

Adopted Budget

Fiscal Year 2022-2023



Adopted Budget Fiscal Year 2022/23



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.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
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**Tualatin Hills Park & Recreation District
Oregon**

For the Fiscal Year Beginning

July 01, 2021

Christopher P. Morill

Executive Director

TUALATIN HILLS PARK & RECREATION DISTRICT

Fiscal Year 2022/23 Budget

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Introduction

District Values and Budget Priorities

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Message to the Budget Committee

Amended Minutes of the February 23, 2022 Budget Committee Meeting

Minutes of the April 20, 2022 Budget Committee Work Session

Minutes of the May 18, 2022 Budget Committee Meeting

Budget Resolution





TUALATIN HILLS PARK & RECREATION DISTRICT

Values

Leading with Equity with special attention to Racial Equity – THPRD values all dimensions of equity including ability, age, ethnicity, gender, race, sexual orientation, and other identities. We see it as an essential core value that we prioritize all aspects of equity. A commitment to equity means looking at individuals' needs and understanding that people need different things to achieve equitable outcomes. THPRD recognizes that to achieve meaningful equity we must prioritize investments in activities to reach those most marginalized therefore we support a comprehensive investment in equitable outcomes for the most impacted people and at this time, due to disparate impacts, a special focus on activities to advance racial equity is an important component of our overall equity strategies.

Environmental Stewardship – We value our natural environment and demonstrate this value through how we acquire, plan for, and maintain these areas. Environmental stewardship extends to the way we build and maintain our facilities, and the practices we use to procure goods and services.

Commitment to Community Vision – We are committed to honoring and realizing the community feedback captured through the district's visioning process. We will integrate the public's feedback into our planning and operational efforts to honor the four visioning goals to be Welcoming and Inclusive, provide Play for Everyone, to be Accessible and Safe, and to Preserve Natural Spaces.

Budget Priorities

Investing in our Employees and Technology

Rebuilding Programming with an Emphasis on our Access for All Work

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

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 270,000 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.



2022 Fact Sheet

THPRD by the Numbers



270,000
Population



50
Square miles
area served



5
Mobile
Recreation Vans



1,000+
Volunteer options



405
Community
Garden Plots



4
Community
Murals

Facilities



6
Recreation
Centers
(including one
for ages 55+)



6 indoor
2 outdoor
Swim
Centers



104
Baseball/
Softball
Fields
Scheduled/
Maintained*



147
Multi-
purpose
Fields
Scheduled/
Maintained*



Basketball/
Multipurpose
Courts

10 Indoor
50 Outdoor



110
Tennis Courts
Indoor/Outdoor



30
Summer
events

Parks & Trails

117
Parks



2
Nature
Parks



5
Off-leash
areas



3
Skate
Parks



162 Natural Areas



Miles of
Trails

51
paved

17
unpaved



Waterways

27
Miles of
Streams

3
Lakes

*Includes fields owned by Beaverton School District



Tualatin Hills Park & Recreation District 2022/23 Budget Committee

Board of Directors

Tya Ping
Heidi Edwards
Barbie Minor
Felicita Monteblanco
Alfredo Moreno

At Large Members

Elizabeth Edwards
Li Lin
Suzanne Massar
Chris Howard
Natalie Zehner

THPRD Staff

Doug Menke, General Manager
Jared Isaksen, Finance Services Director/CFO
Holly Thompson, Communications Director
Aisha Panas, Park Services Director
Julie Rocha, Interim Sports & Inclusion Director
Sabrina Taylor Schmitt, Interim Recreation & Aquatic Director
Christine Hoffmann, Human Resources Director
Jessica Collins, Executive Assistant





MEMO

To: The Budget Committee
From: Doug Menke, General Manager
Date: April 8, 2022
Re: Proposed Budget Fiscal Year 2022/23

I am pleased to present the Proposed Budget Fiscal Year 2022/23 for the Tualatin Hills Park & Recreation District (THPRD). This budget represents a financial operating plan for THPRD to carry out its mission during the 2022/23 fiscal year.

Mission and Visioning Goals

As we begin the task of preparing our annual budget, THPRD goes through a comprehensive process that starts with the district's mission, vision, and equity and inclusion statement. THPRD's mission 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 informed by community priorities articulated through the district's award-winning inclusive community visioning process that serves as a blueprint for guiding district operations.

Through the district's extensive public engagement efforts, more than 10,000 people contributed ideas helping articulate four overall goals that guide district operations. The goals are:

- To be **Welcoming and Inclusive:** expanding the role of THPRD in people's lives, eliminating barriers to participation, expanding staff capacity, building partnerships and community relations, to ensure that all people have meaningful access to THPRD services and feel welcome and valued.
- To ensure **Play for Everyone:** enable all the ways people (and their nonhuman family members) want to play, move, interact with THPRD, including participation in classes, activities, exercise, sports, play in creative parks and playgrounds with imaginative and new features.
- To be **Accessible and Safe:** maintaining all facilities and properties to ensure the ability of people to access amenities safely. To ensure facilities and programming remains enjoyable and financially accessible for everyone.
- To **Preserve Natural Spaces:** ensure people have access to enjoy nature, preserve our shared natural spaces, offer environmental educational opportunities, and be good stewards of our shared natural spaces.

In 2021, THPRD was honored by the International Association of Public Participation (IAP2) USA Chapter, with the **Public Involvement Project of the Year in the United States**. THPRD was singled out by the judges, "Your inclusive, whole-community approach sets a standard for 21st Century participation." IAP2 also honored THPRD with the **Core Values Award for Respect for Diversity, Inclusion, and Culture**. THPRD's recognition by IAP2 is humbling, to be singled out by the organization that creates best practices for public participation and shared learning across

the world for governments, at all levels and sizes, is a testament to the district's efforts to engage and include all voices in community decision-making.

The visioning sets a foundation for work currently underway at the district to update our Comprehensive Plan and from there all functional plans that guide district operations. During this upcoming fiscal year, staff are expected to complete an update to the district's Comprehensive Plan, that will incorporate the visioning work into all of THPRD's long term planning strategies.

Equity and Inclusion Statement

In addition to the district's mission, vision, and values, the district also has an **Equity and Inclusion Statement** that serves as a beacon to leading district operations. THPRD's Equity and Inclusion Statement was updated in 2021, through an employee-led inclusive process, that developed the statement, that was adopted by our Board of Directors. The statement is:

We acknowledge that all U.S. government agencies have roots stemming from systemic racism and oppression, including THPRD.

We seek to hold ourselves accountable for our role in perpetuating these systems and are committed to taking action to create meaningful change.

We aspire to bring people together, to be a welcoming and inclusive park & recreation district, and to live our values of advancing social and racial equity.

Annual Review of District Values and Budget Priorities

Each year the THPRD Board of Directors meets to review the district's values, that guide and inform our policy making and the daily direction of district work. The values are meant to be enduring and stay with the organization year after year and are not likely to change often. The Board also discusses the budget priorities for the fiscal year, which are considered more fluid and likely to fluctuate annually depending upon the needs, priorities, and unique circumstances of each fiscal year. The budget priorities are set in the fall so staff can begin to prepare the upcoming budget information by the organizational values and updated budget priorities.

To prepare for this fiscal year, the board met in October 2021 and reviewed the values and identified budget priorities for the new fiscal year.

District Values

The Board of Directors articulated the following values to guide the district.

- **Leading with Equity with special attention to Racial Equity**

THPRD values all dimensions of equity including ability, age, ethnicity, gender, race, sexual orientation, and other identities. We see it as an essential core value that we prioritize all aspects of equity. A commitment to equity means looking at individuals' needs and understanding that people need different things to achieve equitable outcomes. THPRD recognizes that to achieve meaningful equity we must prioritize investments in activities to reach those most marginalized therefore we support a comprehensive investment in equitable outcomes for the most impacted people and at this time, due to disparate impacts, a special focus on activities to advance racial equity is an important component of our overall equity strategies.

- **Environmental Stewardship**

We value our natural environment and demonstrate this value through how we acquire, plan for, and maintain these areas. Environmental stewardship extends to the way we build and maintain our facilities, and the practices we use to procure goods and services.

- **Commitment to Community Vision**

We are committed to honoring and realizing the community feedback captured through the district's visioning process. We will integrate the public's feedback into our planning and operational efforts to honor the four visioning goals to be Welcoming and Inclusive, provide Play for Everyone, to build and maintain Accessible and Safe places, and to Preserve Natural Spaces.

Budget Priorities

These are the confirmed budget priorities for developing the FY22-23 budget. It is important to note that district leadership has committed to selecting only three priorities each year. Important work happens across the district in many different fields of expertise. Because something is not listed as a budget priority, it does not diminish the importance of other vital work occurring throughout the district. However, the purpose of the budget priorities are to articulate the emerging and timely priorities for this particular fiscal year that require the district's focus.

- **Investing in our Employees and Technology**

We are committed to attracting and retaining exceptional employees and prioritizing employee professional development, support, and well-being. We must also ensure we are investing in technology to operate more efficiently, stay current, provide staff the tools they need to be effective, and to provide improved customer service to THPRD patrons.

- **Rebuilding Programming with an Emphasis on our Access for All Work**

This will continue to be a rebuilding year for the district, as we focus on trying to return programming to pre-pandemic participation levels and offerings. As we prioritize expanding program offerings, we will continue to leverage and integrate our Access for All work. We will continue to provide FREE community programming and expand our efforts through grant-supported partnerships, community events, and broaden our financial aid services to people from various racial and ethnic backgrounds and underrepresented groups.

- **Planning for Future Natural Areas, Facility and Trail needs, and Funding Resources.**

We are committed to planning for our future through investments that will expedite the development and financial sustainability of parks, trails, and other facilities.

COVID-19 Pandemic: Response, Recovery, Rebuilding and Resiliency

In planning for the next fiscal year we have to acknowledge the ongoing impacts from the COVID-19 pandemic. In March 2020, we closed all facilities, programs and certain outdoor amenities including fields and playgrounds under order by the Oregon governor, and those facilities remained closed for months. Today, more than two years later, the district is still not back to full operations. The pandemic resulted in life-altering changes to how we interact with each other and how we navigate the world. It brought forth new necessary health and safety guidelines, limitations on activities, changes in people's comfort levels in how they choose to recreate, and it spurred tremendous lifestyle changes ranging from working from home to people choosing to leave the workforce altogether. Today, the district, like most employers is facing unprecedented changes in the labor market. We have positions, such as aquatics professionals, with huge numbers of vacancies that are difficult to fill causing limitations in class offerings and programming

options. As of the writing of this message, we have 130+ positions to fill in aquatics and we are only able to offer a fraction of the swim classes and programming we typically would offer due to the staffing shortages.

The tight labor market means THPRD must rethink our employee attraction and retention strategies. Wages for part-time workers have been increasing as well as additional benefit offerings to attract applicants. Because so much is unknown, we are continuing the approach we developed last fiscal year to develop a full budget appropriation for the upcoming fiscal year, but we will continue to monitor conditions each quarter and adjust our actual spending plans in accordance with funding actuals throughout the year. District staff have done an excellent job learning to manage within even shorter planning cycles, adjusting the district's spending each quarter, in alignment with ever-changing realities brought on by the pandemic.

Budget Process

The district's public budgeting process begins in earnest at the district's mid-year budget review meeting, that was held on February 23, 2022. It is an opportunity to check-in with the budget committee on the state of the current fiscal year while also looking ahead to beginning the next budget year planning. The budget committee then meets again on April 20, 2022 and holds a work session to review and discuss a preliminary draft of the upcoming budget. The third budget committee meeting is planned for May 18, 2022, when the budget committee is expected to formally vote to approve the upcoming budget.

The budget committee meetings are intended to provide the budget committee an opportunity for in-depth review and discussion of the Proposed Budget Fiscal Year 2022/23, 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 18, 2022, the budget committee will be asked to approve THPRD's 2022/23 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 15, 2022. 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 2022/23 General Fund budget is \$83,677,384. This is an increase of 29.5% from the 2021/22 fiscal year budget, which is primarily attributable to increases in grant funded capital spending and higher than anticipated beginning cash on hand.

General Fund Resources

Beginning Cash on Hand for the 2022/23 fiscal year is estimated at \$13,300,000, which represents a 133.3% increase from the prior year. The Balance Forward from Prior Year Projects is estimated at \$1,321,700 which represents a 51.5% 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 3.3%. This represents the 3% allowed under statute for those properties where assessed value is below the real market value, plus 0.3% of exception-based growth from new development. Accordingly, the overall assessed value is estimated to increase from \$29.3 billion to \$30.0 billion.

The FY 2022/23 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 \$0.28, resulting in a combined property tax rate per \$1,000 of \$1.59. The FY 2021/22 property tax rates for General Fund operations and bonded debt were \$1.31 and \$0.29, respectively.

In FY 2021/22, 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 2021/22, due to Measure 5 compression, were insignificant. It is anticipated in FY 2022/23 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 2022/23 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 2022/23 General Fund appropriations, 49.7% supports Personnel Services, 14.7% supports Materials & Services, 21.6% supports Capital Outlay, 1.3% supports Debt Service, 9.9% supports the Contingency Account, 0.4% supports transfers to other funds and 2.4% supports the Capital Replacement Reserve fund to support major capital replacements.

The General Fund Capital Outlay appropriations of \$18,083,461 comprise 21.6% of the proposed General Fund budget. Capital outlay for information technology is included in the Information Services Department. Capital outlay for maintenance equipment is included in the Maintenance Operations Department. The balance of the capital outlay, \$17,513,781, 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 \$12,931,281 in grant funded projects, and \$1,321,700 in carryforward projects. The remaining \$3,260,800 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 2022/23 General Fund resources and appropriations (a summary follows on page 14).

The proposed resources for the General Fund are approximately \$15.6 million higher than the projections provided in the midyear budget projection. Factors causing this increase include:

- Increase of \$13.5 million in Grant Revenues and \$1.3 million in Project Carryovers; this represents offsetting resources and expenditures
- Increase in prior year Property Taxes and Program & Facility Fees of \$0.9 million

Combined Personnel Services

The FY 2022/23 proposed budget reflects a -1.7% overall decrease in Personnel Services costs. The decrease of -10.9% is from the reduced annual retirement plan contribution. The increase for health benefits is 1.0%, increase for part-time salary and related taxes is 2.4% and salaries and taxes for new positions is 5.4%, which offset the decrease noted above. Overall, budgeted FTEs increased by 16, from 194.00 FTE for FY2021/22 to 210.00 FTE for FY2022/23.

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 \$39.5 million. The project carryover commitment to FY 2022/23 is approximately \$29.1 million, leaving \$10.4 million of the carryover available for new project commitments. In addition, THPRD is projecting to generate approximately \$10.6 million of new SDC fund revenues in FY 2022/23. As shown in the SDC budget tab, these combined resources are being used as follows:

- To provide \$0.3 million of additional funding for carry-over projects, \$1.0 million of new funds for land acquisition, and \$6.5 million of development funds for new projects.
- This leaves approximately \$13.6 million available for appropriation to new projects in FY 2022/23 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 approved by the board in April 2022 was based on the updated Parks Functional Plan, created a project list for the SDC fund, with priority projects identified for funding through FY 2026/27. The project list designates funding for North Bethany, South Cooper Mountain, Bonnie 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 \$46.7 million and \$64.8 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 2022/23, 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 28 cents per \$1,000 of assessed value, well under the projected rate of 37 cents used in the bond levy information.

The FY 2022/23 appropriation is based on available resources in the Bond Capital Projects Fund of \$2.8 million, which is the remainder of all of the bonds issued after accounting for estimated cumulative project expenditures through June 30, 2022, 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, 2022, are approximately \$102 million. Eight development categories - New Neighborhood Park Development, New Community Park Development, Facility Expansions, ADA/Access Improvements, Renovate and Redevelop Community Parks, Renovate and Redevelop Neighborhood 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 received 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 2022/23

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.

Acknowledgments

In closing, I want to thank our talented Finance Department staff who have done an outstanding job navigating the budget process for us, especially with the recent vacancy in our Chief Financial Officer, (CFO) position. I greatly appreciate the efforts of staff, who stepped up and kept the process running smoothly for the district.

We look forward to meeting with you and sharing the Proposed Budget Fiscal Year 2022/23.

Sincerely,



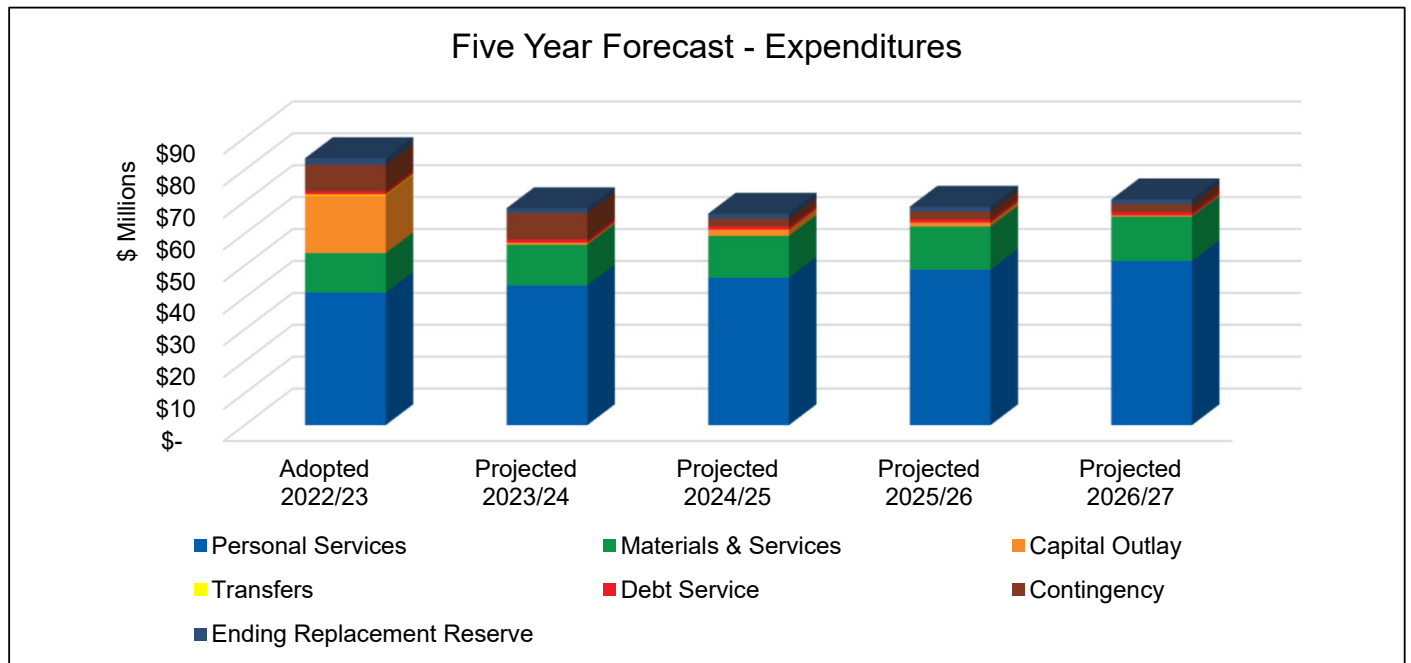
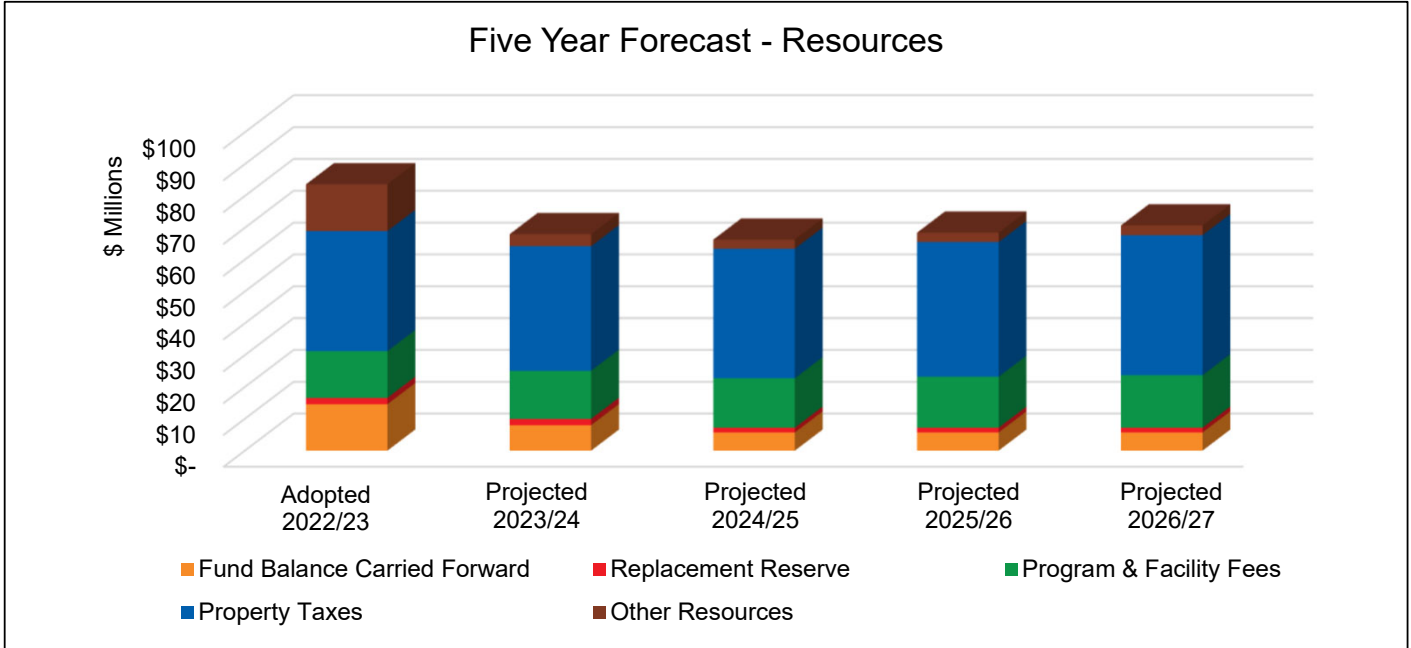
Doug Menke
General Manager

Tualatin Hills Park & Recreation District

Comparison of FY 2022/23 Adopted General Fund Budget to Prior Projections

	Adopted Budget 2022/23	Per Feb 2022 Midyear Projection		Per April 2021 Work Session Projection	
			Difference		Difference
Capital Replacement Reserve	\$ 2,000,000	\$ 2,000,000	\$ -	\$ 1,500,000	\$ 500,000
Cash on Hand	13,300,000	13,300,000	-	5,700,000	7,600,000
Program & Facility Fees	14,651,637	13,863,748	787,889	14,284,397	367,240
Other Resources	14,690,248	1,195,000	13,495,248	1,715,566	12,974,682
Project Carryovers	1,321,700	-	1,321,700	-	1,321,700
Transfers in	-	-	-	-	-
Property Taxes	37,713,799	37,677,636	36,163	38,366,201	(652,402)
Total Resources	\$ 83,677,384	\$ 68,036,384	\$ 15,641,000	\$ 61,566,164	\$ 22,111,220
Personal Services	\$ 41,560,583	\$ 44,182,259	\$ (2,621,677)	\$ 43,786,922	\$ (2,226,339)
Materials & Services	12,333,209	11,029,399	1,303,810	11,142,926	1,190,283
Capital Outlay	18,083,461	7,278,868	10,804,593	1,640,458	16,443,003
Debt Service - COP and TAN	1,045,858	1,045,858	-	995,858	50,000
Transfers to Other Funds	350,000	-	350,000	-	350,000
Contingency	8,304,273	2,500,000	5,804,273	2,500,000	5,804,273
Ending Replacement Reserve	2,000,000	2,000,000	-	1,500,000	500,000
Total Requirements	\$ 83,677,384	\$ 68,036,384	\$ 15,641,000	\$ 61,566,164	\$ 22,111,220

Tualatin Hills Park Recreation District





AMENDED

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 23, 2022, 6 pm.

Present:

Elizabeth Edwards	Chair/Budget Committee Member
Heidi Edwards	Secretary/Budget Committee Member
Chris Howard	Budget Committee Member
Li Lin	Budget Committee Member
Suzanne Massar	Budget Committee Member
Barbie Minor	Budget Committee Member
Felicita Monteblanco	Budget Committee Member
Alfredo Moreno	Budget Committee Member
Tya Ping	Budget Committee Member
Natalie Zehner	Budget Committee Member
Doug Menke	General Manager

Absent:

~~Suzanne Massar~~ Budget Committee Member

Agenda Item #1 – Call to Order

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

Agenda Item #2 – Election of Officers

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

Heidi Edwards volunteered to serve as secretary of the budget committee. Hearing no other nominations, a vote was called. The vote was **UNANIMOUS** in favor of appointing Heidi 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 purpose of tonight’s meeting was to review the district’s finances for the midyear and look ahead to the planning that is underway for the upcoming fiscal year.

Doug acknowledged the vacancy in our CFO position, noting that the district anticipates welcoming our new CFO soon. In the meantime, Doug thanked our Finance team, especially Olivia Tsujimura, accounting & budget manager, and Cindy Hopper, fiscal operations manager,

who have respectively stepped up and shouldered a great deal of additional responsibility during this transition time.

Doug commented that as we reflect on the district's financial picture, he has a great sense of gratitude. The pandemic has upended our operations and had a huge impact on our financial picture for the past three years. But at the same time, it has given the district a tremendous opportunity to build back better. Doug stated that we have an opportunity to rethink our work, to be innovative and resilient, and above all else, to build back with our organizational values as our beacon, guiding our decision making.

Doug noted that, tonight, the committee will hear how in spite of the challenges brought on by the pandemic, the district has expanded its equity work; is investing in its employees and improving service delivery through updating our technology systems; and ensuring the health of the district's assets through our long-term planning efforts.

Doug introduced Holly Thompson, Communications director, to walk through the district's organizational values and budget priorities that drive the budget process.

Agenda Item #4 – THPRD Values and Budget Priorities 2022/23

Holly Thompson, Communications director, highlighted THPRD's Values and Budget Priorities for FY2022/23:

- Values
 - Leading with Equity with special attention to Racial Equity
 - The Welcome and Inclusion Committee updated the Equity & Inclusion Statement in 2021.
 - Environmental Stewardship
 - It is a privilege to be stewards of public lands and natural areas.
 - We understand our responsibility to be an active partner on addressing climate change at a local level.
 - Community Vision
 - THPRD went through a public engagement process and THPRD was recognized for this community engagement work by IAP2.
- Budget Priorities
 - Investing in Our Employees and Technology
 - Rebuilding Programming with an Emphasis on our Access for All Work
 - Planning for Future Natural Areas, Facility and Trail needs, and Funding Resources

Agenda Item #5 – District Operations Update

Aisha Panas, Park Services director, shared a brief operational update.

- Open facilities
 - Babette Horenstein Tennis Center
 - Beaverton Swim Center
 - Cedar Hills Recreation Center
 - Conestoga Recreation Center
 - Elsie Stuhr Center
 - Garden Home Recreation Center
 - Tualatin Hills Athletic Center
 - Tualatin Hills Aquatic Center
 - Tualatin Hills Nature Center

- Closed facilities
 - Aloha Swim Center
 - Conestoga Pool (opening soon!)Page
 - Harman Swim Center
 - Raleigh Swim Center
 - Somerset West Swim Center
 - Sunset Swim Center
- Factors affecting district recovery from the pandemic
 - Financial impacts and reduced patron participation
 - Staffing shortages – aquatics, program leader positions, facility caretaker roles
 - Summer hiring push for camps and classes will begin soon
- Spring registration
 - Centro de Bienvenida - 100 families signed up for more than 350 programs and classes
 - Beaverton School District's Migrant Student Program - provided a \$15,000 grant for recreation programs
 - Survey regarding registration times to help tailor the needs of the community

Agenda Item #6 – Mid-Year Revised Spending Plan Update

Olivia Tsujimura, budget & accounting manager, provided an overview of the Mid-Year Revised Spending Plan Update, including the following information:

- Summary of Revised Operating Plan
 - THPRD is utilizing revised operating plans to manage the finances of the district. This strategy will allow THPRD to continue to be financially strong, while having the flexibility to respond to current conditions.
 - Projected total revenue will be \$2.1 million higher than budget for the FY2021/22 fiscal year.
 - Started the fiscal year with \$10.8 million more cash than anticipated as a result of expenditure reductions made during FY21.
 - Estimating a \$6.8 million decline in program revenues, due to reduced programming. Reductions in other revenues, such as grants, interest earnings and rental income.
 - The revised operating plan includes reductions to spending, in conjunction with the reduced program offerings.
- Balancing Revised Operating Plan
 - Reduced spending of \$1.3 million on General Fund capital projects is anticipated due to deferral of projects to future years or cost savings on projects.
 - Labor market challenges in hiring staff and lower than expected program offerings contribute to reduced spending for part-time staff of \$4.3 million and full-time staff of \$3.5 million.
 - Materials & services - projected reduction of \$1.1 million.
- Increased contingency in the revised plan by \$12.4 million due to the healthy cash carryforward from FY2020/21.
- Full-funding of the district's annual pension contribution of \$8.5 million in July 2021.

Elizabeth Edwards asked if it was a fair summation that the overall health of the budget was strong.

- ✓ Olivia replied that yes, the change in resources is attributed to the healthy cash carryforward from FY21 to this current fiscal year. A reduction in programming and revenues is counterbalanced by a reduction in expenditures.

Elizabeth asked if staff anticipated that things would continue to level out.

- ✓ Olivia confirmed, yes, noting that there were no initial concerns regarding operations and that the management team was looking closely at current conditions.

Agenda Item #7 – Capital Update

Aisha Panas, Park Services director, provided an update on the district's Capital projects, including the following information:

- Completed nearly all of the carryforward projects that moved from last year's budget into this year's budget.
- Finished a number of smaller scale projects such as equipment replacements, lighting updates, and several paving projects across the district.
- The Conestoga Pool Renovation project represented \$2.1 million of the capital program this year and is a major improvement to the natatorium at Conestoga.
- SDC-funded projects
 - Scheduled to complete construction of Parivar Park.
 - Completed a project at the sport court at Cedar Hills Park.
 - Closed out projects at Pío Pío Park and a segment of Bethany Creek Trail.
 - Staff have two projects in design and permitting.
 - Completed two concept plans and have several concept plans under development.
 - Progress toward working with developers on over 20 future park sites across the district.
- 2008 Bond progress
 - All of our acquisition goals have been met.
 - Nearing the end of the natural area restoration projects.
- Remaining capital projects
 - Construction of a new sports court at Mountain View Champions Park.
 - Close-out of the right-of-way improvements associated with the Cedar Hills Park renovation project.

General Manager Doug Menke shared an overview of the district's strategy for development of the FY 2022/23 budget, noting that similar to last year, the district will be requesting full appropriation with the intent of operating under a revised operating plan. The revised operating plan will be monitored closely and offers the capability to pivot as conditions change. The revised operating plan is presented to the THPRD Board of Directors on a quarterly basis.

Agenda Item #8 – 2022/23 Projected Resources and Expenditures

Olivia Tsujimura, accounting & budget manager, provided an overview of the projected resources and expenditures for our upcoming FY2022/23 budget, including the following information:

- Cash on hand
 - Projected General Fund cash carryforward of \$13.3 million.
 - The balance of our capital replacement reserve of \$2.0 million.
 - Property Tax revenues are projected starting with the tax levy for the current fiscal year, adding 3% for assessed value changes allowable under Oregon law, and .75% for property growth within the district.
 - Continuing to assume a 95% first year collection rate for property taxes in our projections.
- Program resources
 - Projected at levels relatively consistent with the current fiscal year adopted budget.

- No inflationary adjustments to program revenues for the budget this year.
- Managers will be completing further analysis of planned programs, and will adjust these estimates accordingly, as the proposed budget is developed.
- Other resources
 - Interest, miscellaneous revenues, and rental income.
 - Continuing to evaluate projected grant resources.
- Personnel services
 - \$44.1 million includes staffing at normal operational levels.
 - Contracted pay increases for represented employees and a 6% increase for part-time staff.
 - \$8.5 million funding of the pension plan, per the pension funding policy adopted by the board in January 2021.
- Materials & Services
 - \$11.0 million includes rate increases for utilities and other inflationary adjustments.
- Debt service
 - \$1.1 million reflects the principal and interest payments due on full faith and credit borrowings for the district.
- Contingency
 - \$2.0 million capital replacement reserve and \$2.5 million contingency appropriation that aligns with board policy for minimum fund balances and reserves.
- Capital outlay of \$7.2 million does not include capital carryforward spending or grant funded capital and may be adjusted based on further evaluation of FY23 spending priorities.

Agenda Item #9 – Public Comment

There was no public comment received.

Li Lin requested additional information regarding how the expenditure assumptions of 6% for personnel services and 7% for materials and services were calculated.

- ✓ General Manager Doug Menke replied that these are target numbers that will be firmed up in time for the budget committee’s April work session. A significant contingency will be carried forward as an additional assurance of resources during this time of continued transition.

Agenda Item #10 – Date of Budget Committee Work Session

Chair Elizabeth Edwards announced that the THPRD Budget Committee work session is scheduled for Wednesday, April 20 at 6 pm and will be held virtually.

Agenda Item #11 – Adjourn

The meeting adjourned at 6:45 pm.

Recording Secretary,
Jessica Collins

Transcribed by,
Kristin Preston



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 20, 2022, 6 pm.

Present:

Elizabeth Edwards	Chair/Budget Committee Member
Heidi Edwards	Secretary/Budget Committee Member
Chris Howard	Budget Committee Member
Li Lin	Budget Committee Member
Suzanne Massar	Budget Committee Member
Barbie Minor	Budget Committee Member
Felicita Monteblanco	Budget Committee Member
Alfredo Moreno	Budget Committee Member
Natalie Zehner	Budget Committee Member
Doug Menke	General Manager

Absent:

Tya Ping	Budget Committee Member
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Agenda Item #1 – Call to Order

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

Agenda Item #2 – Approve February 23, 2022 Meeting Minutes

Heidi Edwards moved to approve the minutes of the February 23, 2022 Budget Committee meeting. Barbie Minor seconded the motion. The minutes were UNANIMOUSLY APPROVED.

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.

General Manager Doug Menke welcomed committee members to the FY 2022/23 Budget Committee Work Session and thanked them for being a voice for the public in this process. Doug provided opening comments regarding the budget development process, noting that this has been an opportunity for the district to focus on Building Back Better from the pandemic.

Agenda Item #4 – Public Comment

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

Agenda Item #5 – District Planning Process

Aisha Panas, Park Services director, provided an overview of the district's planning process.

Agenda Item #6 – District Values and Budget Priorities

THPRD Board of Directors Secretary, Heidi Edwards, shared that the board held a virtual retreat to set the district values and budget priorities for the upcoming FY 2022/23 budget process. The board identified the district values as:

- Leading with Equity with special attention to Racial Equity
- Environmental Stewardship
- Commitment to Community Vision

Heidi provided a brief overview of each of the district's budget priorities:

- Investing in our Employees and Technology
- Rebuilding Programming with an Emphasis on our Access for All Work
- Planning for Future Natural Areas, Facility and Trail needs, and Funding Resources

Agenda Item #7 – General Fund Budget

A. Budget Overview

Jared Isaksen, Chief Financial Officer, provided a summary of the proposed General Fund budget.

- The district is requesting full appropriation of the district's budget at \$83.6 million, which represents a 30% increase from the prior year
- The majority of this increase is from the \$12 million increase in capital projects
- Largest source in the GF is property tax revenue, comprising 45% of the proposed budget totaling \$37.7 million
- The next largest resource, program fees and charges, is projected to be \$14.7 million making up an additional 17% of the budget
- Grants and sponsorships revenue is projected to have a 590% increase from last year for a proposed amount of \$13.4 million, or 16% of the budgeted resources
- The remaining resources for the GF include the carryforward from the current year at 20% and other revenues at 2%

B. General Fund Expenditures

Jared Isaksen, Chief Financial Officer, provided a summary of the proposed General Fund expenditures.

- Personnel services is the largest portion of the proposed expenses at \$41.5 million, which is 50% of the overall proposed general fund budget
- Materials and services of \$12.3 million have increased by 14% due in part to a 5% inflationary factor, grant expenditures of \$481,000, non-discretionary requests of \$210,000, and reallocation of part-time dollars to materials and services for select Park Services departments
- Capital outlay of \$18 million increased by 213% over last year
- Equity and Access for All. Jared summarized the line items in the proposed budget that are directly identified as equity related. These items have increased by 9% over the FY2022 adopted budget.
 - \$2 million in Welcoming & Inclusive line items, the largest portion for customer engagement representatives and communications specialists
 - \$900,000 for Programs and Events, including funding for programs for underserved populations, Camp Rivendale, and nature mobile and rec mobile programs in underserved areas
 - \$279,000 in partner support for cultural activities and events, internships for BIPOC youth, talking walls, and other partnerships in diversity
 - \$305,000 in financial assistance, to support access to our programs for all
 - \$652,000 for ADA capital projects
- Proposed Organization Structure. Jared highlighted the organizational changes in the proposed budget.

Division Budgets Summary

Summaries were provided of each division budget as follows:

Jared Isaksen, Chief Financial Officer, provided a brief overview of the Board and Administration budgets.

- Board of Directors appropriation \$513,755
- Administration appropriation \$12,563,467

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

- Total division appropriation \$1,670,218
- Community Programs appropriation \$957,482
- Safety Services appropriation \$557,832
- Information Services appropriation \$2,392,628

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

- Total division appropriation \$1,710,538
- Risk Management appropriation \$1,103,118

Jared Isaksen, Chief Financial Officer provided an overview of the Finance Services Division budget highlights.

- Total division appropriation \$1,575,055
- Finances Services appropriation \$1,356,655
- Budget and Accounting appropriation \$620,470

Aisha Panas, Park Services director, provided an overview of the Park Services Division budget.

- Park Services appropriation \$15,223,571
- Maintenance Operations appropriation \$10,663,539
- Nature & Trails appropriation \$1,922,953
- Planning appropriation \$713,256
- Design & Development appropriation \$1,246,215

Julie Rocha, Interim Sports & Inclusion director provided an overview of the Recreation Services Division budget.

- Recreation Services appropriation \$27,208,537

Sabrina Taylor Schmitt, Interim Recreation & Aquatics director provided an overview of Recreation department.

- Recreation appropriation \$10,285,742
- Aquatics appropriation \$6,849,140
- Sports & Inclusion appropriation \$8,092,963

Felicita Montebalanco asked if Fitness in the Park is going to be offered year-round.

✓ Julie Rocha responded that yes, it is.

Agenda Item #8 – Other Funds

Jared Isaksen, Chief Financial Officer, provided an overview of other funds presented in the proposed budget document.

- Mitigation Maintenance Reserve appropriation \$187,850
- Debt Service Fund appropriation \$8,406,550

Agenda Item #9 – Capital Projects

Aisha Panas, Park Services director, provided an overview of the district's Capital Projects appropriation (\$17,485,781), as well as the Metro Bond appropriation (\$8,628,870), System Development Charge (SDC) Projects appropriation (\$55,535,099), and Bond Capital appropriation (\$2,788,113).

Agenda Item #10 – Budget Committee Open Discussion

General Manager, Doug Menke commented on and acknowledged the effort of the budget process. He stated that the district is in a unique place to build back from the pandemic, noting that the highest priority for the district is in serving its community.

Felicita Montebianco thanked staff for answering her questions submitted in advance of this evening's meeting.

Elizabeth Edwards thanked staff for adding data on key performance indicators. She also acknowledged the climate change plan work and resiliency work that is in process.

Natalie Zehner asked about the goals for electric vehicles in FY22-23. She inquired if a plan would be in place this fiscal year?

- ✓ Aisha Panas, Park Services director, responded that fleet electrification will be part of the district's climate action plan in FY22/23. Grant funding from PGE (Fleet Partner Program) will provide 10 electric charging stations at FCSC. Funding from PGE would span over 10 years. The Drive Change grant program from PGE is also in place for electric charging stations at centers/for rec mobiles. In addition, there will be federal grants for charging stations at centers and sports facilities/fields.

Natalie asked if the district will sell the current fleet vehicles and replace them with electric vehicles?

- ✓ Aisha responded that the district would retire the fleet. The replacement strategy would be focused on replacing the fleet with electric vehicles.

Natalie asked who would be putting the climate action plan together and what are the steps involved?

- ✓ Aisha responded that the district is currently working with a consultant to collect data and is working with the City of Beaverton on the implementation plan. The report and scope will be shared with the THPRD Board of Directors in the fall and the plan is anticipated to be completed late next fiscal year.

Suzanne Massar asked if THPRD had received any ARPA (American Rescue Plan Act) funding?

- ✓ Doug stated that THPRD was not one of the identified recipients. The district is in active discussions with the county and city about potential allocations of their ARPA funding to afterschool programming/childcare services.
- ✓ Aisha shared that the district was awarded state ARPA funding of \$1.9 million for permanent restrooms. Work on these projects need to be completed by June 2024.
- ✓ Doug shared that through the unemployment reimbursement process, there was \$1 million in claims that were absorbed and forgiven by the CARE funds via the state.

Suzanne asked if the district's three facilities yet to reopen are due to the labor shortage?

- ✓ Doug confirmed this, noting that at the start of the pandemic, it was about fiscal and COVID constraints, but now the district doesn't have enough staff to reopen these facilities.
- ✓ Sabrina Taylor Schmitt, Interim Recreation & Aquatics director, described the current difficulties in filling position vacancies, especially in aquatics, and our recruitment efforts.

Natalie commented that she noticed that the average number of applications received per position was 30-40. Is there a way to convert some of those applicants into hiring for positions they weren't initially applying for?

- ✓ Sabrina commented that the district's hiring model is changing. The district reaches out to lifeguard applicants to see if they are interested in swim instructor training, and also waives the lifeguard training fee.
- ✓ Holly Thompson, Communications director, shared her perspective on the hiring difficulties being seen on a national level, especially in aquatics.
- ✓ Sabrina added that THPRD is also now offering hiring incentives.

Li Lin asked if the district would work from a revised operating plan for FY22/23 if it cannot hire enough people for normal capacity?

- ✓ Doug confirmed that the district will operate via a revised budget process, particularly on the aquatics side. While our patrons are ready to resume participation, THPRD will need to monitor revenue aspects carefully. Revenue is monitored on a quarterly basis with the board.
- ✓ Sabrina shared that the district has reduced expenditures when programming is reduced, as well.

Li asked how the 3% merit increase is being implemented.

- ✓ Christine Hoffman, Human Resources director, answered that the district has three separate compensation structures for our three different employee groups. Part-time and seasonal employees have a COLA and 3% merit when approved by management. The district is currently in negotiations with its bargaining unit employees. In our current contract, the district has rate ranges and merit increases that occur on the staff anniversary date which gives a 3% merit increase. Our supervisory group structure is being updated as well.

Suzanne asked if volunteers have been considered to teach swimming classes.

- ✓ Sabrina shared that the district has conducted some outreach encouraging people to be swim lesson mentors.

Agenda Item #11 – Date of Next Budget Committee Meeting

Chair Elizabeth Edwards announced the next budget committee meeting will be Wednesday, May 18, 2022 at 6 pm to consider approval of the FY 2022/23 budget.

Agenda Item #12 – Adjourn

There being no further business, the meeting adjourned at 7:35 pm.

Recording Secretary,
Jessica Collins

Transcribed by,
Kristin Preston



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 18, 2022.

Present:

Elizabeth Edwards	Chair/Budget Committee Member
Heidi Edwards	Secretary/Budget Committee Member
Chris Howard	Budget Committee Member
Li Lin	Budget Committee Member
Suzanne Massar	Budget Committee Member
Barbie Minor	Budget Committee Member
Alfredo Moreno	Budget Committee Member
Tya Ping	Budget Committee Member
Natalie Zehner	Budget Committee Member
Doug Menke	General Manager

Absent:

Felicita Monteblanco	Budget Committee Member
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Agenda Item #1 – Call Meeting to Order

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

Agenda Item #2 – Approve Amended February 23, 2022 Meeting Minutes

Heidi Edwards moved to approve the Amended minutes of the February 23, 2022 Budget Committee meeting as submitted. Suzanne Massar seconded the motion. The motion was UNANIMOUSLY APPROVED.

Agenda Item #3 – Approve April 20, 2022 Work Session Minutes

Heidi Edwards moved to approve the April 20, 2022 Budget Committee Work Session minutes as submitted. Natalie Zehner seconded the motion. The motion was UNANIMOUSLY APPROVED.

Agenda Item #4 – General Budget Information

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

Jared Isaksen, Finance Services Director/CFO, shared two minor changes.

- The transfer of (1) position from Finance to Information Services. This position will serve both Human Resources and Finance. This is a clerical adjustment and will not change appropriations.
- Security cameras will not be shipped until November due to supply chain issues. Increase carryforward by \$28,000.

Agenda Item #5 – Public Comment

There was no public comment received.

Agenda Item #6 – Budget Committee Discussion

Suzanne Massar inquired about the hiring status for our pools.

- ✓ Sabrina Taylor Schmitt, Interim Recreation & Aquatics Director, shared that THPRD recently hired a full-time Center Supervisor to lead the opening at Aloha Swim Center and Harman Swim Center with limited offerings. HR has a new full-time recruiter which is helping to bring staff onboard.

Suzanne Massar offered kudos to the THPRD staff who put the budget together.

Heidi Edwards offered kudos for the balanced budget during staffing transitions.

Elizabeth Edwards commented on how impressed she is with how this process comes together.

Li Lin asked if the district would consider directing patron demand for aquatics programming to other types of activities due to the staffing shortage.

- ✓ General Manager Doug Menke responded that hiring challenges are acute to aquatics, but are being experienced across the district, as well. Bonus opportunities and referral incentives are being offered.
- ✓ Julie Rocha, Interim Sports & Inclusion Director, added that the goal is to fill staffing roles for the programs that are full.

Agenda Item #7 – Approve 2022/23 Budget & Property Taxes to be Imposed

Suzanne Massar moved that the budget committee approve the Proposed Fiscal Year 2022/23 Budget and the appropriations contained therein, as adjusted. Alfredo Moreno 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 \$8,504,143 for the fiscal year 2022/23. Tya Ping seconded the motion. The motion was UNANIMOUSLY APPROVED.

General Manager Doug Menke noted that the next step in the district’s budget process will be the board’s consideration of adopting the budget at their June 15, 2022 meeting.

Agenda Item #8 – Adjourn

There being no further business, the meeting adjourned at 6:20 pm.

Recording Secretary,
Jessica Collins

Transcribed by,
Kristin Preston

Approval of May 18, 2022 minutes received by e-mail

Chris Howard moved the budget committee approve the Minutes of the May 18, 2022, budget committee meeting as submitted. Tya Ping seconded the motion. The motion passed with a majority vote.

RESOLUTION NO. 2022-07

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 2022/23 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 2022/23 in a total amount of \$154,223,866. 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 \$8,504,143 for bonded debt. Taxes are hereby imposed and categorized for Tax Year 2022/23 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 Limitations	Excluded from Limitations
General Fund	\$1.3073 / \$1,000 AV	
Bonded Debt Fund		\$8,504,143

Section 3. Fiscal Year 2022/23 Appropriations. The amounts for the fiscal year beginning July 1, 2022 and for the purposes shown below are hereby appropriated as follows:

General Fund

Board of Directors	\$ 513,755
Administration	\$12,563,467
Park Services	\$15,223,571
Recreation Services	\$27,208,537
Capital Outlay	\$17,513,781
Transfer to Other Funds	\$ 350,000
Capital Replacement Reserve	\$ 2,000,000
Contingency	<u>\$ 8,304,273</u>
TOTAL APPROPRIATIONS	<u>\$83,677,384</u>

Bonded Debt Fund

Bond Debt Service Payments	<u>\$ 8,406,550</u>
TOTAL APPROPRIATIONS	<u>\$ 8,406,550</u>

Systems Development Charge Fund

Materials and Services	\$ 100,000
Capital Outlay	<u>\$50,435,099</u>
TOTAL APPROPRIATIONS	<u>\$50,535,099</u>

Maintenance Mitigation Fund

Materials and Services	<u>\$ 187,850</u>
TOTAL APPROPRIATIONS	<u>\$ 187,850</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>\$ 2,788,113</u>
TOTAL APPROPRIATIONS	<u>\$ 2,788,113</u>


Section 4. The Budget Officer, Jared Isaksen, 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, 2022.

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BOARD OF DIRECTORS APPROVAL: June 15, 2022



Tya Ping
President



Heidi Edwards
Secretary

Adoption and date attested by:



Jessica Collins
Recording Secretary



**A. M. Kennedy Park
Community Garden**

Rules

Budget Information

Guide to Budget Document

Budget Document Overview

Strategic Planning

Budget Process

Budget Calendar

Organizational Chart

Board of Directors

Fund Structure



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 people 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 district wide 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, Community Programs, Safety Services, Information Systems, Human Resources, Risk & Contract Management, Finance Director/CFO, Finance 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 approved 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 approved projects for the fiscal year.
- **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 2022/23 fiscal year.

GUIDE TO BUDGET DOCUMENT (continued)

- **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 approved 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 • 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 approved 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.	<ul style="list-style-type: none"> • Sub-program information is presented in this document within the Administration, Park Services, and Recreation Services divisions.

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, 2022, and ending June 30, 2023, is intended to serve as:

1. A financial plan for the next fiscal year (2022/23), 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 2022/23 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: public 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, 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 270,000 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 (2) 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 children and young adults who have physical, emotional, and/or developmental disabilities.
- THPRD maintains, either through direct ownership or joint use agreement (including school sites), 104 baseball/softball fields, 147 soccer/football/lacrosse fields, four (4) bocce courts, six (6) volleyball courts, 110 outdoor tennis courts, six (6) indoor tennis courts, 50 outdoor basketball pads, three (3) skate parks, and one (1) hockey rink.
- 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, 52 miles of off-street pathways, and 68 miles of trails.
- 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, 2022, the non-general obligation outstanding balances are as follows: the 2013 \$207,796 Financing Agreement, the 2020 \$9,230,000 Full Faith and Credit Obligation, and the 2021 \$1,035,000 Full Faith and Credit Financing.

The general obligation bond balances outstanding as of June 30, 2022, are \$11,065,000 (Series 2021), \$24,535,000 (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 2022/23 fiscal year for all funds are \$154,223,866 and were \$131,760,786 for the 2021/22 fiscal year. Requirements for the current budgeted year and the prior years are:

	Actual 2019/20	Actual 2020/21	Budget 2021/22	Proposed Budget 2022/23	Adopted Budget 2022/23	% Change over 2021/22
Personnel Services Costs	\$ 36,934,858	\$26,245,545	\$42,267,389	\$41,560,583	\$41,560,583	-1.67%
Materials & Services	7,034,417	5,986,317	11,106,776	12,621,059	12,621,059	13.6%
General Fund Capital Projects	4,148,631	2,010,407	5,758,843	18,055,461	18,083,461	213.5%
Debt Service	8,901,249	9,089,851	9,449,149	9,452,408	9,452,408	0.03%
General Fund Contingency	-	-	2,500,000	8,304,273	8,304,273	232.2%
Transfers to Other Funds	-	-	779,000	350,000	350,000	-55.1%
Other Financing Uses	11,218,392	16,875,280	-	-	-	0.0%
Metro Bond Local Share Capital	-	-	8,628,870	8,628,870	8,628,870	0.0%
System Development Charges Capital Outlay	6,407,692	3,679,549	46,417,438	50,435,099	50,435,099	8.7%
Bond Capital Projects Fund	4,381,427	2,490,301	3,353,321	2,788,113	2,788,113	-16.9%
TOTAL EXPENDITURES	\$ 79,026,666	\$ 66,379,250	\$130,260,786	\$152,195,866	\$152,223,866	16.8%
Ending Fund Balance	43,877,778	56,029,570	-	-	-	0.0%
Capital Replacement Reserve	2,000,000	2,000,000	1,500,000	2,000,000	2,000,000	33.3%
TOTAL REQUIREMENTS	\$124,904,444	\$124,406,820	\$131,760,786	\$154,195,866	\$154,223,866	17.0%

BUDGET DOCUMENT OVERVIEW (continued)

SIGNIFICANT CHANGES:

Personnel Services

The adopted budget for Personnel Services has decreased by 1.7% since FY 2021/22. This decrease is primarily due to THPRD's Retirement Plan Funding of \$3.9 million, down \$4.6 million from the prior year's \$8.5 million. The policy was revised and approved by the board of directors in March 2022. This decrease is offset by a net increase of sixteen (16) full-time positions, for a total of 210 for the 2022/23 fiscal year. Staffing changes are discussed on pages BI-11 and BI-12.

The overall decrease is further offset by a 4.0% cost-of-living adjustment and 3% merit increase for all represented full-time employees, and funding for non-represented staff increases in accordance with the board-approved Compensation Policy. THPRD's current collective bargaining agreement expires June 30, 2022, so the cost of living and health benefit cost increases have been adjusted to anticipate upcoming changes to the agreement. Payroll taxes have increased by 0.8% due to the increase in the unemployment tax rate. Part-time personnel costs are increasing as a result of increases in prevailing wages offered due to labor market challenges, and account for 2.7% of the increase in Personnel Services. The balance of the change in overall cost comes from changes in medical insurance coverage and impacts of insurance rates, which were higher than budget for FY2021/22.

Materials & Services

The adopted budget for Materials & Services has increased 13.6% over FY 2021/22. Factors include an increase to utilities which reflect utilization and significant rate increases, and a 5% increase to materials and services to account for inflation. All approved business plans have been accounted for in the adopted budget amounts.

Capital Outlay

General Fund Capital Projects has been differentiated between maintenance replacement expenditures and new asset expenditures. Within these two categories, the expenditures include funding for: Carryover Projects, Athletic Facility, Park, and Building Replacements/Improvements, ADA Improvements, Maintenance Equipment and Computer/Office Equipment. Capital outlay expenditures have been prioritized to maintenance replacement projects in order to minimize the balance of deferred maintenance replacements. General Fund Capital Projects have increased by 214.0% from FY 2021/22 due in a large part to increases in grant funded projects in the FY2022/23 budget. Capital Projects funds will largely be focused on ADA improvement projects, continued investment in the Financial System Software implementation project, and several grant projects including the Westside Trail, Fanno Creek Trail, and Howard M. Terpenning Complex improvements.

As explained above, the Bond Capital Projects Fund balance in FY2022/23 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 has identified four (4) projects to be funded by this resource.

The System Development Charges Fund continues to complete current expansion projects, fund land acquisition, and concept 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 year and the prior years are:

	Actual 2019/20	Actual 2020/21	Budget 2021/22	Proposed Budget 2022/23	Adopted Budget 2022/23	% Change over 2021/22
Beginning Fund Balance	\$ 46,814,287	\$ 45,877,778	\$50,182,099	\$59,268,250	\$59,296,250	18.2%
Property Taxes-Current Year	41,655,256	43,280,177	44,569,618	45,620,349	45,620,349	2.4%
Prior Year Taxes	335,124	361,517	325,000	275,000	275,000	-15.4%
Interest on Investments	1,160,883	422,449	488,100	288,850	288,850	-40.8%
Swim Center & Tennis Revenue	2,972,249	845,661	4,937,053	4,877,323	4,877,323	-1.2%
Recreation & Sports Revenue	5,744,351	2,064,543	8,931,294	9,774,314	9,774,314	9.4%
Grants and Intergovernmental Revenue	1,264,767	5,192,604	10,571,589	22,040,968	22,040,968	108.5%
Misc. and Rental Revenue	573,847	527,283	851,448	704,000	704,000	-17.3%
Sponsorships	160,027	212,419	14,150	9,150	9,150	-35.3%
System Development Charges	12,716,580	8,290,453	9,611,435	10,572,662	10,572,662	10.0%
Debt Proceeds	11,194,716	16,918,368	-	-	-	0.0%
Transfers In	312,357	415,568	1,279,000	765,000	765,000	-40.2%
TOTALS	\$124,904,444	\$124,408,820	\$131,760,786	\$154,195,866	\$154,223,866	17.1%

Beginning Fund Balances

Beginning balance from all funds for FY 2022/23 consists of \$16,621,700 from the General Fund, \$187,000 from the Mitigation Maintenance Reserve Fund, \$39,507,437 from the System Development Charges Fund, \$200,000 from the Debt Service Fund, and \$2,780,113 from the Bond Capital Projects Fund. The 18.2% increase in the Beginning Fund Balance is due primarily to increases in the General Fund and System Development Charges Fund. The General Fund balance is higher than the budget in FY 2021/22 due to the district's close management of costs during the closure periods resulting from the COVID-19 pandemic in the prior year. The increase in the System Development Charges cash on hand balance is due primarily to timing of FY 2021/22 expenditures which are carrying over in FY 2022/23. 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 Balance increased between the proposed budget and the adopted budget to account for additional capital carryforward.

Property Taxes - Current Year

Taxes levied against an estimated \$30.0 billion in assessed valuation total \$47,728,486. The levy includes \$8,504,143 for the General Obligation Debt Service Fund with \$8,121,457 expected to be collected. Of the \$39,226,942 General Fund Levy, THPRD expects to collect 95.5%, or \$37,459,247. The payments in lieu of taxes (PILOT) amounts are additional taxes expected to be collected (\$4,552 General Fund and \$35,093 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 2021/22 taxable assessed property valuation of THPRD is \$29,046,412,499 and is estimated to increase by 3.3% in the 2022/23 fiscal year to \$30,006,075,378 which is net of \$388,401,386 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 \$275,000 (both General Fund and Debt Service Fund). Prior year collection projections for the 2022/23 fiscal year are lower than the amounts budgeted in the 2021/22, 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 2022/23 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. 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 2022/23

	Governmental Funds						Total All Funds
	Other Funds		Capital Projects Funds				
	General Fund	Mitigation Maintenance Reserve	Debt Service Fund	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	14,621,700	187,000	200,000	-	39,507,437	2,780,113	57,296,250
Beginning Fund Balance	\$ 16,621,700	\$ 187,000	\$ 200,000	\$ -	\$ 39,507,437	\$ 2,780,113	\$ 59,296,250
Revenues							
Property Taxes-Current Year	\$ 37,463,799	\$ -	\$ 8,156,550	\$ -	\$ -	\$ -	\$ 45,620,349
Prior Year Taxes	250,000	-	25,000	-	-	-	275,000
Interest on Investments	150,000	850	25,000	-	105,000	8,000	288,850
Swim Center & Tennis Revenue	4,877,323	-	-	-	-	-	4,877,323
Recreation & Sports Revenue	9,774,314	-	-	-	-	-	9,774,314
Grants & Intergovernmental Revenue	13,412,098	-	-	8,628,870	-	-	22,040,968
Miscellaneous & Rental	704,000	-	-	-	-	-	704,000
Sponsorships	9,150	-	-	-	-	-	9,150
System Development Charges	-	-	-	-	10,572,662	-	10,572,662
Debt Proceeds	-	-	-	-	-	-	-
Transfers In	415,000	-	-	-	350,000	-	765,000
Total Revenues	\$ 67,055,684	\$ 850	\$ 8,206,550	\$ 8,628,870	\$ 11,027,662	\$ 8,000	\$ 94,927,616
TOTAL RESOURCES	\$ 83,677,384	\$ 187,850	\$ 8,406,550	\$ 8,628,870	\$ 50,535,099	\$ 2,788,113	\$ 154,223,866
REQUIREMENTS							
Appropriations by Category:							
Personnel Services	\$ 41,560,583	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 41,560,583
Materials & Services	12,333,209	187,850	-	-	100,000	-	12,621,059
Capital Outlay	18,083,461	-	-	8,628,870	50,435,099	2,788,113	79,935,543
Debt Service	1,045,858	-	8,406,550	-	-	-	9,452,408
Transfers Out	350,000	-	-	-	-	-	350,000
Contingency	8,304,273	-	-	-	-	-	8,304,273
Total Appropriations	\$ 81,677,384	\$ 187,850	\$ 8,406,550	\$ 8,628,870	\$ 50,535,099	\$ 2,788,113	\$ 152,223,866
Unappropriated Fund Balance							
Capital Replacement Reserve	\$ 2,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000,000
TOTAL REQUIREMENTS	\$ 83,677,384	\$ 187,850	\$ 8,406,550	\$ 8,628,870	\$ 50,535,099	\$ 2,788,113	\$ 154,223,866

STAFFING CHANGES

Full-time

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

Division	Program	Adopted 2021/22 Staffing	Adjustments	Adopted 2022/23 Staffing
Administration	General Manager	2.00 FTE	No changes to staffing	2.00 FTE
Administration	Communications	12.00 FTE	Transferred 6 FTE from Business Services/Information Services, added 1 FT System Analyst, added 1 FT Business Analyst, transferred 1 FT Office Assistant from HR (Administrative Assistant, shared with Finance Services).	21.00 FTE
Administration	Human Resources	5.00 FTE	Transferred 3 FTE from Business Services/Risk & Contract Management, transferred 1 FT Office Assistant to Communications, transferred 1 FT Management Team Support Specialist from Business Services (replaced FT Office Assistant position), added 1 FT Benefit Technician, added 1 FT limited duration Talent Specialist.	10.00 FTE
Administration	Finance Services	0.00 FTE	Transferred 1 FT Director of Finance/CFO position (formerly Business Services Director), transferred 7 FTE from Finance Services Department, transferred 3 FTE from Budget & Accounting Department.	11.00 FTE
		19.00 FTE	Total Administration	44.00 FTE
Business Services	Office of the Director	2.00 FTE	Eliminated Director of Business Services position and replaced with Director of Finance and transferred to Administration/ Finance Services, transferred Management Team Support Specialist to Human Resources.	0.00 FTE
Business Services	Finance Services	7.00 FTE	Transferred 7 FTE to Administration Division.	0.00 FTE
Business Services	Risk & Contract Management	3.00 FTE	Transferred 3 FTE to Administration Division.	0.00 FTE
Business Services	Information Services	6.00 FTE	Transferred 6 FTE to Administration Division.	0.00 FTE
Business Services	Budget & Accounting	3.00 FTE	Transferred 3 FTE to Administration Division.	0.00 FTE
		21.00 FTE	Total Business Services	0.00 FTE
Park Services	Office of the Director	1.50 FTE	Increased Director of Park Services and Administrative Assistant positions to 12 months (from 9 months).	2.00 FTE

STAFFING CHANGES

Full-time

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

Division	Program	Adopted 2021/22 Staffing	Adjustments	Adopted 2022/23 Staffing
Park Services	Maintenance Operations	42.00 FTE	Eliminated the Vehicles & Equipment Supervisor position, upgraded the Facilities Supervisor position to the Support Services Manager position.	41.00 FTE
Park Services	Planning	4.00 FTE	No changes to staffing	4.00 FTE
Park Services	Design & Development	7.00 FTE	No changes to staffing	7.00 FTE
Park Services	Nature & Trails	9.00 FTE	Added 1 FT Park Resource Analyst position.	10.00 FTE
		63.50 FTE	Total Park Services	64.00
Recreation Services	Office of the Director	2.00 FTE	No changes to staffing	2.00 FTE
Recreation Services	Aquatics	24.50 FTE	Increased Aquatics Manager to 12 months, added 2 FT Aquatic Program Assistant positions.	27.00 FTE
Recreation Services	Sports & Inclusion Services	31.00 FTE	No changes to staffing	31.00 FTE
Recreation Services	Recreation	31.00 FTE	Added 6 FT Preschool Teacher positions (contingent on funding from NWRESA), added 1 FT Aquatic Program Assistant position, added 1 FT Building Lead position, transferred 1 FT Building Maintenance Tech II position to Maintenance Coordination Department.	38.00 FTE
Recreation Services	Maintenance Coordination	2.00 FTE	Added 1 FT Pool Operator II position, transferred 1 FT Building Maintenance Tech II position from Nature Center.	4.00 FTE
		90.50 FTE	Total Recreation Services	102.00 FTE
		194.00 FTE	Total District	210.00 FTE
Net Change				16.00



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 and 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 with special attention to racial equity, as well as a commitment to sustainability.

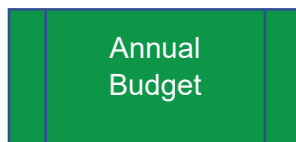
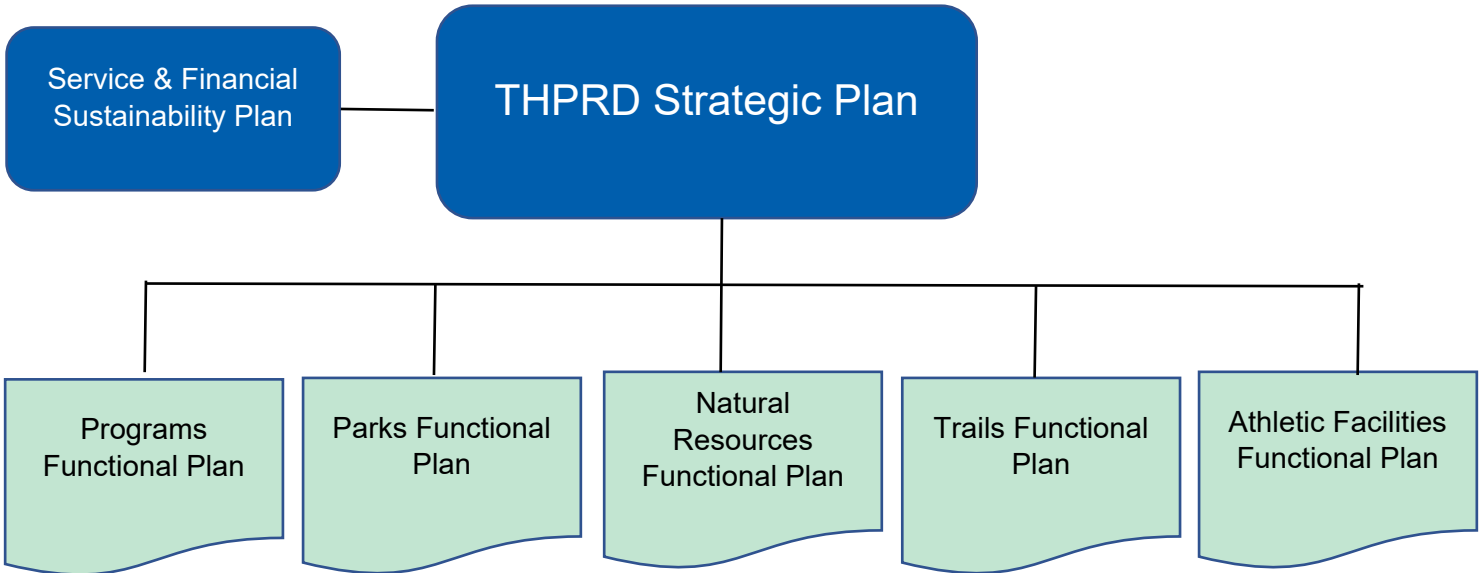
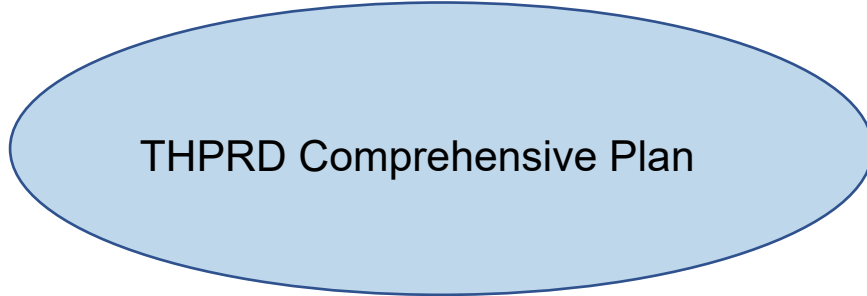
The four primary goal areas of the community vision work are as follows:

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

- Welcoming and Inclusive** (Orange icon with three stylized people): 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** (Blue icon with a soccer ball): 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** (Red icon with three horizontal bars): 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** (Green icon with trees): 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.

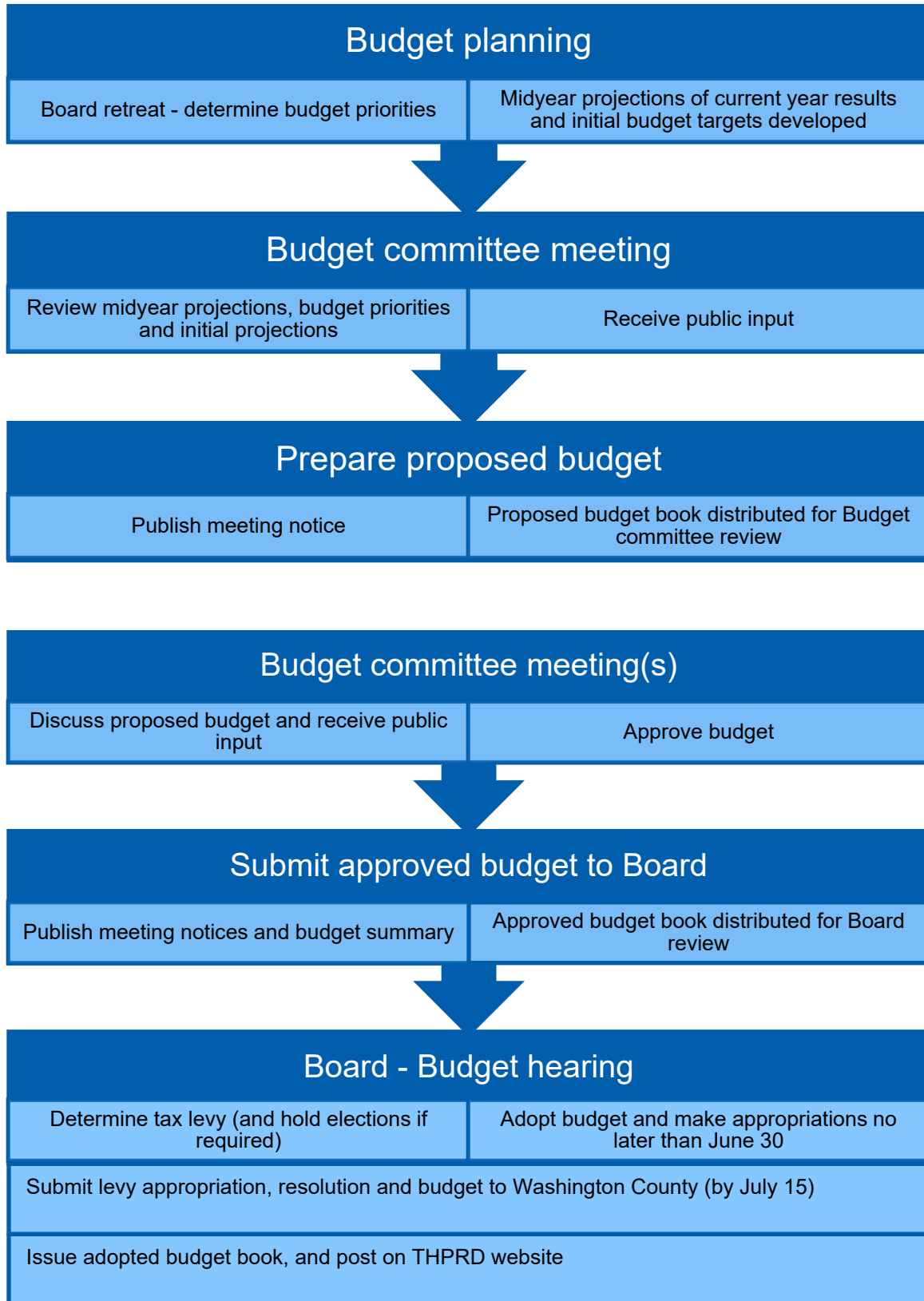


THPRD Vision and Mission





BUDGET PROCESS





FISCAL YEAR 2022/23 BUDGET CALENDAR

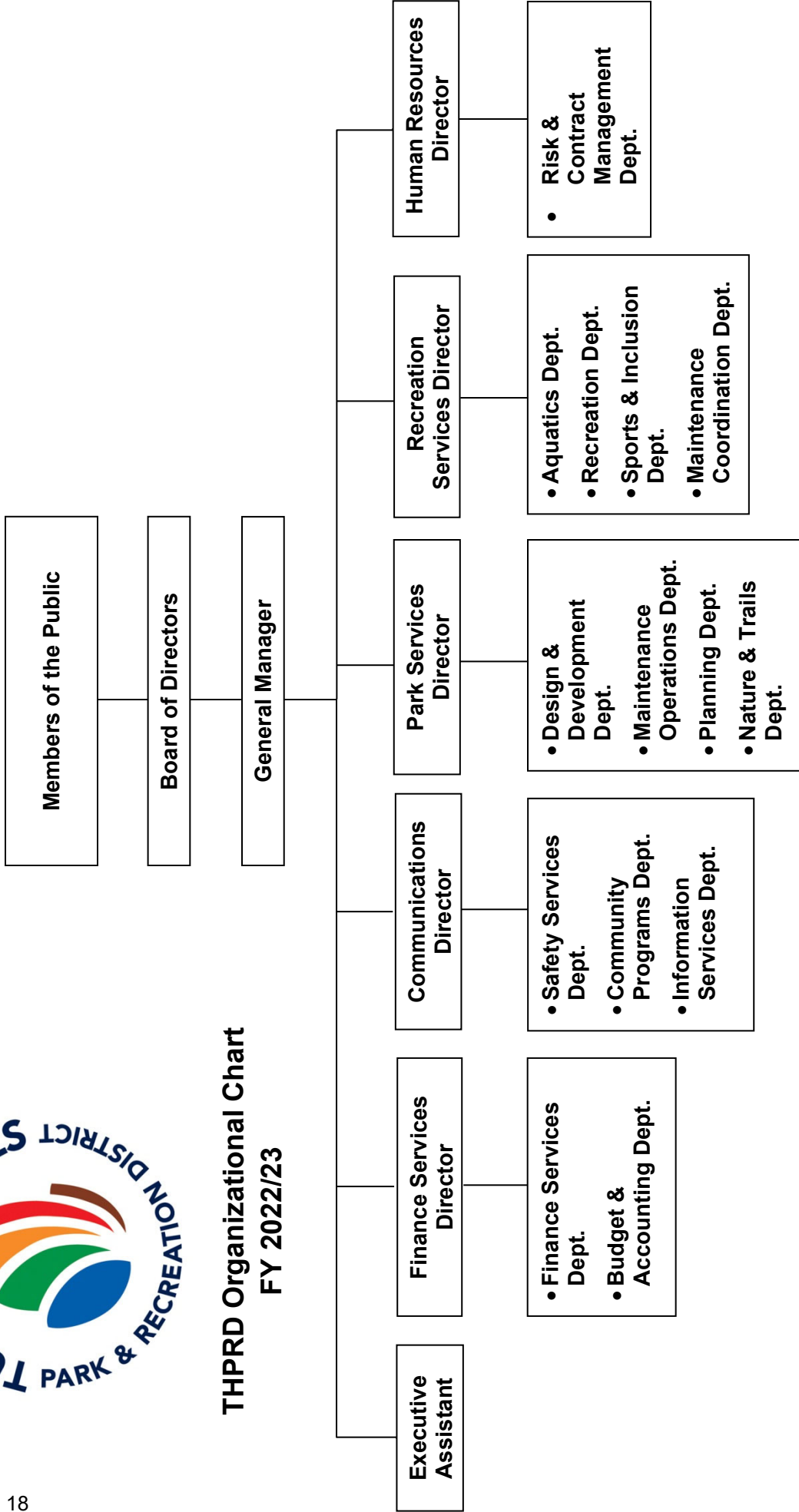
In accordance with District Budget Policy:

2022

January 27	Publish Notice (Valley Times)
February 3	Post Notice on District Website
February 23	Mid-year Budget Review Meeting
March 24	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 20	Budget Committee Work Session (Public Input)
May 2	Post Notice on District Website
May 18	Budget Committee Meeting to Approve Budget (Public Input)
May 27	Publish Notice & Summary (Valley Times)
June 1	Post Notice on District Website
June 15	Hold Public Hearing to Adopt Budget (Public Input)
July 15	Tax Levy Certified by Washington County



**THPRD Organizational Chart
FY 2022/23**



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.



Tya Ping, President/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/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.



Barbie Minor, Secretary Pro Tempore/Director

Barbie is a marketing professional, and an avid patron of THPRD for almost 20 years. She currently serves on the Budget Committee for the Tualatin Soil and Water Conservation District. She is also an active volunteer for the Beaverton School District. She earned her Bachelor of Fine Arts from New York University's Tisch School of the Arts.



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.



Alfredo Moreno, Director

Alfredo joined the board in 2021, motivated by a desire to help the district build healthier, more inclusive, and interconnected communities. A career communications and community relations professional, he has forged connections throughout Washington County and beyond in his work as the community relations manager for Portland Community College's western service district. He has served on numerous boards and committees, including the Five Oaks Museum, where he is currently the board co-chair. He graduated with honors with a BA in history from the University of New Mexico in Albuquerque.

Organizational Restructuring Summary FY 2022/23

The district management team has evaluated the district’s organizational structure, and determined that certain changes were necessary moving forward. The chart below shows the organizational structure in FY2021/22 and the changes being made for FY2022/23. Information Services, Risk & Contract Management and Finance Services will be moving to Administration. Business Services will be eliminated.

FY 2021/22 Organizational Structure - Operations

Board of Directors	Administration	Business Services	Recreation Services	Park Services
<ul style="list-style-type: none"> • Board of Directors 	<ul style="list-style-type: none"> • Office of the General Manager • Communications • Safety Services • Community Programs • Human Resources 	<ul style="list-style-type: none"> • Office of the Director • Finance Services • Budget & Accounting • Risk & Contract Management • Information Services 	<ul style="list-style-type: none"> • Office of the Director • Aquatics • Sports & Inclusion Services • Recreation • Maintenance Coordination 	<ul style="list-style-type: none"> • Office of the Director • Nature & Trails • Maintenance Operations • Planning • Design & Development

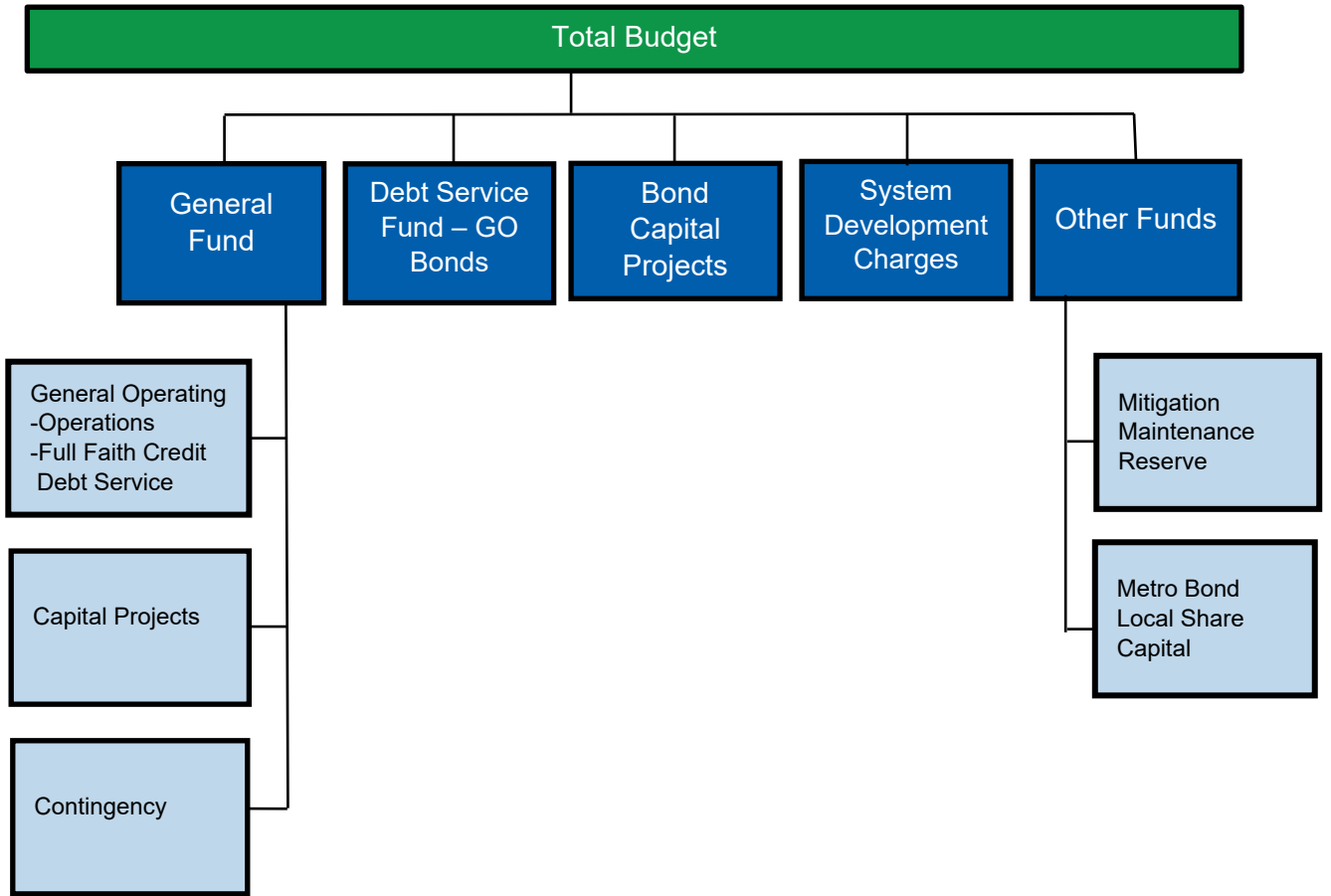
FY 2022/23 Organizational Structure - Operations

Board of Directors	Administration	Business Services	Recreation Services	Park Services
<ul style="list-style-type: none"> • Board of Directors 	<ul style="list-style-type: none"> • Office of the General Manager • Communications • Safety Services • Community Programs • Information Services • Human Resources • Risk & Contract Management • Finance Services • Office of the director • Finance Services • Budget & Accounting 	<ul style="list-style-type: none"> • Office of the Director • Finance Services • Budget & Accounting • Risk & Contract Management • Information Services 	<ul style="list-style-type: none"> • Office of the Director • Aquatics • Sports & Inclusion Services • Recreation • Maintenance Coordination 	<ul style="list-style-type: none"> • Office of the Director • Nature & Trails • Maintenance Operations • Planning • Design & Development

● 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 received 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 Measures 5 and 50

Revenue Summary



**ANALYSIS OF TAX RATE AND COLLECTIONS
FISCAL YEAR 2022/23**

ESTIMATED ASSESSED VALUATION

Real and Personal Property Within THPRD

\$ 30,006,075,378

FY 2021/22 Full Assessed Valuation	\$ 29,423,501,223	
Less Urban Renewal	(377,088,724)	
	29,046,412,499	
Value Growth from Annual Increase ¹	882,705,037	3.00%
Estimated Exception Based Value Growth ²	88,270,504	0.30%
Less Urban Renewal Increase	(11,312,662)	
Estimated Taxable Assessed Value	\$ 30,006,075,378	

% Increase in Estimated Assessed Valuation

3.30%

ESTIMATED TAX LEVY

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

Permanent Tax Rate for THPRD	1.3073	
General Fund Operating Levy:		
Estimated Assessed Valuation multiplied by		
Permanent Rate		\$ 39,226,942
Estimated Compression		2,600

Bonded Debt Fund

Bonded Debt Levy		8,504,143
Estimated Tax Rate:		
Bonded Debt Levy divided by Estimated		
Assessed Valuation	0.2834	

Estimated Tax Levy Totals

	1.5907	\$ 47,728,486
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ESTIMATED TAX COLLECTIONS

Amount

Based on Estimated Collection Rate:	95.50%	
General Fund Current Year Tax Collections		\$ 37,459,247
Payment in lieu of Tax Collections		4,552
Bonded Debt Fund Current Year Tax Collections		8,121,457
Payment in lieu of Tax Collections		35,093
		\$ 45,620,349

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

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

PROPERTY TAX MEASURES

PROPERTY TAX

The property tax is used by Oregon cities, counties, schools and other special districts to raise revenue to cover the expense of local government. The State of Oregon has the authority to levy property taxes; however, the state has not levied property taxes since 1941 and obtains its revenue from tax and lottery sources.

The Oregon Constitution places certain limits on property tax rates for general purposes. The constitution does not limit property tax rates for general obligation bonds, such as Refunding Bonds for capital construction and improvements approved in accordance with voting requirements or used to refund certain outstanding General Obligation Bonds.

MEASURE 5

Article XI, Section 11b (known as "Measure 5") of the Oregon Constitution contains various limitations on property taxes levied by local jurisdictions. Approved in November 1990, Measure 5 placed certain limits on property tax rates and modifications to the system of property tax administration then in place.

- Measure 5 limitations remain in place despite the passage of Measure 50.
- Measure 5 separates taxes imposed upon property into two categories, one for public schools and community colleges and one for jurisdictions other than public schools.
- Combined tax rates for non-school jurisdictions are limited to \$10.00 per \$1,000 of Real Market Value. Combined tax rates for public school systems are limited to \$5.00 per \$1,000 Real Market Value.
- Measure 5 does not limit property tax rates for General Obligation Bonds or Refunding Bonds.

MEASURE 50

Ballot Measure 50 was approved by Oregon voters on May 20, 1997. Measure 50 repeals a previously approved property tax reduction measure, referred to as Measure 47. Measure 50 with some modifications, retains many of Measure 47's key features, including: a reduction of property taxes and a limit on the growth in annual assessed valuation. Specific provisions include:

- Measure 50 rolls back the "assessed value" on property for the fiscal year 1997/98 to its 1995/96 value, less 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 2021/22

Taxing Agencies Excluding City of Beaverton	Rates Subject to \$10 Limit	Rates Excluded from Limit	Total
Washington County	2.94	0.07	3.01
Enhanced Sheriff Patrol	1.32		1.32
Metro Service District	0.19	0.38	0.57
Port of Portland	0.07		0.07
THPRD	1.31	0.29	1.60
Tualatin Soil & Water District	0.08		0.08
Tualatin Valley Fire & Rescue	1.97	0.14	2.11
Urban Road Maintenance	0.25		0.25
Total Tax Rate	8.13	0.88	9.01
Taxing Agencies Including City of Beaverton			
Washington County	2.86	0.07	2.93
City of Beaverton	4.09	0.19	4.28
Metro Service District	0.19	0.38	0.57
Port of Portland	0.07		0.07
THPRD	1.26	0.29	1.55
Tualatin Soil & Water District	0.08		0.08
Tualatin Valley Fire & Rescue	1.93	0.14	2.07
Urban Renewal-Beaverton	0.49		0.49
Total Tax Rate	10.97	1.07	12.04

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

TUALATIN HILLS PARK & RECREATION DISTRICT

**MEASURE 5
Impact on Washington County Taxing**

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		
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

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

TUALATIN HILLS PARK & RECREATION DISTRICT

MEASURE 5
Impact on Washington County Taxing

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

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

TUALATIN HILLS PARK & RECREATION DISTRICT

MEASURE 5
Impact on Washington County Taxing

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

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

SUMMARY OF RESOURCES - ALL FUNDS

RESOURCES:	General Fund	Special Revenue Fund	Capital Projects Funds	Debt Service Fund	Total Resources
Beginning Balance- Capital Replacement Reserve	\$ 2,000,000	\$ -	\$ -	\$ -	\$ 2,000,000
Cash on Hand for Fiscal Year	13,300,000	187,000	10,438,381	200,000	24,125,381
Beginning Fund Balance from Previous Year Projects Carried Forward	1,321,700	-	31,849,169	-	33,170,869
Previously Levied Taxes estimated to be received during ensuing year	250,000	-	-	25,000	275,000
PROGRAM REVENUES:					
Swim Center Revenue	3,636,336	-	-	-	3,636,336
Tennis Revenue	1,240,987	-	-	-	1,240,987
Recreation Program Revenue	5,333,637	-	-	-	5,333,637
Sports & Inclusion Services Revenue	3,845,977	-	-	-	3,845,977
Nature Education Revenue	594,700	-	-	-	594,700
OTHER REVENUES:					
Miscellaneous Revenue	150,000	-	-	-	150,000
Interest Revenue	150,000	850	113,000	25,000	288,850
Telecommunication Site Lease Revenue	174,000	-	-	-	174,000
Facility Rental Revenue	380,000	-	-	-	380,000
Grants and Intergovernmental Revenue	13,412,098	-	8,628,870	-	22,040,968
Sponsorships	9,150	-	-	-	9,150
System Development Charges	-	-	10,572,662	-	10,572,662
Transfers In	415,000	-	350,000	-	765,000
Total Resources except taxes to be levied..... Subtotal	\$ 46,213,585	\$ 187,850	\$ 61,952,082	\$ 250,000	\$ 108,603,517
Current Year Property Taxes (Permanent Rate)	37,463,799	-	-	8,156,550	45,620,349
TOTAL RESOURCES	\$ 83,677,384	\$ 187,850	\$ 61,952,082	\$ 8,406,550	\$ 154,223,866

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 2022/23 (\$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 2022/23 consists of General Fund (\$13,300,000), Mitigation Maintenance Reserve Fund (\$187,000), System Development Charges Fund (\$10,438,381) and Debt Service Fund (\$200,000).

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 (\$1,321,700), System Development Charges Fund (\$29,069,056) and Bond Capital Projects Fund (\$2,780,113).

Prior Year's Taxes: Prior Year's Taxes are property taxes that have been levied but remain uncollected. During the 2022/23 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 2022/23 consists of General Fund (\$250,000) 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 \$3,636,336. 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	\$ 480,170
Beaverton	546,163	General Admission	466,720
Conestoga - Aquatic	680,497	Aquatic Instruction	2,251,741
Harman	426,813	Facility Rentals	
Sunset	397,938	- Beaverton School District	61,509
Aquatic Center	912,890	- Other Rental Events	376,196
Raleigh	114,137		
Somerset West	74,401		
	<u>\$ 3,636,336</u>		<u>\$ 3,636,336</u>

Tennis Revenue: Tennis revenue of \$1,240,987 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	\$ 453,677	\$ -	\$ 453,677
Instruction	709,931	-	709,931
Special interest	52,621	16,804	69,425
Tennis ball sales	7,954	-	7,954
	<u>\$ 1,224,183</u>	<u>\$ 16,804</u>	<u>\$ 1,240,987</u>

Recreation Program Revenue: Recreation program and rental revenue of \$5,333,637 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	\$ 2,247,456	\$ 12,000	\$ 2,259,456
Conestoga - Recreation	2,065,856	58,000	2,123,856
Administration	950,325	-	950,325
	<u>\$ 5,263,637</u>	<u>\$ 70,000</u>	<u>\$ 5,333,637</u>

Sports and Inclusion Services Revenue: Sports and Inclusion Services revenue of \$3,845,977 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	1,228,841	147,600	1,376,441
Elsie Stuhr Center	486,095	12,000	498,095
Camp Rivendale	104,663	-	104,663
Inclusion Services	16,850	-	16,850
	<u>\$ 2,970,529</u>	<u>\$ 875,448</u>	<u>\$ 3,845,977</u>

Nature Education Revenue: Nature Education revenue of \$594,700 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	\$ 569,470	\$ 21,468	\$ 590,938
Outdoor Recreation	3,762	-	3,762
	<u>\$ 573,232</u>	<u>\$ 21,468</u>	<u>\$ 594,700</u>

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

Miscellaneous Revenue: Miscellaneous revenue of \$150,000 is earned from purchasing card program rebates (\$67,000), items sold at auctions (\$30,000), easements, miscellaneous fees and forfeitures, compensation for insurance proceeds and various other sources (\$53,000).

Interest Revenue: Interest revenue in the total amount of \$288,850 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 (\$150,000), Mitigation Maintenance Reserve Fund (\$850), Debt Service Fund (\$25,000), System Development Charges Fund (\$105,000) and Bond Capital Projects Fund (\$8,000).

Telecommunication Site Lease Revenue: Lease revenue of \$174,000 from site leases for cellular telephone transmission equipment.

Facility Rental Revenue: Facility rental revenue of \$380,000 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: Capital Grants include funding from the following sources: 2019 Metro Parks & Nature Bond Trails (\$1,907,500), MSTIP Opportunity Funds (\$600,000), Local Government Grant Program (\$750,000), American Rescue Plan Act (\$1,900,000), State of Oregon Lottery Bond Proceeds (\$2,145,358), Economic Development Administration (\$5,000,000), Tualatin Soil & Water Conservation District (\$98,423), Clean Water Services (\$70,000), Special District Association of Oregon (\$10,000), Metro Area Communications Council PEG/PCN (\$50,000), and PGE Drive Change Fund (\$400,000). Operational Grants include funding from the following sources: Adidas (\$5,000), American Rescue Plan Act (\$130,000), Autzen Foundation (\$25,000), Cultural Coalition of Washington County (\$2,000), Gray Family Foundation (\$50,000), Mobile Rec Programming Grants (\$50,000), Metro - Nature in Neighborhoods (\$100,817), Nike Community Impact Fund (\$10,000), OnPoint Community Credit Union (\$10,000), Oregon Community Foundation (\$18,000), Oregon Cultural Trust (\$40,000), Trailblazers Foundation (\$5,000), Tualatin Soil & Water Conservation District (\$25,000), and United States Tennis Association (\$10,000). Additionally, intergovernmental revenue includes funds from Metro for the Local Capital Fund (\$8,628,870).

Sponsorships: Sponsorships in the amount of \$9,150 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 2022/23 is \$10,572,662 (which is net of SDC waivers of \$951,273) 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 2022/23, \$250,000 is anticipated from SDC and other projects, \$150,000 from the Metro Local Bond Fund projects, and \$15,000 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 2022/23: Current Taxes levied against an estimated \$30.0 billion in assessed valuation total \$47,728,486. Of that amount, Debt Service Fund generates \$8,504,143, with collections anticipated at \$8,121,457, for retirement of general obligation debt. The General Fund levy totals \$39,226,942, with collections anticipated at \$37,459,247. The payments in lieu of taxes (PILOT) amounts are additional taxes expected to be collected (\$4,552 General Fund and \$35,093 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 2022/23

Five-year Capital Funding Sources

Projects by Funding Source

Capital Improvement Plan



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 2022/23

The Capital Funding Sources FY 2022/23 schedule shows the distribution of capital funding for the budget year 2022/23 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.



Capital Funding Sources 2022/23

	Funding Sources					Total Funds
	General Fund	Bond Fund	SDC Fund	Grant Funds	Metro Bond Local Share Capital Fund	
ADA Improvements						
ADA Facility Access Improvements	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ 75,000
ADA Harman Swim Center Improvements	375,000					375,000
ADA Improvements	25,000					25,000
ADA Picnic Area Barrier Removal	50,000					50,000
ADA stairs - Aloha Swim Center	7,000					7,000
Waterhouse Trail ADA curb cuts - Washington County Project	120,000					120,000
ADA Improvements Total	652,000	-	-	-	-	652,000
Athletic Facility Replacement						
Air Structure Repairs	15,000					15,000
Resurface tennis courts	120,000					120,000
Athletic Facility Replacement Total	135,000	-	-	-	-	135,000
Building Improvements						
Assessment on repair of rust degradation	2,000					2,000
Electric Fleet Infrastructure Improvement	145,000					145,000
Exterior Facility Paint	80,000					80,000
Mechanical room upgrades	5,500					5,500
Repaint window sills	6,000					6,000
Seal off gate valve in mechanical room	2,500					2,500
Building Improvements Total	241,000	-	-	-	-	241,000
Building Replacements						
AC window unit replacement - Cedar Hills Recreation Center	14,000					14,000
BECs5 water chemistry controls - Aquatic Center	9,000					9,000
Boiler	179,000					179,000
Boiler piping - Aloha Swim Center	8,000					8,000
Boiler replacement - Garden Home Recreation Center	231,000					231,000
Cardio and Weight Equipment	40,000					40,000
Clean and treat roof - Garden Home Recreation Center	4,500					4,500
Clean and treat roof (stables, outbuildings) - Jenkins Estate	15,000					15,000
Design mechanical dive board lift control - HMT Aquatic Center	5,500					5,500
Dive board reconditioning / replacement - HMT Aquatic Center	10,000					10,000
Dive stand replace/repair - Harman Swim Center	3,000					3,000
Domestic hot water heater - Beaverton Swim Center	15,000					15,000
Emergency Repairs	100,000					100,000
Ergonomic Equipment/Fixtures	6,000					6,000
Fanno Creek Service Center Roof Project - Phases 1 and 2	254,000					254,000
Flat roof replacement - Garden Home Recreation Center	250,000					250,000
Furnace at Stables (crawlpace) - Jenkins Estate	8,600					8,600
Glycol pump - Harman Swim Center	3,000					3,000
Lane line reel - HMT Aquatic Center	3,500					3,500
Parking lot repair patch seal - Cedar Hills Recreation Center	15,000					15,000
Pool Tank, Deck, Underwater Lights, Pump/Motor and ADA	54,700					54,700
Repair parking lot (crack seal) - Raleigh Swim Center	10,000					10,000
Repair skim gutter line - Beaverton Swim Center	6,000					6,000
Repair/replace white picket fence - Fanno Farmhouse	5,000					5,000
Replace carpet in Beaver Den -Nature Center	4,700					4,700
Replace filter pit valves (2) - Harman Swim Center	11,500					11,500
Replace heat exchanger - Sunset Swim Center	13,000					13,000
Replace interior court lamps - Athletic Center	4,000					4,000
Replace lobby carpet - Beaverton Swim Center	5,000					5,000
Replace main entry doors - Cedar Hills Recreation Center	6,000					6,000
Replace mixing valves - Aloha Swim Center	8,000					8,000
Replace north parking lot asphalt (phase 1) - HMT Parking Lots - EDA Grant Match	405,000					405,000
Replace pump motor - Somerset West Swim Center	3,500					3,500
Replace pump motor - Raleigh Swim Center	3,500					3,500
Replace pumps Raypac, Thermal Solutions (2) - Elsie Stuhr Center	2,000					2,000
Replace water heater - Raleigh Swim Center	16,000					16,000
Replace Welding Shop garage door	7,200					7,200
Replacement of office AC split system - Beaverton Swim Center	12,000					12,000
Roof & Structural Repairs	199,000					199,000
Roof leak repair - HMT Athletic Center	30,000					30,000
Space planning implementation/furnishings	200,000					200,000
West air handler bearings - Beaverton Swim Center	10,000					10,000
Window AC units (2) - Beaverton Swim Center	2,500					2,500
Window AC units (4) - Garden Home Recreation Center	10,000					10,000
Building Replacements Total	2,202,700	-	-	-	-	2,202,700
Development/Improvement						
Beaverton Creek Trail Engineering and Construction			1,775,884			1,775,884
Building Expansion - site to be determined			995,000			995,000
Cedar Hills Park - additional funding for bond project			357,603			357,603
Cooper Mountain Planning			15,000			15,000
Design & Develop Natural Areas for Public Access - South Cooper Mountain			500,000			500,000
Downtown planning			65,000			65,000
EDA Grant Matching - HMT Complex Improvements			1,397,954			1,397,954
Fanno Creek Trail Segment #5 - Scholls Ferry Rd. to 92 Ave.			255,000			255,000
Metro Bond Trails Competitive Grant Match - Westside Trail Bridge	-	-	217,500	-	-	217,500
Mt. View Champions Park Sport Court - Additional funding for bond project			627,300			627,300
MTIP Grant Match - Westside Trail, Segment 18			425,000			425,000
Natural Area Concept Plan			100,000			100,000

Capital Funding Sources 2022/23

	Funding Sources					Total Funds
	General Fund	Bond Fund	SDC Fund	Grant Funds	Metro Bond Local Share Capital Fund	
Neighborhood Park Concept Plan Miller Rd (SWQ-5)	\$ -	\$ -	\$ 150,305	\$ -	\$ -	\$ 150,305
Neighborhood Park Concept Planning - Abbey Creek Phase II (NWQ-5)			67,200			67,200
Neighborhood Park Concept Planning - Pointer Road (NEQ-3)			129,155			129,155
Neighborhood Park Construction - Highland Park (NWQ-6)			300,000			300,000
Neighborhood Park Construction - La Raiz Park (SEQ-2)			1,470,875			1,470,875
Neighborhood Park Design & Permitting - Miller Road (SWQ-5)			717,200			717,200
Neighborhood Park Design & Permitting - Abbey Creek Park Phase II (NWQ-5)			431,900			431,900
Neighborhood Park Design & Permitting - Highland Park (NWQ-6)			10,000			10,000
Neighborhood Park Design & Permitting - La Raiz Park (SEQ-2)			477,081			477,081
Neighborhood Park Design & Permitting - Pointer Road (NEQ-3)			668,600			668,600
New Amenities in existing parks			170,000			170,000
New Regional Trail Development - Westside Trail #14, #16-#18			20,000			20,000
North Bethany Park and Trail Development - Proj. Mgmt.			50,000			50,000
North Bethany Park and Trail Improvements			120,000			120,000
North Johnson Creek Trail Concept Planning - Project Mgmt			39,953			39,953
NW Quadrant New Neighborhood Park Development			8,000			8,000
Regional Trail Development - Westside Trail, Segment #14			1,601,900			1,601,900
RFFA Active Transportation Project Readiness Match - Westside Trail, Hwy 26 Overcrossing Design			54,779			54,779
RFFA Grant Match - Beaverton Creek Trail Engineering and Construction			510,800			510,800
So. Cooper Mtn Park and Trail Development - Project Mgmt.			50,000			50,000
Trail Development - 155th Ave Wetlands			448,390			448,390
Accessible Play Structures					1,048,261	1,048,261
Commonwealth Lake Park Bridge & Weir					1,200,000	1,200,000
NWQ-8 Heckman Road New Neighborhood Park & Trail					3,641,867	3,641,867
Willow Creek Greenway Boardwalk Replacement					1,713,500	1,713,500
Development/Improvement Total	-	-	14,227,378	-	7,603,628	21,831,006
Facility Challenge Grants						
Challenge Grants	20,000					20,000
Facility Challenge Grants Total	20,000	-	-	-	-	20,000
Fleet & Equipment Replacement						
Auto scrubber	17,000					17,000
Brush cutter	3,680					3,680
Carpet Extractor	7,000					7,000
Cordless Backpack Equipment Chargers and Batteries	11,500					11,500
eWorkman Utility Vehicles (2)	35,000					35,000
Full-size van	100,000					100,000
Indoor sport court cleaner	17,000					17,000
Pressure jet	8,500					8,500
Small Tractor	30,000					30,000
Trash compactor	55,000					55,000
Fleet & Equipment Replacement Total	284,680	-	-	-	-	284,680
Information Technology Improvement						
Financial System Software	550,000					550,000
Information Technology Improvement Total	550,000	-	-	-	-	550,000
Information Technology Replacement						
AEDs	9,000					9,000
Desktop/laptop computers	100,000					100,000
Key Card Readers	10,000					10,000
LAN/WAN	6,000					6,000
Large Format Printer	15,000					15,000
Security Cameras	45,000					45,000
Security Cameras FY22	28,000					28,000
Servers	50,000					50,000
Switches	50,000					50,000
Information Technology Replacement Total	313,000	-	-	-	-	313,000
Land Acquisition						
Acquisition of Community Park Land - North Bethany			5,673,035			5,673,035
Acquisition of Natural Area Land - South Cooper Mountain			846,000			846,000
Acquisition of Neighborhood Park Land - Bonny Slope West			1,500,000			1,500,000
Acquisition of Neighborhood Park Land - Infill Areas			3,395,990			3,395,990
Acquisition of Neighborhood Park Land - South Cooper Mountain			8,449,000			8,449,000
Acquisition of Trails Land - Bonny Slope West			250,000			250,000
Acquisition of Trails Land - North Bethany			1,125,500			1,125,500
Acquisition of Trails Land - South Cooper Mountain			1,379,000			1,379,000
Land Acquisition Total	-	-	22,618,525	-	-	22,618,525
Multifield/Multipurpose Athletic Field Development						
New Field in SW Quadrant		915,609				915,609
Multifield/Multipurpose Athletic Field Development Total	-	915,609	-	-	-	915,609
Natural Area Preservation						
Arborist/Tree Management		117,395				117,395
Bannister Creek Greenway/NE Park		49,294				49,294
Bronson Creek Greenway at Laidlaw	-	449,629	-	-	-	449,629
Bronson Creek New Properties		104,887				104,887
Bronson Creek Park		20,193				20,193
Cedar Mill Creek Greenway		11,676				11,676
Center Street Wetlands Area		11,009				11,009
Commonwealth Lake		59,095				59,095
Fir Grove Park		3,314				3,314
Forest Hills Park		8,308				8,308
HL Cain Wetlands		2,714				2,714

Capital Funding Sources 2022/23

	Funding Sources					Total Funds
	General Fund	Bond Fund	SDC Fund	Grant Funds	Metro Bond Local Share Capital Fund	
HMT north woods and stream	\$ -	\$ 28,141	\$ -	\$ -	\$ -	\$ 28,141
North Bethany Greenway		16,584				16,584
Raleigh Park		218,585				218,585
Restoration of properties		6,196				6,196
Waterhouse Trail		23,608				23,608
Westside Trail 18		25,746				25,746
Willow Creek Greenway II		1,706				1,706
Natural Area Preservation Total	-	1,158,080	-	-	-	1,158,080
New Community Park Development						
SW Community Park		151,550				151,550
New Community Park Development Total	-	151,550	-	-	-	151,550
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						
Beaverton Creek Trail - Engineering and Construction 1, WST to Hocken	250,000					250,000
Community Garden expansion - Schiffler Park	35,000					35,000
Crosswalk at Laidlaw Rd - Waterhouse Trail	25,000					25,000
Memorial Benches	25,000					25,000
Coronavirus State Fiscal Recovery Funding - THPRD - Permanent Restroom				500,000		500,000
Coronavirus State Fiscal Recovery Funding - WaCo - Permanent Restrooms				1,400,000		1,400,000
Electric Vehicle Charging Stations and Electric Vehicles				400,000		400,000
Fanno Creek Regional Trail Improvements (Lottery bond proceeds)				2,145,358		2,145,358
Howard M. Terpenning Complex Improvements (EDA grant)				5,000,000		5,000,000
La Raiz - Engineering & Construction (SDC Baker Loop)				750,000		750,000
Long Range Antennas				50,000		50,000
Raleigh Park Creek Improvements (Tualatin River Environmental Enhancement grant)				98,423		98,423
Raleigh Park Stream Enhancement (CWS grant)				70,000		70,000
Security Upgrades				10,000		10,000
Westside Trail Bridge - Design & Engineering (Metro Parks & Nature Bond)				1,907,500		1,907,500
Westside Trail Bridge - Design & Engineering (MSTIP grant)				600,000		600,000
Park & Trail Improvements Total	335,000	-	-	12,931,281	-	13,266,281
Park & Trail Replacements						
Asphalt Pathway Repairs - Kaiser, Stoller, Summercrest and Waterhouse/Schlottman	285,800					285,800
Complete project close-out for bridge replacement - Commonwealth Lake	15,000					15,000
Engineering Study to repair sinkhole at Schlottman Creek Greenway	10,000					10,000
Irrigation Controllers and Mainline Repair	14,000					14,000
Playground Components	20,000					20,000
Repair concrete sidewalk - Wonderland Park	44,000					44,000
Replace (3) drinking fountains - HMT Complex	30,000					30,000
Park & Trail Replacements Total	418,800	-	-	-	-	418,800
Undesignated Projects						
Undesignated Projects		483,236	13,589,196		1,025,242	15,097,674
Undesignated Projects Total	-	483,236	13,589,196	-	1,025,242	15,097,674
Grand Total	\$ 5,152,180	\$ 2,788,113	\$ 50,435,099	\$ 12,931,281	\$ 8,628,870	\$ 79,935,543

Five-year Capital Funding Sources - FY2023 - 2027

Source of Funds	Carryover Funds	2023 Funding	2024 Funding	2025 Funding	2026 Funding	2027 Funding	Total 5-Year Funding
General Fund	\$ 1,324,700	\$ 3,830,480	\$ 5,086,683	\$ 5,128,293	\$ 4,124,562	\$ 2,851,508	\$ 22,343,226
Bond	-	2,788,113	-	-	-	-	2,788,113
SDC	283,334	50,151,765	6,110,313	15,015,240	11,133,809	15,096,031	97,790,493
General Fund - Grant	-	12,931,281	-	-	-	-	12,931,281
Metro Bond Local Share Capital Fund	-	8,628,870	-	-	-	-	8,628,870
Total Funds	\$ 1,605,034	\$ 78,330,509	\$ 11,196,996	\$ 20,143,533	\$ 15,258,371	\$ 17,947,539	\$ 144,481,983
ADA Improvements							
ADA Facility Access Improvements	75,000	-	-	-	-	-	75,000
ADA Harman Swim Center Improvements	375,000	-	-	-	-	-	375,000
ADA Improvement - Beaverton Swim Center	-	-	283,000	-	-	-	283,000
ADA Improvement - Cedar Hills Rec locker room restrooms	-	-	-	190,500	-	-	190,500
ADA Improvement - Cedar Hills Rec main floor restrooms	-	-	179,850	-	-	-	179,850
ADA Improvement - Cedar Hills Rec south parking lot access	-	-	-	50,000	-	-	50,000
ADA Improvement - Elsie Stuhr Center	-	-	460,000	-	-	-	460,000
ADA Improvement - Facility access barrier removal	-	-	75,000	75,000	75,000	75,000	300,000
ADA Improvement - Other	-	-	25,000	25,000	25,000	25,000	100,000
ADA Improvement - Picnic area barrier removal	-	-	50,000	50,000	50,000	50,000	200,000
ADA Improvement - Sunset Swim Center basement restrooms	-	-	-	-	165,400	-	165,400
ADA Improvement - Sunset Swim Center basement upper changing rooms/pool deck	-	-	-	256,000	-	-	256,000
ADA Improvement - Sunset Swim Center design improvements	-	-	20,000	-	-	-	20,000
ADA Improvements	25,000	-	-	-	-	-	25,000
ADA Picnic Area Barrier Removal	50,000	-	-	-	-	-	50,000
ADA stairs - Aloha Swim Center	-	7,000	-	-	-	-	7,000
Waterhouse Trail ADA curb cuts - Washington County Project	-	120,000	-	-	-	-	120,000
ADA Improvements Total	525,000	127,000	1,092,850	646,500	315,400	150,000	2,856,750
Athletic Facility Replacement							
Air Structure Repairs	-	15,000	-	-	-	-	15,000
Athletic Field Poles/Light Replacement	-	-	200,000	210,000	-	-	410,000
Baseball/Softball Backstops	-	-	25,000	15,000	-	-	40,000
Court Resurface	-	-	105,000	90,000	60,000	90,000	345,000
PCC Archery Range Accessories	-	-	-	-	7,500	-	7,500
Resurface tennis courts	-	120,000	-	-	-	-	120,000
Synthetic Turf	-	-	595,000	-	-	-	595,000
Tennis Air Structure	-	-	15,000	15,000	15,000	15,000	60,000
Athletic Facility Replacement Total	-	135,000	940,000	330,000	82,500	105,000	1,592,500
Building Improvements							
Assessment on repair of rust degradation	-	2,000	-	-	-	-	2,000
Electric Fleet Infrastructure Improvement	-	145,000	-	-	-	-	145,000
Exterior Facility Paint	-	80,000	-	-	-	-	80,000
Mechanical room upgrades	-	5,500	-	-	-	-	5,500
Repaint window sills	-	6,000	-	-	-	-	6,000
Seal off gate valve in mechanical room	-	2,500	-	-	-	-	2,500
Building Improvements Total	-	241,000	-	-	-	-	241,000

Five-year Capital Funding Sources - FY2023 - 2027

	Carryover Funds	2023 Funding	2024 Funding	2025 Funding	2026 Funding	2027 Funding	Total 5-Year Funding
Building Replacements							
AC window unit replacement - Cedar Hills Recreation Center	\$ -	\$ 14,000	\$ -	\$ -	\$ -	\$ -	\$ 14,000
BECSys5 water chemistry controls - Aquatic Center	-	9,000	-	-	-	-	9,000
Boiler	179,000	-	-	-	-	-	179,000
Boiler piping - Aloha Swim Center	-	8,000	-	-	-	-	8,000
Boiler replacement - Garden Home Recreation Center	-	231,000	-	-	-	-	231,000
Boilers	-	-	-	-	-	182,000	182,000
Building Exterior	-	-	35,000	-	-	-	35,000
Building Furnishings	-	-	31,600	6,000	60,000	6,000	103,600
Building painting	-	-	185,760	2,000	-	50,000	237,760
Cardio and Weight Equipment	-	40,000	40,000	40,000	40,000	40,000	200,000
Clean and treat roof - Garden Home Recreation Center	-	4,500	-	-	-	-	4,500
Clean and treat roof (stables, outbuildings) - Jenkins Estate	-	15,000	-	-	-	-	15,000
Design mechanical dive board lift control - HMT Aquatic Center	-	5,500	-	-	-	-	5,500
Dive board reconditioning / replacement - HMT Aquatic Center	-	10,000	-	-	-	-	10,000
Dive stand replace/repair - Harman Swim Center	-	3,000	-	-	-	-	3,000
Domestic hot water heater - Beaverton Swim Center	-	15,000	-	-	-	-	15,000
Doors & Windows	-	-	7,000	-	75,600	-	82,600
Emergency Repairs	-	100,000	100,000	100,000	100,000	100,000	500,000
Ergonomic Equipment/Fixtures	-	6,000	-	-	-	-	6,000
Facility Degradation	-	-	10,000	-	-	-	10,000
Fanno Creek Service Center Roof Project - Phases 1 and 2	120,000	134,000	-	-	-	-	254,000
Flat roof replacement - Garden Home Recreation Center	-	250,000	-	-	-	-	250,000
Floor Coverings	-	-	31,520	43,680	40,000	33,000	148,200
Furnace at Stables (crawlspce) - Jenkins Estate	-	8,600	-	-	-	-	8,600
Glycol pump - Harman Swim Center	-	3,000	-	-	-	-	3,000
HVAC Components	-	-	16,500	14,000	14,000	34,000	78,500
Interior & Exterior Lighting	-	-	29,000	-	-	-	29,000
Lane line reel - HMT Aquatic Center	-	3,500	-	-	-	-	3,500
Office Space Replacements	-	-	200,000	150,000	-	-	350,000
Parking lot repair patch seal - Cedar Hills Recreation Center	-	15,000	-	-	-	-	15,000
Parking Lots	-	-	490,900	900,958	442,390	823,808	2,658,056
Plumbing Replacement	-	-	36,000	184,334	2,500	-	222,834
Pool Apparatus & Furnishings	-	-	27,300	10,000	3,500	-	40,800
Pool Tank, Deck, Underwater Lights, Pump/Motor and ADA	54,700	-	-	-	-	-	54,700
Pool Tanks & Mechanical Systems	-	-	198,500	566,421	456,172	391,700	1,612,793
Repair parking lot (crack seal) - Raleigh Swim Center	-	10,000	-	-	-	-	10,000
Repair skim gutter line - Beaverton Swim Center	-	6,000	-	-	-	-	6,000
Repair/replace white picket fence - Fanno Farmhouse	-	5,000	-	-	-	-	5,000
Replace carpet in Beaver Den -Nature Center	-	4,700	-	-	-	-	4,700
Replace filter pit valves (2) - Harman Swim Center	-	11,500	-	-	-	-	11,500
Replace heat exchanger - Sunset Swim Center	-	13,000	-	-	-	-	13,000
Replace interior court lamps - Athletic Center	-	4,000	-	-	-	-	4,000
Replace lobby carpet - Beaverton Swim Center	-	5,000	-	-	-	-	5,000
Replace main entry doors - Cedar Hills Recreation Center	-	6,000	-	-	-	-	6,000
Replace mixing valves - Aloha Swim Center	-	8,000	-	-	-	-	8,000
Replace north parking lot asphalt (phase 1) - HMT Parking Lots - EDA Grant Match	-	405,000	-	-	-	-	405,000

Five-year Capital Funding Sources - FY2023 - 2027

	Carryover Funds	2023 Funding	2024 Funding	2025 Funding	2026 Funding	2027 Funding	Total 5-Year Funding
Replace pump motor - Somerset West Swim Center	\$ -	\$ 3,500	\$ -	\$ -	\$ -	\$ -	\$ 3,500
Replace pump motor - Raleigh Swim Center	-	3,500	-	-	-	-	3,500
Replace pumps Raypac, Thermal Solutions (2) - Elsie Stuhr Center	-	2,000	-	-	-	-	2,000
Replace water heater - Raleigh Swim Center	-	16,000	-	-	-	-	16,000
Replace Welding Shop garage door	-	7,200	-	-	-	-	7,200
Replacement of office AC split system - Beaverton Swim Center	-	12,000	-	-	-	-	12,000
Roof & Structural Repairs	101,000	98,000	-	-	-	-	199,000
Roof leak repair - HMT Athletic Center	-	30,000	-	-	-	-	30,000
Roofs & Gutters	-	-	409,000	164,000	-	-	573,000
Roofs & Gutters - Fanno Creek Service Center	-	-	214,000	-	-	-	214,000
Space planning implementation/furnishings	-	200,000	-	-	-	-	200,000
West air handler bearings - Beaverton Swim Center	-	10,000	-	-	-	-	10,000
Window AC units (2) - Beaverton Swim Center	-	2,500	-	-	-	-	2,500
Window AC units (4) - Garden Home Recreation Center	-	10,000	-	-	-	-	10,000
Building Replacements Total	454,700	1,748,000	2,062,080	2,181,393	1,234,162	1,660,508	9,340,843
Development/Improvement							
Accessible Play Structures	-	1,048,261	-	-	-	-	1,048,261
Beaverton Creek Trail Engineering and Construction	-	1,775,884	-	-	-	-	1,775,884
Building Expansion - site to be determined	-	995,000	-	-	-	-	995,000
Cedar Hills Park - additional funding for bond project	-	357,603	-	-	-	-	357,603
Commonwealth Lake Park Bridge & Weir	-	1,200,000	-	-	-	-	1,200,000
Cooper Mountain Planning	-	15,000	-	-	-	-	15,000
Design & Develop Natural Areas for Public Access - South Cooper Mountain	-	500,000	-	-	1,562,783	-	1,562,783
Develop New Small Urban Park	-	-	-	-	-	-	-
Downtown planning	18,000	47,000	-	-	-	-	65,000
EDA Grant Matching - HMT Complex Improvements	-	1,397,954	-	-	-	-	1,397,954
Fanno Creek Trail Segment #5 - Scholls Ferry Rd. to 92 Ave.	7,156	247,844	-	-	-	-	255,000
Metro Bond Trails Competitive Grant Match - Westside Trail Bridge	-	217,500	-	-	-	-	217,500
Mt. View Champions Park Sport Court - Additional funding for bond project	227,300	400,000	-	-	-	-	627,300
MTIP Grant Match - Westside Trail, Segment 18	-	425,000	-	-	-	-	425,000
Natural Area Concept Plan	-	100,000	-	-	-	-	100,000
Neighborhood Park Concept Plan Miller Rd (SWQ-5)	-	150,305	-	-	-	-	150,305
Neighborhood Park Concept Planning - Abbey Creek Phase II (NWQ-5)	-	67,200	-	-	-	-	67,200
Neighborhood Park Concept Planning - Pointer Road (NEQ-3)	-	129,155	-	-	-	-	129,155
Neighborhood Park Construction - Highland Park (NWQ-6)	-	300,000	-	-	-	-	300,000
Neighborhood Park Construction - La Raiz Park (SEQ-2)	-	1,470,875	-	-	-	-	1,470,875
Neighborhood Park Construction - Miller Road (SWQ-5)	-	-	-	2,312,900	-	-	2,312,900
Neighborhood Park Design & Permitting - Miller Road (SWQ-5)	-	717,200	-	-	-	-	717,200
Neighborhood Park Design & Permitting - Abbey Creek Phase II (NWQ-5)	-	431,900	-	-	-	-	431,900
Neighborhood Park Design & Permitting - Highland Park (NWQ-6)	-	10,000	-	-	-	-	10,000
Neighborhood Park Design & Permitting - La Raiz Park (SEQ-2)	-	477,081	-	-	-	-	477,081
Neighborhood Park Design & Permitting - Pointer Road (NEQ-3)	-	668,600	-	-	-	-	668,600
New Amenities in existing parks	30,878	139,122	-	-	-	-	170,000
New Neighborhood Park Development, Concept Plan: NE Saltzmann Rd (NEQ-2)	-	-	-	-	365,923	-	365,923
New Neighborhood Park Development, Concept Plan: NW Liberty (NWQ-7)	-	-	-	-	282,800	-	282,800
New Neighborhood Park Development, Concept Plan: SW 175th (SWQ-7)	-	-	-	251,700	-	-	251,700
New Neighborhood Park Development, Concept Plan: SWQ-9	-	-	-	-	136,600	-	136,600

Five-year Capital Funding Sources - FY2023 - 2027

	Carryover Funds	2023 Funding	2024 Funding	2025 Funding	2026 Funding	2027 Funding	Total 5-Year Funding
New Neighborhood Park Development, Concept Planning: NWQ-2 and Park Blocks	\$ -	\$ -	\$ 623,800	\$ -	\$ -	\$ -	\$ 623,800
New Neighborhood Park Development, Concept Planning: SW 165th (SWQ-4)	-	-	237,800	-	-	-	237,800
New Neighborhood Park Development, Concept Planning: SW Murray Blvd (SEQ-1)	-	-	-	-	566,303	-	566,303
New Neighborhood Park Development, Construction: Abbey Creek Phase II (NWQ-5)	-	-	957,900	-	-	-	957,900
New Neighborhood Park Development, Construction: NWQ-2	-	-	-	-	-	5,858,200	5,858,200
New Neighborhood Park Development, Construction: Park Blocks	-	-	-	-	3,252,500	-	3,252,500
New Neighborhood Park Development, Construction: SW 175th (SWQ-7)	-	-	-	-	-	3,418,800	3,418,800
New Neighborhood Park Development, Design & Permitting: NE Saltzmann Rd (NEQ-2)	-	-	-	-	-	1,525,570	1,525,570
New Neighborhood Park Development, Design & Permitting: NW Liberty (NWQ-7)	-	-	-	-	-	1,469,500	1,469,500
New Neighborhood Park Development, Design & Permitting: NWQ-2 and Park Blocks	-	-	-	2,233,700	-	-	2,233,700
New Neighborhood Park Development, Design & Permitting: SW 175th (SWQ-7)	-	-	-	-	1,634,800	-	1,634,800
New Neighborhood Park Development, Design & Permitting: SW Murray Blvd (SEQ-1)	-	-	-	-	-	2,189,961	2,189,961
New Neighborhood Park Development, Design & Permitting: SWQ-9	-	-	-	-	-	634,000	634,000
New Neighborhood Park, Construction: Pointer Road (NEQ-3)	-	-	2,007,700	-	-	-	2,007,700
New Neighborhood Park, Construction: SW 165th (SWQ-4)	-	-	-	-	-	-	2,007,700
New Neighborhood Park, Design & Permitting: SW 165th (SWQ-4)	-	-	-	1,443,800	-	-	3,332,100
New Regional Trail Development - Westside Trail #14, #16-#18	-	20,000	-	-	-	-	20,000
New Regional Trail Development - Westside Trail Bridge, Design & Permitting	-	-	800,000	-	-	-	800,000
New Regional Trail Development - Westside Trail Segments 16-Remainder of 18, Construction	-	-	-	1,773,140	-	-	1,773,140
New Regional Trail Development - Westside Trail Segments 16-Remainder of 18, Design & Permitting	-	-	433,113	-	-	-	433,113
North Bethany Park and Trail Development - Project Mgmt	-	50,000	-	-	-	-	50,000
North Bethany Park and Trail Improvements	-	120,000	-	-	-	-	120,000
North Johnson Creek Trail Concept Planning - Project Mgmt	-	39,953	-	-	-	-	39,953
NW Quadrant New Neighborhood Park Development	-	8,000	-	-	-	-	8,000
NWQ-8 Heckman Road New Neighborhood Park & Trail Planning	-	3,641,867	-	-	-	-	3,641,867
Regional Trail Development - Westside Trail, Segment #14	-	1,601,900	-	-	-	-	1,601,900
RFFA Active Transportation Project Readiness Match - Westside Trail, Hwy 26 Overcrossing Design	-	54,779	-	-	-	-	54,779
RFFA Grant Match - Beaverton Creek Trail Engineering and Construction	-	510,800	-	-	-	-	510,800
So. Cooper Mtn Park and Trail Development - Project Mgmt	-	50,000	-	-	-	-	50,000
Trail Development - 155th Ave Wetlands	-	448,390	-	-	-	-	448,390
Trail Development - Westside Trail: Sunset Hwy Crossing	-	-	-	6,000,000	-	-	6,000,000
Willow Creek Greenway Boardwalk Replacement	-	1,713,500	-	-	-	-	1,713,500
Development/Improvement Total	283,334	21,547,672	5,110,313	14,015,240	11,133,809	15,096,031	67,186,400
Facility Challenge Grants	-	20,000	20,000	20,000	20,000	20,000	100,000
Facility Challenge Grants	-	20,000	20,000	20,000	20,000	20,000	100,000
Facility Challenge Grants Total	-	20,000	20,000	20,000	20,000	20,000	100,000
Fleet & Equipment Replacement	-	-	18,000	-	-	-	18,000
10K Trailers	-	-	-	-	110,000	-	110,000
24 Passenger Bus	-	-	-	-	-	-	17,000
Auto scrubber	-	17,000	-	-	-	-	17,000
Brush cutter	-	3,680	-	-	-	-	3,680
Carpet Extractor	-	7,000	-	-	-	-	7,000
Cordless Backpack Equipment Chargers and Batteries	-	11,500	10,000	10,000	10,000	10,000	51,500

Five-year Capital Funding Sources - FY2023 - 2027

	Carryover Funds	2023 Funding	2024 Funding	2025 Funding	2026 Funding	2027 Funding	Total 5-Year Funding
Electric Vehicle conversion	\$ -	\$ -	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 600,000
eWorkman Utility Vehicles (2)	-	35,000	-	-	-	-	35,000
Full size pick-up	-	-	-	50,000	50,000	50,000	150,000
Full-size van	-	100,000	-	-	-	-	100,000
High production mower	-	-	-	125,000	125,000	125,000	375,000
Indoor sport court cleaner	-	17,000	-	-	-	-	17,000
One person lift	-	-	-	12,000	-	-	12,000
Plate compactor	-	-	1,740	-	-	-	1,740
Pressure jet	-	-	-	-	-	-	-
Safety Services vehicle	-	8,500	-	-	-	-	8,500
Small compactor / roller	-	-	40,000	-	-	-	40,000
Small Tractor	-	-	17,400	-	-	-	17,400
Tractor	-	30,000	-	-	-	-	30,000
Trash compactor	-	-	50,400	-	-	-	50,400
Utility cart	-	55,000	-	-	-	-	55,000
	-	-	11,000	-	-	-	11,000
Fleet & Equipment Replacement Total	-	284,680	298,540	347,000	445,000	335,000	1,710,220
Information Technology Improvement							
Financial System Software	300,000	250,000	150,000	-	-	-	700,000
Information Technology Improvement Total	300,000	250,000	150,000	-	-	-	700,000
Information Technology Replacement							
AEDs	-	9,000	9,000	9,500	9,500	10,000	47,000
Desktop/laptop replacement (workstations/Notebooks)	-	100,000	70,000	75,000	75,000	75,000	395,000
Key Card Readers	-	10,000	10,000	10,000	10,000	10,000	50,000
LAN / WAN Equipment	-	6,000	7,000	7,500	8,000	8,500	37,000
Large Format Printer	-	15,000	-	-	-	35,000	50,000
Network Servers	-	-	50,000	50,000	55,000	55,000	210,000
Registration System Replacement	-	-	-	500,000	1,250,000	250,000	2,000,000
Security Cameras	-	45,000	45,000	45,000	45,000	25,000	205,000
Security Cameras FY22	28,000	-	-	-	-	-	28,000
Servers	-	50,000	-	-	-	-	50,000
Switches	-	50,000	-	-	-	-	50,000
Information Technology Replacement Total	28,000	285,000	246,000	752,000	1,512,500	528,500	3,352,000
Land Acquisition							
Acquisition of Community Park Land - North Bethany	-	5,673,035	-	-	-	-	5,673,035
Acquisition of Natural Area Land - South Cooper Mountain	-	846,000	-	-	-	-	846,000
Acquisition of Neighborhood Park Land - Bonny Slope West	-	1,500,000	-	-	-	-	1,500,000
Acquisition of Neighborhood Park Land - Infill Areas	-	3,395,990	1,000,000	1,000,000	-	-	5,395,990
Acquisition of Neighborhood Park Land - South Cooper Mountain	-	8,449,000	-	-	-	-	8,449,000
Acquisition of Trails Land - Bonny Slope West	-	250,000	-	-	-	-	250,000
Acquisition of Trails Land - North Bethany	-	1,125,500	-	-	-	-	1,125,500
Acquisition of Trails Land - South Cooper Mountain	-	1,379,000	-	-	-	-	1,379,000
Land Acquisition Total	-	22,618,525	1,000,000	1,000,000	-	-	24,618,525
Multifield/Multipurpose Athletic Field Development							
New Field in SW Quadrant	-	915,609	-	-	-	-	915,609
Multifield/Multipurpose Athletic Field Development Total	-	915,609	-	-	-	-	915,609
Natural Area Preservation							
Arborist/Tree Management	-	117,395	-	-	-	-	117,395

Five-year Capital Funding Sources - FY2023 - 2027

	Carryover Funds	2023 Funding	2024 Funding	2025 Funding	2026 Funding	2027 Funding	Total 5-Year Funding
Bannister Creek Greenway/NE Park	\$ -	\$ 49,294	\$ -	\$ -	\$ -	\$ -	\$ 49,294
Bronson Creek Greenway at Laidlaw	-	449,629	-	-	-	-	449,629
Bronson Creek New Properties	-	104,887	-	-	-	-	104,887
Bronson Creek Park	-	20,193	-	-	-	-	20,193
Cedar Mill Creek Greenway	-	11,676	-	-	-	-	11,676
Center Street Wetlands Area	-	11,009	-	-	-	-	11,009
Commonwealth Lake	-	59,095	-	-	-	-	59,095
Fir Grove Park	-	3,314	-	-	-	-	3,314
Forest Hills Park	-	8,308	-	-	-	-	8,308
HL Cain Wetlands	-	2,714	-	-	-	-	2,714
HMT north woods and stream	-	28,141	-	-	-	-	28,141
North Bethany Greenway	-	16,584	-	-	-	-	16,584
Raleigh Park	-	218,585	-	-	-	-	218,585
Restoration of properties	-	6,196	-	-	-	-	6,196
Waterhouse Trail	-	23,608	-	-	-	-	23,608
Westside Trail 18	-	25,746	-	-	-	-	25,746
Willow Creek Greenway II	-	1,706	-	-	-	-	1,706
Natural Area Preservation Total	-	1,158,080	-	-	-	-	1,158,080
New Community Park Development							
SW Community Park	-	151,550	-	-	-	-	151,550
New Community Park Development Total	-	151,550	-	-	-	-	151,550
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							
Beaverton Creek Trail - Engineering and Construction 1, WST to Hocken	-	250,000	-	-	-	-	250,000
Community Garden expansion - Schiffer Park	-	35,000	-	-	-	-	35,000
Coronavirus State Fiscal Recovery Funding - THPRD - Permanent Restroom	-	500,000	-	-	-	-	500,000
Coronavirus State Fiscal Recovery Funding - WaCo - Permanent Restrooms	-	1,400,000	-	-	-	-	1,400,000
Crosswalk at Laidlaw Rd - Waterhouse Trail	-	25,000	-	-	-	-	25,000
Electric Vehicle Charging Stations and Electric Vehicles	-	400,000	-	-	-	-	400,000
Fanno Creek Regional Trail Improvements (Lottery bond proceeds)	-	2,145,358	-	-	-	-	2,145,358
Howard M. Terpenning Complex Improvements (EDA grant)	-	5,000,000	-	-	-	-	5,000,000
La Raiz - Engineering & Construction (SDC Baker Loop)	-	750,000	-	-	-	-	750,000
Long Range Antennas	-	50,000	-	-	-	-	50,000
Memorial Benches	-	25,000	25,000	25,000	25,000	25,000	125,000
Raleigh Park Creek Improvements (Tualatin River Environmental Enhancement grant)	-	98,423	-	-	-	-	98,423
Raleigh Park Stream Enhancement (CWS grant)	-	70,000	-	-	-	-	70,000
Security Upgrades	-	10,000	-	-	-	-	10,000
Westside Trail Bridge - Design & Engineering (Metro Parks & Nature Bond)	-	1,907,500	-	-	-	-	1,907,500
Westside Trail Bridge - Design & Engineering (MSTIP grant)	-	600,000	-	-	-	-	600,000
Park & Trail Improvements Total	-	13,266,281	25,000	25,000	25,000	25,000	13,366,281
Park & Trail Replacements							
Asphalt Pathway Repairs - Kaiser, Stoller, Summercrest and Waterhouse/Schlottman	-	285,800	-	-	-	-	285,800

Five-year Capital Funding Sources - FY2023 - 2027

	Carryover Funds	2023 Funding	2024 Funding	2025 Funding	2026 Funding	2027 Funding	Total 5-Year Funding
Bank Stabilization - Bethany Lake	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ 30,000
Complete project close-out for bridge replacement - Commonwealth Lake	-	15,000	-	-	-	-	15,000
Concrete Sidewalk Repair	-	-	-	6,000	-	6,000	12,000
Drinking Fountains & Pads	-	-	-	9,000	-	-	9,000
Engineering Study to repair sinkhole at Schlottman Creek Greenway	-	10,000	-	-	-	-	10,000
Greenway Concept Plan	-	-	15,000	-	-	-	15,000
Irrigation Controllers and Mainline Repair	14,000	-	-	-	-	-	14,000
Pedestrian Pathways	-	-	167,213	121,400	-	1,500	290,113
Playground Components	-	20,000	20,000	690,000	490,000	20,000	1,240,000
Repair concrete sidewalk - Wonderland Park	-	44,000	-	-	-	-	44,000
Replace (3) drinking fountains - HMT Complex	-	30,000	-	-	-	-	30,000
Skate Park Fencing & Rails - Schiffler Park	-	-	20,000	-	-	-	20,000
Park & Trail Replacements Total	14,000	404,800	252,213	826,400	490,000	27,500	2,014,913
Undesignated Projects							
Bond Fund	-	483,236	-	-	-	-	483,236
SDC Fund	-	13,589,196	-	-	-	-	13,589,196
Metro Bond Local Share Capital Fund	-	1,025,242	-	-	-	-	1,025,242
Undesignated Projects Total	-	15,097,674	-	-	-	-	15,097,674
Grand Total	\$ 1,605,034	\$ 78,330,509	\$ 11,196,996	\$ 20,143,533	\$ 15,258,371	\$ 17,947,539	\$ 144,481,983

Tualatin Hills Park & Recreation District
CAPITAL IMPROVEMENT PLAN
 Five Year Plan - 2023 through 2027
PROJECTS BY FUNDING SOURCE

Source	Fiscal Year Ended					Total
	2023	2024	2025	2026	2027	
General Fund						
Athletic Facility Replacements	\$ 135,000	\$ 940,000	\$ 330,000	\$ 82,500	\$ 105,000	\$ 1,592,500
Building Replacements	2,202,700	2,062,080	2,181,393	1,234,162	1,660,508	9,340,843
Building Improvements	241,000	-	-	-	-	241,000
Park & Trail Replacements	418,800	252,213	826,400	490,000	27,500	2,014,913
Park & Trail Improvements	335,000	25,000	25,000	25,000	25,000	435,000
Information Technology Replacements	313,000	246,000	752,000	1,512,500	528,500	3,352,000
Information Technology Improvements	550,000	150,000	-	-	-	700,000
Facility Challenge Grants	20,000	20,000	20,000	20,000	20,000	100,000
ADA Improvements	652,000	1,092,850	646,500	315,400	150,000	2,856,750
Fleet & Equipment Replacements	284,680	298,540	347,000	445,000	335,000	1,710,220
General Fund Total	\$ 5,152,180	\$ 5,086,683	\$ 5,128,293	\$ 4,124,562	\$ 2,851,508	\$ 22,343,226
Grant Funds						
Park & Trail Improvements	\$ 12,931,281	\$ -	\$ -	\$ -	\$ -	\$ 12,931,281
Grant Fund Total	\$ 12,931,281	\$ -	\$ -	\$ -	\$ -	\$ 12,931,281
SDC Fund						
Land Acquisition	\$ 22,618,525	\$ 1,000,000	\$ 1,000,000	\$ -	\$ -	\$ 24,618,525
Undesignated	13,589,196	-	-	-	-	13,589,196
Development/Improvement	14,227,378	5,110,313	14,015,240	11,133,809	15,096,031	59,582,772
SDC Fund Total	\$ 50,435,099	\$ 6,110,313	\$ 15,015,240	\$ 11,133,809	\$ 15,096,031	\$ 97,790,493
Bond Fund						
Natural Area Preservation	\$ 1,158,080	\$ -	\$ -	\$ -	\$ -	\$ 1,158,080
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	915,609	-	-	-	-	915,609
New Community Park Development	151,550	-	-	-	-	151,550
Undesignated Funds	483,236	-	-	-	-	483,236
Bond Fund Total	\$ 2,788,113	\$ -	\$ -	\$ -	\$ -	\$ 2,788,113
Metro Local Bond Capital Share Fund						
Development/Improvement	\$ 7,603,628	\$ -	\$ -	\$ -	\$ -	\$ 7,603,628
Undesignated	1,025,242	-	-	-	-	1,025,242
Metro Local Bond Capital Share Fund Total	\$ 8,628,870	\$ -	\$ -	\$ -	\$ -	\$ 8,628,870
Total Capital Projects	\$ 79,935,543	\$ 11,196,996	\$ 20,143,533	\$ 15,258,371	\$ 17,947,539	\$ 144,481,983

Tualatin Hills Park & Recreation District
 CAPITAL IMPROVEMENT PLAN
 Five Year Plan - 2023 through 2027

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. Projects included in this category are: Air structure repairs at Babette Horenstein Tennis Center and resurfacing tennis courts at three locations: Center Street Park (2 courts), Sunset Park (4 courts), and Garden Home Park (2 courts).

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
	2023	2024	2025	2026	2027	

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	\$ 135,000	\$ 940,000	\$ 330,000	\$ 82,500	\$ 105,000	\$ 1,592,500
Total Funding Sources	\$ 135,000	\$ 940,000	\$ 330,000	\$ 82,500	\$ 105,000	\$ 1,592,500

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 - 2023 through 2027

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, 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
	2023	2024	2025	2026	2027	

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	\$ 2,202,700	\$ 2,062,080	\$ 2,181,393	\$ 1,234,162	\$ 1,660,508	\$ 9,340,843
Total Funding Sources	\$ 2,202,700	\$ 2,062,080	\$ 2,181,393	\$ 1,234,162	\$ 1,660,508	\$ 9,340,843

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 - 2023 through 2027

PROJECTS BY FUNDING SOURCE

Building Improvements

Description

This category includes improvement of existing buildings, pool equipment and structures, in order to enhance usability and increase service levels. Projects included in this category are: assessment on rust degradation, electric fleet infrastructure improvement, exterior painting, mechanical room upgrades, and seal off gate valve in mechanical room.

Justification and Current Status

The district is continuing to upgrade assets at sites in order to enhance usability and safety.

Building Improvements	Fiscal Year Ended					Total
	2023	2024	2025	2026	2027	
Expenditures						
Capital Outlay	\$ 241,000	\$ -	\$ -	\$ -	\$ -	\$ 241,000
Total Expenditures	\$ 241,000	\$ -	\$ -	\$ -	\$ -	\$ 241,000
Funding Sources						
General Fund	\$ 241,000	\$ -	\$ -	\$ -	\$ -	\$ 241,000
Total Funding Sources	\$ 241,000	\$ -	\$ -	\$ -	\$ -	\$ 241,000

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 - 2023 through 2027

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
	2023	2024	2025	2026	2027	
Expenditures						
Capital Outlay	\$ 418,800	\$ 252,213	\$ 826,400	\$ 490,000	\$ 27,500	\$2,014,913
Total Expenditures	\$ 418,800	\$ 252,213	\$ 826,400	\$ 490,000	\$ 27,500	\$2,014,913
Funding Sources						
General Fund	\$ 418,800	\$ 252,213	\$ 826,400	\$ 490,000	\$ 27,500	\$2,014,913
Total Funding Sources	\$ 418,800	\$ 252,213	\$ 826,400	\$ 490,000	\$ 27,500	\$2,014,913

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 - 2023 through 2027

PROJECTS BY FUNDING SOURCE

Park & 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, crosswalk improvements, and community garden expansion, as well as grant funding anticipated for projects such as Raleigh Park creek improvements, electric vehicle charging stations and electric vehicles, permanent restroom projects, and various park and trail improvements

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
	2023	2024	2025	2026	2027	
Expenditures						
Capital Outlay	\$ 13,266,281	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 13,366,281
Total Expenditures	\$ 13,266,281	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 13,366,281
Funding Sources						
General Fund	\$ 335,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 435,000
Grant Funds	12,931,281	-	-	-	-	12,931,281
Total Funding Sources	\$ 13,266,281	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 13,366,281

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 - 2023 through 2027

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
	2023	2024	2025	2026	2027	
Expenditures						
Capital Outlay	\$ 313,000	\$ 246,000	\$ 752,000	\$ 1,512,500	\$ 528,500	\$ 3,352,000
Total Expenditures	\$ 313,000	\$ 246,000	\$ 752,000	\$ 1,512,500	\$ 528,500	\$ 3,352,000

Information Technology Replacements	Fiscal Year Ended					Total
	2023	2024	2025	2026	2027	
Funding Sources						
General Fund	\$ 313,000	\$ 246,000	\$ 752,000	\$ 1,512,500	\$ 528,500	\$ 3,352,000
Total Funding Sources	\$ 313,000	\$ 246,000	\$ 752,000	\$ 1,512,500	\$ 528,500	\$ 3,352,000

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 - 2023 through 2027

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
	2023	2024	2025	2026	2027	
Expenditures						
Capital Outlay	\$ 598,000	\$ 150,000	\$ -	\$ -	\$ -	\$ 748,000
Total Expenditures	\$ 598,000	\$ 150,000	\$ -	\$ -	\$ -	\$ 748,000
Funding Sources						
General Fund	\$ 550,000	\$ 150,000	\$ -	\$ -	\$ -	\$ 700,000
Total Funding Sources	\$ 550,000	\$ 150,000	\$ -	\$ -	\$ -	\$ 700,000

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 - 2023 through 2027

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
	2023	2024	2025	2026	2027	
Expenditures						
Capital Outlay	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 100,000
Total Expenditures	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 100,000
Funding Sources						
General Fund	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 100,000
Total Funding Sources	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 100,000

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 - 2023 through 2027

PROJECTS BY FUNDING SOURCE

ADA Improvements

Description

This category includes asset additions and replacements in accordance with the district's ADA Transition 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, removal of ADA crossing barriers at streets along the Waterhouse Trail, 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
	2023	2024	2025	2026	2027	
Expenditures						
Capital Outlay	\$ 652,000	\$ 1,092,850	\$ 646,500	\$ 315,400	\$ 150,000	\$ 2,856,750
Total Expenditures	\$ 652,000	\$ 1,092,850	\$ 646,500	\$ 315,400	\$ 150,000	\$ 2,856,750
Funding Sources						
General Fund	\$ 652,000	\$ 1,092,850	\$ 646,500	\$ 315,400	\$ 150,000	\$ 2,856,750
Total Funding Sources	\$ 652,000	\$ 1,092,850	\$ 646,500	\$ 315,400	\$ 150,000	\$ 2,856,750

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 - 2023 through 2027

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: Brush cutter, Welding Shop Garage Door, Pressure jet, Cordless backpack chargers and batteries, Small Tractor, E Workman vehicles, Full size vans, Trash compactor replacement, Carpet extractor, Auto scrubber, Court cleaner, and grant funding for electric vehicle chargers and electric vehicles through PGE's Drive Change fund.

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
	2023	2024	2025	2026	2027	
Expenditures						
Capital Outlay	\$284,680	\$298,540	\$347,000	\$445,000	\$335,000	\$1,710,220
Total Expenditures	\$284,680	\$298,540	\$347,000	\$445,000	\$335,000	\$1,710,220
Funding Sources						
General Fund	\$284,680	\$298,540	\$347,000	\$445,000	\$335,000	\$1,710,220
Total Funding Sources	\$284,680	\$298,540	\$347,000	\$445,000	\$335,000	\$1,710,220

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 - 2023 through 2027

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
	2023	2024	2025	2026	2027	

Expenditures							
Capital Outlay	\$ 22,618,525	\$ 1,000,000	\$ 1,000,000	\$ -	\$ -	\$ -	\$ 24,618,525
Total Expenditures	\$ 22,618,525	\$ 1,000,000	\$ 1,000,000	\$ -	\$ -	\$ -	\$ 24,618,525

Funding Sources							
SDC Fund	\$ 22,618,525	\$ 1,000,000	\$ 1,000,000	\$ -	\$ -	\$ -	\$ 24,618,525
Total Funding Sources	\$ 22,618,525	\$ 1,000,000	\$ 1,000,000	\$ -	\$ -	\$ -	\$ 24,618,525

Operating Budget Impact
 The annual cost to maintain one acre of undeveloped land is approximately \$346. 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 - 2023 through 2027

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. This category also includes projects funded by the Metro bond local share that enhance trail networks, and make parks and natural areas more accessible and inclusive.

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
	2023	2024	2025	2026	2027	
Expenditures						
Capital Outlay	\$ 21,831,006	\$ 5,110,313	\$ 14,015,240	\$ 11,133,809	\$ 15,096,031	\$ 67,186,400
Total Expenditures	\$ 21,831,006	\$ 5,110,313	\$ 14,015,240	\$ 11,133,809	\$ 15,096,031	\$ 67,186,400
Funding Sources						
SDC Fund	\$ 14,227,378	\$ 5,110,313	\$ 14,015,240	\$ 11,133,809	\$ 15,096,031	\$ 59,582,772
Metro Local Bond Capital Share Fund	\$ 7,603,628	\$ -	\$ -	\$ -	\$ -	\$ 7,603,628
Total Funding Sources	\$ 21,831,006	\$ 5,110,313	\$ 14,015,240	\$ 11,133,809	\$ 15,096,031	\$ 67,186,400

Operating Budget Impact

The annual cost to maintain one mile of trail is approximately \$36,163. 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 \$3,818. Total incremental costs are unknown until park projects are complete.



Tualatin Hills Park & Recreation District
 CAPITAL IMPROVEMENT PLAN
 Five Year Plan - 2023 through 2027

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
	2023	2024	2025	2026	2027	
Expenditures						
Capital Outlay	\$ 15,097,674	\$ -	\$ -	\$ -	\$ -	\$ 15,097,674
Total Expenditures	\$ 15,097,674	\$ -	\$ -	\$ -	\$ -	\$ 15,097,674
Funding Sources						
SDC Fund	\$ 13,589,196	\$ -	\$ -	\$ -	\$ -	\$ 13,589,196
Bond Capital Projects Fund	483,236	-	-	-	-	483,236
Metro Local Bond Capital Share Fund	1,025,242	-	-	-	-	1,025,242
Total Funding Sources	\$ 15,097,674	\$ -	\$ -	\$ -	\$ -	\$ 15,097,674

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 - 2023 through 2027

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, Bronson Creek Greenway, Commonwealth Lake, 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, 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.

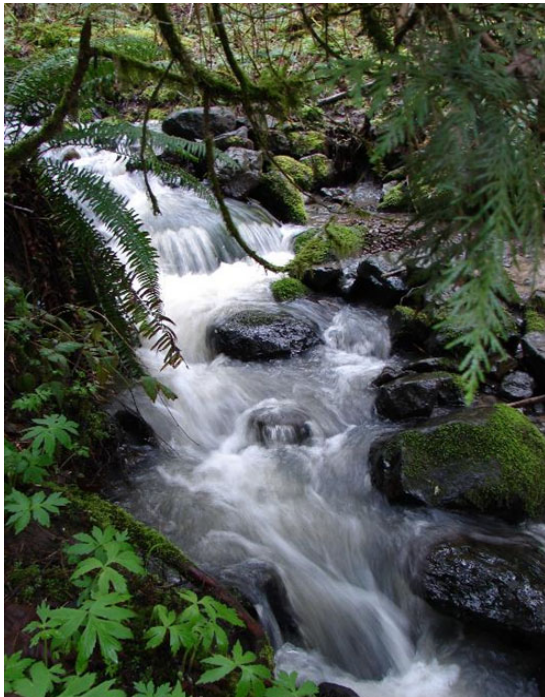
Natural Area Preservation	Fiscal Year Ended					Total
	2023	2024	2025	2026	2027	

Expenditures						
Capital Outlay	\$ 1,158,080	\$ -	\$ -	\$ -	\$ -	\$ 1,158,080
Total Expenditures	\$ 1,158,080	\$ -	\$ -	\$ -	\$ -	\$ 1,158,080

Funding Sources						
Bond Fund	\$ 1,158,080	\$ -	\$ -	\$ -	\$ -	\$ 1,158,080
Total Funding Sources	\$ 1,158,080	\$ -	\$ -	\$ -	\$ -	\$ 1,158,080

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 - 2023 through 2027

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
	2023	2024	2025	2026	2027	
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 \$36,163. 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 - 2023 through 2027

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
	2023	2024	2025	2026	2027	

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 \$36,163. 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 - 2023 through 2027

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					
	2023	2024	2025	2026	2027	
Multi-field/Multi-purpose Athletic Field						

Expenditures						
Capital Outlay	\$ 915,609	\$ -	\$ -	\$ -	\$ -	\$ 915,609
Total Expenditures	\$ 915,609	\$ -	\$ -	\$ -	\$ -	\$ 915,609

Funding Sources						
Bond Fund	\$ 915,609	\$ -	\$ -	\$ -	\$ -	\$ 915,609
Total Funding Sources	\$ 915,609	\$ -	\$ -	\$ -	\$ -	\$ 915,609

Operating Budget Impact
Annual cost to maintain one sports field is approximately \$5,818. 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 - 2023 through 2027

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
	2023	2024	2025	2026	2027	

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.





TUALATIN HILLS
PARK & RECREATION DISTRICT



General Fund

General Fund Summary



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



GENERAL FUND SUMMARY
FY 2019/20 - FY 2022/23

	Actual 2019/20	Actual 2020/21	Adopted 2021/22	Proposed 2022/23	Adopted 2022/23
RESOURCES					
Beginning Balance- Capital Replacement Reserve	\$ 3,400,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000
Cash on Hand for Fiscal Year	8,223,712	6,318,349	5,700,000	13,300,000	13,300,000
Balance Forward from Previous Year Projects	3,216,507	2,816,471	2,726,475	1,293,700	1,321,700
Previously Levied Taxes estimated to be received during ensuing year	246,115	286,572	300,000	250,000	250,000
Program Resources	8,716,600	2,910,204	13,868,347	14,651,637	14,651,637
Other Resources	2,758,045	6,453,258	3,608,317	14,690,248	14,690,248
Subtotal Resources except taxes to be levied	26,560,979	20,784,854	28,203,139	46,185,585	46,213,585
Current Year Taxes (Permanent Rate multiplied by Assessed Value)	33,647,799	35,405,796	36,414,068	37,463,799	37,463,799
TOTAL RESOURCES	\$ 60,208,778	\$ 56,190,650	\$ 64,617,207	\$ 83,649,384	\$ 83,677,384

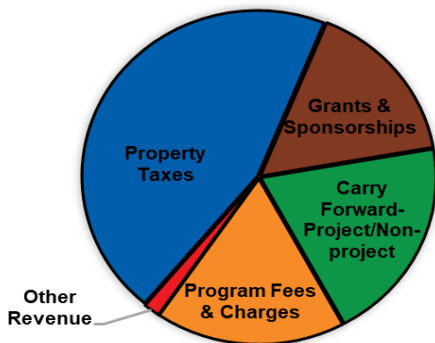
EXPENDITURES

Board of Directors	\$ 239,325	\$ 202,902	\$ 304,755	\$ 513,755	\$ 513,755
Administration	2,923,275	2,284,691	5,158,127	12,563,467	12,563,467
Business Services	20,812,591	17,915,219	7,263,148	-	-
Park Services	-	-	15,451,400	15,223,571	15,223,571
Recreation Services	21,322,667	12,856,307	26,359,152	27,208,537	27,208,537
Capital Projects	3,776,100	1,663,378	5,301,625	17,485,781	17,513,781
Transfers To Other Funds	-	-	779,000	350,000	350,000
Contingency	-	-	2,500,000	8,304,273	8,304,273
TOTAL EXPENDITURES	\$ 49,073,958	\$ 34,922,497	\$ 63,117,207	\$ 81,649,384	\$ 81,677,384

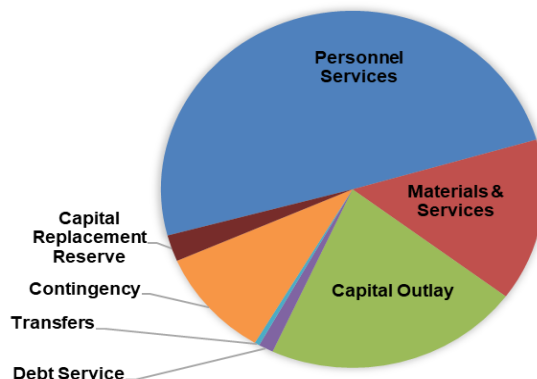
Ending Unappropriated Fund Balance

General Fund Balance	\$ 9,134,820	\$ 19,268,153	\$ -	\$ -	\$ -
Capital Replacement Reserve*	2,000,000	2,000,000	1,500,000	2,000,000	2,000,000
TOTAL REQUIREMENTS	\$ 60,208,778	\$ 56,190,650	\$ 64,617,207	\$ 83,649,384	\$ 83,677,384

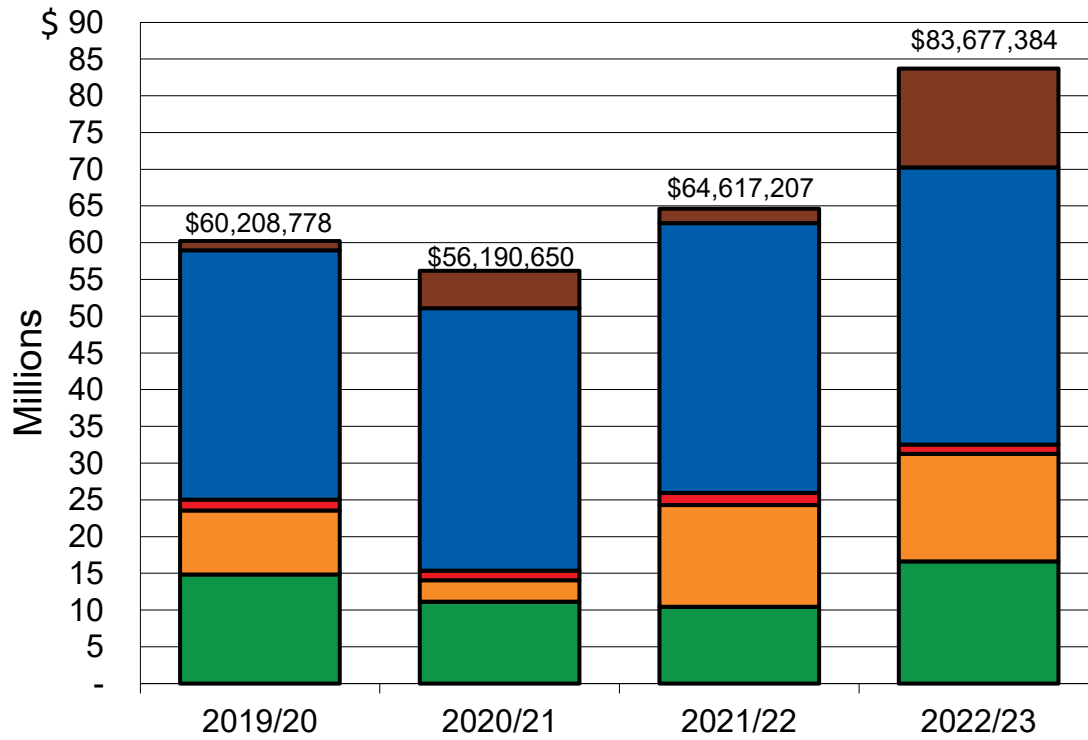
2022/23 Resources



2022/23 Expenditures



General Fund Resources FY 2019/20- FY 2022/23

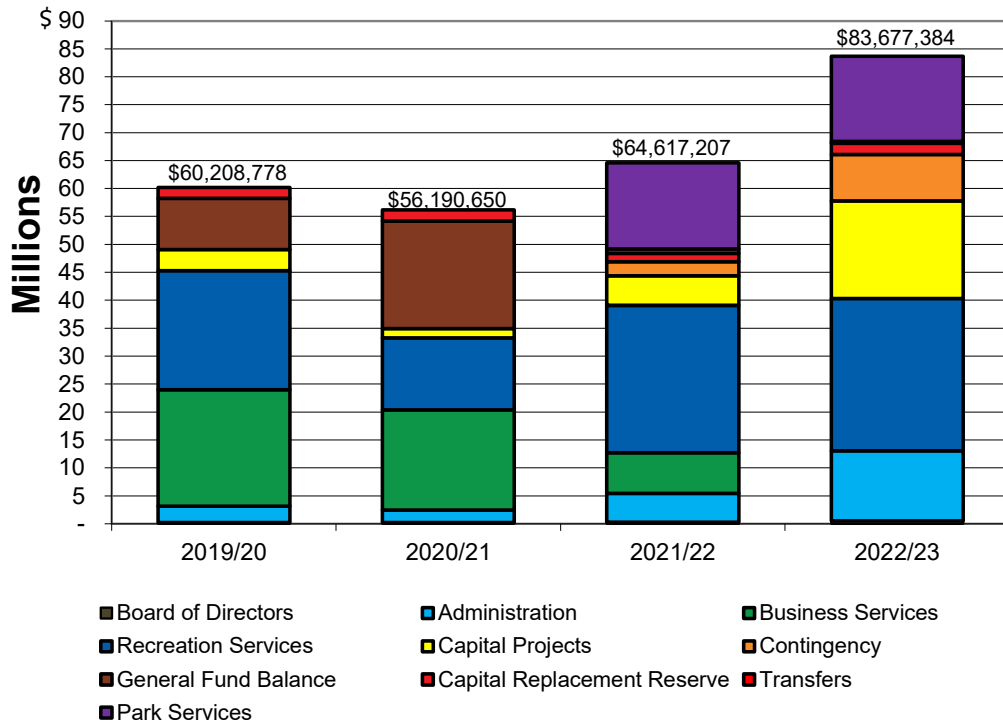


- Carry Forward-Project/Non-project
- Program Fees & Charges
- Other Revenue
- Property Taxes
- Grants & Sponsorships
- Debt Proceeds

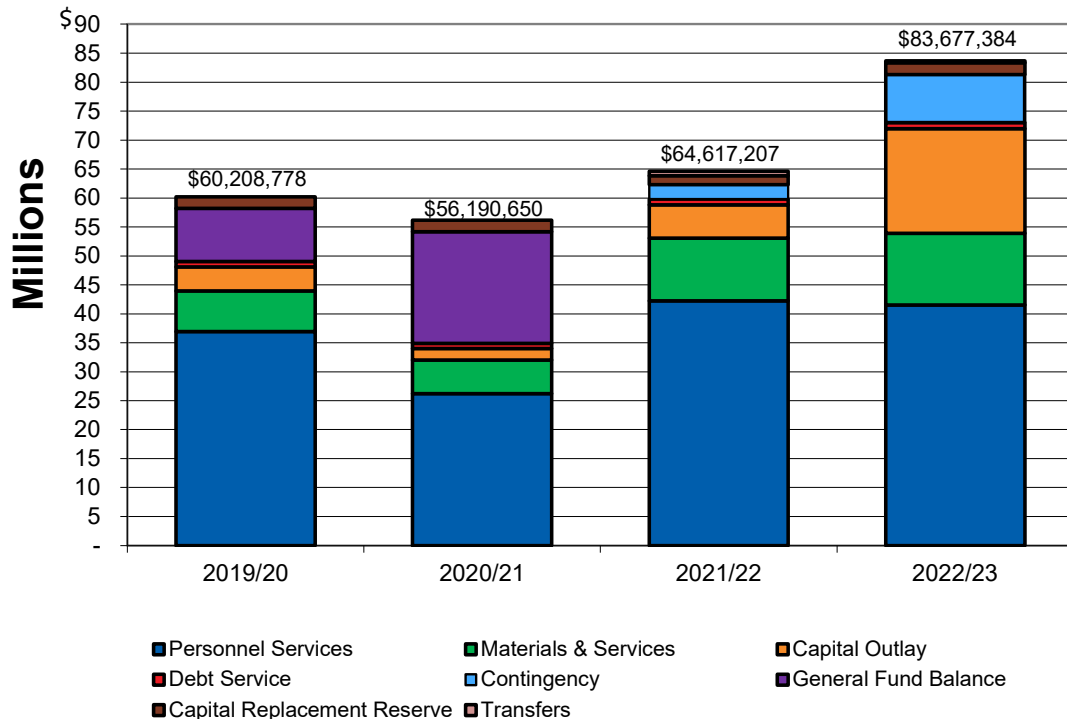
GENERAL FUND RESOURCES
FY 2019/20 - FY 2022/23

GENERAL FUND RESOURCES:	Actual 2019/20	Actual 2020/21	Adopted 2021/22	Proposed 2022/23	Adopted 2022/23
Beginning Capital Replacement Reserve	\$ 3,400,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000
Cash on Hand for Fiscal Year	8,223,712	6,318,349	5,700,000	13,300,000	13,300,000
Balance Forward from Previous Year Projects	3,216,507	2,816,471	2,726,475	1,293,700	1,321,700
Previously Levied Taxes estimated to be received during ensuing year	246,115	286,572	300,000	250,000	250,000
PROGRAM RESOURCES:					
Swim Center Revenue	2,086,197	581,351	3,698,641	3,636,336	3,636,336
Tennis Revenue	886,052	264,137	1,238,412	1,240,987	1,240,987
Recreation Program Revenue	4,073,339	856,730	4,532,826	5,333,637	5,333,637
Sports Program/Athletic Center Revenue	1,280,082	1,112,604	3,802,679	3,845,977	3,845,977
Nature Education Revenue	390,930	95,382	595,789	594,700	594,700
OTHER RESOURCES:					
Miscellaneous Revenue	154,562	183,013	206,448	150,000	150,000
Interest Revenue	452,512	180,001	300,000	150,000	150,000
Telecommunication Site Lease Revenue	196,824	212,419	189,000	174,000	174,000
Rental Properties/Concession Revenue	377,023	344,653	456,000	380,000	380,000
Grants and Intergovernmental Revenue	1,264,767	5,117,604	1,942,719	13,412,098	13,412,098
Sponsorships	-	-	14,150	9,150	9,150
Transfers In	312,357	415,568	500,000	415,000	415,000
Total Resources except taxes to be levied..... Subtotal	\$ 26,560,979	\$ 20,784,854	\$ 28,203,139	\$ 46,185,585	\$ 46,213,585
Current Year (Permanent Rate multiplied by Assessed Value)	33,647,799	35,405,796	36,414,068	37,463,799	37,463,799
TOTAL RESOURCES	\$ 60,208,778	\$ 56,190,650	\$ 64,617,207	\$ 83,649,384	\$ 83,677,384

General Fund Requirements By Division FY 2019/20 - FY 2022/23



General Fund Requirements By Account FY 2019/20 - FY 2022/23



**GENERAL FUND REQUIREMENTS
FY 2019/20 - FY 2022/23**

	Actual 2019/20	Actual 2020/21	Adopted 2021/22	Proposed 2022/23	Adopted 2022/23
<u>REQUIREMENTS BY DIVISION</u>					
Board of Directors	\$ 239,325	\$ 202,902	\$ 304,755	\$ 513,755	\$ 513,755
Administration	2,923,275	2,284,691	5,158,127	12,563,467	12,563,467 *
Business Services	20,812,591	17,915,219	7,263,148	-	- *
Park Services	-	-	15,451,400	15,223,571	15,223,571 *
Recreation Services	21,322,667	12,856,307	26,359,152	27,208,537	27,208,537 *
Capital Projects	3,776,100	1,663,378	5,301,625	17,485,781	17,513,781
Transfers to Other Funds	-	-	779,000	350,000	350,000
Contingency	-	-	2,500,000	8,304,273	8,304,273
TOTAL EXPENDITURES	\$ 49,073,958	\$ 34,922,497	\$ 63,117,207	\$ 81,649,384	\$ 81,677,384
Ending Unappropriated Fund Balance					
General Fund Balance	\$ 9,134,820	\$ 19,268,153	\$ -	\$ -	\$ -
Capital Replacement Reserve	2,000,000	2,000,000	1,500,000	2,000,000	2,000,000
TOTAL REQUIREMENTS	\$ 60,208,778	\$ 56,190,650	\$ 64,617,207	\$ 83,649,384	\$ 83,677,384
<u>EXPENDITURES BY ACCOUNT</u>					
Personnel Services	\$ 36,934,858	\$ 26,249,679	\$ 42,267,389	\$ 41,560,583	\$ 41,560,583
Materials & Services	7,055,082	5,782,858	10,818,376	12,333,209	12,333,209
Capital Outlay	4,148,642	2,010,407	5,758,843	18,055,461	18,083,461
Debt Service	935,376	879,553	993,599	1,045,858	1,045,858
Transfers to Other Funds	-	-	779,000	350,000	350,000
Contingency	-	-	2,500,000	8,304,273	8,304,273
TOTAL EXPENDITURES	\$ 49,073,958	\$ 34,922,497	\$ 63,117,207	\$ 81,649,384	\$ 81,677,384
Ending Unappropriated Fund Balance					
General Fund Balance	\$ 9,134,820	\$ 19,268,153	\$ -	\$ -	\$ -
Capital Replacement Reserve	2,000,000	2,000,000	1,500,000	2,000,000	2,000,000
TOTAL REQUIREMENTS	\$ 60,208,778	\$ 56,190,650	\$ 64,617,207	\$ 83,649,384	\$ 83,677,384

* Park Services includes departments transferred from Business Services and Recreation Services in FY2021/22. Human Resources transferred from Business Services to Administration in FY2021/22. Information Services transferred from Business Services to Administration in FY2022/23, reporting to the Communications Director. Risk & Contract Management transferred from Business Services to Administration in FY2022/23, reporting to the Human Resources Director. Finance Services Departments transferred from Business Services to Administration in FY2022/23, reporting to the General Manager.

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

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

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



Board of Directors

Tya Ping
President

Heidi Edwards
Secretary

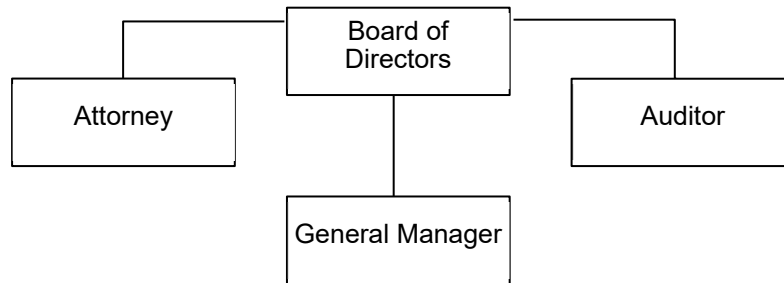
Barbie Minor
Secretary Pro-Tempore

Alfredo Moreno
Director

Felicita Montebianco
Director



BOARD OF DIRECTORS



Mission

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

Overview

The governing board is composed of five elected members who are responsible for the overall budgetary and policy direction of 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 22/23 budget, as referenced earlier in this document.

Division: Board of Directors

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Budget 2021/22	Proposed Budget 2022/23	Adopted Budget 2022/23
Summary of Appropriations					
Personnel Services	\$ 3,258	\$ 4,836	\$ 13,860	\$ 13,860	\$ 13,860
Materials & Services	236,067	198,066	290,895	499,895	499,895
Total Appropriations	\$ 239,325	\$ 202,902	\$ 304,755	\$ 513,755	\$ 513,755
Summary by Department					
Board of Directors	\$ 239,325	\$ 202,902	\$ 304,755	\$ 513,755	\$ 513,755
Total Appropriations	\$ 239,325	\$ 202,902	\$ 304,755	\$ 513,755	\$ 513,755

Division: Board of Directors
Department: Board of Directors

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Budget 2021/22	Proposed Budget 2022/23	Adopted Budget 2022/23
Program Appropriations					
<u>Board of Directors</u>					
PT Salaries	\$ 3,000	\$ 4,450	\$ 12,000	\$ 12,000	\$ 12,000
Payroll Taxes	258	386	1,860	1,860	1,860
Personnel Services	\$ 3,258	\$ 4,836	\$ 13,860	\$ 13,860	\$ 13,860
Professional and Technical Services	\$ 101,339	\$ 9,578	\$ 15,700	\$ 9,050	\$ 9,050
Rental Facilities	-	-	-	55,000	55,000
Elections	-	53,985	-	82,650	82,650
Supplies	3,439	2,366	5,345	5,895	5,895
Training, Travel and Memberships	29,495	6,205	29,850	32,850	32,850
Material & Services	\$ 134,273	\$ 72,134	\$ 50,895	\$ 185,445	\$ 185,445
<u>Legal</u>					
Professional and Technical Services	\$ 44,194	\$ 61,332	\$ 175,000	\$ 239,500	\$ 239,500
Material & Services	\$ 44,194	\$ 61,332	\$ 175,000	\$ 239,500	\$ 239,500
<u>Audit</u>					
Professional and Technical Services	\$ 57,600	\$ 64,600	\$ 65,000	\$ 74,950	\$ 74,950
Material & Services	\$ 57,600	\$ 64,600	\$ 65,000	\$ 74,950	\$ 74,950
Program Total	\$ 239,325	\$ 202,902	\$ 304,755	\$ 513,755	\$ 513,755



Administration

General Manager

Communications

Community Programs

Safety Services

Information Services

Human Resources

Risk & Contract Management

Finance Services

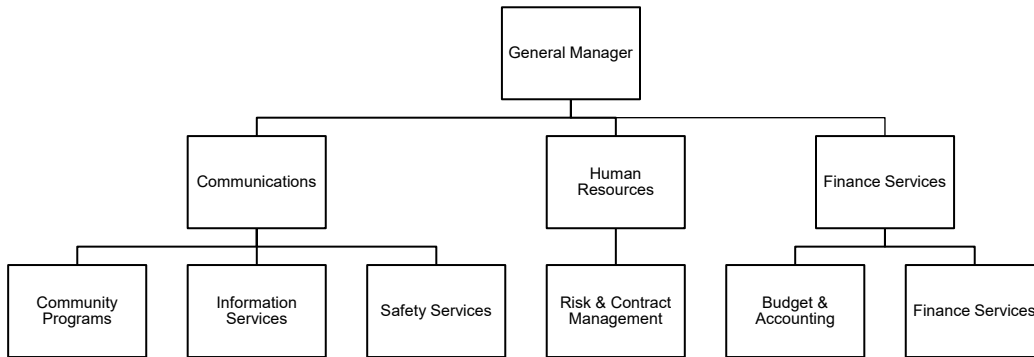
Finance Services

Budget & Accounting

Community Partnerships



ADMINISTRATION



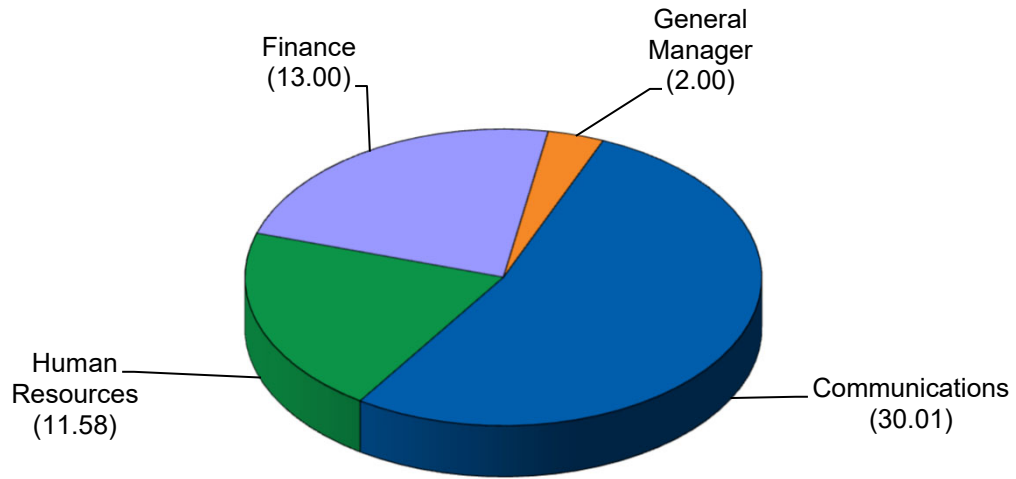
Division Mission

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

Division Overview

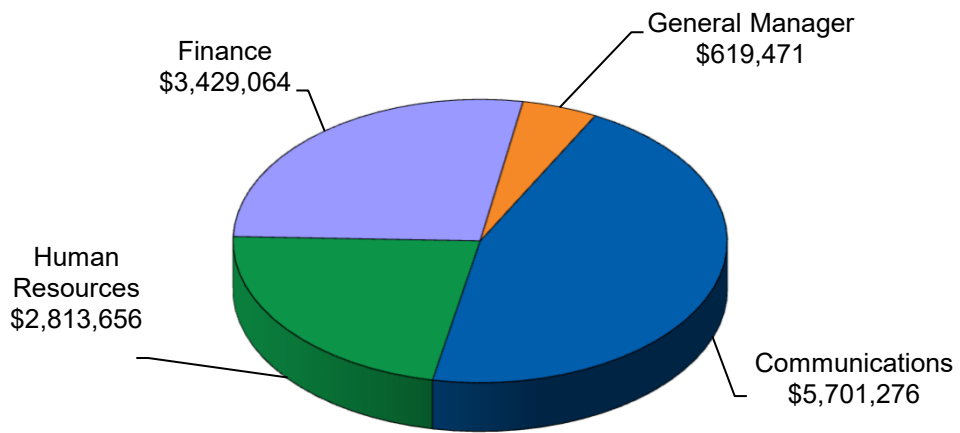
The Administration Division includes the operation of the General Manager's Office, the executive assistant to the general manager and board of directors, Communications, Community Programs, Safety Services, Information Services, Human Resources, and Risk & Contract Management, Finance Services, and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

Division Staffing by Departments FY 2022/23



Total Division FTEs
56.59

Division Appropriations by Departments FY 2022/23



Total Division Appropriations
\$12,563,467

Division: Administration

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Budget 2021/22	Proposed Budget 2022/23	Adopted Budget 2022/23
Summary of Appropriations					
Personnel Services	\$ 2,340,342	\$ 1,876,718	\$ 4,016,380	\$ 7,996,211	\$ 7,996,211
Materials & Services	582,933	407,973	1,141,747	3,236,398	3,236,398
Capital Outlay	-	-	-	285,000	285,000
Debt Service	-	-	-	1,045,858	1,045,858
Total Appropriations	\$ 2,923,275	\$ 2,284,691	\$ 5,158,127	\$ 12,563,467	\$ 12,563,467

Summary by Department					
Office of the General Manager	\$ 755,216	\$ 627,545	\$ 785,878	\$ 619,471	\$ 619,471
Communications	1,870,168	1,653,577	3,186,545	5,578,160	5,701,276
Human Resources	-	-	1,185,704	2,813,656	2,813,656
Finance Services	-	-	-	3,552,180	3,429,064
Community Partnerships	297,891	3,569	-	-	-
Total Appropriations	\$ 2,923,275	\$ 2,284,691	\$ 5,158,127	\$ 12,563,467	\$ 12,563,467

Division Staff

Full-time	12.95	8.24	19.00	44.00	44.00
Part-time (FTE)	4.38	3.39	10.08	12.59	12.59

NOTE 1: As of FY 2021/22, Human Resources transferred to Administration from Business Services, and Community Programs transferred to Communications from Recreation Services.

NOTE 2: As of FY 2022/23, Finance Services Director, Finance Services, Budget & Accounting, Risk & Contract Management and Information Services transferred to the Administration Division from Business Services.

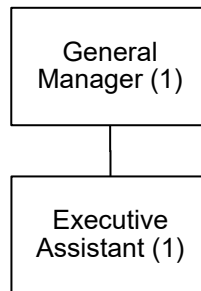


General Manager



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 2021/22 Accomplishments

Values & Priorities: All

Directed implementation of THPRD's values and priorities.

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

Continued to work with the district's state and federal lobbyists to position THPRD for direct allocation of pandemic relief funds.

Value: Commitment to Community Vision

Began implementation of the Vision Action Plan.

Secured an estimated \$1.9 million in APRA funding to be used for future outdoor restrooms in the district.

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

Continued implementation of the Bond Measure Capital Program. Of the 53 total capital projects included in the bond, two remain and are in process: a multi-purpose sport court at Mountain View Champions Park and Cedar

Hills Park redevelopment project closeout. The board of directors also approved the transfer of funds from natural resources restoration to natural resources acquisition to allow for the purchase of lands that may not be available in the future.

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

FY 2022/23 Goals and Objectives

Values & Priorities: All

Make quantifiable progress on FY 2022/23 THPRD Values and Budget Priorities.

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

Value: Leading with Equity with special attention to Racial Equity

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

Advance the district's Equity & Inclusion statement through implementation of a variety

**FY 2022/23 Goals and Objectives
(continued)**

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 & Inclusive Committee and Affinity Groups.

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

Value: Commitment to Community Vision
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 Highlights

For the FY 2022/23 Budget, Finance Services Director, Finance Services, Budget & Accounting, Risk & Contract Management, and Information Systems transfer to the Administration Division from the Business Services Division.

Division: Administration
Department: Office of the General Manager

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Budget 2021/22	Proposed Budget 2022/23	Adopted Budget 2022/23
Summary of Appropriations					
Personnel Services	\$ 705,619	\$ 598,170	\$ 706,547	\$ 536,173	\$ 536,173
Materials & Services	49,597	29,375	79,331	83,298	83,298
Total Appropriations	\$ 755,216	\$ 627,545	\$ 785,878	\$ 619,471	\$ 619,471

Summary by Program					
General Manager	\$ 755,216	\$ 627,545	\$ 785,878	\$ 619,471	\$ 619,471
Total Appropriations	\$ 755,216	\$ 627,545	\$ 785,878	\$ 619,471	\$ 619,471

Division Staff					
Full-time	2.00	1.98	2.00	2.00	2.00
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 2019/20	Prior Year Actual 2020/21	Budget 2021/22	Proposed Budget 2022/23	Adopted Budget 2022/23
Program Appropriations					
FT Salary	\$ 372,181	\$ 314,784	\$ 395,456	\$ 357,838	\$ 357,838
Employee Benefits	307,254	262,522	264,335	128,872	128,872
Payroll Taxes	26,184	20,864	46,756	49,463	49,463
Personnel Services	\$ 705,619	\$ 598,170	\$ 706,547	\$ 536,173	\$ 536,173
Communications	\$ 4,310	\$ 3,571	\$ 2,600	\$ 2,600	\$ 2,600
Supplies	1,487	3,859	9,500	13,467	13,467
Training, Travel and Memberships	43,800	21,945	66,231	66,231	66,231
Small Furniture and Equipment	-	-	1,000	1,000	1,000
Material & Services	\$ 49,597	\$ 29,375	\$ 79,331	\$ 83,298	\$ 83,298
Program Total	\$ 755,216	\$ 627,545	\$ 785,878	\$ 619,471	\$ 619,471
Department Staff					
Full-time	2.00	1.98	2.00	2.00	2.00
Part-time (FTE)	0.00	0.00	0.00	0.00	0.00

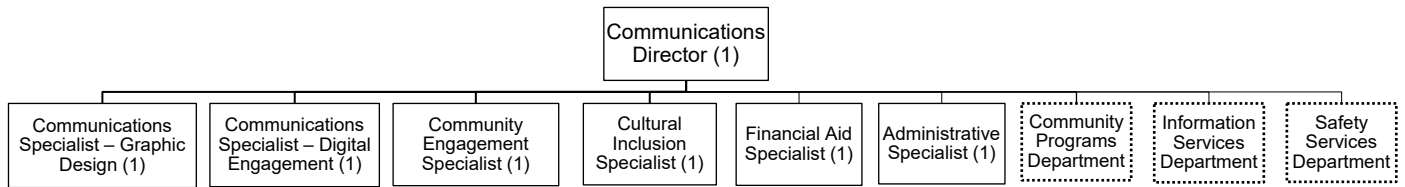


Communications



ADMINISTRATION

Communications



Department Overview

The Communications Department is dedicated to ensuring everyone has 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 the 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 2021/22 Accomplishments

Value: Diversity, Equity, Inclusion, and Access and Community Vision

THPRD was honored with two national awards by the International Association for Public Participation (IAP2) USA Chapter for the district’s visioning process, led by the Communications Department. THPRD was awarded the Respect for Diversity, Inclusion, & Culture Award and the Public Involvement Project of the Year for our inclusive community engagement work in support of the district’s visioning process.

Communications oversaw the latest Talking Wall installation at the Tualatin Hills Aquatic Center with eight new murals, honoring Latino/a/x culture and history under a common theme of Belonging. These murals were supported in part through grants staff wrote to

the Oregon Cultural Trust and The Reser Family Foundation.

Expanded the district’s successful Centro de Bienvenida event to ensure meaningful access to the district’s registration system for financial aid families and English Language Learners. By creating a full week dedicated to registration assistance for families needing interpretation we have been able to increase participation in THPRD programming by four times.

The Communications team also launched a project to establish a Language Access Policy for THPRD to provide guidance and policy direction to staff to ensure people can receive meaningful access to THPRD services, regardless of their English proficiency.

Communications staff finalized an update to the district’s Financial Aid Policy that provided a significant increase to the annual financial aid award families receive. Additional policy updates included expanding what financial aid could be used for, removing challenging barriers to streamline the application process, and more. District staff continue to implement suggestions from the 2019 Scholarship Program Assessment.

Value: Sustainability

Staff worked to create weekly social media messaging centered on sustainability. Cultural Inclusion staff also supported several community-based organizations with nature walks, cultural afternoons, and more to encourage environmental connection and education.

FY 2021/22 Accomplishments (continued)

Other Accomplishments

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.

Continued revamping the district's communications regarding registration, supporting a fully digital activities guide due to the COVID-19 pandemic.

Led customized community engagement plans for THPRD departments needing outreach assistance.

Led graphic design and marketing strategies for districtwide communications.

FY 2022/23 Goals and Objectives

Value: Leading with Equity with special attention to Racial Equity

Strengthen the district's diversity, equity, inclusion and access 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.

Continue the Talking Walls Program and expand our work partnering with new and emerging community-based organizations.

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 implemented this fiscal year.

Continue to eliminate barriers to participation and increase utilization of available financial aid funds. Expand outreach and marketing efforts

by partnering with community-based organizations to connect with patrons.

Value: Commitment to Community Vision

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. Ensure THPRD communications are transparent, clear, and convey the district's values and commitment to responsiveness through implementation of the community's vision.

Budget Highlights

For the FY 2022/23 Budget, Information Services has transferred from Business Services to Communications.

Division: Administration
Department: Communications

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Budget 2021/22	Proposed Budget 2022/23	Adopted Budget 2022/23
Summary of Appropriations					
Personnel Services	\$ 1,358,268	\$ 1,274,979	\$ 2,406,710	\$ 3,444,135	\$ 3,567,251
Materials & Services	511,900	378,598	779,835	1,849,025	1,849,025
Capital Outlay	-	-	-	285,000	285,000
Total Appropriations	\$ 1,870,168	\$ 1,653,577	\$ 3,186,545	\$ 5,578,160	\$ 5,701,276

Summary by Program					
Communications	\$ 1,410,157	\$ 1,211,328	\$ 1,592,457	\$ 1,670,218	\$ 1,670,218
Community Programs	-	-	1,007,199	957,482	957,482
Safety Services	460,011	442,249	586,889	557,832	557,832
Information Services	-	-	-	2,392,628	2,515,744
Total Appropriations	\$ 1,870,168	\$ 1,653,577	\$ 3,186,545	\$ 5,578,160	\$ 5,701,276

Division Staff					
Full-time	10.06	6.26	12.00	20.00	21.00
Part-time (FTE)	4.38	3.39	8.98	9.01	9.01

Note: As of FY 2022/23, Information Services transferred to the Administration Division from Business Services.

Division: Administration
Department: Communications
Program: Communications

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Projected Outcome 2021/22	Proposed Outcome 2022/23
Centro de Bienvenida - special registration assistance events for English Language Learners.				
# of Households served at Centro	N/A *	N/A *	240	320
# of People assisted at Centro	N/A *	N/A *	682	800
# of Classes filled at Centro	N/A *	N/A *	1,373	1,500
# of NEW financial aid applications from Centro	N/A *	N/A *	100	125
Community Engagement				
Expanding Service to English Language Learners. # of Items translated through centralized translation services.	N/A *	N/A *	120	200
# of Outreach Meetings/ Speaking Engagements promoting THPRD DEIA and Financial Aid work	N/A *	N/A *	82	100
DEIA Partnerships/ Sponsorships/ Grant Awards/ Community Event Partnerships (talking walls, message gardens, Welcoming Week, culturally specific co-produced activities)	N/A *	N/A *	28	40
# of Financial Aid Applications Processed	N/A *	N/A *	610	750
Graphic Design/Digital Engagement/ Communications Work Orders				
# of Communications District-Wide Work Orders Completed	N/A *	N/A *	945	1,050
# of registration promotion materials	N/A *	N/A *	180	200
# of social media posts/ engagements	N/A *	N/A *	450	500
# of trainings with district-wide marketing liaisons	N/A *	N/A *	12	15
Change in participation in social media and newsletters (English & Spanish)	N/A *	N/A *		
Facebook	N/A *	N/A *	13,868 / 6% increase	14,700/ 6% increase
Instagram	N/A *	N/A *	2,678 / 22% increase	3,214 / 20% increase
Twitter	N/A *	N/A *	4,214 / 2% increase	4,298 / 2% increase
MailChimp	N/A *	N/A *	54,367 / 4% increase	56,541 / 4 % increase

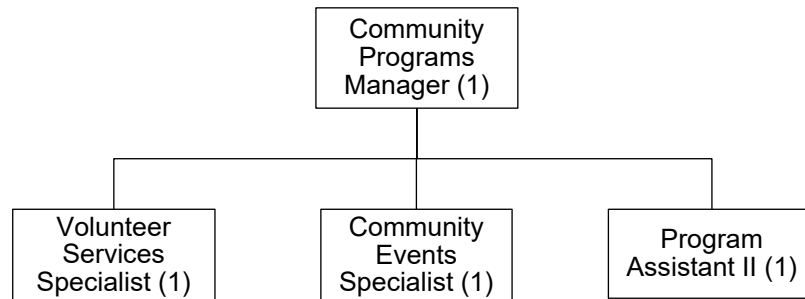
* New Measure

Division: Administration
 Department: Communications
 Program: Communications

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Budget 2021/22	Proposed Budget 2022/23	Adopted Budget 2022/23
Program Appropriations					
FT Salary	\$ 476,922	\$ 459,076	\$ 511,004	\$ 609,914	\$ 609,914
PT Salary	16,460	1,535	13,550	14,523	14,523
Employee Benefits	469,491	440,356	413,490	299,604	299,604
Payroll Taxes	45,123	39,534	72,144	94,451	94,451
Personnel Services	\$ 1,007,997	\$ 940,501	\$ 1,010,188	\$ 1,018,492	\$ 1,018,492
Professional and Technical Services	\$ 90,192	\$ 56,347	\$ 159,954	\$ 189,203	\$ 189,203
Supplies	16,915	26,291	53,249	65,750	65,750
Communication	287,895	84,851	351,713	375,668	375,668
Training, Travel and Memberships	6,760	10,342	14,853	18,605	18,605
Miscellaneous Program Expense	-	92,000	-	-	-
Small Furniture and Equipment	398	996	2,500	2,500	2,500
Material & Services	\$ 402,160	\$ 270,827	\$ 582,269	\$ 651,726	\$ 651,726
Program Total	\$ 1,410,157	\$ 1,211,328	\$ 1,592,457	\$ 1,670,218	\$ 1,670,218
Department Staff					
Full-time	8.17	5.26	6.00	7.00	7.00
Part-time (FTE)	0.54	0.04	0.44	0.44	0.44

ADMINISTRATION DIVISION

Communications Department
Program: Community Programs



Department Overview

This department delivers the district's larger FREE community events and provides districtwide volunteer coordination. Access to FREE community events such as concerts, theater, and cultural events, are an important component of the district's diversity, equity, inclusion and accessibility efforts, as they provide barrier-free opportunities to recreate.

The Volunteer Services Program expands opportunities for volunteer involvement at THPRD and strengthens THPRD's ability to serve the community. Volunteers provide an invaluable service to the district through park clean-ups, garden parties, trail clean-ups, native species counting, event support, and more.

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

FY 2021/22 Accomplishments

Priority: Investing in our Employees and Volunteers
Worked to promote volunteer and professional development opportunities for community members. Supported district's new internship program.

Engaged 2,000 volunteers, who contributed over 8,225 hours of support to district events, programs and sites.

Coordinated and oversaw several small-group volunteer projects through the ongoing pandemic.

Value: Commitment to Community Vision

Adapted and coordinated 25 events in neighborhood parks, under evolving COVID-19 health and safety guidance, supported cultural partnership events, three park grand opening celebrations and three public engagement events.

Hosted two Halloween events in partnership with the City of Beaverton providing community members an opportunity to safely participate during the ongoing pandemic.

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

FY 2022/23 Goals and Objectives

Value: Commitment to Community Vision
Expand upon efforts to promote volunteer opportunities for all community members through enhanced outreach, and bi-lingual communication.

Continue community outreach efforts to expand dog park and dog run options throughout the district. Events to plan, organize, and support partners hosting dog run public events.

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

FY 2022/23 Goals and Objectives (continued)

Value: Leading with Equity with special attention to Racial 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 2022/23 reflect our commitment to leading with equity with special attention to racial equity. 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 youth and BIPOC community members.

Continue to provide access to community events by offering smaller in scope events and increasing the reach. Focus on a return of big events and summer concerts.

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 the community.

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

Budget Highlights

No significant changes to this budget.

Division: Administration
 Department: Communications
 Program: Community Programs

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Budget 2021/22	Proposed Budget 2022/23	Adopted Budget 2022/23
Summary of Appropriations					
Personnel Services	\$ -	\$ -	\$ 889,183	\$ 813,565	\$ 813,565
Materials & Services	-	-	118,016	143,917	143,917
Total Appropriations	\$ -	\$ -	\$ 1,007,199	\$ 957,482	\$ 957,482

Summary by Program					
Manager of Community Prog.	\$ -	\$ -	\$ 1,007,199	\$ 957,482	\$ 957,482
Total Appropriations	\$ -	\$ -	\$ 1,007,199	\$ 957,482	\$ 957,482

Division Staff					
Full-time	0.00	0.00	4.00	4.00	4.00
Part-time (FTE)	0.00	0.00	4.91	4.94	4.94

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

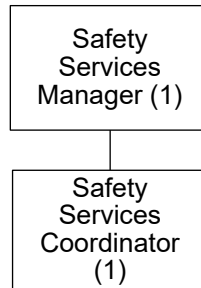
Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Projected Outcome 2021/22	Proposed Outcome 2022/23
Volunteer Services				
Number of volunteers	-	-	2,000	4,000
Total volunteer hours	-	-	20,000	50,000
Value of volunteer hours	-	-	\$ 564,400	\$ 1,411,000
Community Events				
Free community events	-	-	32	34
Total event attendance	-	-	7,755	15,000

Division: Administration
 Department: Communications
 Program: Community Programs

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Budget 2021/22	Proposed Budget 2022/23	Adopted Budget 2022/23
Program Appropriations					
FT Salary	\$ -	\$ -	\$ 356,792	\$ 367,549	\$ 367,549
PT Salary	-	-	167,812	181,438	181,438
Employee Benefits	-	-	285,594	176,581	176,581
Payroll Taxes	-	-	78,985	87,997	87,997
Personnel Services	\$ -	\$ -	\$ 889,183	\$ 813,565	\$ 813,565
Professional and Technical Services	\$ -	\$ -	\$ 54,185	\$ 71,185	\$ 71,185
Rental Facility	-	-	2,400	2,400	2,400
Communications	-	-	1,538	1,538	1,538
Supplies	-	-	50,553	59,026	59,026
Training, Travel and Memberships	-	-	9,340	9,768	9,768
Material & Services	\$ -	\$ -	\$ 118,016	\$ 143,917	\$ 143,917
Program Total	\$ -	\$ -	\$ 1,007,199	\$ 957,482	\$ 957,482
Department Staff					
Full-time	0.00	0.00	4.00	4.00	4.00
Part-time (FTE)	0.00	0.00	4.91	4.94	4.94

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; 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 2021/22 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 the Natural Hazard Mitigation Plan and countywide sheltering initiatives.

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

Continued involvement with the Talking Walls Project in conjunction with the Communications team.

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

Incorporated the Trails Patrol Program into daily operations.

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

Initiated the upgrade of the intrusion alarm system to move from phone lines onto data lines (cost neutral).

Recruited and hired for the new Safety Services coordinator position. Began training the new hire to supervise day-to-day field operations.

Completed camera system upgrades/replacement at HMT Admin & Nature Center.

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

FY 2022/23 Goals and Objectives

Priority: Investing in our Employees and Technology

Collaborate with staff to deliver emergency management training refreshers.

Other Activities

Continue to expand patron outreach with regular patrols of the trails system.

**FY 2022/23 Goals and Objectives
(continued)**

Value: Leading with Equity with special attention to Racial Equity

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

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 and by initiating new safety programs. Examples include vehicle break in deterrence and county-wide sheltering initiatives. The FY 22/23 budget includes funding to continue to support these DEIA efforts in the upcoming year.

Other Activities

Complete updates to the district's Emergency Response Plan and the district's Rules & Regulations.

Complete the upgrade of the intrusion alarm system (cost neutral).

Budget Highlights

This is a status quo budget from FY2021/22.

Division: Administration
 Department: Communications
 Program: Safety Services

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Budget 2021/22	Proposed Budget 2022/23	Adopted Budget 2022/23
Summary of Appropriations					
Personnel Services	\$ 350,271	\$ 334,478	\$ 507,339	\$ 466,419	\$ 466,419
Materials & Services	109,740	107,771	79,550	91,413	91,413
Total Appropriations	\$ 460,011	\$ 442,249	\$ 586,889	\$ 557,832	\$ 557,832

Summary by Program					
Safety Services	\$ 460,011	\$ 442,249	\$ 586,889	\$ 557,832	\$ 557,832
Total Appropriations	\$ 460,011	\$ 442,249	\$ 586,889	\$ 557,832	\$ 557,832

Division Staff					
Full-time	1.00	1.00	2.00	2.00	2.00
Part-time (FTE)	3.84	3.35	3.63	3.63	3.63

Division: Administration
 Department: Communications
 Program: Safety Services

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Projected Outcome 2021/22	Proposed Outcome 2022/23
Workloads:				
Number of security checks conducted	35,223	21,349	19,500	20,000
Number of patron assists	1,379	1,141	1,100	1,100
Number of training classes conducted	18	15	20	20
Number of patrol walks	2,689	3,092	2,850	3,100
Number of staff assists	850	540	525	550
Number of special attention patrols (patron concerns)	760	1,053	1,400	1,400

¹ Changed from # of incident reports filed

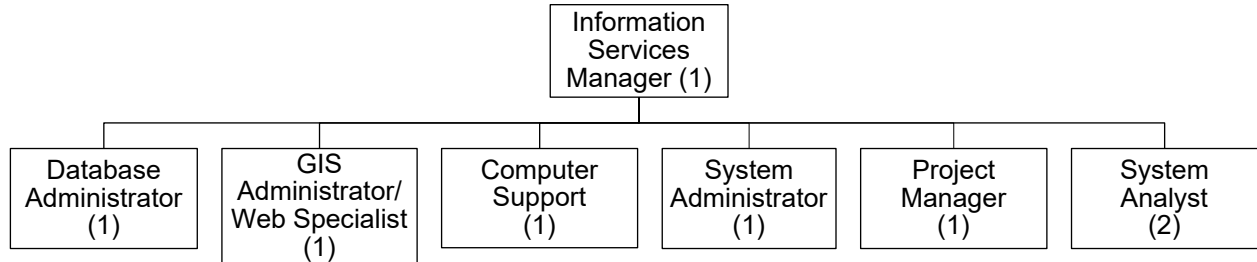
Division: Administration
 Department: Communications
 Program: Safety Services

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Budget 2021/22	Proposed Budget 2022/23	Adopted Budget 2022/23
Program Appropriations					
FT Salary	\$ 101,088	\$ 104,124	\$ 177,501	\$ 183,752	\$ 183,752
PT Salary	139,126	123,563	137,960	140,719	140,719
Employee Benefits	85,279	84,360	142,255	88,222	88,222
Payroll Taxes	24,778	22,431	49,623	53,726	53,726
Personnel Services	\$ 350,271	\$ 334,478	\$ 507,339	\$ 466,419	\$ 466,419
Professional and Technical Services	\$ 82,187	\$ 65,763	\$ 63,483	\$ 60,169	\$ 60,169
Other Services	16,883	25,432	2,500	2,500	2,500
Communication	3,521	3,216	3,467	6,467	6,467
Supplies	6,503	12,061	8,500	12,677	12,677
Training, Travel and Memberships	611	1,299	1,250	9,250	9,250
Small Furniture, Fixtures and Equip.	35	-	350	350	350
Material & Services	\$ 109,740	\$ 107,771	\$ 79,550	\$ 91,413	\$ 91,413
Program Total	\$ 460,011	\$ 442,249	\$ 586,889	\$ 557,832	\$ 557,832
Department Staff					
Full-time	1.00	1.00	2.00	2.00	2.00
Part-time (FTE)	3.84	3.35	3.63	3.63	3.63

ADMINISTRATION DIVISION

Communications Department

Program: Information Services Department



Department Overview

The Information Services & Technology manager is responsible to the Communications 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 2021/22 Accomplishments

Priority: Investing in our Future through Technology

In partnership with other departments, IS staff continues to support 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 continuously changing COVID model. This includes changes to activity registration, class management, VPN, and telecommute, and most recently hybrid meeting spaces for Teams.

Completed a redesign of the district's call center system to streamline the coding and prompts used during the registration

FY 2021/22 Accomplishments (continued)

process. These modifications also have provided the IS team the opportunity to expand its understanding of the system, opening up possibility for future use of call center functionality.

Completed development of smartphone and other mobile technology standards to provide a roadmap of future implementations and integrations for work anywhere in the district. The new mobile device management system allows smartphones to be provisioned in a more streamlined and less labor-intense manner.

Continue to support district goals and initiatives through our development ops team within IS. Some examples of code development either completed this year or currently in progress include:

- Migration of website from HTTP to HTTPS for security
- Addition of thprd.gov domain
- Right sizing our web hosting environment to better align with the needs of the District
- DailyOps changes needed for early registration options provided under new policies
- Enhancement of the employee wellness program

Other Activity

Continued to strengthen Processor Card Industry (PCI) compliance: utilizing encrypted gateway, secured firewall, installed intrusion detection/prevention software, policies, procedures, multi-factor authentication and staff training.

FY 2022/23 Goals and Objectives

Priority: Investing in our Employees and Technology

Continue to explore and implement cloud-based solutions, such as Microsoft Teams

Calling (will deliver improved features and functionality for those telecommuting), and Cisco Duo Multi-factor Authentication (for improved security).

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.

Continue to enhance and strengthen the district's security posture through increase of monitoring tools, the aforementioned multi-factor authentication, and additional security tools aligned with best practices.

Continue to develop business solutions and draft required documentation to address the current and future business needs for district operations. Work with subject matter experts throughout the district to document current processes and business needs.

Budget Highlights

The proposed 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
- Increase staffing level to help implement and maintain the ERP system
- Increase operating budget for information security

Division: Administration
 Department: Communications
 Program: Information Services

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Budget 2021/22	Proposed Budget 2022/23	Adopted Budget 2022/23
Summary of Appropriations					
Personnel Services	\$ -	\$ -	\$ -	\$ 1,145,659	\$ 1,268,775
Material & Services	-	-	-	961,969	961,969
Capital Outlay	-	-	-	285,000	285,000
Total Appropriations	\$ -	\$ -	\$ -	\$ 2,392,628	\$ 2,515,744

Summary by Program					
Information Services	\$ -	\$ -	\$ -	\$ 2,392,628	\$ 2,515,744
Total Appropriations	\$ -	\$ -	\$ -	\$ 2,392,628	\$ 2,515,744

Division Staff					
Full-time	0.00	0.00	0.00	7.00	8.00
Part-time (FTE)	0.00	0.00	0.00	0.00	0.00

Note: As of FY 2022/23, Information Services transferred to the Administration Division from Business Services.

Division: Administration
 Department: Communications
 Program: Information Services

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Projected Outcome 2021/22	Proposed Outcome 2022/23
Workloads:				
Number of desktop PCs maintained	-	-	-	300
Number of networked file servers maintained	-	-	-	53
Performance Measures:				
Maintain 98% network system reliability	-	-	-	99%

Division: Administration
 Department: Communications
 Program: Information Services

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Budget 2021/22	Proposed Budget 2022/23	Adopted Budget 2022/23
Program Appropriations					
FT Salary	\$ -	\$ -	\$ -	\$ 712,564	\$ 785,235
Employee Benefits	-	-	-	323,977	363,365
Payroll Taxes	-	-	-	109,118	120,175
Personnel Services	\$ -	\$ -	\$ -	\$ 1,145,659	\$ 1,268,775
Professional and Technical Services	\$ -	\$ -	\$ -	\$ 805,491	\$ 805,491
Supplies	-	-	-	5,000	5,000
Communication	-	-	-	138,000	138,000
Training, Travel and Memberships	-	-	-	9,478	9,478
Small Furniture, Fixtures and Equip.	-	-	-	4,000	4,000
Material & Services	\$ -	\$ -	\$ -	\$ 961,969	\$ 961,969
Information Technology Replacement	\$ -	\$ -	\$ -	\$ 285,000	\$ 285,000
Capital Outlay	\$ -	\$ -	\$ -	\$ 285,000	\$ 285,000
Program Total	\$ -	\$ -	\$ -	\$ 2,392,628	\$ 2,515,744
Department Staff					
Full-time	0.00	0.00	0.00	7.00	8.00
Part-time (FTE)	0.00	0.00	0.00	0.00	0.00

Division: Administration
 Department: Communications
 Program: Information Services
 Detail of Capital Outlay

Project Number	Capital Project	Adopted Budget	Page #
INFORMATION TECHNOLOGY REPLACEMENT			
1	Desktop/laptop computers	\$ 100,000	ADM - 29
2	Large Format Printer	15,000	ADM - 29
3	LAN/WAN	6,000	ADM - 29
4	AEDs	9,000	ADM - 29
5	Security Cameras	45,000	ADM - 29
6	Key Card Readers	10,000	ADM - 29
7	Servers	50,000	ADM - 30
8	Switches	50,000	ADM - 30
TOTAL INFORMATION TECHNOLOGY REPLACEMENT		\$ 285,000	
GRAND TOTAL INFORMATION SERVICES CAPITAL OUTLAY		\$ 285,000	

INFORMATION SERVICES CAPITAL OUTLAY

Information Technology Capital Replacement

ITEM 1: **Desktop/laptop computers**

BUDGET: \$100,000

DESCRIPTION: Replacement of desktop and laptop inventory (\$70,000), maintaining the five-year replacement schedule and new inventory (\$30,000) for additional FTE.

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.

ITEM 6: **Key Card Readers**

BUDGET: \$10,000

DESCRIPTION: Replacement of key card readers.

INFORMATION SERVICES CAPITAL OUTLAY

ITEM 7: **Servers**

BUDGET: \$50,000

DESCRIPTION: Replacement of public web servers.

ITEM 8: **Switches**

BUDGET: \$50,000

DESCRIPTION: Replacement of broadband switches.

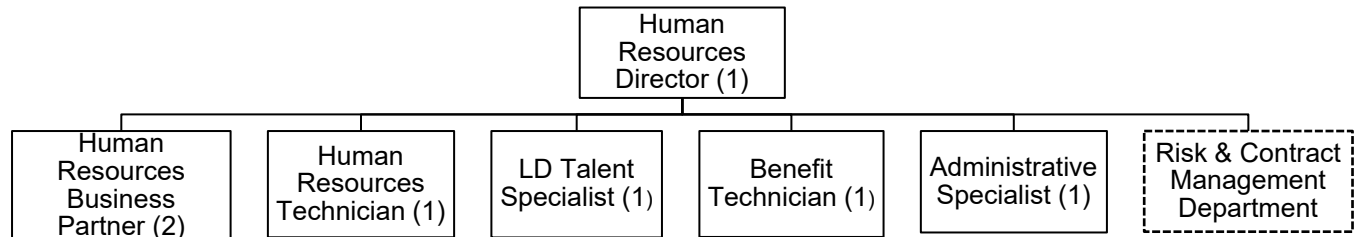


Human Resources



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 HR 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 2021/22 Accomplishments

Value: Diversity, equity, inclusion and access

Human Resources continued to support district operations in the recruitment and selection of nearly 50 regular status vacancies, including those eligible for recall. Each recruitment and selection plan utilized a lens of leading with equity with special attention to racial equity by dismantling previous processes and identifying alternative paths for entry like those that may come from lived experiences.

Additionally, the Human Resources department collaborated with other departments to create classifications for an internship program that creates opportunities for BIPOC students enrolled in college courses.

Priority: Investing in our Employees and Volunteers

HR facilitated negotiations for a successor agreement between management and the association under the negotiating authority set by the board of directors.

In partnership with outside consultants, Trüpp HR, Human Resources also conducted a comprehensive compensation, classification and staffing level studies of regular status and select unclassified positions. The objective of this study was to modernize the district's current classification and compensation structure that promotes and supports equity, understand current staffing levels as compared to comparator agencies and better position the district as an employer of choice by maintaining competitive positions.

HR staff facilitated the work of developing a flexible work solutions policy allowing staff greater flexibility by changing the nature of how we work and to keep THPRD a great place to work. Some of the highlights of this policy including schedules changes, telework, temporary remote work out of

FY 2021/22 Accomplishments (continued)

state and options for 9/80 or 4/10 work schedules.

With the support of the management team, HR partnered with Communications to support the development of the Welcoming and Inclusion Committee (WIC); facilitated the merger of the pandemic-prompted Employee Support Team (EST) and the long-running EPIC employee engagement team; and supported the staff-led 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 development, configuration, testing, and training for the Tyler Munis and Executime system implementation.

Collaborated with IS and Finance Services to identify system integration capabilities to reduce human error and impact on staff workload.

Implemented 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. Additionally, the department continued to build-out the NEOGOV product suite and system improvements in OHC/Onboard for decentralized use of software across the district.

FY 2022/23 Goals and Objectives

Priority: Investing in our Employees and Technology

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 new labor agreement between the district and the employees' association begins July 1, 2022, HR will update policies,

procedures and the employee handbook in accordance with the successor agreement between management and the association.

The district will begin utilizing data from the compensation, classification and staffing level study to implement approved recommendations, including updating policies and procedures that relate to total compensation.

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

Partner with operations to continue building 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 IS and Finance to build out Tyler Munis HR modules to support 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.

Budget Highlights

The proposed budget includes a full-time benefit technician position to provide technical support to the district's retirement and health benefit programs as well as continuation of a limited duration talent specialist position.

The budget also includes funding in part-time total compensation to enhance the district's market position on the benefits of employment at THPRD. Design of the enhanced total compensation package will be developed and implemented by a staff workgroup.

For the FY 2022/23 Budget, Risk & Contract Management transferred from Business Services to Human Resources.

Division: Administration
Department: Human Resources

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Budget 2021/22	Proposed Budget 2022/23	Adopted Budget 2022/23
Summary of Appropriations					
Personnel Services	\$ -	\$ -	\$ 903,123	\$ 1,920,550	\$ 1,920,550
Material & Services	-	-	282,581	893,106	893,106
Total Appropriations	\$ -	\$ -	\$ 1,185,704	\$ 2,813,656	\$ 2,813,656

Summary by Program					
Human Resources	\$ -	\$ -	\$ 1,185,704	\$ 1,710,538	\$ 1,710,538
Risk & Contract Management	-	-	-	1,103,118	1,103,118
Total Appropriations	\$ -	\$ -	\$ 1,185,704	\$ 2,813,656	\$ 2,813,656

Division Staff					
Full-time	0.00	0.00	5.00	10.00	10.00
Part-time (FTE)	0.00	0.00	1.10	1.58	1.58

Note 1: As of FY 2021/22, Human Resources transferred to the Administration Division from Business Services.

Note 2: As of FY 2022/23, Risk & Contract Management transferred to the Administration Division from Business Services.

Division: Administration
Department: Human Resources
Program: Human Resources

KEY PERFORMANCE INDICATORS

Description	Prior Year		Prior Year Projected	Proposed
	Actual 2019/20	Actual 2020/21	Outcome 2021/22	Outcome 2022/23
Workloads:				
Total number of recruitments: FT & RPT positions	-	-	42	25
Total number of training sessions	-	-	50	50
Total number of unemployment insurance claims processed	-	-	250	250
Total number of new hire packets processed	-	-	500	650
Performance Measures:				
Total recruitment applications received: Full-time and Regular Part-time	-	-	1,400	1,800
Average number of applications per position	-	-	40	70
Total recruitment applications received: Part-time	-	-	2,400	2,800
Average number of applications per position	-	-	30	60
Total training contact hours	-	-	29,250	32,000
Average total cost per unemployment insurance claim	-	-	\$600	\$600
Total amount of unemployment insurance paid	-	-	\$68,000	\$68,000
Unemployment insurance experience/tax rate	-	-	1.3%	5.0%

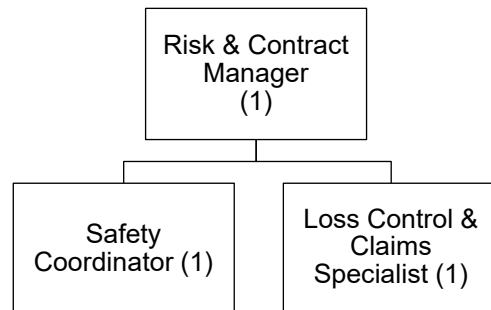
Division: Administration
Department: Human Resources

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Budget 2021/22	Proposed Budget 2022/23	Adopted Budget 2022/23
Program Appropriations					
FT Salary	\$ -	\$ -	\$ 439,217	\$ 666,826	\$ 666,826
PT Salary	-	-	41,390	53,972	53,972
Employee Benefits	-	-	355,726	565,729	565,729
Payroll Taxes	-	-	66,790	108,832	108,832
Personnel Services	\$ -	\$ -	\$ 903,123	\$ 1,395,359	\$ 1,395,359
Professional and Technical Services	\$ -	\$ -	\$ 227,224	\$ 218,289	\$ 218,289
Supplies	-	-	13,500	17,000	17,000
Communication	-	-	14,890	19,890	19,890
Travel, Training and Memberships	-	-	25,967	56,000	56,000
Small Furniture & Equipment	-	-	1,000	4,000	4,000
Material & Services	\$ -	\$ -	\$ 282,581	\$ 315,179	\$ 315,179
Program Total	\$ -	\$ -	\$ 1,185,704	\$ 1,710,538	\$ 1,710,538
Department Staff					
Full-time	0.00	0.00	5.00	7.00	7.00
Part-time (FTE)	0.00	0.00	1.10	1.28	1.28

ADMINISTRATION

Human Resources Department

Program: Risk & Contract Management



Department Overview

The Risk & Contract manager is responsible to the Human Resources 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 2021/22 Accomplishments

Priority: Investing in our Employees and Volunteers

Utilized Oregon's Employer-At-Injury Program (EAIP) to aid injured

employees working in a transitional duty capacity, recouping \$8,837 in wage subsidy. 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

FY 2021/22 Accomplishments (continued)

losses related to the higher deductible.
Estimated net savings of \$38,736.

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 9 residential properties, 14 telecommunication sites, 2 commercial, and 4 nonprofits.

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

FY 2022/23 Goals and Objectives

Priority: Investing in our Employees and Technology

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.

Continue implementation of THPRD-specific document retention schedule, utilizing the state's electronic records management system software.

Value: Leading with Equity with special attention to Racial Equity

Provide support to the Finance Department, in the outreach to small, local and minority owned businesses and the procurement process.

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 proposed budget includes additional funding for property insurance premiums related to adjusted property valuations, and increasing market conditions.

Division: Administration
Department: Risk & Contract Management

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Budget 2021/22	Proposed Budget 2022/23	Adopted Budget 2022/23
Summary of Appropriations					
Personnel Services	\$ -	\$ -	\$ -	\$ 525,191	\$ 525,191
Material & Services	-	-	-	577,927	577,927
Total Appropriations	\$ -	\$ -	\$ -	\$ 1,103,118	\$ 1,103,118

Summary by Program					
Risk & Contract Management	\$ -	\$ -	\$ -	\$ 948,491	\$ 948,491
Safety	-	-	-	154,627	154,627
Total Appropriations	\$ -	\$ -	\$ -	\$ 1,103,118	\$ 1,103,118

Division Staff					
Full-time	0.00	0.00	0.00	3.00	3.00
Part-time (FTE)	0.00	0.00	0.00	0.30	0.30

Note: As of FY 2022/23, Risk & Contract Management transferred to the Administration Division from Business Services.

Division: Administration
 Department: Risk & Contract Management
 Program: Risk & Contract Management

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Projected Outcome 2021/22	Proposed Outcome 2022/23
Workloads:				
Number of contracts processed	-	-	-	90
Number of residential leases	-	-	-	9
Number of commercial leases	-	-	-	20
Performance Measures:				
<u>Reduce exposure of property & liability claims</u>¹				
Number of liability claims filed against THPRD	-	-	-	6
Average cost per liability claim filed	-	-	-	\$2,500
Loss Ratio: liability claims only (single year) ²	-	-	-	15.00%
Loss Ratio: property and liability claims (single year) ³	-	-	-	20.00%
Loss Ratio: five-year trail ⁴	-	-	-	35.00%

¹ Property and casualty figures are based on a calendar year. Policy data as of: March 8, 2022.

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: Administration
Department: Risk & Contract Management
Program: Risk & Contract Management

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Budget 2021/22	Proposed Budget 2022/23	Adopted Budget 2022/23
Program Appropriations					
FT Salary	\$ -	\$ -	\$ -	\$ 234,112	\$ 234,112
PT Salary	-	-	-	10,184	10,184
Employee Benefits	-	-	-	99,762	99,762
Payroll Taxes	-	-	-	37,306	37,306
Personnel Services	\$ -	\$ -	\$ -	\$ 381,364	\$ 381,364
Other Services	\$ -	\$ -	\$ -	\$ 16,200	\$ 16,200
Insurance	-	-	-	497,914	497,914
Supplies	-	-	-	41,820	41,820
Communication	-	-	-	2,480	2,480
Training, Travel and Memberships	-	-	-	8,713	8,713
Material & Services	\$ -	\$ -	\$ -	\$ 567,127	\$ 567,127
Program Total	\$ -	\$ -	\$ -	\$ 948,491	\$ 948,491
Department Staff					
Full-time	0.00	0.00	0.00	2.00	2.00
Part-time (FTE)	0.00	0.00	0.00	0.30	0.30

Division: Administration
Department: Risk & Contract Management
Program: Safety

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Projected Outcome 2021/22	Proposed Outcome 2022/23
Performance Measures:				
<u>Reduce program participant incidents</u>				
Number of incident reports filed per 10,000 program visits	-	-	-	3.98
<u>Reduce exposure on workers' compensation claims¹</u>				
Number of claims filed	-	-	-	20
Number of time loss claims	-	-	-	5
Experience Modification history ²	-	-	-	0.7
Frequency rate of WC claims per 100 FTE	-	-	-	5
WC costs as % of payroll	-	-	-	0.75
Average cost per claim	-	-	-	\$ 5,000
Average claim cost per FTE	-	-	-	\$ 250

¹ Policy data as of: March 8. 2022.

² Experience Modification Rate is computed on 1.00 being the average incident rate for similar work nationwide.

Division: Administration
 Department: Risk & Contract Management
 Program: Safety

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Budget 2021/22	Proposed Budget 2022/23	Adopted Budget 2022/23
Program Appropriations					
FT Salary	\$ -	\$ -	\$ -	\$ 87,588	\$ 87,588
Employee Benefits	-	-	-	42,847	42,847
Payroll Taxes	-	-	-	13,392	13,392
Personnel Services	\$ -	\$ -	\$ -	\$ 143,827	\$ 143,827
Professional and Technical Services	\$ -	\$ -	\$ -	\$ 1,500	\$ 1,500
Supplies	-	-	-	2,600	2,600
Training, Travel and Memberships	-	-	-	6,200	6,200
Small Furniture & Office Equipment	-	-	-	500	500
Material & Services	\$ -	\$ -	\$ -	\$ 10,800	\$ 10,800
Program Total	\$ -	\$ -	\$ -	\$ 154,627	\$ 154,627
Department Staff					
Full-time	0.00	0.00	0.00	1.00	1.00
Part-time (FTE)	0.00	0.00	0.00	0.00	0.00

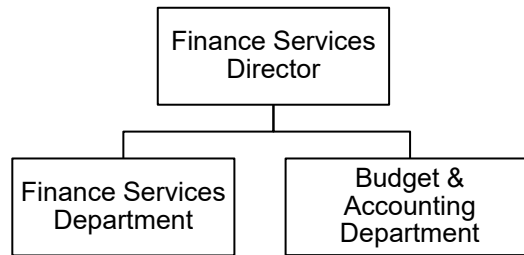


Finance Services



ADMINISTRATION DIVISION

Finance Services Department
Office of Finance Services Director



Department Overview

The Finance Services director serves as THPRD's Budget Officer/CFO 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 2021/22 Division Accomplishments

Value: Diversity, equity, inclusion and access

Supported the equity vision of the district through management of the grant funding and compliance process. Grant dollars allowed the district to expand programming for our diverse community, and finance ensured that our spending and documentation of that spending under the programs met all compliance requirements

Provided guidance on utilization of Minority, Women and Emerging Small Businesses (MWESB), Service-Disabled Veteran Business Enterprise (SDVBE) and Self-Defined businesses in procurement and sustainability standards.

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

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

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.

Continued monitoring of available Bond Capital Projects Fund investments and arbitrage compliance for the 2015, 2016 and 2021 debt issues.

Priority: Investing in our Future through Technology

Transitioned payroll processing to the new financial system, including the issuance of annual tax documents, system workflow approvals and posting of salary changes and personnel transfers.

Completed setup of the financial system Employee Self Service module to allow staff to access their payroll and tax statements, complete tax withholding changes and direct deposit requests, and update other personal information.

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

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

FY 2021/22 Division Accomplishments (continued)

Provided support and information to retirees on their pension benefits, monitoring and authorizing monthly benefits payments via US Bank.

Other Activity

Supported the development and implementation of the procurement procedures to include the revised equity and sustainability standards.

Continued steady usage of the purchasing card system to facilitate small purchasing while maintaining adequate security and procedural controls.

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 2022/23 Division Goals and Objectives

Priority: Investing in our Employees and Technology

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

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

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.

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

Priority: Rebuilding Programming with an Emphasis on our Access for All Work.

Continue to support the equity vision of the district through support of the grant funding and compliance process. to expand programming for our diverse community.

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.

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 Highlights

For the FY2022/23 budget, Finance Services moved to the Administration Division from the Business Services Division. Risk & Contract management has moved to the Administration Division and reports to the Human Resources director. Information Services has been moved to the Administration Division and reports to the Communications director. With these moves, the Business Services Division has been eliminated.

Division: Administration
Department: Finance Services

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Budget 2021/22	Proposed Budget 2022/23	Adopted Budget 2022/23
Summary of Appropriations					
Personnel Services	\$ -	\$ -	\$ -	\$ 2,095,353	\$ 1,972,237
Materials & Services	-	-	-	410,969	410,969
Debt Service	-	-	-	1,045,858	1,045,858
Total Appropriations	\$ -	\$ -	\$ -	\$ 3,552,180	\$ 3,429,064

Summary by Department					
Office of the Director	\$ -	\$ -	\$ -	\$ 1,575,055	\$ 1,575,055
Finance Services	-	-	-	1,356,655	1,356,655
Budget & Accounting	-	-	-	620,470	497,354
Total Appropriations	\$ -	\$ -	\$ -	\$ 3,552,180	\$ 3,429,064

Division Staff					
Full-time	0.00	0.00	0.00	12.00	11.00
Part-time (FTE)	0.00	0.00	0.00	2.00	2.00

Note: As of FY 2022/23, Office of the Director, Finance Services, and Budget & Accounting transferred to the Administration Division from the Business Services Division.

Division: Administration
 Department: Finance Services
 Program: Office of the Director

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Budget 2021/22	Proposed Budget 2022/23	Adopted Budget 2022/23
Summary of Appropriations					
Personnel Services	\$ -	\$ -	\$ -	\$ 249,672	\$ 249,672
Materials & Services	-	-	-	279,525	279,525
Debt Service	-	-	-	1,045,858	1,045,858
Total Appropriations	\$ -	\$ -	\$ -	\$ 1,575,055	\$ 1,575,055

Summary by Program					
Office of the Director	\$ -	\$ -	\$ -	\$ 529,197	\$ 529,197
Debt Service	-	-	-	1,045,858	1,045,858
Total Appropriations	\$ -	\$ -	\$ -	\$ 1,575,055	\$ 1,575,055

Division Staff					
Full-time	0.00	0.00	0.00	1.00	1.00
Part-time (FTE)	0.00	0.00	0.00	0.00	0.00

Note: As of FY 2022/23, Finance Services Office of the Director transferred to the Administration Division from the Business Services Division.

Division: Administration
 Department: Finance Services
 Program: Office of the Director

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Budget 2021/22	Proposed Budget 2022/23	Adopted Budget 2022/23
Program Appropriations					
FT Salary	\$ -	\$ -	\$ -	\$ 163,864	\$ 163,864
Employee Benefits	-	-	-	61,101	61,101
Payroll Taxes	-	-	-	24,707	24,707
Personnel Services	\$ -	\$ -	\$ -	\$ 249,672	\$ 249,672
Professional and Technical Services	\$ -	\$ -	\$ -	\$ 142,900	\$ 142,900
Rental Equipment	-	-	-	65,000	65,000
Other Services	-	-	-	12,000	12,000
Communication	-	-	-	39,380	39,380
Supplies	-	-	-	3,500	3,500
Training, Travel & Memberships	-	-	-	14,745	14,745
Small Furniture & Equipment	-	-	-	2,000	2,000
Material & Services	\$ -	\$ -	\$ -	\$ 279,525	\$ 279,525
Program Total	\$ -	\$ -	\$ -	\$ 529,197	\$ 529,197
Department Staff					
Full-time	0.00	0.00	0.00	1.00	1.00
Part-time (FTE)	0.00	0.00	0.00	0.00	0.00

Division: Administration
 Department: Finance Services
 Program: Debt Service

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Budget 2021/22	Proposed Budget 2022/23	Adopted Budget 2022/23
Program Appropriations					
Principal	\$ -	\$ -	\$ -	\$ 517,114	\$ 517,114
Interest	-	-	-	528,744	528,744
Debt Service	\$ -	\$ -	\$ -	\$ 1,045,858	\$ 1,045,858
Program Total	\$ -	\$ -	\$ -	\$ 1,045,858	\$ 1,045,858
Sub-program:					
<u>2013-\$457,100 Fifteen (15) Year Financing Agreement</u>					
Principal	\$ -	\$ -	\$ -	\$ 32,114	\$ 32,114
Interest	-	-	-	5,975	5,975
Sub-program Total	\$ -	\$ -	\$ -	\$ 38,089	\$ 38,089
Sub-program:					
<u>2020-\$9,900,000 Twenty (20) Year Financing Agreement</u>					
Principal	\$ -	\$ -	\$ -	\$ 390,000	\$ 390,000
Interest	-	-	-	308,450	308,450
Sub-program Total	\$ -	\$ -	\$ -	\$ 698,450	\$ 698,450
Sub-program:					
<u>2021-\$1,125,000 Ten (10) Year Financing Agreement</u>					
Principal	\$ -	\$ -	\$ -	\$ 95,000	\$ 95,000
Interest	-	-	-	14,319	14,319
Sub-program Total	\$ -	\$ -	\$ -	\$ 109,319	\$ 109,319
Sub-program:					
<u>Tax Anticipation Funding</u>					
Interest	\$ -	\$ -	\$ -	\$ 200,000	\$ 200,000
Sub-program Total	\$ -	\$ -	\$ -	\$ 200,000	\$ 200,000

Division: Administration
Department: Finance Services
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
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	136,142	831,092
2029/30	-	690,550	133,607	824,157
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	\$ 228,538	\$ 12,205,100	\$ 1,115,632	\$ 13,549,270
Interest Portion of Payments	(20,742)	(2,975,100)	(80,632)	(3,076,474)
Principal Balance	<u>\$ 207,796</u>	<u>\$ 9,230,000</u>	<u>\$ 1,035,000</u>	<u>\$ 10,472,796</u>

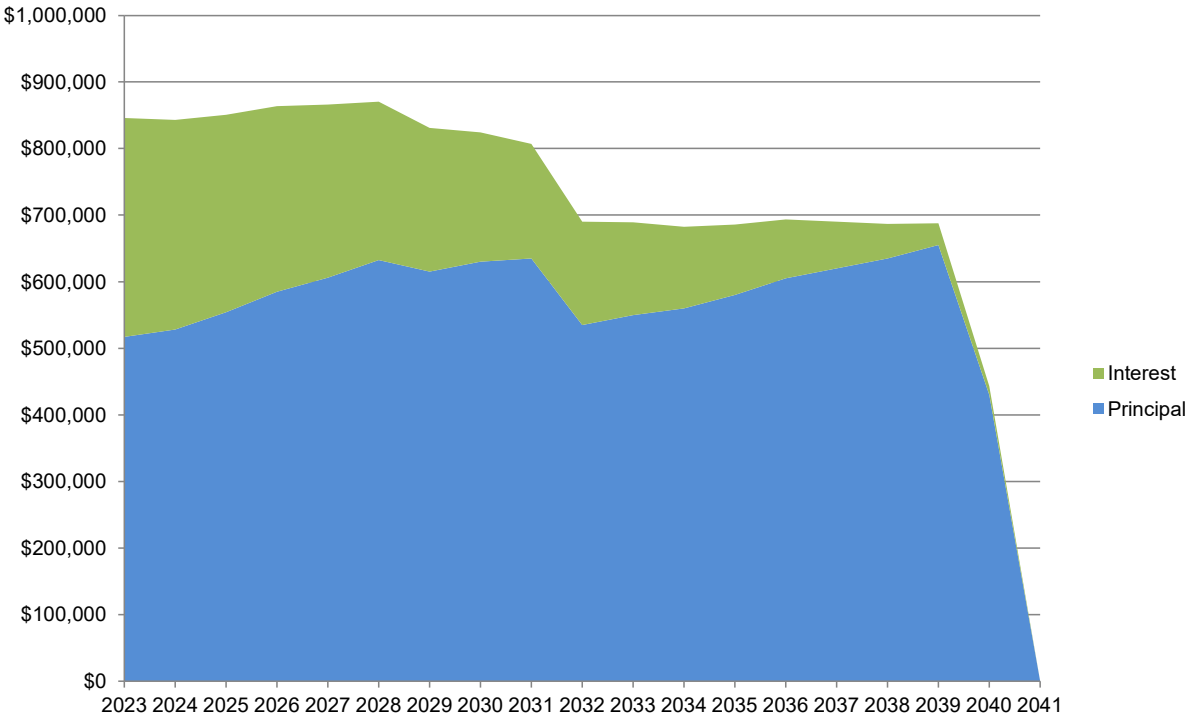
KEY TO DEBT ISSUES

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.

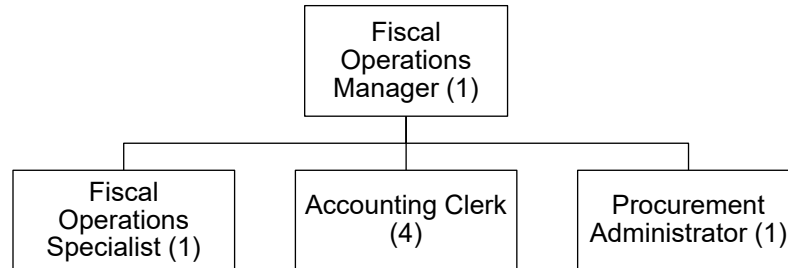
General Fund Annual Debt Service



ADMINISTRATION DIVISION

Finance Services Department

Program: Finance Services



Department Overview

The Finance Services Department is responsible to the Finance 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 2021/22 Accomplishments

Value: Diversity, Equity, Inclusion and Access

Provided guidance on utilization of Minority, Women and Emerging Small Businesses (MWESB), Service-Disabled Veteran Business Enterprise (SDVBE) and Self-Defined businesses in procurement and sustainability standards.

Value: Sustainability

Developed and implemented procurement procedures that addressed sustainability and equity in purchasing.

Provided staff training related to sustainability and equity procedures in purchasing.

Priority: Investing in our Employees and Volunteers

Provided support and information to retirees on their pension benefits, monitoring and authorizing monthly benefits payments via US Bank.

Priority: Investing in our Future Through Technology

Transitioned payroll processing to the new financial system, including the issuance of annual tax documents, system workflow approvals and posting of salary changes and personnel transfers.

Completed setup of the financial system Employee Self Service module to allow staff to access their payroll and tax statements, complete tax withholding changes and direct deposit requests, and update other personal information.

Completed updates to the financial and timekeeping systems necessary to support the Employee Flexible Work Solutions Policy.

Priority: Community Vision

Supported the equity vision of the district through support of the grant funding and compliance process. Grant dollars allowed the district to expand programming for our diverse community, and Finance Services ensured that our spending and documentation of that spending under the programs met all compliance requirements.

**FY 2021/22 Accomplishments
(continued)**

Priority: 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 2015, 2016 and 2021 debt issues.

Continued monitoring all existing debt activity for potential refinancing opportunities on both general obligation and full faith & credit issues. Completed refinancing of 2010A Full Faith and Credit Obligations.

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 \$62,165 refund to THPRD.

Supported the district in response to the impacts of facility closures and restrictions under state guidelines related to the COVID-19 pandemic.

FY 2022/23 Goals and Objectives

Value: Environmental Stewardship

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 with special attention to racial equity will be emphasized in all capital projects.

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

Priority: Investing in our Employees and
Technology

Continue the implementation of the new financial software (Tyler Munis system), which includes financial accounting,

procurement, accounts payable and other financial functionality.

Continue to support the retirement programs within the district. Work with Mission Square 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.

Priority: Rebuilding Programming with an
Emphasis on our Access for All Work

Continue to support the equity vision of the district through support of the grant funding and compliance process. Grant dollars allowed the district to expand programming for our diverse community, and Finance Services ensured that our spending and documentation of that spending under the programs met all compliance requirements.

Priority: 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 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.

Continue to monitor for regulatory changes that impact operational activities.

Budget Highlights

For the FY 2022/23 budget, Finance Services department was transferred to Administration.

The budget includes the upgrade of the temporary office tech position to a permanent finance and payroll specialist position, to provide additional resources

needed to support expanded functionality with the new ERP system. The part-time salary budget also includes additional staff support for the implementation.

Division: Administration
 Department: Finance Services
 Program: Finance

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Budget 2021/22	Proposed Budget 2022/23	Adopted Budget 2022/23
Summary of Appropriations					
Personnel Services	\$ -	\$ -	\$ -	\$ 1,240,436	\$ 1,240,436
Material & Services	-	-	-	116,219	116,219
Total Appropriations	\$ -	\$ -	\$ -	\$ 1,356,655	\$ 1,356,655

Summary by Program					
Finance Services	\$ -	\$ -	\$ -	\$ 1,356,655	\$ 1,356,655
Total Appropriations	\$ -	\$ -	\$ -	\$ 1,356,655	\$ 1,356,655

Division Staff					
Full-time	0.00	0.00	0.00	7.00	7.00
Part-time (FTE)	0.00	0.00	0.00	2.00	2.00

Note 1: As of FY 2022/23, Finance Services transferred to the Administration Division from the Business Services Division.

Division: Administration
 Department: Finance Services
 Program: Finance Services

KEY PERFORMANCE INDICATORS

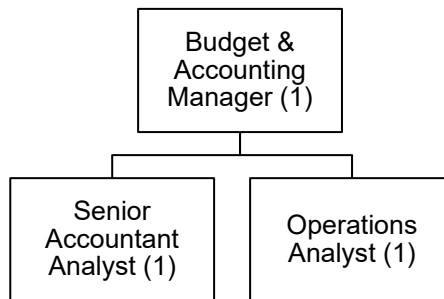
Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Projected Outcome 2021/22	Proposed Outcome 2022/23
Workloads:				
Payroll checks processed	-	-	-	20,000
Accounts payable checks processed	-	-	-	2,300
Number of facility deposits audited	-	-	-	5,800
Purchase orders processed	-	-	-	300
Merchant cards processed	-	-	-	110,000
Purchasing card volume (amount expressed in \$1,000)	-	-	-	\$ 4,800

Division: Administration
Department: Finance Services
Program: Finance

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Budget 2021/22	Proposed Budget 2022/23	Adopted Budget 2022/23
Program Appropriations					
FT Salary	\$ -	\$ -	\$ -	\$ 585,700	\$ 585,700
PT Salary	-	-	-	235,086	235,086
Employee Benefits	-	-	-	294,040	294,040
Payroll Taxes	-	-	-	125,610	125,610
Personnel Services	\$ -	\$ -	\$ -	\$ 1,240,436	\$ 1,240,436
Professional and Technical Services	\$ -	\$ -	\$ -	\$ 21,280	\$ 21,280
Other Services	-	-	-	18,000	18,000
Rental Facilities	-	-	-	46,032	46,032
Supplies	-	-	-	5,500	5,500
Communication	-	-	-	7,627	7,627
Training, Travel and Memberships	-	-	-	16,530	16,530
Small Furniture & Office Equipment	-	-	-	1,250	1,250
Material & Services	\$ -	\$ -	\$ -	\$ 116,219	\$ 116,219
Program Total	\$ -	\$ -	\$ -	\$ 1,356,655	\$ 1,356,655
Department Staff					
Full-time	0.00	0.00	0.00	7.00	7.00
Part-time (FTE)	0.00	0.00	0.00	2.00	2.00

ADMINISTRATION DIVISION

Finance Services Department
Program: Budget & Accounting



Department Overview

The Budget & Accounting manager is responsible to the Finance 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 2021/22 Accomplishments

Value: Diversity, equity, inclusion and access

Supported the equity vision of the district through management of the grant funding and compliance process. Grant dollars allowed the district to expand programming for our diverse community, and finance ensured that our spending and documentation of that spending under the programs met all compliance requirements.

Value: Commitment to Community Vision

Supported the update of the district's comprehensive and strategic plans, actively

ensuring that there was adequate public outreach and engagement in the process.

Priority: Investing in our Employees and Volunteers

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

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.

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

FY 2021/22 Accomplishments (continued)

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 2021/22 Budget Document
- Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association for the FY 2019/20 Comprehensive Annual Financial Report

FY 2022/23 Goals and Objectives

Priority: Investing in our Employees and 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 Activity

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 Highlights

For the FY 2022/23 budget, the Budget & Accounting department was transferred to Administration.

Division: Administration
 Department: Finance Services
 Program: Budget & Accounting

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Budget 2021/22	Proposed Budget 2022/23	Adopted Budget 2022/23
Summary of Appropriations					
Personnel Services	\$ -	\$ -	\$ -	\$ 605,245	\$ 482,129
Material & Services	-	-	-	15,225	15,225
Total Appropriations	\$ -	\$ -	\$ -	\$ 620,470	\$ 497,354

Summary by Program					
Budget & Accounting	\$ -	\$ -	\$ -	\$ 620,470	\$ 497,354
Total Appropriations	\$ -	\$ -	\$ -	\$ 620,470	\$ 497,354

Division Staff					
Full-time	0.00	0.00	0.00	4.00	3.00
Part-time (FTE)	0.00	0.00	0.00	0.00	0.00

Note: As of FY 2022/23, Budget & Accounting transferred to the Administration Division from the Business Services Division.

Division: Administration
 Department: Finance Services
 Program: Budget & Accounting

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Projected Outcome 2021/22	Proposed Outcome 2022/23
Percent of on-time Board Financial Reports	-	-	-	100%
Percent of on-time Grant Financial Reports to granting agencies	-	-	-	100%
Minimum capital replacements per policy	-	-	-	\$ 350,000
Total annual capital replacement spending	-	-	-	\$ 2,838,480
Minimum General Fund Balance as a % of Expenditures per Policy	-	-	-	10%
Actual/Projected General Fund Balance as a % of Operating Expenditures	-	-	-	28%
Retirement Plan Funding Per Policy	-	-	-	\$ 3,900,000
Total Retirement Plan Funding	-	-	-	\$ 3,900,000

Division: Administration
 Department: Finance Services
 Program: Budget & Accounting

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Budget 2021/22	Proposed Budget 2022/23	Adopted Budget 2022/23
Program Appropriations					
FT Salary	\$ -	\$ -	\$ -	\$ 371,837	\$ 299,166
Employee Benefits	-	-	-	176,759	137,371
Payroll Taxes	-	-	-	56,649	45,592
Personnel Services	\$ -	\$ -	\$ -	\$ 605,245	\$ 482,129
Professional and Technical Services	\$ -	\$ -	\$ -	\$ 2,300	\$ 2,300
Supplies	-	-	-	200	200
Communication	-	-	-	2,400	2,400
Training, Travel and Memberships	-	-	-	9,825	9,825
Small Furniture & Office Equipment	-	-	-	500	500
Material & Services	\$ -	\$ -	\$ -	\$ 15,225	\$ 15,225
Program Total	\$ -	\$ -	\$ -	\$ 620,470	\$ 497,354
Department Staff					
Full-time	0.00	0.00	0.00	4.00	3.00
Part-time (FTE)	0.00	0.00	0.00	0.00	0.00



Community Partnerships



Division: Administration
 Department: Community Partnerships

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Budget 2021/22	Proposed Budget 2022/23	Adopted Budget 2022/23
Summary of Appropriations					
Personnel Services	\$ 276,455	\$ 3,569	\$ -	\$ -	\$ -
Materials & Services	21,436	-	-	-	-
Total Appropriations	\$ 297,891	\$ 3,569	\$ -	\$ -	\$ -

Summary by Program					
Community Partnerships	\$ 297,891	\$ 3,569	\$ -	\$ -	\$ -
Total Appropriations	\$ 297,891	\$ 3,569	\$ -	\$ -	\$ -

Division Staff					
Full-time	0.89	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 2019/20	Prior Year Actual 2020/21	Budget 2021/22	Proposed Budget 2022/23	Adopted Budget 2022/23
Program Appropriations					
FT Salary	\$ 143,240	\$ -	\$ -	\$ -	\$ -
Employee Benefits	121,473	3,569	-	-	-
Payroll Taxes	11,742	-	-	-	-
Personnel Services	\$ 276,455	\$ 3,569	\$ -	\$ -	\$ -
Professional and Technical Services	\$ 18,586	\$ -	\$ -	\$ -	\$ -
Training, Travel and Memberships	2,850	-	-	-	-
Material & Services	\$ 21,436	\$ -	\$ -	\$ -	\$ -
Program Total	\$ 297,891	\$ 3,569	\$ -	\$ -	\$ -
Department Staff					
Full-time	0.89	0.00	0.00	0.00	0.00
Part-time (FTE)	0.00	0.00	0.00	0.00	0.00

A man in a teal shirt and a young boy in a grey shirt are painting a mural on a wall. The boy is using a spray can to apply paint. The mural features abstract shapes and colors like blue, orange, and green. In the background, there is a chain-link fence and trees.

Business Services

Finance Services
Risk & Contract Management
Information Services
Budget & Accounting
Human Resources
Maintenance Operations
Planning
Design & Development



Division: Business Services

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Budget 2021/22	Proposed Budget 2022/23	Adopted Budget 2022/23
Summary of Appropriations					
Personnel Services	\$ 15,142,755	\$ 12,581,091	\$ 4,075,298	\$ -	\$ -
Materials & Services	4,361,918	4,107,546	1,919,251	-	-
Debt Service	935,376	879,553	993,599	-	-
Capital Outlay	372,541	347,029	275,000	-	-
Total Appropriations	\$ 20,812,590	\$ 17,915,219	\$ 7,263,148	\$ -	\$ -

Summary by Department					
Office of the Director	\$ 2,012,155	\$ 1,823,090	\$ 1,913,611	\$ -	\$ -
Finance Services	1,378,280	1,621,246	1,620,909	-	-
Risk & Contract Management	995,930	957,473	1,143,807	-	-
Information Services	1,456,714	1,411,855	2,007,708	-	-
Budget & Accounting	342,932	210,787	577,113	-	-
Human Resources	787,798	769,754	-	-	-
Maintenance Operations	11,864,196	9,302,007	-	-	-
Planning	744,304	693,608	-	-	-
Design & Development	1,230,281	1,125,399	-	-	-
Total Appropriations	\$ 20,812,590	\$ 17,915,219	\$ 7,263,148	\$ -	\$ -

Division Staff

Full-time	87.69	75.76	21.00	0.00	0.00
Part-time (FTE)	29.89	10.68	2.23	0.00	0.00

Note 1: 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.

Note 2: As of FY 2022/23, Office of the Director, Finance Services, Risk & Safety, Information Systems, and Budget & Accounting transferred to the Administration Division.

Division: Business Services
 Department: Office of the Director

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Budget 2021/22	Proposed Budget 2022/23	Adopted Budget 2022/23
Summary of Appropriations					
Personnel Services	\$ 812,974	\$ 527,604	\$ 484,547	\$ -	\$ -
Materials & Services	263,805	415,933	435,465	-	-
Debt Service	935,376	879,553	993,599	-	-
Total Appropriations	\$ 2,012,155	\$ 1,823,090	\$ 1,913,611	\$ -	\$ -

Summary by Program					
Office of the Director	\$ 1,076,779	\$ 943,537	\$ 920,012	\$ -	\$ -
Debt Service	935,376	879,553	993,599	-	-
Total Appropriations	\$ 2,012,155	\$ 1,823,090	\$ 1,913,611	\$ -	\$ -

Division Staff					
Full-time	3.00	1.25	2.00	0.00	0.00
Part-time (FTE)	0.00	0.00	0.00	0.00	0.00

Note: As of FY 2022/23, Office of the Director and Debt Service transferred to the Administration Division.

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

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Budget 2021/22	Proposed Budget 2022/23	Adopted Budget 2022/23
Program Appropriations					
FT Salary	\$ 449,229	\$ 238,176	\$ 261,293	\$ -	\$ -
Employee Benefits	329,283	270,098	189,278	-	-
Payroll Taxes	34,462	19,330	33,976	-	-
Personnel Services	\$ 812,974	\$ 527,604	\$ 484,547	\$ -	\$ -
Professional and Technical Services	\$ 131,500	\$ 336,568	\$ 182,063	\$ -	\$ -
Rental Equipment	42,799	46,689	84,000	-	-
Other Services	43,269	6,924	12,000	-	-
Communication	20,825	10,353	71,380	-	-
Supplies	12,717	6,812	48,000	-	-
Training, Travel & Memberships	12,695	8,587	35,522	-	-
Small Furniture & Equipment	-	-	2,500	-	-
Material & Services	\$ 263,805	\$ 415,933	\$ 435,465	\$ -	\$ -
Program Total	\$ 1,076,779	\$ 943,537	\$ 920,012	\$ -	\$ -
Department Staff					
Full-time	3.00	1.25	2.00	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 2019/20	Prior Year Actual 2020/21	Budget 2021/22	Proposed Budget 2022/23	Adopted Budget 2022/23
Program Appropriations					
Principal	\$ 474,379	\$ 470,264	\$ 501,175	\$ -	\$ -
Interest	460,997	409,289	492,424	-	-
Debt Service	\$ 935,376	\$ 879,553	\$ 993,599	\$ -	\$ -
Program Total	\$ 935,376	\$ 879,553	\$ 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	\$ 130,000	\$ -	\$ -	\$ -	\$ -
Interest	6,487	-	-	-	-
Sub-program Total	\$ 136,487	\$ -	\$ -	\$ -	\$ -

Sub-program:

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

Principal	\$ 60,000	\$ 70,000	\$ -	\$ -	\$ -
Interest	47,967	23,535	-	-	-
Other financing use - fees	-	-	-	-	-
Sub-program Total	\$ 107,967	\$ 93,535	\$ -	\$ -	\$ -

Sub-program:

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

Principal	\$ 105,000	\$ 80,000	\$ -	\$ -	\$ -
Interest	227,385	3,978	-	-	-
Other financing use - fees	-	-	-	-	-
Sub-program Total	\$ 332,385	\$ 83,978	\$ -	\$ -	\$ -

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

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Budget 2021/22	Proposed Budget 2022/23	Adopted Budget 2022/23
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Sub-program:

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

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

Sub-program:

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

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

Sub-program:

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

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

Sub-program:

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

Principal	\$ -	\$ -	\$ 90,000	\$ -	\$ -
Interest	-	4,983	15,660	-	-
Sub-program Total	\$ -	\$ 4,983	\$ 105,660	\$ -	\$ -

Sub-program:

Tax Anticipation Funding

Interest	\$ 29,847	\$ 40,417	\$ 150,000	\$ -	\$ -
Sub-program Total	\$ 29,847	\$ 40,417	\$ 150,000	\$ -	\$ -



Finance Services



Division: Business Services
 Department: Finance Services

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Budget 2021/22	Proposed Budget 2022/23	Adopted Budget 2022/23
Summary of Appropriations					
Personnel Services	\$ 1,154,329	\$ 1,323,287	\$ 1,304,899	\$ -	\$ -
Material & Services	223,951	297,959	316,010	-	-
Total Appropriations	\$ 1,378,280	\$ 1,621,246	\$ 1,620,909	\$ -	\$ -
Summary by Program					
Finance Services	\$ 1,378,280	\$ 1,621,246	\$ 1,620,909	\$ -	\$ -
Total Appropriations	\$ 1,378,280	\$ 1,621,246	\$ 1,620,909	\$ -	\$ -
Division Staff					
Full-time	8.10	8.89	7.00	0.00	0.00
Part-time (FTE)	0.00	0.00	2.00	0.00	0.00

Note: As of FY 2022/23, Finance Services Department transferred to the Administration Division.

Division: Business Services
Department: Finance Services

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Projected Outcome 2021/22	Proposed Outcome 2022/23
Workloads:				
Payroll checks processed	18,680	7,302	15,000	-
Accounts payable checks processed	4,689	2,056	2,200	-
Number of facility deposits audited	4,256	1,344	2,857	-
Purchase orders processed	335	239	200	-
Merchant cards processed	119,412	38,583	90,715	-
Purchasing card volume (amount expressed in \$1,000)	\$ 3,878	\$ 2,940	\$ 4,335	-

Division: Business Services
 Department: Finance Services

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Budget 2021/22	Proposed Budget 2022/23	Adopted Budget 2022/23
Program Appropriations					
FT Salary	\$ 607,201	\$ 717,999	\$ 531,853	\$ -	\$ -
PT Salary	-	-	217,430	-	-
Employee Benefits	491,082	542,402	446,438	-	-
Payroll Taxes	56,046	62,886	109,178	-	-
Personnel Services	\$ 1,154,329	\$ 1,323,287	\$ 1,304,899	\$ -	\$ -
Professional and Technical Services	\$ 177,403	\$ 227,086	\$ 235,540	\$ -	\$ -
Other Services	14,984	14,990	18,000	-	-
Rental Facilities	18,725	42,960	45,679	-	-
Supplies	185	206	500	-	-
Communication	5,197	9,625	6,475	-	-
Training, Travel and Memberships	5,869	1,765	9,710	-	-
Small Furniture & Office Equipment	1,588	1,327	106	-	-
Material & Services	\$ 223,951	\$ 297,959	\$ 316,010	\$ -	\$ -
Program Total	\$ 1,378,280	\$ 1,621,246	\$ 1,620,909	\$ -	\$ -
Department Staff					
Full-time	9.00	8.89	7.00	0.00	0.00
Part-time (FTE)	1.00	0.00	2.00	0.00	0.00



Risk & Contract Management



Division: Business Services
Department: Risk & Contract Management

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Budget 2021/22	Proposed Budget 2022/23	Adopted Budget 2022/23
Summary of Appropriations					
Personnel Services	\$ 566,660	\$ 524,289	\$ 589,849	\$ -	\$ -
Material & Services	429,270	433,184	553,958	-	-
Total Appropriations	\$ 995,930	\$ 957,473	\$ 1,143,807	\$ -	\$ -

Summary by Program					
Risk & Contract Management	\$ 817,063	\$ 807,666	\$ 960,923	\$ -	\$ -
Safety	178,867	149,807	182,884	-	-
Total Appropriations	\$ 995,930	\$ 957,473	\$ 1,143,807	\$ -	\$ -

Division Staff					
Full-time	3.00	3.00	3.00	0.00	0.00
Part-time (FTE)	0.22	0.00	0.23	0.00	0.00

Note: As of FY 2022/23, Risk & Contract Management transferred to the Administration Division.

Division: Business Services
 Department: Risk & Contract Management
 Program: Risk & Contract Management

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Projected Outcome 2021/22	Proposed Outcome 2022/23
Workloads:				
Number of contracts processed	119	65	56	-
Number of residential leases	10	8	9	-
Number of commercial leases	19	19	19	-
Performance Measures:				
<u>Reduce exposure of property & liability claims¹</u>				
Number of liability claims filed against THPRD	10	6	3	-
Average cost per liability claim filed	\$1,222	\$929	\$4,775	-
Loss Ratio: liability claims only (single year) ²	33%	25%	35%	-
Loss Ratio: property and liability claims (single year) ³	11%	29%	22%	-
Loss Ratio: five-year trail ⁴	32%	13%	15%	-

¹ Property and casualty figures are based on a calendar year. Policy data as of: March 8, 2022.

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 2019/20	Prior Year Actual 2020/21	Budget 2021/22	Proposed Budget 2022/23	Adopted Budget 2022/23
Program Appropriations					
FT Salary	\$ 223,751	\$ 211,135	\$ 221,256	\$ -	\$ -
PT Salary	5,062	-	6,552	-	-
Employee Benefits	170,746	151,409	166,531	-	-
Payroll Taxes	19,765	17,086	31,176	-	-
Personnel Services	\$ 419,325	\$ 379,630	\$ 425,515	\$ -	\$ -
Other Services	\$ 5,237	\$ 7,389	\$ 17,300	\$ -	\$ -
Insurance	380,975	411,470	490,751	-	-
Supplies	2,773	1,993	15,037	-	-
Communication	2,414	1,806	3,120	-	-
Training, Travel and Memberships	6,339	5,378	9,200	-	-
Material & Services	\$ 397,738	\$ 428,036	\$ 535,408	\$ -	\$ -
Program Total	\$ 817,063	\$ 807,666	\$ 960,923	\$ -	\$ -
Department Staff					
Full-time	2.00	2.00	2.00	0.00	0.00
Part-time (FTE)	0.22	0.00	0.23	0.00	0.00

Division: Business Services
 Department: Risk & Contract Management
 Program: Safety

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Projected Outcome 2021/22	Proposed Outcome 2022/23
Performance Measures:				
<u>Reduce program participant incidents</u>				
Number of incident reports filed per 10,000 program visits	1.52	4.32	5.59	-
<u>Reduce exposure on workers' compensation claims¹</u>				
Number of claims filed	22	18	20	-
Number of time loss claims	7	4	3	-
Experience Modification history ²	0.86	0.69	0.63	-
Frequency rate of WC claims per 100 FTE	4.38	3.67	3.20	-
WC costs as % of payroll	0.83	0.44	0.40	-
Average cost per claim	\$8,271	\$5,759	\$4,500	-
Average claim cost per FTE	\$362	\$212	\$200	-

¹ Policy data as of: March 8, 2022

² Experience Modification Rate is computed on 1.00 being the average incident rate for similar work

Division: Business Services
Department: Risk & Contract Management
Program: Safety

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Budget 2021/22	Proposed Budget 2022/23	Adopted Budget 2022/23
Program Appropriations					
FT Salary	\$ 73,653	\$ 78,063	\$ 84,403	\$ -	\$ -
Employee Benefits	66,988	59,803	68,418	-	-
Payroll Taxes	6,694	6,793	11,513	-	-
Personnel Services	\$ 147,335	\$ 144,659	\$ 164,334	\$ -	\$ -
Professional and Technical Services	\$ 2,195	\$ 75	\$ 2,000	\$ -	\$ -
Supplies	26,398	4,645	7,600	-	-
Training, Travel and Memberships	2,879	398	8,450	-	-
Small Furniture & Office Equipment	60	30	500	-	-
Material & Services	\$ 31,532	\$ 5,148	\$ 18,550	\$ -	\$ -
Program Total	\$ 178,867	\$ 149,807	\$ 182,884	\$ -	\$ -
Department Staff					
Full-time	1.00	1.00	1.00	0.00	0.00
Part-time (FTE)	0.00	0.00	0.00	0.00	0.00



Cultural Event

- * Guided painting:
 - #1 1:30-2:30pm
 - #2 3-4pm
- * Guided hikes (every 30 min)
- * Message's Garden
- * Story-telling
- * Gallery
- * Venezuelan Music
 - 3:30pm
 - Violinist Inés Vozlar B

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Information Services



Division: Business Services
 Department: Information Services

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Budget 2021/22	Proposed Budget 2022/23	Adopted Budget 2022/23
Summary of Appropriations					
Personnel Services	\$ 935,956	\$ 781,808	\$ 1,127,890	\$ -	\$ -
Material & Services	328,297	405,042	604,818	-	-
Capital Outlay	192,461	225,005	275,000	-	-
Total Appropriations	\$ 1,456,714	\$ 1,411,855	\$ 2,007,708	\$ -	\$ -

Summary by Program					
Information Services	\$ 1,456,714	\$ 1,411,855	\$ 2,007,708	\$ -	\$ -
Total Appropriations	\$ 1,456,714	\$ 1,411,855	\$ 2,007,708	\$ -	\$ -

Division Staff					
Full-time	4.97	4.00	6.00	0.00	0.00
Part-time (FTE)	0.00	0.00	0.00	0.00	0.00

Note: As of FY 2022/23, Information Services transferred to the Administration Division.

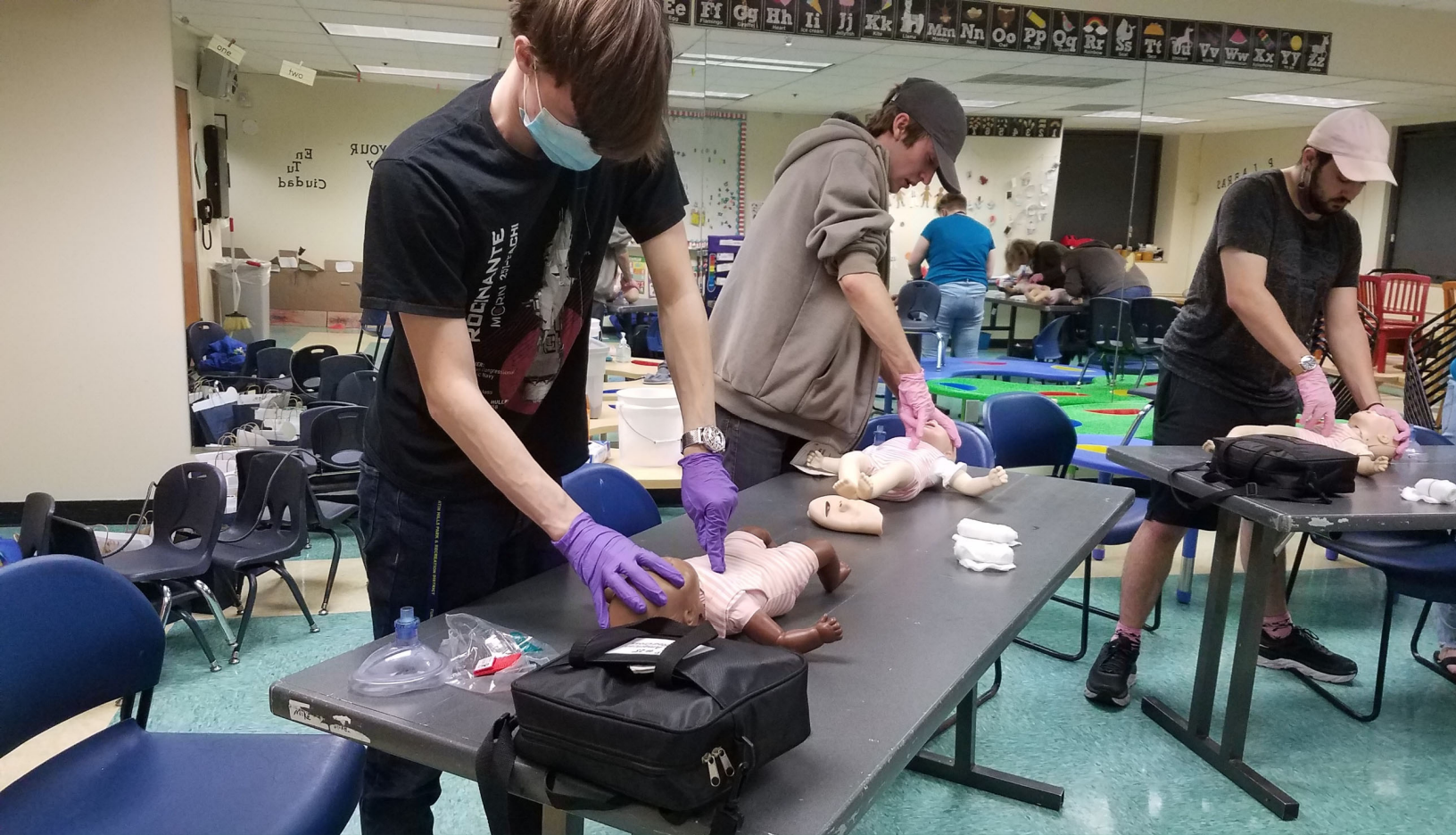
Division: Business Services
Department: Information Services

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Projected Outcome 2021/22	Proposed Outcome 2022/23
Workloads:				
Number of desktop PCs maintained	295	330	315	-
Number of networked file servers maintained	53	53	53	-
Performance Measures:				
Maintain 98% network system reliability	99%	99%	99%	-

Division: Business Services
Department: Information Services

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Budget 2021/22	Proposed Budget 2022/23	Adopted Budget 2022/23
Program Appropriations					
FT Salary	\$ 441,931	\$ 374,751	\$ 587,938	\$ -	\$ -
Employee Benefits	453,565	373,826	456,699	-	-
Payroll Taxes	40,460	33,231	83,253	-	-
Personnel Services	\$ 935,956	\$ 781,808	\$ 1,127,890	\$ -	\$ -
Professional and Technical Services	\$ 292,253	\$ 279,815	\$ 466,340	\$ -	\$ -
Supplies	17,628	19,789	5,000	-	-
Communication	13,664	102,713	120,000	-	-
Training, Travel and Memberships	3,351	2,725	9,478	-	-
Small Furniture, Fixtures and Equip.	1,401	-	4,000	-	-
Material & Services	\$ 328,297	\$ 405,042	\$ 604,818	\$ -	\$ -
Information Technology Replacement	\$ 190,461	\$ 225,005	\$ 275,000	\$ -	\$ -
Information Technology Improvement	2,000	-	-	-	-
Capital Outlay	\$ 192,461	\$ 225,005	\$ 275,000	\$ -	\$ -
Program Total	\$ 1,456,714	\$ 1,411,855	\$ 2,007,708	\$ -	\$ -
Department Staff					
Full-time	4.97	4.00	6.00	0.00	0.00
Part-time (FTE)	0.00	0.00	0.00	0.00	0.00



Budget & Accounting



Division: Business Services
 Department: Budget & Accounting

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Budget 2021/22	Proposed Budget 2022/23	Adopted Budget 2022/23
Summary of Appropriations					
Personnel Services	\$ 339,914	\$ 208,817	\$ 568,113	\$ -	\$ -
Material & Services	3,018	1,970	9,000	-	-
Total Appropriations	\$ 342,932	\$ 210,787	\$ 577,113	\$ -	\$ -
Summary by Program					
Budget & Accounting	\$ 342,932	\$ 210,787	\$ 577,113	\$ -	\$ -
Total Appropriations	\$ 342,932	\$ 210,787	\$ 577,113	\$ -	\$ -
Division Staff					
Full-time	1.89	1.14	3.00	0.00	0.00
Part-time (FTE)	0.00	0.00	0.00	0.00	0.00

NOTE: As of FY 2022/23, Budget & Accounting transferred to the Administration Division.

Division: Business Services
Department: Budget & Accounting

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Projected Outcome 2021/22	Proposed Outcome 2022/23
Percent of on-time Board Financial Reports	95%	95%	100%	-
Percent of on-time Grant Financial Reports to granting agencies	100%	100%	100%	-
Minimum capital replacements per policy	\$350,000	\$350,000	\$350,000	-
Total annual capital replacement spending	\$2,327,375	\$1,049,504	\$1,073,926	-
Minimum General Fund Balance as a % of Expenditures per Policy	10%	10%	10%	-
Actual/Projected General Fund Balance as a % of Operating Expenditures	25%	66%	15%	-
Retirement Plan Funding Per Policy	N/A	\$8,500,000	\$8,500,000	-
Total Retirement Plan Funding	N/A	\$8,500,000	\$8,500,000	-

Division: Business Services
Department: Budget & Accounting

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Budget 2021/22	Proposed Budget 2022/23	Adopted Budget 2022/23
Program Appropriations					
FT Salary	\$ 175,449	\$ 93,972	\$ 296,555	\$ -	\$ -
Employee Benefits	149,484	106,526	229,828	-	-
Payroll Taxes	14,981	8,319	41,730	-	-
Personnel Services	\$ 339,914	\$ 208,817	\$ 568,113	\$ -	\$ -
Professional and Technical Services	\$ 1,350	\$ -	\$ 1,800	\$ -	\$ -
Supplies	-	-	200	-	-
Communication	768	1,225	2,400	-	-
Training, Travel and Memberships	900	745	4,100	-	-
Small Furniture & Office Equipment	-	-	500	-	-
Material & Services	\$ 3,018	\$ 1,970	\$ 9,000	\$ -	\$ -
Program Total	\$ 342,932	\$ 210,787	\$ 577,113	\$ -	\$ -
Department Staff					
Full-time	1.89	1.14	3.00	0.00	0.00
Part-time (FTE)	0.00	0.00	0.00	0.00	0.00



Human Resources



Division: Business Services
 Department: Human Resources

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Budget 2021/22	Proposed Budget 2022/23	Adopted Budget 2022/23
Summary of Appropriations					
Personnel Services	\$ 699,102	\$ 682,475	\$ -	\$ -	\$ -
Material & Services	88,696	87,279	-	-	-
Total Appropriations	\$ 787,798	\$ 769,754	\$ -	\$ -	\$ -
Summary by Program					
Human Resources	\$ 787,798	\$ 769,754	\$ -	\$ -	\$ -
Total Appropriations	\$ 787,798	\$ 769,754	\$ -	\$ -	\$ -
Division Staff					
Full-time	3.75	4.40	0.00	0.00	0.00
Part-time (FTE)	0.54	0.88	0.00	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 2019/20	Prior Year Actual 2020/21	Projected Outcome 2021/22	Proposed Outcome 2022/23
Workloads:				
Total number of recruitments: FT & RPT positions	31	14	-	-
Total number of training sessions	31	61	-	-
Total number of unemployment insurance claims processed	875	286	-	-
Total number of new hire packets processed	660	286	-	-
			-	-
Performance Measures:				
			-	-
Total recruitment applications received: Full-time and Regular Part-time	2,219	1,571	-	-
Average number of applications per position	96	79	-	-
Total recruitment applications received: Part-time	4,519	2,991	-	-
Average number of applications per position	40	74	-	-
Total training contact hours	18,926	24,947	-	-
Average total cost per unemployment insurance claim	\$674	\$516	-	-
Total amount of unemployment insurance paid	\$20,924	\$169,413	-	-
Unemployment insurance experience/tax rate	0.1%	-	-	-

Division: Business Services
Department: Human Resources

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Budget 2021/22	Proposed Budget 2022/23	Adopted Budget 2022/23
Program Appropriations					
FT Salary	\$ 337,108	\$ 338,307	\$ -	\$ -	\$ -
PT Salary	19,736	35,037	-	-	-
Employee Benefits	310,574	276,019	-	-	-
Payroll Taxes	31,684	33,112	-	-	-
Personnel Services	\$ 699,102	\$ 682,475	\$ -	\$ -	\$ -
Professional and Technical Services	\$ 55,069	\$ 69,330	\$ -	\$ -	\$ -
Supplies	5,958	3,851	-	-	-
Printing and Advertising	-	4,398	-	-	-
Communication	4,053	2,450	-	-	-
Travel, Training and Memberships	23,208	7,183	-	-	-
Small Furniture & Equipment	408	67	-	-	-
Material & Services	\$ 88,696	\$ 87,279	\$ -	\$ -	\$ -
Program Total	\$ 787,798	\$ 769,754	\$ -	\$ -	\$ -
Department Staff					
Full-time	3.75	4.40	0.00	0.00	0.00
Part-time (FTE)	0.54	0.88	0.00	0.00	0.00



Maintenance Operations



Division: Business Services
Department: Maintenance Operations

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Budget 2021/2022	Proposed Budget 2022/2023	Adopted Budget 2022/2023
Summary of Appropriations					
Personnel Services	\$ 8,733,514	\$ 6,731,745	\$ -	\$ -	\$ -
Materials & Services	2,950,602	2,448,238	-	-	-
Capital Outlay	180,080	122,024	-	-	-
Total Appropriations	\$ 11,864,196	\$ 9,302,007	\$ -	\$ -	\$ -

Summary by Program					
Maintenance Operations Manager	\$ 806,692	\$ 510,137	\$ -	\$ -	\$ -
Park Maintenance North	3,222,973	2,607,469	-	-	-
Park Maintenance South	2,765,339	2,211,885	-	-	-
Facility Maintenance	3,861,242	2,935,610	-	-	-
Fleet Maintenance	1,207,950	1,036,906	-	-	-
Total Appropriations	\$ 11,864,196	\$ 9,302,007	\$ -	\$ -	\$ -

Division Staff					
Full-time	52.20	42.77	0.00	0.00	0.00
Part-time (FTE)	28.76	9.66	0.00	0.00	0.00

NOTE: In FY 2021/22, Maintenance Operations transferred to the Park Services Division.

Division: Business Services
 Department: Maintenance Operations
 Program: Maintenance Operations Manager

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Budget 2021/2022	Proposed Budget 2022/2023	Adopted Budget 2022/2023
Program Appropriations					
FT Salary	\$ 383,445	\$ 203,772	\$ -	\$ -	\$ -
PT Salary	18,955	-	-	-	-
Employee Benefits	328,964	260,628	-	-	-
Payroll Taxes	37,118	17,446	-	-	-
Personnel Services	\$ 768,482	\$ 481,846	\$ -	\$ -	\$ -
Professional and Technical Services	\$ 1,465	\$ -	\$ -	\$ -	\$ -
Communications	4,393.00	2,019	-	-	-
Supplies	6,332	1,336	-	-	-
Training, Travel and Memberships	4,630	2,283	-	-	-
Small Furniture, Fixtures and Equip.	852	248	-	-	-
Utilities	20,538	22,405	-	-	-
Material & Services	\$ 38,210	\$ 28,291	\$ -	\$ -	\$ -
Program Total	\$ 806,692	\$ 510,137	\$ -	\$ -	\$ -
Department Staff					
Full-time	3.83	2.01	0.00	0.00	0.00
Part-time (FTE)	0.70	0.00	0.00	0.00	0.00

Division: Business Services
 Department: Maintenance Operations
 Program: Park Maintenance North

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Projected Outcome 2021/22	Proposed Outcome 2022/23
Workload:				
Developed acres	552	558	-	-
Undeveloped acres	760	780	-	-
Total Acres	1,312	1,338	-	-
Athletic fields maintained	159	130	-	-
Sport courts maintained	92	117	-	-
Total Fields and Courts	251	247	-	-
Efficiency:				
Park cost per developed acre	\$2,840	\$2,650	-	-
Park cost per undeveloped acre	\$229	\$211	-	-
Total cost per field and court count	\$4,076	\$4,142	-	-
Total courts/fields per FTE	18.96	14.62	-	-
Total developed park acres per FTE	24.49	33.02	-	-
Goal Outcome Measures:				
Electricity (kWh)	310,247	285,435	-	-
Electricity (kWh/developed acre)	562	512	-	-
Electricity (kWh/lighted field and court count)	1,236	1,156	-	-
Water (gallons)	44,595,536	26,647,799	-	-
Water (gallons/developed acre)	80,789	47,756	-	-
Water (gallons/developed acre with ETR)	54,696	34,421	-	-
Water (gallons/field count)	177,671	107,886	-	-
Water (gallons/field count with ETR)	120,288	77,761	-	-
Performance Measures:				
% of desired service level (DSL) on fields	100%	16%	-	-
% of desired service level (DSL) on courts	100%	71%	-	-
% of park standards met	88%	90%	-	-

Division: Business Services
 Department: Maintenance Operations
 Program: Park Maintenance North

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Budget 2021/2022	Proposed Budget 2022/2023	Adopted Budget 2022/2023
Program Appropriations					
FT Salary	\$ 916,697	\$ 848,537	\$ -	\$ -	\$ -
PT Salary	447,418	155,152	-	-	-
Employee Benefits	886,869	728,360	-	-	-
Payroll Taxes	153,941	105,526	-	-	-
Personnel Services	\$ 2,404,925	\$ 1,837,575	\$ -	\$ -	\$ -
Professional and Technical Services	\$ -	\$ -	\$ -	\$ -	\$ -
Rental Equipment	3,758	-	-	-	-
Communication	34,384	31,247	-	-	-
Other Services	118,933	109,783	-	-	-
Supplies	194,987	228,307	-	-	-
Training, Travel and Memberships	5,367	2,735	-	-	-
Utilities	460,619	397,822	-	-	-
Material & Services	\$ 818,048	\$ 769,894	\$ -	\$ -	\$ -
Program Total	\$ 3,222,973	\$ 2,607,469	\$ -	\$ -	\$ -
Department Staff					
Full-time	13.59	12.51	0.00	0.00	0.00
Part-time (FTE)	14.16	4.34	0.00	0.00	0.00
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	50	-	-	-
Total baseball/softball fields in inventory	55	50	-	-	-
Sport courts maintained at 100% DSL	123	111	-	-	-
Total sport courts	123	111	-	-	-

Division: Business Services
 Department: Maintenance Operations
 Program: Park Maintenance South

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Projected Outcome 2021/22	Proposed Outcome 2022/23
Workload:				
Developed acres	551	566	-	-
Undeveloped acres	586	591	-	-
Total Acres	1,137	1,157	-	-
Athletic fields maintained	107	105	-	-
Sport courts maintained	56	66	-	-
Total Fields and Courts	163	171	-	-
Efficiency:				
Park cost per developed acre	\$2,846	\$2,216	-	-
Park cost per undeveloped acre	\$297	\$236	-	-
Total cost per field and court count	\$6,277	\$4,786	-	-
Total courts/fields per FTE	15.30	10.24	-	-
Total developed park acres per FTE	28.50	46.02	-	-
Goal Outcome Measures:				
Electricity (kWh)	179,073	188,117	-	-
Electricity (kWh/developed acre)	325	332	-	-
Electricity (kWh/lighted field and court count)	1,099	1,100	-	-
Water (gallons)	15,264,286	5,009,356	-	-
Water (gallons/developed acre)	27,703	8,850	-	-
Water (gallons/developed acre with ETR)	18,755	6,379	-	-
Water (gallons/field count)	93,646	29,294	-	-
Water (gallons/field count with ETR)	63,400	21,115	-	-
Performance Measures:				
% of desired service level (DSL) on fields	100%	100%	-	-
% of desired service level (DSL) on courts	100%	100%	-	-
% of park standards met	88%	90%	-	-

Division: Business Services
 Department: Maintenance Operations
 Program: Park Maintenance South

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Budget 2021/2022	Proposed Budget 2022/2023	Adopted Budget 2022/2023
Program Appropriations					
FT Salary	\$ 871,484	\$ 894,389	\$ -	\$ -	\$ -
PT Salary	360,846	127,905	-	-	-
Employee Benefits	827,644	714,536	-	-	-
Payroll Taxes	137,515	107,333	-	-	-
Personnel Services	\$ 2,197,489	\$ 1,844,163	\$ -	\$ -	\$ -
Professional and Technical Services	\$ 15,110	\$ 750	\$ -	\$ -	\$ -
Rental Equipment	7,243	2,481	-	-	-
Other Services	101,935	46,470	-	-	-
Communications	21,101	14,946	-	-	-
Supplies	151,198	89,464	-	-	-
Training, Travel and Memberships	5,124	1,041	-	-	-
Utilities	266,012	212,570	-	-	-
Small Furniture, Fixtures and Equip.	127	-	-	-	-
Material & Services	\$ 567,850	\$ 367,722	\$ -	\$ -	\$ -
Program Total	\$ 2,765,339	\$ 2,211,885	\$ -	\$ -	\$ -
Department Staff					
Full-time	13.31	12.99	0.00	0.00	0.00
Part-time (FTE)	11.10	3.66	0.00	0.00	0.00
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: Business Services
 Department: Maintenance Operations
 Program: Facility Maintenance

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Projected Outcome 2021/22	Proposed Outcome 2022/23
Workload:				
Buildings-1,000 sq ft of space	461	461	-	-
Total Workload Units	461	461	-	-
Efficiency:				
Cost per sq foot of buildings	N/A	N/A	-	-
Goal Outcome Measures:				
Number of work orders completed ¹	N/A	162	-	-
Number of Low cost - No cost ADA improvements completed	N/A	109	-	-
Number of Preventive Maintenance Services - mechanical (boilers)	N/A	56	-	-
Number of Preventive Maintenance Services - pumps & motors (contracted services)	N/A	6	-	-
Number of Preventive Maintenance Services - Roof (contracted services)	N/A	6	-	-
Number of Preventive Maintenance Services - Roof (staff)	N/A	70	-	-
Air Quality Program - Number of air filters changed	1,156	2,026	-	-
Performance Measures:				
% of desired service level (DSL) in buildings	88%	88%	-	-

Division: Business Services
Department: Maintenance Operations
Program: Facility Maintenance

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Budget 2021/2022	Proposed Budget 2022/2023	Adopted Budget 2022/2023
Program Appropriations					
FT Salary	\$ 1,176,374	\$ 782,230	\$ -	\$ -	\$ -
PT Salary	131,492	82,911	-	-	-
Employee Benefits	1,225,451	917,168	-	-	-
Payroll Taxes	127,470	90,409	-	-	-
Personnel Services	\$ 2,660,787	\$ 1,872,718	\$ -	\$ -	\$ -
Professional and Technical Services	\$ 8,782	\$ 6,589	\$ -	\$ -	\$ -
Other Services	42,988	82,322	-	-	-
Supplies	285,037	173,785	-	-	-
Training, Travel and Memberships	3,517	1,821	-	-	-
Utilities	796,560	735,330	-	-	-
Communication	63,571	63,045	-	-	-
Material & Services	\$ 1,200,455	\$ 1,062,892	\$ -	\$ -	\$ -
Building/Pool Equip. Replacement	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Program Total	\$ 3,861,242	\$ 2,935,610	\$ -	\$ -	\$ -
Department Staff					
Full-time	16.93	10.61	0.00	0.00	0.00
Part-time (FTE)	2.30	1.66	0.00	0.00	0.00
Funded Service Level					
1,000 sq ft of building maintained at 100% DSL	406	406	-	-	-
Total 1,000 sq ft of building	461	461	-	-	-
1,000 sq ft of pools maintained at 100% DSL	88	88	-	-	-
Total 1,000 sq ft of pools	125	125	-	-	-

Division: Business Services
Department: Maintenance Operations
Program: Fleet Maintenance

KEY PERFORMANCE INDICATORS

Description	Prior Year Actuals 2019/20	Prior Year Actuals 2020/21	Projected Outcome 2021/22	Proposed Outcome 2022/23
Workload				
Vehicle & Equipment Units	657	651	-	-
Efficiency:				
Vehicle and equipment unit per FTE	146	145	-	-
Fuel cost per acre	\$85.31	\$68.69	-	-
Fuel cost per vehicle and equipment	\$145.17	\$117.96	-	-
Cost per vehicle & equipment unit	\$1,564.49	\$1,578.91	-	-
Diesel fuel gallons	9,560	7,083	-	-
Diesel fuel cost	\$20,124	\$13,641	-	-
Average diesel fuel cost per gallon	\$2.11	\$1.93	-	-
Alternative diesel gallons	478	354	-	-
Gasoline fuel gallons	36,944	31,811	-	-
Gasoline fuel cost	\$75,253	\$63,153	-	-
Average gasoline fuel cost per gallon	\$2.04	\$1.99	-	-
Alternative gasoline gallons	3,694	3,181	-	-
Total fuel gallons	46,504	38,894	-	-
Total fuel cost	\$95,377	\$76,794	-	-
Average fuel cost per gallon	\$2.05	\$1.97	-	-
Total alternative fuel gallons	4,172	3,535	-	-
Total Vehicle Miles	525,596	439,502	-	-
Total Fuel Cost	\$95,377	\$76,794	-	-
Fuel cost/mile traveled	\$0.18	\$0.17	-	-
Fuel useage/mile traveled (gal/1,000 mile)	88	88	-	-
Goal Outcome Measures: Preventative				
maintenance for fleet	68%	62%	-	-
% of alternate fuel used	9.6%	9.1%	-	-

Division: Business Services
Department: Maintenance Operations
Program: Fleet Maintenance

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Budget 2021/2022	Proposed Budget 2022/2023	Adopted Budget 2022/2023
Program Appropriations					
FT Salary	\$ 307,974	\$ 366,053	\$ -	\$ -	\$ -
PT Salary	21,425	-	-	-	-
Employee Benefits	337,791	291,568	-	-	-
Payroll Taxes	34,641	37,822	-	-	-
Personnel Services	\$ 701,831	\$ 695,443	\$ -	\$ -	\$ -
Professional and Technical Services	\$ 2,594	\$ 3,500	\$ -	\$ -	\$ -
Rental Equipment	734	-	-	-	-
Communications	2,351	2,174	-	-	-
Supplies	53,508	19,113	-	-	-
Vehicle & Equipment Parts	138,383	83,740	-	-	-
Vehicle & Equipment Services	8,273	3,187	-	-	-
Gas & Oil (Vehicles)	120,196	107,725	-	-	-
Material & Services	\$ 326,039	\$ 219,439	\$ -	\$ -	\$ -
Maintenance Equip. Replacement	\$ 134,106	\$ 122,024	\$ -	\$ -	\$ -
Maintenance Equip. Improvements	45,974	-	-	-	-
Capital Outlay	\$ 180,080	\$ 122,024	\$ -	\$ -	\$ -
Program Total	\$ 1,207,950	\$ 1,036,906	\$ -	\$ -	\$ -
Department Staff					
Full-time	4.54	4.65	0.00	0.00	0.00
Part-time (FTE)	0.50	0.00	0.00	0.00	0.00
Funded Service Level					
Vehicle & equipment units maintained at 100% DSL	441	404	-	-	-
Total vehicle & equipment units in inventory	653	651	-	-	-



Planning



BSV -

Division: Business Services
 Department: Planning

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Budget 2021/22	Proposed Budget 2022/23	Adopted Budget 2022/23
Summary of Appropriations					
Personnel Services	\$ 712,468	\$ 688,954	\$ -	\$ -	\$ -
Materials & Services	31,836	4,654	-	-	-
Total Appropriations	\$ 744,304	\$ 693,608	\$ -	\$ -	\$ -
Summary by Program					
Planning	\$ 744,304	\$ 693,608	\$ -	\$ -	\$ -
Total Appropriations	\$ 744,304	\$ 693,608	\$ -	\$ -	\$ -
Division Staff					
Full-time	3.75	4.00	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 2019/20	Prior Year Actual 2020/21	Projected Outcome 2021/22	Proposed Outcome 2022/23
Land Acquisition				
# of outreach to property owners of tier 1 or 2 properties as identified in land acquisition study	4	8	-	-
# of negotiated agreements - Memorandum of Understanding (MOU) or purchase and sale agreements	9	9	-	-
# of properties acquired	9	0	-	-
Voluntary Annexation Program				
# of mailers sent to property owners	N/A	6	-	-
# of properties annexed through VAP	N/A	6	-	-
Intergovernmental Coordination				
# of meetings with city and county	8	13	-	-
# of meetings with Clean Water Services	5	2	-	-
Review & attendance at city and county pre-application conferences	N/A	6	-	-
Comment letters or testimony on development applications	N/A	6	-	-
Participation in planning projects (e.g., technical advisory committees; partnership projects)	N/A	4	-	-
# days to complete service provider letters	N/A	2.5	-	-
Grants				
Average Number of Grant Applications Per Quarter	4.5	9.0	-	-
Total Grant Applications Submitted	18	37	-	-
% of grant applications awarded	0.67	78%	-	-
Grant funds awarded	\$772,043	\$8,654,349	-	-
# of program areas supported by grant applications	8	15	-	-
Equity-focused grants submitted	7	21	-	-
Meetings with grant funders	3	19	-	-
Grant opportunities reviewed*	N/A	N/A	-	-
System Development Charges				
Affordable Housing Waivers Granted	N/A	54	-	-

Division: Business Services
 Department: Planning

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Budget 2021/22	Proposed Budget 2022/23	Adopted Budget 2022/23
Program Appropriations					
FT Salary	\$ 349,101	\$ 374,298	\$ -	\$ -	\$ -
PT Salary	-	-	-	-	-
Employee Benefits	330,740	281,941	-	-	-
Payroll Taxes	32,627	32,715	-	-	-
Personnel Services	\$ 712,468	\$ 688,954	\$ -	\$ -	\$ -
Professional and Technical Services	\$ 24,718	\$ 583	\$ -	\$ -	\$ -
Supplies	2,250	1,669	-	-	-
Communications	1,685	1,273	-	-	-
Training, Travel and Memberships	3,183	1,129	-	-	-
Material & Services	\$ 31,836	\$ 4,654	\$ -	\$ -	\$ -
Program Total	\$ 744,304	\$ 693,608	\$ -	\$ -	\$ -
Department Staff					
Full-time	3.75	4.00	0.00	0.00	0.00
Part-time (FTE)	0.00	0.00	0.00	0.00	0.00



Design & Development



Division: Business Services
 Department: Design & Development

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Budget 2021/22	Proposed Budget 2022/23	Adopted Budget 2022/23
Summary of Appropriations					
Personnel Services	\$ 1,187,838	\$ 1,112,112	\$ -	\$ -	\$ -
Materials & Services	42,443	13,287	-	-	-
Total Appropriations	\$ 1,230,281	\$ 1,125,399	\$ -	\$ -	\$ -
Summary by Program					
Design & Development	\$ 1,230,281	\$ 1,125,399	\$ -	\$ -	\$ -
Total Appropriations	\$ 1,230,281	\$ 1,125,399	\$ -	\$ -	\$ -
Division Staff					
Full-time	7.03	6.31	0.00	0.00	0.00
Part-time (FTE)	0.37	0.14	0.00	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 2019/20	Prior Year Actual 2020/21	Projected Outcome 2021/22	Proposed Outcome 2022/23
Number of public engagement activities	8	16	-	-
Number of active park/facility projects	8	13	-	-
Number of active trail projects	5	4	-	-
Number of active partnership and developer led projects	8	16	-	-

Division: Business Services
 Department: Design & Development

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Budget 2021/22	Proposed Budget 2022/23	Adopted Budget 2022/23
Program Appropriations					
FT Salary	\$ 599,263	\$ 590,974	\$ -	\$ -	\$ -
PT Salary	7,359	4,532	-	-	-
Employee Benefits	529,277.89	465,796	-	-	-
Payroll Taxes	51,939	50,810	-	-	-
Personnel Services	\$ 1,187,838	\$ 1,112,112	\$ -	\$ -	\$ -
Professional and Technical Services	\$ 20,000	\$ -	\$ -	\$ -	\$ -
Supplies	13,815	6,589	-	-	-
Communications	1,996	3,256	-	-	-
Training, Travel and Memberships	6,632	3,442	-	-	-
Material & Services	\$ 42,443	\$ 13,287	\$ -	\$ -	\$ -
Program Total	\$ 1,230,281	\$ 1,125,399	\$ -	\$ -	\$ -
Department Staff					
Full-time	7.03	6.31	0.00	0.00	0.00
Part-time (FTE)	0.37	0.14	0.00	0.00	0.00



Park Services

Maintenance Operations

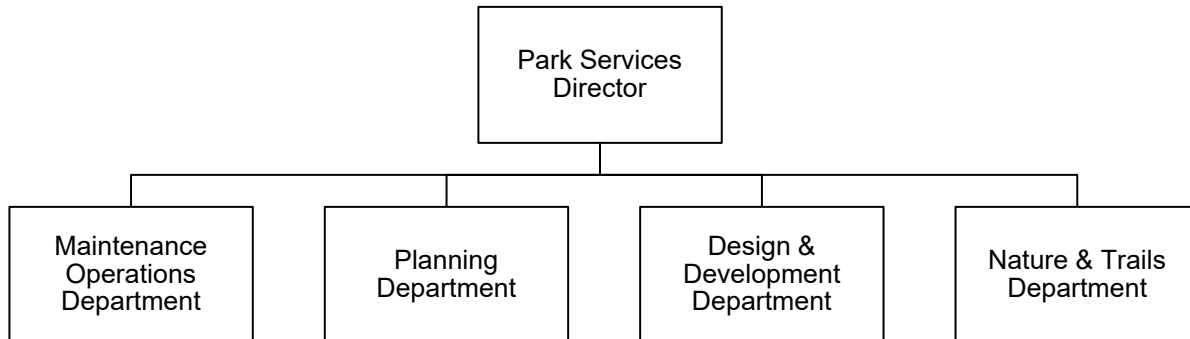
Nature & Trails

Planning

Design & Development



PARK SERVICES DIVISION



Division Mission

To provide for the full life cycle of parks – from the beginning of the process for planning and property acquisition, through the development stage, 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.

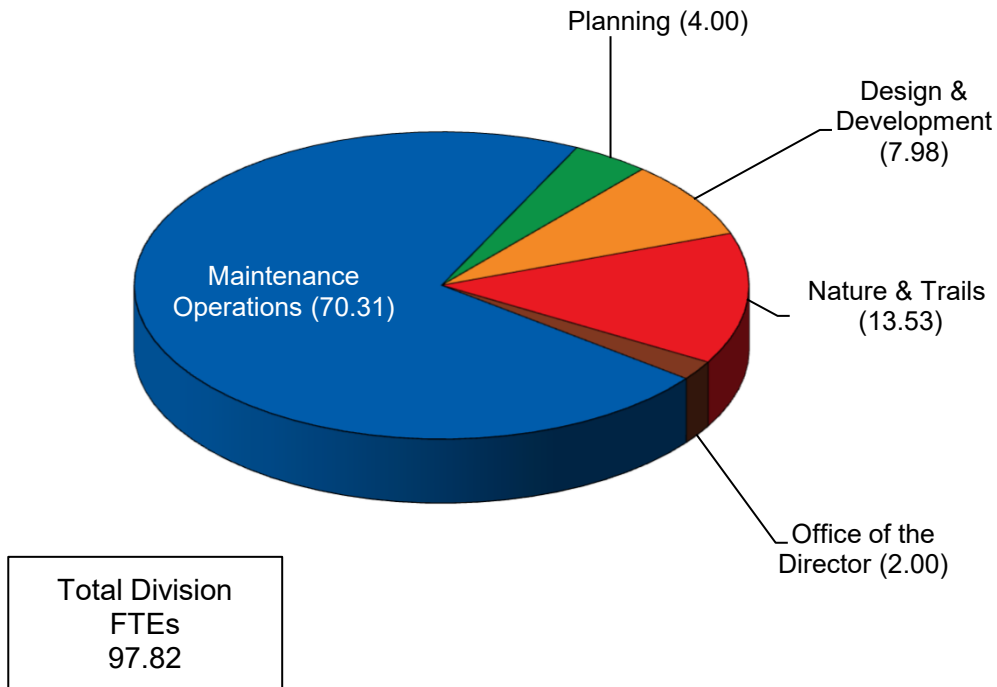
Division Overview

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.

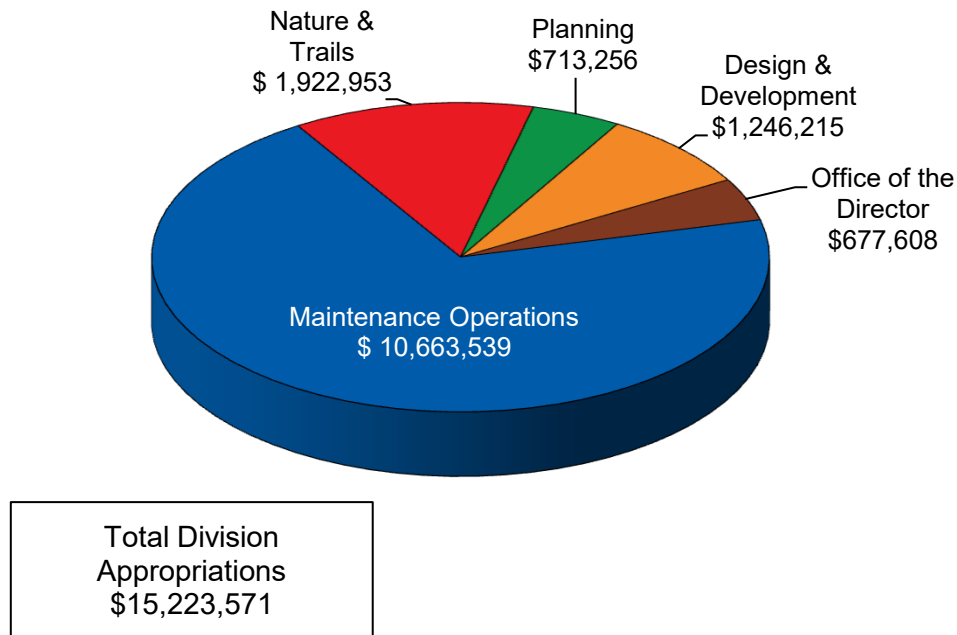
Activities of the Park Services Division include planning, acquisition, development, and maintenance of all facilities, parks and trails, and management of the capital improvement program (bond funded and system development charge (SDC) funded). The division also monitors THPRD activity for compliance with applicable statutory and regulatory authority, and coordinates land use regulation issues with other local agencies.

The Park Services director is responsible for managing the district's legislative affairs and for coordinating the federal, state, and regional lobbying efforts consistent with the district's legislative platform established by the THPRD Board of Directors.

Division Staffing by Departments FY 2022/23



Division Appropriations by Departments FY 2022/23



Division: Park Services

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Budget 2021/2022	Proposed Budget 2022/2023	Adopted Budget 2022/2023
Summary of Appropriations					
Personnel Services	\$ -	\$ -	\$ 11,797,090	\$ 10,442,725	\$ 10,442,725
Materials & Services	-	-	3,472,092	4,496,166	4,496,166
Capital Outlay	-	-	182,218	284,680	284,680
Total Appropriations	\$ -	\$ -	\$ 15,451,400	\$ 15,223,571	\$ 15,223,571

Summary by Department					
Office of the Director	\$ -	\$ -	\$ 441,787	\$ 677,608	\$ 677,608
Maintenance Operations	-	-	10,972,509	10,663,539	10,663,539
Nature & Trails	-	-	1,869,596	1,922,953	1,922,953
Planning	-	-	795,669	713,256	713,256
Design & Development	-	-	1,371,839	1,246,215	1,246,215
Total Appropriations	\$ -	\$ -	\$ 15,451,400	\$ 15,223,571	\$ 15,223,571

Division Staff					
Full-time	0.00	0.00	63.50	64.00	64.00
Part-time (FTE)	0.00	0.00	43.55	33.82	33.82

Note: As of FY 2021/22, Park Services was 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 the Park Services Director



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 2021/22 Division Accomplishments

The Park Services Division was newly created in the FY 2021/22 budget year. The four departments within the division, Maintenance Operations, Design & Development, Nature & Trails, and Planning, were brought together under a single division to facilitate a seamless approach to planning, constructing, and maintaining district assets like parks, trails, facilities, and natural areas.

Value: Diversity, Equity, Inclusion, and Access

Received the 2021 Oregon Recreation and Park Association's 2021 Planning Award for the district's Naming Catalog, which outlines a more intentionally inclusive process of engaging underrepresented communities first in the naming process. New site names developed through this process are intended to welcome and inspire all members of the community to THPRD parks and trails.

Named the Golden Hammer Award winner by Housing Oregon for the partnership with Community Partners for Affordable Housing

on the construction of Cedar Grove Apartments and Reflections Plaza. The project provided 44 units for low-income households, including eight for at-risk families recovering from houselessness.

Value: Sustainability

Received the 2021 Oregon Recreation and Park Association's Small Project Design & Construction Award for the Fanno Creek Greenway Enhancement, a multi-jurisdictional partnership that included a replacement bridge on the Fanno Creek Trail, improved water quality, and a re-meandering and enhancement of the Fanno Creek stream corridor.

Established a cross-functional team of staff to develop an outline and goals for the district's first climate action plan.

Coordinated with the City of Beaverton on the development of its climate plan regarding park district-specific activities.

Value: Community Vision

Completed an update to the district's Nature Play Guidelines, a key interest area named by community members in the Vision Action Plan.

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

Resources

Received approval for THPRD's 2019 Metro Parks & Nature Bond Local Share program

FY 2021/22 Division Accomplishments (continued)

project list and worked toward securing more than \$8 million in bond. Supported and documented more than \$270,000 in grant funds for pandemic-related programs.

Began work on the final 2008 Bond construction project, the multi-sport court at Mountain View Champions Park, while managing multiple staff-led system development charge (SDC)-funded projects and coordinating with developers on more than 20 future park and trail sites that will one day be owned and maintained by THPRD.

Completed a large number of capital projects addressing the district's ADA Transition Plan, including resolving ADA deficiencies through the renovation of Conestoga Recreation & Aquatic Center, improving access at Harman Swim Center, access to picnic areas, improving pedestrian pathway access, and other safety-related projects.

Priority: Investing in Our Employees and Volunteers

Reimagined the traditional Park Maintenance service delivery model in an effort to better meet the district's needs as well as staff members' desires for greater flexibility in their schedules. Implemented flexible work arrangements where possible depending on ongoing and seasonal demands.

Worked with Recreation Services Division staff to develop a job description and recruitment plan for one of the district's paid internship positions geared toward BIPOC students – a Trail Accessibility & Inclusion Intern.

FY 2022/23 Division Goals and Objectives

Value: Leading with Equity with special attention to Racial Equity

Seek grant funding to support mobile recreation programs, preschool, afterschool, and workforce training programs that promote racial equity efforts and for

removing barriers to participation and providing access to underserved communities. Partner on grants with culturally-specific community-based organizations to deliver programs and projects.

Partner with other jurisdictions (Metro, City of Beaverton, and Washington County, for example) to share information on racial 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.

Value: Environmental Stewardship

Complete the first phase of the district's climate action plan by formalizing the project scope, schedule, and budget, hiring a consultant and convening a staff team to lead the plan development work.

Partner with Portland General Electric on a plan to convert district vehicles to electric power, utilizing grants and incentives to mitigate the costs of conversion.

Value: Commitment to Community Vision

Incorporate action steps identified in the Vision Action Plan into the district's roadmap for the next 20 years: the Comprehensive Plan.

Complete the "Downtown Park & Open Space Framework Plan" project with the City of Beaverton.

Construct permanent restrooms in select locations in the district using funds allocated to THPRD through the American Rescue Plan Act.

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

Implement the findings of the trails gap and enhancement analysis through prioritization of projects in the capital budgeting process for FY 2022/23 and beyond.

FY 2022/23 Division Goals and Objectives (continued)

Carry out 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, ADA Transition Plan, and SDC program.

Priority: Investing in our Employees and Technology

Ensure equity in departmental hiring practices, and support staff through employee development, employee-led support work, and training opportunities.

Complete the reconciliation of the district's current asset database to ensure that THPRD's entire portfolio of parks, trails, easements, amenities, and facilities are reflected. Once complete, research options for more robust asset management system.

Budget Highlights

The budget includes a new park planner position and a new park resource analyst position that are funded through project support from the Metro Local Bond Fund and the SDC Fund. The park planner is a limited duration position that will be added when needed to support management of capital projects under the Metro Local Bond Fund and SDC Fund.

Division: Park Services
 Department: Office of the Director

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Budget 2021/2022	Proposed Budget 2022/2023	Adopted Budget 2022/2023
Summary of Appropriations					
Personnel Services	\$ -	\$ -	\$ 341,787	\$ 422,458	\$ 422,458
Materials & Services	-	-	100,000	255,150	255,150
Total Appropriations	\$ -	\$ -	\$ 441,787	\$ 677,608	\$ 677,608
Summary by Program					
Office of the Director	\$ -	\$ -	\$ 441,787	\$ 677,608	\$ 677,608
Total Appropriations	\$ -	\$ -	\$ 441,787	\$ 677,608	\$ 677,608
Division Staff					
Full-time	0.00	0.00	1.50	2.00	2.00
Part-time (FTE)	0.00	0.00	0.00	0.00	0.00

Division: Park Services
 Department: Office of the Director

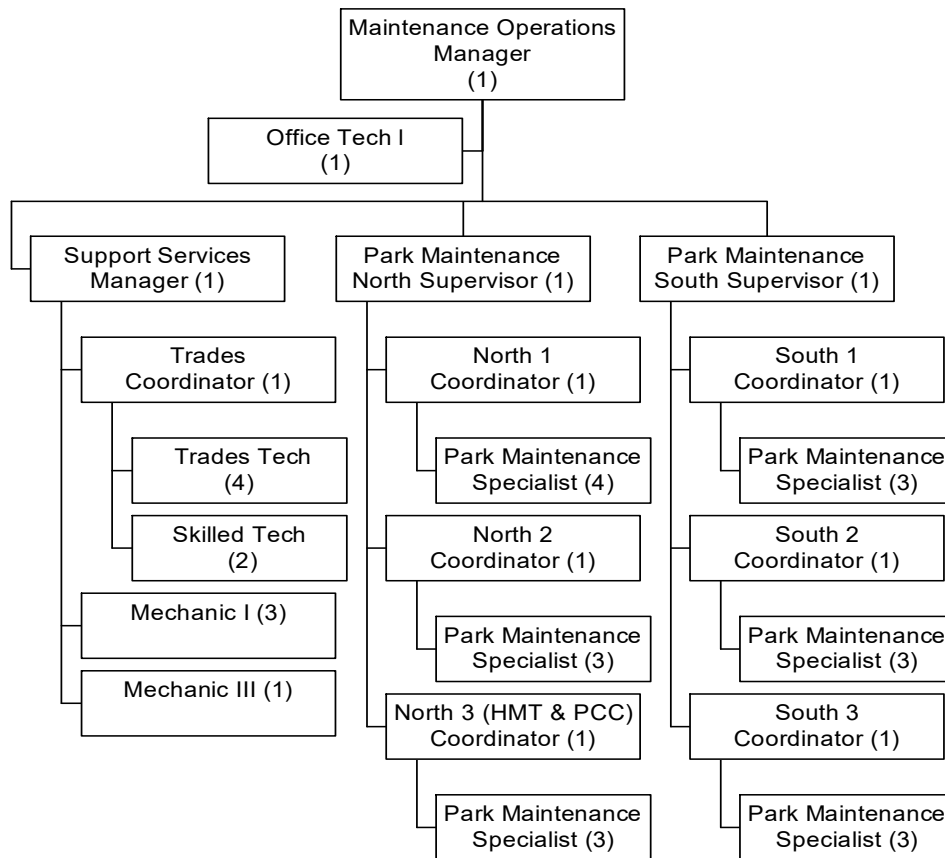
Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Budget 2021/2022	Proposed Budget 2022/2023	Adopted Budget 2022/2023
Program Appropriations					
FT Salary	\$ -	\$ -	\$ 175,705	\$ 274,452	\$ 274,452
Employee Benefits	-	-	141,037	109,146	109,146
Payroll Taxes	-	-	25,045	38,860	38,860
Personnel Services	\$ -	\$ -	\$ 341,787	\$ 422,458	\$ 422,458
Professional and Technical Services	\$ -	\$ -	\$ 85,000	\$ 229,150	\$ 229,150
Communication	-	-	2,720	3,900	3,900
Supplies	-	-	2,060	2,200	2,200
Training, Travel & Memberships	-	-	10,220	19,900	19,900
Material & Services	\$ -	\$ -	\$ 100,000	\$ 255,150	\$ 255,150
Program Total	\$ -	\$ -	\$ 441,787	\$ 677,608	\$ 677,608
Department Staff					
Full-time	0.00	0.00	1.50	2.00	2.00
Part-time (FTE)	0.00	0.00	0.00	0.00	0.00



Maintenance Operations



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 and a manager, who report to the Maintenance Operations manager.

Park Maintenance

The Park Maintenance program encompasses all park and athletic facility maintenance activities to more than 100 sites. Park Maintenance is responsible for maintaining all outdoor amenities within THPRD, including playground structures,

park pathways, sport courts, parking lots, synthetic and natural turf, landscaped beds, refuse services, irrigation systems, drainage systems, tables, benches, permanent and temporary signage, drinking fountains, bridges, boardwalks, picnic shelters, and community gardens. Hazard tree inspections are also performed by Park Maintenance staff as part of a growing arboriculture program.

The Park Maintenance program supports district sports programs by maintaining both THPRD and Beaverton School District (BSD) athletic fields. Staff prepare baseball, softball, soccer, football, rugby, cricket, and lacrosse fields so they are safe for practice and games. Park Maintenance staff also

Department Overview (continued)

maintain and inspect most of the BSD tennis courts.

The Support Services program encompasses repairs and preventative maintenance services in all facilities, and the fleet and equipment maintenance program. Support Services also coordinates implementation of the district's ADA Transition Plan, which includes a cross-departmental team of staff tasked with prioritizing the elimination of barriers identified in the ADA Transition Plan.

The Facility Maintenance program provides preventative maintenance programs to critical systems and routine repair services to address safety and service level issues. A work order system allows district staff to request maintenance and repair services for facilities which include roofs, building exteriors and interiors, plumbing, carpentry, electrical, lighting, flooring, doors, painting, and HVAC components.

Fleet Maintenance staff conduct preventive maintenance services and repairs on compact trucks and 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 participates in an equipment share and service program with other Washington County public agencies, including a co-purchased fueling facility at the Tualatin Valley Water District.

FY 2021/22 Accomplishments

Priority: Investing in our Employees and Volunteers

The department continues to make safety training a high priority. The primary focus continued to be the internal safety protocols, as they relate to COVID-19 guidelines, heat illness prevention, and Indoor Air Quality Awareness.

One Facility Trades staff is enrolled in the Oregon LBME (Limited Building Maintenance Electrical) Apprenticeship program. Doing so allows staff an opportunity to alleviate electrical needs throughout the district, while getting more than two years of on-the-job training hours, to help make them become qualified to test for an LBME license.

Technology upgrades were made for the park maintenance staff, by providing them with smart devices. The devices have been critical in capturing and documenting photos in the field, improved staff's ability to communicate with their supervisor, other staff, and enabling them to check email throughout the workday from remote sites.

The Park Maintenance work group filled three vacant full-time positions, two of which were filled by part time staff already working with THPRD.

The Facility Maintenance work group was also able to fill a vacant full-time position with a part time staff person who has worked for THPRD.

Park Maintenance staff continued to provide high-quality services to park and athletic field sites, during a time in which park usage continued to increase, and part time labor support has decreased. Alternative schedules and the ability to complete training while working remotely has allowed the district to meet operational needs while supporting employees' desires for flexible work arrangements.

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

Staff from the Park Maintenance and Nature & Trails work groups have collaborated on several projects that require special skillsets from each department. The goal for each project is to address safety concerns and improve the experience for the park users.

**FY 2021/22 Accomplishments
(continued)**

Due to an improved facilities preventative maintenance program, the number of critical system breakdowns and costs for repairs have been declining over the past year.

FY 2022/23 Goals and Objectives

Value: Leading with Equity with special attention to Racial Equity

Ensure equity in departmental hiring practices, and support staff through employee development, employee-led support work, and training opportunities.

Set and monitor consistent maintenance service standards across the district. Maintain each park, trail, and facility to ensure the district meets service needs for users across the district.

Support the creation and care of message gardens, talking walls, and provide logistical assistance to community events open to all district patrons.

Remove barriers to access within parks, which can include improving access to picnic areas and benches, dog bag dispensers, community gardens, play equipment, sport courts, trash cans, outdoor drinking fountains, dog runs, and dog parks.

Engage with companies certified as Minority Women Emerging Small Businesses (MWESB) when seeking contracting services.

Continue the district's longtime partnership with a non-profit rehabilitation corporation that employs individuals with disabilities and provides products and services to public agencies. The corporation provides the district with biodegradable dog waste and garbage bags.

Maintain and seek to grow the district's partnership with the Edwards Center by providing support and work opportunities for individuals with developmental disabilities.

The department continues to partner with the City of Beaverton by supporting the Safe Parking Program. The district provides safe spaces and amenities for the program guests, located at the Fanno Creek Service Center.

Value: Environmental Stewardship

To minimize park impacts, maintenance staff will continue to focus on providing non-routine services and group projects during the fall and winter seasons and focus on providing routine weekly services during the high use seasons.

Support Services staff will partner with PGE to plan and build electric charging infrastructure to transition certain district vehicles to electric fuel. The partnership sees PGE providing custom incentives, design, and construction while THPRD commits to charging stations, vehicle transition, and metered electric use over a 10-year period.

Actively engage in the district's work on establishing a Climate Action Plan.

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 and improving access into parks and facilities.

Continue to repair and replace the west section of the roof at the Fanno Creek Service Center.

Provide efficient service delivery that meets the percentage of desired service levels (DSL) per site visit.

Ensure the facilities preventative maintenance program continues to grow, evolve, and be a priority. Each program will have an annual schedule, desired expectation goals, and documented performance results.

Budget Highlights

Fleet Fuel and Oil Impacts

In FY 2021/22, projected fuel use is expected to increase slightly from FY 2020/21 to approximately 33,000 gallons of gasoline and 6,500 gallons of diesel. Overall, usage remains below pre-pandemic levels, in part due to staff shortages and reduced irrigation use in the summer months. THPRD expects fuel use will rise in FY 2022/23, are projecting to consume approximately 37,000 gallons of gasoline and 7,000 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 2022/23. Advanced Lubrication Specialties, CAM2 International, Chevron, Exxon Mobile, NuTier Brands Gulf, Shell/SOPUS Products, and Sinclair Lubricants announced increases up to 15%. Price increases began taking effect in December 2021.

New or Expanded Facilities Impacts

The proposed 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 or redeveloped park sites and properties at: Abbey Creek Terrace-Hosford, Bethany Creek Crossing, Finnley Woods Trail, South Cooper Mountain Heights Park, Mountain View Champions Park sport court, and South Cooper Mountain Schools Valley Heights Trail phase 1.

Utility Impacts

Water usage in FY 2021/22 was higher than the previous year, due to the increase of programmed sports fields, camps, and the outdoor drinking fountains being turned back on. The FY 2022/23 budget includes utility cost funding at normal usage levels, with inflationary adjustments for anticipated

rate increases. Staff will make irrigation adjustments to programmed sports fields, community gardens, new parks, and landscape areas, to ensure we are being mindful and fiscally responsible on where we are utilizing our water resources.

Other Impacts

Due to two years of challenges in hiring part time staff, the Park Maintenance budgets reflect a substantial increase in maintenance contracted services funds, and a corresponding decrease in part time labor dollars.

The budget reflects the combination of two supervisor-level positions, the Facilities Supervisor and the Fleet Supervisor positions, into a single new management position, the Support Services Manager.

Division: Park Services
Department: Maintenance Operations

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Budget 2021/2022	Proposed Budget 2022/2023	Adopted Budget 2022/2023
Summary of Appropriations					
Personnel Services	\$ -	\$ -	\$ 7,738,683	\$ 6,611,698	\$ 6,611,698
Materials & Services	-	-	3,051,608	3,767,161	3,767,161
Capital Outlay	-	-	182,218	284,680	284,680
Total Appropriations	\$ -	\$ -	\$ 10,972,509	\$ 10,663,539	\$ 10,663,539

Summary by Program					
Maintenance Operations Manager	\$ -	\$ -	\$ 434,595	\$ 391,596	\$ 391,596
Park Maintenance North	-	-	4,370,701	4,417,743	4,417,743
Park Maintenance South	-	-	3,228,919	3,142,309	3,142,309
Facility Maintenance	-	-	1,542,493	1,405,957	1,405,957
Fleet Maintenance	-	-	1,395,801	1,305,934	1,305,934
Total Appropriations	\$ -	\$ -	\$ 10,972,509	\$ 10,663,539	\$ 10,663,539

Division Staff					
Full-time	0.00	0.00	42.00	41.00	41.00
Part-time (FTE)	0.00	0.00	37.07	29.31	29.31

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

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Budget 2021/2022	Proposed Budget 2022/2023	Adopted Budget 2022/2023
Program Appropriations					
FT Salary	\$ -	\$ -	\$ 205,198	\$ 217,028	\$ 217,028
PT Salary	-	-	24,650	23,868	23,868
Employee Benefits	-	-	157,447	95,675	95,675
Payroll Taxes	-	-	32,261	36,670	36,670
Personnel Services	\$ -	\$ -	\$ 419,556	\$ 373,241	\$ 373,241
Professional and Technical Services	\$ -	\$ -	\$ 3,750	\$ -	\$ -
Communications	-	-	2,451	5,500	5,500
Supplies	-	-	5,208	8,301	8,301
Training, Travel and Memberships	-	-	3,630	4,554	4,554
Material & Services	\$ -	\$ -	\$ 15,039	\$ 18,355	\$ 18,355
Program Total	\$ -	\$ -	\$ 434,595	\$ 391,596	\$ 391,596
Department Staff					
Full-time	0.00	0.00	2.00	2.00	2.00
Part-time (FTE)	0.00	0.00	0.70	0.63	0.63

Division: Park Services
 Department: Maintenance Operations
 Program: Park Maintenance North

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Projected Outcome 2021/22	Proposed Outcome 2022/23
Workload:				
Developed acres	-	-	558	558
Undeveloped acres	-	-	780	780
Total Acres	-	-	1338	1,338
Athletic fields maintained	-	-	130	130
Sport courts maintained	-	-	117	117
Total Fields and Courts	-	-	247	247
Efficiency:				
Park cost per developed acre	-	-	\$4,161	\$4,489
Park cost per undeveloped acre	-	-	\$331	\$357
Total cost per field and court count	-	-	4,564	4,837
Total courts/fields per FTE	-	-	6.93	22.1
Total developed park acres per FTE	-	-	15.65	29.3
Goal Outcome Measures:				
Electricity (kWh)	-	-	400,000	491,586
Electricity (kWh/developed acre)	-	-	717	881
Electricity (kWh/lighted field and court count)	-	-	1,619	1,990
Water (gallons)	-	-	65,000,000	68,311,586
Water (gallons/developed acre)	-	-	116,487	122,422
Water (gallons/developed acre with ETR)	-	-	83,960	88,238
Water (gallons/field count)	-	-	263,158	276,565
Water (gallons/field count with ETR)	-	-	189,676	199,339
Performance Measures:				
% of desired service level (DSL) on fields	-	-	100%	100%
% of desired service level (DSL) on courts	-	-	100%	100%
% of park standards met	-	-	95%	95%

Division: Park Services
 Department: Maintenance Operations
 Program: Park Maintenance North

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Budget 2021/2022	Proposed Budget 2022/2023	Adopted Budget 2022/2023
Program Appropriations					
FT Salary	\$ -	\$ -	\$ 971,722	\$ 1,025,319	\$ 1,025,319
PT Salary	-	-	669,293	540,185	540,185
Employee Benefits	-	-	841,890	553,423	553,423
Payroll Taxes	-	-	256,280	259,715	259,715
Personnel Services	\$ -	\$ -	\$ 2,739,185	\$ 2,378,642	\$ 2,378,642
Professional and Technical Services	\$ -	\$ -	\$ 277,000	\$ 495,816	\$ 495,816
Rental Equipment	-	-	3,000	2,500	2,500
Communication	-	-	38,800	39,800	39,800
Other Services	-	-	30,000	-	-
Supplies	-	-	395,962	482,930	482,930
Training, Travel and Memberships	-	-	5,540	5,540	5,540
Utilities	-	-	881,214	1,012,515	1,012,515
Material & Services	\$ -	\$ -	\$ 1,631,516	\$ 2,039,101	\$ 2,039,101
Program Total	\$ -	\$ -	\$ 4,370,701	\$ 4,417,743	\$ 4,417,743
Department Staff					
Full-time	0.00	0.00	14.00	14.00	14.00
Part-time (FTE)	0.00	0.00	20.81	16.28	16.28
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	-	-	55	50	50
Total baseball/softball fields in inventory	-	-	55	50	50
Sport courts maintained at 100% DSL	-	-	114	111	111
Total sport courts	-	-	114	111	111

Division: Park Services
 Department: Maintenance Operations
 Program: Park Maintenance South

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Projected Outcome 2021/22	Proposed Outcome 2022/23
Workload:				
Developed acres	-	-	566	566
Undeveloped acres	-	-	591	591
Total Acres	-	-	1157	1157
Athletic fields maintained	-	-	105	105
Sport courts maintained	-	-	66	66
Total Fields and Courts	-	-	171	171
Efficiency:				
Park cost per developed acre	-	-	\$2,980	\$3,148
Park cost per undeveloped acre	-	-	\$317	\$335
Total cost per field and court count	-	-	6,436	6,799
Total courts/fields per FTE	-	-	10.24	18.85
Total developed park acres per FTE	-	-	46.02	36.64
Goal Outcome Measures:				
Electricity (kWh)	-	-	190,000	193,376
Electricity (kWh/developed acre)	-	-	336	342
Electricity (kWh/lighted field and court count)	-	-	1,111	1,131
Water (gallons)	-	-	22,000,000	25,031,595
Water (gallons/developed acre)	-	-	38,869	44,225
Water (gallons/developed acre with ETR)	-	-	28,016	31,876
Water (gallons/field count)	-	-	128,655	146,384
Water (gallons/field count with ETR)	-	-	92,730	105,509
Performance Measures:				
% of desired service level (DSL) on fields	-	-	103%	103%
% of desired service level (DSL) on courts	-	-	100%	100%
% of park standards met	-	-	95%	95%

Division: Park Services
 Department: Maintenance Operations
 Program: Park Maintenance South

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Budget 2021/2022	Proposed Budget 2022/2023	Adopted Budget 2022/2023
Program Appropriations					
FT Salary	\$ -	\$ -	\$ 938,178	\$ 974,933	\$ 974,933
PT Salary	-	-	471,636	421,650	421,650
Employee Benefits	-	-	800,716	519,186	519,186
Payroll Taxes	-	-	219,999	232,385	232,385
Personnel Services	\$ -	\$ -	\$ 2,430,529	\$ 2,148,154	\$ 2,148,154
Professional and Technical Services	\$ -	\$ -	\$ 159,300	\$ 4,500	\$ 4,500
Rental Equipment	-	-	4,500	9,000	9,000
Other Services	-	-	62,500	267,110	267,110
Communications	-	-	19,000	21,000	21,000
Supplies	-	-	209,165	231,415	231,415
Training, Travel and Memberships	-	-	6,800	6,800	6,800
Utilities	-	-	336,625	453,830	453,830
Small Furniture, Fixtures and Equip.	-	-	500	500	500
Material & Services	\$ -	\$ -	\$ 798,390	\$ 994,155	\$ 994,155
Program Total	\$ -	\$ -	\$ 3,228,919	\$ 3,142,309	\$ 3,142,309
Department Staff					
Full-time	0.00	0.00	13.00	13.00	13.00
Part-time (FTE)	0.00	0.00	14.83	11.52	11.52
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	-	-	44	44	44
Total baseball/softball fields in inventory	-	-	44	44	44
Sport courts maintained at 100% DSL	-	-	66	66	66
Total sport courts	-	-	66	66	66

Division: Park Services
 Department: Maintenance Operations
 Program: Facility Maintenance

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Projected Outcome 2021/22	Proposed Outcome 2022/23
Workload:				
Buildings-1,000 sq ft of space	-	-	461	461
Total Workload Units	-	-	461	461
Efficiency:				
Cost per sq foot of buildings	-	-	N/A	\$18.13
Goal Outcome Measures:				
Number of work orders completed ¹	-	-	267	275
Number of Low cost - No cost ADA improvements completed	-	-	60	60
Number of Preventive Maintenance Services - mechanical (boilers)	-	-	60	60
Number of Preventive Maintenance Services - pumps & motors (contracted services)	-	-	8	8
Number of Preventive Maintenance Services - Roof (contracted services)	-	-	10	10
Number of Preventive Maintenance Services - Roof (staff)	-	-	70	70
Air Quality Program - Number of air filters changed	-	-	2,312	2,312
Performance Measures:				
% of desired service level (DSL) in buildings	-	-	88%	100%

Division: Park Services
 Department: Maintenance Operations
 Program: Facility Maintenance

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Budget 2021/2022	Proposed Budget 2022/2023	Adopted Budget 2022/2023
Program Appropriations					
FT Salary	\$ -	\$ -	\$ 643,857	\$ 672,046	\$ 672,046
PT Salary	-	-	44,947	12,164	12,164
Employee Benefits	-	-	530,422	336,574	336,574
Payroll Taxes	-	-	106,599	114,792	114,792
Personnel Services	\$ -	\$ -	\$ 1,325,825	\$ 1,135,576	\$ 1,135,576
Professional and Technical Services	\$ -	\$ -	\$ 103,215	\$ 136,968	\$ 136,968
Supplies	-	-	54,536	70,496	70,496
Training, Travel and Memberships	-	-	7,446	10,446	10,446
Communication	-	-	51,471	51,471	51,471
Small Furniture, Fixtures and Equip.	-	-	-	1,000	1,000
Material & Services	\$ -	\$ -	\$ 216,668	\$ 270,381	\$ 270,381
Program Total	\$ -	\$ -	\$ 1,542,493	\$ 1,405,957	\$ 1,405,957
Department Staff					
Full-time	0.00	0.00	8.00	8.00	8.00
Part-time (FTE)	0.00	0.00	0.00	0.15	0.15

Division: Park Services
Department: Maintenance Operations
Program: Fleet Maintenance

KEY PERFORMANCE INDICATORS

Description	Prior Year Actuals 2019/20	Prior Year Actuals 2020/21	Projected Outcome 2021/22	Proposed Outcome 2022/23
Workload				
Vehicle & Equipment Units	-	-	673	696
Efficiency:				
Vehicle and equipment unit per FTE	-	-	150	155
Fuel cost per acre	-	-	\$94.99	\$116.23
Fuel cost per vehicle and equipment	-	-	\$157.79	\$186.70
Cost per vehicle & equipment unit	-	-	\$1,720.43	\$1,743.65
Diesel fuel gallons	-	-	6,500	7,000
Diesel fuel cost	-	-	\$17,095	\$20,790
Average diesel fuel cost per gallon	-	-	\$2.63	\$3.21
Alternative diesel gallons	-	-	325	350
Gasoline fuel gallons	-	-	33,000	37,000
Gasoline fuel cost	-	-	\$89,100	\$109,150
Average gasoline fuel cost per gallon	-	-	\$2.70	\$3.16
Alternative gasoline gallons	-	-	3,300	3,700
Total fuel gallons	-	-	39,500	44,000
Total fuel cost	-	-	\$106,195	\$129,940
Average fuel cost per gallon	-	-	\$2.69	\$2.95
Total alternative fuel gallons	-	-	3,625	4,050
Total Vehicle Miles	-	-	446,350	497,200
Total Fuel Cost	-	-	\$106,195	\$129,940
Fuel cost/mile traveled	-	-	\$0.24	\$0.26
Fuel useage/mile traveled (gal/1,000 mile)	-	-	88	88
Goal Outcome Measures: Preventative				
maintenance for fleet	-	-	44%	64%
% of alternate fuel used	-	-	9.2%	9.2%

Division: Park Services
Department: Maintenance Operations
Program: Fleet Maintenance

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Budget 2021/2022	Proposed Budget 2022/2023	Adopted Budget 2022/2023
Program Appropriations					
FT Salary	\$ -	\$ -	\$ 401,592	\$ 324,102	\$ 324,102
PT Salary	-	-	25,349	26,303	26,303
Employee Benefits	-	-	330,973	165,300	165,300
Payroll Taxes	-	-	65,674	60,380	60,380
Personnel Services	\$ -	\$ -	\$ 823,588	\$ 576,085	\$ 576,085
Professional and Technical Services	\$ -	\$ -	\$ 118,546	\$ 124,192	\$ 124,192
Rental Equipment	-	-	1,500	1,500	1,500
Communications	-	-	2,563	2,563	2,563
Supplies	-	-	21,813	22,904	22,904
Vehicle & Equipment Parts	-	-	10,477	11,001	11,001
Vehicle & Equipment Services	-	-	55,420	78,191	78,191
Gas & Oil (Vehicles)	-	-	177,576	201,079	201,079
Training, Travel and Memberships	-	-	2,100	3,739	3,739
Material & Services	\$ -	\$ -	\$ 389,995	\$ 445,169	\$ 445,169
Maintenance Equip. Replacement	\$ -	\$ -	\$ 119,000	\$ 284,680	\$ 284,680
Maintenance Equip. Improvements	-	-	63,218	-	-
Capital Outlay	\$ -	\$ -	\$ 182,218	\$ 284,680	\$ 284,680
Program Total	\$ -	\$ -	\$ 1,395,801	\$ 1,305,934	\$ 1,305,934
Department Staff					
Full-time	0.00	0.00	5.00	4.00	4.00
Part-time (FTE)	0.00	0.00	0.73	0.73	0.73
Funded Service Level					
Vehicle & equipment units maintained at 100% DSL	-	-	455	445	445
Total vehicle & equipment units in inventory	-	-	665	696	696

Division: Park Services
 Department: Maintenance Operations
 Program: Fleet Maintenance
 Detail of Capital Outlay

Project Number	Capital Project	Adopted Budget	Page #
MAINTENANCE EQUIPMENT REPLACEMENTS			
1	Brush cutter	\$ 3,680	PSV-24
2	Carpet Extractor	7,000	PSV-24
3	Pressure jet	8,500	PSV-24
4	Cordless Backpack Equipment Chargers and Batteries	11,500	PSV-24
5	Small Tractor	30,000	PSV-24
6	eWorkman Utility Vehicles (2)	35,000	PSV-24
7	Full-size van	50,000	PSV-25
8	Full-size van	50,000	PSV-25
9	Auto scrubber	17,000	PSV-25
10	Indoor sport court cleaner	17,000	PSV-25
11	Trash compactor	55,000	PSV-25
TOTAL MAINTENANCE EQUIPMENT REPLACEMENTS		\$ 284,680	
TOTAL MAINTENANCE EQUIPMENT CAPITAL OUTLAY		\$ 284,680	

FLEET MAINTENANCE CAPITAL OUTLAY

MAINTENANCE EQUIPMENT REPLACEMENTS

ITEM 1: **Brush cutter**

BUDGET: \$3,680

DESCRIPTION: Replacement of brush cutter (#N380) for natural area maintenance

ITEM 2: **Carpet Extractor**

BUDGET: \$7,000

DESCRIPTION: Replacement of carpet extractor at Conestoga Recreation Center

ITEM 3: **Pressure jet**

BUDGET: \$8,500

DESCRIPTION: Replacement of sewer jet for drain line maintenance (#P706)

ITEM 4: **Cordless Backpack Equipment Chargers and Batteries**

BUDGET: \$11,500

DESCRIPTION: Replacement of battery packs for cordless equipment inventory

ITEM 5: **Small Tractor**

BUDGET: \$30,000

DESCRIPTION: Replace small utility tractor at Jenkins Estate (#A858)

ITEM 6: **eWorkman Utility Vehicles (2)**

BUDGET: \$35,000

DESCRIPTION: Replacement of two (2) electric utility e-workman vehicles (#5421 & #5241)

FLEET MAINTENANCE CAPITAL OUTLAY

ITEM 7: **Full-size van**

BUDGET: \$50,000

DESCRIPTION: Replacement of utility van for facility trades team (#4326)

ITEM 8: **Full-size van**

BUDGET: \$50,000

DESCRIPTION: Replacement of utility van for facility trades team (#4359)

ITEM 9: **Auto scrubber**

BUDGET: \$17,000

DESCRIPTION: Replacement of auto scrubber at Conestoga Recreation and Aquatic Center

ITEM 10: **Indoor sport court cleaner**

BUDGET: \$17,000

DESCRIPTION: Replace court and walking track cleaner at Tualatin Hills Athletic Center

ITEM 11: **Trash compactor**

BUDGET: \$55,000

DESCRIPTION: Replacement of trash compactor at HMT Shop

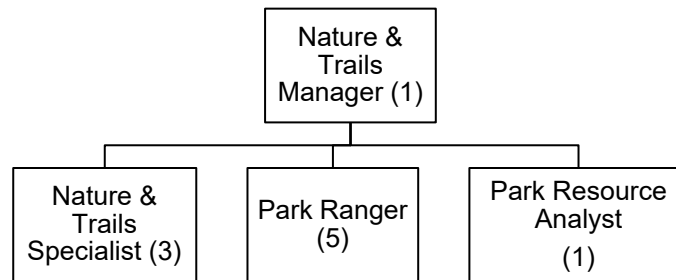


Nature & Trails



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 Programs 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 2021/22 Accomplishments

Value: Sustainability

Received the 2021 Oregon Recreation and Park Association's Small Project Design & Construction Award for the Fanno Creek Greenway Enhancement, a multi-jurisdictional partnership that included a replacement bridge on the Fanno Creek Trail, improved water quality, and a re-meandering and enhancement of the Fanno Creek stream corridor.

Established a cross-functional work group of representatives from multiple departments to develop a scope and goals for the district's first climate action plan.

Value: Community Vision

Offered high-quality trail maintenance services throughout the pandemic, despite limited staffing.

Completed regional trail inventory, including an equity analysis of trail access and quality.

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

Received a funding award notice for Scholls Ferry Road crossing of the Fanno Creek Trail at Greenway Park, as well as funding for undercrossing improvements and Americans with Disabilities Act (ADA)-compliant loop path upgrades.

Coordinated replacement of the Big Fir trail boardwalk as part of Clean Water Services sewer project at the Tualatin Hills Nature Park.

Received grant and partner funding for stream enhancement at Raleigh Park. Completed design work.

Created outline and goals for a district climate action plan.

Designed stream/floodplain enhancements at Bronson Creek Greenway at Laidlaw Bond project.

FY 2021/22 Accomplishments (continued)

Priority: Investing in Our Employees and Volunteers

Provided safety and technical training to field staff.

FY 2022/23 Goals and Objectives

Value: Leading with Equity with special attention to Racial Equity

Engage companies certified as Minority, Women, Emerging Small Businesses Certifications in contracting work for the district.

Value: Environmental Stewardship

Convene a staff working group, secure consultant services, and write and implement the district's first climate action plan.

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

Complete Raleigh Park stream daylighting project.

Construct stream/floodplain enhancements at Bronson Creek Greenway at Laidlaw bond project.

Implement the findings of the trails gap and enhancement analysis through prioritization of projects in the capital budgeting process for FY 22/23 and beyond.

Priority: Investing in our Employees and Technology

Provide staff with advanced level customer service training and DEIA skills.

Budget Highlights

The proposed budget includes funding for the proposed new Park Resource Analyst position.

Division: Park Services
 Department: Nature & Trails

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Budget 2021/2022	Proposed Budget 2022/2023	Adopted Budget 2022/2023
Summary of Appropriations					
Personnel Services	\$ -	\$ -	\$ 1,628,397	\$ 1,530,308	\$ 1,530,308
Materials & Services	-	-	241,199	392,645	392,645
Total Appropriations	\$ -	\$ -	\$ 1,869,596	\$ 1,922,953	\$ 1,922,953

Summary by Program					
Nature & Trails	\$ -	\$ -	\$ 1,869,596	\$ 1,922,953	\$ 1,922,953
Total Appropriations	\$ -	\$ -	\$ 1,869,596	\$ 1,922,953	\$ 1,922,953

Division Staff					
Full-time	0.00	0.00	9.00	10.00	10.00
Part-time (FTE)	0.00	0.00	5.60	3.53	3.53

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
 Program: Nature & Trails

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Projected Outcome 2021/22	Proposed Outcome 2022/23
Percent of Natural Areas that meet or exceed native plant coverage for:				
High functioning sites	-	-	90%	90%
Medium functioning sites	-	-	100%	100%
Low functioning sites	-	-	100%	100%
Number of trail users on main trails:				
Fanno Creek Trail	-	-	185,000	185,000
Rock Creek Trail	-	-	155,000	160,000
Westside Trail	-	-	153,000	154,000

Division: Park Services
Department: Nature & Trails

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Budget 2021/2022	Proposed Budget 2022/2023	Adopted Budget 2022/2023
Program Appropriations					
FT Salary	\$ -	\$ -	\$ 719,581	\$ 823,889	\$ 823,889
PT Salary	-	-	176,768	131,272	131,272
Employee Benefits	-	-	593,688	416,621	416,621
Payroll Taxes	-	-	138,360	158,526	158,526
Personnel Services	\$ -	\$ -	\$ 1,628,397	\$ 1,530,308	\$ 1,530,308
Professional and Technical Services	\$ -	\$ -	\$ 130,338	\$ 274,666	\$ 274,666
Other Services	-	-	3,200	6,650	6,650
Rental Equipment	-	-	1,900	2,000	2,000
Communications	-	-	5,800	8,280	8,280
Supplies	-	-	88,141	88,629	88,629
Training, Travel and Memberships	-	-	9,920	10,520	10,520
Small Furniture, Fixtures and Equip.	-	-	1,900	1,900	1,900
Material & Services	\$ -	\$ -	\$ 241,199	\$ 392,645	\$ 392,645
Program Total	\$ -	\$ -	\$ 1,869,596	\$ 1,922,953	\$ 1,922,953
Department Staff					
Full-time	0.00	0.00	9.00	10.00	10.00
Part-time (FTE)	0.00	0.00	5.60	3.53	3.53

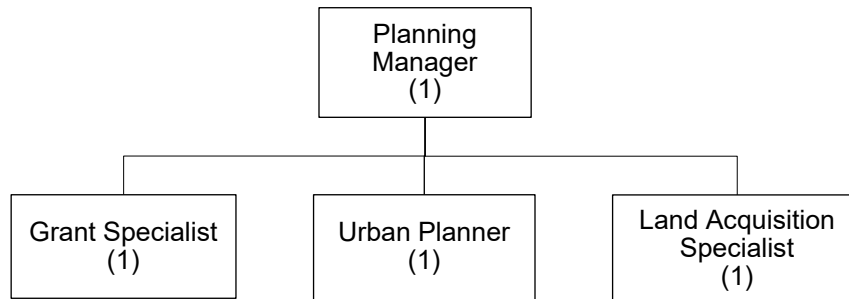


Planning



PARK SERVICES DIVISION

Planning Department



Department Overview

The Planning manager is responsible to the Park 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 2021/22 Accomplishments

Value: Diversity, Equity, Inclusion, and Access

Named the Golden Hammer Award winner by Housing Oregon for the partnership with Community Partners for Affordable Housing on the construction of Cedar Grove Apartments and Reflections Plaza. The project provided 44 units for low-income households, including eight for at-risk families recovering from homelessness. The plaza's development was the result of an agreement with CPAH in which they would develop the plaza in exchange for system development charge (SDC) credits typically paid for park and trail capacity improvements.

Continued to implement and refine the grant strategy through meetings with the Grant Steering Committee. Averaged at least 6 grant applications per quarter with almost 70% of those focused on promoting equity. Updated the district's five-year grant plan,

reviewed more than 100 grant opportunities and updated the district's Grant Funding Opportunity Summary.

Continued to strengthen the relationship with the Tualatin Hills Park Foundation to increase grant applications to private foundations.

Implemented a detailed demographic analysis of the district and created 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.

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

Completed feasibility study of Westside Trail Segment 15, a segment of the Westside Regional Trail system that will construct a bridge to cross US-26.

Received approval for THPRD's 2019 Metro Parks & Nature Bond Local Share program project list and worked toward securing more than \$8 million in bond. Supported and documented more than \$270,000 in grant funds for pandemic-related programs.

Continued to represent THPRD on the Washington County Coordinating Committee Transportation Advisory Committee. Represented all park and recreation providers in the region on the

**FY 2021/22 Accomplishments
(continued)**

Metro Technical Advisory Committee and served as an alternate on the Metro Policy Advisory Committee 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.

Represented the district on two substantial planning projects: (1) updating the Comprehensive Plan and (2) creating a downtown Beaverton parks and open space implementation plan in partnership with the City of Beaverton.

Managed THPRD's land acquisition, coordinating and negotiating park and trail acquisition with developers in new urban growth areas as well as private landowners. Implemented a procedure and became the lead entity for all permit of entry requests. Implemented phase one of the Asset Database update.

FY 2022/23 Goals and Objectives

Value: Leading with Equity with special attention to Racial Equity

Seek grant funding to support mobile recreation programs, preschool, afterschool, and workforce training programs that promote racial equity efforts and for removing barriers to participation and providing access to underserved communities. Partner on grants with culturally-specific community-based organizations to deliver programs and projects.

Develop accessible tools and use data-based analysis to help inform staff developing more equitable programs and services.

Partner with other jurisdictions (Metro, City of Beaverton, and Washington County, for example) to share information on racial 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.

Value: Environmental Stewardship

Actively engage in the district's work on establishing a Climate Action Plan.

Value: Commitment to Community Vision

Incorporate action steps identified in the Vision Action Plan into the district's roadmap for the next 20 years: the Comprehensive Plan.

Complete the "Downtown Park & Open Space Framework Plan" project with the City of Beaverton.

Priority: Investing in our Employees and Technology

Complete the reconciliation of the district's current asset database to ensure that THPRD's entire portfolio of parks, trails, easements, amenities, and facilities are reflected. Once complete, research options for more robust asset management system.

Priority: Rebuilding Programming with an Emphasis on our Access for All Work

Continue the implementation of the grant strategy. Increase the number of grants submitted while effectively pursuing grants to meet identified facility and program needs.

**FY 2022/23 Goals and Objectives
(continued)**

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

Resources

Perform 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.

Continue to implement strategies for acquisition in areas defined 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.

Coordinate implementation of the newly approved SDC Fee Schedule at City of Beaverton and Washington County.

Complete the update of the Comprehensive Plan and coordinate with other departments on development of a new strategic plan.

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 alternative on MPAC.

Work with Washington County and City of Beaverton officials on development review processes, planning projects and ordinances of interest to THPRD.

Budget Highlights

There are no significant budget adjustments from the previous year.

Division: Park Services
 Department: Planning

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Budget 2021/2022	Proposed Budget 2022/2023	Adopted Budget 2022/2023
Summary of Appropriations					
Personnel Services	\$ -	\$ -	\$ 758,759	\$ 674,503	\$ 674,503
Materials & Services	-	-	36,910	38,753	38,753
Total Appropriations	\$ -	\$ -	\$ 795,669	\$ 713,256	\$ 713,256

Summary by Program					
Planning	\$ -	\$ -	\$ 795,669	\$ 713,256	\$ 713,256
Total Appropriations	\$ -	\$ -	\$ 795,669	\$ 713,256	\$ 713,256

Division Staff					
Full-time	0.00	0.00	4.00	4.00	4.00
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: Business Services
Department: Planning
Program: Planning

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Projected Outcome 2021/22	Proposed Outcome 2022/23
Land Acquisition				
# of outreach to property owners of tier 1 or 2 properties as identified in land acquisition study	-	-	8	5
# of negotiated agreements - Memorandum of Understanding (MOU) or purchase and sale agreements	-	-	10	5
# of properties acquired	-	-	7	6
Voluntary Annexation Program				
# of mailers sent to property owners	-	-	N/A	9
# of properties annexed through VAP	-	-	N/A	7
Intergovernmental Coordination				
# of meetings with city and county	-	-	50	35
# of meetings with Clean Water Services	-	-	3	4
Review & attendance at city and county pre-application conferences	-	-	18	12
Comment letters or testimony on development applications	-	-	5	5
Participation in planning projects (e.g., technical advisory committees; partnership projects)	-	-	5	5
# days to complete service provider letters	-	-	2	2
Grants				
Average Number of Grant Applications Per Quarter	-	-	8.0	8
Total Grant Applications Submitted	-	-	35	35
% of grant applications awarded	-	-	50%	50%
Grant funds awarded	-	-	\$4,324,267	\$2,500,000
# of program areas supported by grant applications	-	-	7	7
Equity-focused grants submitted	-	-	25	20
Meetings with grant funders	-	-	23	20
Grant opportunities reviewed*	-	-	100	100
System Development Charges				
Affordable Housing Waivers Granted	-	-	77	232

Division: Park Services
Department: Planning

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Budget 2021/2022	Proposed Budget 2022/2023	Adopted Budget 2022/2023
Program Appropriations					
FT Salary	\$ -	\$ -	\$ 396,867	\$ 421,539	\$ 421,539
Employee Benefits	-	-	307,831	188,936	188,936
Payroll Taxes	-	-	54,061	64,028	64,028
Personnel Services	\$ -	\$ -	\$ 758,759	\$ 674,503	\$ 674,503
Professional and Technical Services	\$ -	\$ -	\$ 23,501	\$ 25,500	\$ 25,500
Supplies	-	-	325	500	500
Communications	-	-	3,100	3,100	3,100
Training, Travel and Memberships	-	-	9,984	9,653	9,653
Material & Services	\$ -	\$ -	\$ 36,910	\$ 38,753	\$ 38,753
Program Total	\$ -	\$ -	\$ 795,669	\$ 713,256	\$ 713,256
Department Staff					
Full-time	0.00	0.00	4.00	4.00	4.00
Part-time (FTE)	0.00	0.00	0.00	0.00	0.00

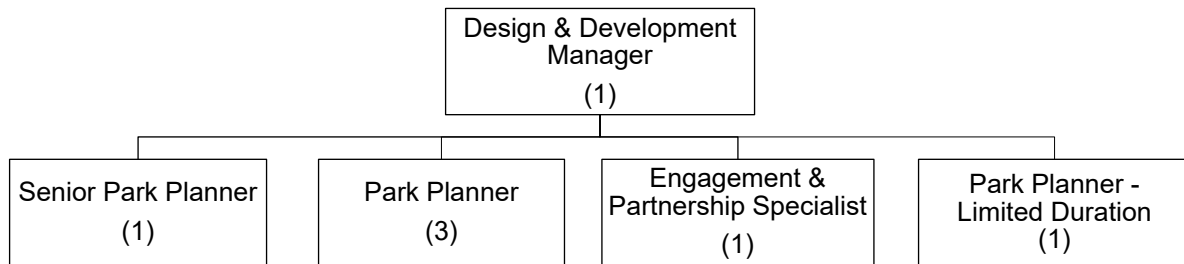


Design & Development



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, concept 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, the 2019 Metro Bond program, THPRD system development charge fund (SDC), and the THPRD Capital program. The department also manages implementation of THPRD concept plans, public engagement for capital and SDC project planning, easement coordination, and interagency coordination.

FY 2021/22 Accomplishments

Value: Diversity, Equity, Inclusion, and Access

Completed update to the district's Naming Catalog; the Naming Catalog was recognized by the Oregon Recreation and Park Association as the 2021 Planning Award winner for its more intentionally inclusive approach to engaging underrepresented communities first in the naming process.

Completed Developer Community Engagement Requirements which will guide the concept planning work for sites that will eventually be maintained by the park district.

Completed naming of two new neighborhood parks (La Raíz Park and Parivar Park).

Hired Trail Accessibility & Inclusion Intern from the district's paid BIPOC Student Internship Program.

Value: Community Vision

Completed update to Nature Play Guidelines, a key interest area named by community members in the Vision Action Plan.

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 the South Cooper Mountain and North Bethany areas.

SDC Projects:

- Completed construction of Parivar Park (formerly Highlands) and the Cedar Hills Park net extension project
- Projects in Design/Permitting: Beaverton Creek Trail Segment 3-4, Permanent Restrooms (Hazeldale Park, Greenway Park and Schiffler Park)
- Completed Concept Plan: La Raíz Park (formerly SEQ2-Baker Loop), 155th Ave. Wetland Trail
- Began concept plan processes for NEQ3-Pointer Road, Abbey Creek

**FY 2021/22 Accomplishments
(continued)**

Park Phase II, Ridgewood Park dog run, Westside Trail Seg. 14-18

- Continued to oversee design and construction of developer- or partner-led community trails and parks including projects in South Cooper Mountain and North Bethany (21 sites).

Capital Projects:

- Completed construction: Howard M. Terpenning Recreation Complex maintenance lot asphalt improvements, Greenway Tractor Park repaving, pedestrian pathway asphalt improvements at two sites, and pedestrian pathway improvements at Rock Creek Trail, Conestoga Recreation & Aquatic Center Pool Renovation, Cedar Hills Boiler Replacement, Harman Swim Center Park Lot ADA improvements, Fanno Creek Service Center Roof Repair Phase 1
- Completed feasibility studies for the Garden Home Recreation Center roof

2008 Bond Projects in Process:

- Projects in design/permitting phase: SW Quadrant Youth Athletic Field (Mountain View Champions Park Multi-Sport Court)

FY 2022/23 Goals and Objectives

Value: Leading with Equity with special attention to Racial Equity

Continue to refine and implement the district’s Naming Catalog in the naming and renaming of park sites and trails.

Seek to utilize design consultants and contractors that are certified Minority Women Emerging Small Businesses (MWESB).

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. Development of parks and trails relies on prioritization considering 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.

Implement the 2020 Vision Action Plan’s community-driven list of general design priorities for each new project. Activities and funding are carefully balanced to engage diverse communities in the development process for park, trail, and facility projects, including concept planning and site naming. 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.

Incorporate the district’s Access for All initiative in all projects, including 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.

Value: Environmental Stewardship

Actively engage in the district’s work on establishing a Climate Action Plan.

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

Utilize engagement strategies including, but not limited to, in-person and virtual

FY 2022/23 Goals and Objectives (continued)

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.

Continue to incorporate sustainable elements into contracting, design, and construction.

Provide design/planning and project assistance to other departments as needed.

Provide oversight of developer SDC projects, concept plan, development and site work and interagency coordination for properties THPRD has purchased in new urban areas.

SDC Projects:

- Complete construction: Ridgewood Park dog run
- In construction: 155th Ave Wetland Trail
- Continue to oversee design and construction of developer- or partner-led community trails and parks including projects in South Cooper Mountain and North Bethany (19 sites)
- Continue design: Beaverton Creek
- Trail Segment 3-4, La Raíz Park, Abbey Creek Park Phase II, (3) Permanent Restrooms
- Continue concept plan: NEQ3 – Pointer Road New Neighborhood Park, Westside Trail 14-18

- Begin concept plan for new dog run, Fanno Creek Trail – Scholls Ferry crossing

Capital Projects:

- Complete construction: Garden Home Recreation Center Structural Upgrades/Roof, Garden Home Recreation Center boiler replacement, HMT north parking lot, Cedar Hills Recreation Center ADA restroom improvements, pedestrian pathway improvements, Waterhouse Trail improvements, Garden Home Park play structure replacement, Fanno Creek Service Center roof repair phase 2, Schiffler Park community garden expansion

2019 Metro Bond Projects:

- Begin concept plan for Willow Creek boardwalk, Commonwealth Lake Bridge & weir replacement
- Complete concept plans for NWQ8-Heckman, (2) play equipment replacements (Bonny Slope Park and Rock Creek Park)

2008 Bond Projects:

- Continue design and permitting of SW Quadrant Youth Athletic Field (Mountain View Champions Park Multi-Sport Court)

Budget Highlights

The budget is similar to FY 2021/22; no significant changes are proposed.

Division: Park Services
 Department: Design & Development

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Budget 2021/2022	Proposed Budget 2022/2023	Adopted Budget 2022/2023
Summary of Appropriations					
Personnel Services	\$ -	\$ -	\$ 1,329,464	\$ 1,203,758	\$ 1,203,758
Materials & Services	-	-	42,375	42,457	42,457
Total Appropriations	\$ -	\$ -	\$ 1,371,839	\$ 1,246,215	\$ 1,246,215
Summary by Program					
Design & Development	\$ -	\$ -	\$ 1,371,839	\$ 1,246,215	\$ 1,246,215
Total Appropriations	\$ -	\$ -	\$ 1,371,839	\$ 1,246,215	\$ 1,246,215
Division Staff					
Full-time	0.00	0.00	7.00	7.00	7.00
Part-time (FTE)	0.00	0.00	0.88	0.98	0.98

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 2019/20	Prior Year Actual 2020/21	Projected Outcome 2021/22	Proposed Outcome 2022/23
Number of public engagement activities	-	-	20	29
Number of active park/facility projects	-	-	19	21
Number of active trail projects	-	-	4	6
Number of active partnership and developer led projects	-	-	21	19

Division: Park Services
 Department: Design & Development

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Budget 2021/2022	Proposed Budget 2022/2023	Adopted Budget 2022/2023
Program Appropriations					
FT Salary	\$ -	\$ -	\$ 678,468	\$ 730,607	\$ 730,607
PT Salary	-	-	25,973	29,581	29,581
Employee Benefits	-	-	528,658	327,987	327,987
Payroll Taxes	-	-	96,365	115,583	115,583
Personnel Services	\$ -	\$ -	\$ 1,329,464	\$ 1,203,758	\$ 1,203,758
Professional and Technical Services	\$ -	\$ -	\$ 14,000	\$ 12,800	\$ 12,800
Supplies	-	-	15,040	15,800	15,800
Communications	-	-	4,010	4,010	4,010
Training, Travel and Memberships	-	-	8,325	8,847	8,847
Small Furniture & Office Equipment	-	-	1,000	1,000	1,000
Material & Services	\$ -	\$ -	\$ 42,375	\$ 42,457	\$ 42,457
Program Total	\$ -	\$ -	\$ 1,371,839	\$ 1,246,215	\$ 1,246,215
Department Staff					
Full-time	0.00	0.00	7.00	7.00	7.00
Part-time (FTE)	0.00	0.00	0.88	0.98	0.98

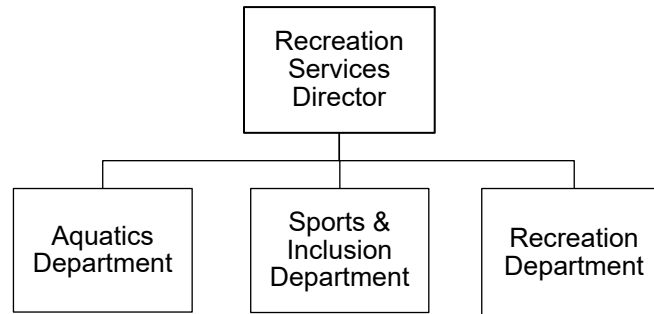


Recreation Services

- Aquatics**
- Sports & Inclusion Services**
- Recreation**
- Maintenance Coordination**
- Community Programs***
- Nature & Trails***



RECREATION SERVICES DIVISION



Division Mission

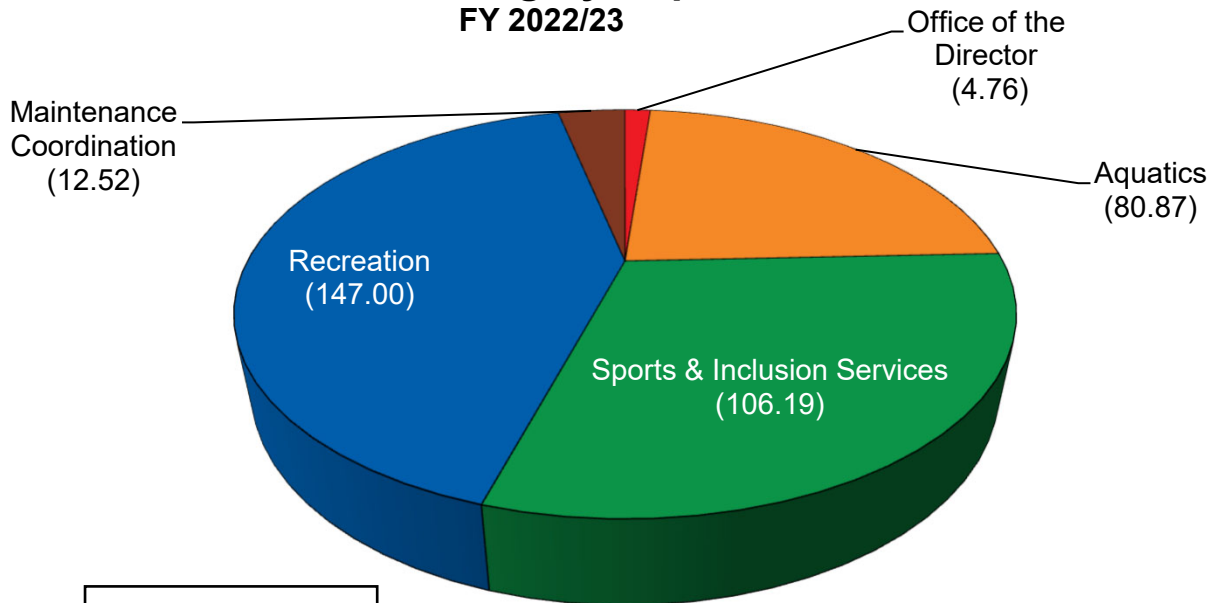
To provide a broad range of safe, high-quality recreation programs and special events responsive to the needs, abilities, and interests of the diverse community we serve.

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 BIPOC internship program.

Division Staffing by Departments

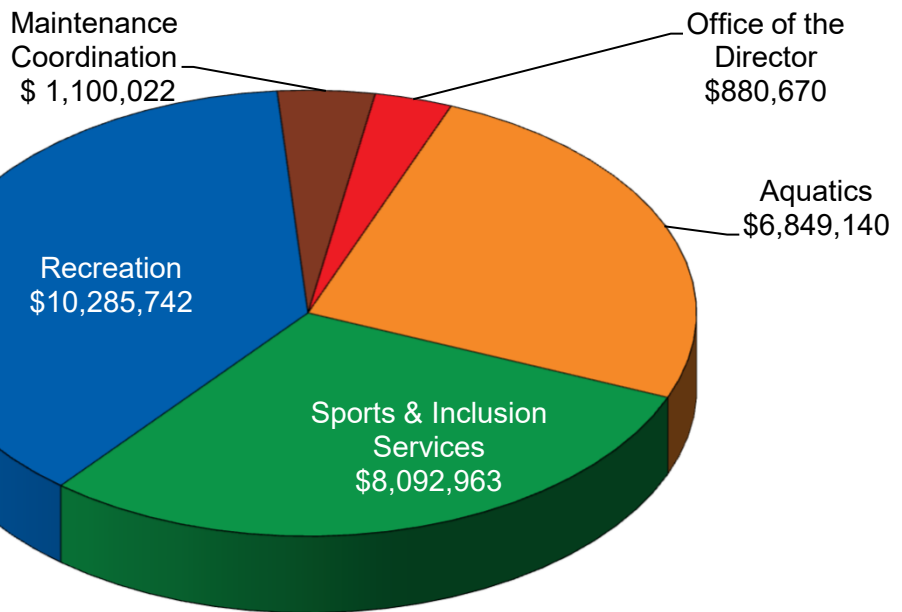
FY 2022/23



Total Division FTEs
351.34

Division Appropriations by Departments

FY 2022/23



Total Division Appropriations
\$27,208,537

Division: Recreation Services

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Budget 2021/22	Proposed Budget 2022/23	Approved Budget 2022/23
Summary of Appropriations					
Personnel Services	\$ 19,448,499	\$ 11,784,901	\$ 22,364,761	\$ 23,107,786	\$ 23,107,786
Materials & Services	1,874,164	1,071,406	3,994,391	4,100,751	4,100,751
Total Appropriations	\$ 21,322,663	\$ 12,856,307	\$ 26,359,152	\$ 27,208,537	\$ 27,208,537

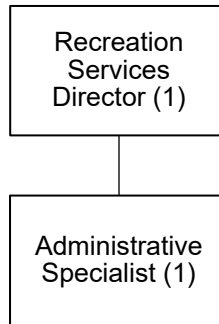
Summary by Department					
Office of the Director	\$ 669,880	\$ 577,008	\$ 1,053,697	\$ 880,670	\$ 880,670
Aquatics	4,595,366	1,140,654	6,803,811	6,849,140	6,849,140
Sports & Inclusion Services	4,352,716	2,715,509	8,205,001	8,092,963	8,092,963
Recreation	8,063,861	4,877,763	9,394,934	10,285,742	10,285,742
Maintenance Coordination	-	-	901,709	1,100,022	1,100,022
Community Programs	747,097	771,862	-	-	-
Nature & Trails	2,893,743	2,773,511	-	-	-
Total Appropriations	\$ 21,322,663	\$ 12,856,307	\$ 26,359,152	\$ 27,208,537	\$ 27,208,537

Division Staff					
Full-time	76.08	55.90	90.50	102.00	102.00
Regular part-time (FTE)	15.50	5.97	0.00	0.00	0.00
Part-time (FTE)	179.28	42.89	242.61	249.34	249.34

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 director of Recreation Services.

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 the district buildings.

FY 2021/22 Division Accomplishments

Value: Community Vision

The Affiliate Review was complete and developed recommendations and policy changes to make the process more equitable. The work streamlined aquatic and field sports and included the boxing programs at GHRC. It also created a process for the community to have access to fields, gyms, and pools.

Health Care Partner contracts were renegotiated and renewed with Silver & Fit, Renew Active, and Silver Sneakers. These contracts will ensure that THPRD patrons 55 and over are allowed equitable access to fitness facilities even on a fixed income.

Mobile Programs including Adaptive Rec Mobile, Rec Mobile, and Wellness on Wheels served 8000 participants and Fitness in the Park 2,500 participants in 2021.

Rec Mobile Camp provided ten weeks of free summer camp serving 375 children living in

low-income housing, experiencing homelessness, or those who qualify for THPRD scholarships.

Rec Mobile and Fitness in the Park partnered with Beaverton School District to deliver recreation and fitness support to their summer programs. The programs served 20 elementary schools four days a week for four weeks, providing programs to over 6,000 children.

The THRIVE afterschool program served 210 youth participants at CHRC, GHRC, AC, CRAC, and Chehalem. Numbers have varied over the school year due to COVID-19.

Inclusion services resumed three Therapeutic Recreation programs in the fall of 2021. Programs include Monday TR Drop-in at Elsie Stuhr Center, Thursday Night Basketball All-Stars, and Wheelchair Basketball at the Athletic Center.

Indoor facilities were required to close due to COVID in the spring of 2020. State guidance allowed the reopening of the outdoor swim centers in the winter of 2021. Raleigh Swim Center, traditionally a seasonal pool only open mid-June-August, reopened in January of 2021 and remained open until February of 2022. Somerset West Swim center also a traditional seasonal pool opened in May of 2021 and closed as scheduled in August of 2021. In the fall of 2021 state guidance allowed the reopening of indoor aquatic facilities. In September of 2020, we reopened Aquatic Center, and in October of 2020 Conestoga.

FY 2021/22 Division Accomplishments (continued)

Those two indoor aquatic facilities were required to closed again in November due to state guidelines. When state guidance changed we were able to reopen both Conestoga and Aquatic center in March of 2021. Beaverton reopened in August of 2021.

Priority: Investing in our Employees and Volunteers

In August 2021, the district formally identified and explored the concept of a Gender Inclusion Policy. A staff team conducted research, performed outreach, and mobilized community members to participate in a focus group. This work identified the need for districtwide training to ensure a safe, welcoming, and inclusive environment for all people, regardless of their gender or gender expression.

THPRD is committed to welcoming employees of all backgrounds and identities. Based on the historic underrepresentation of communities of color in parks and recreation, the district created a paid internship program for students who identify as people of color. Participating students explore various career possibilities within parks and recreation while being guided by project supervisors and career mentors. Currently, the program has welcomed one intern, is interviewing candidates for two additional positions and is mid-recruitment for another.

Supported staff across departmental lines to achieve individual professional certification through the National Recreation and Park Association. Currently, 25 THPRD staff are designated as Certified Park and Recreation Professionals.

FY 2022/23 Division Goals and Objectives

Priority: Rebuilding Programming with an Emphasis on our Access for All Work

Implement the Gender Inclusive policy to ensure the training's values are embedded into the organization's culture.

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 and instruction on providing service to our communities.

The Rec Mobile will be hosting nine weeks of free summer camp for children who are experiencing homelessness, those who live in low-income housing, and those who qualify for THPRD financial aid.

Renew the ESC lease with Loaves and Fishes, which houses Meals on Wheels, to create a long-term model of partnership that works for both organizations. This process will include fundamental changes in both organizations because of COVID-19.

Fitness in the Park will be offered year-round and focused on traditionally underserved or low-income locations. This free fitness program allows patrons to start on their journey towards a healthy lifestyle while removing the barrier of fees.

Focus on rebuilding access for all programming by providing free tennis and field sports clinics while integrating inclusion support to expand offerings. Activities will be programmed in the summer and fall months and offered at the HMT Complex.

THRPD will continue to partner with Northwest Regional Education Service District (NWRESD) to provide spaces for 28 students in the nine-month preschool program.

Develop events and programs for underrepresented racial and ethnic groups and break down barriers to participation, consistent with THPRD's Access for All initiative.

Develop a plan to reopen the Aloha, Harman, and Sunset Pools.

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

THPRD will continue to partner with Clean Water Services and the Paseos Verdes program reaching Latinx audiences with free, Spanish-guided nature walks to Tualatin Hills Nature Park and other THPRD parks.

THPRD will continue with the NEWT (Nature Experiences and Workforce Training) Program: by providing paid internship opportunities for 10 Latinx students.

**FY 2022/23 Division Goals and Objectives
(continued)**

Priority: Investing in our Employees and
Technology

Continue to hire and onboard new full-time positions as facilities reopen and expand programming.

Other Activities

Sports & Inclusion department will continue work associated with the reaffiliation process based on the new criteria and update the aquatic fees and usage of the Peg Ogilbee Dryland Training Room.

Budget Highlights

The division filled 33 full-time vacancies as center facilities reopened and programming increased.

Division: Recreation Services
 Department: Office of the Director

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Budget 2021/22	Proposed Budget 2022/23	Adopted Budget 2022/23
Summary of Appropriations					
Personnel Services	\$ 447,043	\$ 499,915	\$ 509,588	\$ 460,313	\$ 460,313
Materials & Services	222,837	77,093	544,109	420,357	420,357
Total Appropriations	\$ 669,880	\$ 577,008	\$ 1,053,697	\$ 880,670	\$ 880,670
Summary by Program					
Office of the Director	\$ 669,880	\$ 577,008	\$ 1,053,697	\$ 880,670	\$ 880,670
Total Appropriations	\$ 669,880	\$ 577,008	\$ 1,053,697	\$ 880,670	\$ 880,670
Division Staff					
Full-time	2.00	1.98	2.00	2.00	2.00
Part-time (FTE)	0.47	0.51	1.20	2.76	2.76

Division: Recreation Services
Department: Office of the Director

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Projected Outcome 2021/22	Proposed Outcome 2022/23
Attendance	2,252,929	1,980,423	2,123,749	2,382,844
Number of classes held	11,608	7,054	7,654	11,940
% of classes held vs. offered	83%	83%	76%	90%

Division: Recreation Services
 Department: Office of the Director

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Budget 2021/22	Proposed Budget 2022/23	Adopted Budget 2022/23
Program Appropriations					
FT Salary	\$ 227,091	\$ 232,688	\$ 251,016	\$ 223,926	\$ 223,926
PT Salary	14,175	14,996	36,950	90,749	90,749
Employee Benefits	186,472	232,286	183,173	97,340	97,340
Payroll Taxes	19,306	19,945	38,449	48,298	48,298
Personnel Services	\$ 447,043	\$ 499,915	\$ 509,588	\$ 460,313	\$ 460,313
Professional and Technical Services	\$ 15,285	\$ 4,571	\$ 54,000	\$ 49,387	\$ 49,387
Fee reductions-Scholarship Program	187,741	58,013	443,879	305,490	305,490
Communication	1,878	1,911	1,500	1,500	1,500
Supplies	5,455	2,535	9,610	27,200	27,200
Training, Travel and Memberships	12,478	10,063	35,120	36,780	36,780
Material & Services	\$ 222,837	\$ 77,093	\$ 544,109	\$ 420,357	\$ 420,357
Program Total	\$ 669,880	\$ 577,008	\$ 1,053,697	\$ 880,670	\$ 880,670
Department Staff					
Full-time	2.00	1.98	2.00	2.00	2.00
Part-time (FTE)	0.47	0.51	1.20	2.76	2.76

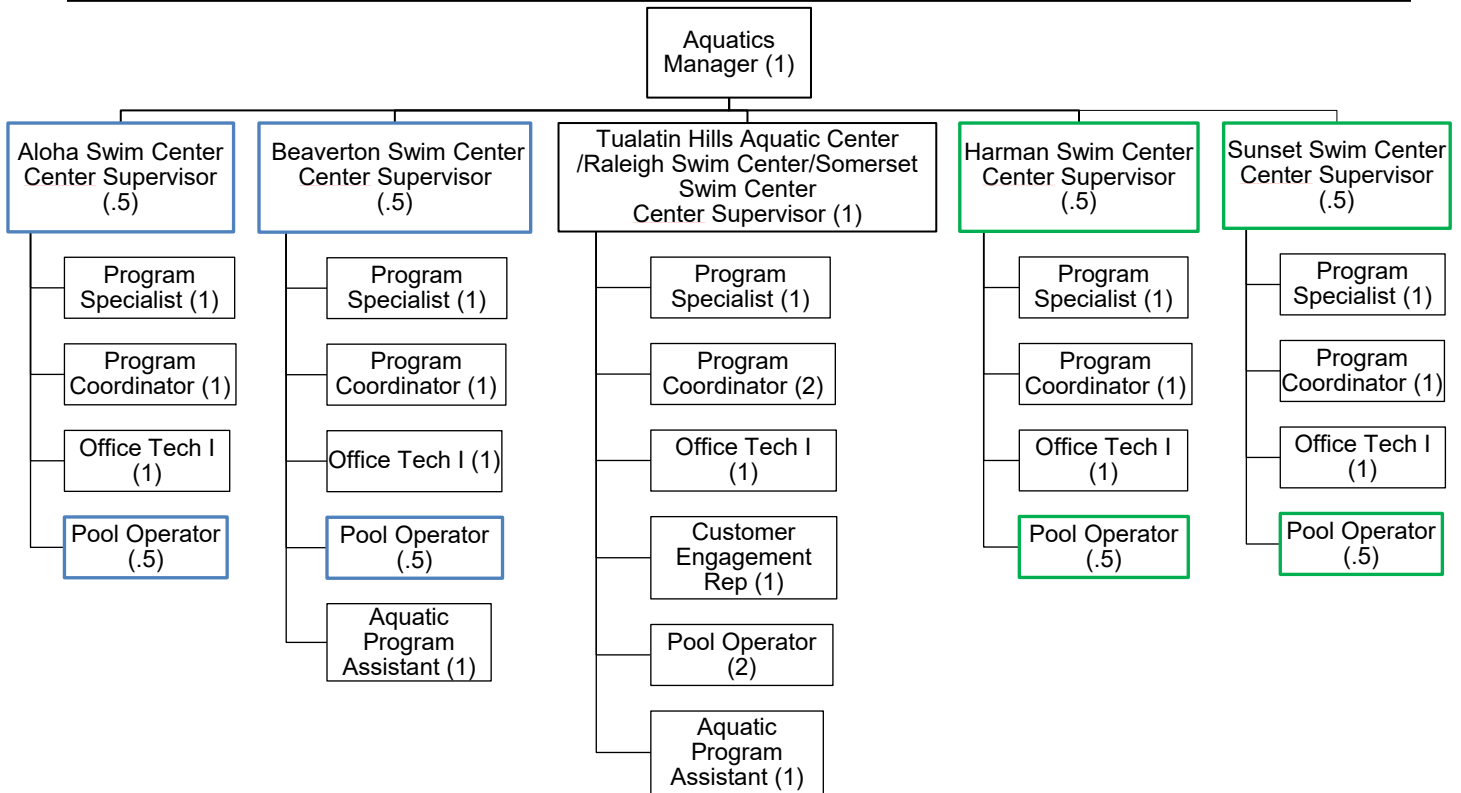


Aquatics



RECREATION SERVICES DIVISION

Aquatics Department



Department Overview

The Aquatics Department manager is responsible to the director of Recreation Services and manages the operation of seven swim centers, their programs, and staff. The manager also oversees the aquatics program at the Conestoga Recreation and 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 aquatic activities; certification courses, senior activities, and programs for patrons 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 2021/22 Accomplishments

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

The pandemic impacted the operations of THPRD aquatic facilities. After reopening the outdoor facilities at the Raleigh Swim Center and Somerset West Swim Center, the district reopened the Tualatin Hills Aquatic Center, Conestoga Recreation and Aquatic Center, and Beaverton Swim Center. The THPRD Aquatics Reopening Team focused on recruiting and training staff. Conestoga closed in August for a \$2.2 million capital improvement project to improve pool access, including a new deck, handrails, ADA lift, and more. The pool reopened in March 2022.

Priority: Investing in Employees and Volunteers
Reopening during the COVID-19 pandemic provided several challenges, including renewing lifeguard certifications and meeting in-service training requirements. The American Red Cross

FY 2021/22 Accomplishments (continued)
established guidelines for recertification and in-service standards.

The Aquatics Reopening Team worked within these to recertify staff who had their certifications expire during the pandemic and meet the standards.

FY 2022/23 Goals and Objectives
Priority: Investing in Employees and Technology

Continue to focus on recruiting and training lifeguards and swim instructors to meet the demand for programs.

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

Participate in updating the district's comprehensive and strategic plans to reflect the needs of aquatic facilities and programs.

Continue work with the affiliated sports program review, support the Sports & Inclusion Department affiliate stakeholder workgroup, and develop affiliation alternatives for the THPRD board of directors' consideration.

Update agreements with the affiliated aquatic clubs and pool space allocations. The agreements will address both fees paid for aquatic facilities and the Peg Ogilbee Dryland Training Room usage.

Provide lifeguarding courses 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 a Swim Like a Lifeguard course to improve the skills needed to meet certification requirements.

Other Activities

Continue to promote drowning prevention through water safety education at the pools and online marketing.

Secure grant funding to continue the Make a Splash swim lesson program by providing spaces within the Learn to Swim program.

Provide lifeguard and staff support at the Tri4Youth, an annual event for all abilities, partnering with the Sports & Inclusion Department and FACT Oregon. Provide free and reduced-price swimming lessons subsidized by THPRD's Financial Aid Program and the USA Swimming Foundation's grant funded Make a Splash program.

Continue to expand adaptive class offerings and Learn to Swim classes for English Language Learners.

Continue to operate a lifejacket loaner program for anyone in need, regardless of circumstance.

Value: Leading with Equity with special attention to Racial Equity.

The budget includes a full-time bilingual customer service representative. The bilingual receptionist also supports the Communications Department, providing patron communication and translation for informational items, media, and marketing materials.

The Aquatics manager budget supports staff diversity, equity, inclusion, and access training throughout the year, including webinars and conference opportunities offered by the Oregon Recreation and Park Association, the Portland Metro Diversity Employment Network, and the Northwest Public Employees Diversity Conference (NWPEDC).

Budget Highlights

Update agreements with the affiliated aquatic clubs and pool space allocations.

THPRD aquatics will focus on reopening the Aloha, Harman, and Sunset Swim Centers. As well as expanding programs at currently open facilities.

Division: Recreation Services
 Department: Aquatics

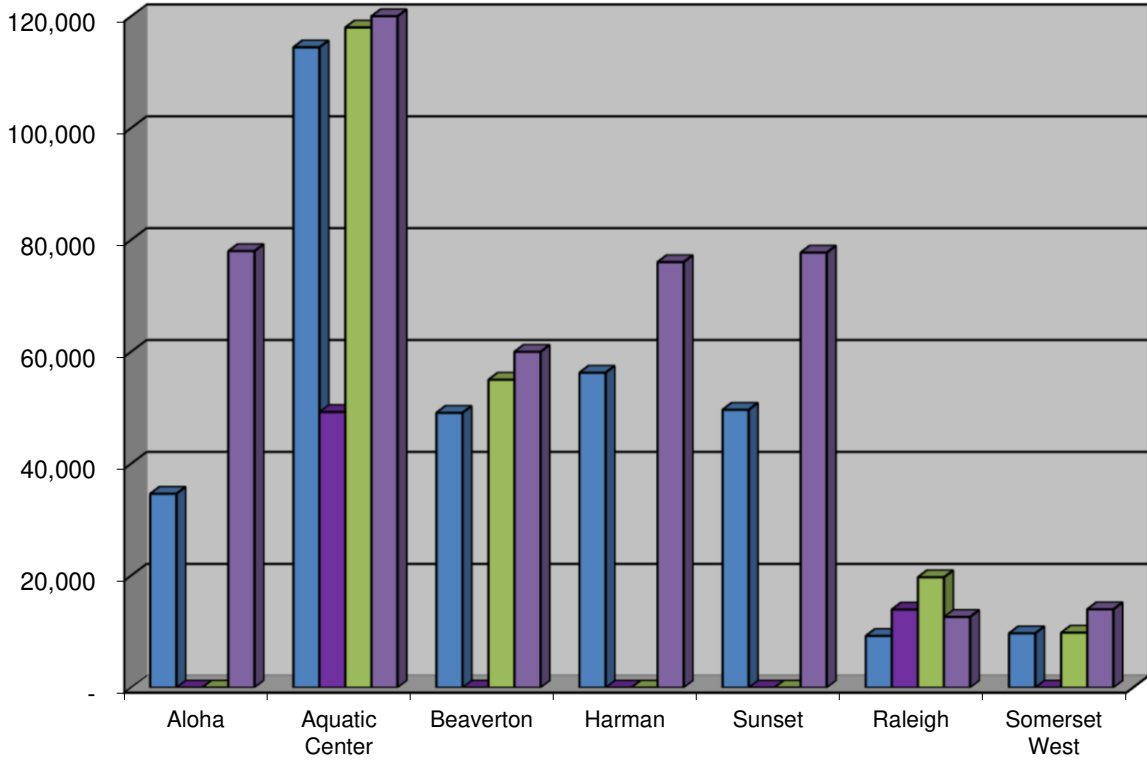
Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Budget 2021/22	Proposed Budget 2022/23	Adopted Budget 2022/23
Summary of Appropriations					
Personnel Services	\$ 4,480,563	\$ 1,110,582	\$ 5,777,444	\$ 5,722,409	\$ 5,722,409
Materials & Services	114,803	30,072	1,026,367	1,126,731	1,126,731
Total Appropriations	\$ 4,595,366	\$ 1,140,654	\$ 6,803,811	\$ 6,849,140	\$ 6,849,140

Summary by Program					
Manager of Aquatics	\$ 310,125	\$ 15,205	\$ 169,122	\$ 250,214	\$ 250,214
Aloha Swim Center	729,171	14,351	1,084,726	1,015,507	1,015,507
Tualatin Hills Aquatic Center	1,035,654	998,885	1,987,891	1,999,509	1,999,509
Beaverton Swim Center	889,351	14,401	1,120,398	1,202,254	1,202,254
Harman Swim Center	790,190	14,369	1,032,463	1,019,879	1,019,879
Sunset Swim Center	757,049	15,456	1,062,364	1,019,609	1,019,609
Raleigh Swim Center	36,541	53,448	167,328	149,559	149,559
Somerset West Swim Center	47,285	14,539	179,519	192,609	192,609
Total Appropriations	\$ 4,595,366	\$ 1,140,654	\$ 6,803,811	\$ 6,849,140	\$ 6,849,140

Division Staff					
Full-time	12.62	6.03	24.50	27.00	27.00
Regular part-time (FTE)	0.00	0.62	0.00	0.00	0.00
Part-time (FTE)	38.48	3.51	54.55	53.87	53.87

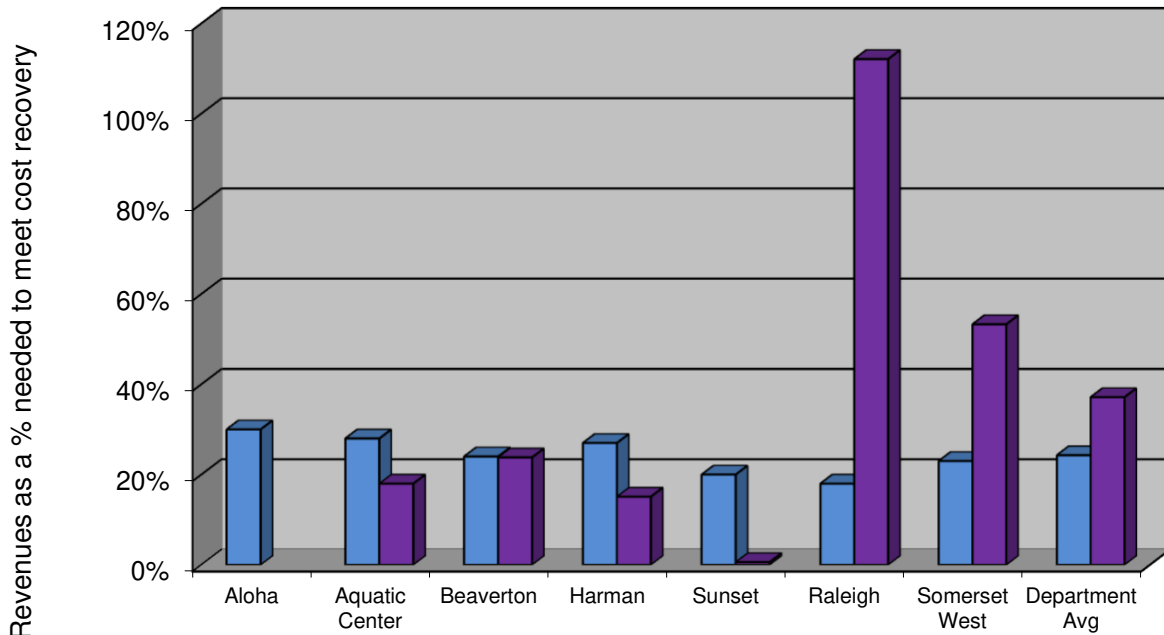
Funded Service Level					
Program Hours	24,845	825	38,736	33,995	33,995
Contact Hours	346,835	5,728	433,847	254,872	254,872

Attendance by Center



■ 2019/20 Actuals ■ 2020/21 Actuals ■ 2021/22 Projected ■ 2022/23 Proposed

Cost Recovery Progress



■ 2019/20 Actuals ■ 2020/21 Actuals

Division: Recreation Services
 Department: Aquatics
 Program: Manager of Aquatics

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Budget 2021/22	Proposed Budget 2022/23	Adopted Budget 2022/23
Program Appropriations					
FT Salary	\$ 149,908	\$ -	\$ 61,139	\$ 123,431	\$ 123,431
PT Salary	-	-	-	5,195	5,195
Employee Benefits	114,319	3,569	55,703	51,560	51,560
Payroll Taxes	12,533	-	9,080	19,668	19,668
Personnel Services	\$ 276,760	\$ 3,569	\$ 125,922	\$ 199,854	\$ 199,854
Supplies	\$ 13,463	\$ 4,673	\$ 10,675	\$ 18,435	\$ 18,435
Communications	5,069	2,485	5,000	5,000	5,000
Training, Travel and Memberships	14,833	4,478	27,525	26,925	26,925
Material & Services	\$ 33,365	\$ 11,636	\$ 43,200	\$ 50,360	\$ 50,360
Program Total	\$ 310,125	\$ 15,205	\$ 169,122	\$ 250,214	\$ 250,214
Department Staff					
Full-time	0.88	0.00	0.50	1.00	1.00
Part-time (FTE)	0.00	0.00	0.00	0.16	0.16

Division: Recreation Services
 Department: Aquatics
 Program: Aloha Swim Center

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Projected Outcome 2021/22	Proposed Outcome 2022/23
Workloads:				
Attendance	34,634	-	-	78,001
Number of classes held	608	-	-	1,317
% of classes held vs. offered	68%	N/A	N/A	96%
Performance Measures:				
Estimated cost per visit ¹	\$ 21.05	N/A	N/A	\$ 10.63
Estimated maintenance cost per visit ²	\$ 3.10	N/A	N/A	\$ 1.27
Utilities cost per square foot	\$ 4.34		\$ 3.64	\$ 6.12
Goal Outcome Measures:				
Average enrollment as a % of class minimums	171%	N/A	N/A	100%
Revenues as a % needed to meet cost recovery	30%	N/A	N/A	63%

¹ Does not include maintenance or utilities.

² Total Maintenance Cost does not include utilities

Division: Recreation Services
 Department: Aquatics
 Program: Aloha Swim Center

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Budget 2021/22	Proposed Budget 2022/23	Adopted Budget 2022/23
Program Appropriations					
FT Salary	\$ 229,015	\$ -	\$ 299,860	\$ 286,820	\$ 286,820
RPT Salary	4,422	-	-	-	-
PT Salary	190,705	-	303,548	324,684	324,684
Employee Benefits	246,248	14,284	252,777	156,740	156,740
Payroll Taxes	43,795	-	92,908	97,002	97,002
Personnel Services	\$ 714,184	\$ 14,284	\$ 949,093	\$ 865,246	\$ 865,246
Supplies	\$ 9,282	\$ 67	\$ 9,171	\$ 11,532	\$ 11,532
Maintenance Services & Supplies	-	-	35,671	42,794	42,794
Utilities	-	-	82,330	87,474	87,474
Bank Charges and Fees	5,705	-	8,461	8,461	8,461
Material & Services	\$ 14,987	\$ 67	\$ 135,633	\$ 150,261	\$ 150,261
Program Total	\$ 729,171	\$ 14,351	\$ 1,084,726	\$ 1,015,507	\$ 1,015,507
Department Staff					
Full-time	0.88	0.00	4.00	4.00	4.00
Part-time (FTE)	8.05	0.00	9.25	9.25	9.25
Funded Service Level					
Program Hours	5,656	-	8,899	8,202	8,202
Contact Hours	51,274	-	63,429	40,527	40,527

NOTE: Maintenance Costs transferred to Aloha Swim Center from the Maintenance Department in FY 2021/22.

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

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Projected Outcome 2021/22	Proposed Outcome 2022/23
Workloads:				
Attendance	114,455	49,234	118,000	120,000
Number of classes held	707	-	259	700
% of classes held vs. offered	96%	N/A	74%	100%
Performance Measures:				
Estimated cost per visit ¹	\$ 9.05	\$ 20.29	\$ 12.42	\$ 11.99
Estimated maintenance cost per visit ²	\$ 3.61	\$ 5.14	\$ 3.23	\$ 3.02
Utilities cost per square foot	\$ 4.43	\$ 4.55	\$ 5.58	\$ 5.90
Goal Outcome Measures:				
Average enrollment as a % of class minimums	208%	250%	377%	100%
Revenues as a % needed to meet cost recovery	28%	18%	46%	44%

¹ Does not include maintenance or utilities.

² Total Maintenance Cost does not include utilities

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

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Budget 2021/22	Proposed Budget 2022/23	Adopted Budget 2022/23
Program Appropriations					
FT Salary	\$ 374,599	\$ 423,210	\$ 577,365	\$ 644,247	\$ 644,247
RPT Salary	1,834	-	-	-	-
PT Salary	225,240	76,433	456,218	491,745	491,745
Employee Benefits	353,429	438,885	495,429	352,492	352,492
Payroll Taxes	59,809	47,095	158,361	182,575	182,575
Personnel Services	\$ 1,014,912	\$ 985,623	\$ 1,687,373	\$ 1,671,059	\$ 1,671,059
Supplies	\$ 8,264	\$ 9,756	\$ 12,787	\$ 19,702	\$ 19,702
Bank Charges and Fees	12,478	3,506	10,752	10,501	10,501
Maintenance Services & Supplies	-	-	89,739	98,331	98,331
Utilities	-	-	186,740	199,416	199,416
Advertising	-	-	500	500	500
Material & Services	\$ 20,742	\$ 13,262	\$ 300,518	\$ 328,450	\$ 328,450
Program Total	\$ 1,035,654	\$ 998,885	\$ 1,987,891	\$ 1,999,509	\$ 1,999,509
Department Staff					
Full-time	6.46	5.28	8.00	9.00	9.00
Part-time (FTE)	11.22	2.38	12.70	12.63	12.63
Funded Service Level					
Program Hours	4,882	747	6,115	3,776	3,776
Contact Hours	135,740	5,602	169,724	16,147	16,147

NOTE: Maintenance Costs transferred to Tualatin Hills Aquatic Center from the Maintenance Department in FY 2021/22.

Division: Recreation Services
 Department: Aquatics
 Program: Beaverton Swim Center

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Projected Outcome 2021/22	Proposed Outcome 2022/23
Workloads:				
Attendance	49,106	-	55,000	60,000
Number of classes held	898	-	203	1,000
% of classes held vs. offered	89%	N/A	37%	100%
Performance Measures:				
Estimated cost per visit ¹	\$ 18.11	N/A	\$ 7.62	\$ 16.83
Estimated maintenance cost per visit ²	\$ 3.05	N/A	\$ 1.38	\$ 1.66
Utilities cost per square foot	\$ 4.19	\$ 2.64	\$ 4.80	\$ 4.66
Goal Outcome Measures:				
Average enrollment as a % of class minimums	154%	N/A	280%	100%
Revenues as a % needed to meet cost recovery	24%	24%	50%	41%

¹ Does not include maintenance or utilities.

² Total Maintenance Cost does not include utilities

Division: Recreation Services
 Department: Aquatics
 Program: Beaverton Swim Center

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Budget 2021/22	Proposed Budget 2022/23	Adopted Budget 2022/23
Program Appropriations					
FT Salary	\$ 285,096	\$ -	\$ 304,011	\$ 367,111	\$ 367,111
RPT Salary	1,447	-	-	-	-
PT Salary	216,037	-	311,559	352,258	352,258
Employee Benefits	320,896	14,334	255,041	197,900	197,900
Payroll Taxes	50,177	-	94,810	114,835	114,835
Personnel Services	\$ 873,653	\$ 14,334	\$ 965,421	\$ 1,032,104	\$ 1,032,104
Supplies	\$ 9,655	\$ 67	\$ 19,210	\$ 23,818	\$ 23,818
Bank charges and fees	5,395	-	9,150	9,558	9,558
Maintenance Services & Supplies	-	-	38,891	43,691	43,691
Utilities	-	-	87,726	93,083	93,083
Small Furniture & Equipment	648	-	-	-	-
Material & Services	\$ 15,698	\$ 67	\$ 154,977	\$ 170,150	\$ 170,150
Program Total	\$ 889,351	\$ 14,401	\$ 1,120,398	\$ 1,202,254	\$ 1,202,254
Department Staff					
Full-time	1.75	0.75	4.00	5.00	5.00
Regular part-time (FTE)	0.00	0.62	0.00	0.00	0.00
Part-time (FTE)	6.51	0.00	9.79	9.91	9.91
Funded Service Level					
Program Hours	4,710	-	9,407	6,308	6,308
Contact Hours	47,653	-	64,924	25,796	25,796

NOTE: Maintenance Costs transferred to Beaverton Swim Center from the Maintenance Department in FY 2021/22.

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

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Projected Outcome 2021/22	Proposed Outcome 2022/23
Workloads:				
Attendance	56,274	-	-	76,042
Number of classes held	608	-	-	689
% of classes held vs. offered	74%	N/A	N/A	90%
Performance Measures:				
Estimated cost per visit ¹	\$ 14.04	N/A	N/A	\$ 10.91
Estimated maintenance cost per visit ²	\$ 2.47	N/A	N/A	\$ 1.30
Utilities cost per square foot	\$ 4.72	\$ 2.67	\$ 4.07	\$ 6.42
Goal Outcome Measures:				
Average enrollment as a % of class minimums	161%	N/A	N/A	100%
Revenues as a % needed to meet cost recovery	27%	15%	52%	57%

¹ Does not include maintenance or utilities.

² Total Maintenance Cost does not include utilities

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

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Budget 2021/22	Proposed Budget 2022/23	Adopted Budget 2022/23
Program Appropriations					
FT Salary	\$ 276,107	\$ -	\$ 287,135	\$ 312,221	\$ 312,221
PT Salary	176,834	-	273,953	293,637	293,637
Employee Benefits	277,805	14,302	245,554	162,676	162,676
Payroll Taxes	45,024	-	85,529	96,420	96,420
Personnel Services	\$ 775,770	\$ 14,302	\$ 892,171	\$ 864,954	\$ 864,954
Supplies	\$ 7,773	\$ 67	\$ 8,946	\$ 13,251	\$ 13,251
Maintenance Services & Supplies	-	-	38,481	42,993	42,993
Utilities	-	-	85,396	91,212	91,212
Bank Charges and Fees	6,647	-	7,469	7,469	7,469
Material & Services	\$ 14,420	\$ 67	\$ 140,292	\$ 154,925	\$ 154,925
Program Total	\$ 790,190	\$ 14,369	\$ 1,032,463	\$ 1,019,879	\$ 1,019,879
Department Staff					
Full-time	1.77	0.00	4.00	4.00	4.00
Part-time (FTE)	6.26	0.00	8.30	8.20	8.20
Funded Service Level					
Program Hours	4,492	-	5,997	5,192	5,192
Contact Hours	39,859	-	45,305	24,644	24,644

NOTE: Maintenance Costs transferred to Harman Swim Center from the Maintenance Department in FY 2021/22.

Division: Recreation Services
 Department: Aquatics
 Program: Sunset Swim Center

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Projected Outcome 2021/22	Proposed Outcome 2022/23
Workloads:				
Attendance	49,648	-	-	77,741
Number of classes held	719	-	-	894
% of classes held vs. offered	84%	N/A	N/A	98%
Performance Measures:				
Estimated cost per visit ¹	\$ 15.25	N/A	N/A	\$ 10.59
Estimated maintenance cost per visit ²	\$ 2.71	N/A	N/A	\$ 1.21
Utilities cost per square foot	\$ 5.28	\$ 3.40	\$ 4.34	\$ 6.73
Goal Outcome Measures:				
Average enrollment as a % of class minimums	182%	N/A	N/A	100%
Revenues as a % needed to meet cost recovery	20%	1%	N/A	47%

¹ Does not include maintenance or utilities.

² Total Maintenance Cost does not include utilities

Division: Recreation Services
 Department: Aquatics
 Program: Sunset Swim Center

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Budget 2021/22	Proposed Budget 2022/23	Adopted Budget 2022/23
Program Appropriations					
FT Salary	\$ 268,890	\$ -	\$ 304,011	\$ 312,221	\$ 312,221
PT Salary	196,989	199	266,055	285,086	285,086
Employee Benefits	234,175	13,812	255,077	162,676	162,676
Payroll Taxes	46,224	19	87,757	95,094	95,094
Personnel Services	\$ 746,278	\$ 14,030	\$ 912,900	\$ 855,077	\$ 855,077
Supplies	\$ 7,318	\$ 1,409	\$ 14,475	\$ 17,247	\$ 17,247
Bank Charges and Fees	3,453	17	6,964	6,964	6,964
Maintenance Services & Supplies	-	-	32,148	38,471	38,471
Utilities	-	-	95,877	101,850	101,850
Material & Services	\$ 10,771	\$ 1,426	\$ 149,464	\$ 164,532	\$ 164,532
Program Total	\$ 757,049	\$ 15,456	\$ 1,062,364	\$ 1,019,609	\$ 1,019,609
Department Staff					
Full-time	0.88	0.00	4.00	4.00	4.00
Part-time (FTE)	6.21	0.01	7.96	7.96	7.96
Funded Service Level					
Program Hours	3,705	-	6,354	4,630	4,630
Contact Hours	42,668	-	64,213	32,601	32,601

NOTE: Maintenance Costs transferred to Sunset Swim Center from the Maintenance Department in FY 2021/22.

Division: Recreation Services
 Department: Aquatics
 Program: Raleigh Swim Center

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Projected Outcome 2021/22	Proposed Outcome 2022/23
Workloads:				
Attendance	9,229	13,956	19,710	12,630
Number of classes held	56	-	163	187
% of classes held vs. offered	56%	N/A	79%	93%
Performance Measures:				
Estimated cost per visit ¹	\$ 3.96	\$ 3.83	\$ 4.72	\$ 8.27
Estimated maintenance cost per visit ²	\$ 1.06	\$ 1.80	\$ 1.08	\$ 1.15
Utilities cost per square foot	\$ 3.15	\$ 9.49	\$ 16.18	\$ 6.88
Goal Outcome Measures:				
Average enrollment as a % of class minimums	142%	162%	198%	100%
Revenues as a % needed to meet cost recovery	18%	112%	50%	41%

¹ Does not include maintenance or utilities.

² Total Maintenance Cost does not include utilities

Division: Recreation Services
 Department: Aquatics
 Program: Raleigh Swim Center

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Budget 2021/22	Proposed Budget 2022/23	Adopted Budget 2022/23
Program Appropriations					
PT Salary	\$ 30,091	\$ 46,798	\$ 100,978	\$ 83,270	\$ 83,270
Payroll Taxes	3,568	4,445	15,652	12,907	12,907
Personnel Services	\$ 33,659	\$ 51,243	\$ 116,630	\$ 96,177	\$ 96,177
Supplies	\$ 1,326	\$ 410	\$ 5,574	\$ 6,318	\$ 6,318
Maintenance Services & Supplies	-	-	13,968	14,508	14,508
Utilities	-	-	28,622	30,559	30,559
Bank Charges and Fees	1,556	1,795	2,534	1,997	1,997
Material & Services	\$ 2,882	\$ 2,205	\$ 50,698	\$ 53,382	\$ 53,382
Program Total	\$ 36,541	\$ 53,448	\$ 167,328	\$ 149,559	\$ 149,559
Department Staff					
Full-time	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	0.04	0.87	3.11	2.40	2.40
Funded Service Level					
Program Hours	529	39	832	1,764	1,764
Contact Hours	15,400	87	22,205	13,612	13,612

NOTE: Maintenance Costs transferred to Raleigh Swim Center from the Maintenance Department in FY 2021/22.

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

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Projected Outcome 2021/22	Proposed Outcome 2022/23
Workloads:				
Attendance	9,698	-	9,807	14,000
Number of classes held	220	-	104	121
% of classes held vs. offered	89%	N/A	80%	100%
Performance Measures:				
Estimated cost per visit ¹	\$ 4.88	N/A	\$ 5.92	\$ 10.51
Estimated maintenance cost per visit ²	\$ 0.96	N/A	\$ 1.23	\$ 1.12
Utilities cost per square foot	\$ 7.53	\$ 8.33	\$ 21.90	\$ 17.85
Goal Outcome Measures:				
Average enrollment as a % of class minimums	131%	117%	149%	100%
Revenues as a % needed to meet cost recovery	23%	53%	87%	51%

¹ Does not include maintenance or utilities.

² Total Maintenance Cost does not include utilities

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

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Budget 2021/22	Proposed Budget 2022/23	Adopted Budget 2022/23
Program Appropriations					
PT Salary	\$ 40,741	\$ 12,422	\$ 110,765	\$ 119,427	\$ 119,427
Payroll Taxes	4,606	775	17,169	18,511	18,511
Personnel Services	\$ 45,347	\$ 13,197	\$ 127,934	\$ 137,938	\$ 137,938
Supplies	\$ 950	\$ 592	\$ 5,994	\$ 7,845	\$ 7,845
Maintenance Services & Supplies	-	-	15,343	15,667	15,667
Utilities	-	-	28,003	29,857	29,857
Bank Charges and Fees	988	750	2,245	1,302	1,302
Material & Services	\$ 1,938	\$ 1,342	\$ 51,585	\$ 54,671	\$ 54,671
Program Total	\$ 47,285	\$ 14,539	\$ 179,519	\$ 192,609	\$ 192,609
Department Staff					
Full-time	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	0.19	0.25	3.44	3.36	3.36
Funded Service Level					
Program Hours	871	39	1,132	4,123	4,123
Contact Hours	14,241	39	4,047	101,545	101,545

NOTE: Maintenance Costs transferred to Somerset West Swim Center from the Maintenance Department in FY 2021/22.

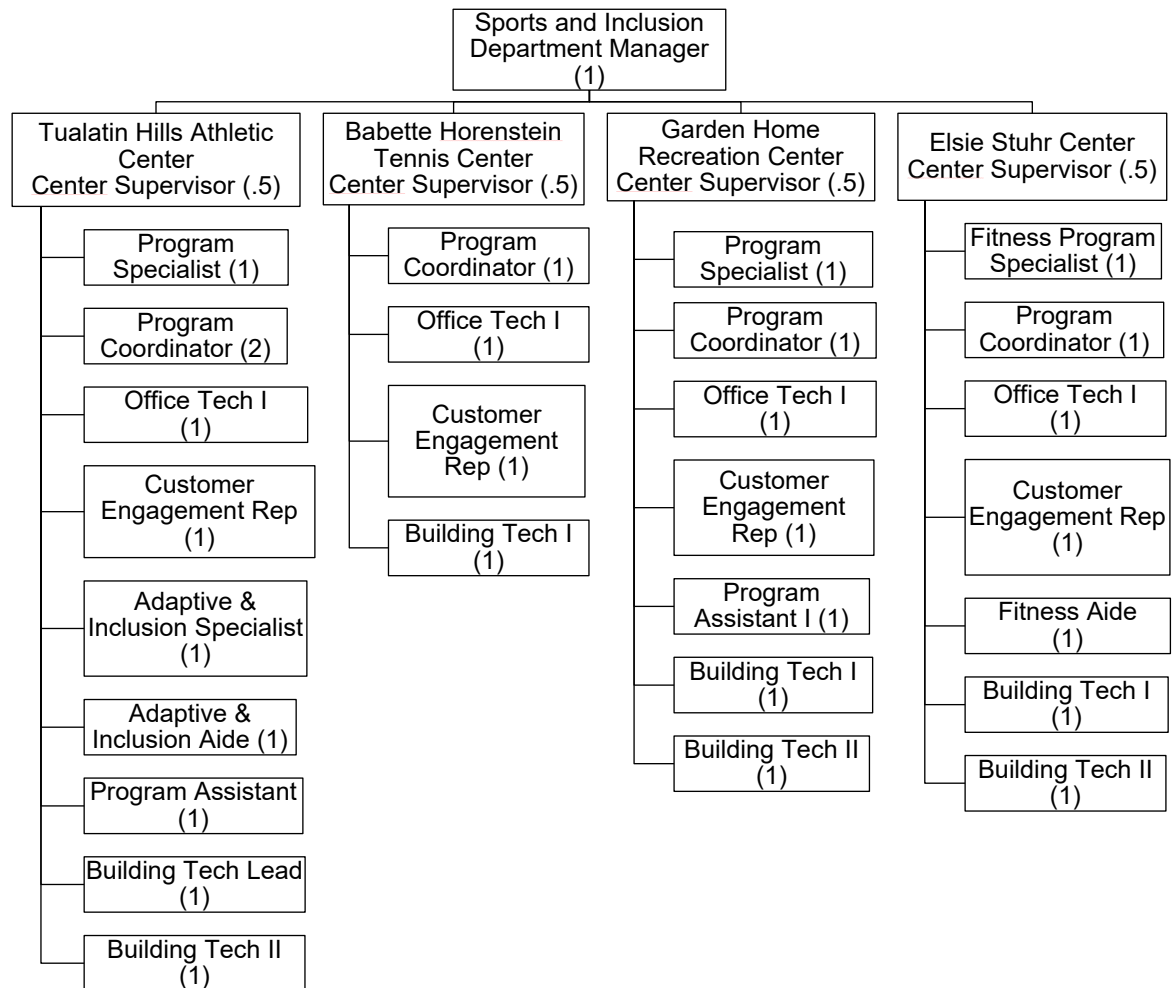


Sports & Inclusion Services



RECREATION SERVICES DIVISION

Sports & Inclusion Department



Department Overview

The Sports & Inclusion Department manager is responsible to the director of Recreation Services and oversees 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, 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 diverse community. GHRC is home to the Garden Home Community Library, Community Action (Headstart) programs, and two preschool

Department Overview (continued)

programs. The center also houses the free Rec Mobile program.

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 mobile fitness and wellness programs to low-income community members. ESC runs 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 2021/22 Accomplishments

Value: Diversity, Equity, Inclusion, and Access

The Affiliate Review Stakeholder working group (SWG) was created in June 2021. The SWG was made up of 11 representatives from current aquatic and field affiliates and non-affiliated sports users, to assist THPRD staff with revising the affiliate process. The SWG and staff developed recommendations and policy changes for ten months. Staff did an extensive outreach process to current affiliates and those seeking affiliation. Staff compiled the information and worked with the SWG to present final recommendations to the board in April 2022.

The THRIVE afterschool program restarted when BSD resumed in-person instruction. The AC served 23 participants from Elmonica and Beaver Acres elementary schools. The THRIVE afterschool program at Garden Home Recreation Center serves over 70 participants from nine BSD schools, including the Chehalem on-site program. The Chehalem program is a partnership with BSD where THPRD pays a discounted rate on facility use to BSD, and in exchange, THPRD offers ten program spots at a discounted rate for families in need.

Inclusion services resumed three Therapeutic Recreation (TR) programs in the fall of 2021. Programs include Monday TR Drop-in at Elsie Stuhr Center, Thursday Night Basketball All-Stars, and Wheelchair Basketball at the Athletic Center.

BHTC secured three grants which will assist staff in running pickleball tournaments and host a Metro League high school tournament for non-varsity tennis participants. Both programs help grow the games.

ESC re-opened in September 2021 after an 18-month closure due to COVID19. The center has focused on the fitness room and fitness classes to get those 55 and over moving again.

Rec Mobile and Fitness in the Park teams partnered with BSD to deliver recreation and fitness support to their summer programs. Six staff served 20 elementary schools four days a week for four weeks and provided services to over 6,000 children.

AC began offering community field space and partnered with the Bilal Mosque Association to provide fields for weekly soccer scrimmages at the HMT and PCC Complexes.

In 2021 Mobile Programs including Adaptive Rec Mobile, Rec Mobile, Wellness on Wheels, and Fitness in the Park received \$300,000 in grants to provide programs to our community.

Rec Mobile Camp received \$180,000 to provide ten weeks of free summer camp to children living in low-income housing, experiencing homelessness, or those who qualify for THPRD scholarships.

As a result of these successful grants and equity-related funding added to the Fitness in the Park budget, free fitness classes have been running at THPRD parks all year. This program previously only ran for three months but now runs for a full 12.

ESC partnered with the Tualatin Hills Park Foundation (THPF) to raise funds and have them matched by the Friends of the Elsie Stuhr Center to create the Help a Senior campaign. The campaign provided supplemental financial aid for fitness passes to those 55 and over who utilized all their financial aid or are on a fixed income and can't afford a monthly pass.

FY 2021/22 Accomplishments (continued)

Priority: Investing in our Employees and Volunteers

BHTC staff has continued hiring and training part-time instructors and currently has eleven staff dedicated to teaching youth and adult group classes and private lessons for all ages. They also began offering pickleball introductory classes and clinics for intermediate players.

Sports & Inclusion staff reviewed, renegotiated, and renewed the district's healthcare partner contracts with three organizations; Silver & Fit, Renew Active, and Silver Sneakers. These contracts ensure that THPRD patrons 55 and over have equitable access to fitness facilities even when they are on a fixed income.

FY 2022/23 Goals and Objectives

Priority: Rebuilding Programming with an Emphasis on our Access for All Work

AC will expand free primetime drop-in programs and community time on the district's fields to ensure patrons can access these amenities.

Sports & Inclusion Department will implement the updated affiliate process to promote the equitable use of district-owned and operated sports facilities.

ESC will renew the lease with Loaves and Fishes which houses Meals on Wheels to create a long-term partnership model. This process will include fundamental changes in both organizations because of COVID-19.

To build a foundation with the Friends of the Elsie Stuhr Center that supports the district and Tualatin Hills Park Foundation goals and values. Including a framework for how the Friends of the Elsie Stuhr Center can set funding priorities to help individuals 55 and over in our community.

GHRC will host cultural events and education through month-long spotlight events and one-day events. Including culturally specific open houses for Día de los Niños and Marhaba.

Rec Mobile will be hosting nine weeks of free summer camp for children who are

experiencing homelessness, those who live in low-income housing, and those who qualify for THPRD financial aid.

Fitness in the Park will be offered year-round and focused on traditionally underserved or low-income locations. This free fitness program allows patrons to start on their journey towards a healthy lifestyle while removing the barrier of fees.

Sports staff will focus on rebuilding access for all programming by providing free tennis and field sports clinics while integrating inclusion support to expand offerings. Activities will be programmed in the summer and fall months and offered at the HMT Complex.

Inclusion Service will bring back the All Ability Tri4Youth in August 2022 after a two-year break. The event will be modified this year as we rebuild participation.

Budget Highlights

The Sports & Inclusion department will continue to offer events and programs for underrepresented racial and ethnic groups to break down barriers to participation.

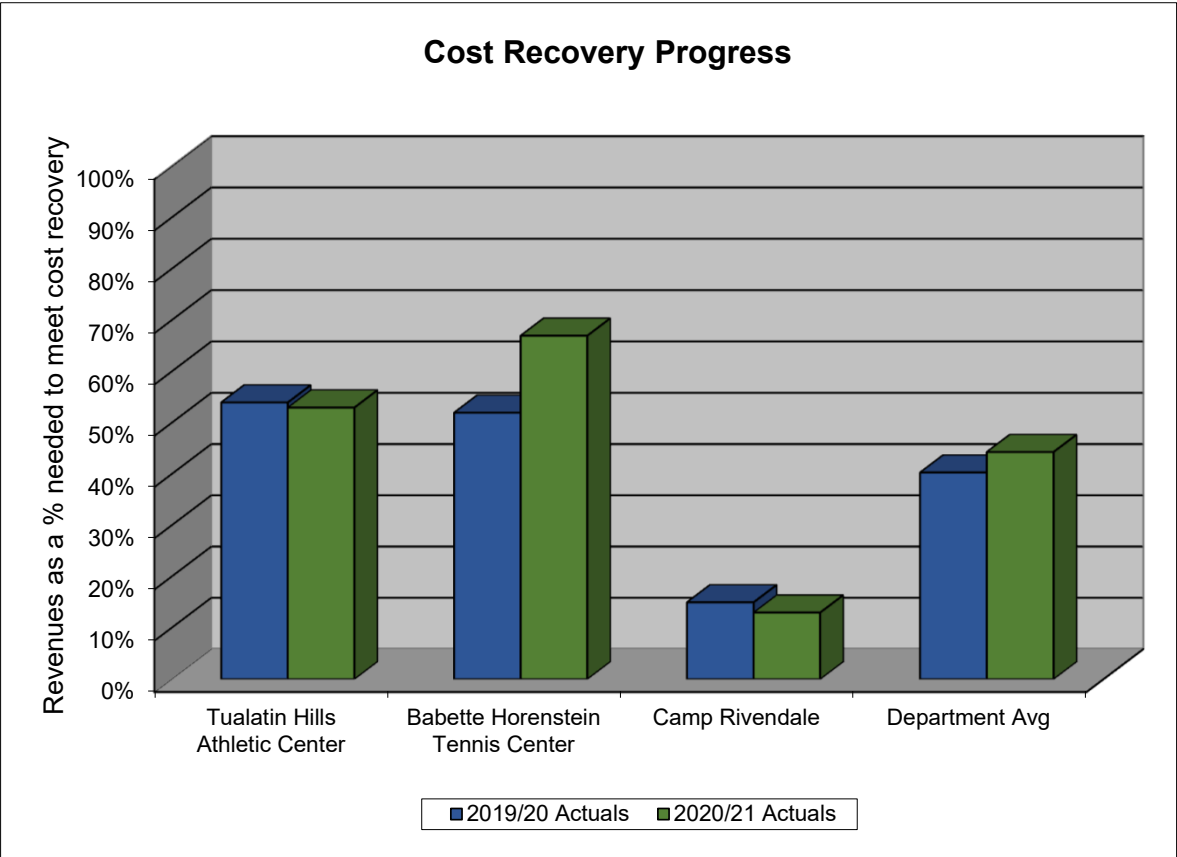
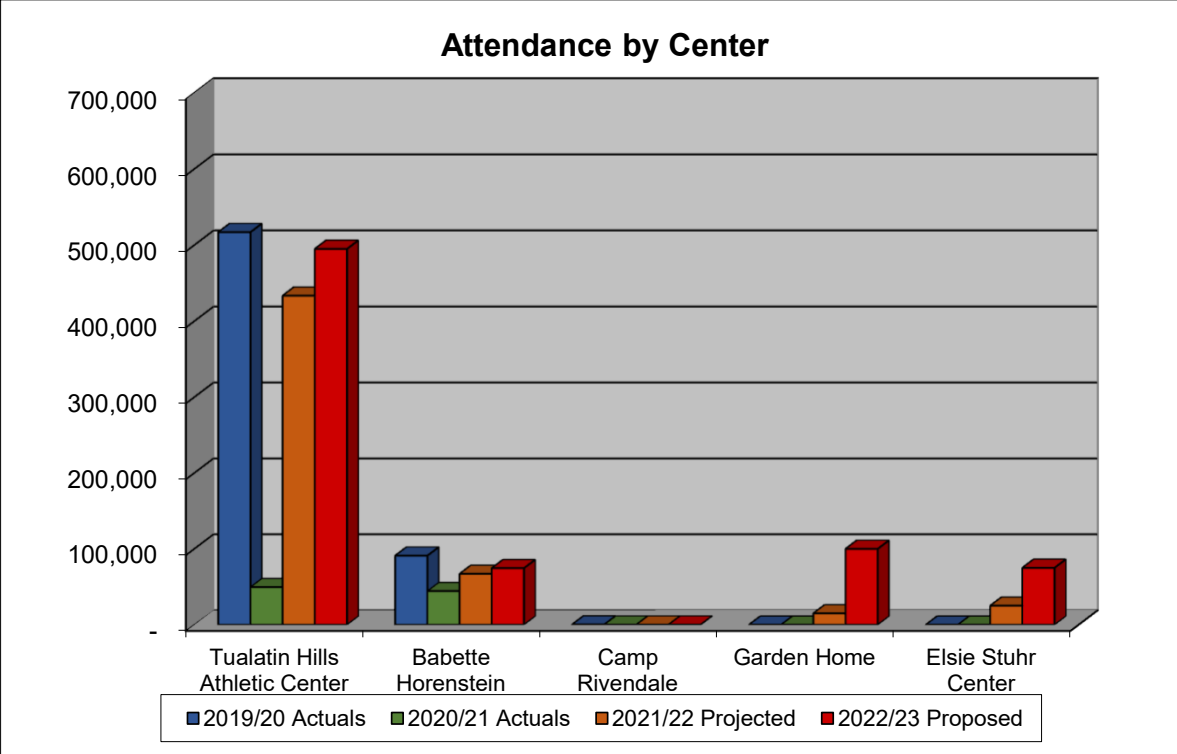
Division: Recreation Services
 Department: Sports & Inclusion Services

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Budget 2021/22	Proposed Budget 2022/23	Adopted Budget 2022/23
Summary of Appropriations					
Personnel Services	\$ 3,807,417	\$ 2,430,539	\$ 7,051,449	\$ 6,919,702	\$ 6,919,702
Materials & Services	545,299	284,970	1,153,552	1,173,261	1,173,261
Total Appropriations	\$ 4,352,716	\$ 2,715,509	\$ 8,205,001	\$ 8,092,963	\$ 8,092,963

Summary by Program					
Sports & Inclusion Services Manager	\$ 230,095	\$ 262,685	\$ 260,488	\$ 253,493	\$ 253,493
Tualatin Hills Athletic Center	2,443,624	2,094,875	2,964,871	2,951,913	2,951,913
Babette Horenstein Tennis Center	1,500,927	330,997	1,165,327	1,185,155	1,185,155
Elsie Stuhr Center	-	-	1,418,525	1,365,790	1,365,790
Garden Home Recreation Center	-	-	2,230,274	2,157,910	2,157,910
Camp Rivendale	178,070	26,952	165,516	178,702	178,702
Total Appropriations	\$ 4,352,716	\$ 2,715,509	\$ 8,205,001	\$ 8,092,963	\$ 8,092,963

Division Staff					
Full-time	16.74	10.78	31.00	31.00	31.00
Regular part-time (FTE)	2.88	0.92	0.00	0.00	0.00
Part-time (FTE)	39.18	13.60	74.60	75.19	75.19

Funded Service Level					
Program Hours	35,933	13,409	80,064	51,953	51,953
Contact Hours	340,936	58,034	994,142	490,257	490,257



Division: Recreation Services
 Department: Sports & Inclusion Services
 Program: Sports & Inclusion Services Manager

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Budget 2021/22	Proposed Budget 2022/23	Adopted Budget 2022/23
Program Appropriations					
FT Salary	\$ 113,222	\$ 118,149	\$ 122,875	\$ 143,086	\$ 143,086
PT Salary	-	-	14,853	16,793	16,793
Employee Benefits	92,960	119,485	90,179	56,002	56,002
Payroll Taxes	9,844	10,276	19,053	24,425	24,425
Personnel Services	\$ 216,025	\$ 247,910	\$ 246,960	\$ 240,306	\$ 240,306
Communications	\$ 7,126	\$ 11,350	\$ 7,279	\$ 7,287	\$ 7,287
Supplies	3,576	2,136	1,815	2,000	2,000
Training, Travel and Memberships	3,368	1,289	4,284	3,750	3,750
Small Furniture and Equipment	-	-	150	150	150
Material & Services	\$ 14,070	\$ 14,775	\$ 13,528	\$ 13,187	\$ 13,187
Program Total	\$ 230,095	\$ 262,685	\$ 260,488	\$ 253,493	\$ 253,493
Department Staff					
Full-time	1.00	1.00	1.00	1.00	1.00
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 2019/20	Prior Year Actual 2020/21	Projected Outcome 2021/22	Proposed Outcome 2022/23
Workloads:				
Attendance	517,000	49,550	433,500	495,000
Number of classes held	422	168	368	430
% of classes held vs. offered	80%	63%	74%	78%
Performance Measures:				
Estimated cost per visit ¹	\$ 4.06	\$ 34.58	\$ 7.14	\$ 5.12
Estimated maintenance cost per visit ²	\$ 0.53	\$ 4.49	\$ 0.73	\$ 0.67
Utilities cost per square foot	\$ 1.14	\$ 1.28	\$ 1.74	\$ 1.43
Goal Outcome Measures:				
Average enrollment as a % of class minimums	170%	137%	156%	100%
Revenues as a % needed to meet cost recovery	54%	53%	62%	54%

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 2019/20	Prior Year Actual 2020/21	Budget 2021/22	Proposed Budget 2022/23	Adopted Budget 2022/23
Program Appropriations					
FT Salary	\$ 591,712	\$ 642,442	\$ 684,680	\$ 727,830	\$ 727,830
RPT Salary	64,541	39,311	-	-	-
PT Salary	600,627	395,404	954,072	1,076,654	1,076,654
Employee Benefits	699,859	769,935	606,247	405,814	405,814
Payroll Taxes	144,813	108,402	252,901	289,671	289,671
Personnel Services	\$ 2,101,552	\$ 1,955,494	\$ 2,497,900	\$ 2,499,969	\$ 2,499,969
Professional and Technical Services	\$ 71,661	\$ 8,200	\$ 79,900	\$ 79,900	\$ 79,900
Bank Charges and Fees	17,097	9,446	32,669	32,669	32,669
Supplies	180,885	43,929	265,828	239,415	239,415
Utilities	69,454	77,493	82,524	86,855	86,855
Communication	31	-	350	405	405
Training, Travel and Memberships	2,944	313	2,200	7,700	7,700
Small Furniture and Equipment	-	-	3,500	5,000	5,000
Material & Services	\$ 342,072	\$ 139,381	\$ 466,971	\$ 451,944	\$ 451,944
Program Total	\$ 2,443,624	\$ 2,094,875	\$ 2,964,871	\$ 2,951,913	\$ 2,951,913
Department Staff					
Full-time	11.16	8.15	10.50	10.50	10.50
Regular part-time (FTE)	0.97	0.92	0.00	0.00	0.00
Part-time (FTE)	31.64	11.03	30.32	30.89	30.89
Funded Service Level					
Program Hours	9,068	11,283	12,691	6,049	6,049
Contact Hours	217,571	52,082	304,946	53,330	53,330

Division: Recreation Services
 Department: Sports & Inclusion Services
 Program: Babette Horenstein Tennis Center

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Projected Outcome 2021/22	Proposed Outcome 2022/23
Workloads:				
Attendance	91,050	44,300	67,000	74,500
Number of classes held	1,273	260	837	882
% of classes held vs. offered	71%	73%	90%	90%
Performance Measures:				
Estimated cost per visit ¹	\$ 13.59	\$ 4.50	\$ 0.26	\$ 11.17
Estimated maintenance cost per visit ²	\$ 2.04	\$ 1.25	\$ 2.98	\$ 2.97
Utilities cost per square foot	\$ 0.78	\$ 0.77	\$ 1.26	\$ 1.32
Goal Outcome Measures:				
Average enrollment as a % of class minimums	187%	128%	177%	100%
Revenues as a % needed to meet cost recovery	52%	67%	57%	115%

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 2019/20	Prior Year Actual 2020/21	Budget 2021/22	Proposed Budget 2022/23	Adopted Budget 2022/23
Program Appropriations					
FT Salary	\$ 454,696	\$ 59,812	\$ 284,619	\$ 320,386	\$ 320,386
RPT Salary	134,921	-	-	-	-
PT Salary	180,518	81,712	318,255	343,687	343,687
Employee Benefits	509,815	44,764	254,791	175,765	175,765
Payroll Taxes	81,345	14,302	91,924	105,514	105,514
Personnel Services	\$ 1,361,295	\$ 200,590	\$ 949,589	\$ 945,352	\$ 945,352
Professional and Technical Services	\$ 20,844	\$ 34,863	\$ 30,140	\$ 34,450	\$ 34,450
Bank Charges and Fees	16,612	6,909	21,672	21,717	21,717
Supplies	23,122	12,412	36,292	49,703	49,703
Rental Equipment	793	-	1,891	1,891	1,891
Utilities	77,765	76,223	125,643	131,542	131,542
Training, Travel and Memberships	496	-	100	500	500
Material & Services	\$ 139,632	\$ 130,407	\$ 215,738	\$ 239,803	\$ 239,803
Program Total	\$ 1,500,927	\$ 330,997	\$ 1,165,327	\$ 1,185,155	\$ 1,185,155
Department Staff					
Full-time	4.58	1.63	4.50	4.50	4.50
Regular part-time (FTE)	1.91	0.00	0.00	0.00	0.00
Part-time (FTE)	5.50	2.11	9.44	9.49	9.49
Funded Service Level					
Program Hours	26,421	2,126	38,039	14,591	14,591
Contact Hours	116,705	5,952	198,283	142,158	142,158

Division: Recreation Services
 Department: Sports & Inclusion Services
 Program: Elsie Stuhr Center

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Projected Outcome 2021/22	Proposed Outcome 2022/23
Workloads:				
Attendance	-	-	25,000	75,000
Number of classes held	-	-	40	120
% of classes held vs. offered	-	-	80%	80%
Performance Measures:				
Estimated cost per visit ¹	-	-	\$ 28.50	\$ 14.02
Estimated maintenance cost per visit ²	-	-	\$ 5.63	\$ 3.29
Utilities cost per square foot	-	-	\$ 2.85	\$ 3.06
Goal Outcome Measures:				
Average enrollment as a % of class minimums	-	-	91%	100%
Revenues as a % needed to meet cost recovery	-	-	34%	22%

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 2019/20	Prior Year Actual 2020/21	Budget 2021/22	Proposed Budget 2022/23	Adopted Budget 2022/23
Program Appropriations					
FT Salary	\$ -	\$ -	\$ 464,986	\$ 489,655	\$ 489,655
PT Salary	-	-	291,576	326,972	326,972
Employee Benefits	-	-	419,360	282,556	282,556
Payroll Taxes	-	-	114,312	133,312	133,312
Personnel Services	\$ -	\$ -	\$ 1,290,234	\$ 1,232,495	\$ 1,232,495
Other Services	\$ -	\$ -	\$ 604	\$ 604	\$ 604
Bank Charges and Fees	-	-	8,717	8,717	8,717
Utilities	-	-	62,700	67,392	67,392
Communication	-	-	1,000	1,000	1,000
Supplies	-	-	54,565	54,582	54,582
Training, Travel and Memberships	-	-	705	1,000	1,000
Material & Services	\$ -	\$ -	\$ 128,291	\$ 133,295	\$ 133,295
Program Total	\$ -	\$ -	\$ 1,418,525	\$ 1,365,790	\$ 1,365,790
Department Staff					
Full-time	0.00	0.00	7.50	7.50	7.50
Part-time (FTE)	0.00	0.00	6.92	7.03	7.03
Funded Service Level					
Program Hours	-	-	6,887	8,486	8,486
Contact Hours	-	-	69,979	18,028	18,028

NOTE: In FY 2021/22 Elsie Stuhr Center transferred from the Recreation Department to the Sports & Inclusion Services Department, within Recreation Services.

Division: Recreation Services
 Department: Sports & Inclusion Services
 Program: Garden Home Recreation Center

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Projected Outcome 2021/22	Proposed Outcome 2022/23
Workloads:				
Attendance	-	-	15,000	100,000
Number of classes held	-	-	78	300
% of classes held vs. offered	-	-	65%	75%
Performance Measures:				
Estimated cost per visit ¹	-	-	\$ 128.61	\$ 17.96
Estimated maintenance cost per visit ²	-	-	\$ 19.52	\$ 2.73
Utilities cost per square foot	-	-	\$ 1.58	\$ 1.68
Goal Outcome Measures:				
Average enrollment as a % of class minimums	-	-	184%	100%
Revenues as a % needed to meet cost recovery	-	-	66%	65%

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 2019/20	Prior Year Actual 2020/21	Budget 2021/22	Proposed Budget 2022/23	Adopted Budget 2022/23
Program Appropriations					
FT Salary	\$ -	\$ -	\$ 504,047	\$ 501,265	\$ 501,265
PT Salary	-	-	806,844	872,764	872,764
Employee Benefits	-	-	441,075	285,186	285,186
Payroll Taxes	-	-	200,601	218,893	218,893
Personnel Services	\$ -	\$ -	\$ 1,952,567	\$ 1,878,108	\$ 1,878,108
Professional and Technical Services	\$ -	\$ -	\$ 241	\$ 638	\$ 638
Bank Charges and Fees	-	-	23,418	24,088	24,088
Supplies	-	-	168,155	162,582	162,582
Utilities	-	-	83,001	89,302	89,302
Communications	-	-	1,538	1,538	1,538
Training, Travel and Memberships	-	-	1,354	1,654	1,654
Material & Services	\$ -	\$ -	\$ 277,707	\$ 279,802	\$ 279,802
Program Total	\$ -	\$ -	\$ 2,230,274	\$ 2,157,910	\$ 2,157,910
Department Staff					
Full-time	0.00	0.00	7.50	7.50	7.50
Part-time (FTE)	0.00	0.00	24.11	23.92	23.92
Funded Service Level					
Program Hours	-	-	21,967	21,227	21,227
Contact Hours	-	-	413,734	251,882	251,882

NOTE: In FY 2021/22 Garden Home Recreation Center transferred from the Recreation Department to the Sports & Inclusion Services Department, within Recreation Services.

Division: Recreation Services
 Department: Sports & Inclusion Services
 Program: Camp Rivendale

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Projected Outcome 2021/22	Proposed Outcome 2022/23
Workloads:				
Attendance	271	99	82	100
Performance Measures:				
Estimated maintenance cost per visit ¹	\$ 2,330	N/A	N/A	N/A
Utilities cost per square foot	\$ 1.95	\$ 3.46	\$ 4.11	\$ 5.98
Goal Outcome Measures:				
Average enrollment as a % of class minimums	272%	N/A	198%	100%
Revenues as a % needed to meet cost recovery	15%	13%	23%	16%

¹ Total maintenance cost does not include utilities.

Division: Recreation Services
 Department: Sports & Inclusion Services
 Program: Camp Rivendale

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Budget 2021/22	Proposed Budget 2022/23	Adopted Budget 2022/23
Program Appropriations					
PT Salary	\$ 114,403	\$ 23,902	\$ 98,874	\$ 106,902	\$ 106,902
Payroll Taxes	14,142	2,643	15,325	16,570	16,570
Personnel Services	\$ 128,545	\$ 26,545	\$ 114,199	\$ 123,472	\$ 123,472
Rental Equipment	\$ 36,000	\$ -	\$ 29,000	\$ 29,000	\$ 29,000
Utilities	-	-	10,265	11,548	11,548
Supplies	13,525	386	12,052	14,682	14,682
Training, Travel and Memberships	-	21	-	-	-
Material & Services	\$ 49,525	\$ 407	\$ 51,317	\$ 55,230	\$ 55,230
Program Total	\$ 178,070	\$ 26,952	\$ 165,516	\$ 178,702	\$ 178,702
Department Staff					
Full-time	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	2.04	0.46	3.24	3.29	3.29
Funded Service Level					
Program Hours	444	-	480	1,600	1,600
Contact Hours	6,660	-	7,200	24,859	24,859

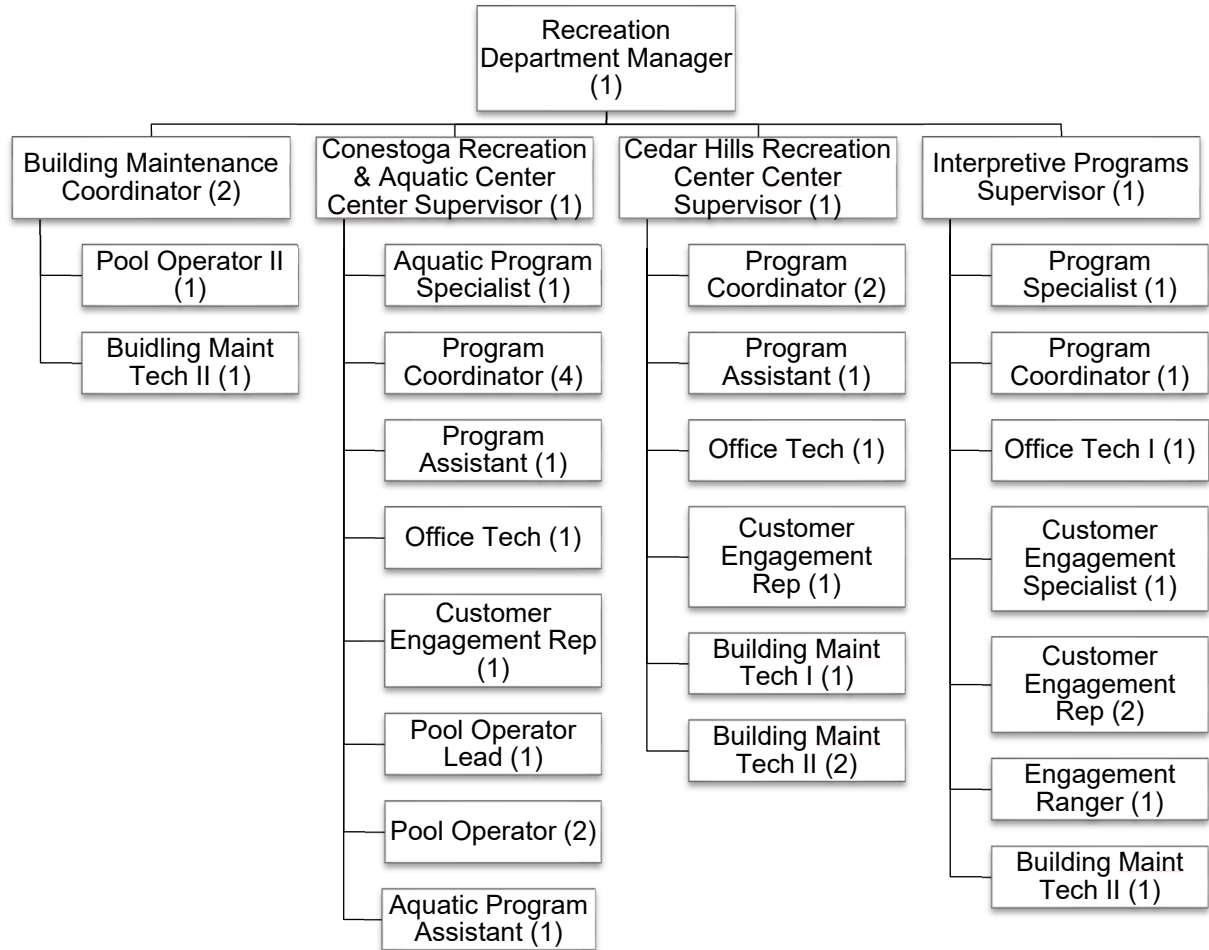


Recreation



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. Under the direction of the manager is the Cedar Hills Recreation Center and Conestoga Recreation & Aquatic Center. Each quarter, these recreation facilities provide 400 diverse recreation programs, fitness classes, special events, preschool, and afterschool programs.

The manager also directs the Tualatin Hills Nature Center, Cooper Mountain Nature House, and interpretive programs. Staff operate a coordinated program that uses the Nature Center and Nature Mobile to educate patrons about THPRD's natural areas, volunteer opportunities, trails, and environmental education programs.

The manager also oversees the building maintenance coordinator to support facility and pool maintenance activities with the Aquatics Department manager.

FY 2021/22 Accomplishments

Priority: Investing in our Employees and Volunteers

THPRD hiring practices are updated to meet the Civil Rights Title VI requirements, and subsequent training on those practices are scheduled for hiring managers yearly.

Summer camp orientations host a guest speaker whose topic focuses on inherent bias and speaks to the district's zero-tolerance for discrimination.

Other Accomplishments

THPRD's continued partnership with the Beaverton School District's (BSD) free and reduced lunch program and supper program for afterschool program sites provided thousands of meals for children in the community.

THPRD continued to rebuild programming by offering Safety Town Camp and increasing the number of participants in the bilingual session; providing additional resources in languages other than English; partnering with cultural organizations to offer dance classes with Ballet Folklorico and Machulxochi (local cultural dance/music troupes); restarting boys gymnastics to provide opportunities for participation in male gymnastic events; and bringing back El Día de los Niños, a free children's reading event in Spanish, to show our commitment to Access for All.

THPRD's partnership with Northwest Regional Education Service District (NWRES D) provided spaces for 28 students in the nine-month preschool programs at Cedar Hills Recreation Center, Conestoga Recreation & Aquatic Center, and Nature Center. The partnership with NWRES D expanded to include staff training opportunities focused on early intervention and parent communication.

Nature Mobile programs from July - December 2021 were all funded by grants: Served 3,132 kids and 454 adults and distributed 2,831 free nature kits.

BSD Camp Achieve in July 2021: Reached 2,175 kids and distributed 2,300 free nature kits

Nature Mobile in August 2021: Offered free nature programs at THPRD parks and Rec Mobile camps for 776 kids and 346 adults.

Nature Mobile from November - December 2021: Provided free nature programs at parks, apartment complexes, a BSD multilingual department resource fair, and BSD migrant prekindergarten partnership at the Merlo Station High School: Served 181 kids and 111 adults and distributed 531 free nature kits.

Interpretive programs continued to offer Pequeños Naturalistas for Spanish-speaking families with children ages 2-5. These one-hour, guided nature walks are delivered by Spanish-speaking guides at the Tualatin Hills Nature Park on Saturday mornings.

Interpretive programs also continued the Nature Experiences and Workforce Training (NEWT) Program: Providing paid internship opportunities to six Latinx students from July - September 2021. In total, interns worked more than 900 total hours.

Planned to provide afterschool nature sessions with partner, Adelante Mujeres, for their Chicas students - Latina students in elementary, middle, and high school at various BSD schools in spring 2022.

FY 2022/23 Goals and Objectives

Priority: Investing in our Employees and Technology

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

The Nature Center will continue with the teen-oriented Realizing Interests through Service Experience (RISE) Volunteer Program. RISE 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.

FY 2022/23 Goals and Objectives
(continued)

Priority: Rebuilding Programming with an Emphasis on our Access for All Work

THRPD will continue to partner with Northwest Regional Education Service District (NWRES D) to provide spaces for 28 students in nine-month preschool programs at Cedar Hills Recreation Center, Conestoga Recreation and Aquatic Center, and Nature Center.

The centers' budgets support the district's commitment to racial equity and inclusion in multiple program areas, both internally and in the services provided to the public.

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.

The NEWT Program will continue providing paid internship opportunities to 10 Latinx students in summer 2022 to support nature camps and Nature Mobile programming.

Work with partner Clean Water Services and their Paseos Verdes ("green walks") program to offer free, guided naturalist walks at the Tualatin Hills Nature Park with Spanish-speaking staff during the summer of 2022 on three or four Saturdays throughout the summer.

Plan to provide afterschool nature sessions with partner, Adelante Mujeres, for their Chicas students - Latina students in elementary, middle, and high school at various BSD schools in spring 2023.

Continue to set funding aside at recreation centers each year for seven to nine special events that are free to the community and will celebrate diverse communities.

Continue to engage THRIVE students from BSD schools with monthly program themes that reflect a commitment to learning about race,

culture, and diversity, as well as instruction on providing service to our communities.

Develop specific programs for underserved populations and break down barriers to participation, consistent with THPRD's Access for All initiative.

Other Activities

The Nature Center will continue with community engagement/Nature Mobile Program. This consists of free mobile programs that provide hands-on, interactive nature activities for visitors of all ages at 10 THPRD parks each week 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.

Building coordinators will revise the work order system to make it more efficient for staff, upgrade the sanitizer system at Conestoga to be more stable, manageable, and safe, and offer training to develop building maintenance staff skills.

Upgrade the chemical controls at the Aquatic Center and continue to facilitate training to increase aquatic staff skills.

Budget Highlights

Value: Leading with Equity with Special Attention to Racial Equity

THRPD will continue to partner with Northwest Regional Education Service District (NWRES D) to provide spaces for 28 students in its nine-month preschool programs.

Budget Highlights (continued)

THPRD 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.

THPRD will continue the NEWT Program, providing paid internship opportunities for 10 Latinx students in summer 2022 to support nature camps and Nature Mobile programming.

THPRD will create a districtwide Welcome Center focused on providing exceptional customer engagement, coordinating the district's quarterly registration process, and supporting the district's bilingual registration events through Centro de Bienvenida.

Division: Recreation Services
Department: Recreation

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Budget 2021/22	Proposed Budget 2022/23	Adopted Budget 2022/23
Summary of Appropriations					
Personnel Services	\$ 7,375,499	\$ 4,462,899	\$ 8,391,705	\$ 9,175,756	\$ 9,175,756
Materials & Services	688,362	414,864	1,003,229	1,109,986	1,109,986
Total Appropriations	\$ 8,063,861	\$ 4,877,763	\$ 9,394,934	\$ 10,285,742	\$ 10,285,742

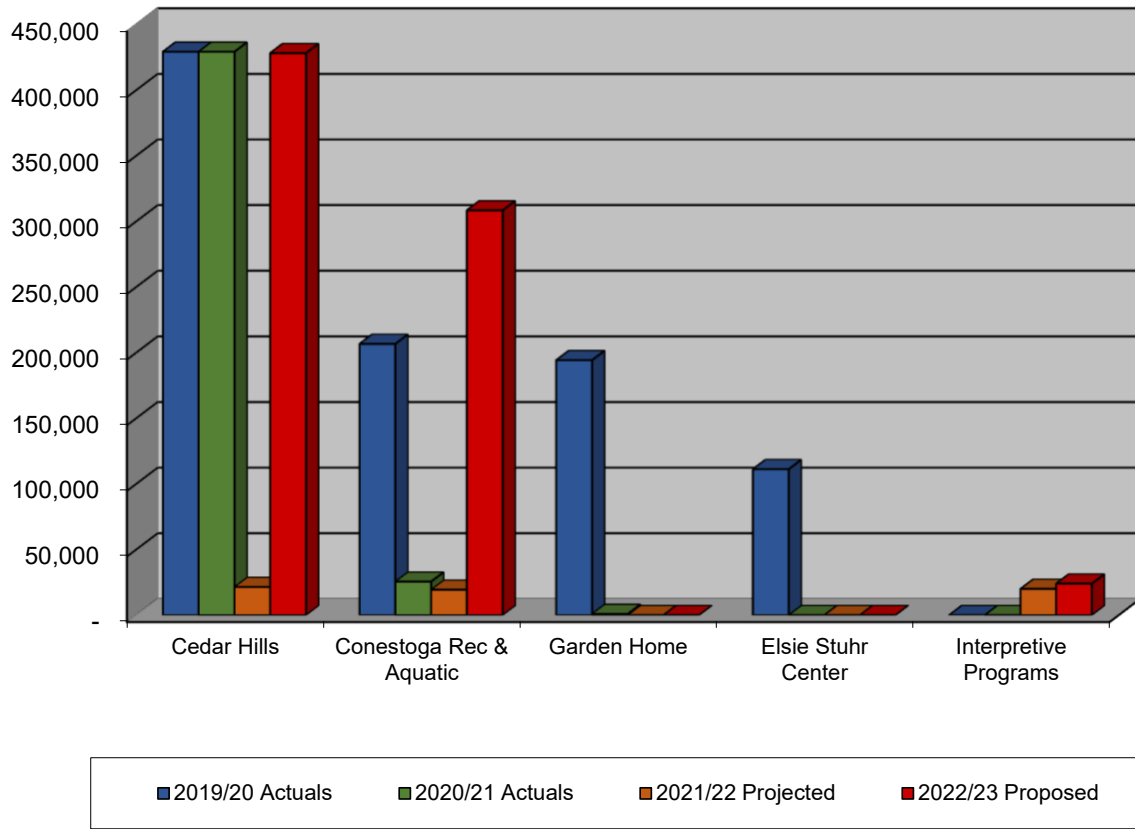
Summary by Program					
Recreation Manager	\$ 242,236	\$ 273,804	\$ 366,286	\$ 1,090,156	\$ 1,090,156
Cedar Hills Recreation Center	2,150,243	1,533,910	2,826,095	2,947,066	2,947,066
Conestoga Rec. & Aquatic Center	2,518,170	1,744,391	3,947,697	4,047,384	4,047,384
Garden Home Recreation Center	1,869,873	1,258,574	-	-	-
Elsie Stuhr Center	1,283,339	67,084	-	-	-
Interpretive Programs	-	-	2,254,856	2,201,136	2,201,136
Total Appropriations	\$ 8,063,861	\$ 4,877,763	\$ 9,394,934	\$ 10,285,742	\$ 10,285,742

Division Staff					
Full-time	25.32	19.58	31.00	38.00	38.00
Regular part-time (FTE)	12.62	4.43	0.00	0.00	0.00
Part-time (FTE)	86.62	20.56	103.74	109.00	109.00

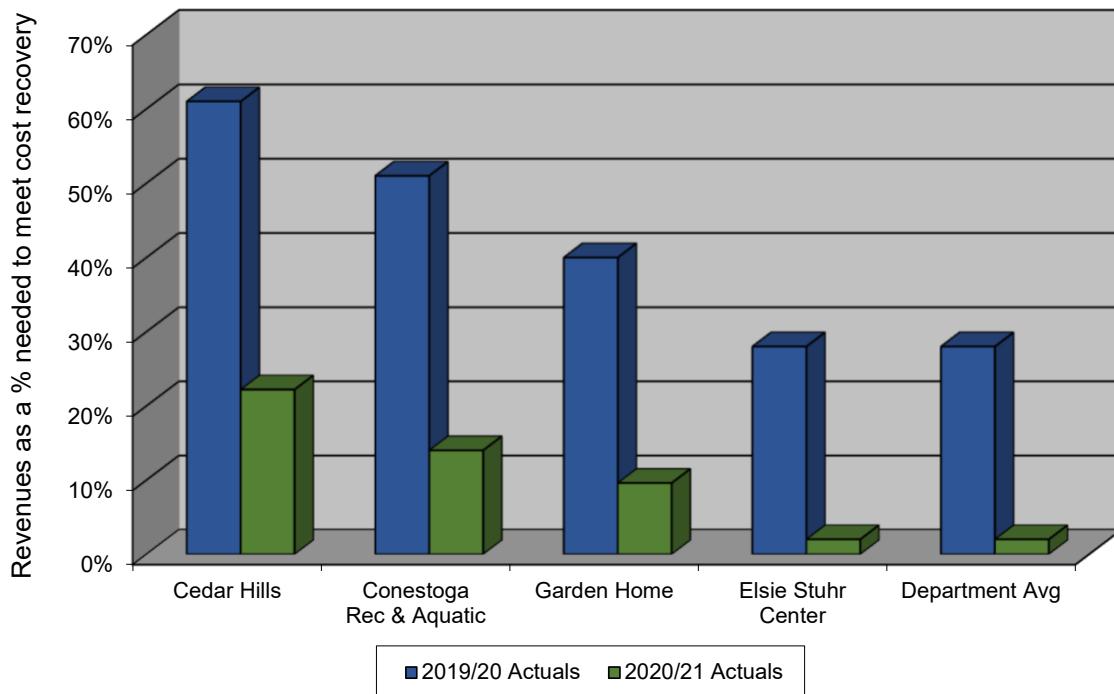
Funded Service Level					
Program Hours	66,384	43,071	70,347	96,449	96,449
Contact Hours	1,231,776	469,480	1,240,053	1,150,547	1,150,547

Note: As of FY 2021/22, Interpretive Programs transferred from the 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 2019/20	Prior Year Actual 2020/21	Budget 2021/22	Proposed Budget 2022/23	Adopted Budget 2022/23
Program Appropriations					
FT Salary	\$ 115,382	\$ 118,140	\$ 125,228	\$ 521,777	\$ 521,777
PT Salary	-	-	88,970	143,224	143,224
Employee Benefits	94,375	119,528	91,497	278,774	278,774
Payroll Taxes	9,884	10,282	30,861	101,996	101,996
	\$ 219,641	\$ 247,950	\$ 336,556	\$ 1,045,771	\$ 1,045,771
Communications	\$ 11,295	\$ 15,852	\$ 5,520	\$ 5,520	\$ 5,520
Supplies	4,054	9,412	13,600	26,768	26,768
Training, Travel and Memberships	7,246	590	10,610	12,097	12,097
Material & Services	\$ 22,595	\$ 25,854	\$ 29,730	\$ 44,385	\$ 44,385
Program Total	\$ 242,236	\$ 273,804	\$ 366,286	\$ 1,090,156	\$ 1,090,156
Department Staff					
Full-time	1.00	1.08	1.00	7.00	7.00
Part-time (FTE)	0.00	0.00	3.13	3.86	3.86

Division: Recreation Services
 Department: Recreation
 Program: Cedar Hills Recreation Center

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Projected Outcome 2021/22	Proposed Outcome 2022/23
Workloads:				
Attendance	429,219	429,219	21,460	428,200
Number of classes held	1,577	491	680	1,550
% of classes held vs. offered	91%	79%	85%	91%
Performance Measures:				
Estimated cost per visit ¹	\$ 3.99	\$ 2.58	\$ 69.07	\$ 5.66
Estimated maintenance cost per visit ²	\$ 0.89	\$ 0.90	\$ 17.31	\$ 1.01
Utilities cost per square foot	\$ 1.44	\$ 1.05	\$ 2.20	\$ 2.34
Goal Outcome Measures:				
Average enrollment as a % of class minimums	144%	150%	155%	100%
Revenues as a % needed to meet cost recovery	61%	22%	75%	67%

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 2019/20	Prior Year Actual 2020/21	Budget 2021/22	Proposed Budget 2022/23	Adopted Budget 2022/23
Program Appropriations					
FT Salary	\$ 389,525	\$ 367,918	\$ 546,824	\$ 630,770	\$ 630,770
RPT Salary	140,672	156,457	-	-	-
PT Salary	753,934	244,606	1,206,605	1,317,638	1,317,638
Employee Benefits	499,359	602,592	476,353	349,792	349,792
Payroll Taxes	146,225	75,455	270,100	308,812	308,812
Personnel Services	\$ 1,929,715	\$ 1,447,028	\$ 2,499,882	\$ 2,607,012	\$ 2,607,012
Other Services	\$ 2,404	\$ 2,086	\$ 400	\$ 400	\$ 400
Bank Charges and Fees	27,369	12,720	39,565	39,540	39,540
Supplies	133,835	31,663	195,515	202,215	202,215
Utilities	55,269	40,224	82,263	89,549	89,549
Communication	163	-	4,100	4,100	4,100
Training, Travel and Memberships	278	189	970	850	850
Small Furniture and Equipment	1,210	-	3,400	3,400	3,400
Material & Services	\$ 220,528	\$ 86,882	\$ 326,213	\$ 340,054	\$ 340,054
Program Total	\$ 2,150,243	\$ 1,533,910	\$ 2,826,095	\$ 2,947,066	\$ 2,947,066
Department Staff					
Full-time	7.40	5.51	8.00	9.00	9.00
Regular part-time (FTE)	4.85	2.26	0.00	0.00	0.00
Part-time (FTE)	26.07	7.56	34.28	35.79	35.79
Funded Service Level					
Program Hours	21,346	14,815	27,302	32,599	32,599
Contact Hours	399,851	112,809	473,454	499,359	499,359

Division: Recreation Services
 Department: Recreation
 Program: Conestoga Recreation & Aquatic Center

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Projected Outcome 2021/22	Proposed Outcome 2022/23
Workloads:				
Attendance	206,681	25,578	19,392	308,414
Number of classes held	1,179	197	654	1,717
% of classes held vs. offered	90%	67%	89%	79%
Performance Measures:				
Estimated cost per visit ¹	\$ 6.53	\$ 7.37	\$ 9.92	\$ 10.18
Estimated maintenance cost per visit ²	\$ 12.18	\$ 68.20	\$ 112.33	\$ 21.08
Utilities cost per square foot	\$ 3.10	\$ 3.09	\$ 5.01	\$ 3.98
Goal Outcome Measures:				
Average enrollment as a % of class minimums	174%	212%	155%	100%
Revenues as a % needed to meet cost recovery	51%	14%	68%	66%

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 2019/20	Prior Year Actual 2020/21	Budget 2021/22	Proposed Budget 2022/23	Adopted Budget 2022/23
Program Appropriations					
FT Salary	\$ 478,171	\$ 523,440	\$ 847,959	\$ 893,113	\$ 893,113
RPT Salary	375,841	56,327	-	-	-
PT Salary	753,713	335,262	1,500,297	1,683,258	1,683,258
Employee Benefits	582,733	698,382	730,192	502,722	502,722
Payroll Taxes	182,881	88,281	361,672	410,434	410,434
Personnel Services	\$ 2,373,339	\$ 1,701,692	\$ 3,440,120	\$ 3,489,527	\$ 3,489,527
Bank Charges