

Adopted Budget

Fiscal Year 2021-2022



Adopted Budget Fiscal Year 2021/22



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.



THPRD



GOVERNMENT FINANCE OFFICERS ASSOCIATION

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**Tualatin Hills Park & Recreation District
Oregon**

For the Fiscal Year Beginning

July 1, 2020

Christopher P. Morill

Executive Director



THPRD

TUALATIN HILLS PARK & RECREATION DISTRICT

Fiscal Year 2021/22 Budget

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THPRD

Introduction

District Values and Budget Priorities

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Budget Resolution





THPRD



TUALATIN HILLS PARK & RECREATION DISTRICT

Values

Diversity, equity, inclusion and access – We provide all individuals the opportunity to play, learn, and explore, and all employees and volunteers the opportunity to further the district's mission. We do this by removing barriers to participation, fostering an inclusive culture, and offering programs that celebrate the district's diverse population.

Sustainability – It is our daily responsibility to be good stewards of our resources. The incorporation of environmental and financial sustainability principles includes: using resources and materials wisely, respecting and conserving natural systems, and educating ourselves and our patrons.

Community vision – The district will be responsive to community vision by being welcoming and inclusive, providing play for everyone, providing natural spaces, and making facilities accessible and safe.

Budget Priorities

Investing in our future through technology

Planning for future natural areas, facility and trail needs, and funding resources

Investing in our employees and volunteers

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.

About the District

THPRD is a special park and recreation service district funded primarily by property taxes and program fees. Its service area spans the City of Beaverton and many unincorporated areas of eastern Washington County. THPRD is the largest special park district in Oregon, spanning about 50 square miles and serving about 250,000 residents in the greater Beaverton area. The district provides year-round recreational opportunities for people of all ages and abilities. Offerings include thousands of widely diverse classes, park sites with active recreational amenities, trails, swim centers, recreation centers, and natural areas.

History

THPRD was founded because of a shared community vision. It was 1953, and Elsie Stuhr was a physical education teacher in Beaverton. Elsie had an idea, a vision: a better way to deliver park and recreation services to our growing community. She imagined a dedicated organization that focused exclusively on these areas.

For two years, Elsie went to community meetings, met with neighbors, and helped lead a ballot measure to form the Tualatin Hills Park & Recreation District. At the time of its founding in 1955, THPRD served 3,000 people. Elsie would become a founding member of the park district's Board of Directors, a position she held for 20 years.



Origin of the Name “Tualatin Hills”

The area that is now Beaverton was originally home to a Native American tribe known as the Atfalati, which settlers mispronounced as "Tualaty." That name subsequently morphed into "Tualatin." The Tualatin name eventually was applied to many points of local geography. What is now Tigard became known as the Tualatin area. Settlements of Forest Grove and Hillsboro were known as West Tualatin and East Tualatin, respectively. Meanwhile, the Tualatin Mountains surrounding the Beaverton area – what we now call the Portland West Hills – became known in some quarters as the Tualatin Hills.



System at a Glance



305 Parks

Park acreage

Developed sites (neighborhood, community and regional parks): 1,124

Undeveloped sites (wetlands and natural areas): 1,371



52 miles trails and pathways



27 miles stream corridor



3 lakes



2 nature parks



19 facilities

Swim centers: 2 outdoor/5 indoor

Recreation centers: 2

Recreation/aquatic center: 1

Athletic center: 1

Tennis center: 1

Senior center: 1

Nature interpretive centers: 2

Camp: 1

Historical facilities: 3



433 fields/courts

Tennis: 6 indoor/108 outdoor

Indoor running track: 1

Volleyball: 6

Hockey: 1

Bocce: 4

Skate park: 3

Sports fields: 99 softball/baseball; 147 soccer/football/lacrosse

Basketball: 6 indoor/52 outdoor



THPRD



Tualatin Hills Park & Recreation District 2021/22 Budget Committee

Board of Directors

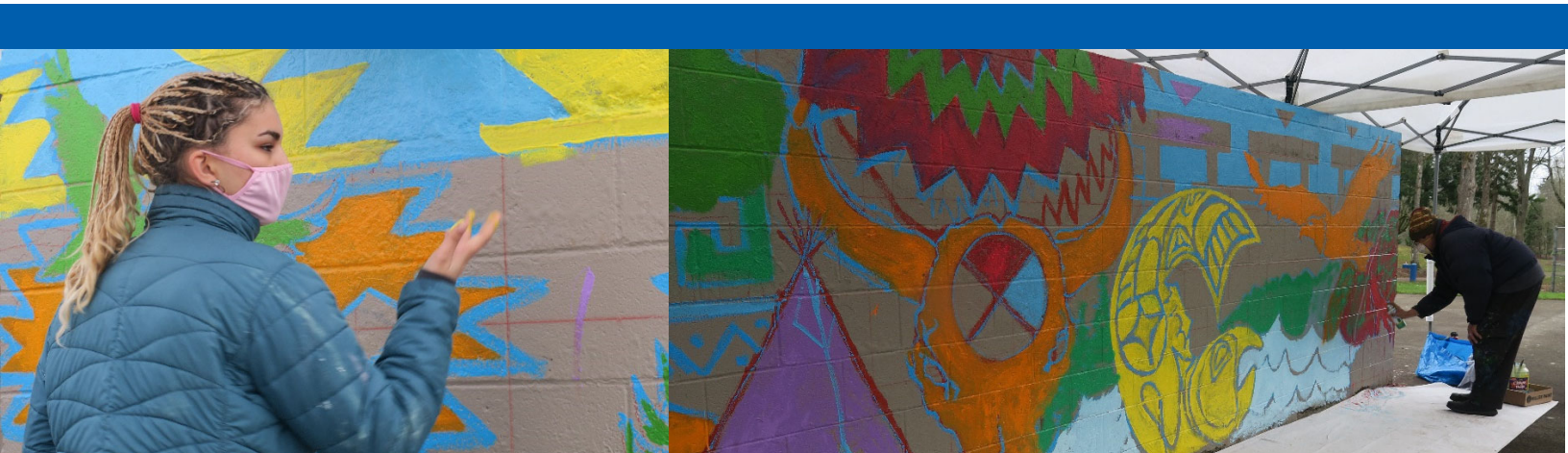
Ashley Hartmeier-Prigg
Tya Ping
Heidi Edwards
Wendy Kroger
Felicita Montebianco

Citizen Members

Elizabeth Edwards
Samira Godil
Li Lin
Suzanne Massar
Alfredo Moreno

THPRD Staff

Doug Menke, General Manager
Lori Baker, Business Services Director/CFO
Holly Thompson, Communications Director
Aisha Panas, Recreation Services Director
Christine Hoffmann, Human Resources Director
Jessica Collins, Executive Assistant





THPRD



MEMO

To: The Budget Committee
From: Doug Menke, General Manager
Date: April 9, 2021
Re: Proposed Budget Fiscal Year 2021/22

I am pleased to present the Proposed Budget Fiscal Year 2021/22 for the Tualatin Hills Park & Recreation District (THPRD). This budget represents a financial operating plan for THPRD to carry out its mission during the 2021/22 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

The board of directors has completed their planning process for the coming fiscal year and has provided the following priorities for the upcoming budget:

- Investing in our future through technology,
- Planning for future natural areas, facility and trail needs and funding resources, and
- Investing in our employees and volunteers.

The board of directors reaffirmed their commitment to the district values:

- Equity (with a specific focus on racial equity) – We provide all individuals the opportunity to play, learn, and explore, and all employees and volunteers the opportunity to further the district’s mission. We do this by removing barriers to participation, fostering an inclusive culture, and offering programs that celebrate the district’s diverse population.
- Sustainability – It is our daily responsibility to be good stewards of our resources. The incorporation of environmental and financial sustainability principles includes: using resources and materials wisely, respecting and conserving natural systems, and educating ourselves and our patrons.
- Community Vision – The district will be responsive to community vision by being welcoming and inclusive, providing play for everyone, providing natural spaces, and making facilities accessible and safe.

All three values are what drive the upcoming budget and operations of the district. The board’s emphasis and guidance to staff for the upcoming fiscal year, is to focus on racial equity. This supports the recognition that there are systemic barriers that perpetuate inequities that have for decades been deeply embedded within government systems in our country. Staff addressed budget equity through a series of equity questions to guide decision making throughout the budget process. Within each departmental budget narrative, we have described the equity focused funding that is included within that department’s proposed budget.

Additionally, the proposed budget includes \$150,000 in targeted equity funding, which is allocated as follows:

- A paid internship program will provide funding for BIPOC youth to receive paid internships to work in various departments throughout the district. The program will include partnering with community partners to identify participating youth. These will be one-year part-time paid internships, with a goal of funding 4-6 internships, with funding of \$60,000 included in the proposed budget in the Recreation Services division;
- Mobile programming for both the rec mobile and the nature mobile to allow these programs to continue, with programming to reach underserved populations. These programs will continue partnership with BSD food distribution sites and low income housing providers. Funding included in the proposed budget in the Recreation Services division for these programs is \$40,000;
- The Communications department will be completing their work developing a Language Access Policy for the district in fiscal year 2021/22. This will be a data-driven analysis that articulates what district documents require translation and into what languages. It is anticipated that there will be an up-front investment in translation needed to support implementation of the policy. The proposed budget includes \$30,000 to support these additional translation services in the Administration division; and
- A staff-driven equity grant program will be created, which will be providing a minimum of four grants to support equity related programs districtwide. The proposed budget includes \$20,000 to support this grant program in the Business Services division.

Comprehensive Plan

THPRD has a comprehensive strategic planning process that begins with community visioning. The district completed a community visioning outreach process, and adopted a Vision Action Plan in September 2020. The visioning work will be the basis for updates to the Comprehensive Plan that the district is completing in the upcoming fiscal year.

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. An update to the district's Comprehensive Plan is currently underway and the goals in the plan will be revisited to align with the Vision Action Plan goal areas.

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 resource allocation 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.

Finally, functional plans in five key areas (parks, programs, natural resources, trails, and athletic facilities) were completed; these plans 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 2021/22 Budget

The budget priorities are being addressed in the FY 2021/22 proposed budget, and include the following items:

Investing in our future through technology: Key items in the budget for this include:

- Continue replacement of Finance Services' financial software to provide for growth and efficiency needs of THPRD; and
- Fund a Project Manager to begin evaluating business needs associated with the replacement of the registration system

Planning for future natural areas, facility and trail needs, and funding resources: Key items in the budget for this include:

- Continue the update of the district's comprehensive and strategic plans;
- Continue the completion of the Bond Capital program, which has added additional parks, natural areas, trail connections and athletic facilities;
- Continue to manage the SDC capital program which will add new parks, trails and open space to serve newly developing, or redeveloping, areas of the district;
- Continue to operate under a grant strategy that prioritizes THPRD's needs and matches them against available funding opportunities;
- Acquire, conserve and enhance natural areas and open spaces with the district
- Complete analysis of park amenities on a walkable systems basis to reduce redundancies and provide opportunities for enhancement of amenities; and
- Complete a facilities functional plan to identify new major facilities needs and strategies for funding.

Investing in our employees and volunteers: Key items in the budget for this include:

- Implement a new on-line training content and delivery module; and
- Funding of the retirement plan under the terms of the Pension Funding Policy

The core values identified by the board of directors are also being reflected in the FY 2021/22 proposed budget.

Equity:

- The district has implemented a Budget Equity process. All budget discussion and decision making included consideration of equity, with a focus on racial equity;
- The grant funding and compliance process supports grant dollars that allow the district to expand programming for our diverse community;
- The capital budget includes a large number of capital projects addressing the district's ADA transition plan, including improving access at Harman Swim Center, access to picnic areas, improving pedestrian pathway access, and other safety related projects;
- The capital budget also includes budget for the renovation of the Conestoga pool, which includes elements to provide access for individuals experiencing disability;
- Funding of a variety of innovative programming. Continue funding and support for mobile programming, to reach all populations in our community and provide accessible activities;
- Continue commitment to equity in the hiring process, and provide programs to support our employees through training and employee led support including the Welcoming & Inclusive Committee and Affinity Groups;
- Funding the registration Welcome Center that strives to serve all non-English speaking patrons to assist them with THPRD registration. Expansion of Centro de Bienvenida to include volunteers and staff who speak multiple languages;
- Community events will improve access by downsizing the scope of events and increasing the reach. Funding will focus on equitable distribution of events through an increased number of smaller events at parks and neighborhoods that aren't traditionally on the summer event schedule;
- Expand the offerings of adaptive classes as well as Learn to Swim class classes offered for non-English speaking customers;
- Develop programs for underserved populations and work to break down barriers to participation, consistent with THPRD's Access for All initiative;
- Offer the Fitness in the Park program in underserved communities across the district, providing free and inclusive recreation opportunities to community members of all fitness levels; and
- Continue to provide the expanded financial assistance program that ensures that no district resident is denied a recreational opportunity purely due to financial limitations. Continue funding a full-time employee to support this program.

Sustainability:

- Continue to fund nature education programs;
- Implementation of the Pension Funding Policy, which provides for long-term financial sustainability for the district; and
- provide appropriate levels of planning, protection, and low-impact development to natural areas to support and preserve them.

Community Vision:

- Provide quality sports and recreational facilities for park district residents and workers of all ages, cultural backgrounds, abilities and income levels;
- Effectively communicate information about park district goals, policies, programs and facilities among district residents, customers, staff, district advisory committees, the district board, partnering agencies and other groups; and
- Continue positive collaboration with the City of Beaverton in providing free, open to all, community events and programs that share a common theme

Budget Process

The April 21, 2021 budget committee work session is the second of three meetings for the budget committee, the third being the May 19, 2021 budget committee meeting.

The budget committee work sessions are intended to provide the budget committee an opportunity for in-depth review and discussion of the Proposed Budget Fiscal Year 2021/22, 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 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 19, 2021, the budget committee will be asked to approve THPRD's 2021/22 fiscal year budget, subject to any adjustments made by the committee. The final step in the budget process, as always, is the budget hearing and adoption by the board of directors, scheduled for June 16, 2021. 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 2021/22 General Fund budget is \$64,538,287. This is an increase of 1.7% from the 2020/21 fiscal year budget, which is primarily attributable to transfers of grant funding to other funds, increases due to inflationary adjustments, offset by decreases in grant funded capital spending.

General Fund Resources

Beginning Cash on Hand for the 2021/22 fiscal year is estimated at \$5,700,000, which represents a 9.6% increase from the prior year. The Balance Forward from Prior Year Projects is estimated at \$2,647,555 which represents a 6.0% decrease from the prior year. The Capital Replacement Reserve funded in prior years also represents an additional \$2,000,000 of the beginning balance in the General Fund, which is consistent with the prior year.

Property Tax Revenue

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 \$28.1 billion to \$29.3 billion.

The FY 2021/22 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 \$0.29, resulting in a combined property tax rate per \$1,000 of \$1.60. The FY 2020/21 property tax rates for General Fund operations and bonded debt were \$1.31 and \$0.29, respectively.

In FY 2020/21, 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 2020/21, due to Measure 5 compression, were insignificant. It is anticipated in FY 2021/22 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.

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 resource allocation goals. In developing the FY 2021/22 proposed budget, staff carefully reviewed program revenue calculations to ensure that budget revenues are realistic in light of normal participation levels.

General Fund Appropriations

Of the proposed FY 2021/22 General Fund appropriations, 65.5% supports Personnel Services, 16.8% supports Materials & Services, 8.8% supports Capital Outlay, 1.5% supports Debt Service, 3.9% supports the Contingency Account, 1.2% supports transfers to other funds and 2.3% supports the Capital Replacement Reserve fund to support major capital replacements.

The General Fund Capital Outlay appropriations of \$5,679,923 comprise 8.8% of the proposed General Fund budget. Capital outlay for information technology is included in the Information Services Department and includes \$50,000 in grant funded costs. Capital outlay for maintenance equipment is included in the Maintenance Operations Department. The balance of the capital outlay, \$5,222,705, 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 improvements. Capital Projects Division capital outlay includes \$842,477 in grant funded projects, and \$2,647,555 in carryforward projects. The remaining \$1,732,673 includes projects evaluated in accordance with the budget priority to maintain existing facilities and avoid deferring replacements. Under this process, 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 2021/22 General Fund resources and appropriations (a summary follows on page 19).

The proposed resources for the General Fund are approximately \$5.0 million higher than the projections provided in the midyear budget projection. Factors causing this increase include:

- Increase of \$2.2 million in Grant Revenues and \$2.6 million in Project Carryovers; this represents offsetting resources and expenditures
- Increase in Cash on Hand of \$0.1 million
- Increase in prior year Property Taxes and Program & Facility Fees of \$0.1 million

Combined Personnel Services

The FY 2021/22 proposed budget reflects a 4.0% overall increase in Personnel Services costs. Included in the increase is a 3% cost-of-living adjustment and merit increases for represented full-time employees. The payroll tax rate has increased from 10% to 15.5% as a result of a significant increase in the unemployment tax rate. The increase resulting from the cost-of-living and merit increases is 1.4%, and from payroll taxes is 2.2%. The remaining increase is due to rate increases for part-time staff, due to increases in the minimum wage occurring in July 2021.

The proposed budget reflects the upgrade of all remaining regular part-time positions to full time, and elimination of one other vacant regular part-time position. The budget also reflects the reorganization of district divisions, to add a new division, Park Services, which includes 1.5 FTE

of new employees, and realigning staffing in the Recreation Services division. Overall, budgeted FTEs decreased by 10.65, from 204.65 FTE for FY 2020/21 to 194.00 FTE for FY 2021/22.

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 \$36.0 million. The project carryover commitment to FY 2021/22 is approximately \$23.8 million, leaving \$12.2 million of the carryover available for new project commitments. In addition, THPRD is projecting to generate approximately \$9.6 million of new SDC fund revenues in FY 2021/22. As shown in the SDC budget tab, these combined resources are being used as follows:

- To provide \$0.4 million of additional funding for carry-over projects, \$4.3 million of new funds for land acquisition, and \$4.4 million of development funds for new projects.
- This leaves approximately \$13.8 million available for appropriation to new projects in FY 2021/22 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, which was compiled in January 2021 based on the updated Parks Functional Plan, created a project list for the SDC fund, with priority projects identified for funding through FY 2025/26. The project list designates funding for North Bethany, South Cooper Mountain, Bonny Slope West and non-overlay areas based on anticipated SDC revenues in each of these areas. 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 \$48.9 million and \$69.6 million.

Residential construction activity has been strong, and we have continued to adjust the revenue projections to reflect anticipated revenues from new urban expansion areas such as North Bethany and South Cooper Mountain.

The uncertainty over actual SDC revenue in FY 2021/22, plus the timing of its collection are the reasons that the proposed budget leaves a significant portion of the available SDC resources in an undesignated project appropriation.

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. In March 2021, the district refinanced another portion of the 2011 issue, resulting in cost savings of approximately \$1.9 million. The combined bond property tax rate for FY 2021/22 is estimated to be 29 cents per \$1,000 of assessed value, well under the projected rate of 37 cents used in the bond levy information.

The FY 2021/22 appropriation is based on available resources in the Bond Capital Projects Fund of \$3.4 million, which is comprised of \$3.3 million remaining of all of the bonds issued after

accounting for estimated cumulative project expenditures through June 30, 2021, 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 projected overall bond capital program costs are within overall available funds. The budget reflects only available funds within categories and any specific project shortfall will need to be addressed prior to awarding the contract on these bond projects.

The estimated cumulative project expenditures from the Bond Capital Projects Fund through June 30, 2021, are approximately \$101 million. Seven development categories, New Neighborhood Park Development, New Community Park Development, Facility Expansions, ADA/Access Improvements, Renovate and Redevelop Community Parks, and Deferred Park Maintenance Replacements, and Facility Rehabilitation, 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.

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.

Metro Bond Local Share Capital

In November 2019, the regional government entity for the Portland area, Metro, passed a renewal bond measure for funding investments and grants to support clean water, protect and restore culturally significant native plant communities, protect and improve fish and wildlife habitat, reduce impacts of climate change, enhance trail networks, and make parks and natural areas more accessible and inclusive. THPRD will receive an allocation of the portion of these funds designated to support local projects, the THPRD "Local Share". This fund accounts for the projects funded by these Metro bond funds.

Looking Forward Beyond FY 2021/22

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 resource allocation 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 have continued to manage backlogs through funding of replacement projects each year.

We have included the five year operating forecast for the General Fund in the Supplemental Data. The forecast reflects a balanced budget projected through fiscal year 2026. As we continue to move toward our resource allocation 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.

COVID-19 Response

In planning for the next fiscal year we have to acknowledge the current health emergency resulting from the COVID-19 pandemic. This is continuing to have a significant impact on our communities, and Tualatin Hills Park & Recreation District is similarly affected. In March 2020, we closed all facilities, programs and certain outdoor amenities including fields and playgrounds under order by the Oregon governor. Now, a year later, we are experiencing openings of some facilities.

Because so much is unknown, we haven't reflected the ongoing impacts of the pandemic in our proposed budget. The budgetary impacts range from revenue losses to temporary sick leave mandates to staffing adjustments. Our management team is working to stay ahead of this issue and plan for possible contingencies. The actual operations will be monitored and budget adjustments, if necessary, will be made.

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.

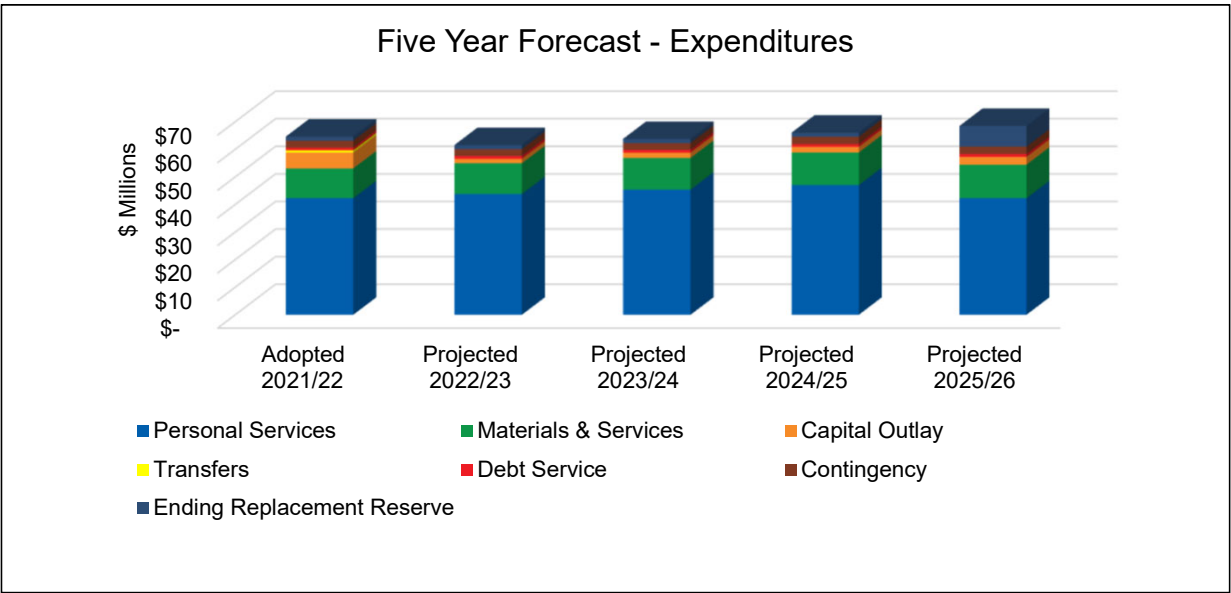
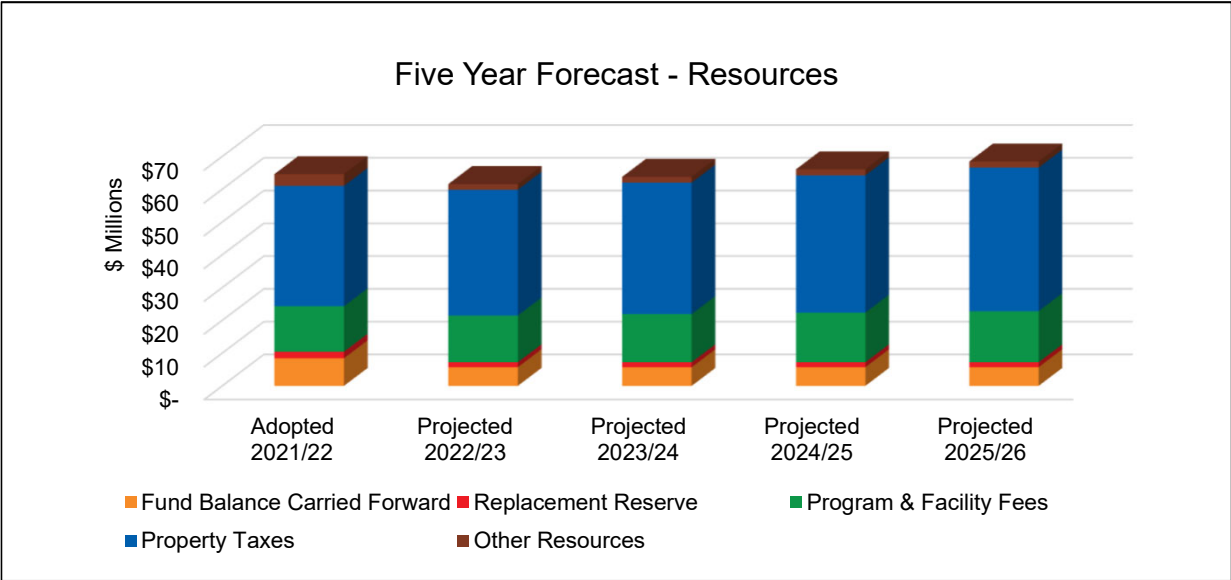
The board of directors and staff strive to keep the Tualatin Hills Park & Recreation District a major partner in enhancing the livability of our area. Staff look forward to meeting with you at 6:00 pm, Wednesday, April 21, 2021, at your budget committee work session, and sharing with you the Proposed Budget Fiscal Year 2021/22 which has a direct impact on why and how the Tualatin Hills Park & Recreation District enhances the quality of life for the patrons we serve.

Sincerely,



Doug Menke
General Manager

Tualatin Hills Park & Recreation District



Tualatin Hills Park & Recreation District

Comparison of FY 2021/22 Adopted General Fund Budget to Prior Projections

	Adopted Budget 2021/22	Per Feb 2021 Midyear Projection		Per April 2020 Work Session Projection	
			Difference		Difference
Capital Replacement Reserve	\$ 2,000,000	\$ 2,000,000	\$ -	\$ 1,500,000	\$ 500,000
Cash on Hand	5,700,000	5,600,000	100,000	5,000,000	700,000
Program & Facility Fees	13,868,347	13,830,802	37,545	14,399,320	(530,973)
Other Resources	3,608,317	1,432,350	2,175,967	1,698,316	1,910,001
Project Carryovers	2,726,475	-	2,726,475	-	2,726,475
Property Taxes	36,714,068	36,664,068	50,000	36,485,529	228,539
Total Resources	\$ 64,617,207	\$ 59,527,220	\$ 5,089,987	\$ 59,083,165	\$ 5,534,042
Personal Services	\$ 42,267,389	\$ 41,710,087	\$ 557,302	\$ 42,099,768	\$ 167,621
Materials & Services	10,818,376	10,566,962	251,414	10,219,133	599,243
Capital Outlay	5,758,843	1,694,462	4,064,381	1,858,555	3,900,288
Debt Service - COP and TAN	993,599	1,055,709	(62,110)	1,105,709	(112,110)
Transfers to Other Funds	779,000	-	779,000	-	779,000
Contingency	2,500,000	2,500,000	-	2,800,000	(300,000)
Ending Replacement Reserve	1,500,000	2,000,000	(500,000)	1,000,000	500,000
Total Requirements	\$ 64,617,207	\$ 59,527,220	\$ 5,089,987	\$ 59,083,165	\$ 5,534,042



THPRD



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

A Tualatin Hills Park & Recreation District Budget Committee Meeting was held electronically on Wednesday, February 24, 2021, 6 pm.

Present:

Heidi Edwards	Chair/Budget Committee Member
Elizabeth Edwards	Secretary/Budget Committee Member
Samira Godil	Budget Committee Member
Ashley Hartmeier-Prigg	Budget Committee Member
Wendy Kroger	Budget Committee Member
Felicita Monteblanco	Budget Committee Member
Alfredo Moreno	Budget Committee Member
Tya Ping	Budget Committee Member
Doug Menke	General Manager

Absent:

Suzanne Massar	Budget Committee Member
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Agenda Item #1 – Call to Order

The meeting was called to order by THPRD Board of Directors President Ashley Hartmeier-Prigg at 6:00 pm.

Agenda Item #2 – Election of Officers

Felicita Monteblanco nominated Heidi Edwards to serve as chair of the budget committee. Samira Godil seconded the nomination. Hearing no further nominations, a vote was called. The vote was UNANIMOUS in favor of appointing Heidi Edwards to serve as chair of the budget committee.

Felicita Monteblanco nominated Elizabeth Edwards to serve as secretary of the budget committee. Wendy Kroger seconded the nomination. Hearing no further nominations, a vote was called. The vote was UNANIMOUS in favor of appointing Elizabeth Edwards to serve as secretary of the budget committee.

Agenda Item #3 – General Manager’s Comments

Note: A PowerPoint presentation was used for the entirety of the agenda, a copy of which was entered into the record.

General Manager Doug Menke welcomed the budget committee and noted that the purposes of tonight’s meeting are to review operations to date for FY 2020/21, including the most recent revised operating plan for 2020/21, and to review projections and receive input on the FY 2021/22 budget. He noted that due to the reduced operations and facility closures as a result of the COVID-19 pandemic, staff will be reviewing the revised operating plan and introducing the

committee to the budget strategies for FY 2021/22. He stated that the budget is driven by the district's values and specific budget priorities established with the board of directors, including:

- Equity – with an emphasis on racial equity
- Sustainability
- Community vision

Doug stated that information will be presented about the budget equity process and some of the ways staff are operationalizing equity throughout the district. He added that the meeting will conclude with a preview of the FY 2021/22 budget projections.

Doug concluded that this presentation will address the impact of the COVID-19 pandemic given the uncertainties surrounding regulations and closures the district has faced over the last year and continues to face in the upcoming budget process.

Agenda Item #4 – Revised Operating Plan

Lori Baker, director of Business Services, commented that the budget process is designed to be as transparent and open to the public as possible and announced that four public meetings will be held as THPRD's budget is developed:

- Tonight, February 24 – Budget Committee Midyear Budget Review
- April 21– Budget Committee Work Session
- May 19 – Budget Committee Meeting
- June 16 – Board of Directors Budget Hearing

Lori noted that the budget for the current fiscal year was adopted June 16, 2020, and that staff would need to monitor operations differently, but moved forward with budget adoption to allow the district to address circumstances as they occurred. The board was presented the first version of the revised operating plan in August with an updated version provided in December. To ensure the district continues to be financially strong and has the flexibility to respond to current conditions, the management team will utilize revised operating plans to evaluate programs and opening scenarios.

Lori provided comments on the revised operating plan section provided in the budget committee's information packet.

Resources

- Revenues are projected at a reduced level when compared to the adopted budget, but have increased from the previous revised operating plan projections.
- Projected revenue will be \$10M lower than the FY 2020/21 budget.
- Expenditure reductions implemented during the COVID-19 shutdown and an increase in property taxes resulted in a beginning cash balance of \$1.1M more than anticipated.
- Due to the impact of facility closures and the changes to program offerings, the district estimates a \$13M decline in program revenue.
- The district received \$4.1M in federal grant funding from Washington County.
- Other estimated reductions include interest earnings and rental income.

Expenditures and changes

- The revised operating plan includes reductions to spending in response to projected declines in revenue previously noted.
- The district reduced a large portion of the general fund capital projects in an effort to balance the revised operating plan. These projects have either been eliminated or deferred to future years.

- Part-time staffing layoffs and a reduction in seasonal staff allow for spending reductions of \$6.6M.
- Layoffs and furloughs of full-time and regular-part-time staff provide an additional \$4.1M in reductions.
- Materials and services, including reductions in supplies and training, provide a projected reduction of \$1.9M.
- The contingency has been increased by \$3.6M to allow for funding of carryforward cash into the upcoming fiscal year.

Lori referenced the revenue and expenditure reports included in the budget committee's information packet and noted that an increase in July spending for each department resulted from the full funding of the district's annual pension contribution of \$8.5M. Though this is a shift in timing of the spending, it does not result in an overall increase on an annual basis.

Chair Heidi Edwards clarified that the \$4.1M referenced earlier was from the Coronavirus relief plan.

- ✓ Lori confirmed that it was.

Agenda Item #5 – Capital Update

Olivia Tsujimura, Accounting and Budget manager, provided comments on the capital spending information provided in the budget committee's information packet.

General Fund

- Staff have evaluated and either eliminated or deferred a large number of capital projects as noted earlier.
- Capital spending has continued in the area of technology to provide laptops and equipment to allow staff the ability to work from home and the coordination of online meetings.
- The Tyler Munis financial system implementation has continued and staff are currently parallel testing the ExecuTime system and planning to implement the payroll and timekeeping functionality in late spring.

System Development Charges (SDC)

- SDC collections through December 2020 total \$6.2M. Projected collections for FY 2020/21 are \$9.5M which is \$1M lower than budget.
- \$1.9M has been spent on SDC capital projects which includes developments to Pío Pío Park and Yoshihara Trail.

Bond Capital Update

- Staff are currently completing the final neighborhood park project at Somerset West Park which includes the daylighting of an existing creek, addition of a paved loop pathway and wetland boardwalk, and play areas.
- The youth athletic field has been completed at Unity Park.
- The multi-purpose sport court at Mountain View Champions Park is currently in the design phase and scheduled for construction in 2023.
- Natural Resources has 54 projects funded by the 2008 Bond Measure with 31 complete, 20 in site preparation and establishment phases, and 3 projects in the planning stage.
- All of the Natural Resource acquisition dollars totaling \$8.9M have been expended.

Wendy Kroger asked for a summary of the over-performance of the 2008 bond program to share with the new budget committee members and the public.

- ✓ Doug Menke, general manager, shared that the district was able to sell the bonds for a premium which was a successful start to the program. With bond funds, the district was able to purchase 11 sites, a community park site and a future recreation and community center site. Additionally, all Natural Resources land acquisition dollars were expended.
- ✓ Bruce Barbarasch, Nature & Trails manager, shared that staff are continuing work on restoration projects identified in the bond and project to expend the funds over the next three years.
- ✓ Lori added that the district has been able to refinance the general obligation bonds several times to save \$1.7M in interest costs which is a direct benefit to the taxpayers.

Wendy referenced the Challenge Grants in the information packet and asked if the \$75K was still available.

- ✓ Lori noted that the \$75K is still available and is not carried forward, but rather included in the budget each year. She further noted that the proposed budget will include a slightly reduced amount due to the advisory committees being less active than previous years.

Wendy asked if advisory committees were interested in projects to expend the \$75K could they utilize the funds.

- ✓ Lori confirmed and noted that the advisory committees would go through the regular process to access these funds.

Agenda Item #6 – Budget Equity

THPRD Board of Directors President Ashley Hartmeier-Prigg shared that the board held a virtual retreat in October 2020 to discuss recommendations for the district values and budget priorities for the upcoming FY 2021/22 budget process. The board identified the district values of equity, sustainability and community vision and shared that all will be addressed throughout the budget. Ashley provided a brief overview of each of the district values:

- Sustainability is addressed through both environmental and financial sustainability and the responsibility to be good stewards of district resources.
- Community vision includes being welcoming and inclusive, providing play for everyone, providing natural spaces and ensuring facilities are accessible and safe.
- The emphasis to focus on racial equity is a recognition that there are systemic barriers that have been embedded within government systems. This value is meant to encourage and inspire staff to work creatively to bolster support for racial equity to lift the district's overall impact.

Ashley noted that the board also recommended that the district continue to focus on the following priorities as the budget is developed: Investing in our future through technology; planning for future facility and trail needs and funding resources; and, investing in our people.

Lori Baker, director of Business Services, provided information on the district's commitment to the identified values, priorities and the Diversity and Inclusion statement. An eight-question budget equity document was created that was designed to guide the budgeting process. She provided funding examples that address the district's commitment to racial equity:

- Bilingual receptionists at all locations
- Innovative program options that include online access to in-person classes for participants who are unable to attend
- The financial aid program
- Public engagement positions to support the engagement process
- Support of relationships with community-based organizations to assist with the development of programs for the diverse population

Lori shared the next steps in the Budget Equity process:

- Consider the equity questions during the budget development process

- Document the budget equity in department narratives
- Consider programs or activities that can be traded to provide more equity support
- Consider practices or programs that are currently being done and determine how to continue to support those
- Ensure new ideas are supporting budget equity
- Continue the discussion about equity and challenge one another to do better
- Monitor results

Lulú Ballesteros, cultural inclusion specialist, provided an overview of the district's resources that support Diversity, Equity, Inclusion and Access (DEIA) as listed on THPRD's website. The information is divided into six sections that specify activities, events and programs related to equity, inclusion and access:

- Adaptive and inclusive recreation
- Culturally responsive activities and service delivery
- LGBTQ+
- Activities, services and programs for underrepresented communities
- 55 and better
- Free public amenities

Lulú highlighted some of the activities that can be found on the district's DEIA webpage including mobile recreation, drive-in bingo, nature walks in Spanish and Centro de Bienvenida.

Felicita Monteblanco asked about the budget equity questions and how staff envision to utilize them moving forward.

- ✓ Lori replied that staff education was provided on each of the budget equity questions. Staff were asked to add a budget equity section within their narratives to explain how each department plays a role and contributes. This was also a consideration as the cross-departmental capital project team evaluated each project on the list to determine how it fit into the district's values on budget equity.

Felicita thanked Lori for her response and expressed her appreciation for the process and how it encourages reflection, dialogue and growth.

- ✓ Doug Menke added that this is a very intentional process to encourage staff to look through an equity lens to promote the values of the district and make a difference.

Elizabeth Edwards asked about trainings and support available to staff to address and evaluate the budget equity process.

- ✓ Aisha Panas, director of Park & Recreation Services, noted that this is an ongoing process based off staff survey results, and the district was able to tailor training to address the baseline results. In addition to internal staff training that was provided surrounding the budget equity process, this is completed in a variety of ways including external training and partnering with other agencies to provide learning opportunities.

Agenda Item #7 – 2021/22 Projected Resources and Expenditures

Lori Baker, director of Business Services, provided an overview of the Projected Budget FY 2021/22 section of the information packet. She noted that the district is moving forward with a normal budget and will continue to manage operations should restrictions related to the pandemic remain in place.

- Cash on hand includes both projected General Fund cash carryforward of \$5.6M and the capital replacement reserve balance of \$2M.
- Taxes have been increased by 3% on existing properties where market value is more than assessed value. New development growth is estimated at 1.5%, consistent with prior years.

- Program resources are being projected at levels consistent with the current adopted budget. No inflationary adjustments are anticipated.
- Other resources in the initial projections include interest, miscellaneous revenues and rental income.
- Personnel services of \$14.7M includes staffing at normal operational levels and contracted pay increases for represented employees.
- Includes \$8.5M to fund the pension plan as part of the policy adopted by the board in January 2021.
- Materials and services of \$10.6M includes rate increases for utilities and other inflationary adjustments.
- Debt service expense of \$1.1M reflects principal and interest payments due on full faith and credit borrowings.
- Contingency includes the \$2M capital replacement reserve and \$2.5M contingency appropriation.
- Capital outlay of \$1.7M does not include capital carryforward spending or grant funded capital.

Agenda Item #8 – 2021/22 Projected Capital Projects

Lori Baker, director of Business Services, provided a summary of the capital projects process completed by a cross-functional team comprised of district staff. Projects were evaluated on asset condition with a focus on equity in capital budgeting. Projects are also being considered comprehensively to avoid repeated closures and interruptions in service. Lori noted that a list of proposed capital projects will be provided at the upcoming budget committee work session.

Aisha Panas, director of Park & Recreation Services, provided an overview of the large capital project proposed to take place at the Conestoga Recreation & Aquatic Center which would include the following improvements:

- Address Americans with Disabilities Act (ADA) deficiencies
- Replacement of below- and above-water lighting
- Construction of additional individual changing rooms
- Replace items that are have reached the end of their life expectancy such as the pool deck, pool tanks and slide
- Construction of three new showers
- Convert the men's locker room to gender neutral facilities

Aisha noted that the estimated cost of this project is \$2.1M. Staff identified available funding resources in the current fiscal year budget, project savings in the FY 2021/22 budget and the district's replacement reserve to fund this project. Staff determined that summer of 2021 presents an ideal time to complete the renovation as the COVID-19 pandemic will likely continue to hinder facility attendance into the latter part of the year. Staff anticipate bidding the project in the spring and beginning the improvement process in July.

Ashley Hartmeier-Prigg expressed her appreciation for the individual changing rooms as it provides a welcoming environment for the community.

Wendy Kroger expressed her support for moving forward on this project as the improvements are very necessary.

Ashley referenced the county risk levels and confirmed that it will not impact the budget process.

- ✓ Lori commented that staff are monitoring the financial impact of reopening decisions and ensuring the budget remains balanced and not impacting estimates.

- ✓ Doug added that the \$4.1M county grant dollars made a significant difference this fiscal year. There is hope that additional funds will become available depending on the government actions relating to another stimulus package.

Wendy noted that she would like the district to take a look at climate resilience and reflect on our leadership in the proposed budget document. Additionally, she would like to see where matching grant funds are protected in the proposed budget and if the district is adequately funding the grant program.

- ✓ Lori commented that the district's grant specialist has worked with Finance and has been evaluating matching funds to ensure they are included in the proposed budget.

Agenda Item #9 – Public Input

The public was invited to provide input via email or telephone to the budget committee. Chair Heidi Edwards read into the record the public comment received via telephone.

Vaughn Parry, 8775 SW Fannowood Lane, Beaverton, expressed concern regarding the slickness of the basketball court at Greenway Park and suggested that it be thoroughly cleaned or resurfaced as it is unsafe in its current condition.

Jon Campbell, Maintenance Operations manager, commented that due to the COVID-19 pandemic, outdoor courts were closed for public use and were not power washed as they would normally have been. Staff are seeking out cleaning services and anticipate completion this spring.

Wendy Kroger asked about the material that will be used for cleaning.

- ✓ Jon confirmed water only is used in this process.

Agenda Item #10 – Set Date of Budget Committee Work Session

Chair Heidi Edwards announced that the THPRD Budget Committee work session is scheduled for Wednesday, April 21, 2021 at 6 pm.

Agenda Item #11 – Adjourn

The meeting adjourned at 7:15 pm.

Recording Secretary,
Jessica Collins

Transcribed by,
Lindsay Lambert



THPRD



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

A Tualatin Hills Park & Recreation District Budget Committee work session was held electronically on Wednesday, April 21, 2021, 6 pm.

Present:

Heidi Edwards	Chair/Budget Committee Member
Elizabeth Edwards	Secretary/Budget Committee Member
Samira Godil	Budget Committee Member
Ashley Hartmeier-Prigg	Budget Committee Member
Wendy Kroger	Budget Committee Member
Li Lin	Budget Committee Member
Suzanne Masser	Budget Committee Member
Felicita Montebianco	Budget Committee Member
Alfredo Moreno	Budget Committee Member
Tya Ping	Budget Committee Member
Doug Menke	General Manager

Agenda Item #1 – Call to Order

The work session was called to order by Chair Heidi Edwards at 6:00 pm.

Agenda Item #2 – Approve February 24, 2021 Meeting Minutes

Felicita Montebianco moved to approve the minutes of the February 24, 2021 Budget Committee meeting. Samira Godil seconded the motion. The minutes were APPROVED by MAJORITY vote.

Agenda Item #3 – Opening Comments

Note: A PowerPoint presentation was used for the entirety of the agenda, a copy of which was entered into the record.

Chair Heidi Edwards thanked the budget committee for their volunteer service and staff for their efforts.

General Manager Doug Menke welcomed everyone to the FY 2021/22 Budget Committee Work Session and outlined the interactive public meeting process. Doug outlined the budget priorities established by the board that drives the district's budget process.

- Equity (with an emphasis on racial equity)
 - Ensure that THPRD serves the entire community and eliminates barriers that could limit participation from some segments in the community
- Sustainability
 - Maintain and enhance service levels in THPRD parks, trails, natural areas and facilities
 - Ensure the district is operating in a manner that is financially sustainable
- Community Vision
 - Being welcoming and inclusive, providing play for everyone, providing natural spaces and making facilities accessible and safe

Doug added that the board of director's emphasis and guidance to staff for the upcoming fiscal year is to focus on racial equity to support the recognition that there are systemic barriers that perpetuate inequities deeply embedded within government systems in our country.

Doug noted the planning process completed by the board for FY 2021/22 and the priorities developed:

- Investing in our future through technology
- Planning for future natural areas, facility and trail needs and funding resources
- Investing in our employees and volunteers

Doug explained the meeting will conclude with a review of the proposed capital budget items which were selected by focusing on equity during the decision-making process. He added that staff are proposing a regular budget and will continue to provide the board with quarterly revised operating plans to manage operations and ensure that the district is operating in a way that is financially stable.

Agenda Item #4 – Public Comment

The public was invited to provide input on the proposed budget via email or telephone to the budget committee. There was no public comment received.

Agenda Item #5 – District Planning Process

Lori Baker, Business Services director, provided a brief overview of the budget process. She stated that the proposed budget reflects staff's final proposal. The budget committee may make changes, which would be reflected in the budget that is 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.

Agenda Item #6 – District Values and Budget Priorities

A. Overview of Values and Budget Priorities

THPRD Board of Directors President Ashley Hartmeier-Prigg shared that the board held a virtual retreat to discuss recommendations for the district values and budget priorities for the upcoming FY 2021/22 budget process. The board identified the district values of equity, sustainability and community vision and shared that all will be addressed throughout the budget document. Ashley provided a brief overview of each of the district values:

- Sustainability is addressed through both environmental and financial sustainability and the responsibility to be good stewards of district resources.
- Community vision includes being welcoming and inclusive, providing play for everyone, providing natural spaces and ensuring facilities are accessible and safe.
- The emphasis to focus on racial equity is a recognition that there are systemic barriers that have been embedded within government systems. This value is meant to encourage and inspire staff to work creatively to bolster support for racial equity to lift the district's overall impact.

Ashley noted that the board also recommended that the district continue to focus on the following priorities: Investing in our future through technology; planning for future natural areas, facility and trail needs and funding resources; and, investing in our people and volunteers. She referenced the impacts of the COVID-19 pandemic on the district and noted staff's efforts to adjust to the changes and that the effects will be felt in this budget and into the future.

B. Budget Equity Funding

Lori Baker, Business Services director, noted that the equity impacts in the proposed budget will be discussed in the department budgets which includes \$150,000 in targeted equity funding allocated as follows:

- \$60,000 to fund paid internships for BIPOC youth in the community
- \$40,000 to continue to fund mobile programming for the Rec Mobile and the Nature Mobile which provide activities to underserved populations
- \$30,000 for translation services to address a data-driven analysis which will identify district documents that require translation and into which languages
- \$20,000 to fund a staff-driven grant program to provide a minimum of four grants to support equity-related programs districtwide

C. Environmental and Financial Sustainability

Lori Baker, Business Services director, provided an overview of environmental and financial sustainability which includes:

- Implement the board's pension funding policy and including \$8.5M which will allow intergenerational equity and provide financial stability for the district in the long term
- Continue to fund land acquisition capital for quality properties
- Continue to operate under a grant strategy that prioritizes the district's needs and matches them with available funding opportunities
- Allow for environmental education programs via the Nature Center programming
- Increase maintenance funding to accommodate growth in park acreage as projects are completed

D. Climate Resilience

Bruce Barbarasch, Nature & Trails manager, provided an overview of the district's approach to climate resilience, which includes:

- Collaborate with City of Beaverton staff to implement their Climate Action Plan
- Offer facilities and parks as refuges and emergency response centers for the community
- Update the district's sustainable purchasing procedure which in addition to an environmental focus, will now include social and financial components

Bruce added that new parks, as well as changes to existing properties, will incorporate climate response, which includes:

- Developing neighborhood parks within walking distance to increase health and community livability and reduce driving
- Treat storm water on site to aid with water quality
- Design with additional drought tolerant plants and utilize drip irrigation
- Create new planting palettes to incorporate climate resilient trees and shrubs
- Park Maintenance practices will shift to reduce or eliminate irrigation to save water and resources
- Increase emphasis on fire reduction and management activities in natural areas
- Continue to take proactive and ongoing measures to address storm events including tree safety and snow removal
- Lighting and HVAC system upgrades
- Integrate more long-lived or low-toxicity material in construction and continue utilizing sustainable cleaning products where feasible

E. Community Vision

Holly Thompson, Communications director, provided an update to the district's commitment to the community vision and the work staff are doing to align the goals with the Comprehensive Plan update. She noted that the Planning Department is leading the effort to weave the

community vision actions into the district's future functional plan updates which ensures transparency, accountability and meeting the highest standards of public engagement. She added that the root of this work was led by the Vision Task Force, an outstanding and diverse group of community leaders who helped guide this project to reach the inclusivity goals which is a testament to the district's commitment to equity.

F. Budget Priorities

Lori Baker, Business Services director, provided a detailed overview of each of the budget priorities identified for FY 2021/22.

- Investing in our future through technology
 - Continue implementing the new financial software with a carryforward capital budget of \$598,000 (the implementation team has completed phase 1 and is currently live with timekeeping and payroll components)
 - Funding for a project manager position to continue to support the implementation and evaluate business needs associated with the replacement of the district's registration system
 - Continue work in the implementation of the electronic records management system
 - Remain current on data security issues, network security and compliance activities to ensure patron information safety
- Planning for future natural areas, facility and trail needs and funding resources
 - Staff have begun work on the update of the Comprehensive Plan which allows the district to continue our long-term planning focus, with consideration of the recently completed Vision Action Plan
 - Continue completion of bond capital and System Development Charges (SDC) projects
 - Begin work on a Facilities Functional Plan
 - Continued emphasis on grant strategy
- Investing in our employees and volunteers
 - \$8.5M in retirement plan funding consistent with the board approved Pension Funding Policy
 - Implementation of the Neogov Learn online training system to provide a catalog of course content in both English and Spanish
 - Providing Diversity, Equity, Inclusion and Access (DEIA) training to our employees
 - Converting all regular-part-time positions to full-time

Suzanne Masser asked the number of positions that would be converted from regular-part-time to full-time.

- ✓ Lori noted that there are 12 positions that will be upgraded to full-time status.

Elizabeth Edwards shared her appreciation that the district utilizes facilities as warming and cooling centers in response to climate resilience.

Alfredo Moreno asked what the benefit impact is for the upgrade from regular-part-time to full-time.

- ✓ Christine Hoffmann, Human Resources director, noted that this has been a long-running equity issue and the district was able to increase hours, health premiums and time off for those employees.
- ✓ Heidi Edwards expressed her thanks as it directly relates to the investing in our employees priority identified by the board of directors.

Lori referenced the budget equity information and staff's excitement for the \$150,000 dedicated to fund specific initiatives.

- ✓ Felicita Monteblanco expressed her appreciation for the district's commitments to budget equity, particularly the internships for BIPOC youth. The ripple effects of this work will resonate long-term.
- ✓ Heidi thanked Felicita for being such a champion for the equity commitment and promoting diversity within volunteers and community engagement. Additionally, she thanked staff for their thoroughness of the prepared budget.

Ashley Hartmeier-Prigg echoed appreciation for the budget document and all the great work reflected to support the district values.

Doug Menke referenced the questions received prior to the meeting from the budget committee and noted they were all accompanied by compliments for the budget document.

Tya Ping referenced the staff-driven equity grants and asked if the district has considered engaging the community to offer programming suggestions or other activities they would like to see.

- ✓ Holly Thompson, Communications director, noted that there is \$45,000 in the budget earmarked for DEIA work with community-based partnerships such as Oregon Chinese Coalition and Venezuela's Voice.

Tya asked for more information about equipment replacement and how it supports the goal of sustainability and reduces the district's carbon emissions.

- ✓ Doug noted that the district is working quickly and adapting to conditions to utilize electric equipment in the best and most efficient way possible.

Alfredo asked for more information about the challenges and opportunities relating to the reorganization and addition of divisions outlined in the budget document.

- ✓ Doug noted that this is an evolution of the management team and reallocation of duties because of retirements and layoffs. While Finance and Human Resources were added to the management team, the Park Services director will add expertise from long-range planning through facility management.

Elizabeth would like to see more key performance measures in this budget and beyond that target racial equity and sustainability.

- ✓ Lori noted that the district is in its infancy with the equity measures and tracking the data but knows the importance of accountability. The current financial system does not have the capacity for tracking specific information such as equity in procurement. The implementation of the new financial software will allow the district to establish those tracking mechanisms in the coming years as the budget is prepared.
- ✓ Heidi added that this aligns with the board priority of investing in our future through technology.

Agenda Item #7 – General Fund Budget

A. Budget Overview

Lori Baker, Business Services director, provided an overview of the budget strategy for FY 2021/22. She noted that the district is moving forward with a normal budget and will continue to manage operations should restrictions related to the pandemic remain in place and provide quarterly revised operating plans to the board of directors. She noted that the total resources in the proposed budget are \$64.5M and detailed the breakdown as follows:

- Property tax revenues are estimated at \$36.4M. The proposed budget was prepared with an estimated increase in assessed value of 4.5%. Taxes have been increased by

3% on existing properties where market value is more than assessed value and new development growth is estimated at 1.5%.

- Program fees and charges attribute to approximately 21.5% of the general fund resources.
- Other resources include carryforward cash, grants for operating and capital costs, and other revenues such as facility rentals and interest earnings.

B. General Fund Expenditures

Lori Baker, Business Services director, provided an overview of the general fund expenditures which include:

- Personnel services, the largest expense, is 65% of the general fund expenditure budget at \$42.3M which is a \$1.6M increase over the current year budget. This is due in large part to an increase in unemployment taxes. Additionally, contractual salary increases, non-represented employees increases, and medical insurance are included in the proposed budget.
- Materials and services of \$10.8M have increased by 9% compared to the current year budget due to inflationary adjustments for cleaning supplies and elevated utility rates.
- Capital outlay of \$5.7M is 9% of the general fund budget.

Equity and Access for All

Lori noted that the focus of the proposed budget is equity, with a focus on racial equity, and described the process staff utilized to evaluate budget decisions. She provided examples of equity related expenditures identified in the proposed budget:

- \$1.3M in Welcoming & Inclusive line items, including dual language customer service team members, DEIA training, outreach activities, language interpretation and community engagement
- \$1M for programs and events including funding for programs for underserved populations, cultural community events, mobile recreation programs, and inclusion services
- \$232,000 in partner support for cultural activities and events, internships for BIPOC youth, and other partnerships in diversity
- \$444,000 in financial assistance to support access for all
- \$823,000 in equity capital projects, including a large increase in ADA projects

She added that equity is a districtwide focus and will be considered in all decision making.

Ashley Hartmeier-Prigg complimented the acceleration of the district's ADA projects as it supports the district's commitment to Access for All.

Proposed Organization Structure

Lori provided an overview of the proposed organization structure outlined in the budget document, which includes:

- The addition of a Park Services Division to include Planning, Design & Development, Nature & Trails and Maintenance Operations
- Human Resources is moving to the Administration Division
- Community Programs is moving to the Communications Division
- Park & Recreation Services will become Recreation Services
- Business & Facilities will become Business Services
- Security Operations will become Safety Services
- Sports is expanding to Sports & Inclusion Services
- Operations Analysis will become Budget & Accounting

In addition to the proposed department organization and name changes, five new positions will be added which include:

- Full-time coordinator in the Safety Services department to provide support to ongoing training to further integrate DEIA work by focusing on community partnerships
- A shared administrative assistant that will support Human Resources and Communications
- An additional Park Planner will be added to address project management of the Metro Bond projects
- The Park Services Division includes a director position and an administrative support person
- Conversion of all remaining regular-part-time positions to full-time status

Division Budgets

Board of Directors

Lori Baker, Business Services director, provided a brief overview of the board of directors' budget, including:

- District legal services and audit services
- District memberships and training costs

Administration

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

- Continue to make progress on board values and budget priorities
- Support all departments to ensure equity, with a focus on racial equity, is part of all decision making

Communications

Holly Thompson, Communications director, provided a brief overview of the Communications Division's accomplishments and budget highlights, including:

- Completed the visioning process and delivered the Vision Action Plan
- Created the concepts of Talking Walls and Message Gardens in response to the national conversation of racial injustice
- Adapted all forms of communication and marketing in response to the global pandemic and reinvented how district services were promoted
- Delivered an updated style guide to unify the district's brand

Highlights:

- Coordinate districtwide work with community-based organizations to strengthen diversity, equity and inclusion work
- Expand the Talking Walls program
- Implement a Language Access policy
- Continue to adapt, respond and strengthen marketing, communications and public engagement strategies

Safety Services

- Collaborate with staff to deliver emergency management training
- Expand patron outreach through regular patrols of the trail system
- Establish a public relations initiative to deter vehicle break-ins during summer months
- Addition of a full-time coordinator position to strengthen the department commitment to equity by focusing on community partnerships

Community Programs

- Expand efforts to promote volunteer and professional development opportunities
- Launch an enhanced all-ages workforce development program for volunteers

- Continue community outreach efforts to expand dog park and dog run options
- Increase ethnic diversity within programs and increased focus on diversifying events to reach underserved communities
- Continue work on the ADA transition plan to remove barriers to participation which includes \$558,000
- Expand DEIA efforts through internal collaboration to develop events and community celebrations that reflect the demographics of the community

Human Resources

Christine Hoffman, Human Resources director, provided an overview of the Human Resources Division's budget highlights, including:

- Continuing to disrupt and improve people services available to all employees and job applicants
- Facilitate negotiations between the district and the employee's association to implement a successor labor agreement
- Conduct a review of the district's total compensation and employer value proposition relative to the market
- Support and facilitate training, wellness and inclusion for all district employees
- Funding for the Welcome and Inclusion Committee and affinity groups
- Funding to market the district as an employer to underrepresented communities
- Funding for a compensation and classification study to facilitate data-driven discussions with labor to continue the work to support pay equity
- Continue learning and development through implementation of a virtual training platform

Ashley Hartmeier-Prigg referenced the board of directors' budget and noted that the stipend increase from last budget year was a collective decision to promote equity and allow for more people to have the ability to participate.

Alfredo Moreno asked for more information on the community engagement plans to reach the Latinx communities.

- ✓ Holly replied that there are specialized positions within the district that have developed a strategy for customized outreach toolkits. As projects arise, staff work within that specific demographic to identify community leaders, reach out to neighbors and business and provide opportunities for them to offer feedback and ideas. Broad-based staff are working with community-based organizations to assist with events such as Centro de Bienvenida.

Felicita Montebalanco expressed her excitement with the Safety Services work in these critical times. She hopes that at a future date there can be an update to see how things are progressing and get feedback from the community on interactions.

- ✓ Holly replied that Safety Services staff realize how their uniforms can be a barrier and how much they appreciate the focus on ambassadorship and positive community interactions.

Li Lin noted that it would be helpful to show historical data on all departments, to see trends.

- ✓ Lori replied that due to the reorganization of the departments, the prior year data for reorganized departments is included in the originating division's section of the budget book.

Business Services

Lori provided an overview of the Business Services Division budget by department, including:

- Continue implementation of the new financial system

- Begin needs assessment for district registration system
- Support the update of the district's Comprehensive and Strategic plans
- Ensure the district's pension funding policy is fully implemented

Lori noted the total appropriations for Business Services is approximately \$7.3M.

Finance Services

- Continue implementation of the new financial system which includes funding for limited term employee support
- Continue funding for the procurement administrator whose role includes prioritization of equity in procurement
- Continue to develop and implement procedures in sustainability and equity in purchasing
- Continue to support the retirement programs to address intergenerational equity
- Support the internal equity grant program which will provide equity programs districtwide

Risk & Contract Management

- Coordinate with Human Resources to enhance the Employee Wellness Program
- Continue implementation of the state's electronic records management software system
- Support the district's equity vision by assisting the Finance Department in outreach to small, local and minority-owned businesses
- Expand and diversify the district's vendor pool and create pro-equity contracting processes

Information Services

- Continue to monitor network security and safety of electronic records
- Provide project management for the implementation of the district's new financial system
- Begin development of the business requirements needed for replacement of the district's registration system
- Continue to document user guides for staff to better understand the capabilities and functionality of current district systems
- Develop standards to allow for improved tracking of equity in procurement in the new financial system
- Continue to monitor standards for computer workstations and access to technology tools to ensure equitable distribution of resources.

Budget & Accounting

- Continue the implementation of the new financial system, including accounts payable, procurement, financial accounting, and reporting
- Continue to support the district's grant strategy and ensure compliance and timely reporting of grant data
- Support the development of the Comprehensive and Strategic plans

Heidi Edwards expressed appreciation for staff, particularly Risk Management and Information Services, that led the efforts in maintaining district function throughout the pandemic.

Li Lin asked about coordination between Safety Services and other departments.

- ✓ Lori noted that Safety Services works closely with all departments, particularly Risk Management.

Park Services

Aisha Panas, Park & Recreation Services director, provided an overview of the Park Services Division budget by department, including:

- Implement the district's new SDC methodology, including updates to the administrative procedures guide
- Begin development of Facilities Functional Plan
- Conduct a park amenities analysis to ensure the district is meeting acceptable levels of service
- Support continued implementation of the district's various capital improvement programs
- Funding for a community outreach position that will work on public outreach and engagement
- Funding for capital projects that address the district's ADA transition plan
- Managing the restoration of the Conestoga Recreation & Aquatic Center pool
- Support the fully paid internship program for BIPOC youth with opportunities in planning, maintenance and operations roles

Aisha noted that the total appropriations for the Park Services Division is approximately \$15.5M.

Maintenance Operations

- Continue to coordinate and work on completing ADA Transition Plan items with the focus on safety and access to facilities
- Repair many facility maintenance items, including replacement of a portion of the Fanno Creek Service Center roof, repairing the irrigation mainline between soccer fields 3 and 4 at the HMT Recreation Complex, and replacement of the HMT maintenance shop parking lot
- Support the capital project decision making process which uses an equity lens to prioritize projects
- Funding to support and partner with the City of Beaverton in the Safe Parking Program

Nature & Trails

- Implementation of trail-related improvements to enhance safety and ensure welcoming environments for patrons in natural areas
- Begin update of the Natural Resources Functional Plan, following the completion of the district's Comprehensive Plan
- Implement recommendations based on outcomes of the trail inventory project
- Funding to support collaboration with other departments to create a Spanish language map of parks and trails

Planning

- Continue to implement strategies for land acquisition in park deficient and urban growth areas
- Continue implementation of the grant strategy
- Lead the update of the Comprehensive and Strategic Plans
- Perform a demographic analysis of the district to learn how the district has changed and who is likely to live here in the future
- Center plans, including the Comprehensive Plan update, on DEIA, rather than having DEIA as a stand-alone item
- Seek grant funding to remove barriers to participation and providing access to underserved communities

Design & Development

- Manage construction of the Conestoga Recreation & Aquatic Center pool renovation
- Master plan for the Metro Local Share capital projects
- Continue project management for SDC and bond projects

- Consider findings of the 2020 Vision Action Plan's community-driven list of general design priorities for each project
- Continue intentional and inclusive targeted outreach in the engagement process to integrate racial and social justice practices

Recreation Services

Aisha Panas, Park & Recreation Services director, provided an overview of the Recreation Services Division budget by department, including:

- Serve as a project sponsor for the update of the district's Comprehensive and Strategic plans
- Seek innovative methods of providing staff development opportunities through coordinated trainings that support continued learning and professional certification
- Increase emerging sports opportunities for youth and adults
- Continue to grow the utilization of the THRIVE afterschool program
- Develop a paid internship program focused on introducing parks and recreation as a career pathway to BIPOC youth
- Expand the offerings of adaptive classes as well as Learn to Swim classes offered for non-English speaking customers
- Develop programs for underserved populations and work to break down barriers to participation
- Offer the popular Fitness in the Park program in underserved communities across the district, providing free and inclusive recreation opportunities to community members of all fitness levels

Aisha noted that the total appropriation for the Recreation Services Division is approximately \$26.4M.

Aisha provided an overview of the division reorganization that is proposed in the budget document that formalizes changes that have been adaptations to the pandemic. The overarching goals for this change is to allow the district to recover, right-size operations for participation levels, preserve flexible staffing and make focused changes for the good of the agency and those served. She detailed the proposed focus area changes:

- A new Welcome Center to provide a centralized resource for information requests, park shelter reservations and become the workgroup responsible for coordinating registration
- Centralize aquatic fitness under a districtwide fitness specialist and create a full-time fitness aide position
- Integrate building and aquatic maintenance staff under the Recreation Department manager

Aquatics

- Rebuild aquatic programming that can be offered, consistent with state health guidance
- Continue to focus on staff recruitment and training to meet programming demands
- Continue work associated with the affiliated sports program review and update agreements with the affiliated aquatic clubs and assign pool space allocations
- Provide lifeguard training courses
- Full-time bilingual customer representative
- Provide free and reduced-price swimming lessons subsidized by THPRD's Financial Aid Program and the USA Swimming Foundation's grant funding of the Make a Splash program
- Continue to expand the offerings of adaptive aquatics classes as well as Learn to Swim classes offered for non-English speaking participants
- Continue to operate a life jacket loaner program for anyone in need of a life jacket, regardless of circumstance

Sports & Inclusion Services

- Continue work associated with the affiliated sports program review which includes coordination with the stakeholder work group and developing affiliation alternatives for the board's review
- Offer free prime time drop-in play on the district's synthetic fields to ensure all patrons can access these amenities
- Offer cricket opportunities to include youth and introduce the opportunity for patrons to have access to a variety of sports
- Reopen the THRIVE afterschool program in fall 2021 at both the Athletic Center and Garden Home Recreation Center
- Continue the Virtual Recreation Center with paid and free classes to promote equity by removing financial barriers and allowing patrons to adapt program activities to their ability
- Offer no-cost/low-cost summer camps in summer 2021 via the Rec Mobile
- Expand Fitness in the Park programs to promote equity by providing programming free of financial, adaptive, and transportation barriers

Recreation

- Continue the teen-oriented Realizing Interests through Service Experience (RISE) Volunteer Program at the Nature Center which is a youth leadership program where teens support summer nature camps and Nature Mobile/community engagement programs in exchange for workforce development skills and experiences
- Seek innovative methods of providing staff development opportunities through coordinated trainings that support continued learning and professional certification
- Continue to partner with Northwest Regional Education Service District to provide spaces students in preschool programs
- Funding is set aside at recreation centers for 7-9 special events that are free to the community and will celebrate diverse communities
- Funding a districtwide Welcome Center, focused on providing exceptional customer engagement, coordination of the district's quarterly registration process, and supporting the district's bilingual registration events through Centro de Bienvenida
- Funding to develop programs for underserved populations and work to break down barriers to participation

Samira Godil asked about the plans for advertising the BIPOC internships.

- ✓ Aisha noted that they will be posted clearly identifying they are internships. Staff have had conversations with Portland Community College and intend to build out this relationship beginning this summer.

Agenda Item #8 – Other Funds

Lori Baker, Business Services director, provided an overview of other funds presented in the proposed budget document.

Mitigation Maintenance Reserve

The mitigation maintenance reserve holds funds received in the past for mitigation work completed at sites to offset development impacts to wetlands. There is no anticipated new revenue, but this fund houses the dollars that may still be needed for future maintenance work.

Debt Service Fund

The debt service fund accounts for the annual property tax revenues and the annual debt service payments on our General Obligation debt which is approved by the voters to be repaid

out of a designated additional property tax levy. This includes repayment of the \$59.5M outstanding bond balance from the 2008 bond levy. The levy amount is 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 \$8.1M and based on our projected growth in assessed value, this would result in a property tax rate of 30 cents per thousand and continues to be well below our projected rate stated in the 2008 election materials. This lower rate is due to a combination of the favorable market conditions and subsequent refinancings, including the most recent one that closed on March 30, which will provide an additional \$1.9M in savings for district taxpayers.

Agenda Item #9 – Capital Projects

Lori Baker, Business Services director, provided an overview of the Capital Projects section of the proposed budget document. The proposed budget is \$5.2M and includes funding for the financial system conversion and ADA Transition Plan projects. Included in the ADA projects is work to improve access at the Harman Swim Center.

Aisha Panas, Park & Recreation Services director, provided an overview of the work scheduled to be completed at the Conestoga Recreation & Aquatic Center which would include the following improvements:

- Installation of pool handrails to facilitate safe entry and exit from the pool
- Replacement of the leisure pool lift
- Replacement of the below- and above-water lighting systems
- Construction of additional changing rooms
- Replacement of items that have reached the end of their life expectancy, such as the pool deck, pool tanks, slide, pump components and upgrade the radiant hallway heating

Aisha noted that the estimated cost of this project is \$2.1M. Staff identified available funding resources in the current fiscal year budget, project savings in the proposed FY 2021/22 budget and the district's replacement reserve to fund this project. Staff determined that summer of 2021 presents an ideal time to complete the renovation as the COVID-19 pandemic will likely continue to hinder facility attendance into the latter part of the year. The project is anticipated to begin in August and take approximately three months to complete. During the closure of the pool, the "dry" side of the center would remain open for fitness classes, child care programs and camps. The district's outdoor pools would be able to absorb the aquatic activity.

Samira Godil commented that community neighbors, as long-time users of the facility, are excited about the project.

Metro Bond

The appropriation in the Metro Local Capital Fund reflects local capital dollars to be received from Metro from the November 2019 Metro Bond Measure. The district is currently working to identify projects to be proposed to Metro for funding.

System Development Charge (SDC) Projects

Lori provided an overview of the SDC fund projects:

- Significant SDC resources remain uncommitted which leaves adequate resources to fund project commitments
- Carryover projects shown in the proposed appropriations are all projects that were included in the FY 2020/21 adopted budget
- The district continues to reflect phases of project development with the intent to slightly accelerate the project, but also to better match SDC appropriations with actual work being done

- The district continues to track existing and projected resources within the new Urban Growth Boundaries such as North Bethany and South Cooper Mountain
- Projects in the Capital Improvement Plan (CIP) have been prioritized based on criteria developed in the Parks Functional Plan and have also been through the filter of the available SDC resources to determine actual projects to be funded
- The updated CIP was the basis for selecting projects to be funded in the proposed FY 2021/22 budget

Bond Capital

Lori noted that the appropriations in the bond capital fund represents the remaining balance of the \$100M levy passed in 2008. The Bond Capital section of the proposed budget document has been updated to reflect a summary of all projects and acquisitions funded by bond dollars. Gery Keck, Design & Development manager, and Bruce Barbarasch, Nature & Trails manager, will present a summary of these projects and outcomes at the next Budget Committee meeting.

Ashley Hartmeier-Prigg asked for clarification on the Metro Bond process project selection.

- ✓ Lori replied that it will be similar to a grant process where the district would submit a proposal of the project for consideration.

Agenda Item #10 – Budget Committee Questions and Recommendations

Elizabeth Edwards commended the district for being excellent stewards of taxpayer dollars.

- ✓ General Manager Doug Menke complimented Lori Baker, Business Services director, on her work with the budget document and asked her to speak about the most recent refinance.
- ✓ Lori noted the strong teams that support the district in these processes. The district recently completed the rating process and the agency was very complimentary of the district's response to the pandemic, the strong financial controls and support, and the steps taken with the pension funding plan.

Suzanne Massar echoed the compliments to the district for their budget preparation and noted the importance of reserves in uncertain times.

- ✓ Heidi Edwards added that this is the 16th consecutive year of the district's receipt of the Distinguished Budget Presentation Award on budget preparation and commended the team for their exceptional work.

Li Lin also shared her appreciation for the exceptional work on managing the budget. She added that she used to participate in a drop-in sports league in New York, which was beneficial at matching up participants with activities. She recommended that the district consider a similar process for individuals seeking opportunities to play sports on a drop-in basis.

Wendy Kroger added her compliments to staff for their work on the budget document.

Agenda Item #11 – Date of Next Budget Committee Meeting

Chair Heidi Edwards announced the next budget committee meeting will be Wednesday, May 19, 2021 at 6 pm to consider approval of the FY 2021/22 budget.

Agenda Item #12 – Adjourn

Felicita Monteblanco moved to adjourn the Budget Committee meeting. Samira Godil seconded the motion. The motion was UNANIMOUSLY APPROVED.

There being no further business, the meeting adjourned at 8:34 pm.

Recording Secretary,
Jessica Collins

Transcribed by,
Lindsay Lambert



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

A virtual meeting of the Tualatin Hills Park & Recreation District Budget Committee was held at 6 pm, Wednesday, May 19, 2021.

Present:

Heidi Edwards	Chair/Budget Committee Member
Elizabeth Edwards	Secretary/Budget Committee Member
Samira Godil	Budget Committee Member
Ashley Hartmeier-Prigg	Budget Committee Member
Wendy Kroger	Budget Committee Member
Li Lin	Budget Committee Member
Suzanne Masser	Budget Committee Member
Felicita Monteblanco	Budget Committee Member
Alfredo Moreno	Budget Committee Member
Tya Ping	Budget Committee Member
Doug Menke	General Manager

Agenda Item #1 – Call Meeting to Order

The meeting was called to order by Chair Heidi Edwards at 6:00 pm.

Agenda Item #2 – Approve April 21, 2021 Work Session Minutes

Ashley Hartmeier-Prigg moved to approve the minutes of the April 21, 2021, Budget Committee Work Session as submitted. Wendy Kroger seconded the motion. The minutes were UNANIMOUSLY APPROVED.

Agenda Item #3 – General Budget Information

Note: A PowerPoint presentation was used for the entirety of the agenda, a copy of which was entered into the record.

Lori Baker, Business Services director, announced that tonight is the third and final meeting of the budget committee to review the district's FY 2021/22 budget. At the conclusion of the meeting, staff will request that the budget committee approve the budget and property tax levies.

Lori 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 Debt Service Fund Levy is based on the amount needed to satisfy principal and interest payments on the district's voter-approved general obligation bonds. For FY 2021/22, staff determined the amount to be \$8,549,067.

Lori referenced the replacement pages for the proposed budget document as contained within the budget committee's information packet for this evening. Staff recommend the following adjustment to be reflected in the approved budget document:

- Addition of \$78,920 to the general fund capital outlay for additional carryforward projects due to production delays by the vendor. The items have been ordered but will not be received by the end of the current fiscal year. This change is self-balancing and provides an increase to both the capital outlay expenditures and carryforward cash resources.

Agenda Item #4 – Bond Capital Update

Gery Keck, Design & Development manager, and Bruce Barbarasch, Nature & Trails manager, provided an overview of the 2008 voter-approved bond measure which included land acquisition, natural resource restoration, new and redeveloped parks, trail development and facility upgrades and expansions via the PowerPoint presentation.

Suzanne Masser asked if the district intends to go for another bond measure.

- ✓ Doug Menke, general manager, replied that there have been discussions, but no decision has been made. The current focus for the district is recovering from the challenges presented by the pandemic.

Wendy Kroger expressed her gratitude to staff for their accomplishments over the years on projects relating to the bond measure.

Agenda Item #5 – Use of Geo-Referenced Amenities Standard (GRASP) Scoring in Park Planning

Jeannine Rustad, Planning manager, provided an overview of the use of Geo-Referenced Amenities Standard Process (GRASP), which is a data-driven tool to determine level of service by looking at the quantity and quality of amenities in existing parks. The scoring of parks includes active and inactive amenities, evaluation criteria and walkability. Once scoring is completed, maps are created to show gaps in walkable access. She noted there are four approaches to address gaps in walkability:

- Improve and/or upgrade amenities in existing parks
- Develop new parks
- Acquire new land for future parks
- Work with partner agencies to address unsafe roadways

Elizabeth Edwards expressed her appreciation to staff for providing information on this powerful dataset and asked if the areas that are lacking amenities are non-residential or industrial.

- ✓ Jeannine confirmed that the district does take that into consideration and some areas are improbable to serve.

Elizabeth inquired whether the district utilized GIS data to overlap demographics to see how other populations are being served.

- ✓ Jeannine noted that the analysis does look at demographics and that Planning staff are developing an internal tool to further target underserved and marginalized populations.

Elizabeth added that she appreciates the efforts of THPRD to work with other agencies to address unsafe roadways.

Li Lin shared her appreciation for the analysis of the demographic data and asked if it was available to the public.

- ✓ Jeannine confirmed that it is available in the Parks Functional Plan and additional data analysis in the 2013 Comprehensive Plan Update.

Chair Heidi Edwards recalled seeing value in the GRASP analysis information in prior years and how it demonstrates the district's thoughtfulness to park locations.

Agenda Item #6 – Public Comment

There was no public comment received.

Agenda Item #7 – Budget Committee Discussion

Chair Heidi Edwards expressed gratitude for staff's responsiveness to the budget committee's questions and preparation of a budget document that not only captures all that the district accomplishes but also has a focus on equity and inclusion.

Doug Menke, general manager, complimented Lori Baker, Business Services director, on her commitment to giving the budget document a focus on racial equity despite the challenges of the past year. He further noted that this will be a wonderful initiative for the district to continue.

Heidi reflected on the challenges of the past year and shared appreciation for the budget committee recognizing staff's efforts.

Li Lin referenced the recent communications sent out relating to hiring and asked how the effort is going.

- ✓ Christine Hoffmann, Human Resources director, shared that HR is partnering with hiring managers throughout the district to disrupt the standard hiring process in place and try new things which are resulting in changed outcomes. Additionally, they are partnering with the Communications Department to create new ways to advertise available jobs and increase outreach to the Spanish-speaking population through news and radio ads.

Elizabeth Edwards echoed her appreciation for the responsiveness and thoroughness demonstrated by staff during the budget process and looks forward to her continued service on the committee.

Agenda Item #8 – Approve 2021/22 Budget & Property Taxes to be Imposed

Suzanne Massar moved that the budget committee approve the recommended adjustments presented by staff. Elizabeth Edwards seconded the motion. The motion was UNANIMOUSLY APPROVED.

Suzanne Massar moved that the budget committee approve the Proposed Fiscal Year 2021/22 Budget and the appropriations contained therein, as adjusted. Wendy Kroger seconded the motion. The motion was UNANIMOUSLY APPROVED.

Suzanne Massar moved that the budget committee establish and approve the General Fund Property Tax Levy at the Permanent Tax Rate of \$1.3073 and establish and approve the Bond Fund Property Tax Levy in the amount of \$8,549,067 for the fiscal year 2021/22. Samira Godil seconded the motion. The motion was UNANIMOUSLY APPROVED.

Agenda Item #9 – Adjourn

There being no further business, the meeting adjourned at 6:52 pm.

Recording Secretary,
Jessica Collins

Transcribed by,
Lindsay Lambert

Approval of May 19, 2021 minutes received by e-mail

Alfredo Moreno moved the budget committee approve the Minutes of the May 19, 2021, budget committee meeting as submitted. Tya Ping seconded the motion. The motion was UNANIMOUSLY APPROVED.



THPRD

RESOLUTION NO. 2021-10

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 2021/22 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 2021/22 in a total amount of \$131,760,786. A copy of the budget will be kept on file in THPRD’s Administration Office and is incorporated by reference herein.

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 \$8,549,067 for bonded debt. Taxes are hereby imposed and categorized for Tax Year 2021/22 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:

	Subject to the General Government <u>Limitations</u>	Excluded from <u>Limitations</u>
General Fund	\$1.3073 / \$1,000 AV	
Bonded Debt Fund		\$8,549,067

Section 3. Fiscal Year 2021/22 Appropriations. The amounts for the fiscal year beginning July 1, 2021 and for the purposes shown below are hereby appropriated as follows:

General Fund

Board of Directors	\$ 304,755
Administration	\$ 5,158,127
Business Services	\$ 7,263,148
Park Services	\$15,451,400
Recreation Services	\$26,359,152
Capital Outlay	\$ 5,301,625
Transfer to Other Funds	\$ 779,000
Capital Replacement Reserve	\$ 1,500,000
Contingency	<u>\$ 2,500,000</u>
TOTAL APPROPRIATIONS	<u>\$64,617,207</u>

Bonded Debt Fund

Bond Principal Payments	\$ 6,180,000
Bond Interest Payments	<u>\$ 2,275,550</u>
TOTAL APPROPRIATIONS	<u>\$ 8,455,550</u>

Systems Development Charge Fund

Materials and Services	\$ 100,000
Capital Outlay	<u>\$46,417,438</u>
TOTAL APPROPRIATIONS	<u>\$46,517,438</u>

Maintenance Mitigation Fund

Materials and Services	<u>\$ 188,400</u>
TOTAL APPROPRIATIONS	<u>\$ 188,400</u>

Metro Bond Local Share Capital Fund

Capital Outlay	<u>\$ 8,628,870</u>
TOTAL APPROPRIATIONS	<u>\$ 8,628,870</u>

Bond Capital Projects Fund

Capital Outlay	<u>\$ 3,353,321</u>
TOTAL APPROPRIATIONS	<u>\$ 3,353,321</u>

Section 4. The Budget Officer, Lori Baker, 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, 2021.

