chipped in this manner.

- ✓ Bruce stated that it depends on the plant. Some invasives could be composted on site, but otherwise they are sent to landfills.

B. Capital Expenditures

Keith 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 \$2.8 million which includes Information Services and Maintenance Operations capital.
- Capital projects funded by outside sources include approximately \$450,000 from grants.
- The total carry forward balance is a little over \$1.4 million, plus additional funding of \$60,000 for a total of approximately \$1.46 million.
- Challenge Grant allocations remain at \$7,500 for each advisory committee and friends group. The Competitive Challenge Grant will continue to be funded with unspent Challenge Grant funds from the previous year (currently estimated at \$45,000 for FY 2014/15).
- Building Improvements includes reconfiguring the Administration Office after the Information Services Department relocates to Fanno Creek Service Center. Their vacated space will accommodate current staffing needs.
- Replacement projects to note:
 - Replace roof at Tualatin Hills Aquatic Center as well as replace the pool deck and HVAC controls, and resurface the pool tank
 - A portion of the synthetic turf replacement at Aloha High School as part of THPRD's cooperative use agreement with Beaverton School District
 - Resurface tennis courts at Raleigh Park and Tualatin Hills Tennis Center outdoor courts, plus crack repair at four other sites
 - Replace play structure at McMillan Park as well as install ADA ramping and add ADA picnic table and bench
 - Replace asphalt path at six sites
 - Replace concrete sidewalk at four sites

Keith explained that the Capital Improvement Plan (CIP) section lists all capital expenditures regardless of funding source. The section contains tables that show capital outlay for FY 2014/15 and a five-year projection, and shows the source of funding for this capital.

Keith noted that the CIP section includes the unfunded capital and deferred replacements. The unfunded capital list includes maintenance replacement items as well as new capital requests from staff or advisory committees. Unfunded capital is categorized by severity of need. Overall, the level of unfunded capital has decreased from FY 2013/14. Moderate projects (Category 3) increased over FY 2013/14, while Minor projects (Category 4) and Negligible projects (Category 5) remained unchanged, and Serious projects (Category 2) and Not Applicable decreased significantly.

Keith reiterated his comment from the mid-year meeting that there is a greater amount of replacements due in FY 2014/15, approximately \$4 million. In comparison, the 10-year average ranges between \$2.5 and \$3 million. The purged items (i.e., projects that were on the list due to age, not necessarily need to be replaced, and project redundancies or service level adjustments) resulted in a reduction in the backlog by approximately \$0.5 million. The total replacement funding needed is \$7.9 million; however, only \$2.8 million is available to be funded in FY 2014/15. The resulting backlog is approximately \$5.1 million.

Keith reviewed the backlog balances over the last 10 years. He noted that the increase in Major Item Replacements was due to intentionally deferring the replacement of the synthetic turf on HMT Field 2 and a few non-safety related building items. In FY 2014/15, the increase is due to many replacements coming due. Staff anticipates a couple more years with higher than normal obligations (FY 2016/17 and FY 2018/19), but overall this is not a long-term trend.

Keith explained that the level of funding for replacement items had increased over the last several years, but the amount of funding is not as high in FY 2014/15 because of a lower beginning balance than last year. However, FY 2014/15 replacement funding is the second highest level of General Fund replacement funding since staff began tracking. As the economy improves and THPRD moves toward cost recovery targets, the deferred backlog should continue to be manageable.

Shannon asked if purged items go away permanently.

- ✓ Keith confirmed that they do typically because of redundancies or service level adjustments.

C. Special Revenue, Debt Service, and System Development Charge

Jim commented that the Special Revenue Fund was created in 2005 for funds collected from those who use THPRD's land for mitigation projects. Funds may be used for enhancement, maintenance, or restoration of THPRD natural areas.

Cathy 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 2014/15 tax rate is forecasted at \$0.41 per thousand for the final year of the 1994 issue and the remaining 2009 and 2011 issues.
- Appropriations in the fund are \$49 million for principal and interest payments.
- The outstanding balance for the 1994 General Obligation debt is \$2.1 million, which will retire in March 2015. The outstanding balances for the 2009 and 2011 issues are \$48 million and \$36 million, respectively, both to retire in 2029.

Keith provided an overview of the System Development Charge (SDC) Fund projects:

- SDC activity is increasing. Most of the FY 2013/14 SDC revenue was not designated to protect against any revenue shortfall.
- Staff project SDC revenue to exceed budget, and project to carry forward \$4.3 million over the \$2.2 million being carried forward for project commitments.
- Carry Forward Projects were included in the FY 2013/14 adopted budget. Approximately \$600,000 is proposed to be added in FY 2014/15.
- Approximately \$4.5 million is proposed to fund land acquisitions and new projects. Since this is almost fully 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.
- The land acquisition appropriation is to cover park land acquisition in the North Bethany area to meet THPRD's obligations under this area's master plan. The funded amount is based on anticipated obligations for the next year, which are in turn based on anticipated levels of development activity taking place next year.
- Projects proposed for new funding commitments were based on the Capital Improvement Plan approved by the board of directors in February 2014.
- New projects are being committed due to improved SDC revenue as well as a shift in focus from bond capital projects to SDC projects. SDC funds will be earmarked to develop land acquired through the bond program.
- New projects to note include:
 - Grant-matching funds for four different projects (\$500,000)
 - Master planning for Jackie Husen Park Expansion, two neighborhood parks at sites to be determined, and a natural area at a site to be determined (\$333,000)

- Neighborhood park development at a site to be determined (\$1.5 million)
- Most of the FY 2014/15 SDC revenue is undesignated to not overcommit available cash balances; however, the board of directors may later appropriate funds as new projects are recommended.

Joe asked why the Fanno Creek Trail – Hall Blvd Crossing project is still on the list.

- ✓ Steve replied that there may still be mitigation requirements if the trail location is moved. He added that Fanno Creek Trail – Scholls Ferry Road to Greenwood Inn is on the list for the same reason even though the trail opened a couple of years ago. He anticipates the Fanno Creek Trail – Scholls Ferry Road to Greenwood Inn project will wrap up in FY 2014/15.

Stephen asked if SDCs funds are used to acquire land and if some of those acquisitions (e.g., natural areas) could be purchased with bond funds.

- ✓ Keith replied that some of the land acquisition is for trail corridors, but primarily focused in North Bethany area.
- ✓ Doug replied that the North Bethany acquisitions will be for neighborhood parks with natural resource components.

Shannon asked if the SDC 10-year deadline approaches without movement on projects, could the funding be transferred to another project.

- ✓ Keith replied that they could; however, typically, THPRD expends the funds prior to the deadline.

D. Bond Capital Projects

Keith provided an overview of the Bond Capital Projects Fund:

- THPRD has issued all of the \$100 million authorization and continues to spend it down.
- Staff has estimated the carry forward at \$37 million 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 - some within given categories if the funds are intended to stay within that category or as a general undesignated appropriation.
- 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.

Aisha showed the budget committee pictures of various bond projects and explained the status of the different bond areas.

Susan inquired if pervious concrete reduces fees to Clean Water Services.

- ✓ Aisha replied that pervious concrete and installation of low-impact development swales and treatments impact fees.

Agenda Item #6 – Budget Committee Questions and Recommendations

Larry Pelatt requested more information about the Aloha Swim Center tunnel project.

- ✓ Keith replied that this project included seismic and structural work, the air handling tunnel was filled in, and through the energy savings performance contract a new ducted HVAC system was installed.

Chair Anthony Mills referred to the PILOT (payments in lieu of taxes) funds on page BI-7 and asked what properties were deannexed.

- ✓ Keith explained that the properties noted were included in both the City of Hillsboro and THPRD. The city pays THPRD for the long-term debt for the deannexed properties.

Agenda Item #7 – Public Comment

There was no public comment.

Agenda Item #8 – Date of Next Budget Committee Meeting: May 12, 2014

Chair Anthony Mills announced that the next budget committee meeting will be at 6:30 pm on May 12, 2014. Greg Cody thanked staff for their work on the budget.

Agenda Item #9 – Adjourn

There being no further business, the meeting was adjourned at 9:10 pm.

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 6:30 pm, Monday, May 12, 2014, at the HMT Recreation Complex, Peg Ogilbee Dryland Training Center, 15707 SW Walker Road, Beaverton.

Present:

Anthony Mills	Chair/Budget Committee Member
Stephen Pearson	Secretary/Budget Committee Member
Greg Cody	Budget Committee Member
Susan Cole	Budget Committee Member
John Griffiths	Budget Committee Member
Jerry Jones Jr.	Budget Committee Member
Shannon Maier	Budget Committee Member
Doug Menke	General Manager

Absent:

Joseph Blowers	Budget Committee Member
Larry Pelatt	Budget Committee Member
Bob Scott	Budget Committee Member

Agenda Item #1 – Call Meeting to Order

The meeting was called to order by Chair Anthony Mills at 6:30 pm. He thanked staff for their work preparing the budget.

Agenda Item #2 – Approve April 21, 2014 Work Session Minutes

Susan Cole moved the budget committee approve the minutes of the April 21, 2014 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 review THPRD's FY 2014/15 budget. At the conclusion of the meeting, staff will request the budget committee to approve the budget and the property tax levies for THPRD.

Keith referred to page RE-1 of the Proposed Budget FY 2014/15 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 the Washington County Assessor. Staff anticipates a 2.59% increase over the current year on existing properties and a 1% increase on new development, for a total increase of 3.59%.

- The Bonded Debt Fund Levy is based on the amount needed to satisfy principal and interest payments on THPRD's voter-approved general obligation bonds. Staff determines the amount needed and the tax rate will be dependent on the total assessed value. For FY 2014/15, staff determined the amount to be \$8,693,760.

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 Report
 - Includes a response to the budget committee's question from the April 21, 2014 Work Session regarding THPRD's service assessment outcome.

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 2014/15 Budget & Property Taxes to be Imposed

Shannon Maier moved that the budget committee approve the Proposed Fiscal Year 2014/15 Budget and the appropriations contained therein. Jerry Jones Jr. seconded the motion. The motion was **UNANIMOUSLY APPROVED**.

Greg Cody 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 \$8,693,760 for the fiscal year 2014/15. Stephen Pearson seconded the motion. The motion was **UNANIMOUSLY APPROVED**.

Agenda Item #8 – Adjourn

Doug Menke, general manager, informed the budget committee of four upcoming staff retirements. The meeting adjourned at 6:40 pm.

Recording Secretary,
Jessica Collins

Transcribed by,
Marilou Caganap

Approval of May 12, 2014 Minutes received by e-mail

Stephen Pearson moved the Budget Committee approve the Minutes of the May 12, 2014, Budget Committee Meeting as submitted. Shannon Maier seconded the motion. The motion was **APPROVED** by MAJORITY vote.

RESOLUTION NO. 2014-14

TUALATIN HILLS PARK & RECREATION DISTRICT, OREGON

A RESOLUTION APPROVING AND ADOPTING A BUDGET, LEVYING TAXES, AND MAKING APPROPRIATIONS FOR THE FISCAL YEAR 2014/15

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

WHEREAS, THPRD 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 THPRD.

NOW THEREFORE, it is hereby resolved as follows:

Section 1. Budget Approved and Adopted. The THPRD Board of Directors hereby approves and adopts the budget for fiscal year 2014/15 in a total sum of \$100,090,996, which is on file in THPRD’s Administration Office.

Section 2. Levy of Taxes. The THPRD 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 \$8,693,760 for bonded debt. These taxes are hereby imposed and categorized for tax year 2014/15 upon the AV of all taxable property within THPRD. The following allocations and categorization subject to the limits of Section 11b, Article XI of the Oregon Constitution make up the levy:

	Subject to the General Government Limitations	Excluded from Limitations
General Fund	\$1.3073 / \$1,000 AV	
Bonded Debt Fund		\$8,693,760

Section 3. Fiscal Year 2014/15 Appropriations. The amounts for the fiscal year beginning July 1, 2014 and for the purposes shown below are hereby appropriated as follows:

	<u>General Fund</u>
Board of Directors	\$ 261,119
Administration	\$ 2,161,629
Business & Facilities	\$17,571,260
Planning	\$ 1,523,286
Park & Recreation Services	\$16,110,731
Capital Outlay	\$ 4,660,718
Contingency	\$ 2,100,000
TOTAL APPROPRIATIONS	<u>\$44,388,743</u>

Bonded Debt Fund

Bond Principal Payments	\$ 5,145,000
Bond Interest Payments	<u>\$ 3,420,569</u>
TOTAL APPROPRIATIONS	<u>\$ 8,565,569</u>

Systems Development Charge Fund

Capital Outlay	<u>\$ 9,440,943</u>
TOTAL APPROPRIATIONS	<u>\$ 9,440,943</u>

Maintenance Mitigation Fund

Materials and Service	\$ 165,800
TOTAL APPROPRIATIONS	<u>\$ 165,800</u>

Bond Capital Projects Fund

Capital Outlay	<u>\$37,529,941</u>
TOTAL APPROPRIATIONS	<u>\$37,529,941</u>

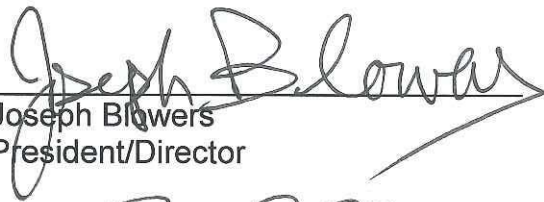
Section 4. The Budget Officer, Keith D. Hobson, shall certify to the County Clerk and the County Assessor of Washington County, Oregon the tax levy made by this resolution and shall file with the State Treasurer and the Division of Audits of the Secretary of State a true copy of the Budget as finally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

Section 5. This resolution takes effect on July 1, 2014.

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SIGNATURES APPEAR ON THE FOLLOWING PAGE

BOARD OF DIRECTORS APPROVAL: June 16, 2014




Joseph Blowers
President/Director



Bob Scott
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, Security Operations and Community Partnerships. Includes: Organizational Summaries, Overviews, Accomplishments and Goals, Budget Highlights, Key Performance Indicators, and Detail of Program Expenditures.
- **BUSINESS & FACILITIES** Provides narrative overview, graphs and summary of historical and 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 2014/15 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.
- **SYSTEM DEVELOPMENT CHARGES 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 2014/15 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 2014/15 fiscal year.

- **ENTERPRISE FUND** Provides narrative overview and summary of historical information for the Enterprise Operations.
- **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	A fiscal and accounting entity with a self-balancing set of accounts. The funds for the District are: <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	Major administrative sub-divisions of the District with overall responsibility for an operational area. Divisions within the General Fund are: <ul style="list-style-type: none"> • Board of Directors • Administration • Business and Facilities • Planning • Park and Recreation Services • Capital Outlay • Contingency 	<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	Administrative sub-divisions of a Division with management responsibility for a functional area.	<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	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).	<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	A functional sub-division of a Program.	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.

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, 2014 and ending June 30, 2015 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 adopted budget is intended to serve as:

1. A financial plan for the next fiscal year (2014/15), 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 2014/15 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 personnel services costs and materials and services costs including Legal, Audit, and Elections.

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

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

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.

Contingency – includes the General Fund contingency appropriation.

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 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 and by approval of a resolution by the Board of Directors.

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

The Reporting Entity and its Services

The Tualatin Hills Park & Recreation District (THPRD) operates under Oregon Revised Statutes Chapter 266 as a separate municipal corporation and has a Board of Directors comprised of a President and four (4) Directors, two of 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.
- THPRD maintains, either through direct ownership or joint use agreement (including school sites), 106 baseball/softball fields, 149 soccer/football/lacrosse fields, 3 bocce courts, 5 volleyball courts, 102 outdoor tennis courts, 6 indoor tennis courts, 50 outdoor basketball pads, 3 skate parks, 1 hockey rink, and 8 long/high jump courts.
- THPRD has 285 park and recreation facility sites comprised of approximately 2,300 acres; 1,246 acres of wetland/natural areas and 1,062 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 2006 \$2,430,000 Full Faith and Credit Advance Refunding of two 1997 Certificates of Participation and the 2000 Full Faith and Credit Obligation, the 2010 \$1,695,000 Full Faith and Credit Obligation (Series A), the 2010 \$7,815,000 Full Faith and Credit Obligation (Series B&C), the 2013 \$457,100 Financing Agreement, the 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, 2014, the non-general obligation outstanding balances are as follows: the 2006 Full Faith and Credit Advance Refunding Obligation \$700,000, the 2010 Full Faith and Credit Obligation (Series A) \$1,425,000, the 2010 Full Faith and Credit Obligation (Series B&C) \$7,475,000 and the 2013 Financing Agreement \$433,112.

The general obligation bond balances outstanding as of June 30, 2014 are \$2,120,000 (Series 1998), \$48,355,000 (Series 2009) and \$36,175,000 (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.

BUDGET SUMMARY FOR EXPENDITURES:

The adopted budget requirements for the 2014/15 fiscal year for all funds are \$100,090,996 and are \$115,349,205 for the 2013/14 fiscal year. Requirements, both current and adopted are:

	Actual 2011/12	Actual 2012/13	Adopted Budget 2013/14	Proposed Budget 2014/15	Adopted Budget 2014/15	% Change over 2013/14
Personnel Services Costs	\$24,532,127	\$25,518,131	\$27,781,149	\$28,009,628	\$28,009,628	0.8%
Materials & Services	6,942,134	6,957,746	8,056,812	8,345,691	8,345,691	3.6%
Capital Outlay	4,634,381	3,047,872	5,933,039	5,126,758	5,126,758	-13.6%
Debt Service	9,243,289	8,951,236	9,402,729	9,538,035	9,538,035	1.4%
Reserve for Future Debt Payments	-0-	-0-	37,998	-0-	-0-	-100.0%
General Fund Contingency	-0-	-0-	2,100,000	2,100,000	2,100,000	0.0%
Enterprise Fund Contingency	-0-	-0-	110,535	-0-	-0-	-100.0%
Metro Natural Areas Bond	850,000	22,568	22,568	-0-	-0-	-100.0%
Systems Development Charge	3,608,218	1,026,731	6,829,102	9,440,943	9,440,943	38.3%
Bond Capital Projects Fund	13,865,031	15,827,399	55,014,323	37,529,941	37,529,941	-31.8%
Ending Fund Balance	-0-	-0-	60,950	-0-	-0-	-100.0%
TOTAL	\$63,675,180	\$61,351,683	\$115,349,205	\$100,090,996	\$100,090,996	-13.2%

SIGNIFICANT CHANGES:

Personnel Services

The adopted budget for Personnel Services has increased 0.8% since FY 2013/14. The park district will have 181 full-time positions for the 2014/15 fiscal year, increasing by four new positions and decreasing by four unfilled and eliminated positions from the prior year's budget. Two regular part-time positions were also eliminated for the 2014/15 fiscal year budget.

The budget reflects a 2.5% 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 1.6% of the overall increase. The budget reflects an estimated health increase of 8.8% and no increase in dental, accounting for 0.2% of the overall increase. Furthermore, retirement benefits decreased by 5.8% due to stronger investment earnings, resulting in a 0.5% decrease netted against the overall annual increase. Finally, the net change in positions accounted for a 0.8% decrease against the overall increase. The balance of the increase in overall cost, approximately 0.3%, comes from increases in payroll taxes along with budgeted increases for part-time personnel.

Materials and Services

The adopted budget for Materials and Services has increased 3.6% over FY 2013/14. An inflationary adjustment of 2.0% is included, along with program related costs targeted to increase overall market position within the

district boundaries. 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 decreased by 13.6% from FY 2013/14 due to reduced funding from Cash on Hand and Carry Over Projects. In FY 2014/15, capital outlay funds will largely be focused on deferred maintenance replacements.

As explained above, the Capital Bond Projects Fund balance in FY 2014/15 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, master plan and construct new projects.

BUDGET SUMMARY FOR RESOURCES:

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

	Actual 2011/12	Actual 2012/13	Adopted Budget 2013/14	Proposed Budget 2014/15	Adopted Budget 2014/15	% Change over 2013/14
Beginning Fund Balance	\$50,523,709	\$75,634,888	\$64,827,629	\$49,438,851	\$49,438,851	-23.7%
Property Taxes-Current Year	31,836,998	32,753,965	33,552,781	34,588,086	34,588,086	3.1%
Prior Year Taxes	285,162	322,413	285,000	300,000	300,000	5.3%
Interest on Investments	507,727	447,101	325,800	371,140	371,140	13.9%
Swim Center & Tennis Income	3,453,901	3,547,039	3,462,215	3,789,954	3,789,954	9.5%
Recreation & Sports Income	6,065,465	6,436,649	7,217,068	6,526,184	6,526,184	-9.6%
Grants and Contributions	659,046	1,340,581	1,045,694	701,957	701,957	-32.9%
Misc. and Rental Income	278,137	190,957	377,000	443,738	443,738	17.7%
Sponsorships/Cellular Leases	233,515	245,111	275,000	275,000	275,000	0.0%
Metro Natural Areas Bond	850,000	22,568	22,568	-0-	-0-	-100.0%
Systems Development Charge	1,897,759	2,676,196	2,803,458	2,952,041	2,952,041	5.3%
Debt Proceeds	41,919,558	457,100	382,474	-0-	-0-	-100.0%
Transfers In	799,091	689,931	772,518	704,045	704,045	-8.9%
TOTALS	\$139,310,068	\$124,764,499	\$115,349,205	\$100,090,996	\$100,090,996	-13.2%

Beginning Fund Balances

Cash on hand from all funds for FY 2014/15 consists of \$5,277,860 from the General Fund, \$165,300 from the Maintenance Mitigation Fund, \$182,488 from the Debt Service Fund, \$6,458,262 from the Systems Development Charge Fund, and \$37,354,941 from the Bond Capital Projects Fund. The General Fund balance reflects FY 2013/14 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 2013/14 fiscal year for debt service payments due prior to the tax receipts in the 2014/15 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 \$21.2 billion in assessed valuation total \$36,357,512 of which \$8,693,760 is for the General Obligation Debt Service Fund with \$8,259,072 expected to be collected. Of the \$27,663,752 General

Fund Levy, the park district expects to collect 95%, or \$26,280,564. The payments in lieu of taxes (PILOT) amounts are additional taxes expected to be collected (\$4,441 General Fund and \$44,009 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 2013/14 taxable assessed property valuation of the park district is \$20,427,978,615 and is estimated to increase by 3.59% in the 2014/15 fiscal year to \$21,160,981,866. 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 2014/15, 13.25% of property value within the district was valued at this equal level, resulting in a loss of \$109,965 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 \$300,000 (both General Fund and Debt Service Fund). Prior year collection projections for the 2014/15 fiscal year are slightly higher than the amounts budgeted in the 2013/14 fiscal year due to the increase in the property tax levy amounts in prior years.

Interest on Investments

Interest income 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 2014/15 is projected only slightly higher than the previous year budget for all funds.

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 adopted 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 30% to 25% over the next year. 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 income estimates are based upon anticipated instructional, camp and class offerings, along with historical trending analysis of other fees, such as pass sales and rentals. Patron usage has remained stable and program revenues are showing slight increases. The district continues to readjust to emphasize the availability of popular programs, and discontinue those with less participation.

Grants

Grants include funding from federal, state and regional agencies, as well as funding from private foundations including the Tualatin Hills Park Foundation. Grant income 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 auction, payment from sports user groups, easement and mitigation payments, miscellaneous fees and forfeitures, and insurance proceeds.

Rental Income

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

Sponsorships/Cellular Leases

Sponsorships are from corporate advertising, partnerships (including concessions) and 21 cellular telecommunication site leases at 19 sites within the district.

Metro Natural Areas Bond

A 2006 natural areas bond measure provided 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 was 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 amount budgeted, \$704,045, is the estimate of the costs to manage both SDC Fund (\$35,000) and Bond Fund (\$669,045) capital projects during FY 2014/15.

SUMMARY OF ALL FUNDS
Adopted Budget for FY 2014/15

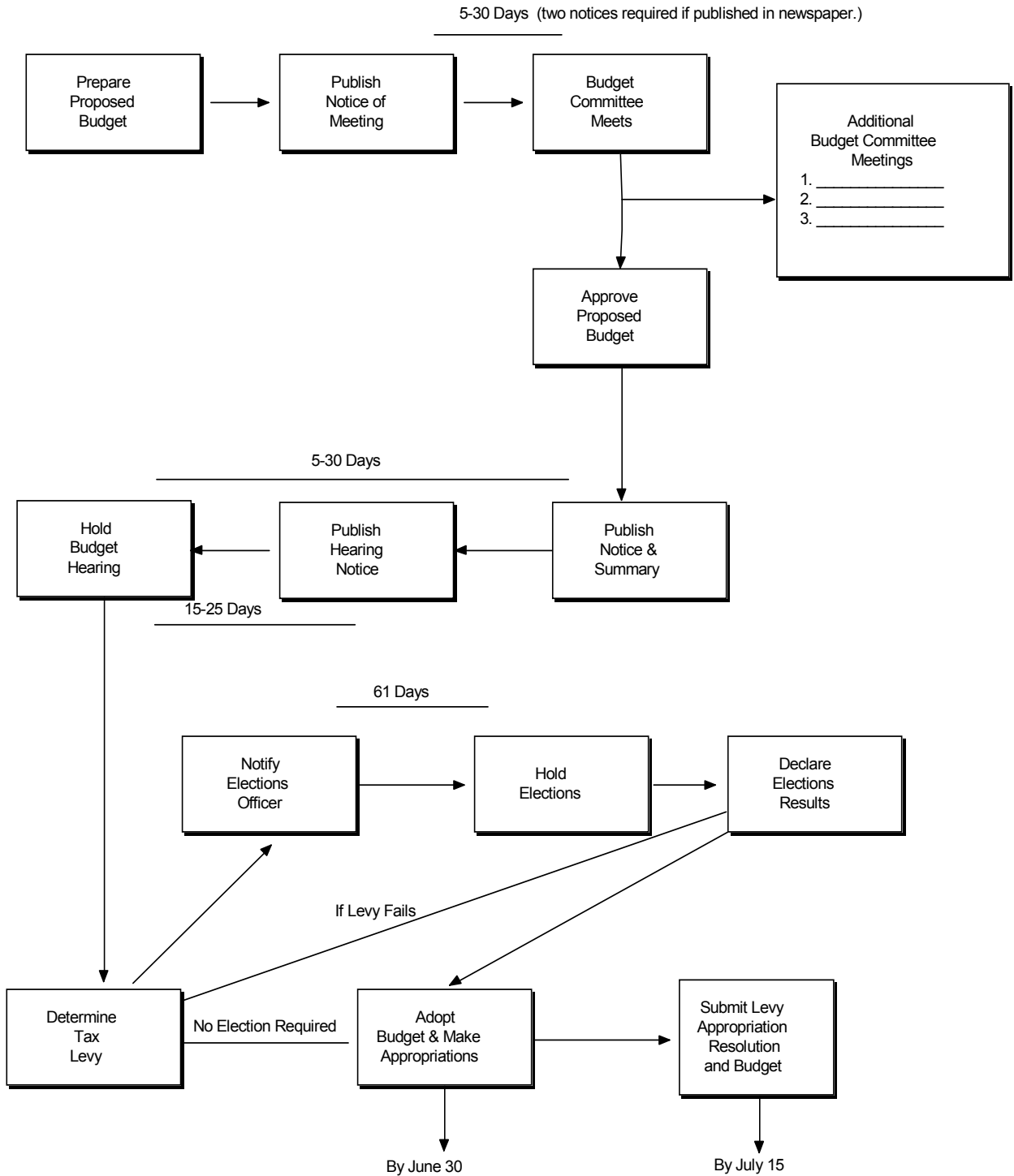
	Governmental Funds					Total All Funds
		Other Funds				
	General Fund	Maintenance Mitigation Fund	Debt Service Fund	System Dev. Charge Fund	Bond Capital Proj. Fund	
RESOURCES						
Beginning Fund Balance	\$ 5,277,860	\$ 165,300	\$ 182,488	\$ 6,458,262	\$37,354,941	\$ 49,438,851
Revenues						
Property Taxes-Current Year	\$26,285,005	\$ -	\$ 8,303,081	\$ -	\$ -	\$ 34,588,086
Prior Year Taxes	250,000	-	50,000	-	-	300,000
Interest on Investments	135,000	500	30,000	30,640	175,000	371,140
Swim Center & Tennis Income	3,789,954	-	-	-	-	3,789,954
Recreation & Sports Income	6,526,184	-	-	-	-	6,526,184
Grants	701,957	-	-	-	-	701,957
Misc. and Facility Rental	443,738	-	-	-	-	443,738
Sponsorships/Cellular Leases	275,000	-	-	-	-	275,000
Metro Bond Measure - 2006	-	-	-	-	-	-
System Development Charges	-	-	-	2,952,041	-	2,952,041
Debt Proceeds	-	-	-	-	-	-
Transfers In	704,045	-	-	-	-	704,045
Total Revenues	\$39,110,883	\$ 500	\$ 8,383,081	\$ 2,982,681	\$ 175,000	\$ 50,652,145
TOTAL RESOURCES	\$44,388,743	\$ 165,800	\$ 8,565,569	\$ 9,440,943	\$37,529,941	\$100,090,996
REQUIREMENTS						
Appropriations by Category:						
Personnel Services	\$28,009,628	\$ -	\$ -	\$ -	\$ -	\$ 28,009,628
Materials and Services	8,179,891	165,800	-	-	-	8,345,691
Capital Outlay	5,126,758	-	-	9,440,943	37,529,941	52,097,642
Debt Service	972,466	-	8,565,569	-	-	9,538,035
Reserve for Future Expenses	-	-	-	-	-	-
Contingency	2,100,000	-	-	-	-	2,100,000
Total Appropriations	\$44,388,743	\$ 165,800	\$ 8,565,569	\$ 9,440,943	\$37,529,941	\$100,090,996
Ending Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL REQUIREMENTS	\$44,388,743	\$ 165,800	\$ 8,565,569	\$ 9,440,943	\$37,529,941	\$100,090,996

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 2013/14 Staffing	Adjustments	Adopted 2014/15 Staffing
Administration	General Manager	2.00 FTE	Transferred in one Deputy Director position from Planning/Office of the Director	3.00 FTE
Administration	Communications & Outreach	6.00 FTE	Transferred out one Director to Community Partnerships and added one Marketing Specialist	6.00 FTE
Administration	Community Partnerships	0.00 FTE	Transferred in one Director from Communications & Outreach	1.00 FTE
Business & Facilities	Risk & Contract Management	2.00 FTE	Transferred one Safety Coordinator out to Maintenance Operations and added one Loss Control & Claims Specialist	2.00 FTE
Business & Facilities	Human Resources	3.00 FTE	Added one Inclusion Coordinator	4.00 FTE
Business & Facilities	Maintenance Operations	72.28 FTE	Transferred in one Safety Coordinator from Risk & Contract Management, added one Park Tech. Specialist, deleted one Building Tech. I and one RPT Building Tech. II	72.40 FTE
Planning	Office of the Director	2.0 FTE	Transferred out one Deputy Director position to General Manager and added one Urban Planner	2.0 FTE
Planning	Planning & Development	9.0 FTE	Deleted one Park Planner	8.0 FTE
Park & Recreation Services	Recreation	23.39 FTE	Deleted one RPT Aquatics Coord. II at Conestoga Recreation & Aquatic Center	22.51 FTE
Park & Recreation Services	Programs & Special Activities	18.37 FTE	Deleted one Program Coord. I at Jenkins Estate	17.37 FTE
Enterprise Operations	Adventure Recreation Center	2.00 FTE	Deleted one Center Supervisor and one Recreation Coordinator I	0.00 FTE
Increase/Decrease in Full-time FTE				0.00 FTE
Increase/Decrease in Reg Part-time FTE				(1.76) FTE
Net Change				(1.76) FTE

BUDGET PROCESS



**FISCAL YEAR 2014/15
BUDGET CALENDAR**

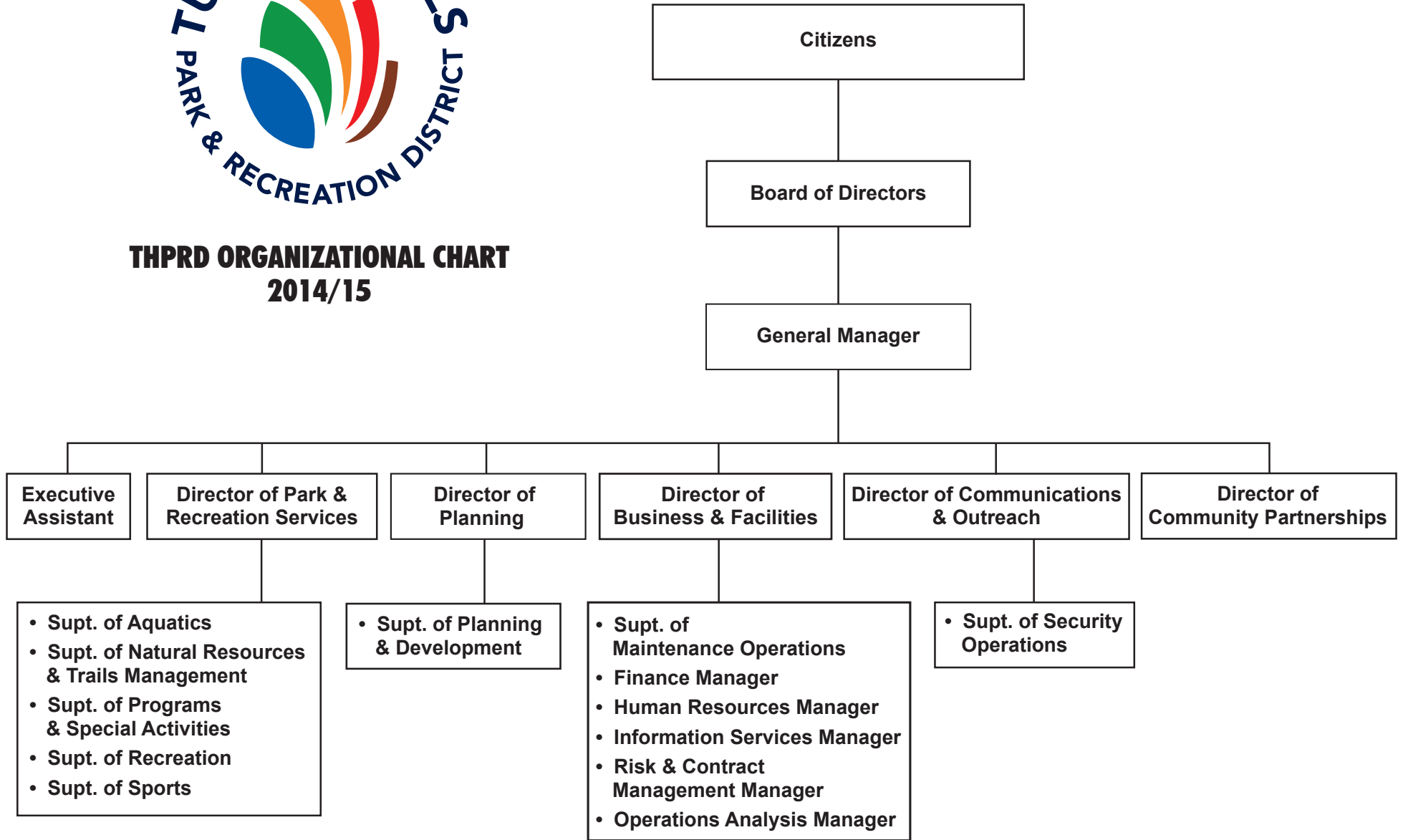
In accordance with District Budget Policy:

2014

February 6	Publish Notice (Valley Times submission deadline – January 30)
February 13	Post Notice on District Website
February 24	Mid-year Budget Review Meeting (Public Input)
April 3	Publish Notice (Valley Times submission deadline – March 27)
April 10	Post Notice on District Website
April 14	Deliver Proposed Budget to Budget Committee
April 21	Budget Committee Work Session (Public Input)
April 24	Publish Notice (Valley Times submission deadline – April 17)
May 1	Post Notice on District Website
May 12	Budget Committee Meeting to Approve Budget (Public Input)
June 5	Publish Notice & Summary (Valley Times submission deadline – May 29)
June 16	Hold Public Hearing to Adopt Budget (Public Input)
July 15	Tax Levy Certified by Washington County



**THPRD ORGANIZATIONAL CHART
2014/15**





RESOURCES

Analysis of Property Tax Rate and Collections

Analysis of Measure 5 and 50

Revenue Summary



**ANALYSIS OF TAX RATE AND COLLECTIONS
FISCAL YEAR 2014/15**

ESTIMATED ASSESSED VALUATION

Real and Personal Property Within the Park District

\$ 21,160,981,866

FY 2013/14 Assessed Valuation	\$20,427,978,615	
Value Growth from Annual Increase ¹	528,723,465	2.59%
Estimated Exception Based Value Growth ²	<u>204,279,786</u>	<u>1.00%</u>
Estimated Assessed Value	<u>\$21,160,981,866</u>	

% Increase in Estimated Assessed Valuation

3.59%

ESTIMATED TAX LEVY

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

Permanent Tax Rate for District 1.3073

General Fund Operating Levy:

Estimated Assessed Valuation multiplied by
Permanent Rate

\$ 27,663,752

Bonded Debt Fund

Bonded Debt Levy

8,693,760

Estimated Tax Rate:

Bonded Debt Levy divided by Estimated
Assessed Valuation

0.4108

Estimated Tax Levy Totals

1.72

\$ 36,357,512

ESTIMATED TAX COLLECTIONS

Amount

Based on Estimated Collection Rate: 95.00%

General Fund Current Year Tax Collections

\$ 26,280,564

Payment in lieu of Tax Collections

4,441

Bonded Debt Fund Current Year Tax Collections

8,259,072

Payment in lieu of Tax Collections

44,009

\$ 34,588,086

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 2013/14

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

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

TUALATIN HILLS PARK & RECREATION DISTRICT

MEASURE #5
Impact on Washington County Taxing

FY 2011/12

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

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

TUALATIN HILLS PARK & RECREATION DISTRICT

MEASURE #5
Impact on Washington County Taxing

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

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

SUMMARY OF RESOURCES - ALL FUNDS

RESOURCES:	General Fund	Special Revenue Fund	Capital Projects Funds	Debt Service Fund	Total Resources
Beginning Fund Balance for Fiscal Year	\$ 3,872,000	\$ 165,300	\$ 4,863,237	\$ 182,488	\$ 9,083,025
Beginning Fund Balance from Previous Year Projects Carried Forward	1,405,860	-	38,949,966	-	40,355,826
Previously Levied Taxes estimated to be received during ensuing year	250,000	-	-	50,000	300,000
PROGRAM RESOURCES:					
Swim Center Income	2,755,784	-	-	-	2,755,784
Tennis Income	1,034,170	-	-	-	1,034,170
Recreation Program Income	4,988,370	-	-	-	4,988,370
Sports Program/Athletic Center Income	1,219,146	-	-	-	1,219,146
Natural Resources Income	318,668	-	-	-	318,668
OTHER RESOURCES:					
Miscellaneous Income	256,738	-	-	-	256,738
Interest Income	135,000	500	205,640	30,000	371,140
Telecommunication Site Lease Income	235,000	-	-	-	235,000
Rental Income	187,000	-	-	-	187,000
Grants and Intergovernmental Income	701,957	-	-	-	701,957
Sponsorships	40,000	-	-	-	40,000
System Development Charges	-	-	2,952,041	-	2,952,041
Transfers In	704,045	-	-	-	704,045
Total Resources except taxes to be levied..... Sub Total	<u>\$ 18,103,738</u>	<u>\$ 165,800</u>	<u>\$ 46,970,884</u>	<u>\$ 262,488</u>	<u>\$ 65,502,910</u>
Current Year Property Taxes (Permanent Rate multiplied by Assessed Value)	26,285,005	-	-	8,303,081	34,588,086
TOTAL RESOURCES	<u><u>\$ 44,388,743</u></u>	<u><u>\$ 165,800</u></u>	<u><u>\$ 46,970,884</u></u>	<u><u>\$ 8,565,569</u></u>	<u><u>\$ 100,090,996</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 2014/15 consists of General Fund (\$3,872,000), Maintenance Mitigation Fund (\$165,300), Debt Service Fund (\$182,488), System Development Charge Fund (\$4,863,237).

Beginning Fund Balance from Previous Year Projects Carried Forward: Balance Forward Projects are projects listed in the FY 2013/14 Capital budget but remain uncompleted. The full listing of projects can be found within the Capital Projects and System Development Charges sections, pages CO-3 and SDC-4, under the Carry Over Projects heading, plus all of the Bond Capital Projects Fund. The estimated total of project carryforward from the previous year consists of General Fund (\$1,405,860), System Development Charge Fund (\$1,595,025) and Bond Capital Projects Fund (\$37,354,941).

Prior Year's Taxes: Prior Year's Taxes are property taxes that have been levied but remain uncollected. During the 2014/15 fiscal year, the park district is projected to collect approximately one-half of the uncollected property taxes. The estimated amount of previously levied taxes to be received for the fiscal year 2014/15 consists of General Fund (\$250,000) and Debt Service Fund (\$50,000).

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

Swim Center Income: Swim Center income is generated from passes, open swim, instruction and Beaverton School District #48. The total swim center income is \$2,755,784. The following is a breakdown of income generated by each swim center and program type:

<u>Swim Center Income</u>		<u>Program Income</u>	
Aloha	\$ 315,735	Swim Passes	\$ 481,882
Beaverton	491,057	General Admission	287,240
Conestoga - Aquatic	646,776	Aquatic Instruction	1,653,423
Harman	291,318	Facility Rentals	
Sunset	253,447	- School District #48	26,936
Aquatic Center	634,445	- Other Rental Events	295,574
Raleigh	46,808		
Somerset West	65,469		
	<u>\$ 2,745,055</u>		<u>\$ 2,745,055</u>

Tennis Income: Tennis income of \$1,034,170 is generated by open play, instruction, special interest events and the sale of tennis balls.

<u>Tennis Program Income</u>	<u>Program</u>	<u>Facility Rental</u>	<u>Total</u>
Open play	331,087	-	331,087
Instruction	615,868	-	615,868
Special interest	71,180	6,000	77,180
Tennis ball sales	10,035	-	10,035
	<u>\$ 1,028,170</u>	<u>\$ 6,000</u>	<u>\$ 1,034,170</u>

Recreational Program Income: Recreational program and rental income of \$4,988,370 is generated from Cedar Hills Recreation Center, Garden Home Recreation Center, the Stuhr Center, Camp Rivendale, Conestoga Recreation/Aquatic Center, Administration registrations, out-of-district assessments and facility room rentals.

Recreational Program Income	Program	Facility Rental	Total
Garden Home Recreation Center	914,979	96,000	1,010,979
Cedar Hills Recreation Center	1,538,880	-	1,538,880
Elsie Stuhr Center	492,796	12,000	504,796
Camp Rivendale	96,316	-	96,316
Conestoga Recreation/Aquatic Center	1,242,149	69,750	1,311,899
Administration	525,500	-	525,500
	<u>\$ 4,810,620</u>	<u>\$ 177,750</u>	<u>\$ 4,988,370</u>

Sports Program/Athletic Center Income: Sports program and Athletic Center income of \$1,219,146 is generated primarily from basketball, softball and volleyball, along with rentals and field use fees received from the affiliated sports groups field usage.

Sports Program/Athletic Center Income	Program	Facility Rental	Total
Concessions	94,800	-	94,800
Fitness & Exercise	36,400	-	36,400
Special Events	4,204	-	4,204
Special Interest	200,477	-	200,477
Indoor Sports	255,548	102,580	358,128
Outdoor Sports	75,537	376,000	451,537
Frequent User Passes	73,600	-	73,600
	<u>\$ 740,566</u>	<u>\$ 478,580</u>	<u>\$ 1,219,146</u>

Natural Resources Income: Natural Resources income of \$318,668 is generated from instruction and outdoor recreation programs held at both the Tualatin Hills Nature Park and Cooper Mountain Nature Park.

Natural Resources Income	Program	Facility Rental	Total
Instruction/Environmental Education	292,525	21,040	313,565
Outdoor Recreation	5,103	-	5,103
	<u>\$ 297,628</u>	<u>\$ 21,040</u>	<u>\$ 318,668</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 \$256,738 is earned from Workmens Compensation Dividends (\$120,000), fees from various sports groups (\$40,000), items sold at auctions (\$40,000), easements, miscellaneous fees and forfeitures, compensation for insurance proceeds and various other sources (\$56,738).

Interest Income: Interest Income in the total amount of \$371,140 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 (\$135,000), Maintenance Mitigation Fund (\$500), Debt Service Fund (\$30,000), Systems Development Charge Fund (\$30,640) and Bond Capital Projects Fund (\$175,000).

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

Rental Income: Rental Income of \$187,000 is generated from the rental of park district owned homes, concessionaire services at Jenkins Estate, along with leased space within the Fanno Creek Service Center.

Grants and Intergovernmental Income: Grants include funding from the following sources: Natural Resources Park Restoration (\$30,000), Wi-fi Installation (\$3,000), Environmental Education Grant (\$26,000), Memorial Benches (\$8,000), ODOT Westside Trail #18 (\$150,000), Raleigh Park Shelter LWCF (\$50,000), Terra Linda Park LGGP (\$40,000), Roger Tilbury Park LGGP (\$212,500) and RZEDB interest subsidy (\$182,457).

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

System Development Charges: These charges are assessed against new construction within the district. Projected resources for FY 2014/15 are \$2,952,041, and may only be utilized for improvements related to expansion.

Transfers In: Transfers in reflect the fiscal policy of recovering project management staff time from capital projects to the General Fund. In FY 2014/15, \$35,000 is anticipated from SDC and other projects, and \$669,045 from the Bond Capital Fund projects.

Current Year's Taxes for FY 2014/15 Current Taxes levied against an estimated \$21.2 billion in assessed valuation total \$36,357,512. Of that amount, Debt Service Fund generates \$8,693,760, with collections anticipated at \$8,259,072, for retirement of general obligation debt. The General Fund levy totals \$27,663,752, with collections anticipated at \$26,280,564. The payments in lieu of taxes (PILOT) amounts are additional taxes expected to be collected (\$4,441 General Fund and \$44,009 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 2014/15

Five Year Capital Funding Sources



CAPITAL IMPROVEMENT PLAN

Capital Funding Sources FY 2014/15

The Capital Funding Sources FY 2014/15 schedule shows the distribution of capital funding for the budget year 2014/15 between the various available sources of funding, including the General Fund, Bond Project Fund, SDC Fund and Grant Funds.

Five-Year Capital Funding Sources

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



	Funding Sources				Total Funds
	General Fund	Bond Fund	SDC Fund	Grant Funds	
Athletic Facility Replacements					
Synthetic Turf Aloha High School	160,000				160,000
Tennis Court Resurfacing (2 sites) & Crack Repair (4 Sites)	91,000				91,000
Other Athletic Facility Replacement	26,000				26,000
Athletic Facility Replacements Total	277,000				277,000
Athletic Facility Improvements					
Other Athletic Facility Improvement	20,500				20,500
Athletic Facility Improvements Total	20,500				20,500
Building Replacements					
HMT Tennis Center Roof	868,000				868,000
Aquatic Center Roof	800,000				800,000
Aquatic Center Pool Deck	267,250				267,250
Aquatic Center Resurface Pool & Tile Repair	241,803				241,803
Aquatic Center Electronic HVAC Controls	115,485				115,485
Cardio/Weight Room Equipment Replacement (3 Sites)	40,000				40,000
Other Building Replacement	348,451				348,451
Building Replacements Total	2,680,989				2,680,989
Building Improvements					
Administration Office Reconfiguration	110,000				110,000
Other Building Improvement	22,480				22,480
Building Improvements Total	132,480				132,480
Park & Trail Replacements					
Signage Master Plan	79,400				79,400
Pedestrian Pathways (7 Sites)	88,414				88,414
Concrete Sidewalks (10 Sites) & Curbing (2 sites)	88,317				88,317
Playstructure - Wonderland Park	113,000				113,000
Greenway Park Boardwalk Design Work Phase 1	40,000				40,000
Playstructures (2 Sites)	87,468				87,468
Irrigation & Drainage System Repairs (Various Sites)	25,000				25,000
Asphalt Path Replacement & Repair (6 Sites)	172,707				172,707
Other Park & Trail Replacement	29,860				29,860
Park & Trail Replacements Total	724,166				724,166
Park & Trail Improvements					
Fanno Creek Trail Greenway Erosion Solution	120,000				120,000
Other Park & Trail Improvement	30,900				30,900
Grant Funded Projects					
Westside Trail #18/ODOT Grant				150,000	150,000
Raleigh Park Shelter/LWCF Grant				50,000	50,000
Terra Linda Park Shelter/LGGP Grant				40,000	40,000
Roger Tilbury Phase 2/LGGP Grant				212,500	212,500
Park & Trail Improvements Total	150,900			452,500	603,400
Maintenance Equipment Replacement					
Other Maintenance Equipment Replacement	8,800				8,800
Maintenance Equipment Replacement Total	8,800				8,800
Maintenance Improvements					
Other Maintenance Equipment Improvement	12,540				12,540
Maintenance Improvements Total	12,540				12,540
Information Technology Replacement					
Workstations and Notebooks	43,500				43,500
Servers	35,000				35,000
Other Information Technology Replacement	10,000				10,000
Information Technology Replacement Total	88,500				88,500
Information Technology Improvement					
Virtual Desktop Infrastructure	79,500				79,500
Other Information Technology Improvement	68,800				68,800
Information Technology Improvement Total	148,300				148,300
Facility Challenge Grants					
Challenge Grant Competitive Fund	45,000				45,000
Challenge Grants	97,500				97,500
Facility Challenge Grants Total	142,500				142,500
ADA Improvements					
Other ADA Improvement	44,683				44,683
ADA Improvements Total	44,683				44,683

	Funding Sources				Total Funds
	General Fund	Bond Fund	SDC Fund	Grant Funds	
Land Acquisition					
Land Acquisition - FY 2013-14 Carryforward (SDC)			790,000		790,000
Land Acquisition - North Bethany (SDC)			2,000,000		2,000,000
Land Acquisition Total			2,790,000		2,790,000
Fleet Equipment Replacement					
Large Rotary Mower	62,000				62,000
Chipper	45,000				45,000
4X4 SUV Hybrid	43,000				43,000
72" Mowers (3)	42,000				42,000
Other Fleet Equipment Replacement	50,900				50,900
Fleet Equipment Replacement Total	242,900				242,900
Undesignated					
Undesignated Projects - SDC			2,742,793		2,742,793
Undesignated Projects - Bond		939,949			939,949
Undesignated Total		939,949	2,742,793		3,682,742
Park Development/Improvement					
New Neighborhood Park Development			1,500,000		1,500,000
Bonny Slope / BSD Trail Development			500,000		500,000
Graf Meadows Park - Trail Connection			447,500		447,500
LGGP Grant Match - Roger Tilbury Park Phase 2			212,500		212,500
Connect Oregon Grant Match -- Waterhouse Trail, Segment 4			200,000		200,000
New Neighborhood Park Master Plans (2 sites)			150,000		150,000
Bethany Creek Falls Phases 1 and 2 - Project Management			120,500		120,500
Natural Area Master Plan			100,000		100,000
Fanno Creek Trail - Scholls Fy Road to Greenwood Inn			60,000		60,000
SW Quadrant Community Center - Site Feasibility Analysis			60,000		60,000
MTIP Grant Match - Westside Trail, Segment 18			220,400		220,400
Future Dog Park Construction - Site to be determined			50,000		50,000
Fanno Creek Trail - Hall Blvd Crossing			85,500		85,500
Jackie Husen Park Expansion Master Planning			83,500		83,500
LWCF Grant Match - Raleigh Park Shelter			50,000		50,000
LGGP Grant Match - Terra Linda Park Shelter			40,000		40,000
Other Park Development/Improvement			28,250		28,250
Park Development/Improvement Total			3,908,150		3,908,150
New Neighborhood Parks Development					
Roger Tilbury Park		551,179			551,179
New Neighborhood Parks Development Total		551,179			551,179
Renovate And Redevelop Neighborhood Parks					
Somerset West Park		952,209			952,209
Cedar Mill Park & Trail		960,534			960,534
Renovate And Redevelop Neighborhood Parks Total		1,912,743			1,912,743
New Neighborhood Parks					
New Neighborhood Park - NW Quadrant		715,348			715,348
New Neighborhood Parks Total		715,348			715,348
New Community Park Development					
SW Community Park		7,902,618			7,902,618
New Community Park Development Total		7,902,618			7,902,618
New Community Park					
Community Park Expansion - NE Quadrant		403,827			403,827
New Community Park Total		403,827			403,827
Renovate And Redevelop Community Parks					
Cedar Hills Park & Athletic Field		6,234,094			6,234,094
Renovate & Redevelop Community Parks - Undesignated		1,033,015			1,033,015
Renovate And Redevelop Community Parks Total		7,267,109			7,267,109
Natural Area Preservation					
Allenbach Acres Park		39,310			39,310
AM Kennedy Park		7,813			7,813
Bauman Park		56,826			56,826
Beaverton Creek Trail - restoration of new property		63,365			63,365
Bethany Wetlands Park - restoration of new property		42,243			42,243
Bluegrass Downs Park - restoration of new property		15,841			15,841
Camille Park		22,136			22,136
Cedar Mill Park		31,490			31,490
Cooper Mountain Area		211,203			211,203
Crystal Creek Park		205,803			205,803
Crystal Creek Park - restoration of new property		42,243			42,243
Fanno Creek Park		161,802			161,802

	Funding Sources				Total Funds
	General Fund	Bond Fund	SDC Fund	Grant Funds	
Greenway Park/Koll Center		48,282			48,282
Hansen Ridge (formerly Kaiser Ridge) Park		5,634			5,634
Hideaway Park		23,340			23,340
Hyland Forest Park		16,147			16,147
Interpretive Sign Network		273,041			273,041
Jenkins Estate		32,424			32,424
Jordan/Jackie Husen Park		305,163			305,163
Lowami Hart Woods Park		276,662			276,662
Morrison Woods Park		63,364			63,364
Mt Williams Park		105,364			105,364
NE/Bethany Meadows Trail Habitat Connection		253,461			253,461
Pioneer Park		3,031			3,031
Restoration of new properties to be acquired		684,553			684,553
Roger Tilbury Memorial Park		30,371			30,371
Rosa/Hazeldale Parks		19,026			19,026
Vista Brook Park		19,459			19,459
Whispering Woods Park		3,436			3,436
Willow Creek Nature Park		2,225			2,225
Winkelman Park		4,754			4,754
Tualatin Hills Nature Park and Bridge Replacement		66,628			66,628
Natural Area Preservation Total		3,136,440			3,136,440
Natural Area Preservation - Land Acquisition					
Natural Area Acquisitions		5,103,966			5,103,966
Natural Area Preservation - Land Acquisition Total		5,103,966			5,103,966
New Linear Park And Trail Development					
Miscellaneous Natural Trails		73,026			73,026
Waterhouse Trail Segments 1, 5 and West Spur		358,149			358,149
Westside Waterhouse Trail Connection		1,399,399			1,399,399
Rock Creek Trail Segment 5 & Allenbach, North Bethany #2		618,661			618,661
New Linear Park And Trail Development Total		2,449,235			2,449,235
Multi-Field/Multi-Purpose Athletic Field Development					
New Fields in NW Quadrant		522,801			522,801
New Fields in NE Quadrant		527,967			527,967
New Fields in SW Quadrant		528,044			528,044
New Fields in SE Quadrant		527,364			527,364
Multi-Field/Multi-Purpose Athletic Field Development Total		2,106,176			2,106,176
Facility Rehabilitation					
Structural Upgrades at Beaverton Swim Center		67,325			67,325
Structural Upgrades at Cedar Hills Recreation Center		606,823			606,823
Structural Upgrades at Garden Home Recreation Center		499,935			499,935
Structural Upgrades at 50M Pool (Roof Replacement)		200,000			200,000
Structural Upgrades at several facilities		1,846,505			1,846,505
Facility Rehabilitation Total		3,220,588			3,220,588
ADA/Access Improvements					
ADA Improvements - numerous sites		65,003			65,003
HMT ADA Parking and other site improvement		643,514			643,514
ADA/Access Improvements Total		708,517			708,517
Community Center/Community Park Land Acquisition					
Community Center/Community Park Land Acquisition - SW Quad		500,000			500,000
Undesignated Funds - Land Acquisition		450,393			450,393
Community Center/Community Park Land Acquisition Total		950,393			950,393
Grand Total	4,674,258	37,368,088	9,440,943	452,500	51,935,789

	Carryover Funds	2015 Funding	2016 Funding	2017 Funding	2018 Funding	2019 Funding	Total 5-Year Funding
Sources of Funds							
General Fund	1,405,860	3,268,398					4,674,258
Bond Fund		11,807,772	5,185,575	8,049,891	11,242,038	1,082,812	37,368,088
SDC Fund	1,595,025	7,845,918					9,440,943
Grant Funds		452,500					452,500
Total Funds	3,000,885	23,374,589	5,185,575	8,049,891	11,242,038	1,082,812	51,935,789
Athletic Facility Replacements							
Synthetic Turf Aloha High School		160,000					160,000
Tennis Court Resurfacing (2 Sites) & Crack Repairs (4 sites)		91,000					91,000
Other Athletic Facility Replacement		26,000					26,000
Athletic Facility Replacements Total		277,000					277,000
Athletic Facility Improvements							
Other Athletic Facility Improvement	14,000	6,500					20,500
Athletic Facility Improvements Total	14,000	6,500					20,500
Building Replacements							
HMT Tennis Center Roof	868,000						868,000
Aquatic Center Roof		800,000					800,000
Aquatic Center Pool Deck		267,250					267,250
Aquatic Center Resurface Pool & Tile Repair		241,803					241,803
Aquatic Center Electronic HVAC Controls		115,485					115,485
Cardio/Weight Room Equipment Replacement (3 Sites)		40,000					40,000
Other Building Replacement	34,666	313,785					348,451
Building Replacements Total	902,666	1,778,323					2,680,989
Building Improvements							
Administration Office Reconfiguration		110,000					110,000
Other Building Improvement	10,980	11,500					22,480
Building Improvements Total	10,980	121,500					132,480
Park & Trail Replacements							
Signage Master Plan	53,000	26,400					79,400
Pedestrian Pathways (7 Sites)	88,414						88,414
Concrete Sidewalks (10 Sites) & Curbing (2 sites)	50,200	38,117					88,317
Playstructure - Wonderland Park	113,000						113,000
Greenway Park Boardwalk Design Work Phase 1		40,000					40,000
Playstructures (2 Sites)		87,468					87,468
Irrigation & Drainage System Repairs (Various Sites)		25,000					25,000
Asphalt Path Replacement & Repair (6 Sites)		172,707					172,707
Other Park & Trail Replacement		29,860					29,860
Park & Trail Replacements Total	304,614	419,552					724,166
Park & Trail Improvements							
Fanno Creek Trail Greenway Erosion Solution	60,000	60,000					120,000
Other Park & Trail Improvement	20,400	10,500					30,900
Grant Funded Projects							
Westside Trail #18/ODOT Grant		150,000					150,000
Raleigh Park Shelter/LWCF Grant		50,000					50,000
Terra Linda Park Shelter/LGGP Grant		40,000					40,000
Roger Tilbury Phase 2/LGGP Grant		212,500					212,500
Park & Trail Improvements Total	80,400	523,000					603,400
Maintenance Equipment Replacement							
Other Maintenance Equipment Replacement		8,800					8,800
Maintenance Equipment Replacement Total		8,800					8,800
Maintenance Improvements							
Other Maintenance Equipment Improvement		12,540					12,540
Maintenance Improvements Total		12,540					12,540
Information Technology Replacement							
Workstations and Notebooks	35,000	8,500					43,500
Servers		35,000					35,000
Other Information Technology Replacement		10,000					10,000
Information Technology Replacement Total	35,000	53,500					88,500
Information Technology Improvement							
Virtual Desktop Infrastructure		79,500					79,500
Other Information Technology Improvement		68,800					68,800
Information Technology Improvement Total		148,300					148,300
Facility Challenge Grants							
Challenge Grant Competitive Fund	45,000						45,000
Challenge Grants		97,500					97,500
Facility Challenge Grants Total	45,000	97,500					142,500
ADA Improvements							
Other ADA Improvement	13,200	31,483					44,683
ADA Improvements Total	13,200	31,483					44,683
Land Acquisition							
Land Acquisition - FY 2013-14 Carryforward	790,000						790,000
Land Acquisition - North Bethany (SDC)		2,000,000					2,000,000
Land Acquisition Total	790,000	2,000,000					2,790,000

	Carryover Funds	2015 Funding	2016 Funding	2017 Funding	2018 Funding	2019 Funding	Total 5-Year Funding
Fleet Equipment Replacement							
Large Rotary Mower		62,000					62,000
Chipper		45,000					45,000
4X4 SUV Hybrid		43,000					43,000
72" Mowers (3)		42,000					42,000
Other Fleet Equipment Replacement		50,900					50,900
Fleet Equipment Replacement Total		242,900					242,900
Undesignated							
Undesignated Projects - SDC		2,742,793					2,742,793
Undesignated Projects - Bond		262,114	225,945	225,945	225,945		939,949
Undesignated Total		3,004,907	225,945	225,945	225,945		3,682,742
Park Development/Improvement							
New Neighborhood Park Development		1,500,000					1,500,000
Bonny Slope / BSD Trail Development	175,000	325,000					500,000
Graf Meadows Park - Trail Connection	447,500						447,500
LGGP Grant Match - Roger Tilbury Park Phase 2		212,500					212,500
Connect Oregon Grant Match -- Waterhouse Trail, Segment 4		200,000					200,000
New Neighborhood Park Master Plans (2 sites)		150,000					150,000
Bethany Creek Falls Phases 1 and 2 - Project Management		120,500					120,500
Natural Area Master Plan		100,000					100,000
Fanno Creek Trail - Scholls Fy Road to Greenwood Inn	60,000						60,000
SW Quadrant Community Center - Site Feasibility Analysis		60,000					60,000
MTIP Grant Match - Westside Trail, Segment 18	19,275	201,125					220,400
Future Dog Park Construction - Site to be determined		50,000					50,000
Fanno Creek Trail - Hall Blvd Crossing	35,500	50,000					85,500
Jackie Husen Park Expansion Master Planning		83,500					83,500
LWCF Grant Match - Raleigh Park Shelter		50,000					50,000
LGGP Grant Match - Terra Linda Park Shelter		40,000					40,000
Other Park Development/Improvement	17,750	10,500					28,250
Park Development/Improvement Total	805,025	3,103,125					3,908,150
New Neighborhood Parks Development							
Roger Tilbury Park		551,179					551,179
New Neighborhood Parks Development Total		551,179					551,179
Renovate And Redevelop Neighborhood Parks							
Somerset West Park		237,737	259,659	463,138			960,534
Cedar Mill Park & Trail		952,209					952,209
Renovate And Redevelop Neighborhood Parks Total		1,189,946	259,659	463,138			1,912,743
New Neighborhood Parks							
New Neighborhood Park - NW Quadrant		715,348					715,348
New Neighborhood Parks Total		715,348					715,348
New Community Park Development							
SW Community Park		501,131	524,055	1,388,016	4,460,424	1,028,992	7,902,618
New Community Park Development Total		501,131	524,055	1,388,016	4,460,424	1,028,992	7,902,618
New Community Park							
Community Park Expansion - NE Quadrant		403,827					403,827
New Community Park Total		403,827					403,827
Renovate And Redevelop Community Parks							
Cedar Hills Park & Athletic Field		20,581	93,671	2,060,763	4,059,079		6,234,094
Renovate & Redevelop Community Parks - Undesignated		258,254	361,555	413,206			1,033,015
Renovate And Redevelop Community Parks Total		278,835	455,226	2,473,969	4,059,079		7,267,109
Natural Area Preservation							
Allenbach Acres Park		5,841	13,780	11,813	7,876		39,310
AM Kennedy Park		4,302	3,511				7,813
Bauman Park		56,826					56,826
Beaverton Creek Trail - restoration of new property		15,760	15,868	15,868	15,869		63,365
Bethany Wetlands Park - restoration of new property		10,506	10,579	10,579	10,579		42,243
Bluegrass Downs Park - restoration of new property		3,940	3,967	3,967	3,967		15,841
Camille Park		5,518	16,618				22,136
Cedar Mill Park		3,101	6,309	9,463	12,617		31,490
Cooper Mountain Area		52,530	52,891	52,891	52,891		211,203
Crystal Creek Park		82,110	123,693				205,803
Crystal Creek Park - restoration of new property		10,506	10,579	10,579	10,579		42,243
Fanno Creek Park		32,143	48,622	81,037			161,802
Greenway Park/Koll Center		2,362	9,667	19,335	16,918		48,282
Hansen Ridge (formerly Kaiser Ridge) Park		1,123	3,383	1,128			5,634
Hideaway Park		4,646	10,515	8,179			23,340
Hyland Forest Park		11,304	4,843				16,147
Interpretive Sign Network		273,041					273,041
Jenkins Estate		19,492	12,932				32,424
Jordan/Jackie Husen Park		30,049	152,841	122,273			305,163
Lowami Hart Woods Park		54,980	83,131	83,131	55,420		276,662
Morrison Woods Park		15,758	15,868	15,869	15,869		63,364
Mt Williams Park		5,098	10,554	63,326	26,386		105,364
NE/Bethany Meadows Trail Habitat Connection		50,346	50,779	50,779	50,779	50,778	253,461
Pioneer Park		765	906	1,360			3,031
Restoration of new properties to be acquired		173,906	170,216	170,216	170,215		684,553
Roger Tilbury Memorial Park		2,993	6,084	9,126	9,126	3,042	30,371
Rosa/Hazeldale Parks		15,217	3,809				19,026

	Carryover Funds	2015 Funding	2016 Funding	2017 Funding	2018 Funding	2019 Funding	Total 5-Year Funding
Vista Brook Park		1,918	9,745	7,796			19,459
Whispering Woods Park		3,436					3,436
Willow Creek Nature Park		1,341	884				2,225
Winkelman Park		4,754					4,754
Tualatin Hills Nature Park and Bridge Replacement		29,939	36,689				66,628
Natural Area Preservation Total		985,551	889,263	748,715	459,091	53,820	3,136,440
Natural Area Preservation - Land Acquisition							
Natural Area Acquisitions		1,272,125	1,277,281	1,277,280	1,277,280		5,103,966
Natural Area Preservation - Land Acquisition Total		1,272,125	1,277,281	1,277,280	1,277,280		5,103,966
New Linear Park And Trail Development							
Miscellaneous Natural Trails		14,519	25,597	29,253	3,657		73,026
Waterhouse Trail Segments 1, 5 and West Spur		358,149					358,149
Westside Waterhouse Trail Connection		1,048,980	350,419				1,399,399
Rock Creek Trail Segment 5 & Allenbach, North Bethany #2		618,661					618,661
New Linear Park And Trail Development Total		2,040,309	376,016	29,253	3,657		2,449,235
Multi-Field/Multi-Purpose Athletic Field Development							
New Fields in NW Quadrant		46,819	105,774	370,208			522,801
New Fields in NE Quadrant		527,967					527,967
New Fields in SW Quadrant		52,606	396,199	79,239			528,044
New Fields in SE Quadrant		22,222	29,092	343,814	132,236		527,364
Multi-Field/Multi-Purpose Athletic Field Development Total		649,614	531,065	793,261	132,236		2,106,176
Facility Rehabilitation							
Structural Upgrades at Beaverton Swim Center		67,325					67,325
Structural Upgrades at Cedar Hills Recreation Center		606,823					606,823
Structural Upgrades at Garden Home Recreation Center		499,935					499,935
Structural Upgrades at 50M Pool (Roof Replacement)		200,000					200,000
Structural Upgrades at several facilities		311,326	511,726	511,726	511,727		1,846,505
Facility Rehabilitation Total		1,685,409	511,726	511,726	511,727		3,220,588
ADA/Access Improvements							
ADA Improvements - numerous sites		16,272	22,741	25,990			65,003
HMT ADA Parking and other site improvement		643,514					643,514
ADA/Access Improvements Total		659,786	22,741	25,990			708,517
Community Center/Community Park Land Acquisition							
Community Center/Community Park Land Acquisition - SW Quad		500,000					500,000
Undesignated Funds - Land Acquisition		112,598	112,598	112,598	112,599		450,393
Community Center/Community Park Land Acquisition Total		612,598	112,598	112,598	112,599		950,393
Grand Total	3,000,885	23,374,588	5,185,575	8,049,891	11,242,038	1,082,812	51,935,789

Capital Improvement Plan

2015 *thru* 2019

Tualatin Hills Park & Recreation District

Department Summary

Contact

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$277,000

Project #	01_Sum AFR
Project Name	Athletic Facility Replacements Total

Description
Includes the following projects: Synthetic Turf Aloha High School Tennis Court Resurfacing (2 sites) & Crack Repairs (4 sites) Carolwood Park Basketball Court Somerset Park Rebuild Hitting Wall

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

Expenditures	2015	2016	2017	2018	2019	Total
Capital Outlay	277,000					277,000
Total	277,000					277,000

Funding Sources	2015	2016	2017	2018	2019	Total
General Fund	277,000					277,000
Total	277,000					277,000

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

Capital Improvement Plan

2015 *thru* 2019

Tualatin Hills Park & Recreation District

Department Summary

Contact

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$20,500

Project #	02_Sum AFI
Project Name	Athletic Facility Improvements Total

Description
Includes the following project: Shock Absorbency (Gmax) Testing Unit (Carryover) Summercrest Park Tennis Bank

Justification
Athletic field equipment additions to enhance field usability.

Expenditures	2015	2016	2017	2018	2019	Total
Capital Outlay	20,500					20,500
Total	20,500					20,500

Funding Sources	2015	2016	2017	2018	2019	Total
General Fund	20,500					20,500
Total	20,500					20,500

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

Capital Improvement Plan

2015 *thru* 2019

Tualatin Hills Park & Recreation District

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

Project # 03_Sum BR
Project Name Building Replacements Total

Total Project Cost: \$2,680,989

Description

Includes the following categories:
 Building Exteriors
 Building Furnishings
 Exercise Equipment (3 sites)
 Floor Covering Replacements - Short/Long Life
 HVAC Components
 Parking Lots (Carryover)
 Plumbing 15 Year Life
 Plumbing 25 Year Life
 Pool Apparatus
 Pool Mechanical Systems
 Septic Tanks
 Jenkins Lead Abatement Main House (Carryover)
 HMT Tennis Center Roof (Carryover)
 Aquatic Center - Roof, Pool deck, Resurface & Tile Repair, HVAC Controls

Justification

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

Expenditures	2015	2016	2017	2018	2019	Total
Capital Outlay	2,680,989					2,680,989
Total	2,680,989					2,680,989

Funding Sources	2015	2016	2017	2018	2019	Total
General Fund	2,680,989					2,680,989
Total	2,680,989					2,680,989

Budget Impact/Other

In fiscal year 2014-15 a budget appropriation was made in the amount of \$800,000 to replace the HMT Aquatic Center roof which was originally installed in 1976. No incremental operating or maintenance costs are anticipated after the roof replacement is completed.

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. A revised amount of \$868,000 was carried forward to fiscal year 2014-15 for this project. No incremental operating or maintenance costs are anticipated after the roof replacement is completed.

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

Capital Improvement Plan

2015 *thru* 2019

Tualatin Hills Park & Recreation District

Department Summary

Contact

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$132,480

Project # 04_Sum BI
Project Name Building Improvements Total

Description

Includes the following projects:
 JQAY House Renovation (Carryover)
 Aqua Climb (Carryover)
 Recreation Centers Front Office Improvement
 Administration Office Reconfiguration
 Fanno Creek Service Center Safety Shower for HAZMAT Locker

Justification

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

Expenditures	2015	2016	2017	2018	2019	Total
Capital Outlay	132,480					132,480
Total	132,480					132,480

Funding Sources	2015	2016	2017	2018	2019	Total
General Fund	132,480					132,480
Total	132,480					132,480

Budget Impact/Other

No incremental operating or maintenance costs anticipated for the General Fund building improvements.

Capital Improvement Plan

2015 *thru* 2019

Department Summary

Tualatin Hills Park & Recreation District

Contact

Project # 05_Sum PTR
Project Name Park & Trail Replacements Total

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$724,166

Description

Includes the following projects:
 Signage Master Plan (Carryover) (GF)
 Pedestrian Pathways (7 sites) (Carryover)
 Concrete Sidewalks (10 sites) & Curbing (2 sites)(Carryover) (GF)
 Playstructure - Wonderland Park (Carryover)
 Playstructures (2 sites)
 Irrigation & Drainage System Repairs (Various Sites)
 Trash Cans in Parks
 Dog Bag Dispensers
 Canopies (11)
 Burnsridge Park Picnic Table
 Fences (2 sites)
 Portable Toilet Enclosures (5 sites)
 Asphalt Path Replacement & Repair (6 Sites)
 Greenway Park Boardwalk Design Work Phase 1

Justification

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

Expenditures	2015	2016	2017	2018	2019	Total
Capital Outlay	724,166					724,166
Total	724,166					724,166

Funding Sources	2015	2016	2017	2018	2019	Total
General Fund	724,166					724,166
Total	724,166					724,166

Budget Impact/Other

No incremental operating or maintenance costs anticipated for these replacements.

Capital Improvement Plan

2015 *thru* 2019

Department Summary

Tualatin Hills Park & Recreation District

Contact

Project # 06_Sum PTI
Project Name Park & Trail Improvements Total

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$603,400

Description

Includes the following projects:
 Fanno Creek Trail Project (Carryover)
 Fanno Creek Trail Greenway Erosion Solution (Carryover)
 Memorial Benches
 Opinionator - Patron Feedback
 Westside Trail #18 (Grant)
 Raleigh Park Shelter (Grant)
 Terra Linda Park Shelter (Grant)
 Roger Tilbury Phase 2 (Grant)

Justification

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

Expenditures	2015	2016	2017	2018	2019	Total
Capital Outlay	603,400					603,400
Total	603,400					603,400

Funding Sources	2015	2016	2017	2018	2019	Total
General Fund	150,900					150,900
Grant Funds	452,500					452,500
Total	603,400					603,400

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. An additional \$60,000 appropriation was added to the remaining carryforward balance of \$60,000 in fiscal year 2014-15 resulting in a project appropriation of \$120,000. No incremental operating or maintenance costs are anticipated upon completion of the reconstruction.

No incremental operating or maintenance costs anticipated for the remaining improvement projects.

Capital Improvement Plan

2015 *thru* 2019

Tualatin Hills Park & Recreation District

Project # 07_Sum ESPC
Project Name Maintenance Equipment Replacement

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

Total Project Cost: \$8,800

Description
 Includes the following project:
 Cedar Hills (2) Vacuums & Battery Packs
 Conestoga Floor Scrubber
 Stuhr Center Wet/Dry Vacuum
 Athletic Center Vacuum & Batteries
 Tennis Center Sweeper Batteries & Parts
 Nature Park Interpretive Center Pressure Washer & Wand

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

Expenditures	2015	2016	2017	2018	2019	Total
Capital Outlay	8,800					8,800
Total	8,800					8,800

Funding Sources	2015	2016	2017	2018	2019	Total
General Fund	8,800					8,800
Total	8,800					8,800

Budget Impact/Other
 No incremental operating or maintenance costs anticipated for the maintenance equipment replacement projects.

Capital Improvement Plan

2015 *thru* 2019

Tualatin Hills Park & Recreation District

Department Summary

Contact

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$12,540

Project # 08_Maint_Imp
Project Name Maintenance Improvements

Description

Includes the following project:
 Preventative Drain Emergency Response
 Data Collection Tablets

Justification

Maintenance equipment additions to enhance maintenance operations.

Expenditures	2015	2016	2017	2018	2019	Total
Capital Outlay	12,540					12,540
Total	12,540					12,540

Funding Sources	2015	2016	2017	2018	2019	Total
General Fund	12,540					12,540
Total	12,540					12,540

Budget Impact/Other

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

Capital Improvement Plan

2015 *thru* 2019

Department Summary

Tualatin Hills Park & Recreation District

Contact

Project # 09_Sum ITR
Project Name Information Technology Replacement Total

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$88,500

Description

Includes the following projects:
 Workstations & Notebooks (Carryover) (GF)
 Printers/Network Printers
 Servers
 LAN/WAN Equipment

Justification

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

Expenditures	2015	2016	2017	2018	2019	Total
Capital Outlay	88,500					88,500
Total	88,500					88,500

Funding Sources	2015	2016	2017	2018	2019	Total
General Fund	88,500					88,500
Total	88,500					88,500

Budget Impact/Other

No incremental operating or maintenance costs anticipated for these replacements.

Capital Improvement Plan

2015 *thru* 2019

Tualatin Hills Park & Recreation District

Department Summary

Contact

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$148,300

Project #	09a_Sum ITI
Project Name	Information Technology Improvement Total

Description
Includes the following projects: Software - Misc Applications, Development & Network Kronos Upgrade Virtual Desktop Infrastructure FCSC Server Rack/UPS FCSC Server Room Security Workstation and Phone (4)

Justification
Information technology equipment and furnishing additions to enhance working efficiencies.

Expenditures	2015	2016	2017	2018	2019	Total
Capital Outlay	148,300					148,300
Total	148,300					148,300

Funding Sources	2015	2016	2017	2018	2019	Total
General Fund	148,300					148,300
Total	148,300					148,300

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

Capital Improvement Plan

2015 *thru* 2019

Tualatin Hills Park & Recreation District

Department Summary

Contact

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$142,500

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	2015	2016	2017	2018	2019	Total
Capital Outlay	142,500					142,500
Total	142,500					142,500

Funding Sources	2015	2016	2017	2018	2019	Total
General Fund	142,500					142,500
Total	142,500					142,500

Budget Impact/Other

No incremental operating or maintenance costs anticipated for these Challenge Grant projects.

Capital Improvement Plan

2015 *thru* 2019

Department Summary

Tualatin Hills Park & Recreation District

Contact

Project # 11_Sum ADA
Project Name ADA Improvements Total

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$44,683

Description

Includes the following projects:
 Wonderland Park Curbing, Ramp, Picnic Table (Carryover)
 Aloha Swim Center Power Door Operator
 McMillan Park Curbing, Ramp, Picnic Table & Bench
 Garden Home Sidewalk Addition

Justification

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

Expenditures	2015	2016	2017	2018	2019	Total
Capital Outlay	44,683					44,683
Total	44,683					44,683

Funding Sources	2015	2016	2017	2018	2019	Total
General Fund	44,683					44,683
Total	44,683					44,683

Budget Impact/Other

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

Capital Improvement Plan

2015 *thru* 2019

Tualatin Hills Park & Recreation District

Department Summary

Contact

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$2,790,000

Project # 12_Sum LA
Project Name Land Acquisition Total

Description

Includes the following projects:
 Land Acquisition - FY 2013/14 Carryforward (SDC-Carryover)
 Land Acquisition for North Bethany Area of District (SDC)

Justification

Additional SDC and grant fund land acquisition funds.

Expenditures	2015	2016	2017	2018	2019	Total
Capital Outlay	2,790,000					2,790,000
Total	2,790,000					2,790,000

Funding Sources	2015	2016	2017	2018	2019	Total
SDC Fund	2,790,000					2,790,000
Total	2,790,000					2,790,000

Budget Impact/Other

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

Capital Improvement Plan

2015 *thru* 2019

Tualatin Hills Park & Recreation District

Department Summary

Contact

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$242,900

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

Description
Includes the following projects: 72" Mowers (3) Tire Balancer Electric Utility Vehicle 52" Mowers (2) 52" Mower and (2) Trailers Large Rotary Mower 4X4 SUV Hybrid Chipper

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

Expenditures	2015	2016	2017	2018	2019	Total
Capital Outlay	242,900					242,900
Total	242,900					242,900

Funding Sources	2015	2016	2017	2018	2019	Total
General Fund	242,900					242,900
Total	242,900					242,900

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

Capital Improvement Plan

2015 *thru* 2019

Tualatin Hills Park & Recreation District

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

Project # 14_Sum UP
Project Name Undesignated Total

Total Project Cost: \$3,682,742

Description
 Includes the following project:
 Undesignated Projects

Justification
 Undesignated SDC and Bond funds for future project assignment.

Expenditures	2015	2016	2017	2018	2019	Total
Capital Outlay	3,004,907	225,945	225,945	225,945		3,682,742
Total	3,004,907	225,945	225,945	225,945		3,682,742

Funding Sources	2015	2016	2017	2018	2019	Total
Bond Fund	262,114	225,945	225,945	225,945		939,949
SDC Fund	2,742,793					2,742,793
Total	3,004,907	225,945	225,945	225,945		3,682,742

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

Capital Improvement Plan

2015 *thru* 2019

Tualatin Hills Park & Recreation District

Department Summary

Contact

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$3,908,150

Project # 15_Sum PDI
Project Name Park Development/Improvement Total

Description

Includes the following projects:
 Fanno Creek Trail - Scholls Fy Road to Greenwood Inn (Carryover)
 Bonny Slope / BSD Trail Development (Carryover)
 MTIP Grant Match - Westside Trail, Segment 18 (Carryover)
 Graf Meadows Park - Trail Connection (Carryover)
 Future Dog Park Construction - Site to be determined (Carryover)
 Fanno Creek Trail - Hall Blvd Crossing (Carryover)
 Timberland Park - Project Management (Carryover)
 Jackie Husen Park Expansion - Master Planning
 Connect Oregon Grant Match - Waterhouse Trail, Segment 4
 LWCF Grant Match - Raleigh Park Shelter
 LGGP Grant Match - Terra Linda Park Shelter
 LGGP Grant Match - Roger Tilbury Park Phase 2
 Bethany Creek Falls Phases 1 and 2 - Project Management
 Bethany Terrace Trail, Segment 11 - Project Management
 New Neighborhood Park Master Plans (2 sites)
 New Neighborhood Park Development
 SW Quadrant Community Center - Site Feasibility Analysis
 Natural Area Master Plan

Justification

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

Expenditures	2015	2016	2017	2018	2019	Total
Capital Outlay	3,908,150					3,908,150
Total	3,908,150					3,908,150

Funding Sources	2015	2016	2017	2018	2019	Total
SDC Fund	3,908,150					3,908,150
Total	3,908,150					3,908,150

Budget Impact/Other

Approximate annual cost to maintain one mile of trail is \$573/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

2015 *thru* 2019

Tualatin Hills Park & Recreation District

Department Summary

Contact

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$551,179

Project #	16_Sum NNPD
Project Name	New Neighborhood Parks Development Total

Description
Includes the following projects: Roger Tilbury Park

Justification
2008 Bond approved new neighborhood parks development projects.

Expenditures	2015	2016	2017	2018	2019	Total
Capital Outlay	551,179					551,179
Total	551,179					551,179

Funding Sources	2015	2016	2017	2018	2019	Total
Bond Fund	551,179					551,179
Total	551,179					551,179

Budget Impact/Other
Approximate incremental maintenance costs of \$9,900 for 4 newly developed acres is anticipated upon completion of development site.

Capital Improvement Plan

2015 *thru* 2019

Tualatin Hills Park & Recreation District

Department Summary

Contact

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$1,912,743

Project # 17_Sum RRNP
Project Name Renovate And Redevelop Neighborhood Parks Total

Description

Includes the following projects:
 Cedar Mill Park & Trail
 Somerset West Park

Justification

2008 Bond approved renovation and redevelopment neighborhood parks projects.

Expenditures	2015	2016	2017	2018	2019	Total
Capital Outlay	1,189,946	259,659	463,138			1,912,743
Total	1,189,946	259,659	463,138			1,912,743

Funding Sources	2015	2016	2017	2018	2019	Total
Bond Fund	1,189,946	259,659	463,138			1,912,743
Total	1,189,946	259,659	463,138			1,912,743

Budget Impact/Other

Minimal incremental maintenance costs anticipated for redeveloped neighborhood parks.

Capital Improvement Plan

2015 *thru* 2019

Tualatin Hills Park & Recreation District

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

Project # 18_Sum NNP
Project Name New Neighborhood Parks Land Acquisition Total

Total Project Cost: \$715,348

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

Justification
 2008 Bond approved new neighborhood parks projects.

Expenditures	2015	2016	2017	2018	2019	Total
Capital Outlay	715,348					715,348
Total	715,348					715,348

Funding Sources	2015	2016	2017	2018	2019	Total
Bond Fund	715,348					715,348
Total	715,348					715,348

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

Capital Improvement Plan

2015 *thru* 2019

Tualatin Hills Park & Recreation District

Department Summary

Contact

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$7,902,618

Project # 19_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	2015	2016	2017	2018	2019	Total
Capital Outlay	501,131	524,055	1,388,016	4,460,424	1,028,992	7,902,618
Total	501,131	524,055	1,388,016	4,460,424	1,028,992	7,902,618

Funding Sources	2015	2016	2017	2018	2019	Total
Bond Fund	501,131	524,055	1,388,016	4,460,424	1,028,992	7,902,618
Total	501,131	524,055	1,388,016	4,460,424	1,028,992	7,902,618

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 completion date for this park is fiscal year 2018-19.

Capital Improvement Plan

2015 *thru* 2019

Tualatin Hills Park & Recreation District

Department Summary

Contact

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$403,827

Project # 20_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	2015	2016	2017	2018	2019	Total
Capital Outlay	403,827					403,827
Total	403,827					403,827

Funding Sources	2015	2016	2017	2018	2019	Total
Bond Fund	403,827					403,827
Total	403,827					403,827

Budget Impact/Other

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

Capital Improvement Plan

2015 *thru* 2019

Tualatin Hills Park & Recreation District

Department Summary

Contact

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$7,267,109

Project # 21_Sum RRCP
Project Name Renovate And Redevelop Community Parks Total

Description
 Includes the following project:
 Cedar Hills Park & Athletic Field
 Undesignated - Renovate & Redevelop Community Parks

Justification
 2008 Bond approved renovation and redevelopment community parks projects.

Expenditures	2015	2016	2017	2018	2019	Total
Capital Outlay	278,835	455,226	2,473,969	4,059,079		7,267,109
Total	278,835	455,226	2,473,969	4,059,079		7,267,109

Funding Sources	2015	2016	2017	2018	2019	Total
Bond Fund	278,835	455,226	2,473,969	4,059,079		7,267,109
Total	278,835	455,226	2,473,969	4,059,079		7,267,109

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

Capital Improvement Plan

2015 *thru* 2019

Tualatin Hills Park & Recreation District

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

Project # 22_Sum NAP
Project Name Natural Area Preservation Total

Total Project Cost: \$3,136,440

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 Cooper Mountain Area Crystal Creek Park Crystal Creek Park - restoration of new property Fanno Creek 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 NE/Bethany Meadows Trail Habitat Connection Pioneer Park Restoration of new properties to be acquired Roger Tilbury Memorial Park Rosa/Hazeldale Parks 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	2015	2016	2017	2018	2019	Total
Capital Outlay	985,551	889,263	748,715	459,091	53,820	3,136,440
Total	985,551	889,263	748,715	459,091	53,820	3,136,440

Funding Sources	2015	2016	2017	2018	2019	Total
Bond Fund	985,551	889,263	748,715	459,091	53,820	3,136,440
Total	985,551	889,263	748,715	459,091	53,820	3,136,440

Capital Improvement Plan

2015 *thru* 2019

Department Summary

Tualatin Hills Park & Recreation District

Contact

Budget Impact/Other

Minimal incremental maintenance costs anticipated for preservation sites.

Capital Improvement Plan

2015 *thru* 2019

Tualatin Hills Park & Recreation District

Department Summary

Contact

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$5,103,966

Project # 23_Sum NALA
Project Name Natural Area Preservation - Land Acquisition Total

Description

Includes the following project:
 Natural Area Acquisitions

Justification

2008 Bond approved natural area preservation land acquisition projects.

Expenditures	2015	2016	2017	2018	2019	Total
Capital Outlay	1,272,125	1,277,281	1,277,280	1,277,280		5,103,966
Total	1,272,125	1,277,281	1,277,280	1,277,280		5,103,966

Funding Sources	2015	2016	2017	2018	2019	Total
Bond Fund	1,272,125	1,277,281	1,277,280	1,277,280		5,103,966
Total	1,272,125	1,277,281	1,277,280	1,277,280		5,103,966

Budget Impact/Other

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

Capital Improvement Plan

2015 *thru* 2019

Tualatin Hills Park & Recreation District

Department Summary

Contact

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$2,449,235

Project # 24_Sum LPTD
Project Name New Linear Park And Trail Development Total

Description

Includes the following projects:
 Miscellaneous Natural Trails
 Rock Creek Trail Segment 5 & Allenbach, North Bethany #2
 Waterhouse Trail Segments 1, 5 and West Spur
 Westside Waterhouse Trail Connection

Justification

2008 Bond approved trail and linear park projects.

Expenditures	2015	2016	2017	2018	2019	Total
Capital Outlay	2,040,309	376,016	29,253	3,657		2,449,235
Total	2,040,309	376,016	29,253	3,657		2,449,235

Funding Sources	2015	2016	2017	2018	2019	Total
Bond Fund	2,040,309	376,016	29,253	3,657		2,449,235
Total	2,040,309	376,016	29,253	3,657		2,449,235

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

2015 *thru* 2019

Tualatin Hills Park & Recreation District

Department Summary

Contact

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$2,106,176

Project #	25_Sum AFD
Project Name	Multi-Field/Multi-Purpose Athletic Field Dev Total

Description
Includes the following projects: New Fields in NW Quadrant New Fields in NE Quadrant New Fields in SW Quadrant New Fields in SE Quadrant

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

Expenditures	2015	2016	2017	2018	2019	Total
Capital Outlay	649,614	531,065	793,261	132,236		2,106,176
Total	649,614	531,065	793,261	132,236		2,106,176

Funding Sources	2015	2016	2017	2018	2019	Total
Bond Fund	649,614	531,065	793,261	132,236		2,106,176
Total	649,614	531,065	793,261	132,236		2,106,176

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

Capital Improvement Plan

2015 *thru* 2019

Tualatin Hills Park & Recreation District

Department Summary

Contact

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$3,220,588

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	2015	2016	2017	2018	2019	Total
Capital Outlay	1,685,409	511,726	511,726	511,727		3,220,588
Total	1,685,409	511,726	511,726	511,727		3,220,588

Funding Sources	2015	2016	2017	2018	2019	Total
Bond Fund	1,685,409	511,726	511,726	511,727		3,220,588
Total	1,685,409	511,726	511,726	511,727		3,220,588

Budget Impact/Other

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

Capital Improvement Plan

2015 *thru* 2019

Tualatin Hills Park & Recreation District

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

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

Total Project Cost: \$708,517

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

Justification
 2008 Bond approved ADA projects.

Expenditures	2015	2016	2017	2018	2019	Total
Capital Outlay	659,786	22,741	25,990			708,517
Total	659,786	22,741	25,990			708,517

Funding Sources	2015	2016	2017	2018	2019	Total
Bond Fund	659,786	22,741	25,990			708,517
Total	659,786	22,741	25,990			708,517

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

Capital Improvement Plan

2015 *thru* 2019

Tualatin Hills Park & Recreation District

Department Summary

Contact

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$950,393

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

Description
Includes the following project: Community Center/Community Park - Land Acquisition Undesignated Funds - Land Acquisition

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

Expenditures	2015	2016	2017	2018	2019	Total
Capital Outlay	612,598	112,598	112,598	112,599		950,393
Total	612,598	112,598	112,598	112,599		950,393

Funding Sources	2015	2016	2017	2018	2019	Total
Bond Fund	612,598	112,598	112,598	112,599		950,393
Total	612,598	112,598	112,598	112,599		950,393

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

GENERAL FUND

General Fund Summary



GENERAL FUND

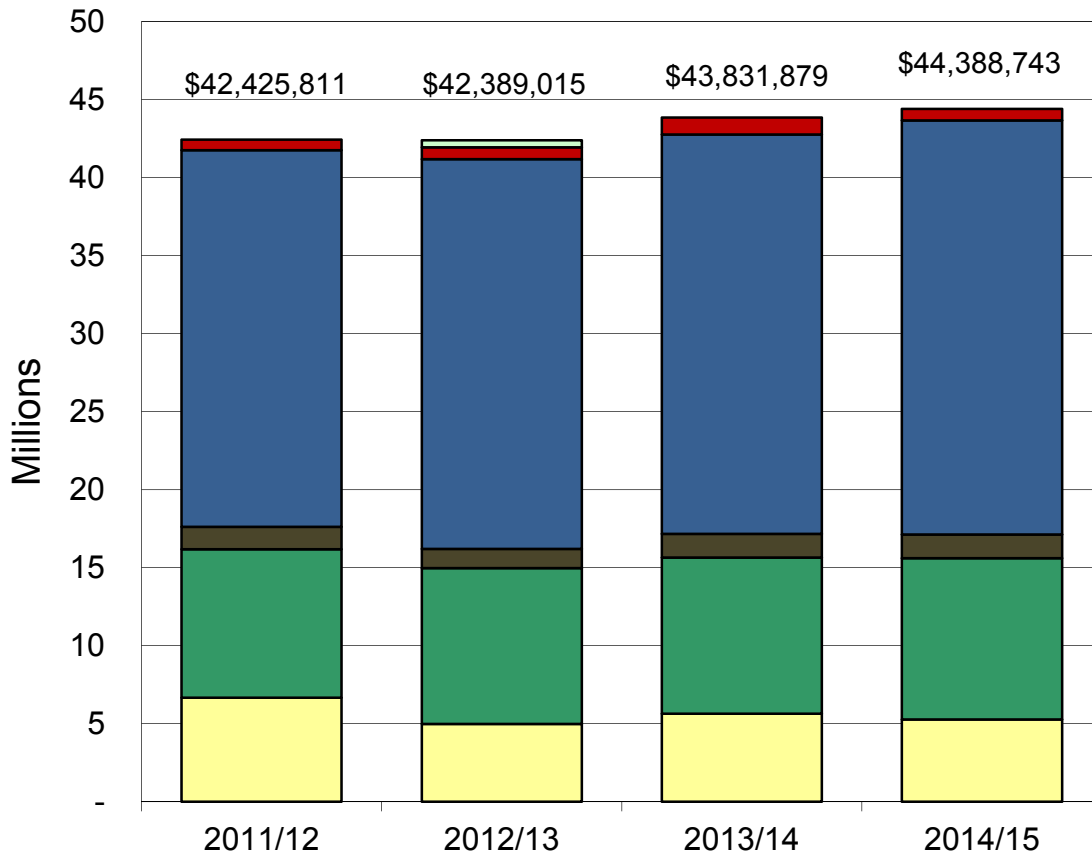
FUND DESCRIPTION

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, along with Contingency.

General Fund Resources FY 2011/12 - FY 2014/15

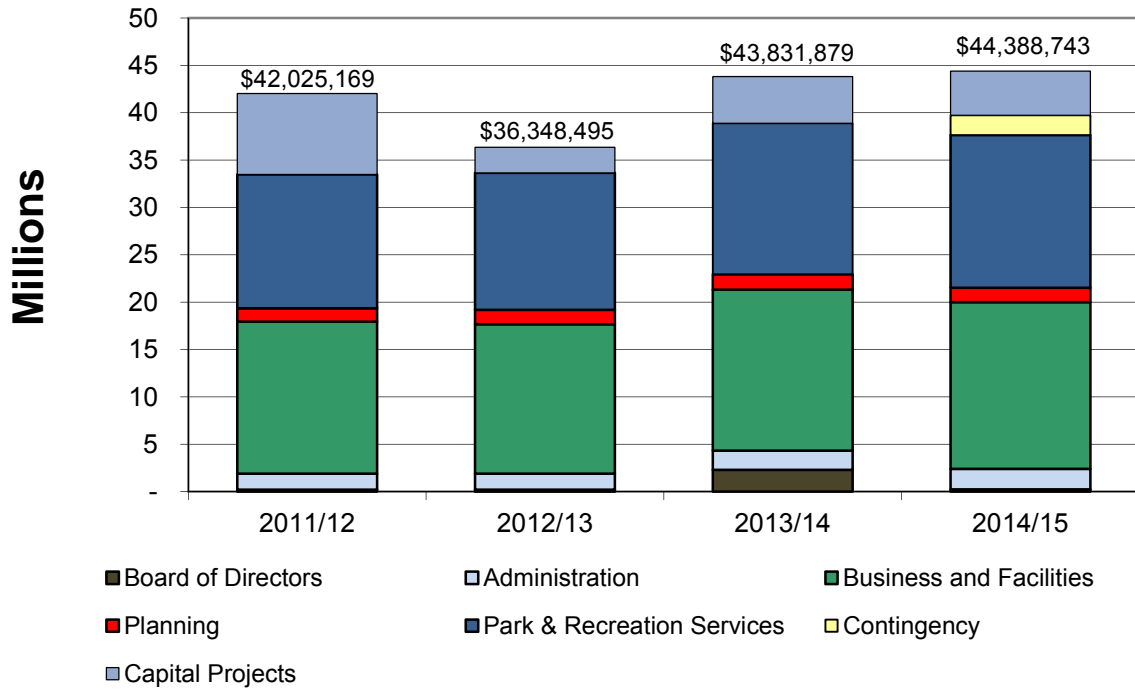


- Carry Forward-Project/Non Project
- Program Fees & Charges
- Other Income
- Taxes
- Grants & Sponsorships
- Debt Proceeds

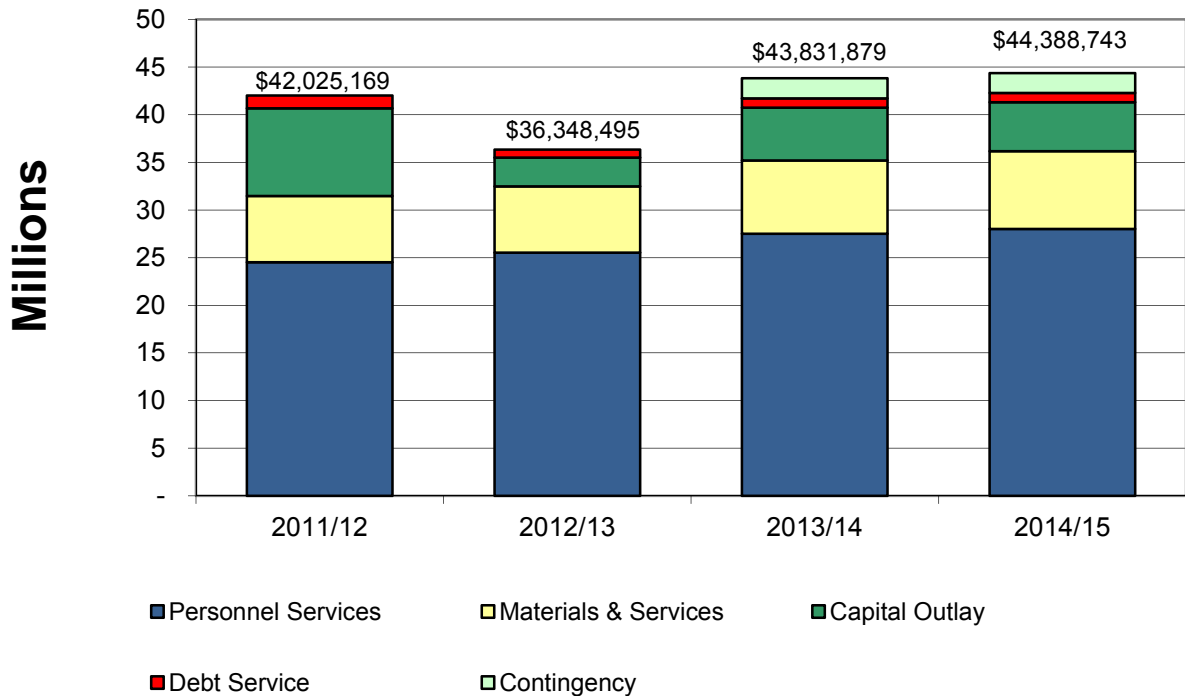
GENERAL FUND RESOURCES
FY 2011/12 - FY 2014/15

GENERAL FUND RESOURCES:	Actual 2011/12	Actual 2012/13	Current 2013/14	Proposed 2014/15	Adopted 2014/15
Cash on Hand for Fiscal Year	\$ 3,603,533	\$ 4,150,659	\$ 4,500,000	\$ 3,872,000	\$ 3,872,000
Balance Forward from Previous Year Projects	3,051,086	826,327	1,133,728	1,405,860	1,405,860
Previously Levied Taxes estimated to be received during ensuing year	234,771	245,877	250,000	250,000	250,000
PROGRAM RESOURCES:					
Swim Center Income	2,604,645	2,664,324	2,523,977	2,755,784	2,755,784
Tennis Income	849,256	882,715	938,238	1,034,170	1,034,170
Recreation Program Income	4,479,201	4,789,757	5,093,856	4,988,370	4,988,370
Sports Program/Athletic Center Income	1,290,253	1,314,714	1,171,202	1,219,146	1,219,146
Natural Resources Income	296,011	332,177	290,394	318,668	318,668
OTHER RESOURCES:					
Miscellaneous Income	171,665	139,085	230,000	256,738	256,738
Interest Income	136,714	134,185	120,000	135,000	135,000
Telecommunication Site Lease Income	222,292	230,679	235,000	235,000	235,000
Rental Income	106,472	51,874	147,000	187,000	187,000
Debt Proceeds	-	457,100	-	-	-
Grants and Intergovernmental Income	659,046	745,850	1,045,694	701,957	701,957
Sponsorships	11,223	14,432	40,000	40,000	40,000
Transfers In	799,091	689,931	772,518	704,045	704,045
Total Resources except taxes to be levied..... Sub Total	\$ 18,515,259	\$ 17,669,686	\$ 18,491,607	\$ 18,103,738	\$ 18,103,738
Current Year (Permanent Rate multiplied by Assessed Value)	23,910,552	24,719,329	25,340,272	26,285,005	26,285,005
TOTAL RESOURCES	\$ 42,425,811	\$ 42,389,015	\$ 43,831,879	\$ 44,388,743	\$ 44,388,743

General Fund Expenditures By Division FY 2011/12 - FY 2014/15



General Fund Expenditures By Account FY 2011/12 - FY 2014/15



**SUMMARY GENERAL FUND BUDGET
FY 2011/12 - FY 2014/15**

	Actual 2011/12	Actual 2012/13	Current 2013/14	Proposed 2014/15	Adopted 2014/15
<u>EXPENDITURES BY DIVISION</u>					
Board of Directors	\$ 229,942	\$ 200,248	\$ 2,301,620	\$ 261,119	\$ 261,119
Administration	1,675,574	1,713,305	2,036,386	2,161,629	2,161,629
Business and Facilities	16,036,371	15,771,628	16,987,628	17,571,260	17,571,260
Planning	1,430,176	1,503,184	1,611,240	1,523,286	1,523,286
Park & Recreation Services	14,119,914	14,466,387	15,960,640	16,110,731	16,110,731
Capital Projects	8,533,192	2,693,743	4,934,365	4,660,718	4,660,718
Contingency	-	-	-	2,100,000	2,100,000
TOTAL EXPENDITURES	\$ 42,025,169	\$ 36,348,495	\$ 43,831,879	\$ 44,388,743	\$ 44,388,743

EXPENDITURES BY ACCOUNT

Personnel Services	\$ 24,532,127	\$ 25,518,131	\$ 27,519,533	\$ 28,009,628	\$ 28,009,628
Materials & Services	6,942,134	6,955,234	7,670,826	8,179,891	8,179,891
Capital Outlay	9,210,725	3,047,871	5,550,565	5,126,758	5,126,758
Debt Service	1,340,183	827,259	990,955	972,466	972,466
Contingency	-	-	2,100,000	2,100,000	2,100,000
TOTAL EXPENDITURES	\$ 42,025,169	\$ 36,348,495	\$ 43,831,879	\$ 44,388,743	\$ 44,388,743

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

Bob Scott
Secretary

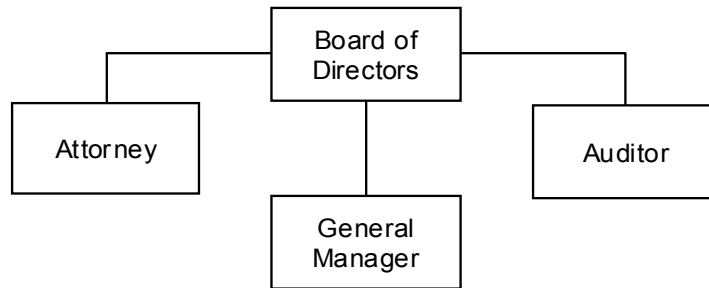
Larry Pelatt
Secretary Pro-Tempore

John Griffiths
Director

Jerry Jones Jr.
Director



BOARD OF DIRECTORS



Mission

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

Overview

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

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



Division: Board of Directors

Description	Prior Year Actual 2011/12	Prior Year Actual 2012/13	Adopted Budget 2013/14	Proposed Budget 2014/15	Adopted Budget 2014/15
Summary of Appropriations					
Personnel Services	3,281	3,290	3,300	3,300	3,300
Materials & Services	226,661	196,958	198,320	257,819	257,819
Contingency	-	-	2,100,000	-	-
Total Appropriations	229,942	200,248	2,301,620	261,119	261,119

Summary by Department					
Board of Directors	229,942	200,248	2,301,620	261,119	261,119
Total Appropriations	229,942	200,248	2,301,620	261,119	261,119

Note: as of FY 14/15 **Contingency** has been moved to a separate division/appropriation level within the General Fund



Division: Board of Directors
Department: Board of Directors

Description	Prior Year Actual 2011/12	Prior Year Actual 2012/13	Adopted Budget 2013/14	Proposed Budget 2014/15	Adopted Budget 2014/15
Program Appropriations					
<u>Board of Directors</u>					
P.T. Salaries	3,000	3,000	3,000	3,000	3,000
Payroll Taxes	281	290	300	300	300
Personnel Services	3,281	3,290	3,300	3,300	3,300
Professional Services	455	455	-	15,000	15,000
Elections	32,149	29,549	-	33,000	33,000
Supplies	3,937	3,802	6,000	6,120	6,120
Training, Travel and Memberships	21,240	19,427	21,500	26,930	26,930
Small Furniture and Equipment	700	-	-	-	-
Material & Services	58,481	53,233	27,500	81,050	81,050
<u>Contingency</u>					
Contingency	-	-	2,100,000	-	-
Contingency	-	-	2,100,000	-	-
<u>Legal</u>					
Professional and Technical Services	138,220	100,875	134,700	137,394	137,394
Material & Services	138,220	100,875	134,700	137,394	137,394
<u>Audit</u>					
Professional and Technical Services	29,960	42,850	36,120	39,375	39,375
Material & Services	29,960	42,850	36,120	39,375	39,375
Program Total	229,942	200,248	2,301,620	261,119	261,119





TUALATIN HILLS
PARK & RECREATION DISTRICT

ADMINISTRATION



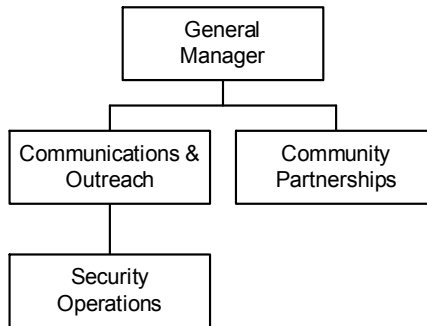
General Manager

Communications and Outreach

Security Operations

Community Partnerships

ADMINISTRATION



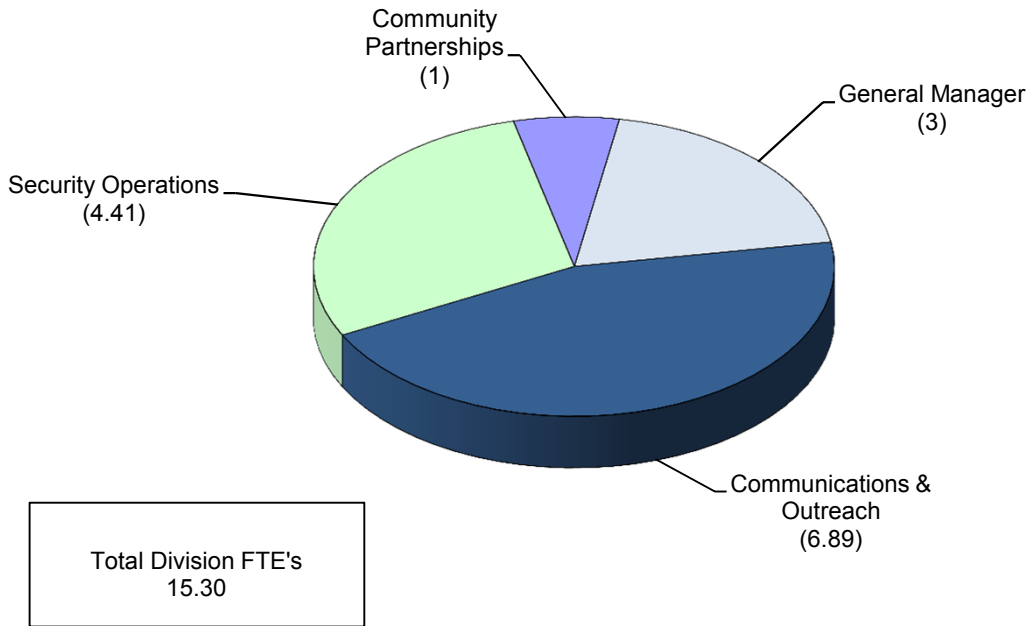
Division Mission

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

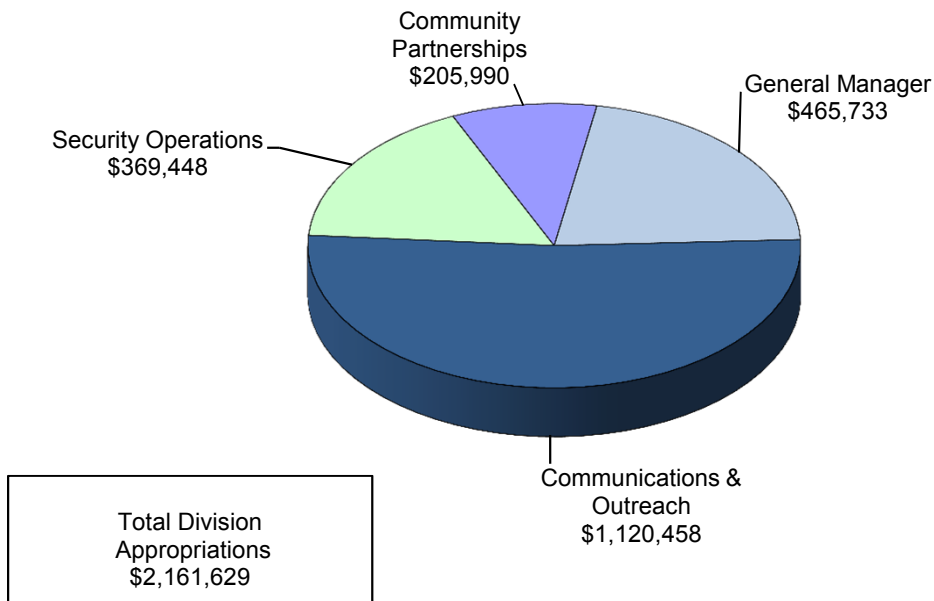
Division Overview

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

Administration Division Staffing FY 2014/15



Administration Division Appropriations FY 2014/15



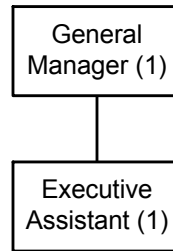
Division: Administration

Description	Prior Year Actual 2011/12	Prior Year Actual 2012/13	Adopted Budget 2013/14	Proposed Budget 2014/15	Adopted Budget 2014/15
Summary of Appropriations					
Personnel Services	1,089,604	1,159,151	1,304,745	1,457,929	1,457,929
Materials & Services	585,970	554,154	731,641	703,700	703,700
Total Appropriations	1,675,574	1,713,305	2,036,386	2,161,629	2,161,629
Summary by Department					
Office of General Manager	376,703	391,312	429,855	465,733	465,733
Communication and Outreach	998,345	1,003,293	1,249,992	1,120,458	1,120,458
Security Operations	300,526	318,700	356,539	369,448	369,448
Community Partnerships	-	-	-	205,990	205,990
Total Appropriations	1,675,574	1,713,305	2,036,386	2,161,629	2,161,629
Division Staff					
Full Time	8.50	9.00	9.00	11.00	11.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	3.30	3.66	4.01	4.30	4.30



ADMINISTRATION

Office of the General Manager



Department Overview

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

FY 2013/14 Accomplishments

Directed implementation of the Park District's Goals and Objectives. Made significant progress, met or exceeded FY 2013/14 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 (BSD) 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.

FY 2014/15 Goals and Objectives

Make quantifiable progress on FY 2014/15 Park District Goal Outcomes adopted by the board of directors.

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

Continue to expand cooperative relationships with other agencies: BSD, City of Beaverton, Washington County, Tualatin Valley Fire & Rescue, Tualatin Valley Water District, Portland Community College 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 2011/12	Prior Year Actual 2012/13	Adopted Budget 2013/14	Proposed Budget 2014/15	Adopted Budget 2014/15
Summary of Appropriations					
Personnel Services	324,226	337,513	352,505	396,083	396,083
Materials & Services	52,477	53,799	77,350	69,650	69,650
Total Appropriations	376,703	391,312	429,855	465,733	465,733
Summary by Program					
General Manager	376,703	391,312	429,855	465,733	465,733
Total Appropriations	376,703	391,312	429,855	465,733	465,733
Division Staff					
Full Time	2.00	2.00	2.00	3.00	3.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	0.00	0.00	0.00	0.00	0.00



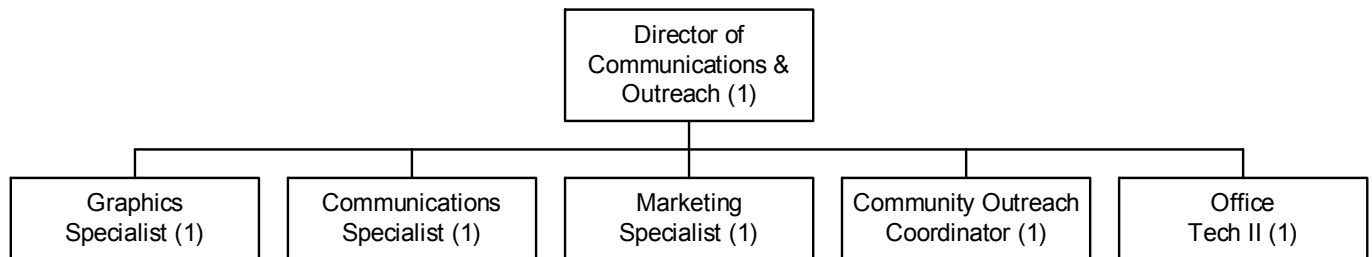
Division: Administration
Department: Office of General Manager
Program: General Manager

Description	Prior Year Actual 2011/12	Prior Year Actual 2012/13	Adopted Budget 2013/14	Proposed Budget 2014/15	Adopted Budget 2014/15
Program Appropriations					
F.T. Salary	227,415	235,881	244,424	280,246	280,246
P.T. Salary	465	455	-	-	-
Employee Benefits	77,276	80,347	87,777	92,274	92,274
Payroll Taxes	19,070	20,830	20,304	23,563	23,563
Personnel Services	324,226	337,513	352,505	396,083	396,083
Communications	6,364	6,577	6,550	6,550	6,550
Supplies	3,098	1,270	4,500	5,000	5,000
Training, Travel and Memberships	43,015	45,952	66,300	58,100	58,100
Material & Services	52,477	53,799	77,350	69,650	69,650
Program Total	376,703	391,312	429,855	465,733	465,733
Department Staff					
Full Time	2.00	2.00	2.00	3.00	3.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	0.00	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.

FY 2013/14 Accomplishments

New logo approved by the board of directors and implemented. Style guide for staff produced and distributed. Positive feedback received.

Worked with consultant on development of campaign incorporating the new logo and promoting summer registration.

Coordinated external and internal publicity of new smoke-free policy that took effect February 1, 2014.

Distributed winter/spring activities guide with cover featuring blue heron artwork created by Veronica Lake. This was the result of a contest coordinated with the Beaverton Arts Commission.

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 third Beaverton International Celebration. Coordinated participation of THPRD staff in Beaverton-area Equity Seminar Series (formerly Diversity Summit).

Launched Portland State University (PSU) study that will guide THPRD in development of multiyear outreach plan to diverse populations. Recommendations due by June 30, 2014.

Launched overhaul of THPRD website to increase functionality and mobile accessibility. This effort will continue into FY 2014/15, completing in fall 2014.

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 51 media releases March 2013-February 2014 and coordinated numerous interviews for reporters. Generated dozens of positive stories on many topics in print and online media.

Produced 14 editions of "Employee UPDATE," a monthly staff newsletter, from March 2013 through February 2014.

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

Coordinated successful dedications and publicity of new community trail to Jordan Woods Natural Area, Evelyn M. Schiffler Memorial Park redevelopment, and Paul & Verna Winkelman Park development (including dog park).

Coordinated publicity of district's "Sunday Trailways" event, which included dedication of new sections of Rock Creek Trail.

FY 2014/15 Goals and Objectives

Add marketing position and develop and implement marketing plan designed to reach targeted audiences more effectively and increase program registrations, among other benefits.

Leverage consultant's creative services (within budget limitations) for greater awareness and program registrations among targeted audiences.

Complete the revamping of the THPRD website to make it even better for users. One of the key goals is to increase accessibility of the site from mobile devices.

Using recommendations from PSU study, begin implementing a comprehensive new plan to expand outreach to diverse populations within THPRD boundaries.

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. This includes dedications and grand openings of major completed projects.

Budget Highlights

The proposed budget includes funding for the following:

- Continued funding for the website overhaul and ethnic outreach plan; and
- The addition of a full-time marketing specialist position along with development of a marketing plan for THPRD.

Both of 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.

Division: Administration
Department: Communications and Outreach

Description	Prior Year Actual 2011/12	Prior Year Actual 2012/13	Adopted Budget 2013/14	Proposed Budget 2014/15	Adopted Budget 2014/15
Summary of Appropriations					
Personnel Services	537,624	592,207	693,257	630,315	630,315
Materials & Services	460,721	411,086	556,735	490,143	490,143
Total Appropriations	998,345	1,003,293	1,249,992	1,120,458	1,120,458

Summary by Program					
Communications and Outreach	998,345	1,003,293	1,249,992	1,120,458	1,120,458
Total Appropriations	998,345	1,003,293	1,249,992	1,120,458	1,120,458

Division Staff					
Full Time	5.50	6.00	6.00	6.00	6.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	0.40	0.76	0.60	0.89	0.89

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



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

Description	Prior Year Actual 2011/12	Prior Year Actual 2012/13	Adopted Budget 2013/14	Proposed Budget 2014/15	Adopted Budget 2014/15
Program Appropriations					
F.T. Salary	344,260	394,282	462,314	412,635	412,635
P.T. Salary	27,347	16,803	15,625	20,960	20,960
Employee Benefits	129,712	138,787	169,791	155,377	155,377
Payroll Taxes	36,305	42,335	45,527	41,343	41,343
Personnel Services	537,624	592,207	693,257	630,315	630,315
Professional and Technical Services	103,761	65,041	133,360	87,155	87,155
Supplies	18,487	22,145	21,785	22,704	22,704
Communication	328,185	310,640	383,050	361,200	361,200
Training, Travel and Memberships	8,972	11,918	17,540	18,084	18,084
Small Furniture and Equipment	1,316	1,342	1,000	1,000	1,000
Material & Services	460,721	411,086	556,735	490,143	490,143
Program Total	998,345	1,003,293	1,249,992	1,120,458	1,120,458
Department Staff					
Full Time	5.50	6.00	6.00	6.00	6.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	0.40	0.76	0.60	0.89	0.89



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 to the director of Communications & Outreach.

FY 2013/14 Accomplishments

Collaborated with the Risk & Contract Management Department to purchase and distribute Shelter-in-place equipment to 12 facilities. Educated employees on the importance of inventory, resupply and storage of the equipment in a designated area.

Discovered six new encroachments and followed up on 12 previously identified encroachments. Most of the latter revealed that offenders have restored the property to the district as requested.

Added a fifth Park Patrol employee who works 1,071 hours a year, primarily Thursday through Sunday evenings. This position provides a second patrol car during the busiest hours and is responsible for an increased number of security checks of parks, locating suspicious persons and activities, issuing exclusions, and responding to calls when the other Park Patrol employee is tied up.

Developed a computerized statistics program for Park Patrol. This affords the ability to download monthly and individual stats in seconds. In addition, daily, weekly and monthly activities can be checked by location.

Updated software for video camera systems at two centers.

FY 2014/15 Goals and Objectives

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

Continue to train all employees on the Emergency Management Plan which includes Shelter-in-place protocols. Continue to educate Leadership Academy students regarding security concerns and collaborate with the Risk & Contract Management Department on driver's training for employees. Monitor all incidents requiring employees to report suspected child abuse in compliance with state law.

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 to intrusion system call outs after hours.

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

Continue to work with the district's Planning Division on encroachment issues and investigations.

Budget Highlights

No significant changes from the prior year budget.



Division: Administration
Department: Security Operations

Description	Prior Year Actual 2011/12	Prior Year Actual 2012/13	Adopted Budget 2013/14	Proposed Budget 2014/15	Adopted Budget 2014/15
Summary of Appropriations					
Personnel Services	227,754	229,431	258,983	267,961	267,961
Materials & Services	72,772	89,269	97,556	101,487	101,487
Total Appropriations	300,526	318,700	356,539	369,448	369,448
Summary by Program					
Security Operations	300,526	318,700	356,539	369,448	369,448
Total Appropriations	300,526	318,700	356,539	369,448	369,448
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	3.41	3.41	3.41

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

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2011/12	Prior Year Actual 2012/13	Projected Outcome 2013/14	Proposed Outcome 2014/15
Workloads:				
Number of security checks conducted	24,500	25,225	31,250	33,000
Park district exclusions processed	275	275	350	375
Number of training classes conducted	25	25	27	20
Number of incident reports filed	256	256	226	230
Number of encroachment violations handled	20	20	24	20
Number of staff assists	800	750	850	850

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

Description	Prior Year Actual 2011/12	Prior Year Actual 2012/13	Adopted Budget 2013/14	Proposed Budget 2014/15	Adopted Budget 2014/15
Program Appropriations					
F.T. Salary	80,388	83,844	87,365	91,818	91,818
P.T. Salary	92,926	88,508	110,584	113,757	113,757
Employee Benefits	34,968	36,885	40,319	40,497	40,497
Payroll Taxes	19,472	20,194	20,715	21,889	21,889
Personnel Services	227,754	229,431	258,983	267,961	267,961
Professional and Technical Services	64,141	78,352	78,472	82,021	82,021
Other Services	3,178	6,370	7,785	7,941	7,941
Communication	1,170	(330)	2,657	2,710	2,710
Supplies	3,498	4,483	6,784	6,920	6,920
Training, Travel and Memberships	535	164	1,394	1,422	1,422
Small Furniture, Fixtures and Equip.	250	230	464	473	473
Material & Services	72,772	89,269	97,556	101,487	101,487
Program Total	300,526	318,700	356,539	369,448	369,448
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	3.41	3.41	3.41



ADMINISTRATION

Community Partnerships

Director of
Community Partnerships
(1)

Department Overview

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

The division remains 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 partnerships across the district, assist the Tualatin Hills Park Foundation in activation, and foster a heightened culture of philanthropy within the district.

FY 2013/14 Accomplishments

THPRD built its first initiative designed to attract private investment – Access for All Initiative.

THPF adopted Access for All Initiative.

THPRD established Champions Too Field as the initiative focal project for 2013-15.

THPRD programed and envisioned the Champions Too Field and integrated in the Model Community Sports Park. THPRD identified the park as the SW Quadrant Community Park in Aloha at Mountain View Middle School.

An inaugural Champions Council comprised of community leaders has been recruited.

A game plan for soliciting funding from Oregon foundations has been established.

Campaign to attract private investment to the Model Community Sports Park, including Champions Field, began on schedule in January 2014.

FY 2014/15 Goals and Objectives

Research and plan Champions Too investment strategy. Present plan to the 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 to assure district initiatives, projects and programs are attractive to outside private investors.

Budget Highlights

The proposed budget reflects the creation of Community Partnerships as a separate budget within Administration. In the FY 2013/14 budget, it was included within Communications & Outreach. The proposed budget is status quo relative to last year, and the Communications & Outreach proposed budget has been reduced by an amount equal to that reflected in the new Community Partnerships budget.



Division: Administration
Department: Community Partnerships

Description	Prior Year Actual 2011/12	Prior Year Actual 2012/13	Adopted Budget 2013/14	Proposed Budget 2014/15	Adopted Budget 2014/15
Summary of Appropriations					
Personnel Services	-	-	-	163,570	163,570
Materials & Services	-	-	-	42,420	42,420
Total Appropriations	-	-	-	205,990	205,990

Summary by Program					
Community Partnerships	-	-	-	205,990	205,990
Total Appropriations	-	-	-	205,990	205,990

Division Staff					
Full Time	0.00	0.00	0.00	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

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



Division: Administration
 Department: Community Partnerships
 Program: Community Partnerships

Description	Prior Year Actual 2011/12	Prior Year Actual 2012/13	Adopted Budget 2013/14	Proposed Budget 2014/15	Adopted Budget 2014/15
Program Appropriations					
F.T. Salary				127,504	127,504
Employee Benefits				24,348	24,348
Payroll Taxes				11,718	11,718
Personnel Services	-	-	-	163,570	163,570
Professional and Technical Services				38,820	38,820
Training, Travel and Memberships				3,600	3,600
Material & Services	-	-	-	42,420	42,420
Program Total	-	-	-	205,990	205,990
Department Staff					
Full Time				1.00	1.00
Regular Part Time (FTE)				0.00	0.00
Part Time (FTE)				0.00	0.00



BUSINESS & FACILITIES

FINANCE SERVICES



RISK & CONTRACT MANAGEMENT



HUMAN RESOURCES



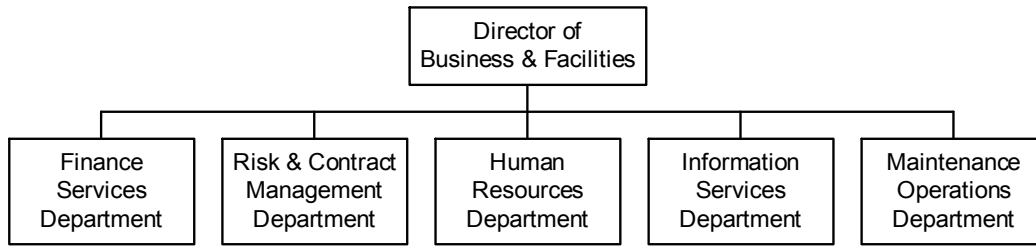
INFORMATION SERVICES



MAINTENANCE OPERATIONS



BUSINESS & FACILITIES DIVISION



Division Mission

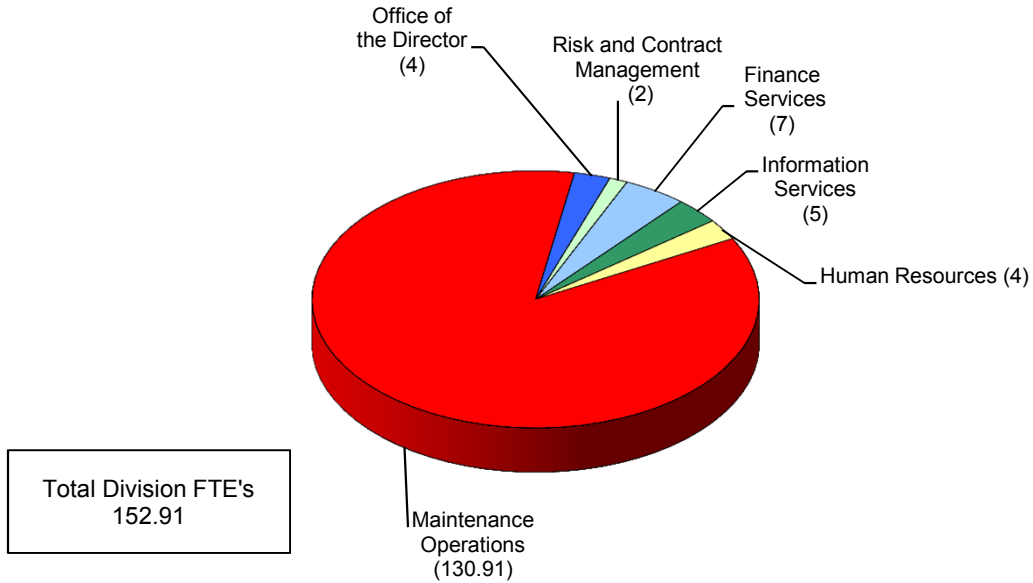
To provide financial and operational integrity and credibility to the park district by ensuring the correctness of financial information, and adequacy of internal accounting and budgeting controls. To improve district operations by providing cost effective resources and promoting technological innovation. 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.

Division Overview

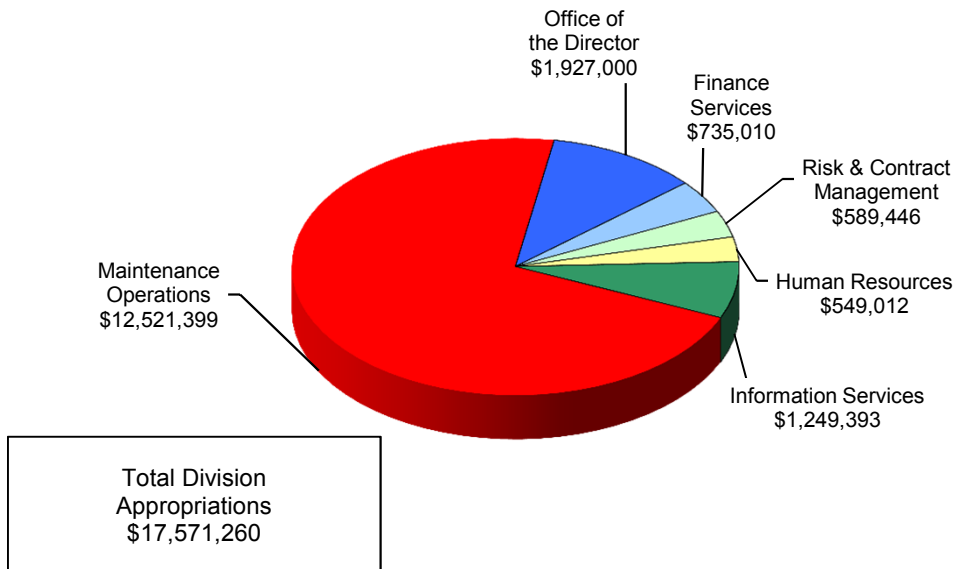
The director of Business & Facilities reports to the general manager and is responsible for all financial, administrative, and maintenance operations functions of the park district. The Business & Facilities Division budget includes the following departments: Finance Services, Risk & Contract Management,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

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

Division Staffing by Departments FY 2014/15



Division Appropriations by Departments FY 2014/15



Division: Business and Facilities

Description	Prior Year Actual 2011/12	Prior Year Actual 2012/13	Adopted Budget 2013/14	Proposed Budget 2014/15	Adopted Budget 2014/15
Summary of Appropriations					
Personnel Services	9,486,153	9,917,107	10,560,175	10,881,259	10,881,259
Materials & Services	4,532,502	4,673,134	4,820,298	5,251,495	5,251,495
Debt Service	1,340,183	827,259	990,955	972,466	972,466
Capital Outlay	677,533	354,128	616,200	466,040	466,040
Total Appropriations	16,036,371	15,771,628	16,987,628	17,571,260	17,571,260

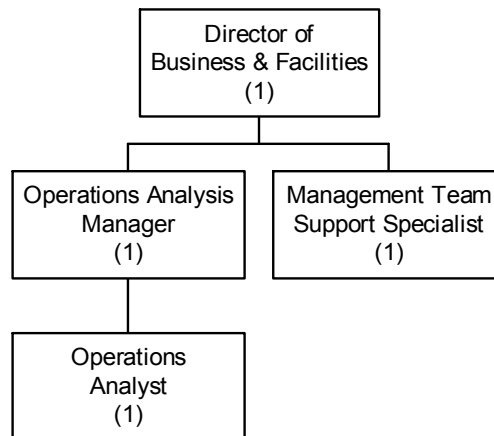
Summary by Department					
Office of the Director	2,011,392	1,649,051	1,872,412	1,927,000	1,927,000
Finance Services	674,041	723,253	712,772	735,010	735,010
Risk and Contract Management	601,566	596,545	652,648	589,446	589,446
Human Resources	365,946	354,640	420,648	549,012	549,012
Information Services	1,009,422	972,712	1,253,625	1,249,393	1,249,393
Maintenance Operations	11,374,004	11,475,427	12,075,523	12,521,399	12,521,399
Total Appropriations	16,036,371	15,771,628	16,987,628	17,571,260	17,571,260

Division Staff					
Full Time	85.00	86.00	86.00	88.00	88.00
Regular Part Time (FTE)	7.88	7.88	7.88	7.00	7.00
Part Time (FTE)	55.34	56.55	56.64	57.91	57.91



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, 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 serves as THPRD's Budget Officer and is responsible to the general manager for the annual budget process, and financial and operational advice to the general manager, board of directors, committees and departments. Detail on non-general obligation debt is also maintained within this department.

FY 2013/14 Division Accomplishments

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

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

Completed the feasibility analysis and due diligence for the proposed adventure recreation center and the new Enterprise Fund operations. Based on the results of the research and analysis, the concept of a stand-alone facility in a financially self-supporting enterprise fund has been abandoned. Instead the focus is now on placing individual adventure recreation amenities in existing park district facilities.

Updated the greenhouse gas inventory for scopes 1 and 2, Direct fuel use and Electricity use, respectively, for the fourth year. Results show an overall decrease of 2.2% for the current year, and a cumulative decrease of 8.6% since over the three-year period, in greenhouse gas emissions by the district for these scopes.

Worked with GreenPlay consultants to complete an update to the district's Comprehensive Plan, and Service and Financial Sustainability Analysis. Based on these documents, completed an update to the park district's Strategic Plan.

Continued work on structural upgrade projects funded by the 2008 parks bond. Completed the upgrades to the permeable parking lot at Sunset Swim Center and seismic structural upgrades to Beaverton Swim Center.

Continued participation in Special Districts Association of Oregon's Legislative Committee.

FY 2014/15 Division Goals and Objectives

Continue work on maintenance replacement and structural upgrade projects funded by the 2008 Parks Bond. Major projects for FY 2014/15 include seismic structural upgrades to Tualatin Hills Aquatic Center, Cedar Hills Recreation Center and Garden Home Recreation Center.

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 software for the identified pilot departments.

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

Continue feasibility analysis and due diligence for placement of adventure recreation oriented amenities in existing park district facilities. If suitable locations are identified, complete business plans and prepare for inclusion in capital operating budgets.

Complete implementation of new purchasing procedures designed to increase access and remove barriers from the procurement process in order to enhance social equity in park district procurement.

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

Budget Highlights

The proposed budget includes funding to complete the comprehensive planning effort by completing the parks, natural resources and programs functional plans, and creating functional plans for athletic fields and trails.

Division: Business and Facilities

Department: Office of the Director

Description	Prior Year Actual 2011/12	Prior Year Actual 2012/13	Adopted Budget 2013/14	Proposed Budget 2014/15	Adopted Budget 2014/15
Summary of Appropriations					
Personnel Services	494,205	525,135	551,007	572,309	572,309
Materials & Services	177,004	296,657	330,450	382,225	382,225
Debt Service	1,340,183	827,259	990,955	972,466	972,466
Total Appropriations	2,011,392	1,649,051	1,872,412	1,927,000	1,927,000

Summary by Program					
Office of the Director	671,209	821,792	881,457	954,534	954,534
Debt Service	1,340,183	827,259	990,955	972,466	972,466
Total Appropriations	2,011,392	1,649,051	1,872,412	1,927,000	1,927,000

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	0.08	0.00	0.00	0.00



Division: Business and Facilities

Department: Office of the Director

Program: Office of the Director

Description	Prior Year Actual 2011/12	Prior Year Actual 2012/13	Adopted Budget 2013/14	Proposed Budget 2014/15	Adopted Budget 2014/15
Program Appropriations					
F.T. Salary	336,333	353,633	369,076	388,461	388,461
P.T. Salary	-	2,002	-	-	-
Employee Benefits	127,670	135,923	148,167	148,465	148,465
Payroll Taxes	30,202	33,577	33,764	35,383	35,383
Personnel Services	494,205	525,135	551,007	572,309	572,309
Professional and Technical Services	27,375	157,851	121,300	176,300	176,300
Rental Equipment	35,589	39,871	43,800	42,000	42,000
Other Services	5,100	5,550	6,250	6,250	6,250
Communication	49,492	40,576	71,100	71,400	71,400
Supplies	41,272	34,658	63,000	60,000	60,000
Training, Travel & Memberships	18,176	17,914	25,000	26,275	26,275
Small Furniture & Equipment	-	237	-	-	-
Material & Services	177,004	296,657	330,450	382,225	382,225
Program Total	671,209	821,792	881,457	954,534	954,534
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	0.08	0.00	0.00	0.00

Division: Business and Facilities

Department: Office of the Director

Program: Debt Service

Description	Prior Year Actual 2011/12	Prior Year Actual 2012/13	Adopted Budget 2013/14	Proposed Budget 2014/15	Adopted Budget 2014/15
Program Appropriations					
Principal	725,000	240,000	253,988	245,327	245,327
Interest	615,183	587,259	736,967	727,139	727,139
Other financing use - fees	-	-	-	-	-
Debt Service	1,340,183	827,259	990,955	972,466	972,466
Program Total	1,340,183	827,259	990,955	972,466	972,466

Sub Program:

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

Principal	40,000	40,000	20,000	-	-
Interest	4,500	2,700	1,800	-	-
Sub Program Total	44,500	42,700	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	450,000	95,000	100,000	105,000	105,000
Interest	58,650	40,650	36,850	32,850	32,850
Sub Program Total	508,650	135,650	136,850	137,850	137,850

Sub Program:

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

Principal	215,000	20,000	25,000	30,000	30,000
Interest	59,070	56,718	56,270	55,720	55,720
Sub Program Total	274,070	76,718	81,270	85,720	85,720

Sub Program:

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

Principal	20,000	85,000	85,000	85,000	85,000
Interest	467,523	467,191	465,446	463,307	463,307
Sub Program Total	487,523	552,191	550,446	548,307	548,307

Division: Business and Facilities

Department: Office of the Director

Program: Debt Service

Description	Prior Year Actual 2011/12	Prior Year Actual 2012/13	Adopted Budget 2013/14	Proposed Budget 2014/15	Adopted Budget 2014/15
Sub Program:					
<u>2013-\$457,100 Fifteen (15) Year Financing Agreement</u>					
Principal	-	-	23,988	25,327	25,327
Interest	-	-	14,101	12,762	12,762
Sub Program Total	-	-	38,089	38,089	38,089
Sub Program:					
<u>Tax Anticipation Notes</u>					
Interest	25,440	20,000	162,500	162,500	162,500
Sub Program Total	25,440	20,000	162,500	162,500	162,500



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

MATURITY SCHEDULE FOR GENERAL FUND DEBT

Adopted

Fiscal Year	FFCO Series 2006 2,430,000	FFCO Series 2010A 1,695,000	FFCO Series 2010B&C 7,815,000	Financing Agreement Series 2013 457,100	Totals
2014/15	137,850	85,720	548,307	38,090	809,967
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
2023/24	-	121,370	670,956	38,090	830,416
2024/40	-	964,895	9,493,384	152,352	10,610,631
Totals	823,750	2,031,570	15,521,250	533,252	18,909,822
Interest Portion of Payments	(123,750)	(606,570)	(8,046,250)	(100,140)	(8,876,710)
Principal Balance	700,000	1,425,000	7,475,000	433,112	10,033,112

KEY TO DEBT ISSUES

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





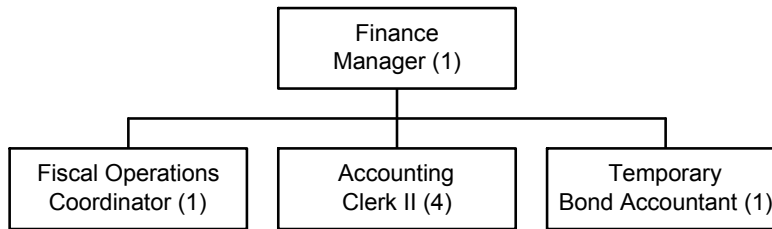
TUALATIN HILLS
PARK & RECREATION DISTRICT

FINANCE SERVICES



BUSINESS & FACILITIES DIVISION

Finance Services Department



Department Overview

The Finance 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 2013/14 Accomplishments

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

Implemented a purchasing card system to facilitate small purchasing while maintaining adequate security and procedural controls. Completed training of district staff in protocols to ensure compliance with the new policy and procedures.

Revised district travel policy to incorporate use of the purchasing cards and per diem rate usage.

Assessed initial impact to budget and general ledger processes from the completion of the cost recovery analysis. Developed mechanism for data gathering within financial and budgeting software to assist analysis of cost recovery information.

Received the following awards:

- Distinguished Budget Presentation Award from the Government Finance Officers Association for the FY 2013/14 Budget Document

- Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association for the FY 2011/12 Comprehensive Annual Financial Report

FY 2014/15 Goals and Objectives

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

Formulate business continuity plan in conjunction with Information Services and Risk & Contract Management departments.

Encourage increased usage of purchasing cards throughout the departments to maximize efficiencies and rebate opportunities.

Budget Highlights

No significant changes from the prior year budget.

Performance Standards

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

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

Monthly financial reports issued by the 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 2011/12	Prior Year Actual 2012/13	Adopted Budget 2013/14	Proposed Budget 2014/15	Adopted Budget 2014/15
Summary of Appropriations					
Personnel Services	573,582	635,671	667,922	689,265	689,265
Material & Services	100,459	87,582	44,850	45,745	45,745
Total Appropriations	674,041	723,253	712,772	735,010	735,010
Summary by Program					
Finance Services	674,041	723,253	712,772	735,010	735,010
Total Appropriations	674,041	723,253	712,772	735,010	735,010
Division Staff					
Full Time	6.00	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)	0.50	0.00	0.00	0.00	0.00

Division: Business and Facilities

Department: Finance Services

Program: Finance Services

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2011/12	Prior Year Actual 2012/13	Projected Outcome 2013/14	Proposed Outcome 2014/15
Workloads:				
Payroll checks processed	19,153	18,922	19,191	16,500
Accounts payable checks processed	8,657	12,575	10,000	9,000
Number of facility deposits audited	6,555	6,695	6,922	7,000
Purchase orders processed	813	693	650	625
Merchant cards processed	101,466	105,176	108,000	110,000
Purchasing card volume (amount expressed in \$1,000) ¹	N/A	N/A	\$ 790	\$ 1,027

¹ Start of purchase card use in September 2013

Division: Business and Facilities

Department: Finance Services

Program: Finance Services

Description	Prior Year Actual 2011/12	Prior Year Actual 2012/13	Adopted Budget 2013/14	Proposed Budget 2014/15	Adopted Budget 2014/15
Program Appropriations					
F.T. Salary	377,052	422,646	442,447	454,723	454,723
P.T. Salary	4,043	-	-	-	-
Employee Benefits	156,408	171,036	182,570	190,404	190,404
Payroll Taxes	36,079	41,989	42,905	44,138	44,138
Personnel Services	573,582	635,671	667,922	689,265	689,265
Professional and Technical Services	75,917	64,035	15,035	15,085	15,085
Other Services	15,456	15,420	16,750	17,550	17,550
Supplies	998	354	1,050	1,075	1,075
Communication	3,414	1,143	3,950	3,650	3,650
Training, Travel and Memberships	4,674	6,230	7,965	8,285	8,285
Small Furniture & Office Equipment	-	400	100	100	100
Material & Services	100,459	87,582	44,850	45,745	45,745
Program Total	674,041	723,253	712,772	735,010	735,010
Department Staff					
Full Time	6.00	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)	0.50	0.00	0.00	0.00	0.00





TUALATIN HILLS
PARK & RECREATION DISTRICT

RISK & CONTRACT MANAGEMENT



BUSINESS & FACILITIES DIVISION

Risk & Contract Management Department



Department Overview

The Risk & Contract manager is responsible to the director of Business & Facilities for providing support to all departments in the district in the following areas:

Risk Management provides a comprehensive districtwide 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; review of service, lease and public improvement contracts, and other risk transfer activities.

