

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

**ADOPTED BUDGET  
2009-10**



# TUALATIN HILLS PARK & RECREATION DISTRICT BEAVERTON, OREGON



## ADOPTED BUDGET FISCAL YEAR 2009-2010

*The mission of the Tualatin Hills Park and 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 and Recreation District, Oregon** for its annual budget for the fiscal year beginning July 1, 2008. 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, 2008**

Handwritten signature of the President of the GFOA.

President

Handwritten signature of the Executive Director of the GFOA.

Executive Director

# TUALATIN HILLS PARK AND RECREATION DISTRICT

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# INTRODUCTION

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## TUALATIN HILLS PARK & RECREATION DISTRICT

### **2009/10 BUDGET COMMITTEE**

#### Board of Directors

Bob Scott  
Larry Pelatt  
William Kanable  
John Griffiths  
Joe Blowers

#### Citizen Members

Spencer Benfield, Chairman  
Greg Cody, Secretary  
Fred Meyer  
Elisabeth Zeller  
Ruth Rosimo

### **DISTRICT STAFF**

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







Doug Menke  
General Manager

#### Board of Directors

Joseph Blowers  
John Griffiths  
Bill Kanable  
Larry Pelatt  
Bob Scott

#### Tualatin Hills Park & Recreation District

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

#### MEMORANDUM

**TO:** Budget Committee Members  
**FROM:** Doug Menke, General Manager  
**DATE:** April 3, 2009  
**RE:** **Proposed 2009-10 Fiscal Year Budget**

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I am pleased to present the Proposed 2009-10 Fiscal Year Budget for the Tualatin Hills Park and Recreation District. This Budget represents a financial operating plan for the Park District to carry out its mission during the 2009-10 fiscal Year.

#### Mission and Goals

The Park District Mission Statement remains the same: "The mission of the Tualatin Hills Park and Recreation District is to provide natural areas, high quality park and recreational facilities, services and programs, that meet the needs of the diverse communities it serves." The strategic direction of the Park District is guided by the long-term goals established in the Park District's Comprehensive Plan, which was adopted in November 2006 (the full strategic plan, which includes the goals, objectives and action steps can be found on page 48 of the plan document). These goals are:

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

To initiate the budget process each year, the Park District Board of Directors establishes goals and objectives for the coming fiscal year. As in previous years the Board of Directors adopted the Comprehensive Plan Goals as listed above as the goals for the 2009-10 year. Within these goals priority objective and action steps were identified and were also adopted for the 2009-10 fiscal year. A summary of all these goals and objectives is attached.

The development of the Proposed Budget is driven by the District's goals, and accordingly they are reflected in the funding of activities for the coming year. All goals will be addressed during the budget year, and many of these goals will be reflected in departmental and individual work plans for staff funded within the proposed budget.

### **Budget Process**

The April 20, 2009 Budget Committee Work Session is the second of three meetings for the Budget Committee, the first being the February 23, 2009 Mid-Year Budget Meeting and the last being the May 18, 2009 Budget Committee Meeting.

The Mid-year Budget Meeting was conducted to review activity for the first six months of the 2008-09 Fiscal Year Budget, and to review the resource and expenditure projections for the Proposed 2009-10 Fiscal Year Budget. In an effort to increase the level of public involvement in the budget process, an opportunity was provided at the Mid-year Budget Meeting for public comment on requested budget items.

The Budget Work Session is intended to provide the Budget Committee an opportunity for in-depth review and discussion of the Proposed 2009-10 Fiscal Year Budget, and to provide an opportunity for public comment. While the budget presented for the Work Session is the final budget proposed by staff, the 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 18, 2009 the Budget Committee will be asked to approve the Park District's 2009-10 Fiscal Year Budget, subject to any adjustments made by the Committee. The final step in the budget process, as always, is the Budget Hearing and Adoption by the Park District Board of Directors, scheduled for June 22, 2009. Once again an opportunity for public comment will be provided at both the Budget Committee Meeting and the Budget Hearing.

### **Analysis of Changes in General Fund Revenue and Appropriations**

You will find that the proposed amount to fund the General Fund Budget is \$40,598,280. This is an increase of 14% over the 2008-09 Fiscal Year Budget.

Beginning Cash on Hand for the 2009-10 Fiscal Year is estimated at \$2,965,000, which represents a 9% decrease from the prior year. The Balance Forward from Prior Year Projects is estimated at \$539,498, which represents a 7% decrease from the prior year. As such, the overall General Fund balance forward in the proposed budget is approximately 9% less than the preceding year.

The Park District's assessed valuation is estimated to increase by 4.0% from \$17,560,613,430 to \$18,263,037,967.

The 2009-10 property tax rate per thousand of Assessed Value for General Fund Operations is \$1.31, and the estimated tax rate per thousand for General Obligation Bonded Debt is \$0.42, resulting in a combined property tax rate per thousand of \$1.73. The 2008-09 property tax rates for General Fund Operations and Bonded Debt were \$1.31 and \$0.12 respectively.

Local government agencies within the City of Beaverton exceeded the Measure 5 limit of \$10 per thousand in 2007-08, and as a result the taxes received were reduced due to Measure 5 compression. The Park District's property tax revenue losses due to Measure 5 compression were insignificant in 2007-08. The combined rate in 2008-09, however decreased below \$10 per thousand, so there were no tax reductions due to Measure 5 compression. It is anticipated that if the combined rates do exceed \$10 per thousand that tax reductions to the District will again be insignificant. Please refer to the Table; Measure 5 Impact on Washington County Taxing Agencies (included in your budget document on page RE-3).

You will note that 59% of the proposed 2009-10 General Fund Budget supports Personal Services, 19% supports Materials & Services, 16% supports Capital Outlay, 2% supports Debt Service and 4% supports the Contingency Account. This distribution does reflect changes from the prior year due to a significant increase in Capital Outlay. Capital Outlay, as a percentage of total General Fund expenditures increase by 7%, while Personal Services, Materials and Services, and Debt Service decreased by 4%, 2% and 1% respectively.

The Budget reflects a 7.9% overall increase in Personal Service costs. Included in this increase is a 3.3% cost of living adjustment and merit increases for full-time and regular part time employees based on the Park Districts current collective bargaining agreement, which expires June 30, 2010. The budget also reflects an aggregate increase in health and dental insurance cost of 9%. Contribution rates for the Park District's retirement plan have also increased by approximately 10% from 2008-09 to 2009-10.

The General Fund Capital Outlay expenditures of \$6,302,624 comprise 16% of the proposed General Fund budget. Capital Outlay for Information Technology is included in the Information Services Department, and Capital Outlay for Maintenance Equipment is included in the Maintenance Operations Department. The balance of the Capital Outlay, \$5,739,364, is included in the Capital Outlay Division which is divided into the following seven categories: (1) Carry-Over 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.

The significant increase in General Fund Capital Outlay in the 2009-10 Proposed Budget is largely attributable to the \$3 million appropriation for Energy Savings Performance Contract projects. In 2008-09 the District engaged an Energy Savings Contractor to identify energy saving capital projects that could be funded solely through energy saving cost reductions. These projects, which are in the process of being identified, will be funded in 2009-10 by a corresponding \$3 million debt issue.

#### **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 2009-10 General Fund resources and expenditures.

The proposed resources for the General Fund are approximately \$4.1 million higher than the projections provided at the Mid-year Budget Meeting. Factors causing this increase include:

- Increase of \$540,000 in Project Carryovers; this represents offsetting resources and expenditures.
- Increase in Program Revenue of approximately \$582,000, primarily due to targeted program expansions, but also due to a reclassification of athletic field rental fees from other revenue to program revenue.
- Increase in Other Revenues of approximately \$2.83 million, due to the addition of \$3 million of debt proceeds to fund the Energy Savings Performance Contract, but less the reclassification of the field rental fees.
- Increase in estimated beginning Cash on Hand of \$115,000.

Total expenditures are also approximately \$4.1 million higher than projected at the Mid-year Budget Meeting due to the following factors:

- Personal Services costs have increased approximately \$290,000 due to targeted Park District program enhancements, including Maintenance, Aquatic and Recreation programs. Most of this increase is attributable to increases in part-time labor with only about a quarter of it due to new or upgraded full-time positions.
- Materials and Services costs have increased approximately \$220,000 spread throughout many departments, including Human Resources, Director of Park and Recreation, Information Services, and Maintenance Operations. Much of this increase is due to identifiable cost increases such as utility rate increases. This increase also includes a substantial expansion in the use of Family Assistance, which is recognized as an expense.
- Capital Outlay has increased approximately \$3.55 million due to inclusion of carry-over projects, the addition of the \$3 million Energy Savings Performance Contract.

#### **Systems Development Charge Fund**

In the Systems Development Charge (SDC) Budget tab, you will note that the Park District estimates a carryover balance of SDC funds of approximately \$3.2 million. Although SDC revenues were lower than

budgeted in 2008-09 a significant portion of the 2008-09 SDC appropriation was left as undesignated; as such the revenue shortfall did not create any deficiency on project funding. The project carryover commitment to 2009-10 is approximately \$2.6 leaving \$600,000 of the carryover available for new project commitments.

In addition the Park District is projecting to generate approximately \$3.4 million of new revenues in the 2009-10 fiscal year. As shown in the SDC Budget tab, this revenue is being used as follows:

- To provide \$500,000 of new funds for Land Acquisition, and \$230,000 of new construction funds, primarily for local match of grant funds.
- This leaves approximately \$3.3 million (including the available carryover funds) available for appropriation to new projects in FY 2009-10.

The Board of Directors programs the use of SDC funds using a five-year SDC Capital Improvement Plan (CIP). The most recent update of this five-year plan was approved in November 2007, created a prioritized project list for the SDC fund through 2011-12. The five-year projection of SDC cash flow is updated periodically, and the most recent version was provided to the Budget Committee at the February Mid-year Meeting. This five-year projection showed \$8.9 million of uncommitted SDC funds through FY 2011-12, including \$2.6 million in FY 2009-10.

Given the volatility in SDC revenues, due to current economic conditions in residential construction, staff is not initially proposing to commit available 2009-10 cash flow in the SDC fund to new projects. In addition, the District project management capacity will be largely used for management the bond measure projects leaving little ability to take on new SDC projects. Having available SDC fund resources enables the Park District to take advantage of opportunities that may arise such as land available for purchase, or a local match for grant opportunities.

### **Bond Capital Projects Fund**

With the approval by District voters of the \$100 million Park Bond Levy request in November 2008, the Park District has been actively implementing a capital project program to develop the projects included in the bond measure. One of the first steps in implementing this program was the development of a project master schedule, which in turn allowed the development of a projected cash flow schedule for the Bond Fund.

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

The 2009-10 appropriation is based on available resources in the Bond Fund, which is the balance of the \$58.5 million of bonds issued after accounting for 2008-09 expenditures. The proceeds of the first issue have been assigned to individual projects based on the project schedules. The earliest projects have been fully funded, projects a little further out have had design and development funded, and latter projects are not yet funded at all. To provide additional clarity the Bond Capital Projects Fund section of the budget document shows the total project cost for all of the projects as well as the proposed appropriation based on the available funds from the first bond issue.

### **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 \$58.5 million of General Obligation Bonds that are part of the \$100 million approved by Park District voters in 2008. This debt service is supported by a separate tax levy.

#### Special Revenue

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

#### Capital Projects

The Metro Natural Areas Bond Fund accounts for the District's local share funds from the Metro Bond

Measure. The District local share is approximately \$4.1 million, \$3.1 million remaining as of July 1, 2009, and will fund land acquisition and construction projects that were approved by the District and submitted to Metro in March 2006.

### **Looking Forward Beyond 2009-10**

A hallmark of Park District budgeting and financial and operational management over the last several years has been the long-term focus applied in decision-making. Between 2005 and 2006, the Park District adopted a new Comprehensive Plan to guide the direction of the District, and also adopted a Long-term Financial Plan to ensure that the District could reasonably achieve the goals of the Comprehensive Plan.

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

- We have reviewed and adjusted program users fees, which provide operating funds for current and future facilities. The program user fee adjustments are being phased in over four years, and the Proposed 2009-10 Budget reflects the continuation of the second full year of fee increases. Accordingly, you will see that program revenue is noticeably higher allowing for increased funding of maintenance replacements. As the user fee increases are fully phased-in we expect to see marked improvement in the size of the replacement backlog. Fees will be also be reviewed and updated annually to reflect inflationary increases. This will ensure that cost recovery through program user fees is able to keep pace with inflation.
- Based on the SDC Methodology Update completed in Fall 2007, the SDC rates were increased effective January 1, 2008, and were subsequently adjusted for inflation on January 1, 2009. These rates are reflected in the FY 2009-10 Proposed Budget. While the increases do not result in significantly higher SDC revenue, due to lower expected residential construction activity, they do soften the blow of the economic conditions and maintain relatively stable SDC revenue projections for the next few years.
- Based on extensive public outreach, the Park District developed the successful \$100 million bond levy request. The projects funded by the Parks Bond serve two purposes. They provide much needed additions to the Park District facilities. They also provide renovations and repairs to many of the Districts existing facilities to ensure that we are maintaining and making the best use of our existing resources.

While fiscal sustainability is important, the Park District must also continue to address other goals from the Comprehensive Plan. To that end you will see that the FY 2009-10 Proposed Budget:

- Includes funding for continued implementation of the District Sustainability Program; in addition to the energy savings improvements the budget creates a sustainable purchases opportunity fund.
- Continues expansion of natural resource education including funding a Nature-mobile, similar to our successful Rec-mobile.
- Continues the District efforts to reach under-served populations; this includes increases in the Family Assistance funding, increases in inclusion funding, and additional staffing to serve non-English speaking patrons and patrons needing family assistance.
- Enhances staff training opportunities, especially high level training for professional skills.

I would be remiss if I did not reflect on the current economic conditions that are impacting our community and many other local agencies. While the sound long-term financial planning and our fiscal prudence have positioned the District well to deal with this downturn, we cannot ignore its impacts. To that end the FY 2009-10 Budget does not include any new full-time positions other than the temporary bond project management staff and upgrades of two regular-part-time positions. As noted above we have also increased our funding for the Family Assistance program to ensure that residents have access to Park District programs despite financial hardships that they may be experiencing.

### **Acknowledgments**

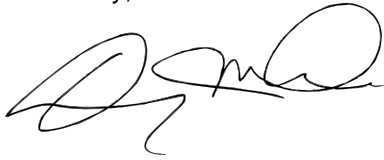
In closing I also want to acknowledge the many volunteers who give their time and expertise as well as the community at large who support the Park District through their tax dollars. Without their commitment the Park District could not exist as we know it today.

The Park District's Advisory Committees (Aquatics, Athletic Center, Cedar Hills Recreation Center, Conestoga Recreation & Aquatic Center, Garden Home Recreation Center, Jenkins Estate and Fanno Farm

House, Stuhr Center, Trails and Tualatin Hills Nature Park), as well as special interest groups and individuals, are also to be commended for their time, expert advice and recommendations.

The Board of Directors and staff strive, on a daily basis, to keep the Tualatin Hills Park and Recreation District a major partner in enhancing the livability of our area. Staff looks forward to meeting with you on Monday, April 20, 2009, 6:00pm at your Budget Committee Work Session, and sharing with you the proposed 2009-10 fiscal year budget, which has a direct impact on why and how the Tualatin Hills Park & Recreation District enhances the quality of life for the residents we serve.

Sincerely,

A handwritten signature in black ink, appearing to read "Doug Menke". The signature is fluid and cursive, with a large loop at the end.

Doug Menke  
General Manager



## Park District 2009-10 Goals and Objectives

Mission Statement: "The mission of the Tualatin Hills Park and 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".

### 1 Provide quality neighborhood and community parks that are readily accessible to residents throughout the District's service area.

OBJECTIVES	ACTION STEP	RANK
Plan for the area the District expects to serve as it expands.	Begin implementation of the successful bond program using the approved and prioritized project schedule.	1
	Continue to participate in the North Bethany Master Planning, ensuring inclusion and funding of park and trails infrastructure.	7
	Consider whether to offer to serve new areas (e.g. Bull Mountain).	8
When acquiring land and planning for new neighborhood parks, ensure that sites are of an adequate size and in appropriate locations to provide needed amenities (e.g., playing fields, picnic areas, etc.), reduce overall maintenance costs, and provide adequate access and visibility to residents of the park's half-mile service area radius.	Prioritize potential neighborhood and other park sites for future acquisition.	2
	Using land acquisition specialists, pursue existing land acquisition targets with intent to close acquisitions. Actively move forward to acquire targets identified by the 2008 bond measure or for Metro Local Share funds as well as appropriate sites offered as donation or for SDC credits.	3
In developing master or other plans for new and existing park facilities, engage and involve citizens, Park District staff from all departments, and partnering agencies.	Complete, adopt, and implement a community outreach policy that specifies appropriate notice for various District planning, operations and maintenance activities.	4
Provide community parks or special use facilities (e.g., the Tualatin Hills Nature Park and Jenkins Estate) throughout the Park District at a combined standard of approximately 2.0 acres per thousand residents. All residents should be within two miles of a community park or special use facility.	When acquiring land for new community parks or special use facilities consider adequacy of access via public transit. Coordinate with Tri-Met in assessing and enhancing availability of transit access.	5



Provide other parks, including linear parks, special use facilities (including unique special-purpose facilities, urban plazas, skate parks, dedicated pet areas and others) consistent with descriptions and standards of the Comp Plan.	Develop an approach to meet the potential future need for any dog parks or other pet areas within existing parks, including partnership/sponsorship opportunities with community groups, private companies and non-profit organizations. Identify and develop at least one new dog park.	<b>6</b>
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**2 Acquire, conserve and enhance natural areas and open spaces within the District.**

OBJECTIVES	ACTION STEP	RANK
Acquire, conserve and enhance high quality natural areas, including wetlands, riparian areas and uplands, by working cooperatively with Clean Water Services, the City of Beaverton, Washington County, Metro, homeowners associations, developers, landowners and others, consistent with acquisition standards and criteria and the Park District Natural Resource Management Plan.	Consistent with the intent of the bond measure commitments, work with appropriate agencies (including Metro Open Spaces), environmental advocacy groups and others to identify and acquire natural areas based on criteria provided in the Park District Natural Resource Management Plan and as refined by natural resource staff.	<b>1</b>
Strive to provide adequate funds to pay for natural areas monitoring, maintenance, restoration and other needed activities.	Coordinate trails development and maintenance activities with natural resource management objectives and activities, considering objectives, goals, practices and standards included in the Park District Natural Resource Management Plan and Trails Master Plan. Create park inspector routes to provide baseline service levels for natural areas.	<b>2</b>
Develop an interconnected system of open spaces and wildlife habitat areas, working cooperatively with partnering agencies and jurisdictions, private property owners and others, consistent with the Natural Resource Management Plan and Trails Master Plan.	Use bond funds designated for acquisition of natural areas and linear parks supplemented by other funding sources such as Metro bond funds, District and County park SDC revenues, and grants to acquire an interconnected system of open spaces and wildlife habitat areas.	<b>3</b>
Use Park District facilities and programs, as well as partnerships with schools and other agencies to increase the public's understanding of natural resources, processes and habitats.	Provide and consider expanding environmental education programs for children through in-school programs utilizing Nature Park/Natural Resources staff. Integrate exploration of Park District natural areas into existing summer camp programs.	<b>4</b>

**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.**

OBJECTIVES	ACTION STEP	RANK
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Close gaps in regional trails by completing missing segments and connect regionally significant trails with local trails to ensure local access and connectivity.	Complete construction for the Fanno Creek Trail Segment 4 (Beaverton School District bus barn to City of Beaverton operations).	<b>1</b>
	Using bond funds and other funding sources, improve trail connectivity of isolated trail segments by various methods such as installing temporary soft trail connections, installing trail directional signage to guide trail users around existing trail gaps, and work with local jurisdictional agencies for on-street trail route markings.	<b>2</b>
Pursue a variety of funding sources to design, develop and maintain trails, including volunteer services, state and federal grants, private foundations, land trusts, service clubs and individual donors.	Pursue grant and partnership funding to leverage or add to bond/SDC revenues for the design and development of trail segments in addition to those identified in the 2008 bond measure.	<b>3</b>
Develop and implement trail design and development standards that are easy to maintain and access by maintenance, security and emergency vehicles.	Adopt and implement a trails operations plan that specifies procedures for use, monitoring and maintenance of trail facilities.	<b>4</b>
Partner with Washington County, cities and other agencies to support development of on-street bikeways, separated parallel multi-use paths and convenient roadway crossings that help further implementation of the Trails Master Plan.	Coordinate with Washington County to implement projects needed to create safe and direct road crossings that support trail connections.	<b>5</b>
	Participate in the Washington County Coordinating Committee (WCCC) process to assure the District's interests relating to bikeways are represented.	<b>6</b>
	Using funds from the Metro Transportation Improvement Program, complete the feasibility study for the crossing of Hall Blvd. by the Fanno Creek Trail.	<b>7</b>
In designing and developing trails, preserve view corridors and viewshed, public rights-of-way for future access and/or utilities, and sensitive natural areas or resources.	Work with Metro to obtain funds from the 2006 Open Spaces Bond and other sources to acquire and develop right-of-way for the Westside Trail.	<b>8</b>
Continue to link trails to parks, neighborhoods, community facilities such as libraries, civic and community centers, parks, schools, other athletic facilities and shopping areas.	Coordinate with Tri-Met when planning trail alignments so as to allow for trail users to access the public transit system at stops near trail routes.	<b>9</b>
	Work with City of Beaverton and County staff to identify opportunities to improve trail connections to community facilities and shopping areas.	<b>10</b>

**4 Provide quality sports and recreational facilities for Park District residents and workers of all ages, cultural backgrounds, abilities and income levels.**

OBJECTIVES ACTION STEP RANK

Provide a variety of programs at recreation centers to address the needs of all user groups, including children, teens, adults, seniors, ethnic and minority residents, and persons with disabilities; provide programs and services that meet the needs of people of all incomes.	Work with the business community to expand the Rec-mobile program including a new NatureMobile program.	<b>1</b>
	Continue to review the program needs noted in the Comp Plan.	<b>6</b>
Continue to use a multi-purpose approach for use of District fields, focusing on ways to reduce conflicts among different sports/user groups, increase efficiency of use, improve field conditions, and prolong field life.	Work with sports groups and individual users to implement strategies for minimizing conflicts among field users, continue to identify new strategies as unique situations arise.	<b>2</b>
In designing and programming recreation/aquatic centers, create facilities with unique identities and programs that reflect the needs, desires and demographics of surrounding District residents.	Continue to adopt and use program standards and specific performance measures; track the financial performance of each program and activity to ensure consistency with budget goals.	<b>3</b>
Ensure that access to Park District programs, parks and facilities for people with disabilities is consistent with the American with Disabilities Act (ADA).	Begin implementing year one of the five-year implementation plan.	<b>4</b>
Provide playing fields throughout the District, using the standards outlined in this plan and the Park District's 2005 Playing Fields Needs Assessment.	Pursue development of new synthetic turf fields and/or replace existing natural grass fields with synthetic fields when it is found to be a cost-effective method of prolonging field life and meeting overall long-term field needs, and/or addressing other Park District goals and objectives. Work closely with the Beaverton School District in these efforts.	<b>5</b>

**5 Operate and maintain parks and facilities in an efficient, safe and cost-effective manner, while maintaining high standards.**

OBJECTIVES	ACTION STEP	RANK
Ensure timely communication and coordination about safety and security issues among facility staff, security personnel, and facility patrons.	Use Park Patrol, Park Watch program, alarm systems, and other Security Operations measures to emphasize safety for facility and park patrons. Continue to imbed the District's new Emergency Response Plan (ERP) in regular operations, providing a resource for employees to respond to various emergencies (including assistance to patrons in those situations). Design and conduct training exercises for employees based on the ERP.	<b>1</b>

Use the most cost-effective combination of Park District staff, volunteers, user groups, community groups, other jurisdictions and contractors to provide maintenance services.	Work with Metro to explore cooperative arrangements for future maintenance of the Cooper Mountain Regional Park and other regional park and recreation facilities as they are developed. Begin operations of the Regional Park per the Intergovernmental Agreement.	<b>2</b>
Continue to improve the efficiency and cost effectiveness of maintenance operations, including reducing costs associated with the transportation of personnel and equipment.	Institute a five to ten-year plan to automate all irrigation and lighting systems.	<b>3</b>
	Based on the feasibility study completed in 2007, continue to pursue a target site for relocation and centralization of maintenance facilities. Also continue to pursue, through acquisition or partnership, sites for satellite maintenance facilities.	<b>4</b>

**6 Provide value and efficient service delivery for taxpayers, patrons and others who help fund Park District activities.**

OBJECTIVES	ACTION STEP	RANK
Continue to attract, retain and train high quality employees.	Continue to provide professional development and training opportunities for staff, including participation in professional organizations and conferences, in-house training and other, similar activities.	<b>1</b>
Continue to pursue partnerships in land acquisition, facility development, programming, marketing, maintenance and other activities with partnering service providers.	Explore and take advantage of opportunities for sharing or contracting with other agencies for provision of certain services such as land acquisition services, employee training, records management, information services and maintenance.	<b>2</b>
	Attempt to leverage bond funds with funding from other agencies such as Metro and the State in order to realize project improvements with a value greater than the \$100 million that will be received from bond sales.	<b>3</b>
Solicit funding from the private sector to help finance specific projects and possibly to continue to fund ongoing programs (e.g. the Family Assistance program).	Work with the business community to increase grants for the Family Assistance Program. Seek sponsorships for other key District-wide programs.	<b>4</b>
	Continue to counsel the Foundation Board of Trustees on organizational changes and other ideas to increase strategic fund-raising capacity.	<b>5</b>

**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.**

OBJECTIVES	ACTION STEP	RANK
Educate patrons on progress of investments and projects associated with 2008 bond measure.	Execute a comprehensive bond implementation communications program, using a wide range of tools to reach audiences throughout the District.	1
Regularly communicate with and provide opportunities for the general public to learn about and comment on District activities.	Continue to broaden the District's Public Awareness Program, increasing outreach to minorities, new residents, residents unaware of District services, and seniors while emphasizing benefits of THPRD to the community. Develop a more structured employee communications program to increase staff understanding of key initiatives. Strive for a Web site that is more interactive and dynamic, therefore increasing public use. Refine communications and marketing to specific user groups via electronic media.	2
Provide opportunities for all Park District departments and staff to participate in the planning and development processes.	Implement protocols and procedures for communicating and coordinating among Park District staff, partnering agencies and the general public related to the following areas: <ul style="list-style-type: none"> <li>• Design, development and programming for new facilities.</li> <li>• Major renovation and expansion of existing facilities.</li> <li>• Access and security issues for new and existing facilities.</li> <li>• Ongoing maintenance and operation of facilities.</li> </ul>	3
Use standing Park District advisory committees, CPOs, NACs and other community groups to review and solicit guidance.	Implement the findings of the task force and Board approved recommendations concerning the Park District's Advisory Committees' structure.	4
Work closely with partnering agencies and groups on plans and projects of mutual interest.	Assign staff to participate in inter-agency committees and working groups to further District interests and identify opportunities to partner in the provision of park and recreation facilities and services.	5

**8 Incorporate principles of environmental and financial sustainability into the design, operation, improvement, maintenance and funding of Park District programs and facilities.**

OBJECTIVES	ACTION STEP	RANK
Consider the environmental impacts of maintenance and operational activities and standards.	Continue updating the Park District's Sustainability Plan and seek Board approval of the updated plan.	1

<p>Design facilities in an environmentally and cost-conscious manner.</p>	<p>Conserve energy and other natural resources by utilizing green building technologies and practices for all new Park District facilities and major renovations to existing facilities. Work with an Energy Savings Performance Contractor (ESPC) to implement mechanical system improvements identified in the Technical Energy Audit.</p>	<p><b>2</b></p>
<p>Provide and enhance opportunities for employees to reduce impacts on the natural environment (e.g., through use of alternative forms of transportation or energy use).</p>	<p>Investigate expansion of use of hybrid, electric, bio-diesel, and other low-emission vehicles by the Park District.</p>	<p><b>3</b></p>

## Tualatin Hills Park and Recreation District

### Comparison of 2009-10 Proposed General Fund Budget to Prior Projections

	Proposed Budget 2009-10	Per Feb 2009 Mid-year Projection		Per April 2008 Worksession Projection	
			Difference		Difference
Cash on Hand	2,965,000	2,850,000	115,000	2,750,000	215,000
Program & Facility Fees	9,470,346	8,888,730	581,616	9,053,594	416,752
Other Resources	4,573,240	1,745,570	2,827,670	1,189,815	3,383,425
Project Carryovers	539,498	-	539,498	-	539,498
Transfers in	368,690	368,690	-	-	368,690
Property Taxes	22,681,506	22,681,201	306	22,360,839	320,667
<b>Total Resources</b>	<b>\$ 40,598,280</b>	<b>\$36,534,191</b>	<b>\$4,064,090</b>	<b>\$35,354,248</b>	<b>\$ 5,244,032</b>
Personal Services	24,138,653	23,847,096	291,557	\$23,184,316	954,337
Materials & Services	7,725,353	7,504,615	220,739	7,605,566	119,787
Capital Outlay	6,302,624	2,750,830	3,551,794	2,277,716	4,024,908
Debt Service - COP and TAN	731,650	731,650	-	736,650	(5,000)
Contingency	1,700,000	1,700,000	-	1,550,000	150,000
<b>Total Expenditures</b>	<b>\$ 40,598,280</b>	<b>\$36,534,191</b>	<b>\$4,064,090</b>	<b>\$35,354,248</b>	<b>\$ 5,244,032</b>



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

A Tualatin Hills Park & Recreation District Budget Committee Meeting was held at the HMT Recreation Complex, Peg Ogilbee Dryland Training Center, 15707 SW Walker Road, Beaverton, on Monday, May 18, 2009, 7:00 p.m.

### Present:

Spencer Benfield	Chair/Budget Committee Member
Greg Cody	Secretary/Budget Committee Member
Joseph Blowers	Budget Committee Member
William Kanable	Budget Committee Member
Fred Meyer	Budget Committee Member
Larry Pelatt	Budget Committee Member
Ruth Rosimo	Budget Committee Member
Doug Menke	General Manager

### Absent:

John Griffiths	Budget Committee Member
Bob Scott	Budget Committee Member
Elisabeth Zeller	Budget Committee Member

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

The meeting was called to order by Chair, Spence Benfield, at 7:00 p.m.

### **Agenda Item #2 – Approve April 20, 2009 Work Session Minutes**

Chair, Spence Benfield, called for a motion to approve the Minutes of the April 20, 2009 Budget Committee Work Session.

**Bill Kanable moved the Budget Committee approve the Minutes of the April 20, 2009 Budget Committee Work Session as submitted. Ruth Rosimo seconded the motion. The motion was UNANIMOUSLY APPROVED.**

### **Agenda Item #3 – General Budget Information**

Doug Menke, General Manager, provided general budget information comments, noting the following:

- This is the Budget Committee's third and final meeting to approve the Park District's FY 2009-10 Budget.
- The public will be given an opportunity to testify at tonight's meeting.
- Staff requests the Budget Committee approve the FY 2009-10 Budget and the property tax levies to be assessed.
- Staff has provided an information packet that includes responses to the Budget Committee's questions from the April 20, 2009 Work Session and further clarification of staff's recommended adjustments.

Doug thanked the Budget Committee for their efforts during the FY 2009-10 Budget process.



#### **Agenda Item #4 – Review Budget Information & Recommendations**

Keith Hobson, Director of Business & Facilities, stated that replacement pages for the Proposed FY 2009-10 Budget are included within the information packet. The pages correct clerical errors only.

Keith reviewed the property tax levies to be approved at tonight's meeting (page RE-1 of the Proposed Budget).

- The General Fund Property Tax Levy is approved at a permanent tax rate of \$1.3073 per \$1,000 of assessed value. The actual amount received is based on the total assessed value as determined by Washington County, which is estimated as a 4% increase in FY 2009-10.
- The Bonded Debt Fund Levy is approved at a specific dollar amount to satisfy principal and interest payments on the Park District's voter approved general obligation bonds (Series 1994 and 2009). The tax rate will be dependent on the total assessed value.

Keith provided a detailed overview of the Budget Committee information packet titled "Budget Committee Meeting, May 18, 2009". This information included:

- Budget Committee Information Requests
  - Analysis of Staff Turnover
    - Staff's analysis noted that turnover rates are comparable to industry standards and have decreased over the last two fiscal years.
  - Analysis of Increased Travel, Training & Membership in Administration and Human Resources
    - A detail of the Travel, Training & Membership line items lists additional funding for Partners for a Sustainable Washington County Community membership and Leadership Development in the Administration/General Manager budget and additional funding for increased staff training and management level training in the Human Resources budget.

Ruth Rosimo requested clarification about the Partners for a Sustainable Washington County Community membership.

- ✓ Doug Menke, General Manager, replied that a consortium of government agencies pools funds to staff one coordinator who would serve as a resource for sustainable best practices information.

- Desired Service Levels Information for Soccer/Football/Lacrosse Fields
- Analysis of Increased Program Supplies in Natural Resources and Trails
  - A detail of the Supplies line item for the Natural Resources and Trails Division lists additional funding for the costs related to the Bauman Park restoration project (which is a grant funded project), Nature Mobile, and increased programming. No increases were attributable to Cooper Mountain Nature Park operations. Its funding was included in the FY 2008-09 budget.
- General Fund Recommended Adjustments to Proposed Budget
  - Summary of Recommended Adjustments
    - Carry forward funding for Public Awareness Program work not completed by June 30, 2008.
    - Transfer funding for Land Acquisition Specialist (not bond related) from Planning-Professional Services to Planning-Part-time Salaries and Payroll Taxes.

- Add funding for Land Acquisition Specialist (bond related) to Planning-Part-time Salaries and Payroll Taxes, to be reimbursed by the Bond Capital Project Fund. Consulting services were previously accounted for in the Bond Capital Project Fund.
- Carry forward funding for one capital project not completed by June 30, 2008.
- Revised Summary of Capital Projects with Additional Carryover Projects

Ruth Rosimo requested clarification if the Land Acquisition Specialist positions are temporary.

- ✓ Keith Hobson, Director of Business & Facilities, confirmed that the positions are temporary and are currently staffed.

#### **Agenda Item #5 – Public Comment**

*There was no public comment.*

#### **Agenda Item #6 – Budget Committee Discussion**

Larry Pelatt commented that four Board of Directors attended the National Recreation and Park Association conference in March, which he believes may have exceeded the conferences appropriation. He inquired if the Board's conference budget should be increased to accommodate more Board members attending more conferences than in the past.

- ✓ Keith commented that typically the Board of Directors does not fully expend their conferences budget. The Proposed FY 2009-10 Budget should be able to incur these expenses.
- ✓ Doug Menke, General Manager, added that the Board of Directors conferences budget includes appropriations for the Oregon Recreation & Park Association and Special Districts Association of Oregon conferences.

#### **Agenda Item #7 – Approve 2009-10 Budget & Property Taxes to be Imposed**

**Larry Pelatt moved the Budget Committee amend the Proposed Fiscal Year 2009-10 Budget by \$188,113. Bill Kanable seconded the motion. The motion was UNANIMOUSLY APPROVED.**

**Bill Kanable moved the Budget Committee approve the Proposed Fiscal Year 2009-10 Budget and the appropriations contained therein with the adjustments approved by the Budget Committee this evening. Greg Cody seconded the motion. The motion was UNANIMOUSLY APPROVED.**

**Ruth Rosimo moved the Budget Committee establish and approve the General Fund Property Tax Levy at the Permanent Tax Rate of \$1.3073 and establish and approve the Bond Fund Property Tax Levy in the amount of \$7,758,239 for the Fiscal Year 2009-10. Bill Kanable seconded the motion. The motion was UNANIMOUSLY APPROVED.**

Bill Kanable requested clarification that the projects approved in the bond measure could not be changed without another vote.

- ✓ Doug confirmed that is correct.

Greg Cody complimented staff on their efforts during the budget process.

#### **Agenda Item #8 – Adjourn**

The Budget Committee meeting was adjourned at 7:20 p.m.

Recording Secretary,

Jessica Collins

Transcribed by,  
Marilou Caganap

**Approval of May 18, 2009 Minutes received by e-mail**

Fred Meyer moved the Budget Committee approve the Minutes of the May 18, 2009, Budget Committee Meeting as submitted. Larry Pelatt seconded the motion. The motion PASSED by MAJORITY vote.

**RESOLUTION NO. 2009-11**

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

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

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

**THE TUALATIN HILLS PARK & RECREATION DISTRICT RESOLVES:**

**Section 1.** The budget for 2009-10 in a total sum of \$116,814,493, now on file in the District's Administration Office, is approved and adopted.

**Section 2.** The District levies the taxes provided for in the adopted budget at the permanent rate of \$1.3073 per \$1,000 of assessed value (AV) for general fund operations and the amount of \$7,758,239 for bonded debt, and that these taxes are hereby imposed and categorized for tax year 2009-10 upon the AV of all taxable property within the District. The allocations and categorization subject to the limits of Section 11b, Article XI of the Oregon constitution make up the levy:

	<b>Subject to the General Government Limitations</b>	<b>Excluded from Limitations</b>
<b>General Fund</b>	\$1.3073 / \$1,000 AV	
<b>Bonded Debt Fund</b>		\$7,758,239

**Section 3.** The amount for the fiscal year beginning July 1, 2009 and for the purpose shown below are hereby appropriated as follows:

<b><u>General Fund</u></b>	
Board of Directors and Contingency	\$ 1,880,364
Administration	\$ 1,629,700
Business and Facilities	\$15,349,940
Planning	\$ 1,266,339
Park and Recreational Services	\$14,853,196
Capital Outlay	\$ 5,806,854
<b>TOTAL APPROPRIATIONS</b>	<b><u>\$40,786,393</u></b>

Tualatin Hills Park & Recreation District  
Resolution No. 2009-11

**Bonded Debt Fund**

Bond Principal Payments	\$ 4,335,000
Bond Interest Payments	<u>\$ 3,176,386</u>
<b>TOTAL APPROPRIATIONS</b>	<b>\$ 7,511,386</b>
Unappropriated Ending Balance	\$ 260,676
<b>FUND TOTAL</b>	<b><u>\$ 7,772,062</u></b>

**Systems Development Charge Fund**

Capital Outlay	\$ 6,634,759
<b>TOTAL APPROPRIATIONS</b>	<b><u>\$ 6,634,759</u></b>

**Maintenance Mitigation Fund**

Materials and Service	\$ 5,000
Contingency	\$ 176,300
<b>TOTAL APPROPRIATIONS</b>	<b><u>\$ 181,300</u></b>

**Metro Natural Areas Bond Fund**

Capital Outlay	\$ 3,145,000
<b>TOTAL APPROPRIATIONS</b>	<b><u>\$ 3,145,000</u></b>


**Bond Capital Projects Fund**

Capital Outlay	\$58,294,979
<b>TOTAL APPROPRIATIONS</b>	<b><u>\$58,294,979</u></b>

**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 the 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, 2009.

BOARD OF DIRECTORS APPROVAL: June 22, 2009

  
Larry Pelatt  
President / Director

Adoption and date attested by:

Jessica Collins  
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 and 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 fifteen 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.
- **GENERAL FUND** Provides graphs of revenue and expenditures: Includes summary of historical and proposed General Fund resources and appropriations.
- **BOARD OF DIRECTORS** Provides narrative overview, graph and summary of historical and proposed expenditures for the Board of Directors' expenditures.
- **ADMINISTRATION** Provides narrative overview, graph and summary of historical and proposed expenditures for the departments within the Administration Division. The departments are General Manager, Communications and Development and Security Operations. Includes: Division Overview and Division Mission.
- **BUSINESS & FACILITIES** Provides narrative overview, graphs and summary of historical and proposed expenditures for the departments within the Business and Facilities Division. The departments are Office of the Director, Finance, Risk and Contract Management, Human Resources, Information Services, and Maintenance Operations. Includes: Organizational Summaries, Overviews, Accomplishments and Goals, Budget Highlights, Key Performance Indicators, and Detail of Program Expenditures. It also includes Capital Outlay for Information Technology Replacements and Improvements and Maintenance Equipment Replacements, as well as maturity schedule for all debt (Certificates of Participation, Full Faith and Credit Obligations) being repaid from the General Fund.
- **PLANNING** Provides narrative overview and summary of historical and proposed 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 & RECREATIONAL SERVICES** Provides narrative overview, graphs and summary of historical and proposed expenditures for the departments within the Park and Recreational Services Division. The departments are Director, Aquatics, Sports, Recreation, Programs and Special Activities and Natural Resources and Trails. Includes: Organizational Summaries, Overviews, Accomplishments and Goals, Budget Highlights, Key Performance Indicators, and Detail of Program Expenditures.
- **CAPITAL OUTLAY** Provides summary of historical and proposed expenditures for General Fund funded Capital Projects. Includes: complete listing and detailed narratives of proposed projects for the 2009-10 budget year.
- **OTHER FUNDS** Provides narrative overview, and summary of historical and proposed 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 and Series 2009.
- **SDC's FUND** Provides narrative overview, and summary of historical and proposed expenditures of System Development Charge Fees collected for new residential and non-residential development. Includes: complete listing and detailed narratives of proposed projects for the 2009-10 budget year.
- **BOND CAPITAL PROJECTS FUND** Provides narrative overview, and summary of historical and proposed expenditures of the Bond Capital Projects funding approved by voters during the 2008-2009 budget year. Includes: complete listing and detailed narratives of proposed projects for the 2009-2010 budget year.
- **SUPPLEMENTAL DATA** Provides information on the Park District's history and general information, along with Park District Policies and Procedures. Includes: Twenty-Year Comprehensive Master Plan Summary, Summary of Staffing by Department, Five-year Financial Projections, and a Glossary.



## BUDGET DOCUMENT ORGANIZATION

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

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

## BUDGET DOCUMENT OVERVIEW

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In compliance with the State of Oregon Local Budget Law, the Tualatin Hills Park and Recreation District Adopted Budget, for the year beginning July 1, 2009 and ending June 30, 2010 is presented as adopted by the District's Board of Directors. As prepared, proposed and approved by the Budget Committee, and adopted by the Board of Directors, the annual budget is intended to serve as:

1. A financial plan for the next fiscal year (2009-10), outlining the forecasted expenditure requirements and the proposed means for financing these requirements.
2. An operational plan for the use and deployment of personnel, materials and services and other resources during the 2009-10 fiscal year.
3. An operations guide for programs and department goals and objectives.

### **Budgetary Accounting Basis**

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

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

### **Budget Process**

The Park District budgets all funds that are subject to the requirements of state local budget law. The budgeting process includes: citizen input through various stages of preparation, public Budget Committee meetings, approval of the approved 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 Director's resolution authorizing appropriations for each fund sets the expenditure limits that cannot be exceeded. These appropriations are made by Organization Unit totals for each fund. For the General Fund, these Organization Units are in turn based on Divisions within the District:

Board of Directors- includes materials and services costs including Legal, Audit, and Elections, and General Fund Contingency.

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

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

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

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

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

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

### **Budget Amendment Procedure**

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

Most other budget changes after adoption require a supplemental budget. Additional resources not anticipated in the original budget may be added through the use of a supplemental budget. Supplemental budgets not exceeding 10% of a fund's original appropriation may be adopted by the Park District's Board of Directors at a regular board meeting. Supplemental budgets in excess of 10% of original fund appropriations require a hearing before the public, publications in newspapers and approval by the Board of Directors. Original and supplemental budgets may be modified by the use of appropriation transfers between the expenditures categories; such transfers require approval by the Board of Directors.

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

The Tualatin Hills Park and 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 224,000 residents within 50 square miles of east Washington County, including the City of Beaverton.
- THPRD facilities include: five indoor and two outdoor swim centers; a combined recreation/aquatic center, two recreation centers; an athletic center with six indoor multi-purpose athletic courts; a senior center; historic sites (Jenkins Estate and Fanno Farmhouse); a 220-acre Nature Park and Interpretive Center and Cooper Mountain Nature Park; 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): 109 baseball/softball fields; 188 soccer/football/lacrosse fields; 3 bocce courts; 5 volleyball courts; 105 outdoor tennis courts; 6 indoor tennis courts; 63 outdoor basketball pads (123 hoops); 2 skate parks and 1 hockey rink.
- THPRD has 253 park and recreation facility sites that include almost 2,000 acres, which includes 863 acres of wetland/natural areas, and 1,080 acres of developed sites that include neighborhood, community and regional parks. THPRD sites include three lakes, 27 miles of stream corridor, and 32 miles of off-street pathways.
- THPRD programs include: aquatics instruction, leagues and drop-in programs; youth and adult sports leagues and fitness programs; youth and adult general and specialized recreation programs; youth after-school and day camps; senior fitness and recreation programs; developmentally disabled and special needs recreation programs; and natural resource education programs.

### **Permanent Rate**

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

### **Debt Administration**

During FY 2008-09, voters approved a \$100,000,000 General Obligation Debt issue, to provide a wide variety of capital improvements and additions throughout the District. A supplemental budget was approved for the full authority, which was subsequently split into two issues, \$58.505 million (issued April 2009) and \$41.495 million (approximate issue date of FY 2011-12).

Debt Outstanding is limited to a 2000 \$1,670,000 Full Faith and Credit Obligation, a 2006 \$2,430,000 Full Faith and Credit Advance Refunding of two 1997 Certificates of Participation and the 2000 Full Faith and Credit Obligation, a 2005 \$340,000 Financing Agreement, a 1995 \$25,900,000 General Obligation Bond (refinanced in 1998) and a 2009 \$58,505,000 General Obligation Bond.

As of June 30, 2009, the outstanding balances are as follows: a 2000 Full Faith and Credit Obligation \$75,000, a 2006 Full Faith and Credit Advance Refunding Obligation \$2,120,000, and a 2005 financing agreement \$180,000. The General Obligation Bond balances outstanding as of June 30, 2009 are \$10,485,000 and \$58,505,000, respectively.

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 fiscal year 2009-10 for all funds is \$116,814,493 and for the 2008-09 fiscal year is \$147,231,485. Requirements, both current and adopted are:

	<b>Actual 2006/07</b>	<b>Actual 2007/08</b>	<b>Adopted Budget 2008/09</b>	<b>Proposed Budget 2009/10</b>	<b>Adopted Budget 2009/10</b>	<b>Percent Change over 08/09</b>
Personal Services Costs	\$18,755,728	\$20,221,813	\$22,366,612	\$24,138,653	\$24,261,276	8.5%
Materials & Services	5,813,675	6,377,685	7,419,570	7,730,353	7,728,353	4.2%
Capital Outlay	1,901,717	1,923,016	3,353,977	6,302,624	6,370,114	89.9%
Debt Service	3,007,798	2,948,961	3,020,221	8,243,036	8,243,036	172.93%
General Fund Contingency	-0-	-0-	1,500,000	1,700,000	1,700,000	13.3%
Special Revenue Contingency	-0-	-0-	170,480	176,300	176,300	3.4%
Metro Natural Areas Bond	-0-	400,000	3,700,000	3,145,000	3,145,000	-15.0%
Systems Development Charge	10,870,538	3,011,588	5,898,840	6,634,759	6,634,759	12.6%
Capital Bond Projects Fund	-0-	-0-	100,000,000	58,294,979	58,294,979	-41.7%
Ending Fund Balance	-0-	-0-	296,735	260,676	260,676	-12.2%
<b>TOTAL</b>	<b>\$40,349,456</b>	<b>\$34,883,063</b>	<b>\$147,726,435</b>	<b>\$116,626,380</b>	<b>\$116,814,493</b>	<b>-20.9%</b>

**SIGNIFICANT CHANGES:**

Personal Services

The adopted budget for Personal Services has increased 8.5% since 2008-09. For the 2009-10 fiscal year the Park District will have 179 Full-time positions.

The budget reflects a 3.3% cost of living adjustment and merit increases for all represented Full-time and Regular Part-time employees, and funding for non-represented staff increases in accordance with the Board-approved Compensation Policy, the total of which accounts for 3.0% of the overall increase. The budget reflects estimated health benefit cost increases of 9% in the Blue Cross health plan and the MetLife dental plan, which accounts for .9% of the overall increase. Pension benefit contribution rates increased over last year, contributing 1.4% of the overall increase. The balance of the overall increase comes from new or upgraded positions (1.5%) and increases in part-time labor cost due to both cost of living adjustments and increases in staffing levels (1.7%).

Materials and Services

The adopted budget for Materials and Services has increased 4.2% over FY 2008-09, which reflects an overall inflationary adjustment of 3%, plus specific adjustments to reflect increases in items such as utilities. The increase also reflects service level increases in a various program areas in all centers, along with expanded maintenance responsibilities of natural areas and parks. 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, Energy Savings Performance Contract Improvements, ADA Improvements, Maintenance Equipment and Computer/Office Equipment. Capital Outlay expenditures have been prioritized to maintenance replacement projects in order to minimize the balance of deferred maintenance replacements. General Fund Capital Outlay is approximately 89.9% over FY 2008-09 due to a planned Energy Services Contract Project, due to begin during the 2009-10 budget year, in the amount of \$3,000,000.

As explained above, the Capital Bond Projects Fund balance in FY 2009-10 reflects the first issuance of \$58.5 million under the \$100 million approved by voters. Projects began at the end of FY 2008-09, and will continue for several years.

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

Debt Service

The increase in Debt Service is attributable to the new general obligation bonds issued at the end of FY 2008-09.

**BUDGET SUMMARY FOR RESOURCES:**

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

	<b>Actual 2006/07</b>	<b>Actual 2007/08</b>	<b>Adopted Budget 2008/09</b>	<b>Proposed Budget 2009/10</b>	<b>Adopted Budget 2009/10</b>	<b>Percent Change over 08/09</b>
Beginning Fund Balance	\$17,295,421	\$9,578,488	\$6,444,206	\$64,456,258	\$64,543,748	901.6%
Property Taxes-Current Year	21,840,078	22,775,611	23,532,874	30,051,833	30,051,833	27.7%
Prior Year Taxes	255,862	289,340	235,000	267,000	267,000	13.6%
Interest on Investments	1,074,986	632,735	371,900	1,342,919	1,342,919	261.1%
Swim Center & Tennis Income	3,451,740	2,850,223	3,190,005	3,482,137	3,482,137	9.2%
Recreation & Sports Income	3,248,420	4,581,278	5,040,535	5,988,209	5,988,209	18.8%
Grants and Contributions	35,185	224,469	681,209	660,940	660,940	-3.0%
Misc. and Facility Rental	179,892	294,610	308,675	187,600	187,600	-39.2%
Sponsorships/Cellular Leases	186,127	232,743	261,485	259,700	259,700	-.7%
Metro Natural Areas Bond	-0-	400,000	3,700,000	3,145,000	3,145,000	-15.0%
Systems Development Charge	2,283,436	1,775,241	3,811,546	3,416,094	3,416,094	-10.4%
Debt Proceeds	-0-	-0-	100,000,000	3,000,000	3,000,000	-97.0%
Transfers In	87,753	47,551	149,000	368,690	469,313	215.00%
<b>TOTALS</b>	<b>\$49,938,900</b>	<b>\$43,682,289</b>	<b>\$147,726,435</b>	<b>\$116,626,380</b>	<b>\$116,814,493</b>	<b>-20.9%</b>

Beginning Fund Balances

Cash on hand from all funds for 2009-10 consists of \$3,591,988 from the General Fund, \$179,200 from the Maintenance Mitigation Fund, \$346,735 from the Debt Service Fund, \$3,208,265 from the Systems Development Charge Fund, and \$57,217,560 from the Capital Bond Projects Fund. The General Fund balance reflects FY 2008-09 under-expenditures and projects budgeted, but not completed. The Debt Service Fund represents taxes levied in the 2008-09 fiscal year for debt service payments due prior to the tax receipts in the 2009-10 fiscal year, on the General Obligation Bonds, Series 1995.

Property Taxes-Current Year

Taxes levied against an estimated \$18.3 billion in assessed valuation total \$31,633,507 of which \$7,758,239 is for the General Obligation Debt Service Fund with \$7,370,327 expected to be collected. Of the \$23,875,270 General

Fund Levy, the Park District expects to collect 95%, or \$22,681,506.

The 2008-09 taxable assessed property valuation of the Park District is \$17,560,613,430 and is estimated to increase by 4.0% in the 2009-10 fiscal year to \$18,263,037,967.

#### Property Taxes-Prior Year

Prior year taxes are property taxes that have been levied but remain uncollected. The Park District expects to collect \$267,000 (both General Fund and Debt Service Fund). Collection of taxes in the year levied has trended at a stable level over the last few years, and projections for the 2009-10 fiscal year are slightly higher than the amounts budgeted in the 2008-09 fiscal year, due to increases in overall prior year levy amounts.

#### Interest on Investments

Interest revenue is earned on investments of temporary excess cash. After a few years of steady interest rate increases, interest rates have decreased over the last 16 months. Accordingly, interest revenue for 2009-10 is projected much lower than the previous year budget for the General Fund. Overall interest earnings are significantly higher, however, due to earnings on Bond Capital Project Fund balances. The majority of the Park District's funds are invested in the Oregon Local Government Investment Pool and short term United States Government Agency Securities.

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

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 07-08, and implemented a four-year phase in of the new higher fee structure as of January 2008. The phase-in will continue over the next two years, and increases are reflected in the FY 2009-10 revenue projections for Swim Center, Tennis, Recreation and Sports Income.

Program revenue estimates are based upon anticipated instructional, camp and class offerings, along with historical trending analysis of other fees, such as pass sales and rentals.

#### Grants

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

#### Miscellaneous Income

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

#### Facility Rental Income

Facility rental fees are generated from the rental of residential houses. The District currently owns six houses available for rent.

Sponsorships/Cellular Leases

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

Metro Natural Areas Bond

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

System Development Charge

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

Debt Proceeds

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

Transfers In: Transfers in reflect the Board's policy of allowing project management staff time from SDC and Bond related capital projects to be reimbursed to the General Fund. The \$469,313 is the estimate of the costs to manage both SDC (\$75,000) and Bond related (\$394,313) capital projects during FY 2009-10.

**SUMMARY OF ALL FUNDS**  
Adopted Budget for FY 2009/10

	Governmental Funds					Total All Funds
		Other Funds				
	General Fund	Maintenance Mitigation & Metro Bond	Debt Service Fund	System Dev. Charge Fund	Bond Capital Proj. Fund	
<b>RESOURCES</b>						
<b>Beginning Fund Balance</b>	\$ 3,591,988	\$ 179,200	\$ 346,735	\$ 3,208,265	\$ 57,217,560	\$ 64,543,748
<b>Revenues</b>						
Property Taxes-Current Year	\$ 22,681,506	\$ -	\$ 7,370,327	\$ -	\$ -	\$ 30,051,833
Prior Year Taxes	240,000	-	27,000	-	-	267,000
Interest on Investments	225,000	2,100	28,000	10,400	1,077,419	1,342,919
Swim Center & Tennis Income	3,482,137	-	-	-	-	3,482,137
Recreation & Sports Income	5,988,209	-	-	-	-	5,988,209
Grants	660,940	-	-	-	-	660,940
Misc. and Facility Rental	187,600	-	-	-	-	187,600
Sponsorships/Cellular Leases	259,700	-	-	-	-	259,700
Metro Bond Measure - 2006	-	3,145,000	-	-	-	3,145,000
Systems Development Charges	-	-	-	3,416,094	-	3,416,094
Debt Proceeds	3,000,000	-	-	-	-	3,000,000
Transfers In	469,313	-	-	-	-	469,313
<b>Total Revenues</b>	<b>\$ 37,194,405</b>	<b>\$ 3,147,100</b>	<b>\$ 7,425,327</b>	<b>\$ 3,426,494</b>	<b>\$ 1,077,419</b>	<b>\$ 52,270,745</b>
<b>TOTAL RESOURCES</b>	<b>\$ 40,786,393</b>	<b>\$ 3,326,300</b>	<b>\$ 7,772,062</b>	<b>\$ 6,634,759</b>	<b>\$ 58,294,979</b>	<b>\$ 116,814,493</b>
<b>REQUIREMENTS</b>						
<b>Appropriations by Category:</b>						
Personal Services	\$ 24,261,276	\$ -	\$ -	\$ -	\$ -	\$ 24,261,276
Materials and Services	7,723,353	5,000	-	-	-	7,728,353
Capital Outlay	6,370,114	3,145,000	-	6,634,759	58,294,979	74,444,852
Debt Service	731,650	-	7,511,386	-	-	8,243,036
Contingency	1,700,000	176,300	-	-	-	1,876,300
<b>Total Appropriations</b>	<b>\$ 40,786,393</b>	<b>\$ 3,326,300</b>	<b>\$ 7,511,386</b>	<b>\$ 6,634,759</b>	<b>\$ 58,294,979</b>	<b>\$ 116,553,817</b>
Ending Fund Balance	\$ -	\$ -	\$ 260,676	\$ -	\$ -	\$ 260,676
<b>TOTAL REQUIREMENTS</b>	<b>\$ 40,786,393</b>	<b>\$ 3,326,300</b>	<b>\$ 7,772,062</b>	<b>\$ 6,634,759</b>	<b>\$ 58,294,979</b>	<b>\$ 116,814,493</b>

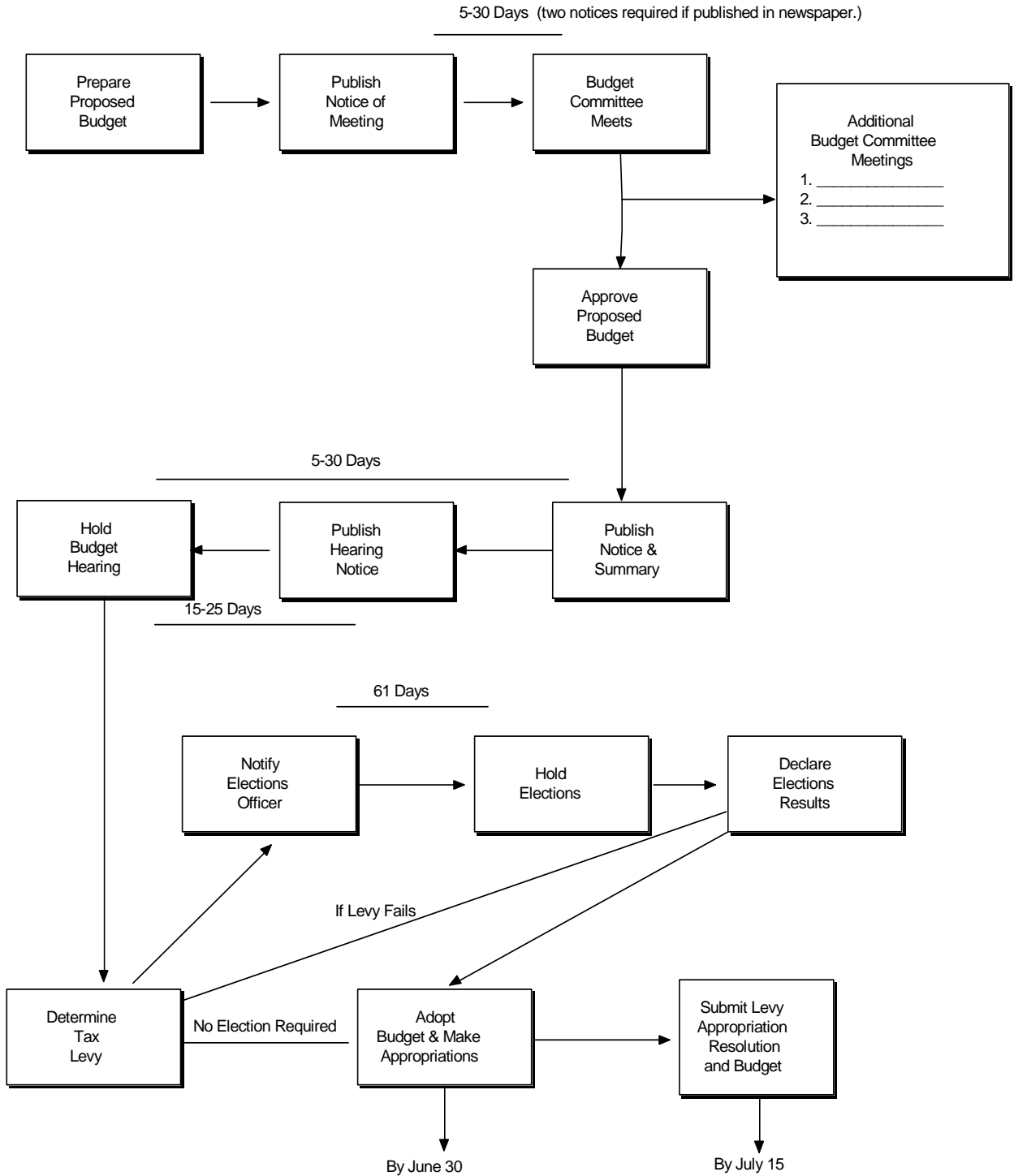


**Staffing Changes**  
**Full-time and Regular Part-time**

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

<b>Division</b>	<b>Department</b>	<b>Adopted 08/09 Staffing</b>	<b>Adjustments</b>	<b>Adopted 09/10 Staffing</b>
Administration	Communications & Development	5.88 FTE	Add one Office Tech I; delete one RPT Receptionist	6.00 FTE
Planning	Planning & Development Department	6.00 FTE	Add three Planner I's and one Office Tech II (approved within the 08/09 Year)	10.00 FTE
Park & Recreation Services	Aquatics	27.76 FTE	Add one Office Tech II; delete one RPT Office Tech II	27.89 FTE
Park & Recreation Services	Natural Resources & Trails	8.88 FTE	Add one Park Ranger and one Program Coordinator I (approved within the 08/09 Year)	10.88 FTE
<b>Total Changes</b>			<b>Increase in Full-time FTE</b>	<b>8.00 FTE</b>
			<b>Decrease in Reg Part-time FTE</b>	<b>(1.77 FTE)</b>
			<b>Net Increase</b>	<b>6.23 FTE</b>

# BUDGET PROCESS



## FISCAL YEAR 2009-2010 BUDGET CALENDER

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In accordance with District Budget Policy:

### 2008

December 8                Board begins preparation of Board Annual Goals (Public Input)

### 2009

February 23              Mid-year Budget Review Meeting (Public Input)

April 2                    Publish First Notice

April 9                    Publish Second Notice

April 15                  Deliver Proposed Budget to Budget Committee

April 21                  Budget Committee Work Session (Public Input)

April 30                  Publish First Notice

May 7                      Publish Second Notice

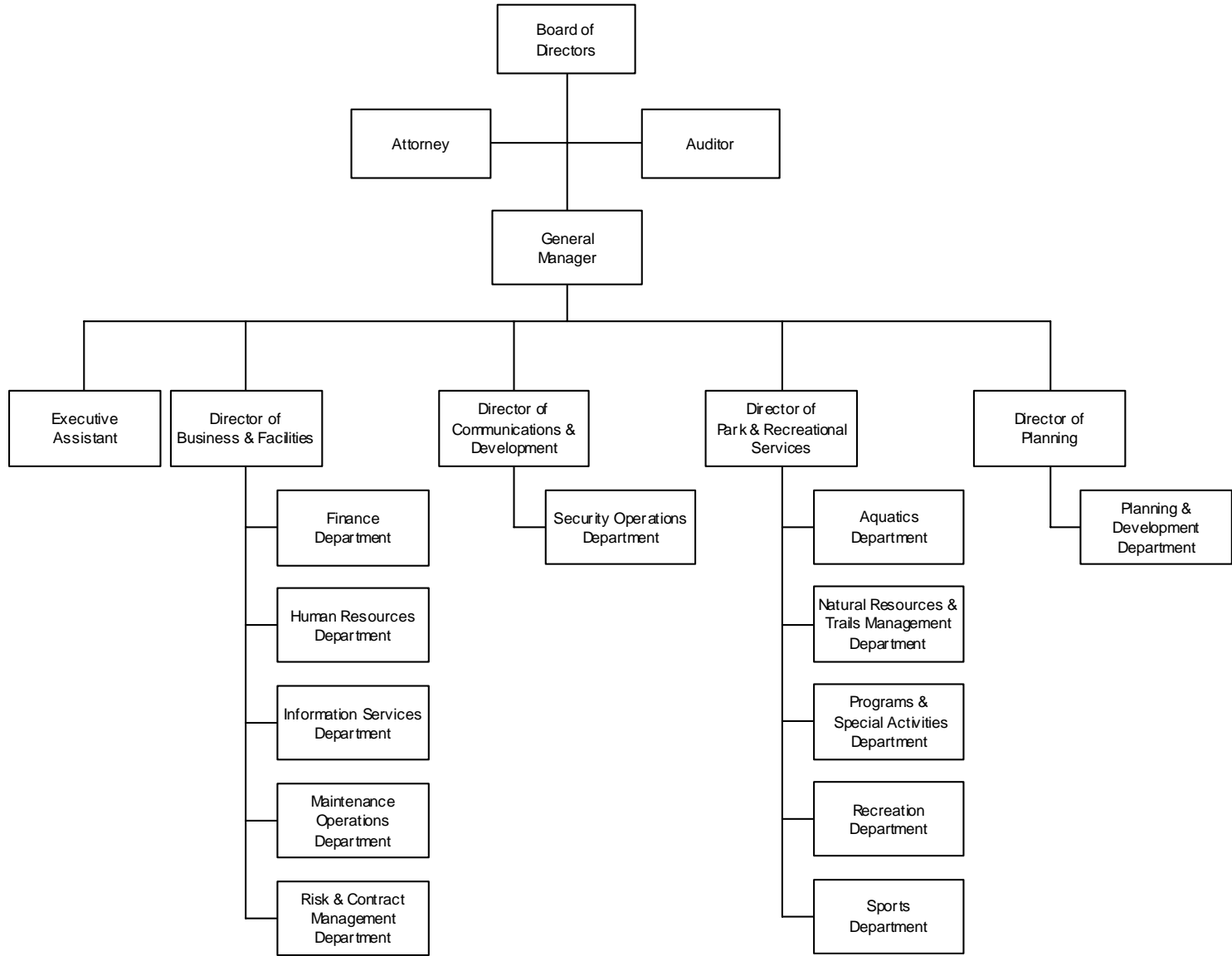
May 18                    Budget Committee Meeting to Approve Budget (Public Input)

June 4                    Publish Notice & Summary

June 22                  Hold Public Hearing to Adopt Budget (Public Input)

July 15                    Tax Levy Certified by Washington County

# Tualatin Hills Park & Recreation District Organizational Chart





# RESOURCES

Analysis of Property Tax Rate and Collections

Analysis of Measure 5 and 50

Revenue Summary



**ANALYSIS OF TAX RATE AND COLLECTIONS  
FISCAL YEAR 2009-10**

**ESTIMATED ASSESSED VALUATION**

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

**\$ 18,263,037,967**

2008-09 Assessed Valuation	\$17,560,613,430	
Value Growth from Annual Increase <sup>1</sup>	526,818,403	3.0%
Estimated Exception Based Value Growth <sup>2</sup>	<u>175,606,134</u>	<u>1.0%</u>
Estimated Assessed Value	<u><u>\$ 18,263,037,967</u></u>	

**% Increase in Estimated Assessed Valuation**

**4.0%**

**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		\$ 23,875,270

**Bonded Debt Fund**

Bonded Debt Levy		7,758,239
Estimated Tax Rate: Bonded Debt Levy divided by Estimated Assessed Valuation	<u>0.4248</u>	

**Estimated Tax Levy Totals**

	<u>1.73</u>	<u>\$ 31,633,507</u>
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**ESTIMATED TAX COLLECTIONS**

**Amount**

Based on Estimated Collection Rate:	95.00%	
General Fund Current Year Tax Collections		\$ 22,681,506
Bonded Debt Fund Current Year Tax Collections		<u>7,370,327</u>
		<u><u>\$ 30,051,833</u></u>

<sup>1</sup> Measure 50 allows for an annual 3% increase on maximum assessed valuation.

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

## PROPERTY TAX MEASURES

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### 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 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

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
Tri-Met	-	0.08	0.08
<b>Total Tax Rate</b>	<b>7.65</b>	<b>0.71</b>	<b>8.36</b>
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
Tri-Met	-	0.08	0.08
<b>Total Tax Rate</b>	<b>9.96</b>	<b>0.96</b>	<b>10.92</b>

2007/08

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

TUALATIN HILLS PARK & RECREATION DISTRICT

MEASURE #5  
Impact on Washington County Taxing

2006/07

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

2005/06

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

**TUALATIN HILLS PARK & RECREATION DISTRICT**

**MEASURE #5  
Impact on Washington County Taxing**

**2004/05**

<b>Taxing Agencies Excluding City of Beaverton</b>	<b>Rates Subject to \$10 Limit</b>	<b>Rates Excluded from Limit</b>	<b>Total</b>
Enhanced Sheriff Patrol	1.14	-	1.14
Washington County	2.64	0.23	2.87
Urban Road Improvements	0.25	-	0.25
T.H.P.R.D.	1.31	0.15	1.46
T.V. Fire & Rescue	1.78	0.05	1.83
Port of Portland	0.07	-	0.07
Metro Service District	0.10	0.19	0.29
Tri-Met	-	0.11	0.11
<b>Total Tax Rate</b>	<b>7.29</b>	<b>0.23</b>	<b>7.52</b>
<b>Taxing Agencies Including City of Beaverton</b>			
Washington County	2.64	0.23	2.87
T.V. Fire & Rescue	1.78	0.05	1.83
T.H.P.R.D.	1.31	0.15	1.46
City of Beaverton	3.68	0.42	4.10
Port of Portland	0.07	-	0.07
Metro Service District	0.10	0.19	0.29
Tri-Met	-	0.11	0.11
<b>Total Tax Rate</b>	<b>9.58</b>	<b>1.15</b>	<b>10.73</b>

**2003/04**

<b>Taxing Agencies Excluding City of Beaverton</b>	<b>Rates Subject to \$10 Limit</b>	<b>Rates Excluded from Limit</b>	<b>Total</b>
Enhanced Sheriff Patrol	1.17	-	1.17
Washington County	2.66	0.24	2.90
Urban Road Improvements	0.25	-	0.25
T.H.P.R.D.	1.31	0.16	1.47
T.V. Fire & Rescue	1.78	0.05	1.83
Port of Portland	0.07	-	0.07
Metro Service District	0.10	0.19	0.29
Tri-Met	-	0.12	0.12
<b>Total Tax Rate</b>	<b>7.34</b>	<b>0.76</b>	<b>8.10</b>
<b>Taxing Agencies Including City of Beaverton</b>			
Washington County	2.66	0.24	2.90
T.V. Fire & Rescue	1.78	0.05	1.83
T.H.P.R.D.	1.31	0.16	1.47
City of Beaverton	3.53	0.45	3.98
Port of Portland	0.07	-	0.07
Metro Service District	0.10	0.19	0.29
Tri-Met	-	0.11	0.11
<b>Total Tax Rate</b>	<b>9.45</b>	<b>1.20</b>	<b>10.65</b>

## SUMMARY OF GENERAL FUND RESOURCES

GENERAL FUND RESOURCES:	<u>Adopted 2008/09</u>	<u>Proposed 2009/10</u>	<u>Adopted 2009/10</u>
Beginning Fund Balance for Fiscal Year	\$ 3,260,000	\$ 2,965,000	\$ 2,985,000
Beginning Fund Balance from Previous Year Projects Carried Forward	578,000	539,498	606,988
Previously Levied Taxes estimated to be received during ensuing year	210,000	240,000	240,000
<b>PROGRAM RESOURCES:</b>			
Swim Center Income	2,322,363	2,500,562	2,500,562
Tennis Income	867,642	981,575	981,575
Recreation Program Income	4,129,991	4,562,899	4,562,899
Sports Program Income/Athletic Center	690,289	1,122,100	1,122,100
Natural Resources	220,255	303,210	303,210
<b>OTHER RESOURCES:</b>			
Miscellaneous Income	160,000	152,600	152,600
Interest Income	300,000	225,000	225,000
Telecommunication Site Lease Income	187,500	206,000	206,000
Rental Income	148,675	35,000	35,000
Debt Proceeds	-	3,000,000	3,000,000
Grants	681,209	660,940	660,940
Sponsorships	73,985	53,700	53,700
Transfers In	149,000	368,690	469,313
Total Resources except taxes to be levied..... <b>Sub Total</b>	<u>\$ 13,978,909</u>	<u>\$ 17,916,774</u>	<u>\$ 18,104,887</u>
Current Year Property Taxes (Permanent Rate multiplied by Assessed Value)	<u>21,500,806</u>	<u>22,681,506</u>	<u>22,681,506</u>
<b>TOTAL GENERAL FUND RESOURCES</b>	<u><u>\$ 35,479,715</u></u>	<u><u>\$ 40,598,280</u></u>	<u><u>\$ 40,786,393</u></u>

## GENERAL FUND RESOURCES NARRATIVE

### Memo

To: Budget Committee Members

From: Keith Hobson, Director of Business and Facilities

RE: **Narrative and Financial Information on the  
General Fund Resources - Adopted Fiscal Year 2009-10**

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

**Beginning Fund Balance:** Cash on Hand is a resource derived from prior year's budget. Cash on Hand generally results from an over-collection of budgeted resources and under-expenditures of budget appropriations. The estimated Cash on Hand for Fiscal Year 2009-2010 is \$2,965,000.

**Beginning Fund Balance from Previous Year Projects Carried Forward:** Balance Forward Projects are projects listed in the 2008-09 Capital budget but remain uncompleted. The projects are: GIS Development (\$35,362), Board/Conference Room Audio (\$6,500), Software Upgrades (\$25,000), Land Acquisition-Jenkins Estate Right of Way (\$90,000), John Quincy Young House renovation (\$5,000), Stuhr Center Bequest Project Funding (\$63,000), Challenge Grant Competitive Fund (\$30,000), Off Leash Dog Park Construction (\$15,000), John Marty Park Community Garden (\$5,700), HMT Administration Center Front Office Remodel (\$5,530), BMX Park Maintenance (\$3,000), Performance Contract Energy Efficiency Improvements (\$14,500), Barnes School Field Irrigation Restoration (\$35,000), Tennis Center Roof Overlay Panels (\$14,500), Conestoga Recreation & Aquatic Center Rewire Underwater Lights (\$46,406), Large Rotary Mower (\$50,000), Athletic Field Turf Renovation (\$95,000) and Tennis Court Surface Overlay (\$67,490).

**Prior Year's Taxes:** Prior Year's Taxes are property taxes that have been levied but remain uncollected. During the 2009-10 Fiscal Year, the Park District will collect approximately one-half of the uncollected property taxes. The estimated amount of previously levied taxes to be received for the Fiscal Year 2009-10 is \$240,000.

**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 07-08, and implementation began in January, 2008. The increases are in the second year of a four year implementation period.

**Swim Center Income:** Swim Center resources are generated from passes, open swim, instruction and Beaverton School District #48. The total swim center income is \$2,500,562. The following is a breakdown of Swim Center Resources and Program Resources:

<u>Swim Center Resources</u>		<u>Program Resources</u>	
Aloha	\$ 249,231	Swim Passes	\$ 503,550
Beaverton	437,477	General Admission	237,325
Conestoga - Aquatic	607,841	Aquatic Instruction	1,394,220
Harman	289,616	Facility Rentals	
Sunset	235,982	- School District #48	55,336
Aquatic Center	568,475	- Other Rental Events	93,564
Raleigh	61,400	Assessments	216,568
Somerset West	50,541		
	<u>\$ 2,500,562</u>		<u>\$ 2,500,562</u>

**Tennis Fees:** Tennis Fees of \$981,575 are generated by open play, instruction, special interest events and the sale of tennis balls

<u>Tennis Program Resources</u>	<u>Program</u>	<u>Facility Rental</u>	<u>Total</u>
Open play	272,760	-	272,760
Instruction	609,626	-	609,626
Special interest	48,760	-	48,760
Tennis ball sales	8,705	-	8,705
Assessments	41,724	-	41,724
	<u>\$ 981,575</u>	<u>\$ -</u>	<u>\$ 981,575</u>

**Recreational Program and Rental Resources:** Recreational Program and Rental Fees of \$4,562,899 are generated from Cedar Hills Recreation Center, Garden Home Recreation Center, the Stuhr Center, Jenkins Estate, Camp Rivendale, Conestoga Rec/Aquatic Center, Administration registrations and RecMobile Rentals.

<u>Recreational Program and Rental</u>	<u>Program</u>	<u>Facility Rental</u>	<u>Total</u>
Garden Home Recreation Center	1,244,613	60,000	1,304,613
Cedar Hills Recreation Center	1,325,359	7,500	1,332,859
Elsie Stuhr Center	316,079	4,650	320,729
Jenkins Estate	550	385,136	385,686
Camp Rivendale	91,030	-	91,030
Conestoga Recreation/Aquatic Center	1,092,983	-	1,092,983
Administration	35,000	-	35,000
	<u>\$ 4,105,614</u>	<u>\$ 457,286</u>	<u>\$ 4,562,899</u>

**Athletic Center/Sports Program Resources:** Athletic Center/Sports Program Income of \$1,122,100 is generated primarily from basketball, softball and volleyball, along with Rentals and Field Use Fees received from the affiliated sports groups field usage.

<u>Athletic Center Program Resources</u>	<u>Program</u>	<u>Facility Rental</u>	<u>Total</u>
Concession & Photo ID	9,981	-	9,981
Fitness & Exercise	17,148	-	17,148
Assessments	82,367	-	82,367
Special Interest	174,642	-	174,642
Indoor Sports	252,902	54,812	307,714
Outdoor Sports	77,107	374,602	451,709
Frequent User Passes	77,440	-	77,440
Rentals - School District #48	-	1,100	1,100
	<u>\$ 691,586</u>	<u>\$ 430,514</u>	<u>\$ 1,122,100</u>

**Natural Resources:** Natural Resources Income of \$303,210 is generated from instruction and outdoor recreation programs held at both the Tualatin Hills Nature Park and Cooper Mountain Nature Park.

Natural Resources	Program	Facility Rental	Total
Instruction/Environmental Education	283,648	13,567	297,215
Outdoor Recreation	5,995	-	5,995
	\$ 289,643	\$ 13,567	\$ 303,210

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

**Miscellaneous Income:** Miscellaneous Income of \$152,600 is earned from Workmens Compensation Dividends (\$50,000), items sold at auctions (\$10,000), payments from sports user groups (\$48,500), easements, miscellaneous fees and forfeitures, compensation for insurance proceeds and various other sources (\$44,100).

**Interest Income:** Interest Income in the amount of \$225,000 is derived from available cash-on-hand that is invested in either allowable treasury notes, Certificates of Deposit or the State of Oregon Investment Pool, whichever yields the higher rate. These invested funds will be used at a later date to meet payroll and operating costs.

**Telecommunication Site Lease Income:** Lease income of \$206,000 from site leases for cellular telephone transmission equipment.

**Rental Income:** Rental Income of \$35,000 is generated from the rental of six Park District owned homes.

**Debt Proceeds:** Debt proceeds are from the anticipated financing package for energy efficiency capital projects for 2009-2010.

**Grants:** Grants include funding from the following sources: MTIP/Fanno Creek (\$359,000), RTP-Fanno Creek Bridge (\$48,000), LGGP-PCC Restroom (\$35,000), Metro-Cooper Mountain Nature Park Maintenance (\$145,940), Environmental Education (\$35,000), Nature in Neighborhoods (\$30,000) and Memorial Benches (\$8,000).

**Sponsorships:** Sponsorships in the amount of \$53,700 are from corporation advertising, partnerships and various community events.

**Transfers In:** Transfers in reflect the Board's policy of allowing project management staff time from capital projects to be reimbursed to the General Fund. In 2009-2010, \$75,000 is anticipated from SDC projects, and \$394,313 from the Bond Capital Fund projects.

**Current Year's Taxes 2009-2010:** The Park District's permanent rate of 1.3073 per \$1,000 of assessed value times projected assessed value, which is projected to increase 4.0% over current year assessed values. Projected assessed value of \$18.3 billion x (1.3073/\$1,000) = \$23,875,270. Estimated tax collections are discounted 5.0% for 2009-2010, which nets taxes at \$22,681,506.





# GENERAL FUND

General Fund Summary



## GENERAL FUND

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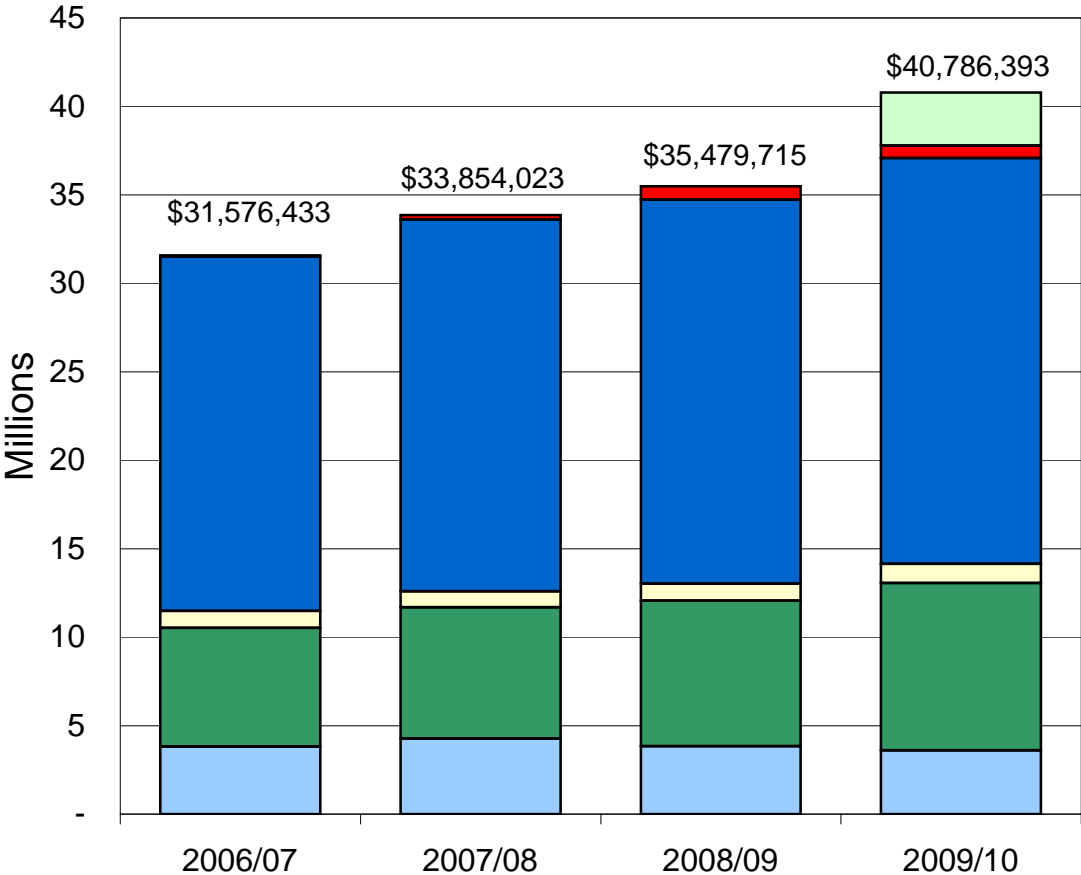
### **FUND DESCRIPTION**

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

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

The expenditures of the General Fund are for program operations and for capital outlay. The main operating Divisions of the General Fund are Board of Directors, Administration, Business and Facilities, Planning and Park and Recreation Services.

# General Fund Resources 2006-2010

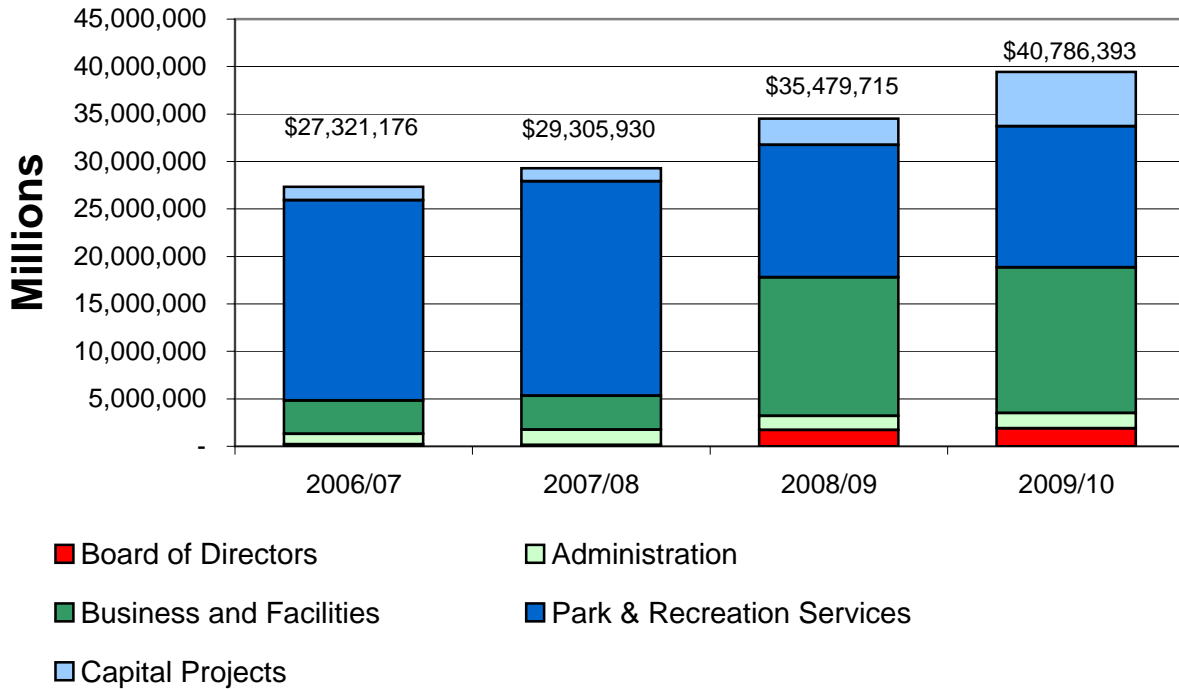


- Carry Forward-Project/Non Project
- Program Fees & Charges
- Other Income
- Taxes
- Grants & Sponsorships
- Debt and Land Sale Proceeds

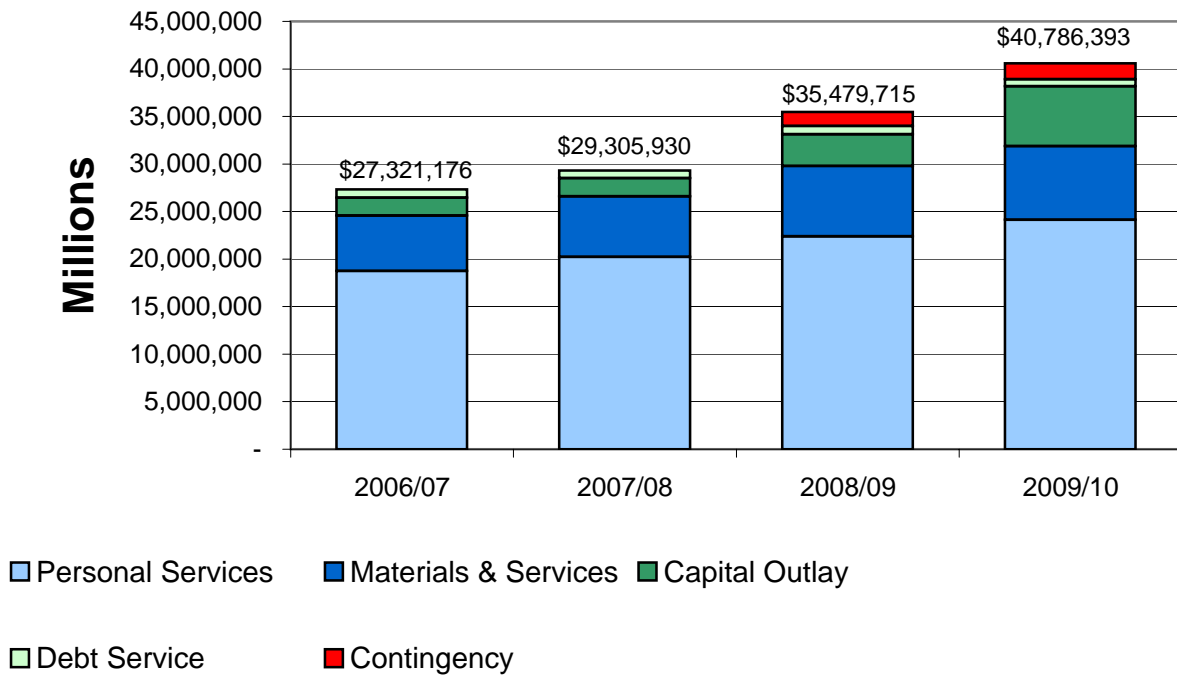
## GENERAL FUND RESOURCES 2009-2010

<b>GENERAL FUND RESOURCES:</b>	<b>Actual 2006/07</b>	<b>Actual 2007/08</b>	<b>Current 2008/09</b>	<b>Proposed 2009/10</b>	<b>Adopted 2009/10</b>
Cash on Hand for Fiscal Year	\$ 3,249,782	\$ 3,901,037	\$ 3,260,000	\$ 2,965,000	\$ 2,985,000
Balance Forward from Previous Year Projects	569,122	360,244	578,000	539,498	606,988
Previously Levied Taxes estimated to be received during ensuing year	224,018	252,492	210,000	240,000	240,000
<b>PROGRAM RESOURCES:</b>					
Swim Center Income	2,820,884	2,070,276	2,322,363	2,500,562	2,500,562
Tennis Income	630,856	779,947	867,642	981,575	981,575
Recreation Program Income	2,405,821	3,626,775	4,129,991	4,562,899	4,562,899
Sports Program Income/Athletic Center	676,849	756,520	690,289	1,122,100	1,122,100
Nature Park	165,750	197,983	220,255	303,210	303,210
<b>OTHER RESOURCES:</b>					
Miscellaneous Income	145,742	190,717	160,000	152,600	152,600
Interest Income	559,182	439,237	300,000	225,000	225,000
Telecommunication Site Lease Income	159,043	190,575	187,500	206,000	206,000
Rental Income	20,150	30,050	148,675	35,000	35,000
Debt Proceeds	-	-	-	3,000,000	3,000,000
Grants	35,185	202,599	681,209	660,940	660,940
Sponsorships	27,084	42,168	73,985	53,700	53,700
Transfers In	87,753	47,551	149,000	368,690	469,313
<b>Total Resources</b> except taxes to be levied..... <b>Sub Total</b>	<b>\$ 11,777,221</b>	<b>\$ 13,088,171</b>	<b>\$ 13,978,909</b>	<b>\$ 17,916,774</b>	<b>\$ 18,104,887</b>
Current Year (Permanent Rate multiplied by Assessed Value)	19,799,212	20,765,852	21,500,806	22,681,506	22,681,506
<b>TOTAL RESOURCES</b>	<b>\$ 31,576,433</b>	<b>\$ 33,854,023</b>	<b>\$ 35,479,715</b>	<b>\$ 40,598,280</b>	<b>\$ 40,786,393</b>

## General Fund Expenditures By Division 2006-2010



## General Fund Expenditures By Account 2006-2010



## SUMMARY GENERAL FUND BUDGET 2009-10

	Actual 2006/07	Actual 2007/08	Current 2008/09	Proposed 2009/10	Adopted 2009/10
<b><u>EXPENDITURES BY DIVISION</u></b>					
Board of Directors	\$ 187,210	\$ 151,139	\$ 1,708,354	\$ 1,880,364	\$ 1,880,364
Administration	1,141,833	1,599,223	1,499,421	1,609,700	1,629,700
Business and Facilities	3,502,911	3,559,188	14,591,095	15,349,940	15,349,940
Planning	-	-	948,462	1,165,716	1,266,339
Park & Recreation Services	21,097,841	22,585,383	13,959,356	14,853,196	14,853,196
Capital Projects	1,391,381	1,410,997	2,773,027	5,739,364	5,806,854
<b>TOTAL EXPENDITURES</b>	<b>\$ 27,321,176</b>	<b>\$ 29,305,930</b>	<b>\$ 35,479,715</b>	<b>\$ 40,598,280</b>	<b>\$ 40,786,393</b>

### **EXPENDITURES BY ACCOUNT**

Personal Services	\$ 18,755,727	\$ 20,221,813	\$ 22,366,612	\$ 24,138,653	\$ 24,261,276
Materials & Services	5,813,364	6,375,445	7,409,570	7,725,353	7,723,353
Capital Outlay	1,901,717	1,923,016	3,353,977	6,302,624	6,370,114
Debt Service	850,368	785,656	849,556	731,650	731,650
Contingency	-	-	1,500,000	1,700,000	1,700,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 27,321,176</b>	<b>\$ 29,305,930</b>	<b>\$ 35,479,715</b>	<b>\$ 40,598,280</b>	<b>\$ 40,786,393</b>

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

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

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

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

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



# BOARD OF DIRECTORS

*Larry Pelatt*  
President

*Bob Scott*  
Secretary

*William Kanable*  
Secretary Pro-Tempore

*Joe Blowers*  
Director

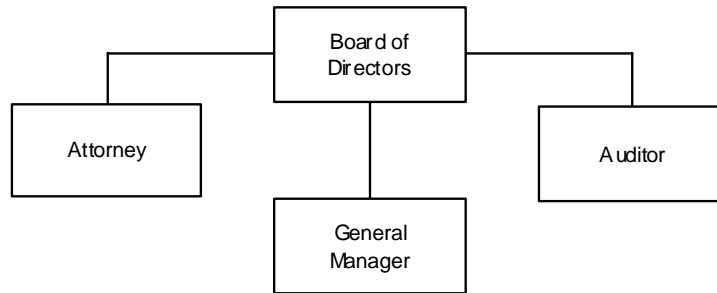
*John Griffiths*  
Director





## BOARD OF DIRECTORS

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### Mission

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.

### Overview

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

In addition to setting policy and hiring the General Manager, the Board appoints advisory committee members, including the Budget Committee.

### 2009/10 Goals and Objectives

The Board of Directors adopted the following goals for the 2009/10 fiscal year at the February 2, 2009 Board Meeting, based on the 2006 Comprehensive Plan:

1. **Provide quality neighborhood and community parks that are readily accessible to residents throughout the District's service area.**
  - Plan for the area the District expects to serve as it expands.
  - When acquiring land and planning for new neighborhood parks, ensure that sites are of an adequate size and in appropriate locations to provide needed amenities (e.g., playing fields, picnic areas, etc.), reduce overall maintenance costs, and provide adequate access and visibility to residents of the park's half-mile service area radius.
  - In developing master or other plans for new and existing park facilities, engage and involve citizens, Park District staff from all departments, and partnering agencies.
  - Provide community parks or special use facilities (e.g., the Tualatin Hills Nature Park and Jenkins Estate) throughout the Park District at a combined standard of approximately 2.0 acres per thousand residents. All residents should be within two miles of a community park or special use facility.
  - Provide other parks, including linear parks, special use facilities (including unique special-purpose facilities, urban plazas, skate parks, dedicated pet areas and others) consistent with descriptions and standards of the Comp Plan.
  
2. **Acquire, conserve and enhance natural areas and open spaces within the District.**
  - Acquire, conserve and enhance high quality natural areas, including wetlands, riparian areas and uplands, by working cooperatively with Clean Water Services, the City of Beaverton, Washington County, Metro, homeowners associations, developers, landowners and others, consistent with acquisition standards and criteria and the Park District Natural Resource Management Plan.

- Strive to provide adequate funds to pay for natural areas monitoring, maintenance, restoration and other needed activities.
- Develop an interconnected system of open spaces and wildlife habitat areas, working cooperatively with partnering agencies and jurisdictions, private property owners and others, consistent with the Natural Resource Management Plan and Trails Master Plan.
- Use Park District facilities and programs, as well as partnerships with schools and other agencies to increase the public's understanding of natural resources, processes and habitats.

**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.**

- Close gaps in regional trails by completing missing segments and connect regionally significant trails with local trails to ensure local access and connectivity.
- Pursue a variety of funding sources to design, develop and maintain trails, including volunteer services, state and federal grants, private foundations, land trusts, service clubs and individual donors.
- Develop and implement trail design and development standards that are easy to maintain and access by maintenance, security and emergency vehicles.
- Partner with Washington County, cities and other agencies to support development of on-street bikeways, separated parallel multi-use paths and convenient roadway crossings that help further implementation of the Trails Master Plan.
- In designing and developing trails, preserve view corridors and viewshed, public rights-of-way for future access and/or utilities, and sensitive natural areas or resources.
- Continue to link trails to parks, neighborhoods, community facilities such as libraries, civic and community centers, parks, schools, other athletic facilities and shopping areas.

**4. Provide quality sports and recreational facilities for Park District residents and workers of all ages, cultural backgrounds, abilities and income levels.**

- Provide a variety of programs at recreation centers to address the needs of all user groups, including children, teens, adults, seniors, ethnic and minority residents, and persons with disabilities; provide programs and services that meet the needs of people of all incomes.
- Continue to use a multi-purpose approach for use of District fields, focusing on ways to reduce conflicts among different sports/user groups, increase efficiency of use, improve field conditions, and prolong field life.
- In designing and programming recreation/aquatic centers, create facilities with unique identities and programs that reflect the needs, desires and demographics of surrounding District residents.
- Ensure that access to Park District programs, parks and facilities for people with disabilities is consistent with the American with Disabilities Act (ADA).
- Provide playing fields throughout the District, using the standards outlined in this plan and the Park District's 2005 Playing Fields Needs Assessment.

**5. Operate and maintain parks and facilities in an efficient, safe and cost-effective manner, while maintaining high standards.**

- Ensure timely communication and coordination about safety and security issues among facility staff, security personnel, and facility patrons.
- Use the most cost-effective combination of Park District staff, volunteers, user groups, community groups, other jurisdictions and contractors to provide maintenance services.
- Continue to improve the efficiency and cost effectiveness of maintenance operations, including reducing costs associated with the transportation of personnel and equipment.

**6. Provide value and efficient service delivery for taxpayers, patrons and others who help fund Park District activities.**

- Continue to attract, retain and train high quality employees.
- Continue to pursue partnerships in land acquisition, facility development, programming, marketing, maintenance and other activities with partnering service providers.

- Solicit funding from the private sector to help finance specific projects and possibly to continue to fund ongoing programs (e.g. the Family Assistance program).
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.**
- Educate patrons on progress of investments and projects associated with 2008 bond measure.
  - Regularly communicate with and provide opportunities for the general public to learn about and comment on District activities.
  - Provide opportunities for all Park District departments and staff to participate in the planning and development processes.
  - Use standing Park District advisory committees, CPOs, NACs and other community groups to review and solicit guidance.
  - Work closely with partnering agencies and groups on plans and projects of mutual interest.
8. **Incorporate principles of environmental and financial sustainability into the design, operation, improvement, maintenance and funding of Park District programs and facilities.**
- Consider the environmental impacts of maintenance and operational activities and standards.
  - Design facilities in an environmentally and cost-conscious manner.
  - Provide and enhance opportunities for employees to reduce impacts on the natural environment (e.g., through use of alternative forms of transportation or energy use).



**Division: Board of Directors**

Description	Prior Year Actual 2006/07	Prior Year Actual 2007/08	Adopted Budget 2008/09	Proposed Budget 2009/10	Adopted Budget 2009/10
<b>Summary of Appropriations</b>					
Personal Services	-	1,631	3,230	3,260	3,260
Materials & Services	187,210	149,508	205,124	177,104	177,104
Contingency	-	-	1,500,000	1,700,000	1,700,000
<b>Total Appropriations</b>	<b>187,210</b>	<b>151,139</b>	<b>1,708,354</b>	<b>1,880,364</b>	<b>1,880,364</b>
<b>Summary by Department</b>					
Board of Directors	187,210	151,139	1,708,354	1,880,364	1,880,364
<b>Total Appropriations</b>	<b>187,210</b>	<b>151,139</b>	<b>1,708,354</b>	<b>1,880,364</b>	<b>1,880,364</b>



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

Description	Prior Year Actual 2006/07	Prior Year Actual 2007/08	Adopted Budget 2008/09	Proposed Budget 2009/10	Adopted Budget 2009/10
<b>Program Appropriations</b>					
<u><b>Board of Directors</b></u>					
P.T. Salaries	-	1,500	3,000	3,000	3,000
Payroll Taxes	-	131	230	260	260
<b>Personal Services</b>	<b>-</b>	<b>1,631</b>	<b>3,230</b>	<b>3,260</b>	<b>3,260</b>
Other Services	72,519	30,882	20,124	27,604	27,604
Elections	31,243	-	45,000	-	-
Supplies	6,896	4,530	8,000	6,000	6,000
Training, Travel and Memberships	5,468	12,297	4,500	14,000	14,000
Small Furniture and Equipment	-	824	-	-	-
<b>Material &amp; Services</b>	<b>116,126</b>	<b>48,533</b>	<b>77,624</b>	<b>47,604</b>	<b>47,604</b>
<u><b>Contingency</b></u>					
Contingency	-	-	1,500,000	1,700,000	1,700,000
<b>Contingency</b>	<b>-</b>	<b>-</b>	<b>1,500,000</b>	<b>1,700,000</b>	<b>1,700,000</b>
<u><b>Legal</b></u>					
Professional and Technical Services	57,634	86,775	95,000	97,000	97,000
<b>Material &amp; Services</b>	<b>57,634</b>	<b>86,775</b>	<b>95,000</b>	<b>97,000</b>	<b>97,000</b>
<u><b>Audit</b></u>					
Professional and Technical Services	13,450	14,200	32,500	32,500	32,500
<b>Material &amp; Services</b>	<b>13,450</b>	<b>14,200</b>	<b>32,500</b>	<b>32,500</b>	<b>32,500</b>
<b>Program Total</b>	<b>187,210</b>	<b>151,139</b>	<b>1,708,354</b>	<b>1,880,364</b>	<b>1,880,364</b>







## ADMINISTRATION



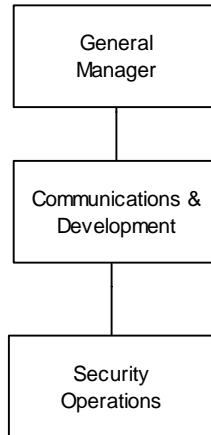
*General Manager*

*Communications and Development*

*Security Operations*

## ADMINISTRATION

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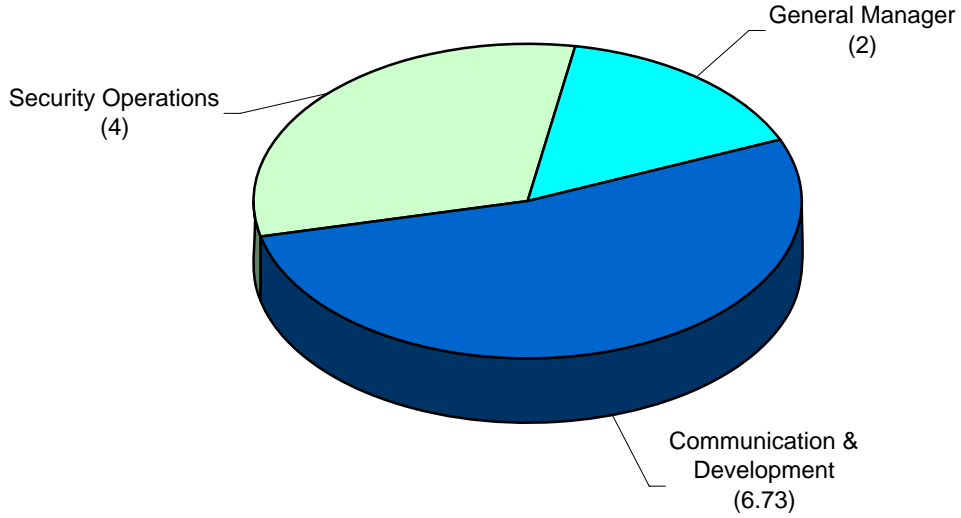
### **Division Mission**

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

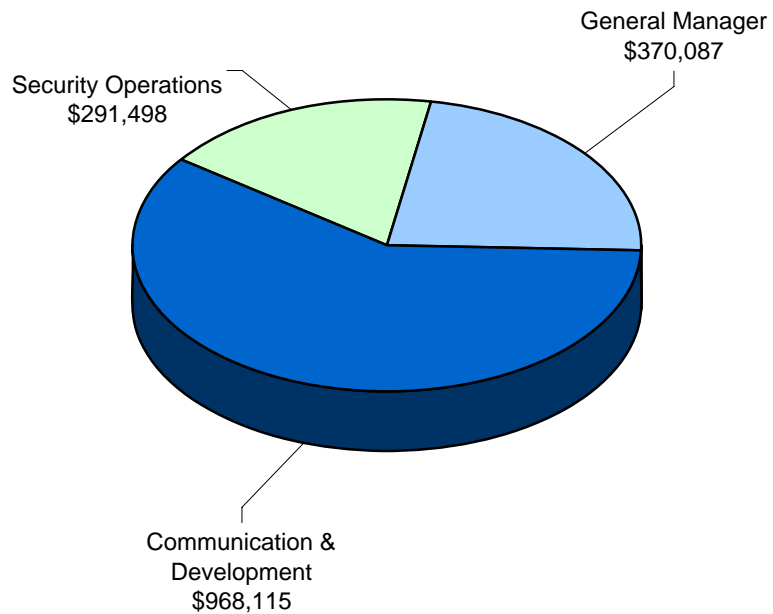
### **Division Overview**

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

## Administration Division Staffing FY 2009-2010



## Administration Division Appropriations FY 2009-2010



## Division: Administration

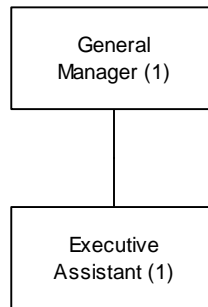
Description	Prior Year Actual 2006/07	Prior Year Actual 2007/08	Adopted Budget 2008/09	Proposed Budget 2009/10	Adopted Budget 2009/10
<b>Summary of Appropriations</b>					
Personal Services	809,858	1,119,903	904,668	1,047,838	1,047,838
Materials & Services	331,975	479,320	594,753	561,862	581,862
<b>Total Appropriations</b>	<b>1,141,833</b>	<b>1,599,223</b>	<b>1,499,421</b>	<b>1,609,700</b>	<b>1,629,700</b>
<b>Summary by Department</b>					
Office of General Manager	1,141,833	637,953	325,897	370,087	370,087
Communication and Development	-	724,840	903,753	948,115	968,115
Security Operations	-	236,430	269,771	291,498	291,498
<b>Total Appropriations</b>	<b>1,141,833</b>	<b>1,599,223</b>	<b>1,499,421</b>	<b>1,609,700</b>	<b>1,629,700</b>
<b>Division Staff</b>					
Full Time	8.00	11.00	8.00	9.00	9.00
Regular Part Time (FTE)	0.00	0.88	0.88	0.00	0.00
Part Time (FTE)	0.00	3.28	3.08	3.73	3.73



## ADMINISTRATION

Office of the General Manager

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### 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.

### 2008/09 Accomplishments

Directed implementation of the Park District's Goals and Objectives. Made significant progress, met or exceeded 2008/09 Goals and Objectives.

Provided public information and outreach regarding the Bond Levy request, which was approved by District voters in November 2008.

Began implementation of the Bond Measure Capital Program including project scheduling, staffing additions, and sale of the bonds.

Completed the first phase of the Public Awareness Program to enhance public awareness of Park District activities and impact on the community. This first phase included a complete revamp of the Park District Web site.

Successfully pursued grant funds for capital improvements including trails and athletic facilities.

Initiated a review of the Park District Advisory Committee structure.

Created high level staff development programs for Park District employees, including a Leadership Development Program and a Customer Service Program.

### 2009/10 Goals and Objectives

Implement Park District Goals and Objectives for 2009/10.

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

Based on results of the review of the Park District Advisory Committee structure, implement resulting changes, if any, to the structure.

Ensure that Bond Fund 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 2006/07	Prior Year Actual 2007/08	Adopted Budget 2008/09	Proposed Budget 2009/10	Adopted Budget 2009/10
<b>Summary of Appropriations</b>					
Personal Services	809,858	566,192	269,837	286,437	286,437
Materials & Services	331,975	71,761	56,060	83,650	83,650
<b>Total Appropriations</b>	<b>1,141,833</b>	<b>637,953</b>	<b>325,897</b>	<b>370,087</b>	<b>370,087</b>

<b>Summary by Program</b>					
General Manager	223,768	305,585	325,897	370,087	370,087
Assistant General Manager	378,377	332,368	-	-	-
Community Affairs	539,688	-	-	-	-
<b>Total Appropriations</b>	<b>1,141,833</b>	<b>637,953</b>	<b>325,897</b>	<b>370,087</b>	<b>370,087</b>

<b>Division Staff</b>					
Full Time	8.00	6.00	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

Note: Information for 2006/07 ties with the Department Summary from previous years. As of 2007/08, Community Affairs appropriations have been included in the Communications and Development Department.





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

Description	Prior Year Actual 2006/07	Prior Year Actual 2007/08	Adopted Budget 2008/09	Proposed Budget 2009/10	Adopted Budget 2009/10
<b>Program Appropriations</b>					
F.T. Salary	137,291	184,848	193,210	201,149	201,149
P.T. Salary	-	-	-	-	-
Employee Benefits	45,532	54,621	61,979	69,647	69,647
Payroll Taxes	12,299	15,002	14,648	15,641	15,641
<b>Personal Services</b>	<b>195,122</b>	<b>254,471</b>	<b>269,837</b>	<b>286,437</b>	<b>286,437</b>
Communications	3,356	5,026	3,500	4,100	4,100
Supplies	2,134	2,643	5,260	4,000	4,000
Training, Travel and Memberships	23,156	43,445	47,300	75,550	75,550
<b>Material &amp; Services</b>	<b>28,646</b>	<b>51,114</b>	<b>56,060</b>	<b>83,650</b>	<b>83,650</b>
<b>Program Total</b>	<b>223,768</b>	<b>305,585</b>	<b>325,897</b>	<b>370,087</b>	<b>370,087</b>
<b>Department Staff</b>					
Full Time	2.00	2.00	2.00	2.00	2.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	0.00	0.00	0.00	0.00	0.00



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

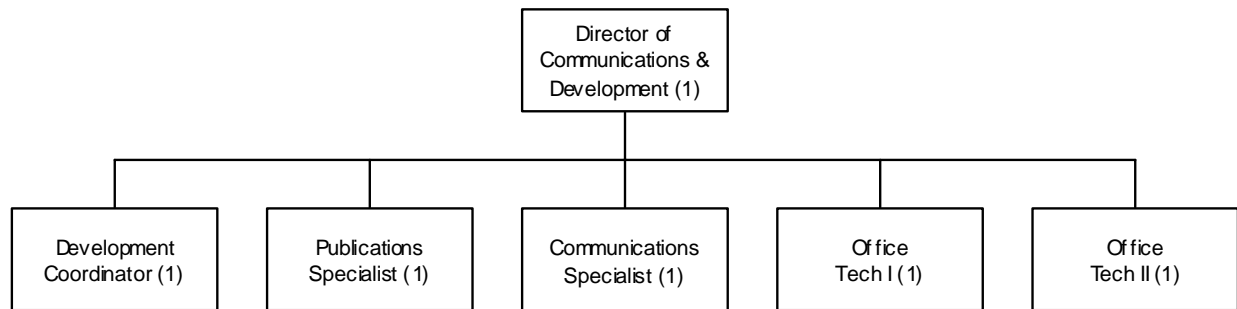
Description	Prior Year Actual 2006/07	Prior Year Actual 2007/08	Adopted Budget 2008/09	Proposed Budget 2009/10	Adopted Budget 2009/10
<b>Program Appropriations</b>					
F.T. Salary	263,784	220,745	-	-	-
Employee Benefits	80,886	71,309	-	-	-
Payroll Taxes	23,217	19,667	-	-	-
<b>Personal Services</b>	<b>367,887</b>	<b>311,721</b>	-	-	-
Other Services	-	15,573	-	-	-
Communication	3,715	873	-	-	-
Supplies	641	348	-	-	-
Training, Travel and Memberships	6,134	3,853	-	-	-
Small Furniture and Equipment	-	-	-	-	-
<b>Material &amp; Services</b>	<b>10,490</b>	<b>20,647</b>	-	-	-
<b>Program Total</b>	<b>378,377</b>	<b>332,368</b>	-	-	-
<b>Department Staff</b>					
Full Time	4.00	4.00	0.00	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



## ADMINISTRATION

Office of Director of Communications & Development

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### Department Overview

The Director of Communications & Development reports directly to the General Manager and is responsible for external communications including media relations, advertising and THPRD Web site content; employee communications; community relations; Security Operations; marketing communications; sponsorship and business partner development; and strategic oversight of the Tualatin Hills Park Foundation.

### 2008/09 Accomplishments

Led broad-based communications effort in support of THPRD's \$100 million Parks Bond Measure 34-156, which was approved by voters in November 2008. Program featured direct mail, special Web pages, 39 presentations to community groups, and more.

Spearheaded work on initial implementation of a Public Awareness Program for the District. Efforts focused on redesign of activities guide and Web site to make them more user-friendly. Program also included TV advertising focused on THPRD benefits to the community and outreach to Latinos for registration.

Introduced redesign of Park District logo in conjunction with new tagline ("Connecting People, Parks & Nature") for external and internal use. Logo and tag elements designed to express the Park District mission clearly and concisely.

Provided variety of publicity and promotional support to Party in the Park and the summer Concert in the Park series, helping generate high attendance and public good will.

Wrote and distributed 25 news releases for media, coordinated numerous interviews, and proactively provided other information to reporters and editors. Coverage of the Park District almost uniformly positive.

Created and launched "Employee UPDATE," an electronic newsletter for Park District staff. From January 2008 through February 2008, produced 11 editions of UPDATE on a variety of topics to help employees in their external and internal contacts.

Helped with informational items for the Voluntary Annexation Program through new letter and revised supplemental materials.

Oversaw development and execution of Park District's first Emergency Response Plan (ERP), authored by Superintendent of Security Operations. ERP generated excellent response from staff and high level of interest from other park districts wanting to implement their own.

Continued to work closely with the Tualatin Hills Park Foundation Board of Trustees, counseling on organizational changes aimed at significantly increasing fund-raising capacity long term.

### 2009/10 Goals and Objectives

Develop and execute communications plan designed to inform taxpayers about District's progress on implementation of the bond measure projects detailed during the election campaign.

Continue to work on implementation of Public Awareness Program, using a variety of communications tools to reach target audiences.

Lead Employee Communications Team, researching and recommending most effective ways to disseminate key information to staff.

Explore and implement new technological tools to communicate with patrons.

**Budget Highlights**

The proposed budget includes an upgrade of an RPT Receptionist position at the Administration Office to a FT Office Tech I position to provide administrative support for the Family Assistance Program.

**Division: Administration**  
 Department: Communications and Development

Description	Prior Year Actual 2006/07	Prior Year Actual 2007/08	Adopted Budget 2008/09	Proposed Budget 2009/10	Adopted Budget 2009/10
<b>Summary of Appropriations</b>					
Personal Services	-	385,886	439,864	554,948	554,948
Materials & Services	-	338,954	463,889	393,167	413,167
<b>Total Appropriations</b>	-	<b>724,840</b>	<b>903,753</b>	<b>948,115</b>	<b>968,115</b>

<b>Summary by Program</b>					
Communication and Development	-	724,840	903,753	948,115	968,115
<b>Total Appropriations</b>	-	<b>724,840</b>	<b>903,753</b>	<b>948,115</b>	<b>968,115</b>

<b>Division Staff</b>					
Full Time		4.00	5.00	6.00	6.00
Regular Part Time (FTE)		0.88	0.88	0.00	0.00
Part Time (FTE)		0.35	0.08	0.73	0.73





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

Description	Prior Year Actual 2006/07	Prior Year Actual 2007/08	Adopted Budget 2008/09	Proposed Budget 2009/10	Adopted Budget 2009/10
<b>Program Appropriations</b>					
F.T. Salary	166,007	230,120	270,515	345,630	345,630
P.T. Salary	16,454	45,094	33,877	27,250	27,250
Employee Benefits	46,899	85,148	109,222	149,059	149,059
Payroll Taxes	17,489	25,524	26,250	33,009	33,009
<b>Personal Services</b>	<b>246,849</b>	<b>385,886</b>	<b>439,864</b>	<b>554,948</b>	<b>554,948</b>
Professional and Technical Services	50,046	86,726	142,000	26,000	41,000
Rental Facility	2,400	2,400	-	-	-
Supplies	5,629	4,171	8,000	7,420	7,420
Communication	227,317	237,539	300,829	343,247	348,247
Training, Travel and Memberships	7,063	8,118	13,060	16,500	16,500
Small Furniture and Equipment	384	-	-	-	-
<b>Material &amp; Services</b>	<b>292,839</b>	<b>338,954</b>	<b>463,889</b>	<b>393,167</b>	<b>413,167</b>
<b>Program Total</b>	<b>539,688</b>	<b>724,840</b>	<b>903,753</b>	<b>948,115</b>	<b>968,115</b>
<b>Department Staff</b>					
Full Time	2.00	4.00	5.00	6.00	6.00
Regular Part Time (FTE)	0.00	0.88	0.88	0.00	0.00
Part Time (FTE)	0.00	0.35	0.08	0.73	0.73

Note: Information for 2006/07 ties with Community Affairs Program, which was included in Office of General Manager in previous years. As of 2007/08, these appropriations have been moved to the Communications and Development Department.



## ADMINISTRATION

Security Operations Department

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Superintendent of Security Operations (1)
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### Department Overview

The Superintendent of Security Operations reports directly to the Director of Communications & Development. 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. Security Operations partners with and works closely with local law enforcement agencies, both on the city and county levels, the Beaverton School District, and Portland Community College Rock Creek Campus.

### 2008/09 Accomplishments

The Park Patrol Program continues to be a visible presence at all THPRD facilities and parks, taking a proactive approach to crime prevention and reduction. Throughout 2008-2009, the four positions allocated to the department were fully staffed. Statistical data collected by Security Operations reflected a strong increase in most self-initiated activities. For example, from July to December 2007, we performed 3,572 security checks of our parks. In the same period for 2008, we conducted 5,380 checks, an increase of 50 percent.

Partnerships with local law enforcement and the Beaverton School District are flourishing. Due to a police radio requested from and provided by Beaverton Police, there has been a significant increase in "Agency Assist" calls and the coordination of our efforts with the police, sheriff, and uniformed school resource officers assigned to the schools and Beaverton School Security. This has been very productive in reducing graffiti and vandalism in the parks and identifying responsible parties.

The District's first Emergency Response Plan (ERP), created by Security Operations, was introduced to a key group of Park District managers and program coordinators. ERP manuals were subsequently distributed throughout the District. Once employees became acquainted with the ERP, Security Operations conducted training scenarios at various locations with great success. Employees have

embraced the ERP and activated the plan on several occasions and found it to be valuable in coordinating emergency responsibilities.

The Superintendent of Security Operations presented information on development of an Emergency Response Plan to the National Special Parks Districts Forum (September '08) and the Oregon Recreation & Park Association (February '09).

Security Operations continues to respond to requests for security services at various parks and facilities on a daily basis. These requests are generated by our online reporting system as well as efforts by Park Patrol to increase our contacts with park users and make our direct cell phone number known. Favorable customer comment cards were received from at least 25 patrons.

In the spring and summer months, Park Patrol increased active monitoring of our parks and facilities by using bicycles.

In late January 2009, our new Ford Escape Hybrid began patrolling the parks. A major feature of the vehicle is energy efficiency. It runs on electricity at speeds up to 26 miles per hour, saving fuel and enhancing the District's emphasis on sustainability.

Security Operations continues to work hand-in hand with the Natural Resources Department in the investigation of encroachments of District property. Security is also working with the Maintenance Department, responding to vandalism, unauthorized camping and other issues.

### 2009/10 Goals and Objectives

The Park Patrol program will continue to respond to calls and conduct security checks of District parks and facilities to be proactive in reducing crime. We will continue to collect data/statistics on all activity that is generated by Security Operations and use these figures to establish patrol patterns or focus on individual properties that need specialized attention.

Security Operations will be a viable presence at District events to continue to market Security Operations and educate patrons of the services we provide.

Security Operations will work with Park Watch groups and continue to identify park neighbors (park stewards) to develop and increase neighborhood awareness of park problems and proper reporting. We also want to increase our education and enforcement with pet owners who continually violate the leash rule on District property.

Working with District Maintenance staff, Security Operations will keep a close eye on graffiti, help coordinate cleanup efforts and identify individuals responsible with the goal of reducing labor costs, materials and supplies for this budget year.

Security Operations will continue to imbed the Emergency Response Plan in the organization, making sure the plan is used when applicable and employees receive updated training as necessary.

As the Park District grows and new parks are developed due to the passage of the 2008 Bond Measure, Security Operations, when requested, will attend planning meetings to provide information and answer questions about security-related concerns.

#### **Budget Highlights**

No significant changes from the prior year budget.

#### **Performance Standards**

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

**Division: Administration**  
 Department: Security Operations

Description	Prior Year Actual 2006/07	Prior Year Actual 2007/08	Adopted Budget 2008/09	Proposed Budget 2009/10	Adopted Budget 2009/10
<b>Summary of Appropriations</b>					
Personal Services	166,670	167,825	194,967	206,453	206,453
Materials & Services	64,878	68,605	74,804	85,045	85,045
<b>Total Appropriations</b>	<b>231,548</b>	<b>236,430</b>	<b>269,771</b>	<b>291,498</b>	<b>291,498</b>
<b>Summary by Program</b>					
Security Operations	231,548	236,430	269,771	291,498	291,498
<b>Total Appropriations</b>	<b>231,548</b>	<b>236,430</b>	<b>269,771</b>	<b>291,498</b>	<b>291,498</b>
<b>Division Staff</b>					
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)	2.68	2.93	3.00	3.00	3.00

Note: Information for 2006/07 was included in the Parks and Recreation Division Budget Totals, as reported in previous years. As of 2007/08, the Security Operations Department was moved within the Administration Division.

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

**KEY PERFORMANCE INDICATORS**

Description	Prior Year Actual 2006/07	Prior Year Actual 2007/08	Projected Outcome 2008/09	Proposed Outcome 2009/10
<b>Workloads</b>				
Number of security checks conducted	6,200	6,570	6,700	7,200
Park District exclusions processed	80	80	85	125
Number of training classes conducted	8	22	25	30
Number of Incident Reports filed	589	550	550	450
Number of Encroachment Violations Handled	21	24	32	22

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

Description	Prior Year Actual 2006/07	Prior Year Actual 2007/08	Adopted Budget 2008/09	Proposed Budget 2009/10	Adopted Budget 2009/10
<b>Program Appropriations</b>					
F.T. Salary	65,436	61,325	69,678	74,484	74,484
P.T. Salary	70,505	71,061	81,800	84,254	84,254
Employee Benefits	16,561	20,958	28,408	32,153	32,153
Payroll Taxes	14,168	14,481	15,081	15,562	15,562
<b>Personal Services</b>	<b>166,670</b>	<b>167,825</b>	<b>194,967</b>	<b>206,453</b>	<b>206,453</b>
Professional and Technical Service	56,908	56,805	60,197	67,472	67,472
Other Services	1,699	5,513	7,482	7,482	7,482
Communication	2,092	1,442	2,350	2,750	2,750
Supplies	2,471	3,884	2,725	3,565	3,565
Training, Travel and Memberships	1,558	961	1,900	2,026	2,026
Small Furniture, Fixtures and Equip.	150	-	150	1,750	1,750
<b>Material &amp; Services</b>	<b>64,878</b>	<b>68,605</b>	<b>74,804</b>	<b>85,045</b>	<b>85,045</b>
<b>Program Total</b>	<b>231,548</b>	<b>236,430</b>	<b>269,771</b>	<b>291,498</b>	<b>291,498</b>
<b>Department Staff</b>					
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)	2.68	2.93	3.00	3.00	3.00







# BUSINESS & FACILITIES

FINANCE SERVICES



RISK & CONTRACT MANAGEMENT



HUMAN RESOURCES



INFORMATION SERVICES

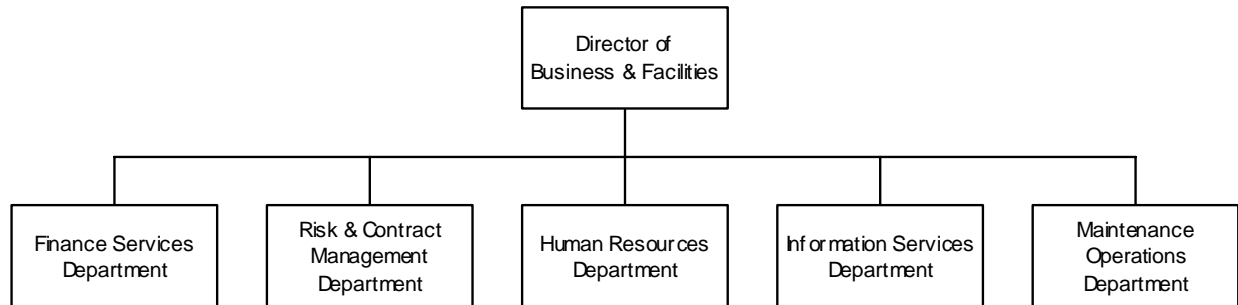


MAINTENANCE OPERATIONS



## BUSINESS & FACILITIES DIVISION

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### Division Mission

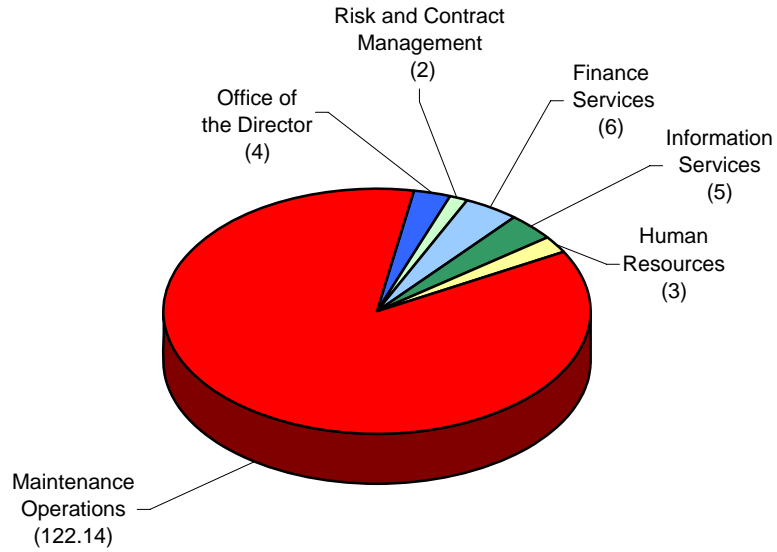
To provide financial and operational integrity and credibility to the Park District by ensuring the correctness of financial information, and adequacy of internal accounting and budgeting controls. To improve District operations by providing cost effective resources and promoting technological innovation.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

### Division Overview

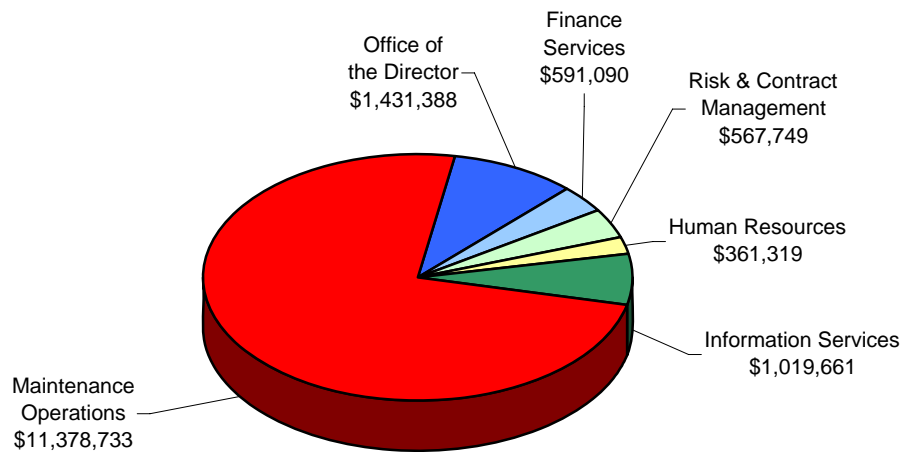
The Director of Business & Facilities reports to the General Manager and is responsible for all financial, administrative, and maintenance operations functions of the Park District. The Business & Facilities Division budget includes the following Departments: Finance, Risk & Contract Management, Human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

Activities of the Business & Facilities Division include: administrative support to the Park and Recreational Services Division, 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 2009-2010



## Division Appropriations by Departments FY 2009-2010



## Division: Business and Facilities

Description	Prior Year Actual 2006/07	Prior Year Actual 2007/08	Adopted Budget 2008/09	Proposed Budget 2009/10	Adopted Budget 2009/10
<b>Summary of Appropriations</b>					
Personal Services	1,761,070	1,854,908	8,500,155	9,038,511	9,038,511
Materials & Services	768,437	788,655	4,660,434	5,016,519	5,016,519
Debt Service	850,368	785,656	849,556	731,650	731,650
Capital Outlay	123,036	129,969	580,950	563,260	563,260
<b>Total Appropriations</b>	<b>3,502,911</b>	<b>3,559,188</b>	<b>14,591,095</b>	<b>15,349,940</b>	<b>15,349,940</b>

<b>Summary by Department</b>					
Office of the Director	1,209,889	979,669	1,500,407	1,431,388	1,431,388
Finance Services	472,024	505,397	551,059	591,090	591,090
Risk and Contract Management	542,033	482,521	543,223	567,749	567,749
Human Resources	130,246	233,952	321,751	361,319	361,319
Information Services	628,209	747,858	1,016,339	1,019,661	1,019,661
Maintenance Operations	-	-	10,658,316	11,378,733	11,378,733
Planning and Development	520,510	609,791	-	-	-
<b>Total Appropriations</b>	<b>3,502,911</b>	<b>3,559,188</b>	<b>14,591,095</b>	<b>15,349,940</b>	<b>15,349,940</b>

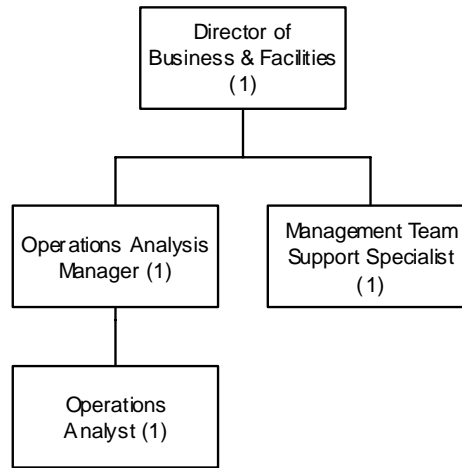
<b>Division Staff</b>					
Full Time	24.00	22.00	83.00	83.00	83.00
Regular Part Time (FTE)	0.88	0.00	8.75	8.75	8.75
Part Time (FTE)	0.00	0.00	49.47	50.39	50.39



## BUSINESS & FACILITIES DIVISION

Office of Director of Business & Facilities

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### Department Overview

This budget unit supports the activities of the Director of Business & Facilities. Activities of the Office of the Director include the management of all departments in the Business & Facilities Division, and operations analysis activities relative to all District operations. The Director of Business & Facilities is responsible to the General Manager for the annual budget process, and financial and operational advice to the General Manager, Board of Directors, committees and departments. Detail on non-general obligation debt is also maintained within this department.

### 2008/09 Division Accomplishments

Developed a sustainable costing model that reflects life cycle costing and environmental impacts in order to assess cost-benefit information regarding sustainable purchasing.

Prepared financial projections for the District bond levy package voter information, including operating cost impacts and cost of debt analysis.

Implemented a leadership development program for selected District staff. This program is, done in conjunction with Seattle Parks and Recreation provides individualized development plans based on assessment and feedback.

Completed an audit of all District program user fees to ensure compliance with year two phase-in of the user fee adjustments.

Completed RFP process for engaging an Energy Savings Performance Contractor (ESCO) and completed the first phase of the contract, a Technical Energy Audit of District facilities and operations.

Completed first phase of issuing the voter approved general obligation bonds. This included a review of the District credit rating-by-rating agencies.

Continued to enhance the District registration process and Internet site by expanding the Internet bandwidth and improving the functionality of the online registration programming.

### 2009/10 Division Goals and Objectives

Complete the first phase of maintenance replacement projects funded by the 2008 Parks Bond. This will include completing approximately half of the play structure replacements, and completing engineering and design of structural upgrades to facilities.

Continue to pursue a target site for relocation and centralization of maintenance facilities. Also continue to pursue, through acquisition or partnership, sites for satellite maintenance facilities.

Develop and implement, with Board approval, a sustainable purchasing policy.

Implement mechanical and facility upgrades funded through the Energy Savings Performance Contract.

Continue to expand staff training opportunities, especially in skill areas critical to future needs of the District: leadership, communication, collaboration etc.

Continue to refine and expand the District's sustainability program. Investigate expanded use of alternative energy vehicles and equipment.

**Budget Highlights**

The proposed budget includes funding for a Sustainable Opportunities Fund to supplement purchases that have a higher initial cost, but promote sustainable practices.



**Division: Business and Facilities**

Department: Office of the Director

Description	Prior Year Actual 2006/07	Prior Year Actual 2007/08	Adopted Budget 2008/09	Proposed Budget 2009/10	Adopted Budget 2009/10
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**Summary of Appropriations**

Personal Services	180,496	54,835	419,929	452,843	452,843
Materials & Services	179,025	139,178	230,922	246,895	246,895
Debt Service	850,368	785,656	849,556	731,650	731,650
<b>Total Appropriations</b>	<b>1,209,889</b>	<b>979,669</b>	<b>1,500,407</b>	<b>1,431,388</b>	<b>1,431,388</b>

**Summary by Program**

Office of the Director	359,521	194,013	650,851	699,738	699,738
Debt Service	850,368	785,656	849,556	731,650	731,650
<b>Total Appropriations</b>	<b>1,209,889</b>	<b>979,669</b>	<b>1,500,407</b>	<b>1,431,388</b>	<b>1,431,388</b>

**Division Staff**

Full Time	3.00	1.00	4.00	4.00	4.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	0.00	0.00	0.00	0.00	0.00



**Division: Business and Facilities**

Department: Office of the Director

Program: Office of the Director

Description	Prior Year Actual 2006/07	Prior Year Actual 2007/08	Adopted Budget 2008/09	Proposed Budget 2009/10	Adopted Budget 2009/10
<b>Program Appropriations</b>					
F.T. Salary	123,692	38,598	297,446	309,597	309,597
Employee Benefits	44,945	12,699	98,459	117,862	117,862
Payroll Taxes	11,859	3,538	24,024	25,384	25,384
<b>Personal Services</b>	<b>180,496</b>	<b>54,835</b>	<b>419,929</b>	<b>452,843</b>	<b>452,843</b>
Professional and Technical Services	20,823	5,550	20,500	31,050	31,050
Rental Equipment	37,511	35,877	51,000	51,000	51,000
Other Services	3,982	2,700	3,950	4,100	4,100
Communication	50,446	49,975	66,980	69,050	69,050
Supplies	57,932	41,802	71,257	71,915	71,915
Training, Travel & Memberships	7,290	3,274	17,235	19,780	19,780
Small Furniture & Equipment	1,041	-	-	-	-
<b>Material &amp; Services</b>	<b>179,025</b>	<b>139,178</b>	<b>230,922</b>	<b>246,895</b>	<b>246,895</b>
<b>Program Total</b>	<b>359,521</b>	<b>194,013</b>	<b>650,851</b>	<b>699,738</b>	<b>699,738</b>
<b>Department Staff</b>					
Full Time	3.00	1.00	4.00	4.00	4.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	0.00	0.00	0.00	0.00	0.00

**Division: Business and Facilities**

Department: Office of the Director

Program: Debt Service

Description	Prior Year Actual 2006/07	Prior Year Actual 2007/08	Adopted Budget 2008/09	Proposed Budget 2009/10	Adopted Budget 2009/10
<b>Program Appropriations</b>					
Principal	505,000	518,000	551,000	455,000	455,000
Interest	345,368	267,656	298,556	276,650	276,650
<b>Debt Service</b>	<b>850,368</b>	<b>785,656</b>	<b>849,556</b>	<b>731,650</b>	<b>731,650</b>
<b>Program Total</b>	<b>850,368</b>	<b>785,656</b>	<b>849,556</b>	<b>731,650</b>	<b>731,650</b>

**Sub Program:**

**1997- \$2,495,000 Fifteen (15) Year Full Faith and Credit Obligations**

**( Refinancing of 1992- \$2,750,000 Certificates of Participation)**

Principal	180,000	185,000	-	-	-
Interest	38,318	4,949	-	-	-
<b>Sub Program Total</b>	<b>218,318</b>	<b>189,949</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Sub Program:**

**1997-\$1,300,000 Fourteen (14) Year Certificates of Participation**

Principal	100,000	100,000	-	-	-
Interest	31,260	4,600	-	-	-
<b>Sub Program Total</b>	<b>131,260</b>	<b>104,600</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Sub Program:**

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

Principal	65,000	70,000	75,000	75,000	75,000
Interest	43,857	11,333	7,763	3,900	3,900
<b>Sub Program Total</b>	<b>108,857</b>	<b>81,333</b>	<b>82,763</b>	<b>78,900</b>	<b>78,900</b>

**Sub Program:**

**2006-\$2,430,000 Nineteen (19) Year Combined Refunding Full Faith and Credit Obligations**

**(Refinancing of 1997 Certificates of Participation and 1997 and 2000 Full Faith and Credit Obligations)**

Principal	-	-	310,000	340,000	340,000
Interest	28,347	102,050	102,050	89,650	89,650
<b>Sub Program Total</b>	<b>28,347</b>	<b>102,050</b>	<b>412,050</b>	<b>429,650</b>	<b>429,650</b>

**Sub Program:**

**2004-\$600,000 Five (5) Year Financing Agreement**

Principal	120,000	123,000	126,000	-	-
Interest	11,254	7,595	3,843	-	-
<b>Sub Program Total</b>	<b>131,254</b>	<b>130,595</b>	<b>129,843</b>	<b>-</b>	<b>-</b>

**Division: Business and Facilities**

Department: Office of the Director

Program: Debt Service

Description	Prior Year Actual 2006/07	Prior Year Actual 2007/08	Adopted Budget 2008/09	Proposed Budget 2009/10	Adopted Budget 2009/10
<b>Sub Program:</b>					
<b><u>2005-\$340,000 Ten (10) Year Financing Agreement</u></b>					
Principal	40,000	40,000	40,000	40,000	40,000
Interest	13,500	11,700	9,900	8,100	8,100
<b>Sub Program Total</b>	<b>53,500</b>	<b>51,700</b>	<b>49,900</b>	<b>48,100</b>	<b>48,100</b>
<b>Sub Program:</b>					
<b><u>Tax Anticipation Notes</u></b>					
Interest	178,832	125,429	175,000	175,000	175,000
<b>Sub Program Total</b>	<b>178,832</b>	<b>125,429</b>	<b>175,000</b>	<b>175,000</b>	<b>175,000</b>



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

**MATURITY SCHEDULE FOR GENERAL FUND DEBT**

Adopted

Fiscal Year	FFCO Series 2000 1,670,000	FFCO Series 2006 2,430,000	Financing Agreement Series 2004 600,000	Financing Agreement Series 2005 340,000	Totals
2009-2010	78,900	429,650		48,100	556,650
2010-2011		511,050		46,300	557,350
2011-2012		508,650		44,500	553,150
2012-2013		135,650		22,700	158,350
2013-2014		136,850		21,800	158,650
2014-2015		137,850		20,900	158,750
2015-2016		138,650			138,650
2016-2017		134,250			134,250
2017-2018		138,750			138,750
2018-2019		137,750			137,750
2019-2020		136,500			136,500
<b>Totals</b>	<b>78,900</b>	<b>2,545,600</b>	<b>-</b>	<b>204,300</b>	<b>2,828,800</b>
Interest Portion of Payments	(3,900)	(425,600)	-	(24,300)	(453,800)
Principal Balance	75,000	2,120,000	-	180,000	2,375,000

**KEY TO DEBT ISSUES**

- FFCO Series 2000: In April, 2000, the District issued \$1,670,000 of Full Faith and Credit Obligations; the proceeds were used to purchase land, 22 acres adjacent to the Nature Park.
- 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 described above, for a net present
- Financing Agreement Series 2004: On May 1, 2004 the Park District borrowed \$600,000 under a Financing Agreement; the proceeds were used to fund a package of technology enhancements including an IP Telecommunications System, a Time and Attendance System and a Keyless Entry Security System.
- Financing Agreement Series 2005: On May 4, 2005 the Park District borrowed \$340,000 under a Financing Agreement; \$140,000 of the proceeds was used to prepay the previous Synthetic Turf Loan, and the balance of \$200,000 partially funded construction of an additional Synthetic Turf field.







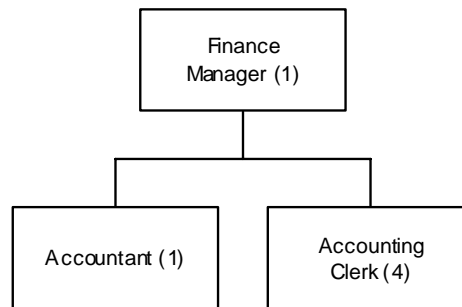
## FINANCE SERVICES



## BUSINESS & FACILITIES DIVISION

Finance Services Department

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### 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.

### 2008/09 Accomplishments

Creation of Audit Committee to assist Board of Directors in fulfilling its responsibility as the ultimate monitor of the District's financial reporting process.

Completed restructuring of budgetary documents and accounting system to accommodate organizational changes within the District structure – new chart was implemented in May 2008.

Provided support and research for development of 2009 General Obligation Bond issue; including development of cash flow schedules and subsequent investment strategies.

Awards received:

- Distinguished Budget Presentation Award from by the Government Finance Officers Association for the 2008/09 Budget Document.
- Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association for the 2006/07 Comprehensive Annual Financial Report.

### 2009/10 Goals and Objectives

Revise District Investment Policy for Bond Fund Investments; actively monitor cash flow and investments; recommend strategies and mechanisms to maximize interest earnings.

Implement upgrade to time and attendance system, and explore capabilities within time and attendance system to facilitate employee scheduling, and other efficiencies useful with attendance and payroll processing.

Review significant upgrade improvements, scheduled to occur within the Finance Suite software, for future implementation.

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

### Budget Highlights

No significant change from prior year budget.

### Performance Standards

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

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

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

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



**Division: Business and Facilities**

Department: Finance Services

Description	Prior Year Actual 2006/07	Prior Year Actual 2007/08	Adopted Budget 2008/09	Proposed Budget 2009/10	Adopted Budget 2009/10
<b>Summary of Appropriations</b>					
Personal Services	415,008	441,237	473,643	507,561	507,561
Material & Services	57,016	64,160	77,416	83,529	83,529
<b>Total Appropriations</b>	<b>472,024</b>	<b>505,397</b>	<b>551,059</b>	<b>591,090</b>	<b>591,090</b>
<b>Summary by Program</b>					
Finance Services	472,024	505,397	551,059	591,090	591,090
<b>Total Appropriations</b>	<b>472,024</b>	<b>505,397</b>	<b>551,059</b>	<b>591,090</b>	<b>591,090</b>
<b>Division Staff</b>					
Full Time	6.00	6.00	6.00	6.00	6.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	0.00	0.00	0.00	0.00	0.00

**Division: Business Services**  
 Department: Finance Services  
 Program: Finance Services

**KEY PERFORMANCE INDICATORS**

Description	Prior Year Actual 2006/07	Prior Year Actual 2007/08	Projected Outcome 2008/09	Proposed Outcome 2009/10
<b>Workloads</b>				
Payroll Checks Processed	18,480	19,123	19,600	20,390
Accounts Payable Checks Processed	10,124	7,924	8,400	9,000
Number of Facility Deposits Audited	6,104	5,782	5,963	5,900
Purchase Orders Processed	722	727	730	900
Merchant Cards Processed	64,772	71,958	80,183	85,000

**Division: Business and Facilities**

Department: Finance Services

Program: Finance Services

Description	Prior Year Actual 2006/07	Prior Year Actual 2007/08	Adopted Budget 2008/09	Proposed Budget 2009/10	Adopted Budget 2009/10
<b>Program Appropriations</b>					
F.T. Salary	276,643	306,858	326,119	343,402	343,402
P.T. Salary	6,044	-	-	-	-
Employee Benefits	105,672	105,221	119,656	134,789	134,789
Payroll Taxes	26,649	29,158	27,868	29,370	29,370
<b>Personal Services</b>	<b>415,008</b>	<b>441,237</b>	<b>473,643</b>	<b>507,561</b>	<b>507,561</b>
Professional and Technical Services	47,109	52,345	56,346	57,089	57,089
Other Services	1,043	2,753	7,800	13,500	13,500
Supplies	331	280	900	775	775
Communication	5,093	2,554	5,250	5,550	5,550
Training, Travel and Memberships	3,440	6,159	6,720	6,365	6,365
Small Furniture & Office Equipment	-	69	400	250	250
<b>Material &amp; Services</b>	<b>57,016</b>	<b>64,160</b>	<b>77,416</b>	<b>83,529</b>	<b>83,529</b>
<b>Program Total</b>	<b>472,024</b>	<b>505,397</b>	<b>551,059</b>	<b>591,090</b>	<b>591,090</b>
<b>Department Staff</b>					
Full Time	6.00	6.00	6.00	6.00	6.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	0.00	0.00	0.00	0.00	0.00





## RISK & CONTRACT MANAGEMENT

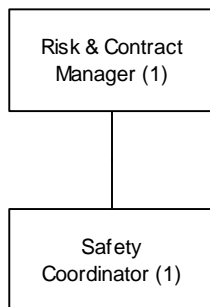




## BUSINESS & FACILITIES DIVISION

Risk & Contract Management Department

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### Department Overview

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

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

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

### 2008/09 Accomplishments

Achieved the Safety and Health Achievement Recognition Program (SHARP) accreditation with Oregon OSHA for all District facilities. Tualatin Hills Park & Recreation District is the largest multi-site agency participating in the state, and is also the first park and recreation agency to receive this achievement. After five consecutive years of accreditation, the District will be considered a graduate of the program.

- HMT Recreation Complex and East Annex (Fourth Year) 2008, 2007, 2006, 2005
- Aquatics Department (Third Year) 2008, 2007, 2006
- Recreation Department (Second year) 2008, 2007

Recognized by the International City/County Management Association (ICMA) in their newly published book, *What Works: How Local Governments Have Made the Leap from Measurement to Management*. This book identifies 75 real-case studies illustrating how performance measurement promotes positive change in 15 different service areas of local government.

Received longevity credit of \$65,000 from insurance pool for maintaining a low property and causality claim experience for the past three years.

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

Assisted Security Operations Department with development and implementation of the District's new Emergency Response Program.

Delivered employee safety training for positions at all levels. Developed new on-line training programs and updated current on-line training programs as needed.

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

### 2009/10 Goals and Objectives

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

Initiate an Executive Safety 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.

Create a web-based employee injury reporting and claim filing system that provides immediate e-mail notification, centralized database, and reduction on paperwork.

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

Coordinate with District Security Operations Department to enhance Emergency Preparedness Program for the District.

### **Budget Highlights**

No significant budgetary changes from the prior year.

### **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.

All outside contractual agreements reviewed for consistency with standard District contract terms.

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

Description	Prior Year Actual 2006/07	Prior Year Actual 2007/08	Adopted Budget 2008/09	Proposed Budget 2009/10	Adopted Budget 2009/10
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**Summary of Appropriations**

Personal Services	278,354	202,508	217,113	233,808	233,808
Material & Services	263,679	280,013	326,110	333,941	333,941
<b>Total Appropriations</b>	<b>542,033</b>	<b>482,521</b>	<b>543,223</b>	<b>567,749</b>	<b>567,749</b>

**Summary by Program**

Risk and Contract Management	447,521	377,441	422,522	442,494	442,494
Safety/Wellness	94,512	105,080	120,701	125,255	125,255
<b>Total Appropriations</b>	<b>542,033</b>	<b>482,521</b>	<b>543,223</b>	<b>567,749</b>	<b>567,749</b>

**Division Staff**

Full Time	3.00	2.00	2.00	2.00	2.00
Regular Part Time (FTE)	0.88	0.00	0.00	0.00	0.00
Part Time (FTE)	0.00	0.00	0.00	0.00	0.00

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

**KEY PERFORMANCE INDICATORS**

Description	Prior Year Actual 2006/07	Prior Year Actual 2007/08	Projected Outcome 2008/09	Proposed Outcome 2009/10
<b><u>Workloads</u></b>				
Number of Contracts processed	71	128	140	160
	Prior Year Actual 2006	Prior Year Actual 2007	Projected Outcome 2008	Proposed Outcome 2009
<b><u>Reduce exposure of property &amp; liability claims</u></b> <sup>1</sup>				
Frequency Rate of liability claims filed against the District	13	9	13	10
Average cost per liability claim filed	\$887	\$2,478	\$6,026	\$2,000
Loss Ratio: liability claims only (single year)	8.93%	10.21%	40.51%	10.00%
Loss Ratio: property and liability claims (single year)	14.77%	17.17%	41.46%	10.00%
Loss Ratio: Five-year Trail <sup>2</sup>	40.96%	7.68%	7.40%	10.00%

<sup>1</sup> Property and casualty figures are based on a calendar year. Policy data as of: March 23, 2009.

<sup>2</sup> Special Districts Association of Oregon's basis premiums on 65%.

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

Description	Prior Year Actual 2006/07	Prior Year Actual 2007/08	Adopted Budget 2008/09	Proposed Budget 2009/10	Adopted Budget 2009/10
<b>Program Appropriations</b>					
F.T. Salary	111,754	79,524	84,216	88,764	88,764
P.T. Salary	29,904	-	-	-	-
Employee Benefits	39,817	28,161	31,115	35,083	35,083
Payroll Taxes	13,151	7,186	7,181	7,576	7,576
<b>Personal Services</b>	<b>194,626</b>	<b>114,871</b>	<b>122,512</b>	<b>131,423</b>	<b>131,423</b>
Other Services	9,591	10,827	16,800	20,350	20,350
Insurance	236,751	239,561	261,800	278,451	278,451
Supplies	2,557	4,623	11,710	3,120	3,120
Communication	1,959	5,058	6,200	5,560	5,560
Training, Travel and Memberships	2,037	2,004	3,500	3,590	3,590
Small Furniture & Office Equipment	-	497	-	-	-
<b>Material &amp; Services</b>	<b>252,895</b>	<b>262,570</b>	<b>300,010</b>	<b>311,071</b>	<b>311,071</b>
<b>Program Total</b>	<b>447,521</b>	<b>377,441</b>	<b>422,522</b>	<b>442,494</b>	<b>442,494</b>
<b>Department Staff</b>					
Full Time	2.00	1.00	1.00	1.00	1.00
Regular Part Time (FTE)	0.88	0.00	0.00	0.00	0.00
Part Time (FTE)	0.00	0.00	0.00	0.00	0.00

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

**KEY PERFORMANCE INDICATORS**

Description	Prior Year Actual 2006/07	Prior Year Actual 2007/08	Projected Outcome 2008/09	Proposed Outcome 2009/10
<b><u>Reduce program participant incidents</u></b>				
Number of Incident Reports Filed per 1,000 Program Visits	0.210	0.204	0.194	0.218
	Prior Year Actual 2006/07	Prior Year Actual 2007/08	Projected Outcome 2008/09	Proposed Outcome 2009/10
<b><u>Reduce exposure on workers compensation claims</u></b> <sup>1</sup>				
Number of Claims Filed	35	35	42	35
Number of Time Loss Claims	5	5	9	5
Experience Modification History <sup>2</sup>	0.68	0.74	0.77	0.82
Frequency Rate per 100 FTE	8.64	8.32	9.91	8.00
WC costs as % of payroll	1.06	0.69	0.52	0.48
Ave cost per claim	\$3,825	\$2,754	\$2,023	\$2,285

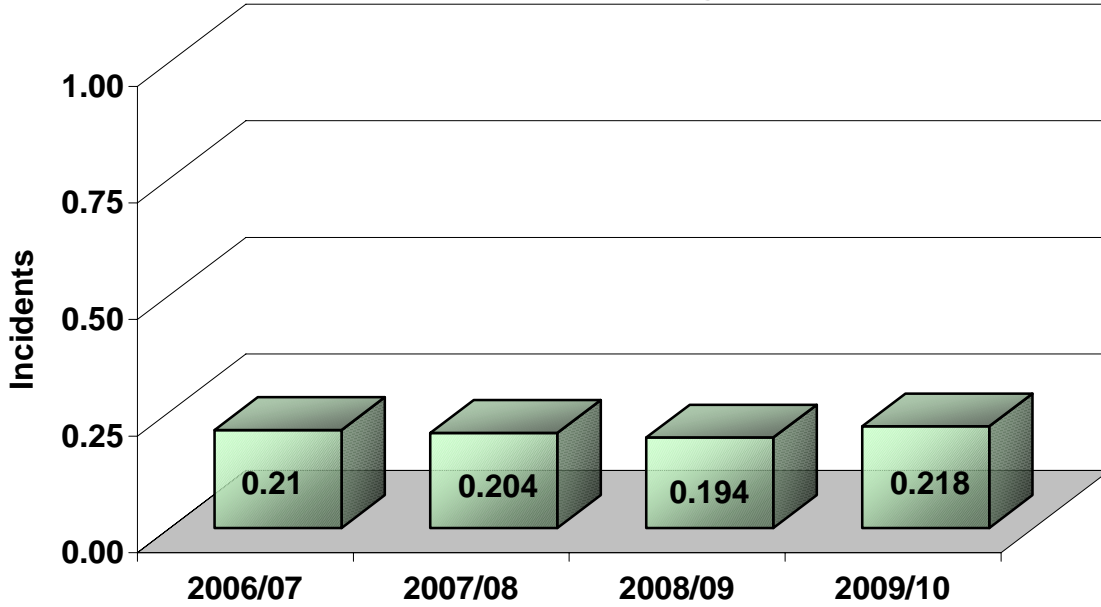
<sup>1</sup> Policy data as of: March 23, 2009.

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

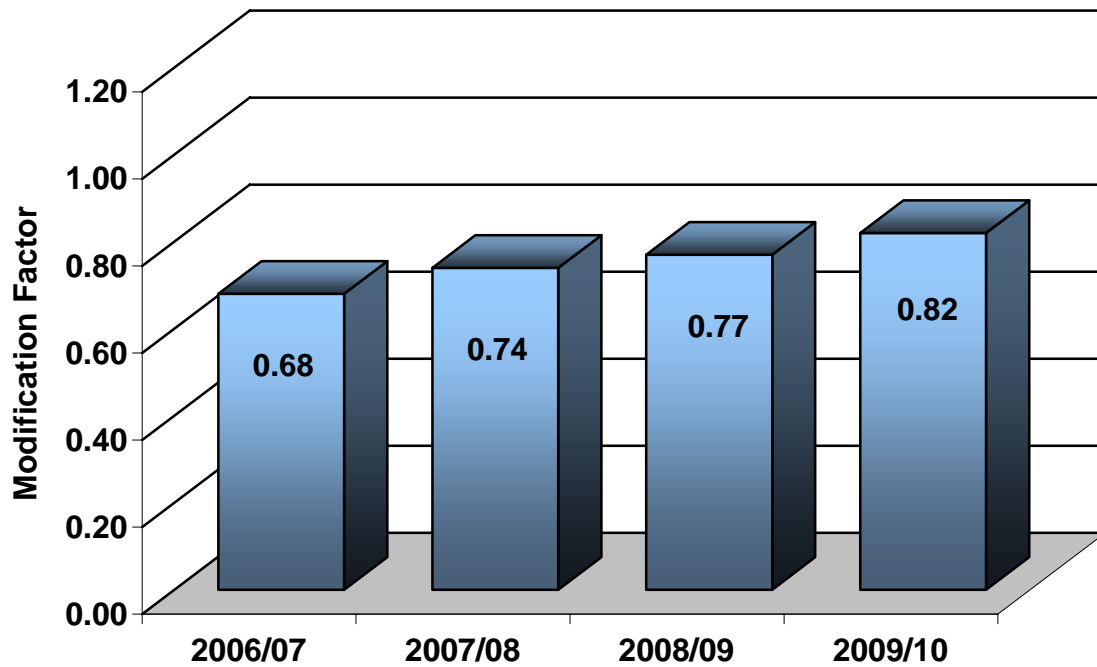
**Division: Business and Facilities**  
**Department: Risk and Contract Management**  
**Program: Safety/Wellness**

Description	Prior Year Actual 2006/07	Prior Year Actual 2007/08	Adopted Budget 2008/09	Proposed Budget 2009/10	Adopted Budget 2009/10
<b>Program Appropriations</b>					
F.T. Salary	55,260	58,380	62,356	66,355	66,355
Employee Benefits	23,277	23,938	26,908	30,346	30,346
Payroll Taxes	5,191	5,319	5,337	5,684	5,684
<b>Personal Services</b>	<b>83,728</b>	<b>87,637</b>	<b>94,601</b>	<b>102,385</b>	<b>102,385</b>
Professional and Technical Services	4,271	7,963	13,200	13,420	13,420
Supplies	597	2,866	4,500	4,200	4,200
Training, Travel and Memberships	1,749	1,602	8,400	5,250	5,250
Small Furniture & Office Equipment	179	117	-	-	-
<b>Material &amp; Services</b>	<b>6,796</b>	<b>12,548</b>	<b>26,100</b>	<b>22,870</b>	<b>22,870</b>
<b><u>WELLNESS</u></b>					
Professional and Technical Services	3,988	4,895	-	-	-
<b>Material &amp; Services</b>	<b>3,988</b>	<b>4,895</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Program Total</b>	<b>94,512</b>	<b>105,080</b>	<b>120,701</b>	<b>125,255</b>	<b>125,255</b>
<b>Department Staff</b>					
Full Time	1.00	1.00	1.00	1.00	1.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	0.00	0.00	0.00	0.00	0.00

### Incidents Reports Filed Reports Filed by 1,000 program visits



### Workers Compensation Claims Experience Modification History







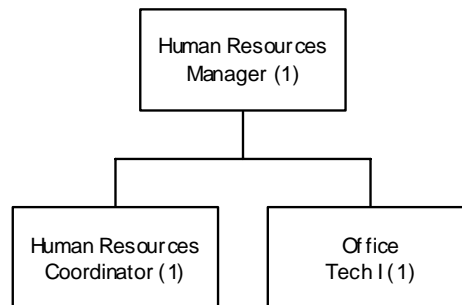
## HUMAN RESOURCES



## BUSINESS & FACILITIES DIVISION

### Human Resources Department

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#### Department Overview

The Human Resources Manager reports directly to the Director of Business & Facilities and is responsible for managing all District personnel functions and ensuring compliance with applicable laws, the collective bargaining agreement and District policies and procedures.

The Human Resources Department provides the following key services: recruitment and selection, classification and compensation analysis, labor relations, benefit administration, employee training and development, employee wellness and administration of the District's drug and alcohol program.

#### 2008/09 Accomplishments

Delivered an expanded employee training program; training contact hours up 20% over FY 2007/08.

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

Maintained the lowest rating (1%) for unemployment insurance benefit charges based on low claim experience.

Developed and implemented a handbook for part-time employees to ensure consistency across the departments and compliance with federal/state employment regulations.

Increased wellness outreach to staff, developed an online information page and brought the annual wellness/benefit fair in-house resulting in a cost savings.

#### 2009/10 Goals and Objectives

Continue to enhance the applicant selection process through the development and implementation of a revised interview process.

Continue to expand and enhance the employee training and development program; increase contact hours.

Continue to expand and enhance the employee wellness program.

#### Budget Highlights

No significant change from the prior year budget.

#### Performance Standards

Recruitment process will generate sufficient number of applications per recruitment for successful recruitment - target 15.

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 working 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 2006/07	Prior Year Actual 2007/08	Adopted Budget 2008/09	Proposed Budget 2009/10	Adopted Budget 2009/10
<b>Summary of Appropriations</b>					
Personal Services	112,255	190,356	268,437	288,939	288,939
Material & Services	17,991	43,596	53,314	72,380	72,380
<b>Total Appropriations</b>	<b>130,246</b>	<b>233,952</b>	<b>321,751</b>	<b>361,319</b>	<b>361,319</b>
<b>Summary by Program</b>					
Human Resources	130,246	233,952	321,751	361,319	361,319
<b>Total Appropriations</b>	<b>130,246</b>	<b>233,952</b>	<b>321,751</b>	<b>361,319</b>	<b>361,319</b>
<b>Division Staff</b>					
Full Time	1.00	2.00	3.00	3.00	3.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	0.00	0.00	0.00	0.00	0.00

**Division: Business Services**  
 Department: Human Resources  
 Program: Human Resources

**KEY PERFORMANCE INDICATORS**

Description	Prior Year Actual 2006/07	Prior Year Actual 2007/08	Projected Outcome 2008/09	Proposed Outcome 2009/10
<b>Workloads</b>				
Total number of recruitment: FT & RPT positions	34	25	30	30
Total number of training sessions	6	12	13	16
Total number of Unemployment Insurance Claims Processed	97	84	79	80
Total number of PT, RPT & FT new hire packets processed	734	738	725	700
<b>Performance Measures</b>				
Total recruitment applications received	759	500	900	1050
Average number of applications per position	22	20	30	35
Total training contact hours	826	1,456	1,755	2160
Average total cost per unemployment insurance claim	\$ 273	\$ 316	\$ 241	\$ 245

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

Description	Prior Year Actual 2006/07	Prior Year Actual 2007/08	Adopted Budget 2008/09	Proposed Budget 2009/10	Adopted Budget 2009/10
<b>Program Appropriations</b>					
F.T. Salary	76,674	129,636	182,180	192,740	192,740
Employee Benefits	28,357	48,884	70,699	79,725	79,725
Payroll Taxes	7,224	11,836	15,558	16,474	16,474
<b>Personal Services</b>	<b>112,255</b>	<b>190,356</b>	<b>268,437</b>	<b>288,939</b>	<b>288,939</b>
Professional and Technical Services	13,370	29,430	26,474	24,208	24,208
Supplies	1,271	864	1,495	1,507	1,507
Communication	-	-	1,950	1,260	1,260
Travel, Training and Memberships	3,350	13,051	23,395	44,855	44,855
Small Furniture & Equipment	-	251	-	550	550
<b>Material &amp; Services</b>	<b>17,991</b>	<b>43,596</b>	<b>53,314</b>	<b>72,380</b>	<b>72,380</b>
<b>Program Total</b>	<b>130,246</b>	<b>233,952</b>	<b>321,751</b>	<b>361,319</b>	<b>361,319</b>
<b>Department Staff</b>					
Full Time	1.00	2.00	3.00	3.00	3.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	0.00	0.00	0.00	0.00	0.00






# INFORMATION SERVICES

THPRD: Tualatin Hills Park & Recreation District - connecting people, parks & nature in Beaverton, Oregon - Mozilla Firefox

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### THPRD TOOLKIT

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## Welcome To THPRD

Connecting People, Parks & Nature

At Tualatin Hills Park and Recreation District, there's fun and learning for everyone: thousands of classes, more than 200 parks, 40 miles of trails, eight swim centers, six recreation centers, and 1,300 acres of nature preserve. We look forward to serving you.

**Summer Activities Guide**

Another summer hopping with recreational opportunities is upon us, and everything you need to find those activities is in this guide. We have redesigned our publication to help you locate your favorite classes and events. >> [Read More](#)

**Summer Registration Under Way April 18; Videos Walk You Through Process**

Check out these videos, which will take you through the registration process. ID registration

### Latest News

- Two-mile trail segment complete; grand opening set for May 9
- First bond measure work under way at Sunset Swim Center
- THPRD sells \$58.5 million in bonds, saves taxpayers money
- THPRD summer registration for classes, programs begins April 18
- THPRD awarded \$2.4 million in funding for trail segment

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### THPRD Phone Hotlines

- Incident Weather/Emergency Closure 503/614-4018 | Facility Closure Policy

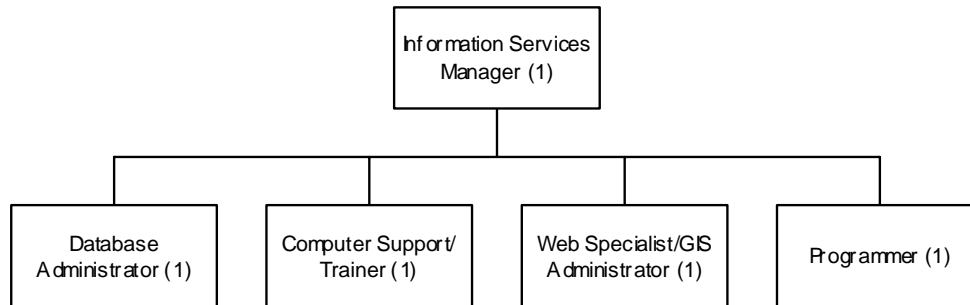
Read www.thprd.org



## BUSINESS & FACILITIES DIVISION

Information Services Department

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### Department Overview

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

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

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

### 2008/09 Accomplishments

Upgraded wide area network (WAN) carrier service with a fiber solution available through the Metropolitan Area Communication Commission (MACC) and Comcast. This service has delivered a significant increased bandwidth to all THPRD locations with reliable technical and customer service support.

Moved our Internet connection to the Broadband Users Group (BUG). The BUG is a consortium made up of 15 local government agencies including City of Beaverton, City of Hillsboro, Washington County and Clean Water Services to name a few.

Developed new Web site for the Park District, with new navigation bar and toolbox that helps patrons find the information they want quickly. In addition, online registration was re-written to improve performance and add features.

Implemented the Asset Management tool for Park Maintenance, Planning and Natural Resources. This tool will be the central repository for information about all Park District facilities and properties.

Have continued to develop a common GIS repository and build a set of tools for geographic-based information that allows the sharing of spatial data. New GPS units were acquired to improve data collection capabilities.

### 2009/10 Goals and Objectives

Develop and implement a League Management module for Sports Department that will integrate with our current patron database.

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

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

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

### **Budget Highlights**

The proposed budget includes funding of a one-time membership fee for the Broadband Users Group (BUG).

### **Information Services Standards**

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

This includes:

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

### **Performance Standards**

System reliability standards are:

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

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

Description	Prior Year Actual 2006/07	Prior Year Actual 2007/08	Adopted Budget 2008/09	Proposed Budget 2009/10	Adopted Budget 2009/10
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**Summary of Appropriations**

Personal Services	353,340	482,636	463,505	519,301	519,301
Material & Services	151,833	135,253	257,434	302,700	302,700
Capital Outlay	123,036	129,969	295,400	197,660	197,660
<b>Total Appropriations</b>	<b>628,209</b>	<b>747,858</b>	<b>1,016,339</b>	<b>1,019,661</b>	<b>1,019,661</b>

**Summary by Program**

Information Services	628,209	747,858	1,016,339	1,019,661	1,019,661
<b>Total Appropriations</b>	<b>628,209</b>	<b>747,858</b>	<b>1,016,339</b>	<b>1,019,661</b>	<b>1,019,661</b>

**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 Services**  
Department: Information Services  
Program: Information Services

**KEY PERFORMANCE INDICATORS**

Description	Prior Year Actual 2006/07	Prior Year Actual 2007/08	Projected Outcome 2008/09	Proposed Outcome 2009/10
<b>Workloads</b>				
Number of desktop PC's maintained	172	194	201	202
Number of networked file servers maintained	27	27	29	29
<b>Performance Measures</b>				
Maintain 98% network system reliability	99%	98%	98%	98%

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

Description	Prior Year Actual 2006/07	Prior Year Actual 2007/08	Adopted Budget 2008/09	Proposed Budget 2009/10	Adopted Budget 2009/10
<b>Program Appropriations</b>					
F.T. Salary	240,790	337,509	322,773	347,508	347,508
Employee Benefits	89,468	114,626	113,167	142,092	142,092
Payroll Taxes	23,082	30,501	27,565	29,701	29,701
<b>Personal Services</b>	<b>353,340</b>	<b>482,636</b>	<b>463,505</b>	<b>519,301</b>	<b>519,301</b>
Professional and Technical Services	112,742	105,050	125,250	167,600	167,600
Supplies	29,290	29,123	43,094	47,800	47,800
Communication	133	752	69,690	70,000	70,000
Training, Travel and Memberships	5,915	208	18,600	16,500	16,500
Small Furniture, Fixtures and Equip.	3,753	120	800	800	800
<b>Material &amp; Services</b>	<b>151,833</b>	<b>135,253</b>	<b>257,434</b>	<b>302,700</b>	<b>302,700</b>
Information Technology Replacement	108,929	105,147	150,000	143,000	143,000
Information Technology Improvement	14,107	24,822	145,400	54,660	54,660
<b>Capital Outlay</b>	<b>123,036</b>	<b>129,969</b>	<b>295,400</b>	<b>197,660</b>	<b>197,660</b>
<b>Program Total</b>	<b>628,209</b>	<b>747,858</b>	<b>1,016,339</b>	<b>1,019,661</b>	<b>1,019,661</b>
<b>Department Staff</b>					
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 #
<b>INFORMATION TECHNOLOGY REPLACEMENT</b>			
1	Workstations	65,000	BF-41
2	Printers/network printers	5,000	BF-41
3	Servers (Kronos, CRA, Unity, (3) Telephone)	35,000	BF-41
4	LAN/WAN equipment	35,000	BF-41
5	FAX- IP based solution	3,000	BF-41
	<b>TOTAL INFORMATION TECHNOLOGY REPLACEMENT</b>	<b><u>\$ 143,000</u></b>	
<b>INFORMATION TECHNOLOGY IMPROVEMENT</b>			
6	Software- Misc. Applications, Development & Network	20,000	BF-41
7	Computer Workstation & Telephone for Front Desk	3,400	BF-42
8	Computer Workstation for Athletic Center	500	BF-42
9	Selectron Upgrade	4,000	BF-42
10	Kronos Update	26,760	BF-42
	<b>TOTAL INFORMATION TECHNOLOGY IMPROVEMENT</b>	<b><u>\$ 54,660</u></b>	
	<b>GRAND TOTAL INFORMATION SERVICES CAPITAL OUTLAY</b>	<b><u><u>\$ 197,660</u></u></b>	

## INFORMATION SERVICES CAPITAL OUTLAY

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### Information Technology Capital Replacement

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**ITEM 1:            Workstations**

**BUDGET:**        \$65,000

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

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**ITEM 2:            Printers/Network Printers**

**BUDGET:**        \$5,000

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

---

**ITEM 3:            Servers (Kronos, CRA, Unity, (3) Telephone)**

**BUDGET:**        \$35,000

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

---

**ITEM 4:            LAN/WAN equipment**

**BUDGET:**        \$35,000

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

---

**ITEM 5:            FAX- IP Based Solution**

**BUDGET:**        \$3,000

**DESCRIPTION:** Replace digital based platform.

---

### Information Technology Capital Improvement

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**ITEM 6:            Software- Misc. Applications, Development & Network**

**BUDGET:**        \$20,000

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

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## INFORMATION SERVICES CAPITAL OUTLAY

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**ITEM 7:**            **Computer Workstation & Telephone for Front Desk**

**BUDGET:**        \$3,400

**DESCRIPTION:**    Workstation and telephone for new Front Desk position

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**ITEM 8:**            **Computer Workstation for Athletic Center**

**BUDGET:**        \$500

**DESCRIPTION:**    Add shared workstation for staff.

---

**ITEM 9:**            **Selectron Upgrade**

**BUDGET:**        \$4,000

**DESCRIPTION:**    Upgrade necessary as current software will no longer be supported after June 30, 2009.

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**ITEM 10:**          **Kronos Update**

**BUDGET:**        \$26,760

**DESCRIPTION:**    First upgrade since 2004 implementation. Expenditure covers software, installation and training of key personnel.

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## MAINTENANCE OPERATIONS



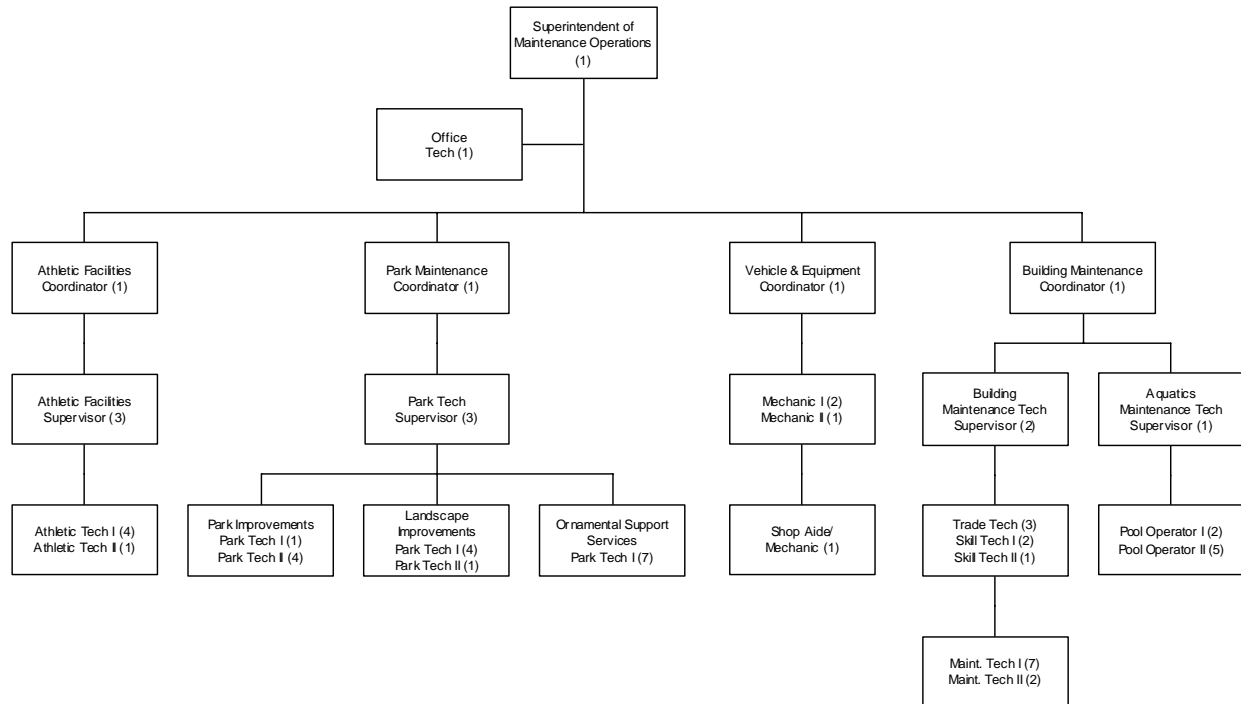
*Athletic Facilities*

*Building & Pool Maintenance*

*Park Maintenance*

*Vehicles & Equipment*

**BUSINESS & FACILITIES DIVISION**  
 Maintenance Operations Department



**Department Overview**

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

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

**Athletic Facility Operations**

The Athletic Facility Operations unit provides athletic field maintenance services to soccer, baseball, softball, football, cricket and lacrosse leagues. They maintain tennis courts, skate parks, outdoor basketball and outdoor volleyball courts. The department coordinates the mowing, irrigation and turf care services of fields, including many belonging to the Beaverton School District. They also manage the maintenance and replacement of backstops and netting located at School and Park District sites.

**Building and Pool Operations**

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

**Park Operations**

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

## **Fleet Operations**

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

## **2008/09 Accomplishments**

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

Installed an ultraviolet light, sanitation system to supplement the chlorine system at the Harman Swim Center. The District now has a total of four units in service. These systems are cost effective, improve water quality at high use pools and have been favorably received by patrons and staff.

Entered into an agreement with an Energy Performance Contractor to conduct a technical energy audit of all buildings and pools. The audit will be completed during the first quarter of 2009/10. Upon completion, the District may elect to pursue multiple energy savings projects, with costs offset by energy savings and other incentives.

Completed the replacement of the heat supply tunnel, located under the pool deck, at Sunset Swim Center. This required a facility closure for approximately eight weeks in the spring of 2009.

Initiated an engineering study for buildings and pools, to identify necessary structural upgrades for aging facilities. The 2008 Parks Bond

Measure will fund the study and the initial phases of upgrades.

Expanded storage and office space at the East Annex warehouse by approximately 9,300 square feet this past year. The additional space provides much needed dry storage for equipment, supplies, surplus, records, archives and supervisory offices. The East Annex also serves as a satellite site for mowing routes on the east side of the District. Operating mowing routes from this site reduces travel time and fuel consumption.

## **2009/10 Goals and Objectives**

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

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

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

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

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

## **Budget Highlights**

The 2009/10 Maintenance Operations budget reflects a continuation of prior year service levels with some exceptions:

Natural gas rates and electric rates increased during the current year approximately 14% and 6%, respectively. The Proposed 2009/10 Maintenance Operations Budget reflects an increase to offset rate increases now in effect.

The Proposed 2009/10 fleet fuel budget will remain at approximately the same level as the prior year. Costs for diesel and gasoline dropped during the second half of 2008/09. The proposed budget allows for marginal cost increases for gasoline and diesel fuel. The District consumes approximately 52,000 gallons of gasoline and 14,000 gallons of diesel fuel, annually.

The District will open Cooper Mountain Nature Center beginning the first quarter of 2009/10. The over 200-acre park site is owned by the Metropolitan Service District and will be managed by THPRD. THPRD Natural Resources staff will provide habitat maintenance services and Maintenance Operations staff will provide custodial, housekeeping and physical asset maintenance. During FY 2009/10, Metro will reimburse THPRD for all operating costs.

Maintenance operations staff will assist and coordinate several of the District's Bond Projects during FY 2009/10. Those projects include the installation of an air conditioning unit at the HMT Recreation Complex Athletic Center, seismic building upgrades at selected facilities, pedestrian/bike path replacements, bridge replacements and irrigation system replacements throughout the District.



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

Description	Prior Year Actual 2006/07	Prior Year Actual 2007/08	Adopted Budget 2008/09	Proposed Budget 2009/10	Adopted Budget 2009/10
<b>Summary of Appropriations</b>					
Personal Services	5,804,921	6,328,655	6,657,528	7,036,059	7,036,059
Materials & Services	3,378,161	3,736,666	3,715,238	3,977,074	3,977,074
Capital Outlay	387,300	382,050	285,550	365,600	365,600
<b>Total Appropriations</b>	<b>9,570,382</b>	<b>10,447,371</b>	<b>10,658,316</b>	<b>11,378,733</b>	<b>11,378,733</b>

<b>Summary by Program</b>					
Superintendent of Maintenance Op.	315,486	315,539	274,962	282,255	282,255
Athletic Facilities	1,170,886	1,448,274	1,602,704	1,683,428	1,683,428
Building and Pool Maintenance	4,247,599	4,556,926	4,726,665	5,079,482	5,079,482
Park Maintenance	2,789,085	3,003,605	2,988,027	3,152,031	3,152,031
Vehicle & Maintenance	1,047,326	1,123,027	1,065,958	1,181,537	1,181,537
<b>Total Appropriations</b>	<b>9,570,382</b>	<b>10,447,371</b>	<b>10,658,316</b>	<b>11,378,733</b>	<b>11,378,733</b>

<b>Division Staff</b>					
Full Time	60.00	63.00	63.00	63.00	63.00
Regular Part Time (FTE)	11.38	9.63	8.75	8.75	8.75
Part Time (FTE)	42.99	46.48	49.47	50.39	50.39

Note: Information for 2006/07 and 2007/08 was included in the Parks and Recreation Division budget totals, as reported in previous years. As of 2008/09, the Maintenance Operations Department was moved within the Business and Facilities Division.



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

Description	Prior Year Actual 2006/07	Prior Year Actual 2007/08	Adopted Budget 2008/09	Proposed Budget 2009/10	Adopted Budget 2009/10
<b>Program Appropriations</b>					
F.T. Salary	197,880	203,565	153,652	155,201	155,201
P.T. Salary	7,584	10,114	17,160	17,160	17,160
Employee Benefits	62,864	56,903	50,272	52,710	52,710
Payroll Taxes	18,982	19,388	14,587	15,020	15,020
<b>Personal Services</b>	<b>287,310</b>	<b>289,970</b>	<b>235,671</b>	<b>240,091</b>	<b>240,091</b>
Professional and Technical Services	14,847	14,997	23,005	25,205	25,205
Communications	1,736	1,051	2,126	2,126	2,126
Supplies	4,759	4,583	8,300	8,173	8,173
Training, Travel and Memberships	4,350	4,938	5,860	6,660	6,660
Small Furniture, Fixtures and Equip.	-	-	-	-	-
<b>Material &amp; Services</b>	<b>25,692</b>	<b>25,569</b>	<b>39,291</b>	<b>42,164</b>	<b>42,164</b>
Maintenance Equipment	2,484	-	-	-	-
<b>Capital Outlay</b>	<b>2,484</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Program Total</b>	<b>315,486</b>	<b>315,539</b>	<b>274,962</b>	<b>282,255</b>	<b>282,255</b>
<b>Department Staff</b>					
Full Time	3.00	3.00	2.00	2.00	2.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	0.80	0.63	0.63	0.63	0.63



**Division: Park & Recreational Services**  
 Department: Maintenance Operations Department  
 Program: Athletic Facilities

**KEY PERFORMANCE INDICATORS**

<b>Description</b>	<b>Prior Year Actual 2006/07</b>	<b>Prior Year Actual 2007/08</b>	<b>Projected Outcome 2008/09</b>	<b>Proposed Outcome 2009/10</b>
<b>Workload:</b>				
Athletic Fields Maintained	306	320	318	302
Outdoor Sport Courts Maintained*	178	187	189	189
<b>Total Workload Units</b>	<b>544</b>	<b>567</b>	<b>567</b>	<b>492</b>
<b>Efficiency:</b>				
Cost per Athletic Field**	\$ 2,950	\$ 3,612	\$ 3,657	\$ 4,008
Cost per Outdoor Sport Court	\$ 1,574	\$ 1,843	\$ 1,945	\$ 1,955
<b>Performance</b>				
% of Desired Service Level (DSL) on Fields	80%	82%	82%	84%
% of Desired Service Level (DSL) on Courts	79%	80%	80%	81%

\*includes 6 indoor tennis courts

\*\* PCC on line in 2007/08

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

Description	Prior Year Actual 2006/07	Prior Year Actual 2007/08	Adopted Budget 2008/09	Proposed Budget 2009/10	Adopted Budget 2009/10
<b>Program Appropriations</b>					
F.T. Salary	369,946	427,228	465,308	489,887	489,887
P.T. Salary	234,655	315,659	321,063	347,147	347,147
Employee Benefits	150,646	165,280	195,306	219,262	219,262
Payroll Taxes	65,073	80,937	77,336	82,368	82,368
<b>Personal Services</b>	<b>820,320</b>	<b>989,104</b>	<b>1,059,013</b>	<b>1,138,664</b>	<b>1,138,664</b>
Professional and Technical Services	3,569	2,009	3,000	3,000	3,000
Rental Equipment	1,441	632	1,050	3,100	3,100
Other Services	73,933	62,128	82,000	82,141	82,141
Communications	4,232	5,487	6,768	6,880	6,880
Supplies	230,378	325,387	364,293	353,377	353,377
Training, Travel and Memberships	1,220	880	1,550	2,740	2,740
Utilities	35,658	62,527	83,160	91,896	91,896
Small Furniture, Fixtures and Equip.	135	120	1,870	1,630	1,630
<b>Material &amp; Services</b>	<b>350,566</b>	<b>459,170</b>	<b>543,691</b>	<b>544,764</b>	<b>544,764</b>
<b>Program Total</b>	<b>1,170,886</b>	<b>1,448,274</b>	<b>1,602,704</b>	<b>1,683,428</b>	<b>1,683,428</b>
<b>Department Staff</b>					
Full Time	8.00	9.00	9.00	9.00	9.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	9.14	11.93	11.01	11.45	11.45
<b>Funded Service Level</b>					
Baseball/Softball Fields Maintained at 100% DSL	98	104	89	92	92
Total Baseball/Softball Fields in Inventory	123	130	109	109	109
Sport Courts Maintained at 100% DSL	141	150	151	154	154
Total Sport Courts	178	187	189	190	190

**Division: Park & Recreational Services**  
 Department: Maintenance Operations Department  
 Program: Building & Pool Maintenance

**KEY PERFORMANCE INDICATORS**

<b>Description</b>	<b>Prior Year Actual 2006/07</b>	<b>Prior Year Actual 2007/08</b>	<b>Projected Outcome 2008/09</b>	<b>Proposed Outcome 2009/10</b>
<b>Workload:</b>				
Buildings - 1,000 Sq Feet of Space	327	355	366	368
Pools - 1,000 Sq Feet of Space	152	152	152	152
<b>Total Workload Units</b>	<b>479</b>	<b>507</b>	<b>518</b>	<b>520</b>
<b>Efficiency:</b>				
Cost per Sq Foot of Buildings	\$ 6.44	\$ 6.21	\$ 7.28	\$ 7.70
Cost per Sq Foot of Pools	\$ 13.23	\$ 14.71	\$ 12.03	\$ 12.68
<b>Performance</b>				
% of Desired Service Level (DSL) in Buildings	81%	82%	84%	84%
% of Desired Service Level (DSL) in Pools	66%	68%	69%	69%

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

Description	Prior Year Actual 2006/07	Prior Year Actual 2007/08	Adopted Budget 2008/09	Proposed Budget 2009/10	Adopted Budget 2009/10
<b>Program Appropriations</b>					
F.T. Salary	1,040,503	1,177,820	1,261,295	1,322,942	1,322,942
P.T. Salary	617,535	626,136	652,726	676,164	676,164
Employee Benefits	454,733	505,909	583,247	635,878	635,878
Payroll Taxes	176,811	194,272	189,169	197,701	197,701
<b>Personal Services</b>	<b>2,289,582</b>	<b>2,504,137</b>	<b>2,686,437</b>	<b>2,832,685</b>	<b>2,832,685</b>
Professional and Technical Services	5,107	16,132	12,541	12,818	12,818
Rental Facility	64,200	64,200	94,500	94,500	94,500
Rental Equipment	1,090	3,698	5,100	3,550	3,550
Other Services	131,414	154,681	124,623	136,873	136,873
Supplies	291,489	321,549	334,610	377,172	377,172
Training, Travel and Memberships	25,451	20,129	19,074	18,450	18,450
Utilities	1,297,409	1,342,399	1,358,820	1,512,804	1,512,804
Communication	126,191	117,647	72,610	64,730	64,730
Small Furniture and Equipment	-	-	-	1,000	1,000
<b>Material &amp; Services</b>	<b>1,942,351</b>	<b>2,040,435</b>	<b>2,021,878</b>	<b>2,221,897</b>	<b>2,221,897</b>
Building/Pool Equip. Replacement	15,666	12,354	9,150	24,900	24,900
Building/Pool Equip. Additions	-	-	9,200	-	#REF!
<b>Capital Outlay</b>	<b>15,666</b>	<b>12,354</b>	<b>18,350</b>	<b>24,900</b>	<b>24,900</b>
<b>Program Total</b>	<b>4,247,599</b>	<b>4,556,926</b>	<b>4,726,665</b>	<b>5,079,482</b>	<b>5,079,482</b>
<b>Department Staff</b>					
Full Time	23.00	25.00	26.00	26.00	26.00
Regular Part Time (FTE)	11.38	9.63	8.75	8.75	8.75
Part Time (FTE)	9.21	9.21	12.73	12.59	12.59
<b>Funded Service Level</b>					
1,000 Sq Ft of Building Maintained at 100% DSL	264	290	307	309	309
Total 1,000 Sq Ft of Building	326	355	366	368	368
1,000 Sq Ft of Pools Maintained at 100% DSL	100	103	105	105	105
Total 1,000 Sq Ft of Pools	152	152	152	152	152

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

Project Number	Capital Project	Adopted Budget	Page #
<b>MAINTENANCE EQUIPMENT REPLACEMENT</b>			
1	Conestoga Recreation/Aquatic Center Pressure Washer	2,000	BF-55
2	Stuhr Center Pressure Washer	2,000	BF-55
3	Somerset West Swim Center Vacuum	1,500	BF-55
4	Conestoga Recreation/Aquatic Center Carpet Extractor	1,800	BF-55
5	Garden Home Recreation Center Propane Floor Buffer	4,000	BF-55
6	Sunset Swim Center Ladder (Upper Roof Access)	2,500	BF-55
7	Conestoga Recreation/Aquatic Center Water Feature Remote Control	1,600	BF-55
8	Conestoga Recreation/Aquatic Center One-Man Lift	8,000	BF-55
9	Athletic Center Pressure Washer	1,500	BF-55
<b>TOTAL MAINTENANCE EQUIPMENT REPLACEMENT</b>		<u>\$ 24,900</u>	
<b>TOTAL MAINTENANCE IMPROVEMENTS</b>		<u>\$ -</u>	
<b>TOTAL MAINTENANCE EQUIPMENT &amp; IMPROVEMENTS</b>		<u><u>\$ 24,900</u></u>	

**BUILDING & POOL MAINTENANCE  
CAPITAL OUTLAY**

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**Building & Pool Equipment Support Replacement**

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**ITEM 1: Conestoga Recreation/Aquatic Center Pressure Washer**

**BUDGET:** \$2,000

**DESCRIPTION:** Replaces existing unit that is past its life expectancy.

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**ITEM 2: Stuhr Center Pressure Washer**

**BUDGET:** \$2,000

**DESCRIPTION:** Replaces existing unit that is past its life expectancy.

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**ITEM 3: Somerset West Swim Center Vacuum**

**BUDGET:** \$1,500

**DESCRIPTION:** Replaces existing unit that is past its life expectancy.

---

**ITEM 4: Conestoga Recreation/Aquatic Center Carpet Extractor**

**BUDGET:** \$1,800

**DESCRIPTION:** Replaces existing unit that is past its life expectancy.

---

**ITEM 5: Garden Home Recreation Center Propane Floor Buffer**

**BUDGET:** \$4,000

**DESCRIPTION:** Replaces existing unit that is past its life expectancy.

---

**ITEM 6: Sunset Swim Center Ladder (Upper Roof Access)**

**BUDGET:** \$2,500

**DESCRIPTION:** Replaces existing ladder for accessing the upper roof.

---

**ITEM 7: Conestoga Recreation/Aquatic Center Water Feature Remote Control**

**BUDGET:** \$1,600

**DESCRIPTION:** Provides a quicker response time when the water feature pumps need to be shut down.

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**ITEM 8: Conestoga Recreation/Aquatic Center One-Man Lift**

**BUDGET:** \$8,000

**DESCRIPTION:** Quicker response for all high-reach work and emergencies.

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**ITEM 9: Athletic Center Pressure Washer**

**BUDGET:** \$1,500

**DESCRIPTION:** Replaces existing 1989 equipment that is past its scheduled replacement.

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**Division: Park & Recreational Services**  
 Department: Maintenance Operations Department  
 Program: Park Maintenance

**KEY PERFORMANCE INDICATORS**

<b>Description</b>	<b>Prior Year Actual 2006/07</b>	<b>Prior Year Actual 2007/08</b>	<b>Projected Outcome 2008/09</b>	<b>Proposed Outcome 2009/10</b>
<b>Workload:</b>				
Developed Acres	1,041	1,076	1,076	1,080
Undeveloped Acres	848	859	873	863
<b>Total Workload Units</b>	<b>1,889</b>	<b>1,935</b>	<b>1,949</b>	<b>1,943</b>
<b>Efficiency:</b>				
Cost per Developed Acre	\$ 2,523	\$ 2,560	\$ 2,595	\$ 2,686
Cost per Undeveloped Acre	\$ 163	\$ 169	\$ 168	\$ 177
<b>Performance</b>				
% of Funded Service Level (DSL) High Production				
Mowing for Developed Acres	85%	86%	86%	86%

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

Description	Prior Year Actual 2006/07	Prior Year Actual 2007/08	Adopted Budget 2008/09	Proposed Budget 2009/10	Adopted Budget 2009/10
<b>Program Appropriations</b>					
F.T. Salary	983,324	1,016,408	1,060,665	1,101,488	1,101,488
P.T. Salary	448,309	537,370	544,679	561,620	561,620
Employee Benefits	417,533	401,283	449,588	506,050	506,050
Payroll Taxes	152,769	166,623	158,582	164,431	164,431
<b>Personal Services</b>	<b>2,001,935</b>	<b>2,121,684</b>	<b>2,213,514</b>	<b>2,333,589</b>	<b>2,333,589</b>
Professional and Technical Services	70,244	72,472	67,660	69,546	69,546
Rental Facility	-	-	2,000	2,000	2,000
Rental Equipment	20,775	18,081	19,985	15,870	15,870
Communication	8,607	8,948	12,290	11,340	11,340
Other Services	81,255	64,569	67,753	68,602	68,602
Supplies	221,180	274,084	198,202	229,686	229,686
Training, Travel and Memberships	9,013	8,696	9,296	10,768	10,768
Utilities	376,076	434,975	397,327	410,630	410,630
Small Furniture, Fixtures and Equip.	-	96	-	-	-
<b>Material &amp; Services</b>	<b>787,150</b>	<b>881,921</b>	<b>774,513</b>	<b>818,442</b>	<b>818,442</b>
<b>Program Total</b>	<b>2,789,085</b>	<b>3,003,605</b>	<b>2,988,027</b>	<b>3,152,031</b>	<b>3,152,031</b>
<b>Department Staff</b>					
Full Time	21.00	21.00	21.00	21.00	21.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	22.72	23.58	23.97	24.78	24.78
<b>Funded Service Level</b>					
HP Mowing Acres Maintained at 100% DSL	355	359	359	354	354
Total HP Mowing Acres in Inventory	418	418	418	412	412



**Division: Park & Recreational Services**  
**Department: Maintenance Operations Department**  
**Program: Vehicles & Equipment**

**KEY PERFORMANCE INDICATORS**

<b>Description</b>	<b>Prior Year Actual 2006/07</b>	<b>Prior Year Actual 2007/08</b>	<b>Projected Outcome 2008/09</b>	<b>Proposed Outcome 2009/10</b>
<b>Workload:</b>				
Vehicle and Equipment Units	389	413	419	434
<b>Total Workload Units</b>	<b>389</b>	<b>413</b>	<b>419</b>	<b>434</b>
<b>Efficiency:</b>				
Cost per Vehicle and Equipment Unit	\$ 1,800	\$ 1,752	\$ 1,840	\$ 1,859
Vehicle and Equipment Unit per FTE	64.0	67.9	68.9	\$ 72.9
<b>Performance</b>				
% of Desired Service Level (DSL) in Preventative				
Maintenance for Vehicles and Equipment	68%	70%	67%	66%

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

Description	Prior Year Actual 2006/07	Prior Year Actual 2007/08	Adopted Budget 2008/09	Proposed Budget 2009/10	Adopted Budget 2009/10
<b>Program Appropriations</b>					
F.T. Salary	264,494	275,988	290,799	304,301	304,301
P.T. Salary	13,710	16,977	27,191	26,760	26,760
Employee Benefits	98,502	100,378	113,361	127,108	127,108
Payroll Taxes	29,068	30,417	31,542	32,861	32,861
<b>Personal Services</b>	<b>405,774</b>	<b>423,760</b>	<b>462,893</b>	<b>491,030</b>	<b>491,030</b>
Professional and Technical Services	5,250	5,038	6,060	5,130	5,130
Rental Equipment	476	-	300	-	-
Other Services	89,025	87,989	95,632	102,688	102,688
Communications	1,297	1,032	1,920	840	840
Supplies	25,791	33,375	35,253	33,595	33,595
Vehicle & Equipment Services	14,425	19,836	22,140	28,440	28,440
Gas & Oil (Vehicles)	136,138	182,301	174,560	179,114	179,114
<b>Material &amp; Services</b>	<b>272,402</b>	<b>329,571</b>	<b>335,865</b>	<b>349,807</b>	<b>349,807</b>
Maintenance Equip. Replacement	369,150	369,696	267,200	340,700	340,700
<b>Capital Outlay</b>	<b>369,150</b>	<b>369,696</b>	<b>267,200</b>	<b>340,700</b>	<b>340,700</b>
<b>Program Total</b>	<b>1,047,326</b>	<b>1,123,027</b>	<b>1,065,958</b>	<b>1,181,537</b>	<b>1,181,537</b>
<b>Department Staff</b>					
Full Time	5.00	5.00	5.00	5.00	5.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	1.13	1.13	1.13	0.94	0.94
<b>Funded Service Level</b>					
Vehicle & Equip Units Maintained at 100% DSL	265	288	286	286	286
Total Vehicle & Equip Units in Inventory	389	411	427	434	434

**Division: Business and Facilities**

Department: Maintenance

Program: Vehicles & Equipment

Detail of Capital Outlay

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<b>Project Number</b>	<b>Capital Project</b>	<b>Adopted Budget</b>	<b>Page #</b>
<b>MAINTENANCE EQUIPMENT REPLACEMENT</b>			
1	Large Rotary Mower	86,000	BF-61
2	Trim Rotary Mowers (2)	22,000	BF-61
3	Utility Vehicle	22,000	BF-61
4	Bunker Rake	9,500	BF-61
5	Full Size Pickups (4)	79,000	BF-61
6	Compact Pickups (3)	42,000	BF-61
7	Utility Vehicles (3)	30,000	BF-62
8	Spreader	4,000	BF-62
9	Aerator / Seeder	13,500	BF-62
10	Blower	7,200	BF-62
11	15-passenger van	25,500	BF-62
<b>TOTAL MAINTENANCE EQUIPMENT - REPLACEMENT</b>		<u><b>\$ 340,700</b></u>	
<b>TOTAL MAINTENANCE EQUIPMENT - NEW</b>		<u><b>\$ -</b></u>	
<b>TOTAL MAINTENANCE EQUIPMENT - NEW &amp; REPLACEMENT</b>		<u><u><b>\$ 340,700</b></u></u>	

**VEHICLES & EQUIPMENT  
CAPITAL OUTLAY**

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**Maintenance Equipment Capital Replacement**

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**ITEM 1:**            **Large Rotary Mower**

**BUDGET:**            \$86,000

**DESCRIPTION:** Replaces Vehicle 7640 2002 Toro 580D (Park Maintenance) projected ODO 4,900 hrs. Normal life 72 months in service or 4,600 hours.

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**ITEM 2:**            **Trim Rotary Mowers (2)**

**BUDGET:**            \$22,000

**DESCRIPTION:** Replace Vehicles 7661&7681 2003/2004 Toro Z500 (Park Maintenance) projected ODO 1,760-1,950 hrs. Normal life 60 months or 1,500 hours.

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**ITEM 3:**            **Utility Vehicle**

**BUDGET:**            \$22,000

**DESCRIPTION:** Replaces Vehicle 5540 2002 Toro 3300D Workman (Athletic Facilities Maintenance/HMT Complex) projected ODO 2,610 hours. Normal life 66 months in service or 1,600 hrs.

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**ITEM 4:**            **Bunker Rake**

**BUDGET:**            \$9,500

**DESCRIPTION:** Replaces Vehicle 5440 2005 JD 1200A (Athletic Facilities Maintenance/HMT Complex) projected ODO 1,780 hours. Normal life 66 months in service or 1,600 hours.

---

**ITEM 5:**            **Full Size Pickups (4)**

**BUDGET:**            \$79,000

**DESCRIPTION:** Replace Vehicles 1315 & 1320 1998 Dodge 2500 (Park Maintenance/Trim Mow Crew) and vehicles 1330 & 1345 Chevy 2500 (Park Maintenance). Normal life 108 months or 90,000 miles.

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**ITEM 6:**            **Compact Pickups (3)**

**BUDGET:**            \$42,000

**DESCRIPTION:** Replace Vehicles 2307 & 2344 2000 Ford Rangers (Athletic Facilities Maintenance), replace vehicle 1309 1998 Ford Ranger (Park Maintenance). Normal life 108 months or 90,000 miles.

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**VEHICLES & EQUIPMENT  
CAPITAL OUTLAY**

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**ITEM 7:           Utility Vehicles (3)**

**BUDGET:**       \$30,000

**DESCRIPTION:** Replaces Vehicle 5410 & 5580 2003/2006 JD electric Gator (Athletic Facilities Maintenance/HMT Complex) & CX Gator (Park Maintenance/Athletic Center). Normal life 72 months or 2,000 hours.

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**ITEM 8:           Spreader**

**BUDGET:**       \$4,000

**DESCRIPTION:** Replaces Unit No. 5070 1992 Vicon Fertilizer Spreader PS753 (Athletic Facilities Maintenance).

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**ITEM 9:           Aerator / Seeder**

**BUDGET:**       \$13,500

**DESCRIPTION:** Replaces Unit No. 8140 1996 Aeravator AE-80 (Athletic Facilities Maintenance).

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**ITEM 10:          Blower**

**BUDGET:**       \$7,200

**DESCRIPTION:** Replaces Unit No. 8160 1998 Goosen Debris Blower (Athletic Facilities Maintenance/PCC Recreation Complex).

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**ITEM 11:          15-passenger van**

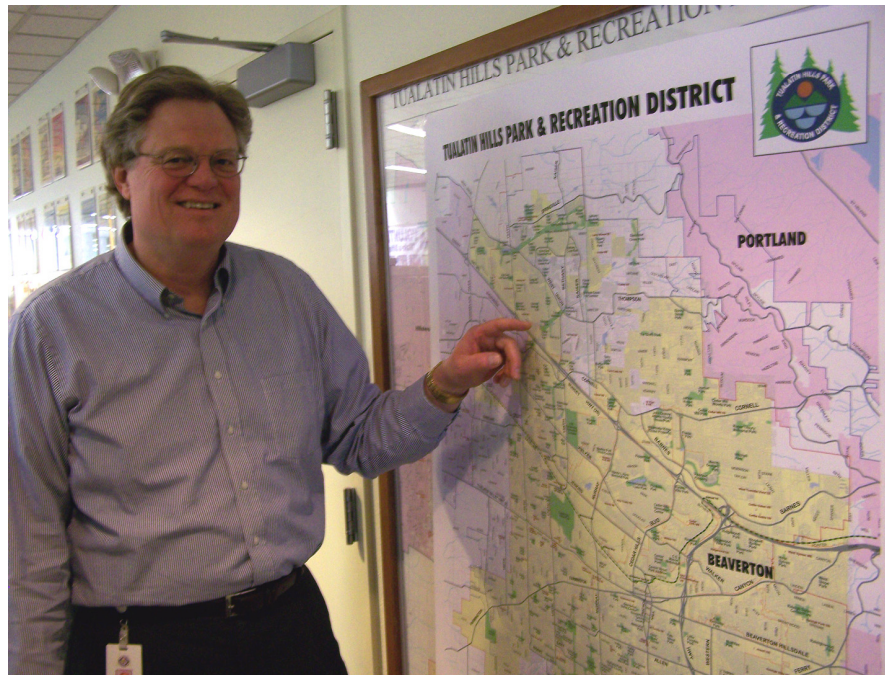
**BUDGET:**       \$25,500

**DESCRIPTION:** Replace recreation rental van with purchased vehicle.

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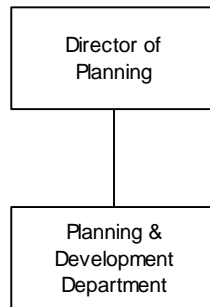
## PLANNING



*Planning & Development*

## PLANNING DIVISION

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### **Division Mission**

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

### **Division Overview**

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





## Division: Planning

Description	Prior Year Actual 2006/07	Prior Year Actual 2007/08	Adopted Budget 2008/09	Proposed Budget 2009/10	Adopted Budget 2009/10
<b>Summary of Appropriations</b>					
Personal Services	-	-	719,262	1,003,644	1,126,267
Materials & Services	-	-	229,200	162,072	140,072
<b>Total Appropriations</b>	<b>-</b>	<b>-</b>	<b>948,462</b>	<b>1,165,716</b>	<b>1,266,339</b>
<b>Summary by Program</b>					
Office of the Director	-	-	148,975	167,975	268,598
Planning and Development	-	-	799,487	997,741	997,741
<b>Total Appropriations</b>	<b>-</b>	<b>-</b>	<b>948,462</b>	<b>1,165,716</b>	<b>1,266,339</b>
<b>Division Staff</b>					
Full Time	0.00	0.00	7.00	11.00	11.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	0.00	0.00	0.00	0.00	0.86

Note: The Planning and Development Department information for 2006/07 and 2007/08 ties with the Business and Facilities Division totals as reported there in previous years. As of 2008/09, the Planning Division was formed, and houses the Department as shown.



**PLANNING DIVISION**  
Office of Director of Planning

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Director of  
Planning (1)

**Department Overview**

This budget unit supports the activities of the Director of Planning. Activities of the Office of Director include management of the Planning & Development Department and a wide array of planning and development activities.

**2008/09 Division Accomplishments**

Prepared and received Board of Directors approval of a District position paper for submittal to the Urbanization Forum process.

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

Participated in District outreach to provide information on the proposed bond measure.

Assumed responsibility for management of the District's acquisition program.

Defined and implemented the acquisitions element of the bond program.

Monitored County and Regional efforts to designate urban and rural reserve areas.

Participated in concept planning for the North Bethany and West Bull Mountain Urban Growth Boundary expansion areas.

Prepared a report evaluating alternative annexation strategies.

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

**2009/10 Division Goals and Objectives**

Participate in the effort to establish urban and rural reserve areas as spearheaded by Metro.

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

Continue to participate on the North Bethany and West Bull Mountain Technical Advisory Committees.

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

Support the work of the Parks Bond Citizen Oversight Committee.

Pursue annexations to the District following a Board-approved strategy.

**Budget Highlights**

The proposed budget reflects the transfer of land acquisition consulting services from Planning & Development to the Director of Planning, consistent with the transfer of this responsibility. The Director of Planning will also manage Parks Bond Fund land acquisition services, which are funded by the Bond Fund.



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

Description	Prior Year Actual 2006/07	Prior Year Actual 2007/08	Adopted Budget 2008/09	Proposed Budget 2009/10	Adopted Budget 2009/10
<b>Summary of Appropriations</b>					
Personal Services	-	-	136,975	140,503	263,126
Materials & Services	-	-	12,000	27,472	5,472
<b>Total Appropriations</b>	-	-	<b>148,975</b>	<b>167,975</b>	<b>268,598</b>
<b>Summary by Program</b>					
Office of the Director	-	-	148,975	167,975	268,598
<b>Total Appropriations</b>	-	-	<b>148,975</b>	<b>167,975</b>	<b>268,598</b>
<b>Division Staff</b>					
Full Time	0.00	0.00	1.00	1.00	1.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	0.00	0.00	0.00	0.00	0.86

Note: The Planning and Development Department information for 2006/07 and 2007/08 ties with the Business and Facilities Division totals as reported there in previous years. As of 2008/09, the Planning Division was formed, and houses the Department as shown.



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

Description	Prior Year Actual 2006/07	Prior Year Actual 2007/08	Adopted Budget 2008/09	Proposed Budget 2009/10	Adopted Budget 2009/10
<b>Program Appropriations</b>					
F.T. Salary	-	-	95,568	101,184	101,184
P.T. Salary	-	-	-	-	111,475
Employee Benefits	-	-	33,243	30,667	30,667
Payroll Taxes	-	-	8,164	8,652	19,800
<b>Personal Services</b>	-	-	<b>136,975</b>	<b>140,503</b>	<b>263,126</b>
Professional and Technical Service	-	-	-	22,000	-
Supplies	-	-	12,000	1,200	1,200
Communications	-	-	-	1,100	1,100
Training, Travel and Memberships	-	-	-	3,172	3,172
Small Furniture & Office Equipment	-	-	-	-	-
<b>Material &amp; Services</b>	-	-	<b>12,000</b>	<b>27,472</b>	<b>5,472</b>
<b>Program Total</b>	-	-	<b>148,975</b>	<b>167,975</b>	<b>268,598</b>
<b>Department Staff</b>					
Full Time	0.00	0.00	1.00	1.00	1.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	0.00	0.00	0.00	0.00	0.86

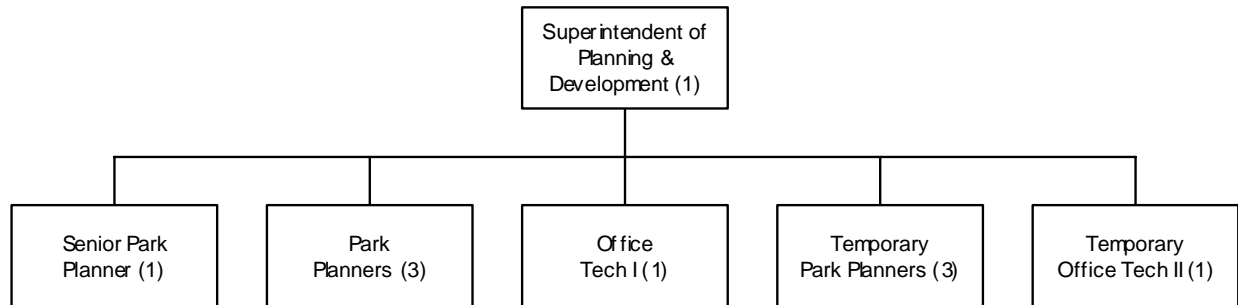




## PLANNING DIVISION

Planning & Development Department

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### Department Overview

The Superintendent of Planning & Development has overall responsibility for the Department. The Department's responsibilities include administration, planning, design and park, trail and facility development.

#### Planning & Development activities include:

Park and facility planning, park design, SDC and capital improvement project management, implementation of District Master Plans, the voluntary annexation program, public outreach, easement coordination, advisory committee liaison, promoting partnerships and coordinate planning with local, regional, state and federal agencies and the private sector, grant writing and administration.

### 2008/09 Accomplishments

Projects: HMT Novice Skate Park, completed construction; Fanno Creek Trail design; Signage Master Plan approval from the Board; Lowami Hart Woods Phase I, completed bridge replacement and restoration plantings; Timberland (Teufel) Parks, Phases 1 & 2, construction administration; North Johnson Creek Trail (Peterkort) construction administration and maintenance MOU completed; Garden Home Recreation Center, parking lot and site improvements, completed construction; Westside Trail (Nature Park to Schuepbach Park), completed construction; Jackie Husen Park, Master Plan approved; Winkleman Park, completed design for small parking area/access; Voluntary Annexation Program #4 completed; HMT minor landscape project completed; Hideaway Park, completed design and construction for play equipment replacement; Central Bethany Development, completed SDC MOU; continued construction administration/project close out for the PCC

Rock Creek Recreational Facility; worked on Progress Ridge Park, expanded lake access design (Gramor Development). The Planning & Development Department has also assisted other departments on the following projects: Harman Swim Center drop-off loop design and construction; Aloha Swim Center and Aquatic Center family dressing room feasibility studies; Nature Park - Old Wagon Trail design, native garden design and kiosk location/construction; Elsie Stuhr Center, restroom and meeting room design and construction administration.

Acquisitions: Jackie Husen Park (Young Property, 1.0 acre), North Johnson Creek Trail (Peterkort Property, 2.82 acres), Millikan Pointe (Edge Development, 3.4 acres), NE Park (White/Winchester Property, 2.87 acres), Garden Home Park (Lingerwood HOA, 0.68 acres), Waterhouse Trail (Randall Realty, 2.7 acres), Bannister Creek (Venture Properties, 14.86 acres), McDaniel Property (Beaverton School District, 2.0 acres).

Annexations: Special District Initiated Annexation/Voluntary Annexation Program #4 – 23 new properties were annexed to the District (3.77 acres).

Grant Awards/Application: Local Government Grant Program (LGGP) - Novice Skate Park, \$175,000 grant (awarded); Land & Water Conservation Fund (LWCF) Grant - Schiffler Park pavilion, \$40,000 (awarded); Recreational Trails Program (RTP) Grant - Fanno Creek Trail bridge, \$48,000 grant (submitted/pending); Metropolitan Transportation Improvement Program (MTIP) Grant - Westside Trail Segment #18, \$2,150,214 (submitted/pending); Oregon Department of Fish & Wildlife Grant - Progress

Ridge Park, \$18,000 (submitted/pending); Local Government Grant Program (LGGP) – PCC Rock Creek Recreation Facility portable restroom, \$35,000 (submitted/pending).

### **2009/10 Goals and Objectives**

Planning: Complete design/planning for Fanno Creek Trail; complete Jackie Husen Park design/planning; begin feasibility study for Fanno Creek Trail/Hall Boulevard crossing (MTIP Grant); begin implementation of the Signage Master Plan with new projects. Begin work on numerous Bond Program projects in all categories. Depending on successful grant awards, planning work will commence on those projects when funding is available. Continue to incorporate sustainable elements into all project designs.

### Development/Construction Administration

Services: Complete construction of the Fanno Creek Trail, Jackie Husen Park, Winkleman Park (small parking area/access) and Hideaway Park play equipment replacement. Continued construction administration on the Timberland (Teufel) Park and the Progress Ridge Park (lake access with Gramor Development) projects.

Address current and future needs identified in the District: Follow the 2006 Comprehensive and Trails Master Plan updates and the 2008 Bond Measure. Pursue opportunities for outside funding/grant sources and partnerships. Advocate for parks, trails and recreation related interests and partnerships at the local, regional and state levels.

### **Budget Highlights**

The proposed budget included four new FT positions (three Park Planner I positions, and an Office Tech II position) added mid-year 2008-09 to manage Parks Bond Fund projects.

### **Performance Standards**

Design and develop new parks, athletic fields, natural areas and trail projects identified in the Park District's 2006 Comprehensive and Trail Master Plan updates and the 2008 Bond Measure. Pursue annexations through the Voluntary Annexation Program to increase property tax revenues and continue to seek grants and outside funding sources.

**Division: Planning**  
 Department: Planning and Development

Description	Prior Year Actual 2006/07	Prior Year Actual 2007/08	Adopted Budget 2008/09	Proposed Budget 2009/10	Adopted Budget 2009/10
<b>Summary of Appropriations</b>					
Personal Services	421,617	483,336	582,287	863,141	863,141
Materials & Services	98,893	126,455	217,200	134,600	134,600
<b>Total Appropriations</b>	<b>520,510</b>	<b>609,791</b>	<b>799,487</b>	<b>997,741</b>	<b>997,741</b>
<b>Summary by Program</b>					
Planning and Development	520,510	609,791	799,487	997,741	997,741
<b>Total Appropriations</b>	<b>520,510</b>	<b>609,791</b>	<b>799,487</b>	<b>997,741</b>	<b>997,741</b>
<b>Division Staff</b>					
Full Time	6.00	6.00	6.00	10.00	10.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	0.00	0.00	0.00	0.00	0.00

Note: The Planning and Development Department information for 2006/07 and 2007/08 ties with the Business and Facilities Division totals as reported there in previous years. As of 2008/09, the Planning Division was formed, and houses the Department as shown.

**Division: Planning**  
**Department: Planning & Development**  
**Program: Planning & Development**

**KEY PERFORMANCE INDICATORS**

Description	Prior Year Actual 2006/07	Prior Year Actual 2007/08	Projected Outcome 2008/09	Proposed Outcome 2009/10
Acquire new parks, athletic fields, natural areas, and trail corridor properties identified in Park District Master Plans.	Three neighborhood parks, one special use park, one community park addition, three trail corridors and one linear park, and three natural areas were acquired	Five neighborhood parks, one community park addition, one trail corridors and one linear park, two natural areas were acquired, and the PCC Rock Creek Recreational Facility was opened.	Move forward on targeted land acquisitions for parks, trails and natural area as identified in the Comprehensive and Trails Master Plans. Continue to pursue property as identified in the Metro Local Share Bond Fund and potential Park District Bond Measure.	Continue targeted land acquisition opportunities for parks, trails and natural areas as identified in the 2006 Comprehensive and Trails Master Plan updates. Continue to pursue property as identified in the Metro Local Share Bond Fund and the District's approved 2008 Bond Measure.
Develop new parks, athletic fields, and natural areas and trail corridor properties identified in Park District Comprehensive Plan.	PCC Recreational Facilities; Conestoga Southside Amenities Phase II; Lowami Hart Woods Phase I; HMT Playground Phase II; Progress Lake & Plaza; Barrows Park & Trail; Kaiser Woods Phase II & III; Tennis Air Supported Structure; Johnson Creek/Peterkort Development; Bannister Creek; Bethany Meadows Terrace; Specht Development Trail.	Garden Home Recreation Center parking lot improvements, Autumn Ridge Park – play equipment replacement, Kaiser Woods Phase 2 & 3, PCC Rock Creek recreation facility, Nature Park: kiosk location study, Native Garden Design, HMT minor landscape design and improvements. Construction Administration for the North Johnson Creek (Peterkort) and Willamette Ridge (Teufel) projects.	Complete construction of the Westside Trail between the Nature Park and Schuepbach Park. Plan to begin construction of the Fanno Creek Trail. Provide in-house design services for smaller-scale District projects such as the Nature Park Old Wagon Trail and the natural area garden design. Complete construction of the Winkelman temporary parking lot and HMT minor landscape improvements. Continue construction administration on Willamette Ridge (Teufel) project and construction design of the Progress Lake Park expansion project (Gramor Development).	Complete construction of the Fanno Creek Trail, Jackie Husen Park and the Winkelman Park (small parking area). Continue construction administration on the Timberland (Teufel) and Progress Ridge Park (Gramor) projects. Begin planning for numerous Bond Measure projects.
Pursue annexation.	25 properties, totaling 62.45 acres, ( 23 properties and 3.95 acres of which were via Voluntary Annexation Program)	46 new properties and 32 existing park parcels were annexed to the District (66.3 acres), City of Portland/ City of Beaverton annexation - 5 tax lots (4.45 acres), Washington County Ordinance 624 Annexation – 510 tax lots (93.3 acres), West Hills Development, Arbor Homes annexation of 229 tax lots (45 acres).	Continue to pursue annexations and easement opportunities, complete Special District Initiated Annexation/ Voluntary Annexation Program #4.	Continue with the Special District Initiated Annexation Program (Voluntary Annexation Program #5). Complete the annexation of the JQAY House property to the City of Beaverton.
Seek grants and outside funding sources	One grant totaling \$359,000 is anticipated. Two additional pending grant applications have been submitted for an additional \$215,000.	One grant totaling \$175,000 was awarded for the Novice Skate Park. Three additional grant applications have been submitted for an additional \$985,000.	Continue to pursue grant opportunities.	Continue to pursue grant opportunities for various projects.

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

Description	Prior Year Actual 2006/07	Prior Year Actual 2007/08	Adopted Budget 2008/09	Proposed Budget 2009/10	Adopted Budget 2009/10
<b>Program Appropriations</b>					
F.T. Salary	292,951	346,752	427,534	589,344	589,344
P.T. Salary	-	-	-	-	-
Employee Benefits	101,045	104,689	124,486	223,296	223,296
Payroll Taxes	27,621	31,895	30,267	50,501	50,501
<b>Personal Services</b>	<b>421,617</b>	<b>483,336</b>	<b>582,287</b>	<b>863,141</b>	<b>863,141</b>
Professional and Technical Service	77,906	108,547	197,000	105,000	105,000
Supplies	4,633	4,524	6,000	8,500	8,500
Communications	2,310	1,064	1,000	1,500	1,500
Training, Travel and Memberships	11,493	11,921	13,200	19,600	19,600
Small Furniture & Office Equipment	2,551	399	-	-	-
<b>Material &amp; Services</b>	<b>98,893</b>	<b>126,455</b>	<b>217,200</b>	<b>134,600</b>	<b>134,600</b>
<b>Program Total</b>	<b>520,510</b>	<b>609,791</b>	<b>799,487</b>	<b>997,741</b>	<b>997,741</b>
<b>Department Staff</b>					
Full Time	6.00	6.00	6.00	10.00	10.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	0.00	0.00	0.00	0.00	0.00





# PARK & RECREATION SERVICES

## AQUATICS



## SPORTS



## RECREATION



## PROGRAMS & SPECIAL ACTIVITIES

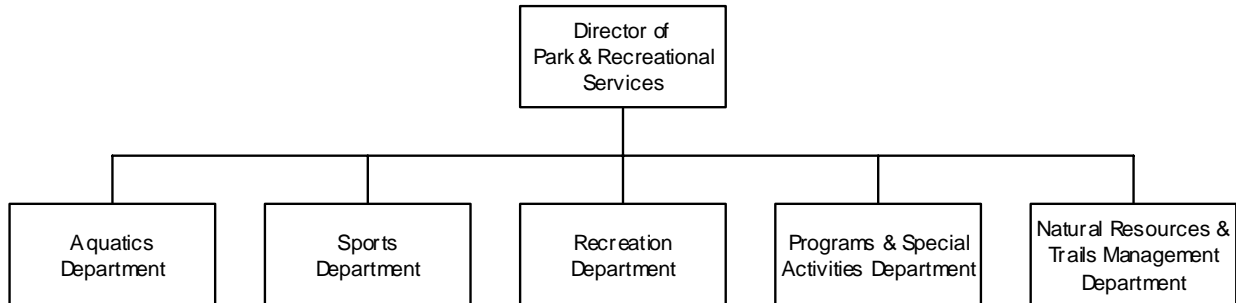


## NATURAL RESOURCES & TRAILS



## PARK & RECREATIONAL SERVICES DIVISION

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### **Division Mission**

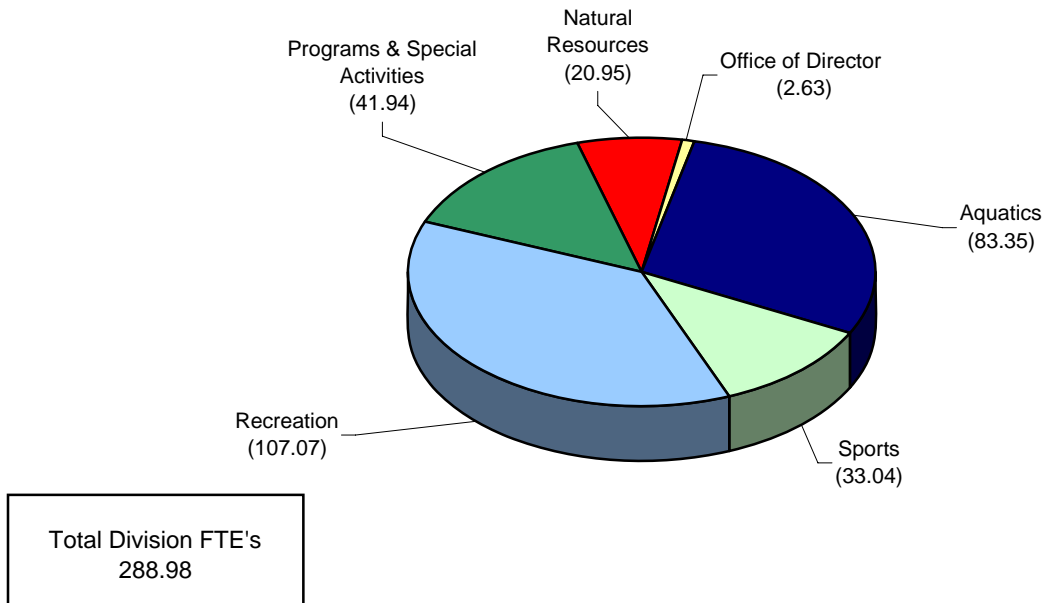
To provide a broad range of safe, high-quality recreation programs that are responsive to the needs and interests of the diverse community we serve. To provide stewardship and protection of the Park District's natural resources.

### **Division Overview**

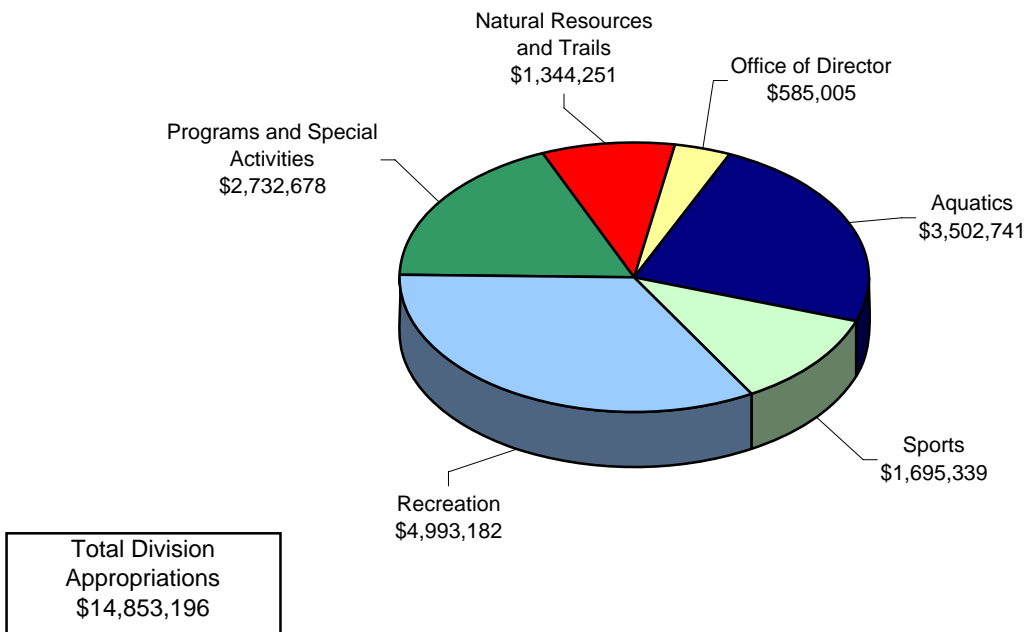
The Director of Park & Recreational Services reports to the General Manager and is responsible for all administrative functions relating to recreation program activities; aquatics programs; natural resource functions; trails management; sports; and special programs and activities. The Park & Recreational 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 2009-2010



## Division Appropriations by Departments FY 2009-2010



## Division: Park & Recreational Services

Description	Prior Year Actual 2006/07	Prior Year Actual 2007/08	Adopted Budget 2008/09	Proposed Budget 2009/10	Adopted Budget 2009/10
<b>Summary of Appropriations</b>					
Personal Services	16,184,799	17,245,371	12,239,297	13,045,400	13,045,400
Materials & Services	4,525,742	4,957,962	1,720,059	1,807,796	1,807,796
Capital Outlay	387,300	382,050	-	-	-
<b>Total Appropriations</b>	<b>21,097,841</b>	<b>22,585,383</b>	<b>13,959,356</b>	<b>14,853,196</b>	<b>14,853,196</b>

<b>Summary by Department</b>					
Office of Director	282,676	320,216	405,945	585,005	585,005
Security Operations	231,548	-	-	-	-
Aquatics	4,687,784	3,104,961	3,322,321	3,502,741	3,502,741
Sports	-	1,470,202	1,625,706	1,695,339	1,695,339
Recreation	3,102,144	4,054,677	4,811,402	4,993,182	4,993,182
Programs and Special Activities	3,223,307	2,332,296	2,614,518	2,732,678	2,732,678
Natural Resources and Trails	-	855,660	1,179,464	1,344,251	1,344,251
Maintenance Operations	9,570,382	10,447,371	-	-	-
<b>Total Appropriations</b>	<b>21,097,841</b>	<b>22,585,383</b>	<b>13,959,356</b>	<b>14,853,196</b>	<b>14,853,196</b>

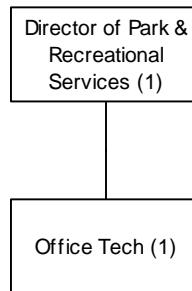
<b>Division Staff</b>					
Full Time	128.00	132.00	73.00	76.00	76.00
Regular Part Time (FTE)	36.79	34.16	21.90	21.03	21.03
Part Time (FTE)	207.26	217.29	182.03	191.95	191.95



# PARK & RECREATIONAL SERVICES DIVISION

Office of Director of Park & Recreational Services

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## Department Overview

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

Activities of the Office of Director budget unit include the management and supervision of the program, staff, coordination, and implementation of the Division's activities.

## 2008/09 Division Accomplishments

Initiated contact with the Beaverton School District regarding a cooperative environmental education program.

Held a very successful, Aquatics Advisory Committee Family Triathlon during Party in the Park.

Operated the PCC Rock Creek Recreational Facility and implemented programming plans in conjunction with the Unified Fields Steering Committee and staff.

Offered an after school program at Cedar Hills Recreation Center with sustained registration of 30 children, giving after school opportunities to families at all three recreation centers.

Continued to focus on growth in aquatics programs where possible, while maintaining exceptional quality and safety.

Continued to maintain positive working relationships with Aquatic Clubs and the Beaverton School District.

Established annual disc golf tournament and bocce event.

Opened new Novice Skate Park.

Launched the new Community School program. Originally planned for three sites and expand to five by spring, but actually expanded to five by winter.

Received donation from Nike to purchase the new second Rec Mobile.

Held the third highly successful Party in the Park, a community celebration, in conjunction with The Classic at T-Hills.

Held eight very successful Community Concerts.

Involved community members, groups, and businesses in more than 275 natural resources projects, generating 15,000 hours of service valued at \$271,000.

Created a District-wide environmental education strategic plan.

Designed and installed a new kiosk and garden plan for the Nature Park Interpretive Center.

## 2009/10 Division Goals and Objectives

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

Increase level of Legislative advocacy.

Continue technical, professional, and safety training as a high priority for Division staff.

Continue outreach to ethnic minorities to inform and offer programs of interest.

Continue a program that delivers recreational programs to District residents that cannot afford the programs and target populations that need programming availability.

Prepare a District-wide environmental education strategic plan.

Continue Natural Resources Volunteer Program enhancements.

Further develop the Community School concept in six Beaverton School District sites to provide recreational programs at local schools in their community.

Expand the Elementary School Swim Lesson program to other schools in the Beaverton School District.

Continue to modify existing programs to meet the changing needs of our guests (ex: fitness classes).

Enhance inter-agency cooperation on field projects with the Beaverton School District.

Expand high demand programs where possible, primarily camps and Learn To Swim classes during high demand times.

Expand the number of elementary school programs offered during off-peak hours.

Complete five-year athletic field use projections.

Increase program opportunities for middle school age children.

Establish a Friends group to raise funds for the restoration of the John Quincy Adams Young House.

Hold nine Community Concerts, and four theater productions in the parks in the summer of 2009.

Expand environmental education efforts through the operation of a traveling Nature Mobile program.

Increase ranger presence and environmental education efforts in parks and trails through the Trails Management Program.

### **Budget Highlights**

The proposed budget includes increased funding for Family Assistance (program fee waivers) based on the increased usage in the previous year.

**Division: Park & Recreational Services**

Department: Office of Director

Description	Prior Year Actual 2006/07	Prior Year Actual 2007/08	Adopted Budget 2008/09	Proposed Budget 2009/10	Adopted Budget 2009/10
<b>Summary of Appropriations</b>					
Personal Services	269,011	214,776	226,866	264,866	264,866
Materials & Services	13,665	105,440	179,079	320,139	320,139
<b>Total Appropriations</b>	<b>282,676</b>	<b>320,216</b>	<b>405,945</b>	<b>585,005</b>	<b>585,005</b>
<b>Summary by Program</b>					
Office of Director	282,676	320,216	405,945	585,005	585,005
<b>Total Appropriations</b>	<b>282,676</b>	<b>320,216</b>	<b>405,945</b>	<b>585,005</b>	<b>585,005</b>
<b>Division Staff</b>					
Full Time	3.00	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	0.63	0.63



**Division: Park & Recreational Services**

Department: Office of Director

Program: Office of Director

<b>Description</b>	<b>Prior Year Actual 2006/07</b>	<b>Prior Year Actual 2007/08</b>	<b>Adopted Budget 2008/09</b>	<b>Proposed Budget 2009/10</b>	<b>Adopted Budget 2009/10</b>
<b>Program Appropriations</b>					
F.T. Salary	183,170	148,468	154,907	167,974	167,974
P.T. Salary	-	-	-	14,300	14,300
Employee Benefits	69,223	53,297	59,549	68,055	68,055
Payroll Taxes	16,618	13,011	12,410	14,537	14,537
<b>Personal Services</b>	<b>269,011</b>	<b>214,776</b>	<b>226,866</b>	<b>264,866</b>	<b>264,866</b>
Professional and Technical Services	-	-	28,729	30,000	30,000
Other Miscellaneous Services	-	92,335	125,000	260,000	260,000
Communication	452	884	2,450	6,500	6,500
Supplies	464	854	7,000	7,139	7,139
Training, Travel and Memberships	12,112	11,367	15,900	16,500	16,500
Small Furniture and Equipment	637	-	-	-	-
<b>Material &amp; Services</b>	<b>13,665</b>	<b>105,440</b>	<b>179,079</b>	<b>320,139</b>	<b>320,139</b>
<b>Program Total</b>	<b>282,676</b>	<b>320,216</b>	<b>405,945</b>	<b>585,005</b>	<b>585,005</b>
<b>Department Staff</b>					
Full Time	3.00	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	0.63	0.63







## AQUATICS



*Aloha Swim Center*

*Aquatic Center*

*Beaverton Swim Center*

*Harman Swim Center*

*Sunset Swim Center*

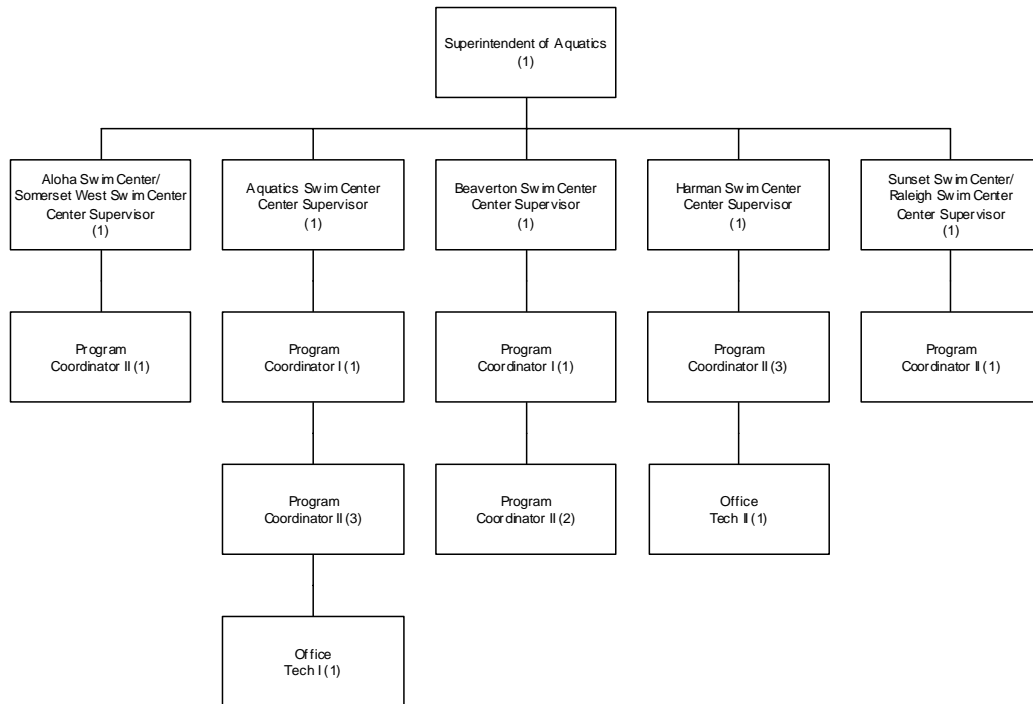
*Raleigh Swim Center*

*Somerset West Swim Center*

# PARK & RECREATIONAL SERVICES DIVISION

## Aquatics Department

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### Department Overview

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

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

### 2008/09 Accomplishments

Evaluated and redesigned the new Junior Swim Instructor Program for teens 13-15 years of age.

Expanded elementary lesson programs at McKay and Aloha-Huber schools. Additionally, worked with Aloha High School and Sunset High School in

expanding the classes for students: adaptive, fitness and Learn To Swim classes for the high school students.

Updated all swim instructors to the new American Red Cross Water Safety Instructor Program.

With aquatics facilities now under two separate departments, worked to standardize training forms for staff for all aquatics facilities to maintain continuity especially for part time staff working at multiple aquatics facilities.

### 2009/10 Goals and Objectives

Evaluate the current Learn To Swim program and how it relates to the newly released American Red Cross Water Safety Instructor Program. Update existing program materials as needed to coincide with the new program.

Reevaluate the pool space allotments for the Aquatic Clubs and update the Letter of Understanding.

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

Increase program opportunities for middle school age children and low-income families.

Expand the Junior Lifeguard and Junior Swim Instructor programs.

Develop and promote a community outreach program where Learn To Swim classes are offered to low-income families, while training instructional staff. Also, provide more water safety presentations in schools and daycares.

### **Budget Highlights**

The proposed budget reflects continuation of program levels from previous year. The proposed budget includes an upgrade of the RPT Office Tech position at Harman Swim Center to a FT position.

**Division: Park & Recreational Services**

Department: Aquatics

Description	Prior Year Actual 2006/07	Prior Year Actual 2007/08	Adopted Budget 2008/09	Proposed Budget 2009/10	Adopted Budget 2009/10
<b>Summary of Appropriations</b>					
Personal Services	4,443,736	3,037,870	3,241,557	3,424,671	3,424,671
Materials & Services	244,048	67,091	80,764	78,070	78,070
<b>Total Appropriations</b>	<b>4,687,784</b>	<b>3,104,961</b>	<b>3,322,321</b>	<b>3,502,741</b>	<b>3,502,741</b>

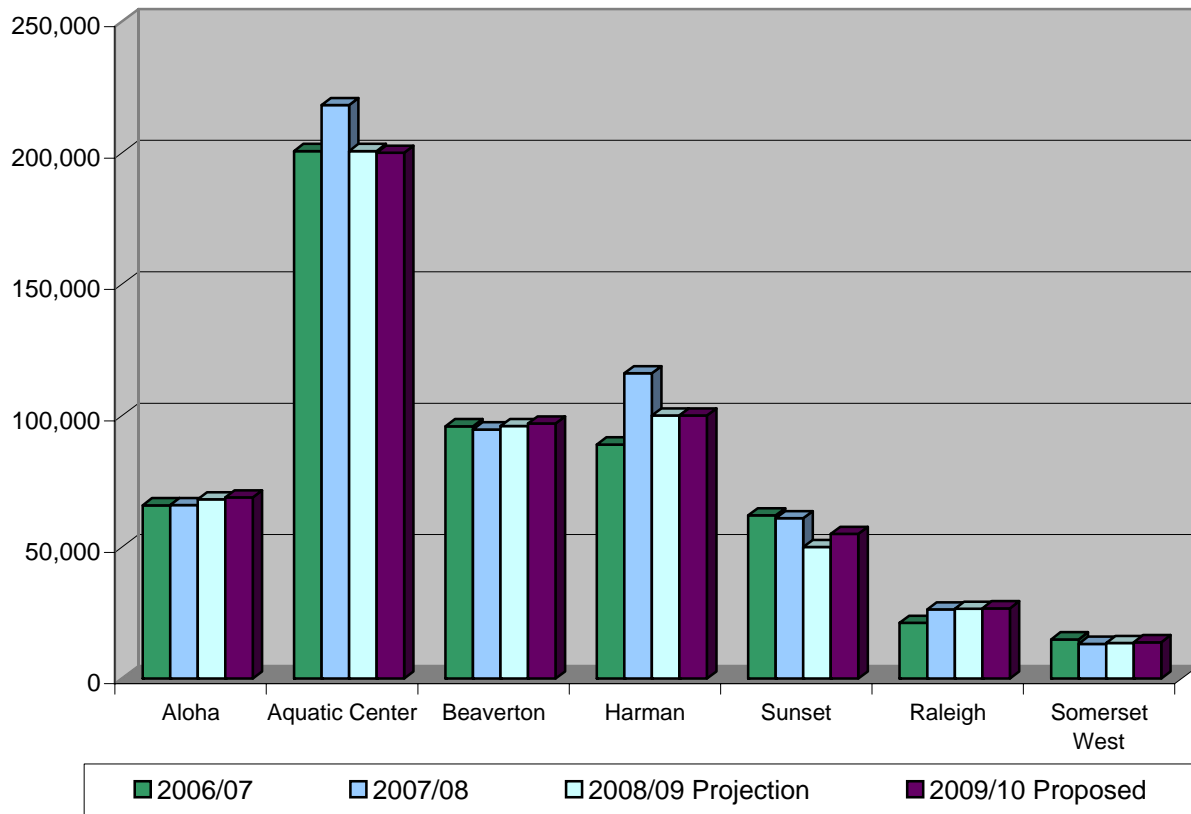
<b>Summary by Program</b>					
Superintendent of Aquatics	157,154	156,099	174,934	185,230	185,230
Aloha Swim Center	418,324	459,146	480,976	497,167	497,167
Aquatic Center	719,907	730,306	795,692	830,949	830,949
Beaverton Swim Center	627,900	655,970	706,339	729,868	729,868
Conestoga Rec. & Aquatic Center	1,719,162	-	-	-	-
Harman Swim Center	551,653	582,464	607,527	675,696	675,696
Sunset Swim Center	402,499	430,325	444,618	465,695	465,695
Raleigh Swim Center	46,393	43,782	52,744	56,870	56,870
Somerset West Swim Center	44,792	46,869	59,491	61,266	61,266
<b>Total Appropriations</b>	<b>4,687,784</b>	<b>3,104,961</b>	<b>3,322,321</b>	<b>3,502,741</b>	<b>3,502,741</b>

<b>Division Staff</b>					
Full Time	27.00	19.00	19.00	20.00	20.00
Regular Part Time (FTE)	12.26	8.76	8.76	7.89	7.89
Part Time (FTE)	88.94	53.32	54.31	55.46	55.46

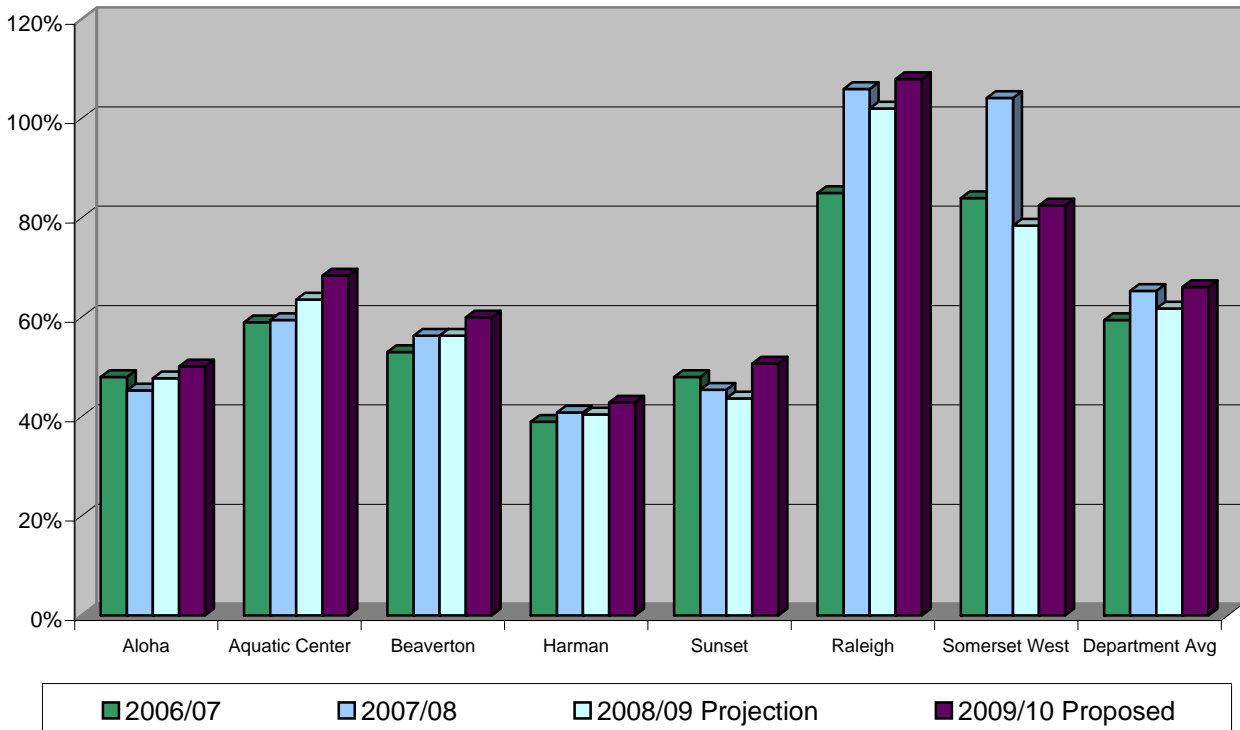
<b>Funded Service Level</b>					
Program Hours	70,918	41,146	40,915	42,726	42,726
Contact Hours	1,705,791	1,055,359	1,076,269	1,086,187	1,086,187

Note: Information for 2006/07 ties with the Department Summary for Aquatics from previous years. In 2007/08, Conestoga Recreation and Aquatic Center was transferred to the Recreation Department.

### Attendance by Center



### Cost Recovery by Center



**Division: Park & Recreational Services**  
 Department: Aquatics  
 Program: Superintendent of Aquatics

Description	Prior Year Actual 2006/07	Prior Year Actual 2007/08	Adopted Budget 2008/09	Proposed Budget 2009/10	Adopted Budget 2009/10
<b>Program Appropriations</b>					
F.T. Salary	85,584	90,252	95,577	101,209	101,209
P.T. Salary	278	1,125	994	2,203	2,203
Employee Benefits	24,086	22,545	26,133	29,852	29,852
Payroll Taxes	7,892	8,172	8,263	8,874	8,874
<b>Personal Services</b>	<b>117,840</b>	<b>122,094</b>	<b>130,967</b>	<b>142,138</b>	<b>142,138</b>
Supplies	14,345	17,611	19,862	19,940	19,940
Communications	2,999	2,468	3,400	3,000	3,000
Training, Travel and Memberships	21,970	13,926	20,705	20,152	20,152
<b>Material &amp; Services</b>	<b>39,314</b>	<b>34,005</b>	<b>43,967</b>	<b>43,092</b>	<b>43,092</b>
<b>Program Total</b>	<b>157,154</b>	<b>156,099</b>	<b>174,934</b>	<b>185,230</b>	<b>185,230</b>
<b>Department Staff</b>					
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)	0.01	0.05	0.03	0.06	0.06

**Division: Administration**  
 Department: Aquatics  
 Program: Aloha Swim Center

**KEY PERFORMANCE INDICATORS**

Description	Prior Year Actual 2006/07	Prior Year Actual 2007/08	Projected Outcome 2008/09	Proposed Outcome 2009/10
<b>Workloads</b>				
Attendance	65,880	65,992	68,110	68,850
Number of classes held	621	707	728	730
Percentage of classes held vs. offered**	89%	88%	87%	89%
<b>Performance Measures</b>				
Estimated cost per visit	\$ 6.35	\$ 7.00	\$ 7.04	\$ 7.22
Direct Facility Operations Cost Recovery *	48%	45%	48%	50%

\* Does not include maintenance or utilities



**Division: Park & Recreational Services**

Department: Aquatics

Program: Aloha Swim Center

Description	Prior Year Actual 2006/07	Prior Year Actual 2007/08	Adopted Budget 2008/09	Proposed Budget 2009/10	Adopted Budget 2009/10
<b>Program Appropriations</b>					
F.T. Salary	109,026	114,864	122,101	128,817	128,817
P.T. Salary	216,495	238,447	246,393	254,849	254,849
Employee Benefits	53,330	62,843	71,265	72,015	72,015
Payroll Taxes	35,006	38,383	36,342	37,866	37,866
<b>Personal Services</b>	<b>413,857</b>	<b>454,537</b>	<b>476,101</b>	<b>493,547</b>	<b>493,547</b>
Supplies	4,207	4,519	4,875	3,620	3,620
Small Furniture and Equipment	260	90	-	-	-
<b>Material &amp; Services</b>	<b>4,467</b>	<b>4,609</b>	<b>4,875</b>	<b>3,620</b>	<b>3,620</b>
<b>Program Total</b>	<b>418,324</b>	<b>459,146</b>	<b>480,976</b>	<b>497,167</b>	<b>497,167</b>
<b>Department Staff</b>					
Full Time	2.00	2.00	2.00	2.00	2.00
Regular Part Time (FTE)	1.75	1.75	1.75	1.75	1.75
Part Time (FTE)	7.73	8.01	8.08	8.18	8.18
<b>Funded Service Level</b>					
Program Hours	7,139	7,474	6,808	6,802	6,802
Contact Hours	158,100	159,898	160,439	165,899	165,899

**Division: Park & Recreational Services**

Department: Aquatics

Program: Aquatic Center

**KEY PERFORMANCE INDICATORS**

<b>Description</b>	<b>Prior Year Actual 2006/07</b>	<b>Prior Year Actual 2007/08</b>	<b>Projected Outcome 2008/09</b>	<b>Proposed Outcome 2009/10</b>
<b>Workloads</b>				
Attendance	218,107	200,682	200,000	200,000
Number of classes held	810	865	1,075	1,050
Percentage of classes held vs. offered	95%	90%	97%	95%
<b>Performance Measures</b>				
Estimated cost per visit	\$ 3.30	\$ 3.61	\$ 3.97	\$ 4.15
Direct Facility Operations Cost Recovery *	59%	59%	64%	68%

\* Does not include maintenance or utilities

**Division: Park & Recreational Services**

Department: Aquatics

Program: Aquatic Center

Description	Prior Year Actual 2006/07	Prior Year Actual 2007/08	Adopted Budget 2008/09	Proposed Budget 2009/10	Adopted Budget 2009/10
<b>Program Appropriations</b>					
F.T. Salary	286,375	290,501	310,438	327,994	327,994
P.T. Salary	262,553	271,706	301,443	304,956	304,956
Employee Benefits	99,287	95,822	110,469	124,729	124,729
Payroll Taxes	59,391	61,131	59,923	61,994	61,994
<b>Personal Services</b>	<b>707,606</b>	<b>719,160</b>	<b>782,273</b>	<b>819,673</b>	<b>819,673</b>
Other Services	100	-	-	-	-
Supplies	10,108	11,146	13,419	11,276	11,276
Small Furniture & Equipment	2,093	-	-	-	-
<b>Material &amp; Services</b>	<b>12,301</b>	<b>11,146</b>	<b>13,419</b>	<b>11,276</b>	<b>11,276</b>
<b>Program Total</b>	<b>719,907</b>	<b>730,306</b>	<b>795,692</b>	<b>830,949</b>	<b>830,949</b>
<b>Department Staff</b>					
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)	12.76	13.20	13.50	13.30	13.30
<b>Funded Service Level</b>					
Program Hours	8,774	9,556	10,112	9,873	9,873
Contact Hours	269,960	296,401	313,688	300,975	300,975

**Division: Park & Recreational Services**  
 Department: Aquatics  
 Program: Beaverton Swim Center

**KEY PERFORMANCE INDICATORS**

Description	Prior Year Actual 2006/07	Prior Year Actual 2007/08	Projected Outcome 2008/09	Proposed Outcome 2009/10
<b>Workloads</b>				
Attendance	95,976	94,749	96,000	97,000
Number of classes held	2,292	1,782	1,800	1,800
Percentage of classes held vs. offered	97%	94%	92%	92%
<b>Performance Measures</b>				
Estimated cost per visit	\$ 6.54	\$ 7.05	\$ 7.28	\$ 7.52
Direct Facility Operations Cost Recovery *	53%	56%	56%	60%

\* Does not include maintenance or utilities

**Division: Park & Recreational Services**

Department: Aquatics

Program: Beaverton Swim Center

Description	Prior Year Actual 2006/07	Prior Year Actual 2007/08	Adopted Budget 2008/09	Proposed Budget 2009/10	Adopted Budget 2009/10
<b>Program Appropriations</b>					
F.T. Salary	187,013	196,619	227,889	243,769	243,769
P.T. Salary	307,150	316,036	322,079	329,839	329,839
Employee Benefits	74,387	81,525	95,491	92,899	92,899
Payroll Taxes	53,127	55,801	54,354	56,704	56,704
<b>Personal Services</b>	<b>621,677</b>	<b>649,981</b>	<b>699,813</b>	<b>723,211</b>	<b>723,211</b>
Supplies	6,223	5,989	6,526	6,657	6,657
<b>Material &amp; Services</b>	<b>6,223</b>	<b>5,989</b>	<b>6,526</b>	<b>6,657</b>	<b>6,657</b>
<b>Program Total</b>	<b>627,900</b>	<b>655,970</b>	<b>706,339</b>	<b>729,868</b>	<b>729,868</b>
<b>Department Staff</b>					
Full Time	4.00	4.00	4.00	4.00	4.00
Regular Part Time (FTE)	1.75	1.75	1.75	1.75	1.75
Part Time (FTE)	12.20	12.30	12.51	12.66	12.66
<b>Funded Service Level</b>					
Program Hours	9,455	9,505	9,432	9,481	9,481
Contact Hours	183,902	183,695	174,196	177,411	177,411

**Division: Park & Recreational Services**

Department: Aquatics

Program: Harman Swim Center

**KEY PERFORMANCE INDICATORS**

<b>Description</b>	<b>Prior Year Actual 2006/07</b>	<b>Prior Year Actual 2007/08</b>	<b>Projected Outcome 2008/09</b>	<b>Proposed Outcome 2009/10</b>
<b>Workloads</b>				
Attendance	89,022	116,084	100,000	100,000
Number of classes held	605	649	650	650
Percentage of classes held vs. offered	97%	92%	93%	93%
<b>Performance Measures</b>				
Estimated cost per visit	\$ 6.20	\$ 5.02	\$ 6.08	\$ 6.76
Direct Facility Operations Cost Recovery *	39%	41%	40%	43%

\* Does not include maintenance or utilities

**Division: Park & Recreational Services**

Department: Aquatics

Program: Harman Swim Center

Description	Prior Year Actual 2006/07	Prior Year Actual 2007/08	Adopted Budget 2008/09	Proposed Budget 2009/10	Adopted Budget 2009/10
<b>Program Appropriations</b>					
F.T. Salary	204,343	214,288	229,124	267,768	267,768
P.T. Salary	206,193	223,735	224,641	216,338	216,338
Employee Benefits	92,914	92,170	103,673	137,272	137,272
Payroll Taxes	43,547	47,121	44,689	47,668	47,668
<b>Personal Services</b>	<b>546,997</b>	<b>577,314</b>	<b>602,127</b>	<b>669,046</b>	<b>669,046</b>
Supplies	4,656	5,150	5,400	6,650	6,650
<b>Material &amp; Services</b>	<b>4,656</b>	<b>5,150</b>	<b>5,400</b>	<b>6,650</b>	<b>6,650</b>
<b>Program Total</b>	<b>551,653</b>	<b>582,464</b>	<b>607,527</b>	<b>675,696</b>	<b>675,696</b>
<b>Department Staff</b>					
Full Time	4.00	4.00	4.00	5.00	5.00
Regular Part Time (FTE)	2.63	2.63	2.63	1.76	1.76
Part Time (FTE)	5.15	4.84	5.11	5.90	5.90
<b>Funded Service Level</b>					
Program Hours	4,836	4,558	4,157	5,620	5,620
Contact Hours	157,215	140,855	140,821	161,758	161,758

**Division: Park & Recreational Services**

Department: Aquatics

Program: Sunset Swim Center

**KEY PERFORMANCE INDICATORS**

<b>Description</b>	<b>Prior Year Actual 2006/07</b>	<b>Prior Year Actual 2007/08</b>	<b>Projected Outcome 2008/09</b>	<b>Proposed Outcome 2009/10</b>
<b>Workloads</b>				
Attendance	62,085	60,962	50,000	55,000
Number of classes held	606	540	432	600
Percentage of classes held vs. offered	98%	95%	86%	98%
<b>Performance Measures</b>				
Estimated cost per visit	\$ 6.48	\$ 7.00	\$ 8.56	\$ 8.47
Direct Facility Operations Cost Recovery *	48%	45%	44%	51%

\* Does not include maintenance or utilities



**Division: Park & Recreational Services**

Department: Aquatics

Program: Sunset Swim Center

Description	Prior Year Actual 2006/07	Prior Year Actual 2007/08	Adopted Budget 2008/09	Proposed Budget 2009/10	Adopted Budget 2009/10
<b>Program Appropriations</b>					
F.T. Salary	101,427	106,873	113,582	120,177	120,177
P.T. Salary	221,153	230,746	227,254	236,856	236,856
Employee Benefits	41,667	51,250	65,318	68,488	68,488
Payroll Taxes	34,630	36,627	33,594	35,189	35,189
<b>Personal Services</b>	<b>398,877</b>	<b>425,496</b>	<b>439,748</b>	<b>460,710</b>	<b>460,710</b>
Supplies	3,622	4,829	4,870	4,985	4,985
<b>Material &amp; Services</b>	<b>3,622</b>	<b>4,829</b>	<b>4,870</b>	<b>4,985</b>	<b>4,985</b>
<b>Program Total</b>	<b>402,499</b>	<b>430,325</b>	<b>444,618</b>	<b>465,695</b>	<b>465,695</b>
<b>Department Staff</b>					
Full Time	2.00	2.00	2.00	2.00	2.00
Regular Part Time (FTE)	1.75	1.75	1.75	1.75	1.75
Part Time (FTE)	7.92	6.91	7.09	7.16	7.16
<b>Funded Service Level</b>					
Program Hours	7,374	6,866	7,176	7,662	7,662
Contact Hours	168,671	157,422	166,714	160,189	160,189

**Division: Park & Recreational Services**

Department: Aquatics

Program: Raleigh Swim Center

**KEY PERFORMANCE INDICATORS**

<b>Description</b>	<b>Prior Year Actual 2006/07</b>	<b>Prior Year Actual 2007/08</b>	<b>Projected Outcome 2008/09</b>	<b>Proposed Outcome 2009/10</b>
<b>Workloads</b>				
Attendance	21,178	26,285	26,500	26,700
Number of classes held	68	80	120	120
Percentage of classes held vs. offered	69%	71%	92%	92%
<b>Performance Measures</b>				
Estimated cost per visit	\$ 2.19	\$ 1.60	\$ 1.99	\$ 2.13
Direct Facility Operations Cost Recovery *	85%	106%	102%	108%

\* Does not include maintenance or utilities

**Division: Park & Recreational Services**

Department: Aquatics

Program: Raleigh Swim Center

<b>Description</b>	<b>Prior Year Actual 2006/07</b>	<b>Prior Year Actual 2007/08</b>	<b>Adopted Budget 2008/09</b>	<b>Proposed Budget 2009/10</b>	<b>Adopted Budget 2009/10</b>
<b>Program Appropriations</b>					
P.T. Salary	41,331	38,875	47,102	50,791	50,791
Payroll Taxes	4,173	4,140	4,710	5,079	5,079
<b>Personal Services</b>	<b>45,504</b>	<b>43,015</b>	<b>51,812</b>	<b>55,870</b>	<b>55,870</b>
Supplies	833	630	932	900	900
Small Furniture and Equipment	56	137	-	100	100
<b>Material &amp; Services</b>	<b>889</b>	<b>767</b>	<b>932</b>	<b>1,000</b>	<b>1,000</b>
<b>Program Total</b>	<b>46,393</b>	<b>43,782</b>	<b>52,744</b>	<b>56,870</b>	<b>56,870</b>
<b>Department Staff</b>					
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)	2.16	5.56	5.50	5.74	5.74
<b>Funded Service Level</b>					
Program Hours	1,564	1,516	1,614	1,643	1,643
Contact Hours	60,427	58,543	59,758	62,019	62,019

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

**KEY PERFORMANCE INDICATORS**

Description	Prior Year Actual 2006/07	Prior Year Actual 2007/08	Projected Outcome 2008/09	Proposed Outcome 2009/10
<b>Workloads</b>				
Attendance	14,890	13,180	13,440	13,790
Number of classes held	93	99	115	118
Percentage of classes held vs. offered	97%	93%	94%	94%
<b>Performance Measures</b>				
Estimated cost per visit	\$ 3.01	\$ 3.35	\$ 4.38	\$ 4.44
Direct Facility Operations Cost Recovery *	84%	104%	78%	82%

\* Does not include maintenance or utilities

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

Description	Prior Year Actual 2006/07	Prior Year Actual 2007/08	Adopted Budget 2008/09	Proposed Budget 2009/10	Adopted Budget 2009/10
<b>Program Appropriations</b>					
P.T. Salary	40,290	41,879	53,378	54,978	54,978
Payroll Taxes	4,055	4,394	5,338	5,498	5,498
<b>Personal Services</b>	<b>44,345</b>	<b>46,273</b>	<b>58,716</b>	<b>60,476</b>	<b>60,476</b>
Supplies	447	596	775	790	790
<b>Material &amp; Services</b>	<b>447</b>	<b>596</b>	<b>775</b>	<b>790</b>	<b>790</b>
<b>Program Total</b>	<b>44,792</b>	<b>46,869</b>	<b>59,491</b>	<b>61,266</b>	<b>61,266</b>
<b>Department Staff</b>					
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)	2.38	2.45	2.49	2.46	2.46
<b>Funded Service Level</b>					
Program Hours	1,695	1,671	1,616	1,645	1,645
Contact Hours	57,779	58,545	60,653	57,936	57,936





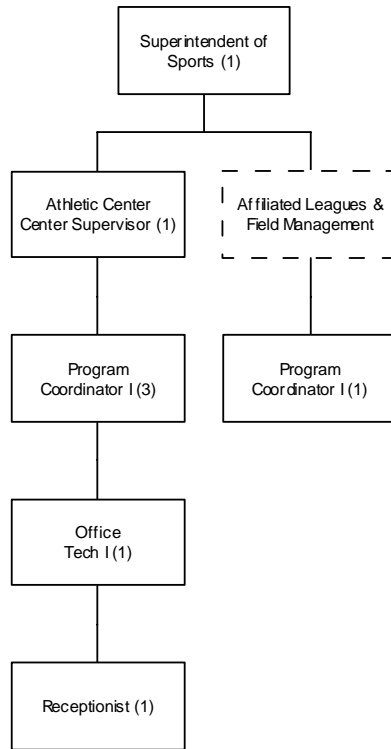
## SPORTS



*Athletic Center*

**PARK & RECREATIONAL SERVICES DIVISION**  
Sports Department

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**Department Overview**

The Superintendent of Sports is responsible to the Director of Park & Recreational Services and oversees recreational services for the Athletic Center, sports fields, affiliated sports organizations, and the Beaverton School District IGA. The Athletic Center provides as many as 200 diverse programs quarterly, District-wide Sports Leagues that involve over 20,000 participants and numerous tournaments and special events. This Department works with seven steering committees, an Advisory Committee, coordinating with other Departments and the Beaverton School District to offer services.

**2008/09 Accomplishments**

Established community fun runs throughout the Park District.

Expanded programming to include Baby Boot Camp, badminton classes and sports camps for teens.

Increased interagency cooperation with the Beaverton School District on field projects.

Established new kick ball league

Implemented Affiliated User Field Representative training program.

Allocated and tracked the use of 57,000 hours of field time.

**2009/10 Goals and Objectives**

Evaluate and improve field allocation and reporting process.

Continue working on collaborative projects with Beaverton School District.

Complete five-year Affiliated and Park District Sports League participation projections.

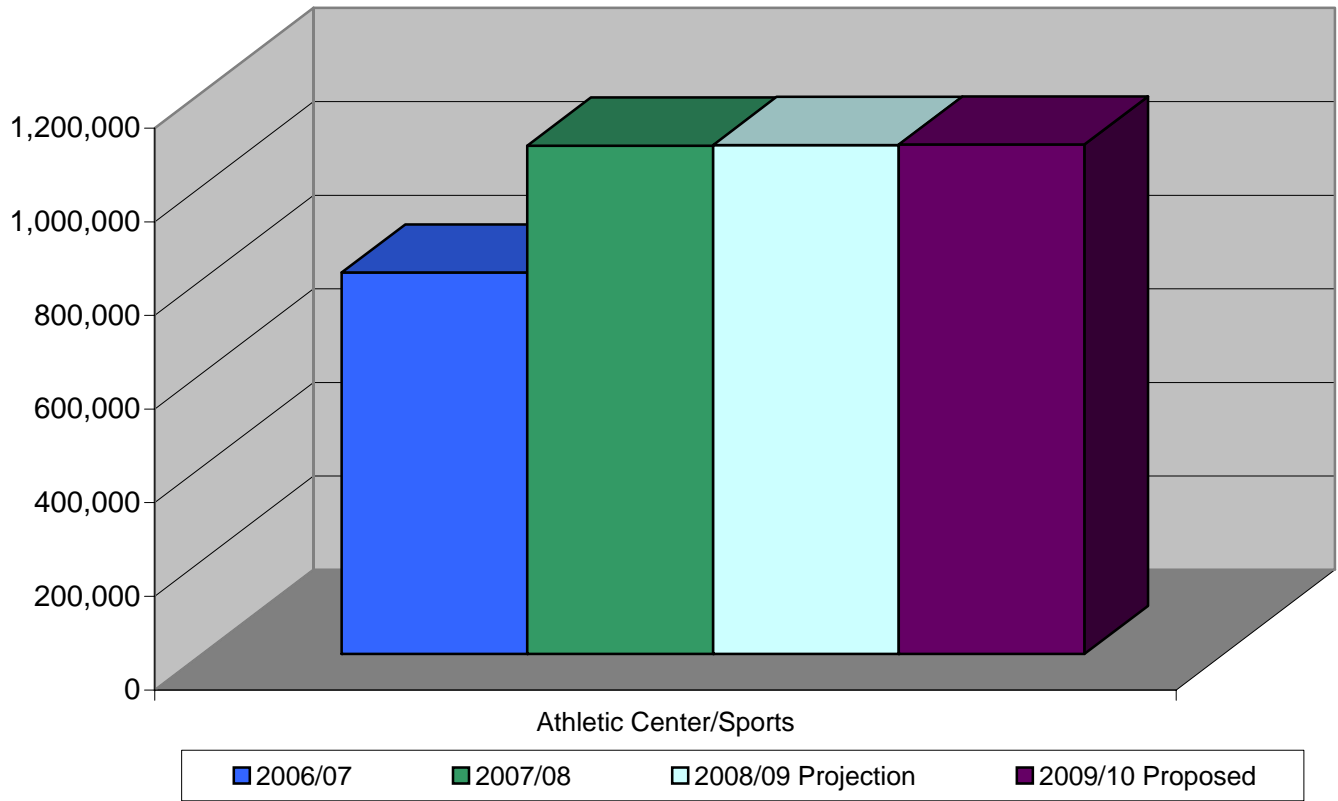
Evaluate Affiliated User organizational structures.

**Budget Highlights**

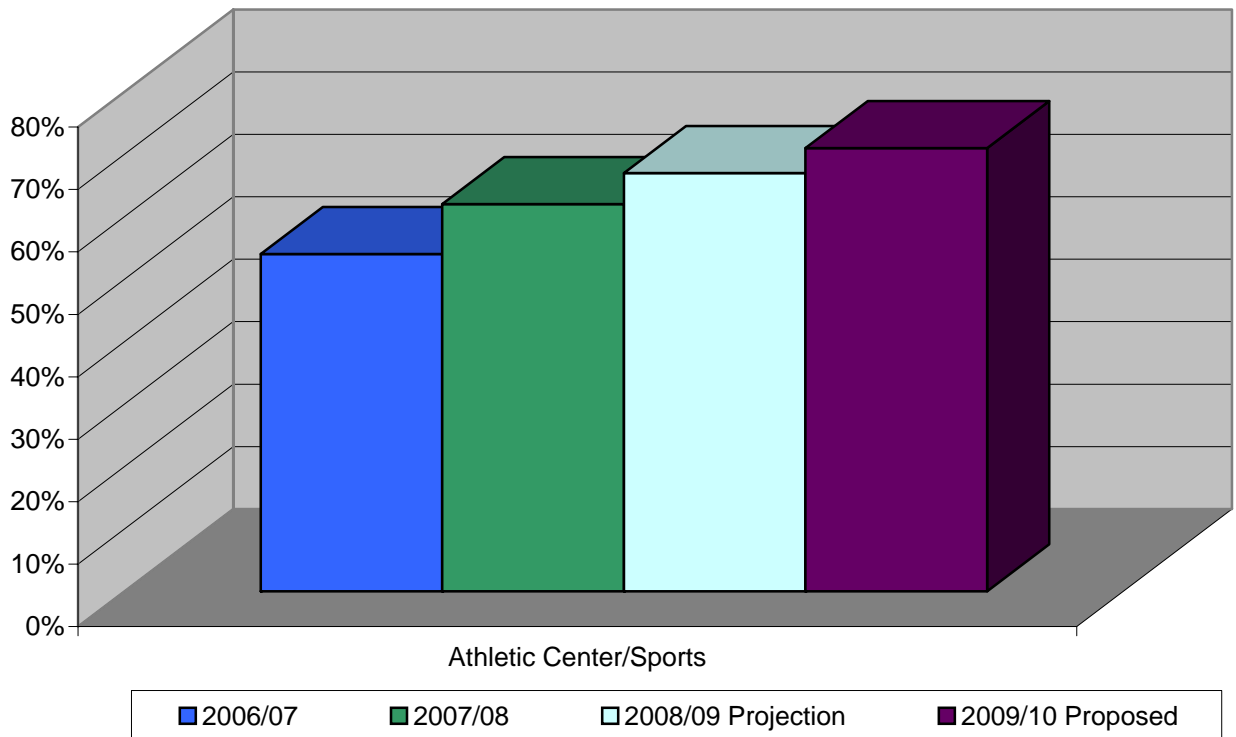
The proposed budget reflects continuation of program levels from previous year.



### Attendance by Center



### Cost Recovery by Center



**Division: Park & Recreational Services**  
**Department: Sports**

Description	Prior Year Actual 2006/07	Prior Year Actual 2007/08	Adopted Budget 2008/09	Proposed Budget 2009/10	Adopted Budget 2009/10
<b>Summary of Appropriations</b>					
Personal Services	-	1,203,888	1,312,894	1,402,515	1,402,515
Materials & Services	-	266,314	312,812	292,824	292,824
<b>Total Appropriations</b>	<b>-</b>	<b>1,470,202</b>	<b>1,625,706</b>	<b>1,695,339</b>	<b>1,695,339</b>

<b>Summary by Program</b>					
Superintendent of Sports	-	221,118	245,063	258,835	258,835
Athletic Center/Sports	-	1,249,084	1,380,643	1,436,504	1,436,504
<b>Total Appropriations</b>	<b>-</b>	<b>1,470,202</b>	<b>1,625,706</b>	<b>1,695,339</b>	<b>1,695,339</b>

<b>Division Staff</b>					
Full Time	0.00	8.00	8.00	8.00	8.00
Regular Part Time (FTE)	0.00	1.75	1.75	1.75	1.75
Part Time (FTE)	0.00	20.95	21.23	23.29	23.29

<b>Funded Service Level</b>					
Program Hours	-	19,638	19,650	21,004	21,004
Contact Hours	-	733,134	733,677	747,206	747,206

Note: Athletic Center information for 2006/07 ties with the Department Summary for Sports and Recreation from the previous years. In 2007/08, the Sports Department was separated from Recreation and will house the programs as shown.



**Division: Park & Recreational Services**

Department: Sports

Program: Superintendent of Sports

Description	Prior Year Actual 2006/07	Prior Year Actual 2007/08	Adopted Budget 2008/09	Proposed Budget 2009/10	Adopted Budget 2009/10
<b>Program Appropriations</b>					
F.T. Salary	-	113,085	127,320	135,459	135,459
Employee Benefits	-	37,923	51,812	55,771	55,771
Payroll Taxes	-	10,309	11,537	12,285	12,285
<b>Personal Services</b>	-	<b>161,317</b>	<b>190,669</b>	<b>203,515</b>	<b>203,515</b>
Rental Facilities	-	46,587	45,500	45,000	45,000
Communications	-	734	744	1,200	1,200
Supplies	-	8,766	2,000	2,500	2,500
Training, Travel and Memberships	-	3,434	6,050	6,520	6,520
Small Furniture and Equipment	-	280	100	100	100
<b>Material &amp; Services</b>	-	<b>59,801</b>	<b>54,394</b>	<b>55,320</b>	<b>55,320</b>
<b>Program Total</b>	-	<b>221,118</b>	<b>245,063</b>	<b>258,835</b>	<b>258,835</b>
<b>Department Staff</b>					
Full Time	0.00	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 & Recreational Services**  
 Department: Sports  
 Program: Athletic Center Sports

**KEY PERFORMANCE INDICATORS**

Description	Prior Year Actual 2006/07	Prior Year Actual 2007/08	Projected Outcome 2008/09	Proposed Outcome 2009/10
<b>Workloads</b>				
Attendance	814,653	1,085,700	1,087,000	1,088,000
Number of classes held	521	512	520	520
Percentage of classes held vs. offered	90%	90%	91%	91%
<b>Performance Measures</b>				
Estimated cost per visit	\$ 1.54	\$ 1.15	\$ 1.21	\$ 1.29
Direct Facility Operations Cost Recovery *	54%	62%	67%	71%

\* Does not include maintenance or utilities

**Division: Park & Recreational Services**  
 Department: Sports  
 Program: Athletic Center & Sports

Description	Prior Year Actual 2006/07	Prior Year Actual 2007/08	Adopted Budget 2008/09	Proposed Budget 2009/10	Adopted Budget 2009/10
<b>Program Appropriations</b>					
F.T. Salary	333,726	290,103	317,128	333,891	333,891
P.T. Salary	495,292	534,170	595,440	629,062	629,062
Employee Benefits	138,593	129,988	121,161	142,657	142,657
Payroll Taxes	86,412	88,310	88,496	93,390	93,390
<b>Personal Services</b>	<b>1,054,023</b>	<b>1,042,571</b>	<b>1,122,225</b>	<b>1,199,000</b>	<b>1,199,000</b>
Professional and Technical Services	116,305	98,746	133,085	133,046	133,046
Supplies	74,929	99,748	115,896	97,838	97,838
Communication	4,912	5,336	8,412	5,300	5,300
Training, Travel and Memberships	2,730	1,283	1,025	1,320	1,320
Small Furniture and Equipment	2,344	1,400	-	-	-
<b>Material &amp; Services</b>	<b>201,220</b>	<b>206,513</b>	<b>258,418</b>	<b>237,504</b>	<b>237,504</b>
<b>Program Total</b>	<b>1,255,243</b>	<b>1,249,084</b>	<b>1,380,643</b>	<b>1,436,504</b>	<b>1,436,504</b>
<b>Department Staff</b>					
Full Time	7.00	6.00	6.00	6.00	6.00
Regular Part Time (FTE)	1.75	1.75	1.75	1.75	1.75
Part Time (FTE)	20.37	20.95	21.23	23.29	23.29
<b>Funded Service Level</b>					
Program Hours	20,578	19,638	19,650	21,004	21,004
Contact Hours	773,427	733,134	733,677	747,206	747,206





## RECREATION



*Cedar Hills Recreation Center*

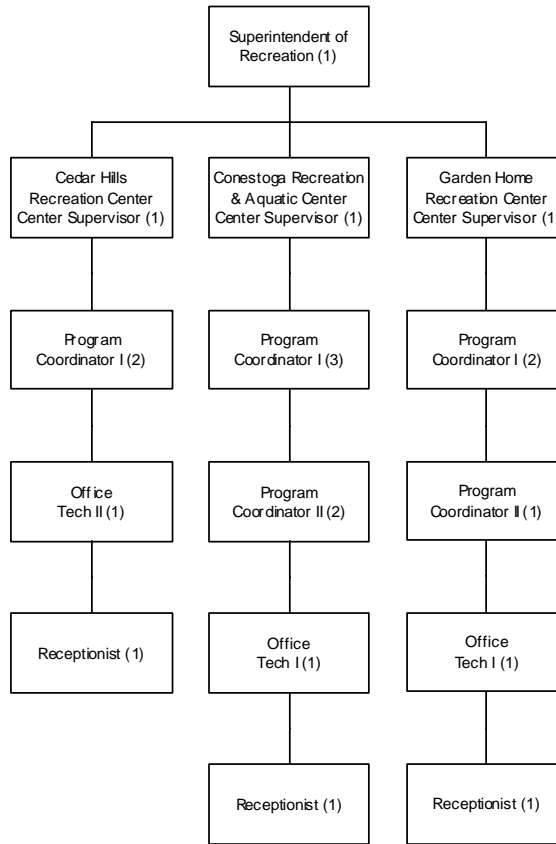
*Conestoga Recreation & Aquatic Center*

*Garden Home Recreation Center*



**PARK & RECREATIONAL SERVICES DIVISION**  
Recreation Department

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**Department Overview**

The Superintendent of Recreation is responsible to the Director of Park & Recreational Services and is responsible for the operation of the three recreation centers, their programs, and staff.

The Recreation Department plans, organizes, and administers the operational and personnel activities of a comprehensive recreation program. These recreational facilities provide as many as 400 diverse recreation programs, special events, and after school programs quarterly. This Department also oversees the planning and operation of the Tualatin Hills Rec Mobile.

**2008/09 Accomplishments**

Increased fitness programs by 30% to accommodate wait lists.

Increased interagency partnerships with the Beaverton School District to use schools for a variety of recreation programs.

**2009/10 Goals and Objectives**

Expand school-based programs such as after school programs and summer camps.

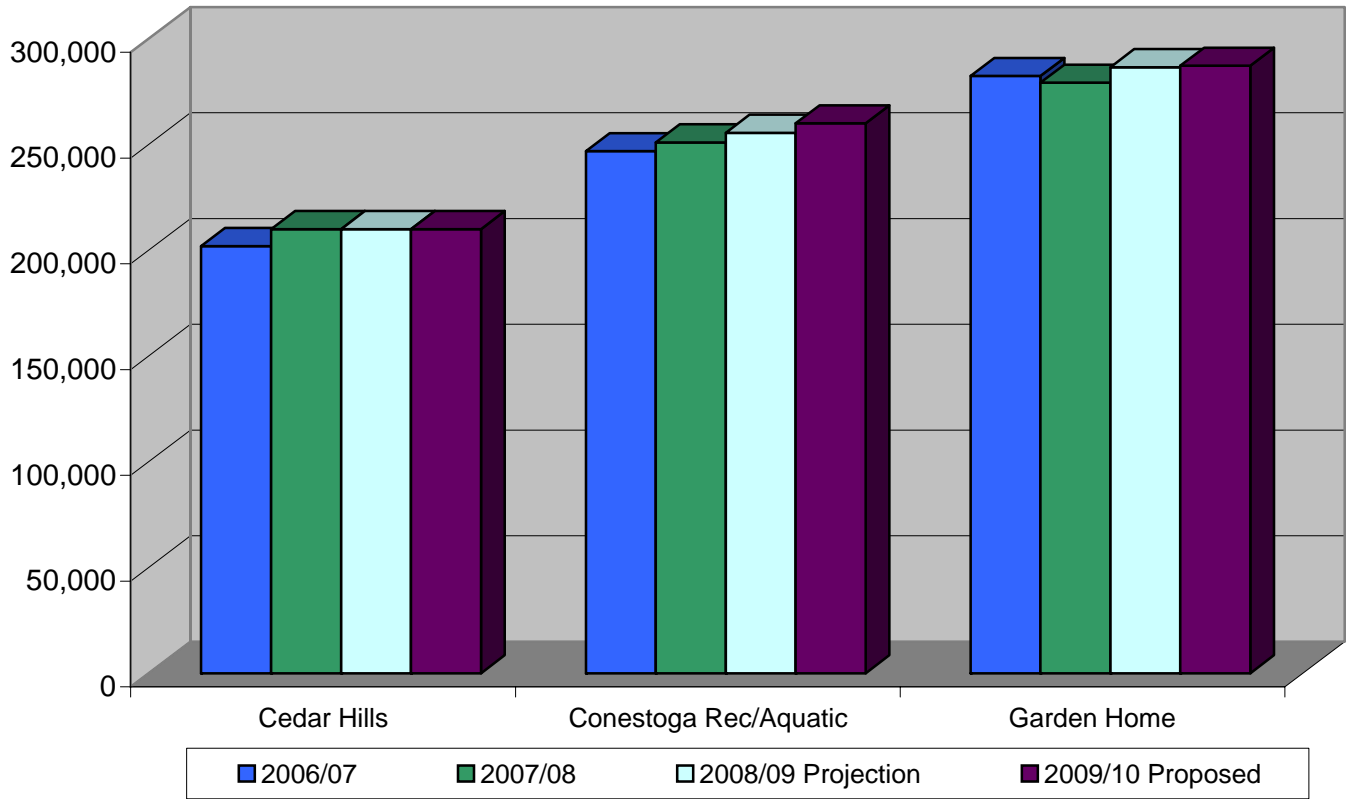
Increase the number of sites for the Rec Mobile with the addition of the second vehicle.

Increase Community School program offerings at the five school sites by 15%.

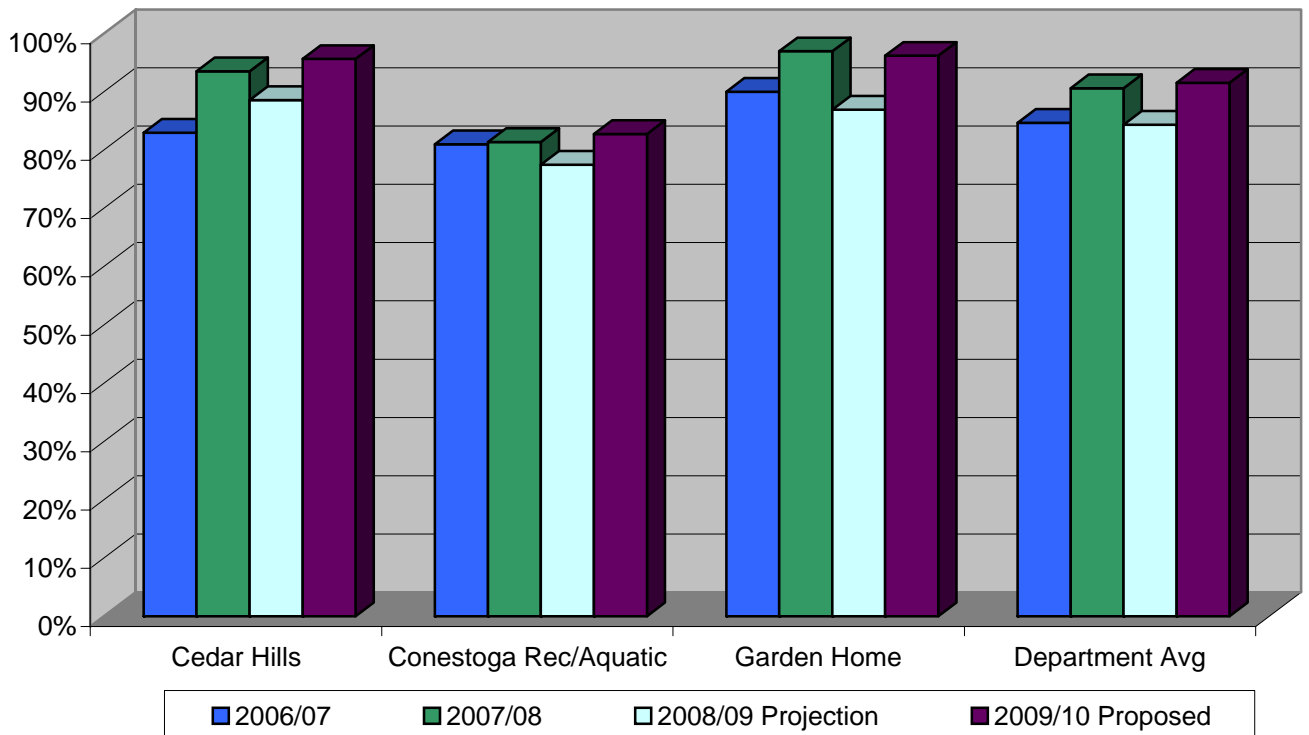
**Budget Highlights**

The proposed budget reflects the continuation of program levels from the previous year. The proposed budget includes funding for the addition of a second Rec Mobile and the expansion of the summer camp program.

### Attendance by Center



### Cost Recovery by Center



**Division: Park & Recreational Services**  
 Department: Recreation

Description	Prior Year Actual 2006/07	Prior Year Actual 2007/08	Adopted Budget 2008/09	Proposed Budget 2009/10	Adopted Budget 2009/10
<b>Summary of Appropriations</b>					
Personal Services	2,726,205	3,654,863	4,214,384	4,392,084	4,392,084
Materials & Services	375,939	399,814	597,018	601,098	601,098
<b>Total Appropriations</b>	<b>3,102,144</b>	<b>4,054,677</b>	<b>4,811,402</b>	<b>4,993,182</b>	<b>4,993,182</b>

<b>Summary by Program</b>					
Superintendent of Recreation	172,616	127,755	148,549	157,711	157,711
Athletic Center	1,255,243	-	-	-	-
Cedar Hills Recreation Center	-	1,156,167	1,343,131	1,393,721	1,393,721
Conestoga Rec. & Aquatic Center	-	1,764,522	1,991,623	2,085,368	2,085,368
Garden Home Recreation Center	914,380	1,006,233	1,328,099	1,356,382	1,356,382
Tennis Center	759,905	-	-	-	-
<b>Total Appropriations</b>	<b>3,102,144</b>	<b>4,054,677</b>	<b>4,811,402</b>	<b>4,993,182</b>	<b>4,993,182</b>

<b>Division Staff</b>					
Full Time	17.00	19.00	20.00	20.00	20.00
Regular Part Time (FTE)	8.76	5.26	5.26	5.26	5.26
Part Time (FTE)	39.41	73.17	78.37	81.81	81.81

<b>Funded Service Level</b>					
Program Hours	64,674	72,474	80,669	82,543	82,543
Contact Hours	1,184,979	1,402,578	1,621,902	1,705,675	1,705,675

Note: Information for 2006/07 ties with the Department Summary for Sports and Recreation from previous years. In 2007/08, Recreation was separated from Sports and will house the programs as shown.



**Division: Park & Recreational Services**  
 Department: Recreation  
 Program: Superintendent of Recreation

Description	Prior Year Actual 2006/07	Prior Year Actual 2007/08	Adopted Budget 2008/09	Proposed Budget 2009/10	Adopted Budget 2009/10
<b>Program Appropriations</b>					
F.T. Salary	81,300	85,636	90,786	95,682	95,682
P.T. Salary	-	-	3,000	3,000	3,000
Employee Benefits	23,954	19,868	23,171	26,441	26,441
Payroll Taxes	7,512	7,828	8,057	8,483	8,483
<b>Personal Services</b>	<b>112,766</b>	<b>113,332</b>	<b>125,014</b>	<b>133,606</b>	<b>133,606</b>
Rental Facilities	42,925	-	-	-	-
Communications	3,042	4,432	3,400	3,502	3,502
Supplies	5,840	1,798	8,535	8,667	8,667
Training, Travel and Memberships	8,043	8,193	11,600	11,936	11,936
<b>Material &amp; Services</b>	<b>59,850</b>	<b>14,423</b>	<b>23,535</b>	<b>24,105</b>	<b>24,105</b>
<b>Program Total</b>	<b>172,616</b>	<b>127,755</b>	<b>148,549</b>	<b>157,711</b>	<b>157,711</b>
<b>Department Staff</b>					
Full Time	1.00	1.00	1.00	1.00	1.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	0.00	0.93	0.12	0.12	0.12
<b>Funded Service Level</b>					
Program Hours		1,780	-	-	-
Contact Hours		44,500	-	-	-

**Division: Park & Recreation**  
 Department: Recreation  
 Program: Cedar Hills Recreation Center

**KEY PERFORMANCE INDICATORS**

Description	Prior Year Actual 2006/07	Prior Year Actual 2007/08	Projected Outcome 2008/09	Proposed Outcome 2009/10
<b>Workloads</b>				
Attendance	202,000	210,000	210,000	210,000
Number of classes held	1,417	1,505	1,388	1,399
Percentage of classes held vs. offered	89%	93%	95%	95%
<b>Performance Measures</b>				
Estimated cost per visit	\$ 5.72	\$ 5.52	\$ 6.26	\$ 6.64
Direct Facility Operations Cost Recovery *	83%	93%	89%	96%

\* Does not include maintenance or utilities

**Division: Park & Recreational Services**  
 Department: Recreation  
 Program: Cedar Hills Recreation Center

Description	Prior Year Actual 2006/07	Prior Year Actual 2007/08	Adopted Budget 2008/09	Proposed Budget 2009/10	Adopted Budget 2009/10
<b>Program Appropriations</b>					
F.T. Salary	230,026	240,799	253,199	264,424	264,424
P.T. Salary	570,522	610,847	707,317	732,706	732,706
Employee Benefits	97,559	103,067	114,946	126,660	126,660
Payroll Taxes	83,632	91,375	93,486	97,032	97,032
<b>Personal Services</b>	<b>981,739</b>	<b>1,046,088</b>	<b>1,168,948</b>	<b>1,220,822</b>	<b>1,220,822</b>
Professional and Technical Services	23,810	7,192	9,688	15,128	15,128
Supplies	139,196	96,426	153,220	147,696	147,696
Communication	4,062	3,365	2,500	2,500	2,500
Training, Travel and Memberships	3,579	2,343	4,875	3,425	3,425
Small Furniture, Fixtures and Equip.	2,857	753	3,900	4,150	4,150
<b>Material &amp; Services</b>	<b>173,504</b>	<b>110,079</b>	<b>174,183</b>	<b>172,899</b>	<b>172,899</b>
<b>Program Total</b>	<b>1,155,243</b>	<b>1,156,167</b>	<b>1,343,131</b>	<b>1,393,721</b>	<b>1,393,721</b>
<b>Department Staff</b>					
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)	15.89	18.27	22.47	24.58	24.58
<b>Funded Service Level</b>					
Program Hours	23,696	24,092	29,685	29,750	29,750
Contact Hours	376,062	404,327	548,585	578,177	578,177

**Division: Park & Recreational Services**  
 Department: Recreation  
 Program: Conestoga Recreation & Aquatic Center

**KEY PERFORMANCE INDICATORS**

Description	Prior Year Actual 2006/07	Prior Year Actual 2007/08	Projected Outcome 2008/09	Proposed Outcome 2009/10
<b>Workloads</b>				
Attendance	246,820	251,000	255,500	260,000
Number of classes held	2,164	2,360	2,375	2,425
Percentage of classes held vs. offered	93%	92%	93%	95%
<b>Performance Measures</b>				
Estimated cost per visit	\$ 6.97	\$ 6.98	\$ 7.67	\$ 7.79
Direct Facility Operations Cost Recovery *	81%	81%	77%	83%

\* Does not include maintenance or utilities



**Division: Park & Recreational Services**  
 Department: Recreation  
 Program: Conestoga Rec. & Aquatic Center

Description	Prior Year Actual 2006/07	Prior Year Actual 2007/08	Adopted Budget 2008/09	Proposed Budget 2009/10	Adopted Budget 2009/10
<b>Program Appropriations</b>					
F.T. Salary	335,811	376,393	399,813	427,658	427,658
P.T. Salary	909,750	908,714	1,016,890	1,053,711	1,053,711
Employee Benefits	169,710	182,956	212,594	231,450	231,450
Payroll Taxes	131,762	137,521	138,981	145,308	145,308
<b>Personal Services</b>	<b>1,547,033</b>	<b>1,605,584</b>	<b>1,768,278</b>	<b>1,858,127</b>	<b>1,858,127</b>
Professional and Technical Services	34,264	37,360	63,534	65,916	65,916
Rental Equipment	11,003	9,299	17,472	17,514	17,514
Communication	287	19	3,510	3,522	3,522
Rental Facility	1,439	1,783	3,758	2,700	2,700
Other Services	1,883	3,196	1,599	1,599	1,599
Supplies	114,626	105,069	126,500	128,601	128,601
Training, Travel and Memberships	785	777	2,472	2,914	2,914
Small Furniture, Fixtures and Equip.	7,842	1,435	4,500	4,475	4,475
<b>Material &amp; Services</b>	<b>172,129</b>	<b>158,938</b>	<b>223,345</b>	<b>227,241</b>	<b>227,241</b>
<b>Program Total</b>	<b>1,719,162</b>	<b>1,764,522</b>	<b>1,991,623</b>	<b>2,085,368</b>	<b>2,085,368</b>
<b>Department Staff</b>					
Full Time	8.00	8.00	8.00	8.00	8.00
Regular Part Time (FTE)	3.50	3.50	3.50	3.50	3.50
Part Time (FTE)	38.63	38.58	38.11	38.10	38.10
<b>Funded Service Level</b>					
Program Hours	30,081	30,057	29,521	30,244	30,244
Contact Hours	649,737	653,241	655,309	673,636	673,636

Note: Information for 2006/07 ties with the Aquatics Department Summary Budget Totals, as reported in previous years.  
 As of 2007/08, Conestoga Recreation & Aquatic Center was moved within the Recreation Department.

**Division: Park & Recreational Services**  
 Department: Recreation  
 Program: Conestoga Recreation & Aquatic Center  
 Sub-Program: Aquatics

**KEY PERFORMANCE INDICATORS**

Description	Prior Year Actual 2006/07	Prior Year Actual 2007/08	Projected Outcome 2008/09	Proposed Outcome 2009/10
<b>Workloads</b>				
Attendance	112,758	116,000	118,000	120,000
Number of classes held	1,155	1,189	1,200	1,225
Percentage of classes held vs. offered	96%	94%	96%	94%
<b>Performance Measures</b>				
Estimated cost per visit	\$ 6.39	\$ 6.49	\$ 6.91	\$ 7.26
Direct Facility Operations Cost Recovery *	70%	70%	64%	69%

\* Does not include maintenance or utilities

**Division: Park & Recreational Services**  
 Department: Recreation  
 Program: Conestoga Rec. & Aquatic Center  
 Sub-Program: Aquatics

Description	Prior Year Actual 2006/07	Prior Year Actual 2007/08	Adopted Budget 2008/09	Proposed Budget 2009/10	Adopted Budget 2009/10
<b>Program Appropriations</b>					
F.T. Salary	171,120	200,386	211,294	227,251	227,251
P.T. Salary	390,616	373,577	428,275	455,705	455,705
Employee Benefits	83,665	96,120	116,179	120,579	120,579
Payroll Taxes	59,313	61,565	62,903	67,193	67,193
<b>Personal Services</b>	<b>704,714</b>	<b>731,648</b>	<b>818,651</b>	<b>870,728</b>	<b>870,728</b>
Other Services	-	1,000	-	-	-
Communication	287	19	3,510	3,522	3,522
Supplies	15,220	17,410	18,369	19,361	19,361
Training, Travel and Memberships	785	777	2,472	2,520	2,520
Small Furniture and Equipment	-	-	-	-	-
<b>Material &amp; Services</b>	<b>16,292</b>	<b>19,206</b>	<b>24,351</b>	<b>25,403</b>	<b>25,403</b>
<b>Program Total</b>	<b>721,006</b>	<b>750,854</b>	<b>843,002</b>	<b>896,131</b>	<b>896,131</b>
<b>Department Staff</b>					
Full Time	4.20	4.20	4.20	4.20	4.20
Regular Part Time (FTE)	1.75	1.75	1.75	1.75	1.75
Part Time (FTE)	18.65	18.77	18.59	18.03	18.03
<b>Funded Service Level</b>					
Program Hours	10,959	11,037	10,961	11,177	11,177
Contact Hours	325,346	327,253	321,543	326,238	326,238

**Division: Park & Recreational Services**  
 Department: Recreation  
 Program: Conestoga Recreation & Aquatic Center  
 Sub-Program: Recreation

**KEY PERFORMANCE INDICATORS**

Description	Prior Year Actual 2006/07	Prior Year Actual 2007/08	Projected Outcome 2008/09	Proposed Outcome 2009/10
<b>Workloads</b>				
Attendance	134,062	135,000	137,500	140,000
Number of classes held	1,009	1,171	1,175	1,200
Percentage of classes held vs. offered	90%	91%	90%	96%
<b>Performance Measures</b>				
Estimated cost per visit	\$ 7.45	\$ 7.40	\$ 8.32	\$ 8.25
Direct Facility Operations Cost Recovery *	88%	90%	80%	93%

\* Does not include maintenance or utilities

**Division: Park & Recreational Services**  
 Department: Recreation  
 Program: Conestoga Rec. & Aquatic Center  
 Sub-Program: Recreation

Description	Prior Year Actual 2006/07	Prior Year Actual 2007/08	Adopted Budget 2008/09	Proposed Budget 2009/10	Adopted Budget 2009/10
<b>Program Appropriations</b>					
F.T. Salary	164,691	176,007	188,519	200,407	200,407
P.T. Salary	519,134	535,137	588,615	598,006	598,006
Employee Benefits	86,045	86,836	96,415	110,871	110,871
Payroll Taxes	72,449	75,956	76,078	78,115	78,115
<b>Personal Services</b>	<b>842,319</b>	<b>873,936</b>	<b>949,627</b>	<b>987,399</b>	<b>987,399</b>
Professional and Technical Services	34,264	37,360	63,534	65,916	65,916
Rental Equipment	11,003	9,299	17,472	17,514	17,514
Rental Facility	1,439	1,783	3,758	2,700	2,700
Other Services	1,883	2,196	1,599	1,599	1,599
Supplies	99,406	87,659	108,131	109,240	109,240
Training, Travel and Memberships	-	-	-	394	394
Small Furniture, Fixtures and Equip.	7,842	1,435	4,500	4,475	4,475
<b>Material &amp; Services</b>	<b>155,837</b>	<b>139,732</b>	<b>198,994</b>	<b>201,838</b>	<b>201,838</b>
<b>Program Total</b>	<b>998,156</b>	<b>1,013,668</b>	<b>1,148,621</b>	<b>1,189,237</b>	<b>1,189,237</b>
<b>Department Staff</b>					
Full Time	3.80	3.80	3.80	3.80	3.80
Regular Part Time (FTE)	1.75	1.75	1.75	1.75	1.75
Part Time (FTE)	19.98	19.81	19.51	20.07	20.07
<b>Funded Service Level</b>					
Program Hours	19,122	19,020	18,560	19,067	19,067
Contact Hours	324,391	325,988	333,766	347,398	347,398

**Division: Park & Recreational Services**  
 Department: Recreation  
 Program: Garden Home Recreation Center

**KEY PERFORMANCE INDICATORS**

Description	Prior Year Actual 2006/07	Prior Year Actual 2007/08	Projected Outcome 2008/09	Proposed Outcome 2009/10
<b>Workloads</b>				
Attendance	282,337	279,206	286,500	287,200
Number of classes held	975	937	960	970
Percentage of classes held vs. offered	77%	75%	76%	78%
<b>Performance Measures</b>				
Estimated cost per visit	\$ 3.24	\$ 3.57	\$ 4.35	\$ 4.72
Direct Facility Operations Cost Recovery *	90%	97%	87%	96%

\* Does not include maintenance or utilities

**Division: Park & Recreational Services**  
 Department: Recreation  
 Program: Garden Home Recreation Center

Description	Prior Year Actual 2006/07	Prior Year Actual 2007/08	Adopted Budget 2008/09	Proposed Budget 2009/10	Adopted Budget 2009/10
<b>Program Appropriations</b>					
F.T. Salary	221,886	232,538	283,276	310,271	310,271
P.T. Salary	454,247	492,834	658,588	647,732	647,732
Employee Benefits	89,460	88,114	118,687	128,448	128,448
Payroll Taxes	70,503	76,373	91,593	93,078	93,078
<b>Personal Services</b>	<b>836,096</b>	<b>889,859</b>	<b>1,152,144</b>	<b>1,179,529</b>	<b>1,179,529</b>
Professional and Technical Services	12,427	21,822	20,900	22,900	22,900
Supplies	57,636	80,517	144,805	135,325	135,325
Rental Equipment	4,194	7,153	-	4,080	4,080
Rental Facility	-	3,824	-	4,000	4,000
Communications	1,048	1,195	4,650	4,000	4,000
Training, Travel and Memberships	2,755	1,863	3,600	2,648	2,648
Small Furniture, Fixtures and Equip.	224	-	2,000	3,900	3,900
<b>Material &amp; Services</b>	<b>78,284</b>	<b>116,374</b>	<b>175,955</b>	<b>176,853</b>	<b>176,853</b>
<b>Program Total</b>	<b>914,380</b>	<b>1,006,233</b>	<b>1,328,099</b>	<b>1,356,382</b>	<b>1,356,382</b>
<b>Department Staff</b>					
Full Time	5.00	5.00	6.00	6.00	6.00
Regular Part Time (FTE)	0.88	0.88	0.88	0.88	0.88
Part Time (FTE)	14.31	15.39	17.68	19.01	19.01
<b>Funded Service Level</b>					
Program Hours	14,934	16,545	21,463	22,549	22,549
Contact Hours	282,511	300,510	418,008	453,862	453,862







## PROGRAMS & SPECIAL ACTIVITIES



*Elsie Stuhr Center*

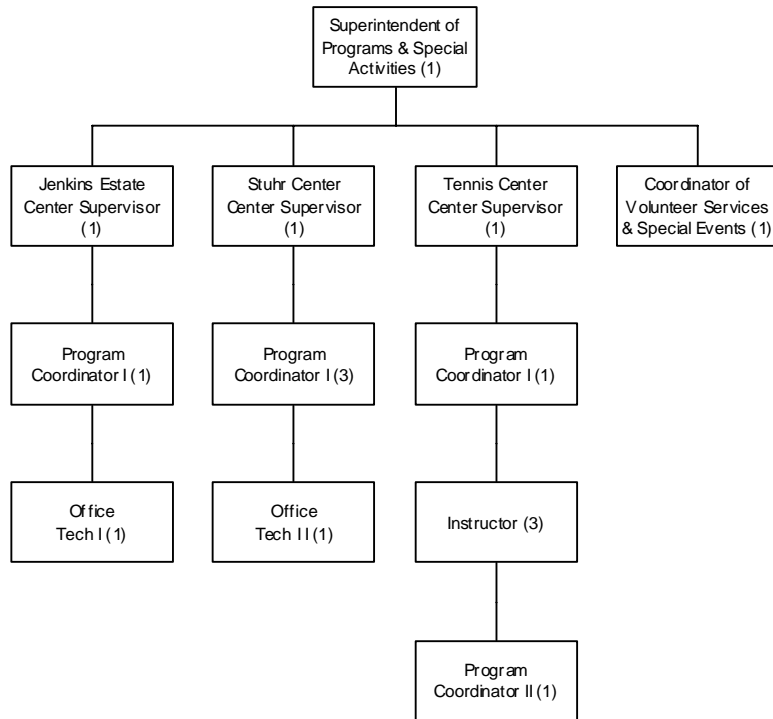
*Jenkins Estate*

*Camp Rivendale*

*Tennis Center*

**PARK & RECREATIONAL SERVICES DIVISION**  
 Programs & Special Activities Department

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**Department Overview**

The Superintendent of Programs & Special Activities is responsible to the Director of Park & Recreational Services and is responsible for the Tennis Center, the Elsie Stuhr Center, historic properties including the Jenkins Estate, Fanno Farmhouse, and John Quincy Adams Young House, programs for the disabled and ADA oversight, and the Coordinator of Volunteer Services and Special Events.

This Department provides integrated recreational opportunities for the community to include: instructional tennis programs, tournaments and special events, senior and disabled programs, volunteer services and historic sites.

**2008/09 Accomplishments**

Expanded instructional programming at the Tennis Center by increasing the number of instructional hours to over 11,000 annually.

Continued highly successful fundraising efforts at the Stuhr Center, with the Harvest Bazaar and the Wellness Fair.

**2009/10 Goals and Objectives**

Work on expansion of high school programs at the Tennis Center.

Expand Leaders In Training Program to accommodate a total of seventy teens.

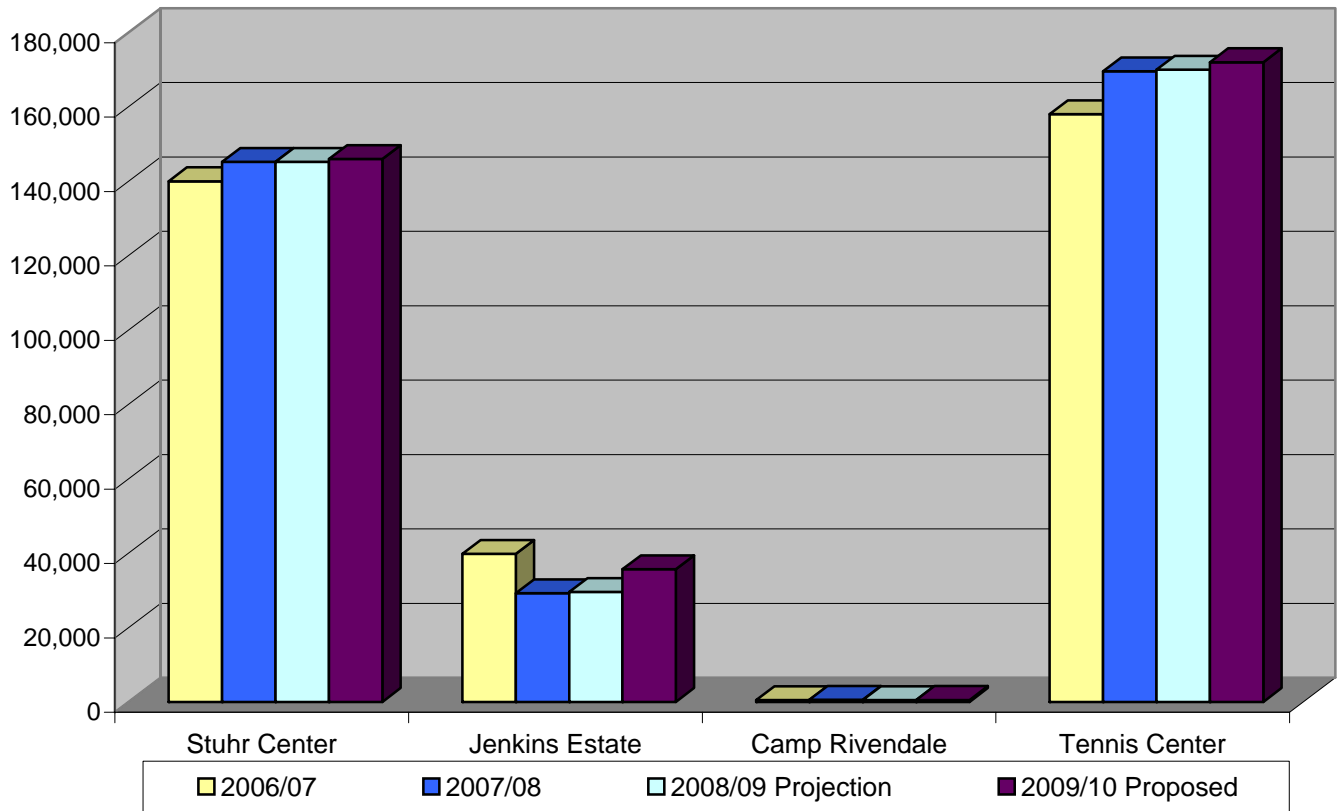
Continue to assess and refine programming in the new Tennis air structure and at the Stadium Court.

Assist with the planning and implementation of the Stuhr Center Fitness Room Expansion Bond Project.

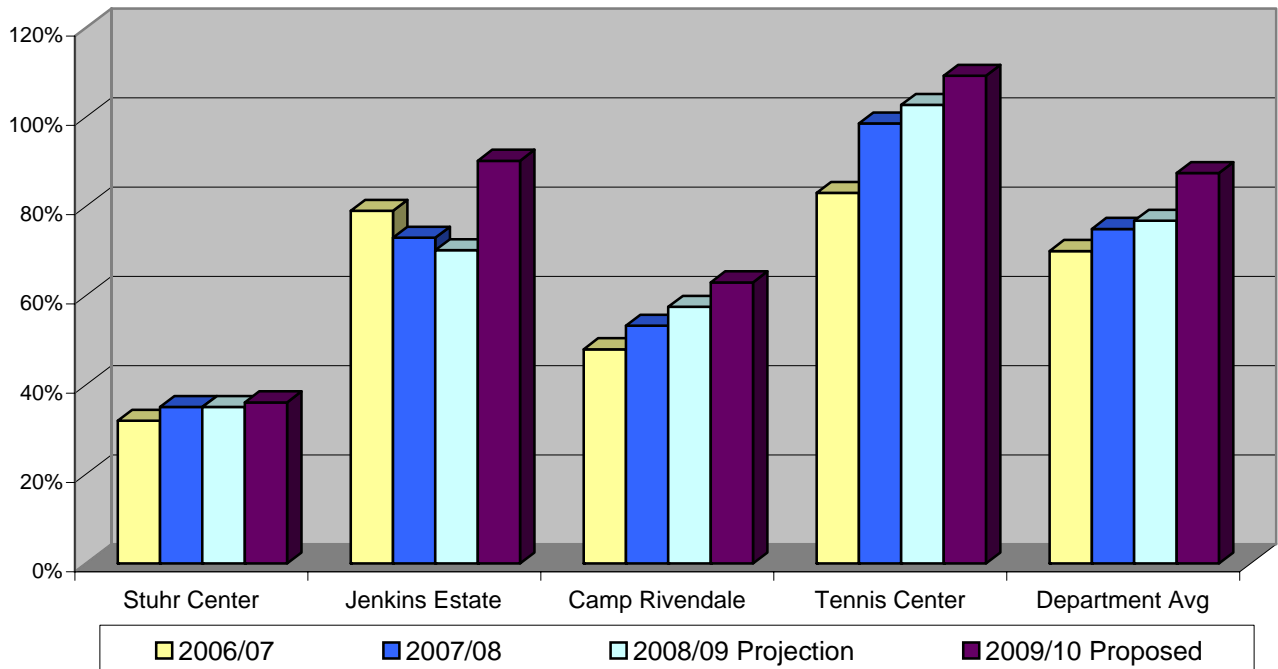
**Budget Highlights**

The proposed budget reflects the continuation of program levels from the previous year, with an increase in the number of summer concert events.

### Attendance by Center



### Cost Recovery by Center



**Division: Park & Recreational Services**  
**Department: Programs and Special Activities**

Description	Prior Year Actual 2006/07	Prior Year Actual 2007/08	Adopted Budget 2008/09	Proposed Budget 2009/10	Adopted Budget 2009/10
<b>Summary of Appropriations</b>					
Personal Services	2,774,256	2,053,238	2,268,128	2,376,237	2,376,237
Materials & Services	449,051	279,058	346,390	356,441	356,441
<b>Total Appropriations</b>	<b>3,223,307</b>	<b>2,332,296</b>	<b>2,614,518</b>	<b>2,732,678</b>	<b>2,732,678</b>

<b>Summary by Program</b>					
Superintendent of Prog. & Spec. Act.	173,483	317,780	366,631	401,825	401,825
Cedar Hills Recreation Center	1,155,243	-	-	-	-
Jenkins Estate	359,152	368,947	423,045	446,534	446,534
Camp Rivendale	120,399	129,047	143,375	139,680	139,680
Nature Park Interpretive Center	405,200	-	-	-	-
Elsie Stuhr Center	688,968	725,319	789,786	839,383	839,383
Natural Resources	320,862	-	-	-	-
Tennis Center	-	791,203	891,681	905,256	905,256
<b>Total Appropriations</b>	<b>3,223,307</b>	<b>2,332,296</b>	<b>2,614,518</b>	<b>2,732,678</b>	<b>2,732,678</b>

<b>Division Staff</b>					
Full Time	20.00	15.00	16.00	16.00	16.00
Regular Part Time (FTE)	4.39	6.13	5.25	5.25	5.25
Part Time (FTE)	33.24	18.49	19.86	20.69	20.69

<b>Funded Service Level</b>					
Program Hours	36,520	38,910	40,506	39,453	39,453
Contact Hours	676,060	347,393	366,579	374,881	374,881

Note: Information for 2006/07 ties with the Department Summary for Programs and Special Activities Department from previous years. In 2007/08 the Natural Resources Department was created to include Natural Resources and Nature Park. Also, Cedar Hills Recreation Center was moved to the Recreation Department, and the Tennis Center was moved into the Programs and Special Activities Department.



**Division: Park & Recreational Services**  
**Department: Programs and Special Activities**  
**Program: Superintendent of Programs and Special Activities**

Description	Prior Year Actual 2006/07	Prior Year Actual 2007/08	Adopted Budget 2008/09	Proposed Budget 2009/10	Adopted Budget 2009/10
<b>Program Appropriations</b>					
F.T. Salary	93,636	152,902	160,319	164,207	164,207
P.T. Salary	2,472	13,931	16,380	30,753	30,753
Employee Benefits	32,035	44,729	51,403	57,203	57,203
Payroll Taxes	9,031	15,256	15,342	17,127	17,127
<b>Personal Services</b>	<b>137,174</b>	<b>226,818</b>	<b>243,444</b>	<b>269,290</b>	<b>269,290</b>
Professional and Technical Services	3,160	56,411	87,252	94,700	94,700
Rental Facility	-	-	2,400	2,400	2,400
Communications	6,101	9,608	6,000	9,120	9,120
Supplies	5,690	9,896	11,435	10,295	10,295
Training, Travel and Memberships	21,358	14,982	16,100	16,020	16,020
Small Furniture, Fixtures and Equip.	-	65	-	-	-
<b>Material &amp; Services</b>	<b>36,309</b>	<b>90,962</b>	<b>123,187</b>	<b>132,535</b>	<b>132,535</b>
<b>Program Total</b>	<b>173,483</b>	<b>317,780</b>	<b>366,631</b>	<b>401,825</b>	<b>401,825</b>
<b>Department Staff</b>					
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)	0.10	0.00	0.58	1.04	1.04

**Division: Park & Recreational Services**  
 Department: Programs and Special Activities  
 Program: Elsie Stuhr Center

**KEY PERFORMANCE INDICATORS**

Description	Prior Year Actual 2006/07	Prior Year Actual 2007/08	Projected Outcome 2008/09	Proposed Outcome 2009/10
<b>Workloads</b>				
Attendance	140,000	143,000	145,200	146,000
Number of classes held	561	545	525	570
Percentage of classes held vs. offered	89%	81%	84%	84%
<b>Performance Measures</b>				
Estimated cost per visit	\$ 4.92	\$ 5.07	\$ 5.44	\$ 5.68
Direct Facility Operations Cost Recovery *	32%	34%	35%	36%

\* Does not include maintenance or utilities

**Division: Park & Recreational Services**  
**Department: Programs and Special Activities**  
**Program: Elsie Stuhr Center**

Description	Prior Year Actual 2006/07	Prior Year Actual 2007/08	Adopted Budget 2008/09	Proposed Budget 2009/10	Adopted Budget 2009/10
<b>Program Appropriations</b>					
F.T. Salary	231,227	240,110	258,546	272,905	272,905
P.T. Salary	225,268	264,012	284,973	306,832	306,832
Employee Benefits	103,131	98,000	111,112	122,524	122,524
Payroll Taxes	46,776	52,739	52,325	55,860	55,860
<b>Personal Services</b>	<b>606,402</b>	<b>654,861</b>	<b>706,956</b>	<b>758,121</b>	<b>758,121</b>
Professional and Technical Services	13,790	225	548	548	548
Other Services	1,199	1,644	3,470	3,539	3,539
Communication	3,838	3,480	4,380	4,468	4,468
Supplies	57,706	62,015	44,085	37,979	37,979
Training, Travel and Memberships	4,108	2,366	3,572	3,228	3,228
Foundation Support	184	-	26,775	31,500	31,500
Small Furniture and Equipment	1,741	728	-	-	-
<b>Material &amp; Services</b>	<b>82,566</b>	<b>70,458</b>	<b>82,830</b>	<b>81,262</b>	<b>81,262</b>
<b>Program Total</b>	<b>688,968</b>	<b>725,319</b>	<b>789,786</b>	<b>839,383</b>	<b>839,383</b>
<b>Department Staff</b>					
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)	5.48	5.92	6.57	7.39	7.39
<b>Funded Service Level</b>					
Program Hours	7,545	8,612	8,631	9,077	9,077
Contact Hours	87,127	97,160	114,355	123,938	123,938



**Division: Park & Recreational Services**  
 Department: Programs and Special Activities  
 Program: Jenkins Estate

**KEY PERFORMANCE INDICATORS**

Description	Prior Year Actual 2006/07	Prior Year Actual 2007/08	Projected Outcome 2008/09	Proposed Outcome 2009/10
<b>Workloads</b>				
Attendance	39,782	29,248	29,573	35,672
<b>Performance Measures</b>				
Direct Facility Operations Cost Recovery *	79%	73%	70%	90%

\* Does not include maintenance or utilities

**Division: Park & Recreational Services**  
**Department: Programs and Special Activities**  
**Program: Jenkins Estate**

Description	Prior Year Actual 2006/07	Prior Year Actual 2007/08	Adopted Budget 2008/09	Proposed Budget 2009/10	Adopted Budget 2009/10
<b>Program Appropriations</b>					
F.T. Salary	145,115	151,495	162,977	173,074	173,074
P.T. Salary	63,047	64,394	82,722	85,379	85,379
Employee Benefits	58,593	57,266	64,515	72,831	72,831
Payroll Taxes	20,950	21,828	22,222	23,365	23,365
<b>Personal Services</b>	<b>287,705</b>	<b>294,983</b>	<b>332,436</b>	<b>354,649</b>	<b>354,649</b>
Professional and Technical Services	2,685	776	9,106	10,052	10,052
Other Services	-	-	2,185	2,229	2,229
Communications	3,353	2,876	3,300	3,800	3,800
Supplies	61,975	67,491	70,337	70,614	70,614
Training, Travel and Memberships	3,434	2,821	5,681	5,190	5,190
<b>Material &amp; Services</b>	<b>71,447</b>	<b>73,964</b>	<b>90,609</b>	<b>91,885</b>	<b>91,885</b>
<b>Program Total</b>	<b>359,152</b>	<b>368,947</b>	<b>423,045</b>	<b>446,534</b>	<b>446,534</b>
<b>Department Staff</b>					
Full Time	3.00	3.00	3.00	3.00	3.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	3.02	3.01	3.01	3.05	3.05
<b>Funded Service Level</b>					
Contact Hours	83,781	86,656	82,601	82,621	82,621

**Division: Park & Recreational Services**  
 Department: Programs and Special Activities  
 Program: Camp Rivendale

**KEY PERFORMANCE INDICATORS**

Description	Prior Year Actual 2006/07	Prior Year Actual 2007/08	Projected Outcome 2008/09	Proposed Outcome 2009/10
<b>Workloads</b>				
Attendance	493	525	495	519
<b>Performance Measures</b>				
Direct Facility Operations Cost Recovery *	48%	53%	58%	63%

\* Does not include maintenance or utilities

**Division: Park & Recreational Services**  
**Department: Programs and Special Activities**  
**Program: Camp Rivendale**

Description	Prior Year Actual 2006/07	Prior Year Actual 2007/08	Adopted Budget 2008/09	Proposed Budget 2009/10	Adopted Budget 2009/10
<b>Program Appropriations</b>					
P.T. Salary	97,915	102,792	118,065	114,460	114,460
Payroll Taxes	9,763	11,467	11,806	11,446	11,446
<b>Personal Services</b>	<b>107,678</b>	<b>114,259</b>	<b>129,871</b>	<b>125,906</b>	<b>125,906</b>
Rental Equipment	2,624	6,476	5,441	5,441	5,441
Supplies	9,944	8,043	7,832	8,054	8,054
Training, Travel and Memberships	153	269	231	279	279
<b>Material &amp; Services</b>	<b>12,721</b>	<b>14,788</b>	<b>13,504</b>	<b>13,774</b>	<b>13,774</b>
<b>Program Total</b>	<b>120,399</b>	<b>129,047</b>	<b>143,375</b>	<b>139,680</b>	<b>139,680</b>
<b>Department Staff</b>					
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)	4.79	4.93	4.71	4.23	4.23
<b>Funded Service Level</b>					
Program Hours	440	440	440	480	480
Contact Hours	24,200	24,200	24,200	26,400	26,400

**Division: Park & Recreational Services**  
 Department: Programs and Special Activities  
 Program: Tennis Center

**KEY PERFORMANCE INDICATORS**

Description	Prior Year Actual 2006/07	Prior Year Actual 2007/08	Projected Outcome 2008/09	Proposed Outcome 2009/10
<b>Workloads</b>				
Attendance	158,000	169,541	170,000	172,000
Number of classes held	805	640	766	800
Percentage of classes held vs. offered	97%	79%	80%	84%
<b>Performance Measures</b>				
Estimated cost per visit	\$ 4.81	\$ 4.67	\$ 4.91	\$ 5.22
Direct Facility Operations Cost Recovery *	83%	99%	103%	109%

\* Does not include maintenance or utilities

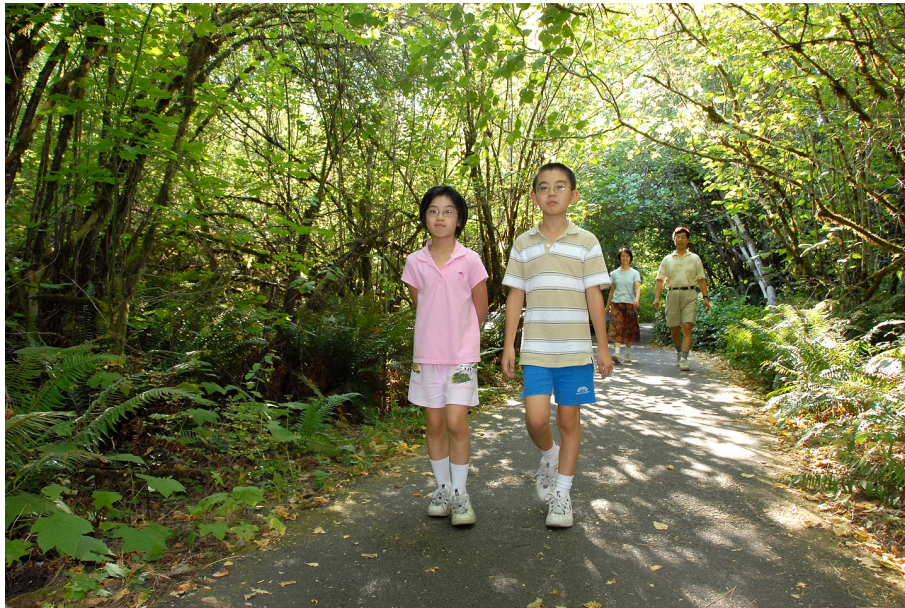
**Division: Park & Recreational Services**  
**Department: Programs and Special Activities**  
**Program: Tennis Center**

Description	Prior Year Actual 2006/07	Prior Year Actual 2007/08	Adopted Budget 2008/09	Proposed Budget 2009/10	Adopted Budget 2009/10
<b>Program Appropriations</b>					
F.T. Salary	203,571	254,447	315,794	318,066	318,066
P.T. Salary	345,692	324,019	315,053	322,234	322,234
Employee Benefits	117,093	123,546	163,776	166,163	166,163
Payroll Taxes	56,964	60,305	60,798	61,808	61,808
<b>Personal Services</b>	<b>723,320</b>	<b>762,317</b>	<b>855,421</b>	<b>868,271</b>	<b>868,271</b>
Other Services	1,598	-	-	-	-
Supplies	29,693	25,416	33,552	34,177	34,177
Training, Travel and Memberships	3,401	2,790	2,708	2,808	2,808
Small Furniture and Equipment	1,893	680	-	-	-
<b>Material &amp; Services</b>	<b>36,585</b>	<b>28,886</b>	<b>36,260</b>	<b>36,985</b>	<b>36,985</b>
<b>Program Total</b>	<b>759,905</b>	<b>791,203</b>	<b>891,681</b>	<b>905,256</b>	<b>905,256</b>
<b>Department Staff</b>					
Full Time	4.00	5.00	6.00	6.00	6.00
Regular Part Time (FTE)	6.13	5.25	4.37	4.37	4.37
Part Time (FTE)	4.73	4.63	4.99	4.98	4.98
<b>Funded Service Level</b>					
Program Hours	29,162	29,858	31,435	29,896	29,896
Contact Hours	129,041	139,377	145,423	141,922	141,922





## NATURAL RESOURCES & TRAILS



*Natural Resources*

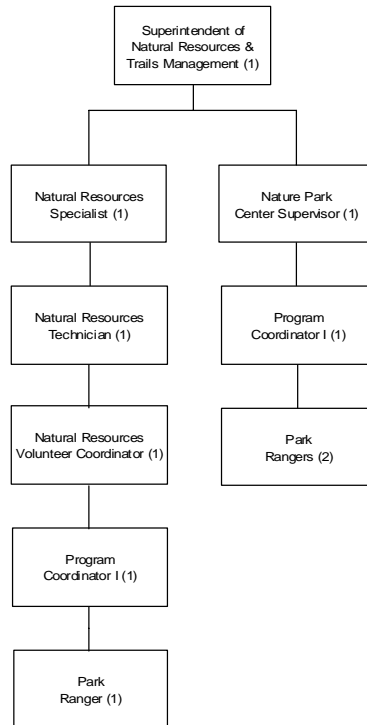
*Nature Park*



# PARK & RECREATIONAL SERVICES DIVISION

## Natural Resources & Trails Management Department

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### Department Overview

The Natural Resources Department provides District-wide environmental education programs, manages 35 miles of trails, and 1,300 acres of natural areas in 140 sites, including Cooper Mountain Nature Park and the Tualatin Hills Nature Park and Interpretive Center.

Under the direction of the Superintendent of Natural Resources & Trails Management, Nature Park Interpretive Center and Natural Resources staff operate a coordinated program which uses the Interpretive Center as a hub to inform visitors about the District's natural resource areas, volunteer opportunities, trails, and environmental education programs.

The Department connects users with natural areas and community destinations through the Trails Management Program which promotes trail uses and manages comments 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.

### 2008/09 Accomplishments

Created, printed, and distributed a District-wide trail map.

Completed Oregon white oak preservation projects and interpretive sign installation at the Tualatin Hills Nature Park.

Completed phase three of the Greenway Park Habitat Enhancement Project which included planting thousands of plants and installing three permanent interpretive signs.

Provided environmental education programs including camps, in parks across the District.

### 2009/10 Goals and Objectives

Plan and begin implementation of the bond funded natural resource enhancement projects.

Continue restoration projects at more than 10 sites in the District.

Maintain current volunteer program participation.

Begin design work for a network of attractive and informative natural resource themed interpretive signs.

**Budget Highlights**

The proposed budget reflects an increase in Natural Resources funding for part time maintenance labor.

The proposed budget also includes two FT positions (a Program Coordinator I and a Park Ranger) added mid-year 2008-09 as part of the Cooper Mountain Nature Park management agreement with Metro.

**Performance Standards**

Carry out goals of habitat protection, enhancement, and public education identified in the Natural Resources Management Plan. Plan and construct bond-funded natural resource projects. Seek grants and partnerships to expand efforts.

**Division: Park & Recreational Services**  
**Department: Natural Resources and Trails**

Description	Prior Year Actual 2006/07	Prior Year Actual 2007/08	Adopted Budget 2008/09	Proposed Budget 2009/10	Adopted Budget 2009/10
<b>Summary of Appropriations</b>					
Personal Services	-	752,081	975,468	1,185,027	1,185,027
Materials & Services	-	103,579	203,996	159,224	159,224
<b>Total Appropriations</b>	-	<b>855,660</b>	<b>1,179,464</b>	<b>1,344,251</b>	<b>1,344,251</b>

<b>Summary by Program</b>					
Natural Resources	-	395,455	642,880	677,541	677,541
Nature Park Interpretive Center	-	460,205	536,584	666,710	666,710
<b>Total Appropriations</b>	-	<b>855,660</b>	<b>1,179,464</b>	<b>1,344,251</b>	<b>1,344,251</b>

<b>Division Staff</b>					
Full Time	0.00	6.00	8.00	10.00	10.00
Regular Part Time (FTE)	0.00	2.63	0.88	0.88	0.88
Part Time (FTE)	0.00	4.88	8.26	10.07	10.07

<b>Funded Service Level</b>					
Program Hours	-	5,112	5,794	8,044	8,044
Contact Hours	-	116,458	138,770	177,532	177,532

Note: Information for 2006/07 ties with the Department Summary for Programs and Special Activities from previous years. In 2007/08 the Natural Resources and Trails Department was created to include Natural Resources and Nature Park.

**Division: Park & Recreational Services**  
 Department: Natural Resources and Trails  
 Program: Natural Resources

**KEY PERFORMANCE INDICATORS**

Description	Prior Year Actual 2006/07	Prior Year Actual 2007/08	Projected Outcome 2008/09	Proposed Outcome 2009/10
Implement the THPRD Natural Resource Management Plan and Park Inventory Program.	Staff will complete draft management plans for Koll Center Wetlands, Moonshadow, and Bauman Parks. Floating heart monitoring program will continue through this fiscal year. NR will lead a Park Service Delivery Strategy pilot program.	Management plans for Jenkins Estate and Fanno Creek Parks were completed. Park Service Delivery project was completed, portions were implemented including completion of natural resources zone management. Inventory of new property acquisitions continued. Developed basics of Trail Management Program.	Fully implemented natural resources management zone strategy. Continued natural resources park inspection program. Assisted in new property acquisition/identification. Publication of District-wide trail map as part of the Trail Management Program.	Plan and begin implementation of a dozen bond funded natural resource enhancement projects and land acquisition which support NRMP goals. Continue to increase natural resources maintenance staffing.
Engage in community outreach to promote awareness and involvement in Natural Resources programs.	Natural Resources Volunteer Coordinator completed 264 volunteer projects with over 3,000 volunteers and 40 community groups, totaling 17,802 volunteer hours. Estimated value for these contributions was \$317,747.	The Natural Resources Volunteer Coordinator completed 275 volunteer projects with over 2,700 volunteers and 40 community groups, totaling more than 15,000 volunteer hours. Estimated value for these contributions is \$270,750. Staff have also started training volunteers to perform animal surveys and monitor restoration site success throughout the District. Nature Park and Natural Resources volunteer programs combined.	Natural Resources Volunteer Coordinator anticipates similar numbers to last year's projects. Staff will continue to refine and expand combined volunteer programs. Rangers will play a larger role throughout the District in trails, natural resources, and educational programs.	Expand environmental education efforts through the operation of a traveling Nature Mobile program. Increase ranger presence and environmental education efforts in parks and trails through the Trails Management Program. Begin creation of interpretive sign network.
Restore and enhance habitat in natural area parks.	Work continued at previous year's sites. Additional efforts were completed at Nature in Neighborhood projects mentioned below. A major enhancement project took place at Moonshadow Park resulting in increased habitat and water quality benefits.	A Metro Nature in Neighborhoods grant was received to restore 10 acres of oak trees at the Nature Park. Phase II of the Greenway Park Habitat Enhancement Project was implemented.	The final phase of Greenway Park Habitat Enhancement Program and Oak Restoration Grant at the Nature Park were completed. Oak restoration in other sites was continued.	Continue maintenance and monitoring of restoration projects at more than 10 sites in the District. A grant will be pursued to improve the outcomes of the Bauman Park restoration project.
Pursue cooperative and collaborative relationships with THPRD Departments and outside agencies that benefit natural resource assets.	Staff received Nature in Neighborhoods Grants to pursue enhancements at Beacon Hill Wetlands, Vale, Rosa, Camille, and Greenway Parks. Partners for these projects included SOLV, Clean Water Services, and City of Beaverton. Staff also picked up Goal 5 program responsibilities from Planning staff.	Continued partnership with SOLV's Team Up Program at 3 sites. Worked with Clean Water Services to construct a water quality swale at Spyglass Pond. Cooperated with Metro, City of Beaverton and other regional partners on recycling and sustainability enhancements.	Expand and improve sustainability program by working with local and regional partners. Continue working with the Four-County Weed Management Area group to control weed invasions and increase public awareness of weeds. Facilitate projects with Clean Water Services at various sites throughout the District.	Cooperate with Clean Water Services to implement 30 acre restoration of Rock Creek Trail corridor waterways. Seek partnerships to leverage bond funds. Participate in Connecting Green Alliance activities to maximize partnerships. Continue working with the Four-County Weed Management Area group to control weed invasions and increase public awareness of weeds.

**Division: Park & Recreational Services**  
**Department: Natural Resources and Trails**  
**Program: Natural Resources**

Description	Prior Year Actual 2006/07	Prior Year Actual 2007/08	Adopted Budget 2008/09	Proposed Budget 2009/10	Adopted Budget 2009/10
<b>Program Appropriations</b>					
F.T. Salary	189,318	212,234	226,000	329,305	329,305
P.T. Salary	-	19,063	138,109	87,280	87,280
Employee Benefits	67,011	66,265	82,278	117,579	117,579
Payroll Taxes	19,444	23,284	36,215	41,412	41,412
<b>Personal Services</b>	<b>275,773</b>	<b>320,846</b>	<b>482,602</b>	<b>575,576</b>	<b>575,576</b>
Professional and Technical Services	24,648	42,669	53,700	19,000	19,000
Other Services	88	2,017	52,100	3,350	3,350
Rental Equipment	1,907	5,063	3,000	6,950	6,950
Communications	-	-	11,500	2,319	2,319
Supplies	13,866	17,769	32,153	61,091	61,091
Training, Travel and Memberships	3,603	5,897	7,325	8,705	8,705
Small Furniture, Fixtures and Equip.	977	1,194	500	550	550
<b>Material &amp; Services</b>	<b>45,089</b>	<b>74,609</b>	<b>160,278</b>	<b>101,965</b>	<b>101,965</b>
<b>Program Total</b>	<b>320,862</b>	<b>395,455</b>	<b>642,880</b>	<b>677,541</b>	<b>677,541</b>
<b>Department Staff</b>					
Full Time	4.00	4.00	4.00	6.00	6.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	0.00	0.50	2.74	3.16	3.16
<b>Funded Service Level</b>					
Program Hours				1,137	1,137
Contact Hours				26,478	26,478

**Division: Park & Recreational Services**  
 Department: Natural Resources and Trails  
 Program: Nature Park Interpretive Center

**KEY PERFORMANCE INDICATORS**

Description	Prior Year Actual 2006/07	Prior Year Actual 2007/08	Projected Outcome 2008/09	Proposed Outcome 2009/10
<b>Workloads</b>				
Attendance	249,159	195,018	220,000	220,200
Number of classes held	278	293	300	320
Percentage of classes held vs. offered	77%	75%	75%	74%
<b>Performance Measures</b>				
Estimated cost per visit	\$ 1.63	\$ 2.36	\$ 2.50	\$ 3.03
Direct Facility Operations Cost Recovery *	41%	43%	40%	42%

\* Does not include maintenance or utilities

**Division: Park & Recreational Services**  
**Department: Natural Resources and Trails**  
**Program: Nature Park Interpretive Center**

Description	Prior Year Actual 2006/07	Prior Year Actual 2007/08	Adopted Budget 2008/09	Proposed Budget 2009/10	Adopted Budget 2009/10
<b>Program Appropriations</b>					
F.T. Salary	101,586	108,190	190,530	208,808	208,808
P.T. Salary	198,342	228,171	188,129	258,996	258,996
Employee Benefits	47,631	59,999	77,821	96,401	96,401
Payroll Taxes	30,226	34,875	36,386	45,246	45,246
<b>Personal Services</b>	<b>377,785</b>	<b>431,235</b>	<b>492,866</b>	<b>609,451</b>	<b>609,451</b>
Professional and Technical Services	2,730	2,305	8,868	4,291	4,291
Rental Equipment	1,636	2,206	2,500	3,500	3,500
Communication	2,121	695	1,580	1,255	1,255
Supplies	16,634	21,750	26,803	44,390	44,390
Training, Travel and Memberships	3,666	2,014	2,497	2,823	2,823
Small Furniture, Fixtures and Equip.	628	-	1,470	1,000	1,000
<b>Material &amp; Services</b>	<b>27,415</b>	<b>28,970</b>	<b>43,718</b>	<b>57,259</b>	<b>57,259</b>
<b>Program Total</b>	<b>405,200</b>	<b>460,205</b>	<b>536,584</b>	<b>666,710</b>	<b>666,710</b>
<b>Department Staff</b>					
Full Time	2.00	2.00	4.00	4.00	4.00
Regular Part Time (FTE)	2.63	2.63	0.88	0.88	0.88
Part Time (FTE)	3.96	4.38	5.52	6.91	6.91
<b>Funded Service Level</b>					
Program Hours	4,839	5,112	5,794	6,907	6,907
Contact Hours	104,890	116,458	138,770	151,054	151,054





# CAPITAL PROJECTS

Capital Projects Summary

Capital Projects Narratives

Unfunded Capital Requests



## Division: Capital Projects

Description	Prior Year Actual 2006/07	Prior Year Actual 2007/08	Adopted Budget 2008/09	Proposed Budget 2009/10	Adopted Budget 2009/10
<b>Summary of Appropriations</b>					
Capital Outlay	1,391,381	1,410,997	2,773,027	5,739,364	5,806,854
<b>Total Appropriations</b>	<b>1,391,381</b>	<b>1,410,997</b>	<b>2,773,027</b>	<b>5,739,364</b>	<b>5,806,854</b>
<b>Summary by Department</b>					
Carry Over Projects	314,555	124,831	578,000	682,498	749,988
Athletic Facility Replacements	94,703	104,616	247,962	152,163	152,163
Athletic Facility Improvements	31,946	20,107	5,400	80,671	80,671
Building Replacements	417,061	454,423	766,730	688,522	688,522
Building Improvements	132,472	132,562	234,738	21,200	21,200
Equipment and Furnishings	-	2,000	-	-	-
Energy Savings Performance Contract	-	-	-	3,000,000	3,000,000
Park & Trail Replacements	259,078	294,668	469,447	538,310	538,310
Park & Trail Improvements	19,961	213,821	353,950	500,000	500,000
Facility Challenge Grants	35,495	43,242	75,000	75,000	75,000
Natural Resources Support	7,010	-	-	-	-
ADA Improvements	79,100	20,727	41,800	1,000	1,000
<b>Total Appropriations</b>	<b>1,391,381</b>	<b>1,410,997</b>	<b>2,773,027</b>	<b>5,739,364</b>	<b>5,806,854</b>



## CAPITAL PROJECTS

Item Number	Capital Project	Carryover Funds	Additional Funding	Adopted Budget 2009/10	Page #
<b>CARRY OVER PROJECTS</b>					
1	GIS Development	35,362		35,362	CO-7
2	Board/Conference Room-Audio	6,500		6,500	CO-7
3	Software Upgrades	25,000		25,000	CO-7
4	Land Acquisition- Jenkins Estate Right of Way	90,000		90,000	CO-7
5	John Quincy Adams Young House Renovation	5,000		5,000	CO-7
6	Stuhr Center- Bequest Funded Project	63,000		63,000	CO-7
7	Challenge Grant Competitive Fund	30,000		30,000	CO-7
8	Off-leash Dog Park Construction	15,000	35,000	50,000	CO-8
9	John Marty Park Community Garden	5,700	2,000	7,700	CO-8
10	HMT Administration Center Front Office Remodel	5,530	70,000	75,530	CO-8
11	BMX Park Maintenance	3,000		3,000	CO-8
12	Performance Contract Energy Efficiency Improvements	14,500		14,500	CO-8
13	Barnes School Field Irrigation Restoration	35,000		35,000	CO-8
14	Tennis Center Roof Overlay Panels	14,500		14,500	CO-8
15	Conestoga Recreation & Aquatic Center Rewire Underwater Lights	46,406		46,406	CO-9
16	Large Rotary Mower	50,000	36,000	86,000	CO-9
17	Athletic Field Turf Renovation	95,000		95,000	CO-9
18	Tennis Court Resurface/Overlay	67,490		67,490	CO-9
	<b>TOTAL CARRY OVER PROJECTS</b>	<b>606,988</b>	<b>143,000</b>	<b>749,988</b>	
<b>ATHLETIC FACILITY REPLACEMENTS</b>					
19	Resurface Tennis Courts (5 Sites)			90,307	CO-9
20	Long Jump Court Resurface			2,000	CO-9
21	Athletic Facility Fence Repair			8,300	CO-9
22	Baseball/Softball Backstop Replacement (1 Site)			3,456	CO-10
23	Basketball Asphalt Pads (2 Sites)			16,000	CO-10
24	Install Bleacher Backs & Rails			6,600	CO-10
25	Athletic Field Lamps & Ballasts			16,500	CO-10
26	Garden Home Recreation Center Weight Room Equipment			9,000	CO-10
	<b>TOTAL ATHLETIC FACILITY REPLACEMENTS</b>			<b>152,163</b>	
<b>ATHLETIC FACILITY IMPROVEMENTS</b>					
27	Baseball/Softball Field Netting (various sites)			5,000	CO-10
28	Synthetic Turf Magnet			3,500	CO-10
29	Lost Park Water Meter			10,000	CO-11
30	Sunset Park Asphalt & Drainage Improvement			6,000	CO-11
31	Garden Home Park Drainage Completion			50,171	CO-11
32	PCC Recreation Complex Boomless Spray System Support			3,500	CO-11
33	Cedar Hills Recreation Center Volleyball Standards			2,500	CO-11
	<b>TOTAL ATHLETIC FACILITY IMPROVEMENTS</b>			<b>80,671</b>	
<b>BUILDING REPLACEMENT</b>					
<b><u>Pool Mechanical Systems</u></b>					
34	Harman Swim Center Filter Pit Sump Pump			3,000	CO-11
35	Chemtrol Units (2 Pools)			4,400	CO-11
36	Raleigh Swim Center Skim Gutter Valve			1,000	CO-12
37	Raleigh Swim Center Main Drain Valve			1,000	CO-12
38	Beaverton Swim Center Circulation Pump			4,400	CO-12
<b><u>Roof and Gutter Replacement</u></b>					
39	Jenkins Estate Pump House Re-roof			18,000	CO-12
40	Jenkins Estate Gate House Re-roof			22,000	CO-12
41	Conestoga Recreation & Aquatic Center Gym Roof Cap			3,000	CO-12
42	Dryland Training Center Roof			40,000	CO-12

## CAPITAL PROJECTS

Item Number	Capital Project	Carryover Funds	Additional Funding	Adopted Budget 2009/10	Page #
43	Aloha Swim Center Metal Roof Coat			18,000	CO-12
	<b><u>Siding &amp; Window Replacement</u></b>				
44	Windows & Doors (9 Sites)			35,931	CO-13
45	Beaverton Swim Center Shower Room Wall Tile			16,000	CO-13
46	Aquatic Swim Center North Windows Recaulk			16,000	CO-13
	<b><u>Floor Covering Replacements/Long life</u></b>				
47	Cedar Hills Recreation Center Tile (Room 2 & 3)			38,000	CO-13
48	Garden Home Recreation Center Tile Floor			7,500	CO-13
49	Athletic Center Floor Study			25,000	CO-13
50	Wood Floor Resurface (4 Sites)			21,150	CO-14
	<b><u>Floor Covering Replacement/Short Life</u></b>				
51	Carpets (4 Sites)			33,226	CO-14
52	Cedar Hills Recreation Center Lower R/R Vinyl Floor			15,000	CO-14
53	Aloha Swim Center Non-Skid Floor (Pool Deck)			20,000	CO-14
54	Exterior Painting (4 Sites)			10,200	CO-14
55	Garden Home Recreation Center Tile Floor (Room 15)			7,000	CO-14
	<b><u>Electrical Components</u></b>				
56	Cedar Hills Recreation Center Lighting Shower Rooms			1,000	CO-14
57	Cedar Hills Recreation Center Lights (Rooms C1 & D, Lower Hall).			10,000	CO-15
58	Somerset West Swim Center Interior Light Fixtures			1,320	CO-15
	<b><u>Exterior Furnishings</u></b>				
59	Athletic Center Pathway Light Fixtures			23,000	CO-15
	<b><u>Building Exterior</u></b>				
60	HMT Administration Center Skylight (Front Entry)			38,000	CO-15
61	Garden Home Recreation Center Beams (Front Entry)			4,000	CO-15
	<b><u>Building Furnishings</u></b>				
62	Window Shades& Blinds (4 Sites)			43,045	CO-15
63	Sunset Swim Center Window Shades			12,500	CO-16
64	Athletic Center Gym Divider Curtains ( 5)			38,000	CO-16
65	Locker Light Fixtures (2 Sites)			14,000	CO-16
66	Jenkins Estate Main House Dishwasher			3,700	CO-16
67	Garden Home Recreation Center Light Fixtures (Rm 8)			2,600	CO-16
	<b><u>HVAC Components</u></b>				
68	Supply Fan Motor (2 Sites)			9,500	CO-16
69	Aloha Swim Center Balcony Fans			2,200	CO-16
70	Exhaust Fans (4 Sites)			13,500	CO-17
71	HMT Administration Center Condensing Unit (Server Room)			8,500	CO-17
72	Stuhr Center HVAC Ductwork Cleaning			11,500	CO-17
73	Jenkins Estate Water Tower Heater			1,150	CO-17
74	Garden Home Recreation Center Heat Pump (Library)			18,000	CO-17
75	Schlottman House Heat Pump Units (2 each)			13,000	CO-17
	<b><u>Plumbing 10 Year Life</u></b>				
76	Cedar Hill Recreation Center (2) drinking fountains			4,000	CO-17
77	Jenkins Estate Stable Water Heater			1,000	CO-18
78	Harman Swim Center ADA Drinking Fountain			2,500	CO-18
	<b><u>Plumbing 15 Year Life</u></b>				
79	Stuhr Center Garbage Disposal (Kitchen)			2,600	CO-18
80	Harman Swim Center Holding Tank (Domestic)			32,000	CO-18
	<b><u>Security</u></b>				
81	Garden Home Recreation Center Batteries Emergency Light System			2,000	CO-18
82	Raleigh Swim Center Security Fence			2,500	CO-18
	<b><u>Furnaces</u></b>				
83	Beaverton Swim Center Furnace			5,000	CO-18
84	Jenkins Estate Gate House Furnace			3,000	CO-19

## CAPITAL PROJECTS

Item Number	Capital Project	Carryover Funds	Additional Funding	Adopted Budget 2009/10	Page #
<b>Lighting Re-lamp</b>					
85	Tennis Center Indoor Court Relamp			4,300	CO-19
86	Tennis Center East Air Structure Relamp			1,300	CO-19
	<b>TOTAL BUILDING REPLACEMENT</b>			<b>688,522</b>	
<b>BUILDING IMPROVEMENTS</b>					
87	Asbestos Abatement (2 Sites)			9,000	CO-19
88	Chemical Storage Sheds (3 Sites)			5,000	CO-19
89	Aluminum Folding Tables for Special Events			3,500	CO-19
90	Nature Park Interpretative Center Office Furniture			1,000	CO-19
91	Jenkins Estate Enclosed Metal Dish Storage Cabinets			2,700	CO-20
	<b>TOTAL BUILDING IMPROVEMENTS</b>			<b>21,200</b>	
<b>ENERGY SAVINGS PERFORMANCE CONTRACT</b>					
92	Energy Savings Improvements			3,000,000	CO-20
	<b>TOTAL ENERGY SAVINGS PERFORMANCE CONTRACT</b>			<b>3,000,000</b>	
<b>PARK &amp; TRAIL REPLACEMENTS</b>					
93	Drinking Fountains (3 Sites)			19,000	CO-20
94	Irrigation (3 Sites)			70,000	CO-20
95	Signage (Signage Master Plan Project)			75,000	CO-20
96	Fanno Farm House Fence Replacement			15,000	CO-20
97	Forest Hills Park Tables & Benches			1,810	CO-20
98	Jenkins Estate Well & Stable Septic System			28,000	CO-21
99	Concrete Sidewalk Repair (11 Sites)			87,500	CO-21
100	Asphalt Path Replacement & Repair (11 Sites)			177,000	CO-21
101	Waterhouse Bridge Repair			25,000	CO-21
102	Hiteon Park Play Structure			40,000	CO-21
	<b>TOTAL PARK &amp; TRAIL REPLACEMENTS</b>			<b>538,310</b>	
<b>PARK &amp; TRAIL IMPROVEMENTS</b>					
103	Memorial Benches			8,000	CO-21
104	Bethany Lake Community Garden Expansion			15,000	CO-22
105	Future Community Garden			35,000	CO-22
<b>Grant Funded Projects</b>					
106	RTP Grant - Fanno Creek Trail Bridge			48,000	CO-22
107	MTIP Grant - Fanno Creek Trail/Hall Crossing			359,000	CO-22
108	LGGP Grant - PCC Recreation Complex Restrooms			35,000	CO-22
	<b>TOTAL PARK &amp; TRAIL IMPROVEMENTS</b>			<b>500,000</b>	
<b>FACILITY CHALLENGE GRANTS</b>					
109	Program Facility Challenge Grants			75,000	CO-22
	<b>TOTAL FACILITY CHALLENGE GRANTS</b>			<b>75,000</b>	
<b>ADA IMPROVEMENTS</b>					
110	Garden Home Recreation Center ADA Accessible Indoor Play			1,000	CO-23
	<b>TOTAL ADA IMPROVEMENTS</b>			<b>1,000</b>	
	<b>TOTAL FUNDED CAPITAL ITEMS</b>			<b>5,806,854</b>	



## CAPITAL PROJECTS

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### Carry Over Projects

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**ITEM 1:**           **GIS Development**

**BUDGET:**       \$35,362

**DESCRIPTION:**   Carryover of funds for GIS implementation. Purchase of GPS equipment including palm devices and other data collection tools and software.

---

**ITEM 2:**           **Board/Conference Room-Audio**

**BUDGET:**       \$6,500

**DESCRIPTION:**   Purchase of conference audio equipment for board room.

---

**ITEM 3:**           **Software Upgrades**

**BUDGET:**       \$25,000

**DESCRIPTION:**   Purchase awaiting technical improvements and price reductions.

---

**ITEM 4:**           **Land Acquisition- Jenkins Estate Right of Way**

**BUDGET:**       \$90,000

**DESCRIPTION:**   Funds for land acquisition.

---

**ITEM 5:**           **John Quincy Adams Young House Renovation**

**BUDGET:**       \$5,000

**DESCRIPTION:**   Remaining costs of district share of renovation of historical facility.

---

**ITEM 6:**           **Stuhr Center- Bequest Funded Project**

**BUDGET:**       \$63,000

**DESCRIPTION:**   Bequest funding received for use at Elsie Stuhr Center for a project as yet to be determined.

---

**ITEM 7:**           **Challenge Grant Competitive Fund**

**BUDGET:**       \$30,000

**DESCRIPTION:**   Unused challenge grant funds from prior year will be made available on a competitive basis.

---



## CAPITAL PROJECTS

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**ITEM 8:**           **Off-leash Dog Park Construction**

**BUDGET:**       \$50,000

**DESCRIPTION:**   Funds for construction of a Dog Park north of Highway 26.

---

**ITEM 9:**           **John Marty Park Community Garden**

**BUDGET:**       \$7,700

**DESCRIPTION:**   Remaining funds for community garden to be spent in 2009-10.

---

**ITEM 10:**         **HMT Administration Center Front Office Remodel**

**BUDGET:**       \$75,530

**DESCRIPTION:**   Funds for front reception office remodel

---

**ITEM 11:**         **BMX Park Maintenance**

**BUDGET:**       \$3,000

**DESCRIPTION:**   Course repair for BMX biking at Eichler Park.

---

**ITEM 12:**         **Performance Contract Energy Efficiency Improvements**

**BUDGET:**       \$14,500

**DESCRIPTION:**   Funding to implement improvements identified through a performance contract funded by Energy Trust of Oregon to conduct Energy Use Audit of each District Facility. Audit will include all energy consuming systems within each facility.

---

**ITEM 13:**         **Barnes School Field Irrigation Restoration**

**BUDGET:**       \$35,000

**DESCRIPTION:**   Provides funds to restore sports field irrigation systems to baseball, softball, soccer and lacrosse fields following a school remodel project.

---

**ITEM 14:**         **Tennis Center Roof Overlay Panels**

**BUDGET:**       \$14,500

**DESCRIPTION:**   Additional metal panels with hidden fasteners to be installed over critical areas of the existing roof to prevent water on the courts during rain storms.

---

## CAPITAL PROJECTS

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**ITEM 15:**           **Conestoga Recreation and Aquatic Center Rewire Underwater Lights**  
**BUDGET:**           \$46,406  
**DESCRIPTION:**    Remainder of rewire of existing lights to meet electrical code. System is currently shut down.

---

**ITEM 16:**           **Large Rotary Mower**  
**BUDGET:**           \$86,000  
**DESCRIPTION:**    Funds to replaces VehNo 7630 2002 Toro 580D.

---

**ITEM 17:**           **Athletic Field Turf Renovation**  
**BUDGET:**           \$95,000  
**DESCRIPTION:**    Install new drainage, irrigation adjustments, field re-sizing & grading.

---

**ITEM 18:**           **Tennis Court Resurface/Overlay**  
**BUDGET:**           \$67,490  
**DESCRIPTION:**    Tennis court resurface/overlay at Summercrest Park and resurface at Rock Creek Landing.

---

### **Athletic Facility Replacements**

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**ITEM 19:**           **Resurface Tennis Courts (5 Sites)**  
**BUDGET:**           \$90,307  
**DESCRIPTION:**    Color coat surface and crack repair at Five Oaks School (4 courts), Mountain View (4 courts), Sunset Park (4 courts), Conestoga (4 courts) and Cedar Park School (4 courts).

---

**ITEM 20:**           **Long Jump Court Resurface**  
**BUDGET:**           \$2,000  
**DESCRIPTION:**    Provide a 2" asphalt overlay on the long jump runway at Whitford School.

---

**ITEM 21:**           **Athletic Facility Fence Repair**  
**BUDGET:**           \$8,300  
**DESCRIPTION:**    Replace screen fabric and add bottom rail to HMT soccer field #2 existing fence.

---

## CAPITAL PROJECTS

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**ITEM 22:            Baseball/Softball Backstop Replacement (1 Site)**

**BUDGET:**           \$3,456

**DESCRIPTION:**    Replace baseball/softball backstop at Five Oaks School.

---

**ITEM 23:           Basketball Asphalt Pads (2 Sites)**

**BUDGET:**           \$16,000

**DESCRIPTION:**    Provide a 2" asphalt overlay at Center Street Park and Hazeldale Park.

---

**ITEM 24:           Install Bleacher Backs & Rails**

**BUDGET:**           \$6,600

**DESCRIPTION:**    Install bleacher backs & rails on ten, portable, five tier bleacher sets. This action complies with recent bleacher safety standard upgrades.

---

**ITEM 25:           Athletic Field Lamps & Ballasts**

**BUDGET:**           \$16,500

**DESCRIPTION:**    Replace the athletic field lamps at HMT Soccer #1 & Sunset Park and replace the ballasts and capacitors at HMT Soccer #1.

---

**ITEM 26:           Garden Home Recreation Center Weight Room Equipment**

**BUDGET:**           \$9,000

**DESCRIPTION:**    Replace weight room equipment.

---

### **Athletic Facility Improvements**

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**ITEM 27:           Baseball/Softball Field Netting (various sites)**

**BUDGET:**           \$5,000

**DESCRIPTION:**    Netting to prevent foul balls from traveling into parking lots, landscaping, streets and neighborhoods.

---

**ITEM 28:           Synthetic Turf Magnet**

**BUDGET:**           \$3,500

**DESCRIPTION:**    Designed to collect loose metals on the synthetic fields.

---

## CAPITAL PROJECTS

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**ITEM 29:**            **Lost Park Water Meter**  
**BUDGET:**            \$10,000  
**DESCRIPTION:**    For quick coupler to clean the tennis courts.

---

**ITEM 30:**            **Sunset Park Asphalt & Drainage Improvement**  
**BUDGET:**            \$6,000  
**DESCRIPTION:**    Improve spectator area between Sunset Park fields #3 & #4.

---

**ITEM 31:**            **Garden Home Park Drainage Completion**  
**BUDGET:**            \$50,171  
**DESCRIPTION:**    Improve the playability of the athletic fields at Garden Home Park.

---

**ITEM 32:**            **PCC Recreation Complex Boomless Spray System Support**  
**BUDGET:**            \$3,500  
**DESCRIPTION:**    To apply soluble products to the natural turf & synthetic turf areas.

---

**ITEM 33:**            **Cedar Hills Recreation Center Volleyball Standards**  
**BUDGET:**            \$2,500  
**DESCRIPTION:**    Replace broken standards.

---

### **Building Replacements**

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#### **Pool Mechanical System Repair**

**ITEM 34:**            **Harman Swim Center Filter Pit Sump Pump**  
**BUDGET:**            \$3,000  
**DESCRIPTION:**    Replace exist unit that is past its life expectancy.

---

**ITEM 35:**            **Chemtrol Units (2 Pools)**  
**BUDGET:**            \$4,400  
**DESCRIPTION:**    Replace existing units at the Sunset Swim Center and Raleigh Swim Center that are past their life expectancy.

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## CAPITAL PROJECTS

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**ITEM 36: Raleigh Swim Center Skim Gutter Valve**

**BUDGET:** \$1,000

**DESCRIPTION:** Replace exist unit that is past its life expectancy.

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**ITEM 37: Raleigh Swim Center Main Drain Valve**

**BUDGET:** \$1,000

**DESCRIPTION:** Replace exist unit that is past its life expectancy.

---

**ITEM 38: Beaverton Swim Center Circulation Pump**

**BUDGET:** \$4,400

**DESCRIPTION:** Replaces existing 2003 system that that is past its scheduled replacement.

---

### Roof and Gutter Replacement

**ITEM 39: Jenkins Estate Pump House Re-roof**

**BUDGET:** \$18,000

**DESCRIPTION:** Replaces 1985 roof that is past its life expectancy.

---

**ITEM 40: Jenkins Estate Gate House Re-roof**

**BUDGET:** \$22,000

**DESCRIPTION:** Replaces 1982 roof that is past its life expectancy.

---

**ITEM 41: Conestoga Recreation & Aquatic Center Gym Roof Cap**

**BUDGET:** \$3,000

**DESCRIPTION:** Replaces existing cap in the gym that has failed.

---

**ITEM 42: Dryland Training Center Roof**

**BUDGET:** \$40,000

**DESCRIPTION:** Replaces 1985 roof that is past life expectancy.

---

**ITEM 43: Aloha Swim Center Metal Roof Coat**

**BUDGET:** \$18,000

**DESCRIPTION:** Replaces Lobby area roof as scheduled.

## CAPITAL PROJECTS

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### Siding & Window Replacement

**ITEM 44:**            **Windows & Doors (9 Sites)**

**BUDGET:**            \$35,931

**DESCRIPTION:**    Replaces existing doors with bent frames and hinges which are difficult to secure and replace single pane windows that are leaking and inefficient at Aloha, Aquatic Center (3), Sunset, Raleigh, Conestoga, Beaverton (2), Athletic Center (2), Garden Home (2), Cedar Hills.

---

**ITEM 45:**            **Beaverton Swim Center Shower Room Wall Tile**

**BUDGET:**            \$16,000

**DESCRIPTION:**    Replaces existing 1956 tile that is chipped, stained and loose, causing damage to the wall.

---

**ITEM 46:**            **Aquatic Swim Center North Windows Recaulk**

**BUDGET:**            \$16,000

**DESCRIPTION:**    Replaces existing 1979 caulking materials that seal the windows and frames to prevent leaking.

---

### Floor Covering Replacements/Long life

**ITEM 47:**            **Cedar Hills Recreation Center Tile (Room 2 & 3)**

**BUDGET:**            \$38,000

**DESCRIPTION:**    Replaces existing flooring that has become damaged.

---

**ITEM 48:**            **Garden Home Recreation Center Tile Floor**

**BUDGET:**            \$7,500

**DESCRIPTION:**    Replaces existing 1980 flooring that has become damaged.

---

**ITEM 49:**            **Athletic Center Floor Study**

**BUDGET:**            \$25,000

**DESCRIPTION:**    Research ground water problem that is causing damage to wood courts.

---

## CAPITAL PROJECTS

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**ITEM 50: Wood Floor Resurface (4 Sites)**

**BUDGET:** \$21,150

**DESCRIPTION:** Replaces worn down finish that protects the wood at Stuhr, Garden home, Athletic Center, Conestoga.

---

### Floor Covering Replacement/Short Life

**ITEM 51: Carpets (4 Sites)**

**BUDGET:** \$33,226

**DESCRIPTION:** Replaces existing carpets that are worn and past their life expectancy at the Tennis Center, Garden Home, Administrative office (eastside office carpets), Aquatic Center Dryland.

---

**ITEM 52: Cedar Hills Recreation Center Lower R/R Vinyl Floor**

**BUDGET:** \$15,000

**DESCRIPTION:** Replaces existing 1980 flooring that has become damaged.

---

**ITEM 53: Aloha Swim Center Non-Skid Floor (Pool Deck)**

**BUDGET:** \$20,000

**DESCRIPTION:** Resurfaces existing coating that has cracked and is delaminating.

---

**ITEM 54: Exterior Painting (4 Sites)**

**BUDGET:** \$10,200

**DESCRIPTION:** Paint exterior of buildings past their scheduled maintenance at the Athletic Center, Jenkins Estate, Camp Rivendale and Aloha.

---

**ITEM 55: Garden Home Recreation Center Tile Floor (Room 15)**

**BUDGET:** \$7,000

**DESCRIPTION:** Replaces existing 1980 flooring that has become damaged.

---

### Electrical Components

**ITEM 56: Cedar Hills Recreation Center Lighting Shower Rooms**

**BUDGET:** \$1,000

**DESCRIPTION:** Replaces existing fixtures that are old and not energy efficient.

---

## CAPITAL PROJECTS

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**ITEM 57:** Cedar Hills Recreation Center Lights (Rooms C1 & D, Lower Hall)

**BUDGET:** \$10,000

**DESCRIPTION:** Replaces existing fixtures that are old and not energy efficient.

---

**ITEM 58:** Somerset West Swim Center Interior Light Fixtures

**BUDGET:** \$1,320

**DESCRIPTION:** Replaces existing fixtures that are old and not energy efficient.

---

### Exterior Furnishings

**ITEM 59:** Athletic Center Pathway Light Fixtures

**BUDGET:** \$23,000

**DESCRIPTION:** Replaces existing 1996 fixtures that have been damaged, expensive to repair and are inefficient.

---

### Building Exterior

**ITEM 60:** HMT Administration Center Skylight (Front Entry)

**BUDGET:** \$38,000

**DESCRIPTION:** Replaces existing structure that has been damaged.

---

**ITEM 61:** Garden Home Recreation Center Beams (Front Entry)

**BUDGET:** \$4,000

**DESCRIPTION:** Replaces existing support beams that have become damaged.

---

### Building Furnishings

**ITEM 62:** Window Shades & Blinds (4 Sites)

**BUDGET:** \$43,045

**DESCRIPTION:** Replaces existing blinds that are bent, broken and past their life expectancy at the Aquatic Center Dryland, Cedar Hills, Conestoga and Stuhr.

---



## CAPITAL PROJECTS

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**ITEM 63:**           **Sunset Swim Center Window Shades**  
**BUDGET:**           \$12,500  
**DESCRIPTION:**   Replaces existing 1996 shades that are in poor condition.

---

**ITEM 64:**           **Athletic Center Gym Divider Curtains ( 5)**  
**BUDGET:**           \$38,000  
**DESCRIPTION:**   Replaces existing 1996 curtains that have multiple tears.

---

**ITEM 65:**           **Locker Light Fixtures (2 Sites)**  
**BUDGET:**           \$14,000  
**DESCRIPTION:**   Replaces existing fixtures that are old and not energy efficient at Beaverton and Harman.

---

**ITEM 66:**           **Jenkins Main House Dishwasher**  
**BUDGET:**           \$3,700  
**DESCRIPTION:**   Replaces existing 1991 unit that has become unreliable. The manufacturer is out of business, making parts hard to come by.

---

**ITEM 67:**           **Garden Home Recreation Center Light Fixtures (Rm 8)**  
**BUDGET:**           \$2,600  
**DESCRIPTION:**   Replaces old (1950's) classroom light fixtures that are past their life expectancy.

---

### HVAC Components

**ITEM 68:**           **Supply Fan Motor (2 Sites)**  
**BUDGET:**           \$9,500  
**DESCRIPTION:**   Replaces existing units that have a history of repairs and are past their life expectancy at the HMT Administrative Center office and Stuhr Center.

---

**ITEM 69:**           **Aloha Swim Center Pool Balcony Fans**  
**BUDGET:**           \$2,200  
**DESCRIPTION:**   Replaces existing unit that has become unreliable and is past its life expectancy.

---

## CAPITAL PROJECTS

---

**ITEM 70:** Exhaust Fans (4 Sites)

**BUDGET:** \$13,500

**DESCRIPTION:** Replaces existing units that have become unreliable and are past their life expectancy at the Tennis Center (shower), Aquatic Center (2), Harman (2 roof units), Stuhr (roof unit).

---

**ITEM 71:** HMT Administration Center Condensing Unit (Server Room)

**BUDGET:** \$8,500

**DESCRIPTION:** Replaces existing unit that is now undersized due to the addition of more computer services.

---

**ITEM 72:** Stuhr Center HVAC Ductwork Cleaning

**BUDGET:** \$11,500

**DESCRIPTION:** To make the heating/cooling system more efficient.

---

**ITEM 73:** Jenkins Estate Water Tower Heater

**BUDGET:** \$1,150

**DESCRIPTION:** Replaces existing unit that is past its life expectancy.

---

**ITEM 74:** Garden Home Recreation Center Heat Pump (Library)

**BUDGET:** \$18,000

**DESCRIPTION:** Replaces existing system that is undersized due to the library expansion.

---

**ITEM 75:** Schlottman House Heat Pump Units (2 each)

**BUDGET:** \$13,000

**DESCRIPTION:** Replaces existing units that are past their life expectancy.

---

### Plumbing 10 Year Life

**ITEM 76:** Cedar Hill Recreation Center (2) Drinking Fountains

**BUDGET:** \$4,000

**DESCRIPTION:** Replaces existing units that are past their life expectancy.

---

## CAPITAL PROJECTS

---

**ITEM 77:**           **Jenkins Estate Stable Water Heater**  
**BUDGET:**           \$1,000  
**DESCRIPTION:**    Replaces existing 1988 unit that is at the end of its 20 year life cycle.

---

**ITEM 78:**           **Harman Swim Center ADA Drinking Fountain**  
**BUDGET:**           \$2,500  
**DESCRIPTION:**    Replaces existing unit that is past its life expectancy.

---

### Plumbing 15 Year Life

**ITEM 79:**           **Stuhr Center Garbage Disposal (Kitchen)**  
**BUDGET:**           \$2,600  
**DESCRIPTION:**    Replaces existing unit that is past its life expectancy.

---

**ITEM 80:**           **Harman Swim Center Holding Tank (Domestic)**  
**BUDGET:**           \$32,000  
**DESCRIPTION:**    Replaces existing tank that is undersized due to the facility expansion.

---

### Security

**ITEM 81:**           **Garden Home Recreation Center Batteries Emergency Light System**  
**BUDGET:**           \$2,000  
**DESCRIPTION:**    Replaces existing unit that is past its life expectancy.

---

**ITEM 82:**           **Raleigh Swim Center Security Fence**  
**BUDGET:**           \$2,500  
**DESCRIPTION:**    Replaces existing 1961 wire that has become damaged.

---

### Furnaces

**ITEM 83:**           **Beaverton Swim Center Furnace**  
**BUDGET:**           \$5,000  
**DESCRIPTION:**    Replaces 1989 furnace scheduled for replacement.

---

## CAPITAL PROJECTS

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**ITEM 84:**            **Jenkins Estate Gate House Furnace**  
**BUDGET:**            \$3,000  
**DESCRIPTION:**    Replaces 1989 furnace scheduled for replacement.

---

### Lighting Re-lamp

**ITEM 85:**            **Tennis Center Indoor Court Relamp**  
**BUDGET:**            \$4,300  
**DESCRIPTION:**    Lower light levels justify scheduled replacement.

---

**ITEM 86:**            **Tennis Center East Air Structure Relamp**  
**BUDGET:**            \$1,300  
**DESCRIPTION:**    Lower light levels justify scheduled replacement.

---

### Building Improvements

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**ITEM 87:**            **Asbestos Abatement (2 Sites)**  
**BUDGET:**            \$9,000  
**DESCRIPTION:**    Phase 2 of removal and containment of asbestos at two sites out of six sites to bring into compliance with federal regulations.

---

**ITEM 88:**            **Chemical Storage Sheds (3 Sites)**  
**BUDGET:**            \$5,000  
**DESCRIPTION:**    Provides a proper place to store pool chemical and equipment rather than mechanical rooms at Conestoga, Aloha Swim Center and Somerset West Swim Center.

---

**ITEM 89:**            **Aluminum Folding Tables for Special Events**  
**BUDGET:**            \$3,500  
**DESCRIPTION:**    Provides additional tables for special event set ups rather than moving tables from other facilities.

---

**ITEM 90:**            **Nature Park Interpretative Center Office Furniture**  
**BUDGET:**            \$1,000  
**DESCRIPTION:**    Provides office furniture for the Nature Park building.

---

## CAPITAL PROJECTS

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**ITEM 91:**            **Jenkins Estate Enclosed Metal Dish Storage Cabinets**

**BUDGET:**            \$2,700

**DESCRIPTION:**    Provides proper storage for food and dishes.

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### **Energy Savings Performance Contract**

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**ITEM 92:**            **Energy Savings Improvements**

**BUDGET:**            \$3,000,000

**DESCRIPTION:**    Funds required for Phase I of the Energy Savings Performance Contract (ESPC). Projects selected will have guaranteed energy savings.

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### **Park & Trail Replacements**

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**ITEM 93:**            **Drinking Fountains (3 Sites)**

**BUDGET:**            \$19,000

**DESCRIPTION:**    Drinking fountain replacement at Forest Hills, Hazeldale #1 & #2, Rock Creek Soccer.

---

**ITEM 94:**            **Irrigation (3 Sites)**

**BUDGET:**            \$70,000

**DESCRIPTION:**    Renovate irrigation system at Forest Hills Park & Ridgewood Park. Install AC power and upgrade sprinkler heads for water efficiency and conservation at George Otten Park.

---

**ITEM 95:**            **Signage (Signage Master Plan Project)**

**BUDGET:**            \$75,000

**DESCRIPTION:**    Provide implementation of Signage Master Plan first year phase.

---

**ITEM 96:**            **Fanno Farm House Fence Replacement**

**BUDGET:**            \$15,000

**DESCRIPTION:**    Replaces deteriorated picket fence.

---

**ITEM 97:**            **Forest Hills Park Tables & Benches**

**BUDGET:**            \$1,810

**DESCRIPTION:**    Provides upgraded bench and pad.

---

## CAPITAL PROJECTS

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**ITEM 98:**            **Jenkins Estate Well & Stable Septic System**

**BUDGET:**            \$28,000

**DESCRIPTION:**    Repair well pump & controls, and septic lift system at the Jenkins Estate Stable.

---

**ITEM 99:**            **Concrete Sidewalk Repair (11 Sites)**

**BUDGET:**            \$87,500

**DESCRIPTION:**    Repairs and corrects sidewalks at Sunset Swim Center, Buckskin, Somerset Meadows, Wildhorse, Waterhouse, Butternut, Memorial, Deline Wetlands, Adams Acres, Waterhouse Powerline, Bonny Slope.

---

**ITEM 100:**          **Asphalt Path Replacement & Repair (11 Sites)**

**BUDGET:**            \$177,000

**DESCRIPTION:**    Repairs and corrects asphalt paths at Fir Grove, Hideaway (playground entrance), Winthrop Trail Path, Bethany Meadows (Kaiser Road entrance), Buckskin, Cooper, Autumn Ridge (field loop), Fanno Creek Trail (N. of Hall), Rock Creek Park, Eichler Park and Whispering Woods Park.

---

**ITEM 101:**          **Waterhouse Bridge Repair**

**BUDGET:**            \$25,000

**DESCRIPTION:**    Repairs and replace decking on the bridge at Waterhouse Picnic area.

---

**ITEM 102:**          **Hiteon Park Play Structure**

**BUDGET:**            \$40,000

**DESCRIPTION:**    Replace unit.

---

### **Park & Trail Improvements**

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**ITEM 103:**          **Memorial Benches**

**BUDGET:**            \$8,000

**DESCRIPTION:**    The Memorial Bench program offers patrons the opportunity to purchase a modern recycled plastic bench.

---

## CAPITAL PROJECTS

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**ITEM 104:**            **Bethany Lake Community Garden Expansion**

**BUDGET:**            \$15,000

**DESCRIPTION:**    Funds to expand the Bethany Lake Community Garden ADA bond project.

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**ITEM 105:**            **Future Community Garden**

**BUDGET:**            \$35,000

**DESCRIPTION:**    Funds to construct an additional Community Garden, site to be determined.

---

### Grant Funded Projects

**ITEM 106:**            **RTP Grant - Fanno Creek Trail Bridge**

**BUDGET:**            \$48,000

**DESCRIPTION:**    Appropriations of Recreation Trails Program grant funds to replace existing 5' wide pedestrian bridge with 12' wide bridge.

---

**ITEM 107:**            **MTIP Grant - Fanno Creek Trail/Hall Crossing**

**BUDGET:**            \$359,000

**DESCRIPTION:**    Appropriations of Metropolitan Transportation Improvement Program grant funds to perform a feasibility study for Fanno Creek Trail-Hall Boulevard crossing.

---

**ITEM 108:**            **LGGP Grant - PCC Recreation Complex Restrooms**

**BUDGET:**            \$35,000

**DESCRIPTION:**    Appropriations of Local Government Grant Program to design and install a self-contained restroom facility near Field #3.

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### Facility Challenge Grants

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**ITEM 109:**            **Program Facility Challenge Grants**

**BUDGET:**            \$75,000

**DESCRIPTION:**    Provide matching funds against Advisory Committees funding for facility improvements. Advisory Committee funding as follows: Athletic Center - \$5,000; Aquatics - \$30,000; Conestoga - \$5,000; Cedar Hills - \$5,000; Garden Home - \$5,000; Jenkins Estate - \$5,000; Nature Park - \$5,000; Stuhr Center - \$5,000; Tennis Center - \$5,000; Trails - \$5,000.

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## CAPITAL PROJECTS

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### ADA Improvements

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**ITEM 110:**           **Garden Home Recreation Center ADA Accessible Indoor Play**

**BUDGET:**           \$1,000

**DESCRIPTION:**    Funds for accessible equipment for disabled patrons.

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## CAPITAL PROJECTS

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### **Future Impacts on Operating Budget:**

During the Capital Improvement Process, recognition is given to the future impacts on operations and maintenance generated by the completion of capital improvements. Such costs will be reflected in the operating budget each year, and may result in an increase (such as from a new facility) or decrease (such as replacing obsolete equipment).

The following information details, in narrative format, the anticipated future costs for a major project listed in the current Capital Improvements budget.

#### **ITEM 92: Energy Savings Improvements**

An Energy Savings Performance Contract was entered into with McKinstry in fiscal year 2009-2010, with initial budget appropriation in the amount of \$3,000,000. This appropriation will pay for the installation of energy improvement measures. All capital improvements will generate guaranteed savings that will offset the debt service payments to be net-budget neutral.

The balance of projects listed in the current Capital Improvement budget are of a repair and replacement nature, and will not significantly effect the operating budget for the fiscal year 2009-10, nor in future years, at an amount varying from current costs.

# OTHER FUNDS

Mitigation Maintenance Reserve Fund

Metro Natural Areas Bond Fund



## OTHER FUNDS

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### **FUND DESCRIPTIONS:**

#### **Special Revenue Fund**

The District receives mitigation funds periodically, and has been recording them separately since the 2005/06 Budget Year. These funds are available for use on a variety of natural area restoration projects, and will be accounted for within the Mitigation Maintenance Replacement Fund.

#### **Capital Project Fund**

The District will receive funds from the Metro 2006 Natural Areas Bond Measure, based on the Local Share Allocation, for use for various park/natural area related projects that protect and improve natural areas, water quality and access to nature.



## SPECIAL REVENUE FUND

Description	Prior Year Actual 2006/07	Prior Year Actual 2007/08	Adopted Budget 2008/09	Proposed Budget 2009/10	Adopted Budget 2009/10
<b>Resources:</b>					
Beginning Cash on Hand	\$ 83,943	\$ 83,943	\$ 176,980	\$ 179,200	\$ 179,200
Interest Income	3,292	6,140	3,500	2,100	2,100
Miscellaneous Income	14,000	73,843	-	-	-
<b>Total Resources</b>	<b>\$ 101,235</b>	<b>\$ 163,926</b>	<b>\$ 180,480</b>	<b>\$ 181,300</b>	<b>\$ 181,300</b>
<b>Appropriations:</b>					
Materials & Services	312	2,240	10,000	5,000	5,000
Contingency	-	-	170,480	176,300	176,300
<b>Total Appropriations</b>	<b>\$ 312</b>	<b>\$ 2,240</b>	<b>\$ 180,480</b>	<b>\$ 181,300</b>	<b>\$ 181,300</b>
<b>Summary by Fund</b>					
Mitigation Maintenance Reserve Fund	312	2,240	180,480	181,300	181,300
<b>Total Appropriations</b>	<b>\$ 312</b>	<b>\$ 2,240</b>	<b>\$ 180,480</b>	<b>\$ 181,300</b>	<b>\$ 181,300</b>



**Fund: Mitigation Maintenance Reserve**  
 Department: Mitigation Maintenance Reserve

Description	Prior Year Actual 2006/07	Prior Year Actual 2007/08	Adopted Budget 2008/09	Proposed Budget 2009/10	Adopted Budget 2009/10
<b>Department Appropriations</b>					
Maintenance Supplies	312	2,240	10,000	5,000	5,000
<b>Material &amp; Services</b>	<b>312</b>	<b>2,240</b>	<b>10,000</b>	<b>5,000</b>	<b>5,000</b>
Contingency	-	-	170,480	176,300	176,300
<b>Contingency</b>	<b>-</b>	<b>-</b>	<b>170,480</b>	<b>176,300</b>	<b>176,300</b>
<b>Department Total</b>	<b>312</b>	<b>2,240</b>	<b>180,480</b>	<b>181,300</b>	<b>181,300</b>





## CAPITAL PROJECT FUND

Description	Prior Year Actual 2006/07	Prior Year Actual 2007/08	Adopted Budget 2008/09	Proposed Budget 2009/10	Adopted Budget 2009/10
<b>Resources:</b>					
Beginning Cash on Hand	\$ -	\$ -	\$ -	\$ -	\$ -
Metro Natural Areas Bond Interest Income	-	400,000	3,700,000	3,145,000	3,145,000
<b>Total Resources</b>	<b>\$ -</b>	<b>\$ 400,000</b>	<b>\$ 3,700,000</b>	<b>\$ 3,145,000</b>	<b>\$ 3,145,000</b>
<b>Appropriations:</b>					
Capital Outlay	-	400,000	3,700,000	3,145,000	3,145,000
<b>Total Appropriations</b>	<b>\$ -</b>	<b>\$ 400,000</b>	<b>\$ 3,700,000</b>	<b>\$ 3,145,000</b>	<b>\$ 3,145,000</b>
<b>Summary by Fund</b>					
Metro Natural Areas Bond Fund	-	-	3,700,000	3,145,000	3,145,000
<b>Total Appropriations</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,700,000</b>	<b>\$ 3,145,000</b>	<b>\$ 3,145,000</b>



## Metro Natural Areas Bond Fund

Project Number	Capital Project	Adopted Budget 2009/10	Page #
<b>LAND ACQUISITION</b>			
1	Land Acquisition for Eichler Park	250,000	OF-10
2	Land Acquisition for Southwest Quadrant of District	1,350,000	OF-10
3	Land Acquisition for North Bethany Area of District	1,050,000	OF-10
<b>TOTAL LAND ACQUISITION</b>		<u><b>2,650,000</b></u>	
<b>PARK IMPROVEMENTS</b>			
4	Design and Construction for Jordan-Husen Park/Phase I	495,000	OF-10
<b>TOTAL PARK IMPROVEMENTS</b>		<u><b>495,000</b></u>	
<b>GRAND TOTAL CAPITAL OUTLAY</b>		<u><u><b>\$ 3,145,000</b></u></u>	

## Metro Natural Areas Bond Fund

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**ITEM 1:**            **Land Acquisition for Eichler Park**  
**BUDGET:**            \$250,000  
**DESCRIPTION:**    Funding for land acquisition, site restoration, park site enhancements for Eichler Park.

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**ITEM 2:**            **Land Acquisition for Southwest Quadrant of District**  
**BUDGET:**            \$1,350,000  
**DESCRIPTION:**    Funding for land acquisition for a park and natural area property in the Park District's southwest quadrant.

---

**ITEM 3:**            **Land Acquisition for North Bethany Area of District**  
**BUDGET:**            \$1,050,000  
**DESCRIPTION:**    Funding for land acquisition for park, trails and open space in newly developing areas of Washington County - north of Highway 26.

---

**ITEM 4:**            **Design and Construction for Jordan-Husen Park/Phase I**  
**BUDGET:**            \$495,000  
**DESCRIPTION:**    Funding for design development and Phase I construction for Jordan-Husen Park in the Park District's northeast quadrant.

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# **DEBT SERVICE FUND**

Analysis of General Obligation Debt

Local Budget Form (LB-35)

Maturity of General Obligation Debt



## DEBT SERVICE FUND

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### FUND DESCRIPTION

The Debt Service Fund provides for bond principal and interest payments on outstanding General Obligation Bonds, those for which a property tax levy supports the maturing principal and interest payments. This levy is a levy outside the Park District's permanent rate and is not part of the governmental limit set by Measure 5. On November 8, 1994 the voters approved a \$25.9 million dollar bond measure for acquisition and development of parks, recreation, sports fields and sports and recreation facilities. On November 4, 2008 the voters approved a new bond measure, in the amount of \$100 million dollars, for land acquisition, natural area preservation, improvements to trails and parks, along with other major capital projects throughout the District.

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.*

### DEBT CAPACITY

The following table shows the debt capacity of the Park District.

Real Market Value (2008-09)	\$ 29,825,750,463
General Obligation Debt Capacity (2.5% of Real Market Value)	745,643,762
Less: Outstanding Debt	<u>(69,490,000)</u>
Remaining Legal Debt Capacity	<u>\$ 676,153,762</u>

The interest rate on the bond issue sold March 1995, was 5.75% and the maturity schedule covered a 20 year period through 2015.

In September 1998 the District issued \$15,670,000 General Obligation Advance Refunding Bonds, Series 1998 to refund the principal amount of \$15,350,000 on the original General Obligation Bonds, Series 1995, due on or after March 1, 2007. The refunding bonds have an average interest rate of 4.77%. The outstanding balance as of July 1, 2009, based on this advanced refunding, is \$10,985,000.

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, 2009 is \$58,505,000.





**BONDED DEBT**

**RESOURCES AND REQUIREMENTS**

Bond Debt Payments are for:

- Revenue Bonds
- General Obligation Bonds

**Debt Service**

**Tualatin Hills Park and Recreation District**

FUND

(NAME OF MUNICIPAL CORPORATION)

HISTORICAL DATA				DESCRIPTION OF RESOURCES AND REQUIREMENTS	BUDGET FOR NEXT YEAR 2009-10					
ACTUAL		ADOPTED BUDGET THIS YEAR 2008-09	PROPOSED BY BUDGET OFFICER		APPROVED BY BUDGET COMMITTEE	ADOPTED BY GOVERNING BODY				
SECOND PRECEDING YEAR 2006-07	FIRST PRECEDING YEAR 2007-08									
<b>RESOURCES</b>										
Beginning Fund Balance:										
1	460,513	418,912	380,332	1. Cash on Hand (Cash Basis), or	346,735	346,735	346,735	1		
2				2. Working Capital (Accrual Basis)				2		
3	31,844	36,848	25,000	3. Previously Levied Taxes Estimated to be Received	27,000	27,000	27,000	3		
4	43,120	35,996	30,000	4. Earnings from Temporary Investments	28,000	28,000	28,000	4		
5				5. Transferred from Other Funds				5		
6				6.				6		
7	535,477	491,756	435,332	7. Total Resources, Except Taxes to be Levied	401,735	401,735	401,735	7		
8			2,032,068	8. Taxes Necessary to Balance *	7,370,327	7,370,327	7,370,327	8		
9	2,040,866	2,009,760		9. Taxes Collected in Year Levied *				9		
10	2,576,343	2,501,516	2,467,400	<b>TOTAL RESOURCES</b>	7,772,062	7,772,062	7,772,062	10		
<b>REQUIREMENTS</b>										
<u>Bond Principal Payments</u>										
				Issue Date	Budgeted Payment Date					
1	1,375,000	1,440,000	1,510,000	1 03/01/1995	03/01/2009		1,585,000	1,585,000	1,585,000	1
2				2	06/01/2010		2,750,000	2,750,000	2,750,000	2
3				3						3
4	1,375,000	1,440,000	1,510,000	4 Total Principal			4,335,000	4,335,000	4,335,000	4
<u>Bond Interest Payments</u>										
				Issue Date	Budgeted Payment Date					
5			660,665	1 03/01/1995	03/01/2009 & 09/01/2010		593,470	593,470	593,470	5
6				2 04/02/2009	12/01/2009 & 06/01/2010		2,582,916	2,582,916	2,582,916	6
7				3						7
8	782,430	723,305	660,665	4 Total Interest			3,176,386	3,176,386	3,176,386	8
<u>Unappropriated Balance for Following Year By</u>										
				Issue Date	Budgeted Payment Date					
9			296,735	1 03/01/1995	09/01/2010		260,676	260,676	260,676	9
10				2			-	-	-	10
11				3						11
12				4						12
13			296,735	5 Total Unappropriated Ending Fund Balance			260,676	260,676	260,676	13
14	2,157,430	2,163,305	2,467,400	<b>TOTAL REQUIREMENTS</b>			7,772,062	7,772,062	7,772,062	14

\* If this form is used for revenue bonds, resource lines 8 and 9 may not be used. The district does not have authority to levy for these funds.





## DEBT SERVICE FUND

### Maturity Schedule

Maturity schedules of aggregate future debt service on both the \$25.9 million, as adjusted for the advance refunding, and the \$58.505 million of General Obligation Bonds are listed as follows:

#### Schedule of Future Debt Service Requirements of General Obligation Bonds

##### Series 1998

Fiscal Year	Principal	Interest	Total Debt Service
2010	1,585,000	593,470	2,178,470
2011	1,665,000	521,352	2,186,352
2012	1,755,000	444,763	2,199,763
2013	1,870,000	343,850	2,213,850
2014	1,990,000	236,325	2,226,325
2015	2,120,000	121,900	2,241,900
	<u>\$ 10,985,000</u>	<u>\$ 2,261,660</u>	<u>\$ 13,246,660</u>

##### Series 2009

Fiscal Year	Principal	Interest	Total Debt Service
2010	2,750,000	2,582,916	5,332,916
2011	3,395,000	2,213,425	5,608,425
2012	1,100,000	2,111,575	3,211,575
2013	1,385,000	2,089,575	3,474,575
2014	1,520,000	2,058,412	3,578,412
2015-2019	10,015,000	9,559,312	19,574,312
2020-2024	15,380,000	7,310,450	22,690,450
2025-2029	22,960,000	3,345,707	26,305,707
	<u>\$ 58,505,000</u>	<u>\$31,271,372</u>	<u>\$ 89,776,372</u>



# **SYSTEM DEVELOPMENT CHARGES**

System Development Charge Fund Overview

System Development Charge Fund Project Summary

System Development Charge Fund Project Narrative

System Development Charge Fund Capital Improvement Program (CIP)



## SYSTEMS DEVELOPMENT CHARGE FUND

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### FUND DESCRIPTION

On November 17, 1998, the Board of Directors adopted the System Development Charges Resolution. In early 1999, the City of Beaverton City Council and the Washington County Board of Commissioners adopted Resolutions to collect the Systems Development Charges within those areas that they have jurisdiction over and that are within the Park District. Both the City and the County are now collecting those fees.

In FY 2007/08 the District completed an update to the Systems Development Charge Methodology. As a result of this update, Systems Development Charge rates were increased, effective January 1, 2008. The fees were subsequently adjusted for inflationary cost adjustments, effective January 1, 2009.

The District is projecting to carryforward \$3,208,265 in unexpended Systems Development Charges to the 2009/10 fiscal year, and is budgeting an additional \$3,426,494 in SDC Fund revenues in the 2009/10 fiscal year.



## SYSTEMS DEVELOPMENT CHARGE FUND

Description	Prior Year Actual 2006/07	Prior Year Actual 2007/08	Adopted Budget 2008/09	Proposed Budget 2009/10	Adopted Budget 2009/10
<b>Resources:</b>					
Beginning Cash on Hand	\$ 12,932,061	\$ 4,814,351	\$ 2,048,894	\$3,208,265	\$ 3,208,265
Systems Development Charges	2,283,436	1,775,241	3,316,596	3,416,094	3,416,094
Grants or Donations	-	21,869	-	-	-
Sale of Assets	-	-	494,950	-	-
Interest Earnings	469,392	151,362	38,400	10,400	10,400
<b>Total Resources</b>	<b>\$ 15,684,889</b>	<b>\$ 6,762,823</b>	<b>\$ 5,898,840</b>	<b>\$6,634,759</b>	<b>\$ 6,634,759</b>
<b>Appropriations:</b>					
Capital Outlay	10,870,538	3,011,588	5,898,840	6,634,759	6,634,759
<b>Total Appropriations</b>	<b>\$ 10,870,538</b>	<b>\$ 3,011,588</b>	<b>\$ 5,898,840</b>	<b>\$6,634,759</b>	<b>\$ 6,634,759</b>
<b>Summary by Department</b>					
Carryforward Projects					
Land Acquisition	377,104	1,706,800	50,000	335,000	335,000
Park Development/Improvements	10,318,620	831,081	2,394,612	2,317,794	2,317,794
Land Acquisition	-	473,707	994,950	500,000	500,000
Park Development/Improvements	174,814	-	545,000	230,000	230,000
Undesignated Projects	-	-	1,914,278	3,251,965	3,251,965
<b>Total Appropriations</b>	<b>\$ 10,870,538</b>	<b>\$ 3,011,588</b>	<b>\$ 5,898,840</b>	<b>\$6,634,759</b>	<b>\$ 6,634,759</b>

## SYSTEMS DEVELOPMENT CHARGE FUND

Item Number	SDC Capital Project	Carryover Funds	Additional Funding	Adopted 2009-10	Page #
<b>CARRYFORWARD PROJECTS</b>					
1	Land Acquisition	335,000	-	335,000	SDC-5
	<b>Sub-total Land Acquisition Carryforward</b>	<b>335,000</b>	<b>-</b>	<b>335,000</b>	
2	Synthetic Turf Field Funds	600,000	-	600,000	SDC-5
3	Fanno Creek Trail - Scholls Fy Road to Greenwood Inn	1,261,950	-	1,261,950	SDC-5
4	Local match for Westside Trail MTIP Grant	40,000	-	40,000	SDC-5
5	Bonny Slope / BSD Trail Development	175,000	-	175,000	SDC-5
6	LWCF Grant Match - Schiffler Park Pavillion	40,000	10,000	50,000	SDC-5
7	Jackie Husen Park Development	190,844	-	190,844	SDC-6
	<b>Sub-total Park Development/Improvement Carryforward</b>	<b>2,307,794</b>	<b>10,000</b>	<b>2,317,794</b>	
	<b>TOTAL CARRYFORWARD PROJECTS</b>	<b>2,642,794</b>	<b>10,000</b>	<b>2,652,794</b>	
<b>LAND ACQUISITION</b>					
8	Bonny Slope / BSD Project Land Acquisition			350,000	SDC-6
9	Other Land Acquisition			150,000	SDC-6
	<b>TOTAL LAND ACQUISITION</b>			<b>500,000</b>	
<b>PARK DEVELOPMENT/IMPROVEMENT</b>					
10	Winkleman Park Initial Site Improvements			70,000	SDC-6
11	PCC Recreation Complex Site Amenity Completion			72,000	SDC-6
12	MTIP Grant Match - Fanno Creek Trail Hall Blvd Crossing			41,000	SDC-6
13	LGGP Grant Match - PCC Recreation Complex Restroom			35,000	SDC-7
14	RTP Grant Match - Fanno Creek Trail Bridge			12,000	SDC-7
	<b>TOTAL PARK DEVELOPMENT/IMPROVEMENT</b>			<b>230,000</b>	
<b>UNDESIGNATED PROJECTS</b>					
15	Undesignated Projects			3,251,965	SDC-7
	<b>TOTAL UNDESIGNATED PROJECTS</b>			<b>3,251,965</b>	
<b>GRAND TOTAL CAPITAL OUTLAY</b>				<b>6,634,759</b>	



## SYSTEMS DEVELOPMENT CHARGE FUND

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### Carry Over Projects

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**ITEM 1:**            **Land Acquisition**

**BUDGET:**        \$335,000

**DESCRIPTION:**    Carryover funding to purchase property and/or easements for future parks, trails, and open spaces.

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**ITEM 2:**            **Synthetic Turf Field Funds**

**BUDGET:**        \$600,000

**DESCRIPTION:**    Funds originally committed for Synthetic Turf Field Partnerships at Beaverton School District sites.

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**ITEM 3:**            **Fanno Creek Trail - Scholls Fy Road to Greenwood Inn**

**BUDGET:**        \$1,261,950

**DESCRIPTION:**    Project funding for right-of-way acquisition, design, permitting and construction of trail

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**ITEM 4:**            **Local match for Westside Trail MTIP Grant**

**BUDGET:**        \$40,000

**DESCRIPTION:**    District share of Local Match for the Westside Trail Master Plan project being funded with MTIP Grant Funds.

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**ITEM 5:**            **Bonny Slope / BSD Trail Development**

**BUDGET:**        \$175,000

**DESCRIPTION:**    Funding to design and construct trails on the McDaniel Property to connect the surrounding neighborhoods to the new school site.

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**ITEM 6:**            **LWCF Grant Match - Schiffler Park Pavillion**

**BUDGET:**        \$50,000

**DESCRIPTION:**    50% funding match for the grant application to finalize design and permit the removal of an existing shelter and replace it with a larger pavilion.

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## SYSTEMS DEVELOPMENT CHARGE FUND

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**ITEM 7: Jackie Husen Park Development**

**BUDGET:** \$190,844

**DESCRIPTION:** Additional funds to complete the construction of the project for the Board approved Master Plan revision.

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### Land Acquisition

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**ITEM 8: Bonny Slope / BSD Project Land Acquisition**

**BUDGET:** \$350,000

**DESCRIPTION:** Funding per the agreement with BSD in conjunction with the acquisition of the McDaniel Property.

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**ITEM 9: Other Land Acquisition**

**BUDGET:** \$150,000

**DESCRIPTION:** Funding to purchase additional properties and/or easements for future parks, trails and open spaces.

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### Park Development/Improvement Projects

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**ITEM 10: Winkleman Park Initial Site Improvements**

**BUDGET:** \$70,000

**DESCRIPTION:** Funding to complete the construction for site access and the temporary parking area to open the site for public use per the property donation agreement.

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**ITEM 11: PCC Recreation Complex Site Amenity Completion**

**BUDGET:** \$72,000

**DESCRIPTION:** Additional site amenities to improve park user opportunities and address minor safety issues that have been identified since the opening of the recreational facility.

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**ITEM 12: MTIP Grant Match - Fanno Creek Trail Hall Blvd Crossing**

**BUDGET:** \$41,000

**DESCRIPTION:** Funding for the District match for the grant award to complete a feasibility study to explore various Fanno Creek Trail options for crossing Hall Blvd.

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## SYSTEMS DEVELOPMENT CHARGE FUND

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**ITEM 13:**            **LGGP Grant Match - PCC Recreation Complex Restroom**

**BUDGET:**            \$35,000

**DESCRIPTION:**    Proposed funding for a 50% District match for a grant request to install a new vault restroom system at the PCC Recreational Facility.

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**ITEM 14:**            **RTP Grant Match - Fanno Creek Trail Bridge**

**BUDGET:**            \$12,000

**DESCRIPTION:**    Proposed funding for a 20% District match for a grant request to replace an existing bridge on the Fanno Creek Trail in Greenway Park.

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### **Undesignated Projects**

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**ITEM 15:**            **Undesignated Projects**

**BUDGET:**            \$3,251,965

**DESCRIPTION:**    Capital Outlay to Fund Projects to be determined at a later time.

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## SYSTEMS DEVELOPMENT CHARGE FUND

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### Future Impacts on Operating Budget:

During the Capital Improvement Process for System Development Charge eligible projects, recognition is given to the future impacts on operations and maintenance generated by the completion of capital improvements. Such costs will be reflected in the General Fund operating budget each year, and may result in an increase (such as from a new facility) or decrease (such as improving technology).

The following information details, in narrative format, the anticipated future costs for the major projects listed in the current System Development Charge capital budget.

**ITEM 2: Synthetic Turf Field Funds**

Synthetic turf fields are budgeted for \$600,000 for construction over the next three fiscal years. These multipurpose, all weather fields will cost approximately \$500 annually to maintain.

**ITEM 3: Fanno Creek Trail - Scholls Ferry Road to Greenwood Inn**

Continued construction funding, in the amount of \$1,311,950, has been budgeted for fiscal year 2008-09. The final completion date is yet to be determined and operating costs will be addressed in future narratives.

**ITEM 7: Jackie Husen Park Development**

Funds were budgeted in 2009-10 for the development of the Jackie Husen Park in the amount of \$190,844. Phase one of this project will include the construction of a pervious pavement pathway, play equipment, a picnic shelter and tables, and a small practice soccer field. On going operating costs will include annual maintenance of the park and amenities. The annual operating impact is expected to be minimal.



## Tualatin Hills Park & Recreation District

### SYSTEM DEVELOPMENT CHARGE LIST OF PROJECTS IN PRIORITY ORDER

Initial Staff Assessment

Project or Item Description	Ranking	Total Cost		Cumulative Balance	
		Low Estimate	High Estimate	SDC Funds Available	SDC Funds Available
<b>Estimated Reserve Available for Expenditure through FY 2012</b>				<b>17,400,000</b>	<b>17,400,000</b>
<b>Initial Staff Prioritization Listing</b>					
Project Planning and Cost Estimating (future bond)	1	40,000	50,000	17,360,000	17,350,000
Mt Williams Master Planning and Trail Design	2	150,000	300,000	17,210,000	17,050,000
Land Acquisition Funds for Neighborhood/ Comm. Parks	3	2,000,000	4,000,000	15,210,000	13,050,000
Waterhouse Trail Spyglass/Crystal Creek / Tokola Wetlands	4	300,000	565,000	14,910,000	12,485,000
Tilbury Park Master Planning	5	50,000	100,000	14,860,000	12,385,000
Winkleman Property Public Access Site Preparation	6	30,000	50,000	14,830,000	12,335,000
Nature Park/ Westside Trail Alignment Study	7	50,000	75,000	14,780,000	12,260,000
HMT Parking Study Improvements - Phase 2 (AC ADA improvements)	8	250,000	400,000	14,530,000	11,860,000
The Bluffs Park - Phase 2 Construction	9	150,000	200,000	14,380,000	11,660,000
SW Community Park Development	10	1,000,000	2,500,000	13,380,000	9,160,000
HMT Parking Study Improvements - Phase 3 (expanded parking)	11	500,000	750,000	12,880,000	8,410,000
Barsotti Park (Design + Phase 1 construction)	12	500,000	800,000	12,380,000	7,610,000
SE Quad Multi-use Field (Syn. Turf and field lights at Whitford MS)	13	1,000,000	1,300,000	11,380,000	6,310,000
Stuhr Center Front Entry, Kitchen, Fitness Room Expansion	14	1,000,000	3,100,000	10,380,000	3,210,000
Nature Park Recycled Plastic Patio for Robins Nest	15	5,000	15,000	10,375,000	3,195,000
Mt Williams Community Park and Westside Trail (construction)	16	1,500,000	3,000,000	8,875,000	195,000
Cedar Hills Splash Park	17	200,000	500,000	8,675,000	(305,000)
Jordan / Husen Park Phase #2 (including trail)	18	1,500,000	2,100,000	7,175,000	(2,405,000)
Garden Home Recreation Center Expansion	19	2,600,000	4,750,000	4,575,000	(7,155,000)
Raleigh Swim Center Pool Area Cover -Seasonal Cover	20	250,000	1,100,000	4,325,000	(8,255,000)
Lowami Hart Woods Park - Phase 2 & 3	21	1,500,000	2,000,000	2,825,000	(10,255,000)
Nature Park Westside Trail Alignment Construction	22	300,000	1,300,000	2,525,000	(11,555,000)
Conestoga RAC Outdoor Wading Pool/Water Feature	23	810,000	2,160,000	1,715,000	(13,715,000)
Conestoga RAC Building Expansion with Classrooms	24	1,750,000	5,000,000	(35,000)	(18,715,000)
John Quincy Adams Young House (structure and site)	25	525,000	700,000	(560,000)	(19,415,000)
Play Structure at north end of HMT Complex	26	100,000	200,000	(660,000)	(19,615,000)
Rock Creek Trail (east end connection)	27	500,000	750,000	(1,160,000)	(20,365,000)
Camp Rivendale - Phase 4	28	1,750,000	2,500,000	(2,910,000)	(22,865,000)
<b>Remaining Projects - not prioritized</b>					
Remaining Neighborhood Park Comp Plan Goal		45,000,000	52,500,000		
Remaining Community Park Comp Plan Goal**		60,000,000	73,500,000		
PCC Rock Creek Campus - Phase 2 (Rec/Aquatic/Comm Center NW)		20,000,000	30,000,000		
Remaining Comp Plan Goal (Rec/Aquatic/Comm Center SW)		25,000,000	30,000,000		
Remaining Comp Plan Goal - 87 Fields (Plan + Dev)		33,000,000	37,800,000		
Tilbury Park Phase 1		400,000	600,000		
Remaining Natural Resources Management Plan Goal - Site Access		1,200,000	1,700,000		
Trail - Rock Creek / College Park - Phase 2		300,000	500,000		
Trail - Allenbach Acres Park		350,000	500,000		
Beaverton Creek Trail		5,000,000	7,000,000		
Westside Trail		10,000,000	15,000,000		
Bronson Creek Trail		1,000,000	3,000,000		
Fanno Creek Trail (Hall Blvd Crossing)		500,000	3,000,000		
Cedar Mill Creek Trail		1,000,000	3,000,000		
Cooper Mountain Trail		1,000,000	4,000,000		
Golf Creek Trail		500,000	1,000,000		
N. Johnson Creek Trail		1,000,000	2,100,000		
S. Johnson Creek Trail		500,000	1,000,000		
TV Highway Trail		2,000,000	3,000,000		
Waterhouse Trail		2,500,000	4,000,000		
Willow Creek Trail		1,000,000	3,000,000		
Athletic Center Outdoor Basketball Court Enclosure		400,000	700,000		
Beaverton Swim Center Splash Pool - Study only		5,000	25,000		
Athletic Field House		5,000,000	21,000,000		
Nature Park Main Entrance Orientation Center		50,000	100,000		
Synthetic Turf Installation on Baseball/Softball Field		800,000	1,200,000		
HMT Parking Structure (150 spaces)		3,000,000	3,750,000		
<b>*Estimates are in 2007 Cost. No inflation or escalation is included</b>					
<b>**Cost for specific site elements such as tennis courts, skate spots etc. are included in neighborhood park development costs.</b>					



# BOND CAPITAL PROJECTS FUND

Bond Capital Projects Fund Overview

Bond Capital Projects Fund Project Summary

Bond Capital Projects Fund Project Narrative



## BOND CAPITAL PROJECTS FUND

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### 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 specified for each of these projects and acquisitions. The project line items in the budget are based on the specified amounts from the levy.

Subsequent to the passage of the levy request the District worked with a project management consultant to develop a master project schedule. This project schedule was then used to develop a projected cash flow of bond expenditures. Based on this cash flow the District proceeded to issue only part of the authorized levy, with gross proceeds of \$58.5 million, in the spring of 2009.

The Bond Capital Projects Fund information includes line items for all the projects included in the Parks Bond Levy, but the actual 2009/10 fiscal year appropriations include only project expenditures to be funded out of the initial \$58.5 million bond issue. The 2009/10 fiscal year appropriations are also net of any expenditures made in the 2008/09 fiscal year.





## BOND CAPITAL PROJECTS FUND

Description	Prior Year Actual 2006/07	Prior Year Actual 2007/08	Adopted Budget 2008/09	Proposed Budget 2009/10	Adopted Budget 2009/10
<b>Resources:</b>					
Beginning Cash on Hand	\$ -	\$ -	\$ -	\$ 57,217,560	\$ 57,217,560
Bond Proceeds	-	-	100,000,000	-	-
Interest Earnings	-	-	-	1,077,419	1,077,419
<b>Total Resources</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 100,000,000</b>	<b>\$ 58,294,979</b>	<b>\$ 58,294,979</b>
<b>Appropriations:</b>					
Capital Outlay	-	-	100,000,000	58,294,979	58,294,979
<b>Total Appropriations</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 100,000,000</b>	<b>\$ 58,294,979</b>	<b>\$ 58,294,979</b>

<b>Summary by Department</b>					
Land Acquisition	-	-	33,600,000	33,600,000	33,600,000
New/Redeveloped Neighborhood Parks	-	-	10,739,549	3,497,984	3,497,984
New/Redeveloped Community Parks	-	-	17,505,105	6,196,837	6,196,837
Trails/Linear Parks	-	-	12,801,090	4,724,178	4,724,178
Youth Athletic Fields Development	-	-	3,084,600	994,200	994,200
Facility Expansions and Improvements	-	-	15,796,237	5,357,825	5,357,825
Replacements and Improvements	-	-	1,220,473	1,018,887	1,018,887
Natural Resource Projects	-	-	3,702,946	2,772,930	2,772,930
Bond Administration	-	-	1,550,000	132,138	132,138
<b>Total Appropriations</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 100,000,000</b>	<b>\$ 58,294,979</b>	<b>\$ 58,294,979</b>

## BOND CAPITAL PROJECTS FUND

Item Number		Project Total (memo only)	Adopted 2009/10	Page #
<b>LAND ACQUISITION</b>				
1	New Neighborhood Park	1,500,000	1,500,000	BOND-7
2	New Neighborhood Park	1,500,000	1,500,000	BOND-7
3	New Neighborhood Park	1,500,000	1,500,000	BOND-7
4	New Neighborhood Park	1,500,000	1,500,000	BOND-7
5	New Neighborhood Park	1,500,000	1,500,000	BOND-7
6	New Neighborhood Park	1,500,000	1,500,000	BOND-7
7	New Community Park	10,000,000	10,000,000	BOND-8
8	Natural Area Acquisitions	8,400,000	8,400,000	BOND-8
9	New Linear Park and Trail Acquisitions	1,200,000	1,200,000	BOND-8
10	Community Center Site Acquisition	5,000,000	5,000,000	BOND-8
	<b>TOTAL LAND ACQUISITION</b>	<b>33,600,000</b>	<b>33,600,000</b>	
<b>NEW/REDEVELOPED NEIGHBORHOOD PARKS</b>				
11	AM Kennedy Park	1,285,250	1,251,250	BOND-8
12	Barsotti Park	1,285,250	226,500	BOND-9
13	Kaiser Ridge Park	771,150	-	BOND-9
14	Roy Dancer Park	771,150	135,900	BOND-9
15	Roger Tilbury Memorial Park	771,150	135,900	BOND-9
16	Cedar Mill Park	1,125,879	198,414	BOND-9
17	Camille Park	514,100	514,100	BOND-10
18	Somerset West Park	1,028,200	-	BOND-10
19	Pioneer Park	514,100	90,600	BOND-10
20	Vista Brook Park	514,100	90,600	BOND-10
21	Westside Waterhouse Trail Connection	1,542,300	246,800	BOND-10
22	Nature Park Old Wagon Trail	359,870	350,870	BOND-11
23	NE Quadrant Trail - Bluffs	257,050	257,050	BOND-11
	<b>TOTAL NEW/REDEVELOPED NEIGH. PARKS</b>	<b>10,739,549</b>	<b>3,497,984</b>	
<b>NEW/REDEVELOPED COMMUNITY PARKS</b>				
24	SW Community Park	7,711,500	1,518,375	BOND-11
25	Cedar Hills Park	6,194,905	1,129,762	BOND-11
26	Schiffler Park	3,598,700	3,548,700	BOND-11
	<b>TOTAL NEW/REDEVELOPED COMM. PARKS</b>	<b>17,505,105</b>	<b>6,196,837</b>	
<b>TRAILS/LINEAR PARKS</b>				
27	Westside Trail Segments 1, 4, & 7	4,267,030	820,168	BOND-12
28	Jordan/Jackie Husen Park	1,645,120	1,610,120	BOND-12
29	Lowami Hart Woods Park	822,560	805,560	BOND-12
30	Rock Creek Trail Segment 5	1,747,940	309,165	BOND-12
31	North Bethany Trail Segment 2	514,100	500,100	BOND-12
32	Waterhouse Trail Segments 1, 5 and West Spur	3,804,340	679,065	BOND-12
	<b>TOTAL TRAILS/LINEAR PARKS</b>	<b>12,801,090</b>	<b>4,724,178</b>	

## BOND CAPITAL PROJECTS FUND

Item Number		Project Total (memo only)	Adopted 2009/10	Page #
<b>YOUTH ATHLETIC FIELDS</b>				
33	Winkleman Park	514,100	502,100	BOND-13
34	Meadow Waye Park	514,100	492,100	BOND-13
35	New Fields in NW Quadrant	514,100	-	BOND-13
36	New Fields in NE Quadrant	514,100	-	BOND-13
37	New Fields in SW Quadrant	514,100	-	BOND-13
38	New Fields in SE Quadrant	514,100	-	BOND-13
	<b>TOTAL YOUTH ATHLETIC FIELDS</b>	<b>3,084,600</b>	<b>994,200</b>	
<b>FACILITY EXPANSIONS AND IMPROVEMENTS</b>				
39	Structural Upgrades at several facilities	5,141,000	703,500	BOND-14
40	Sunset Swim Center Structural Upgrades and parking lot	1,135,133	-	BOND-14
41	Sunset Swim Center Air Handling Tunnel/Pool Tank	514,100	214,100	BOND-14
42	Elsie Stuhr Center Expansion	1,542,300	1,515,300	BOND-14
43	Conestoga Recreation & Aquatic Center Expansion	5,449,460	1,106,377	BOND-14
44	Aloha ADA Dressing Rooms	123,384	118,384	BOND-14
45	Aquatics Center ADA Dressing Rooms	133,666	127,666	BOND-15
46	Athletic Center HVAC Upgrades	514,100	450,100	BOND-15
47	HMT ADA Parking and other site improvement	950,057	950,057	BOND-15
48	ADA Improvements - numerous sites	293,037	172,341	BOND-15
	<b>TOTAL FACILITY EXPANSION AND IMPROV.</b>	<b>15,796,237</b>	<b>5,357,825</b>	
<b>REPLACEMENTS AND IMPROVEMENTS</b>				
49	Play Structure Replacements at 11 sites	810,219	810,219	BOND-15
50	Bridge/Boardwalk Replacements at 6 sites	244,712	43,126	BOND-16
51	Irrigation Replacement at Roxbury Park	49,354	49,354	BOND-16
52	Pedestrian Path Replacement at 3 sites	116,188	116,188	BOND-16
	<b>TOTAL REPLACEMENTS AND IMPROVEMENTS</b>	<b>1,220,473</b>	<b>1,018,887</b>	
<b>NATURAL RESOURCES PROJECTS</b>				
53	Roger Tilbury Memorial Park	30,846	30,846	BOND-16
54	Cedar Mill Park	30,846	30,846	BOND-16
55	Jordan/Jackie Husen Park	308,460	339,306	BOND-16
56	NE/Bethany Meadows Trail Habitat Connection	246,768	246,768	BOND-17
57	Kaiser Ridge Park	10,282	-	BOND-17
58	Allenbach Acres Park	41,128	41,128	BOND-17
59	Crystal Creek Park	246,768	246,768	BOND-17
60	Foothills Park	61,692	61,692	BOND-17
61	Commonwealth Lake Park	41,128	41,128	BOND-17
62	Nature Park	30,846	30,846	BOND-18
63	Pioneer Park	10,282	-	BOND-18
64	Whispering Woods Park	51,410	51,410	BOND-18
65	Willow Creek Nature Park	20,564	20,564	BOND-18

## BOND CAPITAL PROJECTS FUND

Item Number		Project Total (memo only)	Adopted 2009/10	Page #
66	AM Kennedy Park	30,846	30,846	BOND-18
67	Camille Park	77,115	77,115	BOND-18
68	Vista Brook Park	20,564	20,564	BOND-19
69	Greenway Park/Koll Center	61,692	61,692	BOND-19
70	Bauman Park	82,256	77,256	BOND-19
71	Fanno Creek Park	162,456	-	BOND-19
72	Hideaway Park	41,128	41,128	BOND-19
73	Murrayhill Park	61,692	58,692	BOND-19
74	Hyland Forest Park	71,974	66,974	BOND-20
75	Cooper Mountain Area	205,640	205,640	BOND-20
76	Winkleman Park	10,282	10,282	BOND-20
77	Lowami Hart Woods Park	287,896	287,896	BOND-20
78	Rosa/Hazeldale Parks	28,790	28,790	BOND-20
79	Mt Williams Park	102,820	-	BOND-20
80	Jenkins Estate	154,230	135,230	BOND-21
81	Summercrest Park	10,282	10,282	BOND-21
82	Morrison Woods Park	61,692	61,692	BOND-21
83	Interpretive Sign Network	339,306	339,306	BOND-21
84	Beaverton Creek Trail	61,692	61,692	BOND-21
85	Bethany Wetlands Park	41,128	41,128	BOND-21
86	Bluegrass Downs Park	15,423	15,423	BOND-22
87	Restoration of new properties to be acquired	643,022	-	BOND-22
<b>TOTAL NATURAL RESOURCES PROJECTS</b>		<b>3,702,946</b>	<b>2,772,930</b>	

## BOND CAPITAL PROJECTS FUND

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### Land Acquisition

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**ITEM 1:**            **New Neighborhood Park**

**BUDGET:**        \$1,500,000

**DESCRIPTION:**    Acquisition of one site that is approximately three acres in size and may be located in any quadrant. Property to be determined.

---

**ITEM 2:**            **New Neighborhood Park**

**BUDGET:**        \$1,500,000

**DESCRIPTION:**    Acquisition of one site that is approximately three acres in size and may be located in any quadrant. Property to be determined.

---

**ITEM 3:**            **New Neighborhood Park**

**BUDGET:**        \$1,500,000

**DESCRIPTION:**    Acquisition of one site that is approximately three acres in size and may be located in any quadrant. Property to be determined.

---

**ITEM 4:**            **New Neighborhood Park**

**BUDGET:**        \$1,500,000

**DESCRIPTION:**    Acquisition of one site that is approximately three acres in size and may be located in any quadrant. Property to be determined.

---

**ITEM 5:**            **New Neighborhood Park**

**BUDGET:**        \$1,500,000

**DESCRIPTION:**    Acquisition of one site that is approximately three acres in size and may be located in any quadrant. Property to be determined.

---

**ITEM 6:**            **New Neighborhood Park**

**BUDGET:**        \$1,500,000

**DESCRIPTION:**    Acquisition of one site that is approximately three acres in size and may be located in any quadrant. Property to be determined.

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## BOND CAPITAL PROJECTS FUND

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**ITEM 7:           New Community Park**

**BUDGET:**       \$10,000,000

**DESCRIPTION:**   Acquisition of one site that is approximately twenty acres in size and shall be located in the NE quadrant. Property to be determined.

---

**ITEM 8:           Natural Area Acquisitions**

**BUDGET:**       \$8,400,000

**DESCRIPTION:**   Acquisition of high priority natural areas that will connect existing properties or purchase large parcels with healthy native plant communities, water quality benefits. Focus areas include Cooper Mountain area and Jordan Park area.

---

**ITEM 9:           New Linear Park and Trail Acquisitions**

**BUDGET:**       \$1,200,000

**DESCRIPTION:**   Acquisition of land, easements, leases or land use agreements for Linear Parks and Trails. Acquisition may be located in multiple quadrants. Property to be determined.

---

**ITEM 10:          Community Center Site Acquisition**

**BUDGET:**       \$5,000,000

**DESCRIPTION:**   Acquisition of one site located in the SW quadrant. Property to be determined.

---

### **New/Redeveloped Neighborhood Parks**

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**ITEM 11:          AM Kennedy Park**

**BUDGET:**       \$1,251,250

**DESCRIPTION:**   Development of one new neighborhood park at an existing site. Amenities will be dependent on neighborhood input and site size and may include play equipment, picnic areas, pathways, drinking fountain, benches, open grass areas for passive use, outdoor sport courts, multipurpose sports fields, community garden and natural features.

---

## BOND CAPITAL PROJECTS FUND

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**ITEM 12:           Barsotti Park**

**BUDGET:**           \$226,500

**DESCRIPTION:**   Development of one new neighborhood park at an existing site. Amenities will be dependent on neighborhood input and site size and may include play equipment, picnic areas, pathways, drinking fountain, benches, open grass areas for passive use, outdoor sport courts, multipurpose sports fields, community garden and natural features.

---

**ITEM 13:           Kaiser Ridge Park**

**BUDGET:**           \$0

**DESCRIPTION:**   Development of one new neighborhood park at an existing site. Amenities will be dependent on neighborhood input and site size and may include play equipment, picnic areas, pathways, drinking fountain, benches, open grass areas for passive use, outdoor sport courts, multipurpose sports fields, community garden and natural features.

---

**ITEM 14:           Roy Dancer Park**

**BUDGET:**           \$135,900

**DESCRIPTION:**   Development of one new neighborhood park at an existing site. Amenities will be dependent on neighborhood input and site size and may include play equipment, picnic areas, pathways, drinking fountain, benches, open grass areas for passive use, outdoor sport courts, multipurpose sports fields, community garden and natural features.

---

**ITEM 15:           Roger Tilbury Memorial Park**

**BUDGET:**           \$135,900

**DESCRIPTION:**   Development of one new neighborhood park at an existing site. Amenities will be dependent on neighborhood input and site size and may include play equipment, picnic areas, pathways, drinking fountain, benches, open grass areas for passive use, outdoor sport courts, multipurpose sports fields, community garden and natural features.

---

**ITEM 16:           Cedar Mill Park**

**BUDGET:**           \$198,414

**DESCRIPTION:**   Redevelopment and renovation of one existing neighborhood park. Amenities will be dependent on neighborhood input and site size and may include relocation or replacement of play equipment, ADA specific upgrades, addition of community garden, renovation of existing picnic areas and/or shelters, add or relocate pathways, renovate or add outdoor sport courts and/or multipurpose sports fields.



## BOND CAPITAL PROJECTS FUND

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**ITEM 17: Camille Park**

**BUDGET:** \$514,100

**DESCRIPTION:** Redevelopment and renovation of one existing neighborhood park based on the approved Master Plan. The project will include new trails, a covered picnic area, a nature play area, and natural resource enhancements to the camas lily meadow, wetlands, and Oregon white oak trees.

---

**ITEM 18: Somerset West Park**

**BUDGET:** \$0

**DESCRIPTION:** Redevelopment and renovation of one existing neighborhood park. Amenities will be dependent on neighborhood input and site size and may include relocation or replacement of play equipment, ADA specific upgrades, addition of community garden, renovation of existing picnic areas and/or shelters, add or relocate pathways, renovate or add outdoor sport courts and/or multipurpose sports fields.

---

**ITEM 19: Pioneer Park**

**BUDGET:** \$90,600

**DESCRIPTION:** Redevelopment and renovation of one existing neighborhood park. Amenities will be dependent on neighborhood input and site size and may include relocation or replacement of play equipment, ADA specific upgrades, addition of community garden, renovation of existing picnic areas and/or shelters, add or relocate pathways, renovate or add outdoor sport courts and/or multipurpose sports fields.

---

**ITEM 20: Vista Brook Park**

**BUDGET:** \$90,600

**DESCRIPTION:** Redevelopment and renovation of one existing neighborhood park. Amenities will be dependent on neighborhood input and site size and may include relocation or replacement of play equipment, ADA specific upgrades, addition of community garden, renovation of existing picnic areas and/or shelters, add or relocate pathways, renovate or add outdoor sport courts and/or multipurpose sports fields.

---

**ITEM 21: Westside Waterhouse Trail Connection**

**BUDGET:** \$246,800

**DESCRIPTION:** Development of regional trail section that connects the Westside Trail to the Waterhouse Trail.

---

## BOND CAPITAL PROJECTS FUND

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**ITEM 22:**            **Nature Park Old Wagon Trail**

**BUDGET:**            \$350,870

**DESCRIPTION:**    Redevelopment and renovation of the existing Nature Park Old Wagon Trail.

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**ITEM 23:**            **NE Quadrant Trail - Bluffs**

**BUDGET:**            \$257,050

**DESCRIPTION:**    Development of Phase 2 of approved Master Plan for trail connection to the existing play area.

---

### **New/Redeveloped Community Parks**

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**ITEM 24:**            **SW Community Park**

**BUDGET:**            \$1,518,375

**DESCRIPTION:**    Design development of one new Community Park. Amenities will be dependent on community input and site size and may include multipurpose sport fields, group picnic areas with shelter, play equipment, informal play areas (open space), community gardens, pathways, skate spot, pet areas, on-site parking and permanent restrooms, and natural areas.

---

**ITEM 25:**            **Cedar Hills Park**

**BUDGET:**            \$1,129,762

**DESCRIPTION:**    Design of redevelopment and renovation of one existing community park. Amenities will be dependent on community input and size of site and may include renovate or relocate sport fields, renovate group picnic areas, add covered play areas, add informal play areas, relocate or upgrade pathways, add community gardens, potential skate spot facilities. Renovate/relocate add on-site parking, permanent restrooms, potential splash pad.

---

**ITEM 26:**            **Schiffler Park**

**BUDGET:**            \$3,548,700

**DESCRIPTION:**    Redevelopment and renovation of one existing community park. Amenities will be dependent on community input and size of site and may include renovate or relocate sport fields, renovate group picnic areas, add covered play areas, add informal play areas, relocate or upgrade pathways, add community gardens, potential skate spot facilities. Renovate/relocate add on-site parking, permanent restrooms.

## BOND CAPITAL PROJECTS FUND

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### Trails/Linear Parks

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**ITEM 27:**           **Westside Trail Segments 1, 4, & 7**

**BUDGET:**           \$820,168

**DESCRIPTION:**    Development of the Westside Regional Trail segments 1, 4 and 7.

---

**ITEM 28:**           **Jordan/Jackie Husen Park**

**BUDGET:**           \$1,610,120

**DESCRIPTION:**    Development of Phase 2 of the Jordan / Jackie Husen Park approved Master Plan including the Jordan Park north stairway.

---

**ITEM 29:**           **Lowami Hart Woods Park**

**BUDGET:**           \$805,560

**DESCRIPTION:**    Development of the Lowami Hart Woods Park approved Master Plan.

---

**ITEM 30:**           **Rock Creek Trail Segment 5**

**BUDGET:**           \$309,165

**DESCRIPTION:**    Development of the Rock Creek Regional Trail segment 5.

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**ITEM 31:**           **North Bethany Trail Segment 2**

**BUDGET:**           \$500,100

**DESCRIPTION:**    Development of the North Bethany Community Trail segment 2.

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**ITEM 32:**           **Waterhouse Trail Segments 1, 5 and West Spur**

**BUDGET:**           \$679,065

**DESCRIPTION:**    Development of the Waterhouse Community Trail segments 1, 5 and West Spur.

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## BOND CAPITAL PROJECTS FUND

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### Youth Athletic Fields

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**ITEM 33:**            **Winkleman Park**

**BUDGET:**            \$502,100

**DESCRIPTION:**    Development of one grass athletic field. Athletic field lighting is not included.

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**ITEM 34:**            **Meadow Way Park**

**BUDGET:**            \$492,100

**DESCRIPTION:**    Development of one grass athletic field. Athletic field lighting is not included.

---

**ITEM 35:**            **New Fields in NW Quadrant**

**BUDGET:**            \$0

**DESCRIPTION:**    Development of one grass athletic field in the NW Quadrant. Athletic field lighting is not included.

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**ITEM 36:**            **New Fields in NE Quadrant**

**BUDGET:**            \$0

**DESCRIPTION:**    Development of one grass athletic field in the NE Quadrant. Athletic field lighting is not included.

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**ITEM 37:**            **New Fields in SW Quadrant**

**BUDGET:**            \$0

**DESCRIPTION:**    Development of one grass athletic field in the SW Quadrant. Athletic field lighting is not included.

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**ITEM 38:**            **New Fields in SE Quadrant**

**BUDGET:**            \$0

**DESCRIPTION:**    Development of one grass athletic field in the SE Quadrant. Athletic field lighting is not included.

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## BOND CAPITAL PROJECTS FUND

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### Facility Expansions and Improvements

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**ITEM 39:**            **Structural Upgrades at several facilities**

**BUDGET:**            \$703,500

**DESCRIPTION:**    Structural modifications at existing facilities to enhance structural load and seismic performance. The actual facilities and items to be upgraded will be based on a condition-based prioritization.

---

**ITEM 40:**            **Sunset Swim Center Structural Upgrades and parking lot**

**BUDGET:**            \$0

**DESCRIPTION:**    Structural upgrades at the Sunset Swim Center to enhance structural load and seismic performance. Project also includes resurfacing the parking lot.

---

**ITEM 41:**            **Sunset Swim Center Air Handling Tunnel/Pool Tank**

**BUDGET:**            \$214,100

**DESCRIPTION:**    Repair of the air handling tunnel (plenum) at the Sunset Swim Center to correct concrete deterioration and reinforce structural integrity of the pool tank and deck.

---

**ITEM 42:**            **Elsie Stuhr Center Expansion**

**BUDGET:**            \$1,515,300

**DESCRIPTION:**    Expansion and improvements to the Elsie Stuhr Center including fitness room, vestibule and parking lot.

---

**ITEM 43:**            **Conestoga Recreation & Aquatic Center Expansion**

**BUDGET:**            \$1,106,377

**DESCRIPTION:**    Expansion and improvements to the Conestoga Recreation & Aquatic Center including classroom, locker room, parking and splash pad.

---

**ITEM 44:**            **Aloha ADA Dressing Rooms**

**BUDGET:**            \$118,384

**DESCRIPTION:**    Expansion and improvements to the Aloha Swim Center including ADA/Family Dressing room.

---

## BOND CAPITAL PROJECTS FUND

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**ITEM 45:**           **Aquatics Center ADA Dressing Rooms**

**BUDGET:**           \$127,666

**DESCRIPTION:**       Expansion and improvements to the Aquatics Center including ADA/Family Dressing room.

---

**ITEM 46:**           **Athletic Center HVAC Upgrades**

**BUDGET:**           \$450,100

**DESCRIPTION:**       Addition of air conditioning and dehumidification to the HVAC system at the Athletic Center.

---

**ITEM 47:**           **HMT ADA Parking and other site improvement**

**BUDGET:**           \$950,057

**DESCRIPTION:**       ADA/Access Improvements to the HMT Recreation Complex. Improvements may include ADA parking and drop-off zones at the Aquatic Center and Athletic Center.

---

**ITEM 48:**           **ADA Improvements - numerous sites**

**BUDGET:**           \$172,341

**DESCRIPTION:**       ADA Improvements to various existing sites and/or facilities.

---

### **Replacements and Improvements**

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**ITEM 49:**           **Play Structure Replacements at 11 sites**

**BUDGET:**           \$810,219

**DESCRIPTION:**       Replacements of play structures within the following existing parks: Waterhouse, Terra Linda Park, Channing Heights Mini Park, Summercrest Park, Murrayhill Powerline Park, Arnold Park, Lawndale Park, Lost Park, George W. Otten Park, Roxbury Park and Harman Swim Center.

---

## BOND CAPITAL PROJECTS FUND

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**ITEM 50:            Bridge/Boardwalk Replacements at 6 sites**

**BUDGET:**        \$43,126

**DESCRIPTION:**    Design of replacement of bridges and boardwalks at the following existing parks: Willow Creek Park, Pioneer Park, Rosa Park, Nature Park, Jenkins Estate, and Hartwood Hylands Park.

---

**ITEM 51:            Irrigation Replacement at Roxbury Park**

**BUDGET:**        \$49,354

**DESCRIPTION:**    Replacement of irrigation system at Roxbury Park

---

**ITEM 52:            Pedestrian Path Replacement at 3 sites**

**BUDGET:**        \$116,188

**DESCRIPTION:**    Replacement of pedestrian paths at the following existing parks: Rock Creek Powerline Park, Nature Park, and Murrayhill Park.

---

### **Natural Resources Projects**

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**ITEM 53:            Roger Tilbury Memorial Park**

**BUDGET:**        \$30,846

**DESCRIPTION:**    Enhance natural areas to remove weed species, replant native trees, shrubs, enhance creek to ensure bank stability.

---

**ITEM 54:            Cedar Mill Park**

**BUDGET:**        \$30,846

**DESCRIPTION:**    Enhance natural areas to remove weed species, replant native trees, shrubs, especially on the former Brady property. Slight expansion of natural area into soggy grass.

---

**ITEM 55:            Jordan/Jackie Husen Park**

**BUDGET:**        \$339,306

**DESCRIPTION:**    Enhance natural areas to remove debris, weed species, replant native trees, shrubs, enhance creek to ensure bank stability.

---

## BOND CAPITAL PROJECTS FUND

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**ITEM 56:**            **NE/Bethany Meadows Trail Habitat Connection**

**BUDGET:**            \$246,768

**DESCRIPTION:**    Restore acquired land between Bethany Meadows Terrace, Bannister Creek, and NE Parks and associated creek corridors.

---

**ITEM 57:**            **Kaiser Ridge Park**

**BUDGET:**            \$0

**DESCRIPTION:**    Remove weeds and replant with native trees/shrubs after park development occurs.

---

**ITEM 58:**            **Allenbach Acres Park**

**BUDGET:**            \$41,128

**DESCRIPTION:**    Remove weeds and replant with native trees/shrubs after park development occurs.

---

**ITEM 59:**            **Crystal Creek Park**

**BUDGET:**            \$246,768

**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 60:**            **Foothills Park**

**BUDGET:**            \$61,692

**DESCRIPTION:**    Enhance natural areas to remove debris, weed species, replant native trees, shrubs, enhance creek to ensure bank stability.

---

**ITEM 61:**            **Commonwealth Lake Park**

**BUDGET:**            \$41,128

**DESCRIPTION:**    Work with planning/community to identify then replant natural areas to remove weed species, replant native trees, shrubs, to provide habitat and shoreline erosion control at lake. Possible installation of basking logs for turtles.

---



## BOND CAPITAL PROJECTS FUND

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**ITEM 62:            Nature Park**

**BUDGET:**            \$30,846

**DESCRIPTION:**    Conduct Oregon white oak restoration projects as identified in THPRD Oak Plan. Includes arborist work and installation of native shrubs.

---

**ITEM 63:            Pioneer Park**

**BUDGET:**            \$0

**DESCRIPTION:**    Remove weeds and replant with native trees/shrubs after park development occurs. Potential trail rerouting for habitat preservation.

---

**ITEM 64:            Whispering Woods Park**

**BUDGET:**            \$51,410

**DESCRIPTION:**    Remove weeds, replant with native species- keep clear of area for future trails.

---

**ITEM 65:            Willow Creek Nature Park**

**BUDGET:**            \$20,564

**DESCRIPTION:**    Remove weeds and replant with native trees/shrubs after park improvement on boardwalk occurs.

---

**ITEM 66:            AM Kennedy Park**

**BUDGET:**            \$30,846

**DESCRIPTION:**    Remove weeds and replant with native trees/shrubs after park development occurs. Possible stream bank stabilization/meandering of channel.

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**ITEM 67:            Camille Park**

**BUDGET:**            \$77,115

**DESCRIPTION:**    These funds will cover any oak enhancement work, camas meadow, or stream restoration not covered by the master plan funds.

---

## BOND CAPITAL PROJECTS FUND

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**ITEM 68:**            **Vista Brook Park**

**BUDGET:**            \$20,564

**DESCRIPTION:**    Remove weeds and replant with native trees/shrubs after park development occurs. Likely to enhance pond edges, potential basking logs for wildlife.

---

**ITEM 69:**            **Greenway Park/Koll Center**

**BUDGET:**            \$61,692

**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 70:**            **Bauman Park**

**BUDGET:**            \$77,256

**DESCRIPTION:**    Use large machines to remove invasive trees, weeds. Replant with native plants. Install trail with other funds.

---

**ITEM 71:**            **Fanno Creek Park**

**BUDGET:**            \$0

**DESCRIPTION:**    Do hydrologic study of stream channel and implement results. Likely rerouting of existing channel, replanting weedy areas with native shrubs/trees. Bank stabilization.

---

**ITEM 72:**            **Hideaway Park**

**BUDGET:**            \$41,128

**DESCRIPTION:**    Remove weeds and replant with native trees/shrubs after park development occurs. Remove basketball pad from wetland. Plant some portion of mowed area with shrubs.

---

**ITEM 73:**            **Murrayhill Park**

**BUDGET:**            \$58,692

**DESCRIPTION:**    Remove acres of blackberry shrubs under powerlines. Replace with low growing native shrubs.

---

## BOND CAPITAL PROJECTS FUND

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**ITEM 74:**            **Hyland Forest Park**

**BUDGET:**            \$66,974

**DESCRIPTION:**    Complete large scale removal of weeds, reroute/close illegal trails, replant site, enhance trails with separate funds.

---

**ITEM 75:**            **Cooper Mountain Area**

**BUDGET:**            \$205,640

**DESCRIPTION:**    Restore and enhance properties to be acquired in this area - separate from the Cooper Mountain Nature Park.

---

**ITEM 76:**            **Winkleman Park**

**BUDGET:**            \$10,282

**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 77:**            **Lowami Hart Woods Park**

**BUDGET:**            \$287,896

**DESCRIPTION:**    Large scale removal of weeds, closing of illegal trails, replanting of native shrubs/trees.

---

**ITEM 78:**            **Rosa/Hazeldale Parks**

**BUDGET:**            \$28,790

**DESCRIPTION:**    Restoration of creek side areas by removing weeds, replanting with native plants. Possible installation of woody material in creek for habitat and erosion control.

---

**ITEM 79:**            **Mt Williams Park**

**BUDGET:**            \$0

**DESCRIPTION:**    Remove weeds and replant with native trees/shrubs after park development occurs.

---

## BOND CAPITAL PROJECTS FUND

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**ITEM 80:**           **Jenkins Estate**

**BUDGET:**           \$135,230

**DESCRIPTION:**   Complete large scale removal of weeds, reroute/close illegal trails, replant site, create park trail plan to protect habitat, enhance trails.

---

**ITEM 81:**           **Summercrest Park**

**BUDGET:**           \$10,282

**DESCRIPTION:**   Remove weeds and replant with native shrubs in eastern portion of the park along the stream.

---

**ITEM 82:**           **Morrison Woods Park**

**BUDGET:**           \$61,692

**DESCRIPTION:**   Enhance meadow, new acquisition areas, stabilize exposed edge of forest next to Kinzer property.

---

**ITEM 83:**           **Interpretive Sign Network**

**BUDGET:**           \$339,306

**DESCRIPTION:**   Create and construct about 100+ interpretive signs to be installed in significant natural areas to educate patrons about natural areas.

---

**ITEM 84:**           **Beaverton Creek Trail**

**BUDGET:**           \$61,692

**DESCRIPTION:**   Remove weeds in select parks and replant with native trees/shrubs after park development occurs.

---

**ITEM 85:**           **Bethany Wetlands Park**

**BUDGET:**           \$41,128

**DESCRIPTION:**   Remove weeds, replant with native plants, assess stream/wetland for enhancement/stabilization. Install beaver management piping if needed.

---

## BOND CAPITAL PROJECTS FUND

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**ITEM 86:**            **Bluegrass Downs Park**

**BUDGET:**            \$15,423

**DESCRIPTION:**    Remove weeds, replant with native plants in park and newly acquired areas.

---

**ITEM 87:**            **Restoration of new properties to be acquired**

**BUDGET:**            \$0

**DESCRIPTION:**    Balance of natural resource restoration funds to be used on newly acquired sites.

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## BOND CAPITAL PROJECTS FUND

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### **Future Impacts on Operating Budget:**

The Bond Capital Project funds will be expended for land acquisition, park redevelopment, trail work, facility structural replacements and natural resource projects.

Most of the projects to be completed have a minimal annual operating impact other than an amount for ongoing maintenance. Two categories of projects will have a significant operating impact: athletic field construction and building expansions. In both of these cases, user fee revenue will be generated by the increased capacity, and incremental maintenance expenses will be incurred. As projects are finalized, any resulting operating costs will be addressed in future narratives.



# **SUPPLEMENTAL DATA**

Park District History and Background

Twenty Year Comprehensive Master Plan Summary

Five Year Projections

Policies and Procedures

Summary of Staffing by Program

Detail of Salary by Position Classification

Glossary

Park District Map





## PARK DISTRICT HISTORY AND BACKGROUND

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In 1955, a group of citizens formed Tualatin Hills Park and 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 2000 Census, the following information was accumulated on the District's resident population.

	<u>1990</u>	<u>2000</u>
Population	144,672	192,748
Age:		
0-24	49,847	67,457
25-64	81,297	108,215
65+	13,528	17,076
Number of Households	57,842	76,534
Average Household Size	2.49	2.50
Average Family Size	3.02	3.07
Per Capita Income (2000\$)	\$23,789	\$26,609
Number of Housing Units	61,032	80,704
Occupancy Rate	94.8%	94.8%

<b>Diversity of the District as of the 2000 Census</b>		
White	148,891	77.2%
Asian/Pacific Islander	17,134	8.9%
Hispanic Origin, any race	17,536	9.1%
Black	2,691	1.4%
American Indian	945	0.5%
Some other race	328	0.2%
Two or more races	5,224	2.7%

**Economic Information**

The top ten taxpayers (in order of actual taxes levied) within the District for the 2007/08 Fiscal Year were:

<b>Taxpayer</b>	<b>Taxable Assessed Value</b>	<b>Rank</b>	<b>Percentage of Total Taxable Assessed Value</b>
Nike, Inc.	\$ 342,893,089	1	2.07%
Verizon Northwest, Inc.	140,839,764	2	0.85%
Tektronix, Inc.	136,940,413	3	0.83%
Maxim Integrated Products, Inc.	134,951,810	4	0.68%
ERP Operating LP	112,051,390	5	0.83%
Portland General Electric	107,099,250	6	0.65%
PS Business Parks LP	98,541,817	7	0.59%
Northwest Natural Gas Co.	78,115,500	8	0.47%
Bernard Properties Partnership	53,295,450	9	0.32%
EOP-Nimbus Corp.	50,837,730	10	0.31%
All Other Taxpayers	15,311,270,453		92.41%
Totals	\$ 16,566,836,666		100.00%

Source: Washington County, Department of Assessment and Taxation

The top ten employers within Washington County, as of June 30, 2008 are:

<b>Taxpayer</b>	<b># of Employees</b>	<b>Rank</b>
Intel Corporation	15,000	1
Nike, Inc *	7,000	2
Beaverton School District *	5,000	3
Providence Health Care System	3,850	4
Target Stores	3,843	5
Shari's Restaurants *	3,725	6
Hillsboro School District	2,400	7
Home Depot	2,000	8
Tektronix *	1,900	9
Kaiser Permanente *	1,850	10
Totals	46,568	

\* Majority of employees within District Boundaries

Source: Westside Economic Alliance

A comparative cost of General Fund services per capita as of FY 2000 and FY 2008:

	<b>FY 2000</b>	<b>FY 2008</b>	
	<u>Actual</u>	<u>Actual</u>	<u>% change</u>
Population	192,748	224,192 <sup>1)</sup>	16.31%
Cost Per Capita:			
Personal Services	\$64.51	\$89.89	39.34%
Materials and Services	25.32	28.44	12.32%
Capital Projects	22.17	8.58	-61.30%
Debt Service	3.47	3.50	.86%
Total cost per capita	<u>\$115.48</u>	<u>\$130.41</u>	12.93%

<sup>1)</sup> estimated – based on Medium Growth Population Forecast

Source: Portland State University Center for Population Research and Census

## COMPREHENSIVE PLAN SUMMARY

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In November 2006, the Tualatin Hills Park and Recreation District adopted an update to the Comprehensive Plan, originally adopted in 1997. This plan serves as a guide for future decisions and activities about how the Park District will acquire, develop, operate and maintain land, facilities and programs for the future.

In the decade since the original adoption, many conditions have changed significantly within the Park District; substantial development has occurred, resident demographics have shifted in age and ethnicity, resulting in shifting park and open space needs.

As part of the plan update, public, technical and staff advisory committees, along with the project management team identified key issues, conducted open houses, and received public comments and input to identify planning priorities. At the same time, demographics, existing conditions and levels of service were analyzed in depth.

After an extensive public outreach and committee review process, several key planning and service issues were identified:

- Standards for neighborhood parks and parks overall,
- Approaches to building new or replacement aquatic and recreation facilities,
- Alternatives for meeting future needs for playing fields, and
- Funding issues and tools, including system development charges which fund planning, land acquisition and construction of facilities that serve new residents.

The updated Comprehensive plan included a Strategic Plan to incorporate goals, objectives and actions to meet long-term needs for District parks, open spaces, trails, recreation facilities, programs and maintenance operations. The Comprehensive Plan identified eight goals through the development process:

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

Since the adoption of the original Comprehensive Plan, the Park District has accomplished much towards the goals and objectives of that plan. Over three hundred acres of new land for park and recreational facilities have been added, both buildings and athletic fields facilities, along with parks, trails and natural areas.

The Park District enjoys a strong reputation as one of the region's largest park and recreation providers with a high level of satisfaction among District residents and patrons. To continue to satisfy recreational need and demands over the next twenty years, and consistent with standards and practices recommended within the Comprehensive Plan, the Park District will endeavor to:

- Acquire and develop approximately 58 acres of neighborhood parks and 90 acres of community parks and special use facilities;
- Create approximately 80 additional playing fields and or replace 28 existing fields with artificial turf, add 33 more tennis courts;

- Create a strong north-south and east-west trail spine and expand and connect other trails segments throughout the Park District;
- Build two new large community recreation and aquatic centers and renovate, expand or replace one or two additional aquatic centers;
- Implement minor programming improvements needed to accommodate the needs of existing and future Park District residents; and
- Continue to strengthen maintenance programs and efficiencies.

To fulfill these strategic objectives, the Park District Board of Directors adopted the eight goals, along with the priority objectives and action steps, for the 2009-10 year. In order to ensure the Comprehensive Plan remains a living document, the Park District will continue to review its progress on a regular, periodic basis.

## Tualatin Hills Park and Recreation District

### General Fund - Five Year Fiscal Projection FY 2008-2009 through FY 2013-2014

	Current Budget 2008-2009	Adopted Budget 2009-2010	Projected 2010-2011	Projected 2011-2012	Projected 2012-2013	Projected 2013-2014
Cash on Hand	3,260,000	2,985,000	2,700,000	2,700,000	2,700,000	2,750,000
Program & Facility Fees 1	8,230,540	9,470,346	10,227,974	11,046,212	11,377,598	11,718,926
Other Resources 2	1,910,369	5,042,553	1,388,571	1,416,342	1,458,833	1,502,598
Carryover Projects	578,000	606,988	-	-	-	-
Property Taxes 3	21,500,806	22,681,506	23,588,766	24,532,317	25,636,271	26,789,903
<b>Total Revenue</b>	<b>\$35,479,715</b>	<b>\$40,786,393</b>	<b>\$37,905,311</b>	<b>\$39,694,871</b>	<b>\$41,172,702</b>	<b>\$42,761,427</b>
Personal Services 4	\$22,378,612	24,261,276	\$25,231,727	\$26,240,996	\$27,290,636	\$28,382,261
Materials & Services 5	7,397,570	7,723,353	7,955,054	8,193,705	8,439,516	8,692,702
Capital Outlay	3,353,977	6,370,114	2,286,180	2,807,019	3,321,699	3,502,814
Debt Service - COP and TAN	849,556	731,650	732,350	753,150	370,850	383,650
Contingency	1,500,000	1,700,000	1,700,000	1,700,000	1,750,000	1,800,000
<b>Total Expenditures</b>	<b>\$35,479,715</b>	<b>\$40,786,393</b>	<b>\$37,905,311</b>	<b>\$39,694,871</b>	<b>\$41,172,702</b>	<b>\$42,761,427</b>
<b>Revenue Assumptions</b>						
	<u>2009-10</u>		<u>2010-12</u>		<u>2012-2014</u>	
1. Program Fee & Facility Annual Increase	Actual Estimate		8.00%		3.00%	
2. Other Resources	Actual Estimate		2.00%		3.00%	
3. Property Tax Annual Increase (Based on Permanent Rate only)	Actual Estimate		4.00%		4.50%	
<b>Expenditure Assumptions</b>						
4. Personal Services	Actual Estimate		4.00%		4.00%	
5. Materials & Services	Actual Estimate		3.00%		3.00%	

## **POLICIES AND PROCEDURES**

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### **DISTRICT ORGANIZATION:**

#### Board of Directors

The governing body of the Tualatin Hills Park and 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 and third Mondays 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 Parks and Recreational Services, Director of Planning, Director of Communications and Development 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.

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 Services 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 and 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.

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.



Over the past two years, 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.

## **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.

#### *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 percent of operating expenses. In any year in which the District is not at the targeted fund level, the budgeted contingency or unappropriated ending fund balance will be increased by 1% of property tax revenues, (or \$150,000).*

2. The District should measure its obligation for replacement of assets and ensure that replacements are managed in a manner that does not negatively impact District services.

*Working Guidelines – measurement of replacement obligation:*

*The District should measure the replacement obligation based on deferred replacements (i.e. backlog) for both major and routine replacements plus percentage of life used for major replacements.*

*Working Guidelines - prioritization of maintenance replacements funding*

*The District should priority fund all major items replacements (subject to condition of asset deferrals) and a minimum of \$350,000 of routine replacements, and fund the balance of routine replacements based on available funding.*

Cost Recovery Policies

1. The District should establish consistent guidelines to measure the full cost of District programs and capital projects.

*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 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 goals and objectives.*

2. The District should periodically measure the progress toward the financial goals.

*Working Guidelines:*

*The District should develop an annual reporting process for measuring progress toward the financial goals.*

## SUMMARY OF STAFFING BY PROGRAM

DIVISION					
Department	Actual	Actual	Current	Proposed	Adopted
Program	2006/07	2007/08	2008/09	2009/10	2009/10
<b>BOARD OF DIRECTORS</b>	-	-	-	-	-
<b>ADMINISTRATION</b>					
<b>Office of the General Manager</b>					
General Manager	2.00	2.00	2.00	2.00	2.00
Assistant General Manager	4.00	4.00	-	-	-
<b>Total Office of the General Manager</b>	6.00	6.00	2.00	2.00	2.00
<b>Communications and Development</b>	2.00	5.23	5.96	6.73	6.73
<b>Security Operations</b>	3.68	3.93	4.00	4.00	4.00
<b>TOTAL ADMINISTRATION</b>	<b>11.68</b>	<b>15.16</b>	<b>11.96</b>	<b>12.73</b>	<b>12.73</b>
<b>BUSINESS AND FACILITIES</b>					
<b>Office of the Director</b>	3.00	1.00	4.00	4.00	4.00
<b>Finance Services</b>	6.00	6.00	6.00	6.00	6.00
<b>Risk and Contract Management</b>					
Risk and Contract Management	2.88	1.00	1.00	1.00	1.00
Safety/Wellness	1.00	1.00	1.00	1.00	1.00
<b>Total Risk and Contract Management</b>	3.88	2.00	2.00	2.00	2.00
<b>Human Resources</b>	1.00	2.00	3.00	3.00	3.00
<b>Information Services</b>	5.00	5.00	5.00	5.00	5.00
<b>Maintenance Operations</b>					
Superintendent of Maintenance Op.	3.80	3.63	2.63	2.63	2.63
Athletic Facilities	17.14	20.93	20.01	20.45	20.45
Building and Pool Maintenance	43.59	43.84	47.48	47.34	47.34
Park Maintenance	43.72	44.58	44.97	45.78	45.78
Vehicle & Maintenance	6.13	6.13	6.13	5.94	5.94
<b>Total Maintenance Operations</b>	114.38	119.11	121.22	122.14	122.14
<b>TOTAL BUSINESS AND FACILITIES</b>	<b>133.26</b>	<b>135.11</b>	<b>141.22</b>	<b>142.14</b>	<b>142.14</b>
<b>PLANNING</b>					
Office of the Director	-	-	1.00	1.00	1.86
Planning and Development	6.00	6.00	6.00	10.00	10.00
<b>TOTAL PLANNING</b>	<b>6.00</b>	<b>6.00</b>	<b>7.00</b>	<b>11.00</b>	<b>11.86</b>

## SUMMARY OF STAFFING BY PROGRAM

<b>DIVISION</b>					
Department Program	Actual 2006/07	Actual 2007/08	Current 2008/09	Proposed 2009/10	Adopted 2009/10
<b>PARK AND RECREATION SERVICES</b>					
<b>Office of the Director</b>	3.00	2.00	2.00	2.63	2.63
<b>Aquatics</b>					
Superintendent of Aquatics	1.01	1.05	1.03	1.06	1.06
Aloha Swim Center	11.48	11.76	11.83	11.93	11.93
Aquatic Center	19.64	20.08	20.38	20.18	20.18
Beaverton Swim Center	17.95	18.05	18.26	18.41	18.41
Harman Swim Center	11.78	11.47	11.74	12.66	12.66
Sunset Swim Center	11.67	10.66	10.84	10.91	10.91
Raleigh Swim Center	2.16	5.56	5.50	5.74	5.74
Somerset West Swim Center	2.38	2.45	2.49	2.46	2.46
<b>Total Aquatics</b>	<b>78.07</b>	<b>81.08</b>	<b>82.07</b>	<b>83.35</b>	<b>83.35</b>
<b>Sports</b>					
Superintendent of Sports	-	2.00	2.00	2.00	2.00
Athletic Center/Sports	29.12	28.70	28.98	31.04	31.04
<b>Total Sports and Recreation</b>	<b>29.12</b>	<b>30.70</b>	<b>30.98</b>	<b>33.04</b>	<b>33.04</b>
<b>Recreation</b>					
Superintendent of Recreation	1.00	1.93	1.12	1.12	1.12
Cedar Hills Recreation Center	21.77	24.15	28.35	30.46	30.46
Conestoga Rec. & Aquatic Center	50.14	50.08	49.60	49.60	49.60
Garden Home Recreation Center	20.19	21.27	24.56	25.89	25.89
<b>Total Recreation</b>	<b>93.10</b>	<b>97.43</b>	<b>103.63</b>	<b>107.07</b>	<b>107.07</b>
<b>Programs and Special Activities</b>					
Superintendent of Prog. & Spec. Act.	1.10	2.00	2.58	3.04	3.04
Elsie Stuhr Center	11.36	11.80	12.45	13.27	13.27
Jenkins Estate	6.02	6.01	6.01	6.05	6.05
Camp Rivendale	4.79	4.93	4.71	4.23	4.23
Tennis Center	14.86	14.88	15.36	15.35	15.35
<b>Total Programs and Special Activities</b>	<b>38.13</b>	<b>39.62</b>	<b>41.11</b>	<b>41.94</b>	<b>41.94</b>
<b>Natural Resources and Trails</b>					
Natural Resources	4.00	4.50	6.74	9.16	9.16
Nature Park Interpretive Center	8.59	9.01	10.40	11.79	11.79
<b>Total Natural Resources and Trails</b>	<b>12.59</b>	<b>13.51</b>	<b>17.14</b>	<b>20.95</b>	<b>20.95</b>
<b>TOTAL PARK AND RECREATION SERVICES</b>	<b>254.01</b>	<b>264.34</b>	<b>276.93</b>	<b>288.98</b>	<b>288.98</b>
<b>TOTAL ALL DIVISIONS</b>	<b>404.95</b>	<b>420.61</b>	<b>437.11</b>	<b>454.85</b>	<b>455.71</b>

**Note:** Due to Departmental reorganization, prior years will tie out in total only. All Departments and Programs are displayed as of 2009/10 status for accurate year-to-year comparisons.

# Tualatin Hills Park and Recreation District

## Detail of Salary by Position Classification

Salaried Employees  
Budget Year 2009/10

Position Description	# of Employees	Salary Range
General Manager	1	\$93,348 - \$135,813
Director of Business and Facilities	1	\$88,010 - \$128,047
Director of Park & Recreation	1	\$85,432 - \$124,296
Director of Planning & Development	1	\$82,944 - \$120,675
Director of Communication & Development	1	\$80,465 - \$117,069
Superintendents of Maintenance, Planning & Aquatics	3	\$83,938 - \$109,906
Superintendents of Programs, Sports, Recreation & Natural Resources	4	\$78,447 - \$102,716
Finance Manager	1	\$78,447 - \$102,716
Risk & Contract, Information Services & Human Resources Managers	3	\$73,305 - \$95,983
Superintendent of Security Operations	1	\$68,516 - \$89,713
Operations Analysis Manager	1	\$68,516 - \$89,713
Senior Park Planner	1	\$68,516 - \$89,713
Park Maintenance and Building Maintenance Coordinators	2	\$64,035 - \$83,845
Center Supervisor I	2	\$64,035 - \$83,845
Athletic Facilities and Vehicle Maintenance Coordinators	2	\$59,839 - \$78,352
Center Supervisor II	11	\$59,839 - \$78,352
Executive Assistant	1	\$53,490 - \$77,824
Human Resources Coordinator	1	\$49,304 - \$64,557
Management Team Support Specialist	1	\$40,865 - \$53,508

## GLOSSARY

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### **Account**

A term used to identify an individual asset, liability, expenditure control, and revenue control or fund balance.

### **Accrual Basis of Accounting**

The method of accounting under which revenues are recorded when they are earned (whether or not cash is received at the time) and expenditures are recorded when goods and services are received (whether cash disbursements are made at the time or not).

### **Ad Hoc Committee**

Committee formed with the sole purpose of the specific case or situation at hand.

### **Adopted Budget**

The budget amended and approved by the Budget Committee becomes the adopted budget after the Board of Directors takes action on it. The adopted budget becomes effective July 1.

### **Adopted Fee Study**

A study adopted by the Board of Directors on November 19, 1997. The Board of Directors requested that the Park District's current program and facility fee structure be evaluated and that changes be recommended.

### **Ad Valorem**

In proportion to value. A basis for levy tax upon property.

### **Annexation**

The incorporation of land into an existing city with a resulting change in the boundaries of the city.

### **Appropriation**

A legal authorization made by the District to incur obligations and make expenditures for specific purposes and shall be limited to a single fiscal year.

### **Approved Budget**

The adopted budget as amended and approved by the Budget committee is recommended to the Board of Directors for adoption and is referred to as the Approved Budget.

### **Assessed Value**

The value set by the County Assessor on real and personal property in order to establish a basis for levying taxes.

### **Assets**

Property owned by a government, which has monetary value.

### **Bond**

A written promise to pay a specified sum of money on a specific date at a specified interest rate. Bonds are most frequently used to finance large capital projects, such as buildings and streets.

### **Bonded Debt**

The portion of indebtedness represented by outstanding bonds.

### **Bond Projects Fund**

A fund created to account for financial resources to be used for the acquisition or construction of major capital facilities and/or designated fixed assets.

### **Budget**

A plan, a financial operation embodying an estimate of expenditures for a given period or purpose and the proposed means of financing the estimated expenditures.

### **Budget Calendar**

Schedule of key dates or milestones followed by the Park District departments in the preparation, review and administration of the budget.

### **Budget Document**

The estimate of expenditures and budget resources as set forth on the estimated sheets, tax levy and the financial summary.

### **Budget Message**

A general discussion of the proposed budget as presented in writing by the budget making authority to the legislative body. The budget message should contain an explanation of the principal budget items, an outline of the governmental unit's experience during the past period and its financial status at the time of the message and recommendations regarding the financial policy for the coming period.

### **Budgetary Control**

The control or management of a governmental unit or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitation of available revenues.

**Capital Assets**

Assets of significant value and having a useful life of several years. Capital assets are also called fixed assets.

**Capital Improvements Program (CIP)**

A plan for capital expenditures to be incurred each year over a period of years to meet capital needs arising from the long-term teamwork program.

**Capital Outlay**

Expenditures, which result in the acquisition of or addition to, fixed assets.

**Capital Projects**

A long-term major improvement or acquisition of equipment or property for public use.

**Capital Program**

A plan for capital expenditures to be incurred each year over a fixed period of years to meet capital needs arising from the long-term work program or otherwise. It sets forth each project or other contemplated expenditure in which the government is to have a part and specifies the full resources estimated to be available to finance the projected expenditures.

**Certificates of Participation (COP)**

COP's are a method of financing large equipment and other capital expenditures. They are technically lease-purchase securities. The payment of the debt is made to an escrow agent and is called a lease payment. The escrow agent acts as a lessor for the property to be acquired or constructed with the proceeds of the certificate of participation. The owners of the certificates do not have an ownership interest in the property financed with the proceeds of the certificates.

**Chart of Accounts**

The classification system used by a governmental agency to organize the accounting for various funds.

**Computer Technology Plan**

A plan that focuses on the prevailing computer trends expected in the next three years, and outlines technological opportunities for the Park District. The plan identifies a new communication infrastructure, which will be the foundation for an efficient operation today and for streamlining the implementation of future components.

**Contingency**

An appropriation of funds to cover unforeseen events and emergencies, which occur during the fiscal year.

**Current Funds**

Funds the resources of which are expended for operating purposes during the current fiscal period.

**Current Liabilities**

Liabilities which are payable within a relatively short period of time, usually no longer than a year.

**Current Taxes**

Taxes levied and becoming due during the current fiscal period, from the time the amount of the tax levy is first established to the date on which a penalty for nonpayment is attached.

**Debt**

An obligation resulting from the borrowing of money or from the purchase of goods and services. Debts of governmental units include bonds, time warrants, notes and floating debt.

**Debt Service**

Payments of interest and principal related to long-term debt.

**Debt Service Fund**

A fund established to finance and account for the payment of interest and principal on all general obligation debt, serial and term, other than that payable exclusively from special assessments and revenue debt issued for and serviced by a governmental enterprise. Formally called a Sinking Fund.

**Delinquent Taxes**

Taxes remaining unpaid on and after the date on which a penalty for nonpayment is attached. Even though the penalty may be subsequently waived and a portion of the taxes may be abated or canceled, the unpaid balances continue to be delinquent taxes until canceled.

**Departments**

A major administrative division of the District, which indicates overall management responsibility for an operation, or a group of related operations within a functional area.

**Employee Benefits**

Benefits include social security, 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 encumbrances when paid or when the actual liability is set up.

**Equipment**

Tangible property of a more or less permanent nature (other than land, buildings, or improvements other than buildings), which is useful in carrying on operations. Examples are machinery, trucks, and furnishings.



**Expenditure**

This term refers to the outflow of fund 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 1997/98 and all future fiscal years. The measure was a citizen initiative and limits property taxes to 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 effect 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 1995/96 values, less 10%. It reduces 1997/98 Park District levy authority by an average of 18.9%, and then converts it to a rate to be applied to assessed value in all future years. Assessed value growth is limited to 3% per year. The Measure reinstates Measure 47 limits on fees and charges and on majority turnout election requirements.

### **Metro Greenspaces**

A program administered by Metro for the acquisition of public parks and open space lands throughout the region. A \$135.6 million bond program was approved by voters in 1995. Of that amount, \$25 million was set aside for local government grants.

### **Natural Resources Management Plan**

A plan, which identifies natural resource areas and Biota, and establishes long-term management strategies to protect and enhance the park District natural resource areas for future generations.

### **Objective**

A statement of specific direction, purpose or intent based on the needs of the community and the goals established for a given program.

### **Operating Budget**

A budget, which applies to all outlays other than capital outlays.

### **Operating Expenses**

Expenses for general governmental purposes.

### **Operating Statement**

A statement summarizing the financial operations of a governmental unit for an accounting period as contrasted with a balance sheet, which shows financial position at a given moment in time.

### **Part-time Employee**

An employee scheduled less than 30 hours per week, to a maximum of 1,559 hours per year. Part-time employees are not members of the collective bargaining unit.

### **Personal Services**

Payroll expenses such as: wages, Social Security, medical and dental insurance benefits and retirement contributions.

### **Program**

A group of related activities performed by one or more organizational units for the purpose of accomplishing a function for which the District is responsible.

### **Proposed Budget**

Park District budget approved by the General Manager and submitted to the Budget Committee for their deliberation.

### **Regular Part-time Employee**

An employee scheduled between a minimum of 30 hours to a maximum of 35 hours per week, for no more than 1,820 hours per year. Regular part-time employees are members of the collective bargaining unit, and have similar, but reduced benefits as offered to full-time employees.

### **Resources**

The actual assets of a governmental unit, such as cash, taxes receivable, land, buildings, etc. Contingent assets such as estimated revenues applying to the current fiscal year not accrued or collected and bonds authorized and unissued.

### **Revenue**

The term designates an increase to a fund's assets which:

- ✓ Does not increase a liability (e.g., proceeds from a loan),
- ✓ Does not represent a repayment of an expenditure already made,
- ✓ Does not represent a cancellation of certain liabilities,
- ✓ Does not represent an increase in contributed capital.

### **Risk Management**

An organized attempt to protect a government's assets against accidental loss in the most economical manner.

### **Senate Bill 122**

Mandates local governments (cities, counties, and special districts) and regional governments regarding the provision of Urban Services in two (2) ways.

- ✓ It requires each local government to agree to cooperate and communicate with each other as it relates to land use issues, Master Plan preparation, Design and Development review and Capital Project identification and funding.
- ✓ It requires each local government to negotiate ultimate Urban Service Boundaries to establish who will serve the unincorporated population in their planning areas.

### **Tax Base**

In Oregon, a designated amount of property tax which can be levied for operating expenses without annual voter approval. The original base must be established by the voters at a general or primary election. There after, the base can be increased six percent, annually, without the approval of the voters.

### **Taxes**

Compulsory charges levied by a governmental unit for the purpose of financing services performed for the common benefit. Note: The term does not include specific charges made against particular

persons or property for current or permanent benefits such as special assessments. Neither does the term include charges as, for example, plans review fees.

**Tax Levy**

The total amount to be raised by general property taxes.

**Tax Rate**

The amount of property tax paid by property owners for each \$1,000 of their property's assessed value.

**Trails Master Plan**

A comprehensive off-street recreational trail plan which identifies current trails and needs, future trail corridor locations, plus development and management strategies. The Trails Master Plan is a supplement to the Tualatin Hills Park and Recreation Twenty Year Comprehensive Master Plan.

**Transfers**

Amounts distributed from one fund to finance activities in another fund. Shown as a requirement in the originating fund and a revenue in the receiving fund.

**Twenty Year Comprehensive Master Plan**

A plan defining the Park District's future twenty (20) years. The plan offers direction for the Park District to accomplish its stated mission. It sets goals, and presents objectives and action to act as mileposts by which the Park District can measure its progress.

**Unappropriated Fund Balance**

Where the fund balance at the close of the preceding year is not included in the annual budget, this term designates that portion of the current fiscal year's estimated revenues which has not been appropriated. Where the fund balance of the preceding year is included, this term designates the estimated fund balance at the end of the current fiscal year.

# TUALATIN HILLS PARK & RECREATION DISTRICT