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BOARD OF DIRECTORS APPROVAL: June 16, 2021



Ashley Hartmeier-Prigg
President/Director



Tya Ping
Secretary/Director

Adoption and date attested by:



Jessica Collins
Recording Secretary



THPRD



Budget Information

Guide to Budget Document

Budget Document Overview

Strategic Planning

Budget Process

Budget Calendar

Organizational Chart

Board of Directors

Fund Structure





THPRD

GUIDE TO BUDGET DOCUMENT

The budget document describes how the Tualatin Hills Park & Recreation District (THPRD) 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

- **INTRODUCTION** Includes the general manager's message which details the decisions made during the budget process and the financial conditions that drove those decisions.
- **BUDGET INFORMATION** Includes the budget document overview, which provides detailed information on budget practices, the reporting entity and services. Also included is information about the district's history and board, 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 districtwide capital improvements from all funding sources.
- **GENERAL FUND** Provides graphs of revenue and expenditures, includes summary of historical, proposed, and adopted General Fund resources and appropriations.
- **BOARD OF DIRECTORS** Provides narrative overview and summary of historical, proposed, and adopted expenditures for the Board of Directors' Division.
- **ADMINISTRATION** Provides narrative overview, graphs and summary of historical, proposed, and adopted expenditures for the departments within the Administration Division. The departments are General Manager, Communications, and Human Resources. It includes Organizational Summaries, Overviews, Accomplishments and Goals, Budget Highlights, Key Performance Indicators, and Detail of Program Expenditures.
- **BUSINESS SERVICES** Provides narrative overview, graphs and summary of historical, proposed, and adopted expenditures for the departments within the Business Services Division. The departments are Office of the Director, Finance Services, Risk & Contract Management, Information Services, and Budget & Accounting. It 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, as well as maturity schedules for all debt (Full Faith and Credit Obligations and Financing Agreements) being repaid from the General Fund.
- **PARK SERVICES** Provides narrative overview, graphs and summary of historical, proposed, and adopted expenditures for the departments within the Park Services Division. The departments are Office of the Director, Maintenance Operations, Planning, Design & Development, and Nature & Trails. It includes Organizational Summaries, Overviews, Accomplishments and Goals, Budget Highlights, Key Performance Indicators, and Detail of Program Expenditures. It also includes capital projects for Maintenance Services Replacements and Improvements
- **RECREATION SERVICES** Provides narrative overview, graphs and summary of historical, proposed, and adopted expenditures for the departments within the Recreation Services Division. The departments are Office of the Director, Aquatics, Sports & Inclusion Services, Recreation, and Maintenance Coordination. It includes Organizational Summaries, Overviews, Accomplishments and Goals, Budget Highlights, Key Performance Indicators, and Detail of Program Expenditures.
- **CAPITAL PROJECTS** Provides summary of historical, proposed, and adopted expenditures for Capital Projects funded by the General Fund. It includes listing and narratives of proposed projects for the fiscal year.
- **OTHER CAPITAL FUNDS** Provides overview and summary of historical, proposed, and adopted expenditures for the Metro Bond Local Capital Fund. The Metro Bond Local Capital Fund accounts for capital projects funded by the Metro bond.
- **OTHER FUNDS** Provides narrative overview and summary of historical, proposed, and adopted expenditures of the Mitigation Maintenance Reserve Fund.
- **DEBT SERVICE FUND** Provides detailed information on THPRD's General Obligation debt, including Local Budget Form 35, and maturity schedules for the General Obligation Bonds.
- **SYSTEM DEVELOPMENT CHARGES FUND** Provides narrative overview and summary of historical, proposed, and adopted expenditures of System Development Charge fees collected for new residential and non-residential development. It includes a listing and narratives of proposed projects for the fiscal year.

GUIDE TO BUDGET DOCUMENT (continued)

- **BOND CAPITAL PROJECTS FUND** Provides narrative overview and summary of historical, proposed, and adopted expenditures of the Bond Capital Projects funding approved by voters in November 2008. It includes a complete listing and detailed narratives of approved projects for the 2021/22 fiscal year.
- **SUPPLEMENTAL DATA** Provides demographic information for the district, along with THPRD policies and procedures. It also includes the 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.

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

BUDGET DOCUMENT OVERVIEW

In compliance with the State of Oregon Local Budget Law, the Tualatin Hills Park & Recreation District (THPRD) adopted budget, for the year beginning July 1, 2021 and ending June 30, 2022, is intended to serve as:

1. A financial plan for the next fiscal year (2021/22), outlining the forecasted expenditure requirements and the means for financing these requirements.
2. An operational plan for the use and deployment of personnel, materials and services and other resources during the 2021/22 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 in 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, Metro Bond Local Capital 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, except for principal and interest on long-term debt and accrued vacation, which are recognized as expenditures to the extent they have matured. Capital asset acquisitions are reported as expenditures in the governmental funds, and proceeds from long-term debt are recorded as other financing sources.

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 Services - 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 equipment.

Park Services - includes personnel services costs and materials and services costs for the Division, and capital outlay for maintenance equipment.

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.

BUDGET DOCUMENT OVERVIEW (continued)

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 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 nearly 250,000 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 and adults.
- THPRD maintains, either through direct ownership or joint use agreement (including school sites), 99 baseball/softball fields, 147 soccer/football/lacrosse fields, four (4) bocce courts, six (6) volleyball courts, 108 outdoor tennis courts, six (6) indoor tennis courts, 52 outdoor basketball pads, three (3) skate parks, one (1) hockey rink, and six (6) long/high jump courts.
- THPRD has 305 park and recreation facility sites comprised of approximately 2,495 acres; 1,371 acres of wetland/natural areas and 1,124 acres of developed sites including neighborhood, community and regional parks. THPRD sites include three lakes, 27 miles of stream corridor, and 52 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, recreation programs for people experiencing disability, 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.

BUDGET DOCUMENT OVERVIEW (continued)

Debt Administration

Debt Outstanding consists of 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 and the remainder refunded in 2021), the 2020 Full Faith and Credit Financing of \$9,900,000 (which refunded the 2010 Series B and the 2019 Full Faith and Credit Financing), and the 2021 Full Faith and Credit Financing (which refunded the 2010 Series A Full Faith and Credit Financing).

As of June 30, 2021, the non-general obligation outstanding balances are as follows: the 2013 \$238,971 Financing Agreement, the 2020 \$9,610,000 Full Faith and Credit Obligation, and the 2021 \$1,125,000 Full Faith and Credit Financing.

The general obligation bond balances outstanding as of June 30, 2021 are \$13,265,000 (Series 2021), \$28,515,000 (Series 2015) and \$8,710,000 (Series 2016).

All outstanding 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 budget requirements for the 2021/22 fiscal year for all funds are \$131,760,786 and were \$121,823,211 for the 2020/21 fiscal year. Requirements, both current and proposed are:

	Actual 2018/19	Actual 2019/20	Budget 2020/21	Proposed Budget 2021/22	Adopted Budget 2021/22	% Change over 2020/21
Personnel Services Costs	\$31,678,854	\$ 36,934,858	\$40,652,887	\$42,267,389	\$42,267,389	4.0%
Materials & Services	8,429,753	7,034,417	10,157,990	11,106,776	11,106,776	9.3%
General Fund Capital Projects	8,230,862	4,148,631	7,855,993	5,679,923	5,758,843	-26.7%
Debt Service	8,613,670	8,901,249	9,316,594	9,449,149	9,449,149	1.4%
General Fund Contingency	-	-	2,500,000	2,500,000	2,500,000	0.0%
Transfers to Other Funds	-	-	-	779,000	779,000	100.0%
Other Financing Uses	-	11,218,392	-	-	-	0.0%
Metro Bond Local Share Capital	-	-	8,628,870	8,628,870	8,628,870	0.0%
System Development Charges						
Capital Outlay	4,474,873	6,407,692	35,446,278	46,417,438	46,417,438	31.0%
Bond Capital Projects Fund	5,436,191	4,381,427	5,764,599	3,353,321	3,353,321	-41.8%
TOTAL EXPENDITURES	\$ 66,864,203	\$ 79,026,666	\$120,323,211	\$130,181,866	\$130,260,786	8.3%
Ending Fund Balance	43,414,287	43,877,778	-	-	-	0.0%
Capital Replacement Reserve	3,400,000	2,000,000	1,500,000	1,500,000	1,500,000	0.0%
TOTAL REQUIREMENTS	\$113,678,490	\$124,904,444	\$121,823,211	\$131,681,866	\$131,760,786	8.2%

BUDGET DOCUMENT OVERVIEW (continued)

SIGNIFICANT CHANGES:

Personnel Services

The adopted budget for Personnel Services has increased 4.0% since FY 2020/21. THPRD will have 194 full-time positions for the 2021/22 fiscal year, a net decrease of one (1) full-time position from changes including the addition of a Park Services director, conversion of all regular part-time staff to full-time, and elimination of certain positions under the organization structure changes detailed on page BI-20 and staffing changes discussed on pages BI-11 and BI-12.

The budget reflects a 3.0% cost-of-living adjustment and merit increases for all represented full-time employees, and funding for non-represented staff increases in accordance with the board-approved Compensation Policy, the total of which accounts for a 1.4% increase in the overall change. Position eliminations provided budget savings of 3.0%. THPRD's current collective bargaining agreement expires June 30, 2022, so the cost of living and health benefit cost increases are in accordance with the agreement. Retirement plan costs align with the Retirement Plan Funding Policy at \$8.5 million, which is consistent with the 2020/21 budget. Payroll taxes have increased significantly due to the increase in the unemployment tax rate, and account for 2.2% of the overall increase in Personnel Services. Part-time personnel costs are increasing as a result of increases in minimum wage in July 2021, and account for 3.8% of the increase in Personnel Services. The balance of the change in overall cost, a decrease of approximately 0.4%, comes from changes in medical insurance coverage and impacts of insurance rates, which were lower than budget for FY 2020/21.

Materials & Services

The adopted budget for Materials & Services has increased 9.3% over FY 2020/21. Factors include an addition of utilities and materials and services to reflect utilization and rate increases, additional funding for air quality and cleaning supplies, funding for park and trail expansions that require additional maintenance materials, and an additional \$50,000 in budget equity funding for the language access program and the equity grant program. All approved business plans have been accounted for in the proposed budget amounts.

Capital Outlay

General Fund Capital Projects have 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 have decreased by 26.7% from FY 2020/21 due in a large part to reductions in grant funded projects in the FY 2021/22 budget. In FY 2021/22, Capital Projects funds will largely be focused on the restoration of the aquatic side of the Conestoga Recreation & Aquatic Center, as well as a significant investment in ADA improvement projects, and continued investment in the Financial System Software implementation project. Also funded are several grant projects including the Westside Trail. General Fund Capital Projects increased between the proposed budget and adopted budget, to account for carryforward capital purchases that could not be completed in fiscal year 2020/21 due to production delays.

As explained above, the Bond Capital Projects Fund balance in FY 2021/22 reflects the remaining funds available from the \$100 million general obligation bond as approved by voters.

The Metro Bond Local Capital Fund reflects the district's allocation of a portion of the Metro bond measure funding local share park, trail and natural area capital projects. The district is continuing work to identify projects to be funded by this resource.

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 been placed on hold until June 30, 2025. At that time, the board will evaluate funding needs, and implement a funding plan to meet future capital replacement funding needs.

BUDGET DOCUMENT OVERVIEW (continued)

BUDGET SUMMARY FOR RESOURCES:

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

	Actual 2018/19	Actual 2019/20	Budget 2020/21	Proposed Budget 2021/22	Adopted Budget 2021/22	% Change over 2020/21
Beginning Fund Balance	\$ 44,664,770	\$ 46,814,287	\$41,104,290	\$50,103,179	\$50,182,099	22.1%
Property Taxes-Current Year	40,061,250	41,655,256	42,469,688	44,569,618	44,569,618	4.9%
Prior Year Taxes	1,205,875	335,124	225,000	325,000	325,000	44.4%
Interest on Investments	1,391,423	1,160,883	857,000	488,100	488,100	-43.0%
Swim Center & Tennis Revenue	4,269,153	2,972,249	5,040,337	4,937,053	4,937,053	-2.0%
Recreation & Sports Revenue	7,872,449	5,744,351	8,939,585	8,931,294	8,931,294	0.0%
Grants and Intergovernmental Revenue	611,326	1,264,767	11,529,570	10,571,589	10,571,589	-8.3%
Misc. and Rental Revenue	610,871	573,847	598,433	662,448	662,448	10.7%
Sponsorships/Cellular Leases	196,217	160,027	226,750	203,150	203,150	-10.4%
System Development Charges	8,500,336	12,716,580	10,532,558	9,611,435	9,611,435	-8.7%
Debt Proceeds	4,000,000	11,194,716	-	-	-	0.0%
Transfers In	294,820	312,357	300,000	1,279,000	1,279,000	326.3%
TOTALS	\$113,678,490	\$124,904,444	\$121,823,211	\$131,681,866	\$131,760,786	8.2%

Beginning Fund Balances

Beginning balance from all funds for FY 2021/22 consists of \$10,426,475 from the General Fund, \$186,400 from the Mitigation Maintenance Reserve Fund, \$35,980,403 from the System Development Charges Fund, \$250,000 from the Debt Service Fund, and \$3,338,821 from the Bond Capital Projects Fund. The 21.9% increase in the Beginning Fund Balance is due primarily to increases in the System Development Charges Fund. The General Fund balance is slightly higher than the budget in FY 2020/21 due to the district's close management of costs during the closure periods resulting from the COVID-19 pandemic. The increase in the System Development Charges cash on hand balance is due primarily to timing of FY 2020/21 expenditures which are carrying over in the FY 2021/22. The Mitigation Maintenance Reserve Fund balance includes funds received from developers for maintenance of existing mitigation sites. 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. General Fund Beginning Fund Balance increased between the proposed budget and the adopted budget, to account for increased capital carryforward.

Property Taxes - Current Year

Taxes levied against an estimated \$29.3 billion in assessed valuation total \$46,874,800. The levy includes \$8,549,067 for the General Obligation Debt Service Fund with \$8,121,614 expected to be collected. Of the \$38,326,533 General Fund Levy, THPRD expects to collect 95%, or \$36,409,446. The payments in lieu of taxes (PILOT) amounts are additional taxes expected to be collected (\$4,622 General Fund and \$33,936 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 2020/21 taxable assessed property valuation of THPRD is \$28,050,026,371 and is estimated to increase by 4.5% in the 2021/22 fiscal year to \$29,317,320,108 which is net of \$346,255,148 in urban renewal assessed value.

BUDGET DOCUMENT OVERVIEW (continued)

Property Taxes - Prior Year

Prior year taxes are property taxes that have been levied but remain uncollected. THPRD expects to collect \$325,000 (both General Fund and Debt Service Fund). Prior year collection projections for the 2021/22 fiscal year are higher than the amounts budgeted in the 2020/21, to align with remaining property tax receivable balances tracked by Washington County.

Interest on Investments

Interest revenue is earned on investments of temporary excess cash. Interest revenue for FY 2021/22 is projected to be lower than the previous year budget for the General Fund, the System Development Charges Fund and the Bond Capital Projects Fund due to decreased interest rates.

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, with one indoor pool having a planned closure in FY 2021/22 due to construction to restore the aquatics side of the Conestoga Recreation & Aquatic Center. 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 four (4) 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. Inclusion Services, which is included in Sports, includes revenue for two (2) recreation center sites and a camp for individuals experiencing disability.

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. THPRD continually evaluates all programs, readjusting them to emphasize the popular offerings, and discontinues those with less participation.

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

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 expenditures.

Miscellaneous and Rental 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, insurance proceeds, and proceeds from sale of land. 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 16 cellular telecommunication site leases at 11 sites within THPRD.

BUDGET DOCUMENT OVERVIEW (continued)

System Development Charges

System Development Charges are assessed against new construction within THPRD.

Debt Proceeds

Debt Proceeds, when budgeted, 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, Metro Bond Local Capital and Bond related capital projects to be reimbursed to the General Fund.

SUMMARY OF ALL FUNDS
Adopted Budget for FY 2021/22

	Governmental Funds						Total All Funds
	General Fund	Other Funds	Debt Service Fund	Capital Projects Funds			
		Mitigation Maintenance Reserve		Metro Bond Local Share Capital Fund	System Development Charge Fund	Bond Capital Projects Fund	
RESOURCES							
Beginning Balance							
Capital Replacement Reserve	\$ 2,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000,000
Beginning Cash Balance	8,426,475	186,400	250,000	-	35,980,403	3,338,821	48,182,099
Beginning Fund Balance	\$ 10,426,475	\$ 186,400	\$ 250,000	\$ -	\$ 35,980,403	\$ 3,338,821	\$ 50,182,099
Revenues							
Property Taxes-Current Year	\$ 36,414,068	\$ -	\$ 8,155,550	\$ -	\$ -	\$ -	\$ 44,569,618
Prior Year Taxes	300,000	-	25,000	-	-	-	325,000
Interest on Investments	300,000	2,000	25,000	-	146,600	14,500	488,100
Revenue	4,937,053	-	-	-	-	-	4,937,053
Recreation & Sports Revenue	8,931,294	-	-	-	-	-	8,931,294
Revenue	1,942,719	-	-	8,628,870	-	-	10,571,589
Miscellaneous & Rental	851,448	-	-	-	-	-	851,448
Sponsorships/Cellular Leases	14,150	-	-	-	-	-	14,150
System Development Charges	-	-	-	-	9,611,435	-	9,611,435
Debt Proceeds	-	-	-	-	-	-	-
Transfers In	500,000	-	-	-	779,000	-	1,279,000
Total Revenues	\$ 54,190,732	\$ 2,000	\$ 8,205,550	\$ 8,628,870	\$ 10,537,035	\$ 14,500	\$ 81,578,687
TOTAL RESOURCES	\$ 64,617,207	\$ 188,400	\$ 8,455,550	\$ 8,628,870	\$ 46,517,438	\$ 3,353,321	\$ 131,760,786
REQUIREMENTS							
Appropriations by Category:							
Personnel Services Materials & Services	\$ 42,267,389	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 42,267,389
Capital Outlay	10,818,376	188,400	-	-	100,000	-	11,106,776
Debt Service	5,758,843	-	-	8,628,870	46,417,438	3,353,321	64,158,472
Transfers Out	993,599	-	8,455,550	-	-	-	9,449,149
Contingency	779,000	-	-	-	-	-	779,000
Contingency	2,500,000	-	-	-	-	-	2,500,000
Total Appropriations	\$ 63,117,207	\$ 188,400	\$ 8,455,550	\$ 8,628,870	\$ 46,517,438	\$ 3,353,321	\$ 130,260,786
Unappropriated Fund Balance							
- Capital Replacement Reserve	\$ 1,500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500,000
TOTAL REQUIREMENTS	\$ 64,617,207	\$ 188,400	\$ 8,455,550	\$ 8,628,870	\$ 46,517,438	\$ 3,353,321	\$ 131,760,786

STAFFING CHANGES
Full-time and Regular Part-time

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

Division	Program	Adopted 2020/21 Staffing	Adjustments	Adopted 2021/22 Staffing
Administration	General Manager	3.00 FTE	Eliminated Deputy Director	2.00 FTE
Administration	Community Partnership	1.00 FTE	Eliminated Community Partnership Director	0.00 FTE
Administration	Communications	8.00 FTE	Added FT Safety Services Coordinator, transferred FT Receptionist to Recreation Services, and transferred 4 FTE Community Programs staff from Recreation Services	12.00 FTE
Administration	Human Resources	0.00 FTE	Transferred 4 FTE from Business Services, added 1 FT Office Assistant	5.00 FTE
		12.00 FTE	Total Administration	19.00 FTE
Business Services	Office of the Director	3.00 FTE	Eliminated Chief Financial Officer position	2.00 FTE
Business Services	Finance Services	9.00 FTE	Transferred one accountant to Budget & Accounting, and eliminated one limited term position (Project Manager)	7.00 FTE
Business Services	Risk & Contract Management	3.00 FTE	No changes to staffing	3.00 FTE
Business Services	Information Services	6.00 FTE	No changes to staffing	6.00 FTE
Business Services	Budget & Accounting	2.00 FTE	Transferred one accountant from Finance Services	3.00 FTE
Business Services	Human Resources	4.00 FTE	Transferred to Administration Division	0.00 FTE
Business Services	Maintenance Operations	55.00 FTE	Transferred to Park Services Division	0.00 FTE
Business Services	Planning	4.00 FTE	Transferred to Park Services Division	0.00 FTE
Business Services	Design & Development	7.00 FTE	Transferred to Park Services Division	0.00 FTE
		93.00 FTE	Total Business Services	21.00 FTE
Park Services	Office of the Director	0.00 FTE	Added Park Services Director and Office Assistant for 9 months	1.50 FTE
Park Services	Maintenance Operations	0.00 FTE	Transferred Maintenance Staff from Business Services (55 FTE), eliminated Senior Planner and Capital Projects Coordinator, transferred 10 pool operators and one pool coordinator to Recreation Services	42.00 FTE
Park Services	Planning	0.00 FTE	Transferred Planning staff from Business Services	4.00 FTE
Park Services	Design & Development	0.00 FTE	Transferred Design & Development staff from Business Services, transferred one receptionist to Recreation Services, add one limited term planner position	7.00 FTE

STAFFING CHANGES (continued)
Full-time and Regular Part-time

Division	Program	Adopted 2020/21 Staffing	Adjustments	Adopted 2021/22 Staffing
Park Services	Nature & Trails	0.00 FTE	Transferred 10 Nature & Trails staff from Recreation Services, transferred one Park Ranger to the Recreation Program in Recreation Services	9.00 FTE
		0.00 FTE	Total Park Services	63.50
Recreation Services	Office of the Director	2.00 FTE	No changes to staffing	2.00 FTE
Recreation Services	Aquatics	22.00 FTE	Reduced Aquatics Manager to 6 months, reduced Center Supervisors by 1 FTE through shared facilities, transferred 10 Pool Operators from Park Services, upgraded one Pool Operator to Coordinator and transferred to Maintenance Coordination, and eliminated five Pool Operators	24.50 FTE
Recreation Services	Sports & Inclusion Services	20.75 FTE	Transferred 3 RPT and 7 FT Garden Home Recreation Center staff from Recreation, transferred one RPT and 5 FT Elsie Stuhr Center staff from Recreation, converted 4 RPT staff to FT, eliminated 3 FT and 2 RPT Tennis Instructors, eliminated one FTE Center Supervisor through shared facilities	31.00 FTE
Recreation Services	Recreation	35.90 FTE	Transferred 3 RPT and 7 FT Garden Home Recreation Center staff to Sports & Inclusion Services, transferred one RPT and 5 FT Elsie Stuhr Center staff to Sports & Inclusion Services, transferred 5 FT Nature Center staff from Nature & Trails, transferred one Park Ranger from Park Services, convert 5 RPT staff to FT, added one Fitness Assistant, transferred receptionist from Park Services (Planning), added two specialists	31.00 FTE
Recreation Services	Maintenance Coordination	0.00 FTE	Transferred one coordinator from Park Services, and one coordinator from Aquatics	2.00 FTE
Recreation Services	Community Programs	4.00 FTE	Transferred to Administration Division	0.00 FTE
Recreation Services	Nature & Trails	15.00 FTE	Transferred 10 Nature & Trails staff to Park Services, and transferred 5 staff to Recreation Department	0.00 FTE
		99.65 FTE	Total Recreation Services	90.50 FTE
		204.65 FTE	Total District	194.00 FTE
			Decrease in Full-time FTE	(1.00)
			Decrease in Regular Part-time FTE	(9.65)
			Net Change	(10.65)

Strategic Planning

THPRD has a comprehensive strategic planning process that begins with community visioning. The district completed a community visioning outreach process, and adopted a Vision Action Plan in September 2020. The visioning work will be the basis for updates to the Comprehensive Plan that the district is completing in the upcoming fiscal year.

The current [Comprehensive Plan](#) for the district confirms the mission and vision for the park district, as well as eight goals for the district:

- Quality parks accessible throughout the district;
- Quality sports and recreation facilities and programs;
- Operate & maintain parks efficiently and cost-effectively;
- Acquire, conserve and enhance natural areas and open spaces;
- Develop and maintain a connected trail network;
- Provide value and efficient service delivery;
- Effectively communicate park district information; and
- Incorporate environmental and financial sustainability practices

An update to the district's Comprehensive Plan is underway and the goals in the plan will be revisited to align with the Vision Action Plan goal areas.

The Strategic Plan details goals and objectives for the district. The Service and Financial Sustainability Plan provides guidance on resource allocation for park district activities and establishes a service assessment tool to best determine the types of activities the district should offer.

Functional plans include guidelines, process descriptions, standards, prioritization criteria, multi-year implementation visions and funding strategies.

Using this planning process to inform priorities, the board holds a planning session each Fall to identify district priorities for the upcoming budget process. These priorities drive the decision-making process for the budget.

Vision Action Plan

The purpose of the visioning work was to better understand the community's interest and desires for park and recreation services moving forward over the next 20 plus years. The ideas expressed through the visioning process will be integrated into and implemented through the district's functional plan work and annual budget process.

The visioning work represents THPRD's most extensive public engagement effort to date with more than 10,500 people participating. The engagement was supported by a dedicated and diverse task force that included multigenerational, multicultural, and multiethnic representatives with seven different languages spoken among volunteers. The district's visioning work was recognized with a regional public involvement award for diverse leadership and strong participation of under-represented populations.

Vision Action Plan (continued)

The visioning process will be infused into the district's strategic planning work moving forward. In addition to aligning the goals in the Comprehensive Plan update with the vision goals, it is expected that future functional plan updates will articulate which vision actions are being addressed.

The board of director's commitment to being responsive to the community vision is so strong – they have made it one of the three overall district priorities, along with a commitment to equity and an emphasis on racial equity, as well as a commitment to sustainability.

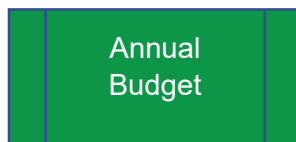
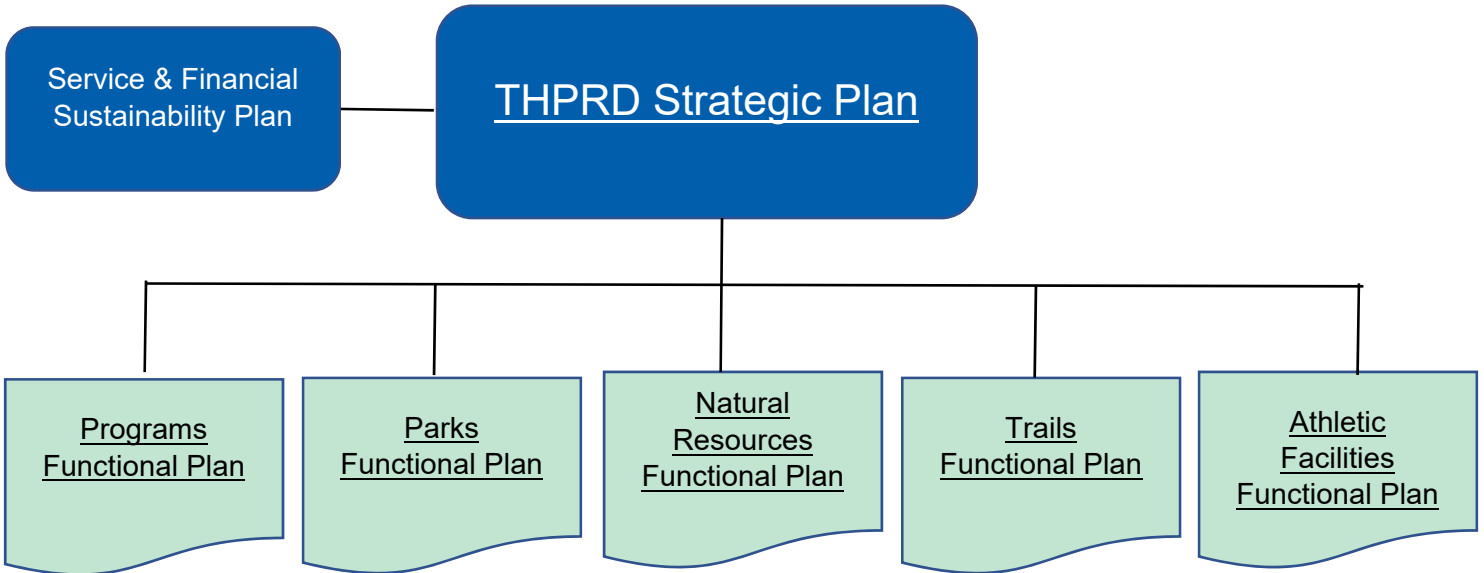
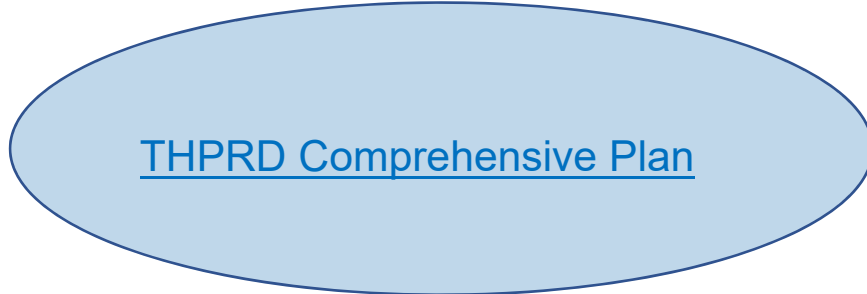
The four primary goal areas of the community vision work are as follows:

The infographic consists of four white rounded rectangular boxes arranged in a 2x2 grid on a light blue background. Each box features a circular icon in the top left corner, a bold title, and a paragraph of descriptive text.

- Welcoming and Inclusive** (Icon: Three stylized human figures in an orange circle). Combines a range of ideas centered on building community, expanding the role of THPRD in people's lives, minimizing or eliminating barriers to participation in THPRD's services, expanding staff capacity, and building partnerships and community relations.
- Play for Everyone** (Icon: A soccer ball in a blue circle). Reflects all the ways people (and their nonhuman family members) want to play, move and interact with THPRD, including participation in classes, activities, exercise, and sports; play in creative parks and playgrounds with imaginative new features throughout the year.
- Accessible and Safe** (Icon: Three horizontal lines in a red circle). Represents themes related to the overall maintenance of facilities and equipment and the ability of all THPRD residents to access their THPRD amenities safely. It also includes recommendations for ways to make facilities and programming more enjoyable and financially accessible for everyone.
- Preserving Natural Spaces** (Icon: Three stylized trees in a green circle). Includes community ideas that envision opportunities for people to be in and enjoy nature. It is also representative of comments on trails – for recreation, travel, interaction with animals, and regional connection—preserving our shared natural spaces and educational opportunities in nature.

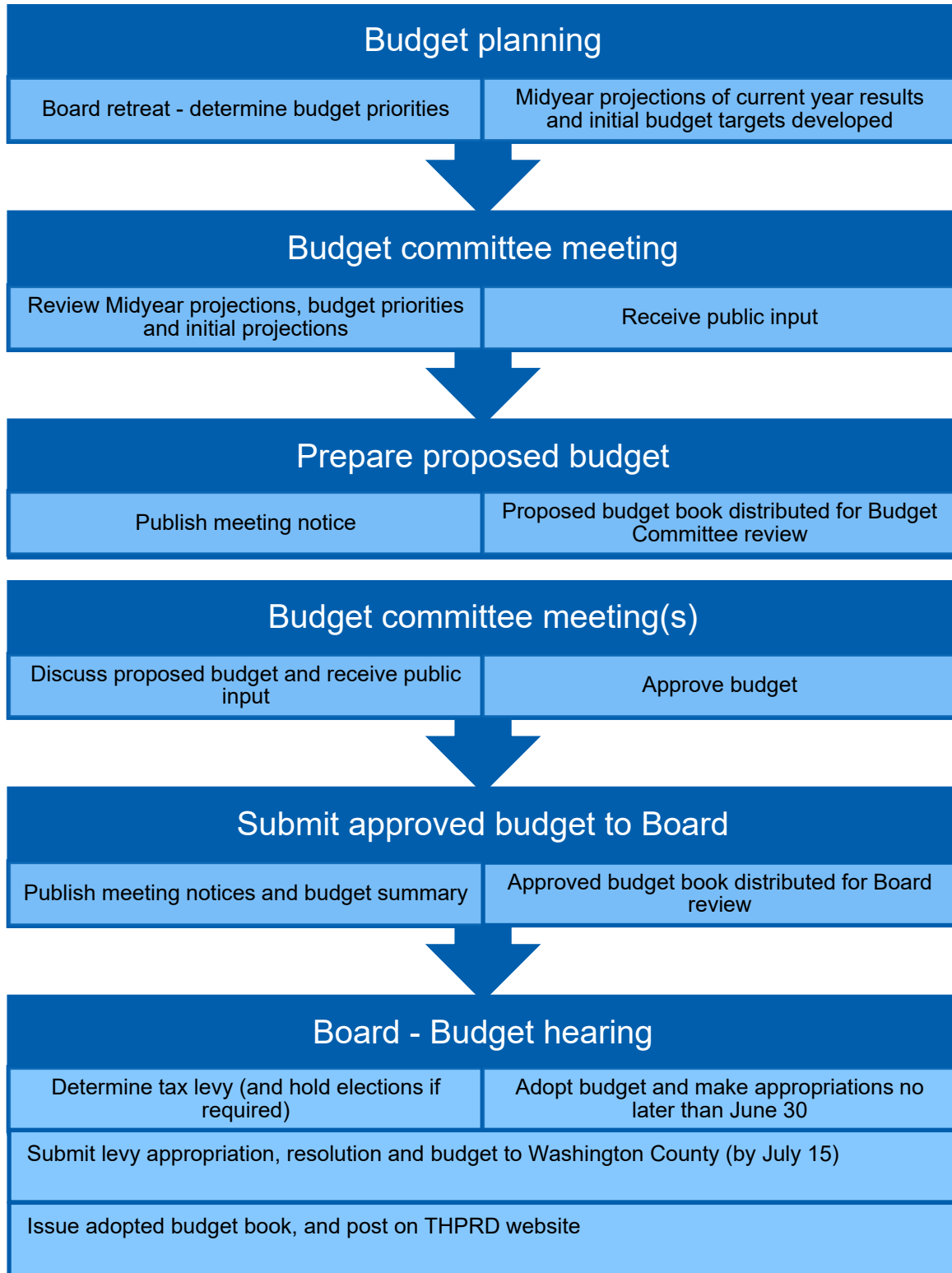


THPRD Vision and Mission





BUDGET PROCESS





FISCAL YEAR 2021/22 BUDGET CALENDAR

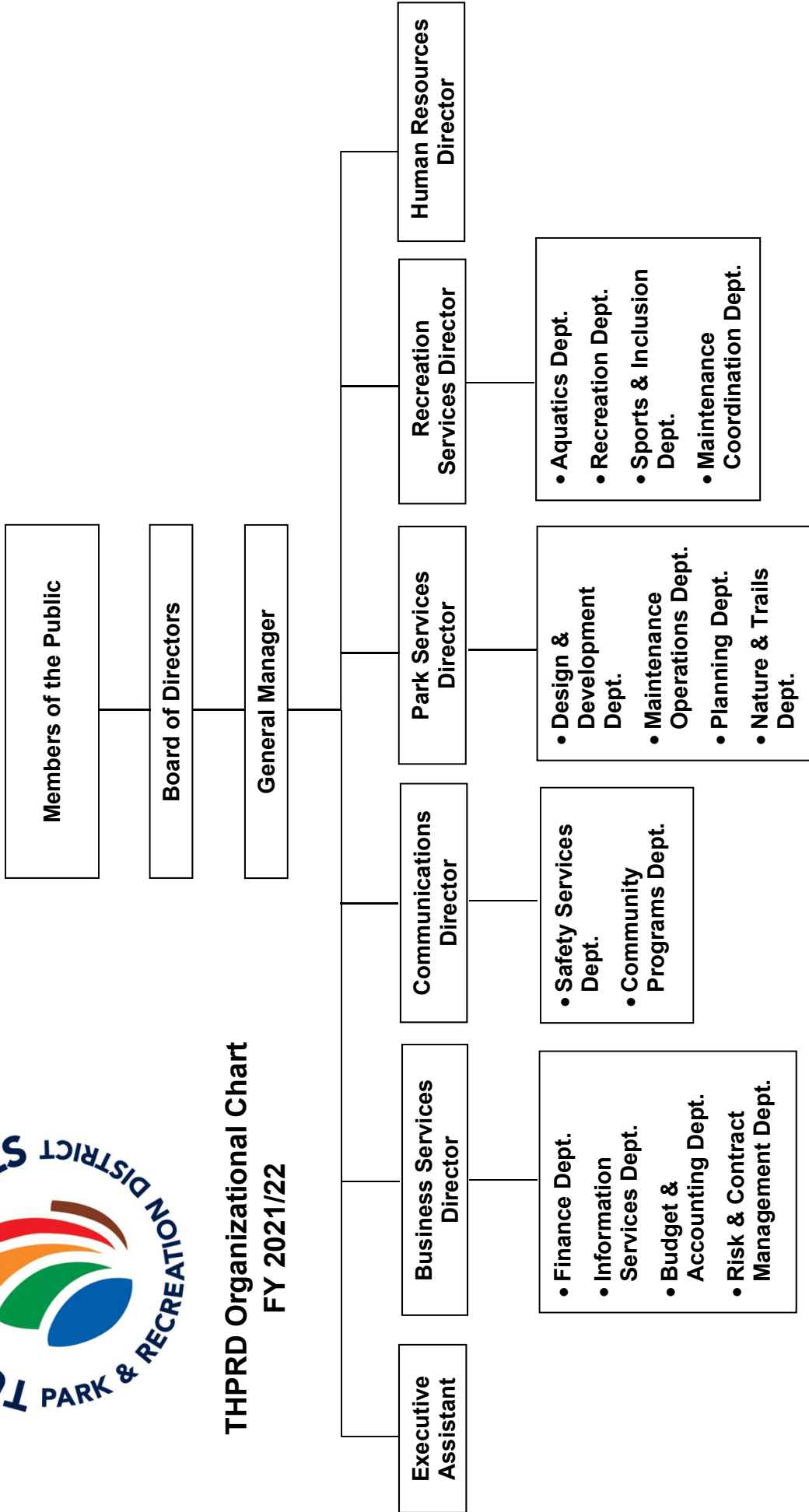
In accordance with District Budget Policy:

2021

January 28	Publish Notice (Valley Times)
February 4	Post Notice on District Website
February 24	Mid-year Budget Review Meeting
March 25	Publish Notice for both the April Work Session and the May Budget Committee Meeting (Valley Times)
April 1	Post Notice on District Website
April 14	Deliver Proposed Budget to Budget Committee
April 21	Budget Committee Work Session (Public Input)
May 1	Post Notice on District Website
May 19	Budget Committee Meeting to Approve Budget (Public Input)
May 26	Publish Notice & Summary (Valley Times)
June 2	Post Notice on District Website
June 16	Hold Public Hearing to Adopt Budget (Public Input)
July 15	Tax Levy Certified by Washington County



**THPRD Organizational Chart
FY 2021/22**



Board of Directors

The district has a governing board of five elected members who are responsible for the overall budgetary and policy direction of THPRD.



Ashley Hartmeier-Prigg, President/Director

Ashley holds a bachelor's degree in political science from the University of Portland, and a doctor of jurisprudence from Willamette University College of Law. When not enjoying our parks and trails, Ashley works at Nike.

Ashley believes in the importance of recreation as an integral part of a thriving community and values the role of THPRD to help community members live active, healthy lifestyles. She is committed to seeing that taxpayer dollars are invested responsibly and equitably.



Tya Ping, Secretary/Director

Tya earned her Pharmacy Doctorate from Oregon State University and OHSU. She is now a clinical pharmacist at Kaiser Permanente. She has served on various boards including Beaverton City Library Advisory Board and Washington County Parks and Recreation Advisory Board. She also is an avid volunteer within the Beaverton School District including teaching art literacy to elementary school children.



Heidi Edwards, Secretary Pro Tempore/Director

Heidi has worked in higher education for over two decades both at Portland Community College and Portland State University in various student affairs, workforce development and teaching roles. She is also a union leader serving PCC's Federation of Faculty and Academic Professionals. Previously Heidi worked for the Immigrant and Refugee Community Organization (IRCO) where she assisted newly-arrived refugees to learn English, transition into employment, and establish themselves in the Portland metropolitan area.



Felicita Monteblanco, Director

Felicita is the Public Affairs Manager at Northwest Health Foundation. There she supports advocacy campaigns to change public policy, often in partnership and at the direction of community-based organizations. She also manages government relations and leads NWHF's communications, among other responsibilities. Felicita earned her bachelor's degree in psychology from the University of San Francisco with a minor in hospitality management.



Wendy Kroger, Director

Wendy brings experience as a community volunteer, previously serving THPRD on advisory committees for trails, the last bond measure, Systems Development Charges, Greenway Park, and surveying natural areas for frogs, other amphibians and turtles. Wendy received her bachelor's degree in history, Phi Beta Kappa, and her Master's degree in counseling from the University of Oregon. She has an "almost minor" in accounting and auditing from the University of Virginia.

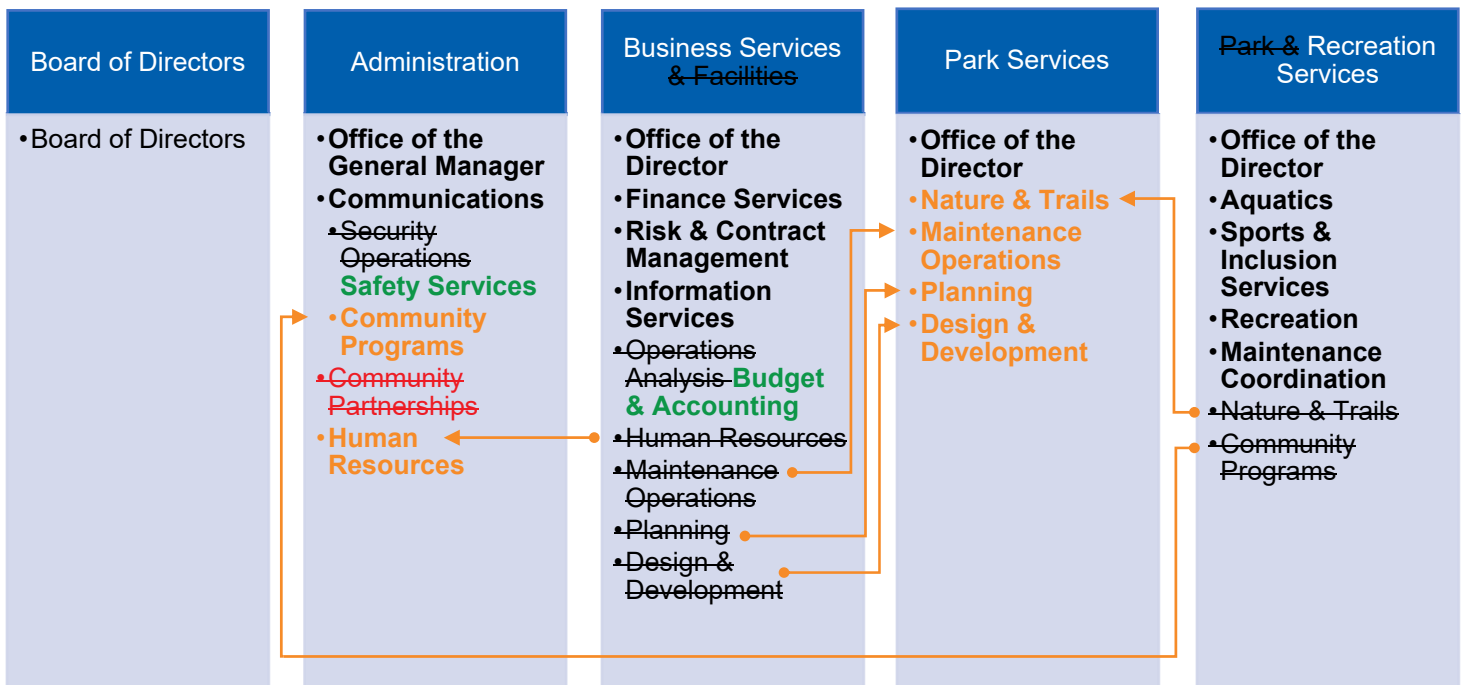
Organization Restructuring Summary FY 2021/22

The district management team has evaluated the district's organization structure, and determined that certain changes were necessary moving forward. The chart below shows the organization structure in FY2020/21 and the changes being made for FY2021/22. The Community Partnerships department is being eliminated, Community Programs and Human Resources are moving to Administration, and a new division, Park Services, is being added.

FY 2020/21 Organization Structure - Operations



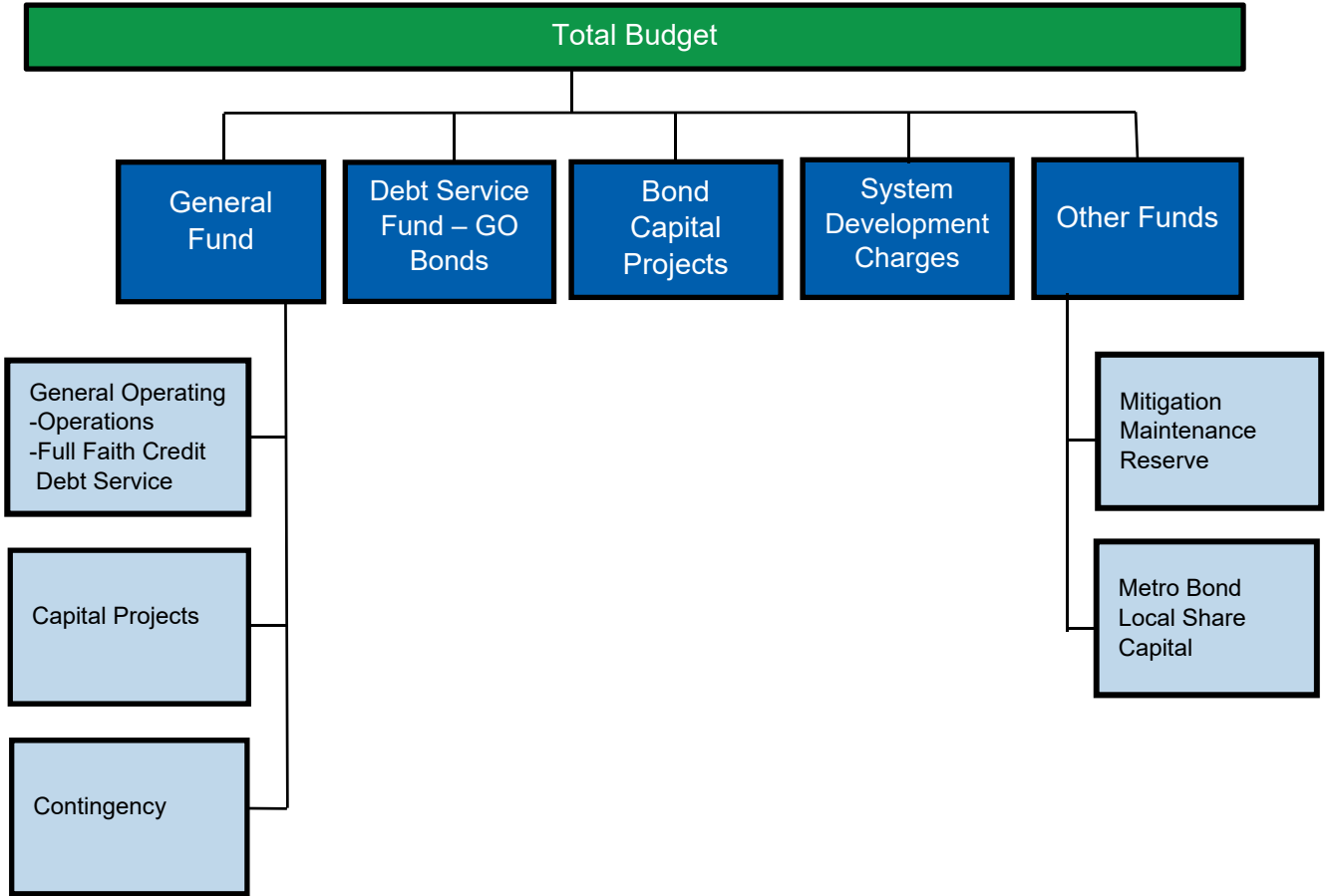
FY 2021/22 Organization Structure - Operations



● Department Name Change
 ● Department Eliminated
 ● Department Moved



THPRD Fund Structure



THPRD Fund Structure (continued)

General Fund

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

Debt Service Fund

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. Debt Service Fund levies are levied outside of the district's permanent rate and are not part of the governmental limit set by Measure 5.

Bond Capital Projects

In November 2008, voters approved a \$100 million bond for land acquisition, natural area preservation and improvements to trails and parks, along with other major capital projects throughout the district. This fund accounts for the capital project expenditures funded by this general obligation bond.

System Development Charges

This fund accounts for the System Development Charges (SDC) of the district. SDCs fund the cost of new facilities and land necessitated by new population growth and development in the district.

Mitigation Maintenance Reserve

These funds are a reserve against future maintenance cost at mitigation sites.

Metro Bond Local Share Capital

In November 2019, the regional government entity for the Portland area, Metro, passed a renewal bond measure for funding investments and grants to support clean water, protect and restore culturally significant native plant communities, protect and improve fish and wildlife habitat, reduce impacts of climate change, enhance trail networks, and make parks and natural areas more accessible and inclusive. THPRD will receive an allocation of the portion of these funds designated to support local projects, the THPRD "Local Share". This fund accounts for the projects funded by these Metro bond funds.



Resources

Analysis of Property Tax Rate and Collections

Analysis of Property Tax Measures 5 and 50

Summary of Resources - All Funds





THPRD

**Analysis of Property Tax Rate and Collections
Fiscal Year 2021/22**

ESTIMATED ASSESSED VALUATION		
Real and Personal Property Within THPRD		
		<u>\$ 29,317,320,108</u>
FY 2020/21 Full Assessed Valuation	\$ 28,386,196,418	
Less Urban Renewal	(336,170,047)	
FY 2020/21 Taxable Assessed Valuation	<u>28,050,026,371</u>	
Value Growth from Annual Increase ¹	851,585,893	3.00%
Estimated Exception Based Value Growth ²	425,792,946	1.50%
Less Urban Renewal Increase	<u>(10,085,101)</u>	
Estimated Taxable Assessed Value	<u>\$ 29,317,320,108</u>	
% Increase in Estimated Assessed Valuation		<u>4.50%</u>

ESTIMATED TAX LEVY	Tax Rate per \$1,000 Valuation	Amount
General Fund		
Permanent Tax Rate for THPRD	1.3073	
General Fund Operating Levy:		
Estimated Assessed Valuation multiplied by		
Permanent Rate		\$ 38,326,533
Estimated Compression		800
Bonded Debt Fund		
Bonded Debt Levy		8,549,067
Estimated Tax Rate:		
Bonded Debt Levy divided by Estimated		
Assessed Valuation	<u>0.2916</u>	
Estimated Tax Levy Totals	<u>1.5989</u>	<u>\$ 46,874,800</u>

ESTIMATED TAX COLLECTIONS	Amount
Based on Estimated Collection Rate:	95.00%
General Fund Current Year Tax Collections	\$ 36,409,446
Payment in lieu of Tax Collections	4,622
Bonded Debt Fund Current Year Tax Collections	8,121,614
Payment in lieu of Tax Collections	<u>33,936</u>
	<u>\$ 44,569,618</u>

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

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

Analysis of Measures 5 and 50

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 2020/21

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	2.88	0.07	2.95
Urban Road Improvements	0.25	-	0.25
THPRD	1.31	0.29	1.60
Tualatin Valley Fire & Rescue	1.98	0.14	2.12
Tualatin Soil & Water District	0.08	-	0.08
Port of Portland	0.07	-	0.07
Metro Service District	0.19	0.40	0.59
Total Tax Rate	8.08	0.90	8.98
Taxing Agencies Including City of Beaverton			
Washington County	2.82	0.07	2.89
Tualatin Valley Fire & Rescue	1.93	0.14	2.07
THPRD	1.27	0.29	1.56
City of Beaverton	4.10	0.18	4.28
Port of Portland	0.07	-	0.07
Tualatin Soil & Water District	0.08	-	0.08
Metro Service District	0.19	0.40	0.59
Urban Renewal-Beaverton	0.45	-	0.45
Total Tax Rate	10.91	1.08	11.99

FY 2019/20

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	0.07	2.96
Urban Road Improvements	0.25	-	0.25
THPRD	1.31	0.31	1.62
Tualatin Valley Fire & Rescue	1.98	0.10	2.08
Tualatin Soil & Water District	0.08	-	0.08
Port of Portland	0.07	-	0.07
Metro Service District	0.19	0.47	0.66
Total Tax Rate	8.08	0.95	9.03
Taxing Agencies Including City of Beaverton			
Washington County	2.83	0.07	2.90
Tualatin Valley Fire & Rescue	1.94	0.10	2.04
THPRD	1.27	0.31	1.58
City of Beaverton	4.11	0.19	4.30
Port of Portland	0.07	-	0.07
Tualatin Soil & Water District	0.08	-	0.08
Metro Service District	0.19	0.47	0.66
Urban Renewal-Beaverton	0.41	-	0.41
Total Tax Rate	10.90	1.14	12.04

TUALATIN HILLS PARK & RECREATION DISTRICT

MEASURE 5
Impact on Washington County Taxing

FY 2018/19

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	0.07	2.96
Urban Road Improvements	0.25	-	0.25
THPRD	1.31	0.32	1.62
Tualatin Valley Fire & Rescue	1.98	0.11	2.08
Port of Portland	0.07	-	0.07
Metro Service District	0.19	0.28	0.47
Total Tax Rate	8.00	0.78	8.77
Taxing Agencies Including City of Beaverton			
Washington County	2.84	0.07	2.91
Tualatin Valley Fire & Rescue	1.94	0.11	2.05
THPRD	1.28	0.32	1.60
City of Beaverton	4.12	0.20	4.32
Port of Portland	0.07	-	0.07
Metro Service District	0.19	0.28	0.47
Urban Renewal-Beaverton	0.37	-	0.37
Total Tax Rate	10.81	0.98	11.79

FY 2017/18

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	0.07	2.96
Urban Road Improvements	0.25	-	0.25
THPRD	1.31	0.30	1.61
Tualatin Valley Fire & Rescue	1.98	0.10	2.08
Port of Portland	0.07	-	0.07
Metro Service District	0.19	0.22	0.41
Total Tax Rate	8.01	0.69	8.70
Taxing Agencies Including City of Beaverton			
Washington County	2.84	0.07	2.91
Tualatin Valley Fire & Rescue	1.94	0.10	2.04
THPRD	1.28	0.30	1.58
City of Beaverton	4.08	0.20	4.28
Port of Portland	0.07	-	0.07
Metro Service District	0.19	0.22	0.41
Urban Renewal-Beaverton	0.32	-	0.32
Total Tax Rate	10.72	0.89	11.61

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
Total Tax Rate	8.00	0.64	8.64
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
Total Tax Rate	10.70	0.83	11.53

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
Total Tax Rate	7.96	0.65	8.61
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
Total Tax Rate	10.62	0.85	11.47

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
Total Tax Rate	7.75	0.80	8.55
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
Total Tax Rate	10.41	0.99	11.40

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
Total Tax Rate	7.76	0.95	8.71
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
Total Tax Rate	10.33	1.18	11.51

**Tualatin Hills Park & Recreation District
Summary of Resources - All Funds**

RESOURCES:	General Fund	Special Revenue Fund	Capital Projects Fund	Debt Service Fund	Total Resources
Beginning Balance- Capital Replacement Reserve	\$ 2,000,000	\$ -	\$ -	\$ -	\$ 2,000,000
Cash on Hand for Fiscal Year	5,700,000	186,400	12,546,500	250,000	18,682,900
Beginning Fund Balance from Previous Year Projects Carried Forward	2,726,475	-	26,772,724	-	29,499,199
Previously Levied Taxes estimated to be received during ensuing year	300,000	-	-	25,000	325,000
PROGRAM REVENUES:					
Swim Center Revenue	3,698,641	-	-	-	3,698,641
Tennis Revenue	1,238,412	-	-	-	1,238,412
Recreation Program Revenue	4,532,826	-	-	-	4,532,826
Sports & Inclusion Services Revenue	3,802,679	-	-	-	3,802,679
Nature Education Revenue	595,789	-	-	-	595,789
OTHER REVENUES:					
Miscellaneous Revenue	206,448	-	-	-	206,448
Interest Revenue	300,000	2,000	161,100	25,000	488,100
Telecommunication Site Lease Revenue	189,000	-	-	-	189,000
Facility Rental Revenue	456,000	-	-	-	456,000
Grants and Intergovernmental Revenue	1,942,719	-	8,628,870	-	10,571,589
Sponsorships	14,150	-	-	-	14,150
System Development Charges	-	-	9,611,435	-	9,611,435
Transfers In	500,000	-	779,000	-	1,279,000
Total Resources except taxes to be levied..... Subtotal	<u>\$ 28,203,139</u>	<u>\$ 188,400</u>	<u>\$ 58,499,629</u>	<u>\$ 300,000</u>	<u>\$ 87,191,168</u>
Current Year Property Taxes (Permanent Rate)	36,414,068	-	-	8,155,550	44,569,618
TOTAL RESOURCES	<u>\$ 64,617,207</u>	<u>\$ 188,400</u>	<u>\$ 58,499,629</u>	<u>\$ 8,455,550</u>	<u>\$ 131,760,786</u>

Tualatin Hills Park & Recreation District Resources Narrative - All Funds

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

Beginning Balance- Capital Replacement Reserve: The estimated Beginning Balance- Capital Replacement Reserve for FY 2021/22 (\$2,000,000) 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 2021/22 consists of General Fund (\$5,700,000), Mitigation Maintenance Reserve Fund (\$186,400), System Development Charges Fund (\$12,546,500) and Debt Service Fund (\$250,000).

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-2 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 (\$2,726,475), System Development Charges Fund (\$23,433,903) and Bond Capital Projects Fund (\$3,338,821).

Prior Year's Taxes: Prior Year's Taxes are property taxes that have been levied but remain uncollected. During the 2021/22 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 2021/22 consists of General Fund (\$300,000) and Debt Service Fund (\$25,000).

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 \$3,698,641. 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	\$ 483,497	Swim Passes	\$ 500,098
Beaverton	522,862	General Admission	469,940
Conestoga - Aquatic	680,497	Aquatic Instruction	2,322,989
Harman	426,813	Facility Rentals	
Sunset	397,938	- Beaverton School District	43,334
Aquatic Center	913,979	- Other Rental Events	362,280
Raleigh	144,778		
Somerset West	128,277		
	<u>\$ 3,698,641</u>		<u>\$ 3,698,641</u>

Tennis Revenue: Tennis revenue of \$1,238,412 is generated by open play, instruction, special interest events and the sale of tennis balls.

<u>Tennis Program Revenue</u>	<u>Program</u>	<u>Facility Rental</u>	<u>Total</u>
Open play	\$ 451,102	\$ -	\$ 451,102
Instruction	709,931	-	709,931
Special interest	52,621	16,804	69,425
Tennis ball sales	7,954	-	7,954
	<u>\$ 1,221,608</u>	<u>\$ 16,804</u>	<u>\$ 1,238,412</u>

Resources Narrative - All Funds (continued)

Recreation Program Revenue: Recreation program and rental revenue of \$4,532,826 is generated from Cedar Hills Recreation Center, Conestoga Recreation & Aquatic Center, Administration registrations, out-of-district assessments and facility room rentals.

Recreational Program Revenue	Program	Facility Rental	Total
Cedar Hills Recreation Center	\$ 2,248,846	\$ 12,000	\$ 2,260,846
Conestoga - Recreation	2,064,540	59,200	2,123,740
Administration	148,240	-	148,240
	<u>\$ 4,461,626</u>	<u>\$ 71,200</u>	<u>\$ 4,532,826</u>

Sports and Inclusion Services Revenue: Sports and Inclusion Services revenue of \$3,802,679 is generated primarily from Garden Home Recreation Center, Elsie Stuhr Center, 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 & Inclusion Services Revenue	Program	Facility Rental	Total
Concessions	\$ 96,578	\$ -	\$ 96,578
Fitness & Exercise	46,320	-	46,320
Special Events	12,400	-	12,400
Special Interest	490,120	-	490,120
Indoor Sports	255,600	168,773	424,373
Outdoor Sports	115,155	547,075	662,230
Passes	117,907	-	117,907
Garden Home Recreation Center	1,194,143	144,000	1,338,143
Elsie Stuhr Center	486,095	12,000	498,095
Camp Rivendale	99,663	-	99,663
Inclusion Services	16,850	-	16,850
	<u>\$ 2,930,831</u>	<u>\$ 871,848</u>	<u>\$ 3,802,679</u>

Nature Education Revenue: Nature Education revenue of \$595,789 is generated from instruction and outdoor recreation programs held at both the Tualatin Hills Nature Center and Cooper Mountain Nature Park.

Nature Education Revenue	Program	Facility Rental	Total
Instruction/Environmental Education	\$ 569,167	\$ 22,860	\$ 592,027
Outdoor Recreation	3,762	-	3,762
	<u>\$ 572,929</u>	<u>\$ 22,860</u>	<u>\$ 595,789</u>

Resources Narrative - All Funds (continued)

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

Miscellaneous Revenue: Miscellaneous revenue of \$206,448 is earned from purchasing card program rebates (\$90,000), items sold at auctions (\$30,000), easements, miscellaneous fees and forfeitures, compensation for insurance proceeds and various other sources (\$86,448).

Interest Revenue: Interest revenue in the total amount of \$488,100 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 (\$300,000), Mitigation Maintenance Reserve Fund (\$2,000), Debt Service Fund (\$25,000), System Development Charges Fund (\$146,600) and Bond Capital Projects Fund (\$14,500).

Telecommunication Site Lease Revenue: Lease revenue of \$189,000 from site leases for cellular telephone transmission equipment.

Facility Rental Revenue: Facility rental revenue of \$456,000 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: Oregon Community Paths - Oregon Department of Transportation (\$572,477), Tualatin Soil & Water Conservation District (\$215,000), Clean Water Services (\$65,000), Special Districts of Oregon (\$5,000), Metropolitan Area Communications Commission (\$50,000), Metro Regional Funds for Transportation (RFFT) (\$129,000), Oregon Parks & Recreation - Land & Water Conservation Fund (\$650,000), USA Swimming Foundation (\$24,356), Reser Family Foundation (\$12,499), Oregon Cultural Trust (\$37,500), Cultural Coalition of Washington County (\$2,000), Restoration Grants (\$10,000), Metro - Nature in Neighborhoods (\$67,312), Collins Foundation (\$30,000), Washington County Visitors Association (\$2,575) and Tualatin Hills Park Foundation (\$70,000). Additionally, intergovernmental revenue includes funds from Metro for the Local

\$

Sponsorships: Sponsorships in the amount of \$14,150 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 2021/22 is \$9,611,435 (which is net of SDC waivers of \$1,500,000) and may only be utilized for improvements related to expansion.

Transfers In: Transfers In to the General Fund reflect the fiscal policy of recovering project management staff time from capital projects to the General Fund. In FY 2021/22, \$250,000 is anticipated from SDC and other projects, \$150,000 from the Metro Local Bond Fund projects, and \$100,000 from the Bond Capital Fund projects. Transfers In to the SDC Funds are related to grant funding for a portion of SDC projects.

Current Year's Taxes for FY 2021/22: Current Taxes levied against an estimated \$29.3 billion in assessed valuation total \$46,874,800. Of that amount, Debt Service Fund generates \$8,549,067, with collections anticipated at \$8,121,614, for retirement of general obligation debt. The General Fund levy totals \$38,326,533, with collections anticipated at \$36,409,446. The payments in lieu of taxes (PILOT) amounts are additional taxes expected to be collected (\$4,622 General Fund and \$33,936 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 2021/22

Five-year Capital Funding Sources

Projects by Funding Source

Capital Improvement Plan





THPRD

CAPITAL IMPROVEMENT PLAN

Capital Planning

The district has a cross-functional Capital Committee that meets regularly throughout the year to identify and prioritize projects for funding in the budget. The team reviews each project using rating criteria identifying both loss severity (which considers safety, risk, and potential interruption of service) and loss probability (measured by functionality, condition of the asset and life expectancy). Projects are identified for funding by the Capital Committee, and submitted for review and consideration by the Budget Committee, as part of the budget approval process.

Capital Funding Sources FY 2021/22

The Capital Funding Sources FY 2021/22 schedule shows the distribution of capital funding for the budget year 2021/22 between the various available sources of funding, including the General Fund, Metro Bond Local Share Capital Fund, Bond Fund, SDC Fund and Grant Funds.

Five-Year Capital Funding Sources

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

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 Improvement Plan

The Capital Improvement Plan shows information by project, including project description, five year capital outlay, and the operating budget impact of the project once placed in service.





THPRD

Capital Funding Sources 2021/22

	Funding Sources					Total Funds
	General Fund	Bond Fund	SDC Fund	Grant Funds	Metro Bond Local Share Capital Fund	
ADA Improvements						
ADA Improvement - Picnic area barrier removal	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
ADA Improvement - Facility access barrier removal	75,000					75,000
ADA Improvement - Harman Swim Center	375,000					375,000
ADA Improvement - Other	25,000					25,000
ADA Improvements - Pedestrian pathway barrier removal	33,000					33,000
ADA Improvements Total	558,000	-	-	-	-	558,000
Athletic Facility Replacement						
Athletic Field Lights - Sunset Field	25,000					25,000
Athletic Facility Replacement Total	25,000	-	-	-	-	25,000
Building Replacements						
Boiler - Cedar Hills Recreation Center	188,000					188,000
Roof Repairs & Analysis - Garden Home Recreation Center	115,000					115,000
Pump & Motor Replacement - Harman Swim Center	48,000					48,000
Pool Tank, Deck, Underwater Lights, Pump/Motor and ADA - Conestoga Recreation & Aquatic Center	2,122,055					2,122,055
Parking Lot Study - Cedar Hills Recreation Center	10,000					10,000
Parking Lot Repair - Howard M. Terpenning (HMT) Maintenance Building	100,000					100,000
Emergency Repairs	100,000					100,000
Cardio and Weight Equipment	40,000					40,000
Roofs & Gutters - Fanno Creek Service Center	120,000					120,000
Other Building Replacements	10,000			5,000		15,000
Building Replacements Total	2,853,055	-	-	5,000	-	2,858,055
Development/Improvement						
Metropolitan Transportation Improvement Program (MTIP) Grant Match - Westside Trail, Segment 18			425,000			425,000
NW Quadrant New Neighborhood Park Development (Crowell)			25,000			25,000
Natural Area Master Plan			100,000			100,000
Building Expansion - site to be determined			995,000			995,000
MTIP Grant Match - Beaverton Creek Trail Land Acquisition/ROW			212,000			212,000
North Bethany Park and Trail Development - Project Management			50,000			50,000
Neighborhood Park Master Plan Miller Rd (SWQ-5)			150,900			150,900
South Cooper Mountain Park and Trail Development - Project Management			50,000			50,000
NW Quadrant New Neighborhood Park #4 Development (Bonnie Meadow)			600,000			600,000
Bethany Creek Trail #2, Segment #3 - Development			50,000			50,000
North Bethany Park and Trail Improvements			120,000			120,000
Regional Flexible Funds Allocation (RFFA) Active Transportation Project Readiness Match - Westside Trail, Hwy 26 Overcrossing Design			129,000			129,000

Capital Funding Sources 2021/22 (continued)

	Funding Sources					Total Funds
	General Fund	Bond Fund	SDC Fund	Grant Funds	Metro Bond Local Share Capital Fund	
New Amenities in existing parks	\$ -	\$ -	\$ 153,000	\$ -	\$ -	\$ 153,000
Neighborhood Park Design & Permitting - Highland Park (NWQ-6)			320,820			320,820
Cedar Hills Park - Additional funding for bond project			365,000			365,000
Neighborhood Park Construction - Highland Park (NWQ -6)			1,620,000			1,620,000
Neighborhood Park Master Planning - North Bethany Heckman Road (NWQ -8)			55,000			55,000
Neighborhood Park Master Planning - Baker Loop (SEQ-2)			111,177			111,177
Trail Development - 155th Ave Wetlands			487,208			487,208
Somerset West Park - Additional funding for bond project			126,758			126,758
Fanno Creek Trail Segment #5 - Scholls Ferry Rd. to 92 Ave.			250,000			250,000
Mt. View Champions Park Sport Court - Additional funding for bond project			400,000			400,000
North Johnson Creek Trail Master Planning - Project Management			40,000			40,000
Design & Develop Natural Areas for Public Access - South Cooper Mountain			500,000			500,000
Neighborhood Park Design & Permitting - Heckman Road (NWQ-8)			384,200			384,200
Neighborhood Park Design & Permitting - Miller Road (SWQ-5)			717,200			717,200
Neighborhood Park Design & Permitting - Baker Loop (SEQ-2)			445,625			445,625
Neighborhood Park Master Planning - Abbey Creek Phase II (NWQ-5)			69,200			69,200
Neighborhood Park Master Planning - Pointer Road (NEQ-3)			135,100			135,100
Regional Trail Development - Westside Trail #14			1,601,900			1,601,900
Beaverton Creek Trail Preliminary Engineering (MTIP-RFFA)			67,500			67,500
Downtown planning			50,000			50,000
Cooper Mountain Planning			15,000			15,000
Development/Improvement Total	-	-	10,821,588	-	-	10,821,588
Facility Challenge Grants Total	40,000	-	-	-	-	40,000
Fleet & Equipment Improvement	63,218					63,218
Ventrac 4500Z Mowers (2)						
Fleet & Equipment Improvement Total	63,218	-	-	-	-	63,218
Fleet & Equipment Replacement	11,000					11,000
Cordless Backpack Equipment Chargers and Batteries						
Zero Turn Mowers						
10K Trailers (2)						
Minibus						
Grandstand Mowers						
Fleet & Equipment Replacement Total	197,920	-	-	-	-	197,920
Information Technology Improvement	598,000					598,000
Financial System Software						
Information Technology Improvement Total	598,000	-	-	-	-	598,000
Information Technology Replacement	9,000					9,000
AEDs						
Desktop/laptop replacement						
Key Card Readers						
LAN / WAN Equipment						
Information Technology Replacement Total	9,000	-	-	-	-	9,000
Information Technology Replacement	90,000					90,000
LAN / WAN Equipment						
Information Technology Replacement Total	99,000	-	-	-	-	99,000

Capital Funding Sources 2021/22 (continued)

	Funding Sources					Total Funds
	General Fund	Bond Fund	SDC Fund	Grant Funds	Metro Bond Local Share Capital Fund	
Network Servers	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
Security Cameras	45,000	-	-	-	-	45,000
Large Format Printer	15,000	-	-	-	-	15,000
Grant Funded						
Metropolitan Area Communications Commission - Broadband Switches				50,000		50,000
Information Technology Replacement Total	225,000	-	-	50,000	-	275,000
Land Acquisition						
Acquisition of Community Park Land - North Bethany			5,715,800			5,715,800
Acquisition of Neighborhood Park Land - Bonny Slope West			1,500,000			1,500,000
Acquisition of Natural Area Land - South Cooper Mountain			846,000			846,000
Acquisition of Trails Land - South Cooper Mountain			1,379,000			1,379,000
Acquisition of Neighborhood Park Land - South Cooper Mountain			8,449,000			8,449,000
Acquisition of Trails Land - North Bethany			1,189,500			1,189,500
Acquisition of Trails Land - Bonny Slope West			250,000			250,000
Acquisition of Neighborhood Park Land - Infill Areas			2,452,740			2,452,740
Land Acquisition Total	-	-	21,782,040	-	-	21,782,040
Multifield/Multipurpose Athletic Field Development						
New Field in NW Quadrant		162,940				162,940
New Field in SW Quadrant		541,134				541,134
Multifield/Multipurpose Athletic Field Development Total	-	704,074	-	-	-	704,074
Natural Area Preservation						
Arborist/Tree Management		192,786				192,786
Restoration of properties		41,132				41,132
Raleigh Park		172,000				172,000
Bannister Creek Greenway/NE Park		57,379				57,379
Lilly K. Johnson Woods		1,062				1,062
Bronson Creek Greenway at Laidlaw		462,457				462,457
Commonwealth Lake		62,932				62,932
155th Wetlands		8,801				8,801
Bronson Creek New Properties		104,887				104,887
Fanno Creek Greenway		83,909				83,909
HMT North Woods & Stream		33,662				33,662
Cedar Mill Creek Greenway		13,903				13,903
Fir Grove Park		11,539				11,539
HL Cain Wetlands		5,238				5,238
Bronson Creek Park		22,130				22,130
Center Street Wetlands Area		14,664				14,664
Forest Hills Park		8,308				8,308
North Bethany Greenway		19,001				19,001

Capital Funding Sources 2021/22 (continued)

	Funding Sources					Total Funds
	General Fund	Bond Fund	SDC Fund	Grant Funds	Metro Bond Local Share Capital Fund	
Willow Creek Greenway II	\$ -	\$ 6,835	\$ -	\$ -	\$ -	\$ 6,835
Westside Trail 18		25,746				25,746
Westside Trail - Burntwood area		3,192				3,192
Waterhouse Trail		24,511				24,511
Natural Area Preservation Total	-	1,376,074	-	-	-	1,376,074
New Linear Park & Trail Development						
Miscellaneous Natural Trails		78,443				78,443
New Linear Park & Trail Development Total	-	78,443	-	-	-	78,443
New Linear Park & Trail Land Acquisition						
New Linear Park and Trail Acquisitions		1,195				1,195
New Linear Park & Trail Land Acquisition Total	-	1,195	-	-	-	1,195
Park & Trail Improvements						
Memorial Benches	25,000	-	-	-	-	25,000
Westside Trail - ODOT Oregon Community Paths Grant matching funds	65,523	-	-	-	-	65,523
Grant Funded						
Westside Trail - ODOT Oregon Community Paths Grant				572,477		572,477
Tualatin River Environmental Enhancement - Irrigation Improvements				100,000		100,000
Tualatin River Environmental Enhancement - Raleigh Park Creek Improvements				100,000		100,000
Clean Water Services - Raleigh Park Stream Enhancement				65,000		65,000
Park & Trail Improvements Total	90,523	-	-	837,477	-	928,000
Park & Trail Replacements						
Irrigation Controllers (3) sites & Main Line Repair	47,500					47,500
Pedestrian Pathway - Greenway Park	50,350					50,350
Pedestrian Pathway Design - Rock Creek Greenway	85,000					85,000
Asphalt Pathway Repairs - Ridgecrest Park, Arnold Park	12,800					12,800
Other Park & Trail Replacements	20,000					20,000
Park & Trail Replacements Total	215,650	-	-	-	-	215,650
New Community Park Development						
SW Community Park		151,550				151,550
Renovate and Redevelop Community Parks Total	-	151,550	-	-	-	151,550
Renovate and Redevelop Neighborhood Parks						
Somerset West Park		338,839				338,839
Renovate and Redevelop Neighborhood Parks Total	-	338,839	-	-	-	338,839
Undesignated Projects Total						
Undesignated Funds Total						
Metro Local Bond Capital Share Fund						
Undesignated Funds						
Metro Local Bond Capital Share Fund Total	-	-	-	-	8,628,870	8,628,870
Grand Total	\$ 4,866,366	\$ 3,353,321	\$ 46,417,438	\$ 892,477	\$ 8,628,870	\$ 64,158,472

Five-year Capital Funding Sources - FY 2022-2026

	Carryover Funds	2022 Funding	2023 Funding	2024 Funding	2025 Funding	2026 Funding	Total 5-Year Funding
Sources of Funds							
General Fund	\$ 2,726,475	\$ 2,139,891	\$ 4,226,560	\$ 5,047,285	\$ 4,460,946	\$ 3,904,225	\$ 22,505,382
Bond Fund		3,353,321					3,353,321
SDC Fund	23,433,903	22,983,535	7,778,945	7,859,613	19,848,966	16,708,814	98,613,776
Grant Funds		892,477					892,477
Metro Bond Local Share Capital Fund		8,628,870					8,628,870
Total Funds	\$ 26,160,378	\$ 37,998,094	\$ 12,005,505	\$ 12,906,898	\$ 24,309,912	\$ 20,613,039	\$ 133,993,826
Athletic Facility Replacement							
Baseball/Softball Backstops	\$ -	\$ -	\$ 11,000	\$ -	\$ -	\$ -	\$ 11,000
Court Resurface	-	-	119,000	58,000	69,500	114,000	360,500
Synthetic Turf	-	-	-	594,880	-	550,000	1,144,880
Athletic Field Poles/Light Replacement	-	25,000	250,000	-	-	-	275,000
Tennis Air Structure	-	-	-	-	-	600,000	600,000
Athletic Facility Replacement Total	-	25,000	380,000	652,880	69,500	1,264,000	2,391,380
ADA Improvements							
ADA Improvement - Picnic area barrier removal	-	50,000	-	-	-	-	50,000
ADA Improvement - Facility access barrier removal	-	75,000	-	-	-	-	75,000
ADA Improvement - Harman Swim Center	-	375,000	-	-	-	-	375,000
ADA Improvement - Elsie Stuhr Center	-	-	-	-	250,000	-	250,000
ADA Improvement - Other	25,000	-	100,000	100,000	100,000	100,000	425,000
ADA Improvements - Pedestrian pathway barrier removal	-	33,000	-	-	-	-	33,000
ADA Improvements Total	25,000	533,000	100,000	100,000	350,000	100,000	1,208,000
Building Replacements							
Boiler - Cedar Hills Recreation Center	188,000	-	-	-	-	-	188,000
Roof Repairs & Analysis - Garden Home Recreation Center	115,000	-	-	-	-	-	115,000
Pump & Motor Replacement - Harman Swim Center	48,000	-	-	-	-	-	48,000
Pool Tank, Deck, Underwater Lights, Pump/Motor and ADA - Conestoga Recreation & Aquatic Center	1,622,055	500,000	-	-	-	-	2,122,055
Building painting	-	-	75,000	105,000	-	-	180,000
Plumbing Replacement	-	-	-	113,900	-	-	113,900
Floor Coverings	-	-	5,000	217,345	58,680	-	281,025
HVAC - Boilers & Furnaces	-	-	200,000	160,000	10,000	-	370,000
Parking Lot Study - Cedar Hills Recreation Center	-	10,000	-	-	-	-	10,000
Parking Lot Repair - HMT Maintenance Building	-	100,000	-	-	-	-	100,000
Emergency Repairs	-	100,000	100,000	100,000	100,000	100,000	500,000
Cardio and Weight Equipment	-	40,000	40,000	40,000	40,000	40,000	200,000
Interior Lighting	-	-	-	-	60,000	340,000	400,000
Pool Apparatus	-	-	13,500	17,800	-	-	31,300
Pool Tanks & Mechanical Systems	-	-	68,020	509,300	-	130,000	707,320
Roofs & Gutters - Fanno Creek Service Center	-	120,000	120,000	120,000	120,000	120,000	600,000
HVAC Components	-	-	80,500	-	-	-	80,500
Parking Lots	-	-	350,000	-	20,000	-	370,000
Roofs & Gutters	-	-	200,000	264,360	523,640	-	988,000
Other Building Replacements	4,000	11,000	193,920	129,000	109,600	6,000	453,520
Building Replacements Total	1,977,055	881,000	1,445,940	1,776,705	1,041,920	736,000	7,858,620

Five-year Capital Funding Sources - FY 2022-2026 (continued)

CIP - 7

	Carryover Funds	2022 Funding	2023 Funding	2024 Funding	2025 Funding	2026 Funding	Total 5-Year Funding
Development/Improvement							
Metropolitan Transportation Improvement Program (MTIP) Grant Match - Westside Trail, Segment 18	\$ 425,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 425,000
New Regional Trail Development - Westside Trail Segments 16-18	-	-	109,870	433,113	1,773,140	-	2,316,123
NW Quadrant New Neighborhood Park Development (Crowell)	25,000	-	-	-	-	-	25,000
Natural Area Master Plan	100,000	-	-	-	-	-	100,000
Building Expansion - site to be determined	995,000	-	-	-	-	-	995,000
MTIP Grant Match - Beaverton Creek Trail Land Acquisition	212,000	-	-	-	-	-	212,000
North Bethany Park and Trail Development - Project Management	50,000	-	-	-	-	-	50,000
Neighborhood Park Master Plan Miller Rd (SWQ-5)	150,900	-	-	-	-	-	150,900
South Cooper Mountain Park and Trail Development - Project Management	50,000	-	-	-	-	-	50,000
NW Quadrant New Neighborhood Park #4 Development (Bonnie Meadow)	600,000	-	-	-	-	-	600,000
Bethany Creek Trail #2, Segment #3 - Development	50,000	-	-	-	-	-	50,000
North Bethany Park and Trail Improvements	120,000	-	-	-	-	-	120,000
Regional Flexible Funds Allocation (RFFA) Active Transportation Project Readiness Match - Westside Trail, Hwy 26 Overcrossing Design	129,000	-	-	-	-	-	129,000
New Amenities in existing parks	53,000	100,000	-	-	-	-	153,000
Neighborhood Park Design & Permitting - Highland Park (NWQ-6)	320,820	-	-	-	-	-	320,820
Cedar Hills Park - Additional funding for bond project	65,000	300,000	-	-	-	-	365,000
Neighborhood Park Construction - Highland Park (NWQ-6)	1,620,000	-	-	-	-	-	1,620,000
Neighborhood Park Master Planning - North Bethany Heckman Road (NWQ-8)	55,000	-	-	-	-	-	55,000
Neighborhood Park Master Planning - Baker Loop (SEQ-2)	111,177	-	-	-	-	-	111,177
Trail Development - 155th Ave Wetlands	487,208	-	-	-	-	-	487,208
Somerset West Park - Additional funding for bond project	126,758	-	-	-	-	-	126,758
Fanno Creek Trail Segment #5 - Scholls Ferry Rd. to 92 Ave.	250,000	-	-	-	-	-	250,000
Mt. View Champions Park Sport Court - Additional funding for bond project	-	400,000	-	-	-	-	400,000
North Johnson Creek Trail Master Planning - Project Management	-	40,000	-	-	-	-	40,000
Design & Develop Natural Areas for Public Access - South Cooper Mountain	-	500,000	-	-	-	-	500,000
Neighborhood Park Design & Permitting - Heckman Road (NWQ-8)	-	384,200	-	-	-	-	384,200
Neighborhood Park Design & Permitting - Miller Road (SWQ-5)	-	717,200	-	-	-	-	717,200
Neighborhood Park Design & Permitting - Baker Loop (SEQ-2)	-	445,625	-	-	-	-	445,625
Neighborhood Park Construction - Baker Loop (SEQ-2)	-	-	1,470,875	-	-	-	1,470,875
Neighborhood Park Master Planning - Abbey Creek Phase II (NWQ-5)	-	69,200	-	-	-	-	69,200

Five-year Capital Funding Sources - FY 2022-2026 (continued)

	Carryover Funds	2022 Funding	2023 Funding	2024 Funding	2025 Funding	2026 Funding	Total 5-Year Funding
Development/Improvement (continued)							
Neighborhood Park Design & Permitting - Abbey Creek Phase II (NWQ-5)	\$ -	\$ -	\$ 431,900	\$ -	\$ -	\$ -	\$ 431,900
Neighborhood Park Construction - Abbey Creek Phase II (NWQ-5)	-	-	-	957,900	-	-	957,900
Neighborhood Park Master Planning - Pointer Road (NEQ-3)	-	135,100	-	-	-	-	135,100
Regional Trail Development - Westside Trail #14	-	1,601,900	-	-	-	-	1,601,900
Beaverton Creek Trail Preliminary Engineering (MTIP-RFFA)	-	67,500	-	-	-	-	67,500
Downtown planning	-	50,000	-	-	-	-	50,000
Cooper Mountain Planning	-	15,000	-	-	-	-	15,000
New Neighborhood Park Development (NWQ-2 and Park Blocks)	-	-	623,800	778,900	3,252,500	5,858,200	10,513,400
New Neighborhood Park Development, Construction: NWQ-8 (Trachsel/Maletis)	-	-	686,700	-	-	-	686,700
New Neighborhood Park Development, Master Plan: SWQ-6 (South Cooper Mountain Heights)	-	-	136,500	-	-	-	136,500
New Neighborhood Park Development, Design & Permitting: SWQ-6 (South Cooper Mountain Heights)	-	-	-	136,500	-	-	136,500
New Neighborhood Park Development, Construction: SWQ-5 (Altishan)	-	-	2,312,900	-	-	-	2,312,900
New Neighborhood Park Development, Design & Permitting: NEQ-3 (Wilson)	-	-	668,600	-	-	-	668,600
New Neighborhood Park Development, Construction: NEQ-3 (Wilson)	-	-	-	2,007,700	-	-	2,007,700
Planning	-	-	100,000	50,000	50,000	50,000	250,000
New Neighborhood Park Development, Master Planning: SWQ-4 (Sterling)	-	-	237,800	-	-	-	237,800
New Neighborhood Park Development, Design & Permitting: SWQ-4 (Sterling)	-	-	-	1,443,800	-	-	1,443,800
New Neighborhood Park, Construction: SWQ-4 (Sterling)	-	-	-	-	3,332,100	-	3,332,100
New Neighborhood Park Development, Master Plan: SWQ-7 (Gorman)	-	-	-	251,700	-	-	251,700
New Neighborhood Park Development, Design & Permitting: SWQ-7 (Gorman)	-	-	-	-	1,634,800	-	1,634,800
New Neighborhood Park Development, Construction: SWQ-7 (Gorman)	-	-	-	-	-	3,418,800	3,418,800
New Regional Trail Development - Westside Trail Bridge, Design & Permitting	-	-	-	800,000	-	-	800,000
Trail Development - Westside Trail: Sunset Hwy Crossing	-	-	-	-	6,000,000	-	6,000,000
New Neighborhood Park Development, Master Plan: NWQ-7 (Orr)	-	-	-	-	282,800	-	282,800
New Neighborhood Park Development, Design & Permitting: NWQ-7 (Orr)	-	-	-	-	-	1,469,500	1,469,500
New Neighborhood Park Development, Design & Permitting, NWQ-2	-	-	-	-	1,454,800	-	1,454,800

Five-year Capital Funding Sources - FY 2022-2026 (continued)

CIP - 9

	Carryover Funds	2022 Funding	2023 Funding	2024 Funding	2025 Funding	2026 Funding	Total 5-Year Funding
Development/Improvement (continued)							
New Neighborhood Park Development, Master Planning: SEQ-1 (Cobb)	\$ -	\$ -	\$ -	\$ -	\$ 566,303	\$ -	\$ 566,303
New Neighborhood Park Development, Design & Permitting: SEQ-1 (Cobb)	-	-	-	-	-	2,189,961	2,189,961
New Neighborhood Park Development, Master Plan: NEQ-2	-	-	-	-	365,923	-	365,923
New Neighborhood Park Development, Design & Permitting: NEQ-2	-	-	-	-	-	1,525,570	1,525,570
New Neighborhood Park Development, Master Plan: SWQ-9	-	-	-	-	136,600	-	136,600
New Neighborhood Park Development, Design & Permitting: SWQ-9	-	-	-	-	-	634,000	634,000
Develop New Small Urban Park	-	-	-	-	-	1,562,783	1,562,783
Development/Improvement Total	5,995,863	4,825,725	6,778,945	6,859,613	18,848,966	16,708,814	60,017,926
Facility Challenge Grants							
Facility Challenge Grants	-	40,000	75,000	75,000	75,000	75,000	340,000
Facility Challenge Grants Total		40,000	75,000	75,000	75,000	75,000	340,000
Fleet & Equipment Improvement							
Ventrac 4500Z Mowers (2)	-	63,218	-	-	-	-	63,218
Fleet & Equipment Improvement Total		63,218	-	-	-	-	63,218
Fleet & Equipment Replacement							
Cordless Backpack Equipment Chargers and Batteries	-	11,000	10,000	10,000	10,000	10,000	51,000
Zero Turn Mowers	-	32,000	-	-	-	-	32,000
Grandstand Mowers	-	76,000	-	-	-	-	76,000
E Workman	-	-	33,600	-	-	-	33,600
Tractor	-	-	81,760	-	-	-	81,760
Full size pick-up	-	-	-	44,080	-	-	44,080
Vacuum excavator	-	-	48,600	-	-	-	48,600
10K Trailers (2)	36,000	-	-	-	-	-	36,000
Minibus	42,920	-	-	-	-	-	42,920
24 Passenger Bus	-	-	-	156,800	-	-	156,800
High production mowers	-	-	120,000	240,000	240,000	-	600,000
Other Fleet & Equipment	-	-	20,160	5,580	17,400	-	43,140
Fleet & Equipment Replacement Total	78,920	119,000	314,120	456,460	267,400	10,000	1,245,900
Information Technology Improvement							
Financial System Software	598,000	-	-	-	-	-	598,000
Information Technology Improvement Total	598,000	-	-	-	-	-	598,000
Information Technology Replacement							
AEDs	-	9,000	9,000	9,000	9,000	9,000	45,000
Desktop/laptop replacement	-	90,000	70,000	75,000	75,000	75,000	385,000
Key Card Readers	-	10,000	10,000	10,000	10,000	10,000	50,000
LAN / WAN Equipment	-	6,000	6,000	6,000	6,000	6,000	30,000
Network Servers	-	50,000	50,000	50,000	50,000	50,000	250,000
Security Cameras	-	45,000	45,000	25,000	25,000	25,000	165,000
Switches	-	50,000	-	-	-	-	50,000
Large Format Printer	-	15,000	-	-	-	-	15,000
Information Technology Replacement Total	-	275,000	190,000	175,000	175,000	175,000	990,000

Five-year Capital Funding Sources - FY 2022-2026 (continued)

	Carryover Funds	2022 Funding	2023 Funding	2024 Funding	2025 Funding	2026 Funding	Total 5-Year Funding
Land Acquisition							
Acquisition of Community Park Land - North Bethany	\$ 3,215,800	\$ 2,500,000	\$ -	\$ -	\$ -	\$ -	\$ 5,715,800
Acquisition of Neighborhood Park Land - Bonny Slope West	1,500,000	-	-	-	-	-	1,500,000
Acquisition of Natural Area Land - South Cooper Mountain	846,000	-	-	-	-	-	846,000
Acquisition of Trails Land - South Cooper Mountain	1,035,000	344,000	-	-	-	-	1,379,000
Acquisition of Neighborhood Park Land - South Cooper Mountain	7,949,000	500,000	-	-	-	-	8,449,000
Acquisition of Trails Land - North Bethany	1,189,500	-	-	-	-	-	1,189,500
Acquisition of Trails Land - Bonny Slope West	250,000	-	-	-	-	-	250,000
Acquisition of Neighborhood Park Land - Infill Areas	1,452,740	1,000,000	1,000,000	1,000,000	1,000,000	-	5,452,740
Land Acquisition Total	17,438,040	4,344,000	1,000,000	1,000,000	1,000,000	-	24,782,040
Natural Area Preservation							
Arborist/Tree Management	-	192,786	-	-	-	-	192,786
Restoration of properties	-	41,132	-	-	-	-	41,132
Raleigh Park	-	172,000	-	-	-	-	172,000
Bannister Creek Greenway/NE Park	-	57,379	-	-	-	-	57,379
Lilly K. Johnson Woods	-	1,062	-	-	-	-	1,062
Bronson Creek Greenway at Laidlaw	-	462,457	-	-	-	-	462,457
Commonwealth Lake	-	62,932	-	-	-	-	62,932
155th Wetlands	-	8,801	-	-	-	-	8,801
Bronson Creek New Properties	-	104,887	-	-	-	-	104,887
Fanno Creek Greenway	-	83,909	-	-	-	-	83,909
HMT North Woods & Stream	-	33,662	-	-	-	-	33,662
Cedar Mill Creek Greenway	-	13,903	-	-	-	-	13,903
Fir Grove Park	-	11,539	-	-	-	-	11,539
HL Cain Wetlands	-	5,238	-	-	-	-	5,238
Bronson Creek Park	-	22,130	-	-	-	-	22,130
Center Street Wetlands Area	-	14,664	-	-	-	-	14,664
Forest Hills Park	-	8,308	-	-	-	-	8,308
North Bethany Greenway	-	19,001	-	-	-	-	19,001
Willow Creek Greenway II	-	6,835	-	-	-	-	6,835
Westside Trail 18	-	25,746	-	-	-	-	25,746
Westside Trail - Burntwood area	-	3,192	-	-	-	-	3,192
Waterhouse Trail	-	24,511	-	-	-	-	24,511
Natural Area Preservation Total	-	1,376,074	-	-	-	-	1,376,074
Park & Trail Improvements							
Memorial Benches	-	25,000	8,000	8,000	8,000	8,000	57,000
Westside Trail - ODOT Oregon Community Paths Grant matching funds	-	65,523	-	-	-	-	65,523
Grant Funded							
Westside Trail - ODOT Oregon Community Paths Grant	-	572,477	-	-	-	-	572,477
Tualatin River Environmental Enhancement - Irrigation Improvements	-	100,000	-	-	-	-	100,000
Tualatin River Environmental Enhancement - Raleigh Park Creek Improvements	-	100,000	-	-	-	-	100,000

Five-year Capital Funding Sources - FY 2022-2026 (continued)

CIP - 11

	Carryover Funds	2022 Funding	2023 Funding	2024 Funding	2025 Funding	2026 Funding	Total 5-Year Funding
Park & Trail Improvements (continued)							
Clean Water Services - Raleigh Park Stream Enhancement	\$ -	\$ 65,000	\$ -	\$ -	\$ -	\$ -	\$ 65,000
Park & Trail Improvements Total	-	928,000	8,000	8,000	8,000	8,000	960,000
Park & Trail Replacements							
Commonwealth Lake bridges	-	-	282,000	-	-	-	282,000
Willow Creek Greenway bridges and boardwalks	-	-	-	-	225,792	-	225,792
Bridges & Boardwalks	-	-	-	-	-	300,000	300,000
Irrigation Controllers (3) sites & Main Line Repair	47,500	-	378,000	378,000	378,000	378,000	1,559,500
Concrete Sidewalk Repair	-	-	-	-	154,444	150,000	304,444
Parking Lots	-	-	813,500	710,240	504,650	290,500	2,318,890
Pedestrian Pathway	-	148,150	175,000	280,000	972,240	337,725	1,913,115
Play Equipment	-	20,000	20,000	370,000	220,000	20,000	650,000
Other Park & Trail Replacements	-	-	45,000	65,000	19,000	60,000	189,000
Park & Trail Replacements Total	47,500	168,150	1,713,500	1,803,240	2,474,126	1,536,225	7,742,741
Renovate and Redevelop Neighborhood Parks							
Somerset West Park	-	338,839	-	-	-	-	338,839
Renovate and Redevelop Neighborhood Parks Total	-	338,839	-	-	-	-	338,839
Undesignated Projects							
Undesignated Projects	-	703,146	-	-	-	-	703,146
Undesignated Projects Total	-	703,146	-	-	-	-	703,146
New Linear Park & Trail Development							
Miscellaneous Natural Trails	-	78,443	-	-	-	-	78,443
New Linear Park & Trail Development Total	-	78,443	-	-	-	-	78,443
New Linear Park & Trail Land Acquisition							
New Linear Park & Trail Acquisition	-	1,195	-	-	-	-	1,195
New Linear Park & Trail Land Acquisition Total	-	1,195	-	-	-	-	1,195
Multifield/Multipurpose Athletic Field Development							
New Field in NW Quadrant	-	162,940	-	-	-	-	162,940
New Field in SW Quadrant	-	541,134	-	-	-	-	541,134
Multifield/Multipurpose Athletic Field Development Total	-	704,074	-	-	-	-	704,074
New Community Park Development							
SW Community Park	-	151,550	-	-	-	-	151,550
New Community Park Development Total	-	151,550	-	-	-	-	151,550
SDC Undesignated Funds Total	-	13,813,810	-	-	-	-	13,813,810
Metro Local Bond Capital Share Fund							
Undesignated Funds	-	8,628,870	-	-	-	-	8,628,870
Metro Local Bond Capital Share Fund Total	-	8,628,870	-	-	-	-	8,628,870
Grand Total	\$ 26,160,378	\$ 37,998,094	\$ 12,005,505	\$ 12,906,898	\$ 24,309,912	\$ 20,613,039	\$ 133,993,826

Tualatin Hills Park & Recreation District
 CAPITAL IMPROVEMENT PLAN
 Five Year Plan - 2022 through 2026
 PROJECTS BY FUNDING SOURCE

Source	Fiscal Year Ended					Total
	2022	2023	2024	2025	2026	
General Fund						
Athletic Facility Replacements	\$ 25,000	\$ 380,000	\$ 652,880	\$ 69,500	\$ 1,264,000	\$ 2,391,380
Building Replacements	2,853,055	1,445,940	1,776,705	1,041,920	736,000	7,853,620
Park & Trail Replacements	215,650	1,713,500	1,803,240	2,474,126	1,536,225	7,742,741
Park & Trail Improvements	90,523	-	-	-	-	90,523
Information Technology Replacements	225,000	190,000	175,000	175,000	175,000	940,000
Information Technology Improvements	598,000	-	-	-	-	598,000
Facility Challenge Grants	40,000	75,000	75,000	75,000	75,000	340,000
ADA Improvements	558,000	100,000	100,000	350,000	100,000	1,208,000
Fleet & Equipment Replacements	197,920	314,120	456,460	267,400	10,000	1,245,900
Fleet & Equipment Improvements	63,218	-	-	-	-	63,218
General Fund Total	\$ 4,866,366	\$ 4,218,560	\$ 5,039,285	\$ 4,452,946	\$ 3,896,225	\$ 22,473,382
Grant Funds						
Information Technology Replacements	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
Building Replacements	5,000	-	-	-	-	5,000
Park & Trail Improvements	837,477	8,000	8,000	8,000	8,000	869,477
Grant Fund Total	\$ 892,477	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 924,477
SDC Fund						
Land Acquisition	\$ 21,782,040	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ -	\$ 24,782,040
Undesignated	13,813,810	-	-	-	-	13,813,810
Development/Improvement	10,821,588	6,778,945	6,859,613	18,848,966	16,708,814	60,017,926
SDC Fund Total	\$ 46,417,438	\$ 7,778,945	\$ 7,859,613	\$ 19,848,966	\$ 16,708,814	\$ 98,613,776
Bond Fund						
Renovate and Redevelop Neighborhood Parks	\$ 338,839	\$ -	\$ -	\$ -	\$ -	\$ 338,839
Natural Area Preservation	1,376,074	-	-	-	-	1,376,074
New Linear Park and Trail Development	78,443	-	-	-	-	78,443
New Linear Park and Trail Land Acquisition	1,195	-	-	-	-	1,195
Multifield/Multipurpose Athletic Field Development	704,074	-	-	-	-	704,074
New Community Park Development	151,550	-	-	-	-	151,550
Undesignated Funds	703,146	-	-	-	-	703,146
Bond Fund Total	\$ 3,353,321	\$ -	\$ -	\$ -	\$ -	\$ 3,353,321
Metro Local Bond Capital Share Fund						
Undesignated	\$ 8,628,870	\$ -	\$ -	\$ -	\$ -	\$ 8,628,870
Metro Local Bond Capital Share Fund Total	\$ 8,628,870	\$ -	\$ -	\$ -	\$ -	\$ 8,628,870
Total Capital Projects	\$ 64,158,472	\$ 12,005,505	\$ 12,906,898	\$ 24,309,912	\$ 20,613,039	\$ 133,993,826

Tualatin Hills Park & Recreation District
 CAPITAL IMPROVEMENT PLAN
 Five Year Plan - 2022 through 2026

PROJECTS BY FUNDING SOURCE

Athletic Facility Replacements

Description
 This category includes maintenance of existing athletic facilities, where replacement of existing assets is necessary in order to maintain service levels. FY 2021/22 projects included in this category are: Athletic field poles/light replacement at Sunset Park.

Justification and Current Status
 Athletic field surface and fixture replacements are based on need and asset useful life.

Athletic Facility Replacements	Fiscal Year Ended					Total
	2022	2023	2024	2025	2026	

Expenditures						
Capital Outlay	\$ 25,000	\$ 380,000	\$ 652,880	\$ 69,500	\$ 1,264,000	\$ 2,391,380
Total Expenditures	\$ 25,000	\$ 380,000	\$ 652,880	\$ 69,500	\$ 1,264,000	\$ 2,391,380

Funding Sources						
General Fund	\$ 25,000	\$ 380,000	\$ 652,880	\$ 69,500	\$ 1,264,000	\$ 2,391,380
Total Funding Sources	\$ 25,000	\$ 380,000	\$ 652,880	\$ 69,500	\$ 1,264,000	\$ 2,391,380

Operating Budget Impact
 The projects included in this category are not anticipated to result in changes in operating or maintenance cost for the district.



Tualatin Hills Park & Recreation District
CAPITAL IMPROVEMENT PLAN
 Five Year Plan - 2022 through 2026

PROJECTS BY FUNDING SOURCE

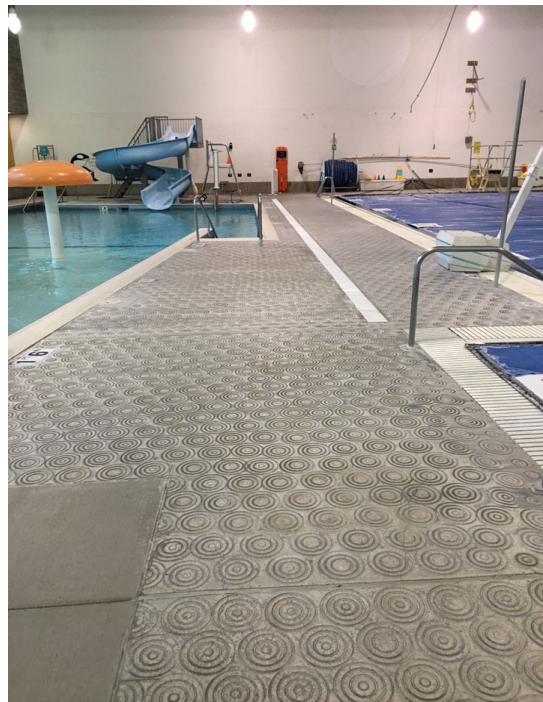
Building Replacements

Description
 This category includes maintenance of existing buildings, pool equipment and structures, where replacement of existing assets is necessary in order to maintain service levels. Projects included in this category are: Cardio and Weight Equipment, Pool Tanks, HVAC Boilers & Furnaces, Roofs & Gutters, Plumbing 15 Year, Floor Covering, Windows & Doors, Parking Lots, Building Exterior, Building Furnishings, Park Furnishings, HVAC Components, Pool Apparatus, Pool Mechanical System Repair and Security Systems.

Justification and Current Status
 Building, pool equipment and structural replacements are based on need and asset useful life.

Building Replacements	Fiscal Year Ended					Total
	2022	2023	2024	2025	2026	
Expenditures						
Capital Outlay	\$2,858,055	\$1,445,940	\$1,776,705	\$1,041,920	\$ 736,000	\$ 7,858,620
Total Expenditures	\$2,858,055	\$1,445,940	\$1,776,705	\$1,041,920	\$ 736,000	\$ 7,858,620
Funding Sources						
General Fund	\$2,853,055	\$1,445,940	\$1,776,705	\$1,041,920	\$ 736,000	\$ 7,853,620
Grant Funds	5,000	-	-	-	-	5,000
Total Funding Sources	\$2,858,055	\$1,445,940	\$1,776,705	\$1,041,920	\$ 736,000	\$ 7,858,620

Operating Budget Impact
 The projects included in this category are not anticipated to result in changes in operating or maintenance cost for the district.



Tualatin Hills Park & Recreation District
CAPITAL IMPROVEMENT PLAN
 Five Year Plan - 2022 through 2026

PROJECTS BY FUNDING SOURCE

Park and Trail Replacements

Description
 This category includes maintenance of existing park and trail equipment, surfaces and systems, where replacement of existing assets is necessary in order to maintain service levels. Projects included in this category are: Erosion Control, Park Furnishings, Irrigation system repair/replacements, Pedestrian Pathways, Play Equipment, Signs, and Bridges/Boardwalk Repairs.

Justification and Current Status
 Park and Trail equipment, surface and system replacements are based on need and asset useful life.

Park and Trail Replacements	Fiscal Year Ended					Total
	2022	2023	2024	2025	2026	

Expenditures						
Capital Outlay	\$ 215,650	\$ 1,713,500	\$ 1,803,240	\$ 2,474,126	\$ 1,536,225	\$ 7,742,741
Total Expenditures	\$ 215,650	\$ 1,713,500	\$ 1,803,240	\$ 2,474,126	\$ 1,536,225	\$ 7,742,741

Funding Sources						
General Fund	\$ 215,650	\$ 1,713,500	\$ 1,803,240	\$ 2,474,126	\$ 1,536,225	\$ 7,742,741
Total Funding Sources	\$ 215,650	\$ 1,713,500	\$ 1,803,240	\$ 2,474,126	\$ 1,536,225	\$ 7,742,741

Operating Budget Impact
 The projects included in this category are not anticipated to result in changes in operating or maintenance cost for the district.



Tualatin Hills Park & Recreation District
CAPITAL IMPROVEMENT PLAN
 Five Year Plan - 2022 through 2026

PROJECTS BY FUNDING SOURCE

Park and Trail Improvements

Description
 This category includes improvement of existing park and trail equipment, surfaces and systems, in order to enhance usability and increase service levels. Projects included in this category are: Memorial Benches, Westside Trail - ODOT Oregon Community Paths Grant, Tualatin River Environmental Enhancement irrigation improvements, Tualatin River Environmental Enhancement Raleigh Park Creek improvements, and Clean Water Services Raleigh Park Stream Enhancement.

Justification and Current Status
 All projects involve improving and enhancing the safety and usability of the assets and sites.

Park & Trail Improvements	Fiscal Year Ended					Total
	2022	2023	2024	2025	2026	

Expenditures						
Capital Outlay	\$ 928,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 960,000
Total Expenditures	\$ 928,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 960,000

Funding Sources						
General Fund	\$ 90,523	\$ -	\$ -	\$ -	\$ -	\$ 90,523
Grant Funds	837,477	8,000	8,000	8,000	8,000	869,477
Total Funding Sources	\$ 928,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 960,000

Operating Budget Impact
 The projects included in this category are not anticipated to result in changes in operating or maintenance cost for the district.



Tualatin Hills Park & Recreation District
 CAPITAL IMPROVEMENT PLAN
 Five Year Plan - 2022 through 2026

PROJECTS BY FUNDING SOURCE

Information Technology Replacements

Description
 This category includes routine replacement of existing information technology equipment and systems, where replacement of existing assets is necessary in order to maintain service levels. Projects included in this category are: desktop and laptop computers, printers, local area and wide area networks, servers, AED's, security cameras, key card readers, and security cameras.

Justification and Current Status
 Assets being replaced are at the end of their useful life, and without replacement, may fail.

Information Technology Replacements	Fiscal Year Ended					Total
	2022	2023	2024	2025	2026	
Expenditures						
Capital Outlay	\$ 275,000	\$ 190,000	\$ 175,000	\$ 175,000	\$ 175,000	\$ 990,000
Total Expenditures	\$ 275,000	\$ 190,000	\$ 175,000	\$ 175,000	\$ 175,000	\$ 990,000
Funding Sources						
General Fund	\$ 225,000	\$ 190,000	\$ 175,000	\$ 175,000	\$ 175,000	\$ 940,000
Grant Funds	50,000	-	-	-	-	50,000
Total Funding Sources	\$ 275,000	\$ 190,000	\$ 175,000	\$ 175,000	\$ 175,000	\$ 990,000

Operating Budget Impact
 The projects included in this category are not anticipated to result in changes in operating or maintenance cost for the district.



Tualatin Hills Park & Recreation District
 CAPITAL IMPROVEMENT PLAN
 Five Year Plan - 2022 through 2026

PROJECTS BY FUNDING SOURCE

Information Technology Improvements

Description
 This category includes improvement of information technology equipment and systems, in order to enhance usability and increase service levels. The project included in this category is: Financial System Software.

Justification and Current Status
 Information technology equipment additions to enhance the working efficiencies for the district.

Information Technology Improvements	Fiscal Year Ended					Total
	2022	2023	2024	2025	2026	
Expenditures						
Capital Outlay	\$ 598,000	\$ -	\$ -	\$ -	\$ -	\$ 598,000
Total Expenditures	\$ 598,000	\$ -	\$ -	\$ -	\$ -	\$ 598,000
Funding Sources						
General Fund	\$ 598,000	\$ -	\$ -	\$ -	\$ -	\$ 598,000
Total Funding Sources	\$ 598,000	\$ -	\$ -	\$ -	\$ -	\$ 598,000

Operating Budget Impact
 Replacement of the financial and timekeeping software will result in additional hosting and maintenance costs for the district (\$216,000 per year), offset by existing budget for hosting fees of the current systems (\$70,000), resulting in net cost increase of \$146,000 annually for the district.



Tualatin Hills Park & Recreation District
 CAPITAL IMPROVEMENT PLAN
 Five Year Plan - 2022 through 2026

PROJECTS BY FUNDING SOURCE

Facility Challenge Grants

Description
 This category includes district matching fund support of capital projects proposed by advisory committees and friends groups.

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

Facility Challenge Grants	Fiscal Year Ended					Total
	2022	2023	2024	2025	2026	
Expenditures						
Capital Outlay	\$ 40,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 340,000
Total Expenditures	\$ 40,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 340,000
Funding Sources						
General Fund	\$ 40,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 340,000
Total Funding Sources	\$ 40,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 340,000

Operating Budget Impact
 The projects included in this category are not anticipated to result in changes in operating or maintenance cost for the district.



Tualatin Hills Park & Recreation District
 CAPITAL IMPROVEMENT PLAN
 Five Year Plan - 2022 through 2026

PROJECTS BY FUNDING SOURCE

ADA Improvements

Description
 This category includes asset additions and replacements in accordance with the district's ADA Access Plan. Projects included in this category include: Picnic area barrier removal, Facility access barrier removal, ADA access at Harman Swim Center, Pedestrian pathway barrier removal, and other ADA projects.

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

ADA Improvements	Fiscal Year Ended					Total
	2022	2023	2024	2025	2026	

Expenditures						
Capital Outlay	\$ 558,000	\$ 100,000	\$ 100,000	\$ 350,000	\$ 100,000	\$ 1,208,000
Total Expenditures	\$ 558,000	\$ 100,000	\$ 100,000	\$ 350,000	\$ 100,000	\$ 1,208,000

Funding Sources						
General Fund	\$ 558,000	\$ 100,000	\$ 100,000	\$ 350,000	\$ 100,000	\$ 1,208,000
Total Funding Sources	\$ 558,000	\$ 100,000	\$ 100,000	\$ 350,000	\$ 100,000	\$ 1,208,000

Operating Budget Impact
 The projects included in this category are not anticipated to result in changes in operating or maintenance cost for the district.



Tualatin Hills Park & Recreation District
CAPITAL IMPROVEMENT PLAN
 Five Year Plan - 2022 through 2026

PROJECTS BY FUNDING SOURCE

Land Acquisition

Description
 This category includes acquisition of land funded by System Development Charge (SDC) land acquisition funds. Projects included in this category include: acquisition of community park land, acquisition of natural area land, acquisition of neighborhood park land, and acquisition of trails land.

Justification and Current Status
 SDC's are fees assessed to developers of new housing and business units within district boundaries. The fees help ensure adequate funding for new park and recreational facilities (including capital improvements) that are needed as a result of the new developments. Land acquisition under the SDC funding provides the space needed for the new park and recreational facilities.

Land Acquisition	Fiscal Year Ended					Total
	2022	2023	2024	2025	2026	

Expenditures						
Capital Outlay	\$ 21,782,040	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ -	\$ 24,782,040
Total Expenditures	\$ 21,782,040	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ -	\$ 24,782,040

Funding Sources						
SDC Fund	\$ 21,782,040	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ -	\$ 24,782,040
Total Funding Sources	\$ 21,782,040	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ -	\$ 24,782,040

Operating Budget Impact
 The annual cost to maintain one acre of undeveloped land is approximately \$648. Total incremental expenditures associated with the new land is unknown until the land acquisitions are complete.



Tualatin Hills Park & Recreation District
 CAPITAL IMPROVEMENT PLAN Five
 Year Plan - 2022 through 2026

PROJECTS BY FUNDING SOURCE

Fleet Equipment Replacements

Description
 This category includes routine replacement of existing fleet maintenance equipment and vehicles, where replacement of existing assets is necessary in order to maintain service levels. Projects included in this category are: Cordless backpack chargers and batteries, Zero turn mowers, Grandstand mowers, E Workman, Tractor, Full size pickup, Vacuum excavator, 24 passenger bus, High production mowers, 10K trailers (2), Minibus and other equipment.

Justification and Current Status
 Equipment and vehicles being replaced are at the end of their useful life, and without replacement, may fail.

Fleet Equipment Replacements	Fiscal Year Ended					Total
	2022	2023	2024	2025	2026	
Expenditures						
Capital Outlay	\$ 197,920	\$ 314,120	\$ 456,460	\$ 267,400	\$ 10,000	\$ 1,245,900
Total Expenditures	\$ 197,920	\$ 314,120	\$ 456,460	\$ 267,400	\$ 10,000	\$ 1,245,900
Funding Sources						
General Fund	\$ 197,920	\$ 314,120	\$ 456,460	\$ 267,400	\$ 10,000	\$ 1,245,900
Total Funding Sources	\$ 197,920	\$ 314,120	\$ 456,460	\$ 267,400	\$ 10,000	\$ 1,245,900

Operating Budget Impact
 The projects included in this category are not anticipated to result in changes in operating or maintenance cost for the district.



Tualatin Hills Park & Recreation District
 CAPITAL IMPROVEMENT PLAN
 Five Year Plan - 2022 through 2026

PROJECTS BY FUNDING SOURCE

Fleet Equipment Improvements

Description

This category includes routine addition of fleet maintenance equipment and vehicles, in order to enhance working efficiencies and improve service levels. The projects included in this category is Ventrac mowers, which allow for sloped surface mowing.

Justification and Current Status

Purchase of this equipment will enhance working efficiencies and improve operational service levels.

Fleet Equipment Improvements	Fiscal Year Ended					Total
	2022	2023	2024	2025	2026	
Expenditures						
Capital Outlay	\$ 63,218	\$ -	\$ -	\$ -	\$ -	\$ 63,218
Total Expenditures	\$ 63,218	\$ -	\$ -	\$ -	\$ -	\$ 63,218
Funding Sources						
General Fund	\$ 63,218	\$ -	\$ -	\$ -	\$ -	\$ 63,218
Total Funding Sources	\$ 63,218	\$ -	\$ -	\$ -	\$ -	\$ 63,218

Operating Budget Impact

The projects included in this category are not anticipated to result in changes in operating or maintenance cost for the district.



Tualatin Hills Park & Recreation District
CAPITAL IMPROVEMENT PLAN
 Five Year Plan - 2022 through 2026

PROJECTS BY FUNDING SOURCE

Undesignated

Description
 This category includes undesignated projects to be funded by System Development Charge (SDC) funds, Bond Capital Projects Fund, and the Metro Local Bond Capital Share Fund. Projects included in this category have not yet been identified, and will have future project assignment.

Justification and Current Status
 SDC's are fees assessed to developers of new housing and business units within district boundaries. The fees help ensure adequate funding for new park and recreational facilities (including capital improvements) that are needed as a result of the new developments.

Undesignated	Fiscal Year Ended					Total
	2022	2023	2024	2025	2026	

Expenditures							
Capital Outlay	\$ 23,145,826	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 23,145,826
Total Expenditures	\$ 23,145,826	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 23,145,826

Funding Sources							
SDC Fund	\$ 13,813,810	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,813,810
Bond Capital Projects Fund	703,146	-	-	-	-	-	703,146
Metro Local Bond Capital Share Fund	8,628,870	-	-	-	-	-	8,628,870
Total Funding Sources	\$ 23,145,826	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 23,145,826

Operating Budget Impact
 Projects are not identified at this time. Maintenance impact will be evaluated once projects are designated.



Tualatin Hills Park & Recreation District
CAPITAL IMPROVEMENT PLAN
 Five Year Plan - 2022 through 2026

PROJECTS BY FUNDING SOURCE

Development and Improvement

Description

This category includes acquisition of park equipment, surface and system additions funded by System Development Charge (SDC) funds. Projects included in this category include: Mt. View Champions Park Sport Court, North Johnson Creek Trail Master Planning, South Cooper Mountain Natural Area Design and Development, Neighborhood Park Design & Permitting: Heckman Road, Miller Road, Baker Loop, Abbey Creek Phase II, Pointer Road, Regional Trail Development Westside Trail #14, Beaverton Creek Trail Preliminary Engineering, Downtown Planning, and Cooper Mountain Planning.

Justification and Current Status

SDC's are fees assessed to developers of new housing and business units within district boundaries. The fees help ensure adequate funding for new park and recreational facilities (including capital improvements) that are needed as a result of the new developments.

Development and Improvement	Fiscal Year Ended					Total
	2022	2023	2024	2025	2026	

Expenditures

Capital Outlay	\$ 10,821,588	\$ 6,778,945	\$ 6,859,613	\$ 18,848,966	\$ 16,708,814	\$ 60,017,926
Total Expenditures	\$ 10,821,588	\$ 6,778,945	\$ 6,859,613	\$ 18,848,966	\$ 16,708,814	\$ 60,017,926

Funding Sources

SDC Fund	\$ 10,821,588	\$ 6,778,945	\$ 6,859,613	\$ 18,848,966	\$ 16,708,814	\$ 60,017,926
Total Funding Sources	\$ 10,821,588	\$ 6,778,945	\$ 6,859,613	\$ 18,848,966	\$ 16,708,814	\$ 60,017,926

Operating Budget Impact

The annual cost to maintain one mile of trail is approximately \$23,374. Total incremental expenditures associated with trails is unknown until the trail sections are complete and inventoried. Annual cost to maintain one developed park acre is approximately \$5,313. Total incremental costs are unknown until park projects are complete.



Tualatin Hills Park & Recreation District
CAPITAL IMPROVEMENT PLAN
 Five Year Plan - 2022 through 2026

PROJECTS BY FUNDING SOURCE

Renovate and redevelop neighborhood parks

Description
 This category includes 2008 bond approved renovation and redevelopment neighborhood park projects. Projects included in this category include: Somerset West Park

Justification and Current Status
 Design and redevelopment of one existing neighborhood park. Phase I amenities will include: hybrid traditional/natural play area, hard surface looped path and two foot bridges, ADA improvements, open lawn area with backstop, drainage improvements, new irrigation system and various natural area improvements

Renovate and redevelop neighborhood parks	Fiscal Year Ended					Total
	2022	2023	2024	2025	2026	
Expenditures						
Capital Outlay	\$ 338,839	\$ -	\$ -	\$ -	\$ -	\$ 338,839
Total Expenditures	\$ 338,839	\$ -	\$ -	\$ -	\$ -	\$ 338,839
Funding Sources						
Bond Fund	\$ 338,839	\$ -	\$ -	\$ -	\$ -	\$ 338,839
Total Funding Sources	\$ 338,839	\$ -	\$ -	\$ -	\$ -	\$ 338,839

Operating Budget Impact
 Estimated annual maintenance cost for this neighborhood park is \$23,750.



Tualatin Hills Park & Recreation District
 CAPITAL IMPROVEMENT PLAN
 Five Year Plan - 2022 through 2026

PROJECTS BY FUNDING SOURCE

Natural area preservation

Description

This category includes 2008 bond approved natural area preservation projects. Projects included in this category include: Raleigh Park, Bannister Creek Greenway, Lilly K. Jonson Woods, Bronson Creek Greenway, Commonwealth Lake, 155th Wetlands, Fanno Creek Greenway, HMT North Woods and Stream, Cedar Mill Creek Greenway, Fir Grove Park, H.L. Cain Wetlands, Bronson Creek Park, Center Street Wetlands Area, Forest Hills Park, North Bethany Greenway, Willow Creek Greenway II, Westside Trail, Waterhouse Trail, and other property restoration.

Justification and Current Status

The work entails improvement of habitats, enhancement of existing trails, vegetation, removal of non-native plants and improvement of user experience and safety at a total of 31 sites across the district.

Natural area preservation	Fiscal Year Ended					Total
	2022	2023	2024	2025	2026	

Expenditures						
Capital Outlay	\$ 1,376,074	\$ -	\$ -	\$ -	\$ -	\$ 1,376,074
Total Expenditures	\$ 1,376,074	\$ -	\$ -	\$ -	\$ -	\$ 1,376,074

Funding Sources						
Bond Fund	\$ 1,376,074	\$ -	\$ -	\$ -	\$ -	\$ 1,376,074
Total Funding Sources	\$ 1,376,074	\$ -	\$ -	\$ -	\$ -	\$ 1,376,074

Operating Budget Impact

Estimated annual maintenance cost for these projects will be determined upon completion of the project.



Tualatin Hills Park & Recreation District
CAPITAL IMPROVEMENT PLAN
 Five Year Plan - 2022 through 2026

PROJECTS BY FUNDING SOURCE

New linear park and trail development

Description
This category includes 2008 bond approved trail and linear park projects.

Justification and Current Status
Development of various soft surface trails throughout THPRD.

New linear park and trail development	Fiscal Year Ended					Total
	2022	2023	2024	2025	2026	
Expenditures						
Capital Outlay	\$ 78,443	\$ -	\$ -	\$ -	\$ -	\$ 78,443
Total Expenditures	\$ 78,443	\$ -	\$ -	\$ -	\$ -	\$ 78,443
Funding Sources						
Bond Fund	\$ 78,443	\$ -	\$ -	\$ -	\$ -	\$ 78,443
Total Funding Sources	\$ 78,443	\$ -	\$ -	\$ -	\$ -	\$ 78,443

Operating Budget Impact
Annual cost to maintain one mile of trail is approximately \$23,374. Total incremental costs for each trail section are unknown until the trail section is complete and inventoried.



Tualatin Hills Park & Recreation District
 CAPITAL IMPROVEMENT PLAN
 Five Year Plan - 2022 through 2026

PROJECTS BY FUNDING SOURCE

New linear park and trail acquisition

Description
This category includes 2008 bond approved trail and linear park land acquisitions.

Justification and Current Status
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.

New linear park and trail acquisition	Fiscal Year Ended					Total
	2022	2023	2024	2025	2026	

Expenditures							
Capital Outlay	\$ 1,195	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,195
Total Expenditures	\$ 1,195	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,195

Funding Sources							
Bond Fund	\$ 1,195	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,195
Total Funding Sources	\$ 1,195	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,195

Operating Budget Impact
Annual cost to maintain one mile of trail is approximately \$23,374. Total incremental costs for each trail section are unknown until the trail section is complete and inventoried.



Tualatin Hills Park & Recreation District
 CAPITAL IMPROVEMENT PLAN
 Five Year Plan - 2022 through 2026

PROJECTS BY FUNDING SOURCE

Multi-field/Multi-purpose athletic field development

Description
 This category includes 2008 bond approved multi-field/multi-purpose athletic field development projects. The Project included in this category is: new athletic facility in the SW Quadrant and completion of field in NW Quadrant.

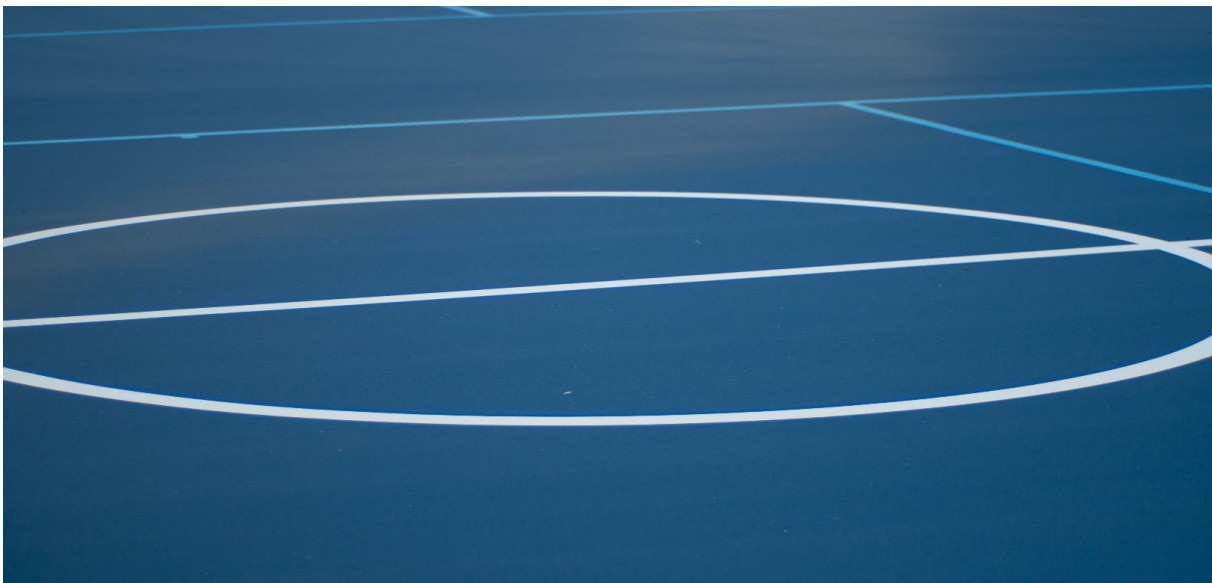
Justification and Current Status
 Development of one multipurpose sports court at Mountain View Champions Park.

	Fiscal Year Ended					Total
	2022	2023	2024	2025	2026	
Multi-field/Multi-purpose athletic field development						

Expenditures						
Capital Outlay	\$ 704,074	\$ -	\$ -	\$ -	\$ -	\$ 704,074
Total Expenditures	\$ 704,074	\$ -	\$ -	\$ -	\$ -	\$ 704,074

Funding Sources						
Bond Fund	\$ 704,074	\$ -	\$ -	\$ -	\$ -	\$ 704,074
Total Funding Sources	\$ 704,074	\$ -	\$ -	\$ -	\$ -	\$ 704,074

Operating Budget Impact
 Annual cost to maintain one sports field is approximately \$3,049. Total incremental costs for each field are unknown until all fields are constructed and placed into service.



Tualatin Hills Park & Recreation District
 CAPITAL IMPROVEMENT PLAN
 Five Year Plan - 2022 through 2026

PROJECTS BY FUNDING SOURCE

New Community Park Development

Description
Additional Bond Capital Project Fund for SW Community Park.

Justification and Current Status
One time SDC Fee charge from Tualatin Valley Water District, in conjunction with the design and development of Mountain View Champions Park.

New Community Park Development	Fiscal Year Ended					Total
	2022	2023	2024	2025	2026	

Expenditures							
Capital Outlay	\$ 151,550	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 151,550
Total Expenditures	\$ 151,550	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 151,550

Funding Sources							
Bond Fund	\$ 151,550	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 151,550
Total Funding Sources	\$ 151,550	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 151,550

Operating Budget Impact
This reflects the remaining costs for an existing park. No additional operating costs are anticipated upon completion of this payment.





General Fund

General Fund Summary





THPRD

GENERAL FUND

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 Services, Park Services, and Recreation Services, along with Contingency.





THPRD

GENERAL FUND SUMMARY
FY 2018/19 - FY 2021/22

	Actual 2018/19	Actual 2019/20	Adopted 2020/21	Proposed 2021/22	Adopted 2021/22
RESOURCES					
Beginning Balance- Capital Replacement Reserve	\$ 2,550,000	\$ 3,400,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000
Cash on Hand for Fiscal Year	8,068,663	8,223,712	5,200,000	5,700,000	5,700,000
Balance Forward from Previous Year Projects	1,965,151	3,216,507	2,816,471	2,647,555	2,726,475
Previously Levied Taxes estimated to be received during ensuing year	919,452	246,115	200,000	300,000	300,000
Program Resources	12,141,602	8,716,600	13,979,922	13,868,347	13,868,347
Other Resources	6,244,371	2,758,045	4,525,883	3,608,317	3,608,317
Subtotal Resources except taxes to be levied	31,889,239	26,560,979	28,722,276	28,124,219	28,203,139
Current Year Taxes (Permanent Rate multiplied by Assessed Value)	32,172,104	33,647,799	34,714,382	36,414,068	36,414,068
TOTAL RESOURCES	\$ 64,061,343	\$ 60,208,778	\$ 63,436,658	\$ 64,538,287	\$ 64,617,207

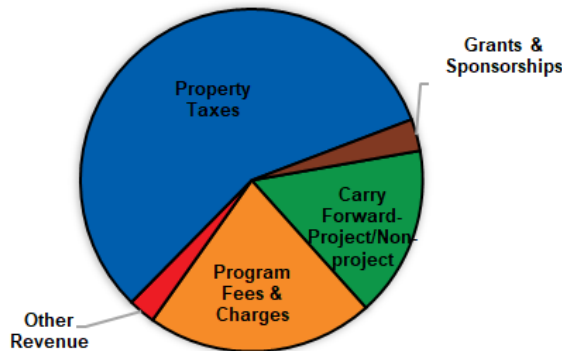
EXPENDITURES

Board of Directors	\$ 287,244	\$ 239,325	\$ 346,658	\$ 304,755	\$ 304,755
Administration	2,379,832	2,923,275	3,088,592	5,158,127	5,158,127
Business Services	19,308,403	20,812,591	23,736,891	7,263,148	7,263,148
Park Services	-	-	-	15,451,400	15,451,400
Recreation Services	19,625,019	21,322,667	24,995,844	26,359,152	26,359,152
Capital Projects	7,620,626	3,776,100	7,268,673	5,222,705	5,301,625
Transfers To Other Funds	-	-	-	779,000	779,000
Contingency	-	-	2,500,000	2,500,000	2,500,000
TOTAL EXPENDITURES	\$ 49,221,124	\$ 49,073,958	\$ 61,936,658	\$ 63,038,287	\$ 63,117,207

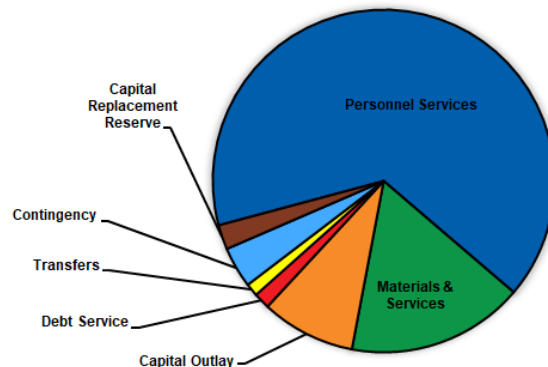
Ending Unappropriated Fund Balance

General Fund Balance	\$ 11,440,219	\$ 9,134,820	\$ -	\$ -	\$ -
Capital Replacement Reserve*	3,400,000	2,000,000	1,500,000	1,500,000	1,500,000
TOTAL REQUIREMENTS	\$ 64,061,343	\$ 60,208,778	\$ 63,436,658	\$ 64,538,287	\$ 64,617,207

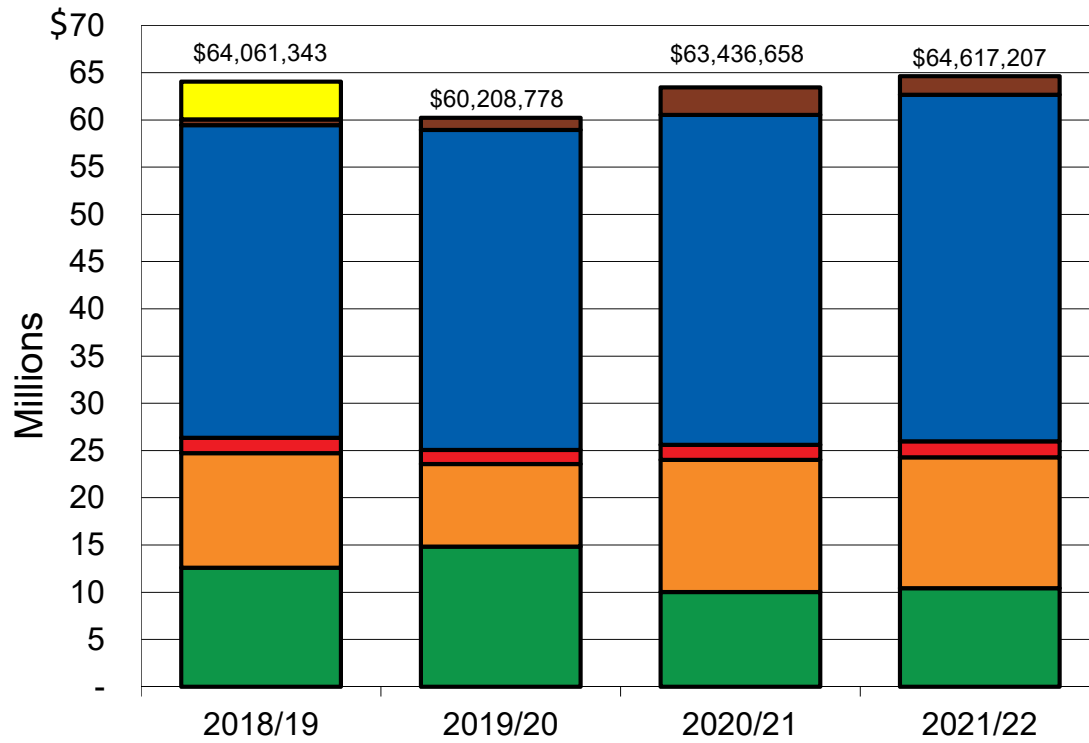
2021/22 Resources



2021/22 Expenditures



General Fund Resources FY 2018/19- FY 2021/22

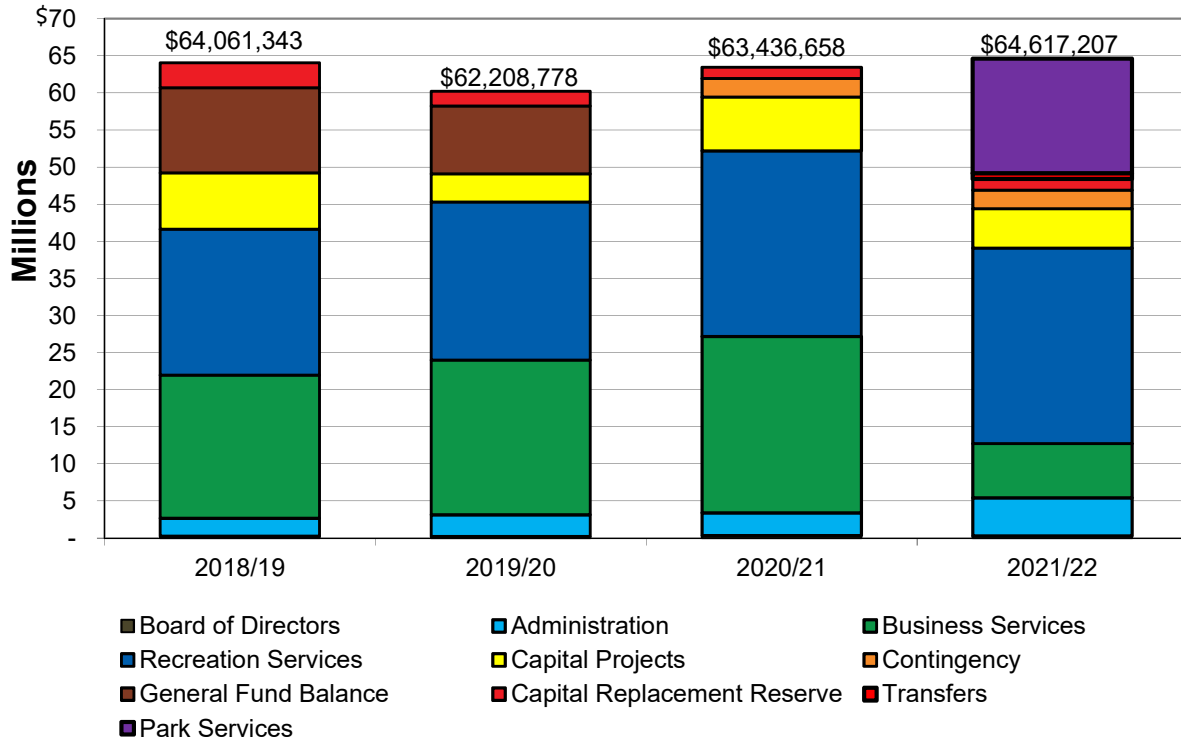


- Carry Forward-Project/Non-project
- Program Fees & Charges
- Other Revenue
- Property Taxes
- Grants & Sponsorships
- Debt Proceeds

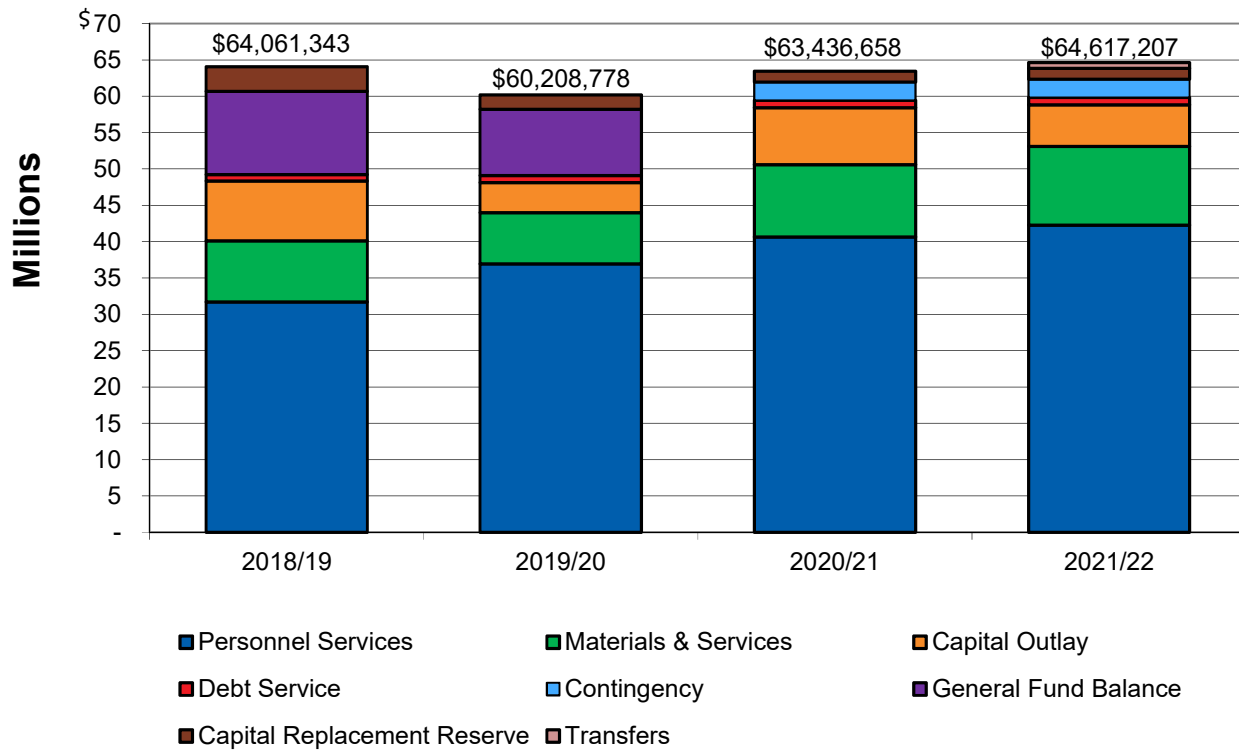
GENERAL FUND RESOURCES
FY 2018/19 - FY 2021/22

GENERAL FUND RESOURCES:	Actual 2018/19	Actual 2019/20	Adopted 2020/21	Proposed 2021/22	Adopted 2021/22
Beginning Capital Replacement Reserve	\$ 2,550,000	\$ 3,400,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000
Cash on Hand for Fiscal Year	8,068,663	8,223,712	5,200,000	5,700,000	5,700,000
Balance Forward from Previous Year Projects	1,965,151	3,216,507	2,816,471	2,647,555	2,726,475
Previously Levied Taxes estimated to be received during ensuing year	919,452	246,115	200,000	300,000	300,000
PROGRAM RESOURCES:					
Swim Center Revenue	3,207,755	2,086,197	3,780,320	3,698,641	3,698,641
Tennis Revenue	1,061,398	886,052	1,260,017	1,238,412	1,238,412
Recreation Program Revenue	5,437,766	4,073,339	6,382,547	4,532,826	4,532,826
Sports Program/Athletic Center Revenue	1,913,715	1,280,082	1,992,613	3,802,679	3,802,679
Natural Resources Revenue	520,968	390,930	564,425	595,789	595,789
OTHER RESOURCES:					
Miscellaneous Revenue	253,181	154,562	165,000	206,448	206,448
Interest Revenue	536,286	452,512	500,000	300,000	300,000
Telecommunication Site Lease Revenue	193,060	196,824	214,400	189,000	189,000
Rental Properties/Concession Revenue	355,699	377,023	433,433	456,000	456,000
Grants and Intergovernmental Revenue	611,150	1,264,767	2,900,700	1,942,719	1,942,719
Sponsorships	175	-	12,350	14,150	14,150
Debt Proceeds	4,000,000	-	-	-	-
Transfers In	294,820	312,357	300,000	500,000	500,000
Total Resources except taxes to be levied..... Subtotal	\$ 31,889,239	\$ 26,560,979	\$ 28,722,276	\$ 28,124,219	\$ 28,203,139
Current Year (Permanent Rate multiplied by Assessed Value)	32,172,104	33,647,799	34,714,382	36,414,068	36,414,068
TOTAL RESOURCES	\$ 64,061,343	\$ 60,208,778	\$ 63,436,658	\$ 64,538,287	\$ 64,617,207

General Fund Requirements By Division FY 2018/19 - FY 2021/22



General Fund Requirements By Account FY 2018/19 - FY 2021/22



**SUMMARY GENERAL FUND BUDGET
FY 2018/19 - FY 2021/22**

	Actual 2018/19	Actual 2019/20	Adopted 2020/21	Proposed 2021/22	Adopted 2021/22
<u>REQUIREMENTS BY DIVISION</u>					
Board of Directors	\$ 287,244	\$ 239,325	\$ 346,658	\$ 304,755	\$ 304,755
Administration	2,379,832	2,923,275	3,088,592	5,158,127	5,158,127 *
Business Services	19,308,403	20,812,591	23,736,891	7,263,148	7,263,148 *
Park Services	-	-	-	15,451,400	15,451,400 *
Recreation Services	19,625,019	21,322,667	24,995,844	26,359,152	26,359,152 *
Capital Projects	7,620,626	3,776,100	7,268,673	5,222,705	5,301,625
Transfers to Other Funds	-	-	-	779,000	779,000
Contingency	-	-	2,500,000	2,500,000	2,500,000
TOTAL EXPENDITURES	\$ 49,221,124	\$ 49,073,958	\$ 61,936,658	\$ 63,038,287	\$ 63,117,207
Ending Unappropriated Fund Balance					
General Fund Balance	\$ 11,440,219	\$ 9,134,820	\$ -	\$ -	\$ -
Capital Replacement Reserve	3,400,000	2,000,000	1,500,000	1,500,000	1,500,000
TOTAL REQUIREMENTS	\$ 64,061,343	\$ 60,208,778	\$ 63,436,658	\$ 64,538,287	\$ 64,617,207
<u>EXPENDITURES BY ACCOUNT</u>					
Personnel Services	\$ 31,678,855	\$ 36,934,858	\$ 40,652,888	\$ 42,267,389	\$ 42,267,389
Materials & Services	8,429,752	7,055,082	9,921,489	10,818,376	10,818,376
Capital Outlay	8,230,862	4,148,642	7,855,993	5,679,923	5,758,843
Debt Service	881,655	935,376	1,006,288	993,599	993,599
Transfers to Other Funds	-	-	-	779,000	779,000
Contingency	-	-	2,500,000	2,500,000	2,500,000
TOTAL EXPENDITURES	\$ 49,221,124	\$ 49,073,958	\$ 61,936,658	\$ 63,038,287	\$ 63,117,207
Ending Unappropriated Fund Balance					
General Fund Balance	\$ 11,440,219	\$ 9,134,820	\$ -	\$ -	\$ -
Capital Replacement Reserve	3,400,000	2,000,000	1,500,000	1,500,000	1,500,000
TOTAL REQUIREMENTS	\$ 64,061,343	\$ 60,208,778	\$ 63,436,658	\$ 64,538,287	\$ 64,617,207

* Park Services includes departments transferred from Business Services and Recreation Services in FY 2021/22. Human Resources transferred from Business Services to Administration in FY 2021/22.

Personnel Services - Includes full-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.



THPRD



Board of Directors

Ashley Hartmeier-Prigg
President

Tya Ping
Secretary

Heidi Edwards
Secretary Pro-Tempore

Wendy Kroger
Director

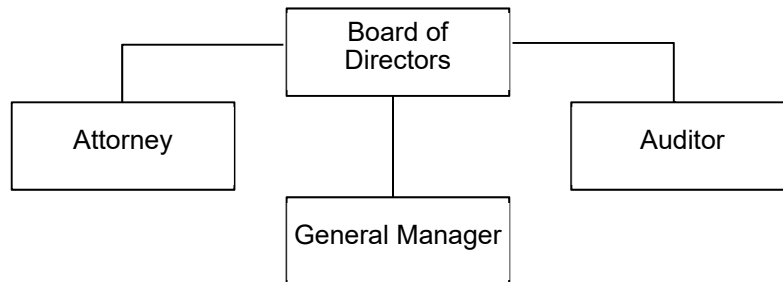
Felicita Montebianco
Director





THPRD

BOARD OF DIRECTORS



Mission

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

Overview

The governing board is composed of five elected members who are responsible for the overall budgetary and policy direction of THPRD. The board of directors approves the scope and direction of services to be provided to all members of the public within district boundaries and ensures that the needs of this public 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.

Budget Highlights

The THPRD Board of Director's established values and budget priorities for the district for the FY 21/22 budget, as referenced earlier in this document. Additionally, the board has provided guidance to focus on equity in budgeting for FY 21/22, with an emphasis on racial equity. This supports the recognition that there are systemic barriers that perpetuate inequities that have for decades been deeply embedded within government systems in our country. Strategies specifically designed to address racial inequity are a priority for the district and will be addressed throughout the budget process to ensure our commitment to equity and Access for All.



THPRD

Division: Board of Directors

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Budget 2020/21	Proposed Budget 2021/22	Adopted Budget 2021/22
Summary of Appropriations					
Personnel Services	\$ 3,202	\$ 3,258	\$ 13,200	\$ 13,860	\$ 13,860
Materials & Services	284,043	236,067	333,458	290,895	290,895
Total Appropriations	\$ 287,245	\$ 239,325	\$ 346,658	\$ 304,755	\$ 304,755
Summary by Department					
Board of Directors	\$ 287,245	\$ 239,325	\$ 346,658	\$ 304,755	\$ 304,755
Total Appropriations	\$ 287,245	\$ 239,325	\$ 346,658	\$ 304,755	\$ 304,755



THPRD

Division: Board of Directors
Department: Board of Directors

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Budget 2020/21	Proposed Budget 2021/22	Adopted Budget 2021/22
Program Appropriations					
<u>Board of Directors</u>					
PT Salaries	\$ 2,950	\$ 3,000	\$ 12,000	\$ 12,000	\$ 12,000
Payroll Taxes	252	258	1,200	1,860	1,860
Personnel Services	\$ 3,202	\$ 3,258	\$ 13,200	\$ 13,860	\$ 13,860
Professional and Technical Services	\$ 2,347	\$ 101,339	\$ 15,888	\$ 15,700	\$ 15,700
Elections	86,974	-	75,000	-	-
Supplies	4,124	3,439	5,157	5,345	5,345
Training, Travel and Memberships	38,349	29,495	29,850	29,850	29,850
Material & Services	\$ 131,794	\$ 134,273	\$ 125,895	\$ 50,895	\$ 50,895
<u>Legal</u>					
Professional and Technical Services	\$ 98,449	\$ 44,194	\$ 150,163	\$ 175,000	\$ 175,000
Material & Services	\$ 98,449	\$ 44,194	\$ 150,163	\$ 175,000	\$ 175,000
<u>Audit</u>					
Professional and Technical Services	\$ 53,800	\$ 57,600	\$ 57,400	\$ 65,000	\$ 65,000
Material & Services	\$ 53,800	\$ 57,600	\$ 57,400	\$ 65,000	\$ 65,000
Program Total	\$ 287,245	\$ 239,325	\$ 346,658	\$ 304,755	\$ 304,755



THPRD



Administration

General Manager

Communications

Community Programs

Safety Services

Human Resources

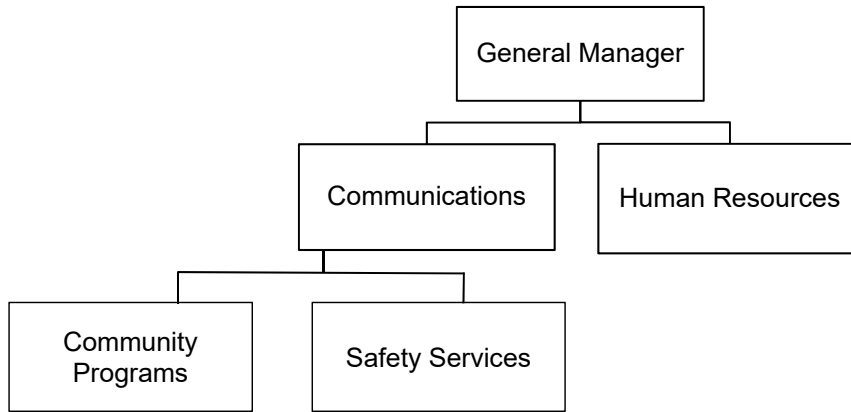
Community Partnerships





THPRD

ADMINISTRATION



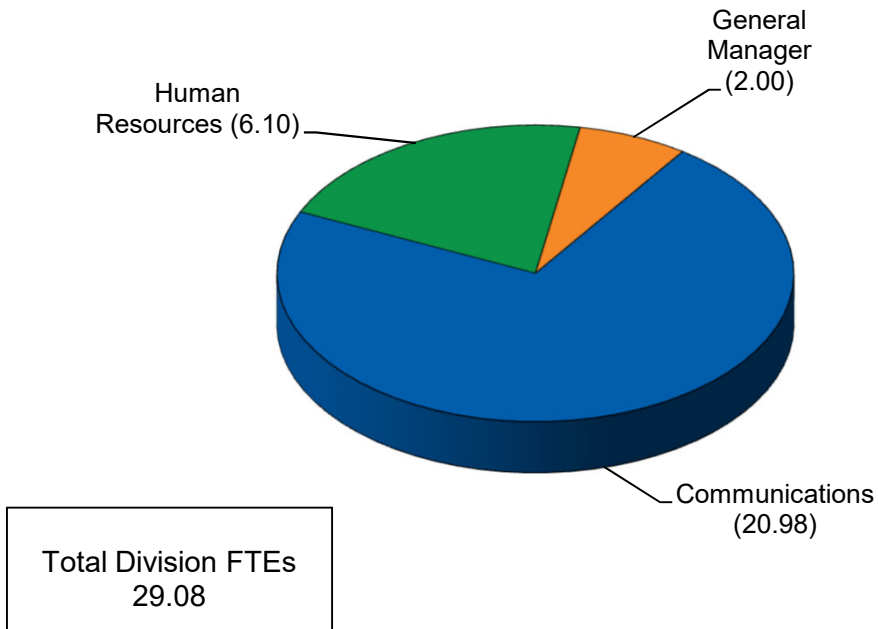
Division Mission

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

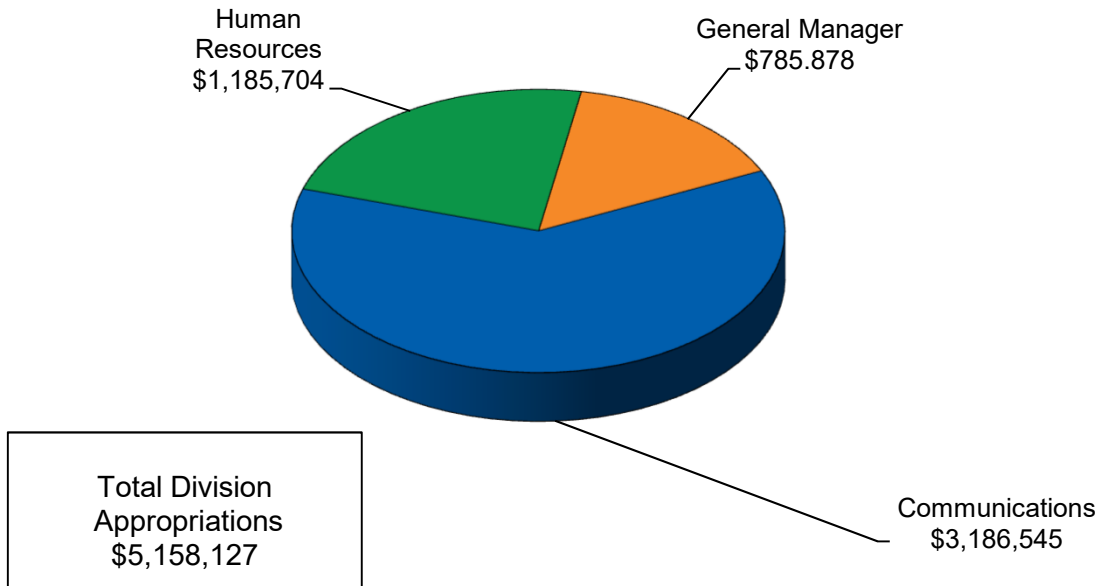
Division Overview

The Administration Division includes the operation of the General Manager's Office, the executive assistant to the general manager and board of directors, Communications, Community Programs, Safety Services and Human Resources. Activities include providing direction, supervision, coordination, and general support of THPRD's operations.

Division Staffing by Departments FY 2021/22



Division Appropriations by Departments FY 2021/22



Division: Administration

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Budget 2020/21	Proposed Budget 2021/22	Adopted Budget 2021/22
Summary of Appropriations					
Personnel Services	\$ 1,842,256	\$ 2,340,342	\$ 2,341,235	\$ 4,016,380	\$ 4,016,380
Materials & Services	537,576	582,933	747,357	1,141,747	1,141,747
Total Appropriations	\$ 2,379,832	\$ 2,923,275	\$ 3,088,592	\$ 5,158,127	\$ 5,158,127

Summary by Department					
Office of the General Manager	\$ 668,299	\$ 755,216	\$ 722,081	\$ 785,878	\$ 785,878
Communications	1,492,786	1,870,168	2,070,542	3,186,545	3,186,545
Human Resources	-	-	-	1,185,704	1,185,704
Community Partnerships	218,747	297,891	295,969	-	-
Total Appropriations	\$ 2,379,832	\$ 2,923,275	\$ 3,088,592	\$ 5,158,127	\$ 5,158,127

Division Staff					
Full-time	11.00	12.06	12.00	19.00	19.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	5.67	4.38	5.16	10.08	10.08

NOTE: As of FY 2021/22, Human Resources transferred to Administration from Business Services, and Community Programs transferred to Communications from Recreation Services.



THPRD



General Manager

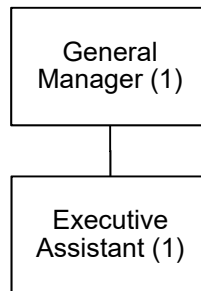




THPRD

ADMINISTRATION

Office of the General Manager



Department Overview

The Office of the General Manager includes the general manager and the executive assistant. The department provides general management of THPRD and implementation of THPRD's values and priorities.

FY 2020/21 Accomplishments

Directed implementation of THPRD's values and priorities.

Led the district through the challenges of the COVID-19 pandemic, which included responding to facility closures and closely managing operations to ensure the safety of operations and availability of outdoor recreation for all.

Obtained pass-through grant funding from Washington County to support the district's pandemic response.

Continued work on cooperative agreements with partner agencies, such as City of Beaverton and Beaverton School District (implementation of Intergovernmental Agreement signed in 2018).

Completed community visioning process and began planning the implementation of the Vision Action Plan.

Priority: Planning for future natural areas, facility and trail needs, and funding resources

Continued implementation of the Bond Measure Capital Program, including completion of the current year projects, such as the Somerset

West Park redevelopment project. 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 2021/22 Goals and Objectives

Make quantifiable progress on FY 2021/22 THPRD Values and Budget Priorities.

Continue to expand cooperative relationships with other agencies: Beaverton School District (including after school programming), City of Beaverton, Washington County, Clean Water Services, Tualatin Valley Fire & Rescue, Tualatin Valley Water District, Portland Community College, Metro (natural areas bond measure implementation), and private/public partnerships.

Continue implementation of the Vision Action Plan.

Priority: Planning for future natural areas, facility and trail needs, and funding resources

Complete Comprehensive Plan Update and Strategic Financial Plan.

Ensure that Bond Measure Capital Program provides efficient and timely delivery of capital projects that meet commitments made to the members of the public within district boundaries.

Budget Equity

Support all departments in the district to ensure that equity, with a focus on racial equity, is a part of all decision making.

Advance the district's Diversity & Inclusion statement through implementation of a variety of innovative programming. Ensure funding and support for mobile programming, to reach all populations in our community and provide accessible activities.

Prioritize funding of ADA projects in the Capital Budget, to ensure that facilities and parks are accessible to all.

Continue commitment to equity in the hiring process, and provide programs to support our employees through training and employee-led support including the Welcoming and Inclusive Committee and Affinity Groups.

Ensure that the district is engaging in inclusive participatory decision making, through continued public outreach.

Implement the Budget Equity Funding in the budget, which provides \$150,000 in support of new and expanded programs:

- Implement a paid internship program for BIPOC youth through partnership with community partners. Youth will have opportunities to work in a variety of departments throughout the district (\$60,000)
- Fund continued mobile programming to reach underserved populations. Continue partnership with Beaverton School District food distribution sites and low-income housing providers (\$40,000)
- Support additional funding of translation services to implement the district's Language Access Policy (\$30,000)
- Fund an equity grant program to support equity related programs districtwide (\$20,000)

Budget Highlights

For the FY 2021/22 budget, the Community Partnerships department has been eliminated. Human Resources has transferred from Business Services to Administration. Community Programs has transferred from Recreation Services to Communications.

Division: Administration
 Department: Office of the General Manager

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Budget 2020/21	Proposed Budget 2021/22	Adopted Budget 2021/22
Summary of Appropriations					
Personnel Services	\$ 612,787	\$ 705,619	\$ 642,750	\$ 706,547	\$ 706,547
Materials & Services	55,512	49,597	79,331	79,331	79,331
Total Appropriations	\$ 668,299	\$ 755,216	\$ 722,081	\$ 785,878	\$ 785,878
Summary by Program					
General Manager	\$ 668,299	\$ 755,216	\$ 722,081	\$ 785,878	\$ 785,878
Total Appropriations	\$ 668,299	\$ 755,216	\$ 722,081	\$ 785,878	\$ 785,878
Division Staff					
Full-time	3.00	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)	0.00	0.00	0.00	0.00	0.00

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

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Budget 2020/21	Proposed Budget 2021/22	Adopted Budget 2021/22
Program Appropriations					
FT Salary	\$ 316,391	\$ 372,181	\$ 355,992	\$ 395,456	\$ 395,456
Employee Benefits	273,731	307,254	259,602	264,335	264,335
Payroll Taxes	22,665	26,184	27,156	46,756	46,756
Personnel Services	\$ 612,787	\$ 705,619	\$ 642,750	\$ 706,547	\$ 706,547
Communications	\$ 2,897	\$ 4,310	\$ 2,600	\$ 2,600	\$ 2,600
Supplies	3,083	1,487	9,500	9,500	9,500
Training, Travel and Memberships	49,532	43,800	66,231	66,231	66,231
Small Furniture and Equipment	-	-	1,000	1,000	1,000
Material & Services	\$ 55,512	\$ 49,597	\$ 79,331	\$ 79,331	\$ 79,331
Program Total	\$ 668,299	\$ 755,216	\$ 722,081	\$ 785,878	\$ 785,878
Department Staff					
Full-time	3.00	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)	0.00	0.00	0.00	0.00	0.00



Communications

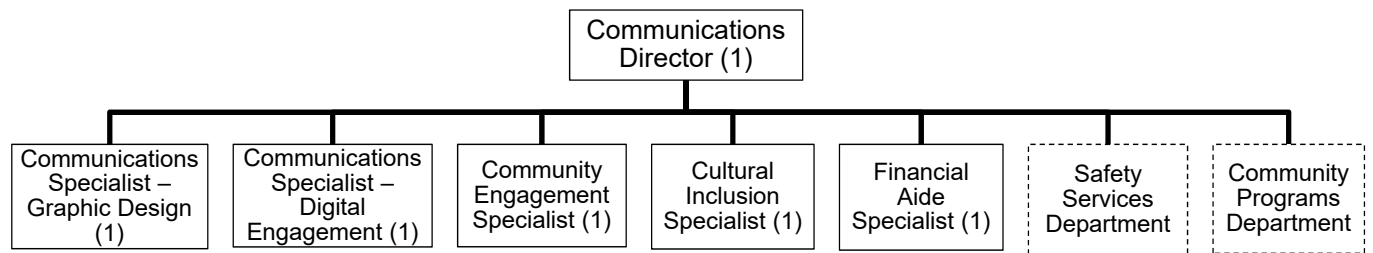




THPRD

ADMINISTRATION

Communications



Department Overview

The Communications Department is dedicated to ensuring all patrons have access to information and the ability to provide input on their parks, recreation programs, trails, and natural areas. We offer ways to connect and be engaged. We are committed to Access for All and strive to be leaders in innovation to serve our diverse community.

The department is responsible for districtwide communications and serves as a convener on community engagement, diversity, equity, and inclusion work. The department also administers the financial aid program. The Communications director reports directly to the general manager.

FY 2020/21 Accomplishments

Priority: Invest in our Employees and Volunteers

Worked closely with the Human Resources Department to implement key initiatives in the district's 2019 DEIA assessment including launching the district's Welcoming and Inclusive Committee (WIC), an employee-led equity team. Also worked with Human Resources on the development of affinity groups that will be launched for staff in 2021.

Other Accomplishments

Completed the district's community visioning process with the board of director's adoption of the Vision Action Plan. Recognized with an award for community engagement with underrepresented populations and multilingual outreach by Washington County.

Led districtwide communications regarding the COVID-19 pandemic response. Developed multiple communications on facility/amenity rules, closures, openings, health and safety guidance, and more. Constantly updated communication materials, with changing guidance, on very short timeframes. Worked closely with Risk Management and Safety Services to address rule violations and to respond to community concerns.

Reorganized the district's communications regarding registration supporting a fully digital access versus the traditional activities guide due to the COVID-19 pandemic.

In the midst of the COVID-19 pandemic, a reckoning on racial and social injustice took root with protests happening nationwide over the deaths of people of color. In response, staff quickly developed two new programs to provide a platform for THPRD to partner with the community to demonstrate our unwavering support for racial and social justice. Staff developed two concepts: Message Gardens and Talking Walls.

Message Gardens were located in two neighborhood parks to encourage people to paint rocks and share messages of hope, peace, and solidarity with racial and social justice reform. The Message Gardens were very well received and working in partnership with the district's Volunteer Program, we were able to provide space for community groups

FY 2020/21 Accomplishments (continued)

and families to book “rock garden parties” to paint rocks together.

Staff also developed a partnership with Color Outside the Lines and worked on two Talking Walls locations. We partnered to bring BIPOC professional artists together with BIPOC youth to paint murals on walls demonstrating our commitment to racial justice. The first Talking Wall at Sunset Sports Complex was a partnership with the Black Student Union at Sunset High School and focused on the contributions and vitality of the Black community. The second Talking Wall, completed with the Native American Youth and Family Center (NAYA) speak to the rich history, culture, and importance of First Peoples.

Expanded DEIA efforts. Hosted two Welcoming Walks in partnership with Venezuela’s Voice and the Oregon Chinese Coalition. We also hosted a Chinese New Year Celebration. Updated the district’s DEIA web page and associated handouts to clearly communicate districtwide activities in support of DEIA work.

Led customized community engagement plans for THPRD departments needing outreach assistance. For example, the team is supporting outreach for the Baker Loop property with an expansive event being planned in partnership with Latinx community and business owners to get their involvement and input on this park development.

Led graphic design and marketing strategies for districtwide communications. Updated the district’s Style Guide including adding a new comprehensive section on inclusivity and accessibility, which provides detailed guidance for communicating effectively with diverse audiences.

Provided community engagement support to THPRD staff on different projects including dog run expansions, planning processes, and more.

Developed a new comprehensive targeted marketing approach to support registration activities.

FY 2021/22 Goals and Objectives

Other Goals

Strengthen the district’s diversity, equity and inclusion work by coordinating districtwide work with community-based organizations.

Strengthen the district’s partnership with the Beaverton School District and other key partners to better serve our diverse community.

Expand the Talking Walls Program. The pilot project has been very successful, and staff are seeking grant funding to expand the district’s ability to implement more murals. Staff are submitting two different grant applications and if successful, the district would be able to partner on three to four more locations next year.

Lead the implementation work on the district’s Scholarship Assessment Report. Continue to eliminate barriers to participation and increase utilization of available scholarship funds. Expand outreach and marketing efforts by partnering with community-based organizations to connect with patrons. This work was sidelined by the COVID-19 pandemic, and due to the extended closure of facilities, financial aid applications dramatically declined. This year, we will be filling the financial aid position and working to implement the assessment recommendations.

Continue to strengthen THPRD’s successful communications and brand with strategic marketing strategies. Continue to refine the district’s updated marketing plan for registration to increase awareness of THPRD offerings.

Implement a language access policy. Staff will be working a data-driven approach to develop a tool for outlining what specific types of items the district should translate and into what languages. The policy will be developed this fiscal year and there will be an upfront investment in additional translation support that has been included in this budget.

Budget Equity

The Communications Department is fully centered in equity work. The district’s values of

Budget Equity (continued)

equity, with an emphasis on racial equity, sustainability, and commitment to community vision, drives our work. We take an equity centered approach to all of our work from developing customized community engagement plans that address how to connect with underrepresented populations, to strong partnerships with community-based organizations to deliver culturally specific events and programming, to expanding access through efforts like Centro de Bienvenida.

The Communications Department leads the registration Welcome Center that strives to serve all non-English speaking patrons to assist them with THPRD registration. We have expanded Centro de Bienvenida to include volunteers and staff who speak multiple languages.

Budget Highlights

The budget includes funding for implementation of the language access policy as well as on-going support for DEIA partnerships with community-based organizations. One thing we hope to do is expand those efforts to encourage more events and activities in THPRD parks and centers with community partners.



THPRD

Division: Administration
Department: Communications

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Budget 2020/21	Proposed Budget 2021/22	Adopted Budget 2021/22
Summary of Appropriations					
Personnel Services	\$ 1,031,424	\$ 1,358,268	\$ 1,427,083	\$ 2,406,710	\$ 2,406,710
Materials & Services	461,362	511,900	643,459	779,835	779,835
Total Appropriations	\$ 1,492,786	\$ 1,870,168	\$ 2,070,542	\$ 3,186,545	\$ 3,186,545

Summary by Program					
Communications	\$ 1,046,719	\$ 1,410,157	\$ 1,592,619	\$ 1,592,457	\$ 1,592,457
Community Programs	-	-	-	1,007,199	1,007,199
Safety Services	446,067	460,011	477,923	586,889	586,889
Total Appropriations	\$ 1,492,786	\$ 1,870,168	\$ 2,070,542	\$ 3,186,545	\$ 3,186,545

Division Staff					
Full-time	7.00	9.17	8.00	12.00	12.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	5.67	4.38	5.16	8.98	8.98

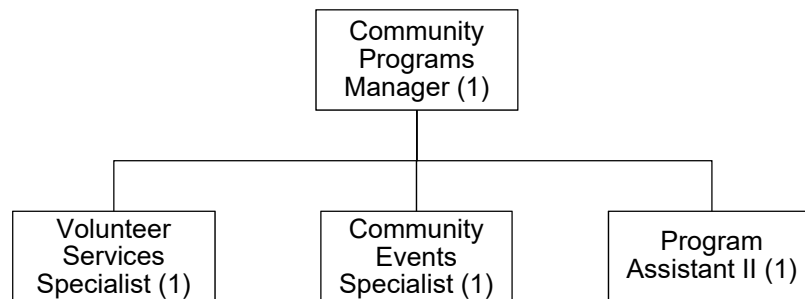
Division: Administration
 Department: Communications
 Program: Communications

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Budget 2020/21	Proposed Budget 2021/22	Adopted Budget 2021/22
Program Appropriations					
FT Salary	\$ 296,905	\$ 476,922	\$ 533,206	\$ 511,004	\$ 511,004
PT Salary	157,022	16,460	33,890	13,550	13,550
Employee Benefits	195,008	469,491	442,858	413,490	413,490
Payroll Taxes	43,893	45,123	52,137	72,144	72,144
Personnel Services	\$ 692,828	\$ 1,007,997	\$ 1,062,091	\$ 1,010,188	\$ 1,010,188
Professional and Technical Services	\$ 33,581	\$ 90,192	\$ 114,300	\$ 159,954	\$ 159,954
Supplies	20,431	16,915	45,250	53,249	53,249
Communication	276,771	287,895	353,125	351,713	351,713
Training, Travel and Memberships	21,133	6,760	15,353	14,853	14,853
Small Furniture and Equipment	1,975	398	2,500	2,500	2,500
Material & Services	\$ 353,891	\$ 402,160	\$ 530,528	\$ 582,269	\$ 582,269
Program Total	\$ 1,046,719	\$ 1,410,157	\$ 1,592,619	\$ 1,592,457	\$ 1,592,457
Department Staff					
Full-time	6.00	8.17	7.00	6.00	6.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	1.87	0.54	1.15	0.44	0.44

ADMINISTRATION DIVISION

Communications Department

Program: Community Programs



Department Overview

The Community Programs manager is responsible to the Communications director and oversees THPRD's Americans with Disabilities Act (ADA) program and transition plan, dog parks, historic facilities, community gardens, volunteer services, and special events.

This department provides programs for the community that include concerts, theater, and collaborative events with the City of Beaverton and Washington County. The department also coordinates volunteer activities including recruitment and placement.

The Volunteer Services Program expands opportunities for volunteer involvement at THPRD and strengthens volunteerism in our community. The program provides benefits to individuals, THPRD, and the community as a whole.

Community Programs also provides oversight of the concessionaire at the Jenkins Estate and serves as the district liaison to the Master Gardeners program that operates at the Jenkins Estate.

FY 2020/21 Accomplishments

Priority: Investing in our Employees and Volunteers

Worked to promote volunteer and professional development opportunities for our Latinx community members. Examples include combining volunteer opportunities with outreach efforts, translating volunteer opportunity listings and volunteer applications into Spanish, and

providing access to translations via THPRD's webpage.

Engaged 1,089 volunteers, who contributed over 8,800 hours of support to district events, programs and sites; totaling over \$223,900 in added value to THPRD.

Coordinated and oversaw several small-group volunteer projects through the pandemic. This included eight scouting leadership projects for Eagle Scout and Girl Scout Gold Awards and totaled over 525 volunteer hours to THPRD.

Developed an enhanced all-ages workforce development program for volunteers interested in gaining skills necessary to enter the workforce.

Supported staff throughout the organization to achieve individual professional certification through the National Recreation and Park Association. Currently, 24 THPRD staff are designated as Certified Park and Recreation Professionals.

Other Accomplishments

Quickly adapted and coordinated 12 events in neighborhood parks, under evolving COVID-19 health and safety guidance, utilizing CARES grant funding aimed at improving community psyche.

Hosted free drive-in events including two drive-in movies, a popular drive-thru Halloween event, and drive-in bingo events providing

FY 2020/21 Accomplishments (continued)

community members an opportunity to safely participate during the pandemic.

Ensured 14 garden sites with a total of 393 garden plots remained open and available during the pandemic. Allowing for over 300 individuals and families access to gardening year-round.

Coordinated an ADA Transition Plan team with Maintenance Operations tasked with prioritizing the elimination of barriers identified in the audit.

Increased efforts to expand off-leash options for dog owners by opening a new dog run at Schiffler Park, completing a successful dog run pilot project at Jackie Husen Park, and hosting a pop-up dog run at Ridgewood Park.

Maintained agency accreditation through the Commission for Accreditation for Park and Recreation Agencies (CAPRA).

Managed oversight of the Jenkins Estate to help guide programming, partnerships, and recreational activities at the historic property.

FY 2021/22 Goals and Objectives

Priority: Investing in our Employees and Volunteers

Expand upon efforts to promote volunteer and professional development opportunities for our Latinx community members through enhanced outreach, bi-lingual communication, and improved access to translation services. Launch our enhanced all-ages workforce development program for volunteers interested in gaining skills necessary to enter the workforce.

Seek innovative methods of providing staff development opportunities through coordinated trainings that support continued learning and professional certification.

Other Goals

Continue community outreach efforts to expand dog park and dog run options throughout the district.

Maintain agency accreditation through the Commission for Park and Recreation Agencies (CAPRA).

Seek partnerships, sponsorships, and in-kind donations to help support and enhance our summer events.

Continue positive collaboration with local government agencies in providing free, open to all, community events and programs that share a common theme.

Budget Equity

The Community Programs Department budget was developed to support the district's commitment to diversity, equity, inclusion and access. The goals and objectives for FY 2021/22 reflect our commitment to removing barriers to participation, our targeted efforts to increase ethnic diversity within programs, and our increased focus on diversifying events to reach under-served areas of the district. Internal collaboration will continue to be a focus as our team partners with outreach and inclusion staff in their efforts to support racial justice opportunities for our youth and BIPOC community members.

The department will continue to work collaboratively across departments to deliver upon the removal of barriers identified in the ADA Transition Plan. Included in this will be enhancement of the framework for the continuous improvement of THPRD facilities for people experiencing disability. The capital budget includes \$558,000 in funding for ADA projects in FY 2021/22.

Improve access to community events by downsizing the scope and increasing the reach. Focus on equitable distribution of events through an increased number of smaller events at parks and neighborhoods that aren't traditionally on the summer event schedule.

Expand DEIA efforts through internal collaboration with community engagement and cultural inclusion staff to develop events and community celebrations that better reflect the demographics of our community. Provide support to expand the THPRD community

Budget Equity (continued)

garden program and continue work with Waste Not Food Taxi to reduce waste of produce and make it available to those in need.

Provide support for the Jenkins Estate programming opportunities that include continued support of Camp Rivendale for people experiencing disability.

Budget Highlights

The Community Programs Department was transferred from the Recreation Services Division to the Administration Division in FY 2021/22.

The budget for FY 2021/22 includes an additional 0.13 FTE in part-time event support staff.



THPRD

Division: Administration
 Department: Communications
 Program: Community Programs

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Budget 2020/21	Proposed Budget 2021/2022	Adopted Budget 2021/2022
Summary of Appropriations					
Personnel Services	\$ -	\$ -	\$ -	\$ 889,183	\$ 889,183
Materials & Services	-	-	-	118,016	118,016
Total Appropriations	\$ -	\$ -	\$ -	\$ 1,007,199	\$ 1,007,199

Summary by Program					
Manager of Community Prog.	\$ -	\$ -	\$ -	\$ 1,007,199	\$ 1,007,199
Total Appropriations	\$ -	\$ -	\$ -	\$ 1,007,199	\$ 1,007,199

Division Staff					
Full-time	0.00	0.00	0.00	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	4.91	4.91

NOTE: In FY 2021/22 Community Programs transferred from the Recreation Services Division to the Administration Division.

Division: Administration
 Department: Communications
 Program: Community Programs

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Projected Outcome 2020/21	Proposed Outcome 2021/22
Volunteer Services				
Number of volunteers	-	-	-	3,300
Total volunteer hours	-	-	-	29,100
Value of volunteer hours	-	-	-	\$ 739,140
Community Events				
Free community events	-	-	-	45
Total event attendance	-	-	-	11,000

Division: Administration
 Department: Communications
 Program: Community Programs

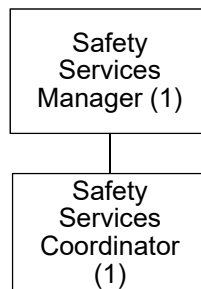
Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Budget 2020/21	Proposed Budget 2021/2022	Adopted Budget 2021/2022
Program Appropriations					
FT Salary	\$ -	\$ -	\$ -	\$ 356,792	\$ 356,792
PT Salary	-	-	-	167,812	167,812
Employee Benefits	-	-	-	285,594	285,594
Payroll Taxes	-	-	-	78,985	78,985
Personnel Services	\$ -	\$ -	\$ -	\$ 889,183	\$ 889,183
Professional and Technical Services	\$ -	\$ -	\$ -	\$ 54,185	\$ 54,185
Rental Facility	-	-	-	2,400	2,400
Communications	-	-	-	1,538	1,538
Supplies	-	-	-	50,553	50,553
Training, Travel and Memberships	-	-	-	9,340	9,340
Material & Services	\$ -	\$ -	\$ -	\$ 118,016	\$ 118,016
Program Total	\$ -	\$ -	\$ -	\$ 1,007,199	\$ 1,007,199
Department Staff					
Full-time	0.00	0.00	0.00	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	4.91	4.91



THPRD

ADMINISTRATION

Communications Department
Program:: Safety Services



Department Overview

The mission of the Safety Services Department is to proactively engage patrons and staff using an educational, ambassadorship approach. Our staff take a friendly approach to further the district's DEIA initiatives. Safety Services accomplishes this by initiating positive contacts; by providing assistance and training to staff; protecting district assets; practicing inclusive, participatory decision making, and by thoughtful enforcement of district rules. The department works closely with our community partners in law enforcement, Beaverton School District, Washington County Emergency Management, and community-based organizations. The Safety Services manager reports to the Communications director.

FY 2020/21 Accomplishments

Continued to advance the welcoming and inclusive philosophy through active participation in district events.

Strengthened working relationship with Washington County Emergency Management through engagement on COVID-19 related issues.

Assisted with education and compliance to inform patrons of enhanced health and safety guidelines due to the COVID-19 pandemic.

Kicked off/Established Talking Walls Project in conjunction with the Communications Department.

Continued coordination of Oregon Food bank/Virginia Garcia food pantry at Cedar Hills Park.

Implemented a successful pilot of the Trails Patrol Program in coordination with the Nature & Trails Department.

Collaborated with other departments to continue imbedding the education first approach to rules violations.

Continued the "Love 'em and Leash 'em" education campaign to increase compliance with leash laws.

Established minimum shift performance standards which include: one trail segment visited during each shift; two HMT campus checks (including north lot) during each shift; three building checks per shift; four patrol walks (parks/trails/facilities) per shift; and, five special attention checks per shift.

FY 2021/22 Goals and Objectives

Priority: Investing in our Employees and Volunteers

Collaborate with staff to deliver emergency management training refreshers.

Other Activities

Expand patron outreach with regular patrols of the trails system.

Continue to embed DEIA into core work as well as new initiatives.

FY 2021/22 Goals and Objectives (continued)

Establish a public relations initiative to deter vehicle break-ins during summer months.

Budget Equity

The Safety Services Department is committed to the district's DEIA values. We are also acutely aware of the importance of practicing cultural agility and leading with empathy in our work of enforcing safety rules. Safety Services staff have DEIA focused trainings infused into their ongoing training curriculum. We have leaned into community engagement with underrepresented populations by attending cultural events as active participants, for example staff participated in painting Talking Walls with community members. The FY 2021/22 budget includes funding to continue to support these DEIA efforts in the upcoming year.

Safety Services has included budget for a full-time coordinator. The Safety Services department will utilize this position to strengthen the department commitment to equity by focusing on community partnerships.

Budget Highlights

The budget includes the addition of a full-time coordinator who will support supervision of the part-time Safety Services team. This position will assist with staff training, on-boarding, and support of the district's ambassadorship approach.

Division: Administration
 Department: Communications
 Program: Safety Services

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Budget 2020/21	Proposed Budget 2021/22	Adopted Budget 2021/22
Summary of Appropriations					
Personnel Services	\$ 338,596	\$ 350,271	\$ 364,992	\$ 507,339	\$ 507,339
Materials & Services	107,471	109,740	112,931	79,550	79,550
Total Appropriations	\$ 446,067	\$ 460,011	\$ 477,923	\$ 586,889	\$ 586,889

Summary by Program					
Safety Services	\$ 446,067	\$ 460,011	\$ 477,923	\$ 586,889	\$ 586,889
Total Appropriations	\$ 446,067	\$ 460,011	\$ 477,923	\$ 586,889	\$ 586,889

Division Staff					
Full-time	1.00	1.00	1.00	2.00	2.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	3.80	3.84	4.01	3.63	3.63

Division: Administration
Department: Communications
Program: Safety Services

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Projected Outcome 2020/21	Proposed Outcome 2021/22
Workloads				
Number of security checks conducted	41,402	35,223	25,000	35,000
Number of patron assists	177	1,379	1,400	1,500
Number of training classes conducted	4	18	8	20
Number of patrol walks	18	2,689	2,800	3,000
Number of staff assists	658	850	600	750
Number of special attention patrols (patron concerns)	588	760	850	1,000

Division: Administration
 Department: Communications
 Program: Safety Services

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Budget 2020/21	Proposed Budget 2021/22	Adopted Budget 2021/22
Program Appropriations					
FT Salary	\$ 119,565	\$ 101,088	\$ 106,142	\$ 177,501	\$ 177,501
PT Salary	132,231	139,126	152,012	137,960	137,960
Employee Benefits	59,803	85,279	80,115	142,255	142,255
Payroll Taxes	26,997	24,778	26,723	49,623	49,623
Personnel Services	\$ 338,596	\$ 350,271	\$ 364,992	\$ 507,339	\$ 507,339
Professional and Technical Services	\$ 81,372	\$ 82,187	\$ 87,483	\$ 63,483	\$ 63,483
Other Services	14,152	16,883	11,648	2,500	2,500
Communication	3,970	3,521	3,700	3,467	3,467
Supplies	7,040	6,503	8,500	8,500	8,500
Training, Travel and Memberships	576	611	1,250	1,250	1,250
Small Furniture, Fixtures and Equip.	361	35	350	350	350
Material & Services	\$ 107,471	\$ 109,740	\$ 112,931	\$ 79,550	\$ 79,550
Program Total	\$ 446,067	\$ 460,011	\$ 477,923	\$ 586,889	\$ 586,889
Department Staff					
Full-time	1.00	1.00	1.00	2.00	2.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	3.80	3.84	4.01	3.63	3.63



THPRD



Human Resources

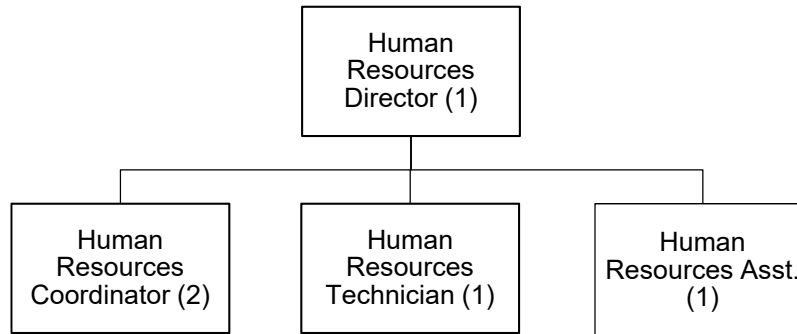




THPRD

ADMINISTRATION

Human Resources Department



Department Overview

The Human Resources team works collaboratively with district leadership and employee groups to support and develop the diverse people who provide district programs and services in our community. Reporting to the general manager, the HR division seeks continuous improvement in the areas of full-cycle recruitment & inclusion, classification, total compensation, employee & labor relations, employee development, and wellness.

All Human Resources activities are conducted in support of the district's mission and core values and are prioritized through an equity lens, leading with race. The team is led by the Human Resources director and is staffed by professional, paraprofessional and administrative employees who model service and passion for people services.

FY 2020/21 Accomplishments

Priority: Investing in our Employees and Volunteers

Human Resources facilitated the joint labor-management process to meet and discuss mandatory topics of bargaining and to bargain impact over furlough, layoff, and recall in response to the unprecedented global pandemic and district financial situation. Throughout the process, both equity and trauma-informed lenses were applied, keeping employees at the forefront of all decisions, while maintaining

compliance with district labor agreements and state and federal law.

In partnership with outside consultants, Koff & Associates, Human Resources also conducted compensation and classification studies of bargaining unit positions and pay equity.

Supported the formation of the Welcoming and Inclusive Committee (WIC), the Employee Support Team (EST), the virtual transition of the Employee Process Improvement Committee (EPIC) team, and the formation of district affinity groups to welcome, include, engage, and recognize district employees of all backgrounds and identities.

Priority: Investing in our Future through Technology

Supported the Tyler Munis and ExecuTime system implementation. Participated on the staff training team that provided training to all staff during the transition to the new integrated timekeeping system.

Continued to expand the Neogov product suite including candidate text messaging feature in recruitment modules in support of inclusion, and system improvements in OHC/Onboard for decentralized use of software across the district. Implemented Neogov eForms as temporary solution for HR electronic documentation need during the pandemic. Began a project plan for

FY 2020/21 Accomplishments (continued)

implementation of Neogov Learn (online training system) in Fall 2021.

Worked with leadership and Incident Command Structure to support the sudden, unexpected transition to telework by district employees.

FY 2021/22 Goals and Objectives

Priority: Investing in Our Employees and Volunteers

HR staff will continue to disrupt and improve people services available to all employees and job applicants, conducting an HR audit of functions and recordkeeping to ensure compliance, support, innovation, and service.

As the labor agreement between the district and the employee's association expires in June 2022, HR will facilitate negotiations for a successor agreement between management and the association under the negotiating authority set by the district's board of directors.

Incorporate equity principles into development of management positions, leading with race.

Support and facilitate training, wellness, and inclusion/celebration opportunities for all district employees.

Priority: Investing in our Future through Technology

Implement Neogov Learn online training system with catalog of course content in both English and Spanish available to all staff with mandatory training, support for career pathing, and supplemental development opportunities.

Partner with Information Services and Finance Services to build out Tyler Munis HR modules to support HR recordkeeping, data integrity, and process improvements.

Build out Neogov Onboard program to extend district welcome program to all staff, including part-time and seasonal employees.

Partner with hiring managers to source a well-qualified group of candidates representative of the community we serve in the dimensions of race, ethnicity, gender including non-binary or fluid, sexuality, ability, and veteran status.

Provide training and development content that meets the needs of district employees and supports growth in shared culture of inclusion, engagement, and service.

Onboard new employees with 100% compliance for documentation and access to new employee activities including orientation and welcome program.

Provide trauma-informed FMLA/OFLA and ADA programs ensuring that employees are aware of and are able to access protected leave and reasonable accommodation.

Budget Equity

The Human Resources team has increased funds and staff time toward equity programs in the 2021/22 budget. The requested administrative support position shared between HR and Communications will act as a liaison and program support for the WIC and affinity groups, which will also be funded with \$5,000 in districtwide equity seed money for training, supplies, or programming. Funds and staff time for marketing the district as an employer to underrepresented communities will be available to supplement funding and staff time in hiring departments. Funding for a compensation and classification study will provide data for a discussion in successor labor agreement negotiations, and support internal and external pay equity for employees at all levels in the organization. Commitment to continued learning and development is shown through the technical training budget increases for all-staff

Budget Equity (continued)

learning opportunities and the district's sponsorship of high-quality training and engagement through Partners in Diversity and the Northwest Public Employers Diversity Conference.

Budget Highlights

Human Resources transferred from Business Services to Administration for the FY 2021/22 budget.

The budget includes the addition of a full-time, benefits-eligible position to provide administrative support to both Communications and Human Resources. The budget also includes an increase in the district's sponsorship for the Portland metro area Partners in Diversity and funding for the district's internal Welcome and Inclusive Committee (WIC) and Affinity Groups. Funds are set aside for centralized marketing of district job opportunities to diverse communities, and for continuing to leverage technology to source, onboard, and develop district employees.

The budget also includes funding a compensation and classification study of regular-status positions, with the intent to collect total compensation data from comparator agencies in advance of contract negotiations with the THPRD Employees Association, scheduled to begin in January 2022. This study is in support of the district goal of investing in our people and of data-driven negotiations with the employee's association.



THPRD

Division: Administration
 Department: Human Resources

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Budget 2020/21	Proposed Budget 2021/22	Adopted Budget 2021/22
Summary of Appropriations					
Personnel Services	\$ -	\$ -	\$ -	\$ 903,123	\$ 903,123
Material & Services	-	-	-	282,581	282,581
Total Appropriations	\$ -	\$ -	\$ -	\$ 1,185,704	\$ 1,185,704

Summary by Program					
Human Resources	\$ -	\$ -	\$ -	\$ 1,185,704	\$ 1,185,704
Total Appropriations	\$ -	\$ -	\$ -	\$ 1,185,704	\$ 1,185,704

Division Staff					
Full-time	0.00	0.00	0.00	5.00	5.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	0.00	0.00	0.00	1.10	1.10

Note: As of FY 2021/22, Human Resources transferred to the Administration Division from Business Services.

Division: Administration
Department: Human Resources

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Projected Outcome 2020/21	Proposed Outcome 2021/22
Workloads:				
Total number of recruitments: FT & RPT positions	-	-	-	25
Total number of training sessions	-	-	-	45
Total number of unemployment insurance claims processed	-	-	-	500
Total number of new hire packets processed	-	-	-	900
Performance Measures:				
Total recruitment applications received: Full-time and Regular Part-time	-	-	-	2,100
Average number of applications per position	-	-	-	125
Total recruitment applications received: Part-time	-	-	-	4,000
Average number of applications per position	-	-	-	100
Total training contact hours	-	-	-	22,139
Average total cost per unemployment insurance claim	-	-	-	\$ 500
Total amount of unemployment insurance paid	-	-	-	\$ 744,166
Unemployment insurance experience/tax rate	-	-	-	4.8%

Division: Administration
Department: Human Resources

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Budget 2020/21	Proposed Budget 2021/22	Adopted Budget 2021/22
Program Appropriations					
FT Salary	\$ -	\$ -	\$ -	\$ 439,217	\$ 439,217
PT Salary	-	-	-	41,390	41,390
Employee Benefits	-	-	-	355,726	355,726
Payroll Taxes	-	-	-	66,790	66,790
Personnel Services	\$ -	\$ -	\$ -	\$ 903,123	\$ 903,123
Professional and Technical Services	\$ -	\$ -	\$ -	\$ 227,224	\$ 227,224
Supplies	-	-	-	13,500	13,500
Communication	-	-	-	14,890	14,890
Travel, Training and Memberships	-	-	-	25,967	25,967
Small Furniture & Equipment	-	-	-	1,000	1,000
Material & Services	\$ -	\$ -	\$ -	\$ 282,581	\$ 282,581
Program Total	\$ -	\$ -	\$ -	\$ 1,185,704	\$ 1,185,704
Department Staff					
Full-time	0.00	0.00	0.00	5.00	5.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	0.00	0.00	0.00	1.10	1.10



THPRD



Community Partnerships





THPRD

Division: Administration
 Department: Community Partnerships

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Budget 2020/21	Proposed Budget 2021/22	Adopted Budget 2021/22
Summary of Appropriations					
Personnel Services	\$ 198,045	\$ 276,455	\$ 271,402	\$ -	\$ -
Materials & Services	20,702	21,436	24,567	-	-
Total Appropriations	\$ 218,747	\$ 297,891	\$ 295,969	\$ -	\$ -

Summary by Program					
Community Partnerships	\$ 218,747	\$ 297,891	\$ 295,969	\$ -	\$ -
Total Appropriations	\$ 218,747	\$ 297,891	\$ 295,969	\$ -	\$ -

Division Staff					
Full-time	1.00	0.89	1.00	0.00	0.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	0.00	0.00	0.00	0.00	0.00

Division: Administration
Department: Community Partnerships

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Budget 2020/21	Proposed Budget 2021/22	Adopted Budget 2021/22
Program Appropriations					
FT Salary	\$ 142,632	\$ 143,240	\$ 153,052	\$ -	\$ -
Employee Benefits	43,742	121,473	105,611	-	-
Payroll Taxes	11,671	11,742	12,739	-	-
Personnel Services	\$ 198,045	\$ 276,455	\$ 271,402	\$ -	\$ -
Professional and Technical Services	\$ 17,102	\$ 18,586	\$ 20,967	\$ -	\$ -
Training, Travel and Memberships	3,600	2,850	3,600	-	-
Material & Services	\$ 20,702	\$ 21,436	\$ 24,567	\$ -	\$ -
Program Total	\$ 218,747	\$ 297,891	\$ 295,969	\$ -	\$ -
Department Staff					
Full-time	1.00	0.89	1.00	0.00	0.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	0.00	0.00	0.00	0.00	0.00

Business Services

Finance Services

Risk & Contract Management

Information Services

Budget & Accounting

Human Resources

Maintenance Operations

Planning

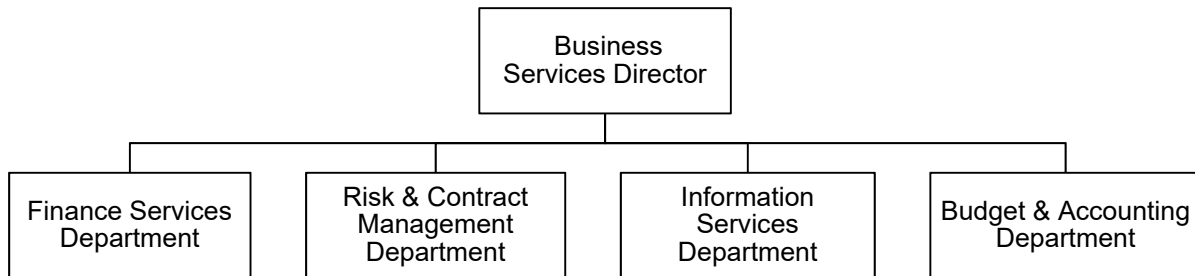
Design & Development





THPRD

BUSINESS SERVICES DIVISION



Division Mission

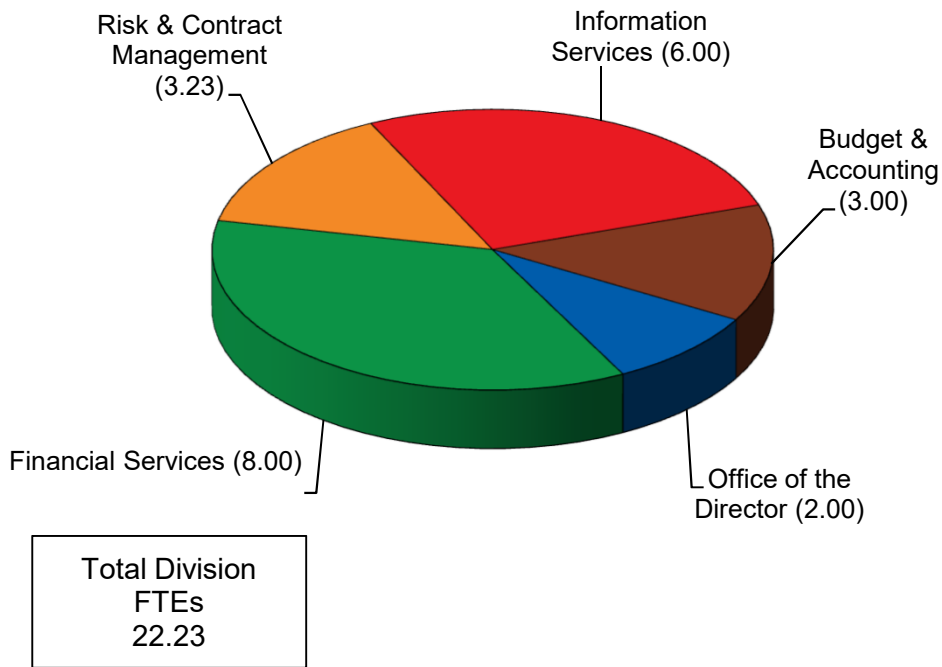
To provide financial and operational integrity and credibility to THPRD by ensuring the correctness of financial information, and adequacy of internal accounting and budgeting controls. To improve THPRD operations by providing cost effective resources and promoting technological innovation. To enhance employee and patron safety, and insure against risks to THPRD.

Division Overview

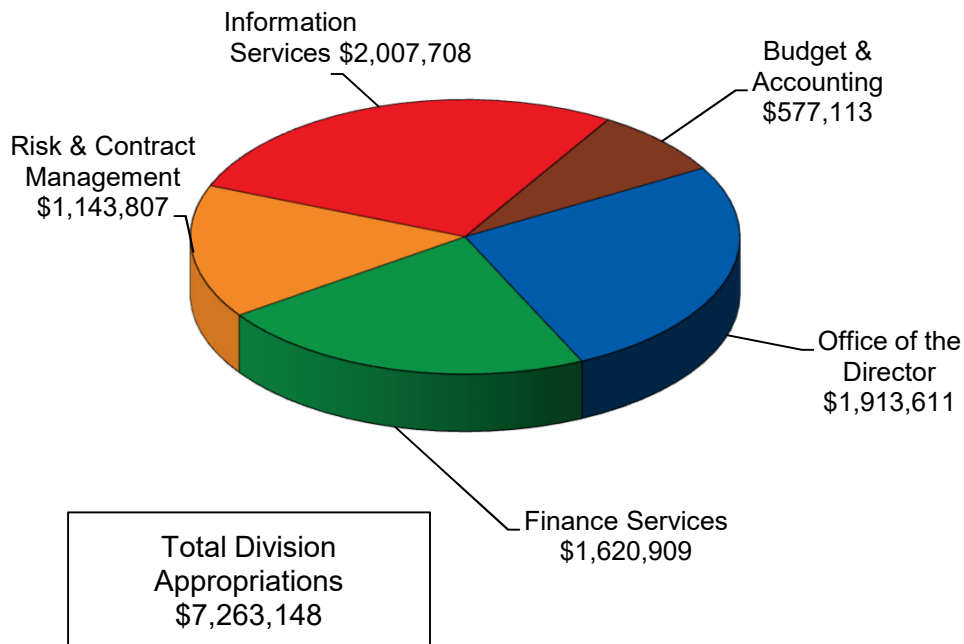
The Business Services director reports to the general manager and is responsible for all financial, administrative, and financial planning operations functions of THPRD. The Business Services Division budget includes the following departments: Office of the Director, Finance Services, Risk & Contract Management, Information Services, and Budget & Accounting.

Activities of the Business Services Division include budgeting and financial management, maintenance of THPRD's information technology applications and infrastructure, and promotion of THPRD's safety and risk management programs. Activities also include financial planning, 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.

Division Staffing by Departments FY 2021/22



Division Appropriations by Departments FY 2021/22



Division: Business Services

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Budget 2020/21	Proposed Budget 2021/22	Adopted Budget 2021/22
Summary of Appropriations					
Personnel Services	\$ 12,437,012	\$ 15,142,755	\$ 16,085,215	\$ 4,075,298	\$ 4,075,298
Materials & Services	5,335,700	4,361,918	6,058,068	1,919,251	1,919,251
Debt Service	925,455	935,376	1,006,288	993,599	993,599
Capital Outlay	610,236	372,541	587,320	275,000	275,000
Total Appropriations	\$ 19,308,403	\$ 20,812,590	\$ 23,736,891	\$ 7,263,148	\$ 7,263,148

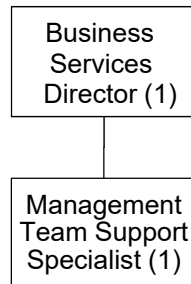
Summary by Department					
Office of the Director	\$ 1,771,898	\$ 2,012,155	\$ 2,160,620	\$ 1,913,611	\$ 1,913,611
Finance Services	861,843	1,378,280	1,794,126	1,620,909	1,620,909
Risk & Contract Management	690,598	995,930	1,012,247	1,143,807	1,143,807
Information Services	1,520,264	1,456,714	1,812,830	2,007,708	2,007,708
Budget & Accounting	292,307	342,932	351,549	577,113	577,113
Human Resources	624,815	787,798	914,617	-	-
Maintenance Operations	12,015,192	11,864,196	13,680,153	-	-
Planning	561,711	744,304	763,138	-	-
Design & Development	969,775	1,230,281	1,247,611	-	-
Total Appropriations	\$ 19,308,403	\$ 20,812,590	\$ 23,736,891	\$ 7,263,148	\$ 7,263,148

Division Staff					
Full-time	92.00	87.69	93.00	21.00	21.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	49.71	29.89	44.22	1.23	1.23

Note: As of FY 2021/22, Human Resources transferred to the Administration Division. As of FY 2021/22, Maintenance Operations, Planning and Design & Development transferred to the Park Services Division.

BUSINESS SERVICES DIVISION

Office of Business Services Director



Department Overview

This department supports the activities of the Business Services director. Activities of the Office of the Director include the management of all departments in the Business Services Division. The Business Services director 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 2020/21 Division Accomplishments

Priority: Planning for Future Natural Areas, Facility and Trail Needs, and Funding Resources

Continued to implement the district grant strategy; integrating the grant opportunities matrix into district planning process. Successfully obtained federal pass-through grant funding of \$4.2 million to support the district's revised operations under pandemic restrictions.

Continued monitoring of available Bond Capital Projects Fund investments and arbitrage compliance for the 2009, 2011, 2015, 2016 and 2020 debt issues.

Continued monitoring of all existing debt activity for potential refinancing opportunities on both general obligation and full faith & credit issues. Completed refinancing of 2010 Bonds and outstanding

General Obligation Bonds with savings of \$2 million.

Priority: Investing in our Future through Technology

Completed phase 1 of the financial system implementation, which includes new employee timekeeping and payroll processes.

Supported the district's transition to off-site work during the COVID-19 pandemic, providing integrated systems and online public meetings capability.

Continued to maintain information system security and integrity, including maintaining PCI compliance and safeguarding patron information.

Continued implementation of electronic records management systems, and district document management policies.

Priority: Investing in our Employees and Volunteers

Completed transfer of all defined contribution retirement programs to a new administrator (ICMA-RC), allowing IAP and 457 plan participants full access to investments. Completed the transition of retirement administration of defined benefit retirement programs to US Bank.

Designed and implemented the district's pension funding policy.

FY 2020/21 Division Accomplishments (continued)

Provided email access to all employees, including part-time employees of the district.

Other Activity

Actively participated in Special Districts Association of Oregon Committees.

Updated procurement procedures, providing additional guidance on utilization of Minority, Women and Emerging Small Businesses (MWESB) in procurement and sustainability standards.

Directed district’s response to the impacts of facility closures and restrictions under state guidelines related to the COVID-19 pandemic.

Provided emergency procurement support and ongoing support for personal protective equipment purchases and cleaning supplies. Processed payroll activity related to federal leave programs and employee layoff, furlough and subsequent rehire actions.

Implemented and sustained the district’s Revised Operating Plan process to ensure financial sustainability as the district addressed the impact of the COVID-19 pandemic.

FY 2021/22 Division Goals and Objectives

Priority: Investing in our Future through Technology

Continue the implementation of the new financial software (Tyler Munis system), which includes financial accounting, procurement, accounts payable and other financial functionality.

Begin needs assessment and documentation of the district registration and daily operations systems.

Continue to maintain information system security and integrity, including maintaining PCI compliance and safeguarding patron information.

Continue implementation of electronic records management systems, and district document management policies.

Priority: Planning for Future Natural Areas, Facility and Trail Needs and Funding Resources

Continue monitoring all existing debt activity for potential refinancing opportunities on both general obligation and full faith and credit issues.

Continue to implement the district’s grant strategy and identify outside resources to leverage district funds in addressing capital and operating needs. Support grant funding through documentation and compliance processes.

Complete an update to the district’s Comprehensive Plan and Strategic Financial Plan.

Finalize and implement capital plan to utilize local share funds from Metro Parks and Nature Bonds. Look for partnership opportunities in other categories of the Metro bond program.

Continue to implement the district’s grant strategy and identify outside resources to leverage district funds in addressing capital and operating needs.

Continue implementation of the district’s various capital programs, including maintenance replacement program, SDC program, and 2008 bond program.

Priority: Investing in our Employees and Volunteers

Continue to support the retirement programs within the district. Work with ICMA-RC in the development and implementation of training programs and employee support related to the retirement benefits.

Ensure that the district’s Pension Funding Policy is fully implemented, and retirement funding is made in accordance with the policy.

FY 2021/22 Division Goals and Objectives (continued)

Other Activities

Continue to increase access, remove barriers in the procurement process, and diversify the current MWESB contractor base.

Continue to monitor for regulatory changes that impact operational activities.

Continue participation in Special Districts Association of Oregon.

Budget Equity

The Business Services Division designed and implemented the district's Budget Equity process in the current year budget. All budget discussion and decision making included consideration of equity, with a focus on racial equity.

The Business Services Division supports the equity vision of the district through support of the grant funding and compliance process. Grant dollars allow the district to expand programming for our diverse community, and Finance ensures that our spending and documentation of that spending under the programs meets all compliance requirements.

The division also leads the district's capital committee. The capital budget includes a large number of capital projects addressing the district's ADA transition plan, including improving access at Harman Swim Center, access to picnic areas, improving pedestrian pathway access, and other safety related projects.

Division staff will be part of the team supporting the update of the district's comprehensive and strategic plans, and will be actively ensuring that there is adequate public outreach and engagement in the process.

The budget continues to include funding for the procurement administrator, whose role includes prioritization of equity in procurement. The division will continue development and implementation of

procurement procedures that address sustainability and equity in purchasing. The division is committed to prioritizing equity in procurement as part of the goals for projects under the Metro Local Bond Fund. Additionally, sustainability and focus on equity will be emphasized in all capital projects.

Supporting intergenerational equity, the department developed and implemented the district's pension funding policy, and the budget includes funding of the pension to meet policy guidelines.

The budget includes funding of \$20,000 for an equity grant program to support equity related programs districtwide.

Budget Highlights

The budget includes the combination of the Business Services director and chief financial officer into one role. The Human Resources Department is transferred to Administration. The Maintenance Operations, Design & Development and Planning Departments are transferred to the Park Services Division.

Division: Business Services
 Department: Office of the Director

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Budget 2020/21	Proposed Budget 2021/22	Adopted Budget 2021/22
Summary of Appropriations					
Personnel Services	\$ 610,394	\$ 812,974	\$ 760,622	\$ 484,547	\$ 484,547
Materials & Services	236,049	263,805	393,710	435,465	435,465
Debt Service	925,455	935,376	1,006,288	993,599	993,599
Total Appropriations	\$ 1,771,898	\$ 2,012,155	\$ 2,160,620	\$ 1,913,611	\$ 1,913,611

Summary by Program					
Office of the Director	\$ 846,443	\$ 1,076,779	\$ 1,154,332	\$ 920,012	\$ 920,012
Debt Service	925,455	935,376	1,006,288	993,599	993,599
Total Appropriations	\$ 1,771,898	\$ 2,012,155	\$ 2,160,620	\$ 1,913,611	\$ 1,913,611

Division Staff					
Full-time	3.00	3.00	3.00	2.00	2.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	0.00	0.00	0.00	0.00	0.00

Division: Business Services
 Department: Office of the Director
 Program: Office of the Director

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Budget 2020/21	Proposed Budget 2021/22	Adopted Budget 2021/22
Program Appropriations					
FT Salary	\$ 392,731	\$ 449,229	\$ 427,845	\$ 261,293	\$ 261,293
Employee Benefits	186,818	329,283	299,499	189,278	189,278
Payroll Taxes	30,845	34,462	33,278	33,976	33,976
Personnel Services	\$ 610,394	\$ 812,974	\$ 760,622	\$ 484,547	\$ 484,547
Professional and Technical Services	\$ 114,145	\$ 131,500	\$ 185,500	\$ 182,063	\$ 182,063
Rental Equipment	39,601	42,799	55,850	84,000	84,000
Other Services	5,050	43,269	6,400	12,000	12,000
Communication	26,754	20,825	65,680	71,380	71,380
Supplies	26,923	12,717	48,000	48,000	48,000
Training, Travel & Memberships	23,576	12,695	29,780	35,522	35,522
Small Furniture & Equipment	-	-	2,500	2,500	2,500
Material & Services	\$ 236,049	\$ 263,805	\$ 393,710	\$ 435,465	\$ 435,465
Program Total	\$ 846,443	\$ 1,076,779	\$ 1,154,332	\$ 920,012	\$ 920,012
Department Staff					
Full-time	3.00	3.00	3.00	2.00	2.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	0.00	0.00	0.00	0.00	0.00

Division: Business Services
 Department: Office of the Director
 Program: Debt Service

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Budget 2020/21	Proposed Budget 2021/22	Adopted Budget 2021/22
Program Appropriations					
Principal	\$ 308,520	\$ 474,379	\$ 180,264	\$ 121,175	\$ 121,175
Interest	616,935	460,997	826,024	872,424	872,424
Debt Service	\$ 925,455	\$ 935,376	\$ 1,006,288	\$ 993,599	\$ 993,599
Program Total	\$ 925,455	\$ 935,376	\$ 1,006,288	\$ 993,599	\$ 993,599

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	\$ 125,000	\$ 130,000	\$ -	\$ -	\$ -
Interest	12,750	6,487	-	-	-
Sub-program Total	\$ 137,750	\$ 136,487	\$ -	\$ -	\$ -

Sub-program:

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

Principal	\$ 55,000	\$ 60,000	\$ 70,000	\$ -	\$ -
Interest	49,695	47,967	45,670	-	-
Sub-program Total	\$ 104,695	\$ 107,967	\$ 115,670	\$ -	\$ -

Sub-program:

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

Principal	\$ 100,000	\$ 105,000	\$ 80,000	\$ -	\$ -
Interest	450,376	227,385	3,978	-	-
Sub-program Total	\$ 550,376	\$ 332,385	\$ 83,978	\$ -	\$ -

Division: Business Services
 Department: Office of the Director
 Program: Debt Service

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Budget 2020/21	Proposed Budget 2021/22	Adopted Budget 2021/22
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Sub-program:

2013-\$457,100 Fifteen (15) Year Financing Agreement

Principal	\$ 28,520	\$ 29,379	\$ 30,264	\$ 31,175	\$ 31,175
Interest	9,570	8,710	7,826	6,914	6,914
Sub-program Total	\$ 38,090	\$ 38,089	\$ 38,090	\$ 38,089	\$ 38,089

Sub-program:

2019-\$4,000,000 Twenty (20) Year Financing Agreement

Principal	\$ -	\$ 150,000	\$ -	\$ -	\$ -
Interest	75,215	58,028	-	-	-
Sub-program Total	\$ 75,215	\$ 208,028	\$ -	\$ -	\$ -

Sub-program:

2020-\$9,900,000 Twenty (20) Year Financing Agreement

Principal	\$ -	\$ -	\$ 290,000	\$ 380,000	\$ 380,000
Interest	-	82,573	328,550	319,850	319,850
Sub-program Total	\$ -	\$ 82,573	\$ 618,550	\$ 699,850	\$ 699,850

Sub-program:

2021-\$1,125,000 Ten (10) Year Financing Agreement

Principal	\$ -	\$ -	\$ -	\$ 90,000	\$ 90,000
Interest	-	-	-	15,660	15,660
Sub-program Total	\$ -	\$ -	\$ -	\$ 105,660	\$ 105,660

Sub-program:

Tax Anticipation Funding

Interest	\$ 19,329	\$ 29,847	\$ 150,000	\$ 150,000	\$ 150,000
Sub-program Total	\$ 19,329	\$ 29,847	\$ 150,000	\$ 150,000	\$ 150,000

Division: Business Services
Department: Office of the Director
Program: Debt Service

MATURITY SCHEDULE FOR GENERAL FUND DEBT

Fiscal Year	Financing Agreement Series 2013 \$457,100	FFCO Series 2020 \$9,900,000	FFCO Series 2021 \$1,125,000	Totals
2021/22	\$ 38,089	\$ 699,850	\$ 105,660	\$ 843,599
2022/23	38,089	698,450	109,319	845,858
2023/24	38,089	691,750	112,905	842,744
2024/25	38,090	695,950	116,419	850,459
2025/26	38,089	704,350	121,423	863,862
2026/27	38,090	696,750	131,018	865,858
2027/28	38,091	698,750	133,629	870,470
2028/29	-	694,950	136,143	831,093
2029/30	-	690,550	133,608	824,158
2030/31	-	685,550	121,170	806,720
2031/32	-	690,100	-	690,100
2032/33	-	689,050	-	689,050
2033/34	-	682,550	-	682,550
2034/35	-	685,750	-	685,750
2035/36	-	693,350	-	693,350
2036/37	-	690,200	-	690,200
2037/38	-	686,600	-	686,600
2038/39	-	687,550	-	687,550
2039/40	-	442,900	-	442,900
Totals	\$ 266,627	\$ 12,904,950	\$ 1,221,294	\$ 14,392,871
Interest Portion of Payments	(27,656)	(3,294,950)	(96,294)	(3,418,900)
Principal Balance	<u>\$ 238,971</u>	<u>\$ 9,610,000</u>	<u>\$ 1,125,000</u>	<u>\$ 10,973,971</u>

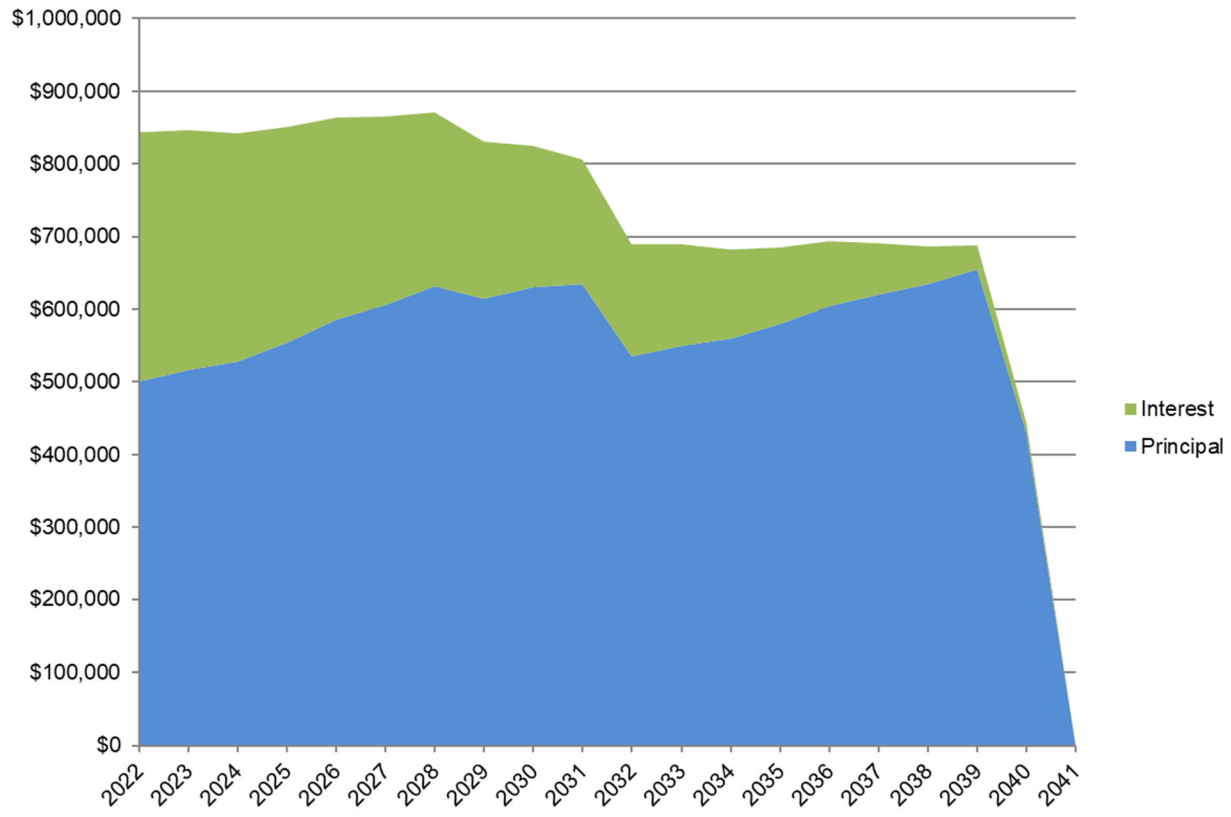
KEY TO DEBT ISSUES

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

FFCO Series 2020: In November 2010, THPRD issued \$6,820,000 of Full Faith and Credit Obligations to finance the purchase of the centralized maintenance facility. In February 2019, THPRD borrowed \$4,000,000 of Full Faith and Credit Obligations to finance additional funding needs for the redevelopment of Cedar Hills Park and Somerset West Park. In February 2020, THPRD refinanced these issues to provide interest savings to the district.

FFCO Series 2021: In July 2010, THPRD issued \$1,695,000 of Full Faith and Credit Obligations to finance the Energy Savings Performance Contract capital projects. In February 2021, THPRD refinanced this issue to provide interest savings to the district.

General Fund Annual Debt Service





Finance Services

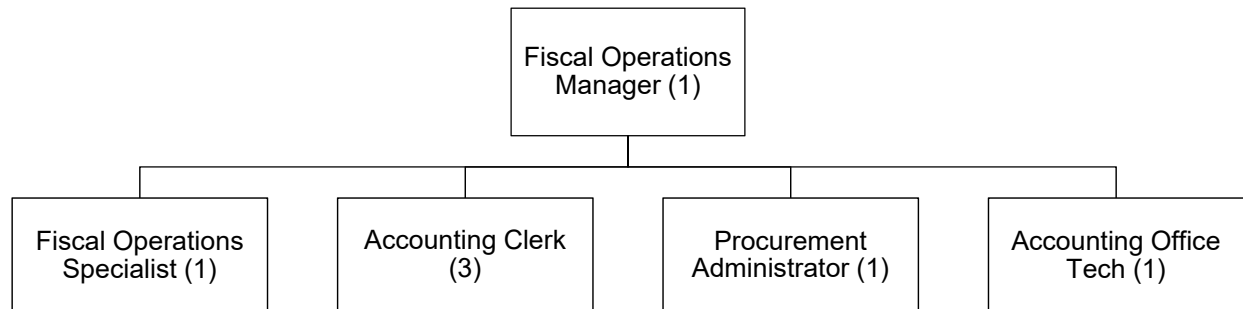




THPRD

BUSINESS SERVICES DIVISION

Finance Services Department



Department Overview

The Finance Services Department is responsible to the Business Services director 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, pension and retirement, purchasing, accounts payable, cash receipts, fixed assets and inventory for THPRD and the Tualatin Hills Park Foundation.

FY 2020/21 Accomplishments

Priority: Investing in our Future through Technology

Completed phase 1 of the financial system implementation, which includes new employee timekeeping and payroll processes.

Priority: Investing in our Employees and Volunteers

Completed transfer of all defined contribution retirement programs to a new administrator (ICMA-RC), allowing IAP and 457 plan participants full access to information about their retirement investments, and the ability to manage investments of their retirement funds in a variety of investment options.

Completed the transition of retirement administration of defined benefit retirement

programs to US Bank. Provided support and information to retirees throughout the process and updated retirement program administrative functions to ensure support of retirees going forward.

Planning for Future Natural Areas, Facility and Trail Needs and Funding Resources

Continued monitoring of available Bond Capital Projects Fund investments and arbitrage compliance for the 2009, 2011, 2015, 2016 and 2020 debt issues.

Continued monitoring all existing debt activity for potential refinancing opportunities on both general obligation and full faith & credit issues. Completed refinancing of 2010 Bonds and outstanding General Obligation Bonds.

Other Activity

Continued steady usage of the purchasing card system to facilitate small purchasing while maintaining adequate security and procedural controls. Rebates resulted in a \$36,800 refund to THPRD.

Updated procurement procedures, providing additional guidance on utilization of Minority, Women and Emerging Small Businesses (MWESB) in procurement and sustainability standards.

Supported the district in response to the impacts of facility closures and restrictions under state guidelines related to the

**FY 2020/21 Accomplishments
(continued)**

COVID-19 pandemic. Provided emergency procurement support and ongoing support for personal protective equipment purchases and cleaning supplies. Processed payroll activity related to federal leave programs and employee layoff, furlough and subsequent rehire actions.

Supported district employees in documentation of federal eligible costs under pass-through grants received from Washington County. Completed all necessary documentation and reporting through these programs.

FY 2021/22 Goals and Objectives

Priority: Investing in our Future through Technology

Continue the implementation of the new financial software (Tyler Munis system), which includes financial accounting, procurement, accounts payable and other financial functionality.

Priority: Investing in our Employees and Volunteers

Continue to support the retirement programs within the district. Work with ICMA-RC in the development and implementation of training programs and employee support related to the retirement benefits.

Ensure that the district's Pension Funding Policy is fully implemented, and retirement funding is made in accordance with the policy.

Planning for Future Natural Areas, Facility and Trail Needs and Funding Resources

Continue monitoring of available Bond Capital Projects Fund investments and arbitrage compliance for the 2009, 2011, 2015, 2016, 2020 and 2021 debt issues.

Continue monitoring all existing debt activity for potential refinancing opportunities on both general obligation and full faith & credit issues.

Other Activity

Continue to increase access, remove barriers in the procurement process, and diversify the current MWESB contractor base.

Continue to monitor for regulatory changes that impact operational activities.

Budget Equity

The Finance Department supports the equity vision of the district through support of the grant funding and compliance process. Grant dollars allow the district to expand programming for our diverse community, and Finance ensures that our spending and documentation of that spending under the programs meets all compliance requirements.

The budget continues to include funding for the procurement administrator, whose role includes prioritization of equity in procurement. The procurement administrator will be performing outreach to small businesses, and implementing the district's self-defined minority business procurement process, with goals of education and outreach to minority businesses in the local area.

The department will continue to participate in the development and implementation of procurement procedures that address sustainability and equity in purchasing. The department is committed to prioritizing equity in procurement as part of the goals for projects under the Metro Local Bond Fund. Additionally, sustainability and focus on equity will be emphasized in all capital projects.

Procurement will also be providing staff training related to sustainability and equity procedures in purchasing. Additionally, implementation of on-call agreements with local minority businesses for supplies and services necessary in the district's normal course of business will be implemented.

Budget Equity (continued)

Supporting intergenerational equity, the department developed and implemented the district's pension funding policy, and the budget includes funding of the pension to meet policy guidelines.

Budget Highlights

The budget includes continuation of funding for a temporary accounting office tech to manage and assist with the conversion to a new financial software system. The part-time salary budget also includes additional staff support for the implementation.

The chief accountant position has been eliminated from the Finance Department budget under the restructure of the Budget & Accounting Department. The project management support for the financial system implementation has transferred to the Information Services Department.



THPRD

Division: Business Services
 Department: Finance Services

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Budget 2020/21	Proposed Budget 2021/22	Adopted Budget 2021/22
Summary of Appropriations					
Personnel Services	\$ 809,979	\$ 1,154,329	\$ 1,479,910	\$ 1,304,899	\$ 1,304,899
Material & Services	51,864	223,951	314,216	316,010	316,010
Total Appropriations	\$ 861,843	\$ 1,378,280	\$ 1,794,126	\$ 1,620,909	\$ 1,620,909

Summary by Program					
Finance Services	\$ 861,843	\$ 1,378,280	\$ 1,794,126	\$ 1,620,909	\$ 1,620,909
Total Appropriations	\$ 861,843	\$ 1,378,280	\$ 1,794,126	\$ 1,620,909	\$ 1,620,909

Division Staff					
Full-time	6.00	8.10	9.00	7.00	7.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	1.04	0.00	1.00	1.00	1.00

Division: Business Services
Department: Finance Services

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Projected Outcome 2020/21	Proposed Outcome 2021/22
Workloads:				
Payroll checks processed	22,910	18,680	7,800	23,000
Accounts payable checks processed	4,244	4,689	2,700	3,900
Number of facility deposits audited	5,860	4,256	1,033	5,800
Purchase orders processed	491	335	300	500
Merchant cards processed	139,224	119,412	13,038	140,000
Purchasing card volume (amount expressed in \$1,000)	\$ 4,787	\$ 3,878	\$ 2,900	\$ 4,800

Division: Business Services
 Department: Finance Services

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Budget 2020/21	Proposed Budget 2021/22	Adopted Budget 2021/22
Program Appropriations					
FT Salary	\$ 509,193	\$ 607,201	\$ 710,876	\$ 531,853	\$ 531,853
PT Salary	-	-	107,273	217,430	217,430
Employee Benefits	256,363	491,082	583,834	446,438	446,438
Payroll Taxes	44,423	56,046	77,927	109,178	109,178
Personnel Services	\$ 809,979	\$ 1,154,329	\$ 1,479,910	\$ 1,304,899	\$ 1,304,899
Professional and Technical Services	\$ 23,298	\$ 177,403	\$ 235,725	\$ 235,540	\$ 235,540
Other Services	14,497	14,984	18,000	18,000	18,000
Rental Facilities	-	18,725	43,610	45,679	45,679
Supplies	384	185.17	500	500	500
Communication	4,727	5,197	5,990	6,475	6,475
Training, Travel and Memberships	5,868	5,869	9,310	9,710	9,710
Small Furniture & Office Equipment	3,090	1,588	1,081	106	106
Material & Services	\$ 51,864	\$ 223,951	\$ 314,216	\$ 316,010	\$ 316,010
Program Total	\$ 861,843	\$ 1,378,280	\$ 1,794,126	\$ 1,620,909	\$ 1,620,909
Department Staff					
Full-time	6.00	9.00	9.00	7.00	7.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	1.04	1.00	1.00	2.00	2.00



THPRD



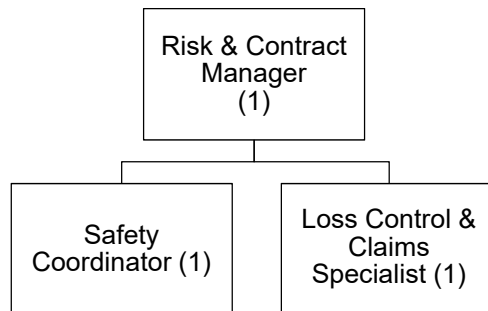
Risk & Contract Management





THPRD

BUSINESS SERVICES DIVISION
Risk & Contract Management Department



Department Overview

The Risk & Contract manager is responsible to the Business Services director 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.

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

FY 2020/21 Accomplishments

Priority: Investing in our Employees and Volunteers

Utilized Oregon's Employer-At-Injury Program (EAIP) in providing equipment in the amount of \$7,064, to aid injured

employees working in a transitional duty capacity and recouped \$15,911 in wage subsidy for these same workers. This program encourages injured employees to return to work early, with transitional duties, lowering return-to-work and claim costs.

Other Activity

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

Supported the development and implementation of the procurement procedures to include the revised equity and sustainability standards.

Evaluated THPRD insurance coverage for property, liability, and workers compensation services to obtain lowest possible renewal premiums based on claim experience, resulting in:

- Reduced property and liability premiums by \$34,063 by completing SDIS Best Practices.
- Received a longevity credit of \$20,792 from SDIS for outstanding loss control.
- Implemented an increase in the property insurance deductibles to take advantage of savings and redirect the premiums and/or savings towards reserve to cover losses related to the higher deductible. Estimated net savings of \$38,736.

FY 2020/21 Accomplishments (continued)

Supported the district's response to impacts of the COVID-19 pandemic through the development of district guidelines, oversight of contact tracing, procurement of emergency supplies, and staff training.

Continued to monitor state and federal regulatory changes that impact operational activities.

Administered lease agreements that include 8 residential properties, 15 telecommunication sites, 3 commercial, and 4 nonprofits.

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

FY 2021/22 Goals and Objectives

Priority: Investing in our Employees and Volunteers

Continue managing the Safety and Health Achievement Recognition Program's (SHARP) annual accreditation with Oregon OSHA for all sites. THPRD 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 department 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

Coordinate with Safety Services Department to provide training on emergency management, defensive driving, and parent-student reunification for local school districts.

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.

Priority: Investing in our Future through Technology

Continue implementation of THPRD-specific document retention schedule, utilizing the state's electronic records management system software.

Budget Equity

Provide support to the Finance Department, in the outreach to small, local and minority owned businesses and the procurement process.

Support the transition of duties to the procurement administrator in areas of procurement, sustainability and equity, and related staff training.

Expand and diversify the district's vendor pool, providing non-monetary support to community-based partners that build their internal capacities.

Create pro-equity contracting processes that are visible and accessible to contractors of varied size and capacity.

Budget Highlights

The budget includes additional funding for property insurance premiums related to adjusted property valuations, and increasing market conditions,

The budget reflects the transfer of the automated external defibrillator (AED) program from Aquatics to Risk & Safety.

Division: Business Services
Department: Risk & Contract Management

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Budget 2020/21	Proposed Budget 2021/22	Adopted Budget 2021/22
Summary of Appropriations					
Personnel Services	\$ 321,613	\$ 566,660	\$ 551,442	\$ 589,849	\$ 589,849
Material & Services	368,985	429,270	460,805	553,958	553,958
Total Appropriations	\$ 690,598	\$ 995,930	\$ 1,012,247	\$ 1,143,807	\$ 1,143,807

Summary by Program					
Risk & Contract Management	\$ 674,775	\$ 817,063	\$ 845,839	\$ 960,923	\$ 960,923
Safety	15,823	178,867	166,408	182,884	182,884
Total Appropriations	\$ 690,598	\$ 995,930	\$ 1,012,247	\$ 1,143,807	\$ 1,143,807

Division Staff					
Full-time	2.00	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)	0.23	0.22	0.23	0.23	0.23

Division: Business Services
Department: Risk & Contract Management
Program: Risk & Contract Management

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Projected Outcome 2020/21	Proposed Outcome 2021/22
Workloads:				
Number of contracts processed	153	119	80	140
Number of residential leases	11	10	8	8
Number of commercial leases	20	19	19	19
Performance Measures:				
<u>Reduce exposure of property & liability claims¹</u>				
Number of liability claims filed against THPRD	9	10	4	6
Average cost per liability claim filed	\$3,729	\$1,222	\$2,649	\$2,500
Loss Ratio: liability claims only (single year) ²	28.47%	32.67%	25.36%	15.00%
Loss Ratio: property and liability claims (single year) ³	15.32%	11.40%	28.70%	10.00%
Loss Ratio: five-year trail ⁴	56.77%	32.33%	31.78%	40.00%

¹ Property and casualty figures are based on a calendar year. Policy data as of: February 21, 2021.

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

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

⁴ Special Districts Insurance Services bases premiums on 65%. National standard is 60%.

Division: Business Services
Department: Risk & Contract Management
Program: Risk & Contract Management

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Budget 2020/21	Proposed Budget 2021/22	Adopted Budget 2021/22
Program Appropriations					
FT Salary	\$ 190,512	\$ 223,751	\$ 213,971	\$ 221,256	\$ 221,256
PT Salary	5,221	5,062	6,396	6,552	6,552
Employee Benefits	109,005	170,746	160,418	166,531	166,531
Payroll Taxes	16,875	19,765	20,849	31,176	31,176
Personnel Services	\$ 321,613	\$ 419,325	\$ 401,634	\$ 425,515	\$ 425,515
Other Services	\$ 4,806	\$ 5,237	\$ 17,300	\$ 17,300	\$ 17,300
Insurance	337,637	380,975	402,860	490,751	490,751
Supplies	1,559	2,773	11,725	15,037	15,037
Communication	2,892	2,414	3,120	3,120	3,120
Training, Travel and Memberships	5,854	6,339	9,200	9,200	9,200
Small Furniture & Office Equipment	414	-	-	-	-
Material & Services	\$ 353,162	\$ 397,738	\$ 444,205	\$ 535,408	\$ 535,408
Program Total	\$ 674,775	\$ 817,063	\$ 845,839	\$ 960,923	\$ 960,923
Department Staff					
Full-time	2.00	2.00	2.00	2.00	2.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	0.23	0.22	0.23	0.23	0.23

Division: Business Services
Department: Risk & Contract Management
Program: Safety

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Projected Outcome 2020/21	Proposed Outcome 2021/22
Performance Measures:				
<u>Reduce program participant incidents</u>				
Number of incident reports filed per 10,000 program visits	1.24	1.52	3.27	1.08
<u>Reduce exposure on workers' compensation claims¹</u>				
Number of claims filed	30	22	14	25
Number of time loss claims	6	7	6	6
Experience Modification history ²	0.82	0.86	0.69	0.70
Frequency rate of WC claims per 100 FTE	6.16	4.38	2.86	5.20
WC costs as % of payroll	1.00	0.83	0.65	0.90
Average cost per claim	\$ 6,833	\$ 8,271	\$ 9,302	\$ 7,800
Average claim cost per FTE	\$ 421	\$ 362	\$ 266	\$ 380

¹ Policy data as of: February 21, 2021.

² Experience Modification Rate is computed on 1.00 being the average incident rate for similar work nationwide.

Division: Business Services
Department: Risk & Contract Management
Program: Safety

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Budget 2020/21	Proposed Budget 2021/22	Adopted Budget 2021/22
Program Appropriations					
FT Salary	\$ -	\$ 73,653	\$ 78,141	\$ 84,403	\$ 84,403
Employee Benefits	-	66,988	64,280	68,418	68,418
Payroll Taxes	-	6,694	7,387	11,513	11,513
Personnel Services	\$ -	\$ 147,335	\$ 149,808	\$ 164,334	\$ 164,334
Professional and Technical Services	\$ 5,656	\$ 2,195	\$ 2,000	\$ 2,000	\$ 2,000
Supplies	2,213	26,398	7,600	7,600	7,600
Training, Travel and Memberships	6,684	2,879	6,500	8,450	8,450
Small Furniture & Office Equipment	1,270	60	500	500	500
Material & Services	\$ 15,823	\$ 31,532	\$ 16,600	\$ 18,550	\$ 18,550
Program Total	\$ 15,823	\$ 178,867	\$ 166,408	\$ 182,884	\$ 182,884
Department Staff					
Full-time	0.00	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



THPRD



Information Services

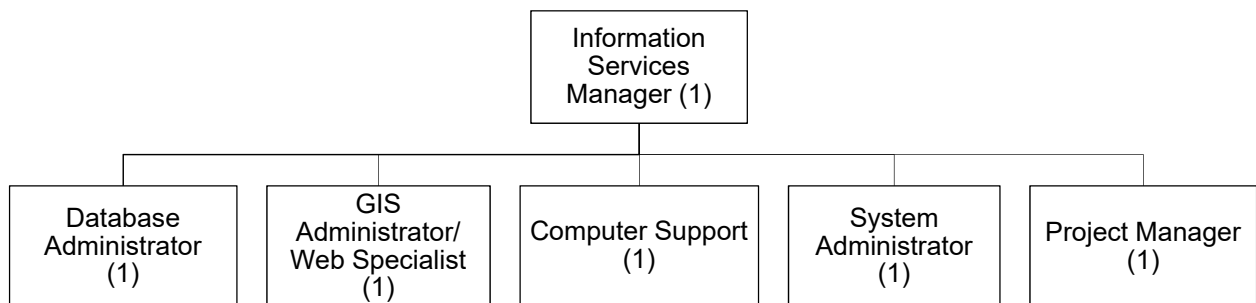




THPRD

BUSINESS SERVICES DIVISION

Information Services Department



Department Overview

The Information Services & Technology manager is responsible to the Business Services director for maintaining and supporting THPRD's districtwide technology infrastructure (wide area network, Internet, custom application resources, etc.).

The Information Services Department (IS) provides support in developing a work environment in which all staff will have the essential technology needed to execute business processes and to access, analyze and produce information to accomplish necessary tasks. IS 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 IS 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.

IS supports the systems of the district under the following reliability standards:

- All trouble calls responded to within four hours during normal business operating 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 computer systems through a 5-year replacement cycle

FY 2020/21 Accomplishments

Priority: Investing in our Future through Technology

In partnership with other departments, IS staff helped complete the human capital management and timekeeping portions of the Tyler Enterprise Resource Planning (ERP) project. The integration work with the Tyler system will continue into next fiscal year and beyond.

Along with all other district COVID activities, most of the year for IS was spent modifying current standards and systems to fit into a new COVID model. This includes changes to activity registration, class management, VPN, and telecommute, etc.

Completed a redesign of the district's storage systems, moving away from single large storage arrays, that are a large capital burden every five to seven years, and instead moved to a model that mixes storage with computer devices to spread the cost over more years.

FY 2020/21 Accomplishments (continued)

Began development of smartphone and other mobile technology standards to provide a roadmap of future implementations and integrations for work anywhere in the district.

Other Activity

Continued to strengthen Processor Card Industry (PCI) compliance: utilizing encrypted gateway, secured firewall, installed intrusion detection/prevention software, and drafted appropriate policies, procedures, and staff training.

FY 2021/22 Goals and Objectives

Priority: Investing in our Future through Technology

Continue to explore and implement cloud-based solutions, such as Microsoft Azure, that will deliver improved features and functionality, while providing a more predictable service level and budget. Specifically, in this area, the IS department will be exploring possibilities for business continuity and disaster recovery. Continue to implement THPRD's electronic records management system. Work with Oregon Secretary of State to implement Oregon Records Management System.

Continue to monitor PCI compliance and general network security, implement improvements in security and remain responsible stewards of our patrons' sensitive information.

Continue to support THPRD initiatives throughout the district that have technology components. Most notably, the IS department will continue to have a significant role in the implementation of the new ERP system.

Begin to develop business requirements documentation to address the future replacement of the registration and daily operations system. Work with subject matter

experts throughout the district to document current processes and business needs.

Continue to document user guides for THPRD staff to better understand the capabilities and functionality of currently implemented systems. This work will allow us to leverage technology already installed throughout the district to solve new problems that may arise.

Budget Equity

The budget includes funding for technology for all employees, including access to email for all employees including part-time staff, to ensure equity districtwide.

The Business Services Division is committed to prioritizing equity in procurement. As part of that commitment, the IS department will be developing tracking mechanisms and standards to allow for improved tracking of equity in procurement in the new financial system.

Information Services Standards

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 at THPRD.

This includes:

- Computer workstation access for all full-time staff. Shared stations for various part-time staff as needed
- 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, provided either by IS Department staff or coordinated by IS staff

- Technical support for THPRD computers and all components of the infrastructure, including operation of the telecommunication system
- Reliable network backup and network security

Budget Highlights

The budget includes funding for the following capital items:

- Continual funding of THPRD's desktop and server replacements
- Continual funding for replacement of security cameras, key card readers, and AEDs
- Replacement of large format printer



THPRD

Division: Business Services
 Department: Information Services

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Budget 2020/21	Proposed Budget 2021/22	Adopted Budget 2021/22
Summary of Appropriations					
Personnel Services	\$ 813,402	\$ 935,956	\$ 1,029,778	\$ 1,127,890	\$ 1,127,890
Material & Services	569,186	328,297	555,052	604,818	604,818
Capital Outlay	137,676	192,461	228,000	275,000	275,000
Total Appropriations	\$ 1,520,264	\$ 1,456,714	\$ 1,812,830	\$ 2,007,708	\$ 2,007,708

Summary by Program					
Information Services	\$ 1,520,264	\$ 1,456,714	\$ 1,812,830	\$ 2,007,708	\$ 2,007,708
Total Appropriations	\$ 1,520,264	\$ 1,456,714	\$ 1,812,830	\$ 2,007,708	\$ 2,007,708

Division Staff					
Full-time	6.00	4.97	6.00	6.00	6.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	0.00	0.00	0.00	0.00	0.00

Division: Business Services
Department: Information Services

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Projected Outcome 2020/21	Proposed Outcome 2021/22
Workloads:				
Number of desktop PCs maintained	245	295	320	265
Number of networked file servers maintained	51	53	53	51
Performance Measures:				
Maintain 98% network system reliability	98%	99%	98%	98%

Division: Business Services
Department: Information Services

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Budget 2020/21	Proposed Budget 2021/22	Adopted Budget 2021/22
Program Appropriations					
FT Salary	\$ 492,488	\$ 441,931	\$ 548,464	\$ 587,938	\$ 587,938
Employee Benefits	277,410	453,565	429,861	456,699	456,699
Payroll Taxes	43,504	40,460	51,453	83,253	83,253
Personnel Services	\$ 813,402	\$ 935,956	\$ 1,029,778	\$ 1,127,890	\$ 1,127,890
Professional and Technical Services	\$ 312,747	\$ 292,253	\$ 417,900	\$ 466,340	\$ 466,340
Supplies	30,978	17,628	4,000	5,000	5,000
Communication	214,724	13,664	120,000	120,000	120,000
Training, Travel and Memberships	5,468	3,351	9,152	9,478	9,478
Small Furniture, Fixtures and Equip.	5,269	1,401	4,000	4,000	4,000
Material & Services	\$ 569,186	\$ 328,297	\$ 555,052	\$ 604,818	\$ 604,818
Information Technology Replacement	\$ 125,255	\$ 190,461	\$ 228,000	\$ 275,000	\$ 275,000
Information Technology Improvement	12,421	2,000	-	-	-
Capital Outlay	\$ 137,676	\$ 192,461	\$ 228,000	\$ 275,000	\$ 275,000
Program Total	\$ 1,520,264	\$ 1,456,714	\$ 1,812,830	\$ 2,007,708	\$ 2,007,708
Department Staff					
Full-time	6.00	4.97	6.00	6.00	6.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	0.00	0.00	0.00	0.00	0.00

Division: Business Services
 Department: Information Services
 Detail of Capital Outlay

Project Number	Capital Project	Adopted Budget	Page #
INFORMATION TECHNOLOGY REPLACEMENT			
1	Desktop/laptop computers	\$ 90,000	BSV - 33
2	Large Format Printer	15,000	BSV - 33
3	LAN/WAN	6,000	BSV - 33
4	AEDs	9,000	BSV - 33
5	Security Cameras	45,000	BSV - 33
6	Key Card Readers	10,000	BSV - 34
7	Servers	50,000	BSV - 34
8	Switches	50,000	BSV - 34
TOTAL INFORMATION TECHNOLOGY REPLACEMENT		\$ 275,000	
GRAND TOTAL INFORMATION SERVICES CAPITAL OUTLAY		\$ 275,000	

INFORMATION SERVICES CAPITAL OUTLAY

Information Technology Capital Replacement

ITEM 1: **Desktop/laptop computers**

BUDGET: \$90,000

DESCRIPTION: Replacement of desktop and laptop inventory, maintaining the five-year replacement schedule.

ITEM 2: **Large Format Printer**

BUDGET: \$15,000

DESCRIPTION: Replacement of large format printer/plotter.

ITEM 3: **LAN/WAN**

BUDGET: \$6,000

DESCRIPTION: Replacement of Wide Area Network equipment.

ITEM 4: **AEDs**

BUDGET: \$9,000

DESCRIPTION: Replacement of Automated External Defibrillators.

ITEM 5: **Security Cameras**

BUDGET: \$45,000

DESCRIPTION: Replacement of security cameras.

INFORMATION SERVICES CAPITAL OUTLAY

ITEM 6: **Key Card Readers**

BUDGET: \$10,000

DESCRIPTION: Replacement of key card readers.

ITEM 7: **Servers**

BUDGET: \$50,000

DESCRIPTION: Replacement of public web servers.

ITEM 8: **Switches**

BUDGET: \$50,000

DESCRIPTION: Grant funded 10 gigabyte broadband switches.



Budget & Accounting

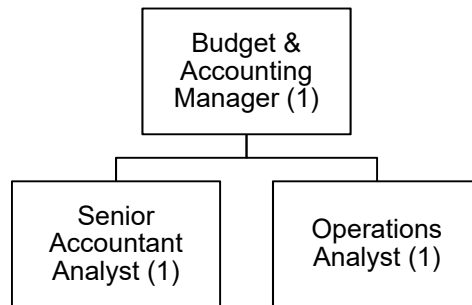




THPRD

BUSINESS SERVICES DIVISION

Budget & Accounting Department



Department Overview

The Budget & Accounting manager is responsible to the Business Services director and conducts THPRD's accounting, performance measurement, reporting, financial planning, capital budgeting, business planning and management of THPRD's non-financial data. The department is also responsible for operational activities including fixed assets and financial reporting for THPRD and the Tualatin Hills Park Foundation.

Budget & Accounting provides support to THPRD's cross-departmental initiatives. This includes the process improvement committees and other work groups, resource allocation calculation, and the calculation and adoption of program fees.

FY 2020/21 Accomplishments

Priority: Investing in our Future through Technology

Completed phase 1 of the financial system implementation, which includes new employee timekeeping and payroll processes.

Priority: Planning for Future Natural Areas, Facility and Trail Needs and Funding Resources

Continued monitoring all existing debt activity for potential refinancing opportunities on both general obligation and full faith & credit issues. Completed refinancing of 2010 Bonds and outstanding General Obligation Bonds.

Continued to implement the district grant strategy; supporting grant application and compliance processes. Successfully obtained federal pass-through grant funding to support the district's revised operations under pandemic restrictions.

Other Activity

Continued implementation of resource allocation strategy, including budget to actual comparisons, and evaluation of program offerings. Worked with other departments to refine key performance indicators.

Supported the district in response to the impacts of facility closures and restrictions under state guidelines related to the COVID-19 pandemic.

Supported district employees in documentation of federal eligible costs under pass-through grants received from Washington County. Completed all grant reporting and ensured compliance with federal guidelines.

Received the following awards:

- Distinguished Budget Presentation Award from the Government Finance Officers Association for the FY 2020/21 Budget Document
- Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association for the FY 2018/19 Comprehensive Annual Financial Report

FY 2021/22 Goals and Objectives

Priority: Investing in our Future through Technology

Continue the implementation of the new financial software (Tyler Munis system), which includes financial accounting, procurement, accounts payable and other financial functionality.

Priority: Planning for Future Natural Areas, Facility and Trail Needs and Funding Resources

Continue monitoring all existing debt activity for potential refinancing opportunities on both general obligation and full faith & credit issues.

Continue to implement the district grant strategy and identify outside resources to leverage district funds in addressing capital and operating needs. Support grant funding through documentation and compliance processes.

Other Activities

Continue implementation of resource allocation strategy and evaluation of program offerings. Support the development of the Comprehensive Plan update and the Strategic Financial Plan for the district.

Budget Equity

The Budget & Accounting Department designed and implemented the district's Budget Equity process in the current year budget. All budget discussion and decision making included consideration of equity, with a focus on racial equity.

The Budget & Accounting Department supports the equity vision of the district through management of the grant funding and compliance process. Grant dollars allow the district to expand programming for our diverse community, and finance ensures that our spending and documentation of that spending under the programs meets all compliance requirements.

The Budget & Accounting Department leads the district's capital committee. The capital

budget includes a large number of capital projects addressing the district's ADA transition plan, including improving access at Harman Swim Center, access to picnic areas, improving pedestrian pathway access, and other safety related projects.

Division staff will be part of the team supporting the update of the district's comprehensive and strategic plans, and will be actively ensuring that there is adequate public outreach and engagement in the process.

Budget Highlights

The budget includes the restructure of the Budget & Accounting Department, which combined financial reporting and accounting functions with the functions of the former Operations Analysis Department. In that restructure, the chief accountant position was eliminated, and the senior accountant analyst position was added to the department to support accounting functions.

A portion of the Finance Department materials and services budget has been transferred to the Budget & Accounting Department, to support staff development and operations.

Division: Business & Facilities
 Department: Budget & Accounting

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Budget 2020/21	Proposed Budget 2021/22	Adopted Budget 2021/22
Summary of Appropriations					
Personnel Services	\$ 278,999	\$ 339,914	\$ 342,549	\$ 568,113	\$ 568,113
Material & Services	13,308	3,018	9,000	9,000	9,000
Total Appropriations	\$ 292,307	\$ 342,932	\$ 351,549	\$ 577,113	\$ 577,113

Summary by Program					
Budget & Accounting	\$ 292,307	\$ 342,932	\$ 351,549	\$ 577,113	\$ 577,113
Total Appropriations	\$ 292,307	\$ 342,932	\$ 351,549	\$ 577,113	\$ 577,113

Division Staff					
Full-time	2.00	1.89	2.00	3.00	3.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	0.00	0.00	0.00	0.00	0.00

Division: Business Services
Department: Budget & Accounting

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Projected Outcome 2020/21	Proposed Outcome 2021/22
Percent of on-time Board Financial Reports	100%	95%	100%	100%
Percent of on-time Grant Financial Reports to granting agencies	N/A	100%	100%	100%
Minimum capital replacements per policy	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000
Total annual capital replacement spending	\$ 3,811,245	\$ 2,327,375	\$ 1,541,129	\$ 3,488,705
Minimum General Fund Balance as a % of Expenditures per Policy	10%	10%	10%	10%
Actual/Projected General Fund Balance as a % of Operating Expenditures	37%	25%	30%	15%
Retirement Plan Funding Per Policy	N/A	N/A	\$ 8,500,000	\$ 8,500,000
Total Retirement Plan Funding	N/A	N/A	\$ 8,500,000	\$ 8,500,000

Division: Business & Facilities
Department: Budget & Accounting

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Budget 2020/21	Proposed Budget 2021/22	Adopted Budget 2021/22
Program Appropriations					
FT Salary	\$ 160,104	\$ 175,449	\$ 182,316	\$ 296,555	\$ 296,555
Employee Benefits	103,802	149,484	143,006	229,828	229,828
Payroll Taxes	15,093	14,981	17,227	41,730	41,730
Personnel Services	\$ 278,999	\$ 339,914	\$ 342,549	\$ 568,113	\$ 568,113
Professional and Technical Services	\$ 4,669	\$ 1,350	\$ -	\$ 1,800	\$ 1,800
Supplies	78	-	1,000	200	200
Communication	954	768	1,200	2,400	2,400
Training, Travel and Memberships	7,607	900	6,300	4,100	4,100
Small Furniture & Office Equipment	-	-	500	500	500
Material & Services	\$ 13,308	\$ 3,018	\$ 9,000	\$ 9,000	\$ 9,000
Program Total	\$ 292,307	\$ 342,932	\$ 351,549	\$ 577,113	\$ 577,113
Department Staff					
Full-time	2.00	1.89	2.00	3.00	3.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	0.00	0.00	0.00	0.00	0.00



THPRD



Human Resources





THPRD

Division: Business Services
 Department: Human Resources

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Budget 2020/21	Proposed Budget 2021/22	Adopted Budget 2021/22
Summary of Appropriations					
Personnel Services	\$ 513,939	\$ 699,102	\$ 726,386	\$ -	\$ -
Material & Services	110,876	88,696	188,231	-	-
Total Appropriations	\$ 624,815	\$ 787,798	\$ 914,617	\$ -	\$ -

Summary by Program					
Human Resources	\$ 624,815	\$ 787,798	\$ 914,617	\$ -	\$ -
Total Appropriations	\$ 624,815	\$ 787,798	\$ 914,617	\$ -	\$ -

Division Staff					
Full-time	4.00	3.75	4.00	0.00	0.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	0.00	0.54	0.52	0.00	0.00

Note: As of FY 2021/22, Human Resources transferred to the Administration Division.

Division: Business Services
Department: Human Resources

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Projected Outcome 2020/21	Proposed Outcome 2021/22
Workloads:				
Total number of recruitments: FT & RPT positions	22	31	25	-
Total number of training sessions	11	31	47	-
Total number of unemployment insurance claims processed	40	875	800	-
Total number of new hire packets processed	885	660	800	-
Performance Measures:				
Total recruitment applications received: Full-time and Regular Part-time	1,300	2,219	2,300	-
Average number of applications per position	59	96	150	-
Total recruitment applications received: Part-time	N/A	4,519	3,800	-
Average number of applications per position	N/A	40	182	-
Total training contact hours	16,300	18,926	17,388	-
Average total cost per unemployment insurance claim	\$ 875	\$ 674	\$ 600	-
Total amount of unemployment insurance paid	\$ 35,000	\$ 20,924	\$ 15,476	-
Unemployment insurance experience/tax rate	0.1%	0.1%	0.1%	-

Division: Business Services
 Department: Human Resources

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Budget 2020/21	Proposed Budget 2021/22	Adopted Budget 2021/22
Program Appropriations					
FT Salary	\$ 289,729	\$ 337,108	\$ 375,276	\$ -	\$ -
PT Salary	9,964	19,736	18,266	-	-
Employee Benefits	186,167	310,574	295,603	-	-
Payroll Taxes	28,079	31,684	37,241	-	-
Personnel Services	\$ 513,939	\$ 699,102	\$ 726,386	\$ -	\$ -
Professional and Technical Services	\$ 57,997	\$ 55,069	\$ 138,274	\$ -	\$ -
Supplies	3,015	5,958	9,106	-	-
Communication	10,722	4,053	10,467	-	-
Travel, Training and Memberships	31,252	23,208	29,384	-	-
Small Furniture & Equipment	7,890	408	1,000	-	-
Material & Services	\$ 110,876	\$ 88,696	\$ 188,231	\$ -	\$ -
Program Total	\$ 624,815	\$ 787,798	\$ 914,617	\$ -	\$ -
Department Staff					
Full-time	4.00	3.75	4.00	0.00	0.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	0.00	0.54	0.52	0.00	0.00



THPRD



Maintenance Operations





THPRD

Division: Business Services
Department: Maintenance Operations

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Budget 2020/21	Proposed Budget 2021/2022	Adopted Budget 2021/2022
Summary of Appropriations					
Personnel Services	\$ 7,695,675	\$ 8,733,514	\$ 9,263,364	\$ -	\$ -
Materials & Services	3,846,957	2,950,602	4,057,469	-	-
Capital Outlay	472,560	180,080	359,320	-	-
Total Appropriations	\$ 12,015,192	\$ 11,864,196	\$ 13,680,153	\$ -	\$ -

Summary by Program					
Maintenance Operations Manager	\$ 988,841	\$ 806,692	\$ 814,340	\$ -	\$ -
Park Maintenance North	3,333,952	3,222,973	4,114,598	-	-
Park Maintenance South	2,688,436	2,765,339	3,046,547	-	-
Facility Maintenance	3,506,163	3,861,242	4,187,499	-	-
Fleet Maintenance	1,497,800	1,207,950	1,517,169	-	-
Total Appropriations	\$ 12,015,192	\$ 11,864,196	\$ 13,680,153	\$ -	\$ -

Division Staff					
Full-time	58.00	52.20	55.00	0.00	0.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	48.26	28.76	42.09	0.00	0.00

NOTE: In FY 2021/22, Maintenance Operations transferred to the Park Services Division.

Division: Business Services
 Department: Maintenance Operations
 Program: Manager of Maintenance Operations

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Projected Outcome 2020/21	Proposed Outcome 2021/22
Projected Capital Replacement Balance*:				
5-year balance	\$ 12,520,018	\$ 20,349,670	\$ 21,460,320	-
10-year balance	\$ 27,827,036	\$ 40,028,341	\$ 43,834,802	-

* Replacement balance includes deferred replacement backlog and projected future major replacements.

Division: Business Services
 Department: Maintenance Operations
 Program: Maintenance Operations Manager

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Budget 2020/21	Proposed Budget 2021/2022	Adopted Budget 2021/2022
Program Appropriations					
FT Salary	\$ 553,058	383,445	\$ 405,012	\$ -	\$ -
PT Salary	27,490	18,955	23,563	-	-
Employee Benefits	296,823	328,964	308,187	-	-
Payroll Taxes	54,435	37,118	37,536	-	-
Personnel Services	\$ 931,806	\$ 768,482	\$ 774,298	\$ -	\$ -
Professional and Technical Services	\$ 6,797	1,465	\$ 2,050	\$ -	\$ -
Communications	6,399	4,393.00	5,368	-	-
Supplies	9,795	6,332	2,859	-	-
Training, Travel and Memberships	8,721	4,630	5,665	-	-
Small Furniture, Fixtures and Equip.	1,051	852	-	-	-
Utilities	24,272	20,538	24,100	-	-
Material & Services	\$ 57,035	\$ 38,210	\$ 40,042	\$ -	\$ -
Program Total	\$ 988,841	\$ 806,692	\$ 814,340	\$ -	\$ -
Department Staff					
Full-time	6.00	3.83	4.00	0.00	0.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	1.44	0.70	0.70	0.00	0.00

Division: Business Services
 Department: Maintenance Operations
 Program: Park Maintenance North

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Projected Outcome 2020/21	Proposed Outcome 2021/22
Workload:				
Developed acres	547	552	558	-
Undeveloped acres	722	760	780	-
Total Acres	1,269	1,312	1,338	-
Athletic fields maintained	148	159	130	-
Sport courts maintained	105	92	133	-
Total Fields and Courts	253	251	263	-
Efficiency:				
Park cost per developed acre	\$ 3,456	\$ 2,840	\$ 3,096	-
Park cost per undeveloped acre	\$ 291	\$ 229	\$ 246	-
Total cost per field and court count	\$ 4,876	\$ 4,076	\$ 4,286	-
Total courts/fields per FTE	19.6	19.0	19.9	-
Total developed park acres per FTE	24.9	24.5	24.8	-
Goal Outcome Measures:				
Electricity (kWh/developed acre)	10	68	75	-
Water (gallons/developed acre)	52,762	43,082	52,700	-
Water (gallons/developed acre with ETR)	25,487	20,811	25,457	-
Electricity (kWh/lighted field and court count)	1,760	975	1,750	-
Water (gallons/field count)	124,189	79,520	124,000	-
Water (gallons/field count with ETR)	68,930	44,137	68,826	-
Performance Measures:				
% of desired service level (DSL) on fields	100%	100%	0%	-
% of desired service level (DSL) on courts	100%	100%	25%	-
% of park standards met	87%	90%	N/A	-

Division: Business Services
Department: Maintenance Operations
Program: Park Maintenance North

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Budget 2020/21	Proposed Budget 2021/2022	Adopted Budget 2021/2022
Program Appropriations					
FT Salary	\$ 860,163	\$ 916,697	\$ 970,392	\$ -	\$ -
PT Salary	526,569	447,418	707,502	-	-
Employee Benefits	514,846	886,869	832,993	-	-
Payroll Taxes	153,052	153,941	174,348	-	-
Personnel Services	\$ 2,054,630	\$ 2,404,925	\$ 2,685,235	\$ -	\$ -
Professional and Technical Services	\$ 1,741	\$ -	\$ 1,500	\$ -	\$ -
Rental Equipment	99	3,758	3,000	-	-
Communication	33,295	34,384	38,300	-	-
Other Services	135,320	118,933	232,287	-	-
Supplies	278,796	194,987	321,600	-	-
Training, Travel and Memberships	3,358	5,367	9,940	-	-
Utilities	826,713	460,619	822,736	-	-
Material & Services	\$ 1,279,322	\$ 818,048	\$ 1,429,363	\$ -	\$ -
Program Total	\$ 3,333,952	\$ 3,222,973	\$ 4,114,598	\$ -	\$ -
Department Staff					
Full-time	14.00	13.59	14.00	0.00	0.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	20.88	14.16	21.65	0.00	0.00
Funded Service Level					
High-production mowing acres maintained at 100% DSL	123	123	123	-	-
Total high-production mowing acres in inventory	132	132	132	-	-
Baseball/softball fields maintained at 100% DSL	58	55	55	-	-
Total baseball/softball fields in inventory	58	55	55	-	-
Sport courts maintained at 100% DSL	123	123	124	-	-
Total sport courts	123	123	124	-	-

Division: Business Services
 Department: Maintenance Operations
 Program: Park Maintenance South

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Projected Outcome 2020/21	Proposed Outcome 2021/22
Workload:				
Developed acres	551	551	566	-
Undeveloped acres	586	586	587	-
Total Acres	1,137	1,137	1,153	-
Athletic fields maintained	107	107	105	-
Sport courts maintained	66	56	63	-
Total Fields and Courts	173	163	168	-
Efficiency:				
Park cost per developed acre	\$ 2,767	\$ 2,846	\$ 3,052	-
Park cost per undeveloped acre	\$ 289	\$ 297	\$ 327	-
Total cost per field and court count	\$ 5,750	\$ 6,277	\$ 6,710	-
Total courts/fields per FTE	15.4	15.3	16.4	-
Total developed park acres per FTE	27.7	28.5	32.4	-
Goal Outcome Measures:				
Electricity (kWh/developed acre)	137	112	135	-
Water (gallons/developed acre)	36,588	26,673	30,000	-
Water (gallons/developed acre with ETR)	25,487	18,581	20,898	-
Electricity (kWh/lighted field and court count)	541	595	600	-
Water (gallons/field count)	17,714	14,216	15,000	-
Water (gallons/field count with ETR)	9,948	7,983	8,424	-
Performance Measures:				
% of desired service level (DSL) on fields	100%	100%	0%	-
% of desired service level (DSL) on courts	100%	100%	25%	-
% of park standards met	86%	88%	N/A	-

Division: Business Services
 Department: Maintenance Operations
 Program: Park Maintenance South

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Budget 2020/21	Proposed Budget 2021/2022	Adopted Budget 2021/2022
Program Appropriations					
FT Salary	\$ 844,409	\$ 871,484	\$ 900,178	\$ -	\$ -
PT Salary	467,022	360,846	457,809	-	-
Employee Benefits	504,572	827,644	772,792	-	-
Payroll Taxes	140,981	137,515	143,607	-	-
Personnel Services	\$ 1,956,984	\$ 2,197,489	\$ 2,274,386	\$ -	\$ -
Professional and Technical Services	\$ 14,733	\$ 15,110	\$ 10,500	\$ -	\$ -
Rental Equipment	15,129	7,243	4,500	-	-
Other Services	103,411	101,935	148,800	-	-
Communications	18,056	21,101	19,000	-	-
Supplies	222,116	151,198	208,330	-	-
Training, Travel and Memberships	2,135	5,124	6,800	-	-
Utilities	351,837	266,012	373,731	-	-
Small Furniture, Fixtures and Equip.	4,035	127	500	-	-
Material & Services	\$ 731,452	\$ 567,850	\$ 772,161	\$ -	\$ -
Program Total	\$ 2,688,436	\$ 2,765,339	\$ 3,046,547	\$ -	\$ -
Department Staff					
Full-time	13.00	13.31	13.00	0.00	0.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	18.08	11.10	14.77	0.00	0.00
Funded Service Level					
High-production mowing acres maintained at 100% DSL	128	128	128	-	-
Total high-production mowing acres in inventory	138	138	138	-	-
Baseball/softball fields maintained at 100% DSL	46	44	44	-	-
Total baseball/softball fields in inventory	46	44	44	-	-
Sport courts maintained at 100% DSL	56	66	63	-	-
Total sport courts	56	66	63	-	-

Division: Business Services
 Department: Maintenance Operations
 Program: Facility Maintenance

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Projected Outcome 2020/21	Proposed Outcome 2021/22
Workload:				
Buildings-1,000 sq ft of space	461	461	461	-
Pools-1,000 sq ft of space	125	125	125	-
Total Workload Units	586	586	586	-
Efficiency:				
Cost per sq foot of buildings	\$ 6.52	\$ 8.83	\$ 8.76	-
Cost per sq foot of pools	\$ 16.42	\$ 18.49	\$ 20.33	-
Goal Outcome Measures:				
Number of work orders completed ¹	N/A	N/A	102	-
Number of Low cost - No cost ADA improvements completed	N/A	N/A	389	-
Number of Preventive Maintenance Services - mechanical (boilers)	N/A	N/A	15	-
Number of Preventive Maintenance Services - pumps & motors (contracted services)	N/A	N/A	8	-
Number of Preventive Maintenance Services - Roof (contracted services)	N/A	N/A	6	-
Number of Preventive Maintenance Services - Roof (staff)	N/A	N/A	36	-
Air Quality Program - Number of air filters changed	1,156	1,156	2,312	-
Performance Measures:				
% of desired service level (DSL) in buildings	88%	88%	99%	-
% of desired service level (DSL) in Pools	72%	73%	99%	-

¹ The Work Order system was implemented in 2020/21.

Division: Business Services
Department: Maintenance Operations
Program: Facility Maintenance

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Budget 2020/21	Proposed Budget 2021/2022	Adopted Budget 2021/2022
Program Appropriations					
FT Salary	\$ 1,190,041	\$ 1,176,374	\$ 1,283,060	\$ -	\$ -
PT Salary	190,217	131,492	206,954	-	-
Employee Benefits	639,432	1,225,451	1,113,157	-	-
Payroll Taxes	124,021	127,470	157,542	-	-
Personnel Services	\$ 2,143,711	\$ 2,660,787	\$ 2,760,713	\$ -	\$ -
Professional and Technical Services	\$ 5,018	\$ 8,782	\$ 15,062	\$ -	\$ -
Rental Equipment	-	-	-	-	-
Other Services	74,781	42,988	89,957	-	-
Supplies	298,185	285,037	310,616	-	-
Training, Travel and Memberships	6,919	3,517	10,248	-	-
Utilities	910,614	796,560	934,156	-	-
Communication	63,516	63,571	66,747	-	-
Material & Services	\$ 1,359,033	\$ 1,200,455	\$ 1,426,786	\$ -	\$ -
Building/Pool Equip. Replacement	\$ 3,419	\$ -	\$ -	\$ -	\$ -
Capital Outlay	\$ 3,419	\$ -	\$ -	\$ -	\$ -
Program Total	\$ 3,506,163	\$ 3,861,242	\$ 4,187,499	\$ -	\$ -
Department Staff					
Full-time	20.00	16.93	19.00	0.00	0.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	7.13	2.30	4.24	0.00	0.00
Funded Service Level					
1,000 sq ft of building maintained at 100% DSL	406	406	390	-	-
Total 1,000 sq ft of building	461	461	457	-	-
1,000 sq ft of pools maintained at 100% DSL	88	88	92	-	-
Total 1,000 sq ft of pools	125	125	125	-	-

Division: Business Services
 Department: Maintenance Operations
 Program: Fleet Maintenance

KEY PERFORMANCE INDICATORS

Description	Prior Year Actuals 2018/19	Prior Year Actuals 2019/20	Projected Outcome 2020/21	Proposed Outcome 2021/22
Workload:				
Vehicle & equipment units	540	657	658	-
Efficiency:				
Total cost per vehicle & equipment unit	\$1,677.00	\$1,564.49	\$1,759.65	-
Vehicle and equipment unit per FTE Fuel cost per acre	112	146	165	-
Fuel cost per vehicle and equipment	\$134.26	\$85.31	\$64.60	-
	N/A	\$145.17	\$109.77	-
Total fuel gallons	N/A	46,504	45,359	-
Total fuel cost	N/A	\$95,377	\$72,228	-
Average fuel cost per gallon	N/A	\$2.05	\$1.59	-
Total alternative fuel gallons	N/A	4,172	4,156	-
Fuel cost/mile traveled	\$0.17	\$0.16	\$0.19	-
Goal Outcome Measures: Preventative Maintenance (PM) Services Conducted				
% of desired service level in preventative maintenance for fleet	68%	68%	64%	-
% of alternate fuel used	13.5%	9.6%	11.5%	-

Division: Business Services
Department: Maintenance Operations
Program: Fleet Maintenance

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Budget 2020/21	Proposed Budget 2021/2022	Adopted Budget 2021/2022
Program Appropriations					
FT Salary	\$ 344,536	\$ 307,974	\$ 382,192	\$ -	\$ -
PT Salary	15,087	21,425	25,349	-	-
Employee Benefits	211,743	337,791	317,135	-	-
Payroll Taxes	37,178	34,641	44,056	-	-
Personnel Services	\$ 608,544	\$ 701,831	\$ 768,732	\$ -	\$ -
Professional and Technical Services	\$ 3,924	\$ 2,594	\$ 5,235	\$ -	\$ -
Rental Equipment	633	734	1,013	-	-
Communications	2,612	2,351	2,563	-	-
Supplies	52,570	53,508	33,722	-	-
Vehicle & Equipment Parts	182,623	138,383	132,437	-	-
Vehicle & Equipment Services	29,012	8,273	34,471	-	-
Gas & Oil (Vehicles)	147,412	120,196	177,576	-	-
Training, Travel and Memberships	1,329	-	2,100	-	-
Material & Services	\$ 420,115	\$ 326,039	\$ 389,117	\$ -	\$ -
Maintenance Equip. Replacement	\$ 439,198	\$ 134,106	\$ 359,320	\$ -	\$ -
Maintenance Equip. Improvements	29,943	45,974	-	-	-
Capital Outlay	\$ 469,141	\$ 180,080	\$ 359,320	\$ -	\$ -
Program Total	\$ 1,497,800	\$ 1,207,950	\$ 1,517,169	\$ -	\$ -
Department Staff					
Full-time	5.00	4.54	5.00	0.00	0.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	0.73	0.50	0.73	0.00	0.00
Funded Service Level					
Vehicle & equipment units maintained at 100% DSL	421	441	455	-	-
Total vehicle & equipment units in inventory	540	653	665	-	-



THPRD



Planning





THPRD

Division: Business & Facilities
 Department: Planning

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Budget 2020/21	Proposed Budget 2021/22	Adopted Budget 2021/22
Summary of Appropriations					
Personnel Services	\$ 478,329	\$ 712,468	\$ 726,228	\$ -	\$ -
Materials & Services	83,382	31,836	36,910	-	-
Total Appropriations	\$ 561,711	\$ 744,304	\$ 763,138	\$ -	\$ -

Summary by Program					
Planning	\$ 561,711	\$ 744,304	\$ 763,138	\$ -	\$ -
Total Appropriations	\$ 561,711	\$ 744,304	\$ 763,138	\$ -	\$ -

Division Staff					
Full-time	4.00	3.75	4.00	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

NOTE: As of FY 2021/22, Planning transferred to the Park Services Division.

Division: Business Services
 Department: Planning

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Projected Outcome 2020/21	Proposed Outcome 2021/22
Land Acquisition				
# of outreach to property owners of tier 1 or 2 properties as identified in land acquisition study	6	4	5	-
# of negotiated agreements - Memorandum of Understanding (MOU) or purchase and sale agreements	3	9	7	-
# of properties acquired	3	9	5	-
Intergovernmental Coordination				
# of meetings with city and county	N/A	8	4	-
# of meetings with Clean Water Services	N/A	5	4	-
Review & attendance at city and county pre-application conferences	N/A	N/A	5	-
Comment letters or testimony on development applications	N/A	N/A	3	-
Participation in planning projects (e.g., technical advisory committees; partnership projects)	N/A	N/A	6	-
# days to complete service provider letters	N/A	N/A	5	-
Grants				
Average Number of Grant Applications Per Quarter	N/A	4.5	5.5	-
Total Grant Applications Submitted	N/A	18	22	-
% of grant applications awarded	N/A	67%	63%	-
Grant funds awarded	N/A	\$772,043	\$4,462,109	-
# of program areas supported by grant applications	N/A	8	10	-
Equity-focused grants submitted	N/A	7	12	-
Meetings with grant funders	N/A	3	5	-
System Development Charges				
Affordable Housing Waivers Granted	N/A	N/A	54	-

Division: Business & Facilities
 Department: Planning

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Budget 2020/21	Proposed Budget 2021/22	Adopted Budget 2021/22
Program Appropriations					
FT Salary	\$ 286,136	\$ 349,101	\$ 390,905	\$ -	\$ -
PT Salary	8,361	-	-	-	-
Employee Benefits	156,388	330,740	301,061	-	-
Payroll Taxes	27,444	32,627	34,262	-	-
Personnel Services	\$ 478,329	\$ 712,468	\$ 726,228	\$ -	\$ -
Professional and Technical Services	\$ 71,852	\$ 24,718	\$ 25,000	\$ -	\$ -
Supplies	6,477	2,250	-	-	-
Communications	1,683	1,685	3,100	-	-
Training, Travel and Memberships	3,370	3,183	8,810	-	-
Material & Services	\$ 83,382	\$ 31,836	\$ 36,910	\$ -	\$ -
Program Total	\$ 561,711	\$ 744,304	\$ 763,138	\$ -	\$ -
Department Staff					
Full-time	4.00	3.75	4.00	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



THPRD



Design & Development





THPRD

Division: Business & Facilities
 Department: Design & Development

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Budget 2020/21	Proposed Budget 2021/22	Adopted Budget 2021/22
Summary of Appropriations					
Personnel Services	\$ 914,682	\$ 1,187,838	\$ 1,204,936	\$ -	\$ -
Materials & Services	55,093	42,443	42,675	-	-
Total Appropriations	\$ 969,775	\$ 1,230,281	\$ 1,247,611	\$ -	\$ -

Summary by Program					
Design & Development	\$ 969,775	\$ 1,230,281	\$ 1,247,611	\$ -	\$ -
Total Appropriations	\$ 969,775	\$ 1,230,281	\$ 1,247,611	\$ -	\$ -

Division Staff					
Full-time	7.00	7.03	7.00	0.00	0.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	0.18	0.37	0.38	0.00	0.00

NOTE: As of FY 2021/22, Design & Development transferred to the Park Services Division.

Division: Business Services
Department: Design & Development

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Projected Outcome 2020/21	Proposed Outcome 2021/22
Number of public engagement activities	13	8	15	-
Number of active park projects	7	8	11	-
Number of active trail projects	5	5	3	-
Number of active partnership and developer led projects	6	8	16	-

Division: Business & Facilities
Department: Design & Development

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Budget 2020/21	Proposed Budget 2021/22	Adopted Budget 2021/22
Program Appropriations					
FT Salary	\$ 542,708	\$ 599,263	\$ 636,573	\$ -	\$ -
PT Salary	9,798	7,359	10,976	-	-
Employee Benefits	314,713	529,277.89	499,574	-	-
Payroll Taxes	47,463	51,939	57,813	-	-
Personnel Services	\$ 914,682	\$ 1,187,838	\$ 1,204,936	\$ -	\$ -
Professional and Technical Services	\$ 32,859	\$ 20,000	\$ 9,500	\$ -	\$ -
Supplies	10,322	13,815	15,250	-	-
Communications	1,716	1,996	1,900	-	-
Training, Travel and Memberships	9,043	6,632	15,025	-	-
Small Furniture & Office Equipment	1,153	-	1,000	-	-
Material & Services	\$ 55,093	\$ 42,443	\$ 42,675	\$ -	\$ -
Program Total	\$ 969,775	\$ 1,230,281	\$ 1,247,611	\$ -	\$ -
Department Staff					
Full-time	7.00	7.03	7.00	0.00	0.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	0.18	0.37	0.38	0.00	0.00



THPRD

Park Services

Maintenance Operations

Nature & Trails

Planning

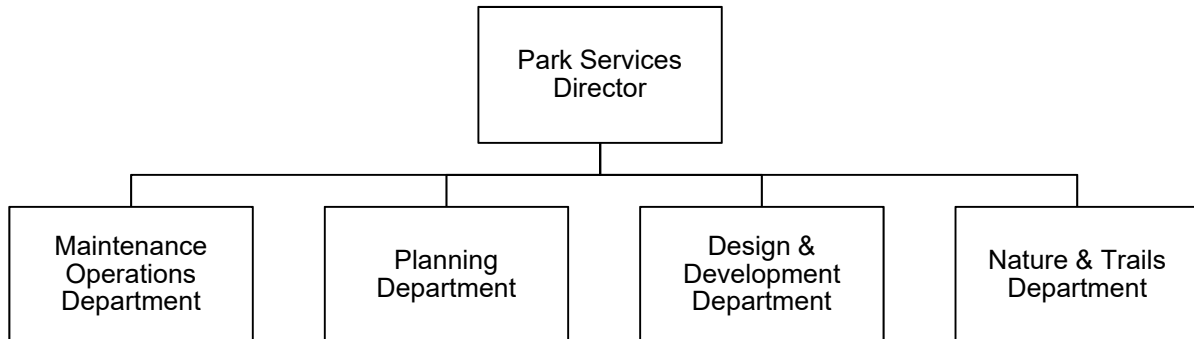
Design & Development





THPRD

PARK SERVICES DIVISION



Division Mission

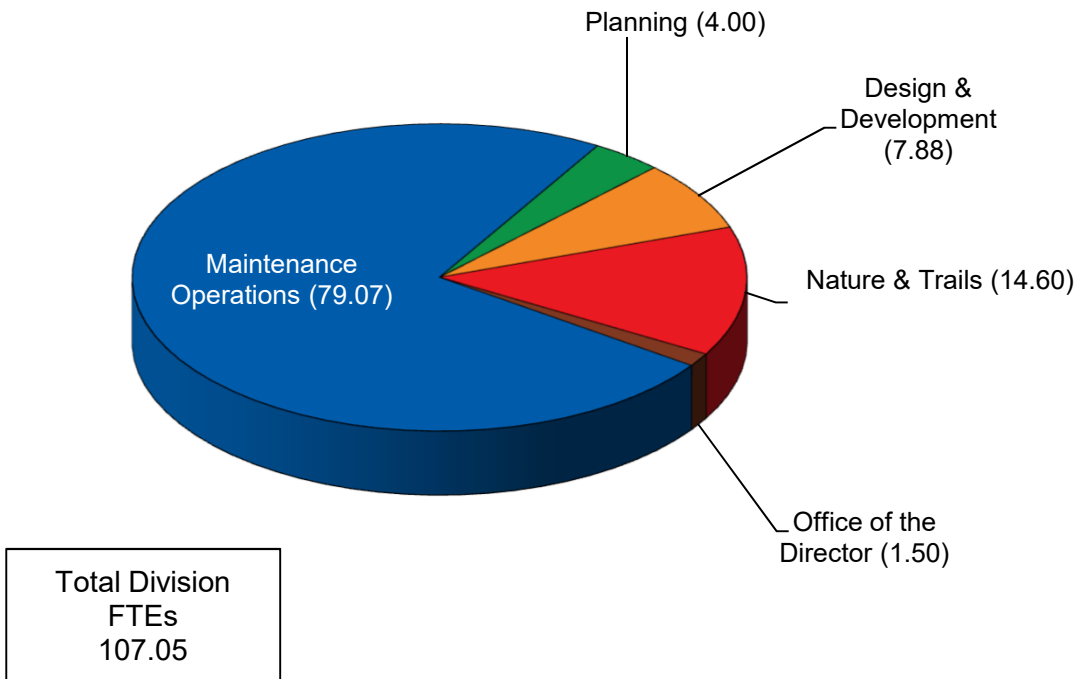
To provide for the full life cycle of parks – from the beginning of planning and property acquisition, through the development process, to the ongoing care and oversight of the assets. Departments within the Park Services Division will provide the necessary planning, development, interagency coordination, and maintenance to ensure that facilities meet current and future needs of our residents.

Division Overview

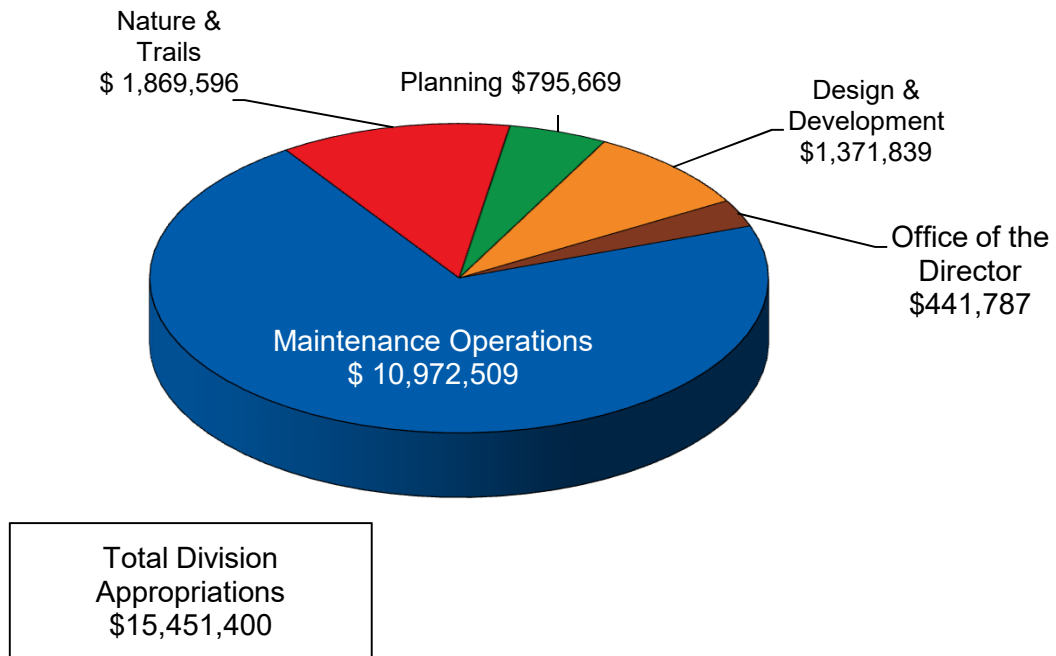
The Park Services director reports to the general manager and is responsible for all facility planning, development and maintenance operations functions of THPRD. The Park Services Division budget includes the following departments: Office of the Director, Maintenance Operations, Planning, Design & Development, and Nature & Trails.

Activities of the Park Services Division 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 2021/22



Division Appropriations by Departments FY 2021/22



Division: Park Services

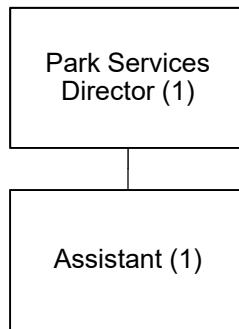
Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Budget 2020/21	Proposed Budget 2021/22	Adopted Budget 2021/22
Summary of Appropriations					
Personnel Services	\$ -	\$ -	\$ -	\$ 11,797,090	\$ 11,797,090
Materials & Services	-	-	-	3,472,092	3,472,092
Capital Outlay	-	-	-	182,218	182,218
Total Appropriations	\$ -	\$ -	\$ -	\$ 15,451,400	\$ 15,451,400

Summary by Department					
Office of the Director	\$ -	\$ -	\$ -	\$ 441,787	\$ 441,787
Maintenance Operations	-	-	-	10,972,509	10,972,509
Nature & Trails	-	-	-	1,869,596	1,869,596
Planning	-	-	-	795,669	795,669
Design & Development	-	-	-	1,371,839	1,371,839
Total Appropriations	\$ -	\$ -	\$ -	\$ 15,451,400	\$ 15,451,400

Division Staff					
Full-time	0.00	0.00	0.00	63.50	63.50
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	0.00	0.00	0.00	43.55	43.55

Note: As of FY 2021/22, Park Services is a new division for the district. Nature & Trails transferred from Recreation Services in FY2021/22. Maintenance Operations, Planning, and Design & Development transferred from Business Services in FY 2021/22.

PARK SERVICES DIVISION
Office of Director of Park Services



Department Overview

This budget unit supports the activities of the Park Services director. Activities of the office of the director include the management of all departments in the Park Services Division.

FY 2020/21 Division Accomplishments

The Park Services Division is new to the district for FY 2021/22. However, the departments transferred to the division were accomplishing goals throughout the year.

Priority: Planning for Future Natural Areas, Facility and Trail Needs and Funding Resources

Continued working with City of Beaverton, along with Washington County and Metro, to complete and execute agreements that provide guidance on long-term service responsibilities and streamline interagency activities.

Continued working with Metro to identify local share projects for funding with Metro Parks and Nature Bond, under the THPRD local share allocation. Continued to coordinate with City of Beaverton on a plan for the local share allocation to the population inside the city.

Continued to implement the district grant strategy; integrating the grant opportunities matrix into the district planning process.

Successfully obtained federal pass-through grant funding to support the district's revised operations under pandemic restrictions.

Completed new SDC methodology. Incorporated key policy areas, including support for affordable housing development and scaling of fees based on unit size. Updated Administrative Procedures Guide.

Updated the five-year SDC Capital Improvement Plan based on available resources. Completed research of park phasing concept and based on results of findings, updated the SDC five-year capital improvement plan to expedite park delivery.

Continued to implement a 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. Continued land acquisition activity in new Urban Growth Boundary (UGB) expansion areas funded through SDCs collected in those areas.

Continued to coordinate and work on completing items listed in the ADA Transition Plan with the focus on safety items and access to parks and facilities.

Other Activities

Continued work on all remaining park, trail and facility projects funded by the 2008

FY 2020/21 Division Accomplishments (continued)

Bond Measure; major projects for 2020/21 included:

- Somerset West Park construction
- NW quadrant athletic field construction

Continued work on SDC funded park and trail projects; major projects for 2020/21 included:

- Completion of Pío Pío Park
- Yoshihara Trail development

FY 2021/22 Division Goals and Objectives

Priority: Planning for Future Natural Areas, Facility and Trail Needs and Funding Resources

Implement new SDC methodology. Update Administrative Procedures Guide as necessary.

Start a Facilities Functional Plan to assess life cycles of existing facilities, future needs, and strategies for meeting facility needs.

Conduct an analysis of existing parks amenities within pedestrian zones, reduce redundancies, retire outdated amenities, and enhance amenities called out in the district vision.

Finalize and implement the capital plan to utilize local share funds from Metro Parks and Nature Bonds. Identify partnership opportunities in other categories of the Metro bond program.

Continue to implement the district grant strategy and identify outside resources to leverage district funds in addressing capital and operating needs.

Continue implementation of the district's various capital programs, including maintenance replacement program, ADA transition plan, SDC program, and 2008 bond program.

Budget Equity

The Park Services Division has included budget dollars to support a community outreach position that will continue to work on public outreach and engagement, to ensure public input from our district's diverse population.

The capital budget includes a large number of capital projects addressing the district's ADA transition plan, including improving access at Harman Swim Center, access to picnic areas, improving pedestrian pathway access, and other safety related projects. The Design & Development Department will be managing the completion of these projects.

Supporting intergenerational equity, the division will be managing a large commitment to the maintenance of infrastructure by managing the restoration of the aquatic side of the Conestoga Recreation & Aquatic Center.

Division staff will be part of the team supporting the update of the district's comprehensive and strategic plans, and will be actively ensuring that there is adequate public outreach and engagement in the process.

Park Services will be supporting the district's fully paid internship program for BIPOC youth, providing opportunity for the participants to obtain mentorship support from Planning, Design & Development, Maintenance and Nature & Trails teams.

The completion of the park amenities standards review process will include public outreach and input into the updated standards, to ensure that equity is fully considered in the process.

The division will continue to participate in the development and implementation of procurement procedures that address sustainability and equity in purchasing. The division is committed to prioritizing equity in procurement as part of the goals for projects under the Metro Local Bond Fund. Additionally, sustainability and a focus on

Budget Equity (continued)

equity will be emphasized in all capital projects.

The budget includes ongoing funding for staff work on the Park Naming Project, which includes outreach and involvement of historically marginalized groups. A Land Acknowledgement Statement will also be completed.

Budget Highlights

The Park Services Division is a new division in FY 2021/22. The budget includes the addition of a division director and assistant. The Maintenance Operations, Planning and Design & Development Departments are transferred from Business Services. The Nature & Trails department is transferred from Recreation Services.

The budget includes a new park planner position that is funded through project support from the Metro Local Bond Fund and the SDC Fund. This position is a limited term position that will be added when needed to support management of capital projects under the Metro Local Bond Fund and SDC Fund.

The budget includes the addition of part time customer service representative support for the Design & Development Department.

Fire monitoring costs have transferred from Safety Services to Maintenance Operations.

Maintenance Operations and Nature & Trails budgets have been updated to provide funding for new parks and trails, and additional funding support for the district's air quality program in facilities.

Division: Park Services
 Department: Office of the Director

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Budget 2020/21	Proposed Budget 2021/22	Adopted Budget 2021/22
Summary of Appropriations					
Personnel Services	\$ -	\$ -	\$ -	\$ 341,787	\$ 341,787
Materials & Services	-	-	-	100,000	100,000
Total Appropriations	\$ -	\$ -	\$ -	\$ 441,787	\$ 441,787

Summary by Program					
Office of the Director	\$ -	\$ -	\$ -	\$ 441,787	\$ 441,787
Total Appropriations	\$ -	\$ -	\$ -	\$ 441,787	\$ 441,787

Division Staff					
Full-time	0.00	0.00	0.00	1.50	1.50
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 Services
 Department: Office of the Director

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Budget 2020/21	Proposed Budget 2021/22	Adopted Budget 2021/22
Program Appropriations					
FT Salary	\$ -	\$ -	\$ -	\$ 175,705	\$ 175,705
Employee Benefits	-	-	-	141,037	141,037
Payroll Taxes	-	-	-	25,045	25,045
Personnel Services	\$ -	\$ -	\$ -	\$ 341,787	\$ 341,787
Professional and Technical Services	\$ -	\$ -	\$ -	\$ 85,000	\$ 85,000
Communication	-	-	-	2,720	2,720
Supplies	-	-	-	2,060	2,060
Training, Travel & Memberships	-	-	-	10,220	10,220
Material & Services	\$ -	\$ -	\$ -	\$ 100,000	\$ 100,000
Program Total	\$ -	\$ -	\$ -	\$ 441,787	\$ 441,787
Department Staff					
Full-time	0.00	0.00	0.00	1.50	1.50
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



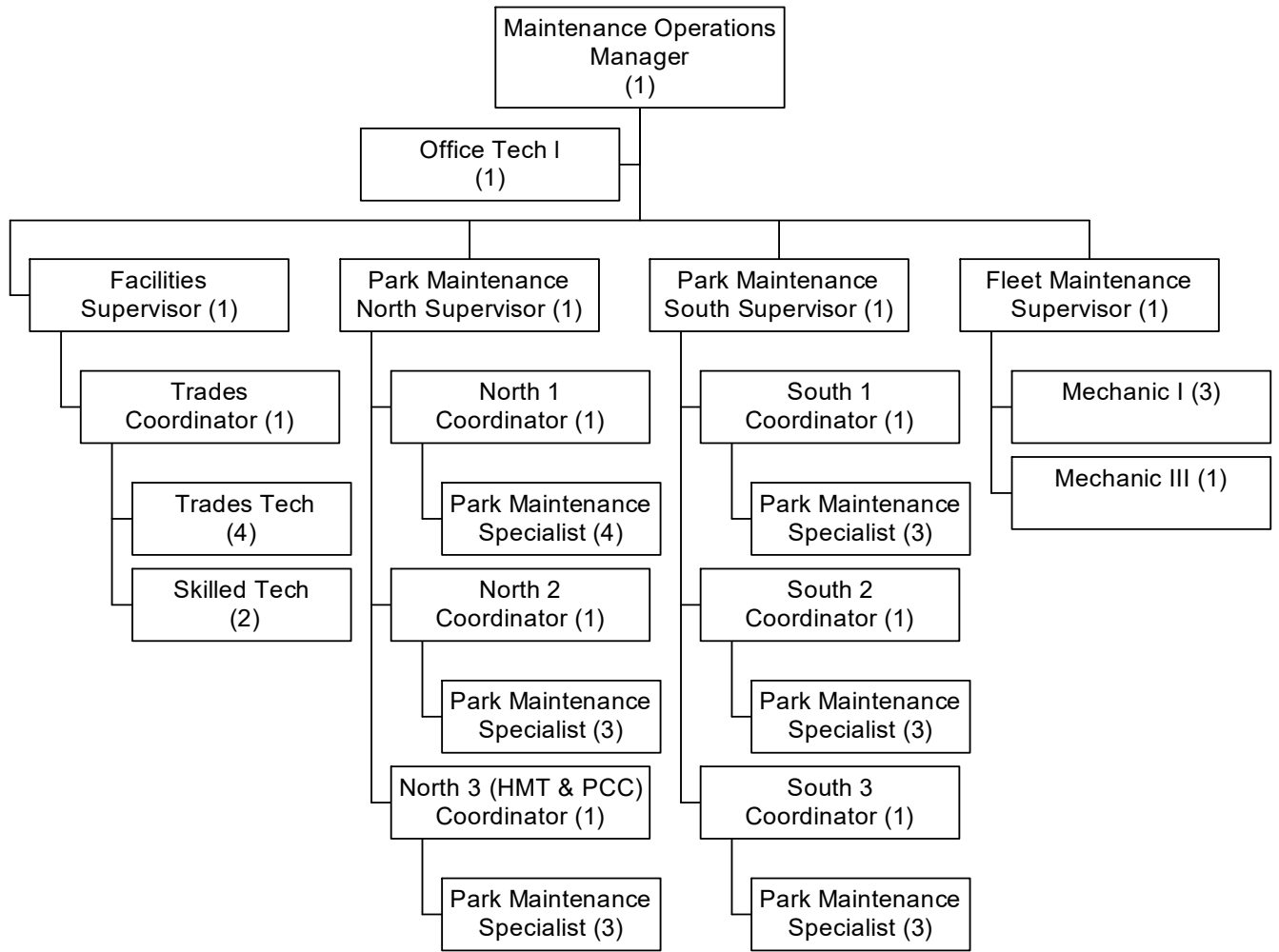
Maintenance Operations





THPRD

PARK SERVICES DIVISION
Maintenance Operations Department



Department Overview

The Maintenance Operations manager reports to the Park Services director and is responsible for all park and facility maintenance activities at district sites, as well as the fleet maintenance program. Maintenance Operations programs (parks, athletic facilities, facilities, and fleet) are managed by supervisors, who report to the Maintenance Operations manager.

maintaining playground equipment, park pathways, sports courts, turf management, parking lots, landscaped areas, refuse services, irrigation and drainage systems, tables and benches, signage, drinking fountains, bridges and boardwalks, picnic shelters and community gardens. It also performs hazard tree inspections as part of a growing arboriculture program.

Park Maintenance

The Park Maintenance program encompasses all park and athletic facility maintenance activities to more than 100 sites. Park Maintenance is responsible for

Park Maintenance staff supports the sports programs, by maintaining both THPRD and Beaverton School District (BSD) athletic fields. Staff provides safe playing fields for practice and game day preparation for soccer, football, baseball, softball, lacrosse,

Department Overview (continued)

rugby, and cricket leagues. Park Maintenance staff also maintain most of the BSD tennis courts.

Facility Maintenance

The Facility Maintenance program provides preventative maintenance programs to critical systems, and repair services to address safety, and service level issues. Staff routinely provide maintenance and repair services to the facilities which include roofs, building exterior and interior, plumbing, carpentry, electrical, lighting, flooring, doors, painting, and HVAC components.

Fleet Maintenance

Fleet Maintenance staff conduct preventive maintenance services and repairs on compact trucks/SUVs, heavy-duty trucks, tractors, specialized turf mowers, trailers, and power equipment at the THPRD Fanno Creek Service Center. Fleet Maintenance staff analyze vehicles and equipment annually to determine if replacement is required. Staff also provide welding and fabrication services. THPRD routinely shares equipment and services with other Washington County public agencies, including a co-purchased fueling facility at the Tualatin Valley Water District.

FY 2020/21 Accomplishments

Priority: Investing in our Employees and Volunteers

The department continued to make technical and safety training a high priority. The primary focus continued to be the internal safety training protocols, as they relate to COVID-19 guidelines.

Facility Trades staff enrolled one trades tech into the Oregon LBME (Limited Building Maintenance Electrical) Apprenticeships program to alleviate the electrical needs throughout the district.

Priority: Planning for Future Natural Areas, Facility and Trail Needs and Funding Resources

Park Maintenance South staff rebuilt the Greenway Park footbridge in the summer of 2020 with structural material repurposed from a hazard tree that was removed from Steeplechase Park. The tree was milled into four large support beams that were used to rebuild the new bridge. The previous bridge had been submerged in water and was rotting. The in-house repairs saved the district an estimated cost of more than \$400,000.

Facilities Trades staff were able to work in the closed facilities during the pandemic and focused on ADA projects. Staff projected to complete approximately 400 low cost/no cost ADA projects, and installed more than 160 Braille signs during FY 2020/21.

Completed the Raleigh Park Swim Center pool deck, pool tank and other amenities project.

Fleet Maintenance staff rebuilt the Conestoga Recreation & Aquatic Center support structure for the slide.

Other Accomplishments

Park Maintenance provided high-quality services to all park sites throughout the pandemic, during a period in which park usage increased, and part-time labor support decreased.

Continued to reduce the gas blower inventory, by replacing 12 gas blowers with cordless electric blowers.

Facility Safety Team have been leaders in setting the standard for cleaning and disinfection throughout the district. With advice from Risk & Safety, the Facility Safety Team has upheld high cleaning and disinfection standards, have kept our buildings and restrooms clean, safe, and available for public use.

Continued to work with Nature & Trails staff in transitioning selected maintained turf areas into natural areas for sustainability.

FY 2021/22 Goals and Objectives
Priority: Planning for Future Natural Areas, Facility and Trail Needs and Funding
Resources

Continue to coordinate and work on completing deficient items listed in the ADA Transition Plan, with the focus on safety, improving access into parks and facilities.

Replace main circulation pool pumps and motors at Conestoga Recreation & Aquatic Center and Harman Swim Center.

Repair and replace the HMT maintenance shop parking lot.

Repair the irrigation mainline between soccer fields 3 and 4 at the HMT Sports Complex.

Repair and replace the west section of the roof at the Fanno Creek Service Center.

Other Activities

Provide efficient service delivery that meets or exceeds the percentage of desired service levels (DSL) per visit.

Consistently meet the service quality standards identified in the Maintenance Standards Manual.

Prioritize the most important tasks and ensure they are being accomplished or addressed during each site visit.

Budget Equity

The department is committed to equity in our hiring practices, and support staff through employee development, employee-led support and trainings.

Staff participated in a new capital project decision-making program, which uses an equity lens to prioritize projects that break down barriers to recreating. Staff will continue to evaluate and implement small scale projects in a similar way in the year ahead.

The department provides visual demonstrations of equity by providing consistent and equal service standards across the district. Each park, trail and facility are maintained on a daily and weekly service schedule, to ensure we are meeting the service needs for the users across the district.

The department supports the message gardens, talking walls, and many public events.

The department looks for opportunities to remove barriers, and improve access to picnic areas, dog bag dispensers, community gardens, benches, play equipment, sports courts, and outdoor drinking fountains.

The department continues to engage with companies of Minority Women Emerging Small Business (MWESB) certifications when seeking contracting services. The department does have a contract with a vendor that provides the district with dog waste and garbage bags, and hires people experiencing disability.

The department budget provides funding to continue to support and partner with the City of Beaverton in the Safe Parking Program. The district provides safe spaces and amenities for the guests in the program, located at the Fanno Creek Service Center.

Budget Highlights

The Maintenance Operations Department transferred from the Business Services Division to the Park Services Division for FY 2021/22. The budget also reflects the transfer of the Aquatic Maintenance program to the Recreation Services Division. The senior planner and capital projects coordinator positions are eliminated in the FY 2021/22 budget, as a result of the transfer of project management to the Design & Development Department.

Budget Highlights (continued)

Fleet Fuel and Oil Impacts

In FY 2020/21, projected fuel use decreased to approximately 32,000 gallons of gasoline and 8,000 gallons of diesel. The gallons of gasoline and diesel use were 11,000 gallons less, and 4,000 gallons less than the projected forecast. THPRD expects fuel and diesel use will rise in FY 2021/22, are projecting to consume approximately 42,000 gallons of gasoline and 11,000 gallons of diesel fuel.

Due to the rising costs of raw materials, major producers of lubricating oil and greases announced price increases to consumers for FY 2021. Chevron, Peak/Old World Industries, Advanced Lubrication Specialties, Exxon Mobile, Pinnacle Oil, and Shell/SOPUS Products announced increases up to 12%. CAM2 International, NuTier Brands/Gulf, and PennStar announced increases up to 15%. Price increases began taking effect in January 2021. The budget has been increased to reflect these price increases.

New or Expanded Facilities Impacts

The budget includes part-time staffing, supplies, and utility increases necessary to maintain new or expanded parks, athletic fields, and facilities resulting from the completion of numerous 2008 Bond Fund capital projects as well as projects funded from the System Development Charge fund and grant funds. Additions include new/redeveloped park sites and properties at: Highlands Park, Main Street (South Cooper Mountain), and the Biggi Property.

Utility Impacts

Water usage decreased considerably in FY 2020/21 due to COVID-19. Park and athletic field irrigation was turned off at most sites, as well as the outdoor drinking fountains and splash pads. The FY 2021/22 budget includes utility cost funding at normal usage levels, with inflationary adjustments for anticipated rate increases.

Other Impacts

A Park Maintenance coordinator position was downgraded to a Park Maintenance specialist position.

The budget reflects an increase in maintenance services and supplies, and a decrease in part-time labor, due to the restructure of the department which included transfer of Aquatic Maintenance to Recreation Services.

Division: Park Services
Department: Maintenance Operations

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Budget 2020/21	Proposed Budget 2021/2022	Adopted Budget 2021/2022
Summary of Appropriations					
Personnel Services	\$ -	\$ -	\$ -	\$ 7,738,683	\$ 7,738,683
Materials & Services	-	-	-	3,051,608	3,051,608
Capital Outlay	-	-	-	182,218	182,218
Total Appropriations	\$ -	\$ -	\$ -	\$ 10,972,509	\$ 10,972,509

Summary by Program					
Maintenance Operations Manager	\$ -	\$ -	\$ -	\$ 434,595	\$ 434,595
Park Maintenance North	-	-	-	4,370,701	4,370,701
Park Maintenance South	-	-	-	3,228,919	3,228,919
Facility Maintenance	-	-	-	1,542,493	1,542,493
Fleet Maintenance	-	-	-	1,395,801	1,395,801
Total Appropriations	\$ -	\$ -	\$ -	\$ 10,972,509	\$ 10,972,509

Division Staff					
Full-time	0.00	0.00	0.00	42.00	42.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	0.00	0.00	0.00	37.07	37.07

NOTE: In FY 2021/22, Maintenance Operations transferred to the Park Services Division from the Business Services Division.

Division: Park Services
 Department: Maintenance Operations
 Program: Manager of Maintenance Operations

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Projected Outcome 2020/21	Proposed Outcome 2021/22
Projected Capital Replacement Balance*:				
5-year balance	-	-	-	\$ 23,318,939
10-year balance	-	-	-	\$ 29,145,939

* Replacement balance includes deferred replacement backlog and projected future major replacements.

Division: Park Services
 Department: Maintenance Operations
 Program: Manager of Maintenance Operations

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Budget 2020/21	Proposed Budget 2021/2022	Adopted Budget 2021/2022
Program Appropriations					
FT Salary	\$ -	\$ -	\$ -	\$ 205,198	\$ 205,198
PT Salary	-	-	-	24,650	24,650
Employee Benefits	-	-	-	157,447	157,447
Payroll Taxes	-	-	-	32,261	32,261
Personnel Services	\$ -	\$ -	\$ -	\$ 419,556	\$ 419,556
Professional and Technical Services	\$ -	\$ -	\$ -	\$ 3,750	\$ 3,750
Communications	-	-	-	2,451	2,451
Supplies	-	-	-	5,208	5,208
Training, Travel and Memberships	-	-	-	3,630	3,630
Material & Services	\$ -	\$ -	\$ -	\$ 15,039	\$ 15,039
Program Total	\$ -	\$ -	\$ -	\$ 434,595	\$ 434,595
Department Staff					
Full-time	0.00	0.00	0.00	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	0.70	0.70

Division: Park Services
 Department: Maintenance Operations
 Program: Park Maintenance North

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Projected Outcome 2020/21	Proposed Outcome 2021/22
Workload:				
Developed acres	-	-	-	558
Undeveloped acres	-	-	-	780
Total Acres	-	-	-	1,338
Athletic fields maintained	-	-	-	130
Sport courts maintained	-	-	-	135
Total Fields and Courts	-	-	-	265
Efficiency:				
Park cost per developed acre	-	-	-	\$ 3,281
Park cost per undeveloped acre	-	-	-	\$ 261
Total cost per field and court count	-	-	-	\$ 4,508
Total courts/fields per FTE	-	-	-	22.5
Total developed park acres per FTE	-	-	-	27.8
Goal Outcome Measures:				
Electricity (kWh/developed acre)	-	-	-	75
Water (gallons/developed acre)	-	-	-	52,700
Water (gallons/developed acre with ETR)	-	-	-	25,457
Electricity (kWh/lighted field and court count)	-	-	-	1,750
Water (gallons/field count)	-	-	-	124,000
Water (gallons/field count with ETR)	-	-	-	68,826
Performance Measures:				
% of desired service level (DSL) on fields	-	-	-	100%
% of desired service level (DSL) on courts	-	-	-	100%
% of park standards met	-	-	-	90%

Division: Park Services
Department: Maintenance Operations
Program: Park Maintenance North

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Budget 2020/21	Proposed Budget 2021/2022	Adopted Budget 2021/2022
Program Appropriations					
FT Salary	\$ -	\$ -	\$ -	\$ 971,722	\$ 971,722
PT Salary	-	-	-	669,293	669,293
Employee Benefits	-	-	-	841,890	841,890
Payroll Taxes	-	-	-	256,280	256,280
Personnel Services	\$ -	\$ -	\$ -	\$ 2,739,185	\$ 2,739,185
Professional and Technical Services	\$ -	\$ -	\$ -	\$ 277,000	\$ 277,000
Rental Equipment	-	-	-	3,000	3,000
Communication	-	-	-	38,800	38,800
Other Services	-	-	-	30,000	30,000
Supplies	-	-	-	395,962	395,962
Training, Travel and Memberships	-	-	-	5,540	5,540
Utilities	-	-	-	881,214	881,214
Material & Services	\$ -	\$ -	\$ -	\$ 1,631,516	\$ 1,631,516
Program Total	\$ -	\$ -	\$ -	\$ 4,370,701	\$ 4,370,701
Department Staff					
Full-time	0.00	0.00	0.00	14.00	14.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	0.00	0.00	0.00	20.81	20.81
Funded Service Level					
High-production mowing acres maintained at 100% DSL	-	-	-	123	123
Total high-production mowing acres in inventory	-	-	-	132	132
Baseball/softball fields maintained at 100% DSL	-	-	-	55	55
Total baseball/softball fields in inventory	-	-	-	55	55
Sport courts maintained at 100% DSL	-	-	-	114	114
Total sport courts	-	-	-	114	114

Division: Park Services
 Department: Maintenance Operations
 Program: Park Maintenance South

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Projected Outcome 2020/21	Proposed Outcome 2021/22
Workload:				
Developed acres	-	-	-	566
Undeveloped acres	-	-	-	587
Total Acres	-	-	-	1,153
Athletic fields maintained	-	-	-	97
Sport courts maintained	-	-	-	63
Total Fields and Courts	-	-	-	160
Efficiency:				
Park cost per developed acre	-	-	-	\$ 3,235
Park cost per undeveloped acre	-	-	-	\$ 347
Total cost per field and court count	-	-	-	\$ 7,467
Total courts/fields per FTE	-	-	-	15.5
Total developed park acres per FTE	-	-	-	32.3
Goal Outcome Measures:				
Electricity (kWh/developed acre)	-	-	-	135
Water (gallons/developed acre)	-	-	-	37,000
Water (gallons/developed acre with ETR)	-	-	-	25,774
Electricity (kWh/lighted field and court count)	-	-	-	550
Water (gallons/field count)	-	-	-	18,000
Water (gallons/field count with ETR)	-	-	-	10,108
Performance Measures:				
% of desired service level (DSL) on fields	-	-	-	100%
% of desired service level (DSL) on courts	-	-	-	100%
% of park standards met	-	-	-	90%

Division: Park Services
 Department: Maintenance Operations
 Program: Park Maintenance South

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Budget 2020/21	Proposed Budget 2021/2022	Adopted Budget 2021/2022
Program Appropriations					
FT Salary	\$ -	\$ -	\$ -	\$ 938,178	\$ 938,178
PT Salary	-	-	-	471,636	471,636
Employee Benefits	-	-	-	800,716	800,716
Payroll Taxes	-	-	-	219,999	219,999
Personnel Services	\$ -	\$ -	\$ -	\$ 2,430,529	\$ 2,430,529
Professional and Technical Services	\$ -	\$ -	\$ -	\$ 159,300	\$ 159,300
Rental Equipment	-	-	-	4,500	4,500
Other Services	-	-	-	62,500	62,500
Communications	-	-	-	19,000	19,000
Supplies	-	-	-	209,165	209,165
Training, Travel and Memberships	-	-	-	6,800	6,800
Utilities	-	-	-	336,625	336,625
Small Furniture, Fixtures and Equip.	-	-	-	500	500
Material & Services	\$ -	\$ -	\$ -	\$ 798,390	\$ 798,390
Program Total	\$ -	\$ -	\$ -	\$ 3,228,919	\$ 3,228,919
Department Staff					
Full-time	0.00	0.00	0.00	13.00	13.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	0.00	0.00	0.00	14.83	14.83
Funded Service Level					
High-production mowing acres maintained at 100% DSL	-	-	-	128	128
Total high-production mowing acres in inventory	-	-	-	138	138
Baseball/softball fields maintained at 100% DSL	-	-	-	44	44
Total baseball/softball fields in inventory	-	-	-	44	44
Sport courts maintained at 100% DSL	-	-	-	66	66
Total sport courts	-	-	-	66	66

Division: Park Services
 Department: Maintenance Operations
 Program: Facility Maintenance

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Projected Outcome 2020/21	Proposed Outcome 2021/22
Workload:				
Buildings-1,000 sq ft of space	-	-	-	461
Pools-1,000 sq ft of space	-	-	-	125
Total Workload Units	-	-	-	586
Goal Outcome Measures:				
Number of work orders completed	-	-	-	204
Number of Low cost - No cost ADA improvements completed	-	-	-	192
Number of Preventive Maintenance Services - mechanical (boilers)	-	-	-	16
Number of Preventive Maintenance Services - pumps & motors (contracted services)	-	-	-	13
Number of Preventive Maintenance Services - Roof (contracted services)	-	-	-	13
Number of Preventive Maintenance Services - Roof (staff)	-	-	-	36
Air Quality Program - Number of air filters changed	-	-	-	2,312
Performance Measures:				
% of desired service level (DSL) in buildings	-	-	-	100%
% of desired service level (DSL) in Pools	-	-	-	100%

Division: Business & Facilities
Department: Maintenance Operations
Program: Facility Maintenance

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Budget 2020/21	Proposed Budget 2021/2022	Adopted Budget 2021/2022
Program Appropriations					
FT Salary	\$ -	\$ -	\$ -	\$ 643,857	\$ 643,857
PT Salary	-	-	-	44,947	44,947
Employee Benefits	-	-	-	530,422	530,422
Payroll Taxes	-	-	-	106,599	106,599
Personnel Services	\$ -	\$ -	\$ -	\$ 1,325,825	\$ 1,325,825
Professional and Technical Services	\$ -	\$ -	\$ -	\$ 103,215	\$ 103,215
Supplies	-	-	-	54,536	54,536
Training, Travel and Memberships	-	-	-	7,446	7,446
Communication	-	-	-	51,471	51,471
Material & Services	\$ -	\$ -	\$ -	\$ 216,668	\$ 216,668
Program Total	\$ -	\$ -	\$ -	\$ 1,542,493	\$ 1,542,493
Department Staff					
Full-time	0.00	0.00	0.00	8.00	8.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	0.00	0.00	0.00	0.00	0.00

Division: Park Services
 Department: Maintenance Operations
 Program: Fleet Maintenance

KEY PERFORMANCE INDICATORS

Description	Prior Year Actuals 2018/19	Prior Year Actuals 2019/20	Projected Outcome 2020/21	Proposed Outcome 2021/22
Workload:				
Small equipment (battery powered) units	-	-	-	48
Small equipment (gas powered) units	-	-	-	312
Vehicles	-	-	-	117
Trailers	-	-	-	54
Tractors and mowers	-	-	-	77
Specialty equipment units	-	-	-	49
Total vehicle and equipment units	-	-	-	657
Efficiency:				
Cost per vehicle & equipment unit	-	-	-	\$1,847.16
Vehicle and equipment unit per FTE	-	-	-	115
Fuel cost per acre	-	-	-	\$158.83
Fuel cost per vehicle and equipment	-	-	-	\$270.28
Total fuel gallons	-	-	-	56,000
Total fuel cost	-	-	-	\$177,576
Average fuel cost per gallon	-	-	-	\$3.17
Total alternative fuel gallons	-	-	-	5,600
Total miles traveled	-	-	-	630,715
Fuel cost/mile traveled	-	-	-	\$0.28
Goal Outcome Measures:				
Preventative Maintenance (PM) Services Conducted				
% of desired service level in preventative maintenance for fleet	-	-	-	85%
% of alternate fuel used	-	-	-	10.0%

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

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Budget 2020/21	Proposed Budget 2021/2022	Adopted Budget 2021/2022
Program Appropriations					
FT Salary	\$ -	\$ -	\$ -	\$ 401,592	\$ 401,592
PT Salary	-	-	-	25,349	25,349
Employee Benefits	-	-	-	330,973	330,973
Payroll Taxes	-	-	-	65,674	65,674
Personnel Services	\$ -	\$ -	\$ -	\$ 823,588	\$ 823,588
Professional and Technical Services	\$ -	\$ -	\$ -	\$ 118,546	\$ 118,546
Rental Equipment	-	-	-	1,500	1,500
Communications	-	-	-	2,563	2,563
Supplies	-	-	-	21,813	21,813
Vehicle & Equipment Parts	-	-	-	10,477	10,477
Vehicle & Equipment Services	-	-	-	55,420	55,420
Gas & Oil (Vehicles)	-	-	-	177,576	177,576
Training, Travel and Memberships	-	-	-	2,100	2,100
Material & Services	\$ -	\$ -	\$ -	\$ 389,995	\$ 389,995
Maintenance Equip. Replacement	\$ -	\$ -	\$ -	\$ 119,000	\$ 119,000
Maintenance Equip. Improvements	-	-	-	63,218	63,218
Capital Outlay	\$ -	\$ -	\$ -	\$ 182,218	\$ 182,218
Program Total	\$ -	\$ -	\$ -	\$ 1,395,801	\$ 1,395,801
Department Staff					
Full-time	0.00	0.00	0.00	5.00	5.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	0.00	0.00	0.00	0.73	0.73
Funded Service Level					
Vehicle & equipment units maintained at 100% DSL	-	-	-	455	455
Total vehicle & equipment units in inventory	-	-	-	665	665

Division: Park Services
 Department: Maintenance Operations
 Program: Fleet Maintenance
 Detail of Capital Outlay

Project Number	Capital Project	Adopted Budget	Page #
MAINTENANCE EQUIPMENT REPLACEMENTS			
1	Cordless Backpack Equipment Chargers and Batteries	\$ 11,000	PSV - 25
2	Zero Turn Mowers	32,000	PSV - 25
3	Grandstand Mowers	76,000	PSV - 25
TOTAL MAINTENANCE EQUIPMENT REPLACEMENTS		<u>\$ 119,000</u>	
MAINTENANCE EQUIPMENT IMPROVEMENTS			
4	Ventrac Mowers	\$ 63,218	PSV - 25
TOTAL MAINTENANCE EQUIPMENT IMPROVEMENTS		<u>\$ 63,218</u>	
TOTAL MAINTENANCE EQUIPMENT CAPITAL OUTLAY		<u>\$ 182,218</u>	

FLEET MAINTENANCE CAPITAL OUTLAY

MAINTENANCE EQUIPMENT REPLACEMENTS

ITEM 1: **Cordless Backpack Equipment Chargers and Batteries**

BUDGET: \$11,000

DESCRIPTION: Purchase of 12 chargers and 12 batteries for battery powered backpack blowers.

ITEM 2: **Zero Turn Mowers**

BUDGET: \$32,000

DESCRIPTION: Replacement of (2) units #7732 and unit #7702 zero turn mowers for Park Maintenance.

ITEM 3: **Grandstand Mowers**

BUDGET: \$76,000

DESCRIPTION: Replacement of (8) units 5671, 5711, 5714, 5703, 5705, 5715, 5717, and 5681 stand-behind mowers for Park Maintenance.

MAINTENANCE EQUIPMENT IMPROVEMENTS

ITEM 4: **Ventrac Mowers**

BUDGET: \$63,218

DESCRIPTION: Purchasing two Ventrac 4500Z mowers, which are designed to mow grass on steep slopes up to 30 degrees.



THPRD



Nature & Trails

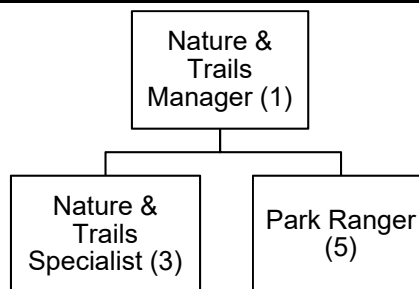




THPRD

PARK SERVICES DIVISION

Nature & Trails Department



Department Overview

The Nature & Trails manager is responsible to the Park Services director. The Nature & Trails Department provides districtwide stewardship of natural areas, manages nearly 70 miles of trails, and 1,500 acres of natural areas in 140 sites, including Cooper Mountain Nature Park and the Tualatin Hills Nature Park.

The department cooperates with Interpretive staff to operate a coordinated program which uses the Nature Center and Nature Mobile to educate patrons about THPRD's natural areas, volunteer opportunities, trails, and environmental education programs.

The department connects patrons with natural areas and community destinations through the trails program which maintains and promotes trail uses, provides visitor services and responds to 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 2020/21 Accomplishments

Priority: Planning for Future Natural Areas, Facility and Trail Needs and Funding Resources

Collaborated with partners to seek funding for Scholls Ferry Road crossing of the Fanno Creek Trail at Greenway Park.

Completed inventory of trails to determine areas that meet standards, current conditions, and areas for future improvements. An equity

analysis of trail access and condition will be carried out using inventory data.

Priority: Investing in Employees and Volunteers
Hired a new bilingual park ranger to engage in community engagement activities.

Other Activities

Provided high-quality trail maintenance services throughout the pandemic, during a period in which trail usership doubled.

Implemented trail shoulder maintenance to reduce herbicide usage.

Completed construction of a new bridge and stream/habitat enhancement project with Clean Water Services at Fanno Creek Greenway.

FY 2021/22 Goals and Objectives

Priority: Planning for Future Natural Areas, Facility and Trail Needs and Funding Resources

Start phase 1 of Bronson Creek Greenway at Laidlaw Bond project.

Implement trail-related improvements to increase patrons feeling safe and welcome in natural areas.

Complete design and permitting work for Raleigh Park stream enhancement and daylighting project with Clean Water Services support.

Begin update of the Natural Resources Functional Plan following the completion of the comprehensive plan update.

FY 2021/22 Goals and Objectives (continued)

The department participated in the new capital project decision-making process, which uses an equity lens to prioritize projects that break down barriers to recreating. Staff will continue to evaluate and implement small scale projects in a similar way in the year ahead.

Budget Equity

Working with other departments to update THPRD's sustainable purchasing procedures to include social and equity measures in addition to environmental factors.

The department engages companies with Minority, Women, Emerging Small Business certifications in contracting; for example, our garbage/dog bags are provided through a contract with a vendor who hires people experiencing disability.

The budget includes funds to support collaboration with other departments to create a Spanish language map of parks and trails.

Budget Highlights

The Nature & Trails Department transferred from the Recreation Services Division to the Park Services Division for FY 2021/22.

The budget includes increased part-time labor of .08 FTE to support trail maintenance.

Division: Park Services
 Department: Nature & Trails

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Budget 2020/21	Proposed Budget 2021/2022	Adopted Budget 2021/2022
Summary of Appropriations					
Personnel Services	\$ -	\$ -	\$ -	\$ 1,628,397	\$ 1,628,397
Materials & Services	-	-	-	241,199	241,199
Total Appropriations	\$ -	\$ -	\$ -	\$ 1,869,596	\$ 1,869,596

Summary by Program					
Nature & Trails	\$ -	\$ -	\$ -	\$ 1,869,596	\$ 1,869,596
Total Appropriations	\$ -	\$ -	\$ -	\$ 1,869,596	\$ 1,869,596

Division Staff					
Full-time	0.00	0.00	0.00	9.00	9.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	0.00	0.00	0.00	5.60	5.60

NOTE: As of FY 2021/22, Nature & Trails has been moved to the Park Services Division from the Recreation Services Division.

Division: Park Services
 Department: Nature & Trails

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Projected Outcome 2020/21	Proposed Outcome 2021/22
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Percent of Natural Areas that meet or exceed native plant coverage for:

High functioning sites	-	-	-	80%
Medium functioning sites	-	-	-	100%
Low functioning sites	-	-	-	100%

Number of trail users on main trails:

Fanno Creek Trail	-	-	-	213,233
Rock Creek Trail	-	-	-	215,811
Westside Trail	-	-	-	174,369

Division: Park Services
Department: Nature & Trails

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Budget 2020/21	Proposed Budget 2021/2022	Adopted Budget 2021/2022
Program Appropriations					
FT Salary	\$ -	\$ -	\$ -	\$ 719,581	\$ 719,581
PT Salary	-	-	-	176,768	176,768
Employee Benefits	-	-	-	593,688	593,688
Payroll Taxes	-	-	-	138,360	138,360
Personnel Services	\$ -	\$ -	\$ -	\$ 1,628,397	\$ 1,628,397
Professional and Technical Services	\$ -	\$ -	\$ -	\$ 130,338	\$ 130,338
Other Services	-	-	-	3,200	3,200
Rental Equipment	-	-	-	1,900	1,900
Communications	-	-	-	5,800	5,800
Supplies	-	-	-	88,141	88,141
Training, Travel and Memberships	-	-	-	9,920	9,920
Small Furniture, Fixtures and Equip.	-	-	-	1,900	1,900
Material & Services	\$ -	\$ -	\$ -	\$ 241,199	\$ 241,199
Program Total	\$ -	\$ -	\$ -	\$ 1,869,596	\$ 1,869,596
Department Staff					
Full-time	0.00	0.00	0.00	9.00	9.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	0.00	0.00	0.00	5.60	5.60



THPRD



Planning

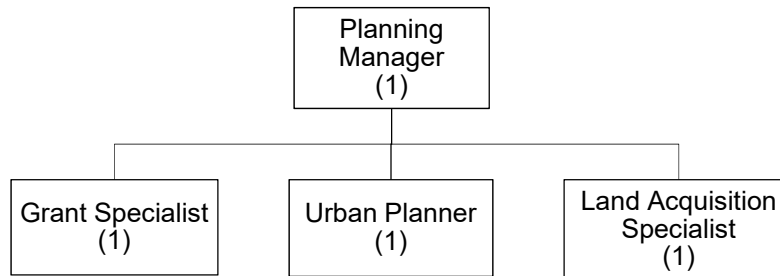




THPRD

PARK SERVICES DIVISION

Planning Department



Department Overview

The Planning manager is responsible to the Parks Services director for managing land acquisition activity; managing intergovernmental relations and land use legislation at the state, regional and local level; implementing the grant strategy; updating and assisting in the implementation of district planning documents; and monitoring development applications at the City of Beaverton and Washington County.

FY 2020/21 Accomplishments

Priority: Planning for Future Natural Areas, Facility and Trail Needs and Funding Resources.

Affordable housing is receiving focus from national to local government. In response, Planning led the update of the System Development Charge (SDC) methodology. Unlike prior updates, this one took into consideration equity policies including affordable housing, equitable distributions of fees (i.e., tiering) and level of service. The project concluded with the adoption of an affordable housing waiver policy sized to meet the anticipated development of affordable housing in the district over the next five (5) years. The updated methodology incorporated tiering of single-family residential SDCs to better distribute the cost of growth where it is incurred. Also completed was an update of the SDC Administrative Procedures Guide to reflect the new affordable housing policy, as well as an update to the developer credit section. Along with the updated

methodology, planning staff successfully negotiated updated intergovernmental agreements for collection of SDCs with the City of Beaverton and Washington County, ensuring administration fees relate directly to actual costs in collecting and distributing SDCs on behalf of the district. The success of the district was noted by state leader, with the Planning manager appointed to represent special districts on a legislative work group undertaking a review of SDCs statewide.

Continued implementing and refining the grant strategy. Averaged at least 4 grant applications per quarter. Applied for and managed grants to support work in almost every department including many applications that focused on equity. Created two-year department specific grant plans.

Other Accomplishments

Hired an urban planner with a unique combination of technical and policy planning skills. This allowed a detailed demographic analysis of the district and creation of an interactive tool that will guide future decisions on planning and improving new and existing amenities to ensure equity is a consideration in funding decisions.

With challenges facing the development industry, continued to negotiate deals in new urban areas to meet the growing needs of the community. Closed on the acquisition of two (2) natural areas, trail segments in North Bethany and a plaza in partnership with an affordable housing developer.

FY 2020/21 Accomplishments (continued)

Strengthened relationship with the Tualatin Hills Park Foundation to increase grant applications to private foundations.

Received over \$4.2 million in COVID-19 relief grants and coordinated with the Finance Department to ensure compliance with Federal reporting requirements.

Continued to represent THPRD on the Washington County Coordinating Committee Transportation Advisory Committee. Represented all park and recreation providers in the region on the Metro Technical Advisory Committee (MTAC) and served as an alternate on the Metro Policy Advisory Committee (MPAC) on behalf of special districts in Washington County.

Monitored Washington County and City of Beaverton land use review processes for applications that include or impact park/trail projects and facilities.

Intergovernmental coordination included representing the district in the City of Beaverton's Cooper Mountain Planning, Downtown Loop Project and Beaverton Storm Water Values projects and on the County's Tualatin Valley Trail Planning project. Coordinated with Metro on implementation of the 2019 Nature and Trails bond with focus on the local share.

The COVID-19 pandemic also impacted the Voluntary Annexation Program. Rather than a large outreach effort, this year's program was targeted to property owners who had expressed an interest in annexing into the district. The result was successfully annexing (six) 6 new properties.

Kicked off two new projects: (1) updating the Comprehensive Plan, co-managed with the Communications Division; and (2) creating a downtown Beaverton parks and open space implementation plan in partnership with the City of Beaverton.

FY 2021/22 Goals and Objectives

Priority: Planning for Future Natural Areas, Facility and Trail Needs and Funding Resources

Continue to implement strategies for acquisition in areas defined in the Comprehensive Plan as park deficient, focusing on downtown Beaverton, as well as in future urban growth areas expected to be included in THPRD. Coordinate land acquisition efforts, as warranted, with City of Beaverton, Beaverton and/or Hillsboro School Districts, Washington County, Clean Water Services and Metro.

Update the Comprehensive Plan and coordinate with Finance and other departments on strategic plan and for the update of Functional Plans.

Continue the implementation of the grant strategy. Increase the number of grants submitted while effectively pursuing grants to meet identified facility and program needs especially projects and programs which promote equity and access in district services.

Other Activities

Participate in Washington County and City of Beaverton land use and planning projects including Cooper Mountain and implementation of the 2019 Metro Nature and Trails Bond.

Work with Metro officials on regional planning issues of interest to THPRD through continued membership on MTAC and as an alternate on MPAC.

Work with Washington County and City of Beaverton officials on development review processes, planning projects and ordinances of interest to THPRD.

Budget Equity

The Planning team recognizes and acknowledges that, historically, land use planning has caused and furthered systemic racism in the built environment. Efforts will

Budget Equity (continued)

focus on ensuring the district's plans and planning processes break this trend and, instead, further racial equity in several significant ways:

- (1) performing a demographic analysis of the district to learn how the district has changed, as well as determining what we will look like in the future;
- (2) centering plans, including the comprehensive plan update, on diversity, equity, inclusion and access (DEIA), rather than having DEIA as a stand-alone item;
- (3) making decisions on programs and projects to seek grant funding for removing barriers to participation and providing access to underserved communities;
- (4) partnering with other jurisdictions (Metro, City of Beaverton and Washington County, for example) to share information on equity efforts and best practices. Similar to the consideration of environmental justice in the 2019 Parks Functional Plan for prioritizing park development, environmental justice will drive funding opportunities for grants, as well as acquisition of property for underserved areas of the district.

Finally, as we look to update our price agreements for appraisals, we will coordinate with Finance to strategize how to work with women and minority appraisers to assist them in gaining the knowledge and qualifications to meet federal standards.

Budget Highlights

The Planning Department transferred from the Business Services Division to the Park Services Division for FY 2021/22.



THPRD

Division: Park Services
 Department: Planning

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Budget 2020/21	Proposed Budget 2021/22	Adopted Budget 2021/22
Summary of Appropriations					
Personnel Services	\$ -	\$ -	\$ -	\$ 758,759	\$ 758,759
Materials & Services	-	-	-	36,910	36,910
Total Appropriations	\$ -	\$ -	\$ -	\$ 795,669	\$ 795,669

Summary by Program					
Planning	\$ -	\$ -	\$ -	\$ 795,669	\$ 795,669
Total Appropriations	\$ -	\$ -	\$ -	\$ 795,669	\$ 795,669

Division Staff					
Full-time	0.00	0.00	0.00	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

NOTE: As of FY 2021/22, Planning has been moved to the Park Services Division from the Business Services Division.

Division: Park Services
Department: Planning

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Projected Outcome 2020/21	Proposed Outcome 2021/22
Land Acquisition				
# of outreach to property owners of tier 1 or 2 properties as identified in land acquisition study	-	-	-	3
# of negotiated agreements - Memorandum of Understanding (MOU) or purchase and sale agreements	-	-	-	5
# of properties acquired	-	-	-	5
Intergovernmental Coordination				
# of meetings with city and county	-	-	-	4
# of meetings with Clean Water Services	-	-	-	4
Review & attendance at city and county pre-application conferences	-	-	-	6
Comment letters or testimony on development applications	-	-	-	5
Participation in planning projects (e.g., technical advisory committees; partnership projects)	-	-	-	8
# days to complete service provider letters	-	-	-	3
Grants				
Average Number of Grant Applications Per Quarter	-	-	-	4.0
Total Grant Applications Submitted	-	-	-	15
% of grant applications awarded	-	-	-	50%
Grant funds awarded	-	-	-	\$400,000
# of program areas supported by grant applications	-	-	-	10
Equity-focused grants submitted	-	-	-	10
Meetings with grant funders	-	-	-	5
Grant opportunities reviewed*	-	-	-	75
System Development Charges				
Affordable Housing Waivers Granted	-	-	-	100

Division: Park Services
Department: Planning

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Budget 2020/21	Proposed Budget 2021/22	Adopted Budget 2021/22
Program Appropriations					
FT Salary	\$ -	\$ -	\$ -	\$ 396,867	\$ 396,867
Employee Benefits	-	-	-	307,831	307,831
Payroll Taxes	-	-	-	54,061	54,061
Personnel Services	\$ -	\$ -	\$ -	\$ 758,759	\$ 758,759
Professional and Technical Services	\$ -	\$ -	\$ -	\$ 23,501	\$ 23,501
Supplies	-	-	-	325	325
Communications	-	-	-	3,100	3,100
Training, Travel and Memberships	-	-	-	9,984	9,984
Material & Services	\$ -	\$ -	\$ -	\$ 36,910	\$ 36,910
Program Total	\$ -	\$ -	\$ -	\$ 795,669	\$ 795,669
Department Staff					
Full-time	0.00	0.00	0.00	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



THPRD



Blackberries



Oregon blackberries are prized among chefs for their superior size and flavor.



Collect 2 cups to make blackberry cobbler, or freeze them on a sheet pan to enjoy during the winter months.

These berries were planted in 2019.



Design & Development

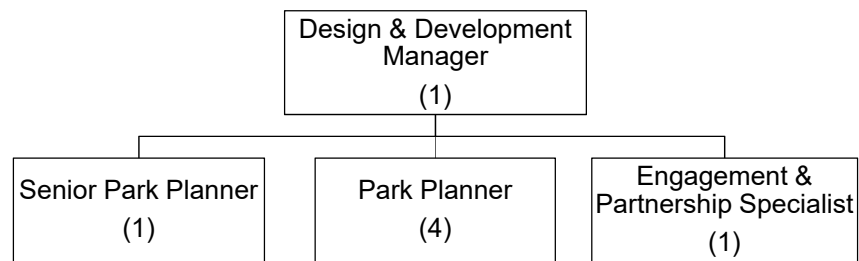




THPRD

PARK SERVICES DIVISION

Design & Development Department



Department Overview

The Design & Development manager is responsible to the Park Services director. Areas of responsibility for the department include capital project administration, master planning, design and construction of parks, trails and facilities.

Design & Development activities include park, trail, and facility planning and design, capital improvement and project management including projects under the 2008 THPRD Bond Measure, the 2019 Metro Bond program, THPRD system develop charge fund (SDC), and THPRD Capital Replacement program. The department also manages implementation of THPRD master plans, public outreach for capital and SDC project planning, easement coordination, and interagency coordination.

FY 2020/21 Accomplishments

Priority: Planning for Future Natural Areas, Facility and Trail Needs and Funding

Resources

Assisted with the design, development and construction documentation of several developments including South Cooper Mountain and North Bethany areas.

SDC Projects:

- Completed construction: Yoshihara Trail (formerly Bethany Creek Trail #2 Segment 3), Reflections Plaza (formerly Cedar Grove Plaza), Pío Pío Park (formerly Bonnie Meadow Area Park)

- Projects in construction: Highlands Park
- Completed Master Plan: Beaverton Creek Trail Segment 2
- Began master plan processes: SEQ2-Baker Loop, 155th Ave. Wetland Trail

Capital Projects:

- Completed construction: Howard M. Terpenning Recreation Complex repaving, pedestrian pathway asphalt improvements at three sites, and pedestrian pathway concrete improvements at three sites
- Completed design and development: Conestoga Recreation & Aquatic Center Pool Renovation
- Completed feasibility studies for the Garden Home Recreation Center roof, ADA improvements (3 facilities), and Willow Creek Greenway Boardwalk

2008 Bond Projects in Process:

- Completed construction: Unity Park (formerly NW Quadrant Youth Athletic Field), Somerset West Park Redevelopment Phase I
- Projects in master plan phase: SW Quadrant Youth Athletic Field (Mountain View Champions Park)

Other Activities:

- Completed update to Nature Play Guidelines and Naming Policy
- Completed new park and trail naming process for seven sites

FY 2021/22 Goals and Objectives
Priority: Planning for Future Natural Areas,
Facility and Trail Needs and Funding
Resources

Provide oversight of developer SDC projects, master plan, development and site work and interagency coordination for properties THPRD has purchased in new urban areas.

SDC Projects:

- Complete construction: Highlands Park, pedestrian pathway improvements at three sites, Conestoga Recreation & Aquatic Center Pool Renovation, Harman Pool Parking Lot and ADA Improvements
- Continue to oversee design and construction of developer- or partner-led community trails and parks including projects in South Cooper Mountain and North Bethany (13 sites)
- Continue design: SW 155th Avenue Wetland Trail connection to Westside Trail, Cedar Hills Park/Walker right of way improvements, Beaverton Creek
- Trail Segment 2, Rock Creek Trail renovation design, and SEQ-2 Baker Loop
- Begin master plan for NWQ-8 Heckman Road New Neighborhood Park, Westside Trail Segment 14, NEQ3 – Pointer Road New Neighborhood Park, SWQ5 – Miller Hill Road New Neighborhood Park

2019 Metro Bond Projects:

- Begin master plan for Metro Local Share projects (up to 7 sites),

2008 Bond Projects:

- Continue design and permitting of SW Quadrant Youth Athletic Field (Mountain View Champions Park Multi-Sport Court)

Other Activities:

Continue to refine and implement the district's Naming Catalog in the naming and renaming of park sites and trails.

Continue to incorporate sustainable elements into contracting, design and construction.

Provide design/planning and project assistance to other departments as needed.

Budget Equity

Design & Development recognizes that systems of power, privilege, and oppression have traditionally created barriers for particular persons and groups to engage in the planning and design processes. Therefore, Design & Development activities and the operating budget have been established to support the district's commitment to racial equity and advance the district's Diversity & Inclusion Vision Statement.

The foundation of the department's activities and budget is first guided by the district's strategic plan. To provide equitable support across all populations and areas of the park district, the Design & Development Department projects are prioritized by the district's 2013 Comprehensive Plan, 2020 Vision Action Plan as well as the Parks, Trails, Natural Resources and Athletic Facilities functional plans. This prioritization includes the consideration of Geo-Referenced Amenities Standards Process (GRASP) scoring, which calls attention to communities with the least access to resources, such as parks, trails, and transportation. GRASP scoring also helps the district better ensure that the generation paying into the district now will have (pedestrian, public transportation, or driving) access to THPRD amenities while they live within the district.

While the GRASP scoring helps establish a prioritization of development projects, the 2020 Vision Action Plan provides the district with a community-driven list of general design priorities for each new project. From

Budget Equity (continued)

this point forward, activities and funding are carefully balanced to engage diverse communities in the development process for park, trail and facility projects, including master planning and site naming. The department's engagement and partnership specialist leads the community engagement process for each project and continues to update department policies and practices to integrate racial and social justice into the process. The aim of these efforts is to establish and continually improve upon an intentionally inclusive and targeted outreach. This effort especially includes Black, Indigenous, and communities of color; all community members most often underrepresented in planning and development processes. Throughout the engagement process, the district will not only work toward removing barriers to participation, THPRD will work to foster a richly welcoming environment and seek innovative ways to meet community members in spaces that are safe and engaging for them. To this end, strategies vary for each project in order to be responsive to community preferences (avoiding a "one size fits all" approach). The range of engagement strategies includes, but is not limited to, in-person and virtual community meetings recorded with language translation options, surveys, local and multi-cultural community events, community design charrettes, focus groups, partner advisory committees, interviews, and presentations to local groups.

During the design and development of each project, park planners continually prioritize the district's Access for All initiative. At a minimum, park planners ensure that the requirements within the American with Disabilities Act (ADA) are met in each project. To the greatest extent possible and within the limitations of a given site, park planners work to provide amenities above and beyond ADA standards, including the provision of more accessible surfacing and play equipment.

The district also encourages design consultants and contractors to include

Minority Women Emerging Small Business (MWESB) team members or vendors when proposing on a project.

Budget Highlights

The Design & Development Department transferred from the Business Services Division to the Park Services Division for FY 2021/22.

The budget includes funding to add a limited duration full-time park planner to support the projects related to the Metro Bond.

The budget also reflects the transfer of the receptionist position to the Recreation Services Division.



THPRD

Division: Park Services
 Department: Design & Development

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Budget 2020/21	Proposed Budget 2021/22	Adopted Budget 2021/22
Summary of Appropriations					
Personnel Services	\$ -	\$ -	\$ -	\$ 1,329,464	\$ 1,329,464
Materials & Services	-	-	-	42,375	42,375
Total Appropriations	\$ -	\$ -	\$ -	\$ 1,371,839	\$ 1,371,839

Summary by Program					
Design & Development	\$ -	\$ -	\$ -	\$ 1,371,839	\$ 1,371,839
Total Appropriations	\$ -	\$ -	\$ -	\$ 1,371,839	\$ 1,371,839

Division Staff					
Full-time	0.00	0.00	0.00	7.00	7.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	0.00	0.00	0.00	0.88	0.88

NOTE: As of FY 2021/22, Design & Development has been moved to the Park Services Division from the Business Services Division.

Division: Park Services
Department: Design & Development

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Projected Outcome 2020/21	Proposed Outcome 2021/22
Number of public engagement activities	-	-	-	10
Number of active park projects	-	-	-	15
Number of active trail projects	-	-	-	3
Number of active partnership and developer led projects	-	-	-	14

Division: Park Services
 Department: Design & Development

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Budget 2020/21	Proposed Budget 2021/22	Adopted Budget 2021/22
Program Appropriations					
FT Salary	\$ -	\$ -	\$ -	\$ 678,468	\$ 678,468
PT Salary	-	-	-	25,973	25,973
Employee Benefits	-	-	-	528,658	528,658
Payroll Taxes	-	-	-	96,365	96,365
Personnel Services	\$ -	\$ -	\$ -	\$ 1,329,464	\$ 1,329,464
Professional and Technical Services	\$ -	\$ -	\$ -	\$ 14,000	\$ 14,000
Supplies	-	-	-	15,040	15,040
Communications	-	-	-	4,010	4,010
Training, Travel and Memberships	-	-	-	8,325	8,325
Small Furniture & Office Equipment	-	-	-	1,000	1,000
Material & Services	\$ -	\$ -	\$ -	\$ 42,375	\$ 42,375
Program Total	\$ -	\$ -	\$ -	\$ 1,371,839	\$ 1,371,839
Department Staff					
Full-time	0.00	0.00	0.00	7.00	7.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	0.00	0.00	0.00	0.88	0.88



THPRD



Recreation Services

Aquatics

Sports & Inclusion Services

Recreation

Maintenance Coordination

Community Programs

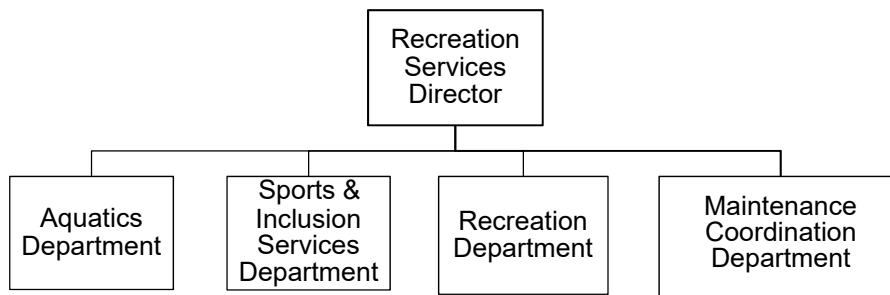
Nature & Trails





THPRD

RECREATION SERVICES DIVISION



Division Mission

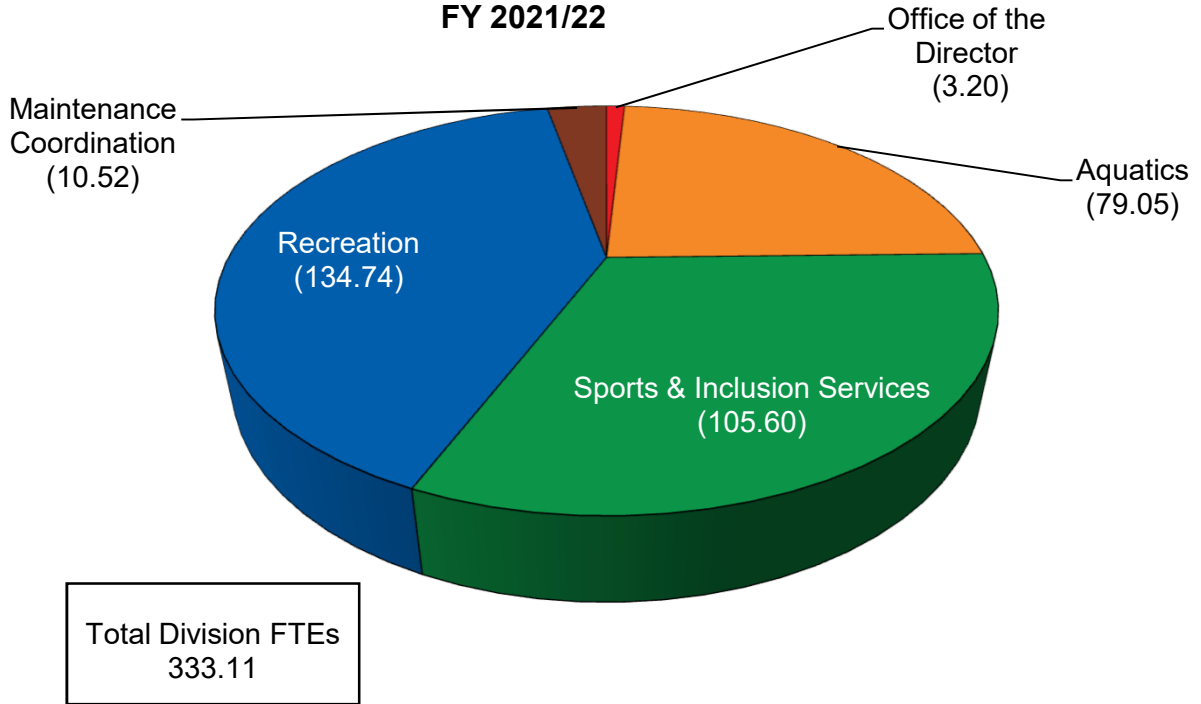
To provide a broad range of safe, high-quality recreation programs and special events that are responsive to the needs, abilities, and interests of the diverse community we serve.

Division Overview

The Recreation Services director reports to the general manager and is responsible for all administrative functions relating to recreation program activities; aquatics programs; recreational programs serving all ages, interests, and abilities; nature education and interpretation; senior wellness programming; sports and sports leagues; and the maintenance and program support within district facilities. The Recreation Services Division budget includes the following departments: Office of the Director, Aquatics, Recreation, and Sports & Inclusion Services. Activities of the Recreation Services Division also include staff development, customer engagement, management and maintenance of recreational facilities, the adaptive recreation and inclusion services programs, and oversight of the district's accreditation through the Commission on the Accreditation of Park and Recreation Agencies (CAPRA).

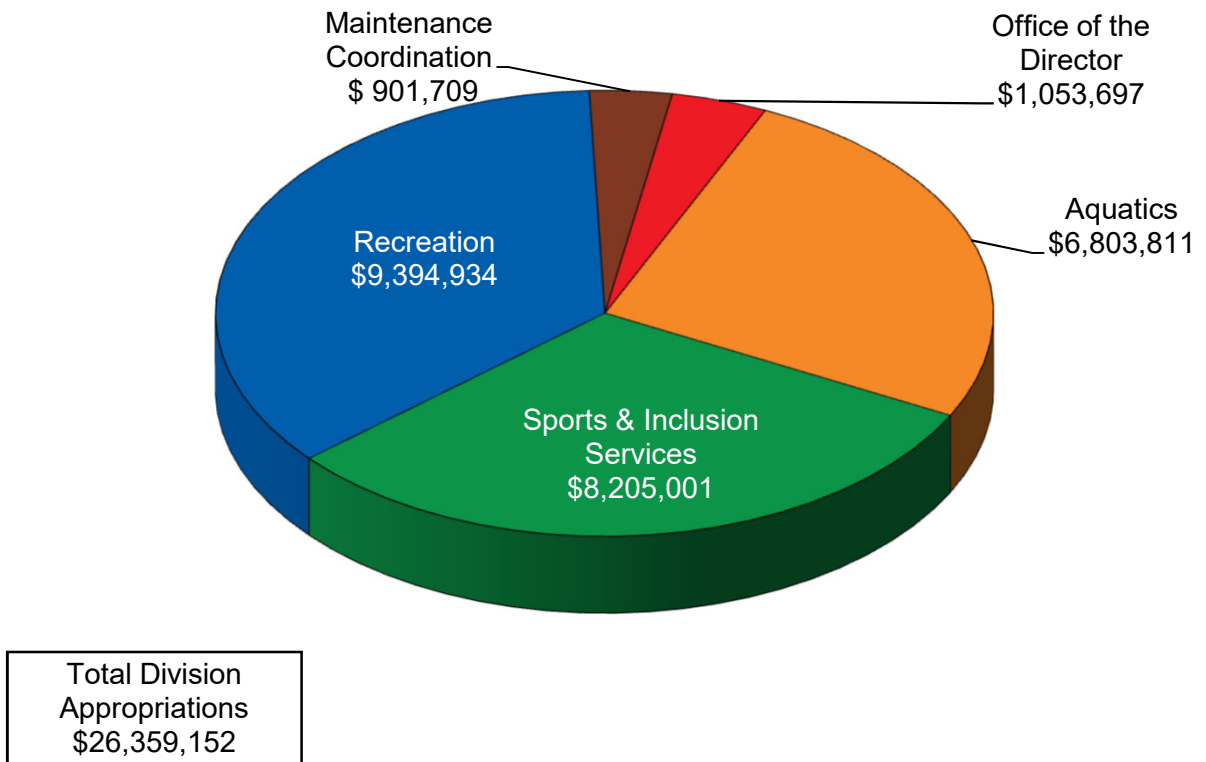
Division Staffing by Departments

FY 2021/22



Division Appropriations by Departments

FY 2021/22



Division: Recreation Services

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Budget 2020/21	Proposed Budget 2021/22	Adopted Budget 2021/22
Summary of Appropriations					
Personnel Services	\$ 17,396,390	\$ 19,448,499	\$ 22,213,237	\$ 22,364,761	\$ 22,364,761
Materials & Services	2,228,630	1,874,164	2,782,607	3,994,391	3,994,391
Total Appropriations	\$ 19,625,020	\$ 21,322,663	\$ 24,995,844	\$ 26,359,152	\$ 26,359,152

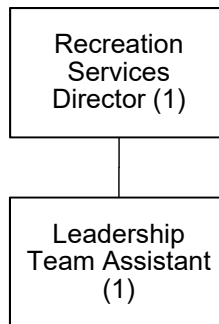
Summary by Department					
Office of the Director	\$ 638,648	\$ 669,880	\$ 846,987	\$ 1,053,697	\$ 1,053,697
Aquatics	4,126,382	4,595,366	5,232,202	6,803,811	6,803,811
Sports & Inclusion Services	3,914,064	4,352,716	4,940,271	8,205,001	8,205,001
Recreation	7,721,924	8,063,861	9,680,044	9,394,934	9,394,934
Maintenance Coordination	-	-	-	901,709	901,709
Community Programs	481,118	747,097	938,148	-	-
Nature & Trails	2,742,884	2,893,743	3,358,192	-	-
Total Appropriations	\$ 19,625,020	\$ 21,322,663	\$ 24,995,844	\$ 26,359,152	\$ 26,359,152

Division Staff					
Full-time	80.00	71.35	90.00	90.50	90.50
Regular part-time (FTE)	18.42	15.50	9.65	0.00	0.00
Part-time (FTE)	226.64	177.75	236.32	242.61	242.61

Note: As of FY 2021/22, Maintenance Coordination transferred from the Maintenance Department and Community Programs transferred to the Communications Department in the Administration Division. As of FY 2021/22, Nature & Trails transferred to the Park Services Division, and Interpretive Programs, which was within Nature & Trails, transferred to the Recreation Department. As of FY 2021/22, Garden Home Recreation Center and Elsie Stuhr Center transferred from the Recreation Department to the Sports & Inclusion Services Department.

RECREATION SERVICES DIVISION

Office of the Recreation Services Director



Department Overview

This budget unit supports the activities of the Recreation Services director.

Activities of the Office of Director budget include the management and supervision of the program staff within the Aquatics, Recreation, and Sports & Inclusion departments and the coordination and implementation of the division's recreational activities and the maintenance staff who support programs within district buildings.

Maintenance Coordination

The division's building coordination program provides maintenance, repair, and custodial services to the aquatic, historic and non-programmed THPRD facilities. Building and aquatic center staff report to assigned center supervisors, and work closely with one of two assigned building coordinators responsible for serving as subject matter experts on buildings and associated systems. The building coordinators also work closely with trades staff located in the Maintenance Operations department, to troubleshoot issues.

Facility maintenance staff maintain outdoor restrooms, gymnasiums, indoor and outdoor pools, and historic buildings. All full-time aquatic maintenance positions require a Pool Operator Certification.

FY 2020/2021 Division Accomplishments

Priority: Investing in our Employees and Volunteers

Tualatin Hills Nature Center staff partnered with Adelantes Mujeres to deliver the second year of the partially grant-funded Nature Education and Workforce Training (NEWT) program designed to connect Hispanic youth to nature.

Supported staff across departmental lines to achieve individual professional certification through the National Recreation and Park Association. Currently, 24 THPRD staff are designated as Certified Park and Recreation Professionals.

Priority: Investing in our Future through Technology

Division staff supported the implementation of the new financial system by creating and delivering training modules to district staff.

Other Accomplishments

During the course of the COVID-19 pandemic, the program-oriented departments experienced a major shift in activities due to a statewide stay home order and subsequent health guidance that drastically changed the activities the district could offer its community members. Pandemic adaptations required the establishment of special teams focused on innovative programs offered virtually and in person, and development of an all-new, completely outdoor summer camp program. Over 1,800 youth were served through the district's 218 half- and full-day summer camps offered at four locations.

FY 2020/2021 Division Accomplishments (continued)

In response to the COVID-19 pandemic, a Virtual Recreation Center was created to provide patrons with free recreation content. The virtual offerings were tailored for all ages, abilities, and interests. Content was supplied in multiple formats to reach a broad audience. Activities and events that have been hosted virtually include a month-long Senior Health and Wellness Fair, Senior Fall Prevention seminar, and free live-streamed fitness classes.

As schools shifted to an online model in fall 2020, THPRD adapted its out of school time programs to offer safe spaces for youth. Childcare for school-age children was provided at two recreation centers.

In addition to out of school time programs, THPRD offered preschool programs at four sites and secured nearly \$50,000 in grants from Washington County and the State of Oregon's Early Learning Division to support the district's emergency child care services. The Nature Kids preschool program at the Tualatin Hills Nature Center was expanded in early 2021 to meet increased demand for the program.

The district received federal CARES grant funding to provide programming and activity kits through the Rec Mobile, Nature Mobile, Wellness on Wheels, and the newly-established Mobile Adaptive Recreation programs. The Tualatin Hills Park Foundation provided a \$116,000 grant to continue these programming opportunities in spring 2021.

Established the Bilingual Support Team consisting of front line, bilingual program staff as well as staff in the Communications Division, in order to translate documents and websites such as Facebook en Espanol, the district's Spanish language version of the THPRD Facebook page.

Maintained the district's community garden program throughout the early stages of the pandemic and into the 2020 garden season, ensuring community access to fresh produce

and helping to alleviate food deserts across the district.

Continued the partnership with the Northwest Regional Education Service District by providing guaranteed spaces in THPRD's 9-month preschool programs to support families in need.

Maintained agency accreditation through the Commission on the Accreditation of Park and Recreation Agencies.

During the pandemic-related closure of the Elsie Stuhr Center, THPRD partnered with two entities to provide shelter for houseless individuals in the Beaverton area.

FY 2021/22 Division Goals and Objectives Priority: Planning for Future Natural Areas, Facility and Trail Needs and Funding Resources

Serve as a project sponsor for the update of the district's comprehensive and strategic plans to reflect the needs of the aquatic facilities and programming.

Lead the affiliated sports program review and update necessary agreements once the public outreach process has concluded with board direction on program changes.

Finalize use agreements with the affiliated aquatic clubs and establish pool space allocations. The agreements will also address usage of the Peg Ogilbee Dryland Training Room.

Priority: Investing in our Employees and Volunteers

Seek innovative methods of providing staff development opportunities through coordinated trainings that support continued learning and professional certification.

Other Activities

Increase emerging sports opportunities for youth and adults. Offer free drop-in use opportunities at district synthetic turf fields to ensure access to these district amenities.

FY 2021/22 Division Goals and Objectives (continued)

Continue to partner with new or current medical community partners in an effort to promote improved health and wellness opportunities for all members of the community.

Work collaboratively across departments to develop a framework for the continuous improvement of THPRD facilities for people experiencing disability.

Continue to grow the utilization of the THRIVE afterschool program both within and outside of THPRD facilities.

Budget Equity

Develop a paid internship program toward introducing parks and recreation as a career pathway to youth who identify as members of Black, Indigenous, communities of color.

Expand the offerings of adaptive classes as well as Learn to Swim class classes offered for non-English speaking customers.

Develop programs for underserved populations and work to break down barriers to participation, consistent with THPRD's Access for All initiative.

Offer the popular Fitness in the Park program in underserved communities across the district, providing free and inclusive recreation opportunities to community members of all fitness levels.

Budget Highlights

The budget reflects several significant staffing changes, including the reclassification of remaining regular part-time positions to full time status, the transfer of aquatic maintenance staff from the Maintenance Operations Department to centers within the Recreation Services Division, and the creation of a districtwide Welcome Center focused on patron engagement and customer service.

Additionally, a number of positions will be repurposed to meet emerging needs of the district, as well as to help the district recover

from the impacts of the COVID-19 pandemic. These changes include consolidating center management under fewer supervisors, elevating certain positions to serve as lead workers, and creating a districtwide fitness aide and a second building coordinator position. No additional FTE positions will be required to implement this division reorganization.

Division: Recreation Services
 Department: Office of the Director

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Budget 2020/21	Proposed Budget 2021/22	Adopted Budget 2021/22
Summary of Appropriations					
Personnel Services	\$ 349,016	\$ 447,043	\$ 442,301	\$ 509,588	\$ 509,588
Materials & Services	289,632	222,837	404,686	544,109	544,109
Total Appropriations	\$ 638,648	\$ 669,880	\$ 846,987	\$ 1,053,697	\$ 1,053,697
Summary by Program					
Office of the Director	\$ 638,648	\$ 669,880	\$ 846,987	\$ 1,053,697	\$ 1,053,697
Total Appropriations	\$ 638,648	\$ 669,880	\$ 846,987	\$ 1,053,697	\$ 1,053,697
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)	0.58	0.47	0.60	1.20	1.20

Division: Recreation Services
 Department: Department of the Director

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Projected Outcome 2020/21	Proposed Outcome 2021/22
Attendance	2,414,077	2,018,690	153,781	2,272,813
Number of classes held	12,401	9,727	1,258	11,826
% of classes held vs. offered	89%	79%	72%	74%

Division: Recreation Services
 Department: Office of the Director

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Budget 2020/21	Proposed Budget 2021/22	Adopted Budget 2021/22
Program Appropriations					
FT Salary	\$ 214,439	\$ 227,091	\$ 233,074	\$ 251,016	\$ 251,016
PT Salary	15,186	14,175	17,500	36,950	36,950
Employee Benefits	100,693	186,472	170,837	183,173	183,173
Payroll Taxes	18,698	19,306	20,890	38,449	38,449
Personnel Services	\$ 349,016	\$ 447,043	\$ 442,301	\$ 509,588	\$ 509,588
Professional and Technical Services	\$ 20,036	\$ 15,285	\$ 29,000	\$ 54,000	\$ 54,000
Fee reductions-Scholarship Program	226,576	187,741	327,501	443,879	443,879
Communication	1,674	1,878	1,500	1,500	1,500
Supplies	14,746	5,455	8,841	9,610	9,610
Training, Travel and Memberships	26,600	12,478	37,844	35,120	35,120
Material & Services	\$ 289,632	\$ 222,837	\$ 404,686	\$ 544,109	\$ 544,109
Program Total	\$ 638,648	\$ 669,880	\$ 846,987	\$ 1,053,697	\$ 1,053,697
Department Staff					
Full-time	2.00	2.00	2.00	2.00	2.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	0.58	0.47	0.60	1.20	1.20



THPRD



Aquatics

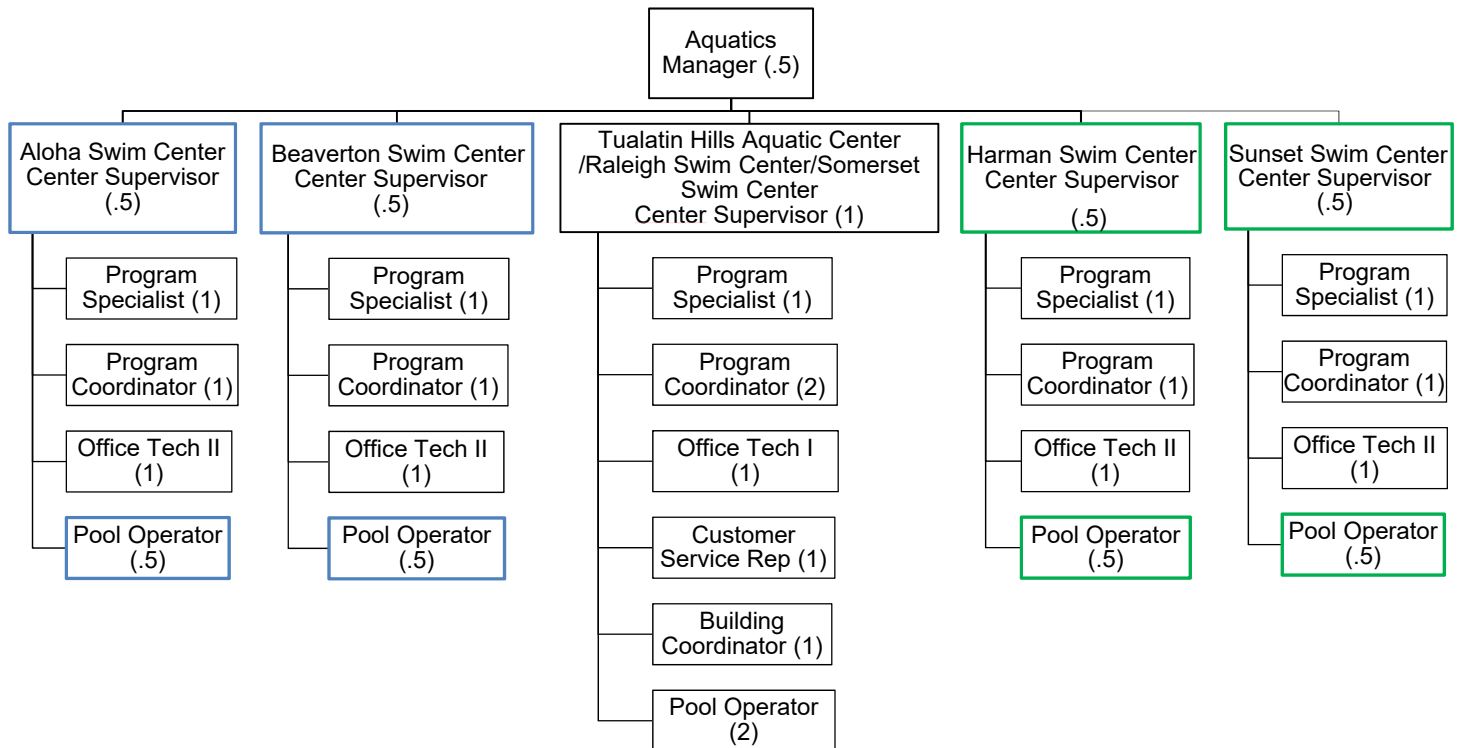




THPRD

RECREATION SERVICES DIVISION

Aquatics Department



Department Overview

The Aquatics Department manager is responsible to the Recreation Services director and manages the operation of seven swim centers, their programs, and staff. The manager 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. Activities for the department include: program development in the areas of instructional, recreational, fitness and competitive aquatics activities; certification courses, senior activities, and programs for guests experiencing disability; as well as the supervision and training of staff. The manager oversees building and pool maintenance activities in coordination with the Recreation manager.

FY 2020/2021 Accomplishments

In March 2020 the arrival of the COVID-19 pandemic impacted THPRD operations and services. THPRD staff pivoted and formed an incident command structure. Within that structure, teams were formed to address daily operational impacts and plan for the future. During the summer, aquatic staff demonstrated their ability to be nimble and were redeployed to help deliver summer camp operations. An Aquatics reopening team was formed to focus on logistics and potential program offerings. The hard work performed by this team allowed the district to quickly reopen the Aquatic Center and Conestoga in the fall of 2020 when state guidance allowed. When guidance forced indoor pools to close, the team pivoted and worked to reopen the outdoor Raleigh Swim Center in early January.

Priority: Investing in Employees and Volunteers
Reopening during the COVID-19 pandemic provided several challenges, specifically with regard to lifeguard certification renewals and in-

FY 2020/2021 Accomplishments (continued)

service training requirements. The American Red Cross established guidelines for recertification and in-service standards. The Aquatics reopening team worked closely within the guidance to recertify our staff who had their certifications expire during the pandemic, and to continue with the standards.

FY 2021/22 Goals and Objectives

Priority: Investing in Employees and Volunteers

Continue to focus on recruiting and training enough lifeguards and swim instructors to enable us to meet program demands.

Priority: Planning for Future Natural Areas, Facility and Trail Needs, and Funding

Resources

Participate in the update of the district's comprehensive and strategic plans to reflect the needs of the aquatic facilities and programming.

Continue work associated with the affiliated sports program review. Support Sports & Inclusion Department staff in coordination with the stakeholder work group and development of affiliation alternatives for THPRD board of directors' review.

Update agreements with the affiliated aquatic clubs and pool space allocations. The agreements will address both fees paid for aquatic facilities and usage of the Peg Ogilbee Dryland Training Room.

Provide lifeguarding courses more consistently with at least one course offered each month. Continue to remove barriers to THPRD's lifeguard program by exploring a new model. An example would be offering the Swim Like a Lifeguard course to help individuals to improve skills needed to meet course requirements.

Other Activities

Continue to promote drowning prevention through water safety education at the pools and through online promotions.

Camps will be offered at two new locations in summer 2021, the Raleigh Swim Center/Park and Somerset West Swim Center.

Secure grant funding to continue the Make a Splash swim lesson program through provision of spaces within the Learn to Swim program.

Budget Equity

Provide lifeguard and staff support of the Tri4Youth, an annual event for all abilities, partnering with the Sports & Inclusion Department and FACTOregon.

Provide free and reduced-price swimming lessons subsidized by THPRD's Financial Aid Program and the USA Swimming Foundation's grant funding of the Make a Splash program.

Continue to expand the offerings of adaptive classes as well as Learn to Swim classes offered for non-English speaking participants.

Continue to operate a life jacket loaner program for anyone in need of a life jacket, regardless of circumstance.

The Tualatin Hills Aquatic Center's budget supports THPRD's commitment to diversity, equity, inclusion, and accessibility (DEIA) internally and externally. The budget includes a full-time bilingual customer service representative. The bilingual receptionist also supports the Communications Division, providing patron communication and translation for informational items, media, and marketing materials.

The Aquatics manager budget supports staff DEIA training throughout the year, including webinars and conference opportunities such as those offered by the Oregon Recreation and Park Association, the Portland Metro Diversity Employment Network, and the Northwest Public Employees Diversity Conference (NWPEDC).

Budget Highlights

The budget includes a reduction of the Aquatics manager position, to be hired mid-way through the fiscal year. Additionally, as part of the Recreation Services division reorganization, Aquatics center supervisors have been reduced by 1 FTE. Pool Operators have also

Budget Highlights (continued)

been reduced. Several Aquatic Maintenance staff were moved from the Maintenance Operations Department to the Recreation Department.

A grant for the Make a Splash program has been submitted to further this effort in collaboration with the district's after-school THRIVE program.



THPRD

Division: Park & Recreation Services
 Department: Aquatics

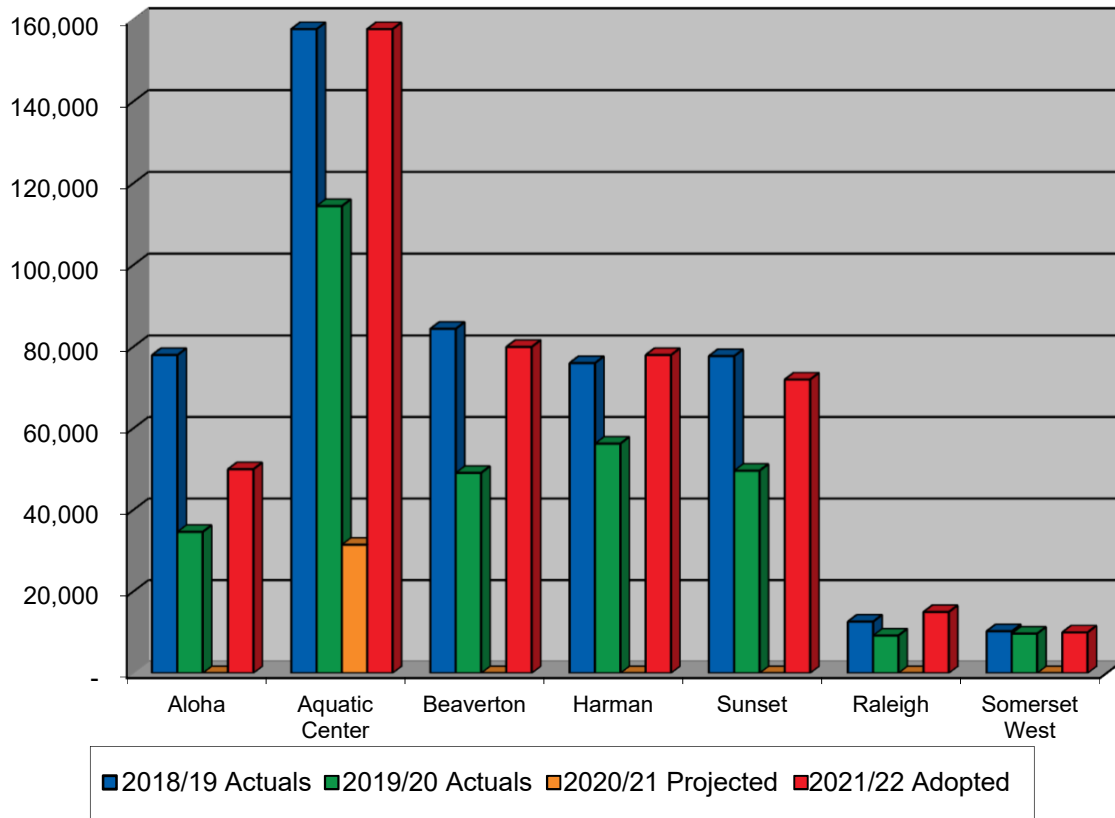
Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Budget 2020/21	Proposed Budget 2021/22	Adopted Budget 2021/22
Summary of Appropriations					
Personnel Services	\$ 4,024,597	\$ 4,480,563	\$ 5,071,680	\$ 5,777,444	\$ 5,777,444
Materials & Services	101,785	114,803	160,522	1,026,367	1,026,367
Total Appropriations	\$ 4,126,382	\$ 4,595,366	\$ 5,232,202	\$ 6,803,811	\$ 6,803,811

Summary by Program					
Manager of Aquatics	\$ 256,924	\$ 310,125	\$ 315,179	\$ 169,122	\$ 169,122
Aloha Swim Center	608,451	729,171	869,529	1,084,726	1,084,726
Tualatin Hills Aquatic Center	1,031,146	1,035,654	1,247,419	1,987,891	1,987,891
Beaverton Swim Center	746,904	889,351	994,185	1,120,398	1,120,398
Harman Swim Center	740,941	790,190	896,032	1,032,463	1,032,463
Sunset Swim Center	651,934	757,049	828,123	1,062,364	1,062,364
Raleigh Swim Center	42,063	36,541	68,507	167,328	167,328
Somerset West Swim Center	48,019	47,285	13,228	179,519	179,519
Total Appropriations	\$ 4,126,382	\$ 4,595,366	\$ 5,232,202	\$ 6,803,811	\$ 6,803,811

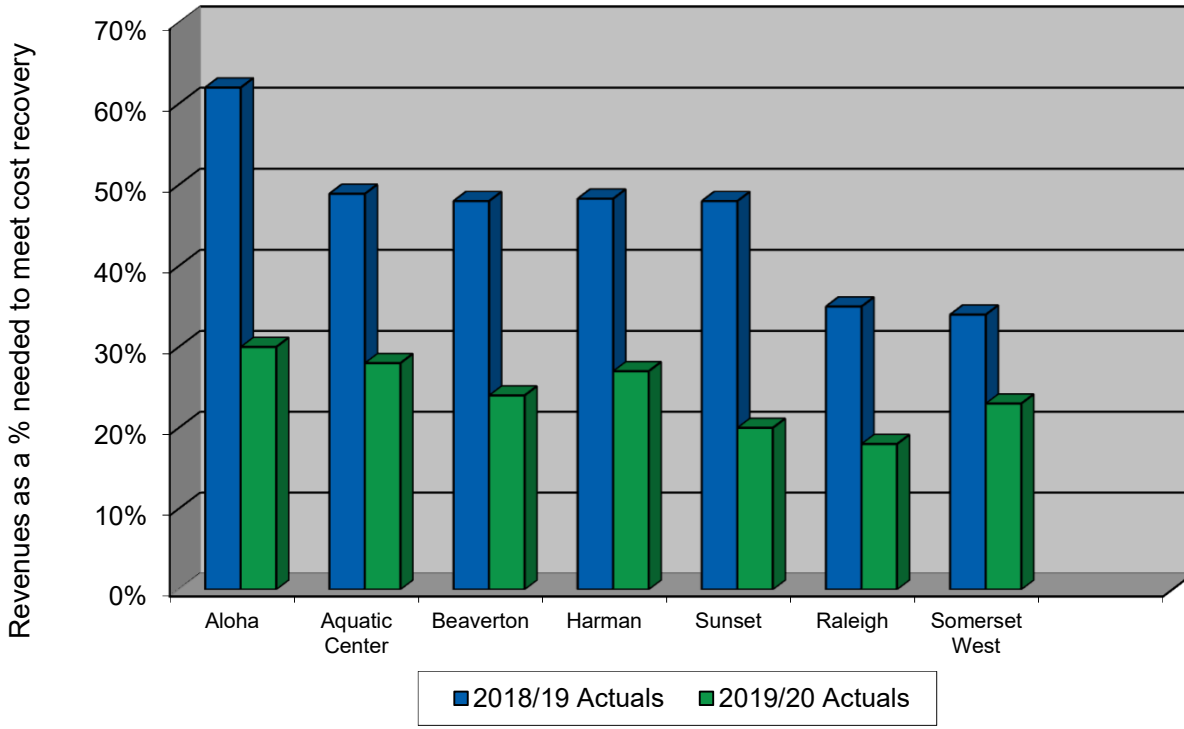
Division Staff					
Full-time	19.00	12.62	22.00	24.50	24.50
Regular part-time (FTE)	4.39	0.00	0.00	0.00	0.00
Part-time (FTE)	54.74	38.48	54.04	54.55	54.55

Funded Service Level					
Program Hours	38,563	24,845	39,221	38,736	38,736
Contact Hours	451,352	346,835	477,043	433,847	433,847

Attendance by Center



Cost Recovery Progress



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

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Budget 2020/21	Proposed Budget 2021/22	Adopted Budget 2021/22
Program Appropriations					
FT Salary	\$ 137,280	\$ 149,908	\$ 150,532	\$ 61,139	\$ 61,139
Employee Benefits	59,762	114,319	104,102	55,703	55,703
Payroll Taxes	11,592	12,533	12,270	9,080	9,080
Personnel Services	\$ 208,634	\$ 276,760	\$ 266,904	\$ 125,922	\$ 125,922
Supplies	\$ 22,617	\$ 13,463	\$ 13,800	\$ 10,675	\$ 10,675
Communications	5,556	5,069	5,000	5,000	5,000
Training, Travel and Memberships	20,117	14,833	29,475	27,525	27,525
Material & Services	\$ 48,290	\$ 33,365	\$ 48,275	\$ 43,200	\$ 43,200
Program Total	\$ 256,924	\$ 310,125	\$ 315,179	\$ 169,122	\$ 169,122
Department Staff					
Full-time	1.00	0.88	1.00	0.50	0.50
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: Recreation Services
 Department: Aquatics
 Program: Aloha Swim Center

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Projected Outcome 2020/21	Proposed Outcome 2021/22
Workloads:				
Attendance	78,001	34,634	-	50,000
Number of classes held	1,317	608	-	700
% of classes held vs. offered	96%	68%	N/A	100%
Performance Measures:				
Estimated cost per visit ¹	\$7.80	\$21.05	N/A	\$18.09
Estimated maintenance cost per visit ²	\$1.21	\$3.10	N/A	\$1.96
Utilities cost per square foot	\$5.15	\$4.34	\$4.54	\$5.76
Goal Outcome Measures:				
Average enrollment as a % of class minimums	196%	171%	N/A	100%
Revenues as a % needed to meet cost recovery	62%	30%	55%	58%

¹ Does not include maintenance or utilities.

² Total Maintenance Cost does not include utilities

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

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Budget 2020/21	Proposed Budget 2021/22	Adopted Budget 2021/22
Program Appropriations					
FT Salary	\$ 125,355	\$ 229,015	\$ 266,667	\$ 299,860	\$ 299,860
RPT Salary	-	4,422	-	-	-
PT Salary	341,883	190,705	294,799	303,548	303,548
Employee Benefits	86,927	246,248	232,458	252,777	252,777
Payroll Taxes	44,108	43,795	58,460	92,908	92,908
Personnel Services	\$ 598,273	\$ 714,184	\$ 852,384	\$ 949,093	\$ 949,093
Supplies	\$ 10,178	\$ 9,282	\$ 9,139	\$ 9,171	\$ 9,171
Maintenance Services & Supplies	-	-	-	35,671	35,671
Utilities	-	-	-	82,330	82,330
Bank Charges and Fees	-	5,705	8,006	8,461	8,461
Small Furniture & Equipment	-	-	-	-	-
Material & Services	\$ 10,178	\$ 14,987	\$ 17,145	\$ 135,633	\$ 135,633
Program Total	\$ 608,451	\$ 729,171	\$ 869,529	\$ 1,084,726	\$ 1,084,726
Department Staff					
Full-time	2.00	0.88	4.00	4.00	4.00
Regular part-time (FTE)	1.75	0.00	0.00	0.00	0.00
Part-time (FTE)	11.10	8.05	10.40	9.25	9.25
Funded Service Level					
Program Hours	9,599	5,656	9,645	8,899	8,899
Contact Hours	70,102	51,274	64,179	63,429	63,429

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

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Projected Outcome 2020/21	Proposed Outcome 2021/22
Workloads:				
Attendance	157,719	114,455	31,500	157,719
Number of classes held	879	707	-	879
% of classes held vs. offered	98%	96%	N/A	98%
Performance Measures:				
Estimated cost per visit ¹	\$6.54	\$9.05	\$7.80	\$9.03
Estimated maintenance cost per visit ²	\$2.24	\$3.61	\$12.39	\$2.39
Utilities cost per square foot	\$5.02	\$4.43	\$4.73	\$5.53
Goal Outcome Measures:				
Average enrollment as a % of class minimums	226%	208%	206%	100%
Revenues as a % needed to meet cost recovery	49%	28%	50%	46%

¹ Does not include maintenance or utilities.

² Total Maintenance Cost does not include utilities

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

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Budget 2020/21	Proposed Budget 2021/22	Adopted Budget 2021/22
Program Appropriations					
FT Salary	\$ 352,647	\$ 374,599	\$ 399,228	\$ 577,365	\$ 577,365
RPT Salary	-	1,834	-	-	-
PT Salary	356,064	225,240	402,149	456,218	456,218
Employee Benefits	250,683	353,429	337,128	495,429	495,429
Payroll Taxes	62,454	59,809	82,041	158,361	158,361
Personnel Services	\$ 1,021,848	\$ 1,014,912	\$ 1,220,546	\$ 1,687,373	\$ 1,687,373
Supplies	\$ 9,281	\$ 8,264	\$ 12,955	\$ 12,787	\$ 12,787
Bank Charges and Fees	-	12,478	13,418	10,752	10,752
Maintenance Services & Supplies	-	-	-	89,739	89,739
Utilities	-	-	-	186,740	186,740
Advertising	17	-	500	500	500
Material & Services	\$ 9,298	\$ 20,742	\$ 26,873	\$ 300,518	\$ 300,518
Program Total	\$ 1,031,146	\$ 1,035,654	\$ 1,247,419	\$ 1,987,891	\$ 1,987,891
Department Staff					
Full-time	5.00	6.46	5.50	8.00	8.00
Regular part-time (FTE)	0.88	0.00	0.00	0.00	0.00
Part-time (FTE)	11.57	11.22	11.46	12.70	12.70
Funded Service Level					
Program Hours	6,527	4,882	6,815	6,115	6,115
Contact Hours	181,916	135,740	159,155	169,724	169,724

NOTE: Maintenance Costs transferred to Tualatin Hills Aquatic Center from the Maintenance Department in FY 21/22.

Division: Recreation Services
 Department: Aquatics
 Program: Beaverton Swim Center

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Projected Outcome 2020/21	Proposed Outcome 2021/22
Workloads:				
Attendance	84,437	49,106	-	80,000
Number of classes held	1,197	898	-	1,153
% of classes held vs. offered	96%	89%	N/A	96%
Performance Measures:				
Estimated cost per visit ¹	\$8.83	\$18.11	N/A	\$11.64
Estimated maintenance cost per visit ²	\$1.42	\$3.05	N/A	\$1.27
Utilities cost per square foot	\$3.99	\$4.19	\$3.03	\$4.39
Goal Outcome Measures:				
Average enrollment as a % of class minimums	191%	154%	N/A	100%
Revenues as a % needed to meet cost recovery	48%	24%	47%	50%

¹ Does not include maintenance or utilities.

² Total Maintenance Cost does not include utilities

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

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Budget 2020/21	Proposed Budget 2021/22	Adopted Budget 2021/22
Program Appropriations					
FT Salary	\$ 216,672	285,096	\$ 297,449	\$ 304,011	\$ 304,011
RPT Salary	-	1,447	-	-	-
PT Salary	315,761	216,037	355,890	311,559	311,559
Employee Benefits	155,060	320,896	249,140	255,041	255,041
Payroll Taxes	46,647	50,177	67,906	94,810	94,810
Personnel Services	\$ 734,140	\$ 873,653	\$ 970,385	\$ 965,421	\$ 965,421
Supplies	\$ 11,824	\$ 9,655	\$ 16,400	\$ 19,210	\$ 19,210
Bank charges and fees	-	5,395	6,800	9,150	9,150
Maintenance Services & Supplies	-	-	-	38,891	38,891
Utilities	-	-	-	87,726	87,726
Small Furniture & Equipment	940	648	600	-	-
Material & Services	\$ 12,764	\$ 15,698	\$ 23,800	\$ 154,977	\$ 154,977
Program Total	\$ 746,904	\$ 889,351	\$ 994,185	\$ 1,120,398	\$ 1,120,398
Department Staff					
Full-time	4.00	1.75	4.00	4.00	4.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	9.94	6.51	11.65	9.79	9.79
Funded Service Level					
Program Hours	10,319	4,710	10,333	9,407	9,407
Contact Hours	51,695	47,653	106,663	64,924	64,924

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

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Projected Outcome 2020/21	Proposed Outcome 2021/22
Workloads:				
Attendance	76,042	56,274	-	78,000
Number of classes held	689	608	-	1,000
% of classes held vs. offered	90%	74%	N/A	100%
Performance Measures:				
Estimated cost per visit ¹	\$9.74	\$14.04	N/A	\$10.85
Estimated maintenance cost per visit ²	\$1.46	\$2.47	N/A	\$1.29
Utilities cost per square foot	\$5.52	\$4.72	\$3.96	\$6.01
Goal Outcome Measures:				
Average enrollment as a % of class minimums	178%	161%	N/A	100%
Revenues as a % needed to meet cost recovery - Budget	48%	27%	45%	52%

¹ Does not include maintenance or utilities.

² Total Maintenance Cost does not include utilities

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

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Budget 2020/21	Proposed Budget 2021/22	Adopted Budget 2021/22
Program Appropriations					
FT Salary	\$ 291,573	\$ 276,107	\$ 302,627	\$ 287,135	\$ 287,135
PT Salary	219,213	176,834	265,709	273,953	273,953
Employee Benefits	177,135	277,805	251,947	245,554	245,554
Payroll Taxes	45,434	45,024	58,567	85,529	85,529
Personnel Services	\$ 733,355	\$ 775,770	\$ 878,850	\$ 892,171	\$ 892,171
Supplies	\$ 7,586	\$ 7,773	\$ 9,616	\$ 8,946	\$ 8,946
Maintenance Services & Supplies	-	-	-	38,481	38,481
Utilities	-	-	-	85,396	85,396
Bank Charges and Fees	-	6,647	7,566	7,469	7,469
Material & Services	\$ 7,586	\$ 14,420	\$ 17,182	\$ 140,292	\$ 140,292
Program Total	\$ 740,941	\$ 790,190	\$ 896,032	\$ 1,032,463	\$ 1,032,463
Department Staff					
Full-time	4.00	1.77	4.00	4.00	4.00
Regular part-time (FTE)	0.88	0.00	0.00	0.00	0.00
Part-time (FTE)	9.08	6.26	9.26	8.30	8.30
Funded Service Level					
Program Hours	5,044	4,492	6,034	5,997	5,997
Contact Hours	55,082	39,859	49,405	45,305	45,305

Division: Recreation Services
 Department: Aquatics
 Program: Sunset Swim Center

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Projected Outcome 2020/21	Proposed Outcome 2021/22
Workloads:				
Attendance	77,741	49,648	-	72,000
Number of classes held	894	719	-	900
% of classes held vs. offered	98%	84%	N/A	100%
Performance Measures:				
Estimated cost per visit ¹	\$8.39	\$15.25	N/A	\$12.11
Estimated maintenance cost per visit ²	\$1.42	\$2.71	N/A	\$1.31
Utilities cost per square foot	\$5.83	\$5.28	\$4.15	\$6.33
Goal Outcome Measures:				
Average enrollment as a % of class minimums	182%	182%	N/A	100%
Revenues as a % needed to meet cost recovery - Budget	48%	20%	37%	41%

¹ Does not include maintenance or utilities.

² Total Maintenance Cost does not include utilities

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

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Budget 2020/21	Proposed Budget 2021/22	Adopted Budget 2021/22
Program Appropriations					
FT Salary	\$ 196,345	268,890	\$ 270,975	\$ 304,011	\$ 304,011
RPT Salary	-	-	-	-	-
PT Salary	249,087	196,989	258,128	266,055	266,055
Employee Benefits	156,705	234,175	223,824	255,077	255,077
Payroll Taxes	39,907	46,224	55,251	87,757	87,757
Personnel Services	\$ 642,044	\$ 746,278	\$ 808,178	\$ 912,900	\$ 912,900
Supplies	\$ 9,636	\$ 7,318	\$ 14,381	\$ 14,475	\$ 14,475
Bank Charges and Fees	-	3,453	5,564	6,964	6,964
Maintenance Services & Supplies	-	-	-	32,148	32,148
Utilities	-	-	-	95,877	95,877
Small Furniture and Equipment	199	-	-	-	-
Training, Travel and Memberships	55	-	-	-	-
Material & Services	\$ 9,890	\$ 10,771	\$ 19,945	\$ 149,464	\$ 149,464
Program Total	\$ 651,934	\$ 757,049	\$ 828,123	\$ 1,062,364	\$ 1,062,364
Department Staff					
Full-time	3.00	0.88	3.50	4.00	4.00
Regular part-time (FTE)	0.88	0.00	0.00	0.00	0.00
Part-time (FTE)	8.86	6.21	8.99	7.96	7.96
Funded Service Level					
Program Hours	4,911	3,705	5,406	6,354	6,354
Contact Hours	59,833	42,668	68,083	64,213	64,213

Division: Recreation Services
 Department: Aquatics
 Program: Raleigh Swim Center

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Projected Outcome 2020/21	Proposed Outcome 2021/22
Workloads:				
Attendance	12,630	9,229	-	15,000
Number of classes held	187	56	-	200
% of classes held vs. offered	93%	56%	N/A	100%
Performance Measures:				
Estimated cost per visit ¹	\$3.33	\$3.96	N/A	\$8.32
Estimated maintenance cost per visit ²	\$0.97	\$1.06	N/A	\$0.93
Utilities cost per square foot	\$5.45	\$3.15	\$5.97	\$6.45
Goal Outcome Measures:				
Average enrollment as a % of class minimums	134%	142%	N/A	100%
Revenues as a % needed to meet cost recovery	35%	18%	46%	50%

¹ Does not include maintenance or utilities.

² Total Maintenance Cost does not include utilities

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

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Budget 2020/21	Proposed Budget 2021/22	Adopted Budget 2021/22
Program Appropriations					
PT Salary	\$ 37,362	\$ 30,091	\$ 57,190	\$ 100,978	\$ 100,978
Payroll Taxes	3,073	3,568	5,719	15,652	15,652
Personnel Services	\$ 40,435	\$ 33,659	\$ 62,909	\$ 116,630	\$ 116,630
Supplies	\$ 1,607	1,326	\$ 4,424	\$ 5,574	\$ 5,574
Small Furniture and Equipment	21	-	-	-	-
Maintenance Services & Supplies	-	-	-	13,968	13,968
Utilities	-	-	-	28,622	28,622
Bank Charges and Fees	-	1,556	1,174	2,534	2,534
Material & Services	\$ 1,628	\$ 2,882	\$ 5,598	\$ 50,698	\$ 50,698
Program Total	\$ 42,063	\$ 36,541	\$ 68,507	\$ 167,328	\$ 167,328
Department Staff					
Full-time	0.00	0.00	0.00	0.00	0.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	1.88	0.04	1.92	3.11	3.11
Funded Service Level					
Program Hours	1,076	529	832	832	832
Contact Hours	17,597	15,400	22,205	22,205	22,205

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

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Projected Outcome 2020/21	Proposed Outcome 2021/22
Workloads:				
Attendance	10,274	9,698	-	10,000
Number of classes held	184	220	-	220
% of classes held vs. offered	98%	89%	N/A	100%
Performance Measures:				
Estimated cost per visit ¹	\$4.67	\$4.88	N/A	\$13.62
Estimated maintenance cost per visit ²	\$1.09	\$0.96	N/A	\$1.53
Utilities cost per square foot	\$7.67	\$7.53	\$0.92	\$16.74
Goal Outcome Measures:				
Average enrollment as a % of class minimums	163%	131%	N/A	100%
Revenues as a % needed to meet cost recovery	34%	23%	11%	87%

¹ Does not include maintenance or utilities.

² Total Maintenance Cost does not include utilities

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

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Budget 2020/21	Proposed Budget 2021/22	Adopted Budget 2021/22
Program Appropriations					
PT Salary	\$ 42,424	\$ 40,741	\$ 10,476	\$ 110,765	\$ 110,765
Payroll Taxes	3,444	4,606	1,048	17,169	17,169
Personnel Services	\$ 45,868	\$ 45,347	\$ 11,524	\$ 127,934	\$ 127,934
Supplies	\$ 2,106	\$ 950	\$ 1,704	\$ 5,994	\$ 5,994
Office Supplies	45	-	-	-	-
Maintenance Services & Supplies	-	-	-	15,343	15,343
Utilities	-	-	-	28,003	28,003
Bank Charges and Fees	-	988	-	2,245	2,245
Material & Services	\$ 2,151	\$ 1,938	\$ 1,704	\$ 51,585	\$ 51,585
Program Total	\$ 48,019	\$ 47,285	\$ 13,228	\$ 179,519	\$ 179,519
Department Staff					
Full-time	0.00	0.00	0.00	0.00	0.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	2.31	0.19	0.36	3.44	3.44
Funded Service Level					
Program Hours	1,087	871	156	1,132	1,132
Contact Hours	15,127	14,241	7,353	4,047	4,047



THPRD



Sports & Inclusion Services

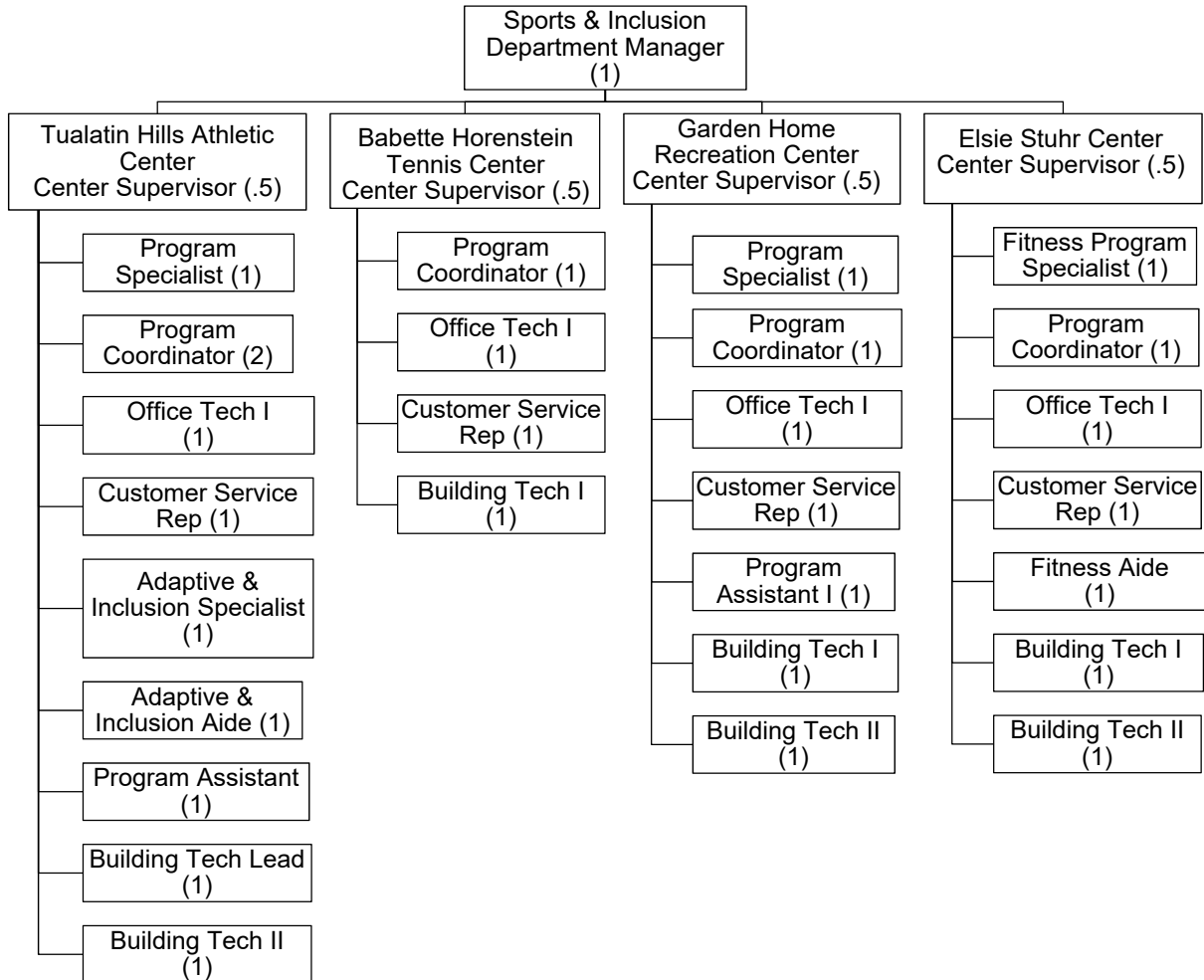




THPRD

RECREATION SERVICES DIVISION

Sports & Inclusion Services Department



Department Overview

The Sports & Inclusion Services Department manager is responsible to the Recreation Services director and oversees recreational services for the Babette Horenstein Tennis Center (BHTC), Tualatin Hills Athletic Center (AC), Garden Home Recreation Center (GHRC), Elsie Stuhr Center (ESC), sports fields, tennis courts, senior programming, affiliated sports organizations, and coordinates the Beaverton School District (BSD) intergovernmental agreement. Additionally, the Sports & Inclusion Department manager oversees THPRD's mobile programs, innovative programming through the Virtual Recreation Center, fitness programs, and inclusion services, including

Camp Rivendale and the adaptive recreation programs.

BHTC provides instruction and manages leagues and tournaments for youth and adults, working with the Greater Portland Tennis Council and United States Tennis Association.

The AC provides as many as 200 diverse programs each quarter and schedules districtwide sports leagues that involve over 20,000 participants and hosts numerous tournaments and special events at several locations.

GHRC provides recreation programs and leased space to meet the needs of THPRD's

Department Overview (continued)

diverse community. GHRC is home to Garden Home Community Library, Community Action (Headstart) programs, and two preschool programs. The center also houses the free Rec Mobile program, Virtual Recreation Center, and online classes.

ESC provides recreation programs and support to the active aging community and those experiencing a disability. Wellness on Wheels is a program that provides free fitness and wellness programs to low-income community members. ESC runs the districtwide Fitness In the Park program, and the center offers a home for the Meals on Wheels program, which provides local meal delivery to homebound seniors.

FY 2020/2021 Accomplishments

In the summer and fall, AC and BHTC were successfully reopened to the public with modified hours, fitness, and programs.

During the pandemic, a temporary fitness room with cardio and weight machines was created within the AC to increase patrons' fitness and health options.

AC and BHTC staff adapted programming and offered modified summer camps during the pandemic. New processes were adopted to address current guidance. All district camps performed centralized hiring for summer. Program coordinators were in charge of camp zones at multiple locations. Special teams and systems were used to ensure proper cleaning. Participants had half-day and full-day camp options. All staff and participants wore face coverings for safety.

Staff successfully ran instructional sports classes for youth, including basketball, soccer, baseball, and speed training. For adult patrons, staff organized and ran an indoor coed volleyball league four nights a week. AC also offered a "Polar Bear Series" of outdoor, instructor-led classes and tournaments to ensure patrons had a healthy sports

alternative during the pandemic-related closure of facilities.

BHTC has entered a partnership with Portland State University (PSU) to serve as the training site of the university's women's and men's varsity tennis teams. PSU will use the tennis center for both practices and Big Sky conference matches.

Tennis demand was strong during the fall 2020 reopening of the facility, and BHTC was able to offer drop-in reservation times for tennis and pickleball patrons. The district had to increase hours of operation on weekends to accommodate demand. Group instructional classes were also well-received by both youth and adult participants.

The GHRC Rec Mobile program expanded its outreach to underserved areas and low-income apartment complexes by delivering weekly kits to participants at home. This service also included coordination with BSD meal distribution sites at low-income elementary schools. This program promotes equity by eliminating transportation and financial barriers to programs.

CARES Funding through Washington County's Community Psyche Grant provided \$300,000 to THPRD to provide mobile recreation programs from August 2020-March 2021. Programs targeted people among the hardest hit by COVID-19. Opportunities to engage included nature education, fitness in the parks, inclusive recreation, wellness on wheels, and recreation activities.

Tualatin Hills Park Foundation granted \$116,000 to THPRD to provide mobile recreation programs during April, May, and June. Programs will target individuals experiencing a disability and providing an inclusive environment.

Online classes were a new development created out of the need to maintain safety due to the COVID-19 pandemic. Online classes

FY 2020/2021 Accomplishments (continued)

were offered to all ages and address various interests, including dance, preschool, nature, Spanish, art, and science. These classes were delivered in a format never used before by THPRD.

The Wellness on Wheels program expanded outreach to additional low-income housing complexes and provided fitness kits to patrons.

In response to the COVID-19 pandemic, a Virtual Recreation Center was created to provide patrons with free recreation content. The virtual offerings were tailored for all ages, abilities, and interests. Content was supplied in multiple formats to reach a broad audience. Activities and events that have been hosted virtually include a month-long Senior Health and Wellness Fair, Senior Fall Prevention seminar, and free live-streamed fitness classes.

During much of the year, ESC was repurposed for shelter use in partnership with Project Homeless Connect and Community Action Organization. The shelters were set up for houseless guests during shelter in place orders and served as a warming shelter in the winter months.

ESC outreach and resources have been the focus of reaching our aging population. The monthly Sentinel newsletter was distributed by email to over 750 patrons. This newsletter included district updates, program information, health and wellness tools, and updated resources. Individual patron calls were made to patrons to maintain contact and help with resources during the closure.

The free Fitness in the Park program expanded this year to offer additional sites in the district's underserved areas. The program also provided fitness kits and at-home workout resources to participants. New classes this year included teen-focused fitness and youth all-ability running programs. This program promotes equity by removing financial, adaptive, and transportation barriers.

FY 2021/22 Goals and Objectives

The Sports & Inclusion Services Department will continue work associated with the affiliated sports program review. Staff will coordinate with the stakeholder work group and develop affiliation alternatives for the THPRD board of directors' review.

The AC will offer free primetime drop-in play on the district's synthetic fields to ensure all patrons can access these amenities.

Offer cricket opportunities to include youth and introduce the opportunity for patrons to have access to a variety of sports.

Reopen the AC's THRIVE afterschool program in fall 2021, which serves Beaver Acres and Elmonica elementary schools.

BHTC intends to offer free tennis clinics throughout parks in the district to introduce the sport to participants who usually would not have access. Once the sport is introduced, no-cost/low-cost options will be available for people who want to pursue improving their game play.

Budget Equity

GHRC will continue the Virtual Recreation Center with paid and free classes to promote equity by removing financial barriers and allowing patrons to adapt program activities to their ability, particularly vulnerable populations not able or interested in participating in on-site activities.

Rec Mobile will be offering no-cost/low-cost summer camps in summer 2021. We hope to staff these camps with youth experiencing homelessness.

ESC will continue to partner with Meals on Wheels People to provide a space in which to prepare meals for delivery to seniors during the center closure.

ESC staff will continue the efforts to reach older patrons and promote equity to ensure they have access to available resources regardless of an individual's financial status or ability.

Budget Equity (continued)

Fitness in the Park programs will be expanded to promote equity by providing programming free of financial, adaptive, and transportation barriers.

Through the exercise equipment replacement program, the department continues to update and purchase ADA-accessible and other fitness machines reaching their end of life. The ADA machines support patrons with accommodations such as arm rails, braille, larger text/symbols, lower step-up height, and slower start speeds.

Budget Highlights

As part of the Recreation Services Division reorganization, ESC and GHRC have transferred from the Recreation Department to Sports & Inclusion Services. Center supervisor positions are combined, with one supervisor providing oversight of two facilities: AC/BHTC and GHRC/ESC, resulting in the reduction of 1 FTE.

Remaining regular part-time staff will be upgraded to full-time status to establish equity regarding pay and benefits for current and future staff within those positions.

Four dual-language customer service representative positions were established at AC, ESC, GHRC, and BHTC.

Division: Recreation Services
 Department: Sports & Inclusion Services

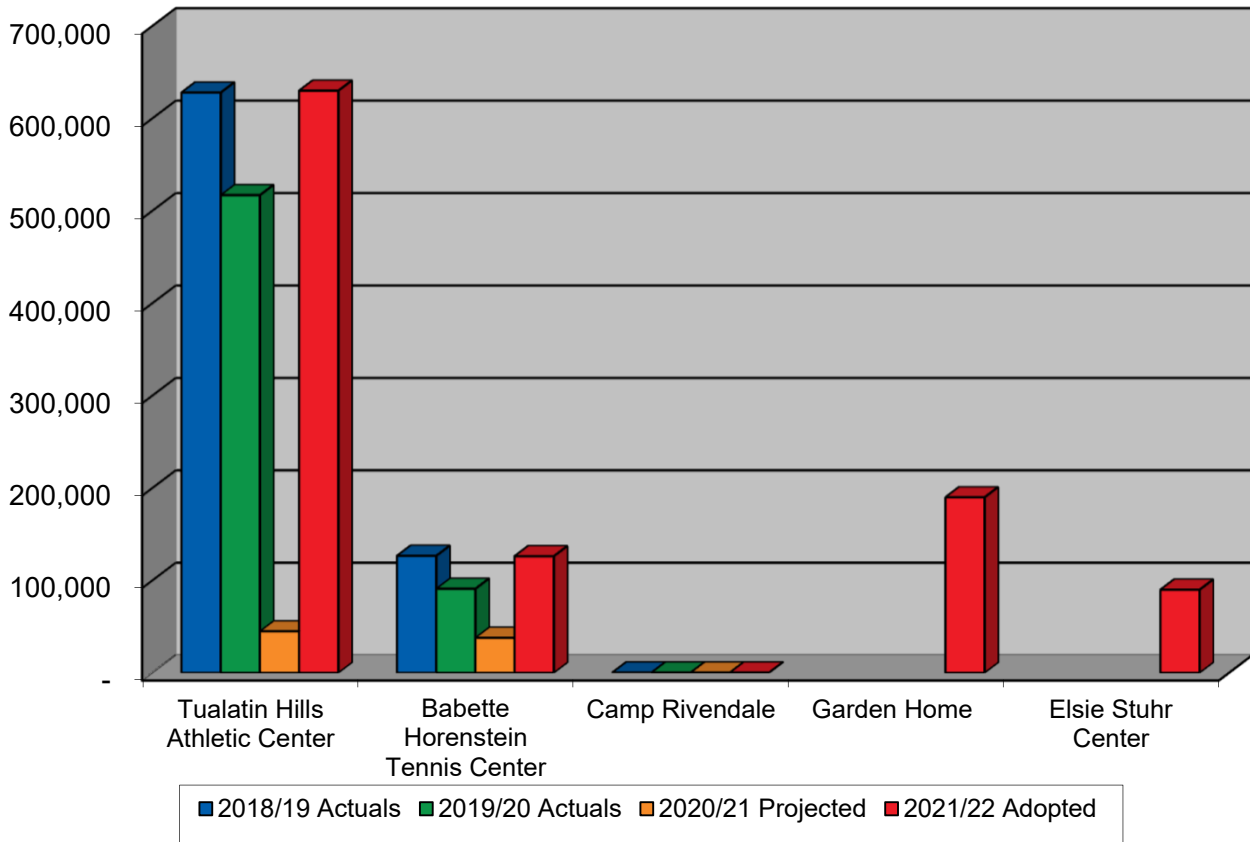
Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Budget 2020/21	Proposed Budget 2021/22	Adopted Budget 2021/22
Summary of Appropriations					
Personnel Services	\$ 3,243,671	\$ 3,807,417	\$ 4,193,199	\$ 7,051,449	\$ 7,051,449
Materials & Services	670,393	545,299	747,072	1,153,552	1,153,552
Total Appropriations	\$ 3,914,064	\$ 4,352,716	\$ 4,940,271	\$ 8,205,001	\$ 8,205,001

Summary by Program					
Sports & Inclusion Services Manager	\$ 162,756	\$ 230,095	\$ 247,816	\$ 260,488	\$ 260,488
Tualatin Hills Athletic Center	2,252,321	2,443,624	2,883,909	2,964,871	2,964,871
Babette Horenstein Tennis Center	1,380,808	1,500,927	1,661,764	1,165,327	1,165,327
Elsie Stuhr Center	-	-	-	1,418,525	1,418,525
Garden Home Recreation Center	-	-	-	2,230,274	2,230,274
Camp Rivendale	118,179	178,070	146,782	165,516	165,516
Total Appropriations	\$ 3,914,064	\$ 4,352,716	\$ 4,940,271	\$ 8,205,001	\$ 8,205,001

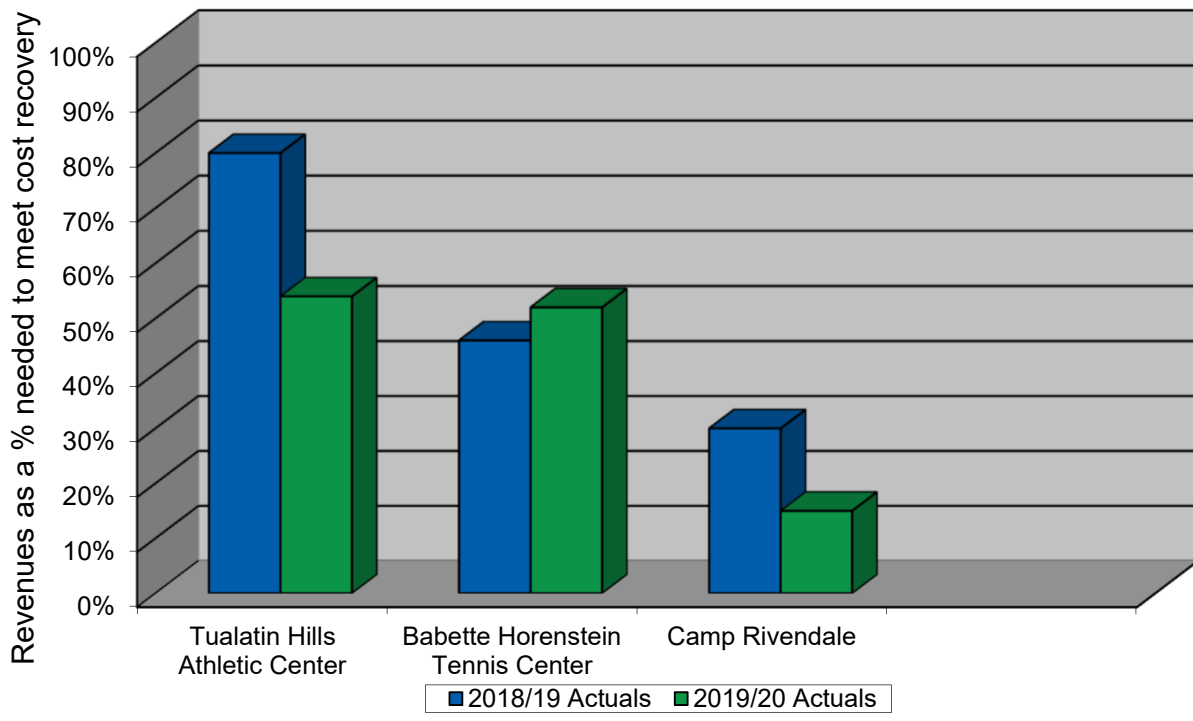
Division Staff					
Full-time	15.00	16.74	19.00	31.00	31.00
Regular part-time (FTE)	6.13	2.88	1.75	0.00	0.00
Part-time (FTE)	41.22	39.18	40.86	74.60	74.60

Funded Service Level					
Program Hours	49,411	35,933	51,174	80,064	80,064
Contact Hours	431,459	340,936	514,139	994,142	994,142

Attendance by Center



Cost Recovery Progress



Division: Recreation Services
 Department: Sports & Inclusion Services
 Program: Sports & Inclusion Services Manager

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Budget 2020/21	Proposed Budget 2021/22	Adopted Budget 2021/22
Program Appropriations					
FT Salary	\$ 93,082	\$ 113,222	\$ 120,409	\$ 122,875	\$ 122,875
PT Salary	-	-	14,853	14,853	14,853
Employee Benefits	46,893	92,960	87,601	90,179	90,179
Payroll Taxes	8,144	9,844	11,940	19,053	19,053
Personnel Services	\$ 148,119	\$ 216,025	\$ 234,803	\$ 246,960	\$ 246,960
Communications	\$ 8,394	\$ 7,126	\$ 7,279	\$ 7,279	\$ 7,279
Supplies	3,429	3,576	1,700	1,815	1,815
Training, Travel and Memberships	2,720	3,368	3,884	4,284	4,284
Small Furniture and Equipment	94	-	150	150	150
Material & Services	\$ 14,637	\$ 14,070	\$ 13,013	\$ 13,528	\$ 13,528
Program Total	\$ 162,756	\$ 230,095	\$ 247,816	\$ 260,488	\$ 260,488
Department Staff					
Full-time	1.00	1.00	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	0.57	0.57	0.57

Division: Recreation Services
 Department: Sports & Inclusion Services
 Program: Tualatin Hills Athletic Center

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Projected Outcome 2020/21	Proposed Outcome 2021/22
Workloads:				
Attendance	628,000	517,000	45,000	630,000
Number of classes held	618	422	157	610
% of classes held vs. offered	88%	80%	64%	85%
Performance Measures:				
Estimated cost per visit ¹	\$3.05	\$4.06	\$47.44	\$4.03
Estimated maintenance cost per visit ²	\$0.41	\$0.53	\$6.44	\$0.54
Utilities cost per square foot	\$1.28	\$1.14	\$1.18	\$1.36
Goal Outcome Measures:				
Average enrollment as a % of class minimums	171%	170%	125%	100%
Revenues as a % needed to meet cost recovery	80%	54%	77%	62%

¹ Does not include maintenance or utilities.

² Total Maintenance Cost does not include utilities.

Division: Recreation Services
 Department: Sports & Inclusion Services
 Program: Tualatin Hills Athletic Center

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Budget 2020/21	Proposed Budget 2021/22	Adopted Budget 2021/22
Program Appropriations					
FT Salary	\$ 476,866	\$ 591,712	\$ 703,619	\$ 684,680	\$ 684,680
RPT Salary	127,276	64,541	-	-	-
PT Salary	748,400	600,627	915,840	954,072	954,072
Employee Benefits	332,947	699,859	622,936	606,247	606,247
Payroll Taxes	142,079	144,813	164,110	252,901	252,901
Personnel Services	\$ 1,827,568	\$ 2,101,552	\$ 2,406,505	\$ 2,497,900	\$ 2,497,900
Professional and Technical Services	\$ 83,406	\$ 71,661	\$ 91,410	\$ 79,900	\$ 79,900
Bank Charges and Fees	-	17,097	21,172	32,669	32,669
Supplies	256,527	180,885	278,696	265,828	265,828
Utilities	77,664	69,454	80,076	82,524	82,524
Communication	8	31	350	350	350
Training, Travel and Memberships	3,894	2,944	2,200	2,200	2,200
Small Furniture and Equipment	3,254	-	3,500	3,500	3,500
Material & Services	\$ 424,753	\$ 342,072	\$ 477,404	\$ 466,971	\$ 466,971
Program Total	\$ 2,252,321	\$ 2,443,624	\$ 2,883,909	\$ 2,964,871	\$ 2,964,871
Department Staff					
Full-time	8.00	11.16	10.00	10.50	10.50
Regular part-time (FTE)	2.63	0.97	0.00	0.00	0.00
Part-time (FTE)	30.86	31.64	30.32	30.32	30.32
Funded Service Level					
Program Hours	11,867	9,068	12,691	12,691	12,691
Contact Hours	297,241	217,571	309,196	304,946	304,946

Division: Recreation Services
 Department: Sports & Inclusion Services
 Program: Babette Horenstein Tennis Center

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Projected Outcome 2020/21	Proposed Outcome 2021/22
Workloads:				
Attendance	126,664	91,050	38,000	126,250
Number of classes held	1,559	1,273	318	1,597
% of classes held vs. offered	82%	71%	73%	83%
Performance Measures:				
Estimated cost per visit ¹	\$9.94	\$13.50	\$4.97	\$6.56
Estimated maintenance cost per visit ²	\$1.55	\$2.04	\$2.51	\$1.68
Utilities cost per square foot	\$1.22	\$0.78	\$1.06	\$1.26
Goal Outcome Measures:				
Average enrollment as a % of class minimums	194%	187%	126%	100%
Revenues as a % needed to meet cost recovery	46%	52%	77%	57%

¹ Does not include maintenance or utilities.

² Total Maintenance Cost does not include utilities.

Division: Recreation Services
 Department: Sports & Inclusion Services
 Program: Babette Horenstein Tennis Center

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Budget 2020/21	Proposed Budget 2021/22	Adopted Budget 2021/22
Program Appropriations					
FT Salary	\$ 415,812	\$ 454,696	\$ 501,690	\$ 284,619	\$ 284,619
RPT Salary	150,074	134,921	121,544	-	-
PT Salary	198,417	180,518	210,580	318,255	318,255
Employee Benefits	345,632	509,815	525,391	254,791	254,791
Payroll Taxes	77,315	81,345	88,779	91,924	91,924
Personnel Services	\$ 1,187,250	\$ 1,361,295	\$ 1,447,984	\$ 949,589	\$ 949,589
Professional and Technical Services	\$ 32,513	\$ 20,844	\$ 32,418	\$ 30,140	\$ 30,140
Bank Charges and Fees	-	16,612	19,030	21,672	21,672
Supplies	37,484	23,122	38,301	36,292	36,292
Rental Equipment	1,380	793	1,891	1,891	1,891
Communication	118	-	-	-	-
Utilities	121,214	77,765	122,040	125,643	125,643
Small Furniture and Equipment	300	-	-	-	-
Training, Travel and Memberships	549	496	100	100	100
Material & Services	\$ 193,558	\$ 139,632	\$ 213,780	\$ 215,738	\$ 215,738
Program Total	\$ 1,380,808	\$ 1,500,927	\$ 1,661,764	\$ 1,165,327	\$ 1,165,327
Department Staff					
Full-time	6.00	4.58	7.00	4.50	4.50
Regular part-time (FTE)	3.50	1.91	1.75	0.00	0.00
Part-time (FTE)	6.78	5.50	6.71	9.44	9.44
Funded Service Level					
Program Hours	37,024	26,421	38,039	38,039	38,039
Contact Hours	125,378	116,705	198,283	198,283	198,283

Division: Recreation Services
 Department: Sports & Inclusion Services
 Program: Elsie Stuhr Center

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Projected Outcome 2020/21	Proposed Outcome 2021/22
Workloads:				
Attendance	-	-	-	90,000
Number of classes held	-	-	-	250
% of classes held vs. offered	-	-	-	71%
Performance Measures:				
Estimated cost per visit ¹	-	-	-	\$12.13
Direct facility operations cost recovery ¹	-	-	-	46%
Estimated maintenance cost per visit ²	-	-	-	\$2.94
Utilities cost per square foot	-	-	-	\$2.85
Goal Outcome Measures:				
Average enrollment as a % of class minimums	-	-	-	100%
Revenues as a % needed to meet cost recovery	-	-	-	34%

¹ Does not include maintenance or utilities.