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

FY 2013/14 Accomplishments

The Aquatics Department is expected to graduate from the Safety and Health Achievement Recognition Program (SHARP) with Oregon OSHA in early 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.

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

Secured a tenant for the commercial space at the Fanno Creek Service Center. Oversaw lease agreements that include 20 residential properties, 22 telecommunication sites, 2 commercial and 4 non-profit leases.

Assisted Security Operations Department with the implementation and training of employees in Mandatory Reporting of Child Abuse.

Coordinated with Sports and Aquatics departments in the implementation of concussion management training for employees and affiliated sports programs.

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

FY 2014/15 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 Information Services and Finance Services departments to enhance Emergency Response Program for the district to include business continuity.

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

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

Budget Highlights

The proposed budget includes funding for the following staffing adjustments:

- Transfer of the safety coordinator position to Maintenance Operations, which has the highest exposure of occupational safety and regulations within the district; and
- Addition of a full-time loss control & claims specialist position to oversee all claims management (e.g., workers compensation, liability and property) in a centralized effort to reduce overall expenses of claims. This represents an approved business plan under the goal to ensure timely communication and coordination about safety and security issues among facility staff, security personnel, and facility patrons.

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 2011/12	Prior Year Actual 2012/13	Adopted Budget 2013/14	Proposed Budget 2014/15	Adopted Budget 2014/15
Summary of Appropriations					
Personnel Services	252,462	263,782	281,577	217,127	217,127
Material & Services	349,104	332,763	371,071	372,319	372,319
Total Appropriations	601,566	596,545	652,648	589,446	589,446
Summary by Program					
Risk and Contract Management	470,080	468,525	505,924	568,511	568,511
Safety/Wellness	131,486	128,020	146,724	20,935	20,935
Total Appropriations	601,566	596,545	652,648	589,446	589,446
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	0.19	0.19	0.00	0.00

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

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2011/12	Prior Year Outcome 2012/13	Projected Outcome 2013/14	Proposed Outcome 2014/15
Workloads:				
Number of contracts processed	206	240	194	200
Number of residential leases	11	19	21	20
Number of commercial leases	27	27	24	25
Performance Measures:				
<u>Reduce exposure of property & liability claims¹</u>				
Number of liability claims filed against the district	10	4	6	5
Average cost per liability claim filed	\$29,464	\$6,255	\$2,980	\$5,000
Loss Ratio: liability claims only (single year) ²	238.54%	9.86%	10.53%	10.00%
Loss Ratio: property and liability claims (single year) ³	136.69%	18.78%	6.19%	10.00%
Loss Ratio: five-year trail ⁴	31.35%	57.44%	59.79%	45.00%

¹ Property and casualty figures are based on a calendar year. Policy data as of March 7, 2014.

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 2011/12	Prior Year Actual 2012/13	Adopted Budget 2013/14	Proposed Budget 2014/15	Adopted Budget 2014/15
Program Appropriations					
F.T. Salary	93,084	96,156	100,195	144,125	144,125
P.T. Salary	-	512	6,000	-	-
Employee Benefits	37,702	39,429	43,032	59,018	59,018
Payroll Taxes	8,636	9,374	10,296	13,984	13,984
Personnel Services	139,422	145,471	159,523	217,127	217,127
Other Services	26,744	5,956	9,999	10,500	10,500
Insurance	297,819	313,256	324,172	326,734	326,734
Supplies	946	1,139	2,450	2,850	2,850
Communication	2,038	959	3,250	3,500	3,500
Training, Travel and Memberships	1,353	1,744	6,530	7,800	7,800
Small Furniture & Office Equipment	1,758	-	-	-	-
Material & Services	330,658	323,054	346,401	351,384	351,384
Program Total	470,080	468,525	505,924	568,511	568,511
Department Staff					
Full Time	1.00	1.00	1.00	2.00	2.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	0.00	0.19	0.19	0.00	0.00

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

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2011/12	Prior Year Actual 2012/13	Projected Outcome 2013/14	Proposed Outcome 2014/15
Performance Measures:				
<u>Reduce program participant incidents</u>				
Number of incident reports filed per 10,000 program visits	1.95	1.61	1.38	1.48
<u>Reduce exposure on workers compensation claims¹</u>				
Number of claims filed	43	41	40	35
Number of time loss claims	6	6	8	0
Experience Modification history ²	0.89	0.84	0.87	0.73
Frequency rate of WC Claims per 100 FTE	9.61	9.28	10.13	7.64
WC costs as % of payroll	1.58	0.54	0.58	0.49
Average cost per claim	\$7,957	\$4,726	\$5,604	\$5,810

¹ Policy data as of March 7, 2014.

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 2011/12	Prior Year Actual 2012/13	Adopted Budget 2013/14	Proposed Budget 2014/15	Adopted Budget 2014/15
Program Appropriations					
F.T. Salary	71,352	75,000	76,725	-	-
P.T. Salary	2,341	881	-	-	-
Employee Benefits	32,328	34,879	37,879	-	-
Payroll Taxes	7,019	7,551	7,450	-	-
Personnel Services	113,040	118,311	122,054	-	-
Professional and Technical Services	14,264	2,179	11,420	9,920	9,920
Supplies	1,227	4,238	6,200	3,200	3,200
Training, Travel and Memberships	2,301	2,605	6,450	7,815	7,815
Small Furniture & Office Equipment	654	687	600	-	-
Material & Services	18,446	9,709	24,670	20,935	20,935
Program Total	131,486	128,020	146,724	20,935	20,935
Department Staff					
Full Time	1.00	1.00	1.00	0.00	0.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	0.00	0.00	0.00	0.00	0.00





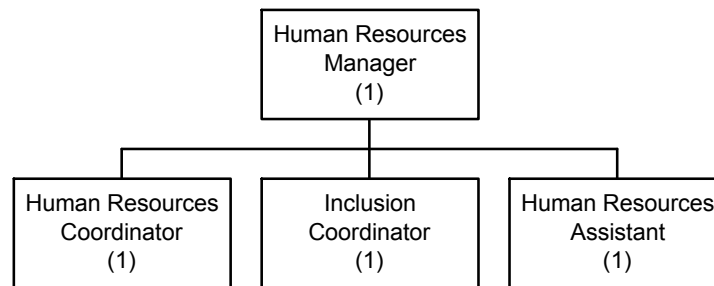
TUALATIN HILLS
PARK & RECREATION DISTRICT

HUMAN RESOURCES



BUSINESS & FACILITIES DIVISION

Human Resources Department



Department Overview

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

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

FY 2013/14 Accomplishments

Continued to expand and enhance the employee training and development program; developed, implemented and brought to successful completion the final tier of a four-tiered leadership development program.

Updated the employee handbook to bring it in line with changes made to the collective bargaining agreement, THPRD policies/procedures and federal/state employment laws.

Reviewed, revised and implemented a standardized new employee orientation program; developed and implemented an onboarding checklist and quarterly training schedule.

FY 2014/15 Goals and Objectives

Monitor the overall success of the new employee orientation program and modify, enhance or expand the program accordingly.

Research best practices and develop recommendations to effectively attract and retain a diverse workforce.

Identify training needs and other support activities aimed at enhancing performance, community outreach, and development of cultural awareness in support of THPRD's demographic shift.

Budget Highlights

The proposed budget includes funding for the addition of a full-time inclusion coordinator position, and a Portland State University fellowship. This represents an approved business plan under the following goals: 1) provide training and development of staff; 2) explore a systematic approach to and strategies for advancing or affirming market position for identified services; and 3) regularly communicate with and provide opportunities for the general public to learn about and comment on 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 2011/12	Prior Year Actual 2012/13	Adopted Budget 2013/14	Proposed Budget 2014/15	Adopted Budget 2014/15
Summary of Appropriations					
Personnel Services	312,805	327,274	344,383	417,722	417,722
Material & Services	53,141	27,366	76,265	131,290	131,290
Total Appropriations	365,946	354,640	420,648	549,012	549,012
Summary by Program					
Human Resources	365,946	354,640	420,648	549,012	549,012
Total Appropriations	365,946	354,640	420,648	549,012	549,012
Division Staff					
Full Time	3.00	3.00	3.00	4.00	4.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	0.00	0.00	0.00	0.00	0.00

Division: Business and Facilities

Department: Human Resources

Program: Human Resources

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2011/12	Prior Year Actual 2012/13	Projected Outcome 2013/14	Proposed Outcome 2014/15
Workloads:				
Total number of recruitments: FT & RPT positions	27	25	25	25
Total number of training sessions	8	17	15	16
Total number of unemployment insurance claims processed	160	155	150	115
Total number of PT, RPT & FT new hire packets processed	570	625	610	615
Performance Measures:				
Total recruitment applications received	1,221	1,522	1,477	1,550
Average number of applications per position	45	61	59	62
Total training contact hours	424	1,283	1,300	1,000
Average total cost per unemployment insurance claim	\$629	\$705	\$575	\$880
Total unemployment insurance paid	\$128,536	\$109,378	\$104,246	\$101,200
Unemployment insurance experience/tax rate	1.0%	1.3%	1.2%	0.9%

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

Description	Prior Year Actual 2011/12	Prior Year Actual 2012/13	Adopted Budget 2013/14	Proposed Budget 2014/15	Adopted Budget 2014/15
Program Appropriations					
F.T. Salary	206,712	215,223	223,525	278,809	278,809
Employee Benefits	86,861	90,739	99,199	111,861	111,861
Payroll Taxes	19,232	21,312	21,659	27,052	27,052
Personnel Services	312,805	327,274	344,383	417,722	417,722
Professional and Technical Services	20,306	11,969	22,205	76,600	76,600
Supplies	1,454	1,496	2,336	2,035	2,035
Communication	1,150	200	1,480	2,500	2,500
Travel, Training and Memberships	30,231	13,701	50,244	49,795	49,795
Small Furniture & Equipment	-	-	-	360	360
Material & Services	53,141	27,366	76,265	131,290	131,290
Program Total	365,946	354,640	420,648	549,012	549,012
Department Staff					
Full Time	3.00	3.00	3.00	4.00	4.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	0.00	0.00	0.00	0.00	0.00





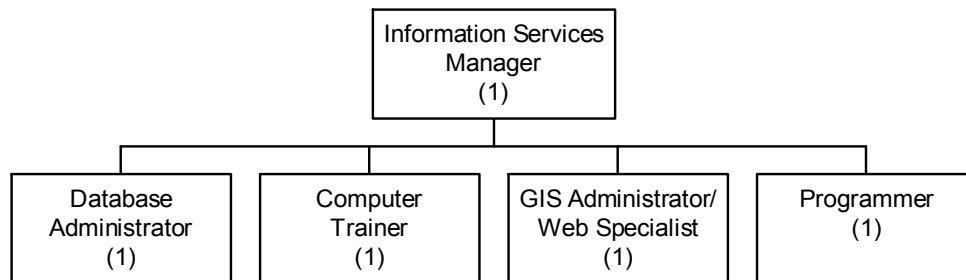
TUALATIN HILLS
PARK & RECREATION DISTRICT

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

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

FY 2013/14 Accomplishments

Continued the process of developing the Fanno Creek Service Center (FCSC) server room into the district's hub of computer operations. Installed a fire suppression system and a natural gas-powered generator for backup power.

Upgraded the district's phone system and migrated it to new hardware.

FY 2014/15 Goals and Objectives

Finish the process of developing the FCSC server room into the district's hub of computer operations, including relocating the Information Services staff to FCSC. Install a second server rack with uninterruptible power supply (UPS) and install a security camera system in the server room.

Implement a private cloud that will host virtual workstations. This will be the first year of a three-year rollout.

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

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

Budget Highlights

The proposed budget includes funding for the following capital enhancements:

- Completion of the server room at the FCSC, including another server rack and a security camera system.
- Implementation of the second year of a multiyear project to migrate to a virtual desktop infrastructure. This represents 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.
- Continued implementation of the district's records management system.

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 2011/12	Prior Year Actual 2012/13	Adopted Budget 2013/14	Proposed Budget 2014/15	Adopted Budget 2014/15
Summary of Appropriations					
Personnel Services	555,685	578,294	600,720	607,433	607,433
Material & Services	243,829	238,792	380,205	440,160	440,160
Capital Outlay	209,908	155,626	272,700	201,800	201,800
Total Appropriations	1,009,422	972,712	1,253,625	1,249,393	1,249,393
Summary by Program					
Information Services	1,009,422	972,712	1,253,625	1,249,393	1,249,393
Total Appropriations	1,009,422	972,712	1,253,625	1,249,393	1,249,393
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 2011/12	Prior Year Actual 2012/13	Projected Outcome 2013/14	Proposed Outcome 2014/15
Workloads:				
Number of desktop PCs maintained	210	213	213	215
Number of networked file servers maintained	40	49	49	51
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 2011/12	Prior Year Actual 2012/13	Adopted Budget 2013/14	Proposed Budget 2014/15	Adopted Budget 2014/15
Program Appropriations					
F.T. Salary	365,766	375,852	386,427	395,490	395,490
Employee Benefits	155,032	164,697	176,843	173,578	173,578
Payroll Taxes	34,887	37,745	37,450	38,365	38,365
Personnel Services	555,685	578,294	600,720	607,433	607,433
Professional and Technical Services	128,603	132,855	242,505	297,960	297,960
Supplies	43,422	30,159	51,200	51,200	51,200
Communication	69,972	71,030	76,000	76,000	76,000
Training, Travel and Memberships	1,832	4,748	9,500	12,000	12,000
Small Furniture, Fixtures and Equip.	-		1,000	3,000	3,000
Material & Services	243,829	238,792	380,205	440,160	440,160
Information Technology Replacement	151,032	117,244	167,000	53,500	53,500
Information Technology Improvement	58,876	38,382	105,700	148,300	148,300
Capital Outlay	209,908	155,626	272,700	201,800	201,800
Program Total	1,009,422	972,712	1,253,625	1,249,393	1,249,393
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	8,500	BF-41
2	Printers/Network Printers	5,000	BF-41
3	Servers	35,000	BF-41
4	LAN/WAN equipment	5,000	BF-41
TOTAL INFORMATION TECHNOLOGY REPLACEMENT		\$ 53,500	
INFORMATION TECHNOLOGY IMPROVEMENT			
5	Software- Misc applications, development & network	20,000	BF-42
6	Kronos Upgrade	22,000	BF-42
7	Virtual Desktop Infrastructure	79,500	BF-42
8	FCSC Server Rack/UPS	7,500	BF-42
9	FCSC Server Room Security	4,800	BF-42
10	Workstation and Phone (4)	14,500	BF-42
TOTAL INFORMATION TECHNOLOGY IMPROVEMENT		\$ 148,300	
GRAND TOTAL INFORMATION SERVICES CAPITAL OUTLAY		\$ 201,800	

INFORMATION SERVICES CAPITAL OUTLAY

Information Technology Capital Replacement

ITEM 1: **Workstations/Notebooks**

BUDGET: \$8,500

DESCRIPTION: Replacement and upgrading of user workstations.

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.

INFORMATION SERVICES CAPITAL OUTLAY

Information Technology Capital Improvement

ITEM 5: **Software- Misc applications, development & network**

BUDGET: \$20,000

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

ITEM 6: **Kronos Upgrade**

BUDGET: \$22,000

DESCRIPTION: Update to Kronos time and attendance system to maintain efficiencies and enhance system attributes.

ITEM 7: **Virtual Desktop Infrastructure**

BUDGET: \$79,500

DESCRIPTION: Implement a private cloud that will host virtual workstations. This will be the first year of a three year implementation.

ITEM 8: **FCSC Server Rack/UPS**

BUDGET: \$7,500

DESCRIPTION: Finish the process of developing the Fanno Creek Service Center server room into the District's hub of computer operations. Install a second server rack with uninterruptible power supply (UPS).

ITEM 9: **FCSC Server Room Security**

BUDGET: \$4,800

DESCRIPTION: Install camera system to comply with Payment Card Industry (PCI) requirements.

ITEM 10: **Workstation and Phone (4)**

BUDGET: \$14,500

DESCRIPTION: Additional computer and phone for new full-time positions (3): Marketing Specialist, Cultural Inclusion Coordinator, Loss Control Coordinator, and (1) workstation for Sunset Swim Center.



TUALATIN HILLS
PARK & RECREATION DISTRICT

MAINTENANCE OPERATIONS



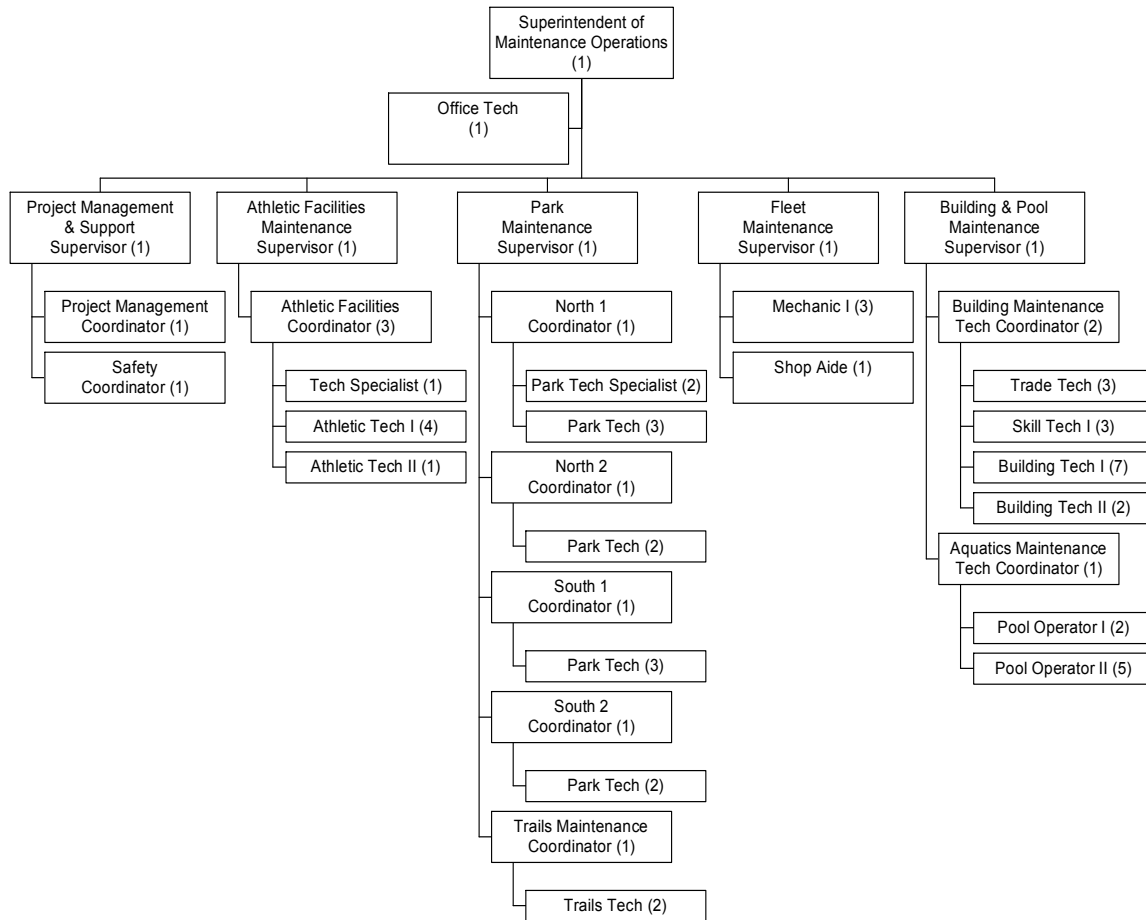
Athletic Facilities Maintenance

Building & Pool Maintenance

Park Maintenance

Fleet Maintenance

BUSINESS & FACILITIES DIVISION
Maintenance Operations Department



Department Overview

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

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

Park Maintenance

The Park Maintenance Program maintains play structures, irrigation systems, drinking fountains, pedestrian and bike paths, 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 & Pool Maintenance

The Building & Pool Maintenance Program provides custodial housekeeping services at all district recreation centers, administrative offices, and pools. Trade staff provides painting, carpentry, electrical, and HVAC services. Building and pool maintenance staff maintains 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 2013/14 Accomplishments

Technical, professional and safety training continues to be high priority for Maintenance Operations. Staff attended numerous training workshops, including 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 Park Maintenance Program continues to transition to a zone management service model to reduce travel and increase direct production in the field.

There are five regional management zones with a maintenance coordinator assigned ownership responsibility in each zone.

The Building & Pool Maintenance Program is introducing organizational changes to improve efficiencies and achieve higher levels of performance. Changes include identifying regional management zones within the district

and assigning trade staff with secondary ownership responsibilities. Building technicians continue to function as the primary maintenance service provider, but have more support diagnosing problems or making difficult repairs.

Building staff, working with contractors and engineers, completed seismic upgrades at Beaverton Swim Center this past year. Upgrades include bracing at the roof wall connections, reroofing, equipment and piping bracing in the mechanical rooms, installing cross bracing on the north, east and west sides of the pool area, installing concrete corner walls on the south wall and replacing the Plexiglas windows.

Maintenance Operations took possession of four crew cab trucks. The crew cabs increase the passenger capacity thereby reducing trips and maximizing service production each visit.

Park rules and regulation signs have been updated to reflect the recent designation of "smoke free." Existing signs were fitted with stickers noting the smoking ban. Temporary stickers were also installed to all park rules and regulation signs with the district's new, revised, 2013 logo. Full sign replacements will be phased to comply with the signage master plan.

FY 2014/15 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 – Manage the percentage of total hours spent on directly productive activities.

Performance – Provide the most effective service delivery, utilizing available resources, creativity, and other solution-based approaches to accomplish planned work.

Quality – Ensure that work consistently meets or exceeds the service quality standards identified in the Maintenance Standards Manual.

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

Continue to implement seismic improvements at buildings funded in the 2008 bond measure.

FY 2014/15 Goals and Objectives (continued)

Building structural upgrades are designed to provide safe egress following a seismic event. Cedar Hills Recreation Center and Garden Home Recreation Center are the last facilities scheduled for upgrades. District Planning & Development Department staff will take responsibility for the management and coordination of these two projects.

Complete the Fanno Creek Service Center Phase II, office re-model, to accommodate Information Services staff, who will be relocating from the HMT Administration Office. Offices in the Maintenance Operations and Planning & Development departments' areas will be reconfigured to accommodate these relocations.

Manage the transition of leadership that will occur in the Maintenance Operations Department due to the retirement of the superintendent of Maintenance Operations. The transition has been anticipated and sufficient efforts have been made to minimize impacts and support a smooth transition.

Budget Highlights

The proposed budget reflects a continuation of prior year service levels with some adjustments.

Fleet Fuel Impacts – While fuel costs continue to rise, 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 decline. The district is expecting to consume approximately 40,000 gallons of gasoline and 14,200 gallons of diesel fuel in FY 2014/15, which represents a 6% reduction from estimated consumption in the current fiscal year.

New or Expanded Facilities Impacts – The proposed budget includes part-time staffing increases necessary to maintain new or expanded parks, athletic fields and buildings resulting from completion of 2008 Bond Fund capital projects. Approximately 20 acres of additional park lands will be added in FY 2014/15 at Timberland, Roger Tilbury and Cedar Mill Parks. Half of the 20 acres will be developed and improved and the other half will remain undeveloped.

Utility Impacts – Natural gas rates increased 4.8% during the past year, and Portland General Electric rates increased approximately 5.3%.

The proposed Maintenance Operations budget reflects these adjustments. Electric kWatts usage decreased by 1.4% while natural gas therms decreased by 2.7% in FY 2013/14. Both kWatt and therm consumption are expected to remain steady in FY 2014/15. Gallons of water used decreased in FY 2013/14 by 8.5%. Water use is expected to increase slightly in FY 2014/15 as new irrigated park sites are added to the inventory.

Utility impacts in the proposed budget also reflect the continued gas and electricity cost savings due to completed work on Phase I and Phase II Energy Performance Contracts where energy-efficient equipment was either newly installed or installed in place of outdated equipment. Improvements included boiler replacement, indoor lighting upgrades, underwater lighting upgrades, automated pool covers, steam trap upgrades, tank-less domestic hot units and an aquatic heat recovery unit. The cost of the improvements will be offset by the energy savings and other incentives. These projects represent activities under the goal of incorporating principles of sustainability into design, operation, improvement, maintenance and funding.

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

- Drainage hydro camera equipment to inspect building drains and make repairs with minimal surface demolition;
- Reassignment of building trades staff to bolster condition assessments and provide secondary facility ownership;
- Real time patron feedback system for monitoring park standards and conditions, and monitor success in achieving desired standards;
- Dedicated support equipment for building special events set ups; and
- Addition of a full-time irrigation tech in response to increased park development.

Signage Replacement – Funds are included in the FY 2014/15 Capital replacement budget to support the district Park Signage Master Plan. Signs will be replaced as their condition warrants. New signs will reflect the updated master plan guidelines, park rule revisions and the new logo design.

Budget Highlights (continued)

Staffing – One full-time safety coordinator position will be transferred from Risk & Contract Management to Maintenance Operations. The budget transfer supports an operational adjustment as Maintenance Operations has the highest exposure of occupational safety and regulations within the district.

The proposed budget reflects the elimination of one full-time building technician and one regular-part-time building technician at the Jenkins Estate due to the transition of operations to a concessionaire.

Division: Business and Facilities
Department: Maintenance Operations Department

Description	Prior Year Actual 2011/12	Prior Year Actual 2012/13	Adopted Budget 2013/14	Proposed Budget 2014/15	Adopted Budget 2014/15
Summary of Appropriations					
Personnel Services	7,297,414	7,586,951	8,114,566	8,377,403	8,377,403
Materials & Services	3,608,965	3,689,974	3,617,457	3,879,756	3,879,756
Capital Outlay	467,625	198,502	343,500	264,240	264,240
Total Appropriations	11,374,004	11,475,427	12,075,523	12,521,399	12,521,399

Summary by Program					
Superintendent of Maintenance Op.	379,475	519,674	566,097	704,102	704,102
Athletic Facilities Maintenance	1,717,590	1,860,135	2,005,260	2,035,205	2,035,205
Building and Pool Maintenance	4,900,134	4,965,746	5,101,617	5,192,427	5,192,427
Park Maintenance	3,109,968	3,095,177	3,176,352	3,449,812	3,449,812
Fleet Maintenance	1,266,837	1,034,695	1,226,197	1,139,853	1,139,853
Total Appropriations	11,374,004	11,475,427	12,075,523	12,521,399	12,521,399

Division Staff					
Full Time	65.00	65.00	65.00	66.00	66.00
Regular Part Time (FTE)	7.88	7.88	7.88	7.00	7.00
Part Time (FTE)	54.84	56.28	56.45	57.91	57.91



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

Description	Prior Year Actual 2011/12	Prior Year Actual 2012/13	Adopted Budget 2013/14	Proposed Budget 2014/15	Adopted Budget 2014/15
Program Appropriations					
F.T. Salary	242,064	323,496	331,846	420,365	420,365
P.T. Salary	8,075	18,885	28,118	28,884	28,884
Employee Benefits	83,666	113,349	140,126	175,809	175,809
Payroll Taxes	23,478	35,105	35,895	44,998	44,998
Personnel Services	357,283	490,835	535,985	670,056	670,056
Professional and Technical Services	9,351	12,892	15,100	18,500	18,500
Communications	1,473	3,272	1,800	4,050	4,050
Supplies	7,516	10,507	7,765	6,706	6,706
Training, Travel and Memberships	1,767	2,168	5,447	4,790	4,790
Small Furniture, Fixtures and Equip.	2,085	-	-	-	-
Material & Services	22,192	28,839	30,112	34,046	34,046
Program Total	379,475	519,674	566,097	704,102	704,102
Department Staff					
Full Time	3.00	4.00	4.00	5.00	5.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	0.50	1.05	1.02	0.98	0.98

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

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2011/12	Prior Year Actual 2012/13	Projected Outcome 2013/14	Proposed Outcome 2014/15
Workload:				
Athletic fields maintained	258	265	264	255
Outdoor sport courts maintained ¹	179	177	178	178
Total Workload Units	437	442	442	433
Efficiency:				
Cost per athletic field	\$ 4,872	\$ 4,796	\$ 5,191	\$ 5,363
Cost per outdoor sport court	\$ 2,330	\$ 2,410	\$ 2,651	\$ 2,645
Goal Outcome Measures:				
Electric (KWh/lighted field and court count)	5,360.6	5,822.7	5,822.7	5,822.7
Water (gallons/field and court count) ²	55,399.9	73,625.5	62,581.7	63,882.5
Performance Measures:				
% of desired service level (DSL) on fields	90%	94%	95%	97%
% of desired service level (DSL) on courts	95%	95%	95%	100%

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 2011/12	Prior Year Actual 2012/13	Adopted Budget 2013/14	Proposed Budget 2014/15	Adopted Budget 2014/15
Program Appropriations					
F.T. Salary	521,059	549,688	578,827	595,125	595,125
P.T. Salary	348,144	384,266	413,123	430,227	430,227
Employee Benefits	240,387	255,603	295,298	279,320	279,320
Payroll Taxes	97,369	109,174	105,400	111,282	111,282
Personnel Services	1,206,959	1,298,731	1,392,648	1,415,954	1,415,954
Professional and Technical Services	935	675	3,000	2,600	2,600
Rental Equipment	866	-	1,200	1,200	1,200
Other Services	90,280	82,410	100,489	98,377	98,377
Communications	6,787	6,732	7,587	7,587	7,587
Supplies	307,434	307,968	334,631	334,624	334,624
Training, Travel and Memberships	4,198	4,138	5,720	5,720	5,720
Utilities	98,400	158,533	158,288	167,444	167,444
Small Furniture, Fixtures and Equip.	1,731	948	1,697	1,699	1,699
Material & Services	510,631	561,404	612,612	619,251	619,251
Program Total	1,717,590	1,860,135	2,005,260	2,035,205	2,035,205
Department Staff					
Full Time	9.00	10.00	10.00	10.00	10.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	13.67	15.09	15.18	15.68	15.68
Funded Service Level					
Baseball/Softball Fields Maintained at 100% DSL	96	102	102	103	103
Total Baseball/Softball Fields in Inventory	107	109	107	106	106
Sport Courts Maintained at 100% DSL	170	168	169	178	178
Total Sport Courts	179	177	178	178	178

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

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2011/12	Prior Year Actual 2012/13	Projected Outcome 2013/14	Proposed Outcome 2014/15
Workload:				
Buildings - 1,000 sq feet of space ¹	450	461	461	461
Pools - 1,000 sq feet of space	117	117	117	117
Total Workload Units	567	578	578	578
Efficiency:				
Cost per sq foot of buildings ¹	\$ 6.83	\$ 6.52	\$ 6.61	\$ 6.63
Cost per sq foot of pools	\$ 16.19	\$ 16.15	\$ 16.29	\$ 17.28
Goal Outcome Measures:				
Gas (Therms/total square foot)	1.0	0.9	0.9	0.9
Electric (KWh/total square foot)	12.3	12.4	12.4	12.4
Water (gallons/total square foot) ²	48.6	57.8	54.3	53.9
Performance Measures:				
% of desired service level (DSL) in buildings	84%	84%	86%	88%
% of desired service level (DSL) in pools	72%	72%	72%	72%

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

² 2012/13- Added Splash Pad operations and closed and refilled two pools (Aloha Swim Center and Sunset Swim Center).
 2013/14 - Closed and filled one pool (Beaverton Swim Center).

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

Description	Prior Year Actual 2011/12	Prior Year Actual 2012/13	Adopted Budget 2013/14	Proposed Budget 2014/15	Adopted Budget 2014/15
Program Appropriations					
F.T. Salary	1,384,414	1,465,273	1,504,600	1,512,602	1,512,602
R.P.T. Salary	-	323,408	345,468	324,686	324,686
P.T. Salary	689,570	335,791	338,852	370,259	370,259
Employee Benefits	649,679	746,956	817,705	789,821	789,821
Payroll Taxes	227,674	243,652	237,645	246,241	246,241
Personnel Services	2,951,337	3,115,080	3,244,270	3,243,609	3,243,609
Professional and Technical Services	10,698	6,318	5,625	5,940	5,940
Rental Facility	24,672	-	-	-	-
Rental Equipment	2,158	934	3,500	1,500	1,500
Other Services	139,610	184,303	173,394	139,942	139,942
Supplies	397,459	350,058	398,688	402,082	402,082
Training, Travel and Memberships	13,241	9,441	10,650	9,000	9,000
Utilities	1,247,936	1,242,366	1,203,080	1,301,114	1,301,114
Communication	65,021	57,246	62,410	67,900	67,900
Small Furniture, Fixtures and Equip.	1,693	-	-	-	-
Material & Services	1,902,488	1,850,666	1,857,347	1,927,478	1,927,478
Building/Pool Equip. Replacement	46,309	-	-	8,800	8,800
Building/Pool Equip. Improvement	-	-	-	12,540	12,540
Capital Outlay	46,309	-	-	21,340	21,340
Program Total	4,900,134	4,965,746	5,101,617	5,192,427	5,192,427
Department Staff					
Full Time	27.00	27.00	27.00	26.00	26.00
Regular Part Time (FTE)	7.88	7.88	7.88	7.00	7.00
Part Time (FTE)	14.70	15.35	15.80	15.79	15.79
Funded Service Level					
1,000 Sq Ft of Building Maintained at 100% DSL	378	387	396	406	406
Total 1,000 Sq Ft of Building	450	461	461	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
 Program: Building & Pool Maintenance
 Detail of Capital Outlay

Project Number	Capital Project	Adopted Budget	Page #
MAINTENANCE EQUIPMENT REPLACEMENT			
1	Cedar Hills (2) Vacuums & Battery Packs	2,600	BF-56
2	Conestoga Floor Scrubber	1,900	BF-56
3	Stuhr Center Wet/Dry Vacuum	1,000	BF-56
4	Athletic Center Vacuum & Batteries	1,200	BF-56
5	Tennis Center Sweeper Batteries & Parts	1,100	BF-56
6	Nature Park Interpretive Center Pressure Washer & Wand	1,000	BF-56
TOTAL MAINTENANCE EQUIPMENT REPLACEMENT		\$ 8,800	
MAINTENANCE IMPROVEMENTS			
7	Preventative Drain Emergency Response	11,340	BF-57
8	Data Collection Tablets	1,200	BF-57
TOTAL MAINTENANCE IMPROVEMENTS		\$ 12,540	
TOTAL MAINTENANCE EQUIPMENT & IMPROVEMENTS		\$ 21,340	

**BUILDING & POOL MAINTENANCE
CAPITAL OUTLAY**

Building & Pool Equipment Support Replacement

ITEM 1: Cedar Hills (2) Vacuums & Battery Packs
BUDGET: \$2,600
DESCRIPTION: Replaces existing unit that is past its life expectancy.

ITEM 2: Conestoga Floor Scrubber
BUDGET: \$1,900
DESCRIPTION: Replaces existing unit that is past its life expectancy.

ITEM 3: Stuhr Center Wet/Dry Vacuum
BUDGET: \$1,000
DESCRIPTION: Replaces existing unit that is past its life expectancy.

ITEM 4: Athletic Center Vacuum & Batteries
BUDGET: \$1,200
DESCRIPTION: Replaces existing unit that is past its life expectancy.

ITEM 5: Tennis Center Sweeper Batteries & Parts
BUDGET: \$1,100
DESCRIPTION: Replaces parts for existing unit.

ITEM 6: Nature Park Interpretive Center Pressure Washer & Wand
BUDGET: \$1,000
DESCRIPTION: Replaces existing unit that is past its life expectancy.

**BUILDING & POOL MAINTENANCE
CAPITAL OUTLAY**

Building & Pool Maintenance Improvement

ITEM 7: **Preventative Drain Emergency Response**

BUDGET: \$11,340

DESCRIPTION: Drain inspection camera for preventative maintenance.

ITEM 8: **Data Collection Tablets**

BUDGET: \$1,200

DESCRIPTION: Purchase of tablets for staff to collect building, pool and HVAC inventory data in the field.

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

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2011/12	Prior Year Actual 2012/13	Projected Outcome 2013/14	Proposed Outcome 2014/15
Workload:				
Developed acres	1,010	1,024	1,052	1,062
Undeveloped acres	1,188	1,233	1,236	1,246
Total Workload Units	2,198	2,257	2,288	2,308
Efficiency:				
Cost per developed acre	\$ 2,771	\$ 2,720	\$ 2,740	\$ 2,832
Cost per undeveloped acre	\$ 262	\$ 254	\$ 260	\$ 262
Goal Outcome Measures:				
Electric (KWh/developed acre)	101.4	121.6	118.4	117.3
Water (gallons/developed acre)	58,155	61,592	50,960	50,480
Vehicle miles traveled per developed acre	398	372	361	361
Performance Measures:				
% of funded service level (DSL) high production				
mowing for developed acres	90%	88%	86%	92%

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

Description	Prior Year Actual 2011/12	Prior Year Actual 2012/13	Adopted Budget 2013/14	Proposed Budget 2014/15	Adopted Budget 2014/15
Program Appropriations					
F.T. Salary	1,050,533	985,790	1,072,653	1,141,152	1,141,152
P.T. Salary	543,854	544,939	622,890	636,100	636,100
Employee Benefits	513,027	498,309	545,519	549,676	549,676
Payroll Taxes	175,069	175,720	179,877	193,033	193,033
Personnel Services	2,282,483	2,204,758	2,420,939	2,519,961	2,519,961
Professional and Technical Services	61,478	60,900	57,000	56,000	56,000
Rental Facility	-	425	2,000	2,000	2,000
Rental Equipment	11,298	12,203	17,300	15,100	15,100
Communication	11,245	12,298	11,366	13,610	13,610
Other Services	48,766	59,244	28,215	48,062	48,062
Supplies	202,492	187,849	226,268	222,544	222,544
Training, Travel and Memberships	12,225	5,790	3,670	9,665	9,665
Utilities	479,981	551,710	409,594	562,870	562,870
Material & Services	827,485	890,419	755,413	929,851	929,851
Program Total	3,109,968	3,095,177	3,176,352	3,449,812	3,449,812
Department Staff					
Full Time	21.00	19.00	19.00	20.00	20.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	25.22	24.04	23.70	24.71	24.71
Funded Service Level					
HP Mowing Acres Maintained at 100% DSL	378	315	313	307	307
Total HP Mowing Acres in Inventory	420	358	364	334	334

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

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2011/12	Prior Year Actual 2012/13	Projected Outcome 2013/14	Proposed Outcome 2014/15
Workload:				
Vehicle and equipment units	436	472	490	490
Total Workload Units	436	472	490	490
Efficiency:				
Cost per vehicle and equipment unit	\$ 1,939	\$ 1,757	\$ 1,801	\$ 1,818
Vehicle and equipment unit per FTE	75.8	82.8	85.2	85.2
Goal Outcome Measures:				
Percent alternate fuel on-road vehicle miles:	15.3%	16.6%	15.5%	16.0%
Performance Measures:				
% of desired service level (DSL) in preventative maintenance for fleet	87%	79%	71%	82%

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

Description	Prior Year Actual 2011/12	Prior Year Actual 2012/13	Adopted Budget 2013/14	Proposed Budget 2014/15	Adopted Budget 2014/15
Program Appropriations					
F.T. Salary	317,703	302,947	325,772	327,352	327,352
P.T. Salary	18,010	19,468	23,213	23,868	23,868
Employee Benefits	126,880	118,550	133,368	136,681	136,681
Payroll Taxes	36,759	36,582	38,371	39,922	39,922
Personnel Services	499,352	477,547	520,724	527,823	527,823
Professional and Technical Services	6,536	4,073	5,640	5,675	5,675
Rental Equipment	-	-	1,250	1,250	1,250
Communications	857	864	-	-	-
Supplies	31,110	36,450	37,607	33,883	33,883
Vehicle & Equipment Parts	87,596	101,245	113,000	112,300	112,300
Vehicle & Equipment Services	17,034	19,927	27,675	28,275	28,275
Gas & Oil (Vehicles)	203,027	196,087	174,801	185,647	185,647
Training, Travel and Memberships	9	-	2,000	2,100	2,100
Material & Services	346,169	358,646	361,973	369,130	369,130
Maintenance Equip. Replacement	379,605	192,447	343,500	242,900	242,900
Maintenance Equip. Improvements	41,711	6,055	-	-	-
Capital Outlay	421,316	198,502	343,500	242,900	242,900
Program Total	1,266,837	1,034,695	1,226,197	1,139,853	1,139,853
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)	0.75	0.75	0.75	0.75	0.75
Funded Service Level					
Vehicle & Equip Units Maintained at 100% DSL	379	376	348	402	402
Total Vehicle & Equip Units in Inventory	436	476	490	490	490

Division: Business and Facilities

Department: Maintenance

Program: Fleet Maintenance

Detail of Capital Outlay

Project Number	Capital Project	Adopted Budget	Page #
MAINTENANCE EQUIPMENT REPLACEMENT			
1	72" Mowers (3)	42,000	BF-63
2	Tire Balancer	8,500	BF-63
3	Electric Utility Vehicle	12,500	BF-63
4	52" Mowers (2)	14,400	BF-63
5	52" Mower and (2) Trailers	15,500	BF-63
6	Large Rotary Mower	62,000	BF-63
7	4X4 SUV Hybrid	43,000	BF-64
8	Chipper	45,000	BF-64
TOTAL MAINTENANCE EQUIPMENT - REPLACEMENT		<u>\$ 242,900</u>	
MAINTENANCE EQUIPMENT CAPITAL		<u>\$ 242,900</u>	

**VEHICLES & EQUIPMENT
CAPITAL OUTLAY**

Maintenance Equipment Capital Replacement

ITEM 1: **72" Mowers (3)**

BUDGET: \$42,000

DESCRIPTION: Replaces Vehicles 7651, 7671 & 7711 2008/2004/2007 Toro 72" mowers (Park Maintenance). Normal life 60 months or 1,500 hours.

ITEM 2: **Tire Balancer**

BUDGET: \$8,500

DESCRIPTION: Replaces 1979 Sun Md#1762 tire balancer (Vehicle & Equipment Maintenance).

ITEM 3: **Electric Utility Vehicle**

BUDGET: \$12,500

DESCRIPTION: Replaces Vehicle 5420 1999 John Deere Gator (Park Maintenance). Normal life 72 months or 2,000 hours.

ITEM 4: **52" Mowers (2)**

BUDGET: \$14,400

DESCRIPTION: Replaces Vehicle 5650 2004 Toro 52" mower (Athletic Field Maintenance) and Vehicle 5250 2002 Multi-quip cement mixer (Park Maintenance). Normal life 48/108 months or 900 hours.

ITEM 5: **52" Mower and (2) Trailers**

BUDGET: \$15,500

DESCRIPTION: Replaces Vehicle 5990 1988 16K HD Eager Beaver trailer (Park Maintenance). Normal life 180 months. Single axle trailer and mower for trails crew. Enclosed trailer for Building Maint.

ITEM 6: **Large Rotary Mower**

BUDGET: \$62,000

DESCRIPTION: Replaces Vehicle 7680 2007 Toro 4000D (Athletic Fields Maintenance) projected ODO 2,600 hours.

**VEHICLES & EQUIPMENT
CAPITAL OUTLAY**

ITEM 7: **4X4 SUV Hybrid**

BUDGET: \$43,000

DESCRIPTION: Replaces Vehicle 3350 2009 Ford Escape Hybrid (Security/Courier) projected ODO 130,000 miles. Normal life 120 months or 120,000 miles.

ITEM 8: **Chipper**

BUDGET: \$45,000

DESCRIPTION: Replaces Vehicle 7990 1995 Vermeer 1250 (Park Maintenance) projected ODO 2,150 hours. Normal life 120 months or 2,000 hours.



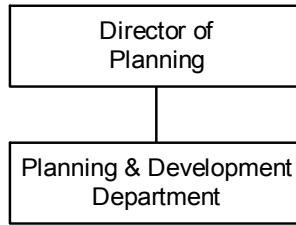
**TUALATIN HILLS
PARK & RECREATION DISTRICT**

PLANNING



Planning & Development

PLANNING DIVISION



Division Mission

To provide necessary planning, development and interagency coordination to implement the park district's Comprehensive Plan Update, 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.



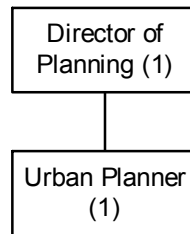
Division: Planning

Description	Prior Year Actual 2011/12	Prior Year Actual 2012/13	Adopted Budget 2013/14	Proposed Budget 2014/15	Adopted Budget 2014/15
Summary of Appropriations					
Personnel Services	1,382,947	1,431,586	1,526,485	1,437,586	1,437,586
Materials & Services	47,229	71,598	84,755	85,700	85,700
Total Appropriations	1,430,176	1,503,184	1,611,240	1,523,286	1,523,286
Summary by Program					
Office of the Director	350,722	367,761	527,521	532,115	532,115
Planning and Development	1,079,454	1,135,423	1,083,719	991,171	991,171
Total Appropriations	1,430,176	1,503,184	1,611,240	1,523,286	1,523,286
Division Staff					
Full Time	11.00	13.00	11.00	10.00	10.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	0.93	1.65	1.45	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 2013/14 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).

Participated in Washington County's planning process for Area 93 (160 acres of urban land transferred from Multnomah County to Washington County in 2013, within the NE Quadrant of the District).

Participated in the City of Beaverton's planning process for the South Cooper Mountain area.

Continued to participate in the county's Aloha-Reedville Study planning process.

Participated in the county's process for creating a Neighborhood Bikeway Plan.

Participated in the City of Beaverton's Creekside District planning project.

FY 2014/15 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 Comprehensive Plan Update, Parks Functional Plan and Trails Plan as well as commitments made in the 2008 bond measure. (The focus of acquisition efforts will be on acquiring natural areas.)

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.

**FY 2014/15 Office Goals and Objectives
(continued)**

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, planning projects and ordinances of interest to the district.

Recommend revisions to the resolution establishing the park district's SDC program as well as the SDC Administration Guidelines as needed.

Guide the development and implementation of the Parks and Trails Functional Plans.

Budget Highlights

The proposed budget reflects the removal of the temporary deputy director of Planning position and the addition of a new urban planner position that was created midyear FY 2013/14, replacing a park planner position that previously resided in the Planning & Development Department.

