

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

**ADOPTED BUDGET  
FISCAL YEAR  
2017/18**



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FISCAL YEAR  
2017/18**



**TUALATIN HILLS  
PARK & RECREATION DISTRICT**

**BEAVERTON, OREGON**

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

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to ***Tualatin Hills Park & Recreation District, Oregon*** for its annual budget for the fiscal year beginning July 1, 2016. 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  
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PRESENTED TO

**Tualatin Hills Park & Recreation District  
Oregon**

For the Fiscal Year Beginning

**July 1, 2016**

A handwritten signature in cursive script, reading "Jeffrey R. Emery".

Executive Director

# TUALATIN HILLS PARK & RECREATION DISTRICT

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# INTRODUCTION

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## TUALATIN HILLS PARK & RECREATION DISTRICT

### **2017/18 BUDGET COMMITTEE**

#### Board of Directors

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

#### Citizen Members

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

### **THPRD STAFF**

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







## MEMO

**To:** The Budget Committee  
**From:** Doug Menke, General Manager  
**Date:** April 18, 2017  
**Re:** Proposed Budget Fiscal Year 2017/18

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I am pleased to present the Proposed Budget Fiscal Year 2017/18 for the Tualatin Hills Park & Recreation District (THPRD). This budget represents a financial operating plan for THPRD to carry out its mission during the 2017/18 fiscal year.

### **Mission and Goals**

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

1. Provide quality neighborhood and community parks that are readily accessible to residents throughout THPRD's service area.
2. Acquire, conserve and enhance natural areas and open spaces within THPRD.
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 THPRD 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 THPRD activities.
7. Effectively communicate information about THPRD goals, policies, programs and facilities among THPRD residents, customers, staff, THPRD advisory committees, THPRD board, partnering agencies and other groups.
8. Incorporate principles of environmental and financial sustainability into the design, operation, improvement, maintenance and funding of THPRD programs and facilities.

### **Planning Process**

#### Goal Outcomes and Business Plans

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

Staff took the goal outcome measures approved for FY 2017/18 and developed business plans designed to achieve the goal outcomes. Each business plan was assessed based on its return on investment (ROI), the measurable outcome generated for the funding investment required. The plans with a reasonable ROI, and that most directly addressed the desired goal outcomes, were approved for inclusion in the proposed budget.

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

### Comprehensive Plan

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

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

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

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

### **Key Themes for the FY 2017/18 Budget**

While THPRD's mission and the eight long-term strategic goals have not changed, all of the above planning efforts have highlighted some key priorities, or themes, that are being addressed in the FY 2017/18 proposed budget:

1. We are continuing our efforts to ensure that THPRD serves our entire community, and we are working to eliminate barriers that may limit participation by segments of our community. Key items in the budget for this theme include:
  - Beginning implementation of the completed Americans with Disabilities Act (ADA) access plan
  - Completing an all access sports complex in Southwest Quadrant Community Park
  - Creating, through a midyear reorganization, the Community Program Department with a focus on providing quality programs to the community THPRD serves
2. We are working to enhance our communication and outreach efforts with patrons and residents. While this will support our marketing efforts, it is also intended to provide new channels for patrons to communicate with THPRD. Key items in the budget for this theme include:
  - Continuing enhanced engagement procedures for public input on development projects
  - Continuing implementation of the THPRD Community Outreach Plan
  - Starting a pilot project to host inclusive public meetings by providing language assistance and childcare
  - Adding one new program specialist position to expand recreation programming and act as a community liaison
3. We are working to maintain and enhance our levels of service in THPRD's parks, trails, natural areas and recreation facilities while also improving efficiency of maintenance services. The Comprehensive Plan Update identifies opportunities for us to enhance the level of service at our various facilities even as we add to our inventory through the investments funded by the 2008 bond measure. Key items in the budget for this theme include:
  - Implementing a grant strategy that prioritizes THPRD's needs and matches them against available funding opportunities
  - Upgrading two regular part-time pool operator positions to full time to provide additional maintenance support and provide staff cross-training opportunities
  - Funding for increased maintenance staffing and supplies to keep pace with increased park acreage created through bond or SDC funded projects

4. We are working to ensure continuity of service for our patrons and minimize service disruptions. Key items in the budget for this theme include:
  - Continuing funding of a Capital Replacement Reserve that, when fully funded, will ensure funding of capital replacements and facilities in the future
  - Adding staff in the Information Services Department as recommended in an operational review
  - Continuing extended seasons for the outdoor pools to accommodate swim clubs and lap swim during phase 2 of the Aquatic Center maintenance closure
  - Replacing Finance Services' financial software to provide for growth and efficiency needs of THPRD
  
5. We are working to move cost recovery on THPRD services in line with the targets established by the Service and Financial Sustainability Analysis. While this work will inevitably involve reviewing fees for our services, we are first looking to enhance cost recovery through efficiencies and cost savings, as well as by targeted service divestment. Key items in the budget for this theme include:
  - Implementing a long-term internal staffing plan
  - Funding energy savings improvements that will ultimately lower the cost of operations through reduced energy usage; enhancements include installation of interior LED lighting at the Babette Horenstein Tennis Center and tennis air structures, and energy efficiency projects at Harman Swim Center and Sunset Swim Center
  - Upgrading one program specialist to expand recreation programming and act as a fitness program expert for THPRD
  - Transferring, eliminating or repurposing positions to adjust staffing level in centers

### **Budget Process**

The April 18, 2017 budget committee work session is the second of three meetings for the budget committee, the first being the February 21, 2017 midyear budget meeting and the last being the May 16, 2017 budget committee meeting.

The midyear budget meeting was conducted to review activity for the first six months of the 2016/17 fiscal year budget, and to review the resource and expenditure projections for the proposed 2017/18 fiscal year budget. In an effort to provide for public involvement in the budget process, an opportunity was provided at the midyear budget meeting for public comment on requested budget items.

The budget committee work session is intended to provide the budget committee an opportunity for in-depth review and discussion of the Proposed Budget Fiscal Year 2017/18, and to provide an opportunity for public comment. While the proposed budget presented for the work session is the final budget proposed by staff, the budget committee has the full ability to make modifications to the budget before recommending approval. The budget committee will also have the opportunity at the work session to request additional information from staff to be provided at the final budget committee meeting in May.

At the final budget committee meeting on May 16, 2017, the budget committee will be asked to approve THPRD's 2017/18 fiscal year budget, subject to any adjustments made by the committee. The final step in the budget process, as always, is the budget hearing and adoption by the board of directors, scheduled for June 20, 2017. Once again, an opportunity for public comment will be provided at both the budget committee meeting and the budget hearing.

### **General Fund Resources and Appropriations**

You will find that the proposed amount to fund the FY 2017/18 General Fund budget is \$53,683,891. This is an increase of 3.8% from the 2016/17 fiscal year budget, which is primarily attributable to inflationary increases, increases in capital funding, and increases in the Capital Replacement Reserve.

#### General Fund Resources

Beginning Cash on Hand for the 2017/18 fiscal year is estimated at \$5,475,000, which represents a 17.8% increase from the prior year. The Balance Forward from Prior Year Projects is estimated at \$1,009,395 which represents a 66.7% decrease from the prior year and is due to the Tualatin Hills Aquatic Center roof project being completed. The Capital Replacement Reserve funded in FY 2017/18

also represents an additional \$1,700,000 beginning balance in the General Fund. When combined, the overall General Fund balance forward in the proposed budget, other than the impact of the new Capital Replacement Reserve, remains relatively unchanged.

THPRD's overall assessed valuation is estimated to increase by 4.5%. This represents the 3% allowed under statute for those properties where assessed value is below the real market value, plus 1.5% of exception-based growth from new development. Accordingly, the overall assessed value is estimated to increase from \$23.4 billion to \$24.5 billion.

The FY 2017/18 property tax rate per \$1,000 of assessed value for General Fund operations is \$1.31, and the estimated tax rate per \$1,000 for general obligation bonded debt is \$0.30, resulting in a combined property tax rate per \$1,000 of \$1.61. The FY 2016/17 property tax rates for General Fund operations and bonded debt were \$1.31 and \$0.31, respectively.

In FY 2016/17, local government agencies' combined tax rates did not exceed the Measure 5 limit of \$10 per \$1,000 in most of the park district. There were some areas within THPRD, however, where the combined tax rate did exceed the Measure 5 limit. Within these areas, where an individual property's assessed value was close to or equal to the Measure 5 value, the taxes received were reduced due to Measure 5 compression. THPRD's property tax revenue losses in FY 2016/17, due to Measure 5 compression, were insignificant. It is anticipated in FY 2017/18 that if the combined rates again exceed \$10 per \$1,000 that tax reductions to THPRD due to Measure 5 compression will again be insignificant. Please refer to the table, Measure 5 Impact on Washington County Taxing Agencies (included in your budget document on page RE-3).

The estimates for program fee revenue in the proposed budget are based on a detail review of class offerings and program revenue trends. With the adoption of the Service and Financial Sustainability Analysis in 2013, THPRD is continually reviewing fees and fee policies with the intent of moving toward meeting cost recovery goals. In developing the FY 2017/18 proposed budget, staff carefully reviewed program revenue calculations to ensure that budget revenues are realistic in light of current participation levels. Staff will provide a detailed overview on the program and participation trends at the budget committee work session.

#### General Fund Appropriations

Of the proposed FY 2017/18 General Fund appropriations, 58% supports Personnel Services, 16% supports Materials & Services, 14% supports Capital Outlay, 2% supports Debt Service, 5% supports the Contingency Account and 5% supports the Capital Replacement Reserve funding. This distribution reflects no change in Personnel Services funding, 1% decrease in Materials and Services, 1% decrease in Capital Outlay, 2% increase in Capital Replacement Reserve and no change in Debt Service or Contingency as compared to the current year distribution.

The General Fund Capital Outlay appropriations of \$7,596,437 comprise 14% of the proposed General Fund budget. Capital outlay for information technology is included in the Information Services Department, and capital outlay for maintenance equipment is included in the Maintenance Operations Department. The balance of the capital outlay, \$6,419,213, is included in the Capital Projects Division which is divided into the following six categories: (1) carryover projects, (2) athletic facility, (3) building, (4) park and trail, (5) facility challenge grants, and (6) Americans with Disabilities Act. In accordance with the budget priority to maintain existing facilities and avoid deferring replacements, a maintenance replacement schedule has been developed and the General Fund Capital Outlay has been prioritized toward these replacements. In those capital outlay categories that include maintenance replacements, the program funding has been further broken down between replacements and improvements. Please refer to the Capital Projects section of your budget for details.

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

To put the proposed General Fund budget in perspective, it may be helpful to compare it to prior projections of FY 2017/18 General Fund resources and appropriations (a summary follows on page 19).

The proposed resources for the General Fund are approximately \$2.7 million higher than the projections provided at the midyear budget meeting. Factors causing this increase include:

- Decrease of \$125,000 in Beginning Cash on Hand
- Increase of \$1.0 million in Project Carryovers; this represents offsetting resources and expenditures
- Increase of \$1.8 million in Other Resources due to increases in grants and other intergovernmental revenue
- Increase of \$108,000 in Program and Facility Fees due to targeted program additions.
- Decrease in Property Taxes of \$34,000

Total expenditures are also approximately \$2.7 million higher than projected at the midyear budget meeting due to the following factors:

- Personnel Services costs have increased approximately \$380,000 due to the net of proposed position additions less position eliminations plus part-time staffing increases to cover additional land and facilities added to THPRD's inventory and program additions. The net increase in personnel services over the midyear projection is approximately 1%.
- Materials and Services costs have increased approximately \$116,000 primarily attributable to approved business plans, and non-discretionary increases.
- Capital Outlay has increased approximately \$2.2 million due to inclusion of carryover projects and grant-funded capital outlay.
- Contingency has remained unchanged from the midyear projection.

### **Combined Personnel Services**

The FY 2017/18 proposed budget reflects a 4.4% overall increase in Personnel Services costs. Included in the increase is a 2.10% cost-of-living adjustment and merit increases for represented full-time and regular part-time employees based on THPRD's current collective bargaining agreement, which expires June 30, 2019. The budget also reflects anticipated increases in health insurance costs of 8.0%, and a decrease of 5.0% for dental insurance costs. The overall increase in personnel services costs resulting from the cost-of-living and merit increases is 1.3%, and the overall increase resulting from health and dental insurance cost increases is 0.5%. Retirement plan costs are projected to increase over the prior year budget and contributed 0.5% of the overall increase. Payroll taxes also increased by 0.2%.

The proposed budget reflects two upgraded regular part-time positions to full time, less one full-time position converted to regular-part-time and the addition of two new full-time positions. The net effect of all the position changes is an increase of three full-time positions and a decrease of one regular part-time position, and an overall increase in cost resulting from the changes of 0.9% of the Personnel Services cost. The balance of the change in Personnel Services cost, an increase in overall cost of 1.0%, results from increases in part-time staffing costs, which include impacts of the phase in of the minimum wage increase.

### **System Development Charges Fund**

In the System Development Charges Fund (SDC) budget tab, you will note that THPRD estimates a carryover balance of SDC funds of approximately \$11.2 million. The project carryover commitment to FY 2017/18 is approximately \$10.6 million, leaving \$600,000 of the carryover available for new project commitments. In addition, THPRD is projecting to generate approximately \$10.9 million of new SDC revenues in FY 2017/18. As shown in the SDC budget tab, these combined resources are being used as follows:

- To provide \$5.2 million of new funds for land acquisition, and \$3.1 million of development funds for new projects and \$800,000 of additional funding on carryforward projects.
- This leaves approximately \$2.4 million available for appropriation to new projects in FY 2017/18 once the receipt of the SDC revenue is assured.

The board of directors programs the use of SDC funds using a five-year SDC Capital Improvement Plan (CIP). The most recent update of this five-year plan, approved by the board of directors in April 2016, created a project list for the SDC fund, with priority projects identified for funding through FY 2020/21. The project list was updated in March 2017, delaying project timing to reflect reduced available funding

projections. The updated CIP reflects an updated cash flow projection, based on the rates resulting from the revised SDC methodology, and anticipates total available SDC resources over the five years of between \$41 million and \$55 million.

While residential construction activity had been at very low levels beginning about six years ago, we have seen notable increases in construction activity over the past few years and our SDC revenue projection reflects continued growth. We have also continued to increase the revenue projection to reflect anticipated revenues from new urban expansion areas such as North Bethany and South Cooper Mountain and new SDC rates from the methodology update in March 2016. Due to the uncertainty in the level of SDC activity, however, the five-year SDC cash flow projections include a revenue estimation reserve that offsets 30% of estimated revenue. This is the reason for the wide range in estimated five-year SDC resources.

The uncertainty over actual SDC revenue in FY 2017/18, plus the timing of its collection are the reasons that the proposed budget leaves a portion of the available SDC resources in an undesignated project appropriation.

### **Bond Capital Projects Fund**

With the approval by THPRD voters of the \$100 million Park Bond Levy request in November 2008, THPRD has been actively implementing a capital project program to develop the projects included in the bond measure. THPRD issued most of the bond authorization in two separate issues. The first issue of \$58.5 million was issued in April 2009, and the second issue of \$40.1 million was issued in September 2011. As we have previously noted to the budget committee, THPRD was able to issue the bonds at very favorable market rates, resulting in actual bond levy rates well below those estimated in the election materials. The positive interest rate environment in FY 2014/15 made it possible to refinance the 2009 issue at lower rates resulting in a reduction of debt service cost to THPRD taxpayers of approximately 6%. In conjunction with this refinancing, the district also issued the remaining \$1.4 million of authorization under the \$100 million total. In FY 2016/17, favorable rates again allowed for the refinancing of a portion of the 2011 issue resulting in additional cost savings of approximately \$900,000. The combined bond property tax rate for FY 2017/18 is estimated to be 30 cents per \$1,000 of assessed value, well under the projected rate of 37 cents used in the bond levy information.

The FY 2017/18 appropriation is based on available resources in the Bond Capital Projects Fund of \$17.1 million, which is comprised of \$16.9 million remaining of all of the bonds issued after accounting for estimated cumulative project expenditures through June 30, 2017, plus additional revenues from interest earnings. Bond Capital Projects Fund resources are appropriated to individual projects based on estimates used to create the bond levy package placed before THPRD voters. Where actual project costs on completed projects differ from the project budgets, THPRD can reallocate funds to projects within a project category, and, within certain guidelines, between project categories. At this time, the overall bond capital program costs are in excess of available funds. The budget reflects only available funds and any shortfall will need to be addressed prior to awarding the contract on the final bond projects that are creating the shortfall.

The estimated cumulative project expenditures from the Bond Capital Projects Fund through June 30, 2017, are approximately \$83 million. Four development categories, New Neighborhood Park Development, Facility Expansions, ADA/Access Improvements, and Deferred Park Maintenance Replacements, are completed.

Land acquisition activity has also been proceeding and four acquisition categories, New Neighborhood Park Land Acquisition, Linear Park and Trail Land Acquisition, New Community Park Land Acquisition and Community Center Land Acquisition are complete. As of June 30, 2016, 11 neighborhood park sites, two community park sites, and two community center sites, totaling 85 acres, have been acquired under the bond program as well as over 73 acres of natural area and trail corridor.

## **Other Funds**

### Debt Service

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

### Special Revenue

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

## **Looking Forward Beyond FY 2017/18**

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

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

## **Acknowledgments**

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

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

The board of directors and staff strive to keep the Tualatin Hills Park & Recreation District a major partner in enhancing the livability of our area. Staff look forward to meeting with you at 6 pm, Tuesday, April 18, 2017, at your budget committee work session, and sharing with you the Proposed Budget Fiscal Year 2017/18 which has a direct impact on why and how the Tualatin Hills Park & Recreation District enhances the quality of life for the residents we serve.

Sincerely,



Doug Menke  
General Manager





# FY 2017/18 THPRD Goal Outcomes

Color Key: PURPLE= New Outcome Measure

## Parks

		2012/13 (PY Service Level)	Final 2013/14 (PY Service Level)	Final 2014/15 (PY Service Level)	Final 2015/16 (CY Service Level)	2016/17 Goal Outcome	2017/18 Goal Outcome
<b>Goal 1</b>	Provide quality neighborhood and community parks that are readily accessible to residents through THPRD's Service Area.						
<b>Measures</b>	<b>Demand</b>						
	<b>Input</b>						
	\$ of program grants applied for	TBD	TBD	TBD	TBD	N/A	increase
	<b>Output</b>						
	\$ of program grants awarded	TBD	TBD	TBD	TBD	N/A	increase
	% of THPRD below service threshold (74.7)	N/A	1%	1%	N/A	decrease	decrease
	% of THPRD that is identified walkable access below service threshold	N/A	25%	N/A	N/A	decrease	decrease
	<b>Efficiency</b>						
	<b>Outcome</b>						
	Average GRASP Score	N/A	75	82	N/A	maintain	maintain
<b>Strategies</b>	Strategy: Continue to pursue partnerships in land acquisition, facility development, programming, marketing, maintenance and other activities with partnering service providers (6B) Strategy: Use current baseline GRASP® analysis to guide future park development and land acquisition. (1D)						
<b>Action Steps</b>	<b>2016/17</b> - Action Step: Develop a grant strategy that prioritizes THPRD needs and matches them against available funding opportunities and dedicates adequate resources to achieve strategic goals. <b>2016/17</b> - Action Step: Develop a long-term land acquisition strategy for parks and facilities. <b>2016/17</b> - Action Step: Develop a long-term land acquisition strategy for new Urban Growth Boundary expansion areas. <b>2017/18</b> - Action Step: Implement a grant strategy that prioritizes THPRD needs for parks and facilities and matches them against available funding opportunities and dedicates adequate resources to achieve strategic goals.						



# FY 2017/18 THPRD Goal Outcomes

Color Key: PURPLE= New Outcome Measure

## Programs

		2012/13 (PY Service Level)	Final 2013/14 (PY Service Level)	Final 2014/15 (PY Service Level)	Final 2015/16 (CY Service Level)	2016/17 Goal Outcome	2017/18 Goal Outcome
<b>Goal 2</b>	Provide quality sports and recreation facilities and programs for THPRD residents and workers of all ages, cultural backgrounds, abilities and income levels.						
<b>Measures</b>	<b>Demand</b>						
	<b>Input</b>						
	\$ of program grants applied for	TBD	TBD	TBD	TBD	N/A	increase
	<b>Output</b>						
	\$ of program grants awarded	TBD	TBD	TBD	TBD	N/A	increase
	<b>Efficiency</b>						
	<b>Outcome</b>						
<b>Strategies</b>	Strategy: THPRD will identify several (3 to 5) ideas per budget cycle from the Alternative Parks and Recreation Operations and Capital Development Funding Sources section of the Service and Financial Sustainability Analysis and formulate a work team to explore the pros and cons, and potential outcomes for consideration to implement through managers.						
<b>Action Steps</b>	<p><b>2016/17</b> - Action Step: Develop a grant strategy that prioritizes THPRD needs for programs and matches them against available funding opportunities and dedicates adequate resources to achieve strategic goals.</p> <p><b>2017/18</b> - Action Step: Implement a grant strategy that prioritizes THPRD needs and matches them against available funding opportunities and dedicates adequate resources to achieve strategic goals.</p>						

## Maintenance and Operations

<b>Goal 3</b>	Operate and maintain parks in an efficient safe and cost-effective manner, while maintaining high standards.						
** Note, there are no Goal 3 strategies or actions steps for FY 2017/18, thus no goal outcomes measures.							

# FY 2017/18 THPRD Goal Outcomes

Color Key: PURPLE= New Outcome Measure

## Natural Resources

		2012/13 (PY Service Level)	Final 2013/14 (PY Service Level)	Final 2014/15 (PY Service Level)	Final 2015/16 (CY Service Level)	2016/17 Goal Outcome	2017/18 Goal Outcome
<b>Goal 4</b>	Acquire, conserve and enhance natural areas and open spaces within THPRD.						
<b>Measures</b>	<b>Demand</b>						
	<b>Input</b>						
	\$ of natural area grants applied for	TBD	TBD	TBD	TBD	N/A	increase
	<b>Output</b>						
	\$ of natural area grants awarded	TBD	TBD	TBD	TBD	N/A	increase
	Remaining balance of natural resource bond funds.	TBD	TBD	TBD	TBD	N/A	decrease
	<b>Efficiency</b>						
	<b>Outcome</b>						
	Cumulative # of natural resource acres acquired with bond or bond leveraged funds	TBD	TBD	TBD	TBD	N/A	increase
	Cumulative # of natural resource acres restored with bond or bond leveraged funds	TBD	TBD	TBD	TBD	N/A	increase
	Number of discrete trailsheds	N/A	60	60	N/A	decrease	decrease
<b>Strategies</b>	Strategy: Develop an interconnected system of greenways and wildlife habitat (4B)						
<b>Action Steps</b>	<b>2016/17</b>	- Action Step: Develop a grant strategy that prioritizes THPRD needs and matches them against available funding opportunities and dedicates adequate resources to achieve strategic goals.					
	<b>2016/17</b>	- Action Step: Document Bond Fund spend down strategy by identifying priority property acquisition and development.					
	<b>2017/18</b>	- Action Step: Implement a grant strategy that prioritizes THPRD natural resource needs and matches them against available funding opportunities and dedicates adequate resources to achieve strategic goals.					



# FY 2017/18 THPRD Goal Outcomes

Color Key: PURPLE= New Outcome Measure

## Trails

		2012/13 (PY Service Level)	Final 2013/14 (PY Service Level)	Final 2014/15 (PY Service Level)	Final 2015/16 (CY Service Level)	2016/17 Goal Outcome	2017/18 Goal Outcome
<b>Goal 5</b>	Develop and maintain a core system of regional trails, complemented by an interconnected system of community and neighborhood trails, to provide a variety of recreational opportunities, such as walking, bicycling and jogging.						
<b>Measures</b>	<b>Demand</b>						
	<b>Input</b>						
	\$ of trail grants applied for	TBD	TBD	TBD	TBD	N/A	increase
	<b>Output</b>						
	\$ of trail grants awarded	TBD	TBD	TBD	TBD	N/A	increase
	<b>Efficiency</b>						
	<b>Outcome</b>						
	Cumulative miles of trails with grant or grant leveraged funds	TBD	TBD	TBD	TBD	N/A	increase
<b>Strategies</b>	Strategy: THPRD will identify several (3 to 5) ideas per budget cycle from the Alternative Parks and Recreation Operations and Capital Development Funding Sources section of the Service and Financial Sustainability Analysis and formulate a work team to explore the pros and cons, and potential outcomes for consideration to implement through managers.						
<b>Action Steps</b>	<b>2016/17</b> - Action Step: Develop a grant strategy that prioritizes THPRD needs for trails and matches them against available funding opportunities and dedicates adequate resources to achieve strategic goals. <b>2017/18</b> - Action Step: Implement a grant strategy that prioritizes THPRD needs and matches them against available funding opportunities and dedicates adequate resources to achieve strategic goals.						

## Efficient Service Delivery

<b>Goal 6</b>	Provide value and efficient service delivery for taxpayers, patrons and others who help fund THPRD activities.						
<b>Strategies</b>	Strategy: Continue to attract, retain and train high-quality employees. (6D)						
<b>Action Steps</b>	<b>2016/17</b> - Action Step: Develop a three to five year staffing plan to identify key areas of need. <b>2016/17</b> - Action Step: Review Beaverton School District IGA service exchange and evaluate for costs and benefits. <b>2016/17</b> - Action Step: Develop IGA with City of Beaverton <b>2017/18</b> - Action Step: Implement staffing plan.						

# FY 2017/18 THPRD Goal Outcomes

Color Key: PURPLE= New Outcome Measure

## Communication

		2012/13 (PY Service Level)	Final 2013/14 (PY Service Level)	Final 2014/15 (PY Service Level)	Final 2015/16 (CY Service Level)	2016/17 Goal Outcome	2017/18 Goal Outcome
<b>Goal 7</b>	Effectively communicate information about THPRD goals, policies, programs and facilities among THPRD residents, customers, staff, THPRD advisory committees, the THPRD Board, partnering agencies and other groups.						
<b>Measures</b>	<b>Demand</b>						
	<b>Input</b>						
	<b>Output</b>						
	Discrete public contact points engaged in park master planning outreach	TBD	TBD	TBD	TBD	NA	TBD
	Active accounts	29,901	29,722	29,606	30,678	increase	increase
	Recreation/sports programs usage resulting from contacts with public	N/A	N/A	N/A	TBD	increase	increase
	# of digital conversions (emails, downloads, sign-ups, etc.)	N/A	N/A	N/A	TBD	increase	increase
	<b>Efficiency</b>						
	<b>Outcome</b>						
<b>Strategies</b>	Strategy: Work with ethnic and/or cultural advocacy or community groups to enhance communications about THPRD programs, facilities and other opportunities to their constituencies. (7F) Strategy: Coordinate THPRD marketing efforts. (7H)						
<b>Action Steps</b>	2016/17 - Community Outreach Plan development. 2016/17 - Enhance branding, including board/community messaging. 2017/18 - Community Outreach Plan implementation.						



# FY 2017/18 THPRD Goal Outcomes

Color Key: PURPLE= New Outcome Measure

## Sustainability

		2012/13 (PY Service Level)	Final 2013/14 (PY Service Level)	Final 2014/15 (PY Service Level)	Final 2015/16 (CY Service Level)	2016/17 Goal Outcome	2017/18 Goal Outcome
<b>Goal 8</b>	Incorporate principles of environmental and financial sustainability into the design, operation, improvement, maintenance and funding of THPRD programs and facilities.						
<b>Measures</b>	<b>Demand</b>						
	<b>Input</b>						
	\$ of sustainability grants applied for	TBD	TBD	TBD	TBD	N/A	increase
	<b>Output</b>						
	\$ of sustainability grants awarded	TBD	TBD	TBD	TBD	N/A	increase
	<b>Efficiency</b>						
	<b>Outcome</b>						
	Cumulative utility savings achieved with grant or grant leveraged funds	TBD	TBD	TBD	TBD	N/A	increase
<b>Strategies</b>	Strategy: THPRD will identify several (3 to 5) ideas per budget cycle from the Alternative Parks and Recreation Operations and Capital Development Funding Sources section of the Service and Financial Sustainability Analysis and formulate a work team to explore the pros and cons, and potential outcomes for consideration to implement through managers.						
<b>Action Steps</b>	<b>2016/17</b>	- Action Step: Develop a grant strategy that prioritizes THPRD sustainability needs and matches them against available funding opportunities and dedicates adequate resources to achieve strategic goals.					
	<b>2017/18</b>	- Action Step: Implement a grant strategy that prioritizes THPRD sustainability needs and matches them against available funding opportunities and dedicates adequate resources to achieve strategic goals.					

## Tualatin Hills Park & Recreation District

### Comparison of FY 2017/18 Proposed General Fund Budget to Prior Projections

	Adopted Budget 2017/18	Per Feb 2017 Midyear Projection		Per April 2016 Work Session Projection	
			Difference		Difference
Capital Replacement Reserve	\$ 1,700,000	\$ 1,700,000	\$ -	\$ 1,700,000	\$ -
Cash on Hand	5,475,000	5,600,000	(125,000)	3,900,000	1,575,000
Program & Facility Fees	11,576,432	11,468,669	107,763	11,413,265	163,167
Other Resources	2,824,667	1,041,501	1,783,166	1,150,006	1,674,661
Project Carryovers	1,009,395	-	1,009,395	-	1,009,395
Transfers in	356,900	356,900	-	352,483	4,417
Property Taxes	30,741,497	30,775,497	(34,000)	30,568,185	173,312
<b>Total Resources</b>	<b>\$ 53,683,891</b>	<b>\$ 50,942,567</b>	<b>\$ 2,741,324</b>	<b>\$ 49,083,939</b>	<b>\$ 4,599,952</b>
Personal Services	\$ 31,106,328	\$ 30,726,774 <sup>1</sup>	\$ 379,554	\$ 30,813,222	\$ 293,106
Materials & Services	8,948,468	8,832,250 <sup>1</sup>	116,218	9,037,691	(89,223)
Capital Outlay	7,596,437	5,350,885	2,245,552	3,297,332	4,299,105
Debt Service - COP and TAN	982,658	982,658	-	985,694	(3,036)
Contingency	2,500,000	2,500,000	-	2,400,000	100,000
Ending Replacement Reserve	2,550,000	2,550,000	-	2,550,000	-
<b>Total Requirements</b>	<b>\$ 53,683,891</b>	<b>\$ 50,942,567</b>	<b>\$ 2,741,324</b>	<b>\$ 49,083,939</b>	<b>\$ 4,599,952</b>

<sup>1</sup> Restated from original midyear presentation for expenditure misclassification







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

A Tualatin Hills Park & Recreation District Budget Committee Work Session was held at 6 pm, Tuesday, April 18, 2017, at the Elsie Stuhr Center, Manzanita Room, 5550 SW Hall Boulevard, Beaverton.

Present:

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

Absent:

Stephen Pearson	Budget Committee Member
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### Agenda Item #1 – Call to Order

The work session was called to order by Chair Susan Cole at 6 pm. All present introduced themselves.

### Agenda Item #2 – Approve February 21, 2017 Minutes

**Miles Glowacki moved that the budget committee approve the minutes of the February 21, 2017 Budget Committee Meeting as submitted. Ali Kavarianian seconded the motion. The motion was UNANIMOUSLY APPROVED.**

### Agenda Item #3 – Opening Comments

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

General Manager Doug Menke welcomed everyone to the FY 2017/18 Budget Committee Work Session and outlined the interactive public meeting process. He announced that THPRD received the Government Finance Officers Association's Distinguished Budget Presentation Award for the 13<sup>th</sup> consecutive year.

### A. Guiding Themes/Strategies for FY 2017/18

Doug referenced the Comprehensive Plan Update, Strategic Plan, five functional plans, and Service and Financial Sustainability Analysis as tools staff used to develop the following themes that drove the development of the proposed FY 2017/18 budget:

- Ensure THPRD serves our entire community and eliminate barriers that could limit participation from some segments of our community
- Enhance communication and outreach efforts with patrons and residents

- Maintain and enhance levels of service in THPRD parks, trails, natural areas and facilities
- Ensure continuity of service and minimize service disruptions
- Move cost recovery on THPRD services in line with established goals

Doug noted that the proposed amount to fund the General Fund budget is just under \$54 million.

## **B. Goal Outcomes & Performance Measures**

Seth Reeser, Operations Analysis manager, described the revised process staff used for the FY 2017/18 goal outcomes and performance measures, noting that based on board of directors' priorities, nine business plans were completed and will be funded in FY 2017/18.

### **Agenda Item #4 – Review Proposed 2017/18 Fiscal Year Budget Resources**

Keith Hobson, director of Business & Facilities, provided a brief overview of the budget process. He stated that the proposed budget reflects staff's final proposal. The budget committee may make changes, which would be reflected in the approved budget and approved by the budget committee. The board of directors may make limited changes to the budget committee's approved budget, which would be reflected in the adopted budget.

Keith stated that THPRD's total resources for the FY 2017/18 proposed budget are approximately \$101 million. Of the total resources:

- A little over one-third is from beginning Cash on Hand (\$37 million), with approximately 75% of Cash on Hand (\$29 million) in capital carry forwards from the bond, System Development Charge (SDC) and general funds.
- A little over one-third (\$38 million) is from property taxes.
- The balance is from a variety of sources including program user fees, SDC fees, grants, and other income.

Keith noted that there is little change in resources between FY 2016/17 and FY 2017/18, other than a significant decrease in beginning Cash on Hand due to the spend down of the bond funds from the 2008 bond levy.

### General Fund Resources

- The tax levy is based on estimated assessed value. The budget committee will be asked to approve tax levies at their May meeting. The proposed budget was prepared with an estimated increase in assessed value of 4.5%, equal to the budgeted increase and actual growth in assessed value for FY 2016/17. Taxes have been increased by 3% on existing properties where market value is more than assessed value. New development growth is conservatively estimated at 1.5%, consistent with FY 2016/17.
- The beginning fund balance is projected at \$5.5 million, slightly less than the estimate provided at the February midyear meeting.
- Program revenue is projected to increase by 4.4% from the FY 2016/17 budget. Program revenue is built from the compilation of all program activities and is based on actual programs, not an overall estimate. The loss of revenue from programs that do not run is offset by costs that are not incurred. The budget is based on minimum levels of participation in classes; as such, more revenue than budgeted is realized on the programs that run over minimum.
- Rental revenue has decreased due to demolition of some rental houses. When a house becomes vacant, staff reassess the cost of repairs against future rental income. With development of several sites anticipated in the next two to four years, staff determined it was not cost effective to repair them.

- Grant revenue has increased.
- All other resources remain relatively unchanged from the prior year.

John Griffiths inquired about the number of houses THPRD owns.

- ✓ Mark Hokkanen, Risk & Contract manager, replied there were 19 residential properties before the demolitions; 12 currently.

Anthony Mills asked whether any of the recent demolitions could have been rented at below market.

- ✓ Mark replied staff assess the condition of the house to determine if it is habitable.

Shannon Kennedy asked what Transfers In represents.

- ✓ Keith stated that Transfers In are capital funds transferred into the General Fund to reimburse for staffing costs for project management of bond or SDC projects.

### **A. Cost Recovery Targets**

Seth reviewed contact hours and program revenue over the last six years and noted that contact hours and program revenue generally track in the same direction and both continue to increase.

Anthony asked for the definition of contact hours.

- ✓ Seth explained that it was the amount of patron face time for activities such as classes or drop-in activities; it does not include park usage.
- ✓ Keith added typically contact hours are program hours multiplied by the number of participants.

Seth reviewed actual and budgeted cost recovery percentages by department, noting that actual cost recovery is generally higher than budgeted because expenditures are usually less than the budgeted appropriations and revenues are typically higher or if programs are not run, then expenses are not incurred.

Anthony, referring to the “Revenues as a % needed to meet Cost Recovery” slide, inquired what is included in Natural Resources.

- ✓ Seth replied that the Nature Center and Cooper Mountain Nature House are included as program revenue generating centers.
- ✓ Keith added Natural Resources also includes maintenance of natural areas.

Anthony requested clarification regarding desired cost recovery targets.

- ✓ Seth explained the cost recovery pyramid and the expected levels of cost recovery for each tier based on the amount of community or personal benefit. He noted that generally centers are expected to recover up to 85 to 95% of their target.
- ✓ Keith explained that the 100% cost recovery target is a long-term target where ultimately all programs are performing within cost recovery goals.

Miles Glowacki inquired about the percentage of budgeted classes that do not run.

- ✓ Keith replied that, in the budget book, each program center’s key performance indicators lists the percent of classes held versus offered; however, there is not a districtwide total of all classes. He indicated that staff would provide the information for the budget committee’s May meeting.

### **B. Grant Detail**

Keith provided historical information regarding grants THPRD budgeted and were awarded, including federal grants that were awarded to Oregon Department of Transportation (ODOT)

that are not reflected in THPRD's budget. He acknowledged that pursuing grants is a board of directors' priority. Many grants are awarded in one year and received the following year. Keith commented that approximately 70% of the budgeted grant revenue is from awards received prior to the end of FY 2016/17. For grants not received, revenue is tied to specific expenditures to ensure there is no shortfall. Of the \$2.1 million of budgeted grant revenue, approximately \$58,000 supports operating expenses, \$180,000 is a federal interest subsidy that supports debt service payments, and \$1.8 million supports capital projects.

Miles requested clarification on THPRD's policy for sponsorships.

- ✓ Ann Mackiernan, chief financial officer, replied that \$5,000 is used as a placeholder as the amount fluctuates greatly year over year.
- ✓ Keith added that THPRD does have a sponsorship policy; however, THPRD has not pursued sponsorships aggressively in the past. In-kind donations are not reflected as sponsorship revenue.
- ✓ Ann noted that staff would provide more information regarding in-kind donations.

John inquired when the \$3.7 million grant will be reflected and who manages the project.

- ✓ Keith replied that the grant is federal transportation funded and must be managed by ODOT. THPRD's Design & Development staff work with ODOT staff to manage the project.

John requested additional information regarding the Local Government Grant Program grant for Cedar Hills Park.

- ✓ Keith replied that the LGGP grant is lottery funds that are awarded through the Oregon Parks and Recreation Department. The grant application will be for restrooms and sport courts.

Larry Pelatt, referring to the \$3.7 million federal transportation grant, asked if project management staff costs could be reimbursed from the grant.

- ✓ Keith replied that while staffing costs could be reimbursed, due to the competitive nature of the grants and the required THPRD match, generally staffing costs are not recovered.

## **Agenda Item #5 – Review Proposed 2017/18 Fiscal Year Budget Resources**

### **A. Operating Expenditures**

Keith noted that because THPRD has a balanced budget, appropriations total approximately \$101 million in the FY 2017/18 proposed budget. Total General Fund appropriations are approximately \$54 million, an increase of approximately 4%.

- Personal Services costs increased by 4.4%. The current three-year collective bargaining agreement expires on June 30, 2019, and the budget reflects costs in line with the agreement. A cost of living increase of 2.1% is included, as well as an 8% increase for health benefits and a 5% decrease for dental benefits. Payroll tax rates are unchanged. Based on the most recent valuation dated July 1, 2016, pension costs are budgeted to be 6.2% higher than last year.
- The FY 2017/18 proposed budget reflects the addition of two new full time positions, the upgrade of two regular part-time positions to full time, and the downgrade of one full-time position to regular part-time. The total effect is a net increase of three full-time positions and a net decrease of one regular part-time position. THPRD consistently evaluates vacant positions prior to filling to determine if positions should be repurposed or eliminated.
- Budget targets for Materials and Services were given an indexed increase of 2.5%. The FY 2017/18 proposed budget includes a 1.5% increase, which includes the indexed increase but reduced by one-time funding additions from FY 2016/17. Utility rate and

utilization changes are reflected in the proposed budget; gas and electricity are projected to decrease, while water is projected to increase.

- General Fund capital outlay decreased by approximately 5% compared to last year due to a lower level of carryover projects.

#### Board of Directors

Ann provided a brief overview of the Board of Directors appropriations, including:

- No election funding for FY 2017/18 as it will not be an election year
- Additional funding for required pension plan audit services

#### Administration

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

- Direct implementation of the bond program
- Maintain cooperative relationships with local agencies and organizations
- Pursue grant funding for capital improvements
- Implement the Comprehensive Plan Update and Service and Financial Sustainability Analysis
- Increase funding for partnerships and staff tuition reimbursements

#### Communications & Outreach

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

- Improve registration portal, including mobile utility
- Update trail maps
- Encourage diverse participation at public meetings
- Focus marketing on increasing awareness, participation and revenue, such as using vinyl wraps on 12 more THPRD vehicles

John asked if there have been any comments from the public regarding the vehicle wraps and inquired about their cost and how long they last.

- ✓ Bob replied that staff have not received specific comments from the public. The average cost for the vinyl wrap is \$1,000 for each vehicle, and they will last approximately five to seven years. A local firm helps design the wraps.

Jerry Jones Jr. commented that local agencies have similar trail maps and encouraged staff to work with the agencies to consolidate efforts and possibly produce one map.

- ✓ Bob replied he would be happy to reach out to the local agencies.

Anthony asked if other amenities could be wrapped such as garbage cans.

- ✓ Bob replied that staff will consider wraps for other amenities.

Chair Cole asked whether THPRD's registration program is an in-house or branded software.

- ✓ Keith replied it is an in-house developed product.

Jerry inquired when registration via mobile device would be available.

- ✓ Bob replied that mobile registration could be ready in early FY 2017/18.

#### Security Operations

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

- Update THPRD's rules and regulations
- Continue to promote safe parks

- Continue to investigate encroachments on THPRD property
- Continue to manage security and fire suppression systems, keyless access controls, and security camera systems
- Continue working partnerships with local law enforcement agencies and the Beaverton School District

John asked how encroachments have been trending over the past few years.

- ✓ Mike replied that encroachments have been decreasing due to staff's collective efforts.

Anthony requested an update about public camping on THPRD property.

- ✓ Mike replied that patrons call Security Operations when they see public camping and staff make contact with the camper and provide information regarding available resources in the area.

Jerry commented on Security Operations' modest budget and acknowledged the great work they do as the face of THPRD.

### Community Partnerships

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

- Complete capital campaign for SW Quadrant Community Park
- Continue work with Tualatin Hills Park Foundation (THPF)
- Ensure fundraising by THPF are aligned with THPRD priorities

Shannon asked how much has the department raised since its inception.

- ✓ Geoff replied that approximately \$1.47 million has been raised specifically for SW Quadrant Community Park; in addition, funds have been raised for operations.
- ✓ Doug described how THPF, the Champions Council, and THPRD's many partners helped fundraise for this common goal.

Anthony asked for a brief overview of THPF.

- ✓ Geoff replied that THPF's mission is Access for All, removing barriers for full participation for all patrons. THPF currently has 12 members, but will grow over time. Their operating budget is approximately \$25,000, and there is approximately \$120,000 for capital projects. He described the Legacy Circle that is a \$1,200 commitment for each member.

### Business & Facilities

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

- Continue project oversight of the bond capital program and support for the Bond Oversight Committee
- Continue implementation of the SDC capital program
- Continue ongoing legislative advocacy
- Continue pursuit of public and private partnerships

Keith noted that the total appropriation for the entire Business & Facilities Division is approximately \$22 million, an 8% increase over FY 2016/17. The increase is attributed to replacing THPRD's financial software (over \$500,000), staffing adjustments in the Information Services Department, and staffing and materials increases in the Maintenance Department to accommodate increased workload due to new park acreage.

### Finance Services

Ann provided a brief overview of the Finance Services Department's responsibilities and budget highlights including:

- Fund two temporary positions to backfill existing staff implementing the financial software replacement. The current software (Springbrook) was purchased by another company who has reduced support for customized packages such as THPRD's.

Shannon inquired about software licensing fees.

- ✓ Ann replied that Springbrook's fees are approximately \$35,000 annually; however, newer software would be approximately \$80,000 annually due to a more comprehensive service level.
- ✓ Keith added that with newer software, staff are hoping to use more modules such as budgeting and reporting tools.

Anthony asked how long would the new financial software last.

- ✓ Keith replied that THPRD has used Springbrook for about 25 years, with additional costs for upgrades through those years. He estimated at least five to 10 years for the new software.
- ✓ Ann added that software implementation such as data migration is included in the \$500,000 amount.

Miles asked how the purchasing cards have been working for THPRD.

- ✓ Ann replied that overall the purchasing card program is performing well; it has reduced the amount of paperwork, and staff monitor for inappropriate use.

Jerry inquired if the \$500,000 amount for the financial software includes staffing.

- ✓ Keith replied the temporary staffing is included and is budgeted for FY 2017/18 in Finance Services, while the software is budgeted in Information Services.

### Risk & Contract Management

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

- Support annual accreditation of Oregon OSHA Safety and Health Achievement Recognition Program (SHARP)
- Reduce claim costs and improve employee injury recovery rates through Risk Management Steering Committee initiatives
- Enhance Employee Wellness Program through collaborations with Human Resources Department
- Enhance Sheltering in Place and Student Reunification programs with Security Operations Department
- Provide increased procurement opportunities for Minority, Women and Emerging Small Businesses (MWESB)

### Information Services

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

- Add position to Information Services Department
- Replace one-third of desk phones
- Replace Finance Services' financial software
- Implement configuration management software



John requested more information regarding the new position.

- ✓ Ann replied that the existing Information Services manager position will be split into two job descriptions, separating the engineering and managing components.

Doug commented that staff are currently in the process of transitioning the email system.

### Operations Analysis

Seth provided a brief overview of the Operations Analysis Department's responsibilities and budget highlights including:

- Continue cost recovery strategies
- Complete Strategic Energy Management cohort through the Energy Trust of Oregon and develop long-term strategies for energy savings

### Human Resources

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

- Enhance cultural competency through employee training
- Enhance community outreach to attract a diverse workforce
- Review and update human resources related operational policies and procedures

Shannon inquired about the number of employees represented in the collective bargaining agreement.

- ✓ Nancy replied of the 174 full-time employees, approximately 45 are exempt. There are an additional 20 regular part-time employees, who work 30 to 35 hours per week, who are also covered in the collective bargaining agreement.

Anthony asked who negotiates the collective bargaining agreement.

- ✓ Nancy replied internal management staff negotiate on THPRD's behalf, while represented staff negotiate with Oregon School Employees Association (OSEA) staff.

### Maintenance Operations

Jon Campbell, superintendent of Maintenance Operations, provided an overview of the Maintenance Operations Department's responsibilities and budget highlights including:

- Implement new service model; merge Athletic Facilities and Parks Maintenance
- Upgrade two regular part-time pool operator positions to full time, downgrade one full-time pool operator I to full-time pool operator II
- Pursue Strategic Energy Management incentives through the Energy Trust of Oregon

Jerry asked how many THPRD facilities are located in the City of Beaverton, but are served by Tualatin Valley Water District.

- ✓ Keith indicated that staff would provide the information for the budget committee's May meeting.

Jerry complimented Maintenance Operations staff for the work they do at THPRD facilities and parks, and shared that he has received many positive comments from the public.

### Planning

Jeannine Rustad, superintendent of Planning, provided a brief overview of the Planning Department's responsibilities and budget highlights including:

- Convert urban planner position to urban planner grant specialist and add urban planner II

- Continue land acquisition with focus on not served or underserved areas as well as future growth areas
- Continue implementation of grant strategy
- Strengthen partnerships
- Continue participation in local and regional planning efforts

Jerry, in regard to strengthening partnerships, encouraged staff to not only focus on local agencies, but include the development community such as Home Builders Association and commercial developers.

- ✓ Jeannine noted that she is participating in Washington County's Developer Forum next week to start those conversations.

### Design & Development

Gery Keck, superintendent of Design & Development, provided a brief overview of the Design & Development Department's responsibilities and budget highlights including:

- Reclassify Design & Development coordinator to park planner II
- Complete construction of SW Quadrant Community Park, Westside Trail #18 and Aquatic Center Renovation Phase II
- Complete public engagement and master plan of three neighborhood parks
- Complete construction documentation and permitting phase for Cedar Hills Park

Jerry requested clarification on which department works with developers that build SDC-credit projects and asked if the SDC methodology includes project management costs for SDC-credit projects.

- ✓ Gery replied that Design & Development staff ensure that the developers build per the approved plans.
- ✓ Keith added that there is a transition between the Planning and Design & Development departments. Planning staff negotiates the SDC-credit project and Design & Development staff follow through construction. He noted that total project cost, including project management, is accounted for in the SDC methodology.

Miles requested more information regarding the enhanced outreach process.

- ✓ Gery provided information regarding the Crowell Woods project that began seven months ago. THPRD hired a consultant to help staff reach out to diverse audiences and solicit more engagement on the project development. The process was successful and staff will evaluate what worked and what did not, and they will use it as a model for future projects. Staff will use a consultant for limited assistance in upcoming projects, but will eventually transition to a staff-led process.
- ✓ Anthony reemphasized the need to continue to reach out to diverse audiences.

### Park & Recreation Services

Aisha Panas, director of Park & Recreation Services, provided a brief overview of the Park & Recreation Services Division's responsibilities and budget highlights including:

- Repurpose program analyst position from the Office of the Director to the center supervisor position at the Elsie Stuhr Center
- Continue to pursue the National Recreation and Park Association's Gold Medal award; THPRD was a finalist in 2016
- Pursue accreditation through the Commission on Accreditation of Park & Recreation Agencies (CAPRA)

Shannon inquired about the application fees associated with CAPRA, not including staff time.

- ✓ Aisha replied that CAPRA fees are based on the size of the organization's budget; for THPRD, the fee was \$3,300. THPRD will host a three-person visitor group to review the CAPRA submittal and those expenditures are reflected in the Office of the Director budget.

Shannon asked if being certified would help secure grant funding or make THPRD more eligible for other programs.

- ✓ Aisha replied being certified is taken into consideration and would be included in all grant applications. She noted that nationwide there are approximately 8,000 park and recreation agencies, of which less than 150 are certified. If THPRD is successful in its application, THPRD will be the fourth agency in Oregon to be accredited.

### Aquatics

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

- Focus community outreach to underserved areas by expanding water safety at community events
- Expand Make a Splash swim lessons
- Complete Aquatic Center Renovations Phase 2
- Expand Hire to Train lifeguard recruitment program

Anthony asked about the need for swim instructors who speak other languages.

- ✓ Sharon replied that staff recruit bilingual instructors when possible to better serve our patrons.

Miles asked where the new high school swim team will practice and what their impact will be on existing programs.

- ✓ Sharon replied that the sixth high school will be accommodated at Aloha Swim Center along with Aloha High School. Sunset Swim Center has a similar accommodation for both Sunset High School and Westview High School. She noted that some programming will be impacted at Aloha Swim Center. Staff evaluated the capacity of both Aloha Swim Center and Conestoga Recreation & Aquatic Center before assigning Aloha Swim Center to the new high school.

Chair Cole commented on the different demographics of Aloha Swim Center and Conestoga Recreation & Aquatic Center and wondered if Aloha patrons will be crowded out because of the additional high school programming.

- ✓ Sharon replied that evening swim lessons at Aloha Swim Center are very popular and will continue to be offered. Pool time has been allocated equitably between schools and staff will monitor use and reevaluate, if necessary. She noted that both morning and afternoon time slots are offered to the high schools and the schools decide which slots they will use, the times not allocated are used for patron programming.

### Sports

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

- Transfer adaptive and inclusive program specialist, field fee revenue and specialized recreation revenue from the Sports Department to the Athletic Center
- Continue growth of community partnerships and expand Access for All program development

- Continue implementation of the Athletic Facilities Functional Plan, emphasizing emerging sports such as pickleball, corn hole and archery.

Jerry inquired about the location of the archery range at PCC Rock Creek.

- ✓ Keith Watson replied that the outdoor, all-ages, drop-in archery range will be located at the north practice fields. It will have approximately 10 targets. THPRD staff are working with Oregon Department of Fish and Wildlife (ODFW) staff and volunteers to set up the range.

John asked about the link between ODFW and archery.

- ✓ Doug explained that ODFW issues the licenses for bow hunting and they are required to offer educational opportunities.
- ✓ Keith Watson added that ODFW has partnered with THPRD over the past couple of years, initially approaching Recreation staff for the first archery range.
- ✓ Larry commented that the archery range at Washington Park was recently refurbished.

### Recreation

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

- Transfer the Elsie Stuhr Center from the former Programs & Special Activities Department to the Recreation Department and transfer Office of the Director position to the center supervisor position at the Elsie Stuhr Center
- Repurpose vacant program coordinator position at Elsie Stuhr Center to new urban planner grant specialist in Planning
- Manage medical community partnerships such as RxPlay, FamilyCare, Silver&Fit, SilverSneakers as well as new partnerships
- Add districtwide program specialists to manage fitness programs and community engagement
- Implement updated Programs Functional Plan

Chair Cole commended staff on the partnerships with the medical community, but cautioned that taxpaying residents should continue to be the priority for recreational opportunities.

- ✓ Eric replied that in order to receive the benefits from the medical community partnerships, recipients must be in-district residents.

### Community Programs

Deb Schoen, superintendent of Community Programs, provided a brief overview of the Community Programs Department's responsibilities and budget highlights including:

- Rename department from Programs & Special Activities to Community Partnerships
- Transfer office tech position to Community Programs from the Athletic Center
- Continue collaboration with City of Beaverton to provide community events and programs
- Make recommendation for Jenkins Estate programming
- Develop strategic theme and supporting message to improve community engagement during summer events
- Continue to develop a framework for the improvement of THPRD facilities for people experiencing disability through the ADA Transition Plan

Miles requested clarification regarding the 5,350 volunteers listed in the Community Partnerships narrative inquiring if the count is for unique individuals. He also inquired of the demand for one-time versus long-term volunteer activities.

- ✓ Deb replied the number is not unique individuals. She noted that staff have created more opportunities for one-time volunteering for those who do not wish to make a long-term commitment.

Anthony asked if volunteer opportunities are easy to find on THPRD's website.

- ✓ Deb confirmed that there are several areas that direct those interested to the volunteer page.
- ✓ Jerry added that as a recent THPRD volunteer who registered online, he has received emails on upcoming volunteer opportunities.

Anthony requested more information about the Jenkins Estate concept plan and programming opportunities.

- ✓ Deb replied that Bruce Barbarasch, superintendent of Natural Resources & Trails Management, is developing a concept plan for when the current concessionaire leaves in October 2017. Staff are evaluating other programming opportunities such as a preschool in the Gate House based on the Nature Center's preschool program. Staff plan to solicit requests for proposals for the Main House and Stables. She noted that weddings continue to be popular on the weekends.

Chair Cole asked why the concessionaire is leaving Jenkins Estate.

- ✓ Deb replied that the concessionaire's contract is ending and they decided not to renew based on financial and logistical reasons.

#### Natural Resources & Trails Management

Bruce provided a brief overview of the Natural Resources & Trails Management Department's responsibilities and budget highlights including:

- Start \$800,000 grant-funded habitat improvements and culvert replacements in the Fanno Creek Greenway
- Continue bond-funded restoration efforts

#### **B. Capital Expenditures**

Keith provided an overview of the funded General Fund Capital Projects.

- Information Services capital and Maintenance Operations equipment may be found in their respective department budgets.
- Projects are prioritized toward maintenance replacements and some selected improvements.
- Total replacement funding is approximately \$4 million, which includes Information Services and Maintenance Operations capital.
- Capital projects funded by outside sources include approximately \$1.8 million from grants.
- The total carryforward balance is \$1 million, plus additional funding of \$1.5 million for a total of approximately \$2.5 million. One major carryover project is the second phase of Aquatic Center renovation.
- Challenge Grant allocations are \$75,000, a decrease from \$90,000 in FY 2016/17 due to the consolidation of the advisory committees and friends groups. A set amount will be available as a match to the friends groups' contributions, and there will be a combined amount that the advisory committees may access to initiate capital initiatives.
- Energy saving capital improvements include:
  - LED lighting at the Babette Horenstein Tennis Center
  - HVAC improvement at Harman and Sunset Swim Centers
- Replacement projects to note:

- Replacement of bridge and boardwalk at six sites, including the Willow Creek boardwalk if pilot results of a new surfacing material are favorable
- Resurfacing of five tennis courts at Camille Park and Roxbury Park
- Replacement of parking lot at Hazeldale Park with a more sustainable option that will treat stormwater runoff on site
- Replacement of play structures at Butternut Park and Hazeldale Park
- Implementation of signage replacement per signage master plan
- Investments in items to improve employee safety and significant new funding to address ADA improvement items identified through the recently completed ADA Transition Plan.

Keith explained that the Capital Improvement Plan (CIP) section lists all capital expenditures regardless of funding source. The section contains tables that show capital outlay for FY 2017/18 and a five-year projection, and shows the source of funding for this capital. The project summary pages include projections of available funding for the General Fund and SDC fund.

Keith noted that the CIP section includes the unfunded capital and deferred replacements. The unfunded capital list includes maintenance replacement items as well as new capital requests from staff. Unfunded capital is categorized by severity of need. Overall, the level of unfunded capital has decreased significantly from FY 2016/17. It is down in all categories except for an increase in new capital requests.

Keith stated that the amount of replacements due in FY 2017/18 is approximately \$2.6 million. This amount is on the low end of the average, which ranges between \$2.5 and \$3 million. Beginning deferred maintenance backlog was \$4.3 million. Cost adjustments and purged items resulted in an increase to the backlog of approximately \$250,000. The total replacement funding needed is \$7.1 million. With \$4 million available to be funded in FY 2017/18, the resulting backlog projected for June 30, 2018 is approximately \$3.1 million.

Keith reviewed the backlog balances over the last 10 years, noting the backlog peaked in 2010 and generally has trended downward since. He noted that FY 2018/19 will be a higher than normal obligation; otherwise, obligations are at or below normal until FY 2022/23. It is not necessarily THPRD's goal to get the deferred balance to zero as some replacement deferrals are intentional due to condition of assets. Maximizing the useful life of THPRD's assets ensures that THPRD receives the best value for its investment.

Keith reviewed the level of funding for replacement items, showing an overall trend of increasing funding for capital replacements. Based on the last four years and through FY 2017/18, THPRD has made consistently high levels of maintenance replacement funding. He noted that while there may always be some backlog due to condition of assets, the backlog would not be due to funding limitations. He showed the budget committee examples of typically deferred projects, noting that although the assets are not in optimal condition, they are serviceable.

Keith reviewed THPRD's reserve fund for major replacement items, noting that the available replacement funding the past two fiscal years and the proposed FY 2017/18 budget are net of \$850,000 each year, which is being appropriated into the replacement reserve fund. The amount of funding for the replacement reserve is based on a sinking fund calculation that sets aside the cost of replacing an asset over the life of the asset, which was a key recommendation of the Service and Financial Sustainability Plan. The \$850,000 annual contribution reflects the current year funding need plus a contribution to the unfunded balance from prior years. The total reserve fund balance includes the backlog items already at the end of their useful life, and includes the portion of used life of all other major assets that will need to be replaced. In order to start transitioning toward the appropriate use of the replacement reserve, for FY 2017/18, a portion of the replacement reserve (\$183,000) will be used to fund major replacement items.

Keith noted that routine replacements are being calculated similarly starting in FY 2017/18. The total asset base for routine assets is over \$60 million, with an estimated replacement reserve liability of approximately \$30 million. Staff will continue to measure the routine replacements liability each year and prioritize funding to maintain the backlog at an appropriate level; however, the routine replacements reserve will not be funded until the major replacements reserve is fully funded in about 5 to 10 years.

Shannon asked when the sinking fund would be fully funded.

- ✓ Keith replied that, at the given contribution rate, it would take approximately 10 years to fully fund the major capital replacement reserve; however, based on five-year projections, he estimated that there could be no backlog in three to four years and THPRD could increase contributions to fully fund the reserve in six to seven years.

John asked how much is contributed annually to the sinking fund.

- ✓ Keith replied it is a net of \$850,000 annually. For example, for a pool tank replacement that is on the replacement list and had partial funding that will be pulled to fund the project, the amount of the partial funding plus \$850,000 would be contributed to the capital replacement reserve.

John complimented staff for their work in reducing the deferred maintenance backlog over the years.

- ✓ Keith commented that it has been a long-term, collaborative effort with the board of directors, budget committee and staff to develop fiscal policies and exercise financial discipline.

Jerry questioned whether budgeting phases 2 (carryover) and 3 (new project) of the signage master plan in FY 2017/18 is realistic, noting his concern that delaying implementation creates inconsistent branding.

- ✓ Keith replied staff conservatively estimate projects to be carried forward in December.
- ✓ Jon announced that phase 2 of the signage master plan was recently completed and staff are preparing for phase 3.

Jerry requested more information regarding the fall protection at five sites building improvement project.

- ✓ Mark explained that per an OSHA requirement, fall protection devices are being installed at a number of older THPRD facilities with flat roofs in order for staff to safely access HVAC units.

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

Bruce noted that THPRD allows developers to use THPRD property to mitigate their impact to wetland areas or buffers around streams. Fees collected from these projects are placed in a Special Revenue Fund to be used to maintain the sites.

Larry requested confirmation that a developer would pay to mitigate the THPRD site plus provide additional fees to maintain the site.

- ✓ Bruce confirmed.

Keith provided an overview of THPRD's Debt Service Fund that accounts for the repayment of principal and interest of THPRD's General Obligation Bonds.

- Repayment of the \$73 million outstanding bond balance from the \$100 million 2008 bond levy is funded through a separate property tax levy.

- The levy amount is set based on the annual debt service payment required and the rate is then determined based on the total assessed value.
- The total levy amount needed is \$7.1 million and based on the projected growth in assessed value results in a property tax rate of \$0.30 per thousand, which continues to be well below the projected rate of \$0.37 stated in the 2008 election materials.
- This lower rate is due to a combination of the favorable market conditions at the time of the original issue and refinancing, but also due to THPRD's strong credit ratings.

Larry asked if THPRD collects based on the \$0.30 per \$1,000 rate.

- ✓ Keith explained that THPRD sets the debt service amount for the budget, then Washington County converts that amount to a per \$1,000 rate based on assessed values.

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

- Although increased SDC revenues were anticipated due to the updated SDC methodology and increased development in the North Bethany area, staff have scaled back the increases and used a lower revenue estimate based on year-to-date revenues.
- There will not be a cash shortfall as there is approximately \$3 million in undesignated appropriations in FY 2016/17.
- Carryforward projects were included in the FY 2016/17 adopted budget. Approximately \$860,000 is proposed to be added in FY 2017/18.
- Approximately \$2.4 million in undesignated appropriations for FY 2017/18.
- Approximately \$8.3 million is available for new acquisition and development project commitments.
- Approximately \$5.2 million is budgeted for new acquisitions. Staff anticipate using more SDC credit funding rather than SDC cash for land in the South Cooper Mountain area. Undesignated appropriations could be used for land acquisition.
- Approximately \$3 million is budgeted for new development projects, including a new neighborhood park development in the northwest quadrant on a site acquired through the 2008 bond measure and development of a segment of the Bethany Creek Community Trail that will connect North Bethany to the Westside and Rock Creek Trails.
- The projects proposed for funding were based on the updated five-year CIP approved by the board in March 2016. The CIP was restated to reflect the reduced revenues and the extended timeline to fund the projects.

Larry inquired if THPRD has the ability to borrow against SDCs.

- ✓ Keith replied that while THPRD has the capacity to borrow against SDC revenue, a full faith and credit obligation fund is a better debt structure.

Chair Cole asked what is the current SDC fee for a single-family residence.

- ✓ Keith replied the fee varies depending on location. The base fee is \$10,800, and slightly over \$12,000 if located in the newer urban service areas.

Chair Cole requested confirmation that the priority order for SDC CIP remained the same.

- ✓ Keith confirmed.

#### **D. Bond Capital Projects**

Keith provided an overview of the Bond Capital Projects Fund:

- The carryforward is estimated at \$17 million, based on expenditures to date.
- The Bond Fund Overview by project illustrates project appropriations included in the bond package.



- Based on the Parks Bond Citizen Oversight Committee’s fiscal policy, interest earnings on unspent bond funds are allocated to the projects based on the remaining appropriation in order to help offset inflation.
- Staff project a budget shortfall of approximately \$2.7 million based on estimated project costs, primarily due to the Cedar Hills Park and the Somerset West Park redevelopment projects. The budget reflects available funds, and the appropriations for the projects with budget shortfalls do not cover the full estimated cost of these projects. This has been an ongoing discussion with the board of directors and bond oversight committee as they, along with staff, review options for either reducing the cost of the projects or supplementing the bond funds with other funding sources. Any shortfall in a project category will be resolved prior to awarding construction contracts in order to ensure that other categories are not harmed by the shortfalls. Cedar Hills Park is scheduled to go to bid in the winter/spring of 2018.
- The bond capital program is nearing completion. The SW Quadrant Community Park will be completed soon. Over \$87 million of bond funds have been expended and many project categories have been completed.
- The Parks Bond Citizen Oversight Committee continues to monitor the bond capital program to ensure THPRD meets the commitments made in the bond levy and completed their June 2016 report. However, due to the limited amount of activity left, this may be their last full report.

Gery and Bruce showed pictures of various bond projects and explained the status of the different bond areas.

Anthony asked if staff have noticed more pollinators at Rock Creek Greenway.

- ✓ Bruce stated that they have seen a variety of butterflies and bees. Staff are developing a process for volunteers to monitor the habitat.

John requested clarification on the funding sources for the SW Quadrant Community Park project.

- ✓ Keith stated that the project is funded with multiple sources – bond, Champions Too, and SDCs.

Chair Cole thanked staff for their presentation of the proposed budget.

**Agenda Item #6 – Public Comment**

There was no public comment.

**Agenda Item #7 – Budget Committee Questions and Recommendations**

There were no budget committee questions and recommendations.

**Agenda Item #8 – Date of Next Budget Committee Meeting: May 16, 2017**

Chair Susan Cole announced that the next budget committee meeting will be May 16, 2017.

**Agenda Item #9 – Adjourn**

There being no further business, the meeting adjourned at 8:55 pm.

Recording Secretary,  
Jessica Collins

Transcribed by,  
Marilou Caganap



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

A Tualatin Hills Park & Recreation District Budget Committee Meeting was held at 6:30 pm, Tuesday, May 16, 2017, at the HMT Recreation Complex, Peg Ogilbee Dryland Training Center, 15707 SW Walker Road, Beaverton.

### Present:

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

### Absent:

Miles Glowacki	Secretary/Budget Committee Member
Larry Pelatt	Budget Committee Member

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

The meeting was called to order by Chair Susan Cole at 6:30 pm.

### **Agenda Item #2 – Approve April 18, 2017 Work Session Minutes**

**Anthony Mills moved the budget committee approve the minutes of the April 18, 2017 Budget Committee Work Session. Bob Scott seconded the motion. The motion was UNANIMOUSLY APPROVED.**

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

Keith Hobson, director of Business & Facilities, announced that tonight is the third and final meeting of the budget committee to review the district's FY 2017/18 budget. At the conclusion of the meeting, staff will request the budget committee approve the budget and property tax levies.

Keith reviewed the property tax levies to be approved at tonight's meeting.

- The General Fund Property Tax Levy is based on a permanent tax rate of \$1.3073 per \$1,000 of assessed value. The actual amount received is dependent on the total assessed value as determined by Washington County; staff anticipate a 4.5% increase over the current year.
- The Bonded Debt Fund Levy is based on the amount needed to satisfy principal and interest payments on the district's voter-approved general obligation bonds. Staff determined the amount needed and the tax rate will be dependent on the total assessed value. For FY 2017/18, staff determined the amount to be \$7,464,964.

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

Keith Hobson, director of Business & Facilities, provided a brief overview of the additional information requested at the April work session as contained within the budget committee's information packet for this evening, which included the following:

- Summary of Tualatin Valley Water District meters, water usage and cost broken down by both meters inside and outside City of Beaverton boundaries.
- Detailed information regarding district sponsorships over the past year. General sponsorships showed little activity, but there were approximately \$95,000 in either cash or in-kind sponsorships related to programs or events. Such sponsorships are found within the revenue categories specific to the center or event generating the sponsorship.
- Summary of classes cancelled versus classes offered for the past five fiscal years. As noted, the most common reason for a class being cancelled is due to the class not meeting the minimum attendance requirement. Over the past three fiscal years, the class cancellation rate has been declining.
- Recap of the enhanced community engagement process used for the Crowell Woods park master planning.

Keith thanked the budget committee members for their time and expertise in serving the residents of the Tualatin Hills Park & Recreation District.

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

There was no public comment.

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

Stephen Pearson congratulated district staff on an excellent job in this year's budget development process.

#### **Agenda Item #7 – Approve 2017/18 Budget & Property Taxes to be Imposed**

**Ali Kavianian moved that the budget committee approve the Proposed Fiscal Year 2017/18 Budget and the appropriations contained therein. Shannon Kennedy seconded the motion. The motion was UNANIMOUSLY APPROVED.**

**Anthony Mills moved that the budget committee establish and approve the General Fund Property Tax Levy at the Permanent Tax Rate of \$1.3073 and establish and approve the Bond Fund Property Tax Levy in the amount of \$7,464,964 for the fiscal year 2017/18. Ali Kavianian seconded the motion. The motion was UNANIMOUSLY APPROVED.**

#### **Agenda Item #8 – Adjourn**

The meeting adjourned at 6:37 pm.

Recording Secretary,  
Jessica Collins

#### **Approval of May 16, 2017 minutes received by e-mail**

Shannon Kennedy moved the budget committee approve the Minutes of the May 16, 2017, budget committee meeting as submitted. Stephen Pearson seconded the motion. The motion was APPROVED by MAJORITY vote.

**RESOLUTION NO. 2017-10**

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

A RESOLUTION CONSISTENT WITH THE REQUIREMENTS OF ORS 294.456 APPROVING A BUDGET, MAKING APPROPRIATIONS, DETERMINING, MAKING, DECLARING, ITEMIZING AND CATEGORIZING THE AD VALOREM PROPERTY TAX AMOUNTS AND RATES TO BE CERTIFIED TO THE WASHINGTON COUNTY ASSESSOR FOR FISCAL YEAR 2017/18 FOR THE TUALATIN HILLS PARK & RECREATION DISTRICT

**WHEREAS**, the Tualatin Hills Park & Recreation District (THPRD) must, consistent with the requirements of the Oregon Local Budget Law (ORS 294.305 to 294.565) prepare and adopt an annual budget; and

**WHEREAS**, THPRD has complied with the procedures set out in Oregon’s Local Budget Law for preparing the budget, involving the public, estimating revenues, expenditures and proposed ad valorem property taxes and outlining the programs and services provided by THPRD.

**NOW THEREFORE, it is hereby resolved as follows:**

**Section 1. Budget Approved and Adopted.** The THPRD Board of Directors hereby approves and adopts a budget for Fiscal Year 2017/18 in a total amount of \$100,540,103. A copy of the budget will be kept on file in THPRD’s Administration Office.

**Section 2. Levy of Taxes.** The THPRD Board of Directors hereby make the appropriations described in Section #3 below and determine, make and declare the ad valorem property tax amount provided for in the budget at the rate of \$1.3073 per \$1,000 of assessed value (AV) and a property tax of \$7,464,964 for bonded debt. Taxes are hereby imposed and categorized for Tax Year 2017/18 upon the assessed value of all taxable property within the boundaries of THPRD. The following allocations and categorization (subject to the limitations of OR. CONST. Article XI, Sec. 11b) 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>		\$7,464,964

**Section 3. Fiscal Year 2017/18 Appropriations.** The amounts for the fiscal year beginning July 1, 2017 and for the purposes shown below are hereby appropriated as follows:

**General Fund**

Board of Directors	\$ 269,895
Administration	\$ 2,513,864
Business & Facilities	\$22,024,608
Park & Recreation Services	\$17,406,311
Capital Outlay	\$ 6,419,213
Contingency	\$ 2,500,000
Capital Replacement Reserve	\$ 2,550,000
<b>TOTAL APPROPRIATIONS</b>	<b><u>\$53,683,891</u></b>

**Bonded Debt Fund**

Bond Principal Payments	\$ 4,520,000
Bond Interest Payments	<u>\$ 2,986,081</u>
<b>TOTAL APPROPRIATIONS</b>	<b><u>\$ 7,506,081</u></b>

**Systems Development Charge Fund**

Capital Outlay	<u>\$22,115,685</u>
<b>TOTAL APPROPRIATIONS</b>	<b><u>\$22,115,685</u></b>

**Maintenance Mitigation Fund**

Materials and Services	<u>\$ 164,300</u>
<b>TOTAL APPROPRIATIONS</b>	<b><u>\$ 164,300</u></b>

**Bond Capital Projects Fund**

Capital Outlay	<u>\$17,070,146</u>
<b>TOTAL APPROPRIATIONS</b>	<b><u>\$17,070,146</u></b>


**Section 4.** The Budget Officer, Keith D. Hobson, is hereby authorized consistent with the terms of ORS 310.060 to certify to the Washington County Clerk and Washington County Assessor the tax levy made by this resolution and shall file with the State Treasurer and the Division of Audits of the Secretary of State a true copy of the Budget as finally adopted.

**Section 5.** This resolution takes effect on July 1, 2017.

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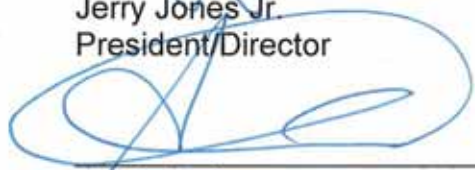
SIGNATURES APPEAR ON THE FOLLOWING PAGE

BOARD OF DIRECTORS APPROVAL: June 20, 2017



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Jerry Jones Jr.  
President/Director



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Ali Kavianian  
Secretary/Director

Adoption and date attested by:



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Marilou Caganap  
Recording Secretary



# BUDGET INFORMATION

Guide to Budget Document

Budget Document Overview

Budget Process

Budget Calendar

Organizational Chart





## GUIDE TO BUDGET DOCUMENT

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

### BUDGET DOCUMENT SECTIONS

THPRD's budget is divided into 16 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 THPRD resources.
- **CAPITAL IMPROVEMENT PLAN** Provides information on the district-wide capital improvements from all funding sources, as well as the unfunded capital projects list.
- **GENERAL FUND** Provides graphs of revenue and expenditures, includes summary of historical and adopted General Fund resources and appropriations.
- **BOARD OF DIRECTORS** Provides narrative overview and summary of historical and adopted expenditures for the Board of Directors' Division.
- **ADMINISTRATION** Provides narrative overview, graphs and summary of historical and adopted expenditures for the departments within the Administration Division. The departments are General Manager, Communications & Outreach, Security Operations and Community Partnerships. Includes: Organizational Summaries, Overviews, Accomplishments and Goals, Budget Highlights, Key Performance Indicators, and Detail of Program Expenditures.
- **BUSINESS & FACILITIES** Provides narrative overview, graphs and summary of historical and adopted expenditures for the departments within the Business & Facilities Division. The departments are Office of the Director, Finance Services, Risk & Contract Management, Information Services, Operations Analysis, Human Resources, Maintenance Operations, Planning and Design & Development. Includes: Organizational Summaries, Overviews, Accomplishments and Goals, Budget Highlights, Key Performance Indicators, and Detail of Program Expenditures. It also includes capital projects for Information Technology Replacements and Improvements and Maintenance Equipment Replacements, as well as maturity schedule for all debt (Full Faith and Credit Obligations and Financing Agreements) being repaid from the General Fund.
- **PLANNING** Provides overview of historical expenditures for the departments within the Planning Division. The Planning departments within the Planning Division - Planning and Design & Development - was moved to the Business & Facilities Division in FY 2016/17.
- **PARK & RECREATION SERVICES** Provides narrative overview, graphs and summary of historical and adopted expenditures for the departments within the Park & Recreation Services Division. The departments are Office of the Director, Aquatics, Sports, Recreation, Community Programs and Natural Resources & Trails. Includes: Organizational Summaries, Overviews, Accomplishments and Goals, Budget Highlights, Key Performance Indicators, and Detail of Program Expenditures.
- **CAPITAL PROJECTS** Provides summary of historical and adopted expenditures for General Fund funded Capital Projects. Includes: complete listing and detailed narratives of adopted projects for the 2017/18 fiscal year.
- **OTHER FUNDS** Provides narrative overview and summary of historical and adopted expenditures of the Mitigation Maintenance Reserve Fund.
- **DEBT SERVICE FUND** Provides detailed information on THPRD's General Obligation debt. Includes: Local Budget Form 35, and maturity schedules for the General Obligation Bonds, Series 2009, Series 2011, Series 2015 and Series 2016.
- **SYSTEM DEVELOPMENT CHARGES FUND** Provides narrative overview and summary of historical and adopted expenditures of System Development Charge fees collected for new residential and non-residential development. Includes: complete listing and detailed narratives of adopted projects for the 2017/18 fiscal year.

- **BOND CAPITAL PROJECTS FUND** Provides narrative overview and summary of historical and adopted expenditures of the Bond Capital Projects funding approved by voters in November 2008. Includes: complete listing and detailed narratives of adopted projects for the 2017/18 fiscal year.
- **SUPPLEMENTAL DATA** Provides information on THPRD's history and general information, along with THPRD policies and procedures. Includes: Comprehensive Plan Summary, General Fund Five-Year Projections, Summary of Staffing by Program, and a Glossary.

### **BUDGET DOCUMENT ORGANIZATION**

THPRD accounts for its operations both by line-item (the category of the revenue or expenditure) and by cost center (the sub-program, program, department, division or fund 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.

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

## BUDGET DOCUMENT OVERVIEW

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In compliance with the State of Oregon Local Budget Law, the Tualatin Hills Park & Recreation District (THPRD) adopted budget, for the year beginning July 1, 2017 and ending June 30, 2018, is presented as adopted by THPRD's Board of Directors. As prepared, proposed and approved by the budget committee, and adopted by the board of directors, the adopted budget is intended to serve as:

1. A financial plan for the next fiscal year (2017/18), outlining the forecasted expenditure requirements and the adopted means for financing these requirements.
2. An operational plan for the use and deployment of personnel, materials and services and other resources during the 2017/18 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. THPRD's accounts are organized on the basis of funds, each of which is considered a separate budgetary and accounting entity. Within the annual budget, THPRD's various funds are grouped into governmental fund types, which include the General Fund, Other Funds (Special Revenue), Debt Service Fund, System Development Charges 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**

THPRD budgets all funds that are subject to the requirements of state local budget law. The budgeting process includes: citizen input through various stages of preparation, public budget committee meetings, approval of the proposed budget by the budget committee, public hearing, and adoption of the approved budget by the board of directors.

### **Balanced Budget**

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

### **Budget Management**

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

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

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

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

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

Capital Projects - includes capital project costs for general capital replacements and improvements.

Contingency - includes the General Fund contingency appropriation.

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

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

### **Budget Amendment Procedure**

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

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

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

THPRD operates under Oregon Revised Statute Chapter 266 as a separate municipal corporation and has a board of directors comprised of a president and four (4) directors, two of whom serve as secretary and secretary pro-tempore. The board hires a general manager to manage the day-to-day operations of THPRD. The governing board appoints members of the community to serve on various committees including the budget committee.

- THPRD provides park and recreation services to more than 240,000 residents within 50 square miles of east Washington County, including the City of Beaverton.
- THPRD facilities include five (5) indoor and two (2) outdoor swim centers, a combined recreation/aquatic center, two recreation centers, an athletic center with six (6) indoor multipurpose athletic courts, a senior center, historic sites (Jenkins Estate, Fanno Farmhouse and the John Quincy Adams Young House), a 220-acre Nature Park and Center, the Cooper Mountain Nature Park and Center, a tennis center with six (6) indoor and eight (8) outdoor courts, and a camp for developmentally disabled youth.
- THPRD maintains, either through direct ownership or joint use agreement (including school sites), 104 baseball/softball fields, 149 soccer/football/lacrosse fields, 4 bocce courts, 5 volleyball courts, 100 outdoor tennis courts, 6 indoor tennis courts, 50 outdoor basketball pads, 3 skate parks, 1 hockey rink, and 8 long/high jump courts.
- THPRD has 296 park and recreation facility sites comprised of approximately 2,375 acres; 1,288 acres of wetland/natural areas and 1,087 acres of developed sites including neighborhood, community and regional parks. THPRD sites include three lakes, 27 miles of stream corridor, and 51 miles of off-street pathways.
- THPRD programs include aquatics instruction, leagues and drop-in programs, youth and adult sports leagues and fitness programs, youth and adult general and specialized recreation programs, youth after-school and day camps, senior fitness and recreation programs, developmentally disabled and special needs recreation programs, and natural resource education programs.

### **Permanent Rate**

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

### **Debt Administration**

Debt Outstanding consists of the 2006 \$2,430,000 Full Faith and Credit Advance Refunding of two 1997 Certificates of Participation and the 2000 Full Faith and Credit Obligation, the 2010 \$1,695,000 Full Faith and Credit Obligation (Series A), the 2010 \$7,815,000 Full Faith and Credit Obligation (Series B&C), the 2013 \$457,100 Financing Agreement, the 2009 \$58,505,000 General Obligation Bond (most of which was advance refunded for \$37,880,000 in 2015 with \$1,435,000 in additional funds borrowed), the 2011 \$40,060,000 General Obligation Bond (a portion of which was refunded for \$8,710,000 in 2016).

As of June 30, 2017, the non-general obligation outstanding balances are as follows: the 2006 \$375,000 Full Faith and Credit Advance Refunding Obligation, the 2010 \$1,310,000 Full Faith and Credit Obligation (Series A), the 2010 \$7,205,000 Full Faith and Credit Obligation (Series B&C) and the 2013 \$354,819 Financing Agreement.

The general obligation bond balances outstanding as of June 30, 2017 are \$4,535,000 (Series 2009), \$23,170,000 (Series 2011), \$36,865,000 (Series 2015) and \$8,710,000 (Series 2016).

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

**BUDGET SUMMARY FOR REQUIREMENTS:**

The adopted budget requirements for the 2017/18 fiscal year for all funds are \$100,540,103 and was \$114,202,763 for the 2016/17 fiscal year. Requirements, both current and adopted are:

	<b>Actual 2014/15</b>	<b>Actual 2015/16</b>	<b>Adopted Budget 2016/17</b>	<b>Proposed Budget 2017/18</b>	<b>Adopted Budget 2017/18</b>	<b>% Change over 2016/17</b>
Personnel Services Costs	\$26,627,327	\$27,721,344	\$29,807,536	\$31,106,328	\$31,106,328	4.4%
Materials & Services	7,181,356	7,401,401	8,977,859	9,112,768	9,112,768	1.5%
General Fund Capital Projects	2,207,958	3,363,009	7,998,116	7,596,437	7,596,437	-5.0%
Debt Service	9,615,949	7,921,537	8,305,274	8,488,739	8,488,739	2.2%
General Fund Contingency	-0-	-0-	2,400,000	2,500,000	2,500,000	4.2%
System Development Charges	1,285,805	6,021,576	25,858,023	22,115,685	22,115,685	-14.5%
Bond Capital Projects Fund	5,927,431	3,154,855	29,155,955	17,070,146	17,070,146	-41.5%
<b>TOTAL EXPENDITURES</b>	<b>\$52,845,826</b>	<b>\$55,583,722</b>	<b>\$112,502,763</b>	<b>\$97,990,103</b>	<b>\$97,990,103</b>	<b>-12.9%</b>
Ending Balance – Capital Replacement Reserve	-0-	-0-	1,700,000	2,550,000	2,550,000	50%
<b>TOTAL REQUIREMENTS</b>	<b>\$52,845,826</b>	<b>\$55,583,722</b>	<b>\$114,202,763</b>	<b>\$100,540,103</b>	<b>\$100,540,103</b>	<b>-12.0%</b>

**SIGNIFICANT CHANGES:**

Personnel Services

The adopted budget for Personnel Services has increased 4.4% since FY 2016/17. THPRD will have 183 full-time positions for the 2017/18 fiscal year, a net increase of three positions from adding two new positions, upgrading two regular part-time positions and decreasing one net full-time position. Two regular part-time positions were eliminated and one new regular part-time position was added for the 2017/18 fiscal year budget.

The budget reflects a 2.10% cost-of-living adjustment and merit increases for all represented full-time and regular part-time employees in accordance with the collective bargaining agreement, and funding for non-represented staff increases in accordance with the board-approved Compensation Policy, the total of which accounts for 1.3% of the overall increase. The budget reflects an estimated health increase of 8.0% and a 5.0% decrease in dental, accounting for 0.5% of the overall increase. Retirement benefits increased by 6.2% due to higher market performance and contributed 0.5% of the overall increase. Payroll taxes increased by 0.2%. Finally, the net increase in positions accounted for 0.9% of the overall increase. The balance of the increase in overall cost, approximately 1.0%, comes from budgeted increases for part-time personnel.

Materials & Services

The adopted budget for Materials & Services has increased 1.5% over FY 2016/17. Factors include an inflationary adjustment of 2.5%, offset by the removal of one-time project funding in FY 2016/17. All approved business plans have been accounted for in the adopted budget amounts.

Capital Outlay

General Fund Capital Projects has been differentiated between maintenance replacement expenditures and new asset expenditures. Within these two categories, the expenditures include funding for: Carryover Projects, Athletic

Facility, Park, and Building Replacements/Improvements, ADA Improvements, Maintenance Equipment and Computer/Office Equipment. Capital outlay expenditures have been prioritized to maintenance replacement projects in order to minimize the balance of deferred maintenance replacements. General Fund Capital Projects has decreased by 5.0% from FY 2016/17 due primarily to a decrease in the carryforward project funding of a large project in the previous year. In FY 2017/18, Capital Projects funds will largely be focused on maintenance replacements, a second phase of the renovation of the Tualatin Hills Aquatic Center including a tank and pool deck resurfacing and underwater light replacement and replacement of the Babette Horenstein Tennis Center and air structure lighting fixtures with energy saving LED lights. Also funded are several significant grant projects.

As explained above, the Bond Capital Projects Fund balance in FY 2017/18 reflects the remaining funds available from the \$100 million general obligation bond as approved by voters.

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

Ending Balance - Capital Replacement Reserve

The Capital Replacement Reserve has increased 50% over FY 2016/17. Funding of this reserve began in FY 2015/16 and will continue in FY 2017/18. These reserves are for future capital replacement needs.

**BUDGET SUMMARY FOR RESOURCES:**

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

	<b>Actual 2014/15</b>	<b>Actual 2015/16</b>	<b>Adopted Budget 2016/17</b>	<b>Proposed Budget 2017/18</b>	<b>Adopted Budget 2017/18</b>	<b>% Change over 2016/17</b>
Beginning Fund Balance	\$48,287,221	\$51,887,338	\$49,249,104	\$36,736,269	\$36,736,269	-25.4%
Property Taxes-Current Year	34,948,011	34,592,402	35,898,933	37,537,578	37,537,578	4.6%
Prior Year Taxes	523,667	359,990	375,000	375,000	375,000	0.0%
Interest on Investments	380,671	458,566	386,500	411,270	411,270	6.4%
Swim Center & Tennis Revenue	3,859,722	3,468,132	4,129,216	4,345,385	4,345,385	5.2%
Recreation & Sports Revenue	6,811,408	7,017,577	6,951,624	7,231,047	7,231,047	4.0%
Grants and Contributions	1,039,231	277,153	1,615,844	2,055,417	2,055,417	27.2%
Misc. and Rental Revenue	565,079	599,622	523,500	431,850	431,850	-17.5%
Sponsorships/Cellular Leases	261,528	240,307	198,500	182,400	182,400	-8.1%
System Development Charges	5,855,512	5,367,367	14,522,059	10,876,987	10,876,987	-25.1%
Transfers In	511,362	328,169	352,483	356,900	356,900	1.3%
<b>TOTALS</b>	<b>\$103,043,412</b>	<b>\$104,596,623</b>	<b>\$114,202,763</b>	<b>\$100,540,103</b>	<b>\$100,540,103</b>	<b>-12.0%</b>

Beginning Fund Balances

Beginning balance from all funds for FY 2017/18 consists of \$8,184,395 from the General Fund (\$1,700,000 is from the Capital Replacement Reserve and \$6,484,395 is the remaining General Fund cash on hand), \$163,800 from the Mitigation Maintenance Reserve Fund, \$300,000 from the Debt Service Fund, \$11,177,928 from the System Development Charges Fund, and \$16,910,146 from the Bond Capital Projects Fund. The 25.4% decrease in the Beginning Fund Balance is due primarily to a decrease in the beginning Bond Capital Project Fund as bond capital projects are being completed and these funds are being spent down. The increase in the General Fund cash on hand balance reflects FY 2016/17 expenditures coming in less than budget but offset by revenues falling short of budget. The Mitigation Maintenance Reserve Fund balance includes funds received from developers for maintenance of existing mitigation sites. The Debt Service Fund balance represents carryforward of taxes levied in previous years plus interest earnings. The System Development Charges Fund balance includes funds accumulated for budgeted current, and future, capital expansion projects. The Bond Capital Projects Fund includes available funds to complete the designated list of projects.

### Property Taxes - Current Year

Taxes levied against an estimated \$24.5 billion in assessed valuation total \$39,477,643 of which \$7,464,964 is for the General Obligation Debt Service Fund with \$7,091,716 expected to be collected. Of the \$32,012,678 General Fund Levy, THPRD expects to collect 95%, or \$30,412,044. The payments in lieu of taxes (PILOT) amounts are additional taxes expected to be collected (\$4,453 General Fund and \$29,365 Debt Service Fund). The PILOT funds result from de-annexed property that had long-term debt obligations associated at the time of withdrawal from THPRD boundaries. The PILOT funds will be collected annually until the obligations are paid in full.

The FY 2016/17 taxable assessed property valuation of THPRD is \$23,433,138,474 and is estimated to increase by 4.5% in the 2017/18 fiscal year to \$24,487,629,705.

### Property Taxes - Prior Year

Prior year taxes are property taxes that have been levied but remain uncollected. THPRD expects to collect \$375,000 (both General Fund and Debt Service Fund). Prior year collection projections for the 2017/18 fiscal year are the same as the amounts budgeted in the 2016/17.

### Interest on Investments

Interest revenue is earned on investments of temporary excess cash. Interest revenue for FY 2017/18 is projected only slightly higher than the previous year budget for all funds despite increased interest rates due to a lower investable cash balance.

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

The investable cash balance within the Bond Capital Projects Fund will be invested in the LGIP, along with allowable securities as approved by THPRD's investment policies. The anticipated revenue will be used strictly for related expenditures of the fund.

### Swim Center & Tennis Revenue

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

### Recreation & Sports Revenue

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

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

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

### Grants and Intergovernmental Revenue

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

### Miscellaneous Revenue

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

Rental Revenue

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

Sponsorships/Cellular Lease Revenue

Sponsorships/cellular lease revenue is from corporate advertising, partnerships (including concessions) and 19 cellular telecommunication site leases at 17 sites within THPRD.

System Development Charges

System Development Charges are assessed against new construction within THPRD.

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 THPRD's policy of allowing project management staff time from SDC and Bond related capital projects to be reimbursed to the General Fund. The amount budgeted, \$356,900, is the estimate of the costs to manage both SDC Fund (\$35,000) and Bond Fund (\$321,900) capital projects during FY 2017/18.



**SUMMARY OF ALL FUNDS**  
Adopted Budget for FY 2017/18

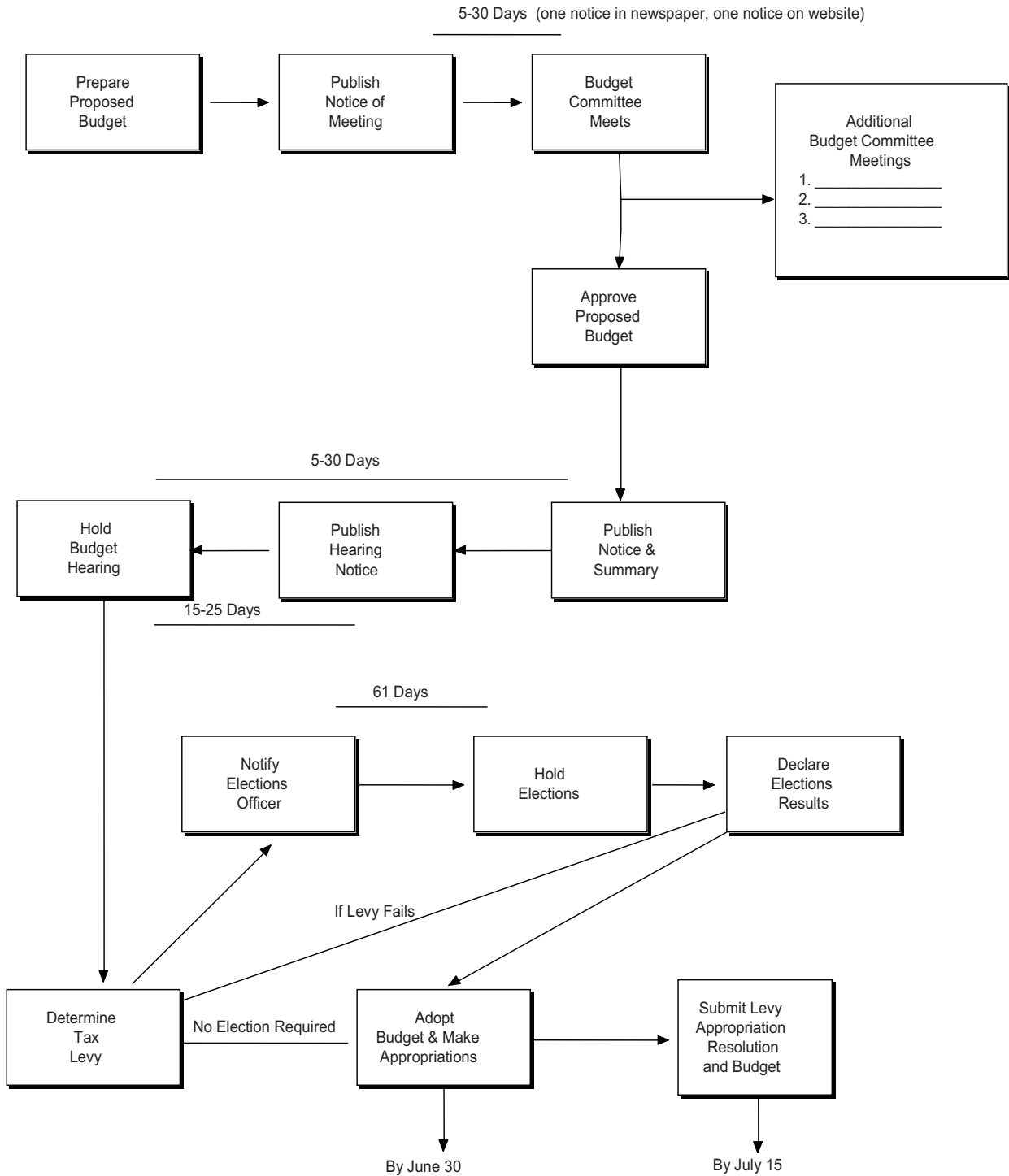
	Governmental Funds					Total All Funds
		Other Funds				
	General Fund	Mitigation Maintenance Reserve Fund	Debt Service Fund	System Dev. Charge Fund	Bond Capital Proj. Fund	
<b>RESOURCES</b>						
Beginning Balance						
Capital Replacement Reserve	\$ 1,700,000	\$ -	\$ -	\$ -	\$ -	\$ 1,700,000
Beginning Cash Balance	6,484,395	163,800	300,000	11,177,928	16,910,146	35,036,269
<b>Beginning Fund Balance</b>	<b>\$ 8,184,395</b>	<b>\$ 163,800</b>	<b>\$ 300,000</b>	<b>\$11,177,928</b>	<b>\$16,910,146</b>	<b>\$ 36,736,269</b>
<b>Revenues</b>						
Property Taxes-Current Year	\$30,416,497	\$ -	\$7,121,081	\$ -	\$ -	\$ 37,537,578
Prior Year Taxes	325,000	-	50,000	-	-	375,000
Interest on Investments	155,000	500	35,000	60,770	160,000	411,270
Swim Center & Tennis Revenue	4,345,385	-	-	-	-	4,345,385
Recreation & Sports Revenue	7,231,047	-	-	-	-	7,231,047
Grants & Intergovernmental Revenue	2,055,417	-	-	-	-	2,055,417
Miscellaneous & Facility Rental	431,850	-	-	-	-	431,850
Sponsorships/Cellular Leases	182,400	-	-	-	-	182,400
System Development Charges	-	-	-	10,876,987	-	10,876,987
Transfers In	356,900	-	-	-	-	356,900
<b>Total Revenues</b>	<b>\$45,499,496</b>	<b>\$ 500</b>	<b>\$7,206,081</b>	<b>\$10,937,757</b>	<b>\$ 160,000</b>	<b>\$ 63,803,834</b>
<b>TOTAL RESOURCES</b>	<b>\$53,683,891</b>	<b>\$ 164,300</b>	<b>\$7,506,081</b>	<b>\$22,115,685</b>	<b>\$17,070,146</b>	<b>\$100,540,103</b>
<b>REQUIREMENTS</b>						
<b>Appropriations by Category:</b>						
Personnel Services	\$31,106,328	\$ -	\$ -	\$ -	\$ -	\$ 31,106,328
Materials & Services	8,948,468	164,300	-	-	-	9,112,768
Capital Outlay	7,596,437	-	-	22,115,685	17,070,146	46,782,268
Debt Service	982,658	-	7,506,081	-	-	8,488,739
Contingency	2,500,000	-	-	-	-	2,500,000
<b>Total Appropriations</b>	<b>\$51,133,891</b>	<b>\$ 164,300</b>	<b>\$7,506,081</b>	<b>\$22,115,685</b>	<b>\$17,070,146</b>	<b>\$ 97,990,103</b>
Ending Unappropriated Fund Balance	\$ 2,550,000	\$ -	\$ -	\$ -	\$ -	\$ 2,550,000
Capital Replacement Reserve						
<b>TOTAL REQUIREMENTS</b>	<b>\$53,683,891</b>	<b>\$ 164,300</b>	<b>\$7,506,081</b>	<b>\$22,115,685</b>	<b>\$17,070,146</b>	<b>\$100,540,103</b>

**STAFFING CHANGES**  
**Full-time and Regular Part-time**

The following table summarizes the changes in full-time and regular part-time staffing levels by Division and Program.

<b>Division</b>	<b>Program</b>	<b>Adopted 2016/17 Staffing</b>	<b>Adjustments</b>	<b>Adopted 2017/18 Staffing</b>
Business & Facilities	Information Services	5.00 FTE	Converted IS manager to network engineer, added one Information Services & Technology manager	6.00 FTE
Business & Facilities	Maintenance Operations	73.13 FTE	Transferred one temporary park planner from Design & Development and upgraded to permanent senior planner, transferred one office tech II to Design & Development, upgraded two RPT pool operator II to FT	73.38 FTE
Business & Facilities	Planning	2.00 FTE	Transferred one urban planner - grant specialist repurposed from Elsie Stuhr Center program coordinator	3.00 FTE
Business & Facilities	Design & Development	6.00 FTE	Transferred one office tech II from Maintenance Operations, transferred one temporary park planner to Maintenance Operations, converted one Design & Development coordinator to park planner	6.00 FTE
Park & Recreation Services	Office of the Director	3.00 FTE	Transferred one program analyst to Elsie Stuhr Center	2.00 FTE
Park & Recreation Services	Superintendent of Sports	2.00 FTE	Transferred one adaptive & inclusive recreation specialist to Athletic Center	1.00 FTE
Park & Recreation Services	Athletic Center	8.75 FTE	Transferred one adaptive & inclusive recreation specialist from superintendent of Sports, transferred one program coordinator to superintendent of Community Programs	8.75 FTE
Park & Recreation Services	Babette Horenstein Tennis Center	8.63 FTE	Downgraded one FT office tech I to RPT office tech II	8.50 FTE
Park & Recreation Services	Cedar Hills Recreation Center	5.88 FTE	Added one FT program specialist	6.88 FTE
Park & Recreation Services	Elsie Stuhr Center	3.88 FTE	Transferred one center supervisor repurposed from Office of the Director of Park & Recreation Services program analyst, transferred one program coordinator to Planning	3.88 FTE
Park & Recreation Services	Superintendent of Community Programs	2.00 FTE	Transferred office tech I repurposed from Athletic Center program coordinator	3.00 FTE
<b>Increase in Full-time FTE</b>				<b>3.00 FTE</b>
<b>Decrease in Regular Part-time FTE</b>				<b>(0.88) FTE</b>
<b>Net Change</b>				<b>2.12 FTE</b>

# BUDGET PROCESS



**FISCAL YEAR 2017/18  
BUDGET CALENDAR**

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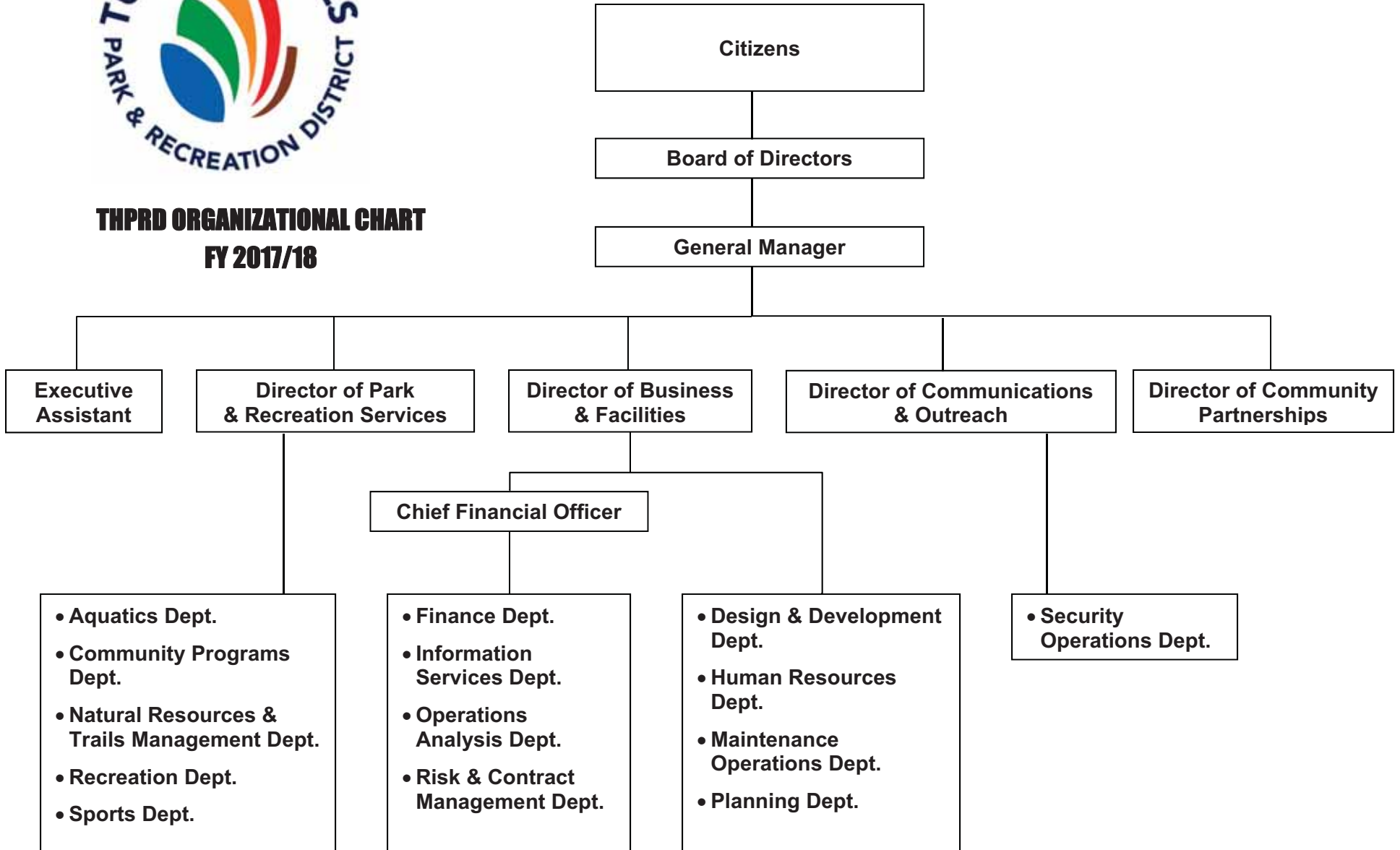
In accordance with THPRD Budget Policy:

**2017**

- |             |   |
|-------------|---|
| February 9  | Publish notice ( <i>Valley Times</i> submission deadline - February 1)  |
| February 9  | Post notice on THPRD website  |
| February 21 | Midyear Budget Review Meeting (public input)  |
| April 6     | Publish notice for both the April Work Session and the May Budget Committee Meeting ( <i>Valley Times</i> submission deadline - March 29) |
| April 6     | Post notice on THPRD website  |
| April 11    | Deliver Proposed Budget to Budget Committee   |
| April 18    | Budget Committee Work Session (public input)  |
| May 4       | Post notice on THPRD website  |
| May 16      | Budget Committee Meeting to Approve Budget (public input)   |
| June 8      | Publish notice & summary ( <i>Valley Times</i> submission deadline - May 31)  |
| June 8      | Post notice on THPRD website  |
| June 20     | Hold Public Hearing to Adopt Budget (public input)  |
| July 15     | Tax Levy Certified by Washington County   |



**THPRD ORGANIZATIONAL CHART  
FY 2017/18**





# RESOURCES

Analysis of Property Tax Rate and Collections

Analysis of Measures 5 and 50

Revenue Summary



**ANALYSIS OF TAX RATE AND COLLECTIONS  
FISCAL YEAR 2017/18**

<b>ESTIMATED ASSESSED VALUATION</b>		<b>\$ 24,487,629,705</b>
<b>Real and Personal Property Within THPRD</b>		
FY 2016/17 Assessed Valuation	\$ 23,433,138,474	
Value Growth from Annual Increase <sup>1</sup>	702,994,154	3.00%
Estimated Exception Based Value Growth <sup>2</sup>	351,497,077	1.50%
Estimated Assessed Value	\$ 24,487,629,705	
<b>% Increase in Estimated Assessed Valuation</b>		<b>4.50%</b>

<b>ESTIMATED TAX LEVY</b>	<b>Tax Rate per \$1,000 Valuation</b>	<b>Amount</b>
<b>General Fund</b>		
Permanent Tax Rate for THPRD	1.3073	
General Fund Operating Levy: Estimated Assessed Valuation multiplied by Permanent Rate		\$ 32,012,678
<b>Bonded Debt Fund</b>		
Bonded Debt Levy		7,464,964
Estimated Tax Rate: Bonded Debt Levy divided by Estimated Assessed Valuation	0.3048	
<b>Estimated Tax Levy Totals</b>	1.61	\$ 39,477,643

<b>ESTIMATED TAX COLLECTIONS</b>	<b>Amount</b>
Based on Estimated Collection Rate:	95.00%
General Fund Current Year Tax Collections	\$ 30,412,044
Payment in lieu of Tax Collections	4,453
Bonded Debt Fund Current Year Tax Collections	7,091,716
Payment in lieu of Tax Collections	29,365
	<b>\$ 37,537,578</b>

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

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



## PROPERTY TAX MEASURES

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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 fiscal year 1997/98 to its 1995/96 value, less 10 percent.
- Measure 50 establishes a permanent tax rate which replaces its old levies. This rate will be a permanent limit on THPRD'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, rezoned, subdivided, or ceases to qualify for exemptions.
- Measure 50 allows voters to approve new short-term local option levies outside the permanent rate limit.
- Measure 50 has no impact on Measure 5. The Measure 5 tax limitation remains intact.

TUALATIN HILLS PARK & RECREATION DISTRICT

MEASURE 5  
Impact on Washington County Taxing

FY 2016/17

Taxing Agencies Excluding City of Beaverton	Rates Subject to \$10 Limit	Rates Excluded from Limit	Total
Enhanced Sheriff Patrol	1.32	-	1.32
Washington County	2.89	-	2.89
Urban Road Improvements	0.25	-	0.25
THPRD	1.31	0.32	1.62
Tualatin Valley Fire & Rescue	1.98	0.12	2.10
Port of Portland	0.07	-	0.07
Metro Service District	0.19	0.20	0.40
<b>Total Tax Rate</b>	<b>8.00</b>	<b>0.64</b>	<b>8.64</b>
Taxing Agencies Including City of Beaverton			
Washington County	2.86	-	2.86
Tualatin Valley Fire & Rescue	1.95	0.12	2.08
THPRD	1.29	0.31	1.60
City of Beaverton	4.12	0.19	4.31
Port of Portland	0.07	-	0.07
Metro Service District	0.19	0.20	0.40
Urban Renewal-Beaverton	0.22	-	0.22
<b>Total Tax Rate</b>	<b>10.70</b>	<b>0.83</b>	<b>11.53</b>

FY 2015/16

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

TUALATIN HILLS PARK & RECREATION DISTRICT

MEASURE 5  
Impact on Washington County Taxing

FY 2014/15

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

FY 2013/14

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

TUALATIN HILLS PARK & RECREATION DISTRICT

MEASURE 5  
Impact on Washington County Taxing

FY 2012/13

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

FY 2011/12

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

**SUMMARY OF RESOURCES - ALL FUNDS**

<b>RESOURCES:</b>	<b>General Fund</b>	<b>Special Revenue Fund</b>	<b>Capital Projects Fund</b>	<b>Debt Service Fund</b>	<b>Total Resources</b>
Beginning Balance- Capital Replacement Reserve	\$ 1,700,000	\$ -	\$ -	\$ -	\$ 1,700,000
Cash on Hand for Fiscal Year	5,475,000	163,800	582,328	300,000	6,521,128
Beginning Fund Balance from Previous Year Projects Carried Forward	1,009,395	-	27,505,746	-	28,515,141
Previously Levied Taxes estimated to be received during ensuing year	325,000	-	-	50,000	375,000
<b>PROGRAM REVENUES:</b>					
Swim Center Revenue	3,216,289	-	-	-	3,216,289
Tennis Revenue	1,129,096	-	-	-	1,129,096
Recreation Program Revenue	5,185,787	-	-	-	5,185,787
Sports Program/Athletic Center Revenue	1,639,061	-	-	-	1,639,061
Natural Resources Revenue	406,200	-	-	-	406,200
<b>OTHER REVENUES:</b>					
Miscellaneous Revenue	140,350	-	-	-	140,350
Interest Revenue	155,000	500	220,770	35,000	411,270
Telecommunication Site Lease Revenue	177,400	-	-	-	177,400
Facility Rental Revenue	291,500	-	-	-	291,500
Grants and Intergovernmental Revenue	2,055,417	-	-	-	2,055,417
Sponsorships	5,000	-	-	-	5,000
System Development Charges	-	-	10,876,987	-	10,876,987
Transfers In	356,900	-	-	-	356,900
Total Resources except taxes to be levied..... <b>Subtotal</b>	<b>\$ 23,267,394</b>	<b>\$ 164,300</b>	<b>\$ 39,185,831</b>	<b>\$ 385,000</b>	<b>\$ 63,002,525</b>
Current Year Property Taxes (Permanent Rate multiplied by Assessed Value)	30,416,497	-	-	7,121,081	37,537,578
<b>TOTAL RESOURCES</b>	<b>\$ 53,683,891</b>	<b>\$ 164,300</b>	<b>\$ 39,185,831</b>	<b>\$ 7,506,081</b>	<b>\$ 100,540,103</b>

## RESOURCES NARRATIVE - ALL FUNDS

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

**Beginning Balance- Capital Replacement Reserve:** The estimated Beginning Balance- Capital Replacement Reserve for FY 2017/18 (\$1,700,000) is the accumulated balance of funds reserved for future capital replacements.

**Beginning Fund Balance:** Beginning Fund Balance is a resource derived from prior year's budget. Beginning Fund Balance generally results from an over-collection of budgeted resources and under-expenditures of budget appropriations. The estimated Beginning Fund Balance for FY 2017/18 consists of General Fund (\$5,475,000), Mitigation Maintenance Reserve Fund (\$163,800), Debt Service Fund (\$300,000), System Development Charges Fund (\$582,328).

**Beginning Fund Balance from Previous Year Projects Carried Forward:** Beginning Fund Balance from projects carried forward represents fund balance committed to projects in a prior year but not yet expended. The full listing of carryforward projects can be found within the Capital Projects and System Development Charges Fund sections, pages CP-3 and SDC-4, under the Carryover Projects heading, plus all of the Bond Capital Projects Fund. The estimated total of project carryforward from the previous year consists of General Fund (\$1,009,395), System Development Charges Fund (\$10,595,600) and Bond Capital Projects Fund (\$16,910,146).

**Prior Year's Taxes:** Prior Year's Taxes are property taxes that have been levied but remain uncollected. During the 2017/18 fiscal year, THPRD is projected to collect approximately one-half of the uncollected property taxes. The estimated amount of previously levied taxes to be received for FY 2017/18 consists of General Fund (\$325,000) and Debt Service Fund (\$50,000).

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

**Swim Center Revenue:** Swim Center revenue is generated from passes, open swim, instruction and Beaverton School District. The total swim center revenue is \$3,216,289. The following is a breakdown of revenue generated by each swim center and program type:

<u>Swim Center Revenue</u>		<u>Program Revenue</u>			
Aloha	\$	409,160	Swim Passes	\$	317,774
Beaverton		464,493	General Admission		616,786
Conestoga - Aquatic		745,108	Aquatic Instruction		1,951,659
Harman		349,894	Facility Rentals		
Sunset		310,272	- Beaverton School District		32,804
Aquatic Center		759,106	- Other Rental Events		297,266
Raleigh		73,401			
Somerset West		104,855			
		\$ 3,216,289			\$ 3,216,289

**Tennis Revenue:** Tennis revenue of \$1,129,096 is generated by open play, instruction, special interest events and the sale of tennis balls.

Tennis Program Revenue	Program	Facility Rental	Total
Open play	\$ 351,781	\$ -	\$ 351,781
Instruction	688,200	-	688,200
Special interest	64,820	14,050	78,870
Tennis ball sales	10,245	-	10,245
	\$ 1,115,046	\$ 14,050	\$ 1,129,096

**Recreation Program Revenue:** Recreation program and rental revenue of \$5,185,787 is generated from Cedar Hills Recreation Center, Garden Home Recreation Center, the Elsie Stuhr Center, Conestoga Recreation & Aquatic Center, Administration registrations, out-of-district assessments and facility room rentals.

Recreational Program Revenue	Program	Facility Rental	Total
Garden Home Recreation Center	\$ 927,590	\$ 88,800	\$ 1,016,390
Cedar Hills Recreation Center	1,778,558	7,700	1,786,258
Elsie Stuhr Center	528,096	10,000	538,096
Conestoga - Recreation	1,546,913	39,200	1,586,113
Administration	258,930	-	258,930
	\$ 5,040,087	\$ 145,700	\$ 5,185,787

**Sports Program/Athletic Center Revenue:** Sports program and Athletic Center revenue of \$1,639,061 is generated primarily from Camp Rivendale and inclusion services, basketball, softball and volleyball, along with rentals and field use fees received from the affiliated sports groups field usage.

Sports Program/Athletic Center Revenue	Program	Facility Rental	Total
Concessions	\$ 96,575	\$ -	\$ 96,575
Fitness & Exercise	40,920	-	40,920
Special Events	10,800	-	10,800
Special Interest	317,569	-	317,569
Indoor Sports	226,268	120,800	347,068
Outdoor Sports	101,966	443,500	545,466
Passes	119,063	-	119,063
Camp Rivendale	94,400	-	94,400
Inclusion Services	67,200	-	67,200
	\$ 1,074,761	\$ 564,300	\$ 1,639,061

**Natural Resources Revenue:** Natural Resources revenue of \$406,200 is generated from instruction and outdoor recreation programs held at both the Tualatin Hills Nature Center and Cooper Mountain Nature Park.

Natural Resources Revenue	Program	Facility Rental	Total
Instruction/Environmental Education	\$ 373,810	\$ 28,000	\$ 401,810
Outdoor Recreation	4,390	-	4,390
	\$ 378,200	\$ 28,000	\$ 406,200

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

**Miscellaneous Revenue:** Miscellaneous revenue of \$140,350 is earned from purchasing card program rebates (\$50,000), items sold at auctions (\$40,000), easements, miscellaneous fees and forfeitures, compensation for insurance proceeds and various other sources (\$50,350).

**Interest Revenue:** Interest revenue in the total amount of \$411,270 is derived from available cash-on-hand that is invested in the State of Oregon Local Government Investment Pool or other allowable vehicles per THPRD's Investment Policy. These invested funds will be used at a later date to meet payroll, operating costs and capital improvements. Interest revenue consists of General Fund (\$155,000), Mitigation Maintenance Reserve Fund (\$500), Debt Service Fund (\$35,000), System Development Charges Fund (\$60,770) and Bond Capital Projects Fund (\$160,000).

**Telecommunication Site Lease Revenue:** Lease revenue of \$177,400 from site leases for cellular telephone transmission equipment.

**Facility Rental Revenue:** Facility rental revenue of \$291,500 is generated from the rental of THPRD-owned homes, concessionaire services at Jenkins Estate, along with leased space within the Fanno Creek Service Center.

**Grants and Intergovernmental Revenue:** Grants include funding from the following sources: Natural Resources Park Restoration (\$30,000), Environmental Education Grant (\$25,000), Memorial Benches (\$8,000), Energy Trust of Oregon Strategic Energy Management incentives (\$8,200), Energy Trust of Oregon rebates (\$191,900), United States Tennis Association Grant (\$75,000), Cedar Mill Farmers Market operating grant (\$5,000), ConnectOregon Waterhouse Trail #4 (\$400,000), Local Government Grant Program (LGGP) SW Quadrant Community Park Shelters (\$268,210), Metro Nature in Neighborhoods (\$220,700), Washington County Major Streets Transportation Improvement Program (\$300,000), LGGP Cedar Hills Park (\$340,156), Recovery Zone Economic Development Bond (RZEDB) interest subsidy (\$183,251).

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

**System Development Charges:** These charges are assessed against new construction within THPRD. Projected revenue for FY 2017/18 is \$10,876,987 and may only be utilized for improvements related to expansion.

**Transfers In:** Transfers In reflect the fiscal policy of recovering project management staff time from capital projects to the General Fund. In FY 2017/18, \$35,000 is anticipated from SDC and other projects, and \$321,900 from the Bond Capital Fund projects.

**Current Year's Taxes for FY 2017/18** Current Taxes levied against an estimated \$24.5 billion in assessed valuation total \$39,477,643. Of that amount, Debt Service Fund generates \$7,464,964, with collections anticipated at \$7,091,716, for retirement of general obligation debt. The General Fund levy totals \$32,012,678, with collections anticipated at \$30,412,044. The payments in lieu of taxes (PILOT) amounts are additional taxes expected to be collected (\$4,453 General Fund and \$29,365 Debt Service Fund). The PILOT funds result from de-annexed property with associated long-term debt obligations, and will be collected annually until the obligations are paid in full.





# CAPITAL IMPROVEMENT PLAN

Capital Funding Sources FY 2017/18

Five-year Capital Funding Sources

Projects by Funding Source



## CAPITAL IMPROVEMENT PLAN

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### **Capital Funding Sources FY 2017/18**

The Capital Funding Sources FY 2017/18 schedule shows the distribution of capital funding for the budget year 2017/18 between the various available sources of funding, including the General Fund (Operating and Capital Replacement Reserve), Bond Capital Projects Fund, System Development Charges Fund and Grant Fund.

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

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

### **Projects by Funding Source**

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



**Capital Funding Sources 2017/18**

	Funding Sources					Total Funds
	General Fund		Bond Fund	SDC Fund	Grant Funds	
	Operating	Replacement Reserve				
<b>Athletic Facility Replacements</b>						
Other Athletic Facility Replacements	\$ 97,091	\$ 20,909				\$ 118,000
<b>Athletic Facility Replacements Total</b>	<b>\$ 97,091</b>	<b>\$ 20,909</b>				<b>\$ 118,000</b>
<b>Athletic Facility Improvements</b>						
Other Athletic Facility Improvements	\$ 3,300					\$ 3,300
<b>Athletic Facility Improvements Total</b>	<b>\$ 3,300</b>					<b>\$ 3,300</b>
<b>Building Replacements</b>						
Aquatic Center Renovation Phase 2	\$ 1,612,726	\$ 73,464				\$ 1,686,190
Babette Horenstein Tennis Center LED Lighting	281,324	25,676				307,000
Cardio and Weight Equipment	120,000					120,000
Other Building Replacements	250,764					250,764
<b>Building Replacements Total</b>	<b>\$ 2,264,814</b>	<b>\$ 99,140</b>				<b>\$ 2,363,954</b>
<b>Building Improvements</b>						
Other Building Improvements	\$ 105,522					\$ 105,522
<b>Building Improvements Total</b>	<b>\$ 105,522</b>					<b>\$ 105,522</b>
<b>Park &amp; Trail Replacements</b>						
Bridges and Boardwalks (6 sites)	\$ 790,000					\$ 790,000
Parking Lot	310,512					310,512
Play Equipment (2 sites)	190,000					190,000
Play Equipment (3 sites)	215,355					215,355
Other Park & Trail Replacements	358,254					358,254
<b>Park &amp; Trail Replacements Total</b>	<b>\$ 1,864,122</b>					<b>\$ 1,864,122</b>
<b>Park &amp; Trail Improvements</b>						
Other Park & Trail Improvements	\$ 36,349					\$ 36,349
<b>Grant Funded Projects</b>						
ConnectOregon/Washington County MSTIP - Waterhouse Trail Seg 4					700,000	700,000
Energy Trust of Oregon Rebates (2 sites)					135,900	135,900
LGGP - Cedar Hills Park					340,156	340,156
LGGP - SW Quadrant Community Park					268,210	268,210
Metro Nature in Neighborhoods - Fanno Creek Greenway					220,700	220,700
<b>Park &amp; Trail Improvements Total</b>	<b>\$ 36,349</b>				<b>\$ 1,664,966</b>	<b>\$ 1,701,315</b>
<b>Information Technology Replacement</b>						
Communication Network Switches	\$ 80,000					\$ 80,000
Desktop	67,000					67,000
Desktop printers	5,000					5,000
LAN/WAN	5,000					5,000
Phone	30,000					30,000
Servers	37,000					37,000
<b>Information Technology Replacement Total</b>	<b>\$ 224,000</b>					<b>\$ 224,000</b>
<b>Information Technology Improvement</b>						
Color Copier	\$ 500					\$ 500
Computers (3)	11,000					11,000
Configuration Management Software	75,000					75,000
Financial Software	436,800					436,800
Folder / Sorter	12,000					12,000
Time Clock	3,750					3,750
Translation Software	2,474					2,474
<b>Information Technology Improvement Total</b>	<b>\$ 541,524</b>					<b>\$ 541,524</b>
<b>Facility Challenge Grants Total</b>	<b>\$ 75,000</b>					<b>\$ 75,000</b>
<b>ADA Improvements</b>						
ADA Improvements - Athletic Center	\$ 8,000					\$ 8,000
ADA Improvements - Beaverton Swim Center	7,500					7,500
ADA Improvements - Fanno Creek Service Center	20,000					20,000
ADA Improvements - Jenkins Estate	2,200					2,200
ADA Improvements - Elsie Stuhr Center	10,650					10,650
ADA Improvements - Other	59,650					59,650
<b>ADA Improvements Total</b>	<b>\$ 108,000</b>					<b>\$ 108,000</b>
<b>Land Acquisition</b>						
Acquisition of Community Park Land - North Bethany				\$ 1,500,000		\$ 1,500,000
Acquisition of Natural Area Land - So. Cooper Mountain				400,000		400,000
Acquisition of Neighborhood Park Land - North Bethany				2,000,000		2,000,000
Acquisition of Trails Land - North Bethany				1,290,000		1,290,000
Acquisition of Trails Land - So. Cooper Mountain				500,000		500,000
Acquisition of Neighborhood Park - Bonny Slope West				1,984,000		1,984,000
Acquisition of Neighborhood Park Land - So. Cooper Mountain				500,000		500,000
Acquisition of Neighborhood Park Land - Infill Areas				500,000		500,000
<b>Land Acquisition Total</b>				<b>\$ 8,674,000</b>		<b>\$ 8,674,000</b>
<b>Maintenance Equipment Replacement</b>						
Pool Vacuum Robot	\$ 6,000					\$ 6,000
<b>Maintenance Equipment Replacement Total</b>	<b>\$ 6,000</b>					<b>\$ 6,000</b>

**Capital Funding Sources 2017/18**

	Funding Sources					Total Funds
	General Fund		Bond Fund	SDC Fund	Grant Funds	
	Operating	Replacement Reserve				
<b>Fleet &amp; Equipment Improvement</b>						
Minibus	\$ 10,500					\$ 10,500
Vehicle Wraps	24,300					24,300
<b>Fleet &amp; Equipment Improvement Total</b>	<b>\$ 42,900</b>					<b>\$ 42,900</b>
<b>Fleet &amp; Equipment Replacement</b>						
2.5-ton Axle Trailers	\$ 50,000					\$ 50,000
52" Mowers	2,500					2,500
72" Mowers	34,000					34,000
Aerial Lift Truck	10,500					10,500
Aerial Lift Truck	147,273	62,727				210,000
Die-cut Label Maker	35,000					35,000
FCSC Trash Compactor	356,973	62,727				419,700
High Pressure Parts Washer						-
High Production Mowers	52,000					52,000
Park Patrol Vehicle #3352	14,000					14,000
<b>Fleet &amp; Equipment Replacement Total</b>	<b>\$ 66,000</b>					<b>\$ 66,000</b>
<b>Undesignated Projects Total</b>				<b>\$ 2,376,685</b>		<b>\$ 2,376,685</b>
<b>Development/Improvement</b>						
Bethany Creek Trail #2, Seg 3 Design & Development				\$ 1,100,000		\$ 1,100,000
Bonny Slope / BSD Trail Development				500,000		500,000
Building Expansion - site to be determined				995,000		995,000
Cedar Mill Creek Community Trail Seg 4 Master Plan & Design				250,000		250,000
ConnectOregon Grant Match - Waterhouse Trail, Seg 4				300,000		300,000
Deck Expansion - Aquatic Center				150,000		150,000
MTIP Grant Match - Beaverton Crk. Trail Land Acq./ROW				247,000		247,000
MTIP Grant Match - Westside Trail, Seg 18				967,000		967,000
Natural Area Master Plan				100,000		100,000
North Bethany Park and Trail Development - Proj. Mgmt.				141,000		141,000
NW Quadrant Neighborhood Park Master Plan & Design				195,000		195,000
NW Quadrant New Neighborhood Park Development				3,424,000		3,424,000
SW Quadrant Community Park - additional funding for bond project				2,250,000		2,250,000
SW Quadrant Neighborhood Park Master Plan & Design				200,000		200,000
Other Development/Improvement				246,000		246,000
<b>Development/Improvement Total</b>				<b>\$ 11,065,000</b>		<b>\$ 11,065,000</b>
<b>Renovate and Redevelop Neighborhood Parks</b>						
Somerset West Park			\$ 862,665			\$ 862,665
<b>Renovate and Redevelop Neighborhood Parks Total</b>			<b>\$ 862,665</b>			<b>\$ 862,665</b>
<b>New Community Park Development</b>						
SW Community Park			\$ 793,321			\$ 793,321
<b>New Community Park Development Total</b>			<b>\$ 793,321</b>			<b>\$ 793,321</b>
<b>Renovate and Redevelop Community Parks</b>						
Cedar Hills Park & Athletic Field			\$ 6,991,446			\$ 6,991,446
<b>Renovate and Redevelop Community Parks Total</b>			<b>\$ 6,991,446</b>			<b>\$ 6,991,446</b>
<b>Natural Area Preservation</b>						
Cooper Mountain Area			\$ 215,783			\$ 215,783
Jenkins Estate Phase 2			101,535			101,535
NE/Bethany Meadows Trail Habitat Connection			258,959			258,959
Raleigh Park			102,992			102,992
Restoration of new properties to be acquired			639,101			639,101
Rock Creek Greenway			157,279			157,279
Somerset			152,205			152,205
Other Natural Area Preservation			866,580			866,580
<b>Natural Area Preservation Total</b>			<b>\$ 2,494,434</b>			<b>\$ 2,494,434</b>
<b>Natural Area Preservation - Land Acquisition</b>						
Natural Area Acquisitions			\$ 3,869,857			\$ 3,869,857
<b>Natural Area Preservation - Land Acquisition Total</b>			<b>\$ 3,869,857</b>			<b>\$ 3,869,857</b>
<b>New Linear Park and Trail Development</b>						
Rock Creek Trail Seg 2 & 5, and North Bethany Trail Seg 2			\$ 790,429			\$ 790,429
Other New Linear Park and Trail Development			73,139			73,139
<b>New Linear Park and Trail Development Total</b>			<b>\$ 863,568</b>			<b>\$ 863,568</b>
<b>New Linear Park and Trail Acquisitions Total</b>			<b>\$ 1,390</b>			<b>\$ 1,390</b>
<b>Multifield/Multipurpose Athletic Field Development</b>						
New Field in NW Quadrant			\$ 539,420			\$ 539,420
New Field in SW Quadrant			538,748			538,748
<b>Multifield/Multipurpose Athletic Field Development Total</b>			<b>\$ 1,078,168</b>			<b>\$ 1,078,168</b>
<b>Facility Rehabilitation</b>						
Structural Upgrades at Beaverton Swim Center			\$ 49,860			\$ 49,860
Structural Upgrades at Garden Home Recreation Center			65,437			65,437
<b>Facility Rehabilitation Total</b>			<b>\$ 115,297</b>			<b>\$ 115,297</b>
<b>Grand Total</b>	<b>\$ 5,748,695</b>	<b>\$ 182,776</b>	<b>\$ 17,070,146</b>	<b>\$ 22,115,685</b>	<b>\$ 1,664,966</b>	<b>\$ 46,782,268</b>

**Five-year Capital Funding Sources FY 2018-2022**

	Carryover Funds	2018 Funding	2019 Funding	2020 Funding	2021 Funding	2022 Funding	Total 5-Year Funding
<b>Sources of Funds</b>							
General Fund - Operating	\$ 1,009,395	\$ 4,739,300	\$ 3,430,126	\$ 4,340,312	\$ 4,491,728	\$ 4,266,380	\$ 22,277,240
General Fund - Replacement Reserve		182,776	598,862	88,968	221,236	238,720	1,330,563
Bond Fund		17,070,146					17,070,146
SDC Fund	10,595,600	11,520,085	11,263,500	11,738,500	12,079,100	11,000,000	68,196,785
Grant Funds		1,664,966					1,664,966
<b>Total Funds</b>	<b>\$ 11,604,995</b>	<b>\$ 35,177,273</b>	<b>\$ 15,292,488</b>	<b>\$ 16,167,780</b>	<b>\$ 16,792,064</b>	<b>\$ 15,505,100</b>	<b>\$ 110,539,700</b>
<b>Athletic Facility Replacements</b>							
Synthetic Turf			\$ 1,100,000				\$ 1,100,000
Other Athletic Facility Replacements		\$ 118,000	\$ 44,000	\$ 307,793		\$ 825,586	\$ 1,295,379
<b>Athletic Facility Replacements Total</b>		<b>\$ 118,000</b>	<b>\$ 1,144,000</b>	<b>\$ 307,793</b>	<b>\$ -</b>	<b>\$ 825,586</b>	<b>\$ 2,395,379</b>
<b>Athletic Facility Improvements</b>							
Other Athletic Facility Improvements	\$ 3,300	\$ -	\$ 382,603	\$ 382,603	\$ 382,603	\$ 382,603	\$ 1,533,712
<b>Athletic Facility Improvements Total</b>	<b>\$ 3,300</b>	<b>\$ -</b>	<b>\$ 382,603</b>	<b>\$ 382,603</b>	<b>\$ 382,603</b>	<b>\$ 382,603</b>	<b>\$ 1,533,712</b>
<b>Building Replacements</b>							
Aquatic Center Renovation Phase 2	\$ 386,190	\$ 1,300,000					\$ 1,686,190
Babette Horenstein Tennis Center LED Lighting		307,000					307,000
Cardio and Weight Equipment	40,000	80,000	40,000	40,000	40,000	40,000	280,000
Other Building Replacements	26,500	224,264	1,145,283	1,138,327	2,634,433	1,459,861	6,628,668
<b>Building Replacements Total</b>	<b>\$ 452,690</b>	<b>\$ 1,911,264</b>	<b>\$ 1,185,283</b>	<b>\$ 1,178,327</b>	<b>\$ 2,674,433</b>	<b>\$ 1,499,861</b>	<b>\$ 8,901,858</b>
<b>Building Improvements</b>							
Other Building Improvements		\$ 105,522	\$ 104,612	\$ 104,612	\$ 104,612	\$ 104,612	\$ 523,970
<b>Building Improvements Total</b>		<b>\$ 105,522</b>	<b>\$ 104,612</b>	<b>\$ 104,612</b>	<b>\$ 104,612</b>	<b>\$ 104,612</b>	<b>\$ 523,970</b>
<b>Park &amp; Trail Replacements</b>							
Bridges and Boardwalks (6 sites)		\$ 790,000		\$ 190,277	\$ 190,277	\$ 190,277	\$ 1,360,831
Parking Lot	175,512	135,000	77,472	234,590		99,795	722,369
Play Equipment		190,000	190,000	653,333	253,333	253,333	1,539,999
Play Equipment (3 sites)	206,855	8,500					215,355
Other Park & Trail Replacements	80,113	278,141	347,877	750,104	522,065	549,392	2,527,692
<b>Park &amp; Trail Replacements Total</b>	<b>\$ 462,481</b>	<b>\$ 1,401,641</b>	<b>\$ 615,349</b>	<b>\$ 1,828,304</b>	<b>\$ 965,675</b>	<b>\$ 1,092,797</b>	<b>\$ 6,366,247</b>
<b>Park &amp; Trail Improvements</b>							
Other Park & Trail Improvements	\$ 2,924	\$ 33,425	\$ 107,371	\$ 107,371	\$ 107,371	\$ 107,371	\$ 465,833
<b>Grant Funded Projects</b>							
ConnectOregon/Washington County MSTIP - Waterhouse Trail Seg 4		700,000					700,000
Energy Trust of Oregon Rebates (2 sites)		135,900					135,900
LGGP - Cedar Hills Park		340,156					340,156
LGGP - SW Quadrant Community Park		268,210					268,210
Metro Nature in Neighborhoods - Fanno Creek Greenway		220,700					220,700
<b>Park &amp; Trail Improvements Total</b>	<b>\$ 2,924</b>	<b>\$ 1,698,391</b>	<b>\$ 107,371</b>	<b>\$ 107,371</b>	<b>\$ 107,371</b>	<b>\$ 107,371</b>	<b>\$ 2,130,799</b>
<b>Information Technology Replacement</b>							
Communication Network Switches	\$ 80,000	\$ -	\$ -				\$ 80,000
Desktop		67,000	65,000	65,000	65,000	65,000	327,000
Desktop printers		5,000	5,000	5,000	5,000	5,000	25,000
LAN/WAN		5,000	35,000	35,000	35,000	35,000	145,000
Phone		30,000	30,000	27,000	56,000		143,000
Servers		37,000	35,000	35,000	35,000	35,000	177,000
<b>Information Technology Replacement Total</b>	<b>\$ 80,000</b>	<b>\$ 144,000</b>	<b>\$ 170,000</b>	<b>\$ 167,000</b>	<b>\$ 196,000</b>	<b>\$ 140,000</b>	<b>\$ 897,000</b>
<b>Information Technology Improvement</b>							
Computers (3) & Copier		\$ 11,500					\$ 11,500
Configuration Management Software		75,000					75,000
Financial Software		436,800					436,800
Folder / Sorter		12,000					12,000
Time Clock		3,750					3,750
Translation Software		2,474					2,474
Other Information Technology Improvements			91,460	91,460	91,460	91,460	365,840
<b>Information Technology Improvement Total</b>		<b>\$ 541,524</b>	<b>\$ 91,460</b>	<b>\$ 91,460</b>	<b>\$ 91,460</b>	<b>\$ 91,460</b>	<b>\$ 907,364</b>
<b>Facility Challenge Grants Total</b>		<b>\$ 75,000</b>	<b>\$ 75,000</b>	<b>\$ 75,000</b>	<b>\$ 75,000</b>	<b>\$ 75,000</b>	<b>\$ 375,000</b>
<b>ADA Improvements</b>							
ADA Improvements - Athletic Center	\$ 8,000	\$ -					\$ 8,000
ADA Improvements - Beaverton Swim Center		7,500					7,500
ADA Improvements - Elsie Stuhr Center		10,650					10,650
ADA Improvements - Fanno Creek Service Center		20,000					20,000
ADA Improvements - Jenkins Estate		2,200					2,200
ADA Improvements - Other		59,650	100,000	100,000	100,000	100,000	459,650
<b>ADA Improvements Total</b>	<b>\$ 8,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 508,000</b>
<b>Land Acquisition</b>							
Acquisition of Community Park Land - North Bethany	\$ 695,600	\$ 804,400	\$ 2,500,000	\$ 1,326,000			\$ 5,326,000
Acquisition of Natural Area Land - So. Cooper Mountain	400,000	-					400,000
Acquisition of Neighborhood Park - Bonny Slope West	1,984,000	-	86,000	286,000		1,200,000	3,556,000
Acquisition of Neighborhood Park Land - Infill Areas		500,000	600,000		1,200,000		2,300,000
Acquisition of Neighborhood Park Land - North Bethany		2,000,000	1,425,000				3,425,000
Acquisition of Neighborhood Park Land - So. Cooper Mountain		500,000	1,600,000	1,600,000	1,600,000		5,300,000
Acquisition of Trails Land - North Bethany	386,000	904,000	408,500		879,100		2,577,600
Acquisition of Trails Land - So. Cooper Mountain		500,000	344,000	544,000			1,388,000
<b>Land Acquisition Total</b>	<b>\$ 3,465,600</b>	<b>\$ 5,208,400</b>	<b>\$ 6,963,500</b>	<b>\$ 3,756,000</b>	<b>\$ 3,679,100</b>	<b>\$ 1,200,000</b>	<b>\$ 24,272,600</b>
<b>Maintenance Equipment Replacement</b>							
Pool Vacuum Robot		\$ 6,000					\$ 6,000
<b>Maintenance Equipment Replacement Total</b>		<b>\$ 6,000</b>					<b>\$ 6,000</b>

**Five-year Capital Funding Sources FY 2018-2022**

	Carryover Funds	2018 Funding	2019 Funding	2020 Funding	2021 Funding	2022 Funding	Total 5-Year Funding
<b>Fleet &amp; Equipment Replacement</b>							
2.5-ton Axle Trailers		\$ 10,500					\$ 10,500
52" Mowers		24,300					24,300
72" Mowers		42,900					42,900
Aerial Lift Truck		50,000					50,000
Die-cut Label Maker		2,500					2,500
FCSC Trash Compactor		34,000					34,000
High Pressure Parts Washer		10,500					10,500
High Production Mowers		210,000					210,000
Park Patrol Vehicle #3352		35,000					35,000
24 Passenger Bus				70,000		70,000	140,000
Other Fleet & Equipment			37,500	1,000			
<b>Fleet &amp; Equipment Replacement Total</b>		<b>\$ 419,700</b>	<b>\$ 37,500</b>	<b>\$ 71,000</b>	<b>\$ -</b>	<b>\$ 70,000</b>	<b>\$ 598,200</b>
<b>Fleet &amp; Equipment Improvement</b>							
Minibus		\$ 52,000					\$ 52,000
Vehicle Wraps		14,000					14,000
Other Fleet & Equipment Improvement			15,810	15,810	15,810	15,810	
<b>Fleet &amp; Equipment Improvement Total</b>		<b>\$ 66,000</b>	<b>\$ 15,810</b>	<b>\$ 15,810</b>	<b>\$ 15,810</b>	<b>\$ 15,810</b>	<b>\$ 129,240</b>
<b>Undesignated Projects Total</b>		<b>\$ 2,376,685</b>					<b>\$ 2,376,685</b>
<b>Development/Improvement</b>							
Beaverton Creek Trail: Segment #3-4				\$ 2,300,000			\$ 2,300,000
Bethany Creek Trail #2, Seg 3 Design & Development		\$ 1,100,000					\$ 1,100,000
Bonny Slope / BSD Trail Development	500,000	-					500,000
Building Expansion - site to be determined	995,000	-					995,000
Cedar Mill Creek Community Trail Seg 4 Master Plan & Design	250,000	-					250,000
ConnectOregon Grant Match - Waterhouse Trail, Seg 4	300,000	-					300,000
Deck Expansion - Aquatic Center	150,000	-					150,000
MTIP Grant Match - Beaverton Crk. Trail Land Acq./ROW	247,000	-					247,000
MTIP Grant Match - Westside Trail, Seg 18	107,000	860,000					967,000
Natural Area Master Plan	100,000	-					100,000
NE Quadrant Synthetic Turf Field w/lights Design & Development					2,500,000		2,500,000
North Bethany Park and Trail Development Proj. Mgmt.	141,000	-					141,000
NW Quadrant Neighborhood Park Master Plan & Design	195,000	-			300,000	5,000,000	5,495,000
NW Quadrant New Neighborhood Park Development	1,499,000	1,925,000					3,424,000
South Cooper Mountain Natural Area Design & Development			500,000				500,000
SW 75th Ave. & SW Canyon Lane Design & Development			1,625,000				1,625,000
SW Miller Hill Rd./SW Georgene Park Design & Development			1,425,000				1,425,000
SW Murray Blvd. & SW Sexton Mtn Dr. Park Design & Development			400,000	4,962,500			5,362,500
SW Quadrant Community Park - additional funding for bond project	2,250,000						2,250,000
SW Quadrant Neighborhood Park Master Plan & Design	200,000						200,000
Westside Trail (#14, #19, Sunset Hwy Crossing) Design & Development			350,000	720,000	4,800,000	4,800,000	10,670,000
Other Development/Improvement	196,000	50,000			800,000		1,046,000
<b>Development/Improvement Total</b>	<b>\$ 7,130,000</b>	<b>\$ 3,935,000</b>	<b>\$ 4,300,000</b>	<b>\$ 7,982,500</b>	<b>\$ 8,400,000</b>	<b>\$ 9,800,000</b>	<b>\$ 41,547,500</b>
<b>Renovate and Redevelop Neighborhood Parks</b>							
Somerset West Park		\$ 862,665					\$ 862,665
<b>Renovate and Redevelop Neighborhood Parks Total</b>		<b>\$ 862,665</b>					<b>\$ 862,665</b>
<b>New Community Park Development</b>							
SW Community Park		\$ 793,321					\$ 793,321
<b>New Community Park Development Total</b>		<b>\$ 793,321</b>					<b>\$ 793,321</b>
<b>Renovate and Redevelop Community Parks</b>							
Cedar Hills Park & Athletic Field		\$ 6,991,446					\$ 6,991,446
<b>Renovate and Redevelop Community Parks Total</b>		<b>\$ 6,991,446</b>					<b>\$ 6,991,446</b>
<b>Natural Area Preservation</b>							
Cooper Mountain Area		\$ 215,783					\$ 215,783
Jenkins Estate Phase 2		101,535					101,535
NE/Bethany Meadows Trail Habitat Connection		258,959					258,959
Raleigh Park		102,992					102,992
Restoration of new properties to be acquired		639,101					639,101
Rock Creek Greenway		157,279					157,279
Somerset		152,205					152,205
Other Natural Area Preservation		866,580					866,580
<b>Natural Area Preservation Total</b>		<b>\$ 2,494,434</b>					<b>\$ 2,494,434</b>
<b>Natural Area Preservation - Land Acquisition</b>							
Natural Area Acquisitions		\$ 3,869,857					\$ 3,869,857
<b>Natural Area Preservation - Land Acquisition Total</b>		<b>\$ 3,869,857</b>					<b>\$ 3,869,857</b>
<b>New Linear Park and Trail Development</b>							
Rock Creek Trail Seg 2 & 5, and North Bethany Trail Seg 2		\$ 790,429					\$ 790,429
Other New Linear Park and Trail Development		73,139					73,139
<b>New Linear Park and Trail Development Total</b>		<b>\$ 863,568</b>					<b>\$ 863,568</b>
<b>New Linear Park and Trail Acquisitions Total</b>		<b>\$ 1,390</b>					<b>\$ 1,390</b>
<b>Multifield/Multipurpose Athletic Field Development</b>							
New Field in NW Quadrant		\$ 539,420					\$ 539,420
New Field in SW Quadrant		538,748					538,748
<b>Multifield/Multipurpose Athletic Field Development Total</b>		<b>\$ 1,078,168</b>					<b>\$ 1,078,168</b>
<b>Facility Rehabilitation</b>							
Structural Upgrades at Beaverton Swim Center		\$ 49,860					\$ 49,860
Structural Upgrades at Garden Home Recreation Center		65,437					65,437
<b>Facility Rehabilitation Total</b>		<b>\$ 115,297</b>					<b>\$ 115,297</b>
<b>Grand Total</b>	<b>\$ 11,604,995</b>	<b>\$ 35,177,273</b>	<b>\$ 15,292,488</b>	<b>\$ 16,167,780</b>	<b>\$ 16,792,064</b>	<b>\$ 15,505,100</b>	<b>\$ 110,539,700</b>



# Tualatin Hills Park & Recreation District

## Capital Improvement Plan

2018 thru 2022

### PROJECTS BY FUNDING SOURCE

Source	Project #	Priority	2018	2019	2020	2021	2022	Total
<b>01 General Fund</b>								
Athletic Facility Replacements Total	01 Ath Fac R	n/a	118,000	1,144,000	307,793	0	825,586	2,395,379
Athletic Facility Improvements Total	02 Ath Fac I	n/a	3,300	382,603	382,603	382,603	382,603	1,533,712
Building Replacements Total	03 Bldg Rplc	n/a	2,363,954	1,185,283	1,178,327	2,674,433	1,499,861	8,901,858
Building Improvements Total	04 Bldg Impr	n/a	105,522	104,612	104,612	104,612	104,612	523,970
Park & Trail Replacements Total	05 Pk & Tr R	n/a	1,864,122	615,349	1,828,304	965,675	1,092,797	6,366,247
Park & Trail Improvements Total	06 Pk & Tr I	n/a	36,349	107,371	107,371	107,371	107,371	465,833
Information Technology Replacement Total	07 IT Rplc	n/a	224,000	170,000	167,000	196,000	140,000	897,000
Information Technology Improvement Total	08 IT Imprv	n/a	541,524	91,460	91,460	91,460	91,460	907,364
Facility Challenge Grants Total	09 Chall Grt	n/a	75,000	75,000	75,000	75,000	75,000	375,000
ADA Improvements Total	10 ADA Imp	n/a	108,000	100,000	100,000	100,000	100,000	508,000
Maintenance Equipment Replacement Total	12 Main Eq R	n/a	6,000					6,000
Fleet & Equipment Replacement Total	13 Fleet R	n/a	419,700	37,500	71,000	0	70,000	598,200
Fleet & Equipment Improvement Total	14 Fleet I	n/a	66,000	15,810	15,810	15,810	15,810	129,240
<b>01 General Fund Total</b>			<b>5,931,471</b>	<b>4,028,988</b>	<b>4,429,280</b>	<b>4,712,964</b>	<b>4,505,100</b>	<b>23,607,803</b>
<b>02 Grant Funds</b>								
Park & Trail Improvements Total	06 Pk & Tr I	n/a	1,664,966					1,664,966
<b>02 Grant Funds Total</b>			<b>1,664,966</b>					<b>1,664,966</b>
<b>03 SDC Fund</b>								
Land Acquisition Total	11 Land Acq	n/a	8,674,000	6,963,500	3,756,000	3,679,100	1,200,000	24,272,600
Undesignated Total	15 Undesig	n/a	2,376,685					2,376,685
Development/Improvement Total	16 Dvp/I	n/a	11,065,000	4,300,000	7,982,500	8,400,000	9,800,000	41,547,500
<b>03 SDC Fund Total</b>			<b>22,115,685</b>	<b>11,263,500</b>	<b>11,738,500</b>	<b>12,079,100</b>	<b>11,000,000</b>	<b>68,196,785</b>
<b>04 Bond Fund</b>								
Renovate and Redevelop Neighborhood Parks Total	17 Ren Neigh	n/a	862,665					862,665
New Community Park Development Total	18 New Comm	n/a	793,321					793,321
Renovate and Redevelop Community Parks Total	19 Ren Comm	n/a	6,991,446					6,991,446
Natural Area Preservation Total	20 NR Preser	n/a	2,494,434					2,494,434
Natural Area Preservation - Land Acquisition Total	21 NR Land A	n/a	3,869,857					3,869,857
New Linear Park and Trail Development Total	22 Lin Pk Tr	n/a	863,568					863,568
New Linear Park and Trail Land Acquisition	23 Trl LA	n/a	1,390					1,390
Multifield/Multipurpose Athletic Field Dev Total	24 Ath Field	n/a	1,078,168					1,078,168
Facility Rehabilitation Total	25 Fac Rehab	n/a	115,297					115,297
<b>04 Bond Fund Total</b>			<b>17,070,146</b>					<b>17,070,146</b>
<b>GRAND TOTAL</b>			<b>46,782,268</b>	<b>15,292,488</b>	<b>16,167,780</b>	<b>16,792,064</b>	<b>15,505,100</b>	<b>110,539,700</b>



# Capital Improvement Plan

2018 *thru* 2022

## Tualatin Hills Park & Recreation District

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

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

**Total Project Cost: \$2,395,379**

**Description**

Includes the following projects:  
 Skate Park Ramp Conversion  
 Synthetic Turf  
 Tennis Court Resurface (2 sites)

**Justification**

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

Expenditures	2018	2019	2020	2021	2022	Total
Capital Outlay	118,000	1,144,000	307,793	0	825,586	2,395,379
<b>Total</b>	<b>118,000</b>	<b>1,144,000</b>	<b>307,793</b>	<b>0</b>	<b>825,586</b>	<b>2,395,379</b>

Funding Sources	2018	2019	2020	2021	2022	Total
01 General Fund	118,000	1,144,000	307,793	0	825,586	2,395,379
<b>Total</b>	<b>118,000</b>	<b>1,144,000</b>	<b>307,793</b>	<b>0</b>	<b>825,586</b>	<b>2,395,379</b>

**Budget Impact/Other**

Minimal operating or maintenance cost savings anticipated for the athletic facility replacements listed.

**Capital Improvement Plan**

2018 *thru* 2022

**Tualatin Hills Park & Recreation District**

**Department** Summary

**Contact**

**Type** Unassigned

**Useful Life**

**Category** Unassigned

**Priority** n/a

**Status** Active

**Total Project Cost:** \$1,533,712

**Project #** 02 Ath Fac I  
**Project Name** Athletic Facility Improvements Total

**Description**  
 Includes the following project:  
 PCC Actuated Tennis Lights (Carryover)

**Justification**  
 Athletic court additions to enhance usability.

<b>Expenditures</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Total</b>
Capital Outlay	3,300	382,603	382,603	382,603	382,603	1,533,712
<b>Total</b>	<b>3,300</b>	<b>382,603</b>	<b>382,603</b>	<b>382,603</b>	<b>382,603</b>	<b>1,533,712</b>

<b>Funding Sources</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Total</b>
01 General Fund	3,300	382,603	382,603	382,603	382,603	1,533,712
<b>Total</b>	<b>3,300</b>	<b>382,603</b>	<b>382,603</b>	<b>382,603</b>	<b>382,603</b>	<b>1,533,712</b>

**Budget Impact/Other**  
 Minimal operating or maintenance cost savings anticipated for these athletic facility improvements due to increased energy efficient use of outdoor lights.

# Capital Improvement Plan

2018 *thru* 2022

## Tualatin Hills Park & Recreation District

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

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

**Total Project Cost: \$8,901,858**

**Description**

Includes the following items and categories:  
 Aquatic Center Renovation Phase 2 (incl. Carryover)  
 Cardio and Weight Equipment (Carryover)  
 Drain Replacement - Cedar Hills Recreation Center (Carryover)  
 Building Exterior  
 Building Furnishings  
 Floor Coverings  
 HVAC Components  
 Major Capital Replacements  
 Plumbing 25 Year Life  
 Pool Apparatus & Mechanical Systems  
 Windows & Doors

**Justification**

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

<b>Expenditures</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Total</b>
Capital Outlay	2,363,954	1,185,283	1,178,327	2,674,433	1,499,861	8,901,858
<b>Total</b>	<b>2,363,954</b>	<b>1,185,283</b>	<b>1,178,327</b>	<b>2,674,433</b>	<b>1,499,861</b>	<b>8,901,858</b>

<b>Funding Sources</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Total</b>
01 General Fund	2,363,954	1,185,283	1,178,327	2,674,433	1,499,861	8,901,858
<b>Total</b>	<b>2,363,954</b>	<b>1,185,283</b>	<b>1,178,327</b>	<b>2,674,433</b>	<b>1,499,861</b>	<b>8,901,858</b>

**Budget Impact/Other**

Replacement of the existing overhead light fixtures at the Babette Hornstein Tennis Center with LED fixtures will save the district approximately \$22,300 in electricity per year and \$21,700 in annual maintenance expenditures. Energy efficiency capital replacement projects scheduled for the Sunset Swim Center and Harman Swim Center are projected to save \$28,000 in annual utility costs. No incremental operating or maintenance costs are anticipated for the remaining building replacement projects listed.

# Capital Improvement Plan

2018 *thru* 2022

## Tualatin Hills Park & Recreation District

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

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

**Total Project Cost: \$523,970**

**Description**  
 Includes the following projects:  
 Diving Winches (4 sites)  
 Fall Protection (5 sites)  
 Flooring  
 Gymnastic Room Windows  
 Office Space Renovation

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

Expenditures	2018	2019	2020	2021	2022	Total
Capital Outlay	105,522	104,612	104,612	104,612	104,612	523,970
<b>Total</b>	<b>105,522</b>	<b>104,612</b>	<b>104,612</b>	<b>104,612</b>	<b>104,612</b>	<b>523,970</b>

Funding Sources	2018	2019	2020	2021	2022	Total
01 General Fund	105,522	104,612	104,612	104,612	104,612	523,970
<b>Total</b>	<b>105,522</b>	<b>104,612</b>	<b>104,612</b>	<b>104,612</b>	<b>104,612</b>	<b>523,970</b>

**Budget Impact/Other**  
 No incremental operating or maintenance costs anticipated for the building improvement projects. However, both the diving winches and the roof fall protection projects will proactively prevent potential staff and volunteer injuries and potential worker compensation claims.

# Capital Improvement Plan

2018 *thru* 2022

## Tualatin Hills Park & Recreation District

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

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

**Total Project Cost: \$6,366,247**

**Description**

Includes the following projects:  
 Asphalt Pedestrian Pathways (4 sites)  
 Bridges and Boardwalks (6 sites)  
 Concrete Sidewalk Repair (7 sites)  
 Drinking Fountains (2 sites)  
 Fencing  
 Irrigation Systems Redesign and Reconfiguration (2 sites)  
 Irrigation Systems Redesign and Reconfiguration (5 sites) (Carryover)  
 Landscaping  
 Parking Lot (incl. Carryover)  
 Play Equipment (2 sites)  
 Play Equipment (3 sites) (incl. Carryover)  
 Raleigh Park Storm Water Management Design (Carryover)  
 Signage Master Plan Implementation - Phase 2 (Carryover)  
 Signage Master Plan Implementation - Phase 3  
 Water Quality Facility

**Justification**

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

<b>Expenditures</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Total</b>
Capital Outlay	1,864,122	615,349	1,828,304	965,675	1,092,797	6,366,247
<b>Total</b>	<b>1,864,122</b>	<b>615,349</b>	<b>1,828,304</b>	<b>965,675</b>	<b>1,092,797</b>	<b>6,366,247</b>

<b>Funding Sources</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Total</b>
01 General Fund	1,864,122	615,349	1,828,304	965,675	1,092,797	6,366,247
<b>Total</b>	<b>1,864,122</b>	<b>615,349</b>	<b>1,828,304</b>	<b>965,675</b>	<b>1,092,797</b>	<b>6,366,247</b>

**Budget Impact/Other**

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

# Capital Improvement Plan

2018 *thru* 2022

## Tualatin Hills Park & Recreation District

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

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

**Total Project Cost: \$2,130,799**

### Description

Includes the following projects:  
 Bench with Solar-powered Charging Station  
 Erosion Control (2 sites)  
 Memorial Benches  
 Outdoor Fitness Equipment (incl. Carryover)  
 ConnectOregon and Washington County MSTIP - Waterhouse Trail Seg 4 (Grant)  
 LGGP - SW Quadrant Community Park (Grant)  
 Metro Nature in Neighborhoods - Fanno Creek Greenway (Grant)  
 Energy Trust of Oregon Rebates (2 sites) (Grant)  
 LGGP - Cedar Hills Community Park (Grant)

### Justification

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

<b>Expenditures</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Total</b>
Capital Outlay	1,701,315	107,371	107,371	107,371	107,371	2,130,799
<b>Total</b>	<b>1,701,315</b>	<b>107,371</b>	<b>107,371</b>	<b>107,371</b>	<b>107,371</b>	<b>2,130,799</b>

<b>Funding Sources</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Total</b>
01 General Fund	36,349	107,371	107,371	107,371	107,371	465,833
02 Grant Funds	1,664,966					1,664,966
<b>Total</b>	<b>1,701,315</b>	<b>107,371</b>	<b>107,371</b>	<b>107,371</b>	<b>107,371</b>	<b>2,130,799</b>

### Budget Impact/Other

The Waterhouse Trail Seg 4 will add approximately one-half mile to the trail system at an estimated annual maintenance cost of \$12,000.



# Capital Improvement Plan

2018 *thru* 2022

## Tualatin Hills Park & Recreation District

Department Summary

Contact

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

**Total Project Cost: \$897,000**

<b>Project #</b>	<b>07 IT Rplc</b>
<b>Project Name</b>	<b>Information Technology Replacement Total</b>

Description
Includes the following projects: Communication Network Switches (Carryover) Desktop Desktop printers LAN/WAN Phone Servers

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

Expenditures	2018	2019	2020	2021	2022	Total
Capital Outlay	224,000	170,000	167,000	196,000	140,000	897,000
<b>Total</b>	<b>224,000</b>	<b>170,000</b>	<b>167,000</b>	<b>196,000</b>	<b>140,000</b>	<b>897,000</b>

Funding Sources	2018	2019	2020	2021	2022	Total
01 General Fund	224,000	170,000	167,000	196,000	140,000	897,000
<b>Total</b>	<b>224,000</b>	<b>170,000</b>	<b>167,000</b>	<b>196,000</b>	<b>140,000</b>	<b>897,000</b>

Budget Impact/Other
No incremental operating or maintenance costs anticipated for information technology replacement projects.

# Capital Improvement Plan

2018 *thru* 2022

## Tualatin Hills Park & Recreation District

Department Summary

Contact

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

**Total Project Cost: \$907,364**

<b>Project #</b>	<b>08 IT Imprv</b>
<b>Project Name</b>	<b>Information Technology Improvement Total</b>

<b>Description</b>
Includes the following projects: Computers (3) & Copier Configuration Management Software Financial Software Folder / Sorter Time Clock Translation Software

<b>Justification</b>
Information technology equipment additions to enhance working efficiencies.

<b>Expenditures</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Total</b>
Capital Outlay	541,524	91,460	91,460	91,460	91,460	907,364
<b>Total</b>	<b>541,524</b>	<b>91,460</b>	<b>91,460</b>	<b>91,460</b>	<b>91,460</b>	<b>907,364</b>

<b>Funding Sources</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Total</b>
01 General Fund	541,524	91,460	91,460	91,460	91,460	907,364
<b>Total</b>	<b>541,524</b>	<b>91,460</b>	<b>91,460</b>	<b>91,460</b>	<b>91,460</b>	<b>907,364</b>

<b>Budget Impact/Other</b>
Replacement of the financial software will increase annual licensing fees by approximately \$40,000 per year and will provide additional functionality, capacity and efficiency for THPRD. Purchase of the information services equipment will add these components to the four-year replacement cycle.

**Capital Improvement Plan**

2018 *thru* 2022

**Tualatin Hills Park & Recreation District**

**Department** Summary

**Contact**

**Type** Unassigned

**Useful Life**

**Category** Unassigned

**Priority** n/a

**Status** Active

**Total Project Cost:** \$375,000

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

**Description**

Includes the following project:  
 Challenge Grants

**Justification**

District matching funds for advisory committee and friends groups' capital projects.

<b>Expenditures</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Total</b>
Capital Outlay	75,000	75,000	75,000	75,000	75,000	375,000
<b>Total</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>	<b>375,000</b>

<b>Funding Sources</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Total</b>
01 General Fund	75,000	75,000	75,000	75,000	75,000	375,000
<b>Total</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>	<b>375,000</b>

**Budget Impact/Other**

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

# Capital Improvement Plan

2018 *thru* 2022

## Tualatin Hills Park & Recreation District

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

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

**Total Project Cost: \$508,000**

**Description**

Includes the following projects:  
 ADA Improvements (Carryover)  
 ADA Improvements - Beaverton Swim Center  
 ADA Improvements - Elsie Stuhr Center  
 ADA Improvements - Fanno Creek Service Center  
 ADA Improvements - Jenkins Estate  
 ADA Improvements - Other

**Justification**

Asset additions and replacements in accordance with the district's ADA Access Plan.

<b>Expenditures</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Total</b>
Capital Outlay	108,000	100,000	100,000	100,000	100,000	508,000
<b>Total</b>	<b>108,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>508,000</b>

<b>Funding Sources</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Total</b>
01 General Fund	108,000	100,000	100,000	100,000	100,000	508,000
<b>Total</b>	<b>108,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>508,000</b>

**Budget Impact/Other**

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

# Capital Improvement Plan

2018 *thru* 2022

## Tualatin Hills Park & Recreation District

Department Summary

Contact

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$24,272,600

Project #	11 Land Acq
Project Name	Land Acquisition Total

Description
Includes the following projects: Acquisition of Community Park Land - North Bethany (SDC) Acquisition of Neighborhood Park Land - Infill Areas (SDC) Acquisition of Neighborhood Park Land - North Bethany (SDC) Acquisition of Neighborhood Park Land - So. Cooper Mountain (SDC) Acquisition of Trails Land - North Bethany (SDC) Acquisition of Trails Land - So. Cooper Mountain (SDC) Land Acquisition - FY 2016/17 Carryforward (SDC)

Justification
Additional SDC land acquisition funds.

Expenditures	2018	2019	2020	2021	2022	Total
Capital Outlay	8,674,000	6,963,500	3,756,000	3,679,100	1,200,000	24,272,600
<b>Total</b>	<b>8,674,000</b>	<b>6,963,500</b>	<b>3,756,000</b>	<b>3,679,100</b>	<b>1,200,000</b>	<b>24,272,600</b>

Funding Sources	2018	2019	2020	2021	2022	Total
03 SDC Fund	8,674,000	6,963,500	3,756,000	3,679,100	1,200,000	24,272,600
<b>Total</b>	<b>8,674,000</b>	<b>6,963,500</b>	<b>3,756,000</b>	<b>3,679,100</b>	<b>1,200,000</b>	<b>24,272,600</b>

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

**Capital Improvement Plan**

2018 *thru* 2022

**Tualatin Hills Park & Recreation District**

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

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

**Total Project Cost: \$6,000**

**Description**  
 Includes the following project:  
 Pool Vacuum Robot

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

<b>Expenditures</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Total</b>
Capital Outlay	6,000					6,000
<b>Total</b>	<b>6,000</b>					<b>6,000</b>

<b>Funding Sources</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Total</b>
01 General Fund	6,000					6,000
<b>Total</b>	<b>6,000</b>					<b>6,000</b>

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

# Capital Improvement Plan

2018 *thru* 2022

## Tualatin Hills Park & Recreation District

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

**Project # 13 Fleet R**  
**Project Name Fleet & Equipment Replacement Total**

**Total Project Cost: \$598,200**

**Description**

Includes the following projects:  
 2.5-ton Axle Trailers (2)  
 24 Passenger Bus  
 52" Mowers (3)  
 72" Mowers (3)  
 Aerial Lift Truck  
 Die-cut Label Maker  
 FCSC Trash Compactor  
 High Pressure Parts Washer  
 High Production Mowers (2)  
 Park Patrol Vehicle #3352  
 Other Fleet & Equipment

**Justification**

Maintenance equipment replacements based on need and asset useful life.

<b>Expenditures</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Total</b>
Capital Outlay	419,700	37,500	71,000	0	70,000	598,200
<b>Total</b>	<b>419,700</b>	<b>37,500</b>	<b>71,000</b>	<b>0</b>	<b>70,000</b>	<b>598,200</b>
<b>Funding Sources</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Total</b>
01 General Fund	419,700	37,500	71,000	0	70,000	598,200
<b>Total</b>	<b>419,700</b>	<b>37,500</b>	<b>71,000</b>	<b>0</b>	<b>70,000</b>	<b>598,200</b>

**Budget Impact/Other**

No incremental operating or maintenance costs anticipated for these fleet and equipment replacements.

# Capital Improvement Plan

2018 *thru* 2022

## Tualatin Hills Park & Recreation District

Department Summary

Contact

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

**Total Project Cost: \$129,240**

<b>Project #</b>	<b>14 Fleet I</b>
<b>Project Name</b>	<b>Fleet &amp; Equipment Improvement Total</b>

<b>Description</b>
Includes the following projects: Minibus Vehicle Wraps

<b>Justification</b>
Maintenance equipment additions to enhance working efficiencies.

<b>Expenditures</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Total</b>
Capital Outlay	66,000	15,810	15,810	15,810	15,810	129,240
<b>Total</b>	<b>66,000</b>	<b>15,810</b>	<b>15,810</b>	<b>15,810</b>	<b>15,810</b>	<b>129,240</b>

<b>Funding Sources</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Total</b>
01 General Fund	66,000	15,810	15,810	15,810	15,810	129,240
<b>Total</b>	<b>66,000</b>	<b>15,810</b>	<b>15,810</b>	<b>15,810</b>	<b>15,810</b>	<b>129,240</b>

<b>Budget Impact/Other</b>
No incremental operating or maintenance costs are anticipated for the fleet and equipment improvements.



# Capital Improvement Plan

2018 *thru* 2022

## Tualatin Hills Park & Recreation District

Department Summary

Contact

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$2,376,685

Project #	15 Undesig
Project Name	Undesignated Total

<b>Description</b>
Includes the following project: Undesignated Projects

<b>Justification</b>
Undesignated SDC funds for future project assignment.

Expenditures	2018	2019	2020	2021	2022	Total
Capital Outlay	2,376,685					2,376,685
<b>Total</b>	<b>2,376,685</b>					<b>2,376,685</b>

Funding Sources	2018	2019	2020	2021	2022	Total
03 SDC Fund	2,376,685					2,376,685
<b>Total</b>	<b>2,376,685</b>					<b>2,376,685</b>

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

# Capital Improvement Plan

2018 *thru* 2022

## Tualatin Hills Park & Recreation District

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

Project #	16 Dvp/I
Project Name	Development/Improvement Total

Total Project Cost: \$41,547,500

Description
Includes the following projects: Beaverton Creek Trail: Segment #3-4 Bethany Creek Falls - Project Mgmt. (Carryover) Bethany Creek Trail 2, Seg 3 - Design & Development Bonny Slope / BSD Trail Development (Carryover) Building Expansion - site to be determined (Carryover) Cedar Mill Creek Community Trail Seg 4 Master Plan & Design (Carryover) ConnectOregon Grant Match - Waterhouse Trail, Seg 4 (Carryover) Deck Expansion - Aquatic Center (Carryover) MTIP Grant Match - Beaverton Crk. Trail Land Acq./ROW (Carryover) MTIP Grant Match - Beaverton Crk. Trail Master Plan (Carryover) MTIP Grant Match - Westside Trail, Seg 18 (Carryover) Natural Area Master Plan (Carryover) NE Quadrant Synthetic Turf Field w/ lights - Design & Development New Synthetic Turf Field - Conestoga Middle School (Carryover) North Bethany Park and Trail Development - Proj. Mgmt. (Carryover) NW Quadrant Neighborhood Park Master Plan & Design (Carryover) NW Quadrant New Neighborhood Park Development NW Quadrant New Neighborhood Park Development (Carryover) So. Cooper Mtn Park and Trail Development - Project Mgmt. South Cooper Mountain Natural Area - Design & Development SW 75th Ave. & SW Canyon Lane - Design & Development SW Miller Hill Rd./SW Georgene Park - Design & Development SW Murray Blvd. & SW Sexton Mountain Dr. Park - Design & Development SW Quadrant Community Ctr - Site Feasibility Analysis (Carryover) SW Quadrant Community Park - additional funding for bond project (Carryover) SW Quadrant Neighborhood Park Master Plan & Design (Carryover) Westside Trail (#14, #19, Sunset Hwy Crossing) - Design and Development

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

Expenditures	2018	2019	2020	2021	2022	Total
Capital Outlay	11,065,000	4,300,000	7,982,500	8,400,000	9,800,000	41,547,500
<b>Total</b>	<b>11,065,000</b>	<b>4,300,000</b>	<b>7,982,500</b>	<b>8,400,000</b>	<b>9,800,000</b>	<b>41,547,500</b>
Funding Sources	2018	2019	2020	2021	2022	Total
03 SDC Fund	11,065,000	4,300,000	7,982,500	8,400,000	9,800,000	41,547,500
<b>Total</b>	<b>11,065,000</b>	<b>4,300,000</b>	<b>7,982,500</b>	<b>8,400,000</b>	<b>9,800,000</b>	<b>41,547,500</b>

# Capital Improvement Plan

2018 *thru* 2022

Department Summary

## Tualatin Hills Park & Recreation District

Contact

Budget Impact/Other
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Approximate annual cost to maintain one mile of trail is \$24,130. Total incremental costs unknown until trail sections are complete and inventoried.
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Approximate annual cost to maintain one developed park acre is \$4,600. Total incremental costs unknown until all park projects are complete.
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**Capital Improvement Plan**

2018 *thru* 2022

**Tualatin Hills Park & Recreation District**

**Department** Summary

**Contact**

**Type** Unassigned

**Useful Life**

**Category** Unassigned

**Priority** n/a

**Status** Active

**Total Project Cost: \$862,665**

<b>Project #</b>	<b>17 Ren Neigh</b>
<b>Project Name</b>	<b>Renovate and Redevelop Neighborhood Parks Total</b>

<b>Description</b>
Includes the following project: Somerset West Park

<b>Justification</b>
2008 Bond approved renovation and redevelopment neighborhood park project. Anticipated completion date for this park is fiscal year 2018/19.

<b>Expenditures</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Total</b>
Capital Outlay	862,665					862,665
<b>Total</b>	<b>862,665</b>					<b>862,665</b>

<b>Funding Sources</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Total</b>
04 Bond Fund	862,665					862,665
<b>Total</b>	<b>862,665</b>					<b>862,665</b>

<b>Budget Impact/Other</b>
Estimated annual maintenance cost for this neighborhood park is \$7,115.

**Capital Improvement Plan**

2018 *thru* 2022

**Tualatin Hills Park & Recreation District**

**Department** Summary

**Contact**

**Type** Unassigned

**Useful Life**

**Category** Unassigned

**Priority** n/a

**Status** Active

**Total Project Cost: \$793,321**

<b>Project #</b>	<b>18 New Comm</b>
<b>Project Name</b>	<b>New Community Park Development Total</b>

<b>Description</b>
Includes the following project: SW Community Park

<b>Justification</b>
2008 Bond approved new community park development project. Anticipated completion date for this park is fiscal year 2017/18.

<b>Expenditures</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Total</b>
Capital Outlay	793,321					793,321
<b>Total</b>	<b>793,321</b>					<b>793,321</b>

<b>Funding Sources</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Total</b>
04 Bond Fund	793,321					793,321
<b>Total</b>	<b>793,321</b>					<b>793,321</b>

<b>Budget Impact/Other</b>
The completed park will be 22 acres and open for use in September 2017. Annual incremental maintenance costs of approximately \$110,000 are anticipated.

# Capital Improvement Plan

2018 *thru* 2022

## Tualatin Hills Park & Recreation District

Department Summary

Contact

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

**Total Project Cost: \$6,991,446**

<b>Project #</b>	<b>19 Ren Comm</b>
<b>Project Name</b>	<b>Renovate and Redevelop Community Parks Total</b>

<b>Description</b>
Includes the following project: Cedar Hills Park & Athletic Field

<b>Justification</b>
2008 Bond approved renovation and redevelopment community park project. Anticipated completion date for this park is fiscal year 2018/19.

<b>Expenditures</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Total</b>
Capital Outlay	6,991,446					6,991,446
<b>Total</b>	<b>6,991,446</b>					<b>6,991,446</b>

<b>Funding Sources</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Total</b>
04 Bond Fund	6,991,446					6,991,446
<b>Total</b>	<b>6,991,446</b>					<b>6,991,446</b>

<b>Budget Impact/Other</b>
Estimated annual maintenance cost for this park redevelopment and athletic field is \$48,500.

# Capital Improvement Plan

2018 *thru* 2022

## Tualatin Hills Park & Recreation District

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

<b>Project #</b>	<b>20 NR Preser</b>
<b>Project Name</b>	<b>Natural Area Preservation Total</b>

**Total Project Cost: \$2,494,434**

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

Justification
2008 Bond approved natural area preservation projects.

Expenditures	2018	2019	2020	2021	2022	Total
Capital Outlay	2,494,434					2,494,434
<b>Total</b>	<b>2,494,434</b>					<b>2,494,434</b>
Funding Sources	2018	2019	2020	2021	2022	Total
04 Bond Fund	2,494,434					2,494,434
<b>Total</b>	<b>2,494,434</b>					<b>2,494,434</b>

# Capital Improvement Plan

2018 *thru* 2022

Department Summary

## Tualatin Hills Park & Recreation District

Contact

Budget Impact/Other
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Maintenance cost impacts for preservation sites will be determined upon completion.
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# Capital Improvement Plan

2018 *thru* 2022

Department Summary

## Tualatin Hills Park & Recreation District

Contact

**Project #** 21 NR Land A  
**Project Name** Natural Area Preservation - Land Acquisition Total

**Type** Unassigned

**Useful Life**

**Category** Unassigned

**Priority** n/a

**Status** Active

**Total Project Cost:** \$3,869,857

### Description

Includes the following project:  
 Natural Area Acquisitions

### Justification

2008 Bond approved natural area preservation land acquisition projects.

Expenditures	2018	2019	2020	2021	2022	Total
Capital Outlay	3,869,857					3,869,857
<b>Total</b>	<b>3,869,857</b>					<b>3,869,857</b>

Funding Sources	2018	2019	2020	2021	2022	Total
04 Bond Fund	3,869,857					3,869,857
<b>Total</b>	<b>3,869,857</b>					<b>3,869,857</b>

### Budget Impact/Other

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

# Capital Improvement Plan

2018 *thru* 2022

## Tualatin Hills Park & Recreation District

Department Summary

Contact

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

**Total Project Cost: \$863,568**

**Project # 22 Lin Pk Tr**  
**Project Name New Linear Park and Trail Development Total**

### Description

Includes the following projects:  
 Miscellaneous Natural Trails  
 Rock Creek Trail Seg 2 & 5, and North Bethany Trail Seg 2

### Justification

2008 Bond approved trail and linear park projects.

Expenditures	2018	2019	2020	2021	2022	Total
Capital Outlay	863,568					863,568
<b>Total</b>	<b>863,568</b>					<b>863,568</b>

Funding Sources	2018	2019	2020	2021	2022	Total
04 Bond Fund	863,568					863,568
<b>Total</b>	<b>863,568</b>					<b>863,568</b>

### Budget Impact/Other

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

**Capital Improvement Plan**

2018 *thru* 2022

**Tualatin Hills Park & Recreation District**

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

**Project #** 23 Trl LA  
**Project Name** New Linear Park and Trail Land Acquisition

**Total Project Cost: \$1,390**

**Description**  
 Includes the following projects:  
 New Linear Park and Trail Land Acquisitions

**Justification**  
 2008 Bond approved linear park and trail land acquisitions.

<b>Expenditures</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Total</b>
Capital Outlay	1,390					1,390
<b>Total</b>	<b>1,390</b>					<b>1,390</b>

<b>Funding Sources</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Total</b>
04 Bond Fund	1,390					1,390
<b>Total</b>	<b>1,390</b>					<b>1,390</b>

**Budget Impact/Other**  
 Approximate annual cost to maintain one mile of trail is \$24,130. Total incremental expenditure unknown until trail sections are complete.

# Capital Improvement Plan

2018 *thru* 2022

## Tualatin Hills Park & Recreation District

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

**Project # 24 Ath Field**  
**Project Name Multifield/Multipurpose Athletic Field Dev Total**

**Total Project Cost: \$1,078,168**

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

**Justification**  
 2008 Bond approved multifield/multipurpose athletic field development projects.

Expenditures	2018	2019	2020	2021	2022	Total
Capital Outlay	1,078,168					1,078,168
<b>Total</b>	<b>1,078,168</b>					<b>1,078,168</b>

Funding Sources	2018	2019	2020	2021	2022	Total
04 Bond Fund	1,078,168					1,078,168
<b>Total</b>	<b>1,078,168</b>					<b>1,078,168</b>

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

# Capital Improvement Plan

2018 *thru* 2022

## Tualatin Hills Park & Recreation District

Department Summary

Contact

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$115,297

<b>Project #</b>	<b>25 Fac Rehab</b>
<b>Project Name</b>	<b>Facility Rehabilitation Total</b>

<b>Description</b>
Includes the following projects: Structural Upgrades at Beaverton Swim Center Structural Upgrades at Garden Home Recreation Center

<b>Justification</b>
2008 Bond approved facility rehabilitation projects.

<b>Expenditures</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Total</b>
Capital Outlay	115,297					115,297
<b>Total</b>	<b>115,297</b>					<b>115,297</b>

<b>Funding Sources</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Total</b>
04 Bond Fund	115,297					115,297
<b>Total</b>	<b>115,297</b>					<b>115,297</b>

<b>Budget Impact/Other</b>
No incremental operating or maintenance costs anticipated for these facility upgrades.



# GENERAL FUND

General Fund Summary



## GENERAL FUND

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### **FUND DESCRIPTION**

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

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

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

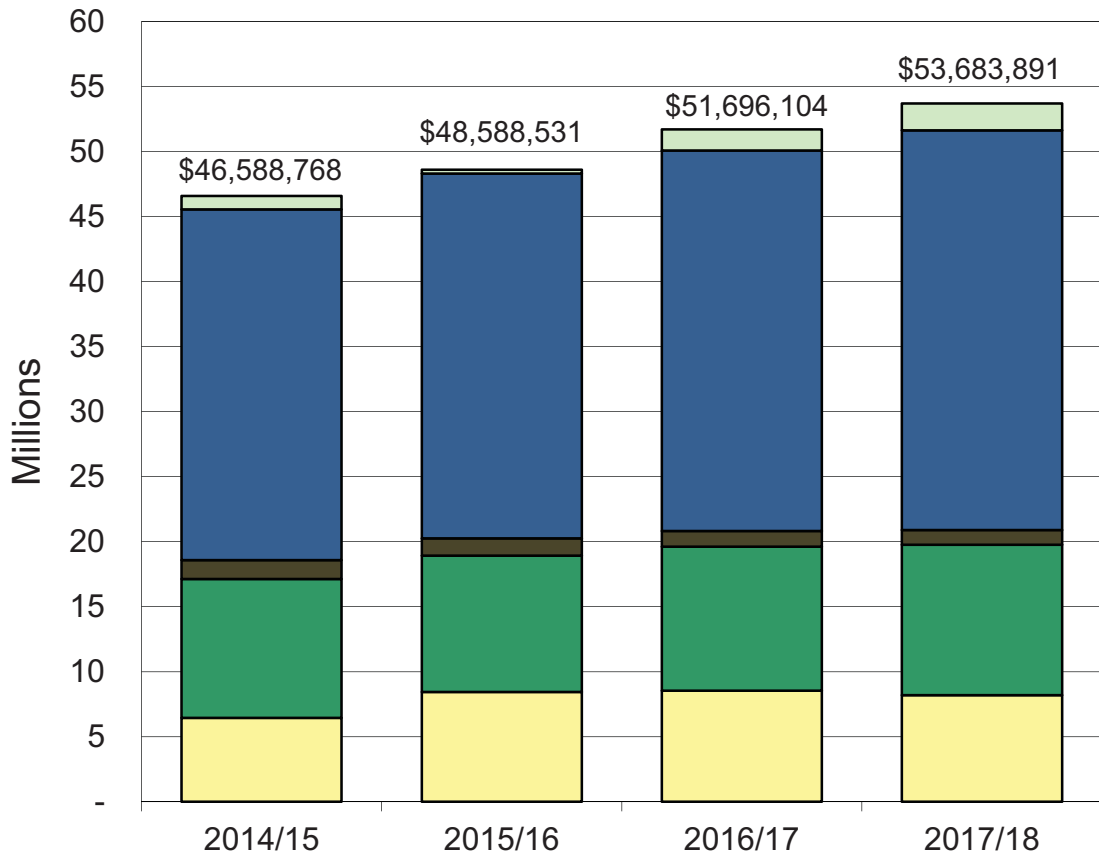




**GENERAL FUND SUMMARY**  
**FY 2014/15 - FY 2017/18**

	Actual 2014/15	Actual 2015/16	Current 2016/17	Proposed 2017/18	Adopted 2017/18
<b>RESOURCES</b>					
Beginning Balance- Capital Replacement Reserve	\$ -	\$ -	\$ 850,000	\$ 1,700,000	\$ 1,700,000
Cash on Hand for Fiscal Year	5,039,919	5,249,071	4,649,000	5,475,000	5,475,000
Balance Forward from Previous Year Projects	1,405,860	3,187,987	3,029,085	1,009,395	1,009,395
Previously Levied Taxes estimated to be received during ensuing year	396,984	273,227	325,000	325,000	325,000
Program Resources	10,671,130	10,485,709	11,080,840	11,576,432	11,576,432
Other Resources	2,498,544	1,598,118	2,835,327	3,181,567	3,181,567
<b>Subtotal Resources</b> except taxes to be levies	<b>20,012,437</b>	<b>20,794,112</b>	<b>22,769,252</b>	<b>23,267,394</b>	<b>23,267,394</b>
Current Year Taxes (Permanent Rate multiplied by Assessed Value)	26,576,331	27,794,419	28,926,852	30,416,497	30,416,497
<b>TOTAL RESOURCES</b>	<b>\$ 46,588,768</b>	<b>\$ 48,588,531</b>	<b>\$ 51,696,104</b>	<b>\$ 53,683,891</b>	<b>\$ 53,683,891</b>
<b>EXPENDITURES</b>					
Board of Directors	\$ 218,847	\$ 178,382	\$ 288,100	\$ 269,895	\$ 269,895
Administration	2,028,622	2,104,825	2,379,289	2,513,864	2,513,864
Business & Facilities	16,880,699	17,299,833	20,357,451	22,024,608	22,024,608
Planning	1,211,690	1,262,721	-	-	-
Park & Recreation Services	14,721,418	15,499,027	17,112,547	17,406,311	17,406,311
Capital Projects	1,776,421	2,972,406	7,458,717	6,419,213	6,419,213
Contingency	-	-	2,400,000	2,500,000	2,500,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 36,837,697</b>	<b>\$ 39,317,194</b>	<b>\$ 49,996,104</b>	<b>\$ 51,133,891</b>	<b>\$ 51,133,891</b>
Ending Unappropriated Fund Balance Capital Replacement Reserve	-	-	1,700,000	2,550,000	2,550,000
<b>TOTAL REQUIREMENTS</b>	<b>\$ 36,837,697</b>	<b>\$ 39,317,194</b>	<b>\$ 51,696,104</b>	<b>\$ 53,683,891</b>	<b>\$ 53,683,891</b>
<b>ENDING GENERAL FUND BALANCE</b>	<b>\$ 9,751,071</b>	<b>\$ 9,271,337</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# General Fund Resources FY 2014/15- FY 2017/18

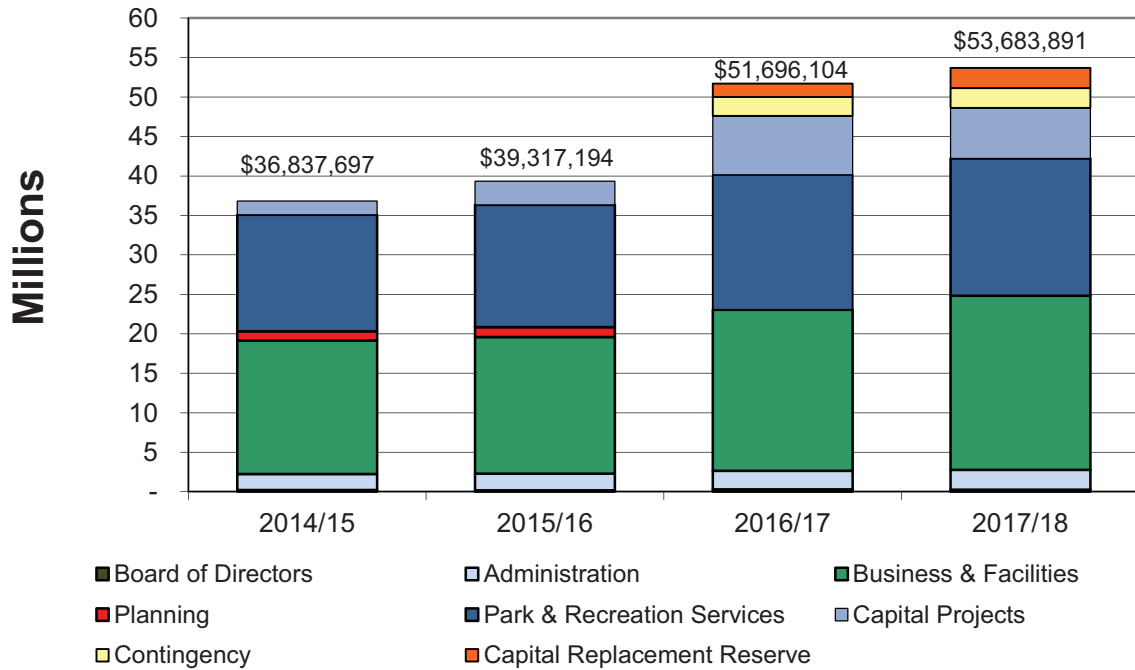


- Carry Forward-Project/Non-project
- Program Fees & Charges
- Other Revenue
- Taxes
- Grants & Sponsorships

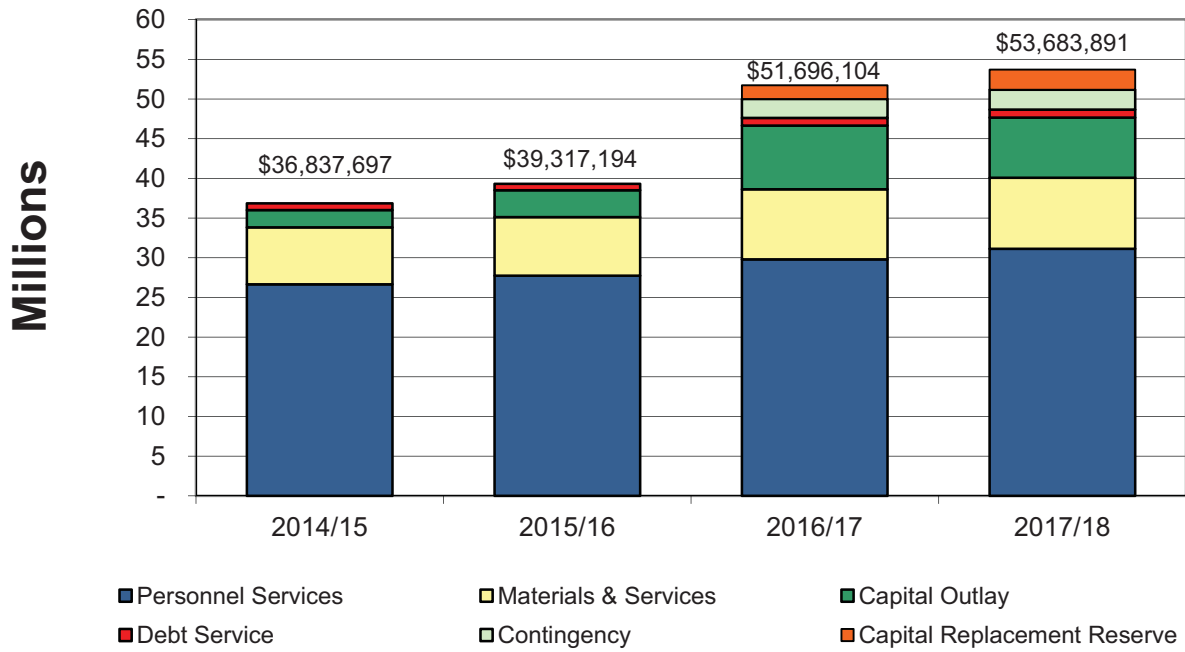
**GENERAL FUND RESOURCES**  
**FY 2014/15 - FY 2017/18**

<b>GENERAL FUND RESOURCES:</b>	<b>Actual 2014/15</b>	<b>Actual 2015/16</b>	<b>Current 2016/17</b>	<b>Proposed 2017/18</b>	<b>Adopted 2017/18</b>
Beginning Capital Replacement Reserve	\$ -	\$ -	\$ 850,000	\$ 1,700,000	\$ 1,700,000
Cash on Hand for Fiscal Year	5,039,919	5,249,071	4,649,000	5,475,000	5,475,000
Balance Forward from Previous Year Projects	1,405,860	3,187,987	3,029,085	1,009,395	1,009,395
Previously Levied Taxes estimated to be received during ensuing year	396,984	273,227	325,000	325,000	325,000
<b>PROGRAM RESOURCES:</b>					
Swim Center Revenue	2,834,717	2,450,847	3,038,333	3,216,289	3,216,289
Tennis Revenue	1,025,005	1,017,285	1,090,883	1,129,096	1,129,096
Recreation Program Revenue	4,953,062	5,041,256	4,975,712	5,185,786	5,185,786
Sports Program/Athletic Center Revenue	1,463,038	1,565,716	1,583,634	1,639,061	1,639,061
Natural Resources Revenue	395,308	410,605	392,278	406,200	406,200
<b>OTHER RESOURCES:</b>					
Miscellaneous Revenue	195,421	188,479	142,350	140,350	140,350
Interest Revenue	129,654	152,866	145,000	155,000	155,000
Telecommunication Site Lease Revenue	259,302	237,753	193,500	177,400	177,400
Rental Properties/Concession Revenue	361,348	411,143	381,150	291,500	291,500
Grants and Intergovernmental Revenue	1,039,231	277,153	1,615,844	2,055,417	2,055,417
Sponsorships	2,226	2,554	5,000	5,000	5,000
Transfers In	511,362	328,170	352,483	356,900	356,900
<b>Total Resources</b> except taxes to be levied..... <b>Subtotal</b>	<b>\$ 20,012,437</b>	<b>\$ 20,794,112</b>	<b>\$ 22,769,252</b>	<b>\$ 23,267,394</b>	<b>\$ 23,267,394</b>
Current Year (Permanent Rate multiplied by Assessed Value)	26,576,331	27,794,419	28,926,852	30,416,497	30,416,497
<b>TOTAL RESOURCES</b>	<b>\$ 46,588,768</b>	<b>\$ 48,588,531</b>	<b>\$ 51,696,104</b>	<b>\$ 53,683,891</b>	<b>\$ 53,683,891</b>

## General Fund Requirements By Division FY 2014/15 - FY 2017/18



## General Fund Requirements By Account FY 2014/15 - FY 2017/18



**SUMMARY GENERAL FUND BUDGET  
FY 2014/15 - FY 2017/18**

	Actual 2014/15	Actual 2015/16	Current 2016/17	Proposed 2017/18	Adopted 2017/18
<b><u>REQUIREMENTS BY DIVISION</u></b>					
Board of Directors	\$ 218,847	\$ 178,382	\$ 288,100	\$ 269,895	\$ 269,895
Administration	2,028,622	2,104,825	2,379,289	2,513,864	2,513,864
Business & Facilities	16,880,699	17,299,833	20,357,451	22,024,608	22,024,608
Planning	1,211,690	1,262,721	-	-	-
Park & Recreation Services	14,721,418	15,499,027	17,112,547	17,406,311	17,406,311
Capital Projects	1,776,421	2,972,406	7,458,717	6,419,213	6,419,213
Contingency	-	-	2,400,000	2,500,000	2,500,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 36,837,697</b>	<b>\$ 39,317,194</b>	<b>\$ 49,996,104</b>	<b>\$ 51,133,891</b>	<b>\$ 51,133,891</b>
Ending Unappropriated Fund Balance					
Capital Replacement Reserve	-	-	1,700,000	2,550,000	2,550,000
<b>TOTAL REQUIREMENTS</b>	<b>\$ 36,837,697</b>	<b>\$ 39,317,194</b>	<b>\$ 51,696,104</b>	<b>\$ 53,683,891</b>	<b>\$ 53,683,891</b>
<b><u>EXPENDITURES BY ACCOUNT</u></b>					
Personnel Services	\$ 26,627,327	\$ 27,721,343	\$ 29,807,536	\$ 31,106,328	\$ 31,106,328
Materials & Services	7,174,664	7,398,453	8,817,259	8,948,468	8,948,468
Capital Outlay	2,207,958	3,363,009	7,998,116	7,596,437	7,596,437
Debt Service	827,748	834,389	973,193	982,658	982,658
Contingency	-	-	2,400,000	2,500,000	2,500,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 36,837,697</b>	<b>\$ 39,317,194</b>	<b>\$ 49,996,104</b>	<b>\$ 51,133,891</b>	<b>\$ 51,133,891</b>
Ending Unappropriated Fund Balance					
Capital Replacement Reserve	-	-	1,700,000	2,550,000	2,550,000
<b>TOTAL REQUIREMENTS</b>	<b>\$ 36,837,697</b>	<b>\$ 39,317,194</b>	<b>\$ 51,696,104</b>	<b>\$ 53,683,891</b>	<b>\$ 53,683,891</b>

Personnel Services - Includes full-time, regular part-time, and 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 Projects - Includes the cost of land, building and improvements, furniture and equipment.

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

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

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



# BOARD OF DIRECTORS

*Jerry Jones Jr.*  
President

*Ali Kavarianian*  
Secretary

*Bob Scott*  
Secretary Pro-Tempore

*John Griffiths*  
Director

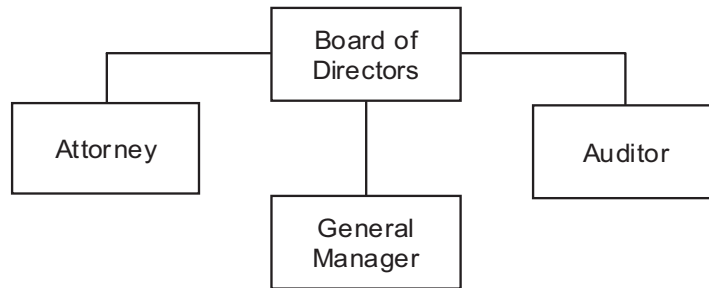
*Larry Pelatt*  
Director





## BOARD OF DIRECTORS

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### **Mission**

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

### **Overview**

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

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



**Division: Board of Directors**

Description	Prior Year Actual 2014/15	Prior Year Actual 2015/16	Adopted Budget 2016/17	Proposed Budget 2017/18	Adopted Budget 2017/18
<b>Summary of Appropriations</b>					
Personnel Services	\$ 3,278	\$ 3,264	\$ 3,300	\$ 3,300	\$ 3,300
Materials & Services	215,569	175,118	284,800	266,595	266,595
<b>Total Appropriations</b>	<b>\$ 218,847</b>	<b>\$ 178,382</b>	<b>\$ 288,100</b>	<b>\$ 269,895</b>	<b>\$ 269,895</b>
<b>Summary by Department</b>					
Board of Directors	\$ 218,847	\$ 178,382	\$ 288,100	\$ 269,895	\$ 269,895
<b>Total Appropriations</b>	<b>\$ 218,847</b>	<b>\$ 178,382</b>	<b>\$ 288,100</b>	<b>\$ 269,895</b>	<b>\$ 269,895</b>



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

Description	Prior Year Actual 2014/15	Prior Year Actual 2015/16	Adopted Budget 2016/17	Proposed Budget 2017/18	Adopted Budget 2017/18
<b>Program Appropriations</b>					
<b><u>Board of Directors</u></b>					
PT Salaries	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
Payroll Taxes	278	264	300	300	300
<b>Personnel Services</b>	<b>\$ 3,278</b>	<b>\$ 3,264</b>	<b>\$ 3,300</b>	<b>\$ 3,300</b>	<b>\$ 3,300</b>
Professional and Technical Services	524	555	30,875	31,647	31,647
Elections	34,500	-	33,000	-	-
Supplies	2,949	1,677	3,000	3,075	3,075
Training, Travel and Memberships	34,099	28,946	41,100	42,128	42,128
<b>Material &amp; Services</b>	<b>\$ 72,072</b>	<b>\$ 31,178</b>	<b>\$ 107,975</b>	<b>\$ 76,850</b>	<b>\$ 76,850</b>
<b><u>Legal</u></b>					
Professional and Technical Services	\$ 103,022	\$ 87,240	\$ 133,250	\$ 136,581	\$ 136,581
<b>Material &amp; Services</b>	<b>\$ 103,022</b>	<b>\$ 87,240</b>	<b>\$ 133,250</b>	<b>\$ 136,581</b>	<b>\$ 136,581</b>
<b><u>Audit</u></b>					
Professional and Technical Services	\$ 40,475	\$ 56,700	\$ 43,575	\$ 53,164	\$ 53,164
<b>Material &amp; Services</b>	<b>\$ 40,475</b>	<b>\$ 56,700</b>	<b>\$ 43,575</b>	<b>\$ 53,164</b>	<b>\$ 53,164</b>
<b>Program Total</b>	<b>\$ 218,847</b>	<b>\$ 178,382</b>	<b>\$ 288,100</b>	<b>\$ 269,895</b>	<b>\$ 269,895</b>





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

## **ADMINISTRATION**



*General Manager*

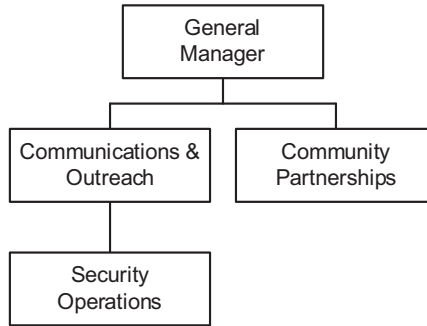
*Communications & Outreach*

*Security Operations*

*Community Partnerships*

## ADMINISTRATION

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### **Division Mission**

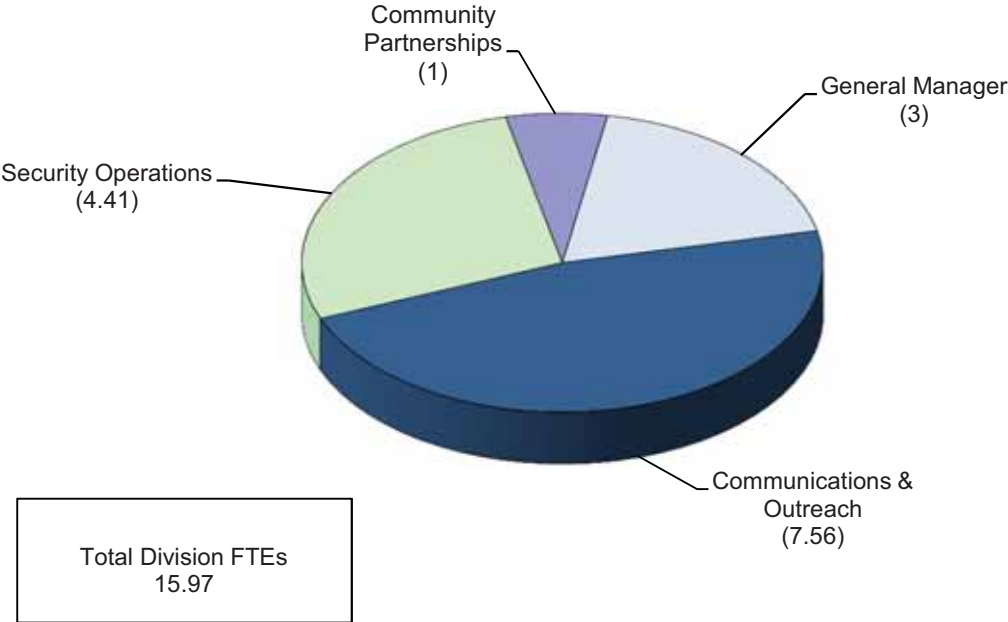
To provide administrative and political leadership, and to utilize public resources toward achieving the highest quality of life for the residents we serve.

### **Division Overview**

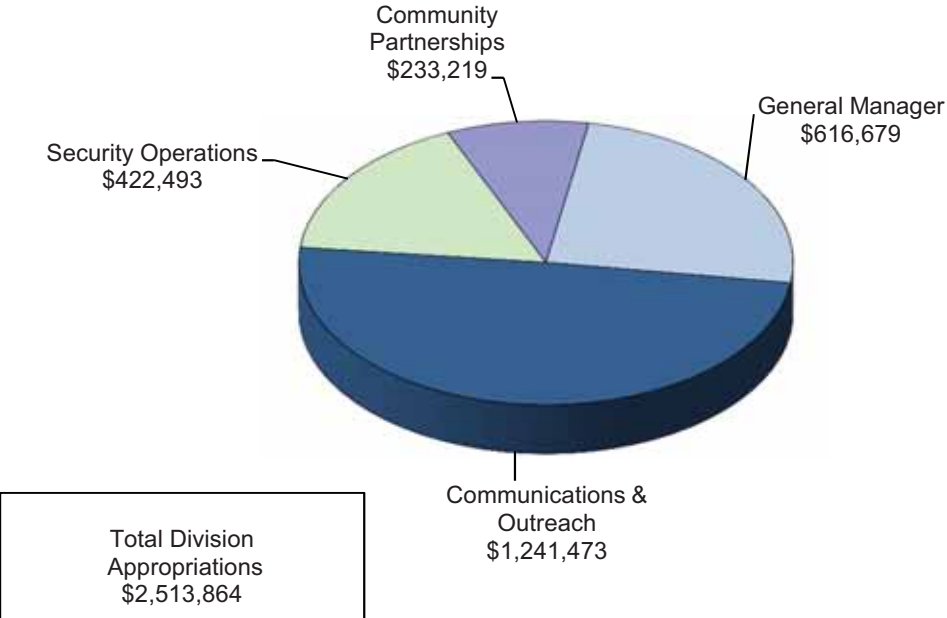
The Administration Division includes the operation of the General Manager's Office, the executive assistant to the general manager and board of directors, the director of Communications & Outreach, the director of Community Partnerships, and Security Operations. Activities include providing direction,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



## Division Staffing by Departments FY 2017/18



## Division Appropriations by Departments FY 2017/18



**Division: Administration**

Description	Prior Year Actual 2014/15	Prior Year Actual 2015/16	Adopted Budget 2016/17	Proposed Budget 2017/18	Adopted Budget 2017/18
<b>Summary of Appropriations</b>					
Personnel Services	\$ 1,421,086	\$ 1,507,659	\$ 1,616,700	\$ 1,772,217	\$ 1,772,217
Materials & Services	607,536	597,166	762,589	741,647	741,647
<b>Total Appropriations</b>	<b>\$ 2,028,622</b>	<b>\$ 2,104,825</b>	<b>\$ 2,379,289</b>	<b>\$ 2,513,864</b>	<b>\$ 2,513,864</b>

<b>Summary by Department</b>					
Office of the General Manager	\$ 437,616	\$ 469,114	\$ 504,254	\$ 616,679	\$ 616,679
Communications & Outreach	1,044,139	1,086,685	1,257,422	1,241,473	1,241,473
Security Operations	347,486	352,200	394,575	422,493	422,493
Community Partnerships	199,381	196,826	223,038	233,219	233,219
<b>Total Appropriations</b>	<b>\$ 2,028,622</b>	<b>\$ 2,104,825</b>	<b>\$ 2,379,289</b>	<b>\$ 2,513,864</b>	<b>\$ 2,513,864</b>

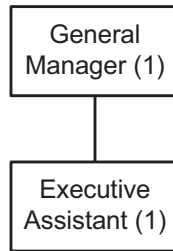
<b>Division Staff</b>					
Full-time	11.00	11.00	11.00	11.00	11.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	4.30	4.48	4.90	4.97	4.97



## 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 THPRD and implementation of THPRD's goals.

### FY 2016/17 Accomplishments

Directed implementation of THPRD's Goals and Objectives. Made significant progress, met or exceeded FY 2016/17 Goals and Objectives.

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

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

### FY 2017/18 Goals and Objectives

Make quantifiable progress on FY 2017/18 THPRD Goal Outcomes adopted by the board of directors.

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

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

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

### Budget Highlights

No significant changes from the prior-year budget.



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

Description	Prior Year Actual 2014/15	Prior Year Actual 2015/16	Adopted Budget 2016/17	Proposed Budget 2017/18	Adopted Budget 2017/18
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<b>Summary of Appropriations</b>					
Personnel Services	\$ 375,907	\$ 396,068	\$ 431,580	\$ 539,455	\$ 539,455
Materials & Services	61,709	73,046	72,674	77,224	77,224
<b>Total Appropriations</b>	<b>\$ 437,616</b>	<b>\$ 469,114</b>	<b>\$ 504,254</b>	<b>\$ 616,679</b>	<b>\$ 616,679</b>

<b>Summary by Program</b>					
General Manager	\$ 437,616	\$ 469,114	\$ 504,254	\$ 616,679	\$ 616,679
<b>Total Appropriations</b>	<b>\$ 437,616</b>	<b>\$ 469,114</b>	<b>\$ 504,254</b>	<b>\$ 616,679</b>	<b>\$ 616,679</b>

<b>Division 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)	0.00	0.00	0.00	0.00	0.00



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

Description	Prior Year Actual 2014/15	Prior Year Actual 2015/16	Adopted Budget 2016/17	Proposed Budget 2017/18	Adopted Budget 2017/18
<b>Program Appropriations</b>					
FT Salary	\$ 262,619	\$ 272,466	\$ 302,299	\$ 339,840	\$ 339,840
Employee Benefits	92,103	103,088	107,624	173,832	173,832
Payroll Taxes	21,185	20,514	21,657	25,783	25,783
<b>Personnel Services</b>	<b>\$ 375,907</b>	<b>\$ 396,068</b>	<b>\$ 431,580</b>	<b>\$ 539,455</b>	<b>\$ 539,455</b>
Communications	8,016	6,712	9,300	9,300	9,300
Supplies	3,263	2,074	12,500	7,050	7,050
Training, Travel and Memberships	50,430	64,260	50,874	60,874	60,874
<b>Material &amp; Services</b>	<b>\$ 61,709</b>	<b>\$ 73,046</b>	<b>\$ 72,674</b>	<b>\$ 77,224</b>	<b>\$ 77,224</b>
<b>Program Total</b>	<b>\$ 437,616</b>	<b>\$ 469,114</b>	<b>\$ 504,254</b>	<b>\$ 616,679</b>	<b>\$ 616,679</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)	0.00	0.00	0.00	0.00	0.00

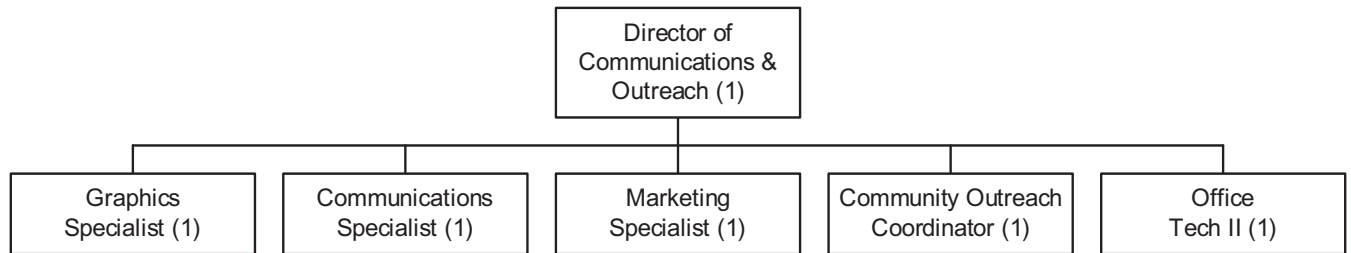




## ADMINISTRATION

### Communications & Outreach

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#### Department Overview

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

#### FY 2016/17 Accomplishments

Began implementation on THPRD's first marketing plan, including rollout of a new "MVPs Welcome" campaign.

Continued broad-based communications program to inform taxpayers about progress on implementation of THPRD's 2008 voter-approved bond measure.

Led public education campaign that resulted in successful renaming of the Tualatin Hills Tennis Center to Babette Horenstein Tennis Center.

Began implementation of a community outreach plan for diverse populations.

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

Wrote and distributed 42 media releases March 2016-February 2017 and coordinated numerous interviews for reporters. Generated positive stories on many topics in print and online media.

Continued to coordinate speakers bureau of THPRD employees regularly providing THPRD information to 11 NACs (City of Beaverton) and four CPOs

(Washington County). These speakers also answer questions and serve as key liaisons to the groups. Produced 13 editions of "Employee UPDATE," a monthly e-newsletter for THPRD staff, from March 2016 through February 2017.

Provided publicity and promotional support that helped Groovin' on the Grass achieve sellout status for the first time. Also helped Party in the Park draw more than 10,000 people and good crowds for THPRD's Concert and Theater in the Park series. Directed THPRD participation in numerous community events, including mayor's picnics and holiday open house.

#### FY 2017/18 Goals and Objectives

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

Continue to promote THPRD activities and successes.

Continue to implement community outreach plan elements to encourage greater inclusivity.

Continue to increase board member communications with the public, keeping residents informed about key issues and providing ways for them to interact with the board.

Continue to execute communications plan related to bond measure implementation, educating taxpayers about public benefits of projects and THPRD's responsible stewardship of funds.

#### Budget Highlights

The proposed budget includes funding for a pilot project encouraging more diverse participation at selected THPRD public meetings.

**Budget Highlights (continued)**

This represents a business plan under the goal of effectively communicating information about THPRD goals, policies, programs and facilities among THPRD residents, customers, staff, THPRD advisory committees, THPRD board, partnering agencies and other groups.

**Division: Administration**  
**Department: Communications & Outreach**

Description	Prior Year Actual 2014/15	Prior Year Actual 2015/16	Adopted Budget 2016/17	Proposed Budget 2017/18	Adopted Budget 2017/18
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<b>Summary of Appropriations</b>					
Personnel Services	\$ 621,606	\$ 678,084	\$ 720,136	\$ 749,108	\$ 749,108
Materials & Services	422,533	408,601	537,286	492,365	492,365
<b>Total Appropriations</b>	<b>\$ 1,044,139</b>	<b>\$ 1,086,685</b>	<b>\$ 1,257,422</b>	<b>\$ 1,241,473</b>	<b>\$ 1,241,473</b>

<b>Summary by Program</b>					
Communications & Outreach	\$ 1,044,139	\$ 1,086,685	\$ 1,257,422	\$ 1,241,473	\$ 1,241,473
<b>Total Appropriations</b>	<b>\$ 1,044,139</b>	<b>\$ 1,086,685</b>	<b>\$ 1,257,422</b>	<b>\$ 1,241,473</b>	<b>\$ 1,241,473</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)	0.89	1.07	1.49	1.56	1.56



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

Description	Prior Year Actual 2014/15	Prior Year Actual 2015/16	Adopted Budget 2016/17	Proposed Budget 2017/18	Adopted Budget 2017/18
<b>Program Appropriations</b>					
FT Salary	\$ 398,506	\$ 416,411	\$ 448,394	\$ 462,193	\$ 462,193
PT Salary	30,424	45,173	44,705	47,681	47,681
Employee Benefits	150,747	173,844	185,203	195,167	195,167
Payroll Taxes	41,929	42,656	41,834	44,067	44,067
<b>Personnel Services</b>	<b>\$ 621,606</b>	<b>\$ 678,084</b>	<b>\$ 720,136</b>	<b>\$ 749,108</b>	<b>\$ 749,108</b>
Professional and Technical Services	64,713	61,600	151,840	99,570	99,570
Supplies	29,439	13,904	18,600	23,316	23,316
Communication	315,556	315,802	344,402	347,235	347,235
Training, Travel and Memberships	10,944	13,814	20,444	20,244	20,244
Small Furniture and Equipment	1,881	3,481	2,000	2,000	2,000
<b>Material &amp; Services</b>	<b>\$ 422,533</b>	<b>\$ 408,601</b>	<b>\$ 537,286</b>	<b>\$ 492,365</b>	<b>\$ 492,365</b>
<b>Program Total</b>	<b>\$ 1,044,139</b>	<b>\$ 1,086,685</b>	<b>\$ 1,257,422</b>	<b>\$ 1,241,473</b>	<b>\$ 1,241,473</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)	0.89	1.07	1.49	1.56	1.56



## ADMINISTRATION

Security Operations Department

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

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

### FY 2016/17 Accomplishments

Continued close relationships with local law enforcement. Five cases were developed and successfully solved after staff asked for assistance. Also partnered with these agencies by occasionally allowing the use of THPRD properties for their training purposes.

Continued to educate patrons regarding THPRD's smoke-free policy and monitored usage on THPRD properties. Park Patrol statistics show that frequency of smoking is generally holding steady or in some cases declining.

Conducted a half-day training exercise at the HMT Complex for Beaverton School District staff, THPRD staff, local law enforcement and parent/student volunteers regarding the Parent Reunification Plan.

Designed and conducted several security operational plans with THPRD's law enforcement partners for special events, each of which drew thousands of people. Security efforts related to one of those events, Davis Cup, received an award from the Oregon Recreation & Park Association.

Organized a weeklong clean-up of camps and graffiti utilizing four agencies on a section of the Westside Trail that borders the Tualatin Valley Highway. There has been no recurrence of issues since.

Added more security cameras to give staff date and time of occurrences so staff can adjust patrols and surveillance of facilities and trails.

### FY 2017/18 Goals and Objectives

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

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

Continue to provide training and updates for THPRD staff working at the HMT Complex on the partnership with the Beaverton School District and the Parent Reunification Plan.

Continue to provide training regarding security concerns for a segment at THPRD's Leadership Academy and provide annual training in cooperation with Risk Management for staff on driver's training. Continue to train staff and monitor any incidents regarding suspected child abuse and maintain and secure written reports.

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

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



**FY 2017/18 Goals and Objectives (continued)**

Complete an update of the THPRD Rules & Regulations book and distribute to staff and local law enforcement partners.

Continue to work with THPRD's Design & Development, Natural Resources and Maintenance Departments on encroachment issues and investigations.

**Budget Highlights**

The proposed budget includes additional funding for periodic sprinkler inspections to maintain fire suppression systems.

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

Description	Prior Year Actual 2014/15	Prior Year Actual 2015/16	Adopted Budget 2016/17	Proposed Budget 2017/18	Adopted Budget 2017/18
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**Summary of Appropriations**

Personnel Services	\$ 262,401	\$ 268,974	\$ 284,366	\$ 292,855	\$ 292,855
Materials & Services	85,085	83,226	110,209	129,638	129,638
<b>Total Appropriations</b>	<b>\$ 347,486</b>	<b>\$ 352,200</b>	<b>\$ 394,575</b>	<b>\$ 422,493</b>	<b>\$ 422,493</b>

**Summary by Program**

Security Operations	\$ 347,486	\$ 352,200	\$ 394,575	\$ 422,493	\$ 422,493
<b>Total Appropriations</b>	<b>\$ 347,486</b>	<b>\$ 352,200</b>	<b>\$ 394,575</b>	<b>\$ 422,493</b>	<b>\$ 422,493</b>

**Division Staff**

Full-time	1.00	1.00	1.00	1.00	1.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	3.41	3.41	3.41	3.41	3.41

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

**KEY PERFORMANCE INDICATORS**

Description	Prior Year Actual 2014/15	Prior Year Actual 2015/16	Projected Outcome 2016/17	Proposed Outcome 2017/18
<b>Workloads:</b>				
Number of security checks conducted	35,412	38,041	38,900	39,000
Number of exclusions processed	413	223	250	300
Number of training classes conducted	16	10	12	10
Number of incident reports filed	250	141	125	250
Number of encroachment violations handled	18	12	10	10
Number of staff assists	859	594	500	600

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

Description	Prior Year Actual 2014/15	Prior Year Actual 2015/16	Adopted Budget 2016/17	Proposed Budget 2017/18	Adopted Budget 2017/18
<b>Program Appropriations</b>					
FT Salary	\$ 91,812	\$ 95,940	\$ 100,737	\$ 106,281	\$ 106,281
PT Salary	109,655	108,102	118,422	117,951	117,951
Employee Benefits	38,518	43,261	42,789	45,382	45,382
Payroll Taxes	22,416	21,671	22,418	23,241	23,241
<b>Personnel Services</b>	<b>\$ 262,401</b>	<b>\$ 268,974</b>	<b>\$ 284,366</b>	<b>\$ 292,855</b>	<b>\$ 292,855</b>
Professional and Technical Services	72,151	69,274	87,121	103,200	103,200
Other Services	6,206	7,194	11,648	11,648	11,648
Communication	1,770	2,074	2,712	3,365	3,365
Supplies	4,713	3,556	7,603	9,500	9,500
Training, Travel and Memberships	245	848	675	1,475	1,475
Small Furniture, Fixtures and Equip.	-	280	450	450	450
<b>Material &amp; Services</b>	<b>\$ 85,085</b>	<b>\$ 83,226</b>	<b>\$ 110,209</b>	<b>\$ 129,638</b>	<b>\$ 129,638</b>
<b>Program Total</b>	<b>\$ 347,486</b>	<b>\$ 352,200</b>	<b>\$ 394,575</b>	<b>\$ 422,493</b>	<b>\$ 422,493</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)	3.41	3.41	3.41	3.41	3.41



## ADMINISTRATION

### Community Partnerships

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Director of Community Partnerships (1)
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#### Department Overview

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

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

#### FY 2016/17 Accomplishments

The Champions Council, THPRD staff and consulting services have managed the Model Community Sports Park (MCSP) capital campaign on schedule with THPRD's construction of SW Quadrant Community Park in Aloha. The campaign is designed to raise funding for park features that ensure a welcoming user experience for people of all abilities.

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

The original fundraising target of \$1.3 million for construction capital, including campaign costs, was increased to \$1.568 million this year.

Over \$1,440,000 was raised by March 2017 with less than \$127,000 remaining to reach the campaign goal.

Key Oregon foundations are extending their encouragement of applications in support of programming; funding that helps meet the needs and interests of people experiencing disabilities and the organizations supporting them.

THPF board capability and institutional capacity continues to grow.

#### FY 2017/18 Goals and Objectives

With leadership from the Champions Council, complete the MCSP capital campaign on schedule by securing grants and gifts (\$1.56 million).

Move THPF toward a community leadership role through a successful capital campaign and the launch of fundraising in support of programming for people with disabilities (\$200,000 est.).

Pursue THPF operating support and board of trustees development over the coming 12 to 18 months (more board members involved with securing capital, programming and operating support).

Design the fund for programs in coordination with THPRD programmers and the Champions Too Steering Committee of nonprofit and agency professionals who serve people with disabilities.

#### Budget Highlights

No significant changes from the prior-year budget.



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

Description	Prior Year Actual 2014/15	Prior Year Actual 2015/16	Adopted Budget 2016/17	Proposed Budget 2017/18	Adopted Budget 2017/18
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<b>Summary of Appropriations</b>					
Personnel Services	\$ 161,172	\$ 164,533	\$ 180,618	\$ 190,799	\$ 190,799
Materials & Services	38,209	32,293	42,420	42,420	42,420
<b>Total Appropriations</b>	<b>\$ 199,381</b>	<b>\$ 196,826</b>	<b>\$ 223,038</b>	<b>\$ 233,219</b>	<b>\$ 233,219</b>

<b>Summary by Program</b>					
Community Partnerships	\$ 199,381	\$ 196,826	\$ 223,038	\$ 233,219	\$ 233,219
<b>Total Appropriations</b>	<b>\$ 199,381</b>	<b>\$ 196,826</b>	<b>\$ 223,038</b>	<b>\$ 233,219</b>	<b>\$ 233,219</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)	0.00	0.00	0.00	0.00	0.00





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

Description	Prior Year Actual 2014/15	Prior Year Actual 2015/16	Adopted Budget 2016/17	Proposed Budget 2017/18	Adopted Budget 2017/18
<b>Program Appropriations</b>					
FT Salary	\$ 126,556	\$ 128,124	\$ 139,239	\$ 146,203	\$ 146,203
Employee Benefits	23,105	25,413	30,679	32,701	32,701
Payroll Taxes	11,511	10,996	10,700	11,895	11,895
<b>Personnel Services</b>	<b>\$ 161,172</b>	<b>\$ 164,533</b>	<b>\$ 180,618</b>	<b>\$ 190,799</b>	<b>\$ 190,799</b>
Professional and Technical Services	34,496	28,693	38,820	38,820	38,820
Training, Travel and Memberships	3,713	3,600	3,600	3,600	3,600
<b>Material &amp; Services</b>	<b>\$ 38,209</b>	<b>\$ 32,293</b>	<b>\$ 42,420</b>	<b>\$ 42,420</b>	<b>\$ 42,420</b>
<b>Program Total</b>	<b>\$ 199,381</b>	<b>\$ 196,826</b>	<b>\$ 223,038</b>	<b>\$ 233,219</b>	<b>\$ 233,219</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



# BUSINESS & FACILITIES

FINANCE SERVICES



RISK & CONTRACT MANAGEMENT



INFORMATION SERVICES



OPERATIONS ANALYSIS



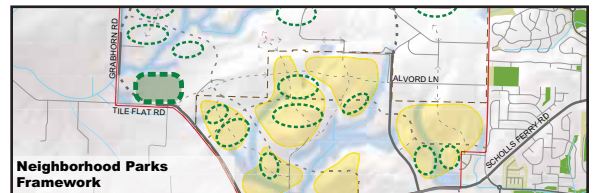
HUMAN RESOURCES



MAINTENANCE OPERATIONS



PLANNING

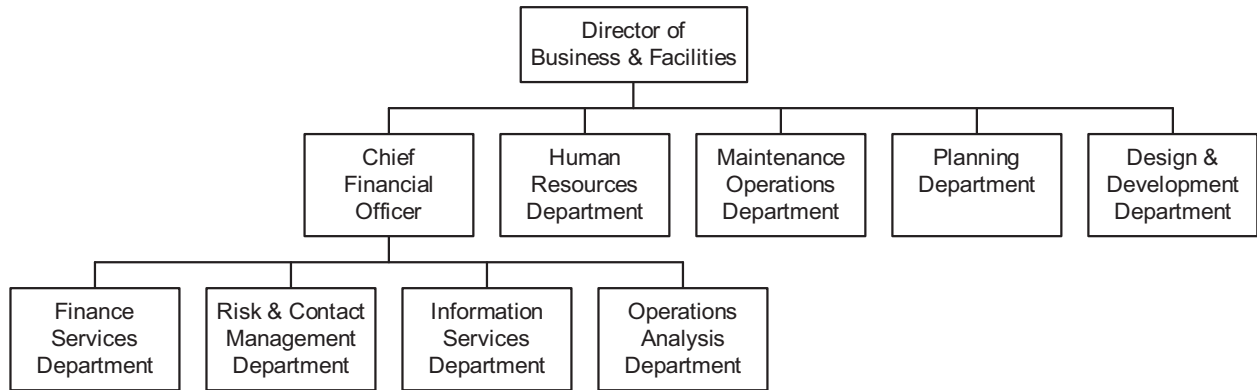


DESIGN & DEVELOPMENT



## BUSINESS & FACILITIES DIVISION

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### Division Mission

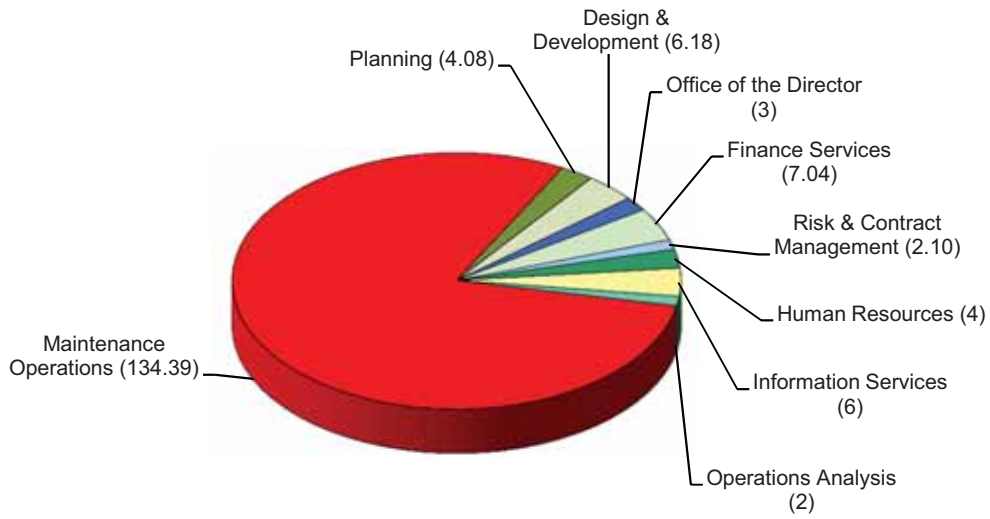
To provide financial and operational integrity and credibility to THPRD by ensuring the correctness of financial information, and adequacy of internal accounting and budgeting controls. To provide the necessary planning, development, interagency coordination, and maintenance to implement THPRD's Comprehensive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

### Division Overview

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

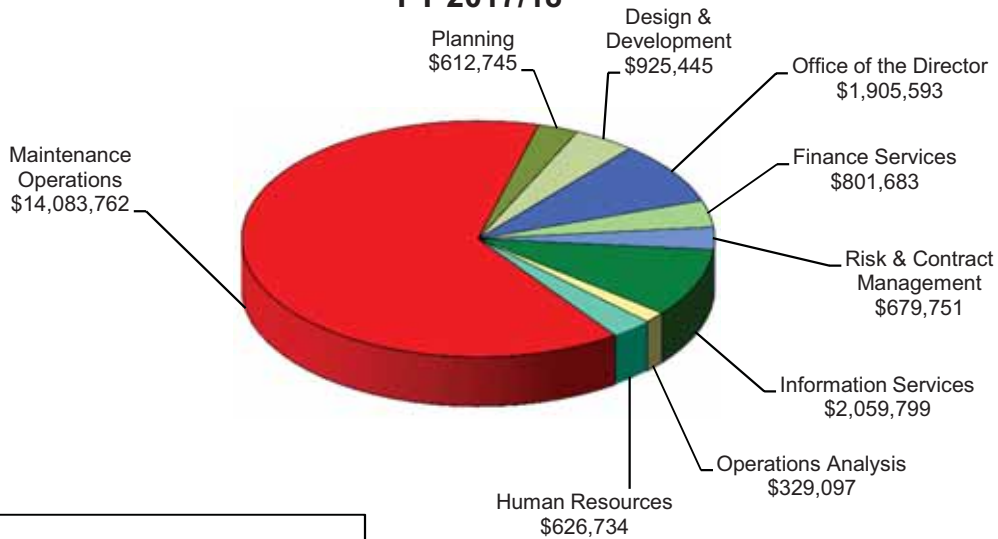
Activities of the Business & Facilities Division include budgeting and financial management, maintenance of THPRD's information technology applications and infrastructure, recruitment and personnel management, and promotion of THPRD's safety and risk management programs. Activities also include planning,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

## Division Staffing by Departments FY 2017/18



<p><b>Total Division FTEs</b> 168.79</p>
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## Division Appropriations by Departments FY 2017/18



<p><b>Total Division Appropriations</b> \$22,024,609</p>
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## Division: Business & Facilities

Description	Prior Year Actual 2014/15	Prior Year Actual 2015/16	Adopted Budget 2016/17	Proposed Budget 2017/18	Adopted Budget 2017/18
<b>Summary of Appropriations</b>					
Personnel Services	\$ 10,702,121	\$ 11,090,739	\$ 12,989,345	\$ 13,921,740	\$ 13,921,740
Materials & Services	4,919,294	4,984,102	5,855,514	5,942,987	5,942,987
Debt Service	827,747	834,388	973,193	982,658	982,658
Capital Outlay	431,537	390,604	539,399	1,177,224	1,177,224
<b>Total Appropriations</b>	<b>\$ 16,880,699</b>	<b>\$ 17,299,833</b>	<b>\$ 20,357,451</b>	<b>\$ 22,024,609</b>	<b>\$ 22,024,609</b>

<b>Summary by Department</b>					
Office of the Director	\$ 1,602,024	\$ 1,690,804	\$ 1,831,871	\$ 1,905,593	\$ 1,905,593
Finance Services	729,857	680,234	687,438	801,683	801,683
Risk & Contract Management	555,745	599,177	656,333	679,751	679,751
Information Services	1,153,558	1,138,822	1,430,937	2,059,799	2,059,799
Operations Analysis	-	-	316,828	329,097	329,097
Human Resources	499,543	529,828	615,609	626,734	626,734
Maintenance Operations	12,339,972	12,660,968	13,501,780	14,083,762	14,083,762
Planning	-	-	486,214	612,745	612,745
Design & Development	-	-	830,441	925,445	925,445
<b>Total Appropriations</b>	<b>\$ 16,880,699</b>	<b>\$ 17,299,833</b>	<b>\$ 20,357,451</b>	<b>\$ 22,024,609</b>	<b>\$ 22,024,609</b>

### Division Staff

Full-time	88.00	89.00	97.00	101.00	101.00
Regular part-time (FTE)	7.00	7.00	6.13	4.38	4.38
Part-time (FTE)	57.91	57.67	61.68	63.41	63.41

Note: As of FY 2016/17, the departments in the Planning Division (Planning and Design & Development) were moved to the Business & Facilities Division. As of FY 2016/17, Operations Analysis was created as a separate department within the Business & Facilities Division, was previously included in the budget of Business & Facilities Office of the Director.

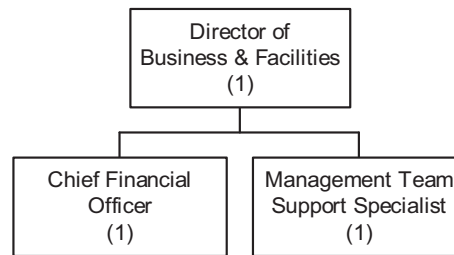




## BUSINESS & FACILITIES DIVISION

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

### FY 2016/17 Division Accomplishments

Continued work on all remaining park, trail, and facility projects funded by the 2008 Parks Bond. Completed construction of new synthetic turf field at Conestoga Middle School, Westside Trail to Waterhouse Trail connection, and seismic structural upgrades to Tualatin Hills Aquatic Center and Garden Home Recreation Center. Commenced construction of SW Quadrant Community Park. Completed master planning for Cedar Hills Park and Somerset West Park. Developed funding strategies for projects in categories that have estimated costs in excess of available bond funds.

Completed development of grant opportunities strategy including a prioritized funding needs listing. Competed successfully for over \$4 million of grant awards.

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

Continued actively participating in Special Districts Association of Oregon's Legislative Committee, and worked on key legislative issues impacting THPRD. Worked with THPRD's federal legislative advocacy firm to support key federal legislation and enhance partnerships with federal agencies. Coordinated meeting with state agencies to pursue objectives first identified in meetings with federal agencies.

Completed negotiation of an intergovernmental agreement with Beaverton School District for shared transportation improvements and Cedar Hills Park and William Walker Elementary School.

Completed first park master planning effort using the enhanced community engagement process designed to ensure broad public participation, especially by previously underrepresented community segments. Created a template for future planning efforts based on experiences of this first effort.

Continued work with the Future Trends Team, an interdepartmental staff team serving as a think-tank for viewing long-term trends and environmental scanning.

### FY 2017/18 Division Goals and Objectives

Continue work on all remaining park, trail, and facility projects funded by the 2008 Parks Bond. Major projects for FY 2017/18 include SW Quadrant Community Park construction completion, and Cedar Hills Park land use approval and bid award.

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

**FY 2017/18 Division Goals and Objectives  
(continued)**

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

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

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

Implement strategy for identifying and pursuing priority land acquisition targets to meet goals of the comprehensive and functional plans, and to meet THPRD obligations in new urban areas.

Continue to use the enhanced community engagement process for park and facility master plans being completed during the year.

**Budget Highlights**

No significant changes from the prior-year budget.

**Division: Business & Facilities**  
 Department: Office of the Director

Description	Prior Year Actual 2014/15	Prior Year Actual 2015/16	Adopted Budget 2016/17	Proposed Budget 2017/18	Adopted Budget 2017/18
<b>Summary of Appropriations</b>					
Personnel Services	\$ 569,533	\$ 694,234	\$ 502,368	\$ 559,770	\$ 559,770
Materials & Services	204,744	162,182	356,310	363,165	363,165
Debt Service	827,747	834,388	973,193	982,658	982,658
<b>Total Appropriations</b>	<b>\$ 1,602,024</b>	<b>\$ 1,690,804</b>	<b>\$ 1,831,871</b>	<b>\$ 1,905,593</b>	<b>\$ 1,905,593</b>

<b>Summary by Program</b>					
Office of the Director	\$ 774,277	\$ 856,416	\$ 858,678	\$ 922,935	\$ 922,935
Debt Service	827,747	834,388	973,193	982,658	982,658
<b>Total Appropriations</b>	<b>\$ 1,602,024</b>	<b>\$ 1,690,804</b>	<b>\$ 1,831,871</b>	<b>\$ 1,905,593</b>	<b>\$ 1,905,593</b>

<b>Division Staff</b>					
Full-time	4.00	4.00	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

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



**Division: Business & Facilities**  
 Department: Office of the Director  
 Program: Office of the Director

Description	Prior Year Actual 2014/15	Prior Year Actual 2015/16	Adopted Budget 2016/17	Proposed Budget 2017/18	Adopted Budget 2017/18
<b>Program Appropriations</b>					
FT Salary	\$ 378,915	\$ 466,229	\$ 340,355	\$ 385,066	\$ 385,066
PT Salary	853	337	-	-	-
Employee Benefits	154,997	187,509	135,552	144,325	144,325
Payroll Taxes	34,768	40,159	26,461	30,379	30,379
<b>Personnel Services</b>	<b>\$ 569,533</b>	<b>\$ 694,234</b>	<b>\$ 502,368</b>	<b>\$ 559,770</b>	<b>\$ 559,770</b>
Professional and Technical Services	80,445	31,220	152,400	156,000	156,000
Rental Equipment	36,473	38,535	42,000	43,050	43,050
Other Services	5,800	4,675	6,250	6,250	6,250
Communication	34,052	34,931	70,650	70,400	70,400
Supplies	21,391	28,325	49,200	50,400	50,400
Training, Travel & Memberships	25,717	23,287	34,310	35,065	35,065
Small Furniture & Equipment	866	1,209	1,500	2,000	2,000
<b>Material &amp; Services</b>	<b>\$ 204,744</b>	<b>\$ 162,182</b>	<b>\$ 356,310</b>	<b>\$ 363,165</b>	<b>\$ 363,165</b>
<b>Program Total</b>	<b>\$ 774,277</b>	<b>\$ 856,416</b>	<b>\$ 858,678</b>	<b>\$ 922,935</b>	<b>\$ 922,935</b>
<b>Department Staff</b>					
Full-time	4.00	4.00	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 & Facilities**  
 Department: Office of the Director  
 Program: Debt Service

Description	Prior Year Actual 2014/15	Prior Year Actual 2015/16	Adopted Budget 2016/17	Proposed Budget 2017/18	Adopted Budget 2017/18
<b>Program Appropriations</b>					
Principal	\$ 245,327	\$ 266,090	\$ 276,876	\$ 297,686	\$ 297,686
Interest	582,420	568,298	696,317	684,972	684,972
<b>Debt Service</b>	<b>\$ 827,747</b>	<b>\$ 834,388</b>	<b>\$ 973,193</b>	<b>\$ 982,658</b>	<b>\$ 982,658</b>
<b>Program Total</b>	<b>\$ 827,747</b>	<b>\$ 834,388</b>	<b>\$ 973,193</b>	<b>\$ 982,658</b>	<b>\$ 982,658</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	\$ 105,000	\$ 110,000	\$ 110,000	\$ 120,000	\$ 120,000
Interest	32,848	28,649	24,250	18,750	18,750
<b>Sub-program Total</b>	<b>\$ 137,848</b>	<b>\$ 138,649</b>	<b>\$ 134,250</b>	<b>\$ 138,750</b>	<b>\$ 138,750</b>

**Sub-program:**

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

Principal	\$ 30,000	\$ 40,000	\$ 45,000	\$ 50,000	\$ 50,000
Interest	55,720	54,620	52,920	51,270	51,270
<b>Sub-program Total</b>	<b>\$ 85,720</b>	<b>\$ 94,620</b>	<b>\$ 97,920</b>	<b>\$ 101,270</b>	<b>\$ 101,270</b>

**Sub-program:**

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

Principal	\$ 85,000	\$ 90,000	\$ 95,000	\$ 100,000	\$ 100,000
Interest	463,301	460,870	457,934	454,548	454,548
<b>Sub-program Total</b>	<b>\$ 548,301</b>	<b>\$ 550,870</b>	<b>\$ 552,934</b>	<b>\$ 554,548</b>	<b>\$ 554,548</b>

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

Description	Prior Year Actual 2014/15	Prior Year Actual 2015/16	Adopted Budget 2016/17	Proposed Budget 2017/18	Adopted Budget 2017/18
<b>Sub-program:</b>					
<b><u>2013-\$457,100 Fifteen (15) Year Financing Agreement</u></b>					
Principal	\$ 25,327	\$ 26,090	\$ 26,876	\$ 27,686	\$ 27,686
Interest	12,762	11,999	11,213	10,404	10,404
<b>Sub-program Total</b>	<b>\$ 38,089</b>	<b>\$ 38,089</b>	<b>\$ 38,089</b>	<b>\$ 38,090</b>	<b>\$ 38,090</b>
<b>Sub-program:</b>					
<b><u>Tax Anticipation Funding</u></b>					
Interest	\$ 17,789	\$ 12,160	\$ 150,000	\$ 150,000	\$ 150,000
<b>Sub-program Total</b>	<b>\$ 17,789</b>	<b>\$ 12,160</b>	<b>\$ 150,000</b>	<b>\$ 150,000</b>	<b>\$ 150,000</b>





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

**MATURITY SCHEDULE FOR GENERAL FUND DEBT**

Fiscal Year	FFCO Series 2006 2,430,000	FFCO Series 2010A 1,695,000	FFCO Series 2010B&C 7,815,000	Financing Agreement Series 2013 457,100	Totals
2017/18	\$ 138,750	\$ 101,270	\$ 554,548	\$ 38,090	\$ 832,658
2018/19	137,750	104,695	550,376	38,090	830,911
2019/20	136,500	107,970	550,854	38,088	833,412
2020/21	-	115,670	685,896	38,090	839,656
2021/22	-	117,770	683,256	38,089	839,115
2022/23	-	119,670	679,868	38,089	837,627
2023/24	-	121,370	670,956	38,089	830,415
2024/25	-	127,770	666,046	38,090	831,906
2025/26	-	133,770	660,304	38,089	832,163
2026/27	-	139,255	646,916	38,090	824,261
2027/28	-	144,215	643,210	38,091	825,516
2028/29	-	143,860	633,552	-	777,412
2029/30	-	143,295	623,262	-	766,557
2030/31	-	132,730	612,336	-	745,066
2031/32	-	-	604,418	-	604,418
2032/33	-	-	590,486	-	590,486
2033/34	-	-	580,882	-	580,882
2034/35	-	-	570,266	-	570,266
2035/36	-	-	558,640	-	558,640
2036/37	-	-	546,001	-	546,001
2037/38	-	-	532,352	-	532,352
2038/39	-	-	517,692	-	517,692
2039/40	-	-	507,021	-	507,021
<b>Totals</b>	<b>\$ 413,000</b>	<b>\$ 1,753,310</b>	<b>\$ 13,869,138</b>	<b>\$ 418,985</b>	<b>\$ 16,454,433</b>
<b>Interest Portion of Payments</b>	<b>(38,000)</b>	<b>(443,310)</b>	<b>(6,664,138)</b>	<b>(64,166)</b>	<b>(7,209,614)</b>
<b>Principal Balance</b>	<b>\$ 375,000</b>	<b>\$ 1,310,000</b>	<b>\$ 7,205,000</b>	<b>\$ 354,819</b>	<b>\$ 9,244,819</b>

**KEY TO DEBT ISSUES**

FFCO Series 2006: In December 2006, THPRD issued \$2,430,000 of Full Faith and Credit Obligations to refinance the eligible balances of the 1997 Certificates of Participation, and the 1997 and 2000 Full Faith and Credit Obligations.

FFCO Energy Savings Series 2010A: In July 2010, THPRD issued \$1,695,000 of Full Faith and Credit Obligations to finance the Energy Savings Performance Contract capital projects.

FFCO Series 2010B&C: In November 2010, THPRD issued \$7,815,000 of Full Faith and Credit Obligations; the proceeds were used for the purchase of a centralized maintenance facility and subsequent renovations.

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





# TUALATIN HILLS PARK & RECREATION DISTRICT

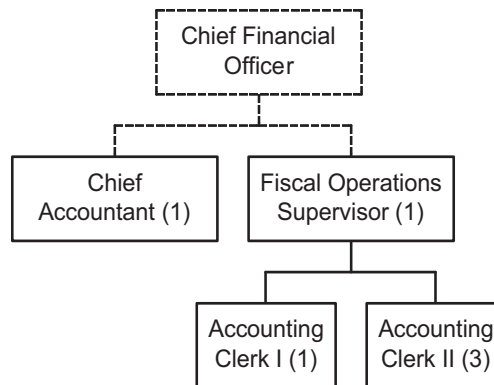
## FINANCE SERVICES



## BUSINESS & FACILITIES DIVISION

Finance Services Department

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### Department Overview

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

### FY 2016/17 Accomplishments

Continued monitoring available Bond Capital Projects Fund investments and arbitrage compliance for the 2009, 2011, 2015, and 2016 debt issues.

Continued monitoring all existing debt activity for potential refinancing opportunities on both general obligation and full faith & credit issues. Refinanced a portion of the 2011 General Obligation bonds to lower total debt service.

Continued steady usage of the purchasing card system to facilitate small purchasing while maintaining adequate security and procedural controls. Third year rebates resulted in a \$47,000 refund to THPRD.

Received the following awards:

- Distinguished Budget Presentation Award from the Government Finance Officers Association for the FY 2016/17 Budget Document
- Certificate of Achievement for Excellence in Financial Reporting from the Government

Finance Officers Association for the FY 2014/15 Comprehensive Annual Financial Report

Conducted a review of the financial transaction processing policies and procedures to ensure accuracy and high-level data safeguards.

### FY 2017/18 Goals and Objectives

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

Continue to monitor for regulatory changes that impact operational activities.

### Budget Highlights

The proposed budget includes a temporary project manager position (six-month duration) and a temporary accounting clerk (six-month duration) to manage and assist with the migration to a new financial software system (funded in the Information Services budget).

### Performance Standards

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

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

### Performance Standards

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

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



**Division: Business & Facilities**  
 Department: Finance Services

Description	Prior Year Actual 2014/15	Prior Year Actual 2015/16	Adopted Budget 2016/17	Proposed Budget 2017/18	Adopted Budget 2017/18
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**Summary of Appropriations**

Personnel Services	\$ 690,231	\$ 599,393	\$ 638,813	\$ 751,843	\$ 751,843
Material & Services	39,626	80,841	48,625	49,840	49,840
<b>Total Appropriations</b>	<b>\$ 729,857</b>	<b>\$ 680,234</b>	<b>\$ 687,438</b>	<b>\$ 801,683</b>	<b>\$ 801,683</b>

**Summary by Program**

Finance Services	\$ 729,857	\$ 680,234	\$ 687,438	\$ 801,683	\$ 801,683
<b>Total Appropriations</b>	<b>\$ 729,857</b>	<b>\$ 680,234</b>	<b>\$ 687,438</b>	<b>\$ 801,683</b>	<b>\$ 801,683</b>

**Division Staff**

Full-time	7.00	7.00	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	1.04	1.04

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

**KEY PERFORMANCE INDICATORS**

Description	Prior Year Actual 2014/15	Prior Year Actual 2015/16	Projected Outcome 2016/17	Proposed Outcome 2017/18
<b>Workloads:</b>				
Payroll checks processed	19,665	20,818	20,900	20,900
Accounts payable checks processed	4,982	5,330	8,500	5,500
Number of facility deposits audited	7,143	6,978	7,200	7,200
Purchase orders processed	513	416	450	450
Merchant cards processed	118,415	118,536	125,000	125,000
Purchasing card volume (amount expressed in \$1,000)	\$3,149	\$3,386	\$3,200	\$3,200

**Division: Business & Facilities**

Department: Finance Services

Program: Finance Services

Description	Prior Year Actual 2014/15	Prior Year Actual 2015/16	Adopted Budget 2016/17	Proposed Budget 2017/18	Adopted Budget 2017/18
<b>Program Appropriations</b>					
FT Salary	\$ 454,484	\$ 399,817	\$ 429,609	\$ 426,241	\$ 426,241
PT Salary	-	-	-	80,069	80,069
Employee Benefits	192,951	163,990	172,165	200,508	200,508
Payroll Taxes	42,796	35,586	37,039	45,025	45,025
<b>Personnel Services</b>	<b>\$ 690,231</b>	<b>\$ 599,393</b>	<b>\$ 638,813</b>	<b>\$ 751,843</b>	<b>\$ 751,843</b>
Professional and Technical Services	14,910	58,348	18,285	19,365	19,365
Other Services	15,128	15,793	18,000	18,000	18,000
Supplies	1,599	988	1,075	925	925
Communication	2,140	2,245	3,170	3,170	3,170
Training, Travel and Memberships	5,696	3,467	7,595	7,880	7,880
Small Furniture & Office Equipment	153	-	500	500	500
<b>Material &amp; Services</b>	<b>\$ 39,626</b>	<b>\$ 80,841</b>	<b>\$ 48,625</b>	<b>\$ 49,840</b>	<b>\$ 49,840</b>
<b>Program Total</b>	<b>\$ 729,857</b>	<b>\$ 680,234</b>	<b>\$ 687,438</b>	<b>\$ 801,683</b>	<b>\$ 801,683</b>
<b>Department Staff</b>					
Full-time	7.00	7.00	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	1.04	1.04







**TUALATIN HILLS**  
PARK & RECREATION DISTRICT

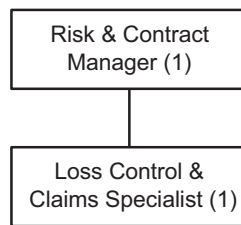
## **RISK & CONTRACT MANAGEMENT**



## BUSINESS & FACILITIES DIVISION

Risk & Contract Management Department

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### Department Overview

The Risk & Contract manager is responsible to the chief financial officer and provides the following support to all departments districtwide:

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

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

### FY 2016/17 Accomplishments

Conducted property appraisals with consultant visiting all buildings and park site improvements (e.g., boardwalks, gazebos, playgrounds, etc.) valued greater than \$100,000. Updated the statement of values (SOV) to support the replacement costs for THPRD's property insurance.

Evaluated THPRD insurance coverage for property, liability, and workers compensation services to obtain lowest possible renewal premiums based on claim experience. Received longevity credit of \$20,866 from Special Districts Association of Oregon for outstanding loss control.

Administered lease agreements that include 13 residential properties, 19 telecommunication sites, 2 commercial, and 4 nonprofit leases.

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

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

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

### FY 2017/18 Goals and Objectives

Continue managing the Safety and Health Achievement Recognition Program SHARP's annual accreditation with Oregon OSHA for all sites. Tualatin Hills Park & Recreation District is the largest multi-site agency to complete this program in the state and is the first park and recreation agency to graduate within the country.

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

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

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

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

**FY 2017/18 Goals and Objectives (continued)**

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

**Budget Highlights**

The proposed budget includes additional funding for property insurance premiums related to adjusted property replacement valuations as identified through the appraisal process.

**Performance Standards**

Maintain workers compensation experience modification factor at 0.75 or better.

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

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

Review all outside contractual agreements for consistency with THPRD standards.

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

Description	Prior Year Actual 2014/15	Prior Year Actual 2015/16	Adopted Budget 2016/17	Proposed Budget 2017/18	Adopted Budget 2017/18
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**Summary of Appropriations**

Personnel Services	\$ 217,222	\$ 257,404	\$ 273,824	\$ 284,295	\$ 284,295
Material & Services	338,523	341,773	382,509	395,456	395,456
<b>Total Appropriations</b>	<b>\$ 555,745</b>	<b>\$ 599,177</b>	<b>\$ 656,333</b>	<b>\$ 679,751</b>	<b>\$ 679,751</b>

**Summary by Program**

Risk & Contract Management	\$ 546,180	\$ 580,690	\$ 628,945	\$ 651,142	\$ 651,142
Safety	9,565	18,487	27,388	28,609	28,609
<b>Total Appropriations</b>	<b>\$ 555,745</b>	<b>\$ 599,177</b>	<b>\$ 656,333</b>	<b>\$ 679,751</b>	<b>\$ 679,751</b>

**Division Staff**

Full-time	2.00	2.00	2.00	2.00	2.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	0.00	0.00	0.19	0.10	0.10

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

**KEY PERFORMANCE INDICATORS**

Description	Prior Year Actual 2014/15	Prior Year Actual 2015/16	Projected Outcome 2016/17	Proposed Outcome 2017/18
<b>Workloads:</b>				
Number of contracts processed	123	143	160	160
Number of residential leases	15	17	12	12
Number of commercial leases	26	26	20	20
<b>Performance Measures:</b>				
<b><u>Reduce exposure of property &amp; liability claims<sup>1</sup></u></b>				
Number of liability claims filed against THPRD	7	10	4	4
Average cost per liability claim filed	\$9,422	\$1,869	\$4,140	\$4,140
Loss Ratio: liability claims only (single year) <sup>2</sup>	53.07%	22.41%	17.44%	17.44%
Loss Ratio: property and liability claims (single year) <sup>3</sup>	153.79%	32.76%	10.80%	10.80%
Loss Ratio: five-year trail <sup>4</sup>	41.87%	57.91%	60.18%	60.18%

<sup>1</sup> Property and casualty figures are based on a calendar year. Policy data as of: March 20, 2017.

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

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

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

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

Description	Prior Year Actual 2014/15	Prior Year Actual 2015/16	Adopted Budget 2016/17	Proposed Budget 2017/18	Adopted Budget 2017/18
<b>Program Appropriations</b>					
FT Salary	\$ 141,817	\$ 163,468	\$ 171,226	\$ 179,338	\$ 179,338
PT Salary	-	-	6,000	3,000	3,000
Employee Benefits	61,650	78,969	81,250	86,098	86,098
Payroll Taxes	13,104	14,299	15,348	15,859	15,859
<b>Personnel Services</b>	<b>\$ 216,571</b>	<b>\$ 256,736</b>	<b>\$ 273,824</b>	<b>\$ 284,295</b>	<b>\$ 284,295</b>
Other Services	7,748	4,867	12,350	11,350	11,350
Insurance	313,425	311,217	328,850	337,340	337,340
Supplies	4,598	2,661	3,950	3,950	3,950
Communication	1,592	2,643	3,700	3,420	3,420
Training, Travel and Memberships	1,712	1,796	6,271	10,787	10,787
Small Furniture & Office Equipment	534	770	-	-	-
<b>Material &amp; Services</b>	<b>\$ 329,609</b>	<b>\$ 323,954</b>	<b>\$ 355,121</b>	<b>\$ 366,847</b>	<b>\$ 366,847</b>
<b>Program Total</b>	<b>\$ 546,180</b>	<b>\$ 580,690</b>	<b>\$ 628,945</b>	<b>\$ 651,142</b>	<b>\$ 651,142</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	0.19	0.10	0.10

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

**KEY PERFORMANCE INDICATORS**

Description	Prior Year Actual 2014/15	Prior Year Actual 2015/16	Projected Outcome 2016/17	Proposed Outcome 2017/18
<b>Performance Measures:</b>				
<b><u>Reduce program participant incidents</u></b>				
Number of incident reports filed per 10,000 program visits	1.49	1.46	1.32	1.43
<b><u>Reduce exposure on workers' compensation claims<sup>1</sup></u></b>				
Number of claims filed	30	30	28	28
Number of time loss claims	12	12	10	10
Experience Modification history <sup>2</sup>	0.73	0.75	0.65	0.71
Frequency rate of WC claims per 100 FTE	6.56	6.55	5.91	5.93
WC costs as % of payroll	1.60	2.99	1.59	1.52
Average cost per claim	\$10,343	\$18,635	\$12,222	\$11,214
Average claim cost per FTE	\$679	\$1,221	\$722	\$655

<sup>1</sup> Policy data as of: March 20, 2017.

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



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

Description	Prior Year Actual 2014/15	Prior Year Actual 2015/16	Adopted Budget 2016/17	Proposed Budget 2017/18	Adopted Budget 2017/18
<b>Program Appropriations</b>					
PT Salary	\$ 605	\$ 606	\$ -	\$ -	\$ -
Payroll Taxes	46	62	-	-	-
<b>Personnel Services</b>	<b>\$ 651</b>	<b>\$ 668</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Professional and Technical Services	1,477	2,889	9,040	5,684	5,684
Supplies	415	9,610	8,450	14,450	14,450
Training, Travel and Memberships	5,848	4,433	8,775	7,975	7,975
Small Furniture & Office Equipment	1,174	887	1,123	500	500
<b>Material &amp; Services</b>	<b>\$ 8,914</b>	<b>\$ 17,819</b>	<b>\$ 27,388</b>	<b>\$ 28,609</b>	<b>\$ 28,609</b>
<b>Program Total</b>	<b>\$ 9,565</b>	<b>\$ 18,487</b>	<b>\$ 27,388</b>	<b>\$ 28,609</b>	<b>\$ 28,609</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)	0.00	0.00	0.00	0.00	0.00





**TUALATIN HILLS**  
PARK & RECREATION DISTRICT

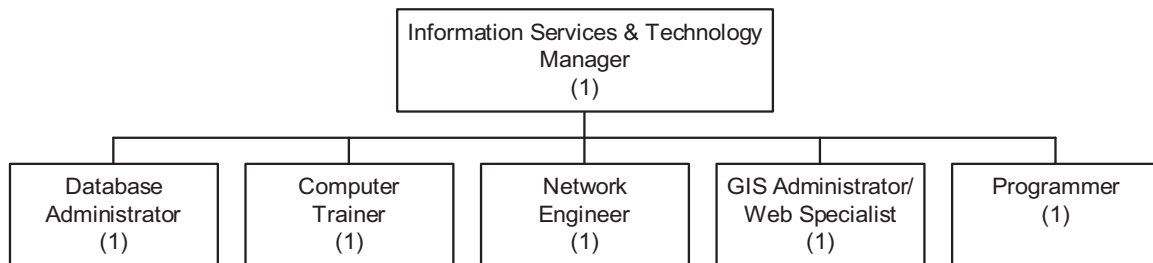
## INFORMATION SERVICES



## BUSINESS & FACILITIES DIVISION

Information Services Department

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### Department Overview

The Information Services & Technology manager is responsible to the chief financial officer for maintaining and supporting THPRD's wide area network, Internet and custom application resources.

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

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

### FY 2016/17 Accomplishments

Migrated THPRD's email system to Microsoft Office 365.

Continued to strengthen Processor Card Industry (PCI) compliance: migrated to encrypted gateway, secured a grant for an additional firewall, identified intrusion detection/prevention software, and drafted

THPRD information system Disaster Mitigation and Recovery Plan.

Completed an independent Technology Review by EdKnowledge, LLC, with recommendations on THPRD technology planning and staffing needs.

Upgraded the public Wi-Fi at the HMT Complex.

### FY 2017/18 Goals and Objectives

Upgrade THPRD desk phones.

Continue to invest and enhance THPRD's internet and network security by implementing new switches, and improved processes and procedures.

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

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

### Budget Highlights

The proposed budget includes funding for the following operating and capital items:

- Midyear restructure of Information Services' Department to include converting existing IS position to a network engineer position and adding a higher-level information services & technology manager based on recommendations from the Technology Review.
- Upgrade of THPRD's desk phones to new phones (phase 1 of 3).

**Budget Highlights (continued)**

- Upgrade of THPRD's network equipment at all facilities except Fanno Creek Service Center.
- Replacement of Finance Services' financial software.
- Addition of configuration manager software.

**Information Services Standards**

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

This includes:

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

**Performance Standards**

System reliability standards are:

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

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

Description	Prior Year Actual 2014/15	Prior Year Actual 2015/16	Adopted Budget 2016/17	Proposed Budget 2017/18	Adopted Budget 2017/18
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**Summary of Appropriations**

Personnel Services	\$ 617,443	\$ 640,209	\$ 643,113	\$ 818,417	\$ 818,417
Material & Services	347,918	374,430	565,824	555,858	555,858
Capital Outlay	188,197	124,183	222,000	685,524	685,524
<b>Total Appropriations</b>	<b>\$ 1,153,558</b>	<b>\$ 1,138,822</b>	<b>\$ 1,430,937</b>	<b>\$ 2,059,799</b>	<b>\$ 2,059,799</b>

**Summary by Program**

Information Services	\$ 1,153,558	\$ 1,138,822	\$ 1,430,937	\$ 2,059,799	\$ 2,059,799
<b>Total Appropriations</b>	<b>\$ 1,153,558</b>	<b>\$ 1,138,822</b>	<b>\$ 1,430,937</b>	<b>\$ 2,059,799</b>	<b>\$ 2,059,799</b>

**Division Staff**

Full-time	5.00	5.00	5.00	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 & Facilities**  
 Department: Information Services  
 Program: Information Services

**KEY PERFORMANCE INDICATORS**

Description	Prior Year Actual 2014/15	Prior Year Actual 2015/16	Projected Outcome 2016/17	Proposed Outcome 2017/18
<b>Workloads:</b>				
Number of desktop PCs maintained	216	216	220	225
Number of networked file servers maintained	50	50	52	52
<b>Performance Measures:</b>				
Maintain 98% network system reliability	98%	98%	98%	98%

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

Description	Prior Year Actual 2014/15	Prior Year Actual 2015/16	Adopted Budget 2016/17	Proposed Budget 2017/18	Adopted Budget 2017/18
<b>Program Appropriations</b>					
FT Salary	\$ 395,508	\$ 404,532	\$ 413,531	\$ 532,240	\$ 532,240
Employee Benefits	184,370	199,629	193,951	239,795	239,795
Payroll Taxes	37,565	36,048	35,631	46,382	46,382
<b>Personnel Services</b>	<b>\$ 617,443</b>	<b>\$ 640,209</b>	<b>\$ 643,113</b>	<b>\$ 818,417</b>	<b>\$ 818,417</b>
Professional and Technical Services	252,472	272,782	426,824	421,868	421,868
Supplies	22,396	30,860	56,000	56,000	56,000
Communication	66,379	65,481	65,000	65,000	65,000
Training, Travel and Memberships	5,892	4,924	14,000	9,000	9,000
Small Furniture, Fixtures and Equip.	779	383	4,000	3,990	3,990
<b>Material &amp; Services</b>	<b>\$ 347,918</b>	<b>\$ 374,430</b>	<b>\$ 565,824</b>	<b>\$ 555,858</b>	<b>\$ 555,858</b>
Information Technology Replacement	46,338	78,882	144,000	144,000	144,000
Information Technology Improvement	141,859	45,301	78,000	541,524	541,524
<b>Capital Outlay</b>	<b>\$ 188,197</b>	<b>\$ 124,183</b>	<b>\$ 222,000</b>	<b>\$ 685,524</b>	<b>\$ 685,524</b>
<b>Program Total</b>	<b>\$ 1,153,558</b>	<b>\$ 1,138,822</b>	<b>\$ 1,430,937</b>	<b>\$ 2,059,799</b>	<b>\$ 2,059,799</b>
<b>Department Staff</b>					
Full-time	5.00	5.00	5.00	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 & Facilities**  
 Department: Information Services  
 Program: Information Services  
 Detail of Capital Outlay

Project Number	Capital Project	Adopted Budget	Page #
<b>INFORMATION TECHNOLOGY REPLACEMENT</b>			
1	Desktop	\$ 67,000	BF-35
2	Servers	37,000	BF-35
3	Desktop printers	5,000	BF-35
4	LAN/WAN	5,000	BF-35
5	Phone	30,000	BF-35
<b>TOTAL INFORMATION TECHNOLOGY REPLACEMENT</b>		<b>\$ 144,000</b>	
<b>INFORMATION TECHNOLOGY IMPROVEMENT</b>			
6	Translation Software	2,474	BF-35
7	Configuration Management Software	75,000	BF-36
8	Time Clock	3,750	BF-36
9	Computers (3)	11,000	BF-36
10	Color Copier	500	BF-36
11	Folder / Sorter	12,000	BF-36
12	Financial Software	436,800	BF-36
<b>TOTAL INFORMATION TECHNOLOGY IMPROVEMENT</b>		<b>\$ 541,524</b>	
<b>GRAND TOTAL INFORMATION SERVICES CAPITAL OUTLAY</b>		<b>\$ 685,524</b>	

## INFORMATION SERVICES CAPITAL OUTLAY

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### Information Technology Capital Replacement

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**ITEM 1:**           **Desktop**

**BUDGET:**        \$67,000

**DESCRIPTION:** Replacement of one-fifth of desktop inventory, maintaining the five-year replacement schedule

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**ITEM 2:**           **Servers**

**BUDGET:**        \$37,000

**DESCRIPTION:** Replacement of public web servers

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**ITEM 3:**           **Desktop printers**

**BUDGET:**        \$5,000

**DESCRIPTION:** Replacement of one-fourth of desktop printer inventory, maintaining the four-year replacement cycle

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**ITEM 4:**           **LAN/WAN**

**BUDGET:**        \$5,000

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

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**ITEM 5:**           **Phone**

**BUDGET:**        \$30,000

**DESCRIPTION:** Replacement of one-third of desk phones inventory

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### Information Technology Capital Improvement

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**ITEM 6:**           **Translation Software**

**BUDGET:**        \$2,474

**DESCRIPTION:** Purchase of interpretation equipment to simultaneously enable residents who do not speak English to engage in the public meeting process

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## INFORMATION SERVICES CAPITAL OUTLAY

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**ITEM 7:            Configuration Management Software**

**BUDGET:**        \$75,000

**DESCRIPTION:** Purchase of software to manage system configurations

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**ITEM 8:            Time Clock**

**BUDGET:**        \$3,750

**DESCRIPTION:** Purchase of spare time clock

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**ITEM 9:            Computers (3)**

**BUDGET:**        \$11,000

**DESCRIPTION:** Purchase of computers for new positions in Planning, Cedar Hills Recreation Center, and Information Services

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**ITEM 10:          Color Copier**

**BUDGET:**        \$500

**DESCRIPTION:** Purchase of color copier for Harman Swim Center

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**ITEM 11:          Folder / Sorter**

**BUDGET:**        \$12,000

**DESCRIPTION:** Purchase of new machine for automated folding and stuffing of assorted documents and insertion into envelopes

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**ITEM 12:          Financial Software**

**BUDGET:**        \$436,800

**DESCRIPTION:** Purchase of new accounting software to replace existing software

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**TUALATIN HILLS**  
PARK & RECREATION DISTRICT

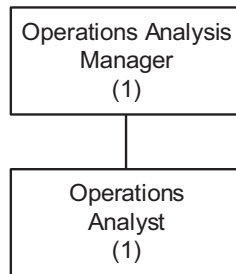
## **OPERATIONS ANALYSIS**



## BUSINESS & FACILITIES DIVISION

Operations Analysis Department

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### Department Overview

The Operations Analysis manager is responsible to the chief financial officer and conducts THPRD's performance measurement, reporting, financial planning, capital budgeting, business planning and management of THPRD's non-financial data.

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

### FY 2016/17 Accomplishments

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

Completed first year of the Strategic Energy Management Cohort; qualified for \$6,600 in energy saving incentives from the Energy Trust of Oregon (ETO). Also received ETO rebates for HVAC (\$113,000 at the Aquatic Center and \$44,000 at Conestoga Recreation & Aquatic Center) and LED lighting (\$14,000 at Conestoga Middle School and \$38,000 Southwest Quadrant Community Park).

### FY 2017/18 Goals and Objectives

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

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

Complete the Strategic Energy Management cohort. This supports several board goal outcomes and will enable THPRD to adopt current industry best practices for energy savings.

### Budget Highlights

No significant changes from the prior-year budget.



**Division: Business & Facilities**  
**Department: Operations Analysis**

Description	Prior Year Actual 2014/15	Prior Year Actual 2015/16	Adopted Budget 2016/17	Proposed Budget 2017/18	Adopted Budget 2017/18
<b>Summary of Appropriations</b>					
Personnel Services	\$ -	\$ -	\$ 272,317	\$ 283,473	\$ 283,473
Material & Services	-	-	44,511	45,624	45,624
<b>Total Appropriations</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 316,828</b>	<b>\$ 329,097</b>	<b>\$ 329,097</b>

<b>Summary by Program</b>					
Operations Analysis	\$ -	\$ -	\$ 316,828	\$ 329,097	\$ 329,097
<b>Total Appropriations</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 316,828</b>	<b>\$ 329,097</b>	<b>\$ 329,097</b>

<b>Division Staff</b>					
Full-time	0.00	0.00	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: As of FY 2016/17, Operations Analysis was created as a separate department within the Business & Facilities Division, was previously included in the budget of Business & Facilities Office of the Director.

**Division: Business & Facilities**  
**Department: Operations Analysis**  
**Program: Operations Analysis**

**KEY PERFORMANCE INDICATORS**

<b>Description</b>	<b>Prior Year Actual 2014/15</b>	<b>Prior Year Actual 2015/16</b>	<b>Projected Outcome 2016/17</b>	<b>Proposed Outcome 2017/18</b>
Performance Management	Updated THPRD goal outcome measures to reflect Strategic Plan and Service and Financial Sustainability Plan.	Updated THPRD's goal outcomes measure.	Restructure Key Performance Indicators and Goal Outcomes to align with board-approved functional plans.	Document Key Performance Indicator, Funded Service Levels, and Goal Outcome methodology.
Budgeting	Developed major replacement sinking fund methodology. Developed 18 business plans for 2015/16.	Developed 14 business plans for 2016/17.	Implement program-based budgeting. Develop routine replacement sinking fund methodology. Restructure business plan teams.	Report program-based budgeting. Develop five-year Capital Improvement Program.
Cost Recovery	Updated Long-term Financial Plan and THPRD's registration system to implement cost recovery. Reviewed tennis court fees for cost recovery.	Reviewed rentals, field fees, pool lane fees for cost recovery methodology. Developed historical actuals for registration system activities. Developed and adopted THPRD fee policy and procedure.	Implement field and pool lane fee changes. Provide updated reporting on cost recovery. Incorporate cost recovery into resource allocation for programs.	Implement rental fee changes. Provide updated reporting on cost recovery. Incorporate cost recovery into resource allocation for programs.
Districtwide program revenues as a % of revenue needed to meet cost recovery target	54%	56%	54%	55%
Aggregate registration as % of aggregate class minimums	162.7%	165.8%	172.0%	increase
% of registrations that are dropped/credited (as a % of revenue)	16.6%	13.8%	14.2%	decrease
Program Registrants / 1,000 population Demographic % served as compared to total population	374.12	376.94	increase	increase
Number of active accounts	29,606	30,678	increase	increase



**Division: Business & Facilities**  
 Department: Operations Analysis  
 Program: Operations Analysis

Description	Prior Year Actual 2014/15	Prior Year Actual 2015/16	Adopted Budget 2016/17	Proposed Budget 2017/18	Adopted Budget 2017/18
<b>Program Appropriations</b>					
FT Salary	\$ -	\$ -	\$ 177,308	\$ 184,504	\$ 184,504
Employee Benefits	-	-	79,740	82,962	82,962
Payroll Taxes	-	-	15,269	16,007	16,007
<b>Personnel Services</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 272,317</b>	<b>\$ 283,473</b>	<b>\$ 283,473</b>
Professional and Technical Services	-	-	30,750	31,050	31,050
Supplies	-	-	2,130	2,300	2,300
Communication	-	-	718	780	780
Training, Travel and Memberships	-	-	10,913	11,494	11,494
<b>Material &amp; Services</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 44,511</b>	<b>\$ 45,624</b>	<b>\$ 45,624</b>
<b>Program Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 316,828</b>	<b>\$ 329,097</b>	<b>\$ 329,097</b>
<b>Department Staff</b>					
Full-time			2.00	2.00	2.00
Regular part-time (FTE)			0.00	0.00	0.00
Part-time (FTE)			0.00	0.00	0.00





**TUALATIN HILLS**  
PARK & RECREATION DISTRICT

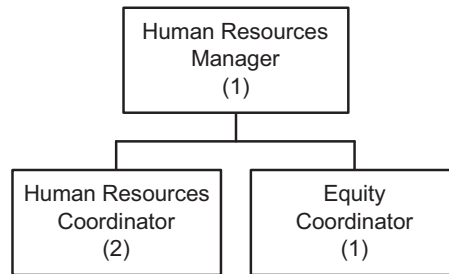
## HUMAN RESOURCES



## 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 THPRD personnel functions, providing support to all departments, and ensuring compliance with applicable laws, the collective bargaining agreement and THPRD policies and procedures.

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

#### FY 2016/17 Accomplishments

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

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

Reviewed and revised the employee handbook to bring in-line with changes in THPRD policies, federal/state law and the collective bargaining agreement.

Set up and implemented the NEOGOV online employee "onboarding" system which provides electronic handling of the new hire process and a paperless record-retention system.

#### FY 2017/18 Goals and Objectives

Research and coordinate training programs to assist staff in developing diversity and inclusion competencies aimed at enhancing performance and cultural awareness in support of THPRD's demographic shift.

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

Continue to review the THPRD operational policy manual and update (as necessary) all HR policies and procedures to ensure they are equitable, relevant and in compliance with the ADA, federal/state laws and THPRD practices.

#### Budget Highlights

No significant changes from the prior-year budget.

#### Performance Standards

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

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

Process new hire packets within 24 hours of receipt.

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



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

Description	Prior Year Actual 2014/15	Prior Year Actual 2015/16	Adopted Budget 2016/17	Proposed Budget 2017/18	Adopted Budget 2017/18
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**Summary of Appropriations**

Personnel Services	\$ 395,449	\$ 446,387	\$ 466,182	\$ 486,229	\$ 486,229
Material & Services	104,094	83,441	149,427	140,505	140,505
<b>Total Appropriations</b>	<b>\$ 499,543</b>	<b>\$ 529,828</b>	<b>\$ 615,609</b>	<b>\$ 626,734</b>	<b>\$ 626,734</b>

**Summary by Program**

Human Resources	\$ 499,543	\$ 529,828	\$ 615,609	\$ 626,734	\$ 626,734
<b>Total Appropriations</b>	<b>\$ 499,543</b>	<b>\$ 529,828</b>	<b>\$ 615,609</b>	<b>\$ 626,734</b>	<b>\$ 626,734</b>

**Division Staff**

Full-time	4.00	4.00	4.00	4.00	4.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	0.00	0.00	0.00	0.00	0.00

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

**KEY PERFORMANCE INDICATORS**

Description	Prior Year Actual 2014/15	Prior Year Actual 2015/16	Projected Outcome 2016/17	Proposed Outcome 2017/18
<b>Workloads:</b>				
Total number of recruitments: FT & RPT positions	14	17	22	20
Total number of training sessions	16	13	12	11
Total number of unemployment insurance claims processed	89	41	45	45
Total number of PT, RPT & FT new hire packets processed	703	882	885	885
<b>Performance Measures:</b>				
Total recruitment applications received	842	949	1,300	1,200
Average number of applications per position	60	56	59	60
Total training contact hours	1,093	1,378	930	1,500
Average total cost per unemployment insurance claim	\$693	\$1,078	\$1,000	\$1,000
Total amount of unemployment insurance paid	\$61,691	\$44,189	\$45,000	\$45,000
Unemployment insurance experience/tax rate	0.9%	0.4%	0.1%	0.1%
<b>Goal Outcome Measures:</b>				
Number of total training contact hours	1,200	1,379	1,400	increase
Number of employees receiving bilingual premium pay out of qualifying positions	N/A	14 of 35	14 of 35	increase

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

Description	Prior Year Actual 2014/15	Prior Year Actual 2015/16	Adopted Budget 2016/17	Proposed Budget 2017/18	Adopted Budget 2017/18
<b>Program Appropriations</b>					
FT Salary	\$ 261,751	\$ 294,071	\$ 312,076	\$ 324,878	\$ 324,878
Employee Benefits	107,657	125,766	127,213	133,152	133,152
Payroll Taxes	26,041	26,550	26,893	28,199	28,199
<b>Personnel Services</b>	<b>\$ 395,449</b>	<b>\$ 446,387</b>	<b>\$ 466,182</b>	<b>\$ 486,229</b>	<b>\$ 486,229</b>
Professional and Technical Services	56,450	26,941	70,174	63,022	63,022
Supplies	1,763	606	7,933	8,383	8,383
Communication	2,779	2,595	10,450	9,310	9,310
Travel, Training and Memberships	43,102	53,299	59,070	59,340	59,340
Small Furniture & Equipment	-	-	1,800	450	450
<b>Material &amp; Services</b>	<b>\$ 104,094</b>	<b>\$ 83,441</b>	<b>\$ 149,427</b>	<b>\$ 140,505</b>	<b>\$ 140,505</b>
<b>Program Total</b>	<b>\$ 499,543</b>	<b>\$ 529,828</b>	<b>\$ 615,609</b>	<b>\$ 626,734</b>	<b>\$ 626,734</b>
<b>Department Staff</b>					
Full-time	4.00	4.00	4.00	4.00	4.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	0.00	0.00	0.00	0.00	0.00







**TUALATIN HILLS**  
PARK & RECREATION DISTRICT

## **MAINTENANCE OPERATIONS**



*Athletic Facilities Maintenance*

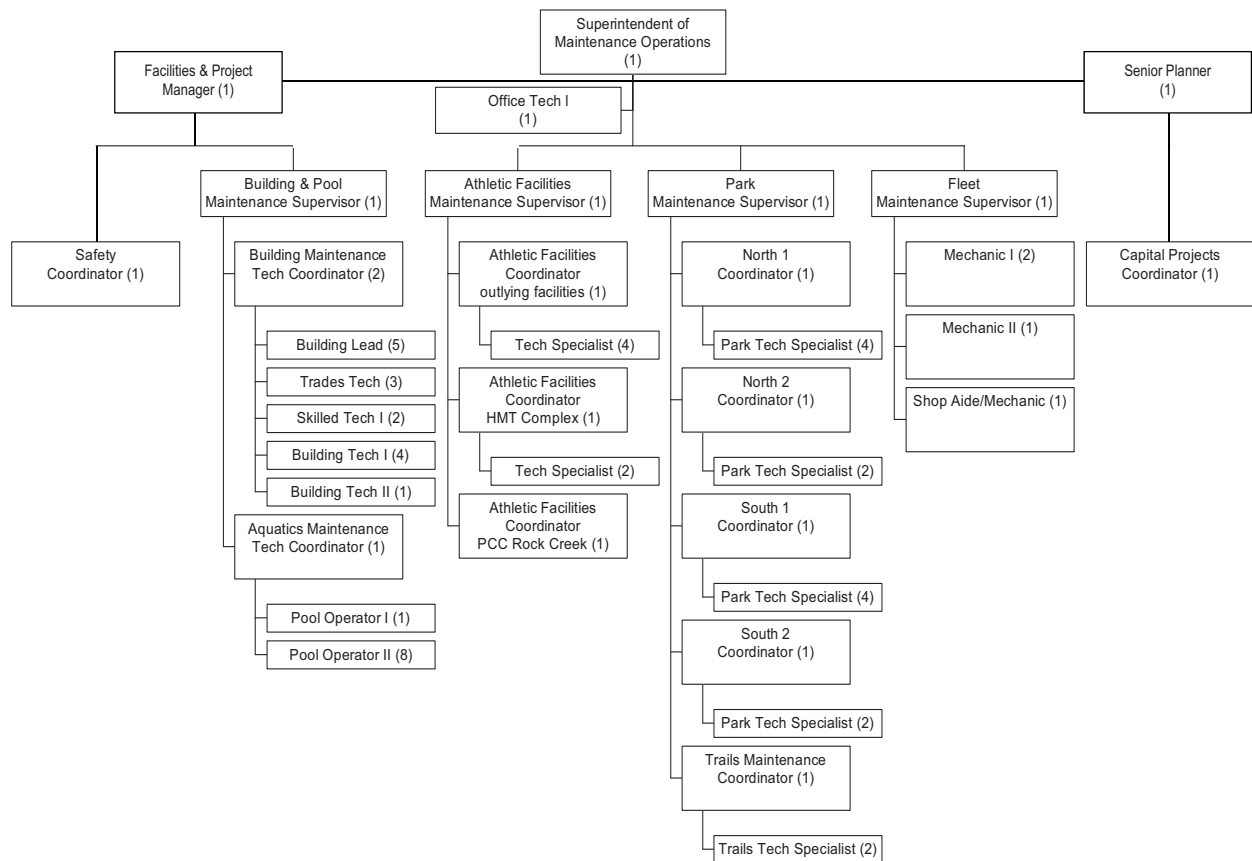
*Building & Pool Maintenance*

*Park Maintenance*

*Fleet Maintenance*

# BUSINESS & FACILITIES DIVISION

## Maintenance Operations Department



### Department Overview

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

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

### Park Maintenance

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

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

### Athletic Facilities Maintenance

The Athletic Facilities Maintenance Program supports the facility and program needs of the Sports Department. Their responsibilities include all of the field maintenance services and game day preparation for soccer, football, baseball, softball, lacrosse, rugby and cricket leagues. Many of the fields that the Athletic Facilities Maintenance Program is responsible for are located on Beaverton School District property. In addition to field maintenance, they maintain skate parks, outdoor basketball and volleyball courts as well as THPRD and Beaverton School

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

District tennis courts. The Athletic Facilities Maintenance Program also oversees the maintenance operations at the Portland Community College Rock Creek and Howard M. Terpenning recreation complexes.

### Building & Pool Maintenance

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

### Fleet Maintenance

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

### **FY 2016/17 Accomplishments**

All divisions of the Maintenance Operations Department worked together to successfully deliver world class facilities for the 2016 Davis Cup.

Soccer field #2 at the HMT Complex was replaced with a new synthetic turf surface. Ground up athletic shoe rubber was used as an alternative infill for the turf.

One seismic upgrade project was completed at Garden Home Recreation Center. Completion of the project included significant safety upgrades for patron and staff egress during a seismic event.

The Tualatin Hills Aquatic Center Renovation project (Phase 1) was completed, which concentrated on replacing the roof and HVAC system.

A total of 290 drinking water samples were taken and tested for "lead in water" at THPRD facilities (164 samples) and in parks (126 samples).

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

### **FY 2017/18 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 THPRD assets and natural resources.

In November of 2017, the Parks and Athletic Facilities Maintenance Programs will be shifting to a new service delivery model. The new model will reduce service overlap at park sites, increase department efficiencies, and provide stronger site ownership for the maintenance technicians.

Complete the Tualatin Hills Aquatic Center Renovation project Phase 2 by the end of calendar 2017. The renovation will provide many repairs and replacements to critical system elements. The renovation project includes resurfacing the pool tank and locker room floors, replacing the pool deck, pool gutter/tile, pool underwater lights and repairing the dive tower. In addition, this project will expand the pool deck area.

Abate and re-test 19 water sources that did not meet the Environmental Protection Agency threshold of 15 parts per billion of lead in drinking water.

## **FY 2017/18 Goals and Objectives (continued)**

Continue to replace signage to implement the signage master plan with an efficient, streamlined replacement process; continue replacing the remaining signs in THPRD parks and natural areas next year. The new signage will also account for ADA guidelines that were part of the recently completed ADA Transition Plan.

Factors to monitor and assure efficiency and effectiveness are:

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

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

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

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

### **Budget Highlights**

The proposed budget reflects the midyear transfers of the following positions:

- Full-time office tech II position from the Maintenance Operations department to the Design & Development department
- Temporary full-time park planner from the Design & Development department to the Maintenance Operations department and upgrade of this position to permanent full-time senior planner.

Fleet Fuel Impacts – The strategies that were applied in FY 2016/17 to offset trending increases in use and mileage have been successful by reducing fuel use by an estimated 2,465 gallons, and driving 22,754 fewer miles in 2016. THPRD is expecting to consume approximately 43,000 gallons of gasoline and 12,000 gallons of diesel fuel in FY 2017/18.

### New or Expanded Facilities Impacts

The proposed budget includes part-time staffing, supply, and utility increases necessary to maintain new or expanded parks, athletic fields and buildings resulting from completion of 2008 Bond Fund capital projects as well as projects funded from the System Development Charge

fund and grant funds. New sites to be maintained include new neighborhood parks and several new community trail segments in the North Bethany area. This budget also includes operational expenses for a solar-powered bench that collects data on park use, charges phones and monitors the environment.

### Utility Impacts

The proposed budget reflects natural gas rate decreases of 1.6% with flat electricity rates. In FY 2016/17, overall electricity usage decreased by 0.2% and natural gas usage increased by 2.9% for pools. Electricity and natural gas consumption are expected to decrease in FY 2017/18.

Water usage decreased in FY 2016/17 by 27.6% driven in large part by THPRD's water conservation efforts. Water usage is expected to increase slightly in FY 2017/18 as six new irrigated park sites have been added to the inventory. The proposed budget also reflects an increase in water utility costs resulting from a 14.4% rate increase from THPRD's primary water provider.

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

- Upgrade of two regular part-time pool operator II positions to full time and downgrade of one full-time pool operator I to full-time pool operator II.
- Strategic Energy Management incentives through the Energy Trust of Oregon. Additional funding is included in the capital budget for energy saving capital improvement projects eligible for Energy Trust of Oregon incentives.



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

Description	Prior Year Actual 2014/15	Prior Year Actual 2015/16	Adopted Budget 2016/17	Proposed Budget 2017/18	Adopted Budget 2017/18
<b>Summary of Appropriations</b>					
Personnel Services	\$ 8,212,243	\$ 8,453,112	\$ 8,946,027	\$ 9,277,695	\$ 9,277,695
Materials & Services	3,884,389	3,941,435	4,238,354	4,314,367	4,314,367
Capital Outlay	243,340	266,421	317,399	491,700	491,700
<b>Total Appropriations</b>	<b>\$ 12,339,972</b>	<b>\$ 12,660,968</b>	<b>\$ 13,501,780</b>	<b>\$ 14,083,762</b>	<b>\$ 14,083,762</b>

<b>Summary by Program</b>					
Superintendent of Maintenance Op.	\$ 684,076	\$ 733,192	\$ 805,832	\$ 878,320	\$ 878,320
Athletic Facilities Maintenance	2,018,675	2,070,504	2,149,043	2,265,422	2,265,422
Building & Pool Maintenance	5,193,263	5,210,537	5,344,206	5,381,314	5,381,314
Park Maintenance	3,350,097	3,553,529	3,978,635	4,108,379	4,108,379
Fleet Maintenance	1,093,861	1,093,206	1,224,064	1,450,327	1,450,327
<b>Total Appropriations</b>	<b>\$ 12,339,972</b>	<b>\$ 12,660,968</b>	<b>\$ 13,501,780</b>	<b>\$ 14,083,762</b>	<b>\$ 14,083,762</b>

<b>Division Staff</b>					
Full-time	66.00	67.00	67.00	69.00	69.00
Regular part-time (FTE)	7.00	7.00	6.13	4.38	4.38
Part-time (FTE)	57.91	57.67	60.36	61.01	61.01

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

**KEY PERFORMANCE INDICATORS**

<b>Description</b>	<b>Prior Year Actual 2014/15</b>	<b>Prior Year Actual 2015/16</b>	<b>Projected Outcome 2016/17</b>	<b>Proposed Outcome 2017/18</b>
<b>Goal Outcome Measures:</b>				
5-year balance*	\$ 15,874,539	\$ 15,818,039	\$ 15,532,096	\$ 16,385,935
10-year balance*	\$ 29,640,333	\$ 29,941,383	\$ 30,221,716	\$ 31,782,624
Deferred maintenance and major replacement sinking fund liability balance	N/A	\$ 8,588,343	\$ 7,309,021	\$ 5,958,376
Total annual metric tons of CO2 generated	14,280	14,249	14,249	decrease

\* Replacement balance includes deferred replacement backlog plus projected future replacements (major replacement only)



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

Description	Prior Year Actual 2014/15	Prior Year Actual 2015/16	Adopted Budget 2016/17	Proposed Budget 2017/18	Adopted Budget 2017/18
<b>Program Appropriations</b>					
FT Salary	\$ 409,476	\$ 440,242	\$ 467,400	\$ 508,913	\$ 508,913
PT Salary	20,666	1,224	24,216	40,688	40,688
Employee Benefits	184,977	206,208	218,569	218,297	218,297
Payroll Taxes	41,535	40,014	44,278	49,986	49,986
<b>Personnel Services</b>	<b>\$ 656,654</b>	<b>\$ 687,688</b>	<b>\$ 754,463</b>	<b>\$ 817,884</b>	<b>\$ 817,884</b>
Professional and Technical Services	2,554	6,577	10,125	18,771	18,771
Communications	4,410	5,110	5,100	5,800	5,800
Supplies	7,454	6,100	6,174	9,023	9,023
Training, Travel and Memberships	1,802	5,312	7,470	3,330	3,330
Utilities	11,202	22,405	22,500	23,512	23,512
<b>Material &amp; Services</b>	<b>\$ 27,422</b>	<b>\$ 45,504</b>	<b>\$ 51,369</b>	<b>\$ 60,436</b>	<b>\$ 60,436</b>
<b>Program Total</b>	<b>\$ 684,076</b>	<b>\$ 733,192</b>	<b>\$ 805,832</b>	<b>\$ 878,320</b>	<b>\$ 878,320</b>
<b>Department Staff</b>					
Full-time	5.00	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)	0.98	0.69	0.73	1.39	1.39

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

**KEY PERFORMANCE INDICATORS**

Description	Prior Year Actual 2014/15	Prior Year Actual 2015/16	Projected Outcome 2016/17	Proposed Outcome 2017/18
<b>Workload:</b>				
Athletic fields maintained	255	255	256	253
Outdoor sport courts maintained <sup>1</sup>	178	178	178	177
<b>Total Workload Units</b>	<b>433</b>	<b>434</b>	<b>434</b>	<b>430</b>
<b>Efficiency:</b>				
Cost per athletic field	\$5,363	\$5,526	\$5,667	\$5,860
Cost per outdoor sport court	\$2,645	\$2,727	\$2,793	\$2,881
<b>Goal Outcome Measures:</b>				
Electricity (kWh/lighted field and court count)	6,099	6,045	6,135	6,135
Water (gallons/field and court count)	77,692	69,300	57,671	57,671
Water (gallons/field and court count with ETR)	15,187	23,354	decrease	decrease
% number of irrigation systems automated (of irrigation systems desired to be automated)	91.5%	91.5%	91.5%	91.5%
<b>Performance Measures:</b>				
% of desired service level (DSL) on fields	97%	97%	97%	100%
% of desired service level (DSL) on courts	100%	100%	100%	100%

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

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

Description	Prior Year Actual 2014/15	Prior Year Actual 2015/16	Adopted Budget 2016/17	Proposed Budget 2017/18	Adopted Budget 2017/18
<b>Program Appropriations</b>					
FT Salary	\$ 582,874	\$ 623,093	\$ 622,911	\$ 655,412	\$ 655,412
PT Salary	394,846	396,814	442,518	467,626	467,626
Employee Benefits	286,116	318,210	317,186	338,183	338,183
Payroll Taxes	108,924	107,240	109,766	117,465	117,465
<b>Personnel Services</b>	<b>\$ 1,372,760</b>	<b>\$ 1,445,357</b>	<b>\$ 1,492,381</b>	<b>\$ 1,578,686</b>	<b>\$ 1,578,686</b>
Professional and Technical Services	817	3,338	2,600	2,600	2,600
Rental Equipment	1,719	45	1,200	1,200	1,200
Other Services	94,098	101,305	107,985	109,290	109,290
Communications	11,707	11,722	14,687	14,687	14,687
Supplies	336,531	329,786	336,931	335,939	335,939
Training, Travel and Memberships	3,757	2,987	6,020	6,020	6,020
Utilities	196,573	175,318	185,529	215,290	215,290
Small Furniture, Fixtures and Equip.	713	646	1,710	1,710	1,710
<b>Material &amp; Services</b>	<b>\$ 645,915</b>	<b>\$ 625,147</b>	<b>\$ 656,662</b>	<b>\$ 686,736</b>	<b>\$ 686,736</b>
<b>Program Total</b>	<b>\$ 2,018,675</b>	<b>\$ 2,070,504</b>	<b>\$ 2,149,043</b>	<b>\$ 2,265,422</b>	<b>\$ 2,265,422</b>
<b>Department Staff</b>					
Full-time	10.00	10.00	10.00	10.00	10.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	15.68	16.12	16.41	16.69	16.69
<b>Funded Service Level</b>					
Baseball/softball fields maintained at 100% DSL	103	103	103	103	103
Total baseball/softball fields in inventory	106	106	106	103	103
Sport courts maintained at 100% DSL	178	178	178	177	177
Total sport courts	178	178	178	177	177

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

**KEY PERFORMANCE INDICATORS**

Description	Prior Year Actual 2014/15	Prior Year Actual 2015/16	Projected Outcome 2016/17	Proposed Outcome 2017/18
<b>Workload:</b>				
Buildings - 1,000 sq feet of space	461	461	461	461
Pools - 1,000 sq feet of space	117	117	117	117
<b>Total Workload Units</b>	<b>578</b>	<b>578</b>	<b>578</b>	<b>578</b>
<b>Efficiency:</b>				
Cost per sq foot of buildings	\$6.63	\$7.07	\$7.04	\$7.22
Cost per sq foot of pools	\$17.28	\$16.40	\$16.33	\$17.14
<b>Goal Outcome Measures:<sup>1</sup></b>				
Gas (Therms/sq foot)	1.15	1.16	1.17	1.17
Electricity (kWh/sq foot)	16.7	17.0	17.1	17.1
Water (gallons/sq foot)	54.4	48.0	50.6	50.6
<b>Performance Measures:</b>				
% of desired service level (DSL) in buildings	88%	88%	88%	88%
% of desired service level (DSL) in pools	72%	72%	72%	75%

<sup>1</sup> Based on total building and pool square footage

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

Description	Prior Year Actual 2014/15	Prior Year Actual 2015/16	Adopted Budget 2016/17	Proposed Budget 2017/18	Adopted Budget 2017/18
<b>Program Appropriations</b>					
FT Salary	\$ 1,515,599	\$ 1,542,298	\$ 1,564,477	\$ 1,688,182	\$ 1,688,182
RPT Salary	321,123	295,961	300,511	210,730	210,730
PT Salary	352,617	369,299	400,963	411,421	411,421
Employee Benefits	817,929	848,326	877,567	898,220	898,220
Payroll Taxes	238,364	213,422	234,529	243,974	243,974
<b>Personnel Services</b>	<b>\$ 3,245,632</b>	<b>\$ 3,269,306</b>	<b>\$ 3,378,047</b>	<b>\$ 3,452,527</b>	<b>\$ 3,452,527</b>
Professional and Technical Services	7,857	6,336	26,502	6,502	6,502
Rental Equipment	1,985	2,235	1,500	1,800	1,800
Other Services	169,097	166,151	150,361	152,375	152,375
Supplies	377,766	410,830	415,015	428,962	428,962
Training, Travel and Memberships	9,716	9,441	8,150	6,750	6,750
Utilities	1,303,100	1,273,812	1,277,167	1,257,760	1,257,760
Communication	62,498	69,360	68,065	68,638	68,638
<b>Material &amp; Services</b>	<b>\$ 1,932,019</b>	<b>\$ 1,938,165</b>	<b>\$ 1,946,760</b>	<b>\$ 1,922,787</b>	<b>\$ 1,922,787</b>
Building/Pool Equip. Replacement	7,995	3,066	15,900	6,000	6,000
Building/Pool Equip. Improvement	7,617	-	3,499	-	-
<b>Capital Outlay</b>	<b>\$ 15,612</b>	<b>\$ 3,066</b>	<b>\$ 19,399</b>	<b>\$ 6,000</b>	<b>\$ 6,000</b>
<b>Program Total</b>	<b>\$ 5,193,263</b>	<b>\$ 5,210,537</b>	<b>\$ 5,344,206</b>	<b>\$ 5,381,314</b>	<b>\$ 5,381,314</b>
<b>Department Staff</b>					
Full-time	26.00	26.00	26.00	28.00	28.00
Regular part-time (FTE)	7.00	7.00	6.13	4.38	4.38
Part-time (FTE)	15.79	15.43	16.12	15.68	15.68
<b>Funded Service Level</b>					
1,000 sq ft of building maintained at 100% DSL	406	406	406	406	406
Total 1,000 sq ft of building	461	461	461	461	461
1,000 sq ft of pools maintained at 100% DSL	84	84	84	88	88
Total 1,000 sq ft of pools	117	117	117	117	117

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

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Project Number	Capital Project	Adopted Budget	Page #
<b>BUILDING AND POOL EQUIPMENT REPLACEMENTS</b>			
1	Pool Vacuum Robot	6,000	BF-61
<b><i>TOTAL BUILDING AND POOL EQUIPMENT REPLACEMENTS</i></b>		<b><u>\$ 6,000</u></b>	
<b><i>TOTAL BUILDING AND POOL EQUIPMENT CAPITAL OUTLAY</i></b>		<b><u><u>\$ 6,000</u></u></b>	

**BUILDING & POOL MAINTENANCE CAPITAL OUTLAY**

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**BUILDING AND POOL EQUIPMENT REPLACEMENTS**

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**ITEM 1:** Pool Vacuum Robot  
**BUDGET:** \$6,000  
**DESCRIPTION:** Replacement of existing pool vacuum robot

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

**KEY PERFORMANCE INDICATORS**

<b>Description</b>	<b>Prior Year Actual 2014/15</b>	<b>Prior Year Actual 2015/16</b>	<b>Projected Outcome 2016/17</b>	<b>Proposed Outcome 2017/18</b>
<b>Workload:</b>				
Developed acres	1,062	1,075	1,082	1,087
Undeveloped acres	1,244	1,275	1,284	1,288
<b>Total Workload Units</b>	<b>2,306</b>	<b>2,350</b>	<b>2,366</b>	<b>2,375</b>
<b>Efficiency:</b>				
Cost per developed acre	\$2,892	\$3,133	\$3,308	\$3,400
Cost per undeveloped acre	\$274	\$293	\$310	\$319
<b>Goal Outcome Measures:</b>				
Electricity (kWh/developed acre)	124.8	123.9	107.7	90.4
Water (gallons/developed acre)	51,396	60,465	41,593	41,593
Water (gallons/developed acre with ETR)	27,965	37,578	25,849	25,849
Vehicle miles traveled per developed acre	384	370	331	330
<b>Performance Measures:</b>				
% of desired service level (DSL) high-production mowing for developed acres	92%	92%	93%	93%



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

Description	Prior Year Actual 2014/15	Prior Year Actual 2015/16	Adopted Budget 2016/17	Proposed Budget 2017/18	Adopted Budget 2017/18
<b>Program Appropriations</b>					
FT Salary	\$ 1,147,432	\$ 1,186,596	\$ 1,239,523	\$ 1,259,124	\$ 1,259,124
PT Salary	522,424	567,648	732,323	791,623	791,623
Employee Benefits	566,180	595,894	597,987	584,961	584,961
Payroll Taxes	183,959	183,452	201,858	213,049	213,049
<b>Personnel Services</b>	<b>\$ 2,419,995</b>	<b>\$ 2,533,590</b>	<b>\$ 2,771,691</b>	<b>\$ 2,848,757</b>	<b>\$ 2,848,757</b>
Professional and Technical Services	57,091	42,426	57,500	73,000	73,000
Rental Equipment	9,920	6,979	14,245	14,245	14,245
Communication	23,688	25,853	26,800	37,299	37,299
Other Services	38,086	36,153	50,596	52,596	52,596
Supplies	186,281	220,925	254,363	243,837	243,837
Training, Travel and Memberships	8,212	4,015	9,980	13,930	13,930
Utilities	606,824	683,588	793,460	824,715	824,715
<b>Material &amp; Services</b>	<b>\$ 930,102</b>	<b>\$ 1,019,939</b>	<b>\$ 1,206,944</b>	<b>\$ 1,259,622</b>	<b>\$ 1,259,622</b>
<b>Program Total</b>	<b>\$ 3,350,097</b>	<b>\$ 3,553,529</b>	<b>\$ 3,978,635</b>	<b>\$ 4,108,379</b>	<b>\$ 4,108,379</b>
<b>Department Staff</b>					
Full-time	20.00	20.00	20.00	20.00	20.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	24.71	24.70	26.37	26.52	26.52
<b>Funded Service Level</b>					
High-production mowing acres maintained at 100% DSL	307	308	325	325	325
Total high-production mowing acres in inventory	364	328	328	328	328

**Division: Business & Facilities**  
**Department: Maintenance Operations**  
**Program: Fleet Maintenance**

**KEY PERFORMANCE INDICATORS**

Description	Prior Year Actual 2014/15	Prior Year Actual 2015/16	Projected Outcome 2016/17	Proposed Outcome 2017/18
<b>Workload:</b>				
Vehicle & equipment units	490	502	514	520
<b>Total Workload Units</b>	<b>490</b>	<b>502</b>	<b>514</b>	<b>520</b>
<b>Efficiency:</b>				
Cost per vehicle & equipment unit	\$1,768	\$1,831	\$1,802	\$1,808
Vehicle & equipment unit per FTE	85.6	87.3	89.4	90.4
<b>Goal Outcome Measures:</b>				
Fuel cost/mile traveled	\$0.17	\$0.13	\$0.14	decrease
Fuel cost/mile traveled (indexed for fuel cost)	\$0.20	\$0.21	\$0.19	decrease
Fuel cost/developed acre	\$141.52	\$104.04	\$118.87	decrease
Fuel cost/developed acre (indexed)	\$171.92	\$161.63	\$160.59	decrease
Fossil fuel usage/mile traveled (gal/1,000 mi)	65.0	63.6	64.3	decrease
<b>Performance Measures:</b>				
% of desired service level (DSL) in preventative maintenance for fleet	77%	75%	77%	78%
% of alternate fuel on-road vehicle miles	10.5%	10.4%	10.6%	10.6%

**Division: Business & Facilities**  
**Department: Maintenance Operations**  
**Program: Fleet Maintenance**

Description	Prior Year Actual 2014/15	Prior Year Actual 2015/16	Adopted Budget 2016/17	Proposed Budget 2017/18	Adopted Budget 2017/18
<b>Program Appropriations</b>					
FT Salary	\$ 326,994	\$ 322,401	\$ 329,387	\$ 343,503	\$ 343,503
PT Salary	16,822	13,385	23,072	24,731	24,731
Employee Benefits	135,982	146,634	160,043	172,084	172,084
Payroll Taxes	37,404	34,751	36,943	39,523	39,523
<b>Personnel Services</b>	<b>\$ 517,202</b>	<b>\$ 517,171</b>	<b>\$ 549,445</b>	<b>\$ 579,841</b>	<b>\$ 579,841</b>
Professional and Technical Services	1,766	1,614	6,970	6,430	6,430
Rental Equipment	-	-	1,300	1,300	1,300
Communications	2,621	2,577	2,500	2,500	2,500
Supplies	54,659	56,014	39,820	42,635	42,635
Vehicle & Equipment Parts	88,955	109,989	123,229	128,500	128,500
Vehicle & Equipment Services	38,630	29,812	30,150	31,150	31,150
Gas & Oil (Vehicles)	159,775	111,324	169,150	168,771	168,771
Training, Travel and Memberships	2,525	1,350	3,500	3,500	3,500
<b>Material &amp; Services</b>	<b>\$ 348,931</b>	<b>\$ 312,680</b>	<b>\$ 376,619</b>	<b>\$ 384,786</b>	<b>\$ 384,786</b>
Maintenance Equip. Replacement	227,728	263,355	283,300	419,700	419,700
Maintenance Equip. Improvements	-	-	14,700	66,000	66,000
<b>Capital Outlay</b>	<b>\$ 227,728</b>	<b>\$ 263,355</b>	<b>\$ 298,000</b>	<b>\$ 485,700</b>	<b>\$ 485,700</b>
<b>Program Total</b>	<b>\$ 1,093,861</b>	<b>\$ 1,093,206</b>	<b>\$ 1,224,064</b>	<b>\$ 1,450,327</b>	<b>\$ 1,450,327</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)	0.75	0.73	0.73	0.73	0.73
<b>Funded Service Level</b>					
Vehicle & equipment units maintained at 100% DSL	402	377	396	406	406
Total vehicle & equipment units in inventory	490	502	514	520	520

**Division: Business & Facilities**  
**Department: Maintenance Operations**  
**Program: Fleet Maintenance**  
**Detail of Capital Outlay**

<b>Project Number</b>	<b>Capital Project</b>	<b>Adopted Budget</b>	<b>Page #</b>
<b>MAINTENANCE EQUIPMENT REPLACEMENTS</b>			
1	High-production Mowers	\$ 210,000	BF-67
2	FCSC Trash Compactor	34,000	BF-67
3	2.5 ton Axle Trailers	10,500	BF-67
4	High-pressure Parts Washer	10,500	BF-67
5	52" Mowers	24,300	BF-67
6	72" Mowers	42,900	BF-67
7	Aerial Lift Truck	50,000	BF-68
8	Die-cut Label Maker	2,500	BF-68
9	Park Patrol Vehicle #3352	35,000	BF-68
<b>TOTAL MAINTENANCE EQUIPMENT REPLACEMENTS</b>		<b><u>\$ 419,700</u></b>	
<b>MAINTENANCE EQUIPMENT IMPROVEMENTS</b>			
10	Minibus	52,000	BF-68
11	Vehicle Wraps	14,000	BF-68
<b>TOTAL MAINTENANCE EQUIPMENT IMPROVEMENTS</b>		<b><u>\$ 66,000</u></b>	
<b>TOTAL MAINTENANCE EQUIPMENT CAPITAL OUTLAY</b>		<b><u><u>\$ 485,700</u></u></b>	

## FLEET MAINTENANCE CAPITAL OUTLAY

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### MAINTENANCE EQUIPMENT REPLACEMENTS

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**ITEM 1:**            **High-production Mowers**

**BUDGET:**        \$210,000

**DESCRIPTION:** Replacement of unit #7600 (2009) and unit #7620 (2009) high-production mowers for Park Maintenance. Normal life is 84 months.

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**ITEM 2:**            **FCSC Trash Compactor**

**BUDGET:**        \$34,000

**DESCRIPTION:** Replacement of outdoor trash compactor (1988) for Park Maintenance

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**ITEM 3:**            **2.5 ton Axle Trailers**

**BUDGET:**        \$10,500

**DESCRIPTION:** Replacement of unit #8800 (2002) BushHog mower for Park Maintenance. Normal life is 120 months. Asset will be replaced with two 2.5-ton axle trailers.

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**ITEM 4:**            **High-pressure Parts Washer**

**BUDGET:**        \$10,500

**DESCRIPTION:** Replacement of Parker hydraulic hose crimper (2005) for Fleet Maintenance. Normal life is 120 months. Asset will be replaced with a high-pressure parts washer.

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**ITEM 5:**            **52" Mowers**

**BUDGET:**        \$24,300

**DESCRIPTION:** Replacement of unit #5720 (2010) Toro 52" mower for Athletic Facilities Maintenance, and unit #5770 (2012) and unit #5790 (2012) Toro 52" mower for Park Maintenance. Normal life is 48 months or 1,000 hours.

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**ITEM 6:**            **72" Mowers**

**BUDGET:**        \$42,900

**DESCRIPTION:** Replacement of unit #7681 (2009) Toro 72" mower for Park Maintenance, and unit #8100 (2010) and unit #8110 (2010) Aerway aerator for Athletic Facilities Maintenance. Normal life is 60 months or 1,500 hours.

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## FLEET MAINTENANCE CAPITAL OUTLAY

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**ITEM 7:**            **Aerial Lift Truck**

**BUDGET:**        \$50,000

**DESCRIPTION:** Replacement of unit #3370 (1987) Ford F600 Aerial truck for Park Maintenance. Normal life is 120 months or 90,000 miles.

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**ITEM 8:**            **Die-cut Label Maker**

**BUDGET:**        \$2,500

**DESCRIPTION:** Replacement of unit #740 (1980) die-cut label maker for Fleet Maintenance

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**ITEM 9:**            **Park Patrol Vehicle #3352**

**BUDGET:**        \$35,000

**DESCRIPTION:** Replacement of unit #3352 (2014) hybrid vehicle for Park Patrol. Normal life is 48 months or 100,000 miles. Projected replacement of current unit at 100,000 miles.

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### **MAINTENANCE EQUIPMENT IMPROVEMENTS**

**ITEM 10:**         **Minibus**

**BUDGET:**        \$52,000

**DESCRIPTION:** Purchase of a minibus to replace two state van rentals

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**ITEM 11:**         **Vehicle Wraps**

**BUDGET:**        \$14,000

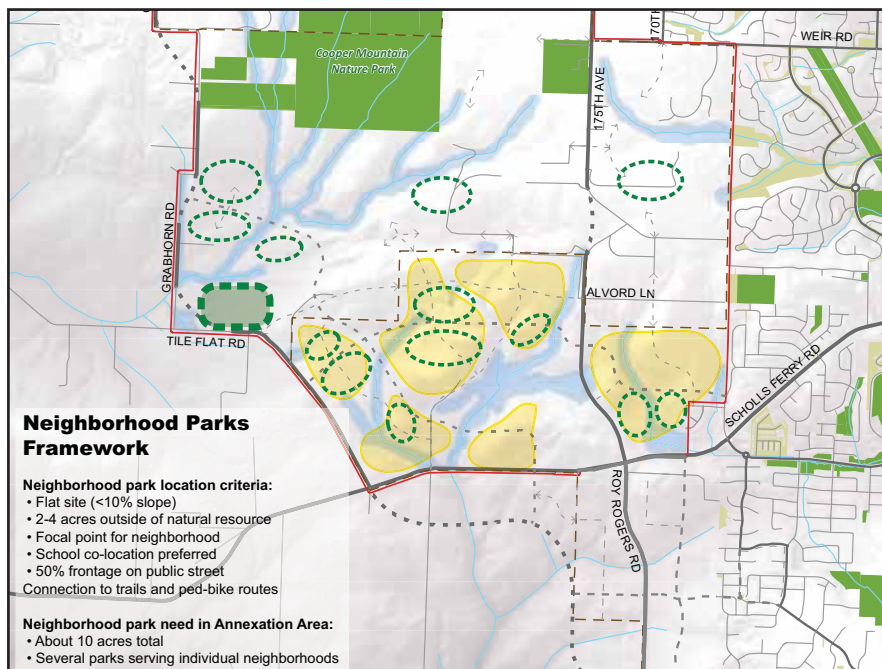
**DESCRIPTION:** Installation of vehicle wraps on existing THPRD vehicles, as part of marketing plan

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# TUALATIN HILLS PARK & RECREATION DISTRICT

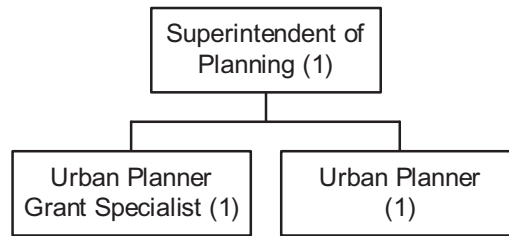
## PLANNING



## BUSINESS & FACILITIES DIVISION

Planning Department

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### Department Overview

The superintendent of Planning is responsible to the director of Business & Facilities for managing land acquisition activity; managing intergovernmental relations and land use legislation at the state, regional and local level; implementing the grant strategy; and monitoring development applications at the City of Beaverton and Washington County.

### FY 2016/17 Accomplishments

Supported the work of the Parks Bond Citizen Oversight Committee. Implemented the land acquisitions element of the bond program.

Managed THPRD's land acquisition program.

Monitored Washington County and City of Beaverton land use review processes for applications that include or impact park/trail projects and facilities.

Advocated for THPRD's interests during Washington County's ordinance process including ordinances: (1) to modify buffers on the northeastern edge of the North Bethany area; and (2) to amend the Beaverton sign code.

Developed a grant strategy for THPRD to create a proactive and integrated system for THPRD to pursue outside funding opportunities and to develop partnerships to assist in pursuing such opportunities. Hired an urban planner - grant specialist to manage the implementation of the grant strategy.

Pursued regional, state and federal grants for park and trail system acquisition and development. Strengthened relationships with City of Beaverton, Washington County and The Trust for Public Land to gain their support for both financial and in-kind contributions to grant projects. Successful grant applications

included a *ConnectOregon* grant in the amount of \$400,000 for the construction of the Waterhouse Trail segment 4 and a Regional Flexible Funds grant in the amount of \$3,693,212 for construction of the Beaverton Creek Trail between the Westside Trail and Hocken Avenue.

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

Represented THPRD on the Washington County Coordinating Committee Transportation Advisory Committee, the Washington County Transportation Study Combined Planners Group and the Beaverton Active Transportation Plan and Land Use Technical Advisory Committees.

### FY 2017/18 Goals and Objectives

Move forward on targeted land acquisitions for parks, trails and natural areas consistent with the Comprehensive Plan Update, Parks, Trails and Natural Resources functional plans, as well as commitments made in the 2008 bond measure. (The focus of acquisition efforts will remain on acquiring natural areas.) Develop strategies for acquisition in areas defined in the Comprehensive Plan as park deficient, as well as in future urban growth areas expected to be included in THPRD.

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

Continue the implementation of the grant strategy. Effectively pursue grants to meet identified facility and program needs.

Participate in Washington County and City of Beaverton land use and planning projects.



**FY 2017/18 Goals and Objectives (continued)**

Continue negotiation of an intergovernmental agreement with City of Beaverton to memorialize THPRD's role as park provider for the city and to strengthen the partnership and cooperation in planning and land use efforts between THPRD and the city.

Work with Metro officials on regional planning issues of interest to THPRD, including the 2018 Regional Transportation Plan and continued membership on MTAC.

Work with Washington County and City of Beaverton officials on development review processes, planning projects and ordinances of interest to THPRD.

**Budget Highlights**

The proposed budget reflects the creation of a full-time urban planner - grant specialist position in Planning. This position was created midyear by repurposing a vacant full-time program coordinator position from the Elsie Stuhr Center.

**Division: Business & Facilities**  
 Department: Planning

Description	Prior Year Actual 2014/15	Prior Year Actual 2015/16	Adopted Budget 2016/17	Proposed Budget 2017/18	Adopted Budget 2017/18
<b>Summary of Appropriations</b>					
Personnel Services	\$ -	\$ -	\$ 476,479	\$ 591,113	\$ 591,113
Materials & Services	-	-	9,735	21,632	21,632
<b>Total Appropriations</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 486,214</b>	<b>\$ 612,745</b>	<b>\$ 612,745</b>

<b>Summary by Program</b>					
Planning	\$ -	\$ -	\$ 486,214	\$ 612,745	\$ 612,745
<b>Total Appropriations</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 486,214</b>	<b>\$ 612,745</b>	<b>\$ 612,745</b>

<b>Division Staff</b>					
Full-time	0.00	0.00	2.00	3.00	3.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	0.00	0.00	1.13	1.08	1.08

Note: As of FY 2016/17, the department title changed from Office of the Director of Planning to Planning.

**Division: Business & Facilities**  
**Department: Planning**  
**Program: Planning**

**KEY PERFORMANCE INDICATORS**

Description	Prior Year Actual 2014/15	Prior Year Actual 2015/16	Projected Outcome 2016/17	Proposed Outcome 2017/18
Acquire new parks, athletic fields, natural areas and trail corridor properties identified in THPRD master plans and the System Development Charge (SDC) Capital Improvement Program.	Acquisition of 3 natural areas, 10 trail corridor sites and 6 park properties.	Acquisition of 5 park sites, 1 a combined park and natural area in South Cooper Mountain. Acquisition of 1 natural area adjacent to Lilly K. Johnson Woods and 13 trail corridor/natural areas.	Acquisition of multiple park and trail properties/easements in the North Bethany area. Acquisition of one neighborhood park and donation of trail easement in the Bonny Slope West area. Develop relationships with land owners in the NE and SW quadrants to work toward acquisition of significant natural areas in those quadrants.	Acquisition will be guided by the Parks, Trails and Natural Resources Functional Plans. Many acquisitions are expected to come from the new urban growth areas in North Bethany, South Cooper Mountain and Bonny Slope West.
Pursue annexation	18 properties, totaling 47.56 acres, were annexed into THPRD via Special District Initiated Annexation Program/Voluntary Annexation Program #10	Due to level of interest and cost, the Voluntary Annexation program will run on an every other year basis; therefore, the program was not offered in this fiscal year.	12 properties, totaling 2.16 acres, were annexed into THPRD via Special District Initiated Annexation Program/Voluntary Annexation Program #11.	Due to level of interest and cost, the Voluntary Annexation program will run on an every other year basis; therefore, the program is not anticipated for this fiscal year.
Seek grants and outside funding sources.	1 grant was applied for and was not awarded.	8 grants were applied for; 4 were awarded and 1 is still pending.	3 grants have been applied for, with 2 grants awarded and 1 outstanding. Awarded grants include a \$400,000 ConnectOregon grant and a \$3,693,212 Regional Flexible Funds Grant. Drafted a grant strategy and presented to the board. Hired an urban planner - grant specialist. Expect to form and convene the grant steering committee and return to the board with the final grant strategy by the end of the fiscal year.	Will use the grant strategy and grant committee to expand outside funding sources. Will apply for grants as determined by need and grant strategy.
Average GRASP Score	82	82	increase	increase
% of THPRD below service threshold (74.7)	1%	1%	decrease	decrease
% of THPRD that is identified walkable access below service threshold	25%	25%	increase	increase

**Division: Business & Facilities**

Department: Planning

Program: Planning

Description	Prior Year Actual 2014/15	Prior Year Actual 2015/16	Adopted Budget 2016/17	Proposed Budget 2017/18	Adopted Budget 2017/18
<b>Program Appropriations</b>					
FT Salary	\$ -	\$ -	\$ 194,793	\$ 267,960	\$ 267,960
PT Salary	-	-	169,978	162,423	162,423
Employee Benefits	-	-	77,921	121,241	121,241
Payroll Taxes	-	-	33,787	39,489	39,489
<b>Personnel Services</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 476,479</b>	<b>\$ 591,113</b>	<b>\$ 591,113</b>
Supplies	-	-	400	300	300
Communications	-	-	2,000	2,000	2,000
Training, Travel and Memberships	-	-	7,335	19,332	19,332
Small Furniture, Fixtures and Equip.	-	-	-	-	-
<b>Material &amp; Services</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 9,735</b>	<b>\$ 21,632</b>	<b>\$ 21,632</b>
<b>Program Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 486,214</b>	<b>\$ 612,745</b>	<b>\$ 612,745</b>
<b>Department Staff</b>					
Full-time			2.00	3.00	3.00
Regular part-time (FTE)			0.00	0.00	0.00
Part-time (FTE)			1.13	1.08	1.08





**TUALATIN HILLS**  
PARK & RECREATION DISTRICT

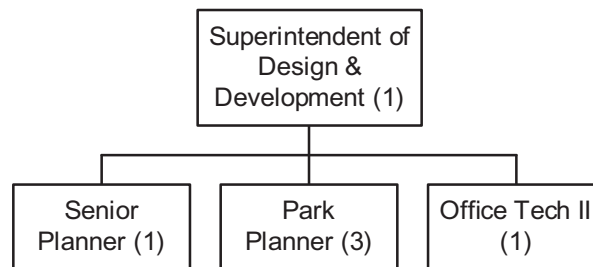
## DESIGN & DEVELOPMENT



## BUSINESS & FACILITIES DIVISION

Design & Development Department

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### Department Overview

The superintendent of Design & Development is responsible to the director of Business & Facilities. Areas of responsibility for the department include capital project administration, master planning, design and construction of park, trail and facility development.

Design & Development activities include: park, trail and facility planning and design, capital improvement project management including projects under the bond program, implementation of THPRD master plans, public outreach for capital project planning, easement coordination, and interagency coordination.

### FY 2016/17 Accomplishments

Non-Bond Projects: Completed Ridgewood View Park/Tualatin Valley Water District (TVWD) reservoir, Abbey Heights Trail, Grace Hollow Trail, and Iron Ridge Crossing. Continued construction administration on Westside Trail #18 (Metropolitan Transportation Improvement Program [MTIP] grant) and Bethany Creek Falls. Began construction on the pedestrian/Clean Water Services (CWS) sewer line bridge. Restarted design documents on Waterhouse Trail Segment #4 (*ConnectOregon* grant) and continued with plans for the Aquatic Center Renovation Phase II. Began public outreach/master plan of the Beaverton Creek Trail-Crescent Connection, two new neighborhood parks in the NW Quadrant and Bonny Slope Trail. Implement recommendations from the ADA Transition Plan as well as continue to incorporate sustainable elements, new signage master plan signs into all projects. Completed the voluntary annexation program process. Participated on THPRD's Energy Team and assisted with Energy Trust of Oregon incentive projects.

Bond Projects Completed: Projects completed were SE Youth Athletic Field at Conestoga Middle School, Westside to Waterhouse Trail, Garden Home Recreation Center seismic upgrades, and the Aquatic Center seismic upgrade project.

2008 Bond Projects in Process: Projects that were undergoing master planning included the North Bethany Trail Segment #2 feasibility study.

Projects in the construction document phase included Cedar Hills Park and Somerset West Park.

Projects that were in construction administration included SW Quadrant Community Park and the gas meter seismic replacements at multiple facilities.

Completed park master planning for Crowell Woods Neighborhood Park, including new process for enhanced community engagement to produce broader community involvement. This will be the new practice for park master planning.

### FY 2017/18 Goals and Objectives

Non-Bond Projects: Complete Westside Trail #18 (MTIP grant) and Aquatic Center Renovation Phase II. Complete master plan of two neighborhood parks funded by SDC funds using enhanced community engagement process. Complete master planning for Beaverton Creek Trail-Crescent Connection, and a neighborhood park in the NW Quadrant. Continue design and permitting the Waterhouse Trail Segment #4 (*ConnectOregon* grant). Begin construction on Bethany Creek Falls and Bonny Slope Trail. Provide oversight of developer SDC projects, development and initial site work and interagency coordination for properties THPRD

**FY 2017/18 Goals and Objectives (continued)**

has purchased in new urban areas. Continue to incorporate sustainable elements, including participation on THPRD's Energy Team, new signage and master plan signs into all projects. Provide design/planning and project assistance to other departments as needed.

**2008 Bond Projects:**

Projects scheduled for master planning include SW Quadrant Youth Athletic Field (Living Hope).

Projects planned for construction documentation include Somerset West Park.

Projects planned for construction administration include Cedar Hills Park.

Projects scheduled for completion include SW Quadrant Community Park, and gas meter replacements at multiple facilities.

Address current and future needs identified in the district: Follow the 2013 Comprehensive Plan update, utilize the Parks, Trails, Natural Resources and Athletic Facilities functional plans, and continue working to achieve goals of the 2008 bond measure.

**Budget Highlights**

The proposed budget reflects the midyear transfer of a full-time office tech II position from Maintenance Operations to Design & Development, and the transfer of the temporary full-time park planner position from Design & Development to Maintenance Operations.

The existing temporary park planner will be extended for six months with funding from the vacant facilities & project manager in Maintenance Operations.

The proposed budget also reflects the reclassification of a full-time Design & Development coordinator to a full-time park planner II at the same grade level.

**Performance Standards**

Design and develop new parks, facilities, athletic fields and trail projects identified in the 2013 Comprehensive Plan update, the 2008 bond measure, 2016 SDC CIP list and the adopted FY 2017/18 budget.



**Division: Business & Facilities**  
**Department: Design & Development**

Description	Prior Year Actual 2014/15	Prior Year Actual 2015/16	Adopted Budget 2016/17	Proposed Budget 2017/18	Adopted Budget 2017/18
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<b>Summary of Appropriations</b>					
Personnel Services	\$ -	\$ -	\$ 770,222	\$ 868,905	\$ 868,905
Materials & Services	-	-	60,219	56,540	56,540
<b>Total Appropriations</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 830,441</b>	<b>\$ 925,445</b>	<b>\$ 925,445</b>

<b>Summary by Program</b>					
Design & Development	\$ -	\$ -	\$ 830,441	\$ 925,445	\$ 925,445
<b>Total Appropriations</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 830,441</b>	<b>\$ 925,445</b>	<b>\$ 925,445</b>

<b>Division Staff</b>					
Full-time	0.00	0.00	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	0.18	0.18

Note: As of FY 2016/17, the department title changed from Planning & Development to Design & Development.

**Division: Business & Facilities**  
**Department: Design & Development**  
**Program: Design & Development**

**KEY PERFORMANCE INDICATORS**

Description	Prior Year Actual 2014/15	Prior Year Actual 2015/16	Projected Outcome 2016/17	Proposed Outcome 2017/18
Develop new parks, athletic fields, natural areas and trail corridor properties identified in THPRD master plans and the System Development Charge (SDC) Capital Improvement Plan.	Completed construction of Cedar Mill Park & Trail, Roger Tilbury Park, Ben Graf Trail, HMT ADA Parking Improvements, Community Garden at Jackie Husen Park, and Fanno Creek Trail/Hall Blvd Crossing. Completed HMT Administration Office Remodel, and 2 office remodels at FCSC. Continued master plan work for Somerset West, Cedar Hills Park, and SW Quadrant Community Park. Began work on the Trails Functional Plan. Continued oversight of various SDC construction projects and land acquisition house demolitions. Coordinated and executed multiple easement agreements with CWS. Completed Voluntary Annexation Program (VAP) #10.	Began construction of Westside to Waterhouse Trail, Ridgewood View Park, Westside Trail Seg. #18, SW Quadrant Community Park, SEQ youth athletic field at Conestoga Middle School, and Aquatic Center Seismic Phase I. Began master planning for NH Park #1 as identified in the FY 2014/15 budget, and Garden Home Rec Seismic. Completed replacement of Tennis Center roof and the Cedar Hills Rec Center seismic, Beaverton Swim Center, Harman Swim Center, HMT ADA Parking Lot, pre-qual for SWQCP construction and synthetic field sole source, 14 house demos, and Trails Functional Plan. Provided design review of site work for North Bethany, South Cooper Mountain and Bonny Slope West projects for properties and/or amenities intended for	Complete construction of Westside to Waterhouse Trail, Garden Home Rec Seismic, Aquatic Center Phase I, SE Quadrant youth athletic field at Conestoga Middle School. Complete construction supervision of Ridgewood View Park, 3 trail projects in North Bethany. Continue construction at Bethany Creek Falls Phase I & II components and begin construction on Phase III-V and SW Quadrant Community Park. Complete master plans for Cedar Hills Park, Somerset West, NH Park #1 as identified in the FY 2014/15 budget. Begin Beaverton Creek Trail (Crescent Connection) MP. Begin work on Waterhouse Trail Seg. 4 (ConnectOregon grant). Provide design review of site work for North Bethany, South Cooper Mountain and Bonny Slope West projects for properties and/or THPRD has or intends to purchase (8-10 projects). Complete VAP #11.	Begin construction of Cedar Hills Park. Complete construction of Westside Trail Seg. 18, SW Quadrant Community Park, and Aquatic Center Renovation Phase II. Complete master planning for the Beaverton Creek Trail (Crescent Connection), NH Park #1 & #2 as identified in the FY 2014/2015 budget, North Bethany Trail Seg 2. Continue master plan of Bonny Slope Trail. Begin Bethany Creek Falls Phase III-V. Continue const. documentation for Somerset West Park. Continue design/permitting of Waterhouse Trail Seg. 4 (ConnectOregon grant). Provide design review of site work for North Bethany, South Cooper Mountain and Bonny Slope West projects for properties and/or amenities THPRD has or intends to purchase. These include approximately 8-10

**Division: Business & Facilities**  
**Department: Design & Development**  
**Program: Design & Development**

Description	Prior Year Actual 2014/15	Prior Year Actual 2015/16	Adopted Budget 2016/17	Proposed Budget 2017/18	Adopted Budget 2017/18
<b>Program Appropriations</b>					
FT Salary	\$ -	\$ -	\$ 509,734	\$ 562,487	\$ 562,487
PT Salary	-	-	-	4,700	4,700
Employee Benefits	-	-	217,027	252,453	252,453
Payroll Taxes	-	-	43,461	49,265	49,265
<b>Personnel Services</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 770,222</b>	<b>\$ 868,905</b>	<b>\$ 868,905</b>
Professional and Technical Service	-	-	30,000	28,000	28,000
Supplies	-	-	9,294	9,100	9,100
Communications	-	-	2,875	2,640	2,640
Training, Travel and Memberships	-	-	17,050	15,800	15,800
Small Furniture & Office Equipment	-	-	1,000	1,000	1,000
<b>Material &amp; Services</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 60,219</b>	<b>\$ 56,540</b>	<b>\$ 56,540</b>
<b>Program Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 830,441</b>	<b>\$ 925,445</b>	<b>\$ 925,445</b>
<b>Department Staff</b>					
Full-time			6.00	6.00	6.00
Regular part-time (FTE)			0.00	0.00	0.00
Part-time (FTE)			0.00	0.18	0.18



# PLANNING



**Division: Planning**

Description	Prior Year Actual 2014/15	Prior Year Actual 2015/16	Adopted Budget 2016/17	Proposed Budget 2017/18	Adopted Budget 2017/18
<b>Summary of Appropriations</b>					
Personnel Services	\$ 1,163,732	\$ 1,206,460	\$ -	\$ -	\$ -
Materials & Services	47,958	56,260	-	-	-
<b>Total Appropriations</b>	<b>\$ 1,211,690</b>	<b>\$ 1,262,720</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

<b>Summary by Program</b>					
Planning	\$ 403,185	\$ 401,713	\$ -	\$ -	\$ -
Design & Development	808,505	861,007	-	-	-
<b>Total Appropriations</b>	<b>\$ 1,211,690</b>	<b>\$ 1,262,720</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**Division Staff**

Full-time	10.00	9.00
Regular part-time (FTE)	0.00	0.00
Part-time (FTE)	1.45	1.13

Note: As of FY 2016/17, the departments in the Planning Division (Planning and Design & Development) were moved to the Business & Facilities Division.



# PARK & RECREATION SERVICES

## AQUATICS



## SPORTS



## RECREATION



## COMMUNITY PROGRAMS



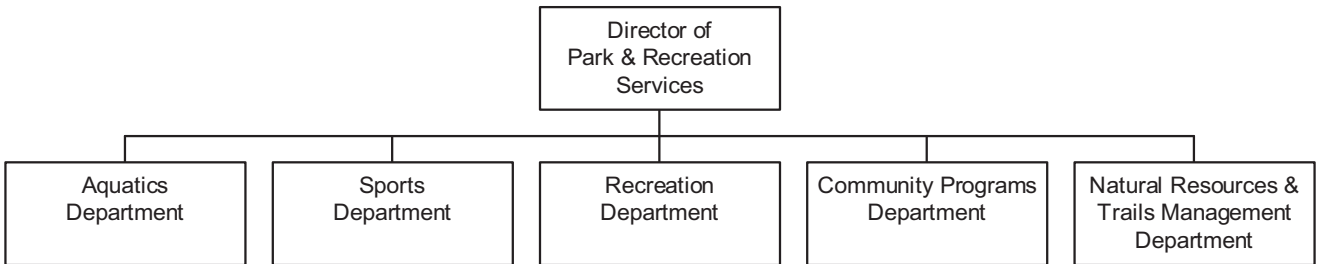
## NATURAL RESOURCES & TRAILS





## PARK & RECREATION SERVICES DIVISION

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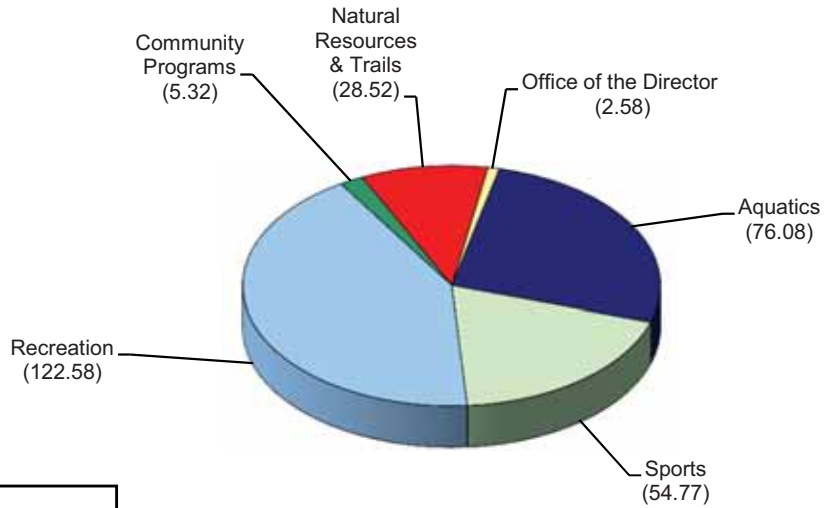
### Division Mission

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

### Division Overview

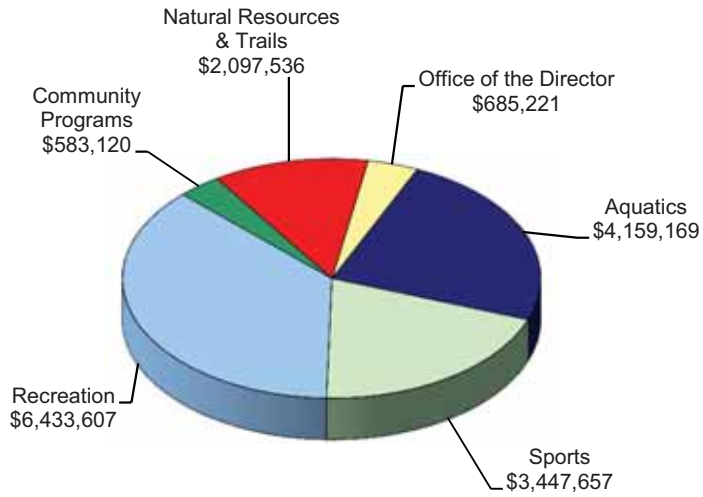
The director of Park & Recreation Services reports to the general manager and is responsible for all administrative functions relating to recreation program activities; aquatics programs; natural resource functions; trails management; sports; volunteer programs, special events, special programs and activities. The Park & Recreation Services Division budget includes the following departments: Office of the Director, Aquatics, Community Programs, Natural Resources & Trails Management, Recreation, and Sports. Activities of the Park & Recreation Division include staff development, customer experience, ADA and adaptive recreation and inclusion services.

## Division Staffing by Departments FY 2017/18



<p><b>Total Division FTEs</b> 289.85</p>
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## Division Appropriations by Departments FY 2017/18



<p><b>Total Division Appropriations</b> \$17,406,310</p>
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**Division: Park & Recreation Services**

<b>Description</b>	<b>Prior Year Actual 2014/15</b>	<b>Prior Year Actual 2015/16</b>	<b>Adopted Budget 2016/17</b>	<b>Proposed Budget 2017/18</b>	<b>Adopted Budget 2017/18</b>
<b>Summary of Appropriations</b>					
Personnel Services	\$ 13,337,109	\$ 13,913,221	\$ 15,198,190	\$ 15,409,069	\$ 15,409,069
Materials & Services	1,384,309	1,585,806	1,914,357	1,997,241	1,997,241
<b>Total Appropriations</b>	<b>\$ 14,721,418</b>	<b>\$ 15,499,027</b>	<b>\$ 17,112,547</b>	<b>\$ 17,406,310</b>	<b>\$ 17,406,310</b>

<b>Summary by Department</b>					
Office of the Director	\$ 582,980	\$ 796,283	\$ 858,709	\$ 685,221	\$ 685,221
Aquatics	3,700,239	3,761,122	4,083,168	4,159,169	4,159,169
Sports	1,630,023	2,713,452	3,486,184	3,447,657	3,447,657
Recreation	4,588,652	4,842,193	5,413,845	6,433,607	6,433,607
Community Programs	2,593,896	1,708,086	1,291,440	583,120	583,120
Natural Resources & Trails	1,625,628	1,677,891	1,979,201	2,097,536	2,097,536
<b>Total Appropriations</b>	<b>\$ 14,721,418</b>	<b>\$ 15,499,027</b>	<b>\$ 17,112,547</b>	<b>\$ 17,406,310</b>	<b>\$ 17,406,310</b>

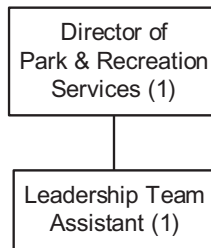
<b>Division Staff</b>					
Full-time	72.00	69.00	72.00	71.00	71.00
Regular part-time (FTE)	18.41	17.53	14.04	14.91	14.91
Part-time (FTE)	185.88	196.99	206.87	203.94	203.94



# PARK & RECREATION SERVICES DIVISION

Office of Director of Park & Recreation Services

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## Department Overview

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

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

## FY 2016/17 Division Accomplishments

Represented THPRD as a finalist for the National Recreation and Park Association's (NRPA) Gold Medal award at the 2016 NRPA annual conference.

Began the accreditation process governed by the Commission for Accreditation of Park and Recreation Agencies (CAPRA).

Hosted a CAPRA visitor team in June 2017 to review THPRD's self-assessment materials.

Hosted over 5,000 visitors for the three-day Davis Cup tennis quarterfinal between the United States and Croatia.

Held another successful Family Triathlon and Party in the Park.

Updated the intergovernmental agreement with the Beaverton School District to maximize the use of facilities for both agencies.

Maintained positive working relationships with our affiliate clubs and the Beaverton School District.

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

Secured a \$245,700 grant from Metro's Nature In Neighborhoods Program to fund a major restoration

project and bridge replacement along the Fanno Creek Greenway.

Worked with a consultant to complete the ADA Access Audit of facilities, parks and paved trails, and secured adoption of the ADA Transition Plan.

Continued to work collaboratively across departments to develop a framework for the ongoing improvement of THPRD facilities for people with disabilities.

Held a highly successful Concert in the Park Series, with five concerts, including "Groovin' on the Grass" featuring The Temptations.

Expanded the Make a Splash free swim lesson program by offering the program at six facilities.

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

Offered a pilot test of the Hire to Train program, a successful lifeguard recruitment program which hires enthusiastic, motivated individuals and trains them for all aspects of the entry-level lifeguard position. Once the training is successfully completed, the candidate is promoted to the lifeguard position.

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

Placed 5,350 volunteers to participate in 350 volunteer positions, contributing 52,000 hours of support in 14 facilities.

Held the Cyber Seniors program at the Elsie Stuhr Center. This program partnered with Beaverton High School, Beaverton Police Activities League, and

**FY 2016/17 Division Accomplishments (continued)**

Best Buy to work with seniors on the use of a variety of equipment such as tablets and smartphones.

Increased outreach to low-income families and seniors by expanding access through partnerships with FamilyCare Health Plan, SilverSneakers, Silver&Fit and RxPlay.

Undertook an effort to demonstrate the value of our part-time staff through our recruitment, training and recognition of their work. Created the Employee Process Improvement Committee (EPIC) to move this process forward.

Expanded engagement opportunities by increasing enrollment in full-day camp offerings for kids ages 10 to 13 and individual adult registration programs.

Evaluated programming by the service assessment method to assure program relevance.

**FY 2017/18 Division Goals and Objectives**

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

Pursue the Gold Medal award and CAPRA accreditation at the 2017 NRPA conference.

Develop and deliver an employee development plan that includes an onboarding procedure, training guidelines, and a mentoring program.

Continue implementation of the cost recovery model.

Make adjustments to accommodate the sports program for a sixth Beaverton high school when it opens in late 2017.

Complete habitat inventories for all remaining high functioning natural areas, which include Cooper Mountain Nature Park and Tualatin Hills Nature Park.

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

Continue to seek ways to improve communications and contact with all people in our community to inform and offer programs of interest.

Continue the Rec Mobile program that delivers recreational programs to THPRD residents that

cannot afford the programs and target populations and locations that need programming availability. Continue the partnership with the Beaverton School District's Summer Lunch Program at Rec Mobile sites and at facilities that are located in qualifying neighborhoods.

Seek partnership and other opportunities to fill low-use times division-wide.

Continue the Natural Resources Volunteer Program opportunities to create enhancement opportunities in our natural areas.

Partner with other public agencies and community groups to enhance and improve THPRD natural resource areas.

Continue to review and modify existing programs to meet the changing needs of our patrons. Evaluate the need to add or delete programs as needed by using the Service Assessment.

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

Continue to partner with new or current medical community partners in an effort to promote improved health and wellness opportunities.

Monitor program and class participation to assure appropriate cost recovery.

Emphasize and offer program opportunities for middle school age children as well as teens.

**Budget Highlights**

The proposed budget reflects the midyear transfer of the full-time program analyst position from the Office of the Director to the center supervisor position at the Elsie Stuhr Center.

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

Description	Prior Year Actual 2014/15	Prior Year Actual 2015/16	Adopted Budget 2016/17	Proposed Budget 2017/18	Adopted Budget 2017/18
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**Summary of Appropriations**

Personnel Services	\$ 295,226	\$ 395,153	\$ 438,139	\$ 315,351	\$ 315,351
Materials & Services	287,754	401,130	420,570	369,870	369,870
<b>Total Appropriations</b>	<b>\$ 582,980</b>	<b>\$ 796,283</b>	<b>\$ 858,709</b>	<b>\$ 685,221</b>	<b>\$ 685,221</b>

**Summary by Program**

Office of the Director	\$ 582,980	\$ 796,283	\$ 858,709	\$ 685,221	\$ 685,221
<b>Total Appropriations</b>	<b>\$ 582,980</b>	<b>\$ 796,283</b>	<b>\$ 858,709</b>	<b>\$ 685,221</b>	<b>\$ 685,221</b>

**Division Staff**

Full-time	2.00	2.00	3.00	2.00	2.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	0.69	0.69	1.03	0.58	0.58





**Division: Park & Recreation Services**

Department: Office of the Director

Program: Office of the Director

Description	Prior Year Actual 2014/15	Prior Year Actual 2015/16	Adopted Budget 2016/17	Proposed Budget 2017/18	Adopted Budget 2017/18
<b>Program Appropriations</b>					
FT Salary	\$ 192,048	\$ 278,605	\$ 290,313	\$ 204,355	\$ 204,355
PT Salary	15,006	14,592	29,925	16,005	16,005
Employee Benefits	69,389	75,911	91,330	76,569	76,569
Payroll Taxes	18,783	26,045	26,571	18,422	18,422
<b>Personnel Services</b>	<b>\$ 295,226</b>	<b>\$ 395,153</b>	<b>\$ 438,139</b>	<b>\$ 315,351</b>	<b>\$ 315,351</b>
Professional and Technical Services	36,000	198,897	137,500	102,000	102,000
Fee reductions-Scholarship Program	227,012	167,882	227,000	206,800	206,800
Communication	1,416	7,857	8,500	8,500	8,500
Supplies	2,948	3,367	12,000	17,000	17,000
Training, Travel and Memberships	20,378	22,136	35,570	35,570	35,570
Small Furniture, Fixtures and Equip.	-	991	-	-	-
<b>Material &amp; Services</b>	<b>\$ 287,754</b>	<b>\$ 401,130</b>	<b>\$ 420,570</b>	<b>\$ 369,870</b>	<b>\$ 369,870</b>
<b>Program Total</b>	<b>\$ 582,980</b>	<b>\$ 796,283</b>	<b>\$ 858,709</b>	<b>\$ 685,221</b>	<b>\$ 685,221</b>
<b>Department Staff</b>					
Full-time	2.00	2.00	3.00	2.00	2.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	0.69	0.69	1.03	0.58	0.58





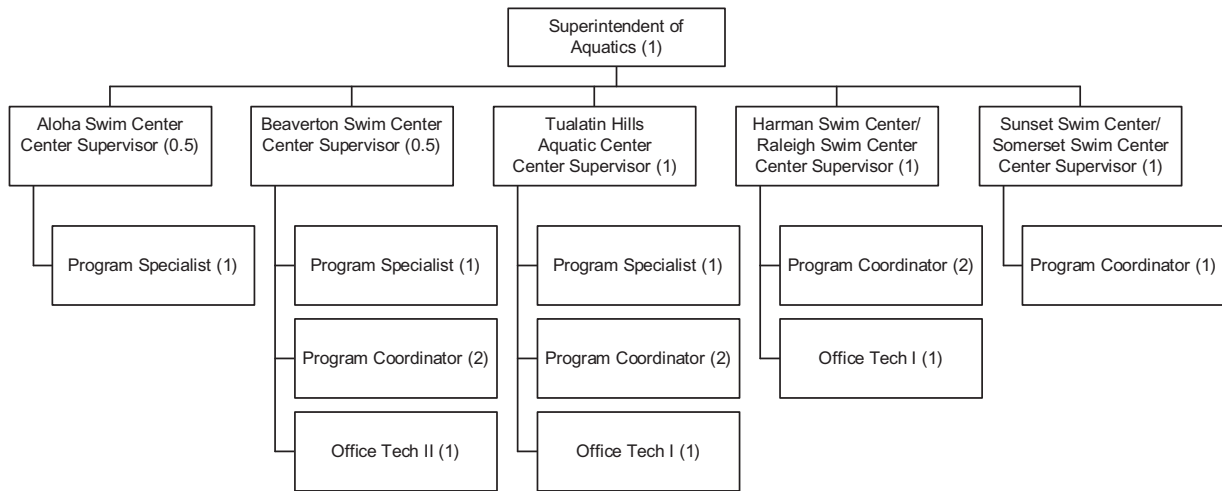
**TUALATIN HILLS  
PARK & RECREATION DISTRICT**

**AQUATICS**



- Aloha Swim Center*
- Tualatin Hills Aquatic Center*
- Beaverton Swim Center*
- Harman Swim Center*
- Sunset Swim Center*
- Raleigh Swim Center*
- Somerset West Swim Center*

**PARK & RECREATION SERVICES DIVISION**  
 Aquatics Department



**Department Overview**

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

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

**FY 2016/17 Accomplishments**

Continued to expand swim lesson opportunities during high-demand times, especially on weekends in order to address capacity issues.

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

Continued to improve current instructor training programs for fitness instructors, Specialized Aquatics and Healing Waters instructors and volunteers; as well as Learn to Swim instructors. These updated training programs included the in-

house development of instructor manuals to best aid THPRD staff in attaining new skills.

Offered newly developed in-house Water Fitness Instructor course to the community, in an effort to expand THPRD's recruitment efforts for water fitness instructors.

Expanded Make a Splash free swim lesson program by offering the program at six facilities, serving 200 children the week of June 12-16, 2017.

Continued successful work with the Beaverton School District swim teams, as well as the five affiliated aquatic clubs to allocate pool space for competitive programs as well as physical education classes for Aloha High School and recreational opportunities for the Special Education classes for Aloha High School.

Increased THPRD's drowning prevention efforts in the community with staff participation on the Washington County Safe Kids-Water Safety Subcommittee. Assisted with water safety events in the community and expanded one-week of free swim lessons in partnership with USA Swimming Foundation.

Offered a pilot test of the Hire to Train program, a successful lifeguard recruitment program which hires enthusiastic, motivated individuals and trains them for all aspects of the entry-level lifeguard position including certification. All training is conducted at the training wage (minimum wage) and once the training

**FY 2016/17 Accomplishments (continued)**

is successfully completed, the candidate is promoted to the lifeguard position.

**FY 2017/18 Goals and Objectives**

Continue implementation of THPRD's cost recovery philosophy adopted in 2014.

Coordinate off-season program scheduling for the aquatic clubs during phase II of the Aquatic Center renovation for fall 2017.

Make program adjustments to accommodate a sixth high school for high school aquatics sports.

Maintain a comprehensive in-service training program for staff in medical emergencies, customer service, and instructor training. Develop in-house audit program for lifeguard and instructor effectiveness.

Increase community outreach to underserved areas to provide water safety education and an introduction to THPRD's swim lesson program.

Recertify all of THPRD's lifeguards with the revised American Red Cross Lifeguard Training. Recertifications are required every two years.

Expand Make a Splash free swim lesson program by offering the program to all eight THPRD pools in June 2018.

Expand Hire to Train program, a successful lifeguard recruitment program implemented in FY 2016/17.

Evaluate low-use times for adjustments in operating schedules.

**Budget Highlights**

The proposed budget reflects the midyear upgrades of the following positions:

- Full-time program coordinator II to full-time program coordinator I at Aloha Swim Center.
- Full-time office tech II to full-time office tech I at Harman Swim Center.

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

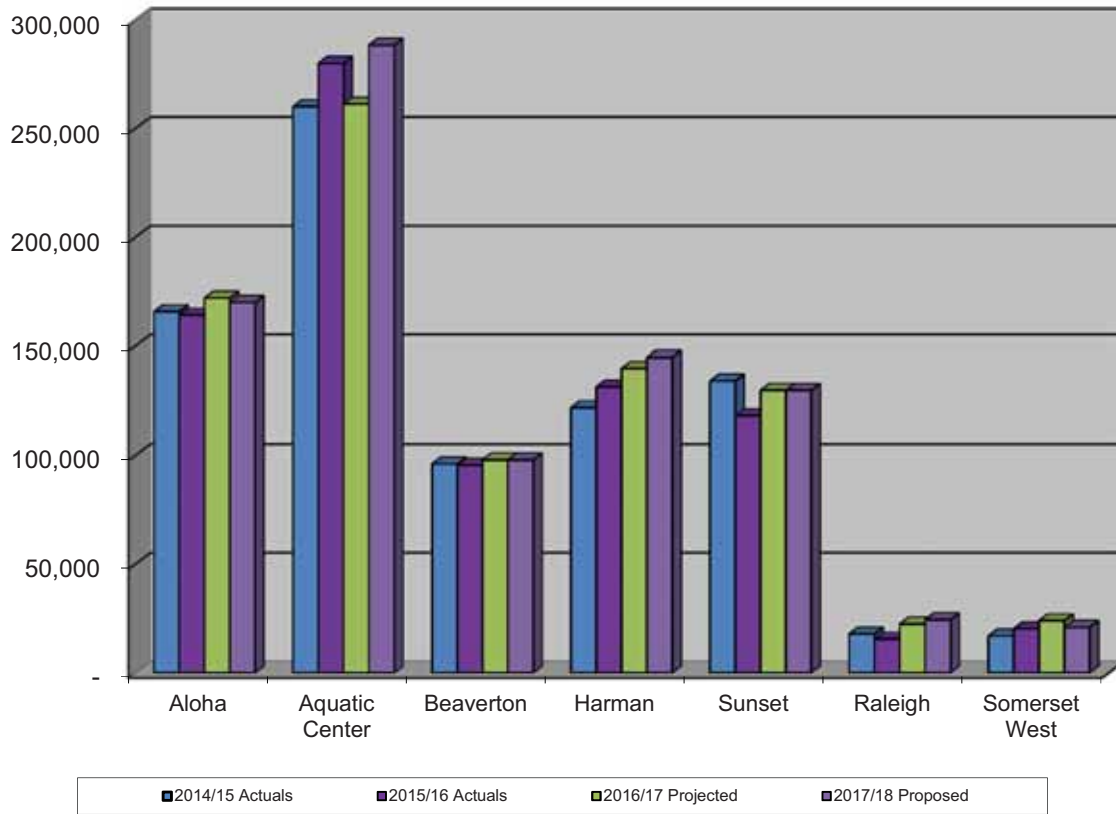
Description	Prior Year Actual 2014/15	Prior Year Actual 2015/16	Adopted Budget 2016/17	Proposed Budget 2017/18	Adopted Budget 2017/18
<b>Summary of Appropriations</b>					
Personnel Services	\$ 3,614,752	\$ 3,669,087	\$ 3,967,746	\$ 4,049,372	\$ 4,049,372
Materials & Services	85,487	92,035	115,422	109,797	109,797
<b>Total Appropriations</b>	<b>\$ 3,700,239</b>	<b>\$ 3,761,122</b>	<b>\$ 4,083,168</b>	<b>\$ 4,159,169</b>	<b>\$ 4,159,169</b>

<b>Summary by Program</b>					
Superintendent of Aquatics	\$ 215,909	\$ 224,863	\$ 227,681	\$ 237,737	\$ 237,737
Aloha Swim Center	611,730	534,110	663,114	668,992	668,992
Tualatin Hills Aquatic Center	856,813	897,627	952,744	1,008,639	1,008,639
Beaverton Swim Center	759,459	815,123	777,450	723,753	723,753
Harman Swim Center	650,641	638,353	695,469	738,072	738,072
Sunset Swim Center	513,655	551,496	612,032	637,163	637,163
Raleigh Swim Center	40,534	45,550	66,146	65,751	65,751
Somerset West Swim Center	51,498	54,000	88,532	79,062	79,062
<b>Total Appropriations</b>	<b>\$ 3,700,239</b>	<b>\$ 3,761,122</b>	<b>\$ 4,083,168</b>	<b>\$ 4,159,169</b>	<b>\$ 4,159,169</b>

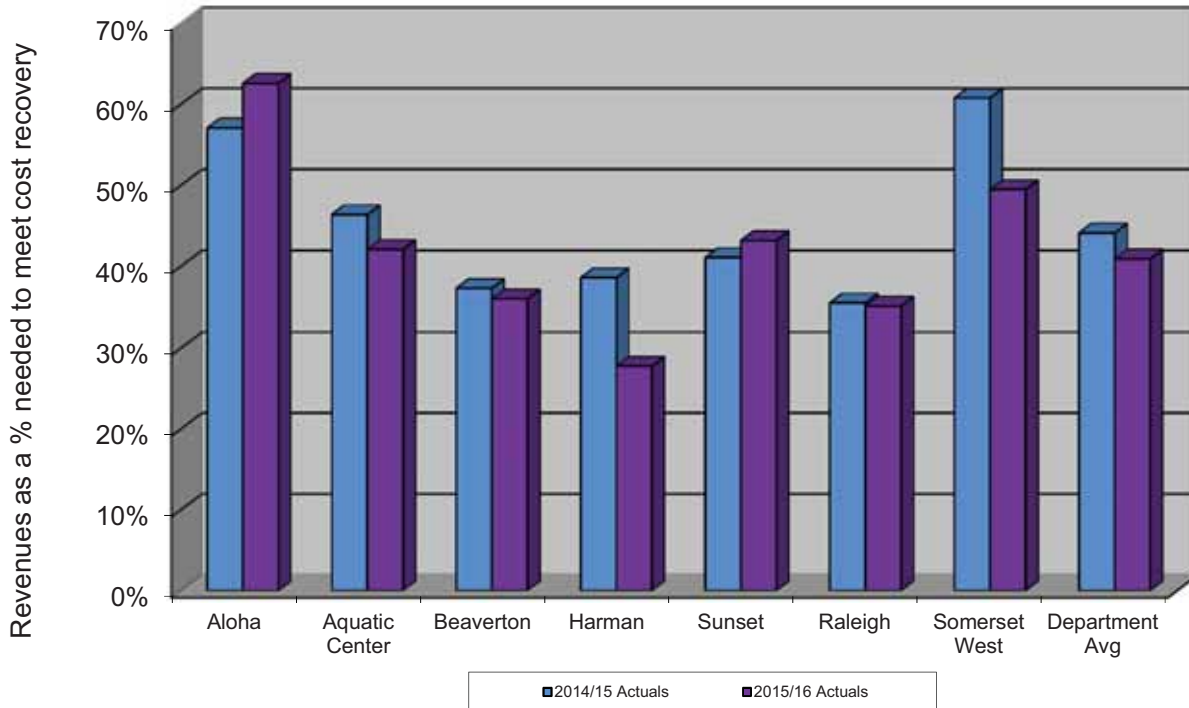
<b>Division Staff</b>					
Full-time	20.00	18.00	18.00	18.00	18.00
Regular part-time (FTE)	7.89	7.01	5.26	5.26	5.26
Part-time (FTE)	51.16	57.71	56.94	52.82	52.82

<b>Funded Service Level</b>					
Program Hours	40,998	45,603	44,828	38,679	38,679
Contact Hours	430,637	424,580	446,368	456,369	456,369

### Attendance by Center



### Cost Recovery Progress



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

Description	Prior Year Actual 2014/15	Prior Year Actual 2015/16	Adopted Budget 2016/17	Proposed Budget 2017/18	Adopted Budget 2017/18
<b>Program Appropriations</b>					
FT Salary	\$ 118,284	\$ 120,408	\$ 126,428	\$ 132,124	\$ 132,124
PT Salary	337	82	384	384	384
Employee Benefits	37,380	41,557	40,601	42,961	42,961
Payroll Taxes	11,022	10,585	10,432	11,182	11,182
<b>Personnel Services</b>	<b>\$ 167,023</b>	<b>\$ 172,632</b>	<b>\$ 177,845</b>	<b>\$ 186,651</b>	<b>\$ 186,651</b>
Supplies	25,138	22,029	8,876	10,386	10,386
Communications	4,367	4,125	5,000	5,000	5,000
Training, Travel and Memberships	19,381	26,077	35,960	35,700	35,700
<b>Material &amp; Services</b>	<b>\$ 48,886</b>	<b>\$ 52,231</b>	<b>\$ 49,836</b>	<b>\$ 51,086</b>	<b>\$ 51,086</b>
<b>Program Total</b>	<b>\$ 215,909</b>	<b>\$ 224,863</b>	<b>\$ 227,681</b>	<b>\$ 237,737</b>	<b>\$ 237,737</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	0.01	0.01	0.01	0.01



**Division: Park & Recreation Services**

Department: Aquatics

Program: Aloha Swim Center

**KEY PERFORMANCE INDICATORS**

Description	Prior Year Actual 2014/15	Prior Year Actual 2015/16	Projected Outcome 2016/17	Proposed Outcome 2017/18
<b>Workloads:</b>				
Attendance	165,761	164,200	172,000	170,000
Number of classes held	1,224	1,089	1,250	1,250
% of classes held vs. offered	86%	87%	88%	92%
<b>Performance Measures:</b>				
Estimated cost per visit <sup>1</sup>	\$3.69	\$3.25	\$3.40	\$3.94
<b>Goal Outcome Measures:</b>				
Average enrollment as a % of class minimums	192%	227%	255%	100%
Revenues as a % needed to meet cost recovery - Budget	N/A	46%	47%	49%
Revenues as a % needed to meet cost recovery - Actual	57%	63%	increase	increase

<sup>1</sup> Does not include maintenance or utilities.

**Division: Park & Recreation Services**  
 Department: Aquatics  
 Program: Aloha Swim Center

Description	Prior Year Actual 2014/15	Prior Year Actual 2015/16	Adopted Budget 2016/17	Proposed Budget 2017/18	Adopted Budget 2017/18
<b>Program Appropriations</b>					
FT Salary	\$ 146,322	\$ 89,897	\$ 116,284	\$ 118,793	\$ 118,793
RPT Salary	82,018	93,047	94,738	89,294	89,294
PT Salary	211,908	218,944	296,957	309,528	309,528
Employee Benefits	113,776	82,810	92,610	88,591	88,591
Payroll Taxes	48,738	40,239	51,060	52,655	52,655
<b>Personnel Services</b>	<b>\$ 602,762</b>	<b>\$ 524,937</b>	<b>\$ 651,649</b>	<b>\$ 658,861</b>	<b>\$ 658,861</b>
Supplies	8,968	9,173	11,465	10,131	10,131
<b>Material &amp; Services</b>	<b>\$ 8,968</b>	<b>\$ 9,173</b>	<b>\$ 11,465</b>	<b>\$ 10,131</b>	<b>\$ 10,131</b>
<b>Program Total</b>	<b>\$ 611,730</b>	<b>\$ 534,110</b>	<b>\$ 663,114</b>	<b>\$ 668,992</b>	<b>\$ 668,992</b>
<b>Department Staff</b>					
Full-time	3.00	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)	9.43	11.57	11.33	11.46	11.46
<b>Funded Service Level</b>					
Program Hours	8,243	8,975	9,654	9,681	9,681
Contact Hours	69,935	73,806	75,196	74,878	74,878

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

**KEY PERFORMANCE INDICATORS**

Description	Prior Year Actual 2014/15	Prior Year Actual 2015/16	Projected Outcome 2016/17	Proposed Outcome 2017/18
<b>Workloads:</b>				
Attendance	260,091	279,985	261,225	288,385
Number of classes held	941	934	905	929
% of classes held vs. offered	96%	90%	90%	94%
<b>Performance Measures:</b>				
Estimated cost per visit <sup>1</sup>	\$3.29	\$3.21	\$3.19	\$3.50
<b>Goal Outcome Measures:</b>				
Average enrollment as a % of class minimums	206%	202%	205%	100%
Revenues as a % needed to meet cost recovery - Budget	N/A	42%	44%	48%
Revenues as a % needed to meet cost recovery - Actual	46%	42%	increase	increase

<sup>1</sup> Does not include maintenance or utilities.

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

Description	Prior Year Actual 2014/15	Prior Year Actual 2015/16	Adopted Budget 2016/17	Proposed Budget 2017/18	Adopted Budget 2017/18
<b>Program Appropriations</b>					
FT Salary	\$ 334,297	\$ 344,412	\$ 351,777	\$ 351,857	\$ 351,857
RPT Salary	37,195	39,373	39,859	44,750	44,750
PT Salary	247,245	259,443	299,912	343,203	343,203
Employee Benefits	166,799	184,807	183,045	185,862	185,862
Payroll Taxes	66,116	63,314	69,376	75,177	75,177
<b>Personnel Services</b>	<b>\$ 851,652</b>	<b>\$ 891,349</b>	<b>\$ 943,969</b>	<b>\$ 1,000,849</b>	<b>\$ 1,000,849</b>
Supplies	5,161	5,643	8,775	7,790	7,790
Small Furniture & Equipment	-	635	-	-	-
<b>Material &amp; Services</b>	<b>\$ 5,161</b>	<b>\$ 6,278</b>	<b>\$ 8,775</b>	<b>\$ 7,790</b>	<b>\$ 7,790</b>
<b>Program Total</b>	<b>\$ 856,813</b>	<b>\$ 897,627</b>	<b>\$ 952,744</b>	<b>\$ 1,008,639</b>	<b>\$ 1,008,639</b>
<b>Department Staff</b>					
Full-time	6.00	5.00	5.00	5.00	5.00
Regular part-time (FTE)	0.88	0.88	0.88	0.88	0.88
Part-time (FTE)	10.25	12.09	12.04	11.81	11.81
<b>Funded Service Level</b>					
Program Hours	8,051	9,496	8,434	6,774	6,774
Contact Hours	171,916	160,718	168,234	176,390	176,390

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

**KEY PERFORMANCE INDICATORS**

Description	Prior Year Actual 2014/15	Prior Year Actual 2015/16	Projected Outcome 2016/17	Proposed Outcome 2017/18
<b>Workloads:</b>				
Attendance	96,124	95,598	98,000	98,000
Number of classes held	1,160	1,361	1,300	1,325
% of classes held vs. offered	94%	91%	96%	91%
<b>Performance Measures:</b>				
Estimated cost per visit <sup>1</sup>	\$7.90	\$8.53	\$7.93	\$7.39
<b>Goal Outcome Measures:</b>				
Average enrollment as a % of class minimums	191%	185%	196%	100%
Revenues as a % needed to meet cost recovery - Budget	N/A	42%	54%	52%
Revenues as a % needed to meet cost recovery - Actual	37%	36%	increase	increase

<sup>1</sup> Does not include maintenance or utilities.

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

Description	Prior Year Actual 2014/15	Prior Year Actual 2015/16	Adopted Budget 2016/17	Proposed Budget 2017/18	Adopted Budget 2017/18
<b>Program Appropriations</b>					
FT Salary	\$ 290,442	\$ 333,726	\$ 298,007	\$ 306,825	\$ 306,825
RPT Salary	32,693	-	-	-	-
PT Salary	225,673	269,581	277,345	203,998	203,998
Employee Benefits	145,760	147,725	129,141	151,496	151,496
Payroll Taxes	60,816	60,578	59,069	53,496	53,496
<b>Personnel Services</b>	<b>\$ 755,384</b>	<b>\$ 811,610</b>	<b>\$ 763,562</b>	<b>\$ 715,815</b>	<b>\$ 715,815</b>
Supplies	4,075	3,513	13,888	7,938	7,938
<b>Material &amp; Services</b>	<b>\$ 4,075</b>	<b>\$ 3,513</b>	<b>\$ 13,888</b>	<b>\$ 7,938</b>	<b>\$ 7,938</b>
<b>Program Total</b>	<b>\$ 759,459</b>	<b>\$ 815,123</b>	<b>\$ 777,450</b>	<b>\$ 723,753</b>	<b>\$ 723,753</b>
<b>Department Staff</b>					
Full-time	4.00	4.00	4.00	4.00	4.00
Regular part-time (FTE)	1.75	0.88	0.00	0.00	0.00
Part-time (FTE)	11.48	12.20	11.74	8.27	8.27
<b>Funded Service Level</b>					
Program Hours	9,355	10,352	10,144	10,114	10,114
Contact Hours	51,952	51,654	51,591	50,731	50,731

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

**KEY PERFORMANCE INDICATORS**

Description	Prior Year Actual 2014/15	Prior Year Actual 2015/16	Projected Outcome 2016/17	Proposed Outcome 2017/18
<b>Workloads:</b>				
Attendance	122,056	131,578	140,000	145,000
Number of classes held	663	890	640	872
% of classes held vs. offered	82%	89%	80%	89%
<b>Performance Measures:</b>				
Estimated cost per visit <sup>1</sup>	\$5.33	\$4.85	\$4.62	\$5.09
<b>Goal Outcome Measures:</b>				
Average enrollment as a % of class minimums	178%	169%	193%	100%
Revenues as a % needed to meet cost recovery - Budget	N/A	35%	36%	45%
Revenues as a % needed to meet cost recovery - Actual	39%	28%	increase	increase

<sup>1</sup> Does not include maintenance or utilities.

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

Description	Prior Year Actual 2014/15	Prior Year Actual 2015/16	Adopted Budget 2016/17	Proposed Budget 2017/18	Adopted Budget 2017/18
<b>Program Appropriations</b>					
FT Salary	\$ 232,286	\$ 241,828	\$ 248,285	\$ 263,231	\$ 263,231
RPT Salary	109,940	96,545	58,287	59,519	59,519
PT Salary	132,550	126,817	209,167	227,715	227,715
Employee Benefits	119,214	118,482	115,729	119,122	119,122
Payroll Taxes	51,554	45,500	52,216	56,406	56,406
<b>Personnel Services</b>	<b>\$ 645,544</b>	<b>\$ 629,172</b>	<b>\$ 683,684</b>	<b>\$ 725,993</b>	<b>\$ 725,993</b>
Supplies	5,097	9,181	11,785	12,079	12,079
<b>Material &amp; Services</b>	<b>\$ 5,097</b>	<b>\$ 9,181</b>	<b>\$ 11,785</b>	<b>\$ 12,079</b>	<b>\$ 12,079</b>
<b>Program Total</b>	<b>\$ 650,641</b>	<b>\$ 638,353</b>	<b>\$ 695,469</b>	<b>\$ 738,072</b>	<b>\$ 738,072</b>
<b>Department Staff</b>					
Full-time	4.00	4.00	4.00	4.00	4.00
Regular part-time (FTE)	1.76	1.75	0.88	0.88	0.88
Part-time (FTE)	6.77	7.36	8.80	8.49	8.49
<b>Funded Service Level</b>					
Program Hours	5,845	6,647	5,550	5,043	5,043
Contact Hours	52,483	46,745	51,103	53,426	53,426



**Division: Park & Recreation Services**  
 Department: Aquatics  
 Program: Sunset Swim Center

**KEY PERFORMANCE INDICATORS**

Description	Prior Year Actual 2014/15	Prior Year Actual 2015/16	Projected Outcome 2016/17	Proposed Outcome 2017/18
<b>Workloads:</b>				
Attendance	134,292	118,350	130,000	130,000
Number of classes held	668	824	850	850
% of classes held vs. offered	99%	92%	92%	92%
<b>Performance Measures:</b>				
Estimated cost per visit <sup>1</sup>	\$3.82	\$4.66	\$4.67	\$4.90
<b>Goal Outcome Measures:</b>				
Average enrollment as a % of class minimums	175%	174%	179%	100%
Revenues as a % needed to meet cost recovery - Budget	N/A	37%	34%	43%
Revenues as a % needed to meet cost recovery - Actual	41%	43%	increase	increase

<sup>1</sup> Does not include maintenance or utilities.

**Division: Park & Recreation Services**  
 Department: Aquatics  
 Program: Sunset Swim Center

Description	Prior Year Actual 2014/15	Prior Year Actual 2015/16	Adopted Budget 2016/17	Proposed Budget 2017/18	Adopted Budget 2017/18
<b>Program Appropriations</b>					
FT Salary	\$ 138,876	\$ 144,780	\$ 149,551	\$ 155,933	\$ 155,933
RPT Salary	83,190	97,402	98,146	100,214	100,214
PT Salary	154,949	166,490	204,203	213,613	213,613
Employee Benefits	86,936	94,242	101,058	105,907	105,907
Payroll Taxes	40,779	40,983	45,713	48,135	48,135
<b>Personnel Services</b>	<b>\$ 504,730</b>	<b>\$ 543,897</b>	<b>\$ 598,671</b>	<b>\$ 623,802</b>	<b>\$ 623,802</b>
Supplies	8,925	7,599	13,361	13,361	13,361
<b>Material &amp; Services</b>	<b>\$ 8,925</b>	<b>\$ 7,599</b>	<b>\$ 13,361</b>	<b>\$ 13,361</b>	<b>\$ 13,361</b>
<b>Program Total</b>	<b>\$ 513,655</b>	<b>\$ 551,496</b>	<b>\$ 612,032</b>	<b>\$ 637,163</b>	<b>\$ 637,163</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)	7.62	8.00	7.81	8.13	8.13
<b>Funded Service Level</b>					
Program Hours	6,218	6,530	6,342	4,751	4,751
Contact Hours	52,439	55,607	55,868	55,365	55,365

**Division: Park & Recreation Services**

Department: Aquatics

Program: Raleigh Swim Center

**KEY PERFORMANCE INDICATORS**

Description	Prior Year Actual 2014/15	Prior Year Actual 2015/16	Projected Outcome 2016/17	Proposed Outcome 2017/18
<b>Workloads:</b>				
Attendance	17,931	15,617	22,500	24,500
Number of classes held	89	111	52	78
% of classes held vs. offered	86%	96%	65%	96%
<b>Performance Measures:</b>				
Estimated cost per visit <sup>1</sup>	\$2.26	\$2.90	\$2.81	\$2.68
<b>Goal Outcome Measures:</b>				
Average enrollment as a % of class minimums	144%	161%	151%	100%
Revenues as a % needed to meet cost recovery - Budget	N/A	33%	30%	30%
Revenues as a % needed to meet cost recovery - Actual	36%	35%	increase	increase

<sup>1</sup> Does not include maintenance or utilities.

**Division: Park & Recreation Services**  
 Department: Aquatics  
 Program: Raleigh Swim Center

Description	Prior Year Actual 2014/15	Prior Year Actual 2015/16	Adopted Budget 2016/17	Proposed Budget 2017/18	Adopted Budget 2017/18
<b>Program Appropriations</b>					
PT Salary	\$ 34,769	\$ 39,420	\$ 57,847	\$ 56,543	\$ 56,543
Payroll Taxes	3,728	4,405	5,785	5,654	5,654
<b>Personnel Services</b>	<b>\$ 38,497</b>	<b>\$ 43,825</b>	<b>\$ 63,632</b>	<b>\$ 62,197</b>	<b>\$ 62,197</b>
Supplies	2,037	1,725	2,514	3,554	3,554
<b>Material &amp; Services</b>	<b>\$ 2,037</b>	<b>\$ 1,725</b>	<b>\$ 2,514</b>	<b>\$ 3,554</b>	<b>\$ 3,554</b>
<b>Program Total</b>	<b>\$ 40,534</b>	<b>\$ 45,550</b>	<b>\$ 66,146</b>	<b>\$ 65,751</b>	<b>\$ 65,751</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)	3.38	3.88	2.29	2.10	2.10
<b>Funded Service Level</b>					
Program Hours	1,068	1,313	1,641	884	884
Contact Hours	18,578	23,481	26,897	28,287	28,287

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

**KEY PERFORMANCE INDICATORS**

Description	Prior Year Actual 2014/15	Prior Year Actual 2015/16	Projected Outcome 2016/17	Proposed Outcome 2017/18
<b>Workloads:</b>				
Attendance	17,002	20,333	24,000	21,000
Number of classes held	284	237	275	275
% of classes held vs. offered	96%	94%	94%	95%
<b>Performance Measures:</b>				
Estimated cost per visit <sup>1</sup>	\$3.03	\$2.66	\$2.70	\$3.76
<b>Goal Outcome Measures:</b>				
Average enrollment as a % of class minimums	169%	189%	166%	100%
Revenues as a % needed to meet cost recovery - Budget	N/A	47%	53%	52%
Revenues as a % needed to meet cost recovery - Actual	61%	50%	increase	increase

<sup>1</sup> Does not include maintenance or utilities.

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

Description	Prior Year Actual 2014/15	Prior Year Actual 2015/16	Adopted Budget 2016/17	Proposed Budget 2017/18	Adopted Budget 2017/18
<b>Program Appropriations</b>					
PT Salary	\$ 44,199	\$ 46,409	\$ 77,031	\$ 68,367	\$ 68,367
Payroll Taxes	4,961	5,256	7,703	6,837	6,837
<b>Personnel Services</b>	<b>\$ 49,160</b>	<b>\$ 51,665</b>	<b>\$ 84,734</b>	<b>\$ 75,204</b>	<b>\$ 75,204</b>
Supplies	2,338	2,335	3,798	3,858	3,858
<b>Material &amp; Services</b>	<b>\$ 2,338</b>	<b>\$ 2,335</b>	<b>\$ 3,798</b>	<b>\$ 3,858</b>	<b>\$ 3,858</b>
<b>Program Total</b>	<b>\$ 51,498</b>	<b>\$ 54,000</b>	<b>\$ 88,532</b>	<b>\$ 79,062</b>	<b>\$ 79,062</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)	2.22	2.60	2.92	2.55	2.55
<b>Funded Service Level</b>					
Program Hours	2,218	2,290	3,063	1,432	1,432
Contact Hours	13,334	12,569	17,479	17,292	17,292





**TUALATIN HILLS**  
PARK & RECREATION DISTRICT

## **SPORTS**



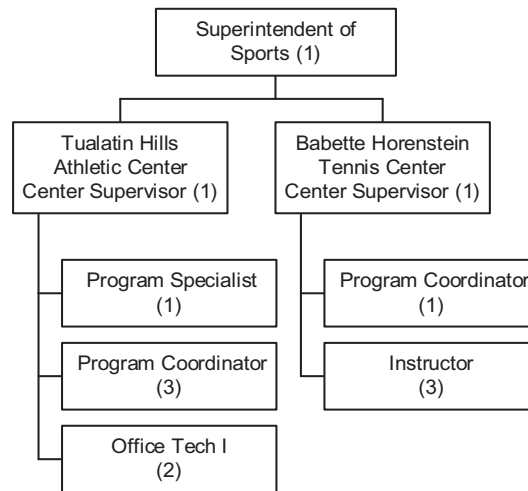
*Tualatin Hills Athletic Center  
Babette Horenstein Tennis Center  
Camp Rivendale*



# PARK & RECREATION SERVICES DIVISION

## Sports Department

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### Department Overview

The superintendent of Sports is responsible to the director of Park & Recreation Services and oversees recreational services for the Babette Horenstein Tennis Center, Tualatin Hills Athletic Center, sports fields, tennis courts, affiliated sports organizations, and coordinates the Beaverton School District (BSD) intergovernmental agreement. Additionally, the superintendent of Sports oversees THPRD's inclusion services program, including Camp Rivendale, and the development and implementation of the adaptive recreation program.

The Tualatin Hills Athletic Center provides as many as 200 diverse programs each quarter, districtwide sports leagues that involve over 20,000 participants and hosts numerous tournaments and special events at several locations. The Babette Horenstein Tennis Center provides instruction, leagues and tournaments for youth and adults, working with the Greater Portland Tennis Council and United States Tennis Association. This department works with affiliated sports governing bodies, field and program steering committees, coordinating with other departments and the BSD to offer services.

### FY 2016/17 Accomplishments

Continued implementation of THPRD's cost recovery philosophy adopted in 2014.

Updated the intergovernmental agreement with the BSD for shared use of fields, facilities and services.

Completed affiliation agreements with youth football, lacrosse, soccer and adult cricket.

Received the 2016 FACT Oregon Partner Award for work with the Champions Too external steering committee.

Organized and hosted the third annual Champions Too Programmer's Summit where agencies from around the metro area are invited to network and collaborate with one another.

Hosted over 5,000 visitors for the three-day Davis Cup tennis quarterfinal between the United States and Croatia.

Updated the tennis staff coaching philosophy and instructional benchmarks for player advancement.

Continued implementation of the Athletic Facilities Functional Plan, adopted by the board in March 2016.

Developed the Emerging Sports Action Plan to identify sports gaining prominence in the community, and to identify short- and long-term solutions for providing opportunities to participate in these sports.

### FY 2017/18 Goals and Objectives

Continue implementation of THPRD's cost recovery philosophy adopted in 2014.

Partner with FACT Oregon to host an all-abilities triathlon to provide youth experiencing disability, their siblings and peers an opportunity to compete in a triathlon.

**FY 2017/18 Goals and Objectives (continued)**

Begin programming of facilities and fields, including the all-ability Champions Too field, at the new community park in Aloha.

Develop community partnerships to increase and expand Access for All programming at SW Quadrant Community Park.

Expand implementation of the Athletic Facilities Functional Plan with an emphasis on emerging sports.

Integrate Access for All program development and delivery.

**Budget Highlights**

The proposed budget includes the following midyear personnel adjustments:

- Transfer of the full-time adaptive & inclusive recreation specialist from the Sports Department to the Tualatin Hills Athletic Center.
- Transfer of one full-time program coordinator position from the Tualatin Hills Athletic Center to a full-time office tech I position in the Community Programs Department.
- Upgrade of the full-time office tech II position at the Tualatin Hills Athletic Center to a full-time office tech I position.
- Downgrade of the full-time office tech I position at the Babette Horenstein Tennis Center to a regular part-time office tech II position.

The proposed budget also includes the transfer of field fee revenue and adaptive recreation revenue from the Sports Department to the Tualatin Hills Athletic Center.

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

Description	Prior Year Actual 2014/15	Prior Year Actual 2015/16	Adopted Budget 2016/17	Proposed Budget 2017/18	Adopted Budget 2017/18
<b>Summary of Appropriations</b>					
Personnel Services	\$ 1,319,056	\$ 2,374,017	\$ 3,052,130	\$ 2,937,927	\$ 2,937,927
Materials & Services	310,967	339,435	434,054	509,730	509,730
<b>Total Appropriations</b>	<b>\$ 1,630,023</b>	<b>\$ 2,713,452</b>	<b>\$ 3,486,184</b>	<b>\$ 3,447,657</b>	<b>\$ 3,447,657</b>

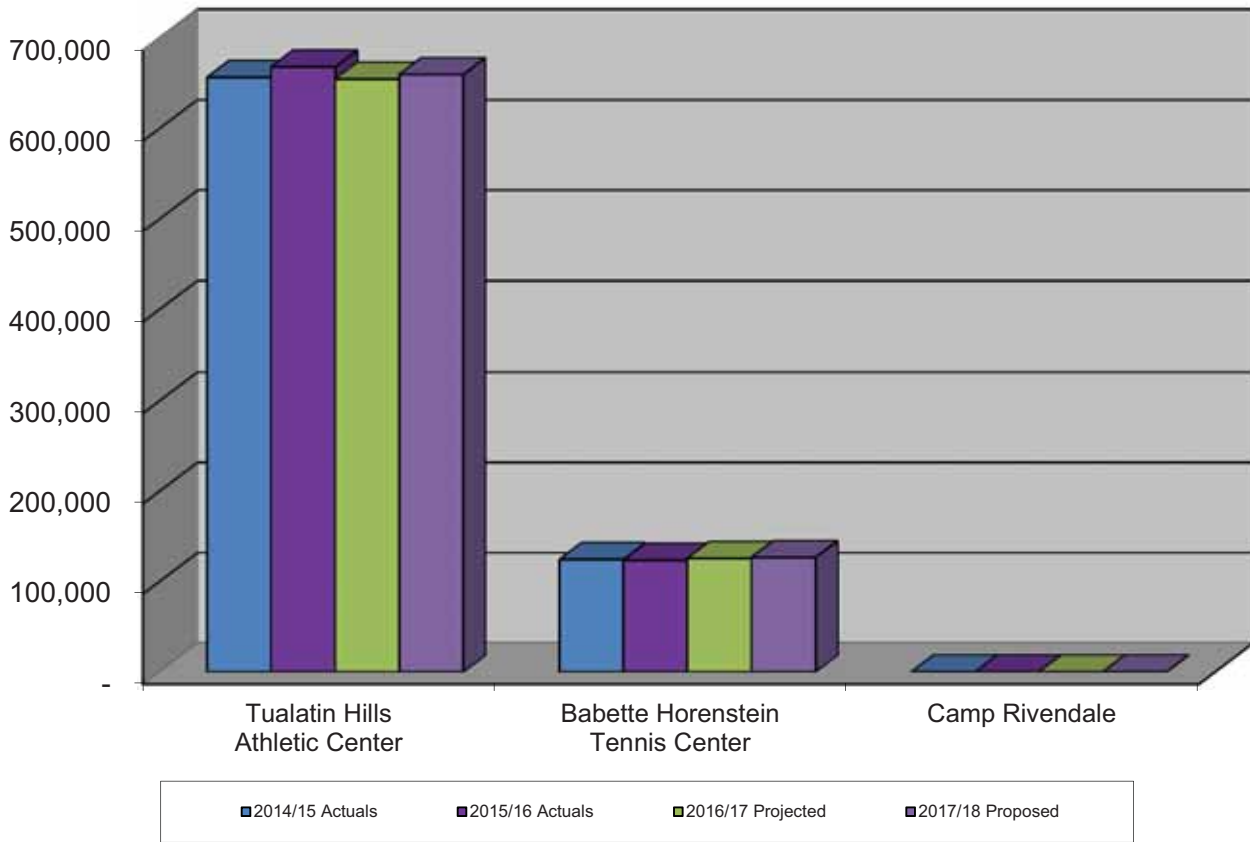
<b>Summary by Program</b>					
Superintendent of Sports	\$ 298,855	\$ 299,522	\$ 563,321	\$ 180,752	\$ 180,752
Tualatin Hills Athletic Center	1,331,168	1,332,716	1,711,697	2,062,593	2,062,593
Babette Horenstein Tennis Center	-	1,081,214	1,052,732	1,045,843	1,045,843
Camp Rivendale	-	-	158,434	158,469	158,469
<b>Total Appropriations</b>	<b>\$ 1,630,023</b>	<b>\$ 2,713,452</b>	<b>\$ 3,486,184</b>	<b>\$ 3,447,657</b>	<b>\$ 3,447,657</b>

<b>Division Staff</b>					
Full-time	7.00	13.00	15.00	13.00	13.00
Regular part-time (FTE)	1.75	5.24	4.38	5.25	5.25
Part-time (FTE)	20.16	26.95	38.04	36.52	36.52

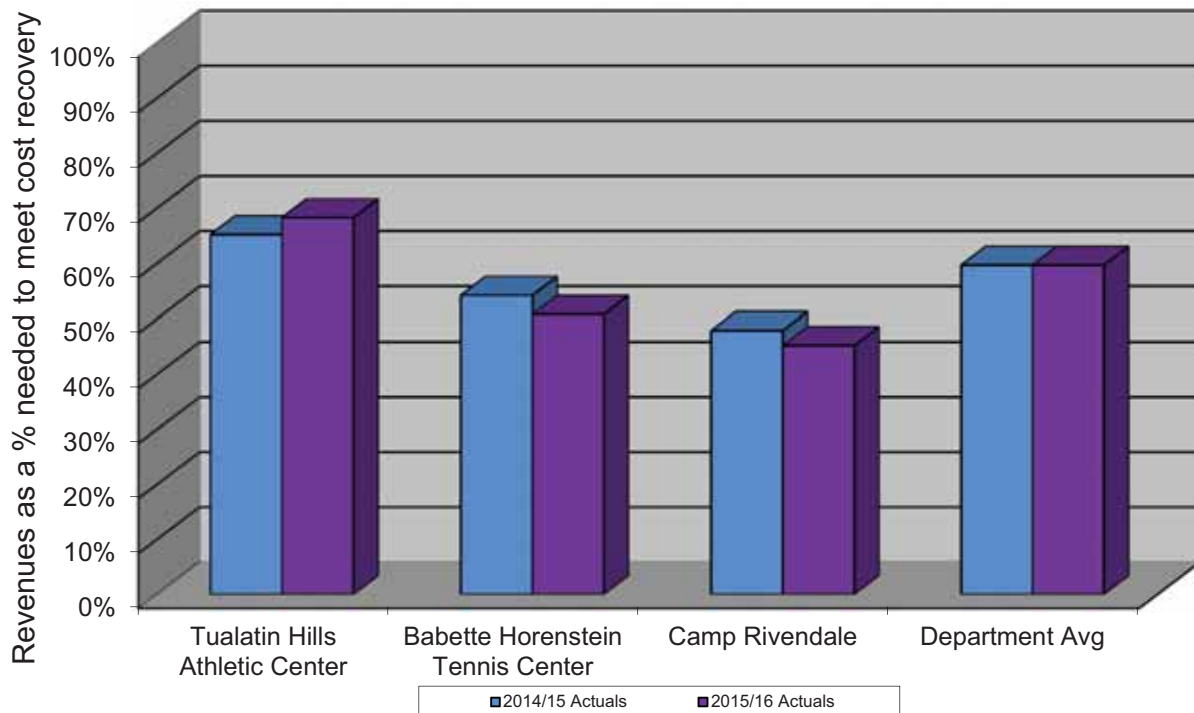
<b>Funded Service Level</b>					
Program Hours	10,238	46,332	45,228	51,371	51,371
Contact Hours	282,509	406,687	409,220	440,022	440,022

Note: As of FY 2015/16, the Tennis Center was moved from the Programs & Special Activities Department.  
As of FY 2016/17, Camp Rivendale was moved from the Programs & Special Activities Department.

### Attendance by Center



### Cost Recovery Progress



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

Description	Prior Year Actual 2014/15	Prior Year Actual 2015/16	Adopted Budget 2016/17	Proposed Budget 2017/18	Adopted Budget 2017/18
<b>Program Appropriations</b>					
FT Salary	\$ 166,540	\$ 163,852	\$ 168,326	\$ 103,811	\$ 103,811
PT Salary	-	-	232,459	-	-
Employee Benefits	75,751	70,224	61,571	48,188	48,188
Payroll Taxes	15,307	14,299	38,880	9,002	9,002
<b>Personnel Services</b>	<b>\$ 257,598</b>	<b>\$ 248,375</b>	<b>\$ 501,236</b>	<b>\$ 161,001</b>	<b>\$ 161,001</b>
Rental Facilities	31,439	30,798	35,000	-	-
Communications	5,009	7,754	5,100	7,500	7,500
Supplies	2,955	1,902	13,935	4,100	4,100
Training, Travel and Memberships	1,086	10,556	8,050	8,151	8,151
Small Furniture and Equipment	768	137	-	-	-
<b>Material &amp; Services</b>	<b>\$ 41,257</b>	<b>\$ 51,147</b>	<b>\$ 62,085</b>	<b>\$ 19,751</b>	<b>\$ 19,751</b>
<b>Program Total</b>	<b>\$ 298,855</b>	<b>\$ 299,522</b>	<b>\$ 563,321</b>	<b>\$ 180,752</b>	<b>\$ 180,752</b>
<b>Department Staff</b>					
Full-time	2.00	2.00	2.00	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	7.19	0.00	0.00

Note: As of FY 2016/17, Specialized Recreation was moved from the Elsie Stuhr Center.  
 As of FY 2017/18, Specialized Recreation was moved to the Athletic Center.

**Division: Park & Recreation Services**  
 Department: Sports  
 Program: Tualatin Hills Athletic Center

**KEY PERFORMANCE INDICATORS**

Description	Prior Year Actual 2014/15	Prior Year Actual 2015/16	Projected Outcome 2016/17	Proposed Outcome 2017/18
<b>Workloads:</b>				
Attendance	656,889	668,410	655,000	660,000
Number of classes held	573	564	585	600
% of classes held vs. offered	81%	84%	87%	89%
<b>Performance Measures:</b>				
Estimated cost per visit <sup>1</sup>	\$2.03	\$1.99	\$2.32	\$3.13
<b>Goal Outcome Measures:</b>				
Average enrollment as a % of class minimums	140%	142%	145%	100%
Revenues as a % needed to meet cost recovery - Budget <sup>2</sup>	N/A	45%	50%	80%
Revenues as a % needed to meet cost recovery - Actual	65%	68%	increase	increase
Percentage of field hours used versus allocated	85.3%	83.2%	increase	increase

<sup>1</sup> Does not include maintenance or utilities.

<sup>2</sup> Increase in FY 2017/18 due to addition of field fee revenue and Specialized Recreation moving to Athletic Center.

Note: Specialized Recreation moved to the Athletic Center from the Superintendent of Sports in FY 2017/18.

**Division: Park & Recreation Services**  
 Department: Sports  
 Program: Tualatin Hills Athletic Center

Description	Prior Year Actual 2014/15	Prior Year Actual 2015/16	Adopted Budget 2016/17	Proposed Budget 2017/18	Adopted Budget 2017/18
<b>Program Appropriations</b>					
FT Salary	\$ 306,352	\$ 323,117	\$ 436,644	\$ 456,462	\$ 456,462
RPT Salary	85,574	95,521	92,045	84,379	84,379
PT Salary	411,313	394,035	528,919	760,378	760,378
Employee Benefits	171,062	184,232	230,464	235,807	235,807
Payroll Taxes	87,157	82,753	103,950	129,270	129,270
<b>Personnel Services</b>	<b>\$ 1,061,458</b>	<b>\$ 1,079,658</b>	<b>\$ 1,392,022</b>	<b>\$ 1,666,296</b>	<b>\$ 1,666,296</b>
Professional and Technical Services	123,065	89,487	131,050	132,650	132,650
Supplies	144,109	161,508	184,025	252,397	252,397
Communication	567	-	1,000	750	750
Training, Travel and Memberships	1,311	1,283	2,500	3,000	3,000
Small Furniture and Equipment	658	780	1,100	7,500	7,500
<b>Material &amp; Services</b>	<b>\$ 269,710</b>	<b>\$ 253,058</b>	<b>\$ 319,675</b>	<b>\$ 396,297</b>	<b>\$ 396,297</b>
<b>Program Total</b>	<b>\$ 1,331,168</b>	<b>\$ 1,332,716</b>	<b>\$ 1,711,697</b>	<b>\$ 2,062,593</b>	<b>\$ 2,062,593</b>
<b>Department Staff</b>					
Full-time	5.00	5.00	7.00	7.00	7.00
Regular part-time (FTE)	1.75	1.75	1.75	1.75	1.75
Part-time (FTE)	20.16	21.78	20.97	27.71	27.71
<b>Funded Service Level</b>					
Program Hours	10,238	10,167	10,577	11,910	11,910
Contact Hours	282,509	276,499	284,487	294,116	294,116

Note: As of FY 2017/18, Specialized Recreation was moved from the Superintendent of Sports.

**Division: Park & Recreation Services**  
 Department: Sports  
 Program: Babette Horenstein Tennis Center

**KEY PERFORMANCE INDICATORS**

Description	Prior Year Actual 2014/15	Prior Year Actual 2015/16	Projected Outcome 2016/17	Proposed Outcome 2017/18
<b>Workloads:</b>				
Attendance	124,601	124,006	126,000	127,000
Number of classes held	1,412	1,641	1,440	1,580
% of classes held vs. offered	93%	90%	94%	93%
<b>Performance Measures:</b>				
Estimated cost per visit <sup>1</sup>	\$8.28	\$8.72	\$8.10	\$8.23
<b>Goal Outcome Measures:</b>				
Average enrollment as a % of class minimums	170%	166%	165%	100%
Revenues as a % needed to meet cost recovery - Budget	N/A	53%	51%	56%
Revenues as a % needed to meet cost recovery - Actual	54%	51%	increase	increase

<sup>1</sup> Does not include maintenance or utilities.



**Division: Park & Recreation Services**  
 Department: Sports  
 Program: Babette Horenstein Tennis Center

Description	Prior Year Actual 2014/15	Prior Year Actual 2015/16	Adopted Budget 2016/17	Proposed Budget 2017/18	Adopted Budget 2017/18
<b>Program Appropriations</b>					
FT Salary	\$ -	\$ 384,240	\$ 392,208	\$ 346,767	\$ 346,767
RPT Salary	-	177,306	144,363	188,830	188,830
PT Salary	-	145,208	150,497	154,019	154,019
Employee Benefits	-	269,033	259,055	246,908	246,908
Payroll Taxes	-	70,197	69,719	71,497	71,497
<b>Personnel Services</b>	<b>\$ -</b>	<b>\$ 1,045,984</b>	<b>\$ 1,015,842</b>	<b>\$ 1,008,021</b>	<b>\$ 1,008,021</b>
Supplies	-	32,412	34,510	35,442	35,442
Training, Travel and Memberships	-	2,818	2,380	2,380	2,380
<b>Material &amp; Services</b>	<b>\$ -</b>	<b>\$ 35,230</b>	<b>\$ 36,890</b>	<b>\$ 37,822</b>	<b>\$ 37,822</b>
<b>Program Total</b>	<b>\$ -</b>	<b>\$ 1,081,214</b>	<b>\$ 1,052,732</b>	<b>\$ 1,045,843</b>	<b>\$ 1,045,843</b>
<b>Department Staff</b>					
Full-time		6.00	6.00	5.00	5.00
Regular part-time (FTE)		3.49	2.63	3.50	3.50
Part-time (FTE)		5.17	5.16	5.10	5.10
<b>Funded Service Level</b>					
Program Hours		36,165	34,651	38,941	38,941
Contact Hours		130,188	124,733	136,546	136,546

Note: As of FY 2015/16, the Tennis Center was moved from the Programs & Special Activities Department.

**Division: Park & Recreation Services**

Department: Sports

Program: Camp Rivendale

**KEY PERFORMANCE INDICATORS**

<b>Description</b>	<b>Prior Year Actual 2014/15</b>	<b>Prior Year Actual 2015/16</b>	<b>Projected Outcome 2016/17</b>	<b>Proposed Outcome 2017/18</b>
<b>Workloads:</b>				
Attendance	440	462	460	465
<b>Goal Outcome Measures:</b>				
Average enrollment as a % of class minimums	317%	317%	317%	100%
Revenues as a % needed to meet cost recovery - Budget	N/A	39%	51%	40%
Revenues as a % needed to meet cost recovery - Actual	48%	45%	increase	increase
Direct facility operations cost recovery <sup>1</sup>	47%	75%	38%	40%

<sup>1</sup> Does not include maintenance or utilities.

**Division: Park & Recreation Services**  
 Department: Sports  
 Program: Camp Rivendale

Description	Prior Year Actual 2014/15	Prior Year Actual 2015/16	Adopted Budget 2016/17	Proposed Budget 2017/18	Adopted Budget 2017/18
<b>Program Appropriations</b>					
PT Salary	\$ -	\$ -	\$ 130,027	\$ 93,281	\$ 93,281
Payroll Taxes	-	-	13,003	9,328	9,328
<b>Personnel Services</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 143,030</b>	<b>\$ 102,609</b>	<b>\$ 102,609</b>
Rental Equipment	-	-	6,089	46,000	46,000
Supplies	-	-	9,103	9,860	9,860
Training, Travel and Memberships	-	-	212	-	-
<b>Material &amp; Services</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 15,404</b>	<b>\$ 55,860</b>	<b>\$ 55,860</b>
<b>Program Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 158,434</b>	<b>\$ 158,469</b>	<b>\$ 158,469</b>
<b>Department Staff</b>					
Full-time			0.00	0.00	0.00
Regular part-time (FTE)			0.00	0.00	0.00
Part-time (FTE)			4.72	3.71	3.71
<b>Funded Service Level</b>					
Program Hours			520	520	520
Contact Hours			9,250	9,360	9,360

Note: As of FY 2016/17, Camp Rivendale was moved from the Programs & Special Activities Department.





**TUALATIN HILLS**  
PARK & RECREATION DISTRICT

## RECREATION



*Cedar Hills Recreation Center*

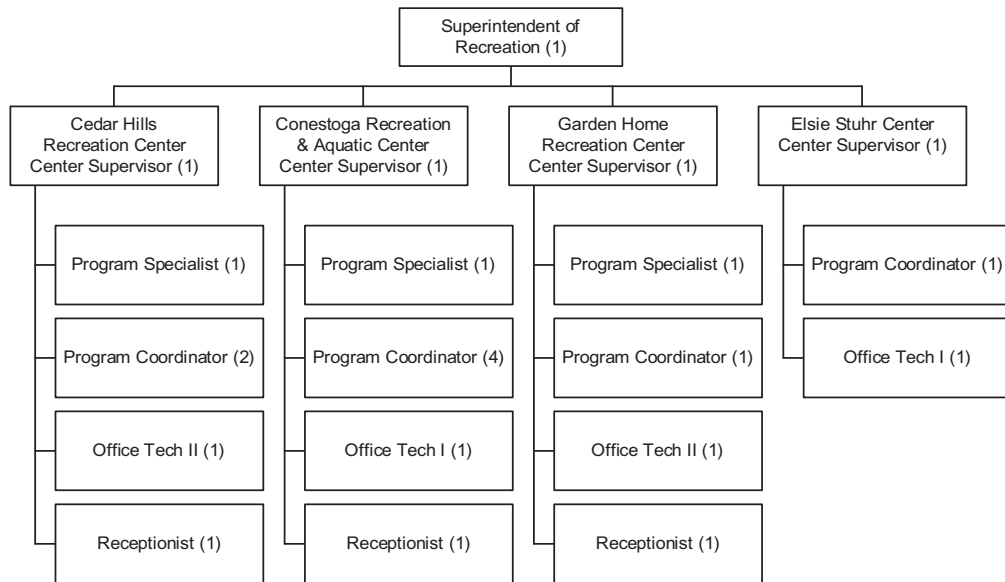
*Conestoga Recreation & Aquatic Center*

*Garden Home Recreation Center*

*Elsie Stuhr Center*

# PARK & RECREATION SERVICES DIVISION

Recreation Department



## Department Overview

The superintendent of Recreation is responsible to the director of Park & Recreation Services and oversees the operation of the four recreation centers, their programs, and staff.

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

## FY 2016/17 Accomplishments

Participated on the Washington County Community Health Improvement Plan team to develop methods to holistically improve the health of all community members county-wide.

Increased outreach to low-income families and seniors by expanding access through partnerships with FamilyCare Health Plan, SilverSneakers, Silver&Fit and RxPlay.

Worked with the Beaverton Early Childhood Center, part of the Northwest Regional Education Service District Early Intervention, Early Childhood Special Education program. This program is designed to support families with children experiencing

developmental disabilities or experiencing developmental delays, to create opportunities for the children in our programs.

Held the annual Cedar Hills Recreation Center Fall Festival community-wide event after a one-year absence due to seismic upgrade work. Approximately 1,000 people attended the event.

Partnered with Beaverton School District to offer outreach programs at three elementary schools. Programs included a running program, sports camps and a soccer program.

Expanded the meal program to all three after school programs providing healthy snacks and meals to all participants in the program.

Held the Cyber Seniors program at the Elsie Stuhr Center. This program partnered with Beaverton High School, Beaverton Police Activities League, and Best Buy to work with seniors on the use of a variety of equipment such as tablets and smartphones.

## FY 2017/18 Goals and Objectives

Continue implementation of THPRD's cost recovery philosophy adopted in 2014.

Develop programs for underserved populations, consistent with THPRD's Access for All initiative.

**FY 2017/18 Goals and Objectives (continued)**

Continue to partner with new or current medical community partners in an effort to promote improved health and wellness opportunities.

Build upon current after school programs that create safe environments for children of working adults. After school programs allow children homework assistance, social development, exercise and healthy meal programs.

Continue to standardize operations for all four recreation centers.

Implement the updated Programs Functional Plan.

**Budget Highlights**

The proposed budget reflects the midyear reorganization that moved the Elsie Stuhr Center from the former Programs & Special Activities Department to the Recreation Department, and includes the following personnel adjustments:

- Transfer of the full-time program analyst position from the Office of the Director of Park & Recreation Services to the center supervisor position at the Elsie Stuhr Center.
- Elimination of a vacant full-time program coordinator position from Elsie Stuhr Center to offset the creation of a full-time urban planner - grant specialist position in Planning.

The proposed budget also reflects the addition of one full-time program specialist at Cedar Hills Recreation Center to program at the center and to manage districtwide fitness programs, and the upgrade of one full-time program coordinator I to full-time program specialist at Garden Home Recreation Center to program at the center and manage districtwide program-related community engagement. These represent a business plan which supports continuing to attract, retain and train high-quality employees.

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

Description	Prior Year Actual 2014/15	Prior Year Actual 2015/16	Adopted Budget 2016/17	Proposed Budget 2017/18	Adopted Budget 2017/18
<b>Summary of Appropriations</b>					
Personnel Services	\$ 4,240,266	\$ 4,455,475	\$ 4,918,412	\$ 5,795,732	\$ 5,795,732
Materials & Services	348,386	386,718	495,433	637,875	637,875
<b>Total Appropriations</b>	<b>\$ 4,588,652</b>	<b>\$ 4,842,193</b>	<b>\$ 5,413,845</b>	<b>\$ 6,433,607</b>	<b>\$ 6,433,607</b>

<b>Summary by Program</b>					
Superintendent of Recreation	\$ 195,443	\$ 207,470	\$ 216,741	\$ 220,897	\$ 220,897
Cedar Hills Recreation Center	1,482,345	1,618,969	1,643,848	1,779,421	1,779,421
Conestoga Rec. & Aquatic Center	2,001,695	2,015,045	2,341,735	2,445,993	2,445,993
Garden Home Recreation Center	909,169	1,000,709	1,211,521	1,156,366	1,156,366
Elsie Stuhr Center	-	-	-	830,930	830,930
<b>Total Appropriations</b>	<b>\$ 4,588,652</b>	<b>\$ 4,842,193</b>	<b>\$ 5,413,845</b>	<b>\$ 6,433,607</b>	<b>\$ 6,433,607</b>

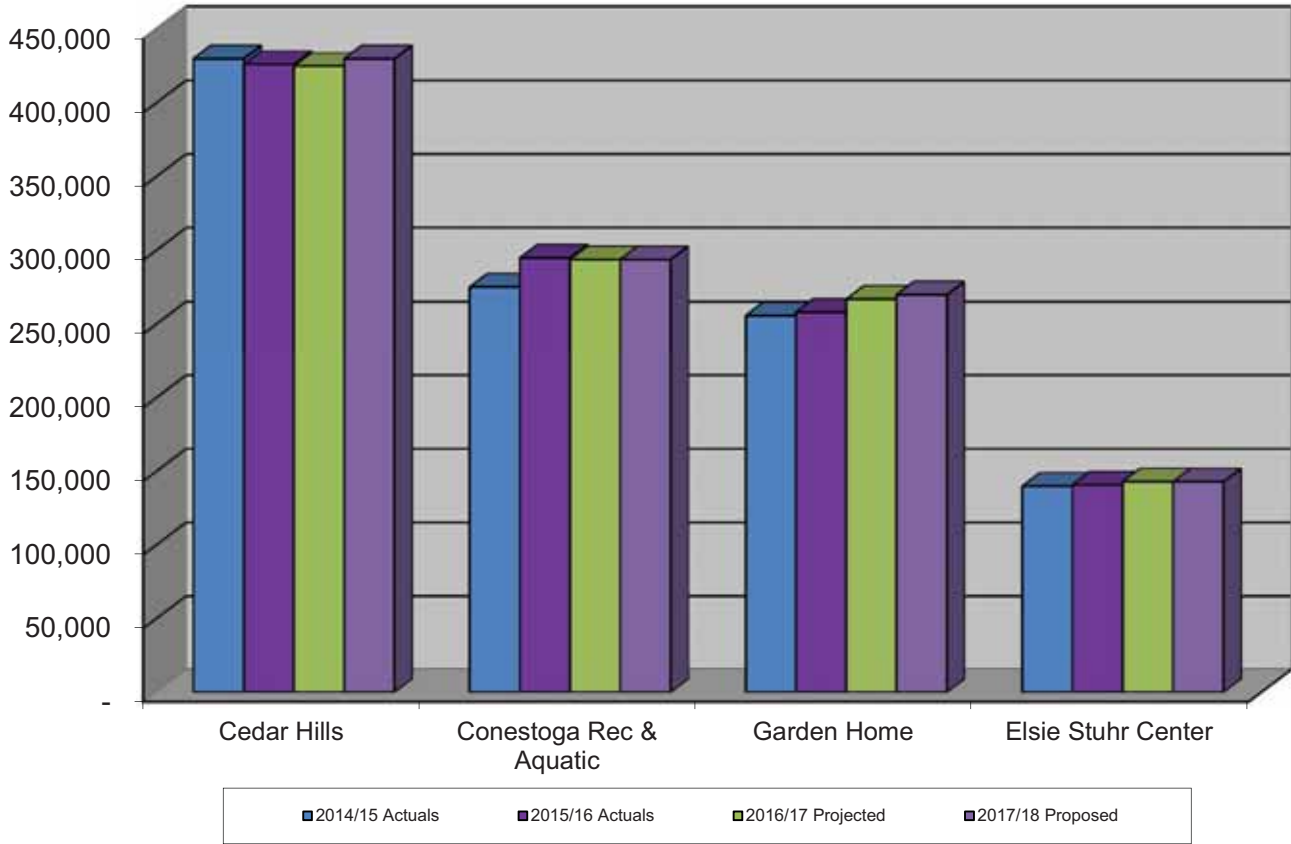
<b>Division Staff</b>					
Full-time	19.00	19.00	19.00	23.00	23.00
Regular part-time (FTE)	3.52	3.52	3.52	4.40	4.40
Part-time (FTE)	77.54	79.08	85.41	95.18	95.18

<b>Funded Service Level</b>					
Program Hours	70,349	71,612	72,816	83,337	83,337
Contact Hours	1,383,962	1,411,602	1,426,484	1,595,153	1,595,153

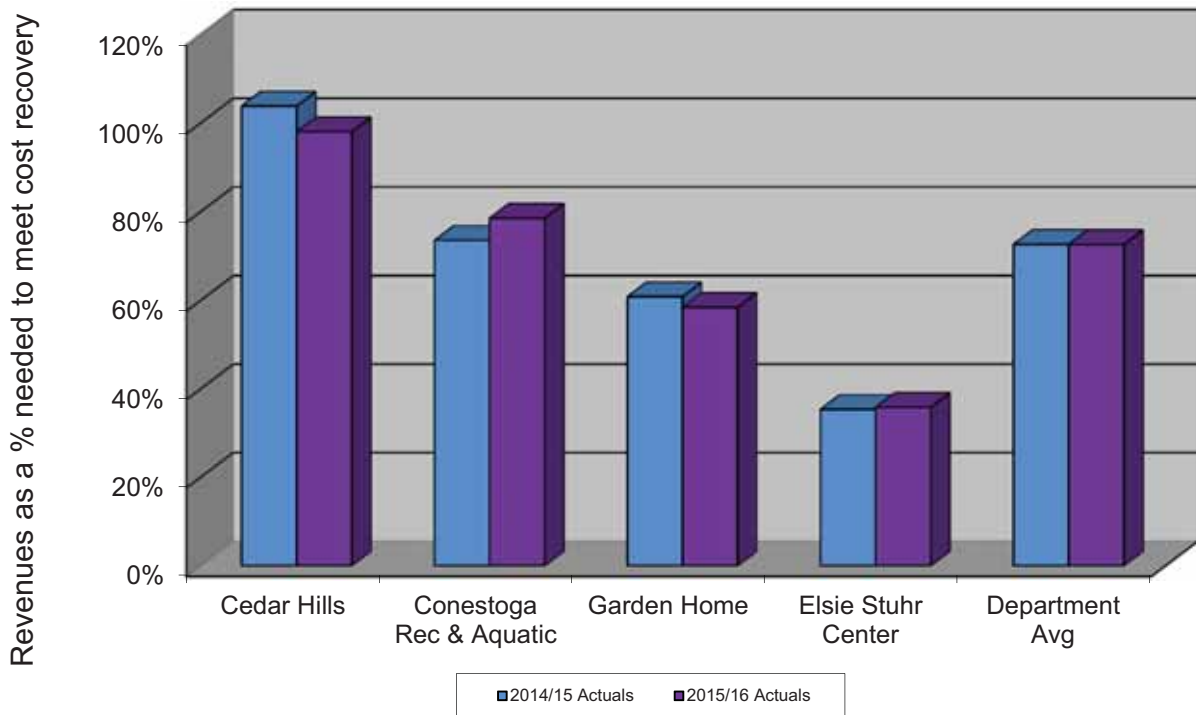
Note: As of FY 2017/18, Elsie Stuhr Center was moved from the former Programs & Special Activities Department.



### Attendance by Center



### Cost Recovery Progress



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

Description	Prior Year Actual 2014/15	Prior Year Actual 2015/16	Adopted Budget 2016/17	Proposed Budget 2017/18	Adopted Budget 2017/18
<b>Program Appropriations</b>					
FT Salary	\$ 118,284	\$ 120,408	\$ 126,428	\$ 132,754	\$ 132,754
Employee Benefits	46,953	52,476	51,813	44,194	44,194
Payroll Taxes	11,129	10,649	10,394	11,159	11,159
	<b>\$ 176,366</b>	<b>\$ 183,533</b>	<b>\$ 188,635</b>	<b>\$ 188,107</b>	<b>\$ 188,107</b>
Communications	4,207	4,801	3,900	4,900	4,900
Supplies	5,169	4,099	12,116	15,800	15,800
Training, Travel and Memberships	9,701	15,037	12,090	12,090	12,090
<b>Material &amp; Services</b>	<b>\$ 19,077</b>	<b>\$ 23,937</b>	<b>\$ 28,106</b>	<b>\$ 32,790</b>	<b>\$ 32,790</b>
<b>Program Total</b>	<b>\$ 195,443</b>	<b>\$ 207,470</b>	<b>\$ 216,741</b>	<b>\$ 220,897</b>	<b>\$ 220,897</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

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

**KEY PERFORMANCE INDICATORS**

Description	Prior Year Actual 2014/15	Prior Year Actual 2015/16	Projected Outcome 2016/17	Proposed Outcome 2017/18
<b>Workloads:</b>				
Attendance	430,108	426,175	425,000	430,000
Number of classes held	1,615	1,316	1,320	1,400
% of classes held vs. offered	97%	86%	89%	88%
<b>Performance Measures:</b>				
Estimated cost per visit <sup>1</sup>	\$3.45	\$3.80	\$3.82	\$4.13
<b>Goal Outcome Measures:</b>				
Average enrollment as a % of class minimums	145%	151%	171%	100%
Revenues as a % needed to meet cost recovery - Budget	N/A	85%	92%	89%
Revenues as a % needed to meet cost recovery - Actual	104%	98%	increase	increase

<sup>1</sup> Does not include maintenance or utilities.

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

Description	Prior Year Actual 2014/15	Prior Year Actual 2015/16	Adopted Budget 2016/17	Proposed Budget 2017/18	Adopted Budget 2017/18
<b>Program Appropriations</b>					
FT Salary	\$ 293,486	\$ 314,325	\$ 319,009	\$ 367,234	\$ 367,234
RPT Salary	43,590	54,514	47,391	49,224	49,224
PT Salary	759,644	823,874	846,887	868,958	868,958
Employee Benefits	149,648	160,845	178,131	179,700	179,700
Payroll Taxes	118,212	122,687	118,836	126,891	126,891
<b>Personnel Services</b>	<b>\$ 1,364,580</b>	<b>\$ 1,476,245</b>	<b>\$ 1,510,254</b>	<b>\$ 1,592,007</b>	<b>\$ 1,592,007</b>
Other Services	3,596	11,308	-	-	-
Supplies	113,659	129,683	129,793	175,614	175,614
Communication	25	-	-	2,400	2,400
Training, Travel and Memberships	119	195	1,301	2,300	2,300
Small Furniture and Equipment	366	1,538	2,500	7,100	7,100
<b>Material &amp; Services</b>	<b>\$ 117,765</b>	<b>\$ 142,724</b>	<b>\$ 133,594</b>	<b>\$ 187,414</b>	<b>\$ 187,414</b>
<b>Program Total</b>	<b>\$ 1,482,345</b>	<b>\$ 1,618,969</b>	<b>\$ 1,643,848</b>	<b>\$ 1,779,421</b>	<b>\$ 1,779,421</b>
<b>Department Staff</b>					
Full-time	5.00	5.00	5.00	6.00	6.00
Regular part-time (FTE)	0.88	0.88	0.88	0.88	0.88
Part-time (FTE)	24.31	26.29	25.27	27.81	27.81
<b>Funded Service Level</b>					
Program Hours	26,189	27,214	25,758	27,172	27,172
Contact Hours	550,728	548,519	471,971	535,196	535,196

Note: As of FY 2016/17, Rec Mobile was moved from Cedar Hills Recreation Center to Garden Home Recreation Center.

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

**KEY PERFORMANCE INDICATORS**

Description	Prior Year Actual 2014/15	Prior Year Actual 2015/16	Projected Outcome 2016/17	Proposed Outcome 2017/18
<b>Workloads:</b>				
Attendance	275,274	294,998	294,000	294,000
Number of classes held	1,355	1,443	1,450	1,450
% of classes held vs. offered	90%	90%	92%	92%
<b>Performance Measures:</b>				
Estimated cost per visit <sup>1</sup>	\$8.23	\$5.55	\$6.40	\$6.61
<b>Goal Outcome Measures:</b>				
Average enrollment as a % of class minimums	180%	203%	212%	100%
Revenues as a % needed to meet cost recovery - Budget	N/A	71%	75%	78%
Revenues as a % needed to meet cost recovery - Actual	74%	79%	increase	increase

<sup>1</sup> Does not include maintenance or utilities.

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

Description	Prior Year Actual 2014/15	Prior Year Actual 2015/16	Adopted Budget 2016/17	Proposed Budget 2017/18	Adopted Budget 2017/18
<b>Program Appropriations</b>					
FT Salary	\$ 503,353	\$ 511,452	\$ 531,064	\$ 540,110	\$ 540,110
RPT Salary	81,031	59,763	71,769	74,463	74,463
PT Salary	860,525	878,152	1,105,087	1,164,856	1,164,856
Employee Benefits	287,554	304,241	303,709	303,152	303,152
Payroll Taxes	157,745	148,225	171,037	179,631	179,631
<b>Personnel Services</b>	<b>\$ 1,890,208</b>	<b>\$ 1,901,833</b>	<b>\$ 2,182,666</b>	<b>\$ 2,262,212</b>	<b>\$ 2,262,212</b>
Professional and Technical Services	1,570	1,118	-	-	-
Communication	200	-	2,300	1,100	1,100
Supplies	106,381	109,881	154,769	180,681	180,681
Training, Travel and Memberships	1,171	790	-	-	-
Small Furniture, Fixtures and Equip.	2,165	1,423	2,000	2,000	2,000
<b>Material &amp; Services</b>	<b>\$ 111,487</b>	<b>\$ 113,212</b>	<b>\$ 159,069</b>	<b>\$ 183,781</b>	<b>\$ 183,781</b>
<b>Program Total</b>	<b>\$ 2,001,695</b>	<b>\$ 2,015,045</b>	<b>\$ 2,341,735</b>	<b>\$ 2,445,993</b>	<b>\$ 2,445,993</b>
<b>Department Staff</b>					
Full-time	8.00	8.00	8.00	8.00	8.00
Regular part-time (FTE)	1.76	1.76	1.76	1.76	1.76
Part-time (FTE)	37.47	37.26	43.84	43.58	43.58
<b>Funded Service Level</b>					
Program Hours	25,872	26,990	29,037	28,916	28,916
Contact Hours	498,788	524,669	540,254	533,151	533,151

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

**KEY PERFORMANCE INDICATORS**

Description	Prior Year Actual 2014/15	Prior Year Actual 2015/16	Projected Outcome 2016/17	Proposed Outcome 2017/18
<b>Workloads:</b>				
Attendance	100,274	114,942	114,000	114,000
Number of classes held	830	918	925	925
% of classes held vs. offered	92%	92%	93%	93%
<b>Performance Measures:</b>				
Estimated cost per visit <sup>1</sup>	\$8.94	\$5.30	\$5.87	\$5.97
<b>Goal Outcome Measures:</b>				
Average enrollment as a % of class minimums	207%	209%	209%	100%
Revenues as a % needed to meet cost recovery - Budget	N/A	45%	45%	50%
Revenues as a % needed to meet cost recovery - Actual	56%	56%	increase	increase

<sup>1</sup> Does not include maintenance or utilities.

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

Description	Prior Year Actual 2014/15	Prior Year Actual 2015/16	Adopted Budget 2016/17	Proposed Budget 2017/18	Adopted Budget 2017/18
<b>Program Appropriations</b>					
FT Salary	\$ 268,102	\$ 265,841	\$ 322,759	\$ 326,801	\$ 326,801
RPT Salary	48,348	26,425	32,084	32,752	32,752
PT Salary	325,258	322,546	442,334	502,399	502,399
Employee Benefits	163,642	161,136	182,225	173,815	173,815
Payroll Taxes	69,959	63,129	80,034	87,385	87,385
<b>Personnel Services</b>	<b>\$ 875,309</b>	<b>\$ 839,077</b>	<b>\$ 1,059,436</b>	<b>\$ 1,123,152</b>	<b>\$ 1,123,152</b>
Communication	200	-	300	300	300
Supplies	20,251	17,651	31,890	27,638	27,638
Small Furniture, Fixtures and Equip.	663	71	-	-	-
<b>Material &amp; Services</b>	<b>\$ 21,114</b>	<b>\$ 17,722</b>	<b>\$ 32,190</b>	<b>\$ 27,938</b>	<b>\$ 27,938</b>
<b>Program Total</b>	<b>\$ 896,423</b>	<b>\$ 856,799</b>	<b>\$ 1,091,626</b>	<b>\$ 1,151,090</b>	<b>\$ 1,151,090</b>
<b>Department Staff</b>					
Full-time	4.80	4.80	4.80	4.80	4.80
Regular part-time (FTE)	0.88	0.88	0.88	0.88	0.88
Part-time (FTE)	17.41	15.25	18.22	20.79	20.79
<b>Funded Service Level</b>					
Program Hours	9,834	9,705	9,724	9,425	9,425
Contact Hours	150,256	148,811	149,060	144,477	144,477



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

**KEY PERFORMANCE INDICATORS**

Description	Prior Year Actual 2014/15	Prior Year Actual 2015/16	Projected Outcome 2016/17	Proposed Outcome 2017/18
<b>Workloads:</b>				
Attendance	175,000	180,056	180,000	180,000
Number of classes held	525	521	525	525
% of classes held vs. offered	88%	87%	91%	91%
<b>Performance Measures:</b>				
Estimated cost per visit <sup>1</sup>	\$6.32	\$6.29	\$6.95	\$7.28
<b>Goal Outcome Measures:</b>				
Average enrollment as a % of class minimums	171%	174%	177%	100%
Revenues as a % needed to meet cost recovery - Budget	N/A	97%	105%	106%
Revenues as a % needed to meet cost recovery - Actual	87%	106%	increase	increase

<sup>1</sup> Does not include maintenance or utilities.

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

Description	Prior Year Actual 2014/15	Prior Year Actual 2015/16	Adopted Budget 2016/17	Proposed Budget 2017/18	Adopted Budget 2017/18
<b>Program Appropriations</b>					
FT Salary	\$ 235,251	\$ 245,611	\$ 208,305	\$ 213,309	\$ 213,309
RPT Salary	32,683	33,338	39,685	41,711	41,711
PT Salary	535,267	555,606	662,753	662,457	662,457
Employee Benefits	123,912	143,105	121,484	129,337	129,337
Payroll Taxes	87,786	85,096	91,003	92,246	92,246
<b>Personnel Services</b>	<b>\$ 1,014,899</b>	<b>\$ 1,062,756</b>	<b>\$ 1,123,230</b>	<b>\$ 1,139,060</b>	<b>\$ 1,139,060</b>
Professional and Technical Services	1,570	1,118	-	-	-
Communications	-	-	2,000	800	800
Supplies	86,130	92,230	122,879	153,043	153,043
Training, Travel and Memberships	508	719	-	-	-
Small Furniture, Fixtures and Equip.	2,165	1,423	2,000	2,000	2,000
<b>Material &amp; Services</b>	<b>\$ 90,373</b>	<b>\$ 95,490</b>	<b>\$ 126,879</b>	<b>\$ 155,843</b>	<b>\$ 155,843</b>
<b>Program Total</b>	<b>\$ 1,105,272</b>	<b>\$ 1,158,246</b>	<b>\$ 1,250,109</b>	<b>\$ 1,294,903</b>	<b>\$ 1,294,903</b>
<b>Department Staff</b>					
Full-time	3.20	3.20	3.20	3.20	3.20
Regular part-time (FTE)	0.88	0.88	0.88	0.88	0.88
Part-time (FTE)	20.06	22.01	25.62	22.80	22.80
<b>Funded Service Level</b>					
Program Hours	16,038	17,285	19,313	19,491	19,491
Contact Hours	348,532	375,858	391,194	388,674	388,674

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

**KEY PERFORMANCE INDICATORS**

Description	Prior Year Actual 2014/15	Prior Year Actual 2015/16	Projected Outcome 2016/17	Proposed Outcome 2017/18
<b>Workloads:</b>				
Attendance	256,015	258,381	267,000	270,000
Number of classes held	820	1,020	1,000	1,050
% of classes held vs. offered	76%	80%	83%	81%
<b>Performance Measures:</b>				
Estimated cost per visit <sup>1</sup>	\$3.55	\$3.87	\$4.23	\$4.28
<b>Goal Outcome Measures:</b>				
Average enrollment as a % of class minimums	153%	160%	173%	100%
Revenues as a % needed to meet cost recovery - Budget	N/A	58%	57%	62%
Revenues as a % needed to meet cost recovery - Actual	61%	59%	increase	increase

<sup>1</sup> Does not include maintenance or utilities.

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

Description	Prior Year Actual 2014/15	Prior Year Actual 2015/16	Adopted Budget 2016/17	Proposed Budget 2017/18	Adopted Budget 2017/18
<b>Program Appropriations</b>					
FT Salary	\$ 242,071	\$ 271,952	\$ 287,630	\$ 283,564	\$ 283,564
RPT Salary	36,483	32,627	38,947	36,297	36,297
PT Salary	353,529	384,604	491,207	485,575	485,575
Employee Benefits	108,115	134,338	139,437	122,122	122,122
Payroll Taxes	68,914	70,343	79,636	78,963	78,963
<b>Personnel Services</b>	<b>\$ 809,112</b>	<b>\$ 893,864</b>	<b>\$ 1,036,857</b>	<b>\$ 1,006,521</b>	<b>\$ 1,006,521</b>
Professional and Technical Services	-	-	2,400	-	-
Supplies	96,700	100,809	167,164	144,745	144,745
Communications	675	565	900	900	900
Training, Travel and Memberships	845	1,057	1,200	1,200	1,200
Small Furniture, Fixtures and Equip.	1,837	4,414	3,000	3,000	3,000
<b>Material &amp; Services</b>	<b>\$ 100,057</b>	<b>\$ 106,845</b>	<b>\$ 174,664</b>	<b>\$ 149,845</b>	<b>\$ 149,845</b>
<b>Program Total</b>	<b>\$ 909,169</b>	<b>\$ 1,000,709</b>	<b>\$ 1,211,521</b>	<b>\$ 1,156,366</b>	<b>\$ 1,156,366</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)	15.76	15.53	16.30	16.30	16.30
<b>Funded Service Level</b>					
Program Hours	18,288	17,408	18,021	16,975	16,975
Contact Hours	334,446	338,414	414,259	408,378	408,378

Note: As of FY 2016/17, Rec Mobile was moved from Cedar Hills Recreation Center to Garden Home Recreation Center.

**Division: Park & Recreation Services**

Department: Recreation

Program: Elsie Stuhr Center

**KEY PERFORMANCE INDICATORS**

Description	Prior Year Actual 2014/15	Prior Year Actual 2015/16	Projected Outcome 2016/17	Proposed Outcome 2017/18
<b>Workloads:</b>				
Attendance	140,000	141,000	143,000	143,000
Number of classes held	575	580	585	590
% of classes held vs. offered	93%	93%	93%	93%
<b>Performance Measures:</b>				
Estimated cost per visit <sup>1</sup>	\$5.78	\$7.70	\$5.22	\$5.77
<b>Goal Outcome Measures:</b>				
Average enrollment as a % of class minimums	133%	109%	101%	100%
Revenues as a % needed to meet cost recovery - Budget	N/A	44%	41%	53%
Revenues as a % needed to meet cost recovery - Actual	35%	36%	increase	increase

<sup>1</sup> Does not include maintenance or utilities.

**Division: Park & Recreation Services**  
 Department: Recreation  
 Program: Elsie Stuhr Center

Description	Prior Year Actual 2014/15	Prior Year Actual 2015/16	Adopted Budget 2016/17	Proposed Budget 2017/18	Adopted Budget 2017/18
<b>Program Appropriations</b>					
FT Salary	\$ -	\$ -	\$ -	\$ 199,872	\$ 199,872
RPT Salary	-	-	-	39,409	39,409
PT Salary	-	-	-	315,009	315,009
Employee Benefits	-	-	-	138,874	138,874
Payroll Taxes	-	-	-	53,721	53,721
<b>Personnel Services</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 746,885</b>	<b>\$ 746,885</b>
Other Services	-	-	-	8,000	8,000
Communication	-	-	-	6,500	6,500
Supplies	-	-	-	68,045	68,045
Training, Travel and Memberships	-	-	-	1,500	1,500
<b>Material &amp; Services</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 84,045</b>	<b>\$ 84,045</b>
<b>Program Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 830,930</b>	<b>\$ 830,930</b>
<b>Department Staff</b>					
Full-time				3.00	3.00
Regular part-time (FTE)				0.88	0.88
Part-time (FTE)				7.49	7.49
<b>Funded Service Level</b>					
Program Hours				10,274	10,274
Contact Hours				118,428	118,428

Note: As of FY 2017/18, Elsie Stuhr Center was moved from the former Programs & Special Activities Department.





**TUALATIN HILLS**  
PARK & RECREATION DISTRICT

## COMMUNITY PROGRAMS

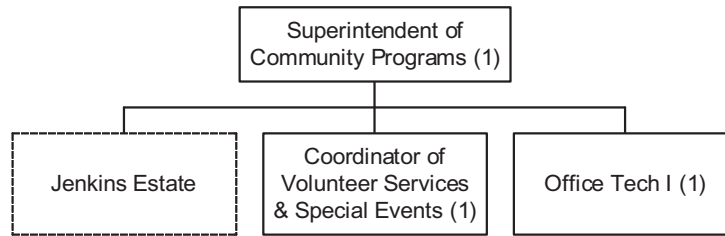




# PARK & RECREATION SERVICES DIVISION

Community Programs Department

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## Department Overview

The superintendent of Community Programs is responsible to the director of Park & Recreation Services and oversees THPRD's Americans with Disabilities Act (ADA) program and transition plan, the Jenkins Estate and Volunteer Services & Special Events.

This department provides programs for the community that include concerts, theater and collaborative events with the City of Beaverton. The department also coordinates volunteer activities including recruitment and placement.

The Volunteers Services Program expands opportunities for volunteer involvement at THPRD and strengthens volunteerism in our community. The program provides benefit to individuals, THPRD, and the community as a whole.

## FY 2016/17 Accomplishments

Represented THPRD as a finalist for the National Recreation and Park Association's (NRPA) Gold Medal award at the 2016 NRPA annual conference.

Began the accreditation process governed by the Commission for Accreditation for Park and Recreation Agencies (CAPRA).

Hosted a CAPRA visitor team in June 2017 to review THPRD's self-assessment materials.

Held a successful summer event series to include four concerts, a theater in the park event and Party in the Park at the HMT Recreation Complex.

Gained approval of the ADA Transition Plan after a series of public outreach events.

Placed 5,350 volunteers to participate in 350 volunteer positions contributing 52,000 hours of support in 14 facilities.

## FY 2017/18 Goals and Objectives

Pursue the Gold Medal award and CAPRA accreditation at the 2017 NRPA conference.

Continue positive collaboration with the City of Beaverton in providing community events and programs.

Continue to work to maximize expense efficiency of each departmental budget, while still maintaining maximum revenues.

Make recommendation for Jenkins Estate programming opportunities.

Develop a strategy of theme and supporting messages for THPRD displays at summer events.

Continue to work collaboratively across departments to develop a framework for the continuous improvement of THPRD facilities for people with disabilities.

## Budget Highlights

The proposed budget reflects the renaming of the department to Community Programs from Programs & Special Activities. The change reflects the focus of providing quality programs to the community THPRD serves.

The proposed budget also reflects the midyear transfer of one full-time program coordinator position from the Tualatin Hills Athletic Center to a full-time office tech I position in the Community Programs Department.



**Division: Park & Recreation Services**  
**Department: Community Programs**

Description	Prior Year Actual 2014/15	Prior Year Actual 2015/16	Adopted Budget 2016/17	Proposed Budget 2017/18	Adopted Budget 2017/18
<b>Summary of Appropriations</b>					
Personnel Services	\$ 2,346,787	\$ 1,482,245	\$ 1,081,156	\$ 445,770	\$ 445,770
Materials & Services	247,109	225,841	210,284	137,350	137,350
<b>Total Appropriations</b>	<b>\$ 2,593,896</b>	<b>\$ 1,708,086</b>	<b>\$ 1,291,440</b>	<b>\$ 583,120</b>	<b>\$ 583,120</b>

<b>Summary by Program</b>					
Superintendent of Community Prog.	\$ 446,516	\$ 486,983	\$ 470,211	\$ 583,120	\$ 583,120
Jenkins Estate	960	568	-	-	-
Camp Rivendale	142,926	134,309	-	-	-
Elsie Stuhr Center	971,261	1,086,226	821,229	-	-
Tennis Center	1,032,233	-	-	-	-
<b>Total Appropriations</b>	<b>\$ 2,593,896</b>	<b>\$ 1,708,086</b>	<b>\$ 1,291,440</b>	<b>\$ 583,120</b>	<b>\$ 583,120</b>

<b>Division Staff</b>					
Full-time	13.00	6.00	5.00	3.00	3.00
Regular part-time (FTE)	4.37	0.88	0.88	0.00	0.00
Part-time (FTE)	21.34	15.80	8.53	2.32	2.32

<b>Funded Service Level</b>					
Program Hours	45,633	9,480	9,899	-	-
Contact Hours	233,554	108,014	115,135	-	-

Note: As of FY 2015/16, the Tennis Center was moved to the Sports Department.  
As of FY 2016/17, Camp Rivendale was moved to the Sports Department.  
As of FY 2017/18, the Elsie Stuhr Center was moved to the Recreation Department.



**Division: Park & Recreation Services**  
**Department: Community Programs**  
**Program: Superintendent of Community Programs**

Description	Prior Year Actual 2014/15	Prior Year Actual 2015/16	Adopted Budget 2016/17	Proposed Budget 2017/18	Adopted Budget 2017/18
<b>Program Appropriations</b>					
FT Salary	\$ 191,677	\$ 208,885	\$ 199,485	\$ 244,121	\$ 244,121
PT Salary	31,875	41,052	37,979	80,645	80,645
Employee Benefits	72,246	75,081	77,862	90,636	90,636
Payroll Taxes	21,632	22,629	20,991	30,368	30,368
<b>Personnel Services</b>	<b>\$ 317,430</b>	<b>\$ 347,647</b>	<b>\$ 336,317</b>	<b>\$ 445,770</b>	<b>\$ 445,770</b>
Professional and Technical Services	101,848	111,443	96,394	99,600	99,600
Rental Facility	2,400	2,400	2,400	1,500	1,500
Communications	2,643	2,253	3,000	1,500	1,500
Supplies	11,621	11,044	16,000	22,150	22,150
Training, Travel and Memberships	10,574	12,196	16,100	12,600	12,600
<b>Material &amp; Services</b>	<b>\$ 129,086</b>	<b>\$ 139,336</b>	<b>\$ 133,894</b>	<b>\$ 137,350</b>	<b>\$ 137,350</b>
<b>Program Total</b>	<b>\$ 446,516</b>	<b>\$ 486,983</b>	<b>\$ 470,211</b>	<b>\$ 583,120</b>	<b>\$ 583,120</b>
<b>Department Staff</b>					
Full-time	2.00	2.00	2.00	3.00	3.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	1.73	1.11	1.12	2.32	2.32



**Division: Park & Recreation Services**  
 Department: Community Programs  
 Program: Jenkins Estate

Description	Prior Year Actual 2014/15	Prior Year Actual 2015/16	Adopted Budget 2016/17	Proposed Budget 2017/18	Adopted Budget 2017/18
<b>Program Appropriations</b>					
Professional and Technical Services	960	568	-	-	-
<b>Material &amp; Services</b>	<b>\$ 960</b>	<b>\$ 568</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Program Total</b>	<b>\$ 960</b>	<b>\$ 568</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Department Staff</b>					
Full-time					
Regular part-time (FTE)					
Part-time (FTE)					
<b>Funded Service Level</b>					
Contact Hours	-	-	-	-	





**Division: Park & Recreation Services**  
 Department: Community Programs  
 Program: Camp Rivendale

Description	Prior Year Actual 2014/15	Prior Year Actual 2015/16	Adopted Budget 2016/17	Proposed Budget 2017/18	Adopted Budget 2017/18
<b>Program Appropriations</b>					
PT Salary	\$ 113,121	\$ 105,027	\$ -	\$ -	\$ -
Payroll Taxes	12,429	11,967	-	-	-
<b>Personnel Services</b>	<b>\$ 125,550</b>	<b>\$ 116,994</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Rental Equipment	8,813	8,212	-	-	-
Supplies	8,444	8,907	-	-	-
Training, Travel and Memberships	119	196	-	-	-
<b>Material &amp; Services</b>	<b>\$ 17,376</b>	<b>\$ 17,315</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Program Total</b>	<b>\$ 142,926</b>	<b>\$ 134,309</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Department Staff</b>					
Full-time	0.00	0.00			
Regular part-time (FTE)	0.00	0.00			
Part-time (FTE)	4.76	4.65			
<b>Funded Service Level</b>					
Program Hours	480	520			
Contact Hours	9,000	9,250			

Note: As of FY 2016/17, Camp Rivendale was moved to the Sports Department.



**Division: Park & Recreation Services**  
 Department: Community Programs  
 Program: Elsie Stuhr Center

Description	Prior Year Actual 2014/15	Prior Year Actual 2015/16	Adopted Budget 2016/17	Proposed Budget 2017/18	Adopted Budget 2017/18
<b>Program Appropriations</b>					
FT Salary	\$ 235,297	\$ 247,822	\$ 193,961	\$ -	\$ -
RPT Salary	36,832	38,780	37,471	-	-
PT Salary	414,324	503,997	324,244	-	-
Employee Benefits	135,069	145,624	134,140	-	-
Payroll Taxes	74,277	81,381	55,023	-	-
<b>Personnel Services</b>	<b>\$ 895,799</b>	<b>\$ 1,017,604</b>	<b>\$ 744,839</b>	<b>\$ -</b>	<b>\$ -</b>
Professional and Technical Services	620	1,257	-	-	-
Other Services	3,499	2,717	8,000	-	-
Communication	3,654	2,655	6,500	-	-
Supplies	65,329	59,421	60,390	-	-
Training, Travel and Memberships	1,425	1,349	1,500	-	-
Small Furniture, Fixtures and Equip.	935	1,223	-	-	-
<b>Material &amp; Services</b>	<b>\$ 75,462</b>	<b>\$ 68,622</b>	<b>\$ 76,390</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Program Total</b>	<b>\$ 971,261</b>	<b>\$ 1,086,226</b>	<b>\$ 821,229</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Department Staff</b>					
Full-time	5.00	4.00	3.00		
Regular part-time (FTE)	0.88	0.88	0.88		
Part-time (FTE)	9.34	10.04	7.41		
<b>Funded Service Level</b>					
Program Hours	9,387	8,960	9,899		
Contact Hours	94,798	98,764	115,135		

Note: As of FY 2016/17, Specialized Recreation moved to the Sports Department.  
 As of FY 2017/18, Elsie Stuhr Center moved to the Recreation Department.



**Division: Park & Recreation Services**  
 Department: Community Programs  
 Program: Tennis Center

Description	Prior Year Actual 2014/15	Prior Year Actual 2015/16	Adopted Budget 2016/17	Proposed Budget 2017/18	Adopted Budget 2017/18
<b>Program Appropriations</b>					
FT Salary	\$ 373,657	\$ -	\$ -	\$ -	\$ -
RPT Salary	173,350	-	-	-	-
PT Salary	141,100	-	-	-	-
Employee Benefits	247,219	-	-	-	-
Payroll Taxes	72,682	-	-	-	-
<b>Personnel Services</b>	<b>\$ 1,008,008</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Supplies	22,123	-	-	-	-
Training, Travel and Memberships	2,102	-	-	-	-
<b>Material &amp; Services</b>	<b>\$ 24,225</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Program Total</b>	<b>\$ 1,032,233</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Department Staff</b>					
Full-time	6.00				
Regular part-time (FTE)	3.49				
Part-time (FTE)	5.51				
<b>Funded Service Level</b>					
Program Hours	35,766				
Contact Hours	129,756				

Note: As of FY 2015/16, the Tennis Center was moved to the Sports Department.





**TUALATIN HILLS**  
PARK & RECREATION DISTRICT

## **NATURAL RESOURCES & TRAILS**



*Natural Resources*

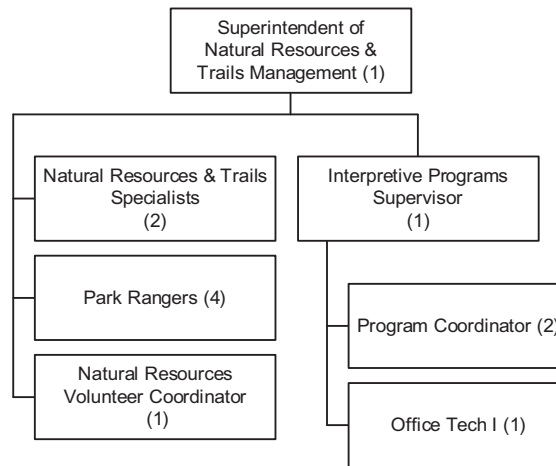
*Tualatin Hills Nature Center*

*Cooper Mountain Nature Park*

# PARK & RECREATION SERVICES DIVISION

## Natural Resources & Trails Management Department

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### Department Overview

The superintendent of Natural Resources & Trails Management is responsible to the director of Park & Recreation Services. Under the direction of the superintendent of Natural Resources & Trails Management, the Tualatin Hills Nature Center, Cooper Mountain Nature House, and Natural Resources staff operate a coordinated program which uses the Nature Center and Nature Mobile to educate patrons about THPRD's natural resource areas, volunteer opportunities, trails, and environmental education programs.

The Natural Resources Department provides districtwide stewardship of natural areas and environmental education programs, co-manages 60 miles of trails, and 1,500 acres of natural areas in 140 sites, including Cooper Mountain Nature Park and the Tualatin Hills Nature Park and Nature Center.

The department connects patrons with natural areas and community destinations through the Trails Management Program which promotes trail uses, visitor services, and inquiries. The program sets standards, suggests improvements to the trail system, and empowers THPRD to work with community partners and other jurisdictions in addressing trails issues.

### FY 2016/17 Accomplishments

Implemented the first phase of habitat restoration along the Rock Creek Greenway.

Conducted 20 habitat inventories from medium and high functioning sites.

Completed an analysis of program and space needs to better serve patrons and to support the Natural Resources Functional Plan.

Earned a Nature in Neighborhoods capital grant for \$245,700 from Metro to conduct stream channel enhancement and install a new bridge at the Fanno Creek Greenway.

Completed natural resources bond projects including Jordan Woods, Nature Revealed/Interpretive Sign Network, and Bronson/Crystal Creek Wetlands.

Expanded engagement opportunities by increasing enrollment in full-day camp offerings for kids ages 10 to 13 and individual adult registration programs.

### FY 2017/18 Goals and Objectives

Complete habitat inventories for all remaining high functioning natural areas, which include Cooper Mountain Nature Park and Tualatin Hills Nature Park.

Improve community engagement efforts by expanding programming/opportunities for two target audiences.

Conclude three additional bond projects in support of the 2008 bond measure.

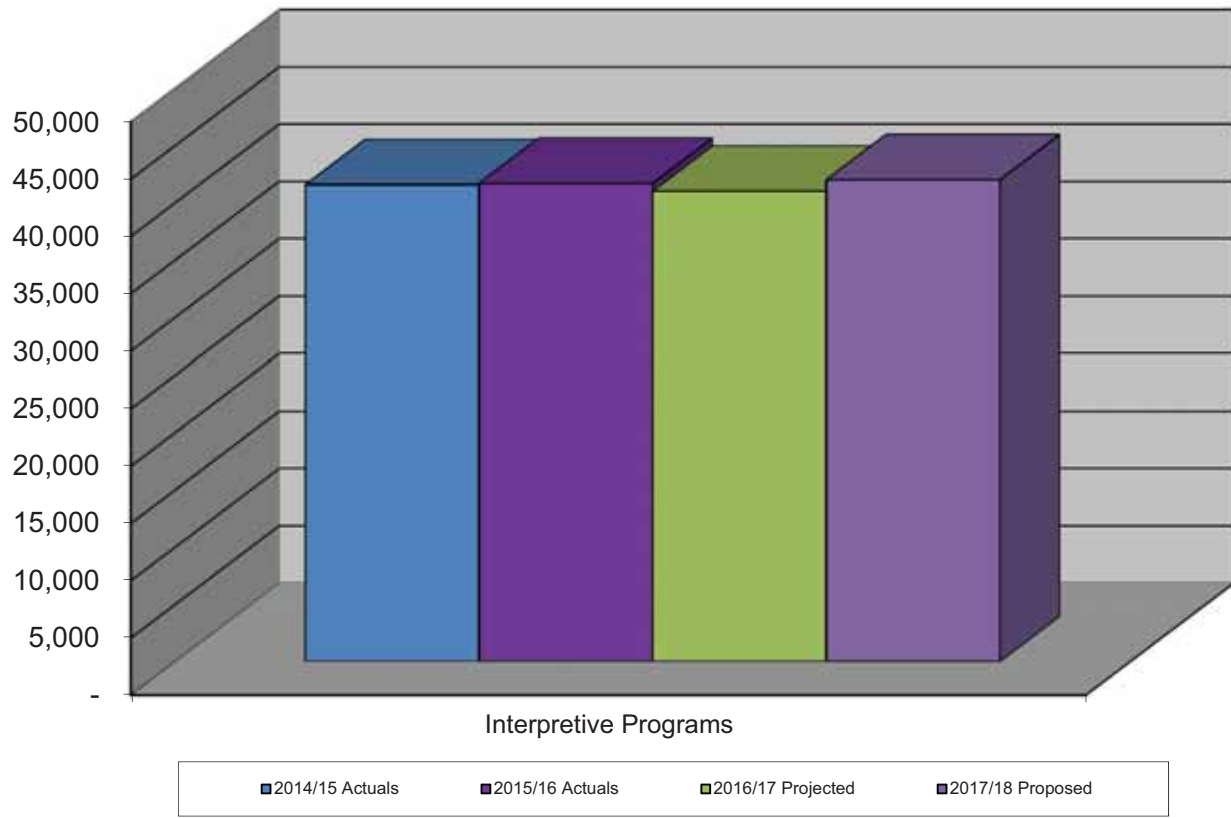
Implement phase one of Fanno Creek Greenway project with Clean Water Services.

### Budget Highlights

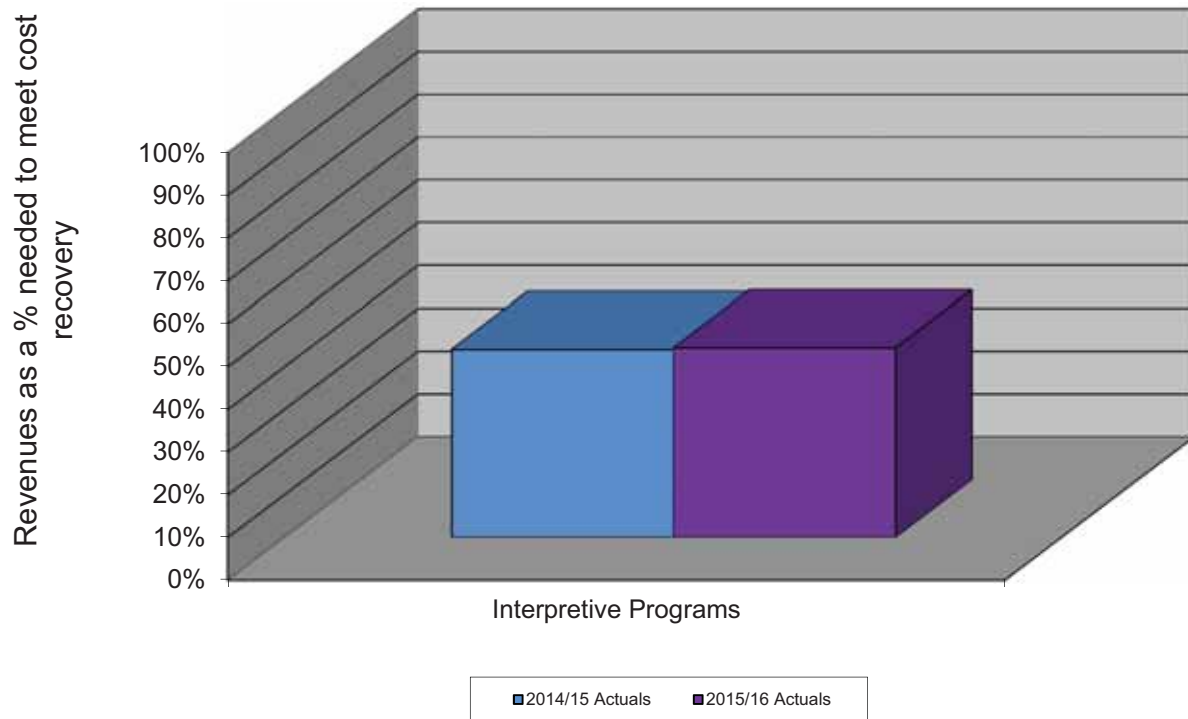
No significant changes from the prior-year budget.



### Attendance by Center



### Cost Recovery Progress



**Division: Park & Recreation Services**  
**Department: Natural Resources & Trails**

Description	Prior Year Actual 2014/15	Prior Year Actual 2015/16	Adopted Budget 2016/17	Proposed Budget 2017/18	Adopted Budget 2017/18
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**Summary of Appropriations**

Personnel Services	\$ 1,521,022	\$ 1,537,244	\$ 1,740,607	\$ 1,864,917	\$ 1,864,917
Materials & Services	104,606	140,647	238,594	232,619	232,619
<b>Total Appropriations</b>	<b>\$ 1,625,628</b>	<b>\$ 1,677,891</b>	<b>\$ 1,979,201</b>	<b>\$ 2,097,536</b>	<b>\$ 2,097,536</b>

**Summary by Program**

Natural Resources	\$ 904,991	\$ 947,917	\$ 1,127,520	\$ 1,187,092	\$ 1,187,092
Interpretive Programs	720,637	729,974	851,681	910,444	910,444
<b>Total Appropriations</b>	<b>\$ 1,625,628</b>	<b>\$ 1,677,891</b>	<b>\$ 1,979,201</b>	<b>\$ 2,097,536</b>	<b>\$ 2,097,536</b>

**Division Staff**

Full-time	11.00	11.00	12.00	12.00	12.00
Regular part-time (FTE)	0.88	0.88	0.00	0.00	0.00
Part-time (FTE)	14.99	16.76	16.92	16.52	16.52

**Funded Service Level**

Program Hours	10,588	13,254	12,752	13,508	13,508
Contact Hours	167,111	185,054	179,684	185,888	185,888

**Division: Park & Recreation Services**  
**Department: Natural Resources & Trails**  
**Program: Natural Resources**

**KEY PERFORMANCE INDICATORS**

<b>Description</b>	<b>Prior Year Actual 2014/15</b>	<b>Prior Year Actual 2015/16</b>	<b>Projected Outcome 2016/17</b>	<b>Proposed Outcome 2017/18</b>
Implement the THPRD Natural Resource Management Plan, Trails Management Plan, and Inventory Program.	Completed 4 additional bond restoration projects. Completed and adopted Natural Resources Functional Plan. Completed natural resources inventory for 20 more properties.	Ranked all natural areas according to NRFP criteria and used to prioritize staff projects. Mapped key biodiversity corridors in THPRD.	Complete site inventories of all properties in zone three. Continue beaver benefit study with partners.	Complete surveys for all remaining high functioning natural area sites, which include Cooper Mountain Nature Park and Tualatin Hills Nature Park.
Engage in community outreach to promote awareness and involvement in Natural Resources programs.	Expanded service learning program to the International School of Beaverton. Tried new methods to reach different audiences with Nature Mobile.	Completed a gap analysis of program offerings. Defined quality standards for programs.	Propose changes to indoor and outdoor programming spaces to better accommodate patron needs.	Expand programming/ opportunities for two target audiences.
Restore and enhance habitat in natural area parks.	Installed thousands of trees and shrubs as part of Lowami Hart Woods and Koll Center Wetlands restoration projects. Continued to provide management of habitat mitigation for development bond project impacts including development of Morrison Woods mitigation bank with Planning staff.	Completed phase one of Mt Williams and Jenkins Estate bond projects. Completed planting phase of pollinator project in Rock Creek Greenway at 185th.	Wrap up at least three bond projects. Refine data collection/database system.	Conclude three additional bond projects. Implement database system.
Pursue cooperative and collaborative relationships with THPRD departments and outside agencies that benefit natural resource assets.	Placed large logs for habitat and water quality with Clean Water Services as part of Bronson Creek Greenway Project. Completed phase two of Fanno Creek Greenway with CWS.	Expanded mitigation bank expansion at Rock Creek Greenway with CWS as partner. Investigated opportunities to partner with homeowner associations through Watershed Council to improve watershed connectivity.	Implement phase one of Rock Creek Greenway habitat/mitigation project with CWS.	Implement phase one of Fanno Creek Greenway project with CWS.
Total trail miles	27.33	28.93	29.39	increase
Number of regional trail segments completed	16 of 42 complete	22 of 59 complete	22 of 59 complete	23 of 59 complete
Number of community trail segments completed	16 of 54 complete	15 of 56 complete	15 of 56 complete	15 of 56 complete

**Division: Park & Recreation Services**  
**Department: Natural Resources & Trails**  
**Program: Natural Resources**

Description	Prior Year Actual 2014/15	Prior Year Actual 2015/16	Adopted Budget 2016/17	Proposed Budget 2017/18	Adopted Budget 2017/18
<b>Program Appropriations</b>					
FT Salary	\$ 499,285	\$ 485,537	\$ 541,355	\$ 562,591	\$ 562,591
PT Salary	78,106	94,482	119,143	133,824	133,824
Employee Benefits	212,251	230,978	243,615	271,355	271,355
Payroll Taxes	63,299	60,154	68,834	74,056	74,056
<b>Personnel Services</b>	<b>\$ 852,941</b>	<b>\$ 871,151</b>	<b>\$ 972,947</b>	<b>\$ 1,041,826</b>	<b>\$ 1,041,826</b>
Professional and Technical Services	11,670	34,220	49,500	43,916	43,916
Other Services	369	1,368	3,900	2,400	2,400
Rental Equipment	307	240	900	900	900
Communications	2,830	2,844	4,320	4,920	4,920
Supplies	28,934	32,563	86,603	83,900	83,900
Training, Travel and Memberships	4,990	3,898	8,350	8,230	8,230
Small Furniture, Fixtures and Equip.	2,950	1,633	1,000	1,000	1,000
<b>Material &amp; Services</b>	<b>\$ 52,050</b>	<b>\$ 76,766</b>	<b>\$ 154,573</b>	<b>\$ 145,266</b>	<b>\$ 145,266</b>
<b>Program Total</b>	<b>\$ 904,991</b>	<b>\$ 947,917</b>	<b>\$ 1,127,520</b>	<b>\$ 1,187,092</b>	<b>\$ 1,187,092</b>
<b>Department Staff</b>					
Full-time	8.00	8.00	8.00	8.00	8.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	4.05	4.14	4.02	4.02	4.02

**Division: Park & Recreation Services**  
**Department: Natural Resources & Trails**  
**Program: Interpretive Programs**

**KEY PERFORMANCE INDICATORS**

Description	Prior Year Actual 2014/15	Prior Year Actual 2015/16	Projected Outcome 2016/17	Proposed Outcome 2017/18
<b>Workloads:</b>				
Attendance - Interpretive Programs	41,571	41,692	41,000	42,000
Trail Count - Tualatin Hills Nature Park	119,872	130,064	131,000	132,000
Trail Count - Cooper Mountain Nature Park	72,347	87,007	87,500	88,000
Number of classes held	664	720	700	700
% of classes held vs. offered	89%	92%	90%	90%
<b>Performance Measures:</b>				
Estimated cost per visit <sup>1</sup>	\$3.08	\$2.82	\$2.96	\$3.47
<b>Goal Outcome Measures:</b>				
Average enrollment as a % of class minimums	148%	139%	141%	100%
Revenues as a % needed to meet cost recovery - Budget	N/A	37%	37%	38%
Revenues as a % needed to meet cost recovery - Actual	44%	44%	increase	increase
Natural Resource education participant hours	77,810	88,110	88,110	increase

<sup>1</sup> Does not include maintenance or utilities.

**Division: Park & Recreation Services**  
**Department: Natural Resources & Trails**  
**Program: Interpretive Programs**

Description	Prior Year Actual 2014/15	Prior Year Actual 2015/16	Adopted Budget 2016/17	Proposed Budget 2017/18	Adopted Budget 2017/18
<b>Program Appropriations</b>					
FT Salary	\$ 201,737	\$ 189,617	\$ 260,268	\$ 272,987	\$ 272,987
RPT Salary	42,760	43,021	-	-	-
PT Salary	287,879	299,272	360,046	368,405	368,405
Employee Benefits	80,026	79,434	86,679	118,546	118,546
Payroll Taxes	55,679	54,749	60,667	63,153	63,153
<b>Personnel Services</b>	<b>\$ 668,081</b>	<b>\$ 666,093</b>	<b>\$ 767,660</b>	<b>\$ 823,091</b>	<b>\$ 823,091</b>
Professional and Technical Services	2,561	1,610	3,460	3,460	3,460
Rental Equipment	13,459	15,870	18,750	24,905	24,905
Communication	2,591	2,034	3,500	3,500	3,500
Supplies	30,910	43,057	52,711	50,288	50,288
Training, Travel and Memberships	2,686	950	3,600	3,200	3,200
Small Furniture, Fixtures and Equip.	349	360	2,000	2,000	2,000
<b>Material &amp; Services</b>	<b>\$ 52,556</b>	<b>\$ 63,881</b>	<b>\$ 84,021</b>	<b>\$ 87,353</b>	<b>\$ 87,353</b>
<b>Program Total</b>	<b>\$ 720,637</b>	<b>\$ 729,974</b>	<b>\$ 851,681</b>	<b>\$ 910,444</b>	<b>\$ 910,444</b>
<b>Department Staff</b>					
Full-time	3.00	3.00	4.00	4.00	4.00
Regular part-time (FTE)	0.88	0.88	0.00	0.00	0.00
Part-time (FTE)	10.94	12.62	12.90	12.50	12.50
<b>Funded Service Level</b>					
Program Hours	10,588	13,254	12,752	13,508	13,508
Contact Hours	167,111	185,054	179,684	185,888	185,888



# CAPITAL PROJECTS

Capital Projects Summary

Capital Projects Narratives





## Division: Capital Projects

Description	Prior Year Actual 2014/15	Prior Year Actual 2015/16	Adopted Budget 2016/17	Proposed Budget 2017/18	Adopted Budget 2017/18
<b>Summary of Appropriations</b>					
Capital Outlay	\$ 1,776,421	\$ 2,972,406	\$ 7,458,717	\$ 6,419,213	\$ 6,419,213
<b>Total Appropriations</b>	<b>\$ 1,776,421</b>	<b>\$ 2,972,406</b>	<b>\$ 7,458,717</b>	<b>\$ 6,419,213</b>	<b>\$ 6,419,213</b>

<b>Summary by Department</b>					
Carryover Projects	\$ 181,780	\$ 1,715,031	\$ 3,830,085	\$ 2,465,895	\$ 2,465,895
Athletic Facility Replacements	282,343	374,982	775,000	118,000	118,000
Athletic Facility Improvements	7,500	-	-	-	-
Building Replacements	478,686	524,343	565,116	611,264	611,264
Building Improvements	194,017	7,237	104,600	105,522	105,522
Park & Trail Replacements	423,660	215,553	602,254	1,258,141	1,258,141
Park & Trail Improvements	143,629	56,370	1,391,662	1,685,391	1,685,391
Facility Challenge Grants	51,620	62,891	90,000	75,000	75,000
ADA Improvements	13,186	15,999	100,000	100,000	100,000
<b>Total Appropriations</b>	<b>\$ 1,776,421</b>	<b>\$ 2,972,406</b>	<b>\$ 7,458,717</b>	<b>\$ 6,419,213</b>	<b>\$ 6,419,213</b>



## CAPITAL PROJECTS

Item Number	Capital Project	Carryover Funds	Additional Funding	Adopted Budget 2017/18	Page #
<b>CARRYOVER PROJECTS</b>					
1	PCC Actuated Tennis Lights	\$ 3,300	\$ -	\$ 3,300	CP-5
2	Aquatic Center Renovation Phase 2	386,190	1,300,000	1,686,190	CP-5
3	ADA Improvements - Athletic Center	8,000	-	8,000	CP-5
4	Hazeldale Parking Lot	175,512	135,000	310,512	CP-5
5	Raleigh Park Storm Water Management Design	40,000	-	40,000	CP-5
6	Play Equipment (3 sites)	206,855	8,500	215,355	CP-5
7	Signage Master Plan Implementation - Phase 2	25,839	-	25,839	CP-6
8	Irrigation Systems Redesign & Reconfiguration (5 sites)	14,274	-	14,274	CP-6
9	Cardio / Weight Equipment	40,000	-	40,000	CP-6
10	Communication Network Switches	80,000	-	80,000	CP-6
11	Outdoor Fitness Equipment	2,924	13,000	15,924	CP-6
12	Drain Replacement - Cedar Hills Recreation Center	26,500	-	26,500	CP-6
<b>TOTAL CARRYOVER PROJECTS</b>		<b>\$ 1,009,395</b>	<b>\$ 1,456,500</b>	<b>\$ 2,465,895</b>	
<b>ATHLETIC FACILITY REPLACEMENT</b>					
13	Skate Park Ramp Conversion			\$ 50,000	CP-7
14	Tennis Court Resurface (2 sites)			68,000	CP-7
<b>TOTAL ATHLETIC FACILITY REPLACEMENT</b>				<b>\$ 118,000</b>	
<b>BUILDING REPLACEMENT</b>					
15	Cardio and Weight Equipment			\$ 80,000	CP-7
16	Babette Horenstein Tennis Center LED Lighting			307,000	CP-7
<b>Building Exterior</b>					
17	Lead Paint Abatement			35,000	CP-7
18	Parking Lot Relamp			5,000	CP-7
<b>Building Furnishings</b>					
19	Ceiling Tiles			4,000	CP-8
20	Ergonomic Equipment/Fixtures			6,000	CP-8
<b>Floor Coverings</b>					
21	Wood Floor Refinish			1,975	CP-8
22	Locker Room Resurface			84,000	CP-8
23	Carpet			10,000	CP-8
<b>HVAC Components</b>					
24	Exhaust fans (3 sites)			28,150	CP-8
25	Air Conditioner Units (2 sites)			18,433	CP-9
<b>Pool Apparatus &amp; Mechanical Systems</b>					
26	Dive Tower Repair			2,500	CP-9
27	Lane Lines			1,506	CP-9
28	Outdoor Pool Covers (2 sites)			12,200	CP-9
29	Wading Pool Chemtrol Probe			1,500	CP-9
<b>Windows &amp; Doors</b>					
30	Roll Down Door Motor			4,500	CP-9
31	Structure Repair- Camp Rivendale			2,000	CP-10
32	Shower Facility Repair			7,500	CP-10
<b>TOTAL BUILDING REPLACEMENT</b>				<b>\$ 611,264</b>	
<b>BUILDING IMPROVEMENT</b>					
33	Fall Protection (5 sites)			\$ 52,155	CP-10
34	Flooring			2,257	CP-10
35	Office Space Expansion Design			10,000	CP-10
36	Diving Winches (4 sites)			21,110	CP-10
37	Gymnastic Room Windows			20,000	CP-11
<b>TOTAL BUILDING IMPROVEMENT</b>				<b>\$ 105,522</b>	
<b>PARK AND TRAIL REPLACEMENTS</b>					
38	Bridges and Boardwalks (6 sites)			\$ 790,000	CP-11
39	Concrete Sidewalk Repair (7 sites)			81,831	CP-11

## CAPITAL PROJECTS

Item Number	Capital Project	Carryover Funds	Additional Funding	Adopted Budget 2017/18	Page #
40	Drinking Fountains (2 sites)			22,750	CP-11
41	Irrigation Systems Redesign and Reconfiguration (2 sites)			22,800	CP-11
42	Fencing			15,100	CP-11
43	Landscaping			5,000	CP-12
44	Asphalt Pedestrian Pathways (4 sites)			70,660	CP-12
45	Play Equipment (2 sites)			190,000	CP-12
46	Signage Master Plan Implementation - Phase 3			25,000	CP-12
47	Water Quality Facility			35,000	CP-12
	<b>TOTAL PARK AND TRAIL REPLACEMENTS</b>			<b>\$ 1,258,141</b>	
	<b>PARK AND TRAIL IMPROVEMENTS</b>				
48	Erosion Control (2 sites)			\$ 10,000	CP-12
49	Memorial Benches			8,000	CP-13
50	Bench with Solar-powered Charging Station			2,425	CP-13
	<b>Grant Funded Projects</b>				
51	ConnectOregon and Washington County MSTIP - Waterhouse Trail Segment 4			700,000	CP-13
52	LGGP - SW Quadrant Community Park			268,210	CP-13
53	Metro Nature in Neighborhoods - Fanno Creek Greenway			220,700	CP-13
54	Energy Trust of Oregon Rebates (2 sites)			135,900	CP-13
55	LGGP - Cedar Hills Park			340,156	CP-14
	<b>TOTAL PARK AND TRAIL IMPROVEMENTS</b>			<b>\$ 1,685,391</b>	
	<b>FACILITY CHALLENGE GRANTS</b>				
56	Challenge Grants			\$ 75,000	CP-14
	<b>TOTAL FACILITY CHALLENGE GRANTS</b>			<b>\$ 75,000</b>	
	<b>ADA IMPROVEMENTS</b>				
57	ADA Improvement - Beaverton Swim Center			\$ 7,500	CP-14
58	ADA Improvement - Fanno Creek Service Center			20,000	CP-14
59	ADA Improvement - Jenkins Estate			2,200	CP-14
60	ADA Improvement - Elsie Stuhr Center			10,650	CP-14
61	ADA Improvement - Other			59,650	CP-15
	<b>TOTAL ADA IMPROVEMENTS</b>			<b>\$ 100,000</b>	
	<b>TOTAL FUNDED CAPITAL ITEMS</b>			<b>\$ 6,419,213</b>	

## CAPITAL PROJECTS

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### Carryover Projects

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**ITEM 1:** PCC Actuated Tennis Lights

**BUDGET:** \$3,300

**DESCRIPTION:** Installation of actuated lights for outdoor tennis courts at PCC Rock Creek

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**ITEM 2:** Aquatic Center Renovation Phase 2

**BUDGET:** \$1,686,190

**DESCRIPTION:** Replacement of the pool tank, pool deck, gutter, tile, backwash valves, underwater lights, three-meter dive stands, ADA pool lift, 10" pool gutter, main drain valves, and improvement to southern wall access at the Aquatic Center

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**ITEM 3:** ADA Improvements - Athletic Center

**BUDGET:** \$8,000

**DESCRIPTION:** Remodeling of various features at the Athletic Center to be compliant with the Americans with Disabilities Act

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**ITEM 4:** Hazeldale Parking Lot

**BUDGET:** \$310,512

**DESCRIPTION:** Asphalt replacement of parking lot sections at Hazeldale Park and surface water management enhancements

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**ITEM 5:** Raleigh Park Storm Water Management Design

**BUDGET:** \$40,000

**DESCRIPTION:** Redesign of the storm water system at Raleigh Park

---

**ITEM 6:** Play Equipment (3 sites)

**BUDGET:** \$215,355

**DESCRIPTION:** Replacement of the play equipment at Burntwood Park, Cedar Hills Recreation Center and Greenway Park

---

## CAPITAL PROJECTS

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**ITEM 7: Signage Master Plan Implementation - Phase 2**

**BUDGET:** \$25,839

**DESCRIPTION:** Replacement and improvement of signage throughout THPRD in accordance with the Signage Master Plan

---

**ITEM 8: Irrigation Systems Redesign & Reconfiguration (5 sites)**

**BUDGET:** \$14,274

**DESCRIPTION:** Redesign of irrigation systems for water conservation at Carolwood Park, Cedar Hills Recreation Center, Fanno Creek Service Center, Sunset Swim Center, and Terra Linda Park

---

**ITEM 9: Cardio / Weight Equipment**

**BUDGET:** \$40,000

**DESCRIPTION:** Replacement of weight room equipment at selected recreation facilities

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**ITEM 10: Communication Network Switches**

**BUDGET:** \$80,000

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

---

**ITEM 11: Outdoor Fitness Equipment**

**BUDGET:** \$15,924

**DESCRIPTION:** Purchase and installation of outdoor fitness equipment at Vista Brook Park

---

**ITEM 12: Drain Replacement - Cedar Hills Recreation Center**

**BUDGET:** \$26,500

**DESCRIPTION:** Replacement of floor drains and plumbing in the boiler room at Cedar Hills Recreation Center

---

## CAPITAL PROJECTS

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### Athletic Facility Replacement

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**ITEM 13:** Skate Park Ramp Conversion

**BUDGET:** \$50,000

**DESCRIPTION:** Replacement of four existing wood ramps with concrete ramps at HMT Recreation Complex

---

**ITEM 14:** Tennis Court Resurface (2 sites)

**BUDGET:** \$68,000

**DESCRIPTION:** Color coating and repair of tennis courts at Camille Park (3) and Roxbury Park (2)

---

### Building Replacement

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**ITEM 15:** Cardio and Weight Equipment

**BUDGET:** \$80,000

**DESCRIPTION:** Replacement of weight room equipment at selected recreation facilities

---

**ITEM 16:** Babette Horenstein Tennis Center LED Lighting

**BUDGET:** \$307,000

**DESCRIPTION:** Relamping of the indoor tennis courts and tennis air structures overhead light fixtures with LED lights at Babette Horenstein Tennis Center

---

### Building Exterior

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**ITEM 17:** Lead Paint Abatement

**BUDGET:** \$35,000

**DESCRIPTION:** Abatement of lead paint on exterior of Garden Home Recreation Center west wing

---

**ITEM 18:** Parking Lot Relamp

**BUDGET:** \$5,000

**DESCRIPTION:** Relamping of parking lot light fixtures at HMT Recreation Complex

## CAPITAL PROJECTS

---

### Building Furnishings

**ITEM 19:**           **Ceiling Tiles**

**BUDGET:**           \$4,000

**DESCRIPTION:**   Replacement of ceiling tiles in the Aquatic Center dressing rooms

---

**ITEM 20:**           **Ergonomic Equipment/Fixtures**

**BUDGET:**           \$6,000

**DESCRIPTION:**   Replacement of workstation components with new equipment incorporating ergonomic safety features

---

### Floor Coverings

**ITEM 21:**           **Wood Floor Refinish**

**BUDGET:**           \$1,975

**DESCRIPTION:**   Sanding and recoating of hardwood floors in Garden Home Recreation Center Rooms 2 and 14

---

**ITEM 22:**           **Locker Room Resurface**

**BUDGET:**           \$84,000

**DESCRIPTION:**   Preparation and resurfacing of Aquatic Center locker room floors with non-skid epoxy coating

---

**ITEM 23:**           **Carpet**

**BUDGET:**           \$10,000

**DESCRIPTION:**   Replacement of existing carpet in Administration Office northwest wing offices

---

### HVAC Components

**ITEM 24:**           **Exhaust fans (3 sites)**

**BUDGET:**           \$28,150

**DESCRIPTION:**   Replacement of existing rooftop exhaust fans at Beaverton Swim Center, Harman Swim Center, and Harman Swim Center dressing room



## CAPITAL PROJECTS

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**ITEM 25:**           **Air Conditioner Units (2 sites)**

**BUDGET:**           \$18,433

**DESCRIPTION:**    Replacement of existing air conditioner unit at Fanno Creek Service Center, and installation of air conditioning unit to existing HVAC system at Fanno Farmhouse

---

### **Pool Apparatus & Mechanical Systems**

**ITEM 26:**           **Dive Tower Repair**

**BUDGET:**           \$2,500

**DESCRIPTION:**    Repair of concrete on the Aquatic Center dive tower

---

**ITEM 27:**           **Lane Lines**

**BUDGET:**           \$1,506

**DESCRIPTION:**    Replacement of lane lines at the Aquatic Center

---

**ITEM 28:**           **Outdoor Pool Covers (2 sites)**

**BUDGET:**           \$12,200

**DESCRIPTION:**    Replacement of existing thermal pool covers at Raleigh Swim Center and Somerset West Swim Center

---

**ITEM 29:**           **Wading Pool Chemtrol Probe**

**BUDGET:**           \$1,500

**DESCRIPTION:**    Replacement of existing chemtrol probes at Sunset Swim Center wading pool

---

### **Windows & Doors**

**ITEM 30:**           **Roll Down Door Motor**

**BUDGET:**           \$4,500

**DESCRIPTION:**    Replacement of motor on concession stand roll down door at Athletic Center

---

## CAPITAL PROJECTS

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**ITEM 31:            Structure Repair- Camp Rivendale**

**BUDGET:**            \$2,000

**DESCRIPTION:**    Structural repair of existing office door at Camp Rivendale

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**ITEM 32:            Shower Facility Repair**

**BUDGET:**            \$7,500

**DESCRIPTION:**    Repair of the wall in the shower room at Raleigh Swim Center

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### **Building Improvement**

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**ITEM 33:            Fall Protection (5 sites)**

**BUDGET:**            \$52,155

**DESCRIPTION:**    Installation of fall protection using tie off points and cable hooks and/or portable barriers on roof at Athletic Center, Beaverton Swim Center, Conestoga Recreation & Aquatic Center, Garden Home Recreation Center, and Sunset Swim Center as mandated by Occupational Safety & Health Administration (OSHA)

---

**ITEM 34:            Flooring**

**BUDGET:**            \$2,257

**DESCRIPTION:**    Installation of carpet over the aggregate floor at the Manzanita Room entry of the Elsie Stuhr Center

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**ITEM 35:            Office Space Expansion Design**

**BUDGET:**            \$10,000

**DESCRIPTION:**    Design and permitting for additional offices at Fanno Creek Service Center

---

**ITEM 36:            Diving Winches (4 sites)**

**BUDGET:**            \$21,110

**DESCRIPTION:**    Engineering and installation of mechanical dive board lifts at Aloha Swim Center, Aquatic Center, Conestoga Recreation & Aquatic Center, and Sunset Swim Center

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## CAPITAL PROJECTS

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**ITEM 37:**           **Gymnastic Room Windows**

**BUDGET:**           \$20,000

**DESCRIPTION:**   Installation of two hallway viewing windows at Cedar Hills Recreation Center

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### **PARK AND TRAIL REPLACEMENTS**

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**ITEM 38:**           **Bridges and Boardwalks (6 sites)**

**BUDGET:**           \$790,000

**DESCRIPTION:**   Repair of decking and substructure at Cedar Mill Falls, Commonwealth Lake (2 sites), Lowami Hart Woods, Schlottmann Creek Greenway, and Willow Creek Greenway

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**ITEM 39:**           **Concrete Sidewalk Repair (7 sites)**

**BUDGET:**           \$81,831

**DESCRIPTION:**   Repair and replacement of sidewalk panels at George Foege Park, Hazeldale Park (2 sites), Scott Wetlands Natural Area, Veterans Memorial Park (2 sites), and Waterhouse Linear Park

---

**ITEM 40:**           **Drinking Fountains (2 sites)**

**BUDGET:**           \$22,750

**DESCRIPTION:**   Replacement of drinking fountains and concrete pad at Lost Park and Autumn Ridge Park, and lead abatement at various sites

---

**ITEM 41:**           **Irrigation Systems Redesign and Reconfiguration (2 sites)**

**BUDGET:**           \$22,800

**DESCRIPTION:**   Replacement of controller and modem, and system additions at HMT Complex and Veterans Memorial Park

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**ITEM 42:**           **Fencing**

**BUDGET:**           \$15,100

**DESCRIPTION:**   Replacement of north fence at Hardin Stadium Tennis Court

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## CAPITAL PROJECTS

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**ITEM 43:**            **Landscaping**

**BUDGET:**            \$5,000

**DESCRIPTION:**    Landscaping at the south end of the Aquatic Center

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**ITEM 44:**            **Asphalt Pedestrian Pathways (4 sites)**

**BUDGET:**            \$70,660

**DESCRIPTION:**    Paving and repair of asphalt at Beaverton Creek Wetlands, Pioneer Park, Sunset Park, and Waterhouse Linear Park

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**ITEM 45:**            **Play Equipment (2 sites)**

**BUDGET:**            \$190,000

**DESCRIPTION:**    Replacement of play equipment at Butternut Park and Hazeldale Park

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**ITEM 46:**            **Signage Master Plan Implementation - Phase 3**

**BUDGET:**            \$25,000

**DESCRIPTION:**    Replacement and improvement of signage throughout THPRD in accordance with the Signage Master Plan

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**ITEM 47:**            **Water Quality Facility**

**BUDGET:**            \$35,000

**DESCRIPTION:**    Repair of water quality facility through erosion repair and plant installation at Madrona Woods

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### **Park And Trail Improvements**

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**ITEM 48:**            **Erosion Control (2 sites)**

**BUDGET:**            \$10,000

**DESCRIPTION:**    Restoration of bank at the east end of Commonwealth Lake and Fanno Creek Trail

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## CAPITAL PROJECTS

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**ITEM 49: Memorial Benches**

**BUDGET:** \$8,000

**DESCRIPTION:** Purchase of recycled plastic benches for memorial bench program offered for patrons

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**ITEM 50: Bench with Solar-powered Charging Station**

**BUDGET:** \$2,425

**DESCRIPTION:** Installation of bench with solar-powered charging station and wifi at SW Quadrant Community Park

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### Grant Funded Projects

**ITEM 51: ConnectOregon and Washington County MSTIP - Waterhouse Trail Segment 4**

**BUDGET:** \$700,000

**DESCRIPTION:** Funding for completion of Waterhouse Trail Segment #4 through the ConnectOregon grant program (\$400,000) and the Washington County Major Streets Transportation Improvement Program (\$300,000)

---

**ITEM 52: LGGP - SW Quadrant Community Park**

**BUDGET:** \$268,210

**DESCRIPTION:** Funding for shade canopies (4) and picnic pavilions (2) at SW Quadrant Community Park through the Local Government Grant Program

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**ITEM 53: Metro Nature in Neighborhoods - Fanno Creek Greenway**

**BUDGET:** \$220,700

**DESCRIPTION:** Funding for Fanno Creek floodplain improvements in Fanno Creek Greenway through the Metro Nature in Neighborhoods grant program

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**ITEM 54: Energy Trust of Oregon Rebates (2 sites)**

**BUDGET:** \$135,900

**DESCRIPTION:** Incentive rebates from Energy Trust of Oregon (ETO) for energy efficient HVAC improvement projects at Harman Swim Center and Sunset Swim Center

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## CAPITAL PROJECTS

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**ITEM 55:**            **LGGP - Cedar Hills Park**

**BUDGET:**            \$340,156

**DESCRIPTION:**    Funding for construction of a picnic pavilion and multiuse sport courts at Cedar Hills Park

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### **Facility Challenge Grants**

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**ITEM 56:**            **Challenge Grants**

**BUDGET:**            \$75,000

**DESCRIPTION:**    Matching funds against advisory committees and friends groups funding for facility improvements.

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### **ADA Improvements**

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**ITEM 57:**            **ADA Improvement - Beaverton Swim Center**

**BUDGET:**            \$7,500

**DESCRIPTION:**    Replacement of the ADA portable pool stairs at Beaverton Swim Center

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**ITEM 58:**            **ADA Improvement - Fanno Creek Service Center**

**BUDGET:**            \$20,000

**DESCRIPTION:**    Repair of ADA parking stall surfacing and curbs at Fanno Creek Service Center

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**ITEM 59:**            **ADA Improvement - Jenkins Estate**

**BUDGET:**            \$2,200

**DESCRIPTION:**    Replacement of the ADA ramp at the Jenkins Estate

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**ITEM 60:**            **ADA Improvement - Elsie Stuhr Center**

**BUDGET:**            \$10,650

**DESCRIPTION:**    Replacement of automatic ADA door openers in the Manzanita Room, north entry, and kitchen at the Elsie Stuhr Center

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## CAPITAL PROJECTS

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**ITEM 61:**            **ADA Improvement - Other**

**BUDGET:**            \$59,650

**DESCRIPTION:**    Remodeling of ADA features at other sites to meet requirements within the Americans with Disabilities Act

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# OTHER FUNDS

Mitigation Maintenance Reserve Fund



## OTHER FUNDS

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### FUND DESCRIPTION

#### **Special Revenue Fund**

THPRD receives mitigation reserve funds periodically, and has been recording them separately since the 2005/06 Budget Year. When received, these funds are a reserve against future maintenance cost at mitigation sites. A portion of the funds are available for use on a variety of natural area restoration projects, and all funds will be accounted for within the Mitigation Maintenance Reserve Fund.



## SPECIAL REVENUE FUND

Description	Prior Year Actual 2014/15	Prior Year Actual 2015/16	Adopted Budget 2016/17	Proposed Budget 2017/18	Adopted Budget 2017/18
<b>Resources:</b>					
Beginning Cash on Hand	\$ 163,989	\$ 166,364	\$ 160,100	\$ 163,800	\$ 163,800
Interest Income	757	940	500	500	500
Miscellaneous Income	8,310	-	-	-	-
<b>Total Resources</b>	<b>\$ 173,056</b>	<b>\$ 167,304</b>	<b>\$ 160,600</b>	<b>\$ 164,300</b>	<b>\$ 164,300</b>
<b>Appropriations:</b>					
Materials & Services	\$ 6,692	\$ 2,948	\$ 160,600	\$ 164,300	\$ 164,300
<b>Total Appropriations</b>	<b>\$ 6,692</b>	<b>\$ 2,948</b>	<b>\$ 160,600</b>	<b>\$ 164,300</b>	<b>\$ 164,300</b>
<b>Summary by Fund</b>					
Mitigation Maintenance Reserve Fund	\$ 6,692	\$ 2,948	\$ 160,600	\$ 164,300	\$ 164,300
<b>Total Appropriations</b>	<b>\$ 6,692</b>	<b>\$ 2,948</b>	<b>\$ 160,600</b>	<b>\$ 164,300</b>	<b>\$ 164,300</b>



## MITIGATION MAINTENANCE RESERVE FUND

Description	Prior Year Actual 2014/15	Prior Year Actual 2015/16	Adopted Budget 2016/17	Proposed Budget 2017/18	Adopted Budget 2017/18
<b>Department Appropriations</b>					
Maintenance Supplies	\$ 6,692	\$ 2,948	\$ 160,600	\$ 164,300	\$ 164,300
<b>Material &amp; Services</b>	<b>\$ 6,692</b>	<b>\$ 2,948</b>	<b>\$ 160,600</b>	<b>\$ 164,300</b>	<b>\$ 164,300</b>
<b>Department Total</b>	<b>\$ 6,692</b>	<b>\$ 2,948</b>	<b>\$ 160,600</b>	<b>\$ 164,300</b>	<b>\$ 164,300</b>



# **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. These levies are levied outside THPRD's permanent rate and are not part of the governmental limit set by Measure 5. On November 4, 2008, the voters approved a bond measure in the amount of \$100 million, for land acquisition, natural area preservation, improvements to trails and parks, along with other major capital projects throughout THPRD.

### DEBT CAPACITY

ORS 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 THPRD.

*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 THPRD.*

The following table shows THPRD's debt capacity.

Real Market Value (FY 2016/17)	\$ 35,289,068,840
General Obligation Debt Capacity (2.5% of Real Market Value)	882,226,721
Less: Outstanding Debt	<u>(73,280,000)</u>
Remaining Legal Debt Capacity	<u>\$ 808,946,721</u>

In April 2009, based on the approved authority of \$100 million, THPRD issued the first series of General Obligation Bonds in the amount of \$58,505,000. The bonds have a true interest cost of 4.19%. In May 2015, THPRD advance refunded a portion of the bonds (Series 2015), leaving an outstanding balance as of July 1, 2017, of \$4,535,000.

In September 2011, THPRD issued the second series of General Obligation Bonds in the amount of \$40,060,000. The bonds have a true interest cost of 3.25%. In October 2016, THPRD advance refunded a portion of the bonds (Series 2016), leaving an outstanding balance as of July 1, 2017, of \$23,170,000.

In May 2015, THPRD advance refunded a portion of the General Obligation Bonds, Series 2009 (\$36,445,000) and issued the balance of the approved authority (\$1,435,000). The bonds have a true interest cost of 2.19%. The outstanding balance as of July 1, 2017, is \$36,865,000.

In October 2016, THPRD advance refunded a portion of the General Obligation Bonds, Series 2011 (\$8,620,000). The bonds have a true interest cost of 1.83%. The outstanding balance as of July 1, 2017, is \$8,710,000.



**FORM  
LB-35**

**BONDED DEBT  
RESOURCES AND REQUIREMENTS**

**Bond Debt Payments are for:**

- Revenue Bonds or  
 General Obligation Bonds

**Debt Service**

**Tualatin Hills Park & Recreation District**

(Fund)

(Name of Municipal Corporation)

	Historical Data			DESCRIPTION OF RESOURCES AND REQUIREMENTS	Budget for Next Year FY 2017/18		
	Actual		Adopted Budget This Year FY 2016/17		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding Year FY 2014/15	First Preceding Year FY 2015/16					
				<b>Resources</b>			
1	477,206	450,745	275,000	1. Beginning Cash on Hand (Cash Basis), or	300,000	300,000	300,000
2				2. Working Capital (Accrual Basis)			
3	126,683	86,763	50,000	3. Previously Levied Taxes to be Received	50,000	50,000	50,000
4	40,723	38,007	35,000	4. Interest	35,000	35,000	35,000
5				5. Transferred from Other Funds			
6	45,895	29,687	28,535	6. Payment in lieu of taxes	29,365	29,365	29,365
7	690,507	605,202	388,535	7. Total Resources, Except Taxes to be Levied	414,365	414,365	414,365
8			6,943,546	8. Taxes Estimated to be Received *	7,091,716	7,091,716	7,091,716
9	8,325,785	6,768,296		9. Taxes Collected in Year Levied			
<b>10</b>	<b>9,016,292</b>	<b>7,373,498</b>	<b>7,332,081</b>	<b>10. TOTAL RESOURCES</b>	<b>7,506,081</b>	<b>7,506,081</b>	<b>7,506,081</b>
				<b>Requirements</b>			
				Bond Principal Payments			
				Issue Date	Budgeted Payment Date		
1	2,120,000			1. 03/01/1998		0	0
2	1,665,000	1,825,000	1,990,000	2. 04/02/2009	06/01/2018	2,170,000	2,170,000
3	1,360,000	1,455,000	1,570,000	3. 09/13/2011	06/01/2018	1,685,000	1,685,000
4	0	415,000	600,000	4. 05/15/2015	06/01/2018	665,000	665,000
5	5,145,000	3,695,000	4,160,000	<b>5. Total Principal</b>		<b>4,520,000</b>	<b>4,520,000</b>
				Bond Interest Payments			
				Issue Date	Budgeted Payment Date		
6	121,900			6. 03/01/1998			
7	2,020,400	273,175	218,425	7. 04/02/2009	12/01/2017 & 06/01/2018	158,725	158,725
8	1,278,247	1,254,453	1,225,356	8. 09/13/2011	12/01/2017 & 06/01/2018	818,506	818,506
		1,864,520	1,728,300	9. 05/15/2015	12/01/2017 & 06/01/2018	1,716,300	1,716,300
9			0	10. 10/12/2016	12/01/2017 & 06/01/2018	292,550	292,550
10	3,420,547	3,392,148	3,172,081	<b>11. Total Interest</b>		<b>2,986,081</b>	<b>2,986,081</b>
				Unappropriated Balance for Following Year By			
				Issue Date	Payment Date		
11			0	12.		0	0
12				13. Ending balance (prior years)			
13			0	<b>14. Total Unappropriated Ending Fund Balance</b>		<b>0</b>	<b>0</b>
14				15. Loan Repayment to Fund			
15				16. Tax Credit Bond Reserve			
<b>16</b>	<b>8,565,547</b>	<b>7,087,148</b>	<b>7,332,081</b>	<b>17. TOTAL REQUIREMENTS</b>		<b>7,506,081</b>	<b>7,506,081</b>



## DEBT SERVICE FUND

### Maturity Schedule

Maturity schedules of aggregate future debt service on the Series 2009 \$58.505 million of General Obligation Bonds (as adjusted for the advance refunding), Series 2011 \$31.980 million (as adjusted for the advance refunding), Series 2015 \$37.880 million and Series 2016 \$8.710 million are listed as follows:

### Schedule of Future Debt Service Requirements of General Obligation Bonds

#### Series 2009

Fiscal Year ending June 30	Principal	Interest	Total Debt Service
2018	\$ 2,170,000	\$ 158,725	\$ 2,328,725
2019	2,365,000	82,775	2,447,775
	<u>\$ 4,535,000</u>	<u>\$ 241,500</u>	<u>\$ 4,776,500</u>

#### Series 2011

Fiscal Year ending June 30	Principal	Interest	Total Debt Service
2018	\$ 1,685,000	\$ 818,506	\$ 2,503,506
2019	1,820,000	767,956	2,587,956
2020	1,985,000	695,156	2,680,156
2021	2,155,000	615,756	2,770,756
2022	2,315,000	551,106	2,866,106
2023	2,500,000	458,506	2,958,506
2024	2,675,000	383,506	3,058,506
2025	2,865,000	299,914	3,164,914
2026	-	206,800	206,800
2027	-	206,800	206,800
2028	1,340,000	206,800	1,546,800
2029	3,830,000	153,200	3,983,200
	<u>\$ 23,170,000</u>	<u>\$ 5,364,006</u>	<u>\$ 28,534,006</u>

#### Series 2015

Fiscal Year ending June 30	Principal	Interest	Total Debt Service
2018	\$ 665,000	\$ 1,716,300	\$ 2,381,300
2019	715,000	1,689,700	2,404,700
2020	3,325,000	1,668,250	4,993,250
2021	3,645,000	1,502,000	5,147,000
2022	3,980,000	1,319,750	5,299,750
2023	4,340,000	1,120,750	5,460,750
2024	4,725,000	903,750	5,628,750
2025	5,125,000	667,500	5,792,500
2026	5,545,000	421,250	5,966,250
2027	4,800,000	144,000	4,944,000
	<u>\$ 36,865,000</u>	<u>\$ 11,153,250</u>	<u>\$ 48,018,250</u>

## DEBT SERVICE FUND

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<u>Fiscal Year ending June 30</u>	<b>Series 2016</b>		<u>Total Debt Service</u>
	<u>Principal</u>	<u>Interest</u>	
2018	\$ -	\$ 292,550	\$ 292,550
2019	-	292,550	292,550
2020	-	292,550	292,550
2021	-	292,550	292,550
2022	-	292,550	292,550
2023	-	292,550	292,550
2024	-	292,550	292,550
2025	-	292,550	292,550
2026	3,125,000	292,550	3,417,550
2027	3,355,000	167,550	3,522,550
2028	2,230,000	66,900	2,296,900
	<u>\$ 8,710,000</u>	<u>\$ 2,867,400</u>	<u>\$ 11,577,400</u>

# **SYSTEM DEVELOPMENT CHARGES FUND**

System Development Charges Fund Overview

System Development Charges Fund Project Summary

System Development Charges Fund Project Narrative

System Development Charges Fund Capital Improvement Program (CIP)



## SYSTEM DEVELOPMENT CHARGES FUND

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### **FUND DESCRIPTION**

On November 17, 1998, the board of directors adopted the System Development Charges (SDC) Resolution. In early 1999, the City of Beaverton City Council and the Washington County Board of Commissioners adopted resolutions to collect the SDCs within those areas that they have jurisdiction over and that are within THPRD. Both the city and the county are now collecting those fees.

THPRD completed subsequent updates to the SDC Methodology in FY 2007/08 and in FY 2015/16, both of which resulted in increases to the SDC fees. In the intervening years between methodology updates, the fees are generally adjusted for inflationary (deflationary) cost adjustments, effective January 1, in each year.

THPRD is projecting to carryover \$11,177,928 in unexpended SDCs to the 2017/18 fiscal year, and is budgeting an additional \$10,937,757 in SDC Fund revenues in the 2017/18 fiscal year.





## SYSTEM DEVELOPMENT CHARGES FUND

Description	Prior Year Actual 2014/15	Prior Year Actual 2015/16	Adopted Budget 2016/17	Proposed Budget 2017/18	Adopted Budget 2017/18
<b>Resources:</b>					
Beginning Cash on Hand	\$ 7,635,896	\$ 12,653,815	\$ 11,279,964	\$ 11,177,928	\$ 11,177,928
System Development Charges	5,855,512	5,367,366	14,522,059	10,876,987	10,876,987
Grants or Donations	399,283	-	-	-	-
Interest Earnings	48,929	64,331	56,000	60,770	60,770
<b>Total Resources</b>	<b>\$ 13,939,620</b>	<b>\$ 18,085,512</b>	<b>\$ 25,858,023</b>	<b>\$ 22,115,685</b>	<b>\$ 22,115,685</b>
<b>Appropriations:</b>					
Capital Outlay	\$ 1,285,805	\$ 6,021,576	\$ 25,858,023	\$ 22,115,685	\$ 22,115,685
<b>Total Appropriations</b>	<b>\$ 1,285,805</b>	<b>\$ 6,021,576</b>	<b>\$ 25,858,023</b>	<b>\$ 22,115,685</b>	<b>\$ 22,115,685</b>
<b>Summary by Department</b>					
Carryover Projects					
Land Acquisition	\$ 361,700	\$ 62,550	\$ 1,485,000	\$ 3,465,600	3,465,600
Development/Improvements	427,693	949,698	8,370,500	7,990,000	7,990,000
Land Acquisition	385,080	4,953,568	12,300,000	5,208,400	5,208,400
Development/Improvements	111,332	55,760	750,000	3,075,000	3,075,000
Undesignated Projects	-	-	2,952,523	2,376,685	2,376,685
<b>Total Appropriations</b>	<b>\$ 1,285,805</b>	<b>\$ 6,021,576</b>	<b>\$ 25,858,023</b>	<b>\$ 22,115,685</b>	<b>\$ 22,115,685</b>

**SYSTEM DEVELOPMENT CHARGES FUND**

<b>Item Number</b>	<b>SDC Capital Project</b>	<b>Carryover Funds</b>	<b>Additional Funding</b>	<b>Adopted 2017/18</b>	<b>Page #</b>
<b>CARRYOVER PROJECTS</b>					
1	Acquisition of Community Park Land - North Bethany	\$ 695,600	\$ -	\$ 695,600	SDC-6
2	Acquisition of Trails Land - North Bethany	386,000	-	386,000	SDC-6
3	Acquisition of Neighborhood Park - Bonny Slope West	1,984,000	-	1,984,000	SDC-6
4	Acquisition of Natural Area Land - So. Cooper Mountain	400,000	-	400,000	SDC-6
	<b>Subtotal Land Acquisition Carryover</b>	<b>\$ 3,465,600</b>	<b>\$ -</b>	<b>\$ 3,465,600</b>	
5	Bonny Slope / BSD Trail Development	\$ 500,000	\$ -	\$ 500,000	SDC-6
6	MTIP Grant Match - Westside Trail, Segment 18	107,000	860,000	967,000	SDC-7
7	Bethany Creek Falls - Project Mgmt.	40,000	-	40,000	SDC-7
8	NW Quadrant Neighborhood Park Master Plan & Design	195,000	-	195,000	SDC-7
9	NW Quadrant New Neighborhood Park Development	1,499,000	-	1,499,000	SDC-7
10	SW Quadrant Community Ctr - Site Feasibility Analysis	80,000	-	80,000	SDC-7
11	Natural Area Master Plan	100,000	-	100,000	SDC-7
12	Building Expansion - site to be determined	995,000	-	995,000	SDC-8
13	Deck Expansion - Aquatic Center	150,000	-	150,000	SDC-8
14	New Synthetic Turf Field - Conestoga Middle School	50,000	-	50,000	SDC-8
15	MTIP Grant Match - Beaverton Crk. Trail Master Plan	26,000	-	26,000	SDC-8
16	MTIP Grant Match - Beaverton Crk. Trail Land Acq./ROW	247,000	-	247,000	SDC-8
17	North Bethany Park and Trail Development - Proj. Mgmt.	141,000	-	141,000	SDC-8
18	SW Quadrant Community Park - additional funding for bond project	2,250,000	-	2,250,000	SDC-9
19	ConnectOregon Grant Match - Waterhouse Trail, Segment 4	300,000	-	300,000	SDC-9
20	SW Quadrant Neighborhood Park Master Plan and Design	200,000	-	200,000	SDC-9
21	Cedar Mill Creek Community Trail Segment #4 Master Planning and Design	250,000	-	250,000	SDC-9
	<b>Subtotal Development/Improvements Carryover</b>	<b>\$ 7,130,000</b>	<b>\$ 860,000</b>	<b>\$ 7,990,000</b>	
	<b>TOTAL CARRYOVER PROJECTS</b>	<b>\$ 10,595,600</b>	<b>\$ 860,000</b>	<b>\$ 11,455,600</b>	
<b>LAND ACQUISITION</b>					
22	Acquisition of Community Park Land - North Bethany		\$	804,400	SDC-9
23	Acquisition of Neighborhood Park Land - North Bethany			2,000,000	SDC-10
24	Acquisition of Trails Land - North Bethany			904,000	SDC-10
25	Acquisition of Trails Land - So. Cooper Mountain			500,000	SDC-10
26	Acquisition of Neighborhood Park Land - So. Cooper Mountain			500,000	SDC-10
27	Acquisition of Neighborhood Park Land - Infill Areas			500,000	SDC-10
	<b>TOTAL LAND ACQUISITION</b>			<b>\$ 5,208,400</b>	
<b>DEVELOPMENT/IMPROVEMENTS</b>					
28	So. Cooper Mtn Park and Trail Development - Project Mgmt.		\$	50,000	SDC-11
29	NW Quadrant New Neighborhood Park Development			1,925,000	SDC-11
30	Bethany Creek Trail #2, Segment #3 - Design & Development			1,100,000	SDC-11
	<b>TOTAL DEVELOPMENT/IMPROVEMENTS</b>			<b>\$ 3,075,000</b>	

**SYSTEM DEVELOPMENT CHARGES FUND**

<b>Item Number</b>	<b>SDC Capital Project</b>	<b>Carryover Funds</b>	<b>Additional Funding</b>	<b>Adopted 2017/18</b>	<b>Page #</b>
	<b>UNDESIGNATED PROJECTS</b>				
31	Undesignated Projects			\$ 2,376,685	SDC-11
	<b>TOTAL UNDESIGNATED PROJECTS</b>			<b>\$ 2,376,685</b>	
	<b>GRAND TOTAL CAPITAL OUTLAY</b>			<b>\$ 22,115,685</b>	

## SYSTEM DEVELOPMENT CHARGES FUND

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### Carryover Projects

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**ITEM 1:**            **Acquisition of Community Park Land - North Bethany**

**BUDGET:**        \$695,600

**DESCRIPTION:**    Carryover funding for purchase of additional properties for future community park site to meet commitments in North Bethany new urban area

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**ITEM 2:**            **Acquisition of Trails Land - North Bethany**

**BUDGET:**        \$386,000

**DESCRIPTION:**    Carryover funding for purchase of additional properties and/or easements for future trail corridors to meet commitments in North Bethany new urban area

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**ITEM 3:**            **Acquisition of Neighborhood Park - Bonny Slope West**

**BUDGET:**        \$1,984,000

**DESCRIPTION:**    Carryover funding for purchase of additional properties for future neighborhood park sites to meet commitments in Bonny Slope West new urban area

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**ITEM 4:**            **Acquisition of Natural Area Land - So. Cooper Mountain**

**BUDGET:**        \$400,000

**DESCRIPTION:**    Carryover funding for purchase of additional properties for future natural area site to meet commitments in South Cooper Mountain new urban area

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**ITEM 5:**            **Bonny Slope / BSD Trail Development**

**BUDGET:**        \$500,000

**DESCRIPTION:**    Design and construction of trails on the McDaniel property to connect the surrounding neighborhoods to the school site and park property

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## SYSTEM DEVELOPMENT CHARGES FUND

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**ITEM 6:**            **MTIP Grant Match - Westside Trail, Segment 18**

**BUDGET:**        \$967,000

**DESCRIPTION:**   THPRD match for the grant award to complete Westside Trail Segment 18 from Kaiser Road to Kaiser Woods Natural Area. Includes safety watcher services and staff project management

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**ITEM 7:**            **Bethany Creek Falls - Project Mgmt.**

**BUDGET:**        \$40,000

**DESCRIPTION:**   Staff project management time to monitor construction of several park and trail project phases by developer under SDC credit agreement

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**ITEM 8:**            **NW Quadrant Neighborhood Park Master Plan & Design**

**BUDGET:**        \$195,000

**DESCRIPTION:**   Site master planning and design for a new neighborhood park on undeveloped land owned by THPRD at SW 187th and SW Bonnie Meadow Lane

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**ITEM 9:**            **NW Quadrant New Neighborhood Park Development**

**BUDGET:**        \$1,499,000

**DESCRIPTION:**   Design and development of a new neighborhood park on undeveloped land owned by THPRD at SW 175th and SW Marty Lane

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**ITEM 10:**          **SW Quadrant Community Ctr - Site Feasibility Analysis**

**BUDGET:**        \$80,000

**DESCRIPTION:**   Feasibility analysis of three alternate sites in the SW quadrant to determine the preferred site for a future community center

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**ITEM 11:**          **Natural Area Master Plan**

**BUDGET:**        \$100,000

**DESCRIPTION:**   Master planning on one natural area

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## SYSTEM DEVELOPMENT CHARGES FUND

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**ITEM 12: Building Expansion - site to be determined**

**BUDGET:** \$995,000

**DESCRIPTION:** Expansion of existing facility to provide new space for programming options

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**ITEM 13: Deck Expansion - Aquatic Center**

**BUDGET:** \$150,000

**DESCRIPTION:** Creation of new concrete deck space at Aquatic Center to create space for additional seating

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**ITEM 14: New Synthetic Turf Field - Conestoga Middle School**

**BUDGET:** \$50,000

**DESCRIPTION:** Final elements of development of new synthetic turf field at Conestoga Middle School; balance of funding will come from General Fund and Bond Fund

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**ITEM 15: MTIP Grant Match - Beaverton Crk. Trail Master Plan**

**BUDGET:** \$26,000

**DESCRIPTION:** Grant match and staff project management time to complete master plan for regional trail

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**ITEM 16: MTIP Grant Match - Beaverton Crk. Trail Land Acq./ROW**

**BUDGET:** \$247,000

**DESCRIPTION:** Grant match (\$220,000) and staff project management time (\$27,000) to complete right-of-way acquisition for a community trail

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**ITEM 17: North Bethany Park and Trail Development - Proj. Mgmt.**

**BUDGET:** \$141,000

**DESCRIPTION:** Staff project management time to monitor construction of new projects by developers under SDC credit agreements

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## SYSTEM DEVELOPMENT CHARGES FUND

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**ITEM 18:**            **SW Quadrant Community Park - additional funding for bond project**

**BUDGET:**            \$2,250,000

**DESCRIPTION:**    Portion of funding for construction of the SW Quadrant Community Park; project is primarily funded by the Bond Fund and additional funding provided by SDC Fund is necessary due to increase in size and scope of the project

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**ITEM 19:**            **ConnectOregon Grant Match - Waterhouse Trail, Segment 4**

**BUDGET:**            \$300,000

**DESCRIPTION:**    THPRD match for grant award to complete permitting, jurisdictional requirements, and construction of a small segment of the Waterhouse Trail that was outside of the scope of the bond-funded project

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**ITEM 20:**            **SW Quadrant Neighborhood Park Master Plan and Design**

**BUDGET:**            \$200,000

**DESCRIPTION:**    Site master planning for new neighborhood park on undeveloped land owned by THPRD at SW Miller Hill Rd and SW Georgene Ct

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**ITEM 21:**            **Cedar Mill Creek Community Trail Segment #4 Master Planning and Design**

**BUDGET:**            \$250,000

**DESCRIPTION:**    Master planning and design for Cedar Mill Creek Community Trail Segment #4 from NW 114th Ave to Foege Park

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### **Land Acquisition**

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**ITEM 22:**            **Acquisition of Community Park Land - North Bethany**

**BUDGET:**            \$804,400

**DESCRIPTION:**    Purchase of additional properties for future community park site to meet commitments in North Bethany new urban area

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## SYSTEM DEVELOPMENT CHARGES FUND

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**ITEM 23:            Acquisition of Neighborhood Park Land - North Bethany**

**BUDGET:**            \$2,000,000

**DESCRIPTION:**    Purchase of additional properties for future neighborhood park sites to meet commitments in North Bethany new urban area

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**ITEM 24:            Acquisition of Trails Land - North Bethany**

**BUDGET:**            \$904,000

**DESCRIPTION:**    Purchase of additional properties and/or easements for future trail corridors to meet commitments in North Bethany new urban area

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**ITEM 25:            Acquisition of Trails Land - So. Cooper Mountain**

**BUDGET:**            \$500,000

**DESCRIPTION:**    Purchase of additional properties and/or easements for future trail corridors to meet commitments in South Cooper Mountain new urban area

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**ITEM 26:            Acquisition of Neighborhood Park Land - So. Cooper Mountain**

**BUDGET:**            \$500,000

**DESCRIPTION:**    Purchase of additional properties for future neighborhood park sites to meet commitments in South Cooper Mountain new urban area

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**ITEM 27:            Acquisition of Neighborhood Park Land - Infill Areas**

**BUDGET:**            \$500,000

**DESCRIPTION:**    Purchase of additional properties for future neighborhood park sites that address underserved areas (per GRASP analysis) within THPRD boundaries

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## SYSTEM DEVELOPMENT CHARGES FUND

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### Development/Improvements

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**ITEM 28:**            **So. Cooper Mtn Park and Trail Development - Project Mgmt.**

**BUDGET:**            \$50,000

**DESCRIPTION:**    Staff project management time to review plans and monitor construction of new projects by developers under SDC credit agreements

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**ITEM 29:**            **NW Quadrant New Neighborhood Park Development**

**BUDGET:**            \$1,925,000

**DESCRIPTION:**    Design and development of a new neighborhood park on undeveloped land owned by THPRD at SW 187th and SW Bonnie Meadow Lane

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**ITEM 30:**            **Bethany Creek Trail #2, Segment #3 - Design & Development**

**BUDGET:**            \$1,100,000

**DESCRIPTION:**    Master planning, design and development for Bethany Creek Community Trail #2, Segment #3 from Springville Road to Westside Regional Trail

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### Undesignated Projects

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**ITEM 31:**            **Undesignated Projects**

**BUDGET:**            \$2,376,685

**DESCRIPTION:**    Capital to fund projects to be determined at a later time

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**Tualatin Hills Park & Recreation District**  
**SYSTEM DEVELOPMENT CHARGE FUND**  
**PROJECTS LIST**  
**Proposed Five-year CIP March 2016 (Updated March 2017)**

Fiscal Year	Project or Item Description	Total Cost		Funding	
		Low Estimate	High Estimate	Low Estimate	High Estimate
	<b>Estimated Reserve Available for Expenditure through FY 2021/22</b>			<b>\$ 41,672,990</b>	<b>\$ 54,022,236</b>
2017/18	New Community Trail Design & Dev. - Bethany Creek Trail #2 - Seg. #3**	\$ 300,000	\$ 440,000	\$ 41,372,990	\$ 53,582,236
	Land Acquisition for Neighborhood Parks in New Urban Areas: North Bethany	\$ 2,000,000	\$ 2,500,000	\$ 39,372,990	\$ 51,082,236
	Land Acquisition for Trails in New Urban Areas: North Bethany*	\$ 904,000	\$ 1,000,000	\$ 38,468,990	\$ 50,082,236
	Land Acquisition for Community Parks in New Urban Areas: North Bethany	\$ 804,400	\$ 1,000,000	\$ 37,664,590	\$ 49,082,236
	Land Acquisition for Parks in New Urban Areas: South Cooper Mountain	\$ 500,000	\$ 1,000,000	\$ 37,164,590	\$ 48,082,236
	Land Acquisition for Trails in New Urban Areas: South Cooper Mountain*	\$ 500,000	\$ 600,000	\$ 36,664,590	\$ 47,482,236
	Neighborhood Park Development - SW 187th Ave./SW Bonnie Meadow Ln. (Mitchell) (FY16/17)	\$ 1,475,000	\$ 1,925,000	\$ 35,189,590	\$ 45,557,236
	Land Acquisition for Park Infill	\$ 500,000	\$ 600,000	\$ 34,689,590	\$ 44,957,236
	<b>TOTAL FY 2017/18 COSTS</b>	<b>\$ 6,983,400</b>	<b>\$ 9,065,000</b>		
2018/19	Land Acquisition for Neighborhood Parks in New Urban Areas: North Bethany	\$ 1,125,000	\$ 1,425,000	\$ 33,564,590	\$ 43,532,236
	Land Acquisition for Trails in New Urban Areas: North Bethany*	\$ 322,500	\$ 408,500	\$ 33,242,090	\$ 43,123,736
	Land Acquisition for Neighborhood Parks in New Urban Areas: South Cooper Mountain	\$ 1,200,000	\$ 1,600,000	\$ 32,042,090	\$ 41,523,736
	Land Acquisition for Trails in New Urban Areas: South Cooper Mountain*	\$ 258,000	\$ 344,000	\$ 31,784,090	\$ 41,179,736
	Land Acquisition for Trails in New Urban Areas: Bonny Slope West*	\$ 64,500	\$ 86,000	\$ 31,719,590	\$ 41,093,736
	Design & Develop Natural Areas for Public Access - South Cooper Mountain Area	\$ 275,000	\$ 500,000	\$ 31,444,590	\$ 40,593,736
	Land Acquisition for Community Parks in New Urban Areas: North Bethany (Partial FY17/18)	\$ 2,000,000	\$ 2,500,000	\$ 29,444,590	\$ 38,093,736
	New Neighborhood Park Design - SW 75th Ave. & SW Canyon Lane (Wilson)	\$ 1,075,000	\$ 1,625,000	\$ 28,369,590	\$ 36,468,736
	Land Acquisition for Park Infill	\$ 500,000	\$ 600,000	\$ 27,869,590	\$ 35,868,736
	Neighborhood Park Development - SW Miller Hill Rd./SW Georgene Ct. (FY16/17)	\$ 875,000	\$ 1,425,000	\$ 26,994,590	\$ 34,443,736
	New Regional Trail Design & Development - Westside Trail #14**	\$ 250,000	\$ 350,000	\$ 26,744,590	\$ 34,093,736
	New Neighborhood Park Design - SW Murray Blvd. & SW Sexton Mountain Drive	\$ 300,000	\$ 400,000	\$ 26,444,590	\$ 33,693,736
	<b>Subtotal FY 2018/19 Costs</b>	<b>\$ 8,245,000</b>	<b>\$ 11,263,500</b>		
2019/20	Land Acquisition for Parks in New Urban Areas: South Cooper Mountain	\$ 1,200,000	\$ 1,600,000	\$ 25,244,590	\$ 32,093,736
	New Neighborhood Park Development - SW Murray Blvd. & SW Sexton Mountain Drive (FY18/19)	\$ 3,543,750	\$ 4,962,500	\$ 21,700,840	\$ 27,131,236
	Land Acquisition for Community Parks in New Urban Areas: North Bethany (Partial FY17/18)	\$ 1,006,000	\$ 1,326,000	\$ 20,694,840	\$ 25,805,236
	Land Acquisition for Trails in New Urban Areas: South Cooper Mountain*	\$ 358,000	\$ 544,000	\$ 20,336,840	\$ 25,261,236
	Land Acquisition for Trails in New Urban Areas: Bonny Slope West* (Includes FY 17/18)	\$ 214,500	\$ 286,000	\$ 20,122,340	\$ 24,975,236
	New Regional Trail Design & Development - Westside Trail #19**	\$ 400,000	\$ 720,000	\$ 19,722,340	\$ 24,255,236
	Beaverton Creek Trail: Segment #3-4** (FY18/19)	\$ 1,800,000	\$ 2,300,000	\$ 17,922,340	\$ 21,955,236
	<b>Subtotal FY 2019/20 Costs</b>	<b>\$ 8,522,250</b>	<b>\$ 11,738,500</b>		
2020/21	Land Acquisition for Trails in New Urban Areas: North Bethany*	\$ 579,500	\$ 879,100	\$ 17,342,840	\$ 21,076,136
	Trail Development - Westside Trail: Sunset Hwy Crossing** (FY 19/20)	\$ 3,200,000	\$ 4,800,000	\$ 14,142,840	\$ 16,276,136
	Land Acquisition for Parks in New Urban Areas: South Cooper Mountain	\$ 1,200,000	\$ 1,600,000	\$ 12,942,840	\$ 14,676,136

Fiscal Year	Project or Item Description	Total Cost		Funding	
		Low Estimate	High Estimate	Low Estimate	High Estimate
	Land Acquisition for Park Infill: Hwy 217/Hwy 26/Barnes	\$ 500,000	\$ 600,000	\$ 12,442,840	\$ 14,076,136
	Design & Develop Synthetic Turf Field w/ Lights - NE Quadrant	\$ 2,000,000	\$ 2,500,000	\$ 10,442,840	\$ 11,576,136
	Youth Multi-Purpose Athletic Field - South Cooper Mountain	\$ 600,000	\$ 800,000	\$ 9,842,840	\$ 10,776,136
	Land Acquisition for Park Infill (FY19/20)	\$ 500,000	\$ 600,000	\$ 9,342,840	\$ 10,176,136
	Community Park Master Plant: NW Miller Rd./NW Barnes Rd.*** (FY 17/18)	\$ 200,000	\$ 300,000	\$ 9,142,840	\$ 9,876,136
	<b>Subtotal FY 2020/21 Costs</b>	<b>\$ 8,779,500</b>	<b>\$ 12,079,100</b>		
2021/22	Community Development (Phase I): NW Miller Rd/NW Barnes Road (FY20/21)	\$ 4,000,000	\$ 5,000,000	\$ 5,142,840	\$ 4,876,136
	Trail Development - Westside Trail: Sunset Hwy Crossing** (FY 19/20)	\$ 3,200,000	\$ 4,800,000	\$ 1,942,840	\$ 76,136
	Land Acquisition for Neighborhood Parks in New Urban Areas: Bonny Slope West (FY17/18)	\$ 900,000	\$ 1,200,000	\$ 1,042,840	\$ (1,123,864)
	<b>Subtotal FY 2021/22 Costs</b>	<b>\$ 8,100,000</b>	<b>\$ 11,000,000</b>		
	<b>Subtotal for 5-year CIP List</b>	<b>\$ 40,630,150</b>	<b>\$ 55,146,100</b>		
<b>Five Year CIP Unfunded Projects</b>					
	Design & Develop Synthetic Turf Field w/ Lights - South Cooper Mountain (FY 18/19)	\$ 2,000,000	\$ 2,500,000	\$ (957,160)	\$ (3,623,864)
	Youth Multi-Purpose Athletic Field - North Bethany (1) (FY 20/21)	\$ 600,000	\$ 800,000	\$ (1,557,160)	\$ (4,423,864)
	Community Park Development (Phase II): NW Miller Rd./NW Barnes Rd.*** (FY 20/21)	\$ 7,050,000	\$ 9,700,000	\$ (8,607,160)	\$ (14,123,864)
	Community Park Development Paul & Verna Winkelman Park - Phase II	\$ 1,500,000	\$ 2,250,000	\$ (10,107,160)	\$ (16,373,864)
	Land Acquisition for Beaverton Creek Trail Segments 1 & 2*	\$ 645,000	\$ 1,677,000	\$ (10,752,160)	\$ (18,050,864)
	New Regional Trail Design & Development - Beaverton Creek Trail: Segment #1**	\$ 800,000	\$ 900,000	\$ (11,552,160)	\$ (18,950,864)
	New Regional Trail Design & Development - Beaverton Creek Trail: Segment #2**	\$ 800,000	\$ 900,000	\$ (12,352,160)	\$ (19,850,864)
	Youth Multi-Purpose Athletic Field - North Bethany (2)	\$ 600,000	\$ 800,000	\$ (12,952,160)	\$ (20,650,864)
	Youth Multi-Purpose Athletic Field - North Bethany (3)	\$ 600,000	\$ 800,000	\$ (13,552,160)	\$ (21,450,864)
	New Neighborhood Park Design & Development - SW 165th & SW Farmington Rd	\$ 1,575,000	\$ 2,125,000	\$ (15,127,160)	\$ (23,575,864)
	New Neighborhood Park Design & Development - NW Thompson Rd. & NW Saltzman Rd	\$ 1,575,000	\$ 2,125,000	\$ (16,702,160)	\$ (25,700,864)
	Complete Development of Roger Tilbury Park - Phase 2	\$ 250,000	\$ 500,000	\$ (16,952,160)	\$ (26,200,864)
	New Community Park Design & Development - SW Davis Rd & SW 160th Ave***	\$ 6,100,000	\$ 7,625,000	\$ (23,052,160)	\$ (33,825,864)
	New Community Park Design & Development - NW Kaiser Rd & NW Brugger Rd***	\$ 9,000,000	\$ 11,250,000	\$ (32,052,160)	\$ (45,075,864)
	New Regional Trail Design & Development - Fanno Creek Trail #5**	\$ 200,000	\$ 300,000	\$ (32,252,160)	\$ (45,375,864)
	New Community Trail Design & Development S. Johnson Creek Trail #5**	\$ 700,000	\$ 850,000	\$ (32,952,160)	\$ (46,225,864)
	New Regional Trail Design & Development - Westside Trail #15-#17**	\$ 800,000	\$ 1,100,000	\$ (33,752,160)	\$ (47,325,864)
	Youth Baseball/Softball Athletic Field - North Bethany (1)	\$ 600,000	\$ 800,000	\$ (34,352,160)	\$ (48,125,864)
	Youth Baseball/Softball Athletic Field - North Bethany (2)	\$ 600,000	\$ 800,000	\$ (34,952,160)	\$ (48,925,864)
	Youth Baseball/Softball Athletic Field - South Cooper Mountain	\$ 600,000	\$ 800,000	\$ (35,552,160)	\$ (49,725,864)
	Design & Develop Natural Areas for Public Access - Lilly K. Johnson Woods Natural Area	\$ 275,000	\$ 500,000	\$ (35,827,160)	\$ (50,225,864)
	Design & Develop Natural Areas for Public Access - Bannister Creek Area	\$ 275,000	\$ 500,000	\$ (36,102,160)	\$ (50,725,864)
	<b>Subtotal Unfunded Projects</b>	<b>\$ 37,145,000</b>	<b>\$ 49,602,000</b>		
	<b>Total All Listed Projects</b>	<b>\$ 77,775,150</b>	<b>\$ 104,748,100</b>	<b>\$ -</b>	<b>\$ -</b>

\*Acquisition Costs for Trails are 43% of Total Estimated Cost

\*\*Improvement/Development Costs for Trails are 40% of Total Estimated Project Cost

\*\*\*Improvement/Development Costs for Community Parks are 75% of Total Estimated Project Cost



# **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, THPRD voters approved a \$100 million Parks Bond Levy request. This levy request included a specific list of projects and land acquisition targets to be funded by the bond levy, and had specific dollar amounts designated for each of these projects and acquisitions. The project line items in the budget are based on the specified amounts from the levy.

Subsequent to the passage of the levy request, THPRD 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, THPRD proceeded to issue only part of the authorized levy, with gross proceeds of \$58.5 million, in the spring of 2009. In September 2011, an additional portion of the levy, \$40.1 million, was issued. In May 2015, the final \$1.4 million authorized under the levy was issued.





## BOND CAPITAL PROJECTS FUND

Description	Prior Year Actual 2014/15	Prior Year Actual 2015/16	Adopted Budget 2016/17	Proposed Budget 2017/18	Adopted Budget 2017/18
<b>Resources:</b>					
Beginning Cash on Hand	\$ 34,481,827	\$ 30,179,356	\$ 29,005,955	\$ 16,910,146	\$ 16,910,146
Bond Proceeds	1,468,756	-	-	-	-
Interest Earnings	164,508	202,422	150,000	160,000	160,000
<b>Total Resources</b>	<b>\$ 36,115,091</b>	<b>\$ 30,381,778</b>	<b>\$ 29,155,955</b>	<b>\$ 17,070,146</b>	<b>\$ 17,070,146</b>
<b>Appropriations:</b>					
Capital Outlay	\$ 5,935,735	\$ 3,154,855	\$ 29,155,955	\$ 17,070,146	\$ 17,070,146
<b>Total Appropriations</b>	<b>\$ 5,935,735</b>	<b>\$ 3,154,855</b>	<b>\$ 29,155,955</b>	<b>\$ 17,070,146</b>	<b>\$ 17,070,146</b>

<b>Summary by Department</b>					
New Neighborhood Park Development	\$ 664,706	\$ 4,366	\$ -	\$ -	-
Renovate/Redevelop Neighborhood Pk	1,240,369	17,493	874,966	862,665	862,665
New Neighborhood Parks-Land Acq.	708,142	120,262	-	-	-
New Community Park Development	512,112	1,112,157	9,937,929	793,321	793,321
New Community Park-Land Acq.	582	-	-	-	-
Renovate/Redevelop Community Parks	46,900	56,621	7,238,175	6,991,446	6,991,446
Natural Area Preservation	235,148	236,991	2,665,689	2,494,434	2,494,434
Natural Area Prsrvtn-Land Acq.	502,535	341,665	4,153,449	3,869,857	3,869,857
New Linear Park/Trail Development	229,579	367,393	1,461,303	863,568	863,568
New Linear Park/Trail-Land Acq.	22,757	5,865	1,575	1,390	1,390
Multifield/Use Athletic Field Devlpmnt	40,757	193,228	1,503,642	1,078,168	1,078,168
Deferred Park Maintenance Replcmnts	525	175	-	-	-
Facility Rehabilitation	126,762	526,414	1,175,485	115,297	115,297
Facility Expansion & Improvements	-	846	-	-	-
ADA/Access Improvements	791,748	54,186	-	-	-
Community Center-Land Acq.	720,537	110,118	-	-	-
Bond Administration/Debt Issuance	92,576	7,075	143,742	-	-
<b>Total Appropriations</b>	<b>\$ 5,935,735</b>	<b>\$ 3,154,855</b>	<b>\$ 29,155,955</b>	<b>\$ 17,070,146</b>	<b>\$ 17,070,146</b>

## BOND CAPITAL PROJECTS FUND

Item Number		Adopted Budget 2017/18	Page #
	<b>RENOVATE AND REDEVELOP NEIGHBORHOOD PARKS</b>		
1	Somerset West Park	\$ 862,665	BOND-6
	<b>TOTAL RENOVATE AND REDEVELOP NEIGHBORHOOD PARKS</b>	<b>\$ 862,665</b>	
	<b>NEW COMMUNITY PARK DEVELOPMENT</b>		
2	SW Community Park	\$ 793,321	BOND-6
	<b>TOTAL NEW COMMUNITY PARK DEVELOPMENT</b>	<b>\$ 793,321</b>	
	<b>RENOVATE AND REDEVELOP COMMUNITY PARKS</b>		
3	Cedar Hills Park & Athletic Field	\$ 6,991,446	BOND-6
	<b>TOTAL RENOVATE AND REDEVELOP COMMUNITY PARKS</b>	<b>\$ 6,991,446</b>	
	<b>NATURAL AREA PRESERVATION</b>		
4	Roger Tilbury Memorial Park	\$ 22,445	BOND-7
5	Cedar Mill Park	8,988	BOND-7
6	Jordan/Jackie Husen Park	21,541	BOND-7
7	NE/Bethany Meadows Trail Habitat Connection	258,959	BOND-7
8	Kaiser (Hansen) Ridge Park	102	BOND-7
9	Allenbach Acres Park	32,717	BOND-7
10	Crystal Creek Park	41,692	BOND-8
11	Vista Brook Park	15,348	BOND-8
12	Greenway Park/Koll Center	18,618	BOND-8
13	Fanno Creek Park	39,882	BOND-8
14	Hideaway Park	3,570	BOND-8
15	Cooper Mountain Area	215,783	BOND-8
16	Lowami Hart Woods Park	46,736	BOND-9
17	Mt Williams Park	87,710	BOND-9
18	Morrison Woods Park	64,737	BOND-9
19	Beaverton Creek Trail	64,738	BOND-9
20	Bethany Wetlands Park	43,159	BOND-9
21	Bluegrass Downs Park	16,184	BOND-9
22	Crystal Creek Park	43,159	BOND-10
23	Hyland Woods Phase 2	42,625	BOND-10
24	Jenkins Estate Phase 2	101,535	BOND-10
25	Somerset	152,205	BOND-10
26	Rock Creek Greenway	157,279	BOND-10
27	Whispering Woods Phase 2	96,397	BOND-10
28	Raleigh Park	102,992	BOND-11
29	Bannister Creek Greenway/NE Park	76,103	BOND-11
30	Beaverton Creek Greenway Duncan	20,294	BOND-11
31	Church of Nazarene	23,230	BOND-11
32	Lilly K. Johnson Woods	13,519	BOND-11
33	Interpretive Sign Network	23,086	BOND-11
34	Restoration of new properties to be acquired	639,101	BOND-12
	<b>TOTAL NATURAL AREA PRESERVATION</b>	<b>\$ 2,494,434</b>	
	<b>NATURAL AREA PRESERVATION - LAND ACQUISITION</b>		
35	Natural Area Acquisitions	\$ 3,869,857	BOND-12
	<b>TOTAL NATURAL AREA PRESERVATION - LAND ACQUISITION</b>	<b>\$ 3,869,857</b>	

## BOND CAPITAL PROJECTS FUND

Item Number		Adopted Budget 2017/18	Page #
<b>NEW LINEAR PARK AND TRAIL DEVELOPMENT</b>			
36	Rock Creek Trail Segments 2 & 5, and North Bethany Trail Segment 2	\$ 790,429	BOND-12
37	Miscellaneous Natural Trails	73,139	BOND-12
	<b>TOTAL NEW LINEAR PARK AND TRAIL DEVELOPMENT</b>	<b>\$ 863,568</b>	
<b>NEW LINEAR PARK AND TRAIL LAND ACQUISITION</b>			
38	New Linear Park and Trail Acquisitions	\$ 1,390	BOND-12
	<b>TOTAL NEW LINEAR PARK AND TRAIL ACQUISITIONS</b>	<b>\$ 1,390</b>	
<b>MULTIFIELD/MULTIPURPOSE ATHLETIC FIELD DEVELOPMENT</b>			
39	New Field in NW Quadrant	\$ 539,420	BOND-13
40	New Field in SW Quadrant	538,748	BOND-13
	<b>TOTAL MULTIFIELD/MULTIPURPOSE ATHLETIC FIELD DEVELOPMENT</b>	<b>\$ 1,078,168</b>	
<b>FACILITY REHABILITATION</b>			
41	Structural Upgrades at Beaverton Swim Center	\$ 49,860	BOND-13
42	Structural Upgrades at Garden Home Recreation Center	65,437	BOND-13
	<b>TOTAL FACILITY REHABILITATION</b>	<b>\$ 115,297</b>	
	<b>GRAND TOTAL CAPITAL OUTLAY</b>	<b>\$ 17,070,146</b>	

## BOND CAPITAL PROJECTS FUND

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### Renovate And Redevelop Neighborhood Parks

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**ITEM 1:** Somerset West Park

**BUDGET:** \$862,665

**DESCRIPTION:** Design and redevelopment of one existing neighborhood park. Amenities will depend on neighborhood input and site size, and may include: relocation or replacement of play equipment, ADA specific upgrades, renovation of existing picnic areas and/or shelters, addition or relocation of pathways, and renovation or addition to outdoor sport courts

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### New Community Park Development

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**ITEM 2:** SW Community Park

**BUDGET:** \$793,321

**DESCRIPTION:** Design and development of one new community park. Amenities will depend on community input and site size, and may include: multipurpose sport fields, group picnic areas with shelter, play equipment and informal play areas (open space), community gardens, pathways, on-site parking, restrooms, and natural areas

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### Renovate And Redevelop Community Parks

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**ITEM 3:** Cedar Hills Park & Athletic Field

**BUDGET:** \$6,991,446

**DESCRIPTION:** Design and redevelopment of one existing community park. Amenities will depend on community input and site size, and may include: renovation, relocation, or upgrade of sports fields, renovation of group picnic areas, update play equipment and addition of informal play areas, relocation or upgrade of pathways, relocation of community gardens, renovation, relocation, or addition of on-site parking, restrooms and a splash pad

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## BOND CAPITAL PROJECTS FUND

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### Natural Area Preservation

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**ITEM 4:**            **Roger Tilbury Memorial Park**

**BUDGET:**        \$22,445

**DESCRIPTION:**    Enhancement of natural areas to remove weed species, replanting native trees and shrubs, and enhancement of the creek to improve bank stability.

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**ITEM 5:**            **Cedar Mill Park**

**BUDGET:**        \$8,988

**DESCRIPTION:**    Enhancement of natural areas to remove weed species, replanting of native trees and shrubs, and slight expansion of natural area into soggy grass

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**ITEM 6:**            **Jordan/Jackie Husen Park**

**BUDGET:**        \$21,541

**DESCRIPTION:**    Enhancement of natural areas to remove weed species, replanting of native trees and shrubs, and enhancement of the creek to improve bank stability

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**ITEM 7:**            **NE/Bethany Meadows Trail Habitat Connection**

**BUDGET:**        \$258,959

**DESCRIPTION:**    Restoration of acquired land between Bethany Meadows Terrace, Bannister Creek, Northeast Parks and associated creek corridors; project start pending acquisition of land

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**ITEM 8:**            **Kaiser (Hansen) Ridge Park**

**BUDGET:**        \$102

**DESCRIPTION:**    Removal of weeds and replanting with native trees/shrubs in this recently developed park

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**ITEM 9:**            **Allenbach Acres Park**

**BUDGET:**        \$32,717

**DESCRIPTION:**    Establishment of pollinator habitat through creation of meadow habitat, rock placement and shrubs

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## BOND CAPITAL PROJECTS FUND

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**ITEM 10:**           **Crystal Creek Park**

**BUDGET:**           \$41,692

**DESCRIPTION:**   In conjunction with Clean Water Services, restoration of stream corridor by removing large amounts of invasive reed canary grass and other weeds, replanting of native species, and addition of large logs for benefit of wildlife

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**ITEM 11:**           **Vista Brook Park**

**BUDGET:**           \$15,348

**DESCRIPTION:**   Removal of weeds and replanting of native trees and shrubs in this recently developed park

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**ITEM 12:**           **Greenway Park/Koll Center**

**BUDGET:**           \$18,618

**DESCRIPTION:**   Enhancement of existing habitat and restoration of wetland to attract turtles from native turtle populations within the Fanno Creek watershed; accomplished by removal of non-native vegetation and replanting of native trees and shrubs in the wetland meadow habitat

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**ITEM 13:**           **Fanno Creek Park**

**BUDGET:**           \$39,882

**DESCRIPTION:**   In conjunction with Clean Water Services, removal of weeds and replanting of native trees and shrubs to provide shade and habitat diversity

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**ITEM 14:**           **Hideaway Park**

**BUDGET:**           \$3,570

**DESCRIPTION:**   Removal of weeds and replanting of native trees and shrubs after park development, removal of basketball pad from wetland, and planting some portion of mowed area with

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**ITEM 15:**           **Cooper Mountain Area**

**BUDGET:**           \$215,783

**DESCRIPTION:**   Restoration and enhancement of properties to be acquired in this area, which is separate from the Cooper Mountain Nature Park; project start pending acquisition of land

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## BOND CAPITAL PROJECTS FUND

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**ITEM 16:**            **Lowami Hart Woods Park**

**BUDGET:**            \$46,736

**DESCRIPTION:**    Removal of weeds and replanting of native trees and shrubs, and rerouting or closure of illegal trails

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**ITEM 17:**            **Mt Williams Park**

**BUDGET:**            \$87,710

**DESCRIPTION:**    Removal of weeds and replanting of native trees and shrubs after park development

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**ITEM 18:**            **Morrison Woods Park**

**BUDGET:**            \$64,737

**DESCRIPTION:**    Enhancement of meadow, newly acquired areas, and stabilization of exposed edge of forest next to adjacent property; project start pending acquisition of land

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**ITEM 19:**            **Beaverton Creek Trail**

**BUDGET:**            \$64,738

**DESCRIPTION:**    Removal of weeds in select parks and replanting of native trees and shrubs after park development; project start pending acquisition of land

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**ITEM 20:**            **Bethany Wetlands Park - restoration of new property**

**BUDGET:**            \$43,159

**DESCRIPTION:**    Removal of weeds and replanting of native plants, assessment of stream and wetland for enhancement and/or stabilization, and installation of beaver management piping if needed; project start pending acquisition of land

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**ITEM 21:**            **Bluegrass Downs Park - restoration of new property**

**BUDGET:**            \$16,184

**DESCRIPTION:**    Removal of weeds and replanting of native plants in the park and newly acquired areas; project start pending acquisition of land

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## BOND CAPITAL PROJECTS FUND

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**ITEM 22:**           **Crystal Creek Park - restoration of new property**

**BUDGET:**           \$43,159

**DESCRIPTION:**   Removal of weeds and replanting of native plants in park and newly acquired areas; project start pending acquisition of land

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**ITEM 23:**           **Hyland Woods Phase 2**

**BUDGET:**           \$42,625

**DESCRIPTION:**   Improvement of foraging habitat for red-legged frogs and expansion of earlier project to cover entire park

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**ITEM 24:**           **Jenkins Estate Phase 2**

**BUDGET:**           \$101,535

**DESCRIPTION:**   Preservation of heritage oaks, improvement to gray squirrel habitat and expansion of earlier project to cover most of the property

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**ITEM 25:**           **Somerset**

**BUDGET:**           \$152,205

**DESCRIPTION:**   Enhancement and daylighting of stream

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**ITEM 26:**           **Rock Creek Greenway**

**BUDGET:**           \$157,279

**DESCRIPTION:**   Enhancement of wildlife corridor with additional native plant cover, wildlife watching opportunities for patrons and reduction in mowing for sustainability

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**ITEM 27:**           **Whispering Woods Phase 2**

**BUDGET:**           \$96,397

**DESCRIPTION:**   Expansion of earlier project to have greater overall impact and improve water quality at the confluence of two creeks

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## BOND CAPITAL PROJECTS FUND

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**ITEM 28:**            **Raleigh Park**

**BUDGET:**            \$102,992

**DESCRIPTION:**    Enhancement of stream and flood management

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**ITEM 29:**            **Bannister Creek Greenway/NE Park**

**BUDGET:**            \$76,103

**DESCRIPTION:**    Protection of water quality near the headwaters of the stream which is a major tributary to Bronson Creek

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**ITEM 30:**            **Beaverton Creek Greenway Duncan**

**BUDGET:**            \$20,294

**DESCRIPTION:**    Improvement of habitat through significant removal of weeds and installation of native plants

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**ITEM 31:**            **Church of Nazarene**

**BUDGET:**            \$23,230

**DESCRIPTION:**    Improvement of habitat through significant removal of weeds and installation of native plants

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**ITEM 32:**            **Lilly K. Johnson Woods**

**BUDGET:**            \$13,519

**DESCRIPTION:**    Enhancement of oak habitat through removal of weeds and installation of native plants

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**ITEM 33:**            **Interpretive Sign Network**

**BUDGET:**            \$23,086

**DESCRIPTION:**    Creation of outdoor, interactive, and educational art installations in specified natural areas and parks

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## BOND CAPITAL PROJECTS FUND

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**ITEM 34:**           **Restoration of new properties to be acquired**

**BUDGET:**           \$639,101

**DESCRIPTION:**   Balance of natural resource restoration funds to be used on newly acquired sites, pending acquisition of land

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### **Natural Area Preservation - Land Acquisition**

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**ITEM 35:**           **Natural Area Acquisitions**

**BUDGET:**           \$3,869,857

**DESCRIPTION:**   Acquisition of high-priority natural areas that will connect existing properties or purchase large parcels with healthy native plant communities and water quality benefits

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### **New Linear Park And Trail Development**

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**ITEM 36:**           **Rock Creek Trail Segments 2 & 5, and North Bethany Trail Segment 2**

**BUDGET:**           \$790,429

**DESCRIPTION:**   Segments 2 and 5 of the Rock Creek Trail are completed. Segment 2 of the North Bethany Trail is currently on hold until a project funding analysis can be completed.

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**ITEM 37:**           **Miscellaneous Natural Trails**

**BUDGET:**           \$73,139

**DESCRIPTION:**   Development of various soft surface trails throughout THPRD

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### **New Linear Park And Trail Land Acquisition**

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**ITEM 38:**           **New Linear Park and Trail Acquisitions**

**BUDGET:**           \$1,390

**DESCRIPTION:**   Acquisition of land, easements, leases or land use agreements for linear parks and trails. Acquisitions may be located in multiple quadrants; property to be determined

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## BOND CAPITAL PROJECTS FUND

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### **Multifield/Multipurpose Athletic Field Development**

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**ITEM 39:**            **New Field in NW Quadrant**

**BUDGET:**            \$539,420

**DESCRIPTION:**    Development of one grass athletic field in the northwest quadrant

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**ITEM 40:**            **New Field in SW Quadrant**

**BUDGET:**            \$538,748

**DESCRIPTION:**    Development of one grass athletic field in the southwest quadrant

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### **Facility Rehabilitation**

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**ITEM 41:**            **Structural Upgrades at Beaverton Swim Center**

**BUDGET:**            \$49,860

**DESCRIPTION:**    Completion of seismic upgrades at Beaverton Swim Center

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**ITEM 42:**            **Structural Upgrades at Garden Home Recreation Center**

**BUDGET:**            \$65,437

**DESCRIPTION:**    Completion of seismic upgrades at Garden Home Recreation Center

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# **SUPPLEMENTAL DATA**

THPRD History and Background

Comprehensive Plan Summary

General Fund Five-year Projections

Policies and Procedures

Summary of Staffing by Program

Glossary

THPRD Map



## THPRD HISTORY AND BACKGROUND

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In 1955, a group of citizens formed the Tualatin Hills Park & Recreation District (THPRD) to provide parks and recreational opportunities for the residents of eastern Washington County and the City of Beaverton. Over the years, THPRD has become one of the largest park and recreation special districts in the Pacific Northwest.

THPRD 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 THPRD. Additional revenue comes from user fees for programs and facilities. THPRD also benefits from donations made through the Tualatin Hills Park Foundation.

### Demographic Portrait

As of the 2010 Census, the following information was accumulated on THPRD's resident population.

	<u>2000</u>	<u>2010</u>
Population	192,748	223,837
Age:		
0-24	67,457	73,326
25-64	108,215	127,961
65+	17,076	22,550
Number of Households	76,534	88,643
Average Household Size	2.50	2.51
Average Family Size	3.07	3.18
Number of Housing Units	80,704	93,765
Occupancy Rate	94.8%	94.5%

<b>Diversity of THPRD as of the 2010 Census</b>		
White	153,948	68.8%
Asian/Pacific Islander	25,334	11.3%
Hispanic Origin, any race	30,743	13.7%
Black	4,574	2.0%
American Indian	914	0.4%
Some other race	462	0.2%
Two or more races	7,862	3.6%

## THPRD HISTORY AND BACKGROUND (continued)

### Economic Information

The top 10 taxpayers (in order of actual taxes levied) within THPRD for the 2015/16 fiscal year were:

Taxpayer	Taxable Assessed Value	Rank	Percentage of Total Taxable Assessed Value
Nike, Inc.	\$ 501,865,820	1	2.25%
Comcast Corporation	170,816,800	2	0.77%
Portland General Electric	147,981,000	3	0.66%
Northwest Natural Gas Co.	115,250,600	4	0.52%
Maxim Integrated Products, Inc.	114,027,620	5	0.51%
Beaverton LLC	92,143,920	6	0.41%
Frontier Communications	80,049,000	7	0.36%
Nike IHM	75,540,430	8	0.34%
Bernard Properties Partnership	67,040,330	9	0.30%
Nike Woodside 1 LLC	58,968,800	10	0.26%
All Other Taxpayers	20,861,705,168		93.62%
Totals	<u>\$22,285,389,488</u>		<u>100.00%</u>

Source: Washington County, Department of Assessment & Taxation  
(Ranking based on levied tax amount)

Information for Washington County as of the 2015/16 Fiscal Year:

### Washington County

Fiscal Year	THPRD Population (estimated)	County Population (estimated) <sup>a)</sup>	Personal Income (amounts expressed in thousands) <sup>b)</sup>	Per Capita Personal Income <sup>b)</sup>	Unemployment Rate <sup>c)</sup>	School Enrollment <sup>d)</sup>
2007	220,422	511,075	\$19,945,179	\$38,371	4.8%	37,958
2008	224,192	519,925	\$21,185,612	\$40,188	4.9%	37,552
2009	228,025	527,140	\$21,205,286	\$39,465	10.0%	37,536
2010	223,837	529,710	\$21,586,715	\$40,606	10.6%	38,460
2011	226,764	540,410	\$23,042,656	\$42,639	7.8%	38,571
2012	229,486	547,672	\$24,314,446	\$44,396	6.9%	39,054
2013	232,240	554,996	\$24,839,911	\$44,757	6.4%	38,775
2014	235,027	562,998	\$26,299,466	\$46,713	5.7%	39,008
2015	237,847	574,326	n/a	n/a	5.1%	40,725
2016	240,701	n/a	n/a	n/a	4.7%	40,568

Source: <sup>a)</sup> US Census Bureau

<sup>b)</sup> US Dept. of Commerce, Bureau of Economic Analysis

<sup>c)</sup> US Dept. of Labor, Metropolitan District

<sup>d)</sup> Beaverton School District

## THPRD HISTORY AND BACKGROUND (continued)

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A comparative cost of General Fund services per capita as of FY 2006 and FY 2016:

	<b>FY 2005/06</b>	<b>FY 2015/16</b>	<b>% change</b>
	<u>Actual</u>	<u>Actual</u>	
Population	216,717	240,701 <sup>1)</sup>	11.07%
Cost Per Capita:			
Personal Services	\$81.55	\$115.17	41.23%
Materials & Services	26.37	30.74	16.57%
Capital Outlay	5.73	13.97	143.80%
Debt Service	3.83	3.47	-9.40%
 Total cost per capita	 <u>\$117.48</u>	 <u>\$163.35</u>	 39.04%

<sup>1)</sup> Estimated – based on Medium Growth Population Forecast (1.2%)

Source: Portland State University Center for Population Research and Census



## COMPREHENSIVE PLAN SUMMARY

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In September 2013, the Tualatin Hills Park & Recreation District (THPRD) adopted an update to the 2006 Comprehensive Plan. This plan serves as a high-level guide for future decisions and activities about how THPRD will acquire, develop, operate and maintain land, facilities and programs for the future. A companion effort, the development of a Service and Financial Sustainability Analysis, resulted in a new approach to cost recovery for THPRD. This analysis, formalized into the adoption of a Service and Financial Sustainability Plan in December 2013, also determines additional service needs that can be provided in harmony with other recreation providers. An updated Strategic Plan was also adopted in December 2013. This plan was informed by the comprehensive plan update and featured new and revised objectives and action steps to help THPRD realize its eight goals:

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

The comprehensive plan update process identified a number of key level-of-service recommendations. These recommendations reflect short-term and longer-term capital development and improvement strategies to the community's unmet needs and priority investments for critical parks and recreation services.

- Develop a trails functional plan
- Use strategies for addressing low-scoring/functioning components within the system
- Conduct ongoing review of geographic information system (GIS) data
- Complete inventory and update level of service analysis
- Use current baseline GRASP (Geo-Referenced Amenities Standards Program) analysis to guide future park development
- Address walkable level of service
- Consider design/development criteria
- Conduct a field capacity analysis
- Explore opportunities for enterprise facilities and additional amenities
- General improvement and acquisition recommendations

The 2013 Comprehensive Plan Update and subsequent adoption of the revised Strategic Plan helped THPRD define a 10-year plan for growth. In early 2014, staff began work on formalizing how we achieve this plan. The planning began with a review of several policies and procedures in spring 2014, and continues with the development of functional plans in five key areas:

- Programs
- Parks
- Natural resources
- Trails
- Athletic facilities

All functional plans are now complete.

## Tualatin Hills Park & Recreation District

### General Fund Five-Year Fiscal Projection FY 2016/17 through FY 2021/22

	Current Budget 2016/17	Adopted Budget 2017/18	Projected 2018/19	Projected 2019/20	Projected 2020/21	Projected 2021/22
Cash on Hand	\$ 4,649,000	\$ 5,475,000	\$ 4,000,000	\$ 4,150,000	\$ 4,300,000	\$ 4,450,000
Beginning Replacement Reserve	850,000	1,700,000	2,550,000	3,400,000	4,250,000	5,100,000
Program & Facility Fees <sup>1</sup>	11,080,840	11,576,432	11,923,725	12,281,437	12,649,880	13,029,376
Other Resources <sup>2</sup>	2,835,327	3,181,567	3,277,014	3,375,324	3,476,584	3,580,882
Carryover Projects	3,029,085	1,009,395	-	-	-	-
Property Taxes <sup>3</sup>	29,251,852	30,741,497	32,278,572	33,892,500	35,587,125	37,366,482
<b>Total Resources</b>	<b>\$ 51,696,104</b>	<b>\$ 53,683,891</b>	<b>\$ 54,029,311</b>	<b>\$ 57,099,262</b>	<b>\$ 60,263,589</b>	<b>\$ 63,526,740</b>
Personal Services <sup>4</sup>	\$ 29,807,536	\$ 31,106,328	\$ 32,350,581	\$ 33,644,604	\$ 34,990,389	\$ 36,390,004
Materials & Services <sup>5</sup>	8,817,259	8,948,468	9,216,922	9,493,430	9,778,233	10,071,580
Capital Outlay	7,998,116	\$7,596,437	\$5,479,150	\$5,980,317	6,511,554	7,081,742
Debt Service - COP and TAN	973,193	982,658	932,658	930,911	933,414	933,414
Contingency	2,400,000	2,500,000	2,650,000	2,800,000	2,950,000	3,100,000
Ending Replacement Reserve	1,700,000	2,550,000	3,400,000	4,250,000	5,100,000	5,950,000
<b>Total Expenditures</b>	<b>\$ 51,696,104</b>	<b>\$ 53,683,891</b>	<b>\$ 54,029,311</b>	<b>\$ 57,099,262</b>	<b>\$ 60,263,589</b>	<b>\$ 63,526,740</b>
<b>Revenue Assumptions</b>						
	<u>2017/18</u>		<u>2018/19</u>		<u>2019/22</u>	
<sup>1</sup> Program Fee & Facility Annual Increase	Actual Estimate		3.00%		3.00%	
<sup>2</sup> Other Resources	Actual Estimate		3.00%		3.00%	
<sup>3</sup> Property Tax Annual Increase (Based on Permanent Rate only)	Actual Estimate		4.50%		5.00%	
<b>Expenditure Assumptions</b>						
<sup>4</sup> Personal Services	Actual Estimate		4.00%		4.00%	
<sup>5</sup> Materials & Services	Actual Estimate		2.50%		3.00%	

## **POLICIES AND PROCEDURES**

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### **THPRD ORGANIZATION:**

#### **Board of Directors**

The governing body of the Tualatin Hills Park & Recreation District (THPRD) is the five (5) member park district board.

Each board member is elected from THPRD at large to a 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 second Tuesday of each month. All meetings are 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 THPRD 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 THPRD 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 & Facilities, director of Park & Recreation Services, director of Communications & Outreach, director of Community Partnerships and the executive assistant; all are responsible to the general manager. All other employees are directly responsible to their immediate supervisor.

### **EMPLOYMENT POLICIES AND PROCEDURES:**

Employees shall be selected on the basis of experience, ability, training, and other qualifications as outlined in the job description for the class of work to be performed. Employment is contingent on the results of a reference and background check. THPRD is a drug-free workplace. 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, THPRD shall pay the cost of the examination.

Each new employee will be given an orientation explaining THPRD policies, benefits and procedures.

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 six-month probationary period with his/her supervisor. Evaluations are conducted annually, once an employee is removed from probationary status.

### **DRUG AND ALCOHOL POLICIES:**

THPRD has a responsibility to employees, participants and the general public to insure and enhance safe working conditions.

## POLICIES AND PROCEDURES (continued)

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To fulfill this obligation and to insure and comply with federal and state anti-drug abuse laws, THPRD 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 THPRD 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 THPRD 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. Ensure 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 & Facilities within 24 hours.
- < Observe employee work practices. Coach and positively reinforce safe work procedures. Take immediate action to correct unsafe practices.
- < Follow up on all employee advisements of safety and health hazards, suggestions or issues. Provide feedback to employee on actions taken.
- < Communicate safety and health needs to the department head.
- < Assist with the development of safety rules for the workplace.

## POLICIES AND PROCEDURES (continued)

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### FINANCIAL POLICIES:

THPRD 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.

#### THPRD Goals and Budget Policies

1. The board will review and adopt THPRD goals each year before preparation of the budget. The adopted goals will guide development of the budget. The board may carry over or revise goals from one year to the next.
2. The goals and budget will be developed in accordance with state law, contractual obligations with employees, vendors, contractors and others, and the best interests of THPRD residents.
3. The budget committee will meet at least once a year to consider and approve the THPRD annual budget.
4. The budget committee will provide public oversight of budget preparation, recommend changes to the proposed budget, and provide information to the public about THPRD business and operations.

#### Fees and Charges

1. The manager will establish fees for THPRD services based on policy guidelines established by the board. These policy guidelines include:
  - a. Fees will be calculated to achieve the desired level of cost recovery based on direct cost for each service type.
  - b. Fees will be established for out-of-district users of THPRD services that are equitable with fees for THPRD residents recognizing the contribution made by THPRD residents through property taxes.
  - c. Appropriate fee discounts will be established for select user groups including seniors, youth, patrons with disabilities, and the military. Only THPRD residents will be eligible for fee discounts. Only one discount may be applied to each fee.
  - d. The THPRD Scholarship Program will provide accommodation for low-income THPRD residents in the form of a limited amount of user fee waivers.
  - e. Fees will be periodically compared against similar fees for both public and private sector providers.
  - f. Fees will be adjusted and implemented, as necessary, to ensure continued equity, consistency and fairness.
2. The board will review THPRD's fee policy as needed to ensure fees are in line with these guidelines.

#### Investment Policies

1. Scope - These investment policies and portfolio guidelines apply to all THPRD activities and funds, 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 Statute (ORS) Chapter 294, these policies, and written administrative procedures.
2. Objectives - THPRD's investment objectives are safety (preservation of principal), liquidity (availability of funds), and rate of return (yield), in that order.

In investing public funds, THPRD will not assume unreasonable investment risks to obtain investment income. THPRD's investment portfolio will remain sufficiently liquid to enable THPRD to meet all operating requirements, which might be reasonably anticipated. THPRD will diversify its investments to avoid incurring unreasonable and avoidable risks regarding specific security types or individual financial institutions.

## POLICIES AND PROCEDURES (continued)

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In managing its investment portfolio, THPRD 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. THPRD use of non-general obligation supported debt should not negatively impact future operations.

*Working Guidelines:*

*THPRD 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. THPRD 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. THPRD should maintain an appropriate level of ending fund balance in the General Operating Fund to provide financial stability and minimize service disruptions.

*Working Guidelines:*

*THPRD should maintain ending general operating fund balance levels of 10% of operating expenses. In any year in which THPRD is not at the targeted fund level, the budgeted contingency or unappropriated ending fund balance will be increased by 1% of property tax revenues.*

2. THPRD should measure its obligation for replacement of assets and ensure that replacements are managed in a manner that does not negatively impact THPRD services.

*Working Guidelines – measurement of replacement obligation:*

*THPRD 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:*

*THPRD should priority fund all major items replacements (subject to condition of asset deferrals) and a minimum of \$350,000 of routine replacements, and fund the balance of routine replacements based on available funding.*

## POLICIES AND PROCEDURES (continued)

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### Cost Recovery Policies

1. THPRD should establish consistent guidelines to measure the full cost of THPRD programs and capital projects.

*Working Guidelines – operating programs:*

*THPRD will measure the cost of providing services for both the direct cost and indirect cost. The direct cost includes all the specific identifiable expenses (fixed and variable) associated with providing a service, program or facility; these costs would not exist without the service or program. The indirect cost encompasses overhead (fixed and variable) including the administrative cost of THPRD; these costs would exist without any of the specific services or programs.*

*Working Guidelines – capital projects:*

*THPRD should measure the cost of capital projects based on the direct external cost plus the full cost (including indirect cost allocations) of THPRD staff time to manage the projects.*

2. THPRD should maintain fee policies that utilize the measurement of cost recovery/subsidy of THPRD programs subject to other THPRD goals.

*Working Guidelines:*

*The desired level of cost recovery of direct costs will be based on the level of public versus private benefit the service provides as sorted by into five tiers:*

- a. Tier 5, mostly individual benefit, will have desired cost recovery of 200%,*
- b. Tier 4, considerable individual benefit, will have desired cost recovery of 150%,*
- c. Tier 3, individual and community benefit, will have desired cost recovery of 100%,*
- d. Tier 2, considerable community benefit, will have desired cost recovery of 75%,*
- e. And Tier 1, mostly community benefit, will have little to no cost recovery from fees.*

*Categories of THPRD services have been sorted and assigned a cost recovery tier through the Service and Financial Sustainability Assessment. Service categories can move between tiers, if necessary, but only upon completion of an established review process with criteria consistent with those that drove the initial tier assignment.*

3. THPRD should recognize cost recovery of internal support functions for activities funded by special or restricted funds to ensure that there are no hidden interfund subsidies.

*Working Guidelines:*

*THPRD 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. THPRD should establish a consistent methodology of measuring cost/benefit analysis that can be used for proposed capital expansion or acquisitions.

*Working Guidelines:*

*THPRD should assess cost/benefit based on net present value of net financial returns using a discount rate equal to THPRD current borrowing rate.*

## POLICIES AND PROCEDURES (continued)

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### Financial Goal Measurement Policies

1. THPRD should establish, through the long-term financial planning process, financial goals and strategies, and should periodically review these goals and strategies.

*Working Guidelines:*

*THPRD should review the goals and strategies annually as part of THPRD's annual goal outcomes.*

2. THPRD should periodically measure the progress toward the financial goals.

*Working Guidelines:*

*THPRD should develop an annual reporting process for measuring progress toward the financial goals.*



## SUMMARY OF STAFFING BY PROGRAM

DIVISION					
Department	Actual	Actual	Adopted	Proposed	Adopted
Program	2014/15	2015/16	2016/17	2017/18	2017/18
<b>BOARD OF DIRECTORS</b>	-	-	-	-	
<b>ADMINISTRATION</b>					
Office of the General Manager	3.00	3.00	3.00	3.00	3.00
Communications & Outreach	6.89	7.07	7.49	7.56	7.56
Security Operations	4.41	4.41	4.41	4.41	4.41
Community Partnerships	1.00	1.00	1.00	1.00	1.00
<b>TOTAL ADMINISTRATION</b>	<b>15.30</b>	<b>15.48</b>	<b>15.90</b>	<b>15.97</b>	<b>15.97</b>
<b>BUSINESS &amp; FACILITIES</b>					
Office of the Director	4.00	4.00	3.00	3.00	3.00
Finance Services	7.00	7.00	6.00	7.04	7.04
<b>Risk &amp; Contract Management</b>					
Risk & Contract Management	2.00	2.00	2.19	2.10	2.10
Safety	-	-	-	-	-
<b>Total Risk &amp; Contract Management</b>	<b>2.00</b>	<b>2.00</b>	<b>2.19</b>	<b>2.10</b>	<b>2.10</b>
Information Services	5.00	5.00	5.00	6.00	6.00
Operations Analysis	-	-	2.00	2.00	2.00
Human Resources	4.00	4.00	4.00	4.00	4.00
<b>Maintenance Operations</b>					
Superintendent of Maintenance Op.	5.98	6.69	6.73	7.39	7.39
Athletic Facilities	25.68	26.12	26.41	26.69	26.69
Building & Pool Maintenance	48.79	48.43	48.25	48.06	48.06
Park Maintenance	44.71	44.70	46.37	46.52	46.52
Fleet Maintenance	5.75	5.73	5.73	5.73	5.73
<b>Total Maintenance Operations</b>	<b>130.91</b>	<b>131.67</b>	<b>133.49</b>	<b>134.39</b>	<b>134.39</b>
Planning	3.45	3.13	3.13	4.08	4.08
Design & Development	8.00	7.00	6.00	6.18	6.18
<b>TOTAL BUSINESS &amp; FACILITIES</b>	<b>164.36</b>	<b>163.80</b>	<b>164.81</b>	<b>168.79</b>	<b>168.79</b>
<b>PARK &amp; RECREATION SERVICES</b>					
Office of the Director	2.69	2.69	4.03	2.58	2.58
<b>Aquatics</b>					
Superintendent of Aquatics	1.01	1.01	1.01	1.01	1.01
Aloha Swim Center	14.18	15.32	15.08	15.21	15.21
Tualatin Hills Aquatic Center	17.13	17.97	17.92	17.69	17.69
Beaverton Swim Center	17.23	17.08	15.74	12.27	12.27
Harman Swim Center	12.53	13.11	13.68	13.37	13.37
Sunset Swim Center	11.37	11.75	11.56	11.88	11.88
Raleigh Swim Center	3.38	3.88	2.29	2.10	2.10
Somerset West Swim Center	2.22	2.60	2.92	2.55	2.55
<b>Total Aquatics</b>	<b>79.05</b>	<b>82.72</b>	<b>80.20</b>	<b>76.08</b>	<b>76.08</b>

## SUMMARY OF STAFFING BY PROGRAM

<b>DIVISION</b>					
<b>Department</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>	<b>Adopted</b>
<b>Program</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2017/18</b>
<b>Sports</b>					
Superintendent of Sports	2.00	2.00	9.19	1.00	1.00
Tualatin Hills Athletic Center	26.91	28.53	29.72	36.46	36.46
Babette Horenstein Tennis Center	15.00	14.66	13.79	13.60	13.60
Camp Rivendale	4.76	4.65	4.72	3.71	3.71
<b>Total Sports</b>	<b>48.67</b>	<b>49.84</b>	<b>57.42</b>	<b>54.77</b>	<b>54.77</b>
<b>Recreation</b>					
Superintendent of Recreation	1.00	1.00	1.00	1.00	1.00
Cedar Hills Recreation Center	30.19	32.17	31.15	34.69	34.69
Conestoga Rec. & Aquatic Center	47.23	47.02	53.60	53.34	53.34
Garden Home Recreation Center	21.64	21.41	22.18	22.18	22.18
Elsie Stuhr Center	15.22	14.92	11.29	11.37	11.37
<b>Total Recreation</b>	<b>115.28</b>	<b>116.52</b>	<b>119.22</b>	<b>122.58</b>	<b>122.58</b>
<b>Community Programs</b>					
Superintendent of Community Prog.	3.73	3.11	3.12	5.32	5.32
<b>Total Community Programs</b>	<b>3.73</b>	<b>3.11</b>	<b>3.12</b>	<b>5.32</b>	<b>5.32</b>
<b>Natural Resources &amp; Trails</b>					
Natural Resources	12.05	12.14	12.02	12.02	12.02
Nature Park Interpretive Center	14.82	16.50	16.90	16.50	16.50
<b>Total Natural Resources and Trails</b>	<b>26.87</b>	<b>28.64</b>	<b>28.92</b>	<b>28.52</b>	<b>28.52</b>
<b>TOTAL PARK &amp; RECREATION SERVICES</b>	<b>276.29</b>	<b>283.52</b>	<b>292.91</b>	<b>289.85</b>	<b>289.85</b>
<b>TOTAL ALL DIVISIONS</b>	<b>455.95</b>	<b>462.80</b>	<b>473.62</b>	<b>474.61</b>	<b>474.61</b>

**Note:** Departmental reorganizations have occurred during this time period.

## 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.

### **Ad Valorem**

In proportion to value. A basis for levy tax upon property.

### **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 THPRD's current program and facility fee structure be evaluated and that changes be recommended.

### **Annexation**

The incorporation of land into an existing agency with a resulting change in the boundaries of the agency.

### **Appropriation**

A legal authorization made by THPRD to incur obligations and make expenditures for specific purposes and shall be limited to a single fiscal year.

### **Approved Budget**

The proposed 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.

### **Balanced Budget**

Refers to a budget in which revenues are equal to expenditures. Thus, neither a budget deficit nor a budget surplus exists. More generally, it refers to a budget that has no budget deficit, but could possibly have a budget surplus.

### **Bond**

A written promise to pay a specified sum of money on a specific date at a specified interest rate. Bonds are most frequently used to finance large capital projects, such as buildings and streets.

### **Bond Measure (2008)**

This \$100 million measure was approved by voters within THPRD boundaries in November 2008. Funds were allocated to dozens of projects to preserve natural areas, establish new trails and trail connections, add athletic fields, develop parks and redevelop others, and upgrade or expand recreational facilities. The measure also provided money to acquire land for parks, trails and natural areas.

### **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.

### **Bonded Debt**

The portion of indebtedness represented by outstanding bonds.

### **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 THPRD 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 fixed period of years to meet capital needs arising from the long-term work program or otherwise. It sets forth each project or other contemplated expenditure in which the government is to have a part and specifies the full resources estimated to be available to finance the projected expenditures.

**Capital 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 Replacement Reserve**

An appropriation of funds to accumulate for future capital replacement needs within the General Fund.

**Certificates of Participation (COP)**

COPs 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 COP. The owners of the certificates do not have an ownership interest in the property financed with the proceeds of the certificates.

**Chart of Accounts**

The classification system used by a governmental agency to organize the accounting for various funds.

**Comprehensive Plan**

A plan defining THPRD's future. The plan offers direction for THPRD to accomplish its stated mission. It sets goals, and presents objectives and action to act as mileposts by which THPRD can measure its progress.

**Computer Technology Plan**

A plan that focuses on the prevailing computer trends expected in the next three years, and outlines technological opportunities for THPRD. The plan identifies a new communication infrastructure, which will be the foundation for an efficient operation today and for streamlining the implementation of future components.

**Contingency**

An appropriation of funds to cover unforeseen events and emergencies, which occur during the fiscal year.

**Cost Recovery**

The degree to which the cost (direct and/or indirect) of facilities, services, and programs is supported by user fees and/or other designated funding mechanisms such as grants, partnerships, volunteer services, etc., rather than tax subsidies.

**Current Funds**

Funds the resources of which are expended for operating purposes during the current fiscal period.

**Current Liabilities**

Liabilities which are payable within a relatively short period of time, usually no longer than a year.

**Current Taxes**

Taxes levied and becoming due during the current fiscal period, from the time the amount of the tax levy is first established to the date on which a penalty for nonpayment is attached.

**Debt**

An obligation resulting from the borrowing of money or from the purchase of goods and services. Debts of governmental units include bonds, time warrants, notes and floating debt.

**Debt Service**

Payments of interest and principal related to long-term debt.

**Debt Service Fund**

A fund established to finance and account for the payment of interest and principal on all general obligation debt, serial and term, other than that payable exclusively from special assessments and revenue debt issued for and serviced by a governmental enterprise. Formally called a Sinking Fund.

**Delinquent Taxes**

Taxes remaining unpaid on and after the date on which a penalty for nonpayment is attached. Even though the penalty may be subsequently waived and a portion of the taxes may be abated or canceled, the unpaid balances continue to be delinquent taxes until canceled.

**Departments**

A major administrative division of THPRD, which indicates overall management responsibility for an operation, or a group of related operations within a functional area.

**Employee Benefits**

Benefits include retirement, group health, dental and life insurance, workers' compensation, and disability insurance.

**Encumbrance**

Obligations in the form of purchase orders, contracts or salary commitments, which are chargeable to an appropriation and for which a part of the appropriation is reserved. Obligations cease to be encumbrances when paid or when the actual liability is set up.

**Enterprise Fund**

A fund used to account for a business-type activity utilizing the accrual method of accounting to recognize and record revenues and expenses when measurable.

**Equipment**

Tangible property of a more or less permanent nature (other than land, buildings, or improvements other than buildings), which is useful in carrying on operations. Examples are machinery, trucks, and furnishings.

**Expense/Expenditure**

This term refers to the outflow of funds paid or to be paid for an asset or goods and services obtained regardless of when the expense is actually paid.

**Fiscal Year**

A 12-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 FTEs to give a consistent comparison from year to year. In most cases, an FTE is one full-time position filled for the entire year; however, in some instances an FTE may consist of several part-time positions.

**Functional Plan**

THPRD's 2013 Comprehensive Plan Update mandated establishment of five functional plans, one each for athletic facilities, natural resources, parks, programs, and trails. The plans provide staff in each discipline with operational priorities, goals, vision, strategies, and procedures. The overriding objective is to meet the community's recreational needs, present and future, in a cost-effective manner.

**Fund**

An independent fiscal and accounting entity with a self balancing set of accounts recording cash and/or other resources together with all related liabilities, obligations, reserves and equities which are segregated for the purpose of carrying on specific activities of attaining certain objectives.

**Fund Balance**

The excess of the assets of a fund over its liabilities and reserves except in the case of funds subject to budgetary accounting where, prior to the end of a fiscal period, it represents the excess of the period over its liabilities, reserves and appropriations for the period.

**General Fund**

A fund used to account for THPRD financial operations, which are not accounted for in any other fund. The primary sources of revenue are property taxes, state and local shared revenues and user fees.

**General Long-Term Debt**

Long-term debt legally payable from general revenues and backed by the full faith and credit of a governmental unit.

**General Obligation Bonds**

Bonds for whose payment the full faith and credit of the issuing body are pledged.

**Goal**

A statement of broad direction, purpose or intent; the purpose toward which an endeavor is directed.

**Grant**

A donation or contribution by one governmental unit to another unit. The donation or contribution may be made to aid in the support of a specified purpose or function or general purpose.

### **Intergovernmental Agreement (IGA)**

This is a cooperative agreement made between two governmental agencies. It spells out the services each partner will provide and how the respective resources and facilities of each may be shared for mutual and/or taxpayer benefit. THPRD has numerous IGAs, most notably with the Beaverton School District and the City of Beaverton.

### **Internal Control**

A plan of organization for purchasing, accounting and other financial activities, which among other things provide:

- ✓ The duties of employees are subdivided so that no single employee handles a financial action from beginning to end;
- ✓ Proper authorization from specific responsible officials are obtained before key steps in the processing of a transaction are completed; and
- ✓ Records and procedures are arranged appropriately to facilitate effective control.

### **Levy**

(Verb) To impose taxes, special assessments or service charges for the support of governmental activities. (Noun) The total amount of taxes, special assessments or service charges imposed by a governmental unit.

### **Local Improvement District**

The property, which is to be assessed for the cost or part of the cost of local improvement and the property on which the local improvement is located.

### **Measure 5**

A constitutional limit on property tax rates passed by voters in the State of Oregon in November 1990. The law sets a maximum \$10 tax rate on individual properties for the aggregate of all non-school taxing jurisdictions. For schools, the maximum rate is limited to \$5.

### **Measure 47**

A constitutional limit on individual property tax collections approved by voters in November 1996. The limit applies to FY 1997/98 and all future fiscal years. The measure was a citizen initiative and limits property taxes to FY 1995/96 levels, less 10%, requires majority voter turnout for tax elections, limits fees and charges and prioritizes Public Education and Public Safety in the allocation of lost revenues. The measure never took 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 FY 1995/96 values, less 10%. It reduces FY 1997/98 THPRD 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.

### **Objective**

A statement of specific direction, purpose or intent based on the needs of the community and the goals established for a given program.

### **Operating Budget**

A budget, which applies to all outlays other than capital outlays.

### **Operating Expenses**

Expenses for general governmental purposes.

### **Operating Statement**

A statement summarizing the financial operations of a governmental unit for an accounting period as contrasted with a balance sheet, which shows financial position at a given moment in time.

### **Part-time Employee**

An employee scheduled less than 30 hours per week, to a maximum of 1,559 hours per year. Part-time employees are not members of the collective bargaining unit.

### **Personnel Services**

Payroll expenses such as: wages, Social Security, medical and dental insurance benefits and retirement contributions.

### **Program**

A group of related activities performed by one or more organizational units for the purpose of accomplishing a function for which THPRD is responsible.

**Proposed Budget**

THPRD 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.

**Special Revenue Fund**

A fund used to account and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specific purposes.

**Subsidy**

Financial support for programs or services through taxes rather than through user or participant fees, or other forms of alternative funding.

**System Development Charge**

In general terms, these are fees assessed to developers of new housing and business units within THPRD boundaries. The fees help assure adequate funding for new park and recreational facilities (including capital improvements) needed because of those developments.

**Tax Base**

In Oregon, a designated amount of property tax which can be levied for operating expenses without annual voter approval. The original base must be established by the voters at a general or primary election. Thereafter, the base can be increased 6%, annually, without the approval of the voters.

**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.

**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.

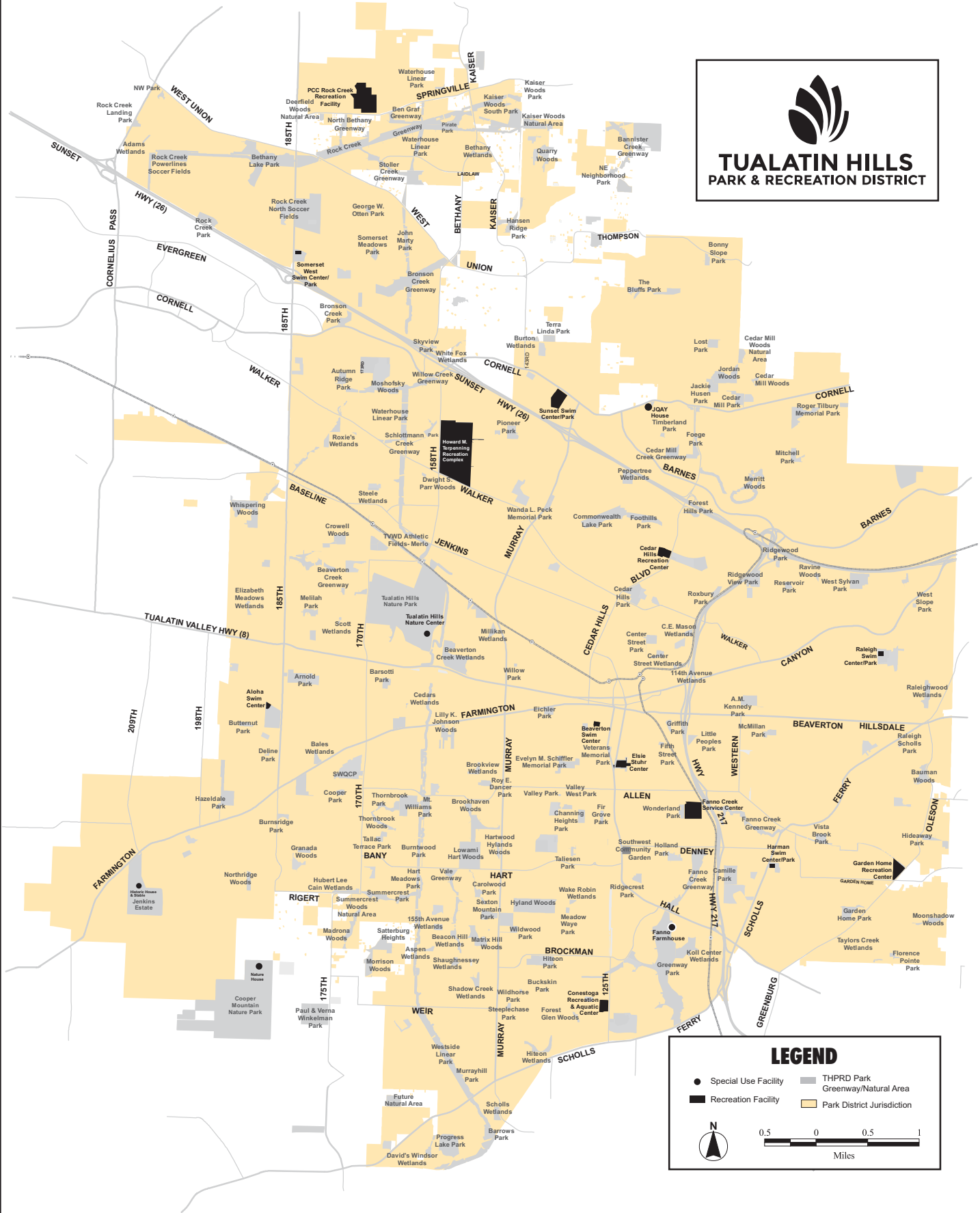
**Transfers**

Amounts distributed from one fund to finance activities in another fund. Shown as a requirement in the originating fund and a revenue in the receiving fund.

**Unappropriated Fund Balance**

Where the fund balance at the close of the preceding year is not included in the annual budget, this term designates that portion of the current fiscal year's estimated revenues which has not been appropriated. Where the fund balance of the preceding year is included, this term designates the estimated fund balance at the end of the current fiscal year.

# Parks, Recreation Facilities, Maintained School Grounds & Natural Areas



**LEGEND**

- Special Use Facility
- Recreation Facility
- ▨ THPRD Park Greenway/Natural Area
- ▨ Park District Jurisdiction

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Miles