² Does not include utilities.

Division: Recreation Services
 Department: Sports & Inclusion Services
 Program: Elsie Stuhr Center

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Budget 2020/21	Proposed Budget 2021/22	Adopted Budget 2021/22
Program Appropriations					
FT Salary	\$ -	\$ -	\$ -	\$ 464,986	\$ 464,986
PT Salary	-	-	-	291,576	291,576
Employee Benefits	-	-	-	419,360	419,360
Payroll Taxes	-	-	-	114,312	114,312
Personnel Services	\$ -	\$ -	\$ -	\$ 1,290,234	\$ 1,290,234
Other Services	\$ -	\$ -	\$ -	\$ 604	\$ 604
Bank Charges and Fees	-	-	-	8,717	8,717
Utilities	-	-	-	62,700	62,700
Communication	-	-	-	1,000	1,000
Supplies	-	-	-	54,565	54,565
Training, Travel and Memberships	-	-	-	705	705
Material & Services	\$ -	\$ -	\$ -	\$ 128,291	\$ 128,291
Program Total	\$ -	\$ -	\$ -	\$ 1,418,525	\$ 1,418,525
Department Staff					
Full-time	0.00	0.00	0.00	7.50	7.50
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	0.00	0.00	0.00	6.92	6.92
Funded Service Level					
Program Hours	-	-	-	6,887	6,887
Contact Hours	-	-	-	69,979	69,979

NOTE: In FY 2021/22 Elsie Stuhr Center transferred from the Recreation Department to the Sports & Inclusion Services Department, within the Recreation Division.

Division: Recreation Services
 Department: Sports & Inclusion Services
 Program: Garden Home Recreation Center

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Projected Outcome 2020/21	Proposed Outcome 2021/22
Workloads:				
Attendance	-	-	-	190,000
Number of classes held	-	-	-	400
% of classes held vs. offered	-	-	-	80%
Performance Measures:				
Estimated cost per visit ¹	-	-	-	\$9.63
Estimated maintenance cost per visit ²	-	-	-	\$1.68
Utilities cost per square foot	-	-	-	\$1.57
Goal Outcome Measures:				
Average enrollment as a % of class minimums	-	-	-	100%
Revenues as a % needed to meet cost recovery	-	-	-	66%

¹ Does not include maintenance or utilities.

² Does not include utilities.

Division: Recreation Services
 Department: Sports & Inclusion Services
 Program: Garden Home Recreation Center

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Budget 2020/21	Proposed Budget 2021/22	Adopted Budget 2021/22
Program Appropriations					
FT Salary	\$ -	\$ -	\$ -	\$ 504,047	\$ 504,047
PT Salary	-	-	-	806,844	806,844
Employee Benefits	-	-	-	441,075	441,075
Payroll Taxes	-	-	-	200,601	200,601
Personnel Services	\$ -	\$ -	\$ -	\$ 1,952,567	\$ 1,952,567
Professional and Technical Services	\$ -	\$ -	\$ -	\$ 241	\$ 241
Bank Charges and Fees	-	-	-	23,418	23,418
Supplies	-	-	-	168,155	168,155
Utilities	-	-	-	83,001	83,001
Communications	-	-	-	1,538	1,538
Training, Travel and Memberships	-	-	-	1,354	1,354
Material & Services	\$ -	\$ -	\$ -	\$ 277,707	\$ 277,707
Program Total	\$ -	\$ -	\$ -	\$ 2,230,274	\$ 2,230,274
Department Staff					
Full-time	0.00	0.00	0.00	7.50	7.50
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	0.00	0.00	0.00	24.11	24.11
Funded Service Level					
Program Hours	-	-	-	21,967	21,967
Contact Hours	-	-	-	413,734	413,734

Division: Recreation Services
 Department: Sports & Inclusion Services
 Program: Camp Rivendale

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Projected Outcome 2020/21	Proposed Outcome 2021/22
Workloads:				
Attendance	430	430	414	430
Performance Measures:				
Estimated maintenance cost per visit ¹	\$4.58	\$4.58	\$4.66	\$4.30
Utilities cost per square foot	\$3.44	\$3.44	\$4.18	\$4.83
Goal Outcome Measures:				
Average enrollment as a % of class minimums	357%	272%	100%	100%
Revenues as a % needed to meet cost recovery	30%	15%	25%	23%

¹ Total maintenance cost does not include utilities.

Division: Recreation Services
 Department: Sports & Inclusion Services
 Program: Camp Rivendale

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Budget 2020/21	Proposed Budget 2021/22	Adopted Budget 2021/22
Program Appropriations					
PT Salary	\$ 73,666	\$ 114,403	\$ 94,461	\$ 98,874	\$ 98,874
Payroll Taxes	7,068	14,142	9,446	15,325	15,325
Personnel Services	\$ 80,734	\$ 128,545	\$ 103,907	\$ 114,199	\$ 114,199
Rental Equipment	\$ 27,892	\$ 36,000	\$ 32,248	\$ 29,000	\$ 29,000
Utilities	\$ -	\$ -	\$ -	\$ 10,265	\$ 10,265
Supplies	9,553	13,525	10,627	12,052	12,052
Material & Services	\$ 37,445	\$ 49,525	\$ 42,875	\$ 51,317	\$ 51,317
Program Total	\$ 118,179	\$ 178,070	\$ 146,782	\$ 165,516	\$ 165,516
Department Staff					
Full-time	0.00	0.00	0.00	0.00	0.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	3.58	2.04	3.26	3.24	3.24
Funded Service Level					
Program Hours	520	444	444	480	480
Contact Hours	8,840	6,660	6,660	7,200	7,200



THPRD



Recreation

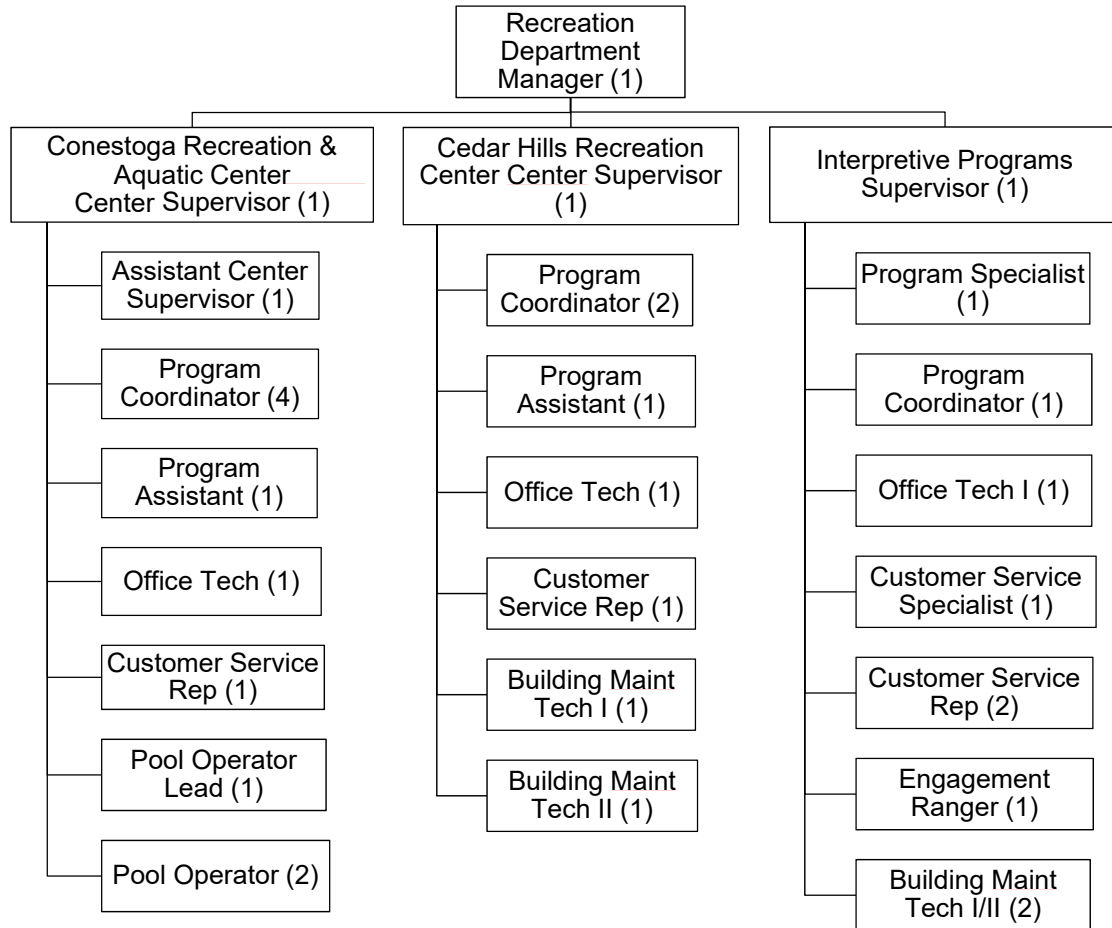




THPRD

RECREATION SERVICES DIVISION

Recreation Department



Department Overview

The Recreation Department manager is responsible to the Recreation Services director and oversees the operation of the three recreation centers, their programs, and staff.

The Recreation Department plans, organizes, and administers the operational and personnel activities of a comprehensive recreation program. These recreation facilities provide as many as 400 diverse recreation programs, fitness classes, special events, preschool and afterschool programs each quarter.

Under the direction of the manager, the Tualatin Hills Nature Center, Cooper Mountain Nature House, and Interpretive Programs staff operate a coordinated program which uses the Nature

Center and Nature Mobile to educate patrons about THPRD's natural areas, volunteer opportunities, trails, and environmental education programs.

The manager oversees building and pool maintenance activities in coordination with the Aquatics Department manager.

FY 2020/21 Accomplishments

Priority: Investing in our Employees and Volunteers

THPRD hiring practices have been updated, meeting the Civil Rights Title VI requirements, and subsequent training on those practices are scheduled to occur for hiring managers yearly.

Summer camp orientations host a guest speaker whose topic focuses on inherent bias

FY 2020/21 Accomplishments (continued)

and speaks to the district's intolerance for discrimination.

Other Accomplishments

Through the exercise equipment replacement program, the department continues to update and purchase ADA-accessible and other fitness machines reaching their end of life. The equipment replacement program will be housed in the Sports & Inclusion Department in the upcoming fiscal year.

THPRD's continued partnership with BSD's free and reduced lunch program, and supper program for our afterschool program sites provided thousands of meals for children in the community.

The expansion of the THPRD afterschool program included an onsite program at Chehalem Elementary School. This expansion was made possible through THPRD's partnership with the Beaverton School District. THPRD pivoted to offer Out of School Time care for school-aged children at two locations during the COVID-19 pandemic.

THPRD's partnership with Northwest Regional Education Service District (NWRES D) provided spaces for 4-8 students in the nine-month preschool programs at Cedar Hills Recreation Center and Conestoga Recreation & Aquatic Center. The partnership with NWRES D expanded to include staff training opportunities focused on early intervention and parent communication.

In March 2020, the arrival of the COVID-19 pandemic impacted THPRD operations and services. THPRD staff pivoted and formed an incident command structure. Within that structure teams were formed to address daily operational impacts and plan for the future.

Teams led by the Recreation Department manager were the Summer Camps Program, and Innovative Programs.

Summer Camp Programs was a cross-functional team that planned and offered

districtwide sports, nature and recreational summer camp offerings at four sites.

The Innovative Team developed and launched the Virtual Recreation Center. This team will be housed in the Sports & Inclusion Services Department in the upcoming fiscal year.

In the fall of 2020 THPRD strived to continue to offer a safe space for children with the Out of School Time programs. THPRD offered child care for K-5 grade students at two community centers and four 9-month preschool options.

FY 2021/22 Goals and Objectives

Priority: Investing in our Employees and Volunteers

Seek innovative methods of providing staff development opportunities through coordinated trainings that support continued learning and professional certification.

The Nature Center will continue with the teen-oriented RISE Volunteer Program. The RISE (Realizing Interests through Service Experience) program is a youth leadership program where teens support summer nature camps and Nature Mobile/community engagement programs in exchange for workforce development skills and experiences.

Other Activities

The Nature Center will continue with community engagement/Nature Mobile Program. This consists of the free mobile programs that provide hands-on, interactive nature activities for visitors of all ages at 10 THPRD parks each week in the summer from June through August. This also includes year-round free nature community engagement events and afterschool nature programming efforts for part of the school year – either with THRIVE or directly at BSD schools.

The Nature Center will continue to host school field trip programs to the Nature Center, Cooper Mountain and other THPRD parks and natural areas for Title I or free and reduced lunch BSD schools.

FY 2021/22 Goals and Objectives
(continued)

THRPD will continue to partner with Northwest Regional Education Service District (NWRES D) to provide spaces for 4-8 students in the nine-month preschool program in each of our three 9-month programs (Conestoga and Cedar Hills Recreation Center). A total of 12-24 students will be served in these programs.

Budget Equity

The centers' budgets support the district commitment to racial equality and inclusion in multiple program areas both internally, and in the services we provide to the public. Here are some highlights of those programs.

The Nature Center will continue to partner with Clean Water Services and their Paseos Verdes program reaching Latinx audiences with free, bilingual (in Spanish) guided nature walks to Tualatin Hills Nature Park and other THPRD parks.

Funding will continue to be set aside at recreation centers each year for 7-9 special events that are free to the community and will celebrate diverse communities.

The THRIVE program will continue to involve students from across BSD schools, with monthly program themes that reflect a commitment to learning about varying races, cultures, and diversity, as well as instruction on providing service to our communities.

Create a districtwide Welcome Center, focused on providing exceptional customer engagement, coordination of the district's quarterly registration process, and supporting the district's bilingual registration events through Centro de Bienvenida.

Develop specific programs for underserved populations and work to break down barriers to participation, consistent with THPRD's Access for All initiative.

Budget Highlights

The budget includes the transfer of Garden Home Recreation Center and Elsie Stuhr Center to the Sports & Inclusion Services Department

and transfer of the Tualatin Hills Nature Center from the Nature & Trails Department to the Recreation Department.

Remaining regular part-time staff will be upgraded to full-time status to establish equity with regard to pay and benefits for current and future staff within those positions.

A customer service unit will be established in the Recreation Department to provide districtwide patron engagement through the creation of a Welcome Center. Three positions were repurposed from elsewhere in the district to provide staffing for the Welcome Center.

Two dual-language customer service representative positions were established at Conestoga Recreation & Aquatic Center and Cedar Hills Recreation Center.



THPRD

Division: Recreation Services
 Department: Recreation

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Budget 2020/21	Proposed Budget 2021/22	Adopted Budget 2021/22
Summary of Appropriations					
Personnel Services	\$ 6,898,625	\$ 7,375,499	\$ 8,706,774	\$ 8,391,705	\$ 8,391,705
Materials & Services	823,299	688,362	973,270	1,003,229	1,003,229
Total Appropriations	\$ 7,721,924	\$ 8,063,861	\$ 9,680,044	\$ 9,394,934	\$ 9,394,934

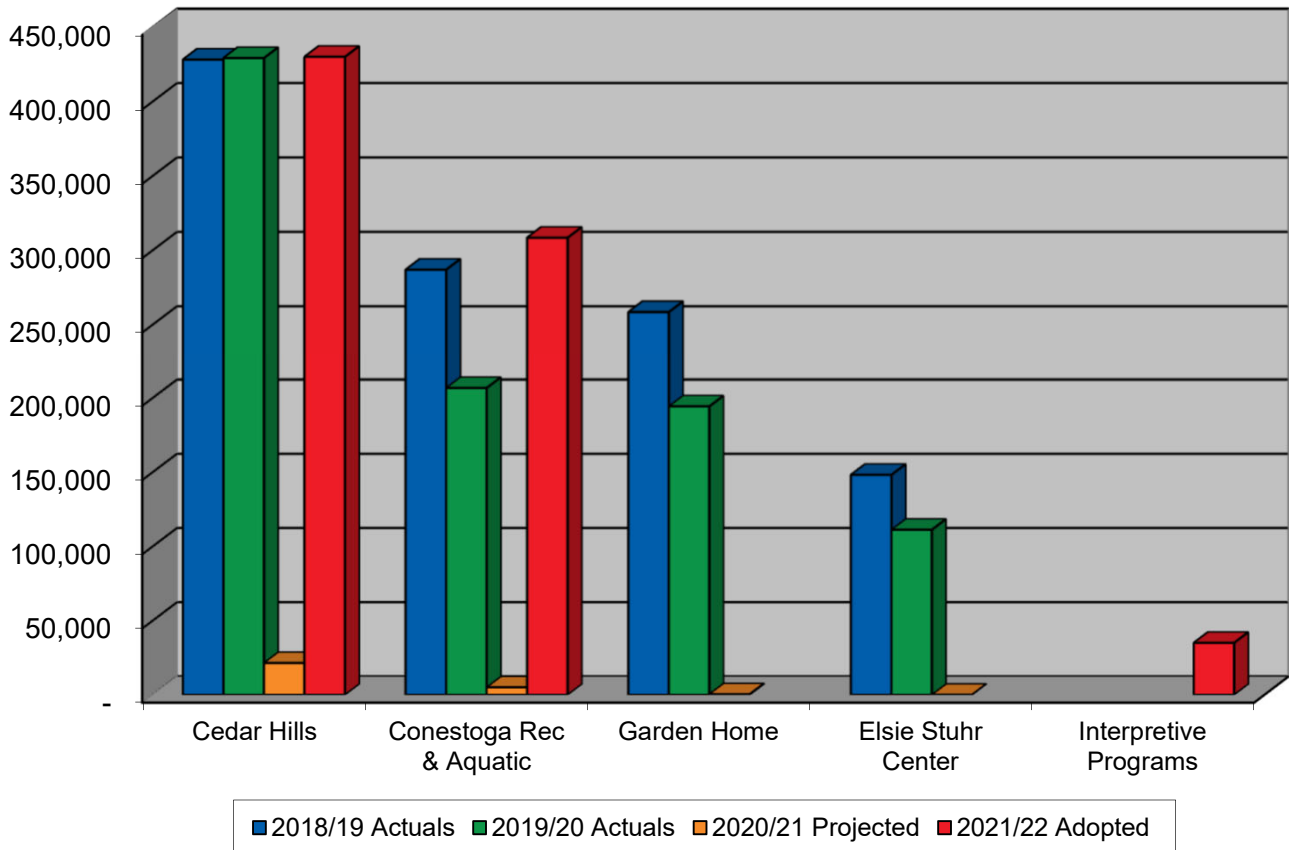
Summary by Program					
Recreation Manager	\$ 250,830	\$ 242,236	\$ 483,489	\$ 366,286	\$ 366,286
Cedar Hills Recreation Center	2,279,225	2,150,243	2,698,315	2,826,095	2,826,095
Conestoga Rec. & Aquatic Center	2,416,494	2,518,170	3,024,781	3,947,697	3,947,697
Garden Home Recreation Center	1,684,847	1,869,873	2,250,388	-	-
Elsie Stuhr Center	1,090,528	1,283,339	1,223,071	-	-
Interpretive Programs	-	-	-	2,254,856	2,254,856
Total Appropriations	\$ 7,721,924	\$ 8,063,861	\$ 9,680,044	\$ 9,394,934	\$ 9,394,934

Division Staff					
Full-time	28.00	25.32	28.00	31.00	31.00
Regular part-time (FTE)	7.90	12.62	7.90	0.00	0.00
Part-time (FTE)	108.15	86.62	113.73	103.74	103.74

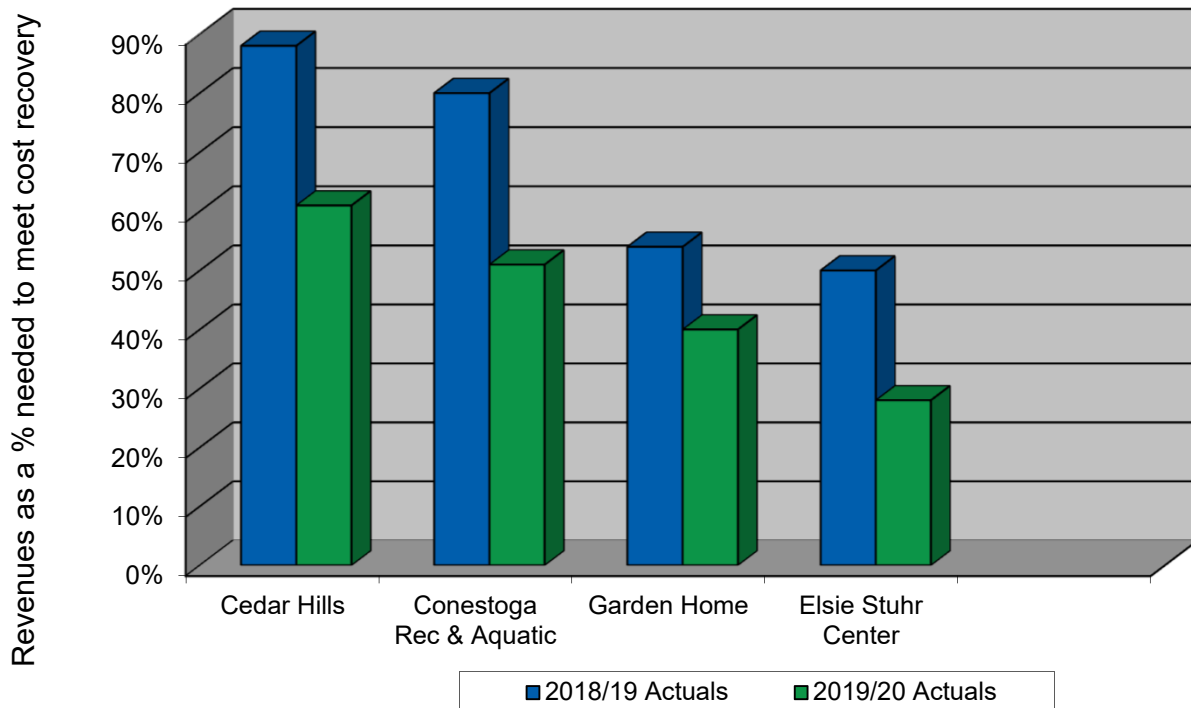
Funded Service Level					
Program Hours	89,996	66,384	84,463	70,347	70,347
Contact Hours	1,697,065	1,231,776	1,549,396	1,240,053	1,240,053

Note: As of FY 2021/22, Interpretive Programs transferred from the former Nature & Trails Department. Garden Home Recreation Center and Elsie Stuhr Center transferred to the Sports & Inclusion Services Department.

Attendance by Center



Cost Recovery Progress



Division: Recreation Services
 Department: Recreation
 Program: Recreation Manager

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Budget 2020/21	Proposed Budget 2021/22	Adopted Budget 2021/22
Program Appropriations					
FT Salary	\$ 119,645	\$ 115,382	\$ 192,232	\$ 125,228	\$ 125,228
PT Salary	-	-	88,970	88,970	88,970
Employee Benefits	84,312	94,375	148,490	91,497	91,497
Payroll Taxes	10,183	9,884	27,157	30,861	30,861
	\$ 214,140	\$ 219,641	\$ 456,849	\$ 336,556	\$ 336,556
Communications	\$ 10,843	\$ 11,295	\$ 5,520	\$ 5,520	\$ 5,520
Supplies	9,843	4,054	13,600	13,600	13,600
Training, Travel and Memberships	15,426	7,246	7,520	10,610	10,610
Small Furniture and Equipment	578	-	-	-	-
Material & Services	\$ 36,690	\$ 22,595	\$ 26,640	\$ 29,730	\$ 29,730
Program Total	\$ 250,830	\$ 242,236	\$ 483,489	\$ 366,286	\$ 366,286
Department Staff					
Full-time	1.00	1.00	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	3.13	3.13	3.13

Division: Recreation Services
 Department: Recreation
 Program: Cedar Hills Recreation Center

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Projected Outcome 2020/21	Proposed Outcome 2021/22
Workloads:				
Attendance	428,200	429,219	21,460	430,000
Number of classes held	1,550	1,577	455	1,600
% of classes held vs. offered	91%	91%	71%	91%
Performance Measures:				
Estimated cost per visit ¹	\$4.32	\$3.99	\$61.10	\$5.61
Estimated maintenance cost per visit ²	\$0.78	\$0.89	\$19.51	\$0.77
Utilities cost per square foot	\$1.94	\$1.44	\$2.01	\$2.15
Goal Outcome Measures:				
Average enrollment as a % of class minimums	166%	144%	120%	100%
Revenues as a % needed to meet cost recovery	88%	61%	80%	75%

¹ Does not include maintenance or utilities.

² Does not include utilities.

Division: Recreation Services
 Department: Recreation
 Program: Cedar Hills Recreation Center

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Budget 2020/21	Proposed Budget 2021/22	Adopted Budget 2021/22
Program Appropriations					
FT Salary	\$ 415,190	\$ 389,525	\$ 403,455	\$ 546,824	\$ 546,824
RPT Salary	118,946	140,672	144,495	-	-
PT Salary	963,425	753,934	1,171,352	1,206,605	1,206,605
Employee Benefits	339,553	499,359	481,642	476,353	476,353
Payroll Taxes	155,532	146,225	172,113	270,100	270,100
Personnel Services	\$ 1,992,646	\$ 1,929,715	\$ 2,373,057	\$ 2,499,882	\$ 2,499,882
Other Services	\$ 31,364	\$ 2,404	\$ 6,900	\$ 400	\$ 400
Bank Charges and Fees	-	27,369	34,849	39,565	39,565
Supplies	173,343	133,835	197,085	195,515	195,515
Utilities	74,283	55,269	77,154	82,263	82,263
Communication	1,320	163	4,100	4,100	4,100
Training, Travel and Memberships	697	278	970	970	970
Small Furniture and Equipment	5,572	1,210	4,200	3,400	3,400
Material & Services	\$ 286,579	\$ 220,528	\$ 325,258	\$ 326,213	\$ 326,213
Program Total	\$ 2,279,225	\$ 2,150,243	\$ 2,698,315	\$ 2,826,095	\$ 2,826,095
Department Staff					
Full-time	7.00	7.40	6.00	8.00	8.00
Regular part-time (FTE)	2.63	4.85	2.63	0.00	0.00
Part-time (FTE)	34.06	26.07	34.63	34.28	34.28
Funded Service Level					
Program Hours	30,872	21,346	27,612	27,302	27,302
Contact Hours	573,955	399,851	493,223	473,454	473,454

Division: Recreation Services
 Department: Recreation
 Program: Conestoga Recreation & Aquatic Center

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Projected Outcome 2020/21	Proposed Outcome 2021/22
Workloads:				
Attendance	286,928	206,681	5,007	308,414
Number of classes held	1,331	1,179	68	1,717
% of classes held vs. offered	60%	60%	53%	65%
Performance Measures:				
Estimated cost per visit ¹	\$7.37	\$12.18	\$434.39	\$10.36
Estimated maintenance cost per visit ²	\$1.48	\$2.34	\$92.64	\$1.76
Utilities cost per square foot	\$3.45	\$3.10	\$3.27	\$3.67
Goal Outcome Measures:				
Average enrollment as a % of class minimums	176%	174%	192%	100%
Revenues as a % needed to meet cost recovery	80%	51%	71%	68%

¹ Does not include maintenance or utilities.

² Does not include utilities.

Division: Recreation Services
 Department: Recreation
 Program: Conestoga Recreation & Aquatic Center

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Budget 2020/21	Proposed Budget 2021/22	Adopted Budget 2021/22
Program Appropriations					
FT Salary	\$ 410,214	\$ 478,171	\$ 563,463	\$ 847,959	\$ 847,959
RPT Salary	64,410	375,841	82,301	-	-
PT Salary	1,299,376	753,713	1,382,347	1,500,297	1,500,297
Employee Benefits	307,512	582,733	559,043	730,192	730,192
Payroll Taxes	179,963	182,881	206,000	361,672	361,672
Personnel Services	\$ 2,261,475	\$ 2,373,339	\$ 2,793,154	\$ 3,440,120	\$ 3,440,120
Bank Charges and Fees	\$ -	\$ 36,671	\$ 48,326	\$ 49,074	\$ 49,074
Professional and Technical Services	1,000	140	-	10,110	10,110
Communication	221	-	-	-	-
Utilities	-	-	-	207,654	207,654
Supplies	152,310	106,694	183,301	235,939	235,939
Training, Travel and Memberships	396	463	-	-	-
Small Furniture, Fixtures and Equip.	1,092	863	-	4,800	4,800
Material & Services	\$ 155,019	\$ 144,831	\$ 231,627	\$ 507,577	\$ 507,577
Program Total	\$ 2,416,494	\$ 2,518,170	\$ 3,024,781	\$ 3,947,697	\$ 3,947,697
Department Staff					
Full-time	8.00	9.25	8.00	12.00	12.00
Regular part-time (FTE)	1.76	2.97	1.76	0.00	0.00
Part-time (FTE)	47.41	41.80	46.01	47.39	47.39
Funded Service Level					
Program Hours	31,289	23,209	28,738	27,653	27,653
Contact Hours	595,107	454,305	574,254	560,295	560,295

Division: Recreation Services
 Department: Recreation
 Program: Conestoga Recreation & Aquatic Center
 Sub-program: Aquatics

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Projected Outcome 2020/21	Proposed Outcome 2021/22
Workloads:				
Attendance	123,173	94,282	2,737	123,990
Number of classes held	598	475	-	958
% of classes held vs. offered	45%	32%	N/A	71%
Performance Measures:				
Estimated cost per visit ¹	\$8.56	\$13.31	\$427.17	\$10.47
Goal Outcome Measures:				
Average enrollment as a % of class minimums	209%	182%	192%	100%
Revenues as a % needed to meet cost recovery	55%	27%	76%	37%

¹ Does not include maintenance or utilities.

Division: Recreation Services
 Department: Recreation
 Program: Conestoga Recreation & Aquatic Center
 Sub-program: Aquatics

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Budget 2020/21	Proposed Budget 2021/22	Adopted Budget 2021/22
Program Appropriations					
FT Salary	\$ 246,981	\$ 268,307	\$ 314,137	\$ 514,707	\$ 514,707
RPT Salary	17,305	339,648	38,246	-	-
PT Salary	513,519	134,762	528,201	627,429	627,429
Employee Benefits	174,173	395,304	304,318	447,068	447,068
Payroll Taxes	75,628	79,022	89,824	176,342	176,342
Personnel Services	\$ 1,027,606	\$ 1,217,043	\$ 1,274,726	\$ 1,765,546	\$ 1,765,546
Communication	\$ 190	\$ -	\$ -	\$ -	\$ -
Technical Services	-	-	-	10,110	10,110
Utilities	-	-	-	207,654	207,654
Bank Charges and Fees	-	21,094	17,743	11,909	11,909
Supplies	27,061	16,711	35,113	90,526	90,526
Material & Services	\$ 27,251	\$ 37,805	\$ 52,856	\$ 320,199	\$ 320,199
Program Total	\$ 1,054,857	\$ 1,254,848	\$ 1,327,582	\$ 2,085,745	\$ 2,085,745
Department Staff					
Full-time	4.80	5.49	4.00	7.00	7.00
Regular part-time (FTE)	0.88	0.00	0.88	0.00	0.00
Part-time (FTE)	20.80	16.40	18.82	17.90	17.90
Funded Service Level					
Program Hours	5,779	4,436	5,036	4,939	4,939
Contact Hours	104,197	78,871	101,290	100,987	100,987

Division: Recreation Services
 Department: Recreation
 Program: Conestoga Recreation & Aquatic Center
 Sub-program: Recreation

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Projected Outcome 2020/21	Proposed Outcome 2021/22
Workloads:				
Attendance	163,755	112,399	2,270	184,424
Number of classes held	733	704	68	759
% of classes held vs. offered	85%	83%	49%	91%
Performance Measures:				
Estimated cost per visit ¹	\$8.32	\$11.40	\$443.08	\$10.29
Goal Outcome Measures:				
Average enrollment as a % of class minimums	177%	174%	100%	100%
Revenues as a % needed to meet cost recovery - Actual	96%	79%	73%	92%

¹ Does not include maintenance or utilities.

Division: Recreation Services
 Department: Recreation
 Program: Conestoga Recreation & Aquatic Center
 Sub-program: Recreation

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Budget 2020/21	Proposed Budget 2021/22	Adopted Budget 2021/22
Program Appropriations					
FT Salary	\$ 163,233	\$ 209,864	\$ 249,326	\$ 333,252	\$ 333,252
RPT Salary	47,105	36,193	44,055	-	-
PT Salary	785,857	618,951	854,146	872,868	872,868
Employee Benefits	133,339	187,429	254,725	283,124	283,124
Payroll Taxes	104,335	103,859	116,176	185,330	185,330
Personnel Services	\$ 1,233,869	\$ 1,156,296	\$ 1,518,428	\$ 1,674,574	\$ 1,674,574
Bank Charges and Fees	\$ -	\$ 15,577	\$ 30,583	\$ 37,165	\$ 37,165
Professional and Technical Services	1,000	140	-	-	-
Communications	31	-	-	-	-
Supplies	125,249	89,983	148,188	145,413	145,413
Training, Travel and Memberships	396	463	-	-	-
Small Furniture, Fixtures and Equip.	1,092	863	-	4,800	4,800
Material & Services	\$ 127,768	\$ 107,026	\$ 178,771	\$ 187,378	\$ 187,378
Program Total	\$ 1,361,637	\$ 1,263,322	\$ 1,697,199	\$ 1,861,952	\$ 1,861,952
Department Staff					
Full-time	3.20	3.76	4.00	5.00	5.00
Regular part-time (FTE)	0.88	2.97	0.88	0.00	0.00
Part-time (FTE)	26.61	25.40	27.19	29.49	29.49
Funded Service Level					
Program Hours	25,510	18,773	23,702	22,714	22,714
Contact Hours	490,910	375,434	472,964	459,308	459,308

Division: Recreation Services
 Department: Recreation
 Program: Interpretive Programs

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Projected Outcome 2020/21	Proposed Outcome 2021/22
Workloads:				
Attendance - Interpretive Programs	-	-	-	35,000
Trail Count - Tualatin Hills Nature Park	-	-	-	135,000
Trail Count - Cooper Mountain Nature Park	-	-	-	105,000
Number of classes held	-	-	-	600
% of classes held vs. offered	-	-	-	92%
Estimated cost per visit ¹	-	-	-	\$7.01
Estimated maintenance cost per visit ²	-	-	-	\$1.11
Utilities cost per square foot	-	-	-	\$2.31
Goal Outcome Measures:				
Average enrollment as a % of class minimums	-	-	-	100%
Revenues as a % needed to meet cost recovery	-	-	-	26%

¹ Does not include maintenance or utilities.

² Total Maintenance Cost does not include utilities.

Division: Recreation Services
 Department: Recreation
 Program: Interpretive Programs

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Budget 2020/21	Proposed Budget 2021/2022	Adopted Budget 2021/2022
Program Appropriations					
FT Salary	\$ -	\$ -	\$ -	\$ 672,238	\$ 672,238
PT Salary	-	-	-	652,512	652,512
Employee Benefits	-	-	-	588,401	588,401
Payroll Taxes	-	-	-	201,996	201,996
Personnel Services	\$ -	\$ -	\$ -	\$ 2,115,147	\$ 2,115,147
Professional and Technical Services	\$ -	\$ -	\$ -	\$ 8,585	\$ 8,585
Bank Charges & Fees	-	-	-	10,426	10,426
Rental Equipment	-	-	-	17,700	17,700
Utilities	-	-	-	19,543	19,543
Communication	-	-	-	5,800	5,800
Supplies	-	-	-	71,555	71,555
Training, Travel and Memberships	-	-	-	4,600	4,600
Small Furniture, Fixtures and Equip.	-	-	-	1,500	1,500
Material & Services	\$ -	\$ -	\$ -	\$ 139,709	\$ 139,709
Program Total	\$ -	\$ -	\$ -	\$ 2,254,856	\$ 2,254,856
Department Staff					
Full-time	0.00	0.00	0.00	10.00	10.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	0.00	0.00	0.00	18.94	18.94
Funded Service Level					
Program Hours	-	-	-	15,392	15,392
Contact Hours	-	-	-	206,304	206,304

Division: Recreation Services
 Department: Recreation
 Program: Garden Home Recreation Center

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Projected Outcome 2020/21	Proposed Outcome 2021/22
Workloads:				
Attendance	258,413	194,250	400	-
Number of classes held	730	608	10	-
% of classes held vs. offered	74%	71%	77%	-
Performance Measures:				
Estimated cost per visit ¹	\$4.78	\$6.76	\$2,467.63	-
Estimated maintenance cost per visit ²	\$1.47	\$2.52	\$575.87	-
Utilities cost per square foot	\$1.36	\$1.25	\$0.59	-
Goal Outcome Measures:				
Average enrollment as a % of class minimums	161%	138%	72%	-
Revenues as a % needed to meet cost recovery - Budget	54%	40%	60%	-

¹ Does not include maintenance or utilities.

² Does not include utilities.

Division: Recreation Services
 Department: Recreation
 Program: Garden Home Recreation Center

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Budget 2020/21	Proposed Budget 2021/22	Adopted Budget 2021/22
Program Appropriations					
FT Salary	\$ 373,145	\$ 431,257	\$ 457,605	\$ -	\$ -
RPT Salary	95,870	122,751	136,922	-	-
PT Salary	594,377	480,255	740,602	-	-
Employee Benefits	295,384	529,496	526,165	-	-
Payroll Taxes	109,479	112,994	132,691	-	-
Personnel Services	\$ 1,468,255	\$ 1,676,753	\$ 1,993,985	\$ -	\$ -
Professional and Technical Services	\$ 2,670	\$ 2,448	\$ 6,186	\$ -	\$ -
Bank Charges and Fees	-	15,873	21,668	-	-
Supplies	138,983	105,954	147,014	-	-
Utilities	72,021	66,330	78,643	-	-
Communications	1,954	2,142	1,538	-	-
Training, Travel and Memberships	964	373	1,354	-	-
Small Furniture, Fixtures and Equip.	-	-	-	-	-
Material & Services	\$ 216,592	\$ 193,120	\$ 256,403	\$ -	\$ -
Program Total	\$ 1,684,847	\$ 1,869,873	\$ 2,250,388	\$ -	\$ -
Department Staff					
Full-time	7.00	5.88	7.00	0.00	0.00
Regular part-time (FTE)	2.63	3.84	2.63	0.00	0.00
Part-time (FTE)	18.31	13.27	23.11	0.00	0.00
Funded Service Level					
Program Hours	17,229	14,054	21,373	-	-
Contact Hours	404,199	286,124	411,940	-	-

Division: Recreation Services
 Department: Recreation
 Program: Elsie Stuhr Center

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Projected Outcome 2020/21	Proposed Outcome 2021/22
Workloads:				
Attendance	148,198	111,187	-	-
Number of classes held	575	381	-	-
% of classes held vs. offered	93%	81%	N/A	-
Performance Measures:				
Estimated cost per visit ¹	\$5.29	\$8.64	N/A	-
Estimated maintenance cost per visit ²	\$1.68	\$2.50	N/A	-
Utilities cost per square foot	\$2.58	\$2.06	\$2.21	-
Goal Outcome Measures:				
Average enrollment as a % of class minimums	107%	87%	N/A	-
Revenues as a % needed to meet cost recovery - Budget	50%	28%	48%	-

¹ Does not include maintenance or utilities.

² Does not include utilities.

Division: Recreation Services
 Department: Recreation
 Program: Elsie Stuhr Center

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Budget 2020/21	Proposed Budget 2021/22	Adopted Budget 2021/22
Program Appropriations					
FT Salary	\$ 313,176	\$ 406,440	\$ 350,399	\$ -	\$ -
RPT Salary	44,115	45,052	45,215	-	-
PT Salary	323,154	256,929	284,368	-	-
Employee Benefits	220,833	398,675	341,780	-	-
Payroll Taxes	60,831	68,955	67,967	-	-
Personnel Services	\$ 962,109	\$ 1,176,051	\$ 1,089,729	\$ -	\$ -
Other Services	\$ 17,373	\$ 2,498	\$ 5,801	\$ -	\$ -
Bank Charges and Fees	-	11,985	11,417	-	-
Utilities	40,019	45,283	59,629	-	-
Communication	7,020	4,829	2,500	-	-
Supplies	46,854	27,930	53,290	-	-
Training, Travel and Memberships	17,153	14,763	705	-	-
Material & Services	\$ 128,419	\$ 107,288	\$ 133,342	\$ -	\$ -
Program Total	\$ 1,090,528	\$ 1,283,339	\$ 1,223,071	\$ -	\$ -
Department Staff					
Full-time	5.00	1.79	5.00	0.00	0.00
Regular part-time (FTE)	0.88	0.96	0.88	0.00	0.00
Part-time (FTE)	8.37	5.48	6.85	0.00	0.00
Funded Service Level					
Program Hours	10,606	7,775	6,740	-	-
Contact Hours	123,804	91,496	69,979	-	-

NOTE: In FY 2021/22 Elsie Stuhr Center transferred from Recreation Department to Sports & Inclusion Services Department, within Recreation Services



THPRD



Maintenance Coordination





THPRD

Division: Recreation Services
 Department: Maintenance Coordination

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Budget 2020/21	Proposed Budget 2021/22	Adopted Budget 2021/22
Summary of Appropriations					
Personnel Services	\$ -	\$ -	\$ -	\$ 634,575	\$ 634,575
Materials & Services	-	-	-	267,134	267,134
Total Appropriations	\$ -	\$ -	\$ -	\$ 901,709	\$ 901,709

Summary by Program					
Maintenance Coordination	\$ -	\$ -	\$ -	\$ 901,709	\$ 901,709
Total Appropriations	\$ -	\$ -	\$ -	\$ 901,709	\$ 901,709

Division Staff					
Full-time	0.00	0.00	0.00	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	8.52	8.52

Note: As of FY 2021/22, Maintenance Coordination transferred from the Maintenance Operations Department.

Division: Recreation Services
Department: Maintenance Coordination

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Budget 2020/21	Proposed Budget 2021/22	Adopted Budget 2021/22
Program Appropriations					
FT Salary	\$ -	\$ -	\$ -	\$ 171,025	\$ 171,025
PT Salary	-	-	-	257,441	257,441
Employee Benefits	-	-	-	138,995	138,995
Payroll Taxes	-	-	-	67,114	67,114
Personnel Services	\$ -	\$ -	\$ -	\$ 634,575	\$ 634,575
Professional & Technical Services	\$ -	\$ -	\$ -	\$ 9,756	\$ 9,756
Supplies	-	-	-	18,087	18,087
Utilities	-	-	-	219,949	219,949
Communication	-	-	-	13,121	13,121
Training, Travel and Memberships	-	-	-	6,221	6,221
Material & Services	\$ -	\$ -	\$ -	\$ 267,134	\$ 267,134
Program Total	\$ -	\$ -	\$ -	\$ 901,709	\$ 901,709
Department Staff					
Full-time	0.00	0.00	0.00	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	8.52	8.52



Community Programs





THPRD

Division: Recreation Services
Department: Community Programs

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Budget 2020/21	Proposed Budget 2021/2022	Adopted Budget 2021/2022
Summary of Appropriations					
Personnel Services	\$ 411,824	\$ 681,394	\$ 822,132	\$ -	\$ -
Materials & Services	69,294	65,703	116,016	-	-
Total Appropriations	\$ 481,118	\$ 747,097	\$ 938,148	\$ -	\$ -
Summary by Program					
Manager of Community Prog.	\$ 481,118	\$ 747,097	\$ 938,148	\$ -	\$ -
Total Appropriations	\$ 481,118	\$ 747,097	\$ 938,148	\$ -	\$ -
Division Staff					
Full-time	3.00	4.73	4.00	0.00	0.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	1.16	1.53	4.78	0.00	0.00

NOTE: In FY 2021/22 Community Programs transferred from the Recreation Services Division to the Administration Division.

Division: Recreation Services
 Department: Community Programs
 Program: Manager of Community Programs

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Budget 2020/21	Proposed Budget 2021/2022	Adopted Budget 2021/2022
Program Appropriations					
FT Salary	\$ 208,400	305,968	\$ 338,251	\$ -	\$ -
PT Salary	36,334	54,866	162,953	-	-
Employee Benefits	143,423	286,550	272,403	-	-
Payroll Taxes	23,667	34,010	48,525	-	-
Personnel Services	\$ 411,824	\$ 681,394	\$ 822,132	\$ -	\$ -
Professional and Technical Services	\$ 50,068	43,748	\$ 52,363	\$ -	\$ -
Rental Facility	1,800	3,000	2,400	-	-
Communications	1,561	1,488	1,538	-	-
Supplies	10,058	13,267	50,375	-	-
Small Furniture and Equipment	614	360	-	-	-
Training, Travel and Memberships	5,193	3,840	9,340	-	-
Material & Services	\$ 69,294	\$ 65,703	\$ 116,016	\$ -	\$ -
Program Total	\$ 481,118	\$ 747,097	\$ 938,148	\$ -	\$ -
Department Staff					
Full-time	3.00	4.73	4.00	0.00	0.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	1.16	1.53	4.78	0.00	0.00



Nature & Trails





THPRD

Division: Recreation Services
 Department: Nature & Trails

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Budget 2020/21	Proposed Budget 2021/2022	Adopted Budget 2021/2022
Summary of Appropriations					
Personnel Services	\$ 2,468,657	\$ 2,656,583	\$ 2,977,151	\$ -	\$ -
Materials & Services	274,227	237,160	381,041	-	-
Total Appropriations	\$ 2,742,884	\$ 2,893,743	\$ 3,358,192	\$ -	\$ -

Summary by Program					
Nature & Trails	\$ 1,621,436	\$ 1,725,639	\$ 1,891,052	\$ -	\$ -
Interpretive Programs	1,121,448	1,168,104	1,467,140	-	-
Total Appropriations	\$ 2,742,884	\$ 2,893,743	\$ 3,358,192	\$ -	\$ -

Division Staff					
Full-time	16.00	14.67	15.00	0.00	0.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	21.95	13.00	22.31	0.00	0.00

Funded Service Level					
Program Hours	15,533	14,977	15,729	-	-
Contact Hours	212,559	223,134	217,726	-	-

NOTE: In FY 2021/22, the Nature & Trails Program transferred to Park Services, and Interpretive Programs transferred to the Recreation Department in the Recreation Services Division.

Division: Recreation Services
Department: Nature & Trails

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Projected Outcome 2020/21	Proposed Outcome 2021/22
Percent of Natural Areas that meet or exceed native plant coverage for:				
High functioning sites	64%	75%	80%	-
Medium functioning sites	96%	100%	100%	-
Low functioning sites	100%	100%	100%	-
Number of trail users on main trails:				
Fanno Creek Trail	162,244	175,224	189,241	-
Rock Creek Trail	143,093	148,817	154,769	-
Westside Trail	109,676	119,547	130,306	-

Division: Recreation Services
 Department: Nature & Trails
 Program: Nature & Trails

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Budget 2020/21	Proposed Budget 2021/2022	Adopted Budget 2021/2022
Program Appropriations					
FT Salary	\$ 756,210	722,955	\$ 753,262	\$ -	\$ -
PT Salary	264,098	90,714	158,219	-	-
Employee Benefits	326,557	670,826	629,597	-	-
Payroll Taxes	94,931	87,417	97,472	-	-
Personnel Services	\$ 1,441,796	\$ 1,571,912	\$ 1,638,550	\$ -	\$ -
Professional and Technical Services	\$ 68,481	\$ 61,351	\$ 79,300	\$ -	\$ -
Other Services	8,080	9,645	60,450	-	-
Rental Equipment	614	1,033	1,900	-	-
Utilities	1,912	5,275	2,000	-	-
Communications	7,652	9,538	4,940	-	-
Supplies	42,550	59,376	92,572	-	-
Training, Travel and Memberships	48,515	6,325	9,440	-	-
Small Furniture, Fixtures and Equip.	1,836	1,184	1,900	-	-
Material & Services	\$ 179,640	\$ 153,727	\$ 252,502	\$ -	\$ -
Program Total	\$ 1,621,436	\$ 1,725,639	\$ 1,891,052	\$ -	\$ -
Department Staff					
Full-time	11.00	9.81	10.00	0.00	0.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	6.84	2.45	5.52	0.00	0.00

Division: Recreation Services
 Department: Nature & Trails
 Program: Interpretive Programs

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Projected Outcome 2020/21	Proposed Outcome 2021/22
Workloads:				
Attendance - Interpretive Programs	40,400	29,829	12,000	-
Trail Count - Tualatin Hills Nature Park	133,710	148,328	149,500	-
Trail Count - Cooper Mountain Nature Park	75,297	101,371	105,000	-
Number of classes held	691	471	250	-
% of classes held vs. offered	94%	95%	91%	-
Performance Measures:				
Estimated cost per visit ¹	\$3.88	\$3.63	\$4.56	-
Estimated maintenance cost per visit ²	\$0.55	\$0.55	\$0.74	-
Utilities cost per square foot	\$1.65	\$1.21	\$1.26	-
Goal Outcome Measures:				
Average enrollment as a % of class minimums	136%	126%	111%	-
Revenues as a % needed to meet cost recovery	41%	30%	37%	-

¹ Does not include maintenance or utilities.

² Total Maintenance Cost does not include utilities

Division: Recreation Services
 Department: Nature & Trails
 Program: Interpretive Programs

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Budget 2020/21	Proposed Budget 2021/2022	Adopted Budget 2021/2022
Program Appropriations					
FT Salary	\$ 347,011	\$ 364,314	\$ 379,357	\$ -	\$ -
PT Salary	453,948	314,087	551,160	-	-
Employee Benefits	149,503	330,960	315,474	-	-
Payroll Taxes	76,399	75,310	92,610	-	-
Personnel Services	\$ 1,026,861	\$ 1,084,671	\$ 1,338,601	\$ -	\$ -
Professional and Technical Services	\$ 2,429	\$ 2,929	\$ 10,550	\$ -	\$ -
Bank Charges & Fees	-	4,176	6,375	-	-
Rental Equipment	17,141	15,106	16,166	-	-
Utilities	16,032	10,586	20,822	-	-
Communication	4,263	2,768	5,800	-	-
Supplies	36,278	41,508	62,726	-	-
Training, Travel and Memberships	16,204	4,316	4,600	-	-
Small Furniture, Fixtures and Equip.	2,240	2,044	1,500	-	-
Material & Services	\$ 94,587	\$ 83,433	\$ 128,539	\$ -	\$ -
Program Total	\$ 1,121,448	\$ 1,168,104	\$ 1,467,140	\$ -	\$ -
Department Staff					
Full-time	5.00	4.86	5.00	0.00	0.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	15.11	10.55	16.79	0.00	0.00
Funded Service Level					
Program Hours	15,533	14,977	15,729	-	-
Contact Hours	212,559	223,134	217,726	-	-



THPRD



Capital Projects

Capital Projects Summary

Capital Projects Narratives





THPRD

Division: Capital Projects

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Adopted Budget 2020/21	Proposed Budget 2021/22	Adopted Budget 2021/22
Summary of Appropriations					
Capital Outlay	\$ 7,620,626	\$ 3,776,100	\$ 7,268,673	\$ 5,222,705	\$ 5,301,625
Total Appropriations	\$ 7,620,626	\$ 3,776,100	\$ 7,268,693	\$ 5,222,705	\$ 5,301,625

Summary by Department					
Carryover Projects	\$ 762,620	\$ 471,490	\$ 3,033,571	\$ 3,147,555	\$ 3,226,475
Athletic Facility Replacements	1,212,775	450	137,000	25,000	25,000
Athletic Facility Improvements	14,000	38,812	-	-	-
Building Replacements	886,693	1,483,321	613,317	381,000	381,000
Building Improvements	72,424	135,849	-	-	-
Park & Trail Replacements	479,319	142,163	536,085	168,150	168,150
Park & Trail Improvements	4,081,464	1,407,923	2,823,700	928,000	928,000
Facility Challenge Grants	44,010	20,117	75,000	40,000	40,000
ADA Improvements	67,321	75,975	50,000	533,000	533,000
Total Appropriations	\$ 7,620,626	\$ 3,776,100	\$ 7,268,673	\$ 5,222,705	\$ 5,301,625

CAPITAL PROJECTS

Item Number	Capital Project	Carryover Funds	Additional Funding	Adopted Budget 2021/22	Page #
CARRYOVER PROJECTS					
1	ADA Improvements	\$ 25,000	\$ -	\$ 25,000	CP-3
2	Boiler	188,000	-	188,000	CP-3
3	Roof Repairs & Analysis	115,000	-	115,000	CP-3
4	Pump & Motor Replacement	48,000	-	48,000	CP-3
5	Pool Tank, Deck, Underwater Lights, Pump/Motor and ADA	1,622,055	500,000	2,122,055	CP-3
6	Community Event Furnishings	4,000	-	4,000	CP-3
7	10K Trailers	36,000	-	36,000	CP-4
8	Minibus	42,920	-	42,920	CP-4
9	Financial System Software	598,000	-	598,000	CP-4
10	Irrigation Controllers and Mainline Repair	47,500	-	47,500	CP-4
	TOTAL CARRYOVER PROJECTS	2,726,475	500,000	3,226,475	
ATHLETIC FACILITY REPLACEMENT					
11	Athletic Field Poles/Light Replacement			25,000	CP-4
	TOTAL ATHLETIC FACILITY REPLACEMENT			25,000	
BUILDING REPLACEMENT					
12	Parking Lot Study			10,000	CP-4
13	Parking Lot Repair			100,000	CP-5
14	Cardio and Weight Equipment			40,000	CP-5
15	Roof Repairs			120,000	CP-5
Building Furnishings					
16	Ergonomic Equipment/Fixtures			6,000	CP-5
17	Safety Equipment			5,000	CP-5
HVAC Components					
18	Emergency Repairs			100,000	CP-5
	TOTAL BUILDING REPLACEMENT			381,000	
PARK AND TRAIL REPLACEMENTS					
19	Asphalt Pedestrian Pathways			148,150	CP-6
20	Playground Components			20,000	CP-6
	TOTAL PARK AND TRAIL REPLACEMENTS			168,150	
PARK AND TRAIL IMPROVEMENTS					
21	Memorial Benches			25,000	CP-6
22	Westside Trail - ODOT Oregon Community Paths Grant matching funds			65,523	CP-6
Grant Funded Projects					
23	Westside Trail - ODOT Oregon Community Paths Grant			572,477	CP-6
24	Tualatin River Environmental Enhancement - Irrigation Improvements			100,000	CP-6
25	Tualatin River Environmental Enhancement - Raleigh Park Creek Improvements			100,000	CP-7
26	Clean Water Services - Raleigh Park Stream Enhancement			65,000	CP-7
	TOTAL PARK AND TRAIL IMPROVEMENTS			928,000	
FACILITY CHALLENGE GRANTS					
27	Challenge Grants			40,000	CP-7
	TOTAL FACILITY CHALLENGE GRANTS			40,000	
ADA IMPROVEMENTS					
28	ADA Improvement - Picnic area barrier removal			50,000	CP-7
29	ADA Improvement - Facility access barrier removal			75,000	CP-7
30	ADA Improvement - Harman Swim Center			375,000	CP-8
31	ADA Improvements - Pedestrian pathway barrier removal			33,000	CP-8
	TOTAL ADA IMPROVEMENTS			533,000	
	TOTAL FUNDED CAPITAL ITEMS			\$ 5,301,625	

CAPITAL PROJECTS

Carryover Projects

ITEM 1: **ADA Improvements**

BUDGET: \$25,000

DESCRIPTION: Miscellaneous improvements at multiple sites to meet requirements within the Americans with Disabilities Act.

ITEM 2: **Boiler**

BUDGET: \$188,000

DESCRIPTION: Replacement of boiler at Cedar Hills Recreation Center.

ITEM 3: **Roof Repairs & Analysis**

BUDGET: \$115,000

DESCRIPTION: Analysis and repairs of roof and gables at Garden Home Recreation Center.

ITEM 4: **Pump & Motor Replacement**

BUDGET: \$48,000

DESCRIPTION: Replacement of main circulation pump and motor at Harman Swim Center.

ITEM 5: **Pool Tank, Deck, Underwater Lights, Pump/Motor and ADA**

BUDGET: \$2,122,055

DESCRIPTION: Replacement of pool tanks, leisure pool slide, electrical wiring and components, and underwater pool lights at Conestoga Recreation & Aquatic Center.

ITEM 6: **Community Event Furnishings**

BUDGET: \$4,000

DESCRIPTION: Replacement of table, chairs, and canopies that support the special event program.

CAPITAL PROJECTS

ITEM 7: **10K Trailer (2)**
BUDGET: \$36,000
DESCRIPTION: Replacement of two 10K trailers for Park Maintenance.

ITEM 8: **Minibus**
BUDGET: \$42,920
DESCRIPTION: Purchase of minibus for after school and camp programs.

ITEM 9: **Financial System Software**
BUDGET: \$598,000
DESCRIPTION: Purchase of new financial software to replace existing software.

ITEM 10: **Irrigation Controllers and Mainline Repair**
BUDGET: \$47,500
DESCRIPTION: Upgrade central control systems at Fir Grove School, Schiffler Park and Elsie Stuhr Center. Replacement of irrigation mainline at Howard M. Terpenning Sports Complex.

Athletic Facility Replacement

ITEM 11: **Athletic Field Poles/Light Replacement**
BUDGET: \$25,000
DESCRIPTION: Core test the wood poles, and replace the athletic field lights at Sunset Park.

Building Replacement

ITEM 12: **Parking Lot Study**
BUDGET: \$10,000
DESCRIPTION: Survey parking lots at Cedar Hills Recreation Center to determine elevation adjustments necessary for ADA access to building entry points.

CAPITAL PROJECTS

ITEM 13: Parking Lot Repair
BUDGET: \$100,000
DESCRIPTION: Repair and replace failing asphalt at the HMT maintenance shop.

ITEM 14: Cardio and Weight Equipment
BUDGET: \$40,000
DESCRIPTION: Replacement of weight room equipment at selected recreation facilities.

ITEM 15: Roof Repairs
BUDGET: \$120,000
DESCRIPTION: Phase 1 of replacing the existing roof at Fanno Creek Service Center with a EPDM (Ethylene Propylene Diene Terpolymer) roof product.

Building Furnishings

ITEM 16: Ergonomic Equipment/Fixtures
BUDGET: \$6,000
DESCRIPTION: Replacement of workstation components to incorporate ergonomic safety features.

ITEM 17: Safety Equipment
BUDGET: \$5,000
DESCRIPTION: Purchase equipment for safety and security upgrades.

HVAC Components

ITEM 18: Emergency Repairs
BUDGET: \$100,000
DESCRIPTION: Unplanned and urgent repairs and replacements to critical systems at all facilities.

CAPITAL PROJECTS

Park And Trail Replacements

ITEM 19: **Asphalt Pedestrian Pathways**

BUDGET: \$148,150

DESCRIPTION: Replacement and overlay of asphalt pathways at Arnold Park, Greenway Park and Ridgecrest Park.

ITEM 20: **Playground Components**

BUDGET: \$20,000

DESCRIPTION: Replacement of playground components at multiple sites.

Park And Trail Improvements

ITEM 21: **Memorial Benches**

BUDGET: \$25,000

DESCRIPTION: Purchase of recycled plastic benches for memorial bench program offered for patrons.

ITEM 22: **Westside Trail - ODOT Oregon Community Paths Grant Matching Funds**

BUDGET: \$65,523

DESCRIPTION: Local match funding for ODOT Oregon Community Paths Grant to complete planning work for Westside Trail segments 14-18.

Grant Funded Projects:

ITEM 23: **Westside Trail - ODOT Oregon Community Paths Grant**

BUDGET: \$572,477

DESCRIPTION: Federal grant funding for ODOT Oregon Community Paths Grant to complete planning work for Westside Trail segments 14-18.

ITEM 24: **Tualatin River Environmental Enhancement - Irrigation Improvements**

BUDGET: \$100,000

DESCRIPTION: Replacement of irrigation heads and upgraded software to improve efficiency funded through the Tualatin River Environmental Enhancement program.

CAPITAL PROJECTS

ITEM 25: Tualatin River Environmental Enhancement - Raleigh Park Creek Improvements

BUDGET: \$100,000

DESCRIPTION: Daylighting of the creek at Raleigh Park funded through the Tualatin River Environmental Enhancement program.

ITEM 26: Clean Water Services - Raleigh Park Stream Enhancement

BUDGET: \$65,000

DESCRIPTION: Enhance Hall Creek and surrounding habitat as it passes through Raleigh Park. Daylight 500 feet of creek, increase stream function along 1,000 additional feet, and enhance the acres of adjacent habitat.

Facility Challenge Grants

ITEM 27: Challenge Grants

BUDGET: \$40,000

DESCRIPTION: Matching funds for advisory committees and friends groups funding for facility improvements.

ADA Improvements

ITEM 28: ADA Improvement - Picnic Area Barrier Removal

BUDGET: \$50,000

DESCRIPTION: Removal of picnic area access barriers at park and trail locations.

ITEM 29: ADA Improvement - Facility Access Barrier Removal

BUDGET: \$75,000

DESCRIPTION: Removal of facility access barriers at recreation/sports facilities.

CAPITAL PROJECTS

ITEM 30: **ADA Improvement - Harman Swim Center**

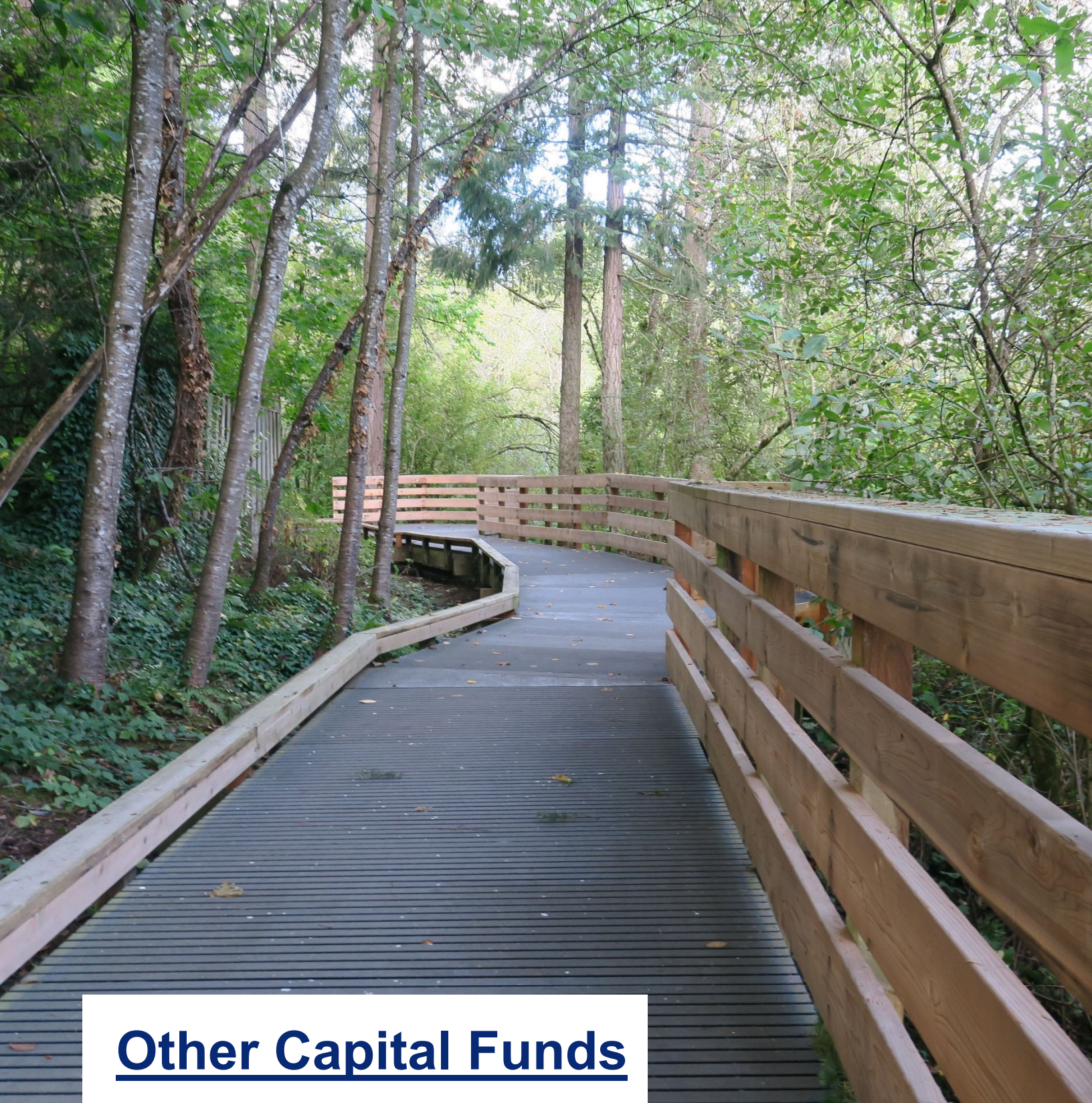
BUDGET: \$375,000

DESCRIPTION: Parking lot and access ramp sidewalk improvement project at Harman Swim Center.

ITEM 31: **ADA Improvements - Pedestrian Pathway Barrier Removal**

BUDGET: \$33,000

DESCRIPTION: Removal of pedestrian pathway barriers at Greenway Park, Arnold Park, and Ridgecrest Park.



Other Capital Funds

Metro Bond Local Share Capital Fund





THPRD

METRO BOND LOCAL SHARE CAPITAL FUND

FUND DESCRIPTION

Metro Bond Local Capital Fund

In November 2019, the regional government entity for the Portland area, Metro, passed a renewal bond measure for funding investments and grants to support clean water, protect and restore culturally significant native plant communities, protect and improve fish and wildlife habitat, reduce impacts of climate change, enhance trail networks, and make parks and natural areas more accessible and inclusive. THPRD will receive an allocation of the portion of these funds designated to support local projects, the THPRD "Local Share". This fund accounts for the projects funded by these Metro bond funds.

THPRD is currently working to identify projects to be funded by this resource, based on the criteria established by Metro. Until the projects are identified the appropriation is shown as Undesignated Projects.



THPRD

METRO BOND LOCAL SHARE CAPITAL FUND

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Budget 2020/21	Proposed Budget 2021/22	Adopted Budget 2021/22
Resources:					
Beginning Cash on Hand	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental Revenue	-	-	8,628,870	8,628,870	8,628,870
Total Resources	\$ -	\$ -	\$ 8,628,870	\$ 8,628,870	\$ 8,628,870
Requirements:					
Capital Outlay	\$ -	\$ -	\$ 8,628,870	\$ 8,628,870	\$ 8,628,870
Total Requirements	\$ -	\$ -	\$ 8,628,870	\$ 8,628,870	\$ 8,628,870

METRO BOND LOCAL SHARE CAPITAL FUND PROJECTS

Item Number	Capital Project	Adopted Budget 2021/22	Page #
	UNDESIGNATED PROJECTS		
1	Undesignated Projects	\$ 8,628,870	OCF-4
	<i>TOTAL UNDESIGNATED PROJECTS</i>	<u>\$ 8,628,870</u>	
	GRAND TOTAL CAPITAL OUTLAY	<u>\$ 8,628,870</u>	

METRO BOND LOCAL SHARE CAPITAL FUND PROJECTS

Undesignated Projects

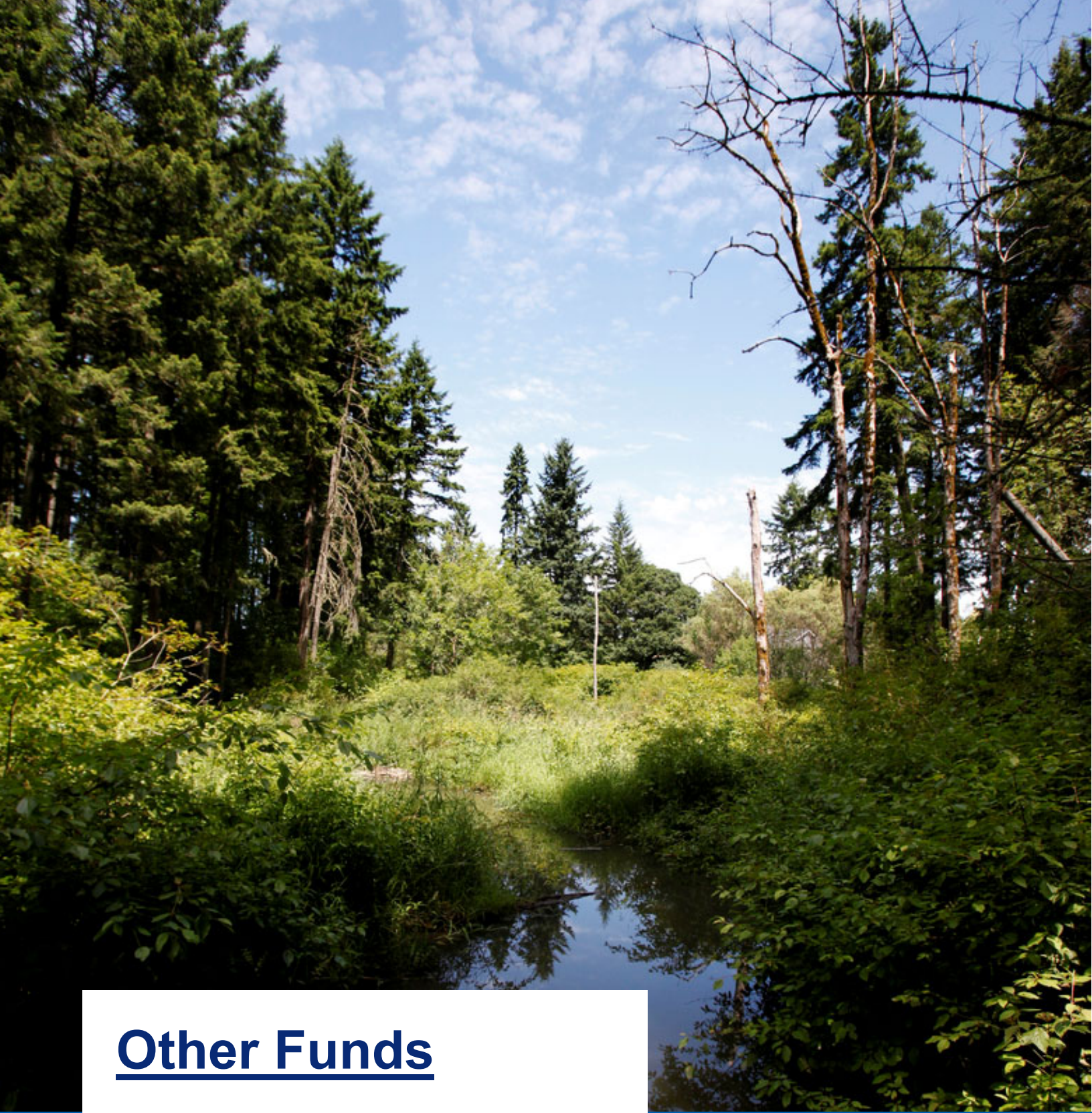
ITEM 1: **Undesignated Projects**

BUDGET: \$8,628,870

DESCRIPTION: Capital to fund projects to be determined at a later date. The amount is the THPRD allocation of the portion of the Metro Parks and Nature Bond designated to Support Local Projects.



THPRD



Other Funds

Mitigation Maintenance Reserve Fund





THPRD

OTHER FUNDS

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.



THPRD

SPECIAL REVENUE FUND

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Budget 2020/21	Proposed Budget 2021/22	Adopted Budget 2021/22
Resources:					
Beginning Cash on Hand	\$ 168,952	\$ 178,481	\$ 182,000	\$ 186,400	\$ 186,400
Miscellaneous Revenue	5,148	2,467	-	-	-
Interest Income	4,381	3,814	4,500	2,000	2,000
Total Resources	\$ 178,481	\$ 184,762	\$ 186,500	\$ 188,400	\$ 188,400
Requirements:					
Materials & Services	\$ -	\$ -	\$ 186,500	\$ 188,400	\$ 188,400
Ending Fund Balance	178,481	184,762	-	-	-
Total Requirements	\$ 178,481	\$ 184,762	\$ 186,500	\$ 188,400	\$ 188,400
Summary by Fund					
Mitigation Maintenance Reserve Fund	\$ 178,481	\$ 184,762	\$ 186,500	\$ 188,400	\$ 188,400
Total Requirements	\$ 178,481	\$ 184,762	\$ 186,500	\$ 188,400	\$ 188,400

MITIGATION MAINTENANCE RESERVE FUND

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Budget 2020/21	Proposed Budget 2021/22	Adopted Budget 2021/22
Summary of Appropriations					
Maintenance Supplies	\$ -	\$ -	\$ 186,500	\$ 188,400	\$ 188,400
Material & Services	\$ -	\$ -	\$ 186,500	\$ 188,400	\$ 188,400
Department Total	\$ -	\$ -	\$ 186,500	\$ 188,400	\$ 188,400



Debt Service Fund

Analysis of General Obligation Debt

Local Budget Form (LB-35)

Maturity of General Obligation Debt





THPRD

DEBT SERVICE FUND

FUND DESCRIPTION

The Debt Service Fund provides for bond principal and interest payments on outstanding General Obligation Bonds, those for which a property tax levy supports the maturing principal and interest payments. These levies are levied outside 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 2020/21)	\$ 50,609,746,564
General Obligation Debt Capacity (2.5% of Real Market Value)	1,265,243,664
Less: Outstanding Debt	<u>(50,490,000)</u>
Remaining Legal Debt Capacity	<u><u>\$ 1,214,753,664</u></u>

In September 2011, THPRD issued the second series of General Obligation Bonds in the amount of \$40,060,000. The bonds had a true interest cost of 3.25%. In October 2016, THPRD advance refunded a portion of the bonds (Series 2016), and the remainder of the bonds in March 2021 (Series 2021).

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, 2021, is \$28,515,000.

In October 2016, THPRD advance refunded a portion of the General Obligation Bonds, Series 2011. The bonds have a true interest cost of 1.83%. The outstanding balance as of July 1, 2021, is \$8,710,000.

In March 2021, THPRD advance refunded the remaining portion of the General Obligation Bonds, Series 2011 (\$13,265,000). The bonds have a true interest cost of 0.64%. The outstanding balance as of July 1, 2021, is \$13,265,000.

The District's bonds are rated AA by Moodys. The rating was last confirmed in 2021.

BONDED DEBT RESOURCES AND REQUIREMENTS

Bond Debt Payments are for:
 Revenue Bonds or
 General Obligation Bonds

Debt Service
 (Fund)
Tualatin Hills Park & Recreation District
 (Name of Municipal Corporation)

Historical Data		Adopted Budget This Year FY 2020/21	DESCRIPTION OF RESOURCES AND REQUIREMENTS	Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
Second Preceding Year FY 2018/19	First Preceding Year FY 2019/20					
			Resources			
1	-44,480	509,991	1. Beginning Cash on Hand (Cash Basis), or	250,000	250,000	250,000
2			2. Working Capital (Accrual Basis)			
3	286,425	89,009	3. Previously Levied Taxes to be Received	25,000	25,000	25,000
4	110,916	87,246	4. Interest	25,000	25,000	25,000
5	0	0	5. Debt Proceeds			
6	31,160	32,079	6. Payment in lieu of taxes	33,936	33,936	33,936
7	384,021	718,325	7. Total Resources, Except Taxes to be Levied	333,936	333,936	333,936
8			8. Taxes Estimated to be Received *	8,121,614	8,121,614	8,121,614
9	7,857,985	7,975,378	9. Taxes Collected in Year Levied			
10	8,242,006	8,693,703	TOTAL RESOURCES	8,455,550	8,455,550	8,455,550
			Requirements			
			Bond Principal Payments			
			Issue Date	Budgeted Payment Date		
1			1. 03/01/1998	0	0	0
2	2,365,000	0	2. 04/02/2009	0	0	0
3	1,820,000	1,985,000	3. 09/13/2011	0	0	0
4	715,000	3,325,000	4. 05/15/2015	3,980,000	3,980,000	3,980,000
5	0	0	5. 03/30/2021	2,200,000	2,200,000	2,200,000
6	4,900,000	5,310,000	Total Principal	6,180,000	6,180,000	6,180,000
			Bond Interest Payments			
			Issue Date	Budgeted Payment Date		
7			7. 03/01/1998			
8	82,775	0	8. 04/02/2009	0	0	0
9	766,990	695,073	9. 09/13/2011	0	0	0
10	1,689,700	1,668,250	10. 05/15/2015	1,319,750	1,319,750	1,319,750
11	292,550	292,550	11. 10/12/2016	292,550	292,550	292,550
12			12. 03/30/2021	663,250	663,250	663,250
13	2,832,015	2,655,873	Total Interest	2,275,550	2,275,550	2,275,550
			Unappropriated Balance for Following Year By			
			Issue Date	Payment Date		
14		0	14.	0	0	0
15	509,991	727,830	15. Ending balance (prior years)			
16			Total Unappropriated Ending Fund Balance	0	0	0
17	0	0	17. Refunded bond escrow payment			
18			18. Issuance costs for refunding bonds			
19	8,242,006	8,693,703	TOTAL REQUIREMENTS	8,455,550	8,455,550	8,455,550

*If this form is used for revenue bonds, property tax resources may not be included.

DEBT SERVICE FUND

Maturity Schedule

Maturity schedules of aggregate future debt service on the Series 2015 \$37.880 million, Series 2016 \$8.710 million, and Series 2021 \$13.265 million are listed as follows:

Schedule of Future Debt Service Requirements of General Obligation Bonds

Series 2015

<u>Fiscal Year ending June 30</u>	<u>Principal</u>	<u>Interest</u>	<u>Total Debt Service</u>
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>\$ 28,515,000</u>	<u>\$ 4,577,000</u>	<u>\$ 33,092,000</u>

Series 2016

<u>Fiscal Year ending June 30</u>	<u>Principal</u>	<u>Interest</u>	<u>Total Debt Service</u>
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>\$ 1,697,200</u>	<u>\$ 10,407,200</u>

DEBT SERVICE FUND

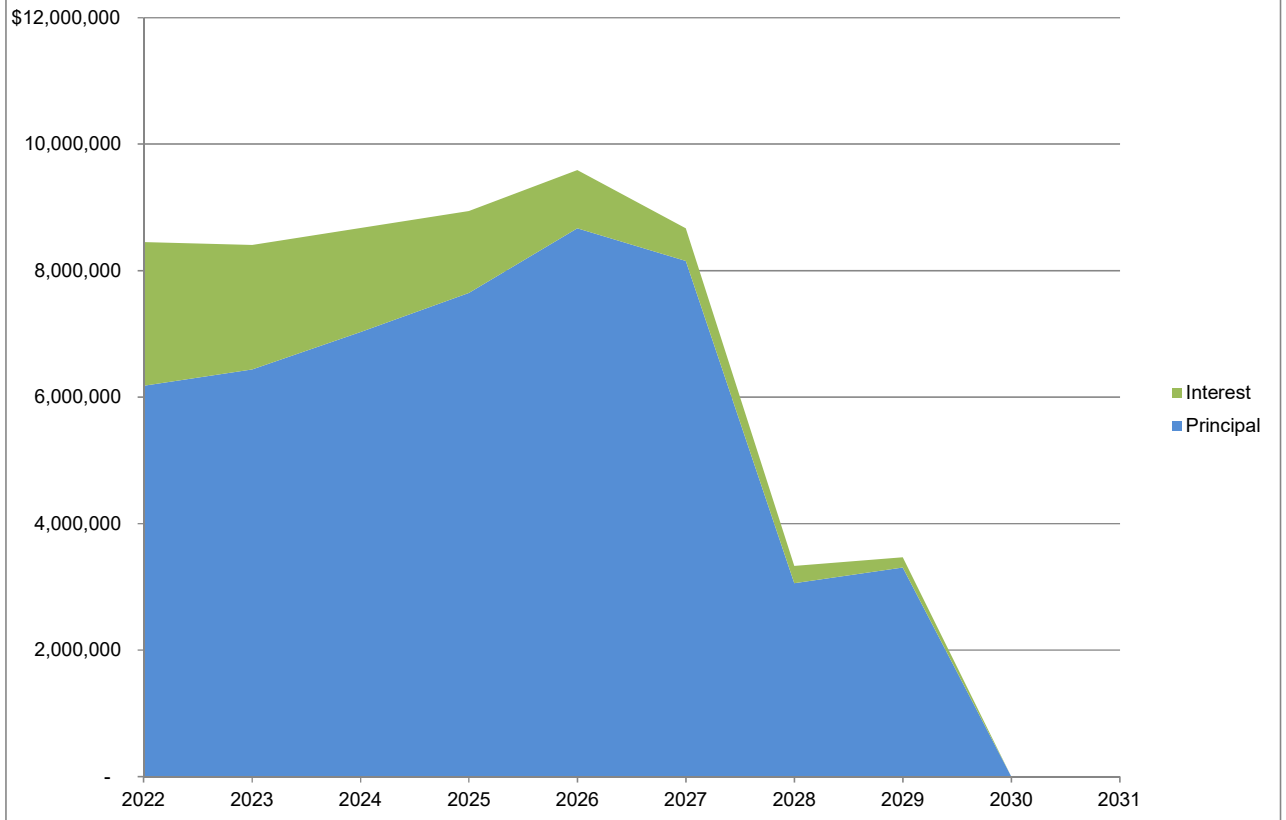
Series 2021

Fiscal Year ending June 30	Principal	Interest	Total Debt Service
2022	\$ 2,200,000	\$ 663,250	\$ 2,863,250
2023	2,100,000	553,250	2,653,250
2024	2,305,000	448,250	2,753,250
2025	2,525,000	333,000	2,858,000
2026	-	206,750	206,750
2027	-	206,750	206,750
2028	830,000	206,750	1,036,750
2029	3,305,000	165,250	3,470,250
	\$ 13,265,000	\$ 2,783,250	\$ 16,048,250

Total General Obligation Bonds

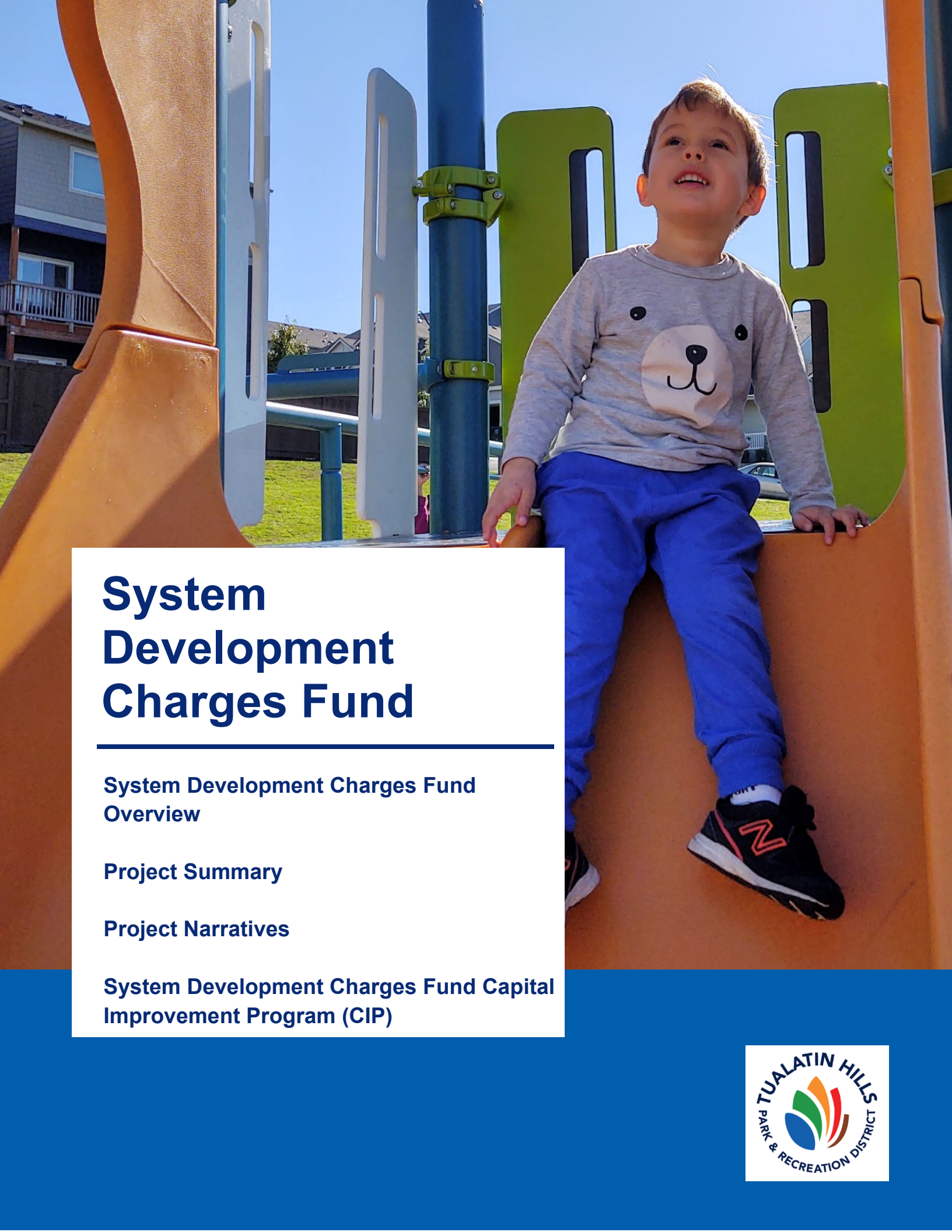
Fiscal Year ending June 30	Principal	Interest	Total Debt Service
2022	\$ 6,180,000	\$ 2,275,550	\$ 8,455,550
2023	6,440,000	1,966,550	8,406,550
2024	7,030,000	1,644,550	8,674,550
2025	7,650,000	1,293,050	8,943,050
2026	8,670,000	920,550	9,590,550
2027	8,155,000	518,300	8,673,300
2028	3,060,000	273,650	3,333,650
2029	3,305,000	165,250	3,470,250
	\$ 50,490,000	\$ 9,057,450	\$ 59,547,450

Debt Service - General Obligation Bonds





THPRD



System Development Charges Fund

**System Development Charges Fund
Overview**

Project Summary

Project Narratives

**System Development Charges Fund Capital
Improvement Program (CIP)**





THPRD

SYSTEM DEVELOPMENT CHARGES FUND

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 district boundaries. Both the city and the county are now collecting those fees on behalf of the district.

The most recent methodology update was performed in 2019/2020. This update addressed three policy issues relating to equity: (1) residential tiering, (2) affordable housing and (3) level of service. The outcome was the adoption of a methodology that has 4 tiers for single-family housing based on housing square footage and flat rates for multi-family housing and non-residential. Initially, the average rate for single-family housing will go in effect to allow the City of Beaverton and Washington County time to update their systems to collect the tiered fees. By reducing the amount of recreation/aquatic center construction to 30% covered by SDCs, the methodology resulted in a slight decrease in the average single family rate and the multi-family rate and an increase in the non-residential rate, which will be phased in over two years.

THPRD projects carryover of \$35,980,403 in unexpended SDCs to the 2021/22 fiscal year, \$23,433,903 of which is committed to projects being carried over. THPRD is budgeting an additional \$9,611,435 in net SDC Fund revenues in the 2021/22 fiscal year, \$779,000 in transfers of grant funds from the General Fund, and \$146,600 in interest earnings.





THPRD

SYSTEM DEVELOPMENT CHARGES FUND

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Budget 2020/21	Proposed Budget 2021/22	Adopted Budget 2021/22
Resources:					
Beginning Cash on Hand	\$ 17,307,632	\$ 21,797,191	\$ 24,731,220	\$ 35,980,403	\$ 35,980,403
System Development Charges	8,500,336	12,716,580	10,532,558	11,111,435	11,111,435
System Development Charge Waivers	-	-	-	(1,500,000)	(1,500,000)
Transfer From General Fund	-	-	-	779,000	779,000
Interest Earnings	464,096	466,563	232,500	146,600	146,600
Total Resources	\$ 26,272,064	\$ 34,980,334	\$ 35,496,278	\$ 46,517,438	\$ 46,517,438
Appropriations:					
Materials and Services	\$ -	\$ -	\$ 50,000	\$ 100,000	\$ 100,000
Capital Outlay	4,474,873	6,407,692	35,446,278	46,417,438	46,417,438
Total Appropriations	\$ 4,474,873	\$ 6,407,692	\$ 35,496,278	\$ 46,517,438	\$ 46,517,438
Summary by Department					
Materials and Services	\$ -	\$ -	\$ 50,000	\$ 100,000	\$ 100,000
Carryover Projects					
Land Acquisition	607,290	1,210,404	11,796,800	17,438,040	17,438,040
Development/Improvements	3,303,692	3,896,231	7,072,570	6,395,863	6,395,863
Land Acquisition	553,309	981,498	5,850,000	4,344,000	4,344,000
Development/Improvements	10,582	319,560	2,780,000	4,425,725	4,425,725
Undesignated Projects	-	-	7,946,908	13,813,810	13,813,810
Total Appropriations	\$ 4,474,873	\$ 6,407,692	\$ 35,496,278	\$ 46,517,438	\$ 46,517,438

SYSTEM DEVELOPMENT CHARGES FUND

Item Number	SDC Capital Project	Carryover Funds	Additional Funding	Adopted 2021/22	Page #
CARRYOVER PROJECTS					
1	Acquisition of Community Park Land - North Bethany	\$ 3,215,800	\$ -	\$ 3,215,800	SDC-5
2	Acquisition of Neighborhood Park Land - Bonny Slope West	1,500,000	-	1,500,000	SDC-5
3	Acquisition of Natural Area Land - South Cooper Mountain	846,000	-	846,000	SDC-5
4	Acquisition of Trails Land - South Cooper Mountain	1,035,000	-	1,035,000	SDC-5
5	Acquisition of Neighborhood Park Land - South Cooper Mountain	7,949,000	-	7,949,000	SDC-5
6	Acquisition of Trails Land - North Bethany	1,189,500	-	1,189,500	SDC-6
7	Acquisition of Trails Land - Bonny Slope West	250,000	-	250,000	SDC-6
8	Acquisition of Neighborhood Park Land - Infill Areas	1,452,740	-	1,452,740	SDC-6
	Subtotal Land Acquisition Carryover	\$ 17,438,040	\$ -	\$ 17,438,040	
9	Metropolitan Transportation Improvement Program (MTIP) Grant Match - Westside Trail, Segment 18	\$ 425,000	\$ -	\$ 425,000	SDC-6
10	NW Quadrant New Neighborhood Park Development (Crowell)	25,000	-	25,000	SDC-6
11	Natural Area Master Plan	100,000	-	100,000	SDC-6
12	Building Expansion - site to be determined	995,000	-	995,000	SDC-7
13	MTIP Grant Match - Beaverton Creek Trail Land Acquisition/ROW	212,000	-	212,000	SDC-7
14	North Bethany Park and Trail Development - Project Management	50,000	-	50,000	SDC-7
15	Neighborhood Park Master Plan Miller Rd (SWQ-5)	150,900	-	150,900	SDC-7
16	South Cooper Mountain Park and Trail Development - Project Management	50,000	-	50,000	SDC-7
17	NW Quadrant New Neighborhood Park #4 Development (Bonnie Meadow)	600,000	-	600,000	SDC-7
18	Bethany Creek Trail #2, Segment #3 - Development	50,000	-	50,000	SDC-8
19	North Bethany Park and Trail Improvements	120,000	-	120,000	SDC-8
20	Regional Flexible Funds Allocation (RFFA) Active Transportation Project Readiness Match - Westside Trail, Hwy 26 Overcrossing Design	129,000	-	129,000	SDC-8
21	New Amenities in existing parks	53,000	100,000	153,000	SDC-8
22	Neighborhood Park Design & Permitting - Highland Park (NWQ-6)	320,820	-	320,820	SDC-8
23	Cedar Hills Park - Additional funding for bond project	65,000	300,000	365,000	SDC-8
24	Neighborhood Park Construction - Highland Park (NWQ -6)	1,620,000	-	1,620,000	SDC-9
25	Neighborhood Park Master Planning - North Bethany Heckman Road (NWQ -8)	55,000	-	55,000	SDC-9
26	Neighborhood Park Master Planning - Baker Loop (SEQ-2)	111,177	-	111,177	SDC-9
27	Trail Development - 155th Ave Wetlands	487,208	-	487,208	SDC-9
28	Somerset West Park - Additional funding for bond project	126,758	-	126,758	SDC-9
29	Fanno Creek Trail Segment #5 - Scholls Ferry Rd. to 92 Ave.	250,000	-	250,000	SDC-9
	Subtotal Development/Improvements Carryover	\$ 5,995,863	\$ 400,000	\$ 6,395,863	
	TOTAL CARRYOVER PROJECTS	\$ 23,433,903	\$ 400,000	\$ 23,833,903	

SYSTEM DEVELOPMENT CHARGES FUND

Item Number	SDC Capital Project	Carryover Funds	Additional Funding	Adopted 2021/22	Page #
LAND ACQUISITION					
30	Acquisition of Community Park Land - North Bethany			\$ 2,500,000	SDC-10
31	Acquisition of Trails Land - South Cooper Mountain			344,000	SDC-10
32	Acquisition of Neighborhood Park Land - South Cooper Mountain			500,000	SDC-10
33	Acquisition of Neighborhood Park Land - Infill Areas			1,000,000	SDC-10
	TOTAL LAND ACQUISITION			\$ 4,344,000	
DEVELOPMENT/IMPROVEMENTS					
34	Mt. View Champions Park Sport Court - Additional funding for bond project			\$ 400,000	SDC-10
35	North Johnson Creek Trail Master Planning - Project Management			40,000	SDC-11
36	Design & Develop Natural Areas for Public Access - South Cooper Mountain			500,000	SDC-11
37	Neighborhood Park Design & Permitting - Heckman Road (NWQ-8)			384,200	SDC-11
38	Neighborhood Park Design & Permitting - Miller Road (SWQ-5)			717,200	SDC-11
39	Neighborhood Park Design & Permitting - Baker Loop (SEQ-2)			445,625	SDC-11
40	Neighborhood Park Master Planning - Abbey Creek Phase II (NWQ-5)			69,200	SDC-11
41	Neighborhood Park Master Planning - Pointer Road (NEQ-3)			135,100	SDC-12
42	Regional Trail Development - Westside Trail #14			1,601,900	SDC-12
43	Beaverton Creek Trail Preliminary Engineering (MTIP-RFFA)			67,500	SDC-12
44	Downtown planning			50,000	SDC-12
45	Cooper Mountain Planning			15,000	SDC-12
	TOTAL DEVELOPMENT/IMPROVEMENTS			\$ 4,425,725	
UNDESIGNATED PROJECTS					
46	Undesignated Projects			\$ 13,813,810	SDC-12
	TOTAL UNDESIGNATED PROJECTS			\$ 13,813,810	
GRAND TOTAL CAPITAL OUTLAY					
				\$ 46,417,438	



THPRD

SYSTEM DEVELOPMENT CHARGES FUND

Carryover Projects

ITEM 1: **Acquisition of Community Park Land - North Bethany**

BUDGET: \$3,215,800

DESCRIPTION: Carryover funding for purchase of additional properties for future community park site to meet commitments in North Bethany new urban area.

ITEM 2: **Acquisition of Neighborhood Park Land - Bonny Slope West**

BUDGET: \$1,500,000

DESCRIPTION: Carryover funding for purchase of additional properties for future neighborhood park sites to meet commitments in Bonny Slope West new urban area.

ITEM 3: **Acquisition of Natural Area Land - South Cooper Mountain**

BUDGET: \$846,000

DESCRIPTION: Carryover funding for purchase of additional properties for future natural area site to meet commitments in South Cooper Mountain new urban area.

ITEM 4: **Acquisition of Trails Land - South Cooper Mountain**

BUDGET: \$1,035,000

DESCRIPTION: Carryover funding for purchase of additional properties and/or easements for future trail corridors to meet commitments in South Cooper Mountain new urban area.

ITEM 5: **Acquisition of Neighborhood Park Land - South Cooper Mountain**

BUDGET: \$7,949,000

DESCRIPTION: Carryover funding for purchase of additional properties for future neighborhood park sites to meet commitments in South Cooper Mountain new urban area.

SYSTEM DEVELOPMENT CHARGES FUND

ITEM 6: **Acquisition of Trails Land - North Bethany**

BUDGET: \$1,189,500

DESCRIPTION: Carryover funding for purchase of additional properties and/or easements for future trail corridors to meet commitments in North Bethany new urban area.

ITEM 7: **Acquisition of Trails Land - Bonny Slope West**

BUDGET: \$250,000

DESCRIPTION: Carryover funding for purchase of additional properties and/or easements for future trail corridors to meet commitments in North Bethany new urban area.

ITEM 8: **Acquisition of Neighborhood Park Land - Infill Areas**

BUDGET: \$1,452,740

DESCRIPTION: Carryover funding for purchase of additional properties for future neighborhood park sites that address underserved areas (per GRASP analysis) within THPRD boundaries.

ITEM 9: **Metropolitan Transportation Improvement Program (MTIP) Grant Match - Westside Trail, Segment 18**

BUDGET: \$425,000

DESCRIPTION: THPRD match for the grant award to complete Westside Trail Segment 18 from Kaiser Road to Kaiser Woods Natural Area. Balance of grant match due upon project close-out.

ITEM 10: **NW Quadrant New Neighborhood Park Development (Crowell)**

BUDGET: \$25,000

DESCRIPTION: Development of a new park on undeveloped land owned by THPRD at 175th and SW Marty Lane. Final project close-out items.

ITEM 11: **Natural Area Master Plan**

BUDGET: \$100,000

DESCRIPTION: Master planning on one natural area.

SYSTEM DEVELOPMENT CHARGES FUND

ITEM 12: **Building Expansion - site to be determined**

BUDGET: \$995,000

DESCRIPTION: Expansion of existing facility to provide new space for programming options.

ITEM 13: **MTIP Grant Match - Beaverton Creek Trail Land Acquisition/ROW**

BUDGET: \$212,000

DESCRIPTION: Grant match and staff project management time to complete right-of-way acquisition for a community trail.

ITEM 14: **North Bethany Park and Trail Development - Project Management**

BUDGET: \$50,000

DESCRIPTION: Staff project management time to monitor design and construction of several park and trail project phases by developer under SDC credit agreement.

ITEM 15: **Neighborhood Park Master Plan Miller Rd (SWQ-5)**

BUDGET: \$150,900

DESCRIPTION: Site master planning for new neighborhood park on undeveloped land owned by THPRD at SW Miller Hill Rd and SW Georgene Ct.

ITEM 16: **South Cooper Mountain Park and Trail Development - Project Management**

BUDGET: \$50,000

DESCRIPTION: Staff project management time to monitor design and construction of new projects by developers under SDC credit agreements.

ITEM 17: **NW Quadrant New Neighborhood Park #4 Development (Bonnie Meadow)**

BUDGET: \$600,000

DESCRIPTION: Development of a new neighborhood park on undeveloped land owned by THPRD at SW 187th and SW Bonnie Meadow Lane (NWQ).

SYSTEM DEVELOPMENT CHARGES FUND

ITEM 18: Bethany Creek Trail #2, Segment #3 - Development

BUDGET: \$50,000

DESCRIPTION: Development for Bethany Creek Community Trail #2, Segment #3 from Springville Road to Westside Regional Trail. Final Close out items.

ITEM 19: North Bethany Park and Trail Improvements

BUDGET: \$120,000

DESCRIPTION: THPRD's share for two community trail crossings of Abbey Creek; to be cost shared with Clean Water Services.

ITEM 20: Regional Flexible Funds Allocation (RFFA) Active Transportation Project Readiness Match - Westside Trail, Hwy 26 Overcrossing Design

BUDGET: \$129,000

DESCRIPTION: Matching funds to complete master planning and 30% design for the Westside Trail overcrossing of Highway 26.

ITEM 21: New Amenities in existing parks

BUDGET: \$153,000

DESCRIPTION: Creation of new amenities or enhancement of existing parks.

ITEM 22: Neighborhood Park Design & Permitting - Highland Park (NWQ-6)

BUDGET: \$320,820

DESCRIPTION: Design and permitting for a new neighborhood park on undeveloped land owned by THPRD at NW 167th and NW Trillium St.

ITEM 23: Cedar Hills Park - Additional funding for bond project

BUDGET: \$365,000

DESCRIPTION: Design and development for ROW improvements at Cedar Hills Park. Improvements necessary to meet jurisdictional permit requirements from park redevelopment. Installation of new sport court netting and completion of close out documents.

SYSTEM DEVELOPMENT CHARGES FUND

ITEM 24: **Neighborhood Park Construction - Highland Park (NWQ -6)**
BUDGET: \$1,620,000
DESCRIPTION: Development of a new neighborhood park on undeveloped land owned by THPRD at NW 167th and NW Trillium St.

ITEM 25: **Neighborhood Park Master Planning - North Bethany Heckman Road (NWQ -8)**
BUDGET: \$55,000
DESCRIPTION: Master planning for a new neighborhood park on undeveloped land owned by THPRD at NW 158th and NW Heckman Rd.

ITEM 26: **Neighborhood Park Master Planning - Baker Loop (SEQ-2)**
BUDGET: \$111,177
DESCRIPTION: Master planning for new neighborhood park on undeveloped land owned by THPRD at SW Lombard and SW Baker Loop Ct.

ITEM 27: **Trail Development - 155th Ave Wetlands**
BUDGET: \$487,208
DESCRIPTION: Design and permitting for a soft surface trail connection between Westside Trail segment 4 and Sexton Mountain Elementary School.

ITEM 28: **Somerset West Park - Additional funding for bond project**
BUDGET: \$126,758
DESCRIPTION: Portion of funding for redevelopment of Somerset West Park; project is primarily funded by the Bond fund, but additional funding provided by the SDC Fund is necessary to fund the contingency cost of project. Funding to complete close out items.

ITEM 29: **Fanno Creek Trail Segment #5 - Scholls Ferry Rd. to 92 Ave.**
BUDGET: \$250,000
DESCRIPTION: THPRD share of cost for Fanno Creek Trail Seg. #5; project is primarily funded by the City of Beaverton.

SYSTEM DEVELOPMENT CHARGES FUND

Land Acquisition

ITEM 30: **Acquisition of Community Park Land - North Bethany**

BUDGET: \$2,500,000

DESCRIPTION: Purchase of additional properties for future community park site to meet commitments in North Bethany new urban area.

ITEM 31: **Acquisition of Trails Land - South Cooper Mountain**

BUDGET: \$344,000

DESCRIPTION: Purchase of additional properties and/or easements for future trail corridors to meet commitments in Cooper Mountain new urban area.

ITEM 32: **Acquisition of Neighborhood Park Land - South Cooper Mountain**

BUDGET: \$500,000

DESCRIPTION: Purchase of additional properties for future neighborhood park sites to meet commitments in Cooper Mountain new urban area.

ITEM 33: **Acquisition of Neighborhood Park Land - Infill Areas**

BUDGET: \$1,000,000

DESCRIPTION: Purchase of additional properties for future neighborhood park sites that address underserved areas (per GRASP analysis) within THPRD boundaries.

Development/Improvements

ITEM 34: **Mountain View Champions Park Sport Court - Additional funding for bond project**

BUDGET: \$400,000

DESCRIPTION: Portion of funding for design and development for the multi-purpose sport court at Mountain View Champions Park. Project is primarily funded by the Bond fund, but additional funding provided by the SDC Fund is necessary to fund the project.

SYSTEM DEVELOPMENT CHARGES FUND

ITEM 35: **North Johnson Creek Trail Master Planning - Project Management**

BUDGET: \$40,000

DESCRIPTION: Staff project management time to monitor master planning and design for North Johnson Creek Trail project by Peterkort Development.

ITEM 36: **Design & Develop Natural Areas for Public Access - South Cooper Mountain**

BUDGET: \$500,000

DESCRIPTION: Design and develop newly acquired natural areas for public access in the South Cooper Mountain area.

ITEM 37: **Neighborhood Park Design & Permitting - Heckman Road (NWQ-8)**

BUDGET: \$384,200

DESCRIPTION: Design and permitting for a new neighborhood park on undeveloped land owned by THPRD at NW 159th and NW Heckman Road.

ITEM 38: **Neighborhood Park Design & Permitting - Miller Road (SWQ-5)**

BUDGET: \$717,200

DESCRIPTION: Design and permitting for new neighborhood park on undeveloped land owned by THPRD at SW Miller Hill Rd and SW Georgene Ct.

ITEM 39: **Neighborhood Park Design & Permitting - Baker Loop (SEQ-2)**

BUDGET: \$445,625

DESCRIPTION: Design and permitting for new neighborhood park on undeveloped land owned by THPRD at SW Lombard and SW Baker Loop Ct.

ITEM 40: **Neighborhood Park Master Planning - Abbey Creek Phase II (NWQ-5)**

BUDGET: \$69,200

DESCRIPTION: Master planning for phase two to Abbey Creek Park at NW 170th Ave. and NW Ernst St.

SYSTEM DEVELOPMENT CHARGES FUND

ITEM 41: **Neighborhood Park Master Planning - Pointer Road (NEQ-3)**
BUDGET: \$135,100
DESCRIPTION: Master planning for a new neighborhood park on undeveloped land owned by THPRD at NE Pointer Road.

ITEM 42: **Regional Trail Development - Westside Trail #14**
BUDGET: \$1,601,900
DESCRIPTION: Design and development for Westside Trail segment #14.

ITEM 43: **Beaverton Creek Trail Preliminary Engineering (MTIP-RFFA)**
BUDGET: \$67,500
DESCRIPTION: THPRD matching funds for preliminary engineering for construction of a segment of the Beaverton Creek Trail from the Westside Trail to Hocken Avenue.

ITEM 44: **Downtown planning**
BUDGET: \$50,000
DESCRIPTION: THPRD share for master plan and implementation strategy for downtown Beaverton parks, plazas, trails and open space in partnership with the City of Beaverton.

ITEM 45: **Cooper Mountain Planning**
BUDGET: \$15,000
DESCRIPTION: THPRD share of Cooper Mountain Planning efforts undertaken by City of Beaverton.

Undesignated Projects

ITEM 46: **Undesignated Projects**
BUDGET: \$13,813,810
DESCRIPTION: Capital Outlay to fund projects to be determined at a later time.



SYSTEM DEVELOPMENT CHARGE FUND
PROJECTS LIST
Proposed Five-year CIP January 2021

Exhibit A

Master Planning
Design & Permitting
Construction
New Project (NEW)

Fiscal Year	Project or Item Description	District Wide			North Bethany			South Cooper Mountain			Bonny Slope West			Non-Overlay		
		Annual Available Funding			Annual Available Funding			Annual Available Funding			Annual Available Funding			Annual Available Funding		
		Cost Estimate	Low Estimate	High Estimate	Cost Estimate	Low Estimate	High Estimate	Cost Estimate	Low Estimate	High Estimate	Cost Estimate	Low Estimate	High Estimate	Cost Estimate	Low Estimate	High Estimate
2020/21	Beginning Cash Balance		28,572,642	28,572,642		5,012,140	5,012,140		944,166	944,166		2,554,830	2,554,830		21,005,672	21,005,672
	Less: Carryover Appropriations		18,843,370	18,843,370		2,846,000	2,846,000		7,925,500	7,925,500		1,500,000	1,500,000		6,371,570	6,371,570
	Net Available Beginning Balance		9,729,272	9,729,272		2,166,140	2,166,140		(6,981,334)	(6,981,334)		1,054,830	1,054,830		14,634,102	14,634,102
	Estimated SDC Revenue		8,382,463	11,454,864		2,773,811	3,790,488		2,146,205	2,932,848		927,775	1,267,830		2,534,672	3,463,698
	Estimated SDC Affordable Housing 30% AMI (100% Waiver)	(237,350)				-	-	(132,916)						(104,434)		
	Estimated SDC Affordable Housing 60% AMI (50% Waiver)	(285,612)				-	-	(265,200)						(20,412)		
	Total Available Funding		17,588,773	21,184,136		4,939,951	5,956,628		(5,233,245)	(4,048,486)		1,982,605	2,322,660		17,043,928	18,097,800
	Dog Parks (Carry over additional funding)	26,000	17,562,773	21,158,136										26,000	17,017,928	18,071,800
	SE-Q2 Baker Loop Master Plan (NEW)	173,500	17,389,273	20,984,636										173,500	16,844,428	17,898,300
	Planning	40,000	17,349,273	20,944,636										40,000	16,804,428	17,858,300
	155th Avenue Wetlands - Trail Development**	500,000	16,849,273	20,444,636										500,000	16,304,428	17,358,300
	Peterkort PM - North Johnson Creek Community Trail	40,000	16,809,273	20,404,636										40,000	16,264,428	17,318,300
	Mt. View Champions Sport Court D&D	400,000	16,409,273	20,004,636										400,000	15,864,428	16,918,300
	Cedar Hills Park	300,000	16,109,273	19,704,636										300,000	15,564,428	16,618,300
	New Neighborhood Park Development, Master Planning: SW-Q5 (Altisan) (added)	150,900	15,958,373	19,553,736										150,900	15,413,528	16,467,400
	Land Acquisition for Community Parks in New Urban Areas (NoB)	1,250,000	14,708,373	18,303,736	1,250,000	3,689,951	4,706,628									
	Land Acquisition for Trails in New Urban Areas (NoB)*	750,000	13,958,373	17,553,736	750,000	2,939,951	3,956,628									
	New Neighborhood Park, Construction: NW-Q6 (NoB Highland Park)	1,622,300	12,336,073	15,931,436	1,622,300	1,317,651	2,334,328									
	New Neighborhood Park Development, Master Planning: NW-Q8 (NoB Trachsel/Maletis)	55,000	12,281,073	15,876,436	55,000	1,262,651	2,279,328									
	Land Acquisition for Neighborhood Parks in New Urban Areas (SCM)	1,500,000	10,781,073	14,376,436				1,500,000	(6,733,245)	(5,548,486)						
	Land Acquisition for Trails in New Urban Areas (SCM)	500,000	10,281,073	13,876,436				500,000	(7,233,245)	(6,048,486)						
	Design & Develop Natural Areas for Public Access - South Cooper Mountain Area	500,000	9,781,073	13,376,436				500,000	(7,733,245)	(6,548,486)						
	TOTAL FY 2020/21 COSTS	7,807,700			3,677,300			2,500,000			-			1,630,400		
2021/22	Beginning Balance		9,781,073	13,376,436		1,262,651	2,279,328		(7,733,245)	(6,548,486)		1,982,605	2,322,660		15,413,528	16,467,400
	Estimated SDC Revenue		8,269,811	13,333,722		2,194,893	3,538,908		2,851,042	4,596,840		526,356	848,664		2,697,519	4,349,310
	Estimated SDC Affordable Housing 30% AMI (100% Waiver)	(527,218)						(238,680)						(288,538)		
	Estimated SDC Affordable Housing 60% AMI (50% Waiver)	(972,400)						(760,240)						(212,160)		
	Estimated Available Funding		16,551,267	25,210,540		3,457,545	5,818,236		(5,881,123)	(2,950,566)		2,508,961	3,171,324		17,610,349	20,316,012
	New Neighborhood Park Development, Design & Permitting: NW-Q8 (Trachsel/Maletis)	384,200	16,167,067	24,826,340	384,200	3,073,345	5,434,036									
	Land Acquisition for Community Parks in New Urban Areas (NoB)	2,500,000	13,667,067	22,326,340	2,500,000	573,345	2,934,036									
	New Neighborhood Park Development, Master Planning: NW-Q5 (Abbey Creek Phase II)	69,200	13,597,867	22,257,140	69,200	504,145	2,864,836									
	Land Acquisition for Trails in New Urban Areas: South Cooper Mountain*	344,000	13,253,867	21,913,140				344,000	(6,225,123)	(3,294,566)						
	Land Acquisition for Parks: South Cooper Mountain	500,000	12,753,867	21,413,140				500,000	(6,725,123)	(3,794,566)						

Fiscal Year	Project or Item Description	Annual Available Funding			Annual Available Funding			Annual Available Funding			Annual Available Funding			Annual Available Funding		
		Cost Estimate	Low Estimate	High Estimate	Cost Estimate	Low Estimate	High Estimate	Cost Estimate	Low Estimate	High Estimate	Cost Estimate	Low Estimate	High Estimate	Cost Estimate	Low Estimate	High Estimate
	Land Acquisition for Park Infill	1,000,000	11,753,867	20,413,140										1,000,000	16,610,349	19,316,012
	Beaverton Creek Trail: Segment #3-4 (Grant Match)	600,000	11,153,867	19,813,140										600,000	16,010,349	18,716,012
	New Neighborhood Park Development, Design & Permitting: SW-Q5 (Altishan)	717,200	10,436,667	19,095,940										717,200	15,293,149	17,998,812
	New Neighborhood Park Development, Master Planning: NE-Q3 (Wilson)	135,100	10,301,567	18,960,840										135,100	15,158,049	17,863,712
	New Neighborhood Park Development, Design & Permitting: SE-Q2 (Baker Loop)(NEW)	445,625	9,855,942	18,515,215										445,625	14,712,424	17,418,087
	New Regional Trail Development - Westside Trail #14*	1,601,960	8,253,982	16,913,255										1,601,960	13,110,464	15,816,127
	Planning	125,000	8,128,982	16,788,255										125,000	12,985,464	15,691,127
	Subtotal FY 2021/22 Costs	8,422,285			2,953,400			844,000			-			4,624,885		
2022/23	Beginning Balance		8,128,982	16,788,255		504,145	2,864,836		(6,725,123)	(3,794,566)		2,508,961	3,171,324		12,985,464	15,691,127
	Estimated SDC Revenue		8,946,207	14,036,642		2,957,952	4,641,041		2,482,661	3,895,307		597,687	937,774		2,666,541	4,183,816
	Estimated SDC Affordable Housing 30% AMI (100% Waiver)	(595,109)												(595,109)		
	Estimated SDC Affordable Housing 60% AMI (50% Waiver)	(356,164)												(356,164)		
	Estimated Available Funding FY22/23		16,123,915	29,873,625		3,462,097	7,505,877		(4,242,463)	100,740		3,106,648	4,109,097		14,700,732	18,923,670
	New Neighborhood Park Development, Master Planning: NW-Q2 and Park Blocks	623,800	15,500,115	29,249,825	623,800	2,838,297	6,882,077									
	New Neighborhood Park Development, Design & Permitting: NW-Q5 (NoB Abbey Creek, Phase II)	431,900	15,068,215	28,817,925	431,900	2,406,397	6,450,177									
	New Neighborhood Park Development, Construction: NW-Q8 (NoB Trachsel/Maletis)	686,700	14,381,515	28,131,225	686,700	1,719,697	5,763,477									
	New Neighborhood Park Development, Master Plan: SW-Q6 (South Cooper Mountain Heights)	136,500	14,245,015	27,994,725				136,500	(6,361,623)	(3,431,066)						
	New Neighborhood Park Development, Construction: SW-Q5 (Altishan)	2,312,900	11,932,115	25,681,825										2,312,900	12,387,832	16,610,770
	New Neighborhood Park Development, Construction: SE-Q2 (Baker Loop)(NEW)	1,470,875	10,461,240	24,210,950										1,470,875	10,916,957	15,139,895
	New Neighborhood Park Development, Design & Permitting: NE-Q3 (Wilson)	668,600	9,792,640	23,542,350										668,600	10,248,357	14,471,295
	Land Acquisition - Infill	1,000,000	8,792,640	22,542,350										1,000,000	9,248,357	13,471,295
	Planning	100,000	8,692,640	22,442,350										100,000	9,148,357	13,371,295
	New Regional Trail Development - Westside Trail Segments 16-Remainder of 18 Master Plan*	109,870	8,582,770	22,332,480										109,870	9,038,487	13,261,425
	New Neighborhood Park Development, Master Planning: SW-Q4 (Sterling)	237,800	8,344,970	22,094,680										237,800	8,800,687	13,023,625
	Subtotal FY 2022/23 Costs	7,778,945			1,742,400			136,500			-			5,900,045		
2023/24	Beginning Balance		8,344,970	22,094,680		1,719,697	5,763,477		(6,361,623)	(3,431,066)		3,106,648	4,109,097		8,800,687	13,023,625
	Estimated SDC Revenue		11,060,591	14,747,455		3,983,579	5,311,439		3,259,891	4,346,521		780,156	1,040,207		3,036,966	4,049,288
	Estimated SDC Affordable Housing 30% AMI (100% Waiver)	(260,045)												(260,045)		
	Estimated SDC Affordable Housing 60% AMI (50% Waiver)	(111,448)												(111,448)		
	Estimated Available Funding		19,034,069	36,470,643		5,703,276	11,074,916		(3,101,732)	915,455		3,886,804	5,149,305		11,837,653	17,072,913
	New Neighborhood Park Development, Design & Permitting: NW-Q2 and Park Blocks	778,900	18,255,169	35,691,743	778,900	4,924,376	10,296,016									
	New Neighborhood Park Development, Construction: NW-Q5 (NoB Abbey Creek, Phase II)	957,900	17,297,269	34,733,843	957,900	3,966,476	9,338,116									
	New Neighborhood Park Development, Design & Permitting: SW-Q6 (South Cooper Mountain Heights)	136,500	17,160,769	34,597,343				136,500	(3,238,232)	778,955						
	New Neighborhood Park Development, Master Plan: SW-Q7 (Gorman)	251,700	16,909,069	34,345,643				251,700	(3,489,932)	527,255						
	New Regional Trail Development - Westside Trail Segments 16-Remainder of 18, Design & Permitting*	433,113	16,475,956	33,912,529										433,113	11,404,540	16,639,799
	New Regional Trail Development - Westside Trail Bridge, Design & Permitting*	800,000	15,675,956	33,112,529										800,000	10,604,540	15,839,799
	New Neighborhood Park, Construction: NE-Q3 (Wilson)	2,007,700	13,668,256	31,104,829										2,007,700	8,596,840	13,832,099

Fiscal Year	Project or Item Description	Annual Available Funding			Annual Available Funding			Annual Available Funding			Annual Available Funding			Annual Available Funding		
		Cost Estimate	Low Estimate	High Estimate	Cost Estimate	Low Estimate	High Estimate	Cost Estimate	Low Estimate	High Estimate	Cost Estimate	Low Estimate	High Estimate	Cost Estimate	Low Estimate	High Estimate
	New Neighborhood Park, Design & Permitting: SW-Q4 (Sterling)	1,443,800	12,224,456	29,661,029										1,443,800	7,153,040	12,388,299
	Land Acquisition Infill/Cooper Mountain	1,000,000	11,224,456	28,661,029										1,000,000	6,153,040	11,388,299
	Planning	50,000	11,174,456	28,611,029										50,000	6,103,040	11,338,299
	Subtotal FY 2023/24 Costs	7,859,613			1,736,800			388,200			-			5,734,613		
2024/25	Beginning Balance		11,174,456	28,611,029		3,966,476	9,338,116		(3,489,932)	527,255		3,886,804	5,149,305		6,103,040	11,338,299
	Estimated SDC Revenue		10,468,902	13,958,537		2,820,846	3,761,128		3,788,164	5,050,885		803,560	1,071,414		3,056,332	4,075,109
	Estimated Available Funding		21,643,359	42,569,566		6,787,322	13,099,244		298,232	5,578,140		4,690,364	6,220,718		9,159,372	15,413,409
	New Neighborhood Park Development, Master Plan: NW-Q7 (NoB Orr)	282,800	21,360,559	42,286,766	282,800	6,504,522	12,816,444									
	New Neighborhood Park Development, Construction: Park Blocks	3,252,500	18,108,059	39,034,266	3,252,500	3,252,022	9,563,944									
	New Neighborhood Park Development, Design & Permitting, NW-Q2	1,454,800	16,653,259	37,579,466	1,454,800	1,797,222	8,109,144									
	New regional Trail Development - Westside Trail Segments 16-Remainder of 18, Construction	1,773,140	14,880,118	35,806,326										1,773,140	7,386,231	13,640,268
	Trail Development - Westside Trail: Sunset Hwy Crossing*	6,000,000	8,880,118	29,806,326										6,000,000	1,386,231	7,640,268
	Land Acquisition - Infill/Cooper Mountain	1,000,000	7,880,118	28,806,326										1,000,000	386,231	6,640,268
	New Neighborhood Park, Construction: SW-Q4 (Sterling)	3,332,100	4,548,018	25,474,226										3,332,100	(2,945,869)	3,308,168
	New Neighborhood Park Development, Master Planning: SE-Q1 (Cobb)	566,303	3,981,715	24,907,923										566,303	(3,512,172)	2,741,865
	Planning	50,000												50,000	(3,562,172)	2,691,865
	New Neighborhood Park Development, Master Plan: NE-Q2	365,923	3,615,792	24,542,000							365,923	4,324,441	5,854,795			
	New Neighborhood Park Development, Design & Permitting: SW-Q7 (Gorman)	1,634,800	1,980,992	22,907,200				1,634,800	(1,336,568)	3,943,340						
	New Neighborhood Park Development, Master Plan: SW-Q9	136,600	1,844,392	22,770,600				136,600	(1,473,168)	3,806,740						
	Subtotal FY 2024/25 Costs	19,848,966			4,990,100			1,771,400			365,923			12,721,543		
2025/26	Beginning Balance		1,844,392	22,770,600		1,797,222	8,109,144		(1,473,168)	3,806,740		4,324,441	5,854,795		(3,562,172)	2,691,865
	Estimated SDC Revenue		10,111,915	13,482,553		2,500,456	3,333,941		3,547,094	4,729,459		827,667	4,315,597		3,236,698	4,315,597
	Estimated Available Funding		11,956,307	36,253,153		4,297,677	11,443,085		2,073,926	8,536,200		5,152,108	10,170,393		(325,474)	7,007,462
	New Neighborhood Park Development, Construction: NW-Q2	5,858,200	6,098,107	30,394,953	5,858,200	(1,560,523)	5,584,885									
	New Neighborhood Park Development, Design & Permitting: NW-Q7 (NoB Orr)	1,469,500	4,628,607	28,925,453	1,469,500	(3,030,023)	4,115,385									
	New Neighborhood Park Development, Design & Permitting: SW-Q9	634,000	3,994,607	28,291,453				634,000	1,439,926	7,902,200						
	New Neighborhood Park Development, Construction: SW-Q7 (Gorman)	3,418,800	575,807	24,872,653				3,418,800	(1,978,874)	4,483,400						
	New Neighborhood Park Development, Design & Permitting: NE-Q2	1,525,570	(949,763)	23,347,083							1,525,570	3,626,538	8,644,823			
	New Neighborhood Park Development, Design & Permitting: SE-Q1 (Cobb)	2,189,961	(3,139,724)	21,157,122										2,189,961	(2,515,435)	4,817,501
	Planning	50,000	(3,189,724)	21,107,122										50,000	(2,565,435)	4,767,501
	Develop New Small Urban Park	1,562,783	(4,752,507)	19,544,339										1,562,783	(4,128,218)	3,204,718
	Subtotal FY 2025/26 Costs	16,708,814			7,327,700			4,052,800			1,525,570			3,802,744		
	Total for 5-year CIP List	68,426,324			22,427,700			9,692,900			1,891,493			34,414,231		
Five Year CIP Credit Projects																
	New Neighborhood Park Development: NW-Q11 (NoB/Polygon)	2,056,400	(6,808,907)	17,487,939	2,056,400	(5,086,423)	2,058,985									SDC - 15
	New Neighborhood Park Development: SW-Q8	3,057,200	(9,866,107)	14,430,739				3,057,200	(5,036,074)	1,426,200						

Fiscal Year	Project or Item Description	Annual Available Funding			Annual Available Funding			Annual Available Funding			Annual Available Funding			Annual Available Funding		
		Cost Estimate	Low Estimate	High Estimate	Cost Estimate	Low Estimate	High Estimate	Cost Estimate	Low Estimate	High Estimate	Cost Estimate	Low Estimate	High Estimate	Cost Estimate	Low Estimate	High Estimate
	Subtotal Credit Projects	5,113,600			2,056,400			3,057,200								
	Fund Balance		(9,866,107)	14,430,739		(5,086,423)	2,058,985		(5,036,074)	1,426,200		4,690,364	6,220,718		(4,128,218)	3,204,718



Bond Capital Projects Fund

Bond Capital Projects Fund Overview

Project Summary

Project Narratives





THPRD

BOND CAPITAL PROJECTS FUND

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.

Land Acquisition

Approximately one third of the bond measure funded land acquisition. The district has completed acquisition of 11 neighborhood park sites, two community park sites, two community center sites, and nearly 89 acres of trail corridor and natural areas. The original bond measure promised acquisition of land for six neighborhood parks, one community park, and one community center site as well as land for trails and natural areas. Due to lower than anticipated land costs, the district was able to over-deliver on the bond promises; compared to what was promised, the district has already acquired five additional neighborhood park sites.

New Neighborhood Park Development

Five new neighborhood parks have been completed with bond funds: AM Kennedy Park and athletic field, Barsotti Park and athletic field, Hansen Ridge Park, Roy Dancer Park and Roger Tilbury Park. All five parks are complete and open for use.

Renovate and Redevelop Neighborhood Parks

Five neighborhood parks were included in the bond fund plans. Four of those park projects are complete. The remaining park redevelopment project, Somerset West Park, is currently under construction and scheduled for completion in Spring 2021.

Renovate and Redevelop Community Parks

Two community parks were included in the bond fund plans - Cedar Hills Park and Schiffler Park. Both of those park projects are complete.

New Community Park Development

Bond funds supported the development of the Mountain View Champions Park. This 21.5-acre community park is located in Aloha, adjacent to Mountain View Middle School. The project was a partnership between THPRD and the Beaverton School District, as well as being supported by the Tualatin Hills Park Foundation. Mountain View Champions Park includes an inclusive playground, two synthetic multi-sport fields, the regions first all-access synthetic field, a grass baseball/softball field, community gardens, tennis courts, a picnic shelter, parking, restrooms, and concessions.

Natural Area Preservation

The bond included funding for natural area restoration and land acquisition. Twenty-nine restoration projects have been completed and 20 additional projects are underway. The allocated dollars for natural area land acquisition have been fully utilized.

BOND CAPITAL PROJECTS FUND

Linear Parks and Trails

Fourteen trail segment projects funded by the bond have been completed. Over \$1.2 million in bond funds have been utilized for new linear park and trail land acquisition.

Multi-field/Multi-purpose Athletic Field Development

Five multi-field projects have been completed with bond funds. The field at Unity Park was completed in January 2021. The district is also budgeted to add an athletic facility in the SW Quadrant of the district.

Deferred Park Maintenance

The district has completed all deferred park maintenance projects funded by bond dollars. Included were eleven play structure replacements, bridge/boardwalk replacements at Willow Creek, Rosa Park, Jenkins Estate and Hartwood Highlands, pedestrian path replacements at three sites, and parking lots at two swim centers.

Facility Rehabilitation and Expansion

Eighteen structural upgrade projects have been completed with bond funding, at facilities across the district. The district has completed all five bond-funded facility expansion projects.

ADA Access Improvements

Fourteen ADA access improvement projects have been completed with bond funds. All work is complete in this category of bond spending.



Mountainview Champions Park

BOND CAPITAL PROJECTS FUND

Facility Expansion and Improvements

Aloha Swim Center	Elsie Stuhr Center
Conestoga Recreation & Aquatic Center	Tualatin Hills Aquatic Center - ADA / Family Dressing Room
Tualatin Hills Athletic Center	



Facility Rehabilitation

Aloha Swim Center	Raleigh Swim Center - Seismic Upgrades
Beaverton Swim Center	Somerset West Pool
Cedar Hills Recreation Center	Sunset Swim Center - Air Tunnel Replacement
Conestoga Recreation & Aquatic Center	Sunset Swim Center - Seismic Upgrade
Elsie Stuhr Center	Tualatin Hills Aquatic Center - Roof Replacement
Garden Home Recreation Center - Seismic Upgrade	Tualatin Hills Aquatic Center - Seismic Upgrades
HMT Recreation Complex - Administrative Offices	Tualatin Hills Athletic Center - HVAC; Seismic Upgrades
Harman Swim Center	Tualatin Hills Tennis Center - Seismic Upgrade
HMT Recreation Complex - Dryland Training Room	Auto Gas Meter Shut offs - All Facilities

BOND CAPITAL PROJECTS FUND

Athletic Field Additions

Meadow Way Park
NE Quadrant Athletic Field (Cedar Mill Park)
Unity Park (NW Quadrant Youth Athletic Field)

Paul & Verna Winkelman Park
Conestoga Middle School Athletic Field
SW Quadrant Athletic Facility (Mountain View Champions Park)

Unity Park - Athletic Field



BOND CAPITAL PROJECTS FUND

Park Additions and Upgrades

A.M. Kennedy Park
Barsotti Park
Camille Park
Cedar Hills Park
Cedar Mill Park
Evelyn M. Schiffler Park
Hansen Ridge Park
Mountain View Champions Park
Pioneer Park
Roger Tilbury Memorial Park
Roy E. Dancer Park
Somerset West Park
Vista Brook Park

New Park Land Acquisition

NW Quadrant (Biles)
NW Quadrant (Living Hope)
NW Quadrant (Mitchell)
NW Quadrant (PGE)
NE Quadrant (Wilson)
NE Quadrant (Lehman)
SW Quadrant (Sterling Savings)
SW Quadrant (Altishin)
SW Quadrant (Roy Dancer Park easement)
SE Quadrant (Cobb)



Somerset West Park



Cedar Hills Park

BOND CAPITAL PROJECTS FUND

Trail Expansions

Jordan Woods Natural Area
Lowami Hart Woods
Mt. Williams Park
Nature Park - Old Wagon Trail-
North Bethany Trail - Segment No. 2

Rock Creek Trail
The Bluffs Park - Phase II
Waterhouse Trail
Westside Trail - Segments 1, 4, and 7 -
Westside to Waterhouse Trail Connection

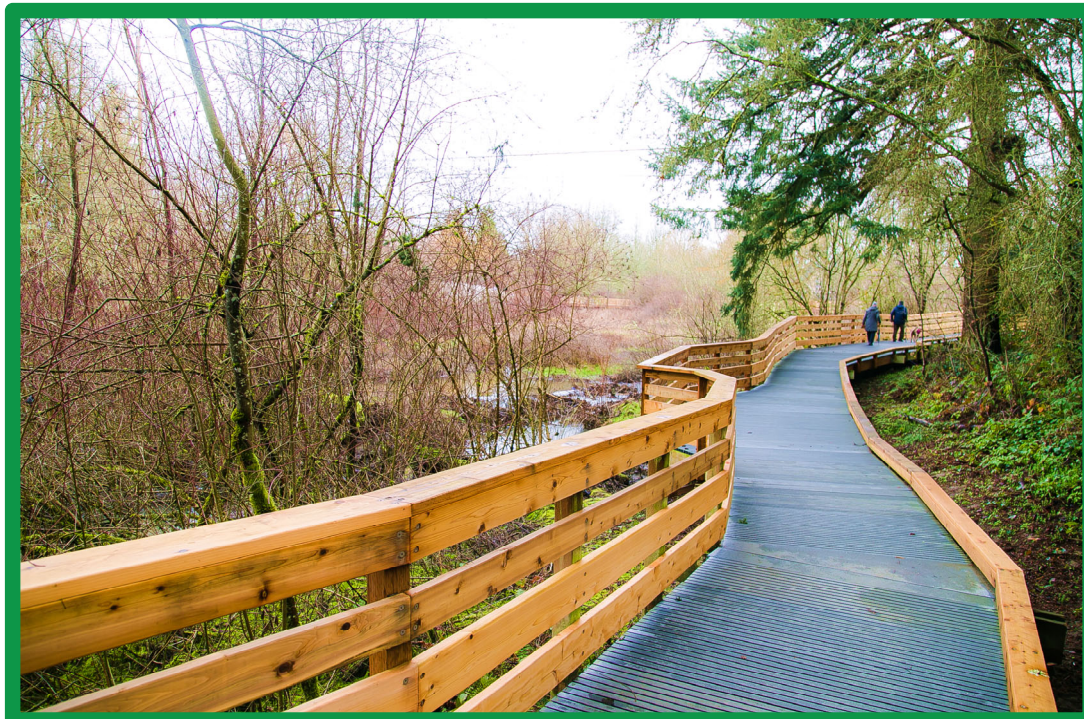


The Bluffs Park

Planning

Waterhouse Trail - Segment No. 5

Waterhouse Trail - West Spur Segment



Waterhouse Trail

BOND CAPITAL PROJECTS FUND

Maintenance Replacements

- Aloha Swim Center
- Arnold Park
- Channing Heights Mini-Park
- George W. Otten Park
- HMT Recreation Complex - Maintenance
- Harman Swim Center Park
- Hartwood Highlands
- Jenkins Estate
- Lawndale Park
- Lost Park
- Murrayhill Park
- Raleigh Swim Center - HVAC
- Rock Creek Powerline Park Rosa Park
- Roxbury Park
- Summercrest Park
- Sunset Swim Center - Paving
- Terra Linda Park
- Tualatin Hills Nature Park
- Waterhouse Park
- Willow Creek



Lost Park

ADA Projects

ADA Improvements at 12 Parks, 1 Recreation Center and HMT Campus



Waterhouse Park

BOND CAPITAL PROJECTS FUND

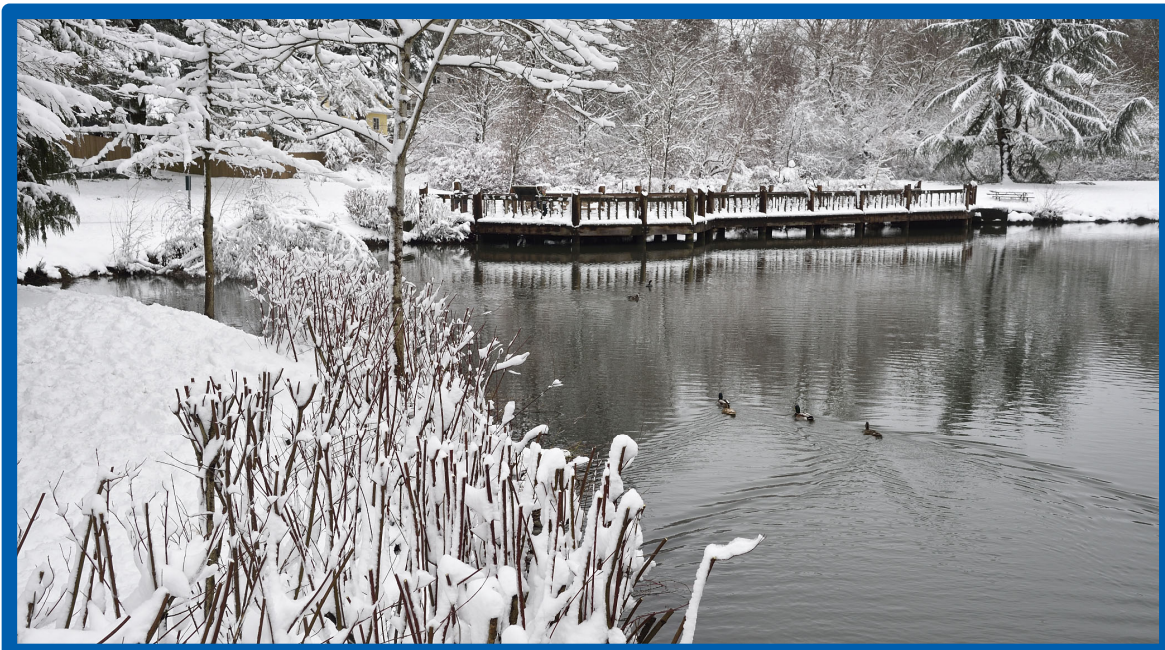
Natural Area Preservation

A.M. Kennedy Park
Allenbach Acres Park
Bannister Creek Greenway
Bauman Woods Natural Area
Bronson Creek Greenway
Camille Park
Cedar Mill Creek Greenway
Cedar Mill Park
Center Street Wetlands
Commonwealth Lake Park
Crystal Creek Park
Fanno Creek Greenway
Fanno Creek Park
Fir Grove East
Foothills Park
Forest Hills Park
Greenway Park / Koll Center Wetland
Hansen Ridge Park
Hazeldale Park
Hideaway Park
HL Cain Wetlands
HMT North woods and stream
Hyland Woods - Phase I and II
Interpretive Sign Network; Nature Revealed: Discovering Nature Through Art
Jenkins Estate - Phase I and II
Jordan Woods / Jackie Husen Park
Lowami Hart Woods
Morrison Woods Natural Area & Park
Mt. Williams Park
Murrayhill Park
North Bethany Greenway
Paul & Verna Winkelman Park
Pioneer Park

Raleigh Park
Rock Creek Greenway
Roger Tilbury Memorial Park
Somerset Park
Summercrest Park
Tualatin Hills Nature Park - Tadpole
Ponds Vista Brook Park
Waterhouse Trail
Westside Trail
Whispering Woods- Phase I and II
Willow Creek Greenway



Jordan Woods



Commonwealth Lake Park

BOND CAPITAL PROJECTS FUND

Description	Prior Year Actual 2018/19	Prior Year Actual 2019/20	Adopted Budget 2020/21	Proposed Budget 2021/22	Adopted Budget 2021/22
Resources:					
Beginning Cash on Hand	\$ 14,648,852	\$9,488,405	\$5,674,599	\$3,338,821	\$ 3,338,821
Interest Earnings	275,744	150,747	90,000	14,500	14,500
Total Resources	\$ 14,924,596	\$9,639,152	\$5,764,599	\$3,353,321	\$ 3,353,321
Appropriations:					
Capital Outlay	\$ 5,436,191	\$4,381,427	\$5,764,599	\$3,353,321	\$ 3,353,321
Total Appropriations	\$ 5,436,191	\$4,381,427	\$5,764,599	\$3,353,321	\$ 3,353,321
Summary by Department					
Renovate/Redevelop Neighborhood Park	\$ 17,735	\$ 148,093	\$ 757,427	\$ 338,839	\$ 338,839
New Community Park Development	107,706	(2,126)	151,550	151,550	151,550
Renovate/Redevelop Community Parks	5,024,165	12,922	-	-	-
Natural Area Restoration	26,054	540,768	2,207,846	1,376,074	1,376,074
Natural Area Preservation-Land Acquisition	214,116	3,534,549	83,891	-	-
New Linear Park/Trail Development	1,295	2,590	78,606	78,443	78,443
New Linear Park/Trail-Land Acquisition	-	-	1,198	1,195	1,195
Multifield/Use Athletic Field Development	35,935	144,631	1,091,039	704,074	704,074
Facility Rehabilitation	7,384	-	-	-	-
ADA/Access Improvements	1,800	-	-	-	-
Undesignated Funds	-	-	1,393,042	703,146	703,146
Total Appropriations	\$ 5,436,191	\$4,381,427	\$5,764,599	\$3,353,321	\$ 3,353,321

BOND CAPITAL PROJECTS FUND

Item Number		Adopted Budget 2021/22	Page #
RENOVATE AND REDEVELOP NEIGHBORHOOD PARKS			
1	Somerset West Park	\$ 338,839	BOND-11
	TOTAL RENOVATE AND REDEVELOP NEIGHBORHOOD PARKS	\$ 338,839	
NEW COMMUNITY PARK DEVELOPMENT			
2	SW Community Park	\$ 151,550	BOND-11
	TOTAL NEW COMMUNITY PARK DEVELOPMENT	\$ 151,550	
NATURAL AREA PRESERVATION			
3	Raleigh Park	\$ 172,000	BOND-11
4	Bannister Creek Greenway/NE Park	57,379	BOND-11
5	Lilly K. Johnson Woods	1,062	BOND-11
6	Bronson Creek Greenway at Laidlaw	462,457	BOND-12
7	Commonwealth Lake	62,932	BOND-12
8	155th Wetlands	8,801	BOND-12
9	Bronson Creek New Properties	104,887	BOND-12
10	Fanno Creek Greenway	83,909	BOND-12
11	HMT North Woods and Stream	33,662	BOND-12
12	Cedar Mill Creek Greenway	13,903	BOND-12
13	Fir Grove Park	11,539	BOND-13
14	HL Cain Wetlands	5,238	BOND-13
15	Bronson Creek Park	22,130	BOND-13
16	Center Street Wetlands Area	14,664	BOND-13
17	Forest Hills Park	8,308	BOND-13
18	Arborist/Tree Management	192,786	BOND-13
19	North Bethany Greenway	19,001	BOND-13
20	Willow Creek Greenway II	6,835	BOND-14
21	Westside Trail 18	25,746	BOND-14
22	Westside Trail - Burntwood area	3,192	BOND-14
23	Waterhouse Trail	24,511	BOND-14
24	Restoration of properties	41,132	BOND-14
	TOTAL NATURAL AREA PRESERVATION	\$ 1,376,074	
NEW LINEAR PARK AND TRAIL DEVELOPMENT			
25	Miscellaneous Natural Trails	\$ 78,443	BOND-14
	TOTAL NEW LINEAR PARK AND TRAIL DEVELOPMENT	\$ 78,443	
NEW LINEAR PARK AND TRAIL LAND ACQUISITION			
26	New Linear Park and Trail Acquisitions	\$ 1,195	BOND-15
	TOTAL NEW LINEAR PARK AND TRAIL ACQUISITIONS	\$ 1,195	
MULTIFIELD/MULTIPURPOSE ATHLETIC FIELD DEVELOPMENT			
27	New Field in NW Quadrant	\$ 162,940	BOND-15
28	New Field in SW Quadrant	541,134	BOND-15
	TOTAL MULTIFIELD/MULTIPURPOSE ATHLETIC FIELD DEVELOPMENT	\$ 704,074	
UNDESIGNATED FUNDS			
29	Undesignated Funds	\$ 703,146	BOND-15
	TOTAL UNDESIGNATED FUNDS	\$ 703,146	
	GRAND TOTAL CAPITAL OUTLAY	\$ 3,353,321	

BOND CAPITAL PROJECTS FUND

Renovate And Redevelop Neighborhood Parks

ITEM 1: Somerset West Park

BUDGET: \$338,839

DESCRIPTION: Design and redevelopment of one existing neighborhood park. Phase I amenities will include: hybrid traditional/natural play area, hard surface looped path and two foot bridges, ADA improvements, open lawn area with backstop, drainage improvements, new irrigation system and various natural area improvements.

New Community Park Development

ITEM 2: SW Community Park

BUDGET: \$151,550

DESCRIPTION: One time SDC Fee charge from Tualatin Valley Water District, in conjunction with the design and development of Mountain View Champions park.

Natural Area Preservation

ITEM 3: Raleigh Park

BUDGET: \$172,000

DESCRIPTION: Enhancement of stream and daylighting.

ITEM 4: Bannister Creek Greenway/NE Park

BUDGET: \$57,379

DESCRIPTION: Protection of water quality near the headwaters of the stream which is a major tributary to Bronson Creek.

ITEM 5: Lilly K. Johnson Woods

BUDGET: \$1,062

DESCRIPTION: Enhancement of oak habitat through removal of weeds and installation of native plants.

BOND CAPITAL PROJECTS FUND

ITEM 6: Bronson Creek Greenway at Laidlaw

BUDGET: \$462,457

DESCRIPTION: Enhancement of vegetation along creek and wetlands. Restoration of floodplain function in streamside areas.

ITEM 7: Commonwealth Lake

BUDGET: \$62,932

DESCRIPTION: Enhancement of vegetation and removal of non-native plants.

ITEM 8: 155th Wetlands

BUDGET: \$8,801

DESCRIPTION: Enhancement of vegetation and removal of non-native plants.

ITEM 9: Bronson Creek New Properties

BUDGET: \$104,887

DESCRIPTION: Enhancement of vegetation and removal of non-native plants.

ITEM 10: Fanno Creek Greenway

BUDGET: \$83,909

DESCRIPTION: Restoration of floodplain and wetland habitat.

ITEM 11: HMT North Woods and Stream

BUDGET: \$33,662

DESCRIPTION: Enhancement of vegetation and removal of non-native plants adjacent to soccer fields.

ITEM 12: Cedar Mill Creek Greenway

BUDGET: \$13,903

DESCRIPTION: Enhancement of vegetation and removal non-native plants in the stream corridor.

BOND CAPITAL PROJECTS FUND

ITEM 13: Fir Grove Park

BUDGET: \$11,539

DESCRIPTION: Improvement of habitat, user experience, and safety.

ITEM 14: HL Cain Wetlands

BUDGET: \$5,238

DESCRIPTION: Improvement of frog habitat.

ITEM 15: Bronson Creek Park

BUDGET: \$22,130

DESCRIPTION: Enhancement of vegetation and removal of non-native plants in the stream corridor.

ITEM 16: Center Street Wetlands Area

BUDGET: \$14,664

DESCRIPTION: Improvement of habitat in central city natural area.

ITEM 17: Forest Hills Park

BUDGET: \$8,308

DESCRIPTION: Improvement of habitat in neighborhood park site.

ITEM 18: Arborist/Tree Management

BUDGET: \$192,786

DESCRIPTION: Promotion of forest health through removal of non-native trees. Improvement of safety by modifying hazard trees into wildlife trees.

ITEM 19: North Bethany Greenway

BUDGET: \$19,001

DESCRIPTION: Improvement of natural area between Rock Creek Trail and Springville Rd.

BOND CAPITAL PROJECTS FUND

ITEM 20: **Willow Creek Greenway II**

BUDGET: \$6,835

DESCRIPTION: Enhancement of vegetation and removal of non-native plants in the eastern stream corridor.

ITEM 21: **Westside Trail 18**

BUDGET: \$25,746

DESCRIPTION: Removal of old trail segments and restoration of corridor habitat.

ITEM 22: **Westside Trail - Burntwood area**

BUDGET: \$3,192

DESCRIPTION: Enhancement of vegetation and removal of non-native plants.

ITEM 23: **Waterhouse Trail**

BUDGET: \$24,511

DESCRIPTION: Enhancement of vegetation and removal of non-native plants in the eastern stream corridor.

ITEM 24: **Restoration of properties**

BUDGET: \$41,132

DESCRIPTION: Balance of natural resource restoration funds to be used on projects to be determined at a later time

New Linear Park And Trail Development

ITEM 25: **Miscellaneous Natural Trails**

BUDGET: \$78,443

DESCRIPTION: Development of various soft surface trails throughout THPRD.

BOND CAPITAL PROJECTS FUND

New Linear Park And Trail Land Acquisition

ITEM 26: **New Linear Park and Trail Acquisitions**

BUDGET: \$1,195

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.

Multifield/Multipurpose Athletic Field Development

ITEM 27: **New Field in NW Quadrant**

BUDGET: \$162,940

DESCRIPTION: Development of one grass athletic field at Unity Park.

ITEM 28: **New Field in SW Quadrant**

BUDGET: \$541,134

DESCRIPTION: Design and development of one multi-purpose sport court at Mountain View Champions Park.

Undesignated Funds

ITEM 29: **Undesignated Funds**

BUDGET: \$703,146

DESCRIPTION: Capital to fund projects to be determined at a later time.



THPRD



Supplemental Data

District History and Background

Comprehensive Plan Summary

General Fund Five-year Fiscal Projection

Policies and Procedures

Summary of Staffing by Program

Glossary

District Map





THPRD

DISTRICT HISTORY AND BACKGROUND

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 obligation 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%

Diversity of THPRD as of the 2010 Census		
White	153,948	68.8%
Asian/Pacific Islander	25,334	11.3%
Hispanic Origin, any race	30,743	13.7%
Black	4,574	2.0%
American Indian	914	0.4%
Some other race	462	0.2%
Two or more races	7,862	3.6%

DISTRICT HISTORY AND BACKGROUND (continued)

Economic Information

The top 10 taxpayers (in order of actual taxes levied) within THPRD for the 2020/21 fiscal year were:

Taxpayer	Taxable Assessed Value	Rank	Percentage of Total Taxable Assessed Value
Nike, Inc.	\$1,381,669,216	1	4.87%
Portland General Electric	210,774,743	2	0.74%
Comcast Corporation	153,910,000	3	0.54%
Maxim Integrated Products, Inc.	153,532,610	4	0.54%
Northwest Natural Gas Co.	147,395,600	5	0.52%
Beaverton LLC	108,820,030	6	0.38%
Portland 2 LLC	71,404,990	7	0.25%
MG Pallas Apartments MOS LLC	65,932,490	8	0.23%
Mall 1 LLC	63,887,470	9	0.23%
G&I X Nimbus Corporate Center LLC	61,347,910	10	0.22%
All Other Taxpayers	25,967,521,359		91.48%
Totals	\$28,386,196,418		100.00%

Source: Washington County, Department of Assessment & Taxation
(Ranking based on levied tax amount)

Information for Washington County as of the 2019/20 Fiscal Year:

Washington County

Fiscal Year	THPRD Population (estimated)	County Population (estimated) ^{a)}	Personal Income (amounts expressed in thousands) ^{b)}	Per Capita Personal Income ^{b)}	Unemployment Rate ^{c)}	School Enrollment ^{d)}
2010	231,925	531,610	\$21,586,715	\$40,606	10.6%	38,460
2011	226,764	540,410	\$23,042,656	\$42,639	7.9%	38,571
2012	229,486	547,672	\$24,314,346	\$44,396	7.3%	39,054
2013	232,239	554,996	\$25,919,173	\$46,735	6.6%	38,775
2014	235,026	562,998	\$28,387,146	\$50,542	5.8%	39,088
2015	237,847	574,326	\$30,840,797	\$53,878	5.0%	40,725
2016	240,701	582,779	\$32,076,558	\$55,044	4.6%	40,715
2017	243,589	589,957	\$33,765,596	\$57,331	3.7%	40,912
2018	246,512	597,695	\$36,442,209	\$60,971	3.6%	41,016
2019	249,470	601,592	\$38,527,576	\$64,043	3.4%	40,860
2020	252,464	610,757	n/a	n/a	10.4%	41,215

Source: ^{a)} US Census Bureau

^{b)} US Dept. of Commerce, Bureau of Economic Analysis

^{c)} US Dept. of Labor, Metropolitan District

^{d)} Beaverton School District

DISTRICT HISTORY AND BACKGROUND (continued)

A comparative cost of General Fund services per capita as of FY 2010 and FY 2020:

	FY 2009/10	FY 2019/20	% change
	<u>Actual</u>	<u>Actual</u>	
Population	231,925	252,464 ¹⁾	8.9%
Cost Per Capita:			
Personnel Services	\$103.80	\$146.30	40.94%
Materials & Services	30.45	27.94	-0.12%
Capital Outlay	9.57	16.43	71.68%
Debt Service	<u>2.43</u>	<u>3.70</u>	52.26%
Total cost per capita	<u>\$146.25</u>	<u>\$194.37</u>	32.90%

¹⁾ Estimated – based on Medium Growth Population Forecast (1.2%)

Source: Portland State University Center for Population Research and Census

COMPREHENSIVE PLAN SUMMARY

In September 2013, the Tualatin Hills Park & Recreation District (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 resource allocation 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 continued with the development of functional plans in five key areas:

- Programs
- Parks
- Natural resources
- Trails
- Athletic facilities

Tualatin Hills Park & Recreation District

General Fund Five-Year Fiscal Projection FY 2021/22 through FY 2025/26

	Current Budget 2020/21	Adopted Budget 2021/22	Projected 2022/23	Projected 2023/24	Projected 2024/25	Projected 2025/26
Cash on Hand	\$ 5,200,000	\$ 5,700,000	\$ 5,700,000	\$ 5,700,000	\$ 5,700,000	\$ 5,700,000
Beginning Replacement Reserve	2,000,000	2,000,000	1,500,000	1,500,000	1,500,000	1,500,000
Program & Facility Fees ¹	13,979,922	13,868,347	14,284,397	14,712,930	15,154,318	15,608,947
Other Resources ²	4,525,883	3,608,317	1,715,566	1,767,033	1,820,044	1,874,645
Carryover Projects	2,816,471	2,726,475	-	-	-	-
Property Taxes ³	34,914,382	36,714,068	38,366,201	40,092,680	41,896,851	43,782,209
Total Resources	\$ 63,436,658	\$ 64,617,207	\$ 61,566,164	\$ 63,772,643	\$ 66,071,212	\$ 68,465,801
Personnel Services ⁴	\$ 40,652,888	\$ 42,267,389	\$ 43,786,922	\$ 45,374,833	\$ 47,034,200	\$ 42,268,239
Materials & Services ⁵	9,921,489	10,818,376	11,142,926	11,477,214	11,821,531	12,176,177
Capital Outlay	7,855,993	5,758,843	1,640,458	1,927,852	2,015,022	2,807,523
Debt Service - COP and TAN	1,006,288	993,599	995,858	992,744	1,000,459	1,013,862
Transfers to Other Funds	-	779,000	-	-	-	-
Contingency	2,500,000	2,500,000	2,500,000	2,500,000	2,700,000	2,700,000
Ending Replacement Reserve	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	7,500,000
Total Expenditures	\$ 63,436,658	\$ 64,617,207	\$ 61,566,164	\$ 63,772,643	\$ 66,071,212	\$ 68,465,801
Revenue Assumptions						
	<u>2021/22</u>		<u>2022/23</u>		<u>2023/26</u>	
¹ Program Fee & Facility Annual Increase	Actual Estimate		3.00%		3.00%	
² Other Resources	Actual Estimate		3.00%		3.00%	
³ Property Tax Annual Increase (Based on Permanent Rate only)	Actual Estimate		4.50%		4.50%	
Expenditure Assumptions						
⁴ Personal Services	Actual Estimate		4.50%		4.50%	
⁵ Materials & Services	Actual Estimate		3.00%		3.00%	

POLICIES AND PROCEDURES

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 Wednesday 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 Business Services director, Park Services director, Recreation Services director, Communications director, Human Resources director 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 identified safety-sensitive positions.

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 twelve (12) months of employment. The probationary employee will have one written performance review at the end of the twelve-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 ensure and enhance safe working conditions.

POLICIES AND PROCEDURES (continued)

To fulfill this obligation and to ensure 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 with the policies.
- < Conduct orientation training on 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 Business Services director 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)

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 general 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 Financial Aid 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)

In managing its investment portfolio, THPRD will specifically avoid any purchase of financial forwards or futures, 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)

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)

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.

Retirement Plan Funding Policy

1. The district will ensure contribution levels that, at a minimum, provide funding of the Tualatin Hills Park & Recreation District Retirement Plan Trust Fund ("the Plan") to ensure sufficient assets to pay benefits on an ongoing basis.
2. The recommended contribution amount, referred to as the Actuarially Determined Contribution (ADC) will be reviewed annually in consultation with the Plan's actuary, as part of the annual Plan actuarial valuation.

Working Guidelines:

The ADC should be determined in a manner intended to uphold the principle of intergenerational equity to the extent feasible, with each generation of district taxpayers and patrons funding the retirement benefits of the district employees providing them services.

The ADC should be calculated in a manner to first achieve and then maintain a projected 100% funded status of the Plan if actual future experience matches the actuarial valuation assumptions informing the ADC calculation.

The ADC will be considered the minimum funding amount for the upcoming year. Funding amounts will be determined via the annual budget process and may exceed the ADC.

Based upon the results of the July 1, 2020 actuarial valuation and following recommendations of the Plan's actuary, the ADC will remain at \$8,500,000, until the Plan reaches a funded status near 100% or until potential modification of the ADC via the annual review process. The majority of the \$8,500,000 contribution is funding retirement benefits attributable to service performed prior to July 1, 2020 by district employees.

Once the Plan is at or near 100% funded status, the ADC will be set at a level designed to maintain that funded status. At a minimum, the ADC shall be set at a level that avoids projected negative amortization. Projected negative amortization occurs if the Plan's unfunded actuarial liability is projected to increase, if the ADC is made in full and actual future experience matches the actuarial assumptions informing the ADC calculation.

In calculating the ADC, the assumption for average long-term future annual investment return assumption will be informed by the Plan's target asset allocation policy. The assumption will be evaluated annually for reasonableness based on the opinion of the Plan's actuary, as informed by the capital market outlook over a long time horizon, of the Plan's retained investment consultant.

SUMMARY OF STAFFING BY PROGRAM

DIVISION					
Department	Actual	Actual	Budget	Proposed	Adopted
Program	2018/19	2019/20	2020/21	2021/22	2021/22
BOARD OF DIRECTORS	-	-	-	-	-
ADMINISTRATION					
Office of the General Manager	3.00	2.00	3.00	2.00	2.00
Human Resources	-	-	-	6.10	6.10
Communications	7.87	8.71	8.15	6.44	6.44
Community Programs	-	-	-	8.91	8.91
Community Partnerships	1.00	0.89	1.00	-	-
Safety Services	4.80	4.84	5.01	5.63	5.63
TOTAL ADMINISTRATION	16.67	16.44	17.16	29.08	29.08
BUSINESS SERVICES					
Office of the Director	3.00	3.00	3.00	2.00	2.00
Finance Services	7.04	8.10	10.00	8.00	8.00
Risk & Contract Management	2.23	3.22	3.23	3.23	3.23
Information Services	6.00	4.97	6.00	6.00	6.00
Budget & Accounting	2.00	1.89	2.00	3.00	3.00
Human Resources	4.00	4.29	4.52	-	-
Maintenance Operations					
Maintenance Operations Manager	7.44	4.53	4.70	-	-
Facilities Maintenance	27.13	19.23	23.24	-	-
Fleet Maintenance	5.73	5.04	5.73	-	-
Parks & Athletic Facilities Maintenance-North	34.88	27.75	35.65	-	-
Parks & Athletic Facilities Maintenance-South	31.08	24.41	27.77	-	-
Total Maintenance Operations	106.26	80.96	97.09	-	-
Planning	4.00	3.75	4.00	-	-
Design & Development	7.18	7.40	7.38	-	-
TOTAL BUSINESS SERVICES	141.71	117.58	137.22	22.23	22.23
PARK SERVICES					
Office of the Director	-	-	-	1.50	1.50
Planning	-	-	-	4.00	4.00
Design & Development	-	-	-	7.88	7.88
Nature & Trails	-	-	-	14.60	14.60
Maintenance Operations					
Maintenance Operations Manager	-	-	-	2.70	2.70
Facility Maintenance	-	-	-	8.00	8.00
Fleet Maintenance	-	-	-	5.73	5.73
Parks & Athletic Facilities Maintenance-North	-	-	-	34.81	34.81
Parks & Athletic Facilities Maintenance-South	-	-	-	27.83	27.83
Total Maintenance Operations	-	-	-	79.07	79.07
TOTAL PARK SERVICES	-	-	-	107.05	107.05

SUMMARY OF STAFFING BY PROGRAM (continued)

DIVISION					
Department	Actual	Actual	Budget	Proposed	Adopted
Program	2018/19	2019/20	2020/21	2021/22	2021/22
RECREATION SERVICES					
Office of the Director	2.58	2.47	2.60	3.20	3.20
Maintenance Coordination	-	-	-	10.52	10.52
Aquatics					
Manager of Aquatics	1.00	0.88	1.00	0.50	0.50
Aloha Swim Center	14.85	8.93	14.40	13.25	13.25
Tualatin Hills Aquatic Center	17.45	17.68	16.96	20.70	20.70
Beaverton Swim Center	13.94	8.26	15.65	13.79	13.79
Harman Swim Center	13.96	8.03	13.26	12.30	12.30
Sunset Swim Center	12.74	7.09	12.49	11.96	11.96
Raleigh Swim Center	1.88	0.04	1.92	3.11	3.11
Somerset West Swim Center	2.31	0.19	0.36	3.44	3.44
Total Aquatics	78.13	51.10	76.04	79.05	79.05
Sports & Inclusion Services					
Manager of Sports	1.00	1.00	1.57	1.57	1.57
Tualatin Hills Athletic Center	41.49	43.77	41.32	40.82	40.82
Babette Horenstein Tennis Center	16.28	11.99	15.46	13.94	13.94
Elsie Stuhr Center	-	-	-	14.42	14.42
Garden Home Recreation Center	-	-	-	31.61	31.61
Camp Rivendale	3.58	2.04	3.26	3.24	3.24
Total Sports & Inclusion Services	62.35	58.80	61.61	105.60	105.60
Recreation					
Manager of Recreation	1.00	1.00	4.13	4.13	4.13
Cedar Hills Recreation Center	43.69	38.32	43.26	42.28	42.28
Conestoga Rec. & Aquatic Center	57.17	54.02	55.77	59.39	59.39
Interpretive Programs	-	-	-	28.94	28.94
Garden Home Recreation Center	27.94	22.99	32.74	-	-
Elsie Stuhr Center	14.25	8.23	13.73	-	-
Total Recreation	144.05	124.56	149.63	134.74	134.74
Community Programs					
Manager of Community Programs	4.16	6.26	8.78	-	-
Total Community Programs	4.16	6.26	8.78	-	-
Nature & Trails					
Nature & Trails	17.84	12.26	15.52	-	-
Nature Education Programs	20.11	15.41	21.79	-	-
Total Natural & Trails	37.95	27.67	37.31	-	-
TOTAL PARK & RECREATION SERVICES	329.22	270.86	335.97	333.11	333.11
TOTAL ALL DIVISIONS	487.60	404.88	490.35	491.47	491.47

Note: Departmental reorganizations have occurred during this time period.

GLOSSARY

Account

A term used to identify an individual asset, liability, expenditure control, and revenue control or fund balance.

Accrual Basis of Accounting

The method of accounting under which revenues are recorded when they are earned (whether or not cash is received at the time) and expenditures are recorded when goods and services are received (whether cash disbursements are made at the time or not).

Ad Hoc Committee

Committee formed with the sole purpose of the specific case or situation at hand.

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.

GLOSSARY (continued)

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

A fund to accumulate for future capital replacement needs.

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.

GLOSSARY (continued)

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.

GLOSSARY (continued)

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.

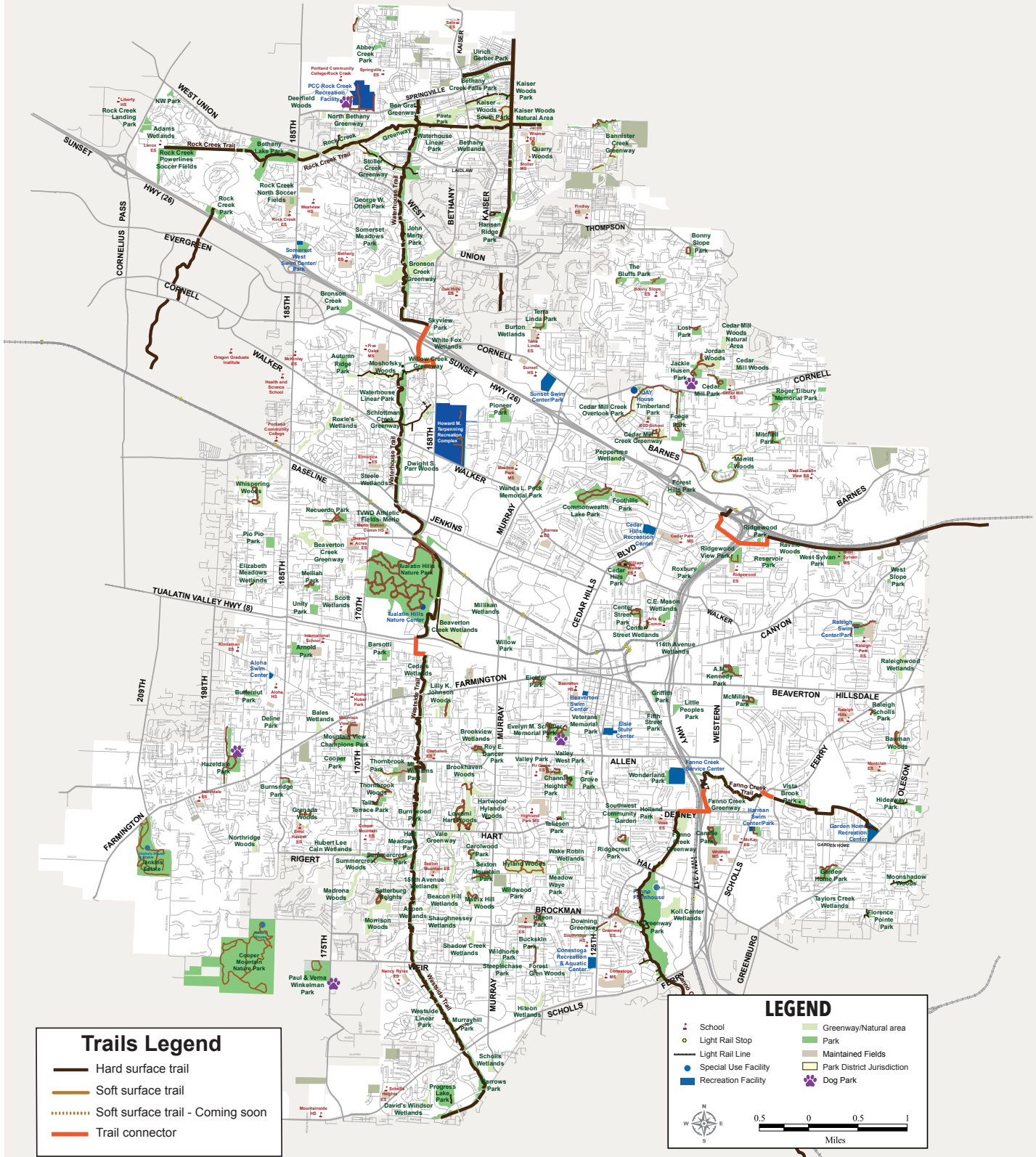
Unappropriated Fund Balance

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.



TUALATIN HILLS PARK & RECREATION DISTRICT

Parks, Recreation Facilities, Maintained School Grounds & Natural Areas





THPRD