Division: Planning
 Department: Office of the Director

Description	Prior Year Actual 2011/12	Prior Year Actual 2012/13	Adopted Budget 2013/14	Proposed Budget 2014/15	Adopted Budget 2014/15
Summary of Appropriations					
Personnel Services	344,807	361,674	518,266	522,675	522,675
Materials & Services	5,915	6,087	9,255	9,440	9,440
Total Appropriations	350,722	367,761	527,521	532,115	532,115
Summary by Program					
Office of the Director	350,722	367,761	527,521	532,115	532,115
Total Appropriations	350,722	367,761	527,521	532,115	532,115
Division Staff					
Full Time	1.00	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)	0.93	1.65	1.45	1.45	1.45



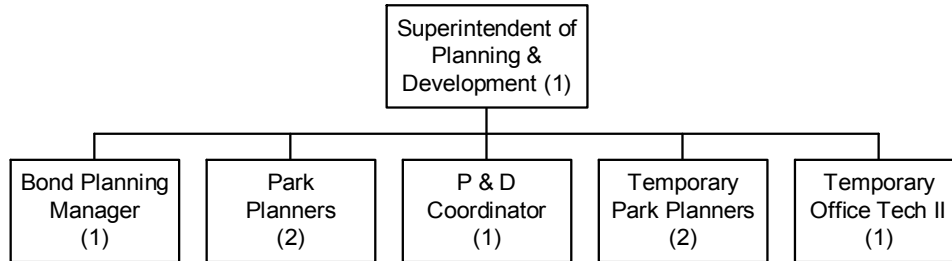
Division: Planning
 Department: Office of the Director
 Program: Office of the Director

Description	Prior Year Actual 2011/12	Prior Year Actual 2012/13	Adopted Budget 2013/14	Proposed Budget 2014/15	Adopted Budget 2014/15
Program Appropriations					
F.T. Salary	109,236	113,928	212,709	200,232	200,232
P.T. Salary	172,823	180,230	208,670	213,865	213,865
Employee Benefits	33,329	34,979	55,707	68,505	68,505
Payroll Taxes	29,419	32,537	41,180	40,073	40,073
Personnel Services	344,807	361,674	518,266	522,675	522,675
Supplies	472	489	400	400	400
Communications	2,179	2,358	2,500	2,000	2,000
Training, Travel and Memberships	3,264	3,240	6,355	7,040	7,040
Material & Services	5,915	6,087	9,255	9,440	9,440
Program Total	350,722	367,761	527,521	532,115	532,115
Department Staff					
Full Time	1.00	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)	0.93	1.65	1.45	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 capital project administration, master 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, implementation of district master plans, the Voluntary Annexation Program, public outreach for capital project planning, easement coordination, and serving as the Trails Advisory Committee liaison.

FY 2013/14 Accomplishments

Non-Bond Projects: Continue monitoring Fanno Creek Trail and continued mitigation efforts required for project's construction; completed (90%) construction Fanno Creek Trail/Hall Boulevard Crossing; completed the Waterhouse Trail/Walker Road midblock crossing (Oregon Pedestrian and Bicycle Grant); completed master plan of the Westside Trail #18 (Metropolitan Transportation Improvement Program [MTIP] Grant); completed Morrison Woods buffer mitigation strategy, began site restoration at Morrison Woods; completed construction of Waterhouse Trail-Central Bethany System Development Charge (SDC) project; completed park master plan for Ridgewood View Park/Tualatin Valley Water District Reservoir; began master plan on the Dutton property adjacent to Jackie Husen Park; began construction remodel on the Fanno Creek Service Center; started construction on Arbor

East subdivision SDC trail project; continued construction administration on the Timberland (Teufel) project; continued to incorporate sustainable elements and new Signage Master Plan signs into all projects.

Bond Projects Completed: Roy Dancer Park, Hansen Ridge Park (formerly Kaiser Ridge Park), Waterhouse Trail Segments 1, 5 & West Spur, Westside Trail Segments 1, 4 & 7, Pioneer Park, Vista Brook Park, Barsotti Park, Lowami Hart Woods Natural Area, Waterhouse Play Equipment Replacement, A.M. Kennedy Park. Aided in land acquisition.

2008 Bond Projects status:

Projects undergoing master planning: SW Quadrant Community Park, Cedar Hills Community Park, Somerset West Park, Cedar Hills and Garden Home Recreation Centers - seismic upgrades.

Projects in design development: Westside to Waterhouse Trail Connection.

Projects in construction documentation: Roger Tilbury Park, Cedar Mill Park & Trail.

Annexations: Special District Initiated Annexation/Voluntary Annexation Program #9 – 14 new properties totaling 2.35 acres were annexed to the district.

Grants:

Applied for MTIP-Regional Flexible Funds - Beaverton Creek Trail Crescent Connection (awarded); Local Government Grant Program (LGGP) - Barsotti Park Shelter (awarded); ConnectOregon V (pending); Land and Water Conservation Fund - Raleigh Swim Center/Park Picnic Shelter (pending); LGGP, Small grant category - Terra Linda Park Picnic Shelter

FY 2013/14 Accomplishments (continued)
(pending); LGGP, Large grant category – Roger Tilbury Park Phase II (pending).

FY 2014/15 Goals and Objectives

Non-Bond Projects: Complete Ben Graf trail segment, Timberland Park and splash pad, 155th Avenue Wetlands; provide oversight of developer SDC projects including Forest Glen neighborhood park, Bethany Creek Falls neighborhood park, Arbor Heights East portion of Rock Creek Trail; start construction on Westside Trail Segment #18 (MTIP Grant); begin master plan on the trail to Bonny Slope Elementary School; continue work for Jackie Husen - Dutton property, HMT Administrative Office remodel, pre-construction work for the HMT & Tennis Center roof replacements. Participate in completion of the Parks Functional Plan. Complete the Trails Functional Plan. Continue to incorporate sustainable elements and new Signage Master Plan signs into all projects. Provide assistance to other departments with projects as needed.

2008 Bond Projects:

Projects scheduled for master planning: SW Youth Athletic Field.

Projects planned for design development: SW Quadrant Community Park, Cedar Hills Community Park, Somerset West Neighborhood Park, SW Quadrant Youth Athletic Field.

Projects planned for construction documentation: Westside to Waterhouse Trail Connection.

Projects planned for construction administration: Garden Home and Cedar Hills Recreation Centers – seismic upgrades.

Projects scheduled for completion in 2014/15: Roger Tilbury Park Phase I, HMT ADA/Parking Improvements, Cedar Mill Park & Trail.

Address current and future needs identified in the District: Follow the 2013 Comprehensive Plan Update, utilize the Parks and Trails Functional Plans once completed, and continued work to achieve goals of the 2008 bond measure.

Budget Highlights

The proposed budget reflects the continued funding of two temporary park planner positions due to the workload of bond and non-bond projects. The proposed budget also reflects the

reclassification and transfer of one park planner position to a new urban planner position included in the office of the director and reporting directly to the director of Planning.

Performance Standards

Design and develop new parks, facilities, athletic fields and trail projects identified in the 2013 Comprehensive Plan Update, the 2008 bond measure and the adopted FY 2014/15 Budget. Pursue annexations through the Special District Initiated Annexation/Voluntary Annexation Program #10 to increase property tax revenues.

Division: Planning
 Department: Planning and Development

Description	Prior Year Actual 2011/12	Prior Year Actual 2012/13	Adopted Budget 2013/14	Proposed Budget 2014/15	Adopted Budget 2014/15
Summary of Appropriations					
Personnel Services	1,038,140	1,069,912	1,008,219	914,911	914,911
Materials & Services	41,314	65,511	75,500	76,260	76,260
Total Appropriations	1,079,454	1,135,423	1,083,719	991,171	991,171
Summary by Program					
Planning and Development	1,079,454	1,135,423	1,083,719	991,171	991,171
Total Appropriations	1,079,454	1,135,423	1,083,719	991,171	991,171
Division Staff					
Full Time	10.00	11.00	9.00	8.00	8.00
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 2011/12	Prior Year Actual 2012/13	Proposed Outcome 2013/14	Proposed Outcome 2014/15
Acquire new parks, athletic fields, natural areas and trail corridor properties identified in district master plans and the System Development Charge (SDC) Capital Improvement Program.	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 10 park properties, seven natural area properties, two properties/easements for a trail project.	Acquisition of up to five park properties, at least 10 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.	Acquisition of up to eight park properties, five in North Bethany, and up to 10 natural area properties, including five in the Bronson Creek corridor.
Develop new parks, athletic fields, natural areas and trail corridor properties identified in district master plans and the System Development Charge (SDC) Capital Improvement Program.	Completed construction of 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, Schiffer 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 2008 bond measure, SDC, and capital funds.	Complete construction of AM Kennedy Park, Barsotti Park, Vista Brook Park, Pioneer Park, Hansen Ridge Park, Roy Dancer Park, Westside 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 Memorial 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.	Complete construction Cedar Mill Park, Roger Tilbury Park, Ben Graf Trail, HMT ADA Parking Improvements. Complete master plans for Somerset West, Cedar Hills, Bonny Slope Trail, Dutton Prop., SW Community Park and the Trails Functional Plan. Begin construction on Westside Trail Segment 18, HMT Remodel, Seismic roofing projects (50M, and Tennis), Seismic building projects (GH & CH) various SDC projects & land acquisition house demolitions.
Pursue annexation.	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.	Continue with the Special District Initiated Annexation Program/Voluntary Annexation #10 as well as annexation of area 93.
Seek grants and outside funding sources.	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.	Will apply for grants as determined.

Division: Planning
 Department: Planning and Development
 Program: Planning and Development

Description	Prior Year Actual 2011/12	Prior Year Actual 2012/13	Adopted Budget 2013/14	Proposed Budget 2014/15	Adopted Budget 2014/15
Program Appropriations					
F.T. Salary	690,139	707,943	648,696	609,948	609,948
Employee Benefits	282,999	291,822	296,546	245,766	245,766
Payroll Taxes	65,002	70,147	62,977	59,197	59,197
Personnel Services	1,038,140	1,069,912	1,008,219	914,911	914,911
Professional and Technical Service	21,146	45,341	50,000	50,000	50,000
Supplies	7,543	5,509	9,000	10,000	10,000
Communications	1,073	998	800	850	850
Training, Travel and Memberships	11,233	12,850	14,700	14,410	14,410
Small Furniture & Office Equipment	319	813	1,000	1,000	1,000
Material & Services	41,314	65,511	75,500	76,260	76,260
Program Total	1,079,454	1,135,423	1,083,719	991,171	991,171
Department Staff					
Full Time	10.00	11.00	9.00	8.00	8.00
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



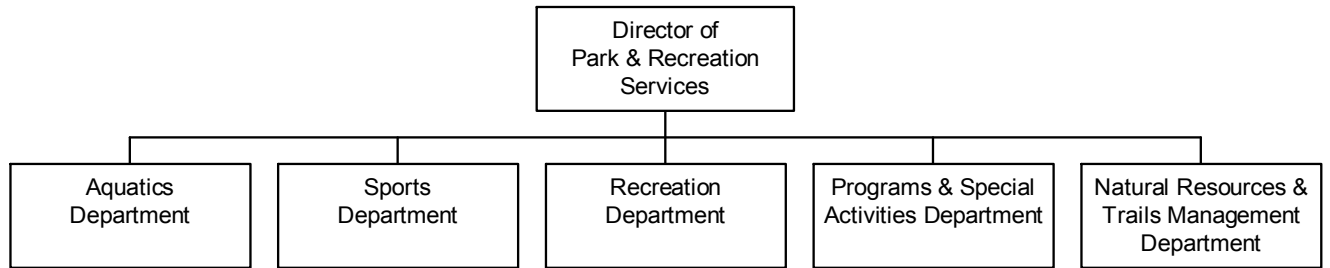
PROGRAMS & SPECIAL ACTIVITIES



NATURAL RESOURCES & TRAILS



PARK & RECREATION SERVICES DIVISION



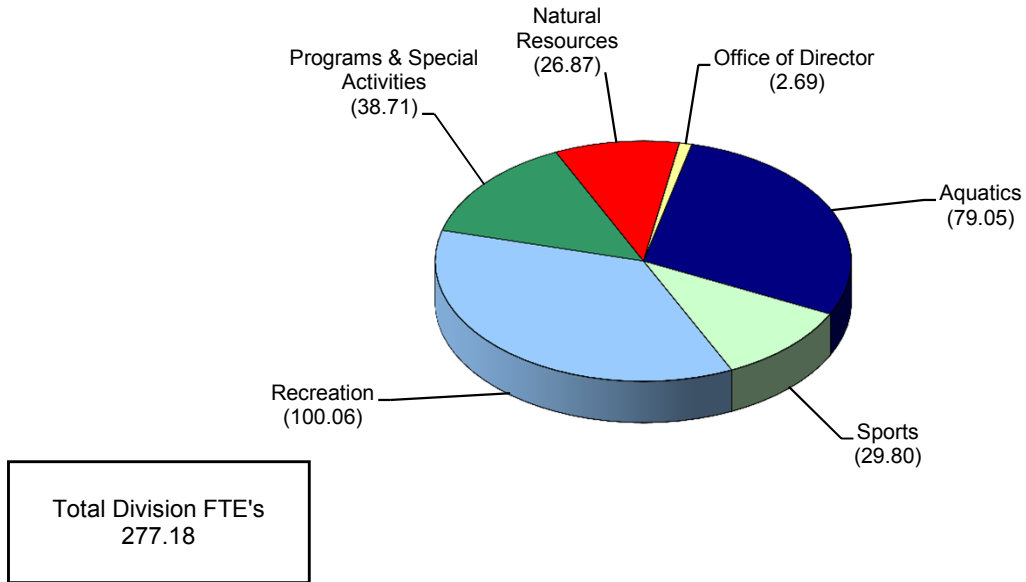
Division Mission

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.

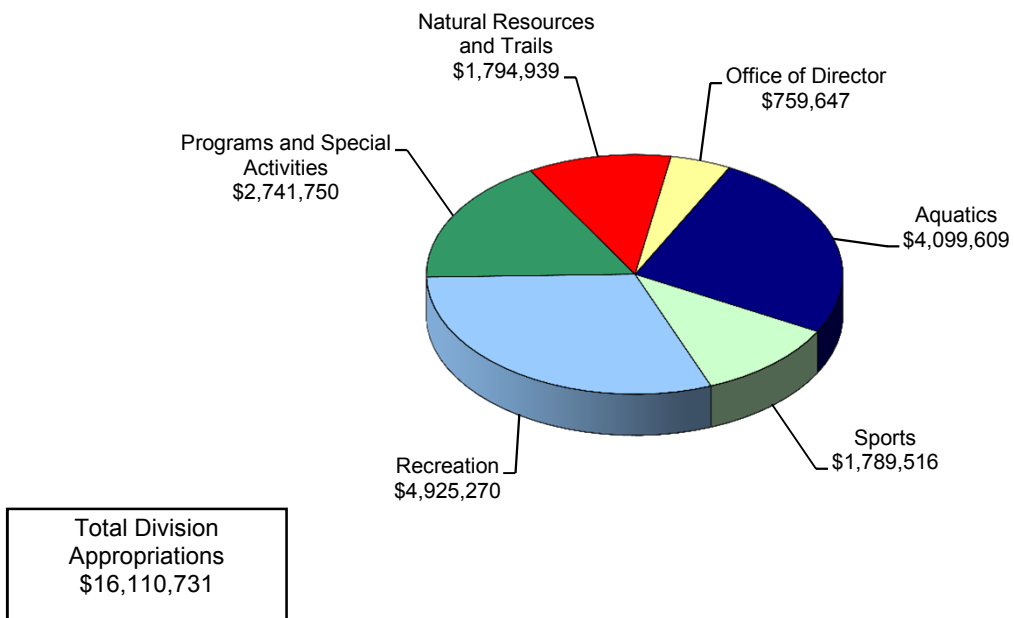
Division Overview

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 events, 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 2014/15



Division Appropriations by Departments FY 2014/15



Division: Park & Recreation Services

Description	Prior Year Actual 2011/12	Prior Year Actual 2012/13	Adopted Budget 2013/14	Proposed Budget 2014/15	Adopted Budget 2014/15
Summary of Appropriations					
Personnel Services	12,570,142	13,006,997	14,124,828	14,229,554	14,229,554
Materials & Services	1,549,772	1,459,390	1,835,812	1,881,177	1,881,177
Total Appropriations	14,119,914	14,466,387	15,960,640	16,110,731	16,110,731

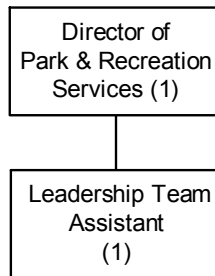
Summary by Department					
Office of the Director	662,872	637,774	703,357	759,647	759,647
Aquatics	3,408,852	3,570,613	3,948,786	4,099,609	4,099,609
Sports	1,591,754	1,583,584	1,747,209	1,789,516	1,789,516
Recreation	4,413,812	4,449,385	4,908,184	4,925,270	4,925,270
Programs and Special Activities	2,689,380	2,770,543	2,988,338	2,741,750	2,741,750
Natural Resources and Trails	1,353,244	1,454,488	1,664,766	1,794,939	1,794,939
Total Appropriations	14,119,914	14,466,387	15,960,640	16,110,731	16,110,731

Division Staff					
Full Time	74.50	73.00	73.00	72.00	72.00
Regular Part Time (FTE)	20.15	19.28	19.28	18.41	18.41
Part Time (FTE)	180.80	182.70	184.24	186.77	186.77



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 at the state and federal level.

FY 2013/14 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.

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

Furthered federal priorities pursuit with our public affairs firm. Also used them to monitor funding opportunities at the federal level.

Planned for the First Annual Trailways event.

Resumed relationship with the American Red Cross's Water Safety Instructor Program. The

American Red Cross announced that THPRD was among their top five partner agencies in teaching the most participants in the Learn to Swim program in 2013.

FY 2014/15 Division Goals and Objectives

Continue emphasis on outstanding customer service at all of our facilities districtwide.

Implement a new 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 Rec Mobile program that delivers recreational programs to district residents that cannot afford the programs and target populations and locations that need programming availability.

Implement Strategic Plan initiatives as appropriate.

Grow the partnership with the Beaverton School District's Summer Lunch Program at sites where the Rec Mobile visits and at facilities that are located in qualifying neighborhoods.

**FY 2014/15 Division Goals and Objectives
(continued)**

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 as needed.

Promote interagency cooperation on field enhancement and maintenance projects with the Beaverton School District.

Seek grant funding to help expand programming.

Monitor program and class participation to assure appropriate cost recovery.

Continue monitoring of the Jenkins Estate concessionaire to assure quality.

Emphasize and offer 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 reflects the transfer of the internship funding to Human Resources to partially fund the Portland State University fellowship.

Division: Park & Recreation Services
 Department: Office of the Director

Description	Prior Year Actual 2011/12	Prior Year Actual 2012/13	Adopted Budget 2013/14	Proposed Budget 2014/15	Adopted Budget 2014/15
Summary of Appropriations					
Personnel Services	271,129	287,338	308,464	292,717	292,717
Materials & Services	391,743	350,436	394,893	466,930	466,930
Total Appropriations	662,872	637,774	703,357	759,647	759,647
Summary by Program					
Office of the Director	662,872	637,774	703,357	759,647	759,647
Total Appropriations	662,872	637,774	703,357	759,647	759,647
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	0.58	0.87	0.69	0.69



Division: Park & Recreation Services

Department: Office of the Director

Program: Office of the Director

Description	Prior Year Actual 2011/12	Prior Year Actual 2012/13	Adopted Budget 2013/14	Proposed Budget 2014/15	Adopted Budget 2014/15
Program Appropriations					
F.T. Salary	177,848	185,284	190,316	191,757	191,757
P.T. Salary	10,133	14,068	24,000	17,928	17,928
Employee Benefits	66,343	69,260	74,702	64,291	64,291
Payroll Taxes	16,805	18,726	19,446	18,741	18,741
Personnel Services	271,129	287,338	308,464	292,717	292,717
Professional and Technical Services	13,626	28,225	39,000	110,000	110,000
Fee reductions-family assistance	365,160	306,809	320,000	320,000	320,000
Communication	958	1,830	8,893	9,900	9,900
Supplies	671	1,094	7,000	8,030	8,030
Training, Travel and Memberships	11,328	12,478	20,000	19,000	19,000
Material & Services	391,743	350,436	394,893	466,930	466,930
Program Total	662,872	637,774	703,357	759,647	759,647
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	0.58	0.87	0.69	0.69





TUALATIN HILLS
PARK & RECREATION DISTRICT

AQUATICS



Aloha Swim Center

Tualatin Hills Aquatic Center

Beaverton Swim Center

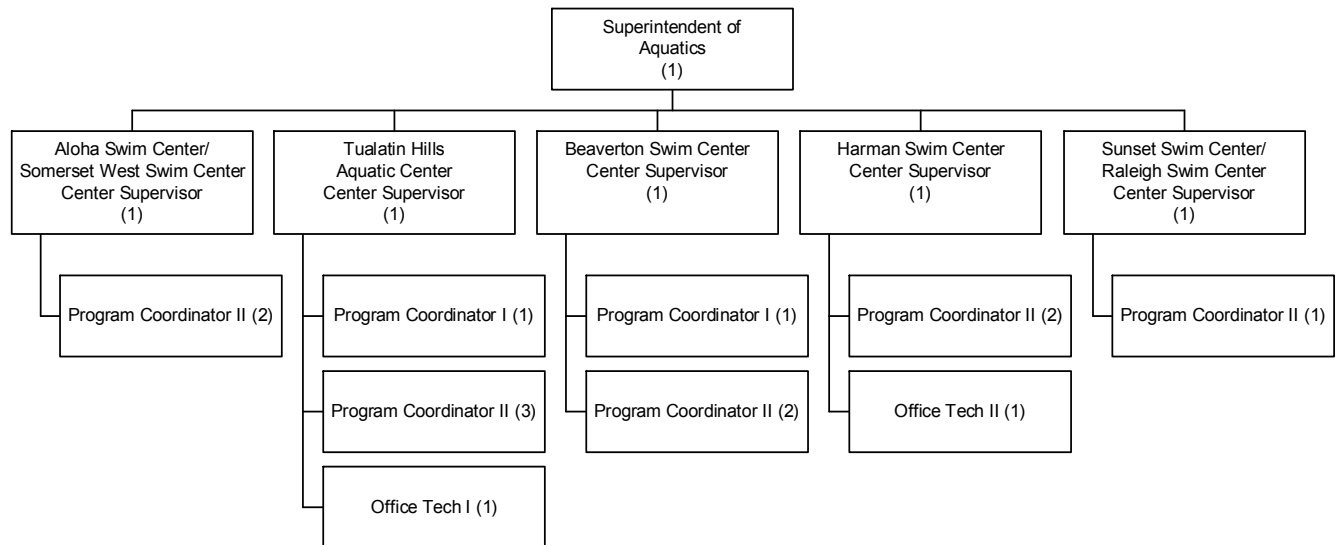
Harman Swim Center

Sunset Swim Center

Raleigh Swim Center

Somerset West Swim Center

PARK & RECREATION SERVICES DIVISION
 Aquatics Department



Department Overview

The superintendent of Aquatics is responsible to the director of Park & Recreation Services and is responsible for the operation of seven swim centers, their programs, and staff. The superintendent is also responsible for aquatic program oversight at Conestoga Recreation & Aquatic Center.

The Aquatics Department plans, organizes and administers the financial, operational and personnel activities of a comprehensive program including: program development in the areas of instructional, recreational, fitness and competitive aquatics activities; certification courses, senior activities and programs for guests with special needs; supervision and training of staff; and coordinates with the Maintenance Operations Department in the operation of the pools.

FY 2013/14 Accomplishments

Expanded weekend swim lesson programs to address capacity issues.

Continued to provide a comprehensive in-service training program for all Aquatics staff with particular focus on medical emergencies, customer service, and instructor training.

Implemented new fee structure and use agreements for the affiliated aquatic clubs.

Recertified all lifeguard staff to the new American Red Cross Lifeguard Training materials.

Continued to offer quarterly instructional workshops for the department's water fitness instructors. This continues to be a valuable training program for our 60+ full-time, regular-part-time and part-time water fitness instructors.

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.

Continued to offer 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 to our part-time staff through in-service training sessions.

FY 2014/15 Goals and Objectives

Begin implementation of the Cost Recovery Model.

Maintain a comprehensive in-service training program for staff in medical emergencies, customer service, and instructor training.

FY 2014/15 Goals and Objectives (continued)

Update all swim instructors to the new American Red Cross Water Safety Instructor program and recertify all of the park district's lifeguards.

Evaluate program fees and recalculate as needed to achieve desired cost recovery goals.

Explore partnership opportunities to create programs to fill low demand times.

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.

Budget Highlights

The proposed budget reflects continuation of program levels from previous year.

Division: Park & Recreation Services
Department: Aquatics

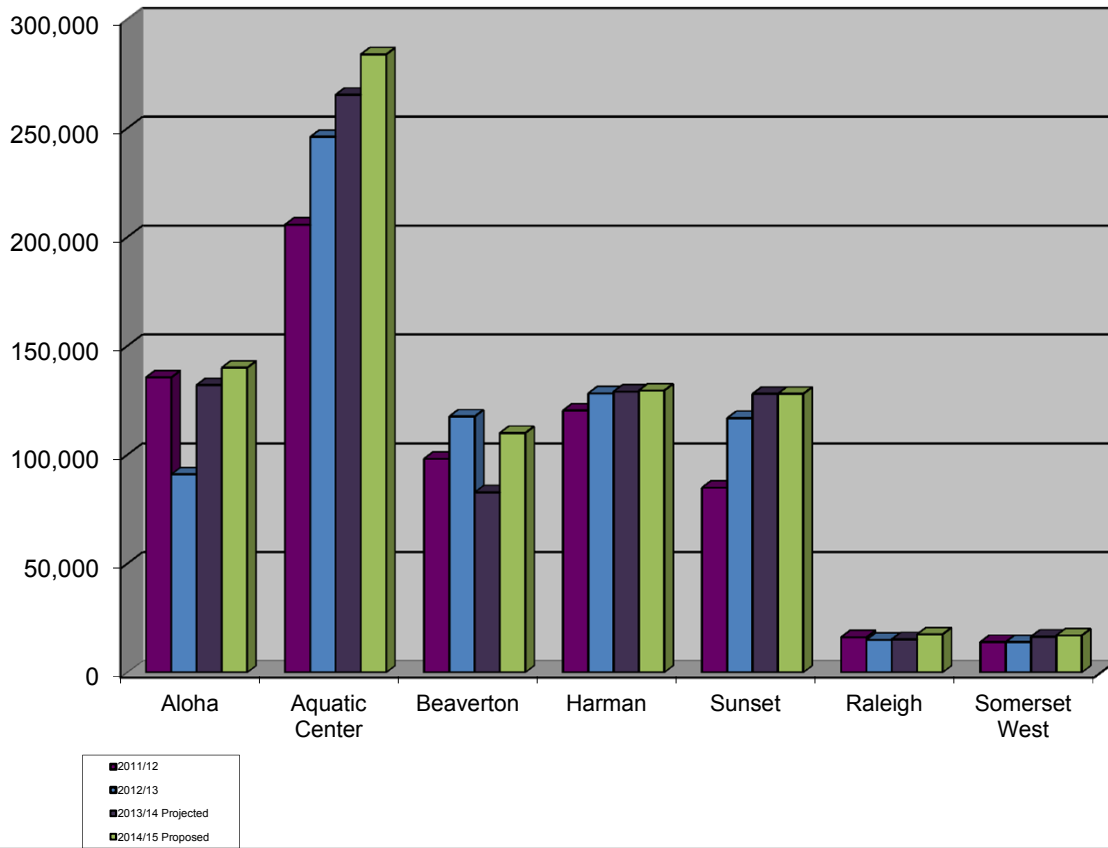
Description	Prior Year Actual 2011/12	Prior Year Actual 2012/13	Adopted Budget 2013/14	Proposed Budget 2014/15	Adopted Budget 2014/15
Summary of Appropriations					
Personnel Services	3,350,513	3,516,086	3,865,602	4,005,574	4,005,574
Materials & Services	58,339	54,527	83,184	94,035	94,035
Total Appropriations	3,408,852	3,570,613	3,948,786	4,099,609	4,099,609

Summary by Program					
Superintendent of Aquatics	186,600	193,308	212,655	215,196	215,196
Aloha Swim Center	510,869	504,949	678,552	722,674	722,674
Tualatin Hills Aquatic Center	782,052	817,701	900,139	930,633	930,633
Beaverton Swim Center	788,453	831,370	789,830	842,664	842,664
Harman Swim Center	701,507	687,063	714,291	718,150	718,150
Sunset Swim Center	363,325	464,771	548,378	560,168	560,168
Raleigh Swim Center	35,534	29,725	44,954	47,716	47,716
Somerset West Swim Center	40,512	41,726	59,987	62,408	62,408
Total Appropriations	3,408,852	3,570,613	3,948,786	4,099,609	4,099,609

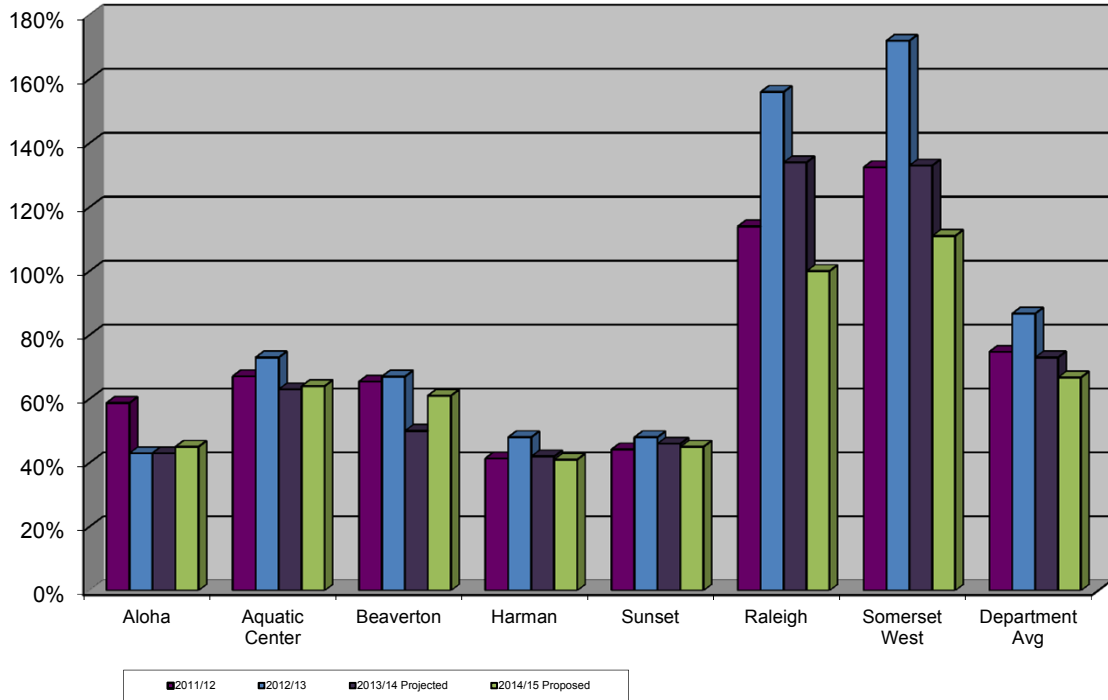
Division Staff					
Full Time	20.00	20.00	20.00	20.00	20.00
Regular Part Time (FTE)	7.89	7.89	7.89	7.89	7.89
Part Time (FTE)	45.17	45.81	49.39	51.16	51.16

Funded Service Level					
Program Hours	39,214	40,792	40,302	40,998	40,998
Contact Hours	1,034,652	1,110,296	1,135,171	1,181,404	1,181,404

Attendance by Center



Cost Recovery by Center



Division: Park & Recreation Services
Department: Aquatics
Program: Superintendent of Aquatics

Description	Prior Year Actual 2011/12	Prior Year Actual 2012/13	Adopted Budget 2013/14	Proposed Budget 2014/15	Adopted Budget 2014/15
Program Appropriations					
F.T. Salary	108,216	112,332	116,076	118,282	118,282
P.T. Salary	924	567	768	352	352
Employee Benefits	33,136	33,993	36,265	35,053	35,053
Payroll Taxes	10,200	11,106	11,180	11,431	11,431
Personnel Services	152,476	157,998	164,289	165,118	165,118
Supplies	15,427	19,523	15,878	18,544	18,544
Communications	1,893	2,511	3,340	3,200	3,200
Training, Travel and Memberships	16,804	13,276	29,148	28,334	28,334
Material & Services	34,124	35,310	48,366	50,078	50,078
Program Total	186,600	193,308	212,655	215,196	215,196
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)	0.02	0.01	0.02	0.01	0.01

Division: Park & Recreation Services

Department: Aquatics

Program: Aloha Swim Center

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2011/12	Prior Year Actual 2012/13	Projected Outcome 2013/14	Proposed Outcome 2014/15
Workloads:				
Attendance ¹	135,542	91,024	132,000	140,000
Number of classes held	624	603	850	900
Percentage of classes held vs. offered	77%	86%	87%	100%
Performance Measures:				
Estimated cost per visit ¹	\$ 3.86	\$ 5.55	\$ 5.14	\$ 4.97
Direct facility operations cost recovery ²	59%	43%	43%	45%
Goal Outcome Measures:				
Average enrollment as a percent of class minimums	199%	179%	173%	100%

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 2011/12	Prior Year Actual 2012/13	Adopted Budget 2013/14	Proposed Budget 2014/15	Adopted Budget 2014/15
Program Appropriations					
F.T. Salary	133,480	164,852	198,741	207,143	207,143
R.P.T. Salary	80,349	77,405	82,696	87,180	87,180
P.T. Salary	172,249	116,333	218,904	234,650	234,650
Employee Benefits	79,358	100,706	120,157	129,193	129,193
Payroll Taxes	42,220	40,774	52,142	55,893	55,893
Personnel Services	507,656	500,070	672,640	714,059	714,059
Supplies	3,213	4,255	5,912	8,615	8,615
Small Furniture and Equipment	-	624	-	-	-
Material & Services	3,213	4,879	5,912	8,615	8,615
Program Total	510,869	504,949	678,552	722,674	722,674
Department Staff					
Full Time	2.00	2.00	3.00	3.00	3.00
Regular Part Time (FTE)	1.75	1.75	1.75	1.75	1.75
Part Time (FTE)	8.10	8.16	9.06	9.43	9.43
Funded Service Level					
Program Hours	6,990	6,986	6,799	8,243	8,243
Contact Hours	214,261	211,202	213,508	222,175	222,175

Division: Park & Recreation Services
 Department: Aquatics
 Program: Tualatin Hills Aquatic Center

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2011/12	Prior Year Actual 2012/13	Projected Outcome 2013/14	Proposed Outcome 2014/15
Workloads:				
Attendance ¹	205,682	246,032	265,348	283,922
Number of classes held	956	1,000	921	940
Percentage of classes held vs. offered	94%	96%	93%	100%
Performance Measures:				
Estimated cost per visit ¹	\$ 3.80	\$ 3.32	\$ 3.39	\$ 3.22
Direct facility operations cost recovery ²	67%	73%	63%	64%
Goal Outcome Measures:				
Average enrollment as a percent of class minimums	214%	210%	213%	100%

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 2011/12	Prior Year Actual 2012/13	Adopted Budget 2013/14	Proposed Budget 2014/15	Adopted Budget 2014/15
Program Appropriations					
F.T. Salary	344,164	360,964	376,179	391,280	391,280
R.P.T. Salary	31,689	33,170	35,324	37,295	37,295
P.T. Salary	182,239	190,142	238,912	251,961	251,961
Employee Benefits	159,235	164,320	173,784	170,360	170,360
Payroll Taxes	60,685	66,199	68,252	72,752	72,752
Personnel Services	778,012	814,795	892,451	923,648	923,648
Supplies	3,790	2,906	7,158	6,485	6,485
Small Furniture & Equipment	250	-	530	500	500
Material & Services	4,040	2,906	7,688	6,985	6,985
Program Total	782,052	817,701	900,139	930,633	930,633
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)	8.78	7.76	9.83	10.25	10.25
Funded Service Level					
Program Hours	6,824	8,120	8,729	8,051	8,051
Contact Hours	253,522	288,756	317,201	347,351	347,351

Division: Park & Recreation Services

Department: Aquatics

Program: Beaverton Swim Center

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2011/12	Prior Year Actual 2012/13	Projected Outcome 2013/14	Proposed Outcome 2014/15
Workloads:				
Attendance ¹	98,142	117,595	82,747	110,000
Number of classes held	2,319	2,221	1,830	2,210
Percentage of classes held vs. offered	99%	95%	96%	100%
Performance Measures:				
Estimated cost per visit ¹	\$ 8.03	\$ 7.07	\$ 9.11	\$ 7.27
Direct facility operations cost recovery ²	65%	67%	50%	61%
Goal Outcome Measures:				
Average enrollment as a percent of class minimums	369%	321%	316%	100%

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 2011/12	Prior Year Actual 2012/13	Adopted Budget 2013/14	Proposed Budget 2014/15	Adopted Budget 2014/15
Program Appropriations					
F.T. Salary	257,508	264,444	272,119	281,454	281,454
R.P.T. Salary	71,089	77,693	82,899	87,497	87,497
P.T. Salary	280,913	295,150	239,241	248,288	248,288
Employee Benefits	106,193	116,546	125,163	149,406	149,406
Payroll Taxes	67,700	74,626	62,713	66,442	66,442
Personnel Services	783,403	828,459	782,135	833,087	833,087
Supplies	5,050	2,911	7,695	9,577	9,577
Material & Services	5,050	2,911	7,695	9,577	9,577
Program Total	788,453	831,370	789,830	842,664	842,664
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)	11.80	12.05	10.80	11.48	11.48
Funded Service Level					
Program Hours	12,566	10,971	9,020	9,355	9,355
Contact Hours	195,524	196,306	192,742	198,394	198,394

Division: Park & Recreation Services

Department: Aquatics

Program: Harman Swim Center

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2011/12	Prior Year Actual 2012/13	Projected Outcome 2013/14	Proposed Outcome 2014/15
Workloads:				
Attendance	120,334	128,224	129,000	129,500
Number of classes held	597	573	596	580
Percentage of classes held vs. offered	97%	100%	98%	100%
Performance Measures:				
Estimated cost per visit	\$ 5.83	\$ 5.36	\$ 5.57	\$ 5.56
Direct facility operations cost recovery ¹	41%	48%	42%	41%
Goal Outcome Measures:				
Average enrollment as a percent of class minimums	219%	181%	182%	100%

¹ Does not include maintenance or utilities.

Division: Park & Recreation Services
 Department: Aquatics
 Program: Harman Swim Center

Description	Prior Year Actual 2011/12	Prior Year Actual 2012/13	Adopted Budget 2013/14	Proposed Budget 2014/15	Adopted Budget 2014/15
Program Appropriations					
F.T. Salary	270,543	238,568	248,592	258,649	258,649
R.P.T. Salary	94,411	100,923	106,868	111,144	111,144
P.T. Salary	129,931	141,726	149,429	154,009	154,009
Employee Benefits	148,959	146,473	150,762	132,314	132,314
Payroll Taxes	53,922	55,141	53,650	56,944	56,944
Personnel Services	697,766	682,831	709,301	713,060	713,060
Supplies	3,218	3,751	4,990	5,090	5,090
Small Furniture and Equipment	523	481	-	-	-
Material & Services	3,741	4,232	4,990	5,090	5,090
Program Total	701,507	687,063	714,291	718,150	718,150
Department Staff					
Full Time	5.00	5.00	4.00	4.00	4.00
Regular Part Time (FTE)	1.76	1.76	1.76	1.76	1.76
Part Time (FTE)	5.88	5.95	6.66	6.77	6.77
Funded Service Level					
Program Hours	5,808	6,097	6,022	5,845	5,845
Contact Hours	149,288	156,627	131,765	131,071	131,071

Division: Park & Recreation Services

Department: Aquatics

Program: Sunset Swim Center

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2011/12	Prior Year Actual 2012/13	Projected Outcome 2013/14	Proposed Outcome 2014/15
Workloads:				
Attendance	84,886	116,872	128,000	128,000
Number of classes held	410	601	640	640
Percentage of classes held vs. offered	95%	94%	95%	100%
Performance Measures:				
Estimated cost per visit	\$ 4.28	\$ 3.98	\$ 4.13	\$ 4.37
Direct facility operations cost recovery ¹	44%	48%	46%	45%
Goal Outcome Measures:				
Average enrollment as a percent of class minimums	148%	189%	181%	100%

¹ Does not include maintenance or utilities.

Division: Park & Recreation Services

Department: Aquatics

Program: Sunset Swim Center

Description	Prior Year Actual 2011/12	Prior Year Actual 2012/13	Adopted Budget 2013/14	Proposed Budget 2014/15	Adopted Budget 2014/15
Program Appropriations					
F.T. Salary	134,693	155,003	141,297	138,099	138,099
R.P.T. Salary	32,146	44,717	87,897	92,801	92,801
P.T. Salary	110,589	146,623	182,432	189,902	189,902
Employee Benefits	48,281	76,241	86,929	85,732	85,732
Payroll Taxes	30,174	39,436	43,123	44,800	44,800
Personnel Services	355,883	462,020	541,678	551,334	551,334
Supplies	7,442	2,751	6,700	8,834	8,834
Material & Services	7,442	2,751	6,700	8,834	8,834
Program Total	363,325	464,771	548,378	560,168	560,168
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)	5.36	6.68	7.46	7.62	7.62
Funded Service Level					
Program Hours	4,526	5,946	6,363	6,218	6,218
Contact Hours	103,102	138,541	146,807	151,890	151,890

Division: Park & Recreation Services

Department: Aquatics

Program: Raleigh Swim Center

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2011/12	Prior Year Actual 2012/13	Projected Outcome 2013/14	Proposed Outcome 2014/15
Workloads:				
Attendance	16,180	14,961	15,239	17,500
Number of classes held	66	48	77	70
Percentage of classes held vs. offered	72%	61%	81%	100%
Performance Measures:				
Estimated cost per visit	\$ 2.20	\$ 1.99	\$ 2.37	\$ 2.73
Direct facility operations cost recovery ¹	114%	156%	134%	100%
Goal Outcome Measures:				
Average enrollment as a percent of class minimums	184%	145%	147%	100%

¹ Does not include maintenance or utilities.

Division: Park & Recreation Services

Department: Aquatics

Program: Raleigh Swim Center

Description	Prior Year Actual 2011/12	Prior Year Actual 2012/13	Adopted Budget 2013/14	Proposed Budget 2014/15	Adopted Budget 2014/15
Program Appropriations					
P.T. Salary	31,641	25,838	39,837	41,418	41,418
Payroll Taxes	3,546	3,153	3,984	4,142	4,142
Personnel Services	35,187	28,991	43,821	45,560	45,560
Supplies	347	734	1,083	2,156	2,156
Small Furniture and Equipment	-	-	50	-	-
Material & Services	347	734	1,133	2,156	2,156
Program Total	35,534	29,725	44,954	47,716	47,716
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)	3.05	3.10	3.37	3.38	3.38
Funded Service Level					
Program Hours	1,087	1,157	1,174	1,068	1,068
Contact Hours	51,356	56,850	55,158	50,104	50,104

Division: Park & Recreation Services
 Department: Aquatics
 Program: Somerset West Swim Center

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2011/12	Prior Year Actual 2012/13	Projected Outcome 2013/14	Proposed Outcome 2014/15
Workloads:				
Attendance	14,020	13,952	16,442	17,000
Number of classes held	160	236	236	235
Percentage of classes held vs. offered	100%	100%	100%	100%
Performance Measures:				
Estimated cost per visit	\$ 2.89	\$ 2.54	\$ 3.45	\$ 3.67
Direct facility operations cost recovery ¹	132%	172%	133%	111%
Goal Outcome Measures:				
Average enrollment as a percent of class minimums	185%	175%	160%	100%

¹ Does not include maintenance or utilities.

Division: Park & Recreation Services
 Department: Aquatics
 Program: Somerset West Swim Center

Description	Prior Year Actual 2011/12	Prior Year Actual 2012/13	Adopted Budget 2013/14	Proposed Budget 2014/15	Adopted Budget 2014/15
Program Appropriations					
P.T. Salary	36,234	36,697	53,897	54,280	54,280
Payroll Taxes	3,896	4,225	5,390	5,428	5,428
Personnel Services	40,130	40,922	59,287	59,708	59,708
Supplies	382	804	700	2,700	2,700
Material & Services	382	804	700	2,700	2,700
Program Total	40,512	41,726	59,987	62,408	62,408
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)	2.18	2.10	2.19	2.22	2.22
Funded Service Level					
Program Hours	1,413	1,515	2,195	2,218	2,218
Contact Hours	67,599	62,014	77,990	80,419	80,419





TUALATIN HILLS
PARK & RECREATION DISTRICT

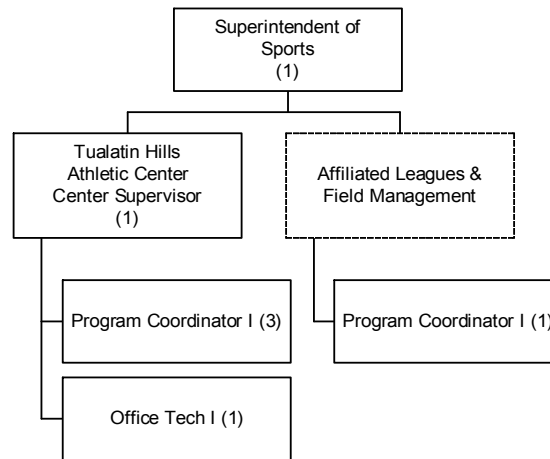
SPORTS



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) intergovernmental agreement. The Athletic Center provides as many as 200 diverse programs quarterly, districtwide sports leagues that involve over 20,000 participants and numerous tournaments and special events. This department works with seven steering committees, an advisory committee, coordinating with other departments and the BSD to offer services.

FY 2013/14 Accomplishments

Implemented the field sports affiliation policy with the youth football and lacrosse organizations. Continued work with soccer and youth baseball/softball.

Developed a synthetic turf field use plan that includes upcoming field assets provided for in the 2008 bond measure.

Developed a demographic tracking plan that anticipates sports participation.

Developed and implemented an athletic field use and development plan based on Goal 2014.

Implemented and guided 10-year vision plans for the community sports groups.

Completed a comprehensive field allocation and use review.

Assumed concession operations on the HMT Recreation Complex.

Established the Champions Too Steering Committee.

Developed the Champions Too program plan and operational budget.

FY 2014/15 Goals and Objectives

Begin implementation of the Cost Recovery Model.

Complete implementation of the field sports affiliation policy and 10-year vision plans with the youth sports organizations.

Implement new special needs sports camps.

Develop new adult sports leagues that include additional socialization components.

Budget Highlights

The proposed budget includes funding allocations for program development and implementation of special needs sports camps. There is no new funding being requested; only existing resources are being used. Otherwise, the proposed budget reflects a continuation of program levels from previous year.



Division: Park & Recreation Services
Department: Sports

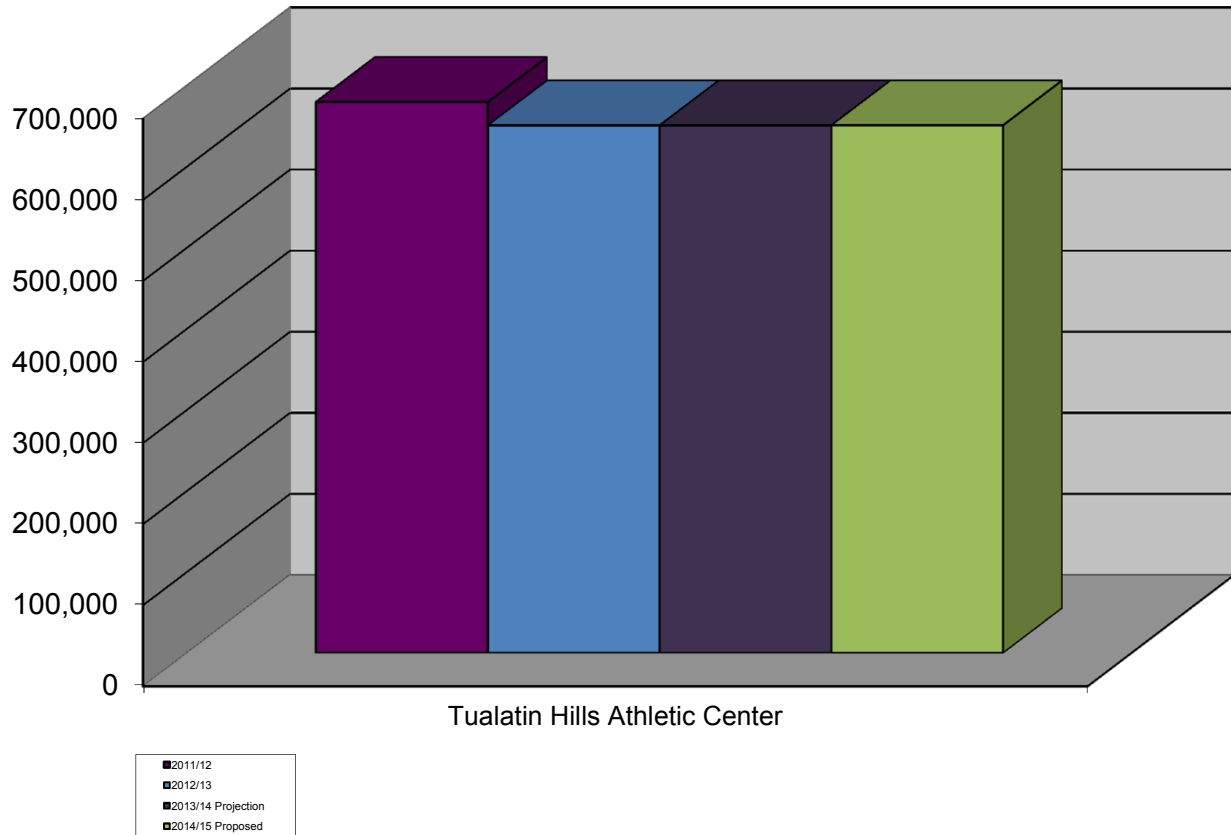
Description	Prior Year Actual 2011/12	Prior Year Actual 2012/13	Adopted Budget 2013/14	Proposed Budget 2014/15	Adopted Budget 2014/15
Summary of Appropriations					
Personnel Services	1,294,432	1,297,555	1,409,507	1,445,086	1,445,086
Materials & Services	297,322	286,029	337,702	344,430	344,430
Total Appropriations	1,591,754	1,583,584	1,747,209	1,789,516	1,789,516

Summary by Program					
Superintendent of Sports	266,221	271,959	296,716	306,302	306,302
Tualatin Hills Athletic Center	1,325,533	1,311,625	1,450,493	1,483,214	1,483,214
Total Appropriations	1,591,754	1,583,584	1,747,209	1,789,516	1,789,516

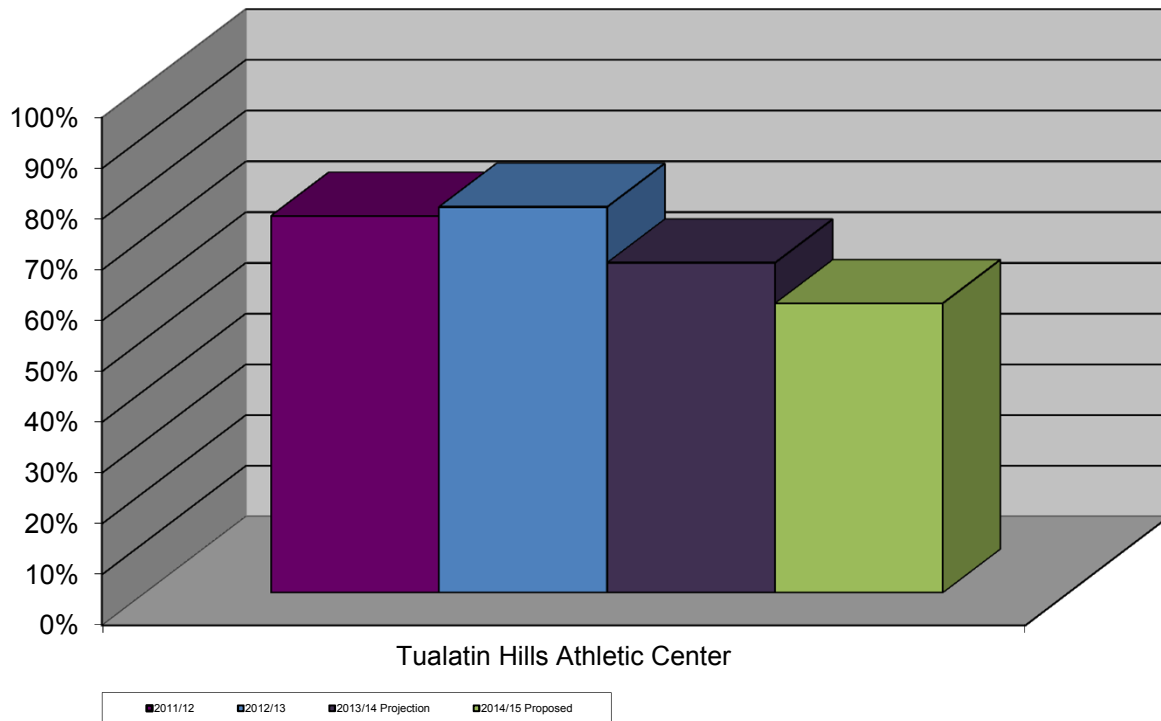
Division Staff					
Full Time	8.00	7.00	7.00	7.00	7.00
Regular Part Time (FTE)	1.75	1.75	1.75	1.75	1.75
Part Time (FTE)	20.81	21.07	20.16	21.05	21.05

Funded Service Level					
Program Hours	10,526	10,368	10,563	10,238	10,238
Contact Hours	295,887	279,877	283,565	282,509	282,509

Attendance by Center



Cost Recovery by Center



Division: Park & Recreation Services
Department: Sports
Program: Superintendent of Sports

Description	Prior Year Actual 2011/12	Prior Year Actual 2012/13	Adopted Budget 2013/14	Proposed Budget 2014/15	Adopted Budget 2014/15
Program Appropriations					
F.T. Salary	143,422	150,278	159,304	167,232	167,232
Employee Benefits	63,404	67,053	73,079	72,719	72,719
Payroll Taxes	13,530	14,540	16,283	17,361	17,361
Personnel Services	220,356	231,871	248,666	257,312	257,312
Rental Facilities	35,932	34,852	40,000	42,500	42,500
Communications	2,348	1,879	2,000	2,000	2,000
Supplies	492	1,237	3,500	2,000	2,000
Training, Travel and Memberships	7,093	2,120	2,550	2,490	2,490
Small Furniture and Equipment	-	-	-	-	-
Material & Services	45,865	40,088	48,050	48,990	48,990
Program Total	266,221	271,959	296,716	306,302	306,302
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 2011/12	Prior Year Actual 2012/13	Projected Outcome 2013/14	Proposed Outcome 2014/15
Workloads:				
Attendance	679,600	650,623	650,700	650,750
Number of classes held	633	527	575	600
Percentage of classes held vs. offered	85%	87%	88%	100%
Performance Measures:				
Estimated cost per visit	\$ 1.99	\$ 2.02	\$ 2.08	\$ 2.26
Direct facility operations cost recovery ¹	74%	76%	65%	57%
Goal Outcome Measures:				
Average enrollment as a percent of class minimums	140%	139%	142%	100%

¹ Does not include maintenance or utilities.

Division: Park & Recreation Services
 Department: Sports
 Program: Tualatin Hills Athletic Center

Description	Prior Year Actual 2011/12	Prior Year Actual 2012/13	Adopted Budget 2013/14	Proposed Budget 2014/15	Adopted Budget 2014/15
Program Appropriations					
F.T. Salary	290,610	274,801	297,819	305,764	305,764
R.P.T.Salary	-	76,248	85,252	88,715	88,715
P.T. Salary	539,198	473,918	521,980	535,034	535,034
Employee Benefits	154,100	145,560	163,380	162,596	162,596
Payroll Taxes	90,168	95,157	92,410	95,665	95,665
Personnel Services	1,074,076	1,065,684	1,160,841	1,187,774	1,187,774
Professional and Technical Services	114,678	120,960	147,080	147,080	147,080
Supplies	128,496	123,231	136,934	144,460	144,460
Rental Facilities	6,435	-	-	-	-
Communication	-	-	1,480	1,000	1,000
Training, Travel and Memberships	1,848	1,551	1,900	1,900	1,900
Small Furniture and Equipment	-	199	2,258	1,000	1,000
Material & Services	251,457	245,941	289,652	295,440	295,440
Program Total	1,325,533	1,311,625	1,450,493	1,483,214	1,483,214
Department Staff					
Full Time	6.00	5.00	5.00	5.00	5.00
Regular Part Time (FTE)	1.75	1.75	1.75	1.75	1.75
Part Time (FTE)	20.81	21.07	20.16	21.05	21.05
Funded Service Level					
Program Hours	10,526	10,368	10,563	10,238	10,238
Contact Hours	295,887	279,877	283,565	282,509	282,509





TUALATIN HILLS
PARK & RECREATION DISTRICT

RECREATION



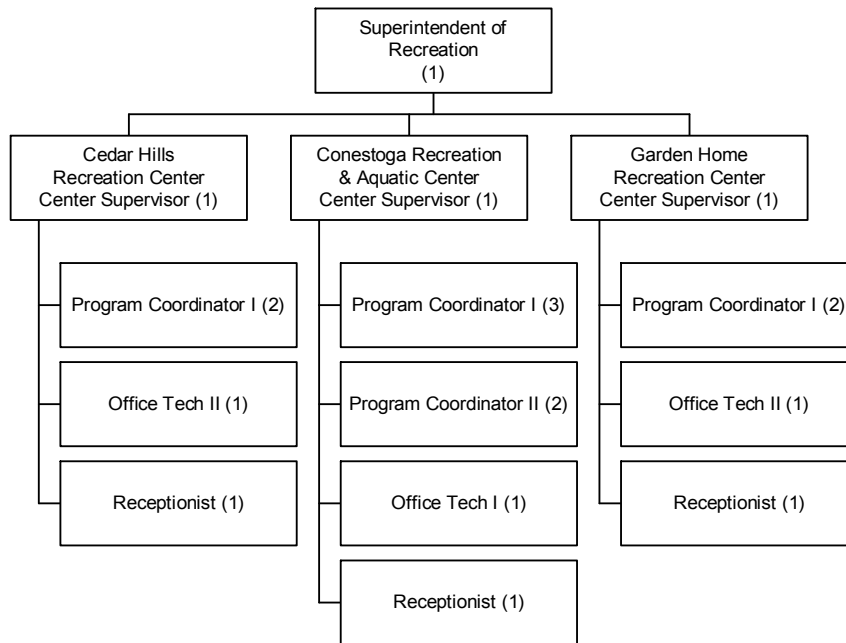
Cedar Hills Recreation Center

Conestoga Recreation & Aquatic Center

Garden Home Recreation Center

PARK & RECREATION SERVICES DIVISION

Recreation Department



Department Overview

The superintendent of Recreation is responsible to the director of Park & Recreation Services and oversees the operation of the three recreation centers, their programs, and staff.

The Recreation Department plans, organizes, and administers the operational and personnel activities of a comprehensive recreation program. These 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 2013/14 Accomplishments

Developed and opened a nine-month preschool program at Fanno Farmhouse. With a curriculum inspired by the Reggio Emilia philosophy, Fanno Farmers are supported in their path to meet benchmarks required for Beaverton School District kindergarten students.

The newly completed Conestoga weight room has doubled attendance this fiscal year. There were 22,278 recorded visits compared to 11,401 last year. The largest increase was with youth weight room users which tripled from 591 to 1,502.

Rec Mobile rentals up this year by 60% and expanded the Beaverton School District Summer Lunch Program to nearly all 16 Rec Mobile sites.

Increased outreach to low-income families through partnership with Family Care Health Plan. A healthy cooking class for families was added to the three-month Frequent User Pass.

Continued participation on the Community Advisory Council to help develop adequate health care for low-income families in our community.

FY 2014/15 Goals and Objectives

Begin implementation of the Cost Recovery Model.

Standardize operations for all three recreation centers.

Develop programs for underserved ages 12-14, 15-20, and 21-30.

Develop and grow other program areas to partner with current medical community partners as well as other potential partners.

Budget Highlights

The proposed budget includes funding for the following:

- In the Capital Outlay section, funding for the replacement of cardio/weight equipment that was originally purchased by advisory committees. This represents an approved business plan under the goal of exploring a systematic approach to and strategies for advancing or affirming market position.
- Creation of a beginning archery program at Cedar Hills Recreation Center. This represents an approved business plan under the goal of exploring a systematic approach to and strategies for advancing or affirming market position.
- Reflects the reduction of one regular-part-time position from Conestoga Recreation & Aquatic Center.

Otherwise, the proposed budget reflects continuation of most program levels from the previous year.

Division: Park & Recreation Services
 Department: Recreation

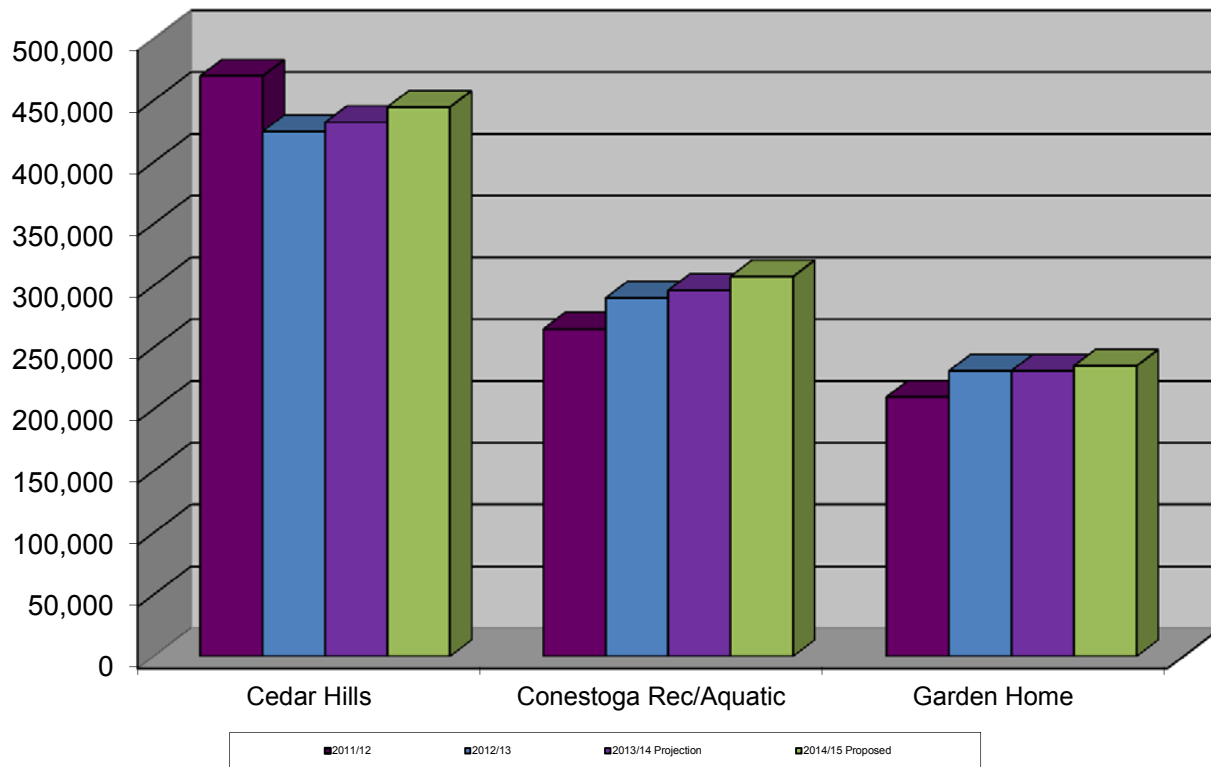
Description	Prior Year Actual 2011/12	Prior Year Actual 2012/13	Adopted Budget 2013/14	Proposed Budget 2014/15	Adopted Budget 2014/15
Summary of Appropriations					
Personnel Services	4,015,517	4,098,359	4,436,172	4,458,463	4,458,463
Materials & Services	398,295	351,026	472,012	466,807	466,807
Total Appropriations	4,413,812	4,449,385	4,908,184	4,925,270	4,925,270

Summary by Program					
Superintendent of Recreation	165,040	172,989	189,589	191,793	191,793
Cedar Hills Recreation Center	1,371,561	1,445,432	1,501,802	1,545,840	1,545,840
Conestoga Rec. & Aquatic Center	1,967,110	1,942,844	2,128,676	2,052,485	2,052,485
Garden Home Recreation Center	910,101	888,120	1,088,117	1,135,152	1,135,152
Total Appropriations	4,413,812	4,449,385	4,908,184	4,925,270	4,925,270

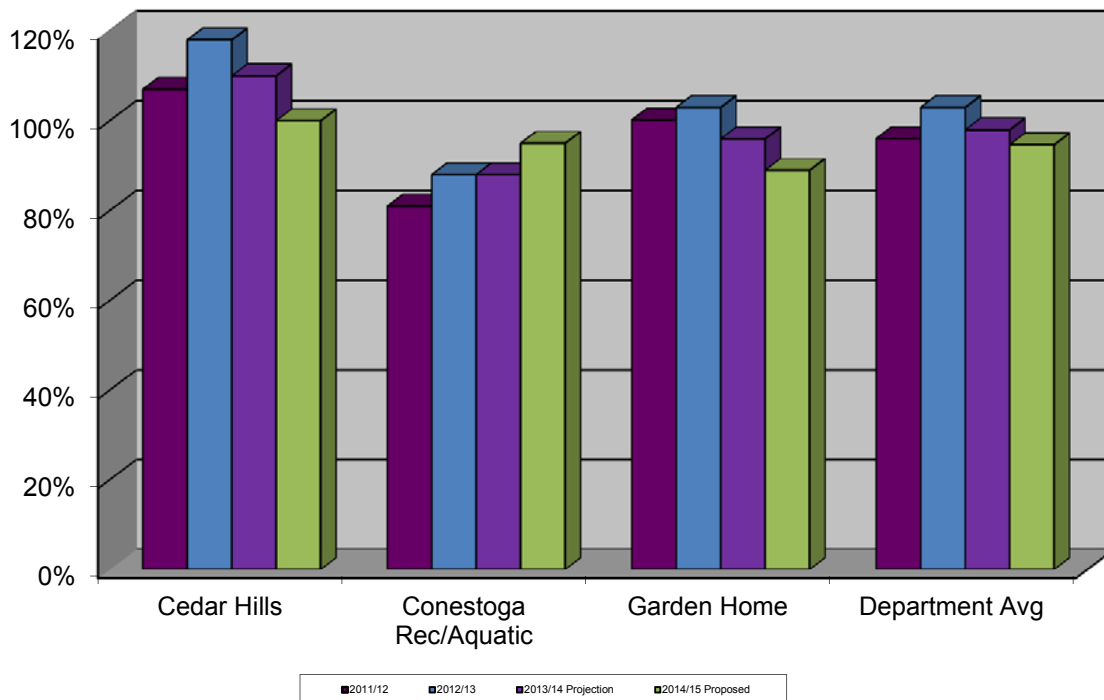
Division Staff					
Full Time	19.00	19.00	19.00	19.00	19.00
Regular Part Time (FTE)	5.26	4.39	4.39	3.52	3.52
Part Time (FTE)	80.56	79.06	76.77	77.54	77.54

Funded Service Level					
Program Hours	71,942	73,790	69,536	71,857	71,857
Contact Hours	1,675,772	1,710,154	1,732,202	1,807,815	1,807,815

Attendance by Center



Cost Recovery by Center



Division: Park & Recreation Services
 Department: Recreation
 Program: Superintendent of Recreation

Description	Prior Year Actual 2011/12	Prior Year Actual 2012/13	Adopted Budget 2013/14	Proposed Budget 2014/15	Adopted Budget 2014/15
Program Appropriations					
F.T. Salary	100,344	103,656	108,010	110,556	110,556
P.T. Salary	104	-	-	-	-
Employee Benefits	39,304	41,371	44,727	43,608	43,608
Payroll Taxes	9,484	10,296	10,472	10,729	10,729
	149,236	155,323	163,209	164,893	164,893
Communications	3,283	2,787	3,300	3,000	3,000
Supplies	3,698	6,477	11,640	11,780	11,780
Training, Travel and Memberships	8,823	8,214	11,440	12,120	12,120
Small Furniture, Fixtures and Equip.	-	188	-	-	-
Material & Services	15,804	17,666	26,380	26,900	26,900
Program Total	165,040	172,989	189,589	191,793	191,793
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	0.00	0.00	0.00

Division: Park & Recreation Services
 Department: Recreation
 Program: Cedar Hills Recreation Center

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2011/12	Prior Year Actual 2012/13	Projected Outcome 2013/14	Proposed Outcome 2014/15
Workloads:				
Attendance	469,722	424,854	432,000	444,500
Number of classes held	1,353	1,360	1,269	1,269
Percentage of classes held vs. offered	92%	92%	93%	100%
Performance Measures:				
Estimated cost per visit	\$ 2.80	\$ 3.06	\$ 2.92	\$ 3.03
Direct facility operations cost recovery ¹	107%	118%	110%	100%
Goal Outcome Measures:				
Average enrollment as a percent of class minimums	176%	152%	155%	100%

¹ Does not include maintenance or utilities.

Division: Park & Recreation Services
 Department: Recreation
 Program: Cedar Hills Recreation Center

Description	Prior Year Actual 2011/12	Prior Year Actual 2012/13	Adopted Budget 2013/14	Proposed Budget 2014/15	Adopted Budget 2014/15
Program Appropriations					
F.T. Salary	263,495	274,896	284,041	293,890	293,890
R.P.T. Salary	-	40,381	40,795	43,046	43,046
P.T. Salary	715,699	749,299	781,842	802,384	802,384
Employee Benefits	135,252	140,036	141,461	141,353	141,353
Payroll Taxes	105,364	120,671	111,295	115,071	115,071
Personnel Services	1,219,810	1,325,283	1,359,434	1,395,744	1,395,744
Professional and Technical Services	2,997	-	-	-	-
Supplies	146,714	118,642	138,795	146,453	146,453
Communication	506	195	-	-	-
Training, Travel and Memberships	1,534	1,074	1,227	1,251	1,251
Small Furniture and Equipment	-	238	2,346	2,392	2,392
Material & Services	151,751	120,149	142,368	150,096	150,096
Program Total	1,371,561	1,445,432	1,501,802	1,545,840	1,545,840
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)	24.83	25.32	25.06	24.31	24.31
Funded Service Level					
Program Hours	26,981	26,519	26,427	26,189	26,189
Contact Hours	544,983	547,351	549,700	550,728	550,728

Division: Park & Recreation Services
 Department: Recreation
 Program: Conestoga Recreation & Aquatic Center

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2011/12	Prior Year Actual 2012/13	Projected Outcome 2013/14	Proposed Outcome 2014/15
Workloads:				
Attendance	264,772	289,927	296,000	307,250
Number of classes held	1,714	1,905	1,901	1,950
Percentage of classes held vs. offered	90%	86%	95%	100%
Performance Measures:				
Estimated cost per visit	\$ 7.42	\$ 6.70	\$ 6.80	\$ 6.68
Direct facility operations cost recovery ¹	81%	88%	88%	95%
Goal Outcome Measures:				
Average enrollment as a percent of class minimums	175%	156%	146%	100%

¹ Does not include maintenance or utilities.

Division: Park & Recreation Services
 Department: Recreation
 Program: Conestoga Recreation & Aquatic Center

Description	Prior Year Actual 2011/12	Prior Year Actual 2012/13	Adopted Budget 2013/14	Proposed Budget 2014/15	Adopted Budget 2014/15
Program Appropriations					
F.T. Salary	460,179	441,885	486,177	505,102	505,102
R.P.T. Salary	-	124,208	125,143	77,320	77,320
P.T. Salary	970,915	853,083	923,144	914,672	914,672
Employee Benefits	242,666	240,794	275,006	263,637	263,637
Payroll Taxes	156,489	163,582	157,700	155,215	155,215
Personnel Services	1,830,249	1,823,552	1,967,170	1,915,946	1,915,946
Professional and Technical Services	23,681	5,550	8,088	-	-
Rental Equipment	4,053	1,759	1,800	-	-
Communication	478	25	1,718	1,875	1,875
Other Services	1,177	1,329	-	6,000	6,000
Supplies	104,204	107,331	137,450	119,714	119,714
Training, Travel and Memberships	2,096	861	-	150	150
Small Furniture, Fixtures and Equip.	1,172	2,437	12,450	8,800	8,800
Material & Services	136,861	119,292	161,506	136,539	136,539
Program Total	1,967,110	1,942,844	2,128,676	2,052,485	2,052,485
Department Staff					
Full Time	8.00	8.00	8.00	8.00	8.00
Regular Part Time (FTE)	3.50	2.63	2.63	1.76	1.76
Part Time (FTE)	36.48	36.80	36.05	37.47	37.47
Funded Service Level					
Program Hours	24,329	25,411	23,736	25,872	25,872
Contact Hours	772,614	804,275	849,465	911,176	911,176

Division: Park & Recreation Services
 Department: Recreation
 Program: Conestoga Recreation & Aquatic Center
 Sub-Program: Aquatics

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2011/12	Prior Year Actual 2012/13	Projected Outcome 2013/14	Proposed Outcome 2014/15
Workloads:				
Attendance	124,703	134,927	136,000	137,250
Number of classes held	818	884	900	900
Percentage of classes held vs. offered	97%	95%	97%	100%
Performance Measures:				
Estimated cost per visit	\$ 6.98	\$ 6.95	\$ 6.70	\$ 6.65
Direct facility operations cost recovery ¹	83%	66%	67%	71%
Goal Outcome Measures:				
Average enrollment as a percent of class minimums	196%	195%	177%	100%

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 2011/12	Prior Year Actual 2012/13	Adopted Budget 2013/14	Proposed Budget 2014/15	Adopted Budget 2014/15
Program Appropriations					
F.T. Salary	243,289	257,517	302,136	310,774	310,774
R.P.T. Salary	-	88,747	88,284	38,411	38,411
P.T. Salary	392,058	317,381	375,513	370,056	370,056
Employee Benefits	123,144	148,301	183,002	170,278	170,278
Payroll Taxes	69,500	75,566	79,490	75,360	75,360
Personnel Services	827,991	887,512	1,028,425	964,879	964,879
Communication	478	25	1,718	1,000	1,000
Supplies	11,846	20,236	28,250	19,144	19,144
Training, Travel and Memberships	1,896	793	-	-	-
Material & Services	14,220	21,054	29,968	20,144	20,144
Program Total	842,211	908,566	1,058,393	985,023	985,023
Department Staff					
Full Time	4.20	4.20	4.20	4.80	4.80
Regular Part Time (FTE)	1.75	1.75	1.75	0.88	0.88
Part Time (FTE)	16.81	16.52	15.65	17.41	17.41
Funded Service Level					
Program Hours	10,099	10,788	10,151	9,834	9,834
Contact Hours	476,060	496,237	490,725	526,775	526,775

Division: Park & Recreation Services
 Department: Recreation
 Program: Conestoga Recreation & Aquatic Center
 Sub-Program: Recreation

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2011/12	Prior Year Actual 2012/13	Projected Outcome 2013/14	Proposed Outcome 2014/15
Workloads:				
Attendance	140,069	155,000	160,000	170,000
Number of classes held	896	1,021	1,001	1,050
Percentage of classes held vs. offered	84%	80%	94%	100%
Performance Measures:				
Estimated cost per visit	\$ 7.82	\$ 6.48	\$ 6.88	\$ 6.70
Direct facility operations cost recovery ¹	79%	108%	106%	115%
Goal Outcome Measures:				
Average enrollment as a percent of class minimums	168%	145%	136%	100%

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 2011/12	Prior Year Actual 2012/13	Adopted Budget 2013/14	Proposed Budget 2014/15	Adopted Budget 2014/15
Program Appropriations					
F.T. Salary	216,890	184,368	184,041	194,328	194,328
R.P.T. Salary	-	35,461	36,859	38,909	38,909
P.T. Salary	578,857	535,702	547,631	544,616	544,616
Employee Benefits	119,522	92,493	92,004	93,359	93,359
Payroll Taxes	86,989	88,016	78,210	79,855	79,855
Personnel Services	1,002,258	936,040	938,745	951,067	951,067
Professional and Technical Services	23,681	5,550	8,088	-	-
Rental Equipment	4,053	1,759	1,800	-	-
Other Services	1,177	1,329	-	6,000	6,000
Communications	-	-	-	875	875
Supplies	92,358	87,095	109,200	100,570	100,570
Training, Travel and Memberships	200	68	-	150	150
Small Furniture, Fixtures and Equip.	1,172	2,437	12,450	8,800	8,800
Material & Services	122,641	98,238	131,538	116,395	116,395
Program Total	1,124,899	1,034,278	1,070,283	1,067,462	1,067,462
Department Staff					
Full Time	3.80	3.80	3.80	3.20	3.20
Regular Part Time (FTE)	1.75	0.88	0.88	0.88	0.88
Part Time (FTE)	19.67	20.27	20.40	20.06	20.06
Funded Service Level					
Program Hours	14,230	14,623	13,585	16,038	16,038
Contact Hours	296,554	308,038	358,740	384,401	384,401

Division: Park & Recreation Services
 Department: Recreation
 Program: Garden Home Recreation Center

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2011/12	Prior Year Actual 2012/13	Projected Outcome 2013/14	Proposed Outcome 2014/15
Workloads:				
Attendance	209,830	230,895	231,000	235,000
Number of classes held	905	971	970	980
Percentage of classes held vs. offered	68%	72%	72%	100%
Performance Measures:				
Estimated cost per visit	\$ 4.34	\$ 3.85	\$ 4.15	4.83
Direct facility operations cost recovery ¹	100%	103%	96%	89%
Goal Outcome Measures:				
Average enrollment as a percent of class minimums	157%	127%	138%	100%

¹ Does not include maintenance or utilities.

Division: Park & Recreation Services
 Department: Recreation
 Program: Garden Home Recreation Center

Description	Prior Year Actual 2011/12	Prior Year Actual 2012/13	Adopted Budget 2013/14	Proposed Budget 2014/15	Adopted Budget 2014/15
Program Appropriations					
F.T. Salary	248,360	222,488	251,309	268,817	268,817
R.P.T. Salary	-	30,550	33,522	35,393	35,393
P.T. Salary	387,477	360,632	463,726	470,645	470,645
Employee Benefits	110,137	110,815	122,346	128,271	128,271
Payroll Taxes	70,248	69,716	75,456	78,754	78,754
Personnel Services	816,222	794,201	946,359	981,880	981,880
Professional and Technical Services	27,122	9,945	1,080	-	-
Supplies	61,680	80,549	138,538	149,782	149,782
Rental Equipment	846	-	-	-	-
Rental Facility	1,153	-	-	-	-
Communications	602	200	300	450	450
Training, Travel and Memberships	833	588	840	840	840
Small Furniture, Fixtures and Equip.	1,643	2,637	1,000	2,200	2,200
Material & Services	93,879	93,919	141,758	153,272	153,272
Program Total	910,101	888,120	1,088,117	1,135,152	1,135,152
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)	19.13	16.82	15.66	15.76	15.76
Funded Service Level					
Program Hours	20,632	21,860	19,373	19,796	19,796
Contact Hours	358,175	358,528	333,037	345,911	345,911





TUALATIN HILLS
PARK & RECREATION DISTRICT

PROGRAMS & SPECIAL ACTIVITIES



Elsie Stuhr Center

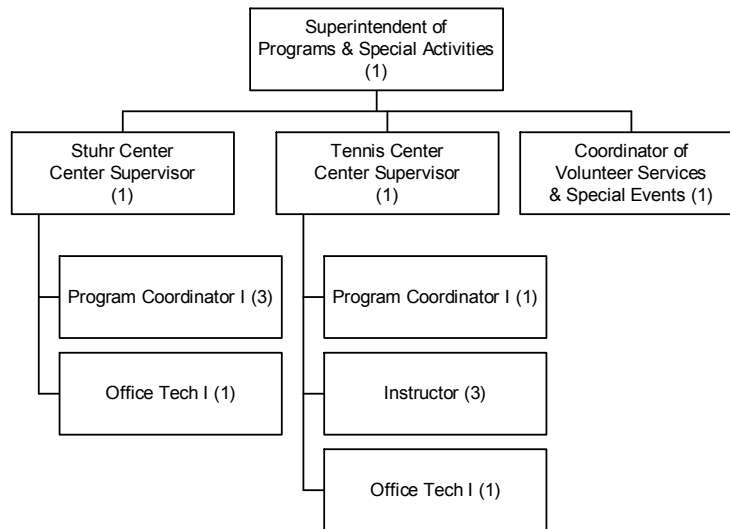
Jenkins Estate

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, the Community Garden Program, 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, community gardens, and historic sites.

FY 2013/14 Accomplishments

Held a highly successful Concert and Theater in the Park Series, with six concerts, including “Groovin’ on the Grass” with Quarterflash and Stone In Love, and one theater presentation.

Operated nine community gardens at capacity.

Planned and implemented the second Sunday Trailways event celebrating the completion of the Rock Creek Trail.

Completed construction and opened the new dog park at PCC Rock Creek.

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 2014/15 Goals and Objectives

Begin implementation of the Cost Recovery Model.

Continue to work to maximize expense efficiency of each departmental budget, while still maintaining maximum revenues.

Coordinate the creation and begin implementation of the Program Functional Plan.

Coordinate another successful Party in the Park.

Bring two new community gardens online – A.M. Kennedy and Barsotti.

Assure staff participation in the Access for All initiatives.

Plan for Trailways 2014, which will be held on the newly completed Westside Trail.

Coordinate implementation of a new Customer Service Plan.

Budget Highlights

The proposed budget reflects the elimination of operating costs at Jenkins Estate due to transition to a concessionaire agreement.



Division: Park & Recreation Services
Department: Programs and Special Activities

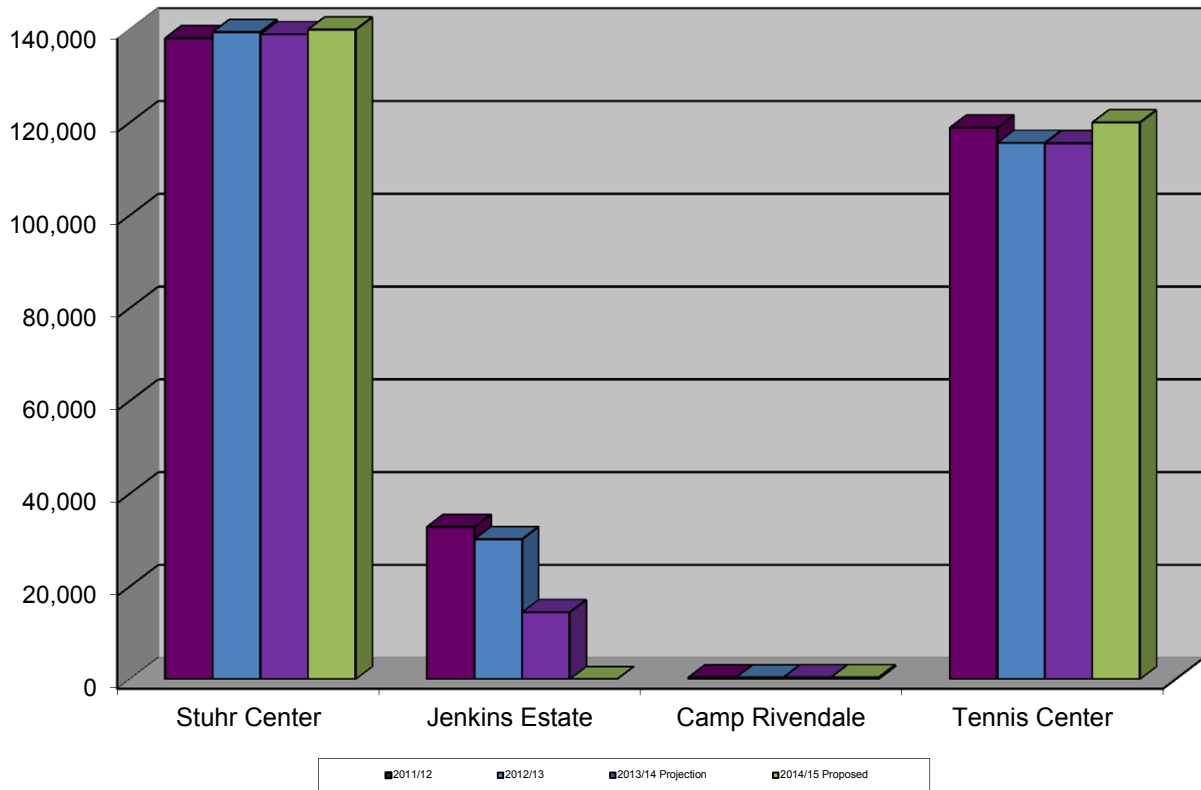
Description	Prior Year Actual 2011/12	Prior Year Actual 2012/13	Adopted Budget 2013/14	Proposed Budget 2014/15	Adopted Budget 2014/15
Summary of Appropriations					
Personnel Services	2,381,412	2,461,966	2,618,321	2,452,290	2,452,290
Materials & Services	307,968	308,577	370,017	289,460	289,460
Total Appropriations	2,689,380	2,770,543	2,988,338	2,741,750	2,741,750

Summary by Program					
Superintendent of Prog. & Spec. Act.	469,567	458,289	457,393	473,800	473,800
Jenkins Estate	259,983	221,944	236,891	-	-
Camp Rivendale	128,941	130,180	145,894	149,552	149,552
Elsie Stuhr Center	923,542	995,112	1,107,773	1,075,316	1,075,316
Tennis Center	907,347	965,018	1,040,387	1,043,082	1,043,082
Total Appropriations	2,689,380	2,770,543	2,988,338	2,741,750	2,741,750

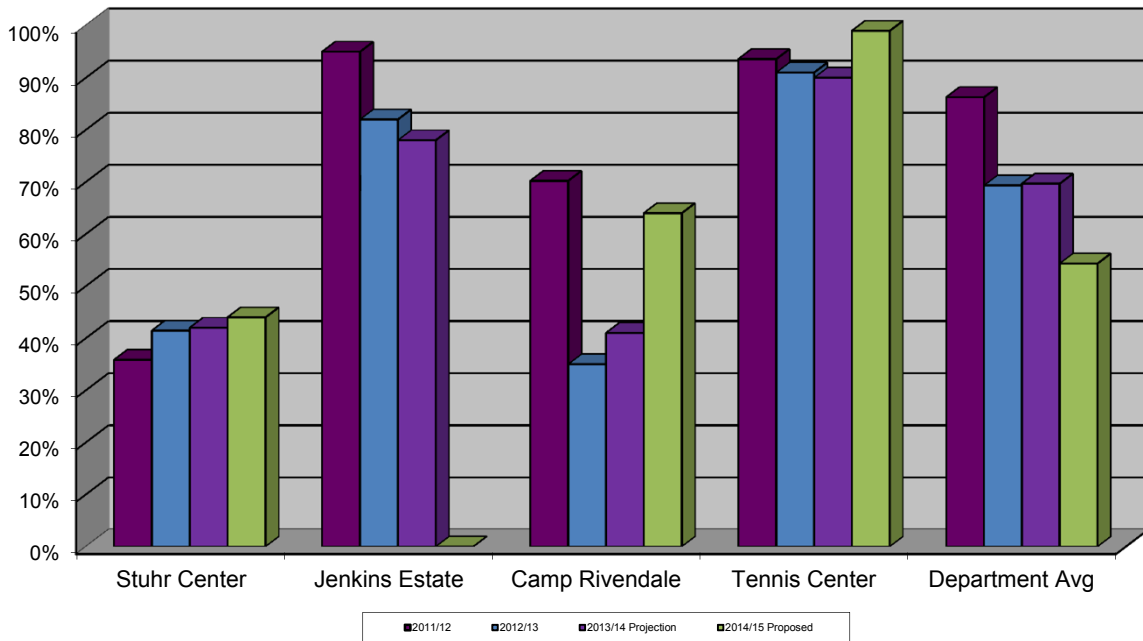
Division Staff					
Full Time	14.50	14.00	14.00	13.00	13.00
Regular Part Time (FTE)	4.37	4.37	4.37	4.37	4.37
Part Time (FTE)	22.18	23.39	23.42	21.34	21.34

Funded Service Level					
Program Hours	46,466	47,541	47,486	53,047	53,047
Contact Hours	381,699	394,803	344,939	312,448	312,448

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 2011/12	Prior Year Actual 2012/13	Adopted Budget 2013/14	Proposed Budget 2014/15	Adopted Budget 2014/15
Program Appropriations					
F.T. Salary	180,812	184,600	185,220	189,202	189,202
P.T. Salary	62,618	38,773	43,616	56,144	56,144
Employee Benefits	62,554	64,803	69,685	68,229	68,229
Payroll Taxes	23,846	23,018	22,330	23,985	23,985
Personnel Services	329,830	311,194	320,851	337,560	337,560
Professional and Technical Services	110,654	118,749	102,900	103,123	103,123
Rental Facility	2,400	2,400	2,400	2,400	2,400
Communications	4,009	2,675	4,000	3,000	3,000
Supplies	9,138	12,133	11,445	13,000	13,000
Training, Travel and Memberships	13,536	10,372	15,797	14,717	14,717
Small Furniture, Fixtures and Equip.	-	766	-	-	-
Material & Services	139,737	147,095	136,542	136,240	136,240
Program Total	469,567	458,289	457,393	473,800	473,800
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)	1.16	1.27	1.35	1.73	1.73

Division: Park & Recreation Services
 Department: Programs and Special Activities
 Program: Elsie Stuhr Center

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2011/12	Prior Year Actual 2012/13	Projected Outcome 2013/14	Proposed Outcome 2014/15
Workloads:				
Attendance	138,200	139,500	139,000	140,000
Number of classes held	576	571	575	575
Percentage of classes held vs. offered	93%	76%	77%	100%
Performance Measures:				
Estimated cost per visit	\$ 6.68	\$ 7.13	\$ 7.68	\$ 7.76
Direct facility operations cost recovery ¹	36%	41%	42%	44%
Goal Outcome Measures:				
Average enrollment as a percent of class minimums	192%	138%	141%	100%

¹ Does not include maintenance or utilities.

Division: Park & Recreation Services
Department: Programs and Special Activities
Program: Elsie Stuhr Center

Description	Prior Year Actual 2011/12	Prior Year Actual 2012/13	Adopted Budget 2013/14	Proposed Budget 2014/15	Adopted Budget 2014/15
Program Appropriations					
F.T. Salary	297,493	312,717	319,412	317,153	317,153
R.P.T. Salary	-	33,762	32,254	34,042	34,042
P.T. Salary	343,026	341,281	380,812	385,782	385,782
Employee Benefits	139,240	157,305	171,111	160,105	160,105
Payroll Taxes	68,815	77,459	74,776	75,873	75,873
Personnel Services	848,574	922,524	978,365	972,955	972,955
Professional and Technical Services	4,105	4,052	-	-	-
Other Services	1,761	3,166	4,000	7,030	7,030
Communication	3,269	1,589	5,564	5,564	5,564
Supplies	63,120	63,678	117,844	87,727	87,727
Training, Travel and Memberships	695	103	2,000	2,040	2,040
Foundation Support	2,018	-	-	-	-
Material & Services	74,968	72,588	129,408	102,361	102,361
Program Total	923,542	995,112	1,107,773	1,075,316	1,075,316
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)	7.92	8.79	9.17	9.34	9.34
Funded Service Level					
Program Hours	8,797	9,368	9,235	9,387	9,387
Contact Hours	121,253	137,142	114,358	112,798	112,798

Division: Park & Recreation Services
 Department: Programs and Special Activities
 Program: Jenkins Estate

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2011/12	Prior Year Actual 2012/13	Projected Outcome 2013/14	Proposed Outcome 2014/15
Workloads:				
Attendance ¹	32,850	30,200	14,440	-
Performance Measures:				
Direct facility operations cost recovery ²	95%	82%	78%	0%

¹ Management of operations under contract with concessionaire Elephants Delicatessen as of October 1, 2013

² Does not include maintenance or utilities.

Division: Park & Recreation Services
Department: Programs and Special Activities
Program: Jenkins Estate

Description	Prior Year Actual 2011/12	Prior Year Actual 2012/13	Adopted Budget 2013/14	Proposed Budget 2014/15	Adopted Budget 2014/15
Program Appropriations					
F.T. Salary	96,387	76,052	62,644		
P.T. Salary	55,622	54,572	74,982		
Employee Benefits	42,290	34,681	30,902		
Payroll Taxes	16,165	15,132	13,586		
Personnel Services	210,464	180,437	182,114	-	-
Professional and Technical Services	3,400	2,692	6,326		
Other Services	411	-	1,020		
Communications	2,231	1,250	2,832		
Supplies	41,537	36,507	42,049		
Training, Travel and Memberships	1,940	1,058	2,550		
Material & Services	49,519	41,507	54,777	-	-
Program Total	259,983	221,944	236,891	-	-
Department Staff					
Full Time	1.50	1.00	1.00		
Regular Part Time (FTE)	0.00	0.00	0.00		
Part Time (FTE)	3.02	3.10	2.59		
Funded Service Level					
Contact Hours	82,480	82,480	51,662		

Division: Park & Recreation Services
 Department: Programs and Special Activities
 Program: Camp Rivendale

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2011/12	Prior Year Actual 2012/13	Projected Outcome 2013/14	Proposed Outcome 2014/15
Workloads:				
Attendance	404	380	435	440
Performance Measures:				
Direct Facility Operations Cost Recovery ¹	70%	35%	41%	64%
Goal Outcome Measures:				
Average enrollment as a percent of class minimums	198%	185%	185%	100%

¹ Does not include maintenance or utilities.

Division: Park & Recreation Services
Department: Programs and Special Activities
Program: Camp Rivendale

Description	Prior Year Actual 2011/12	Prior Year Actual 2012/13	Adopted Budget 2013/14	Proposed Budget 2014/15	Adopted Budget 2014/15
Program Appropriations					
P.T. Salary	101,278	100,812	119,476	122,540	122,540
Payroll Taxes	10,975	11,989	11,948	12,254	12,254
Personnel Services	112,253	112,801	131,424	134,794	134,794
Rental Equipment	8,371	9,205	5,814	5,931	5,931
Supplies	8,137	8,002	8,252	8,415	8,415
Training, Travel and Memberships	180	172	404	412	412
Material & Services	16,688	17,379	14,470	14,758	14,758
Program Total	128,941	130,180	145,894	149,552	149,552
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	4.45	4.45	4.76	4.76
Funded Service Level					
Program Hours	480	480	480	560	560
Contact Hours	24,000	24,000	24,000	28,000	28,000

Division: Park & Recreation Services
 Department: Programs and Special Activities
 Program: Tennis Center

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2011/12	Prior Year Actual 2012/13	Projected Outcome 2013/14	Proposed Outcome 2014/15
Workloads:				
Attendance	118,878	115,618	115,500	120,000
Number of classes held	1,378	1,248	1,149	1,150
Percentage of classes held vs. offered	75%	75%	81%	100%
Performance Measures:				
Estimated cost per visit	\$ 7.63	\$ 8.35	\$ 9.01	8.69
Direct facility operations cost recovery ¹	94%	91%	90%	99%
Goal Outcome Measures:				
Average enrollment as a percent of class minimums	125%	124%	126%	100%

¹ Does not include maintenance or utilities.

Division: Park & Recreation Services
Department: Programs and Special Activities
Program: Tennis Center

Description	Prior Year Actual 2011/12	Prior Year Actual 2012/13	Adopted Budget 2013/14	Proposed Budget 2014/15	Adopted Budget 2014/15
Program Appropriations					
F.T. Salary	340,280	351,446	363,294	374,210	374,210
R.P.T. Salary	-	157,411	167,093	175,336	175,336
P.T. Salary	276,062	124,848	147,784	143,704	143,704
Employee Benefits	198,443	230,718	255,579	238,613	238,613
Payroll Taxes	65,506	70,587	71,817	75,118	75,118
Personnel Services	880,291	935,010	1,005,567	1,006,981	1,006,981
Supplies	25,892	27,904	32,420	33,761	33,761
Communications	-	25	-	-	-
Training, Travel and Memberships	1,012	1,277	2,400	2,340	2,340
Small Furniture and Equipment	152	802	-	-	-
Material & Services	27,056	30,008	34,820	36,101	36,101
Program Total	907,347	965,018	1,040,387	1,043,082	1,043,082
Department Staff					
Full Time	6.00	6.00	6.00	6.00	6.00
Regular Part Time (FTE)	3.49	3.49	3.49	3.49	3.49
Part Time (FTE)	5.66	5.78	5.86	5.51	5.51
Funded Service Level					
Program Hours	37,189	37,693	37,771	43,100	43,100
Contact Hours	153,966	151,181	154,919	171,650	171,650





TUALATIN HILLS
PARK & RECREATION DISTRICT

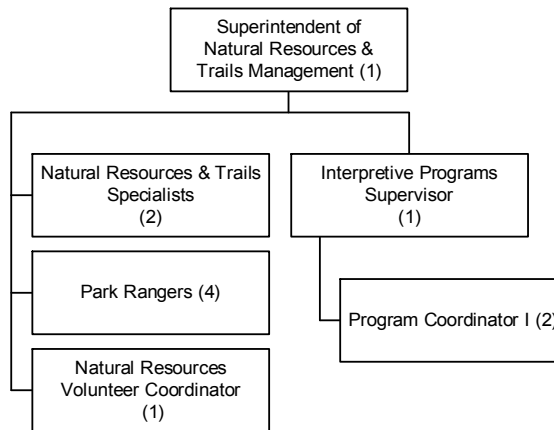
NATURAL RESOURCES & TRAILS



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 districtwide stewardship of natural areas and environmental education programs, co-manages 60 miles of trails, and 1,400 acres of natural areas in 140 sites, including Cooper Mountain Nature Park and the Tualatin Hills Nature Park and 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 2013/14 Accomplishments

Continued to plan and implement bond-funded natural resource enhancement projects.

Partnered with Clean Water Services to complete phase one of the Fanno Creek Greenway restoration.

Collaborated with Regional Arts & Culture Council and other partners to place four art installations in natural area parks.

Brought in the highest Interpretive Center revenue to date during the summer of 2013.

Worked with stakeholders to write first draft of new Natural Resources Functional Plan.

Increased contact hours by expanding preschool programs, nature camps, and group programs.

Partnered with Elmonica Elementary School and Beaver Acres Elementary School to provide environmental education programming to more than 1,200 underserved students.

Installed more than 50,000 native trees and shrubs through the bond program.

Managed a multi-departmental team to produce guidelines for measuring trail quality.

FY 2014/15 Goals and Objectives

Begin implementation of the Cost Recovery Model.

Continue to manage natural resources bond projects, closing out four of them.

Finalize Natural Resources Functional Plan, including Board adoption.

FY 2014/15 Goals and Objectives (continued)

Complete natural resource inventory for 20 more properties.

Increase environmental education program contact hours.

Place large logs for habitat and water quality with Clean Water Services as part of Bronson Creek Greenway Project.

Complete phase two of Fanno Creek Greenway restoration project.

Budget Highlights

The proposed budget includes approval to develop a trails quality mapping system. This represents an approved business plan under the goal of updating the trails inventory system to identify gaps and substandard trails; no additional funding is associated with this business plan. Otherwise, no significant changes from the prior year budget.

Division: Park & Recreation Services
Department: Natural Resources and Trails

Description	Prior Year Actual 2011/12	Prior Year Actual 2012/13	Adopted Budget 2013/14	Proposed Budget 2014/15	Adopted Budget 2014/15
Summary of Appropriations					
Personnel Services	1,257,139	1,345,693	1,486,762	1,575,424	1,575,424
Materials & Services	96,105	108,795	178,004	219,515	219,515
Total Appropriations	1,353,244	1,454,488	1,664,766	1,794,939	1,794,939

Summary by Program					
Natural Resources	692,372	735,867	813,390	1,027,627	1,027,627
Interpretive Programs	660,872	718,621	851,376	767,312	767,312
Total Appropriations	1,353,244	1,454,488	1,664,766	1,794,939	1,794,939

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)	11.45	12.79	13.63	14.99	14.99

Funded Service Level					
Program Hours	9,163	9,406	9,921	10,588	10,588
Contact Hours	149,037	157,486	161,215	167,111	167,111

Division: Park & Recreation Services
Department: Natural Resources and Trails
Program: Natural Resources

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2011/12	Prior Year Actual 2012/13	Projected Outcome 2013/14	Proposed Outcome 2014/15
Implement the THPRD Natural Resource Management Plan and Park Inventory Program.	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.	Complete 4 additional bond restoration projects. Finalize Natural Resources Functional Plan, including board adoption. Complete inventory for 20 more properties.
Engage in community outreach to promote awareness and involvement in Natural Resources programs.	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. Increased the amount of Nature Days in the Parks from three to 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.	Expand service learning program to one additional middle school. Increase program contact hours by refining Nature Mobile outreach activities.
Restore and enhance habitat in natural area parks.	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.	Install thousands of trees and shrubs as part of Lowami Hart Woods and Koll Center Wetlands restoration projects. Continue to provide management of habitat mitigation for development bond project impacts.
Pursue cooperative and collaborative relationships with THPRD departments and outside agencies that benefit natural resource assets.	Carried out first phase of Bauman Park weed management with Clean Water Services (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 installations in natural area parks. Collaborate with CWS to restore Fanno Creek Greenway.	Place large logs for habitat and water quality with CWS as part of Bronson Creek Greenway Project. Complete phase two of Fanno Creek Greenway.

Division: Park & Recreation Services
Department: Natural Resources and Trails
Program: Natural Resources

Description	Prior Year Actual 2011/12	Prior Year Actual 2012/13	Adopted Budget 2013/14	Proposed Budget 2014/15	Adopted Budget 2014/15
Program Appropriations					
F.T. Salary	400,507	407,408	428,021	504,934	504,934
P.T. Salary	62,183	68,623	76,604	115,947	115,947
Employee Benefits	144,275	154,828	163,161	201,054	201,054
Payroll Taxes	50,911	55,417	55,040	69,497	69,497
Personnel Services	657,876	686,276	722,826	891,432	891,432
Professional and Technical Services	8,088	17,740	16,650	31,419	31,419
Other Services	1,474	2,194	3,900	3,900	3,900
Rental Equipment	676		400	1,242	1,242
Communications	1,437	1,638	2,000	3,600	3,600
Supplies	17,174	21,385	59,014	86,414	86,414
Training, Travel and Memberships	4,604	2,718	8,100	9,070	9,070
Small Furniture, Fixtures and Equip.	1,043	3,916	500	550	550
Material & Services	34,496	49,591	90,564	136,195	136,195
Program Total	692,372	735,867	813,390	1,027,627	1,027,627
Department Staff					
Full Time	7.00	7.00	7.00	8.00	8.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	2.50	2.50	2.73	4.05	4.05

Division: Park & Recreation Services
 Department: Natural Resources and Trails
 Program: Interpretive Programs

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2011/12	Prior Year Actual 2012/13	Projected Outcome 2013/14	Proposed Outcome 2014/15
Workloads:				
Attendance- Interpretive Programs	37,448	46,927	43,000	44,000
Trail Count- Tualatin Hills Nature Park	99,274	107,080	105,000	106,000
Trail Count- Cooper Mountain Nature Park	43,982	44,990	45,000	47,000
Number of classes held	643	647	620	620
Percentage of classes held vs. offered	87%	83%	91%	100%
Performance Measures:				
Estimated cost per visit	\$ 3.66	\$ 3.63	\$ 4.28	\$ 3.91
Direct facility operations cost recovery ¹	45%	46%	41%	41%
Goal Outcome Measures:				
Average enrollment as a percent of class minimums	165%	160%	141%	100%

¹ Does not include maintenance or utilities.

Division: Park & Recreation Services
Department: Natural Resources and Trails
Program: Interpretive Programs

Description	Prior Year Actual 2011/12	Prior Year Actual 2012/13	Adopted Budget 2013/14	Proposed Budget 2014/15	Adopted Budget 2014/15
Program Appropriations					
F.T. Salary	212,398	234,499	246,077	201,344	201,344
R.P.T. Salary	-	41,464	41,240	42,254	42,254
P.T. Salary	253,214	229,871	309,141	306,479	306,479
Employee Benefits	83,993	97,787	106,363	77,489	77,489
Payroll Taxes	49,658	55,796	61,115	56,426	56,426
Personnel Services	599,263	659,417	763,936	683,992	683,992
Professional and Technical Services	7,455	4,620	8,436	3,861	3,861
Rental Equipment	5,067	8,908	10,115	13,040	13,040
Communication	2,889	2,801	5,076	3,025	3,025
Supplies	41,940	38,645	58,773	56,644	56,644
Training, Travel and Memberships	1,851	2,927	4,040	4,750	4,750
Small Furniture, Fixtures and Equip.	2,407	1,303	1,000	2,000	2,000
Material & Services	61,609	59,204	87,440	83,320	83,320
Program Total	660,872	718,621	851,376	767,312	767,312
Department Staff					
Full Time	4.00	4.00	4.00	3.00	3.00
Regular Part Time (FTE)	0.88	0.88	0.88	0.88	0.88
Part Time (FTE)	8.95	10.29	10.90	10.94	10.94
Funded Service Level					
Program Hours	9,163	9,406	9,921	10,588	10,588
Contact Hours	149,037	157,486	161,215	167,111	167,111



CAPITAL PROJECTS

Capital Projects Summary

Capital Projects Narratives



Division: Capital Projects

Description	Prior Year Actual 2011/12	Prior Year Actual 2012/13	Adopted Budget 2013/14	Proposed Budget 2014/15	Adopted Budget 2014/15
Summary of Appropriations					
Capital Outlay	3,956,848	2,693,743	4,934,365	4,660,718	4,660,718
Total Appropriations	3,956,848	2,693,743	4,934,365	4,660,718	4,660,718
Summary by Department					
Carry Over Projects	2,607,415	858,381	1,307,978	1,465,860	1,465,860
Athletic Facility Replacements	24,135	414,696	509,480	277,000	277,000
Athletic Facility Improvements	7,167	-	14,000	6,500	6,500
Building Replacements	767,444	770,510	1,429,825	1,778,323	1,778,323
Building Improvements	33,983	3,730	12,880	121,500	121,500
Energy Savings Performance Contract	-	156,700	-	-	-
Park & Trail Replacements	232,993	279,311	672,132	419,552	419,552
Park & Trail Improvements	185,007	132,991	822,570	463,000	463,000
Facility Challenge Grants	63,882	55,451	97,500	97,500	97,500
ADA Improvements	34,822	21,973	68,000	31,483	31,483
Total Appropriations	3,956,848	2,693,743	4,934,365	4,660,718	4,660,718



CAPITAL PROJECTS

Item Number	Capital Project	Carryover Funds	Additional Funding	Adopted Budget 2014/15	Page #
CARRY OVER PROJECTS					
1	JQAY House Renovation	1,800		1,800	CO-6
2	Challenge Grant Competitive Fund	45,000		45,000	CO-6
3	Signage Master Plan	53,000		53,000	CO-6
4	Fanno Creek Trail Project	20,400		20,400	CO-6
5	Pedestrian Pathways (7 Sites)	88,414		88,414	CO-6
6	Concrete Sidewalks (6 Sites)	50,200		50,200	CO-6
7	Elsie Stuhr Parking Lot Crack Repair	16,166		16,166	CO-6
8	ADA Play Structure Curbing, Ramp, Picnic Table - Wonderland Park	13,200		13,200	CO-7
9	Playstructure - Wonderland Park	113,000		113,000	CO-7
10	Fanno Creek Trail Greenway Erosion Solution	60,000	60,000	120,000	CO-7
11	Aqua Climb	9,180		9,180	CO-7
12	Aquatic Center Dive Tower Louvers	9,500		9,500	CO-7
13	Jenkins Lead Abatement (Main House)	9,000		9,000	CO-7
14	G-max Testing Unit	14,000		14,000	CO-7
15	HMT Tennis Center Roof	868,000		868,000	CO-8
16	Information Systems Workstations and Notebooks	35,000		35,000	CO-8
	TOTAL CARRY OVER PROJECTS	1,405,860	60,000	1,465,860	
ATHLETIC FACILITY REPLACEMENTS					
17	Synthetic Turf Aloha High School			160,000	CO-8
18	Tennis Court - Resurfacing (2 Sites) & Crack Repairs (4 sites)			91,000	CO-8
19	Carolwood Park Basketball Court Resurface			16,000	CO-8
20	Somerset Park Hitting Wall			10,000	CO-8
	TOTAL ATHLETIC FACILITY REPLACEMENTS			277,000	
ATHLETIC FACILITY IMPROVEMENTS					
21	Summercrest Park Tennis Bank			6,500	CO-8
	TOTAL ATHLETIC FACILITY IMPROVEMENTS			6,500	
BUILDING REPLACEMENTS					
22	Cardio/Weight Room Equipment Replacement (3 Sites)			40,000	CO-9
23	Aquatic Center Roof			800,000	CO-9
24	Aquatic Center Pool Deck			267,250	CO-9
25	Aquatic Center Resurface Pool & Tile Repair			241,803	CO-9
26	Aquatic Center Electronic HVAC Controls			115,485	CO-9
Pool Mechanical Systems					
27	Aloha Main Circulation Pump Platform			7,450	CO-9
28	Replacement Pump/Motor (2 Sites)			24,600	CO-9
29	Diatomaceous Earth Filter Covers (2 Sites)			5,775	CO-10
30	Beaverton Pool Gutter-line			5,600	CO-10
31	Aquatic Center Gutter & Valves; Chemical Controller; Joint Caulking & Drain Covers			18,236	CO-10
Pool Apparatus					
32	Aquatic Center 16' Dive Board			8,613	CO-10
33	Aloha Splash Water Slide			5,471	CO-10
34	Harman Lane Anchors			6,290	CO-10
35	Lookout Platform Chair			7,132	CO-10
36	Portable Slide			5,470	CO-11
Plumbing 15 Year Life					
37	Athletic Center Track Drinking Fountain			1,000	CO-11
38	Schlottmann Hot Water Heater			1,100	CO-11
Plumbing 25 Year Life					
39	Cedar Hills Boiler Room Drains			2,760	CO-11
40	Conestoga Weld Boiler Heat Exchanger Pipes			2,000	CO-11
41	Athletic Center Shower Mixers & Parts			1,600	CO-11
42	Nature Park Interpretive Center Interior Restrooms Sinks & Parts			1,100	CO-11
43	Sunset Asbestos Abatement and Recover Piping			9,200	CO-12
Floor Covering Replacement (Short & Long Life)					
44	Carpet (2 Sites)			5,210	CO-12
45	Interior Paint (2 Sites)			2,000	CO-12
46	Nature Park Interpretive Center Reseal of Ceramic Tile Flooring			6,000	CO-12
47	Wood Floors/Courts Refinishing (3 Sites)			17,400	CO-12
48	Garden Home Tile Floor Replacement			1,000	CO-12
49	Athletic Center Gym Wood Floors Screening/Resurfacing			10,500	CO-12
50	Nature Park Interpretive Center Interior Restrooms Flooring Replacement			4,500	CO-13

CAPITAL PROJECTS

Item Number	Capital Project	Carryover Funds	Additional Funding	Adopted Budget 2014/15	Page #
<u>Building Furnishings</u>					
51	Stuhr Center Ice Machine			2,050	CO-13
52	Athletic Center Socket Plates, Relamp (3 areas) & Blinds (Dryland)			10,674	CO-13
53	Tennis Center Relamp (Courts & Office) & Washer & Dryer			7,500	CO-13
54	Harman Window Shades			1,611	CO-13
<u>HVAC Components</u>					
55	Furnace (2 Sites)			7,500	CO-13
56	Administration Office Rooftop Unit & Duct Heater			13,648	CO-14
57	Athletic Center HVAC Electrical Repairs			4,000	CO-14
58	Nature Park Interpretive Center Exterior Restrooms HVAC Fans			2,500	CO-14
<u>Building Exterior</u>					
59	Camp Rivendale Upper Pavilion Exterior Painting			1,000	CO-14
60	Cedar Hills Downspouts Replacement			2,510	CO-14
61	Fanno Farmhouse Picket Fence			2,500	CO-14
62	Gutters (2 Sites)			4,000	CO-14
63	Greenway Park Structure Paint & Gutters			3,100	CO-15
64	Jenkins Estate Roof & Veranda Repairs			5,200	CO-15
65	Tallac Terrace Park Play Pad Roof Repair			2,000	CO-15
66	Aloha Swim Center Exterior Painting			14,889	CO-15
67	Nature Park Interpretive Center Light Replacement at Entrance & Interior Relamp			1,500	CO-15
68	Fanno Farmhouse ADA Ramp			19,000	CO-15
69	Fanno Creek Service Center Roof Repairs & Consultation			18,096	CO-15
70	Athletic Center Alcove Roof			11,500	CO-16
<u>Septic Tanks</u>					
71	Jenkins Estate Stable Septic Tank			19,000	CO-16
TOTAL BUILDING REPLACEMENTS				1,778,323	
BUILDING IMPROVEMENTS					
72	Fanno Creek Service Center Safety Shower for HAZMAT Locker			6,500	CO-16
73	Recreation Centers Front Office Improvement			5,000	CO-16
74	Administration Office Reconfiguration			110,000	CO-16
TOTAL BUILDING IMPROVEMENTS				121,500	
PARK & TRAIL REPLACEMENTS					
75	Play Equipment (2 Sites)			87,468	CO-16
76	Irrigation & Drainage System Repairs (Various Sites)			25,000	CO-17
77	Trash Cans in Parks			5,000	CO-17
78	Dog Bag Dispensers			10,000	CO-17
79	Canopies			2,860	CO-17
80	Burnsridge Park Picnic Table			2,500	CO-17
81	Fences (2 Sites)			4,500	CO-17
82	Portable Toilet Enclosures (5 Sites)			5,000	CO-17
83	Asphalt Path Replacement & Repair (6 Sites)			172,707	CO-18
84	Concrete Sidewalks (4 sites) & Curbing (2 Sites)			38,117	CO-18
85	Greenway Park Boardwalk Design Work Phase 1			40,000	CO-18
86	Signage (Various Sites)			26,400	CO-18
TOTAL PARK & TRAIL REPLACEMENTS				419,552	
PARK & TRAIL IMPROVEMENTS					
87	Memorial Bench Fund			8,000	CO-18
88	Opinionator - Patron Feedback			2,500	CO-18
<u>Grant Funded Projects</u>					
89	Westside Trail #18/ODOT Grant			150,000	CO-19
90	Raleigh Park Shelter/LWCF Grant			50,000	CO-19
91	Terra Linda Park Shelter/LGGP Grant			40,000	CO-19
92	Roger Tilbury Phase 2/LGGP Grant			212,500	CO-19
TOTAL PARK & TRAIL IMPROVEMENTS				463,000	
FACILITY CHALLENGE GRANTS					
93	Challenge Grants			97,500	CO-19
TOTAL FACILITY CHALLENGE GRANTS				97,500	

CAPITAL PROJECTS

Item Number	Capital Project	Carryover Funds	Additional Funding	Adopted Budget 2014/15	Page #
ADA IMPROVEMENTS					
94	Aloha Swim Center Power Door Operator			2,183	CO-19
95	Garden Home ADA Sidewalk Addition			9,000	CO-20
96	Curb, Transition Ramp, ADA Picnic Table & Bench - McMillan Park			20,300	CO-20
	TOTAL ADA IMPROVEMENTS			<u>31,483</u>	
	TOTAL FUNDED CAPITAL ITEMS			<u>4,660,718</u>	

CAPITAL PROJECTS

Carry Over Projects

ITEM 1: **JQAY House Renovation**

BUDGET: \$1,800

DESCRIPTION: Renovation of historic facility.

ITEM 2: **Challenge Grant Competitive Fund**

BUDGET: \$45,000

DESCRIPTION: Unused Challenge Grant Funds from prior year will be made available on a competitive basis.

ITEM 3: **Signage Master Plan**

BUDGET: \$53,000

DESCRIPTION: Implementation of Signage Master Plan.

ITEM 4: **Fanno Creek Trail Project**

BUDGET: \$20,400

DESCRIPTION: Improvement of trail vegetation and enhancement of a section of the Fanno Creek Trail.

ITEM 5: **Pedestrian Pathways (7 Sites)**

BUDGET: \$88,414

DESCRIPTION: Repair of asphalt paths at seven sites: Forest Hills Park, Bonny Slope Park, Fanno Creek Park Trail, Granada Park, Greenway Park, Taliesen Park and Waterhouse Powerlines.

ITEM 6: **Concrete Sidewalks (6 Sites)**

BUDGET: \$50,200

DESCRIPTION: Repair of concrete sidewalks at six sites: Greenway Park (Park View Loop), Brookview Park, Autumn Ridge Park, Harman Swim Center, Center Street Park and Cedar Hills Recreation Center.

ITEM 7: **Elsie Stuhr Parking Lot Crack Repair**

BUDGET: \$16,166

DESCRIPTION: Repair of surface cracks at Elsie Stuhr Center parking lot.

CAPITAL PROJECTS

ITEM 8: ADA Play Structure Curbing, Ramp, Picnic Table - Wonderland Park

BUDGET: \$13,200

DESCRIPTION: Installation of playground curbing, ADA ramp and ADA picnic table at Wonderland Park

ITEM 9: Playstructure - Wonderland Park

BUDGET: \$113,000

DESCRIPTION: Replacement of playstructure at Wonderland Park.

ITEM 10: Fanno Creek Trail Greenway Erosion Solution

BUDGET: \$120,000

DESCRIPTION: Reconstruction of part of the bank eroded by fast moving water along two sections of the Fanno Creek Trail in Fanno Creek Greenway.

ITEM 11: Aqua Climb

BUDGET: \$9,180

DESCRIPTION: Additional amenity for patrons at the Aquatic Center.

ITEM 12: Aquatic Center Dive Tower Louvers

BUDGET: \$9,500

DESCRIPTION: Replacement of actuators and louvers.

ITEM 13: Jenkins Lead Abatement (Main House)

BUDGET: \$9,000

DESCRIPTION: Removal of paint on the interior doors and repaint of doors.

ITEM 14: G-max Testing Unit

BUDGET: \$14,000

DESCRIPTION: Impact attenuation (g max) testing unit for synthetic athletic fields.

CAPITAL PROJECTS

ITEM 15: **HMT Tennis Center Roof**
BUDGET: \$868,000
DESCRIPTION: Replacement of metal roof, insulation and vapor barrier.

ITEM 16: **Information Systems Workstations and Notebooks**
BUDGET: \$35,000
DESCRIPTION: Information systems workstations and notebooks.

Athletic Facility Replacements

ITEM 17: **Synthetic Turf Aloha High School**
BUDGET: \$160,000
DESCRIPTION: District share of replacement of synthetic turf playing surface.

ITEM 18: **Tennis Court - Resurfacing (2 Sites) & Crack Repairs (4 sites)**
BUDGET: \$91,000
DESCRIPTION: Color coat and crack repair of tennis courts at Raleigh Park and HMT complex outdoor courts. Repair of surface cracks on tennis courts at Sunset Park, Cedar Park, Highland Park and Center Street Park.

ITEM 19: **Carolwood Park Basketball Court Resurface**
BUDGET: \$16,000
DESCRIPTION: Asphalt overlay on the outdoor basketball court at Carolwood Park.

ITEM 20: **Somerset Park Hitting Wall**
BUDGET: \$10,000
DESCRIPTION: Replacement of tennis hitting wall.

Athletic Facility Improvements

ITEM 21: **Summercrest Park Tennis Bank**
BUDGET: \$6,500
DESCRIPTION: Reinforcement of bank on west side of tennis courts.

CAPITAL PROJECTS

Building Replacements

ITEM 22: Cardio/Weight Room Equipment Replacement (3 Sites)

BUDGET: \$40,000

DESCRIPTION: Replacement of selected units of cardio/weight room equipment at Conestoga Recreation and Aquatic Center, Cedar Hills Recreation Center and Garden Home Recreation Center.

ITEM 23: Aquatic Center Roof

BUDGET: \$800,000

DESCRIPTION: Replacement of metal roof, insulation and vapor barrier.

ITEM 24: Aquatic Center Pool Deck

BUDGET: \$267,250

DESCRIPTION: Replacement of concrete pool deck.

ITEM 25: Aquatic Center Resurface Pool & Tile Repair

BUDGET: \$241,803

DESCRIPTION: Removal of coating and recoating of tank with epoxy quartz coating.

ITEM 26: Aquatic Center Electronic HVAC Controls

BUDGET: \$115,485

DESCRIPTION: Replacement of pneumatic controls for HVAC.

Pool Mechanical Systems

ITEM 27: Aloha Main Circulation Pump Platform

BUDGET: \$7,450

DESCRIPTION: Replacement of platform for pump/motor mounted.

ITEM 28: Replacement Pump/Motor (2 Sites)

BUDGET: \$24,600

DESCRIPTION: Replacement of pool circulation pump and motor at Aloha Swim Center and Somerset West Swim Center.

CAPITAL PROJECTS

ITEM 29: **Diatomaceous Earth Filter Covers (2 Sites)**

BUDGET: \$5,775

DESCRIPTION: Replacement of Diatomaceous Earth filter covers at Aloha Swim Center and HMT Aquatic Center.

ITEM 30: **Beaverton Pool Gutter-line**

BUDGET: \$5,600

DESCRIPTION: Repair of gutter piping with epoxy injection.

ITEM 31: **Aquatic Center Gutter & Valves; Chemical Controller; Joint Caulking & Drain Covers**

BUDGET: \$18,236

DESCRIPTION: Replacement of pool gutter and main drain shut-off valves. Replacement of pool chemical feeder control and components. Preparation and replacement of expansion joint material in pool tank. Replacement of pool tank main drain covers.

Pool Apparatus

ITEM 32: **Aquatic Center 16' Dive Board**

BUDGET: \$8,613

DESCRIPTION: Replacement of dive board.

ITEM 33: **Aloha Splash Water Slide**

BUDGET: \$5,471

DESCRIPTION: Replacement of slide.

ITEM 34: **Harman Lane Anchors**

BUDGET: \$6,290

DESCRIPTION: Replacement of laneline anchors within the gutters.

ITEM 35: **Lookout Platform Chair**

BUDGET: \$7,132

DESCRIPTION: Replacement of platform chair at Aloha Swim Center.

CAPITAL PROJECTS

ITEM 36: **Portable Slide**
BUDGET: \$5,470
DESCRIPTION: Replacement of portable slide at Aloha Swim Center.

Plumbing 15 Year Life

ITEM 37: **Athletic Center Track Drinking Fountain**
BUDGET: \$1,000
DESCRIPTION: Replacement of drinking fountain.

ITEM 38: **Schlottmann Hot Water Heater**
BUDGET: \$1,100
DESCRIPTION: Replacement of domestic water heater.

Plumbing 25 Year Life

ITEM 39: **Cedar Hills Boiler Room Drains**
BUDGET: \$2,760
DESCRIPTION: Replacement of floor drain piping to storm drain.

ITEM 40: **Conestoga Weld Boiler Heat Exchanger Pipes**
BUDGET: \$2,000
DESCRIPTION: Welding of boiler piping sections to accommodate expansion/contraction.

ITEM 41: **Athletic Center Shower Mixers & Parts**
BUDGET: \$1,600
DESCRIPTION: Replacement of mixing valves for locker room showers.

ITEM 42: **Nature Park Interpretive Center Interior Restrooms Sinks & Parts**
BUDGET: \$1,100
DESCRIPTION: Replacement of restroom fixtures.

CAPITAL PROJECTS

ITEM 43: Sunset Asbestos Abatement and Recover Piping

BUDGET: \$9,200

DESCRIPTION: Abatement of asbestos insulation on boiler room piping and re-insulation of piping.

Floor Covering Replacement (Short & Long Life)

ITEM 44: Carpet (2 Sites)

BUDGET: \$5,210

DESCRIPTION: Replacement of carpet in Aquatic Center Dryland and Athletic Center conference room.

ITEM 45: Interior Paint (2 Sites)

BUDGET: \$2,000

DESCRIPTION: Repainting of interior walls in Tennis Center office/lobby and Nature Park Interpretive Center entrance, Robins Nest and interior restrooms.

ITEM 46: Nature Park Interpretive Center Reseal of Ceramic Tile Flooring

BUDGET: \$6,000

DESCRIPTION: Preparation and resealing of tile floor.

ITEM 47: Wood Floors/Courts Refinishing (3 Sites)

BUDGET: \$17,400

DESCRIPTION: Refinishing of hardwood floors at three sites: Cedar Hills Recreation Center (rooms 5, 6 & gym), Conestoga Recreation and Aquatic Center (room 201 & gym) and Stuhr Center (Manzanita room).

ITEM 48: Garden Home Tile Floor Replacement

BUDGET: \$1,000

DESCRIPTION: Replacement of tile floor.

ITEM 49: Athletic Center Gym Wood Floors Screening/Resurfacing

BUDGET: \$10,500

DESCRIPTION: Refinishing of wood floors by screening and recoating.

CAPITAL PROJECTS

ITEM 50: **Nature Park Interpretive Center Interior Restrooms Flooring Replacement**

BUDGET: \$4,500

DESCRIPTION: Replacement of flooring material.

Building Furnishings

ITEM 51: **Stuhr Center Ice Machine**

BUDGET: \$2,050

DESCRIPTION: Replacement of ice machine.

ITEM 52: **Athletic Center Socket Plates, Relamp (3 areas) & Blinds (Dryland)**

BUDGET: \$10,674

DESCRIPTION: Replacement of cover plates for volleyball pole floor anchors. Replacement of tubes in restrooms, locker rooms and offices in Athletic Center. Replacement of window treatment in Dryland.

ITEM 53: **Tennis Center Relamp (Courts & Office) & Washer & Dryer**

BUDGET: \$7,500

DESCRIPTION: Replacement of bulbs and tubes in multiple areas of the Tennis Center and replacement of clothes washer and dryer.

ITEM 54: **Harman Window Shades**

BUDGET: \$1,611

DESCRIPTION: Replacement of window treatment.

HVAC Components

ITEM 55: **Furnace (2 Sites)**

BUDGET: \$7,500

DESCRIPTION: Replacement of furnace for showers in Cedar Hills Recreation Center (gas) and Garden Home Recreation Center (electric).

CAPITAL PROJECTS

ITEM 56: Administration Office Rooftop Unit & Duct Heater

BUDGET: \$13,648

DESCRIPTION: Replacement of rooftop HVAC unit and duct heater.

ITEM 57: Athletic Center HVAC Electrical Repairs

BUDGET: \$4,000

DESCRIPTION: Replacement of components of HVAC and electrical systems.

ITEM 58: Nature Park Interpretive Center Exterior Restrooms HVAC Fans

BUDGET: \$2,500

DESCRIPTION: Replacement of ceiling exhaust fans.

Building Exterior

ITEM 59: Camp Rivendale Upper Pavilion Exterior Painting

BUDGET: \$1,000

DESCRIPTION: Repainting of building exterior.

ITEM 60: Cedar Hills Downspouts Replacement

BUDGET: \$2,510

DESCRIPTION: Replacement of roof downspouts and redirection to a different drain.

ITEM 61: Fanno Farmhouse Picket Fence

BUDGET: \$2,500

DESCRIPTION: Replacement of wood posts, rails and pickets.

ITEM 62: Gutters (2 Sites)

BUDGET: \$4,000

DESCRIPTION: Replacement of roof gutter at Garden Home west wing and Jenkins Estate main house.

CAPITAL PROJECTS

ITEM 63: **Greenway Park Structure Paint & Gutters**

BUDGET: \$3,100

DESCRIPTION: Painting of structure walls and replacement of roof gutters.

ITEM 64: **Jenkins Estate Roof & Veranda Repairs**

BUDGET: \$5,200

DESCRIPTION: Treatment to multiple roofs for preservation. Replacement of portions of wood on veranda.

ITEM 65: **Tallac Terrace Park Play Pad Roof Repair**

BUDGET: \$2,000

DESCRIPTION: Repair of roof and replacement of gutters on covered play pad.

ITEM 66: **Aloha Swim Center Exterior Painting**

BUDGET: \$14,889

DESCRIPTION: Painting of all exterior surfaces at Aloha Swim Center.

ITEM 67: **Nature Park Interpretive Center Light Replacement at Entrance & Interior Relamp**

BUDGET: \$1,500

DESCRIPTION: Replacement of security lighting and tubes/ballasts for group relamping.

ITEM 68: **Fanno Farmhouse ADA Ramp**

BUDGET: \$19,000

DESCRIPTION: Replacement of wood with formed concrete ramp.

ITEM 69: **Fanno Creek Service Center Roof Repairs & Consultation**

BUDGET: \$18,096

DESCRIPTION: Development of design specifications for replacement of rolled roof.

CAPITAL PROJECTS

ITEM 70: Athletic Center Alcove Roof

BUDGET: \$11,500

DESCRIPTION: Replacement of rolled roof.

Septic Tanks

ITEM 71: Jenkins Estate Stable Septic Tank

BUDGET: \$19,000

DESCRIPTION: Replacement of septic tank.

Building Improvements

ITEM 72: Fanno Creek Service Center Safety Shower for HAZMAT Locker

BUDGET: \$6,500

DESCRIPTION: Installation of safety shower required for compliance to store herbicides at the Fanno Creek Service Center.

ITEM 73: Recreation Centers Front Office Improvement

BUDGET: \$5,000

DESCRIPTION: Enhancement of facility reception areas.

ITEM 74: Administration Office Reconfiguration

BUDGET: \$110,000

DESCRIPTION: Reconfiguration of Administration Building floorplan.

Park & Trail Replacements

ITEM 75: Play Equipment (2 Sites)

BUDGET: \$87,468

DESCRIPTION: Replacement of play equipment at McMillan Park and Valley Park.

CAPITAL PROJECTS

ITEM 76: Irrigation & Drainage System Repairs (Various Sites)

BUDGET: \$25,000

DESCRIPTION: Repair of irrigation mainline at HMT Complex. Drainage improvement at HMT Athletic Center (east end) and Westside Trail (north of play area).

ITEM 77: Trash Cans in Parks

BUDGET: \$5,000

DESCRIPTION: Purchase of ergonomically engineered trash cans.

ITEM 78: Dog Bag Dispensers

BUDGET: \$10,000

DESCRIPTION: Replacement of dog bag dispensers at various sites.

ITEM 79: Canopies

BUDGET: \$2,860

DESCRIPTION: Replacement of event canopies damaged during windstorm.

ITEM 80: Burnside Park Picnic Table

BUDGET: \$2,500

DESCRIPTION: Replacement of picnic table.

ITEM 81: Fences (2 Sites)

BUDGET: \$4,500

DESCRIPTION: Replacement of fence at Buckskin Park (east border) and Paul & Verna Winkelman Park (split rail).

ITEM 82: Portable Toilet Enclosures (5 Sites)

BUDGET: \$5,000

DESCRIPTION: Building and installion of privacy screening at five park locations: Commonwealth Lake Park, Bethany Lake Park, Rock Creek Powerlines Soccer Fields, Rock Creek Greenway and Foothills Park.

CAPITAL PROJECTS

ITEM 83: **Asphalt Path Replacement & Repair (6 Sites)**

BUDGET: \$172,707

DESCRIPTION: Replacement and overlay of damaged portions of asphalt at six sites: Commonwealth Lake Park, Granada Woods Natural Area, Dwight S. Parr Woods Natural Area, Fanno Creek Greenway, Westside Linear Trail and Schlottman Creek Greenway.

ITEM 84: **Concrete Sidewalks (4 sites) & Curbing (2 Sites)**

BUDGET: \$38,117

DESCRIPTION: Repair of and/or replacement of damaged sidewalk panels at four sites: Rock Creek Greenway (NW Neakahnie), Sunset Swim Center, Summercrest Park (SW Rigert Rd.) and Arnold Park (SW 182nd entrance). Replacement of sections of damaged curbing at Bonny Slope Park and Somerset Meadows Park.

ITEM 85: **Greenway Park Boardwalk Design Work Phase 1**

BUDGET: \$40,000

DESCRIPTION: Design of and engineered plan drawings for bridge replacement at Greenway Park.

ITEM 86: **Signage (Various Sites)**

BUDGET: \$26,400

DESCRIPTION: Implementation of signage master plan at various sites and replacement of directional signs at Nature Park Interpretive Center.

Park & Trail Improvements

ITEM 87: **Memorial Bench Fund**

BUDGET: \$8,000

DESCRIPTION: The Memorial Bench program offers patrons the opportunity to purchase a recycled plastic bench.

ITEM 88: **Opinionator - Patron Feedback**

BUDGET: \$2,500

DESCRIPTION: Real time customer feedback system at selected park sites.

CAPITAL PROJECTS

Grant Funded Projects

ITEM 89: **Westside Trail #18/ODOT Grant**

BUDGET: \$150,000

DESCRIPTION: Grant to fund land acquisition needs for a segment of the Westside Linear Trail.

ITEM 90: **Raleigh Park Shelter/LWCF Grant**

BUDGET: \$50,000

DESCRIPTION: Grant to fund installation of picnic shelter at Raleigh Park.

ITEM 91: **Terra Linda Park Shelter/LGPP Grant**

BUDGET: \$40,000

DESCRIPTION: Grant to fund installation of picnic shelter at Terra Linda Park.

ITEM 92: **Roger Tilbury Phase 2/LGPP Grant**

BUDGET: \$212,500

DESCRIPTION: Grant to fund development of the south portion of Roger Tilbury Park, including a pedestrian bridge, pathways, and mitigation/enhancement landscaping.

Facility Challenge Grants

ITEM 93: **Challenge Grants**

BUDGET: \$97,500

DESCRIPTION: 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.

ADA Improvements

ITEM 94: **Aloha Swim Center Power Door Operator**

BUDGET: \$2,183

DESCRIPTION: Installation of power door operator at Aloha Swim Center.

CAPITAL PROJECTS

ITEM 95: **Garden Home ADA Sidewalk Addition**

BUDGET: \$9,000

DESCRIPTION: Accessible path from north parking lot to main entrance.

ITEM 96: **Curb, Transition Ramp, ADA Picnic Table & Bench - McMillan Park**

BUDGET: \$20,300

DESCRIPTION: Installation of playground curbing, ADA ramp and ADA picnic table at McMillan Park.

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 received funds from the Metro 2006 Natural Areas Bond Measure, based on the Local Share Allocation, for use for various park/natural area related projects that protect and improve natural areas, water quality and access to nature. The funds were fully expended within the 2012/13 fiscal year.



SPECIAL REVENUE FUND

Description	Prior Year Actual 2011/12	Prior Year Actual 2012/13	Adopted Budget 2013/14	Proposed Budget 2014/15	Adopted Budget 2014/15
Resources:					
Beginning Cash on Hand	\$ 182,820	\$ 183,657	\$ 182,500	\$ 165,300	\$ 165,300
Interest Income	837	927	700	500	500
Miscellaneous Income	-	-	-	-	-
Total Resources	\$ 183,657	\$ 184,584	\$ 183,200	\$ 165,800	\$ 165,800
Appropriations:					
Materials & Services	-	2,513	183,200	165,800	165,800
Total Appropriations	\$ -	\$ 2,513	\$ 183,200	\$ 165,800	\$ 165,800
Summary by Fund					
Mitigation Maintenance Reserve Fund	-	2,513	183,200	165,800	165,800
Total Appropriations	\$ -	\$ 2,513	\$ 183,200	\$ 165,800	\$ 165,800



Mitigation Maintenance Reserve Fund

Description	Prior Year Actual 2011/12	Prior Year Actual 2012/13	Adopted Budget 2013/14	Proposed Budget 2014/15	Adopted Budget 2014/15
Department Appropriations					
Maintenance Supplies	-	2,513	183,200	165,800	165,800
Material & Services	-	2,513	183,200	165,800	165,800
Department Total	-	2,513	183,200	165,800	165,800



CAPITAL PROJECT FUND

Description	Prior Year Actual 2011/12	Prior Year Actual 2012/13	Adopted Budget 2013/14	Proposed Budget 2014/15	Adopted Budget 2014/15
Resources:					
Beginning Cash on Hand	\$ -	\$ -	\$ -	\$ -	\$ -
Metro Natural Areas Bond	850,000	22,568	22,568	-	-
Total Resources	\$ 850,000	\$ 22,568	\$ 22,568	\$ -	\$ -
Appropriations:					
Capital Outlay	850,000	22,568	22,568	-	-
Total Appropriations	\$ 850,000	\$ 22,568	\$ 22,568	\$ -	\$ -
Summary by Department					
Metro Natural Areas Bond Fund	850,000	22,568	22,568	-	-
Total Appropriations	\$ 850,000	\$ 22,568	\$ 22,568	\$ -	\$ -



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 2013/14)	\$ 26,345,164,782
General Obligation Debt Capacity (2.5% of Real Market Value)	658,629,120
Less: Outstanding Debt	<u>(86,650,000)</u>
Remaining Legal Debt Capacity	<u><u>\$ 571,979,120</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, 2014, based on this advanced refunding, is \$2,120,000.

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, 2014 is \$48,355,000.

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, 2014 is \$36,175,000.



**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 2014/15		
	Actual		Adopted Budget This Year FY 2013/14		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding Year FY 2011/12	First Preceding Year FY 2012/13					
				Resources			
1	303,177	413,134	146,534	1. Beginning Cash on Hand (Cash Basis), or	182,488	182,488	182,488
2				2. Working Capital (Accrual Basis)			
3	50,391	76,536	35,000	3. Previously Levied Taxes to be Received	50,000	50,000	50,000
4	36,227	39,735	30,000	4. Interest	30,000	30,000	30,000
5				5. Transferred from Other Funds			
6	41,310	43,967	43,594	6. Payment in lieu of taxes	44,009	44,009	44,009
7	431,105	573,372	255,128	7. Total Resources, Except Taxes to be Levied	306,497	306,497	306,497
8			8,168,915	8. Taxes Estimated to be Received *	8,259,072	8,259,072	8,259,072
9	7,885,136	7,990,669		9. Taxes Collected in Year Levied			
10	8,316,241	8,564,041	8,424,043	10. TOTAL RESOURCES	8,565,569	8,565,569	8,565,569
				Requirements			
				Bond Principal Payments			
				Issue Date	Budgeted Payment Date		
1	1,755,000	1,870,000	1,990,000	1. 03/01/1998	03/01/2015	2,120,000	2,120,000
2	1,100,000	1,385,000	1,520,000	2. 04/02/2009	06/01/2015	1,665,000	1,665,000
3	1,520,000	1,110,000	1,255,000	3. 09/13/2011	06/01/2015	1,360,000	1,360,000
4	4,375,000	4,365,000	4,765,000	4. Total Principal		5,145,000	5,145,000
				Bond Interest Payments			
				Issue Date	Budgeted Payment Date		
5	444,762	343,849	236,325	5. 03/01/1998	09/01/2014 & 03/01/2015	121,900	121,900
6	2,111,575	2,089,574	2,058,412	6. 04/02/2009	12/01/2014 & 06/01/2015	2,020,413	2,020,413
7	971,769	1,325,554	1,303,356	7. 09/13/2011	12/01/2014 & 06/01/2015	1,278,256	1,278,256
8	3,528,106	3,758,977	3,598,093	8. Total Interest		3,420,569	3,420,569
				Unappropriated Balance for Following Year By			
				Issue Date	Payment Date		
9			60,950	9		0	0
10				10			
11				11			
12				12 Ending balance (prior years)			
13			60,950	13 Total Unappropriated Ending Fund Balance		0	0
14				14. Loan Repayment to Fund			
15				15. Tax Credit Bond Reserve			
16	7,903,106	8,123,977	8,424,043	16. TOTAL REQUIREMENTS		8,565,569	8,565,569



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>
2015	2,120,000	121,900	2,241,900
	<u>\$ 2,120,000</u>	<u>\$ 121,900</u>	<u>\$ 2,241,900</u>
Series 2009			
Fiscal Year ending June 30	<u>Principal</u>	<u>Interest</u>	<u>Total Debt Service</u>
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	2,365,000	1,784,225	4,149,225
2020-2024	15,380,000	7,310,450	22,690,450
2025-2029	22,960,000	3,345,706	26,305,706
	<u>\$ 48,355,000</u>	<u>\$ 20,215,469</u>	<u>\$ 68,570,469</u>
Series 2011			
Fiscal Year ending June 30	<u>Principal</u>	<u>Interest</u>	<u>Total Debt Service</u>
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	1,820,000	1,143,406	2,963,406
2020-2024	11,630,000	4,581,280	16,211,280
2025-2029	16,655,000	2,135,815	18,790,815
	<u>\$ 36,175,000</u>	<u>\$ 12,812,526</u>	<u>\$ 48,987,526</u>



SYSTEM DEVELOPMENT CHARGES

System Development Charge Fund Overview

System Development Charge Fund Project Summary

System Development Charge Fund Project Narrative

System Development Charge Fund Capital Improvement Program (CIP)



SYSTEM DEVELOPMENT CHARGE FUND

FUND DESCRIPTION

On November 17, 1998, the Board of Directors adopted the System Development Charges Resolution. In early 1999, the City of Beaverton City Council and the Washington County Board of Commissioners adopted resolutions to collect the System Development Charges within those areas that they have jurisdiction over and that are within the Park District. Both the City and the County are now collecting those fees.

In FY 2007/08, the District completed an update to the System Development Charge Methodology. As a result of this update, System Development Charge rates were increased, effective January 1, 2008. The fees were subsequently adjusted for inflationary (deflationary) cost adjustments, effective January 1, in each of the subsequent years.

The District is projecting to carryforward \$6,458,262 in unexpended System Development Charges to the 2014/15 fiscal year, and is budgeting an additional \$2,982,681 in SDC Fund revenues in the 2014/15 fiscal year.



SYSTEM DEVELOPMENT CHARGE FUND

Description	Prior Year Actual 2011/12	Prior Year Actual 2012/13	Adopted Budget 2013/14	Proposed Budget 2014/15	Adopted Budget 2014/15
Resources:					
Beginning Cash on Hand	\$ 4,663,534	\$ 2,980,817	\$ 4,000,544	\$ 6,458,262	\$ 6,458,262
System Development Charges	1,897,759	2,676,196	2,803,458	2,952,041	2,952,041
Grants or Donations	-	418,731	-	-	-
Sale of Assets	-	-	-	-	-
Interest Earnings	27,742	17,641	25,100	30,640	30,640
Total Resources	\$ 6,589,035	\$ 6,093,385	\$ 6,829,102	\$ 9,440,943	\$ 9,440,943
Appropriations:					
Capital Outlay	3,608,218	1,026,731	6,829,102	9,440,943	9,440,943
Total Appropriations	\$ 3,608,218	\$ 1,026,731	\$ 6,829,102	\$ 9,440,943	\$ 9,440,943
Summary by Department					
Carryforward Projects					
Land Acquisition	296,937	425,321	1,100,000	790,000	790,000
Park Development/Improvements	2,442,389	425,332	734,000	1,381,150	1,381,150
Land Acquisition	87,812	42,220	500,000	2,000,000	2,000,000
Park Development/Improvements	781,080	133,858	457,250	2,527,000	2,527,000
Undesignated Projects	-	-	4,037,852	2,742,793	2,742,793
Total Appropriations	\$ 3,608,218	\$ 1,026,731	\$ 6,829,102	\$ 9,440,943	\$ 9,440,943

SYSTEM DEVELOPMENT CHARGE FUND

Item Number	SDC Capital Project	Carryover Funds	Additional Funding	Adopted 2014/15	Page #
CARRYFORWARD PROJECTS					
1	Land Acquisition - FY 2013/14 Carryforward	790,000	-	790,000	SDC-5
	Sub-total Land Acquisition Carryforward	790,000	-	790,000	
2	Fanno Creek Trail - Scholls Fy Road to Greenwood Inn	60,000	-	60,000	SDC-5
3	Bonny Slope / BSD Trail Development	175,000	325,000	500,000	SDC-5
4	MTIP Grant Match - Westside Trail, Segment 18	19,275	201,125	220,400	SDC-5
5	Graf Meadows Park - Trail Connection	447,500	-	447,500	SDC-5
6	Future Dog Park Construction - Site to be determined	50,000	-	50,000	SDC-5
7	Fanno Creek Trail - Hall Blvd Crossing	35,500	50,000	85,500	SDC-6
8	Timberland Park - Project Management	17,750	-	17,750	SDC-6
	Sub-total Park Development/Improvement Carryforward	805,025	576,125	1,381,150	
	TOTAL CARRYFORWARD PROJECTS	1,595,025	576,125	2,171,150	
LAND ACQUISITION					
9	Land Acquisition - North Bethany			2,000,000	SDC-6
	TOTAL LAND ACQUISITION			2,000,000	
PARK DEVELOPMENT/IMPROVEMENT					
10	Jackie Husen Park Expansion Master Planning			83,500	SDC-6
11	Connect Oregon Grant Match -- Waterhouse Trail, Segment 4			200,000	SDC-6
12	LWCF Grant Match - Raleigh Park Shelter			50,000	SDC-7
13	LGGP Grant Match - Terra Linda Park Shelter			40,000	SDC-7
14	LGGP Grant Match - Roger Tilbury Park Phase 2			212,500	SDC-7
15	Bethany Creek Falls Phases 1 and 2 - Project Management			120,500	SDC-7
16	Bethany Terrace Trail, Segment 11 - Project Management			10,500	SDC-7
17	New Neighborhood Park Master Plans (2 sites)			150,000	SDC-7
18	New Neighborhood Park Development			1,500,000	SDC-8
19	SW Quadrant Community Center - Site Feasibility Analysis			60,000	SDC-8
20	Natural Area Master Plan			100,000	SDC-8
	TOTAL PARK DEVELOPMENT/IMPROVEMENT			2,527,000	
UNDESIGNATED PROJECTS					
21	Undesignated Projects			2,742,793	SDC-8
	TOTAL UNDESIGNATED PROJECTS			2,742,793	
	GRAND TOTAL CAPITAL OUTLAY			9,440,943	

SYSTEM DEVELOPMENT CHARGE FUND

Carry Over Projects

ITEM 1: Land Acquisition - FY 2013/14 Carryforward

BUDGET: \$790,000

DESCRIPTION: Carryover funding for purchase of property and/or easements for future parks, trails, and open spaces

ITEM 2: Fanno Creek Trail - Scholls Fy Road to Greenwood Inn

BUDGET: \$60,000

DESCRIPTION: 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: \$500,000

DESCRIPTION: Design and construction of trails on the McDaniel Property to connect the surrounding neighborhoods to the school site and park property

ITEM 4: MTIP Grant Match - Westside Trail, Segment 18

BUDGET: \$220,400

DESCRIPTION: 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: \$447,500

DESCRIPTION: Completion of construction of trail segment from original master plan

ITEM 6: Future Dog Park Construction - Site to be determined

BUDGET: \$50,000

DESCRIPTION: Completion of design and construction of an off-leash dog area at a site to be determined

SYSTEM DEVELOPMENT CHARGE FUND

ITEM 7: **Fanno Creek Trail - Hall Blvd Crossing**

BUDGET: \$85,500

DESCRIPTION: Completion of the design, permitting, construction, and jurisdictional requirements of an at-grade crossing for Fanno Creek Trail and Hall Blvd.

ITEM 8: **Timberland Park - Project Management**

BUDGET: \$17,750

DESCRIPTION: Staff project management time to monitor construction of project by developer under SDC credit agreement

Land Acquisition

ITEM 9: **Land Acquisition - North Bethany**

BUDGET: \$2,000,000

DESCRIPTION: Purchase of additional properties and/or easements for future parks, trails, and open spaces to meet commitments of the North Bethany planning

Park Development/Improvement Projects

ITEM 10: **Jackie Husen Park Expansion Master Planning**

BUDGET: \$83,500

DESCRIPTION: Completion of the demolition of the existing house, master plan, and construction of a community garden.

ITEM 11: **Connect Oregon Grant Match -- Waterhouse Trail, Segment 4**

BUDGET: \$200,000

DESCRIPTION: District match for grant award to complete design, permitting, jurisdictional requirements, and construction of a small segment of the Waterhouse Trail; this is outside the scope of the Bond Fund Project

SYSTEM DEVELOPMENT CHARGE FUND

ITEM 12: **LWCF Grant Match - Raleigh Park Shelter**

BUDGET: \$50,000

DESCRIPTION: District match for grant award to construct a picnic shelter and amenities at Raleigh Park

ITEM 13: **LGGP Grant Match - Terra Linda Park Shelter**

BUDGET: \$40,000

DESCRIPTION: District match for grant award to construct a picnic shelter and amenities at Terra Linda Park

ITEM 14: **LGGP Grant Match - Roger Tilbury Park Phase 2**

BUDGET: \$212,500

DESCRIPTION: District match for grant award to complete a phase 2 of development at Roger Tilbury Park; this is outside the scope of the Bond Fund Project.

ITEM 15: **Bethany Creek Falls Phases 1 and 2 - Project Management**

BUDGET: \$120,500

DESCRIPTION: Staff project management time to monitor construction of project by developer under SDC credit agreement

ITEM 16: **Bethany Terrace Trail, Segment 11 - Project Management**

BUDGET: \$10,500

DESCRIPTION: Staff project management time to monitor construction of project by developer under SDC credit agreement

ITEM 17: **New Neighborhood Park Master Plans (2 sites)**

BUDGET: \$150,000

DESCRIPTION: Site master planning for two new neighborhood parks on undeveloped land owned by the District; the actual sites to be determined through the Parks Functional Plan

SYSTEM DEVELOPMENT CHARGE FUND

ITEM 18: **New Neighborhood Park Development**

BUDGET: \$1,500,000

DESCRIPTION: Development of a new neighborhood park on undeveloped land owned by the District; the actual site to be determined through the Parks Functional Plan

ITEM 19: **SW Quadrant Community Center - Site Feasibility Analysis**

BUDGET: \$60,000

DESCRIPTION: Feasibility analysis of two alternate sites in the SW quadrant to determine the preferred site for a future community center

ITEM 20: **Natural Area Master Plan**

BUDGET: \$100,000

DESCRIPTION: Master planning on one natural area

Undesignated Projects

ITEM 21: **Undesignated Projects**

BUDGET: \$2,742,793

DESCRIPTION: Capital Outlay to fund projects to be determined at a later time



Tualatin Hills Park & Recreation District
SYSTEM DEVELOPMENT CHARGE FUND
PROJECTS LIST
Proposed Five-year CIP, February 2014

Project or Item Description	Quantity	Unit Cost		Total Cost	
		Low Estimate	High Estimate	Low Estimate	High Estimate
Estimated Reserve Available for Expenditure through FY 2017/18				\$ 11,000,000	\$ 18,500,000
5-Year CIP List					
Grant Match (Small) for Neighborhood/Community Park Amenities	3	\$ 50,000	\$ 100,000	\$ 150,000	\$ 300,000
Grant Match for Trail Projects	2	\$ 150,000	\$ 500,000	\$ 300,000	\$ 1,000,000
Grant Match (Large) for Neighborhood/Community Park Amenities	1	\$ 100,000	\$ 500,000	\$ 100,000	\$ 500,000
Land Acquisition	1	\$ 1,000,000	\$ 1,500,000	\$ 1,000,000	\$ 1,500,000
Convert 1 natural field to synthetic turf field with lights	1	\$ 1,725,000	\$ 2,300,000	\$ 1,725,000	\$ 2,300,000
North Bethany parks and trails acquisition	1	\$ 2,000,000	\$ 6,000,000	\$ 2,000,000	\$ 6,000,000
New Neighborhood Parks Master Plan	3	\$ 75,000	\$ 150,000	\$ 225,000	\$ 450,000
New Neighborhood Parks Development	2	\$ 1,000,000	\$ 2,000,000	\$ 2,000,000	\$ 4,000,000
Natural Areas Master Plans	2	\$ 50,000	\$ 150,000	\$ 100,000	\$ 300,000
SW Quadrant Community Center Site Feasibility Analysis	1	\$ 40,000	\$ 80,000	\$ 40,000	\$ 80,000
Regional and Community Trail Capacity and Functionality Improvements	1	\$ 1,000,000	\$ 1,500,000	\$ 1,000,000	\$ 1,500,000
Winkelman Park Completion (Phase 3)	1	\$ 1,825,000	\$ 2,175,000	\$ 1,825,000	\$ 2,175,000
Minor building enhancements/expansions	1	\$ 200,000	\$ 600,000	\$ 200,000	\$ 600,000
Sub-total for 5-year CIP List				\$ 10,665,000	\$ 20,705,000
Other SDC CIP Projects					
Complete the Cedar Mill Community Trail by Foege Park (including an overlook of the pond)	1	\$ 500,000	\$ 700,000	\$ 500,000	\$ 700,000
Land Acquisition	3	\$ 1,000,000	\$ 1,500,000	\$ 3,000,000	\$ 4,500,000
New Neighborhood Parks Master Plan	4	\$ 75,000	\$ 150,000	\$ 300,000	\$ 600,000
Mt Williams Community Park Development	1	\$ 2,100,000	\$ 3,825,000	\$ 2,100,000	\$ 3,825,000
HMT Parking Lot Study Improvements Design	1	\$ 800,000	\$ 1,125,000	\$ 800,000	\$ 1,125,000
Convert 1 natural field to synthetic turf field with lights	1	\$ 1,725,000	\$ 2,300,000	\$ 1,725,000	\$ 2,300,000
New Neighborhood Parks Development	6	\$ 1,000,000	\$ 2,000,000	\$ 6,000,000	\$ 12,000,000
NE (Teufel) Community Park Master Plan	1	\$ 95,000	\$ 150,000	\$ 95,000	\$ 150,000
NE (Teufel) Community Park Development	1	\$ 6,000,000	\$ 10,000,000	\$ 6,000,000	\$ 10,000,000
Grant Match (Small) for Neighborhood/Community Park Amenities	3	\$ 50,000	\$ 250,000	\$ 150,000	\$ 750,000
Grant Match for Trail Projects	3	\$ 100,000	\$ 400,000	\$ 300,000	\$ 1,200,000
Grant Match (Large) for Neighborhood/Community Park Amenities	3	\$ 100,000	\$ 500,000	\$ 300,000	\$ 1,500,000
Regional and Community Trail Capacity and Functionality Improvements	1	\$ 1,000,000	\$ 1,500,000	\$ 1,000,000	\$ 1,500,000
Natural Areas Master Plans	5	\$ 50,000	\$ 150,000	\$ 250,000	\$ 750,000
Minor building enhancements/expansions	3	\$ 200,000	\$ 600,000	\$ 600,000	\$ 1,800,000
Total All Listed Projects				\$ 33,785,000	\$ 63,405,000



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 2011/12	Prior Year Actual 2012/13	Adopted Budget 2013/14	Proposed Budget 2014/15	Adopted Budget 2014/15
Resources:					
Beginning Cash on Hand	\$38,719,559	\$ 67,080,294	\$ 54,864,323	\$ 37,354,941	\$ 37,354,941
Bond Proceeds	41,919,558	-	-	-	-
Interest Earnings	306,208	254,613	150,000	175,000	175,000
Total Resources	\$80,945,325	\$ 67,334,907	\$ 55,014,323	\$ 37,529,941	\$ 37,529,941
Appropriations:					
Capital Outlay	13,865,031	15,827,399	55,014,323	37,529,941	37,529,941
Total Appropriations	\$13,865,031	\$ 15,827,399	\$ 55,014,323	\$ 37,529,941	\$ 37,529,941
Summary by Department					
New Neighborhood Park Development	370,510	1,231,963	3,996,949	551,179	551,179
Renovate/Redevelop Neighborhood Pk	635,096	441,785	2,855,193	1,912,743	1,912,743
New Neighborhood Parks-Land Acq.	1,894,629	3,899,236	1,064,500	715,348	715,348
New Community Park Development	504	2,724	7,874,002	7,902,618	7,902,618
New Community Park-Land Acq.	8,971	882	400,000	403,827	403,827
Renovate/Redevelop Community Parks	986,687	1,182,286	6,646,165	7,267,109	7,267,109
Natural Area Preservation	246,780	240,308	3,362,136	3,136,440	3,136,440
Natural Area Prsrvtn-Land Acq.	81,723	1,825,764	6,680,752	5,103,966	5,103,966
New Linear Park/Trail Development	1,813,239	3,986,388	8,720,529	2,449,235	2,449,235
New Linear Park/Trail-Land Acq.	167,772	228,326	197,629	-	-
Multi Field/Use Athletic Field Devlpmnt	136,975	744,123	2,227,685	2,106,176	2,106,176
Deferred Park Maintenance Replcmnts	120,805	107,972	364,123	-	-
Facility Rehabilitation	1,122,345	720,668	4,260,419	3,220,588	3,220,588
Facility Expansion & Improvements	5,659,222	472,614	-	-	-
ADA/Access Improvements	119,133	70,627	816,858	708,517	708,517
Community Center-Land Acq.	24,146	581,898	4,154,269	950,393	950,393
Undesignated Funds	-	-	1,217,733	939,949	939,949
Bond Administration/Debt Issuance	476,494	89,835	175,381	161,853	161,853
Total Appropriations	\$13,865,031	\$ 15,827,399	\$ 55,014,323	\$ 37,529,941	\$ 37,529,941

BOND CAPITAL PROJECTS FUND

Item Number		Adopted Budget 2014/15	Page #
	NEW NEIGHBORHOOD PARKS DEVELOPMENT		
1	Roger Tilbury Park	551,179	BOND-7
	TOTAL NEW NEIGHBORHOOD PARKS DEVELOPMENT	<u>551,179</u>	
	RENOVATE AND REDEVELOP NEIGHBORHOOD PARKS		
2	Cedar Mill Park & Trail	952,209	BOND-7
3	Somerset West Park	960,534	BOND-7
	TOTAL RENOVATE AND REDEVELOP NEIGHBORHOOD PARKS	<u>1,912,743</u>	
	NEW NEIGHBORHOOD PARKS - LAND ACQUISITION		
4	New Neighborhood Park - NW Quadrant	715,348	BOND-7
	TOTAL NEW NEIGHBORHOOD PARKS - LAND ACQUISITION	<u>715,348</u>	
	NEW COMMUNITY PARK DEVELOPMENT		
5	SW Community Park	7,902,618	BOND-7
	TOTAL NEW COMMUNITY PARK DEVELOPMENT	<u>7,902,618</u>	
	NEW COMMUNITY PARK - LAND ACQUISITION		
6	Community Park Expansion - NE Quadrant	403,827	BOND-8
	TOTAL NEW COMMUNITY PARK - LAND ACQUISITION	<u>403,827</u>	
	RENOVATE AND REDEVELOP COMMUNITY PARKS		
7	Cedar Hills Park & Athletic Field	6,234,094	BOND-8
8	Renovate and Redevelop Community Parks - Undesignated	1,033,015	BOND-8
	TOTAL RENOVATE AND REDEVELOP COMMUNITY PARKS	<u>7,267,109</u>	
	NATURAL AREA PRESERVATION		
9	Roger Tilbury Memorial Park	30,371	BOND-8
10	Cedar Mill Park	31,490	BOND-8
11	Jordan/Jackie Husen Park	305,163	BOND-8
12	NE/Bethany Meadows Trail Habitat Connection	253,461	BOND-9
13	Kaiser (Hansen) Ridge Park	5,634	BOND-9
14	Allenbach Acres Park	39,310	BOND-9
15	Crystal Creek Park	205,803	BOND-9
16	Tualatin Hills Nature Park	66,628	BOND-9
17	Pioneer Park	3,031	BOND-9
18	Whispering Woods Park	3,436	BOND-9
19	Willow Creek Nature Park	2,225	BOND-10
20	AM Kennedy Park	7,813	BOND-10
21	Camille Park	22,136	BOND-10
22	Vista Brook Park	19,459	BOND-10
23	Greenway Park/Koll Center	48,282	BOND-10
24	Bauman Park	56,826	BOND-10
25	Fanno Creek Park	161,802	BOND-10

BOND CAPITAL PROJECTS FUND

Item Number		Adopted Budget 2014/15	Page #
26	Hideaway Park	23,340	BOND-11
27	Hyland Forest Park	16,147	BOND-11
28	Cooper Mountain Area	211,203	BOND-11
29	Winkelman Park	4,754	BOND-11
30	Lowami Hart Woods Park	276,662	BOND-11
31	Rosa/Hazeldale Parks	19,026	BOND-11
32	Mt Williams Park	105,364	BOND-11
33	Jenkins Estate	32,424	BOND-12
34	Morrison Woods Park	63,364	BOND-12
35	Interpretive Sign Network	273,041	BOND-12
36	Beaverton Creek Trail - restoration of new property	63,365	BOND-12
37	Bethany Wetlands Park - restoration of new property	42,243	BOND-12
38	Bluegrass Downs Park - restoration of new property	15,841	BOND-12
39	Crystal Creek Park - restoration of new property	42,243	BOND-12
40	Restoration of new properties to be acquired	684,553	BOND-13
	TOTAL NATURAL AREA PRESERVATION	3,136,440	
	NATURAL AREA PRESERVATION - LAND ACQUISITION		
41	Natural Area Acquisitions	5,103,966	BOND-13
	TOTAL NATURAL AREA PRESERVATION - LAND ACQUISITION	5,103,966	
	NEW LINEAR PARK AND TRAIL DEVELOPMENT		
42	Waterhouse Trail Segments 1, 5 and West Spur	358,149	BOND-13
43	Rock Creek Trail Segments 2 & 5, and North Bethany Trail Segment 2	618,661	BOND-13
44	Miscellaneous Natural Trails	73,026	BOND-13
45	Westside/Waterhouse Trail Connection	1,399,399	BOND-13
	TOTAL NEW LINEAR PARK AND TRAIL DEVELOPMENT	2,449,235	
	MULTI-FIELD/MULTI-PURPOSE ATHLETIC FIELD DEVELOPMENT		
46	New Fields in NW Quadrant	527,967	BOND-13
47	New Fields in NE Quadrant	522,801	BOND-14
48	New Fields in SW Quadrant	527,364	BOND-14
49	New Fields in SE Quadrant	528,044	BOND-14
	TOTAL MULTI-FIELD/MULTI-PURPOSE ATHLETIC FIELD DEVELOPMENT	2,106,176	
	FACILITY REHABILITATION		
50	Structural Upgrades at Beaverton Swim Center	67,325	BOND-14
51	Structural Upgrades at Cedar Hills Recreation Center	606,823	BOND-14
52	Structural Upgrades at Garden Home Recreation Center	499,935	BOND-14
53	Structural Upgrades at 50M Pool (Roof Replacement)	200,000	BOND-14
54	Structural Upgrades at Several Facilities	1,846,505	BOND-15
	TOTAL FACILITY REHABILITATION	3,220,588	

BOND CAPITAL PROJECTS FUND

Item Number		Adopted Budget 2014/15	Page #
ADA/ACCESS IMPROVEMENTS			
55	HMT ADA Parking and other site improvement	643,514	BOND-15
56	ADA Improvements - numerous sites	65,003	BOND-15
TOTAL ADA/ACCESS IMPROVEMENTS		<u>708,517</u>	
COMMUNITY CENTER/COMMUNITY PARK - LAND ACQUISITION			
57	Community Center/Community Park - Land Acquisition - SW Quadrant	500,000	BOND-15
58	Undesignated Funds - Land Acquisition	450,393	BOND-15
TOTAL COMMUNITY CENTER/COMMUNITY PARK - LAND ACQUISITION		<u>950,393</u>	
UNDESIGNATED FUNDS			
59	Undesignated Funds - Other	939,949	BOND-15
TOTAL UNDESIGNATED FUNDS		<u>939,949</u>	

BOND CAPITAL PROJECTS FUND

New Neighborhood Parks Development

ITEM 1: **Roger Tilbury Park**

BUDGET: \$551,179

DESCRIPTION: Develop one new neighborhood park at an existing site. Amenities will depend on neighborhood input and site size and may include play equipment, picnic areas, pathways, drinking fountain, benches, open grass areas for passive use, outdoor sport courts, community garden and natural features.

Renovate And Redevelop Neighborhood Parks

ITEM 2: **Cedar Mill Park & Trail**

BUDGET: \$952,209

DESCRIPTION: Redevelop and renovate one existing neighborhood park. Amenities will depend on neighborhood input and site size and may include relocation or replacement of play equipment, ADA specific upgrades, 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 3: **Somerset West Park**

BUDGET: \$960,534

DESCRIPTION: Redevelop and renovate one existing neighborhood park. Amenities will depend on neighborhood input and site size and may include relocation or replacement of play equipment, ADA specific upgrades, 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.

New Neighborhood Parks - Land Acquisition

ITEM 4: **New Neighborhood Park - NW Quadrant**

BUDGET: \$715,348

DESCRIPTION: Acquire one site approximately three acres in size located in the northwest quadrant. Property to be determined.

New Community Park Development

ITEM 5: **SW Community Park**

BUDGET: \$7,902,618

DESCRIPTION: Design of development of one new community park. Amenities will depend on community input and site size and may include multipurpose sport fields, group picnic areas with shelter, play equipment, informal play areas (open space), community gardens, pathways, skate spot, pet areas, on-site parking and restrooms, and natural areas.

BOND CAPITAL PROJECTS FUND

New Community Park - Land Acquisition

ITEM 6: Community Park Expansion - NE Quadrant

BUDGET: \$403,827

DESCRIPTION: Balance of funds available to be used for additional Community Park land acquisition.

Renovate And Redevelop Community Parks

ITEM 7: Cedar Hills Park & Athletic Field

BUDGET: \$6,234,094

DESCRIPTION: Design of redevelopment and renovation of one existing community park. Amenities will depend on community input and size of site and may include renovation or relocation of sports fields, renovation of group picnic areas, add play areas, add informal play areas, relocate or upgrade pathways, add community gardens, potential skate spot facilities. Renovate/relocate/add on-site parking, restrooms, and splash pad.

ITEM 8: Renovate and Redevelop Community Parks - Undesignated

BUDGET: \$1,033,015

DESCRIPTION: Balance of funds available to be used to renovate and redevelop community parks.

Natural Area Preservation

ITEM 9: Roger Tilbury Memorial Park

BUDGET: \$30,371

DESCRIPTION: Enhance natural areas to remove weed species, replant native trees and shrubs, enhance creek to ensure bank stability.

ITEM 10: Cedar Mill Park

BUDGET: \$31,490

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 11: Jordan/Jackie Husen Park

BUDGET: \$305,163

DESCRIPTION: Enhance natural areas to remove weed species, replant native trees and shrubs, enhance creek to ensure bank stability.

BOND CAPITAL PROJECTS FUND

ITEM 12: NE/Bethany Meadows Trail Habitat Connection

BUDGET: \$253,461

DESCRIPTION: Restore acquired land between Bethany Meadows Terrace, Bannister Creek, Northeast Parks and associated creek corridors.

ITEM 13: Kaiser (Hansen) Ridge Park

BUDGET: \$5,634

DESCRIPTION: Remove weeds and replant with native trees/shrubs after park development occurs.

ITEM 14: Allenbach Acres Park

BUDGET: \$39,310

DESCRIPTION: Remove weeds and replant with native trees/shrubs after park development occurs.

ITEM 15: Crystal Creek Park

BUDGET: \$205,803

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 16: Tualatin Hills Nature Park

BUDGET: \$66,628

DESCRIPTION: Conduct Oregon white oak restoration projects as identified in THPRD Oak Plan. Includes arborist work and installation of native shrubs.

ITEM 17: Pioneer Park

BUDGET: \$3,031

DESCRIPTION: Remove weeds and replant with native trees/shrubs after park development occurs. Potential trail rerouting for habitat preservation.

ITEM 18: Whispering Woods Park

BUDGET: \$3,436

DESCRIPTION: Remove weeds, replant with native species - keep area clear for future trails.

BOND CAPITAL PROJECTS FUND

ITEM 19: **Willow Creek Nature Park**

BUDGET: \$2,225

DESCRIPTION: Remove weeds and replant with native trees/shrubs after park improvement on boardwalk.

ITEM 20: **AM Kennedy Park**

BUDGET: \$7,813

DESCRIPTION: Remove weeds and replant with native trees/shrubs after park development. Possible stream bank stabilization/meandering of channel.

ITEM 21: **Camille Park**

BUDGET: \$22,136

DESCRIPTION: These funds will cover oak enhancement work, camas meadow, or stream restoration not covered by the master plan funds.

ITEM 22: **Vista Brook Park**

BUDGET: \$19,459

DESCRIPTION: Remove weeds and replant with native trees/shrubs after park development. Likely to enhance pond edges, potential basking logs for wildlife.

ITEM 23: **Greenway Park/Koll Center**

BUDGET: \$48,282

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 24: **Bauman Park**

BUDGET: \$56,826

DESCRIPTION: Remove invasive trees and weeds, replant with native plants. Install trail with other funds.

ITEM 25: **Fanno Creek Park**

BUDGET: \$161,802

DESCRIPTION: Perform hydrologic study of stream channel and implement results. Likely rerouting of existing channel, replanting weedy areas with native shrubs and trees, and bank stabilization.

BOND CAPITAL PROJECTS FUND

ITEM 26: Hideaway Park

BUDGET: \$23,340

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 27: Hyland Forest Park

BUDGET: \$16,147

DESCRIPTION: Remove weeds and replant, reroute or close illegal trails, and enhance trails with separate funds.

ITEM 28: Cooper Mountain Area

BUDGET: \$211,203

DESCRIPTION: Restore and enhance properties to be acquired in this area - separate from the Cooper Mountain Nature Park.

ITEM 29: Winkelman Park

BUDGET: \$4,754

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 30: Lowami Hart Woods Park

BUDGET: \$276,662

DESCRIPTION: Remove weeds and replant native shrubs/trees. Reroute or close illegal trails.

ITEM 31: Rosa/Hazeldale Parks

BUDGET: \$19,026

DESCRIPTION: Restore creek side areas by removing weeds and replanting with native plants. Possible installation of woody material in creek for habitat and erosion control.

ITEM 32: Mt Williams Park

BUDGET: \$105,364

DESCRIPTION: Remove weeds and replant with native trees/shrubs after park development.

BOND CAPITAL PROJECTS FUND

ITEM 33: Jenkins Estate

BUDGET: \$32,424

DESCRIPTION: Remove weeds, reroute/close illegal trails, replant site, create park trail plan to protect habitat, enhance trails.

ITEM 34: Morrison Woods Park

BUDGET: \$63,364

DESCRIPTION: Enhance meadow, new acquisition areas, stabilize exposed edge of forest next to adjacent property.

ITEM 35: Interpretive Sign Network

BUDGET: \$273,041

DESCRIPTION: Create outdoor, interactive, and educational art installations in specified natural areas and parks.

ITEM 36: Beaverton Creek Trail - restoration of new property

BUDGET: \$63,365

DESCRIPTION: Remove weeds in select parks and replant with native trees/shrubs after park development.

ITEM 37: Bethany Wetlands Park - restoration of new property

BUDGET: \$42,243

DESCRIPTION: Remove weeds, replant with native plants, assess stream/wetland for enhancement/ stabilization. Install beaver management piping if needed.

ITEM 38: Bluegrass Downs Park - restoration of new property

BUDGET: \$15,841

DESCRIPTION: Remove weeds and replant with native plants in park and newly acquired areas.

ITEM 39: Crystal Creek Park - restoration of new property

BUDGET: \$42,243

DESCRIPTION: Remove weeds and replant with native plants in park and newly acquired areas.

BOND CAPITAL PROJECTS FUND

ITEM 40: **Restoration of new properties to be acquired**

BUDGET: \$684,553

DESCRIPTION: Balance of natural resource restoration funds to be used on newly acquired sites.

Natural Area Preservation - Land Acquisition

ITEM 41: **Natural Area Acquisitions**

BUDGET: \$5,103,966

DESCRIPTION: Acquire high priority natural areas that will connect existing properties or purchase large parcels with healthy native plant communities and water quality benefits.

New Linear Park And Trail Development

ITEM 42: **Waterhouse Trail Segments 1, 5 and West Spur**

BUDGET: \$358,149

DESCRIPTION: Develop the Waterhouse Community Trail segments 1, 5 and West Spur.

ITEM 43: **Rock Creek Trail Segments 2 & 5, and North Bethany Trail Segment 2**

BUDGET: \$618,661

DESCRIPTION: Develop segments 2 and 5 of Rock Creek Trail and segment 2 of the North Bethany Trail.

ITEM 44: **Miscellaneous Natural Trails**

BUDGET: \$73,026

DESCRIPTION: Develop various soft surface trails throughout the District.

ITEM 45: **Westside/Waterhouse Trail Connection**

BUDGET: \$1,399,399

DESCRIPTION: Develop regional trail section that connects the Westside Trail to the Waterhouse Trail.

Multi-Field/Multi-Purpose Athletic Field Development

ITEM 46: **New Fields in NW Quadrant**

BUDGET: \$527,967

DESCRIPTION: Develop one grass athletic field in the northwest quadrant.

BOND CAPITAL PROJECTS FUND

ITEM 47: New Fields in NE Quadrant
BUDGET: \$522,801
DESCRIPTION: Develop one grass athletic field in the northeast quadrant.

ITEM 48: New Fields in SW Quadrant
BUDGET: \$527,364
DESCRIPTION: Develop one grass athletic field in the southwest quadrant.

ITEM 49: New Fields in SE Quadrant
BUDGET: \$528,044
DESCRIPTION: Develop one grass athletic field in the southeast quadrant.

Facility Rehabilitation

ITEM 50: Structural Upgrades at Beaverton Swim Center
BUDGET: \$67,325
DESCRIPTION: Perform seismic upgrades at Beaverton Swim Center.

ITEM 51: Structural Upgrades at Cedar Hills Recreation Center
BUDGET: \$606,823
DESCRIPTION: Perform seismic upgrades at Cedar Hills Recreation Center.

ITEM 52: Structural Upgrades at Garden Home Recreation Center
BUDGET: \$499,935
DESCRIPTION: Perform seismic upgrades at Garden Home Recreation Center.

ITEM 53: Structural Upgrades at 50M Pool (Roof Replacement)
BUDGET: \$200,000
DESCRIPTION: Perform seismic upgrades scheduled during roof replacement at 50M Pool.

BOND CAPITAL PROJECTS FUND

ITEM 54: **Structural Upgrades at Several Facilities**
BUDGET: \$1,846,505
DESCRIPTION: Perform seismic upgrades at facilities throughout the district.

ADA/Access Improvements

ITEM 55: **HMT ADA Parking and other site improvement**
BUDGET: \$643,514
DESCRIPTION: Redesign parking lot at HMT complex to accommodate additional parking, improve traffic flow, improve pedestrian access and increase ADA accessibility.

ITEM 56: **ADA Improvements - numerous sites**
BUDGET: \$65,003
DESCRIPTION: Improve ADA access to various existing sites and/or facilities.

Community Center/Community Park - Land Acquisition

ITEM 57: **Community Center/Community Park - Land Acquisition - SW Quadrant**
BUDGET: \$500,000
DESCRIPTION: Acquire property in the SW Quadrant to build a community center or community park. Property to be determined.

ITEM 58: **Undesignated Funds - Land Acquisition**
BUDGET: \$450,393
DESCRIPTION: Undesignated funds for land acquisitions, properties to be determined at a later time.

Undesignated Funds

ITEM 59: **Undesignated Funds - Other**
BUDGET: \$939,949
DESCRIPTION: Undesignated funds for projects to be determined at a later time.



ENTERPRISE FUND

Enterprise Fund Overview

Enterprise Operations Department Narrative

Enterprise Fund Summary



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.

Due diligence was completed on the feasibility of the Adventure Recreation Center after the FY 2013/14 budget adoption, and it was determined that the concept of a stand alone facility run as a financial self-supporting enterprise operation was no longer viable.



ENTERPRISE OPERATIONS DIVISION

Enterprise Operations Department

Department Overview

The Enterprise Operations Department and Enterprise Fund have been discontinued.

FY 2013/14

The Adventure Recreation Facility Due Diligence Team completed a detailed feasibility study and determined that a stand-alone site could not be operated in a financially self-sufficient manner. The team will continue to explore other ways to better serve the 15 to 30-year-old cohort.

Budget Highlights

The proposed budget discontinues funding for the creation and operation of a stand-alone Adventure Recreation Center.



ENTERPRISE FUND

Description	Prior Year Actual 2011/12	Prior Year Actual 2012/13	Adopted Budget 2013/14	Proposed Budget 2014/15	Adopted Budget 2014/15
Resources:					
Beginning Cash on Hand			\$ -		
Adventure Recreation Center			661,616		
Debt Proceeds			382,474		
Total Resources			\$ 1,044,090		
Appropriations:					
Personnel Services			261,616		
Materials & Services			202,786		
Capital Outlay			382,474		
Debt Service			48,681		
Special Payments			37,998		
Contingency			110,535		
Total Appropriations			\$ 1,044,090		
Summary by Department					
Enterprise Operations			1,044,090		
Total Appropriations			\$ 1,044,090		



Division: Enterprise Operations
 Department: Enterprise Operations
 Program: Adventure Recreation Center

Description	Prior Year Actual 2011/12	Prior Year Actual 2012/13	Adopted Budget 2013/14	Proposed Budget 2014/15	Adopted Budget 2014/15
Program Appropriations					
F.T. Salary			112,840		
P.T. Salary			98,489		
Employee Benefits			28,813		
Payroll Taxes			21,474		
Personnel Services			261,616		
Professional and Technical Services			19,868		
Rental Facility			97,200		
Other Services			26,836		
Supplies			11,500		
Utilities			38,782		
Communication			8,600		
Material & Services			202,786		
Building Improvements			279,880		
Equipment			78,094		
Computer/Telephony Technology			24,500		
Capital Outlay			382,474		
Debt Principal			30,244		
Debt Interest			18,437		
Debt Service			48,681		
Reserve for Future Expenses			37,998		
Reserve for Future Expenses			37,998		
Contingency			110,535		
Contingency			110,535		
Program Total			1,044,090		
Department Staff					
Full Time			2.00		
Regular Part Time (FTE)			0.00		
Part Time (FTE)			1.18		



SUPPLEMENTAL DATA

Park District History and Background

Comprehensive Plan Summary

General Fund Five-Year Projections

Policies and Procedures

Summary of Staffing by Program

Glossary

Park District Map



PARK DISTRICT HISTORY AND BACKGROUND

In 1955, a group of citizens formed Tualatin Hills Park & Recreation District to provide parks and recreational opportunities for the residents of eastern Washington County and the City of Beaverton. Over the years, the park district has become one of the largest park and recreation special districts in the Pacific Northwest.

The park district is governed by an elected five member Board of Directors and is managed by professional staff. Since its inception, general obligations bonds, property taxes, and three-year levies (since replaced by a permanent tax rate) have supported the park district. Additional revenue comes from user fees for programs and facilities. The park district also benefits from donations made through the Tualatin Hills Park Foundation.

Demographic Portrait

As of the 2010 Census, the following information was accumulated on the district's resident population.

	<u>2000</u>	<u>2010</u>
Population	192,748	223,837
Age:		
0-24	67,457	73,326
25-64	108,215	127,961
65+	17,076	22,550
Number of Households	76,534	88,643
Average Household Size	2.50	2.51
Average Family Size	3.07	3.18
Number of Housing Units	80,704	93,765
Occupancy Rate	94.8%	94.5%

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 2012/13 Fiscal Year were:

Taxpayer	Taxable Assessed Value	Rank	Percentage of Total Taxable Assessed Value
Nike, Inc.	\$ 386,162,519	1	1.96%
Portland General Electric	139,599,620	2	0.71%
Comcast Corporation	132,852,200	3	0.67%
PS Business Parks LP	112,151,006	4	0.57%
Frontier Communications	100,298,000	5	0.51%
Northwest Natural Gas Co.	105,845,500	6	0.54%
Maxim Integrated Products, Inc.	108,396,540	7	0.51%
Beaverton LLC	100,648,820	8	0.67%
Bernard Properties Partnership	58,656,390	9	0.30%
Nimbus Center LLC	58,015,753	10	0.29%
All Other Taxpayers	18,449,142,878		93.27%
Totals	\$19,751,769,226		100.00%

Source: Washington County, Department of Assessment and Taxation
(Ranking based on levied tax amount)

Information for Washington County as of the 2012/13 Fiscal Year:

Washington County

Fiscal Year	District Population (estimated)	County Population (estimated) ^{a)}	Personal Income (amounts expressed in thousands) ^{b)}	Per Capita Personal Income ^{b)}	Unemployment Rate ^{c)}	School Enrollment ^{d)}
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	40,606	10.6%	38,460
2011	226,764	540,410	23,042,656	42,639	7.8%	38,571
2012	229,486	547,672	n/a	n/a	6.9%	39,054
2013	232,240	n/a	n/a	n/a	6.4%	38,775

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 2003 and FY 2013:

	FY 2002/03	FY 2012/13	
	<u>Actual</u>	<u>Actual</u>	<u>% change</u>
Population	201,750	232,240 ¹⁾	15.1%
Cost Per Capita:			
Personal Services	\$75.42	\$109.88	45.69%
Materials and Services	25.66	29.95	16.72%
Capital Projects	9.41	13.12	39.43%
Debt Service	3.53	3.56	0.85%
 Total cost per capita	 <u>\$114.02</u>	 <u>\$156.51</u>	 37.27%

¹⁾ estimated – based on Medium Growth Population Forecast (1.2%)

Source: Portland State University Center for Population Research and Census

COMPREHENSIVE PLAN SUMMARY

In September 2013, the Tualatin Hills Park & Recreation District adopted an update to the 2006 Comprehensive Plan. This plan serves as high-level guide for future decisions and activities about how the district will acquire, develop, operate and maintain land, facilities and programs for the future. A companion effort, the development of a Service and Financial Sustainability Analysis, resulted in a new approach to cost recovery for the district. This analysis, formalized into the adoption of a Service and Financial Sustainability Plan in December 2013, also determines additional service needs that can be provided in harmony with other recreation providers. An updated Strategic Plan was also adopted in December 2013. This plan was informed by the comprehensive plan update and featured new and revised objectives and action steps to help the district realize its eight goals:

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

The comprehensive plan update process identified a number of key level of service recommendations. These recommendations reflect short-term and longer-term capital development and improvement strategies to the community's unmet needs and priority investments for critical parks and recreation services.

- Develop a Trails Functional Plan
- Use Strategies for Addressing Low-Scoring/Functioning Components Within the System
- Conduct Ongoing Review of GIS Data
- Complete Inventory and Update Level of Service Analysis
- Use Current Baseline GRASP Analysis to Guide Future Park Development
- Address Walkable Level of Service
- Consider Design/Development Criteria
- Conduct a Field Capacity Analysis
- Explore Opportunities for Enterprise Facilities and Additional Amenities
- General Improvement and Acquisition Recommendations

COMPREHENSIVE PLAN SUMMARY (continued)

The 2013 Comprehensive Plan Update and subsequent adoption of the revised THPRD Strategic Plan helped the district define a ten-year plan for growth. In early 2014, staff began work on formalizing how we achieve this plan. The planning began with a review of several policies and procedures in spring 2014, and continues with the development of functional plans in five key areas:

- Programs
- Parks
- Natural resources
- Trails
- Athletic fields

These functional plans will be complete by the end of the 2014/15 fiscal year. The work will be guided by staff, and informed with input from advisory committees, patrons and THPRD's board of directors.

Tualatin Hills Park and Recreation District

General Fund Five-Year Fiscal Projection FY 2013/14 through FY 2018/19

	Current Budget 2013/14	Adopted Budget 2014/15	Projected 2015/16	Projected 2016/17	Projected 2017/18	Projected 2018/19
Cash on Hand	4,500,000	3,872,000	3,100,000	3,375,000	3,650,000	3,950,000
Program & Facility Fees 1	10,017,667	10,316,138	10,625,622	10,944,391	11,272,723	11,610,904
Other Resources 2	2,840,212	2,509,740	2,118,957	2,182,526	2,248,002	2,315,442
Carryover Projects	1,133,728	1,405,860	-	-	-	-
Property Taxes 3	25,340,272	26,285,005	27,204,980	28,429,204	29,708,518	31,045,402
Total Revenue	\$43,831,879	\$44,388,743	\$43,049,560	\$44,931,121	\$46,879,243	\$48,921,748
Personal Services 4	\$27,519,533	28,009,628	\$28,788,967	\$29,753,911	\$30,760,656	\$31,991,082
Materials & Services 5	7,670,826	8,179,891	8,384,388	8,635,920	8,894,998	9,161,847
Capital Outlay	5,550,565	5,126,758	2,516,473	3,038,096	3,410,931	3,657,907
Debt Service - COP and TAN	990,955	972,466	984,731	853,194	862,658	860,911
Contingency	2,100,000	2,100,000	2,375,000	2,650,000	2,950,000	3,250,000
Total Expenditures	\$43,831,879	\$44,388,743	\$43,049,560	\$44,931,121	\$46,879,243	\$48,921,748
Revenue Assumptions						
	<u>2014/15</u>		<u>2015/16</u>		<u>2016/19</u>	
1. Program Fee & Facility Annual Increase	Actual Estimate		3.00%		3.00%	
2. Other Resources	Actual Estimate		3.00%		3.00%	
3. Property Tax Annual Increase (Based on Permanent Rate only)	Actual Estimate		3.50%		4.50%	
Expenditure Assumptions						
4. Personal Services	Actual Estimate		3.50%		4.00%	
5. Materials & Services	Actual Estimate		2.50%		3.00%	

POLICIES AND PROCEDURES

DISTRICT ORGANIZATION:

Board of Directors

The governing body of the Tualatin Hills Park & Recreation District is the five (5) member Park District Board.

Each Board member is elected from the Park District at large to a normal term of four (4) years. The Board has the power to make appointments to fill unexpired terms, but the appointee must run for election for that term at the next regular election.

The Board meets regularly, currently on the first Monday of each month. All meetings are public meetings and open to the public except in those instances where the Board is meeting in executive session.

Budget Committee

The Budget Committee is composed of the five (5) elected Board of Directors plus five (5) appointed Park District citizens. This committee examines the projected programs, activities, expenses and income of the budget each fiscal year and makes recommendations to the Board of Directors.

Administration

Administration and maintenance of the Park District is under the direction of the General Manager who is hired by the Board. The General Manager has the responsibility to carry out the policies and accomplish the goals and objectives established by the Board.

The top management staff includes: the Director of Business and Facilities, Director of Park and Recreation Services, Director of Planning, Director of Communications and Outreach 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	2011/12	2012/13	2013/14	2014/15	2014/15
BOARD OF DIRECTORS	-	-	-	-	-
ADMINISTRATION					
Office of the General Manager	2.00	2.00	2.00	3.00	3.00
Communications and Outreach	5.90	6.76	6.60	6.89	6.89
Security Operations	3.90	3.90	4.41	4.41	4.41
Community Partnerships	-	-	-	1.00	1.00
TOTAL ADMINISTRATION	11.80	12.66	13.01	15.30	15.30
BUSINESS AND FACILITIES					
Office of the Director	4.00	4.08	4.00	4.00	4.00
Finance Services	6.50	7.00	7.00	7.00	7.00
Risk and Contract Management					
Risk and Contract Management	1.00	1.19	1.19	2.00	2.00
Safety/Wellness	1.00	1.00	1.00	-	-
Total Risk and Contract Management	2.00	2.19	2.19	2.00	2.00
Human Resources	3.00	3.00	3.00	4.00	4.00
Information Services	5.00	5.00	5.00	5.00	5.00
Maintenance Operations					
Superintendent of Maintenance Op.	3.50	5.05	5.02	5.98	5.98
Athletic Facilities	22.67	25.09	25.18	25.68	25.68
Building and Pool Maintenance	49.58	50.23	50.68	48.79	48.79
Park Maintenance	46.22	43.04	42.70	44.71	44.71
Vehicle & Maintenance	5.75	5.75	5.75	5.75	5.75
Total Maintenance Operations	127.72	129.16	129.33	130.91	130.91
TOTAL BUSINESS AND FACILITIES	148.22	150.43	150.52	152.91	152.91
PLANNING					
Office of the Director	1.93	3.65	3.45	3.45	3.45
Planning and Development	10.00	11.00	9.00	8.00	8.00
TOTAL PLANNING	11.93	14.65	12.45	11.45	11.45
PARK AND RECREATION SERVICES					
Office of the Director	2.63	2.58	2.87	2.69	2.69
Aquatics					
Superintendent of Aquatics	1.02	1.01	1.02	1.01	1.01
Aloha Swim Center	11.85	11.91	13.81	14.18	14.18
Tualatin Hills Aquatic Center	15.66	14.64	16.71	17.13	17.13
Beaverton Swim Center	17.55	17.80	16.55	17.23	17.23
Harman Swim Center	12.64	12.71	12.42	12.53	12.53
Sunset Swim Center	9.11	10.43	11.21	11.37	11.37
Raleigh Swim Center	3.05	3.10	3.37	3.38	3.38
Somerset West Swim Center	2.18	2.10	2.19	2.22	2.22
Total Aquatics	73.06	73.70	77.28	79.05	79.05

SUMMARY OF STAFFING BY PROGRAM

DIVISION					
Department	Actual	Actual	Adopted	Proposed	Adopted
Program	2011/12	2012/13	2013/14	2014/15	2014/15
Sports					
Superintendent of Sports	2.00	2.00	2.00	2.00	2.00
Tualatin Hills Athletic Center	28.56	27.82	26.91	27.80	27.80
Total Sports and Recreation	30.56	29.82	28.91	29.80	29.80
Recreation					
Superintendent of Recreation	1.12	1.12	1.00	1.00	1.00
Cedar Hills Recreation Center	30.71	31.20	30.94	30.19	30.19
Conestoga Rec. & Aquatic Center	47.98	47.43	46.68	47.23	47.23
Garden Home Recreation Center	25.01	22.70	21.54	21.64	21.64
Total Recreation	104.82	102.45	100.16	100.06	100.06
Programs and Special Activities					
Superintendent of Prog. & Spec. Act.	3.16	3.27	3.35	3.73	3.73
Elsie Stuhr Center	13.80	14.67	15.05	15.22	15.22
Jenkins Estate	4.52	4.10	3.59	-	-
Camp Rivendale	4.42	4.45	4.45	4.76	4.76
Tennis Center	15.15	15.27	15.35	15.00	15.00
Total Programs and Special Activities	41.05	41.76	41.79	38.71	38.71
Natural Resources and Trails					
Natural Resources	9.50	9.50	9.73	12.05	12.05
Nature Park Interpretive Center	13.83	15.17	15.78	14.82	14.82
Total Natural Resources and Trails	23.33	24.67	25.51	26.87	26.87
TOTAL PARK AND RECREATION SERVICES	275.45	274.98	276.52	277.18	277.18
ENTERPRISE OPERATIONS					
Enterprise Operations	-	-	3.18	-	-
Adventure Recreation Center	-	-	3.18	-	-
TOTAL ALL DIVISIONS	447.40	452.72	455.68	456.84	456.84

Note: Departmental reorganizations have occurred during this time period; however, all Departments and Programs are displayed as of FY 2014/15 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.

Comprehensive Master Plan

A plan defining the Park District's future. 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.

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.

Unappropriated Fund Balance

Where the fund balance at the close of the preceding year is not included in the annual budget, this term designates that portion of the current fiscal year's estimated revenues which has not been appropriated. Where the fund balance of the preceding year is included, this term designates the estimated fund balance at the end of the current fiscal year.

Parks, Recreation Facilities, Maintained School Grounds & Natural Areas



**TUALATIN HILLS
PARK & RECREATION DISTRICT**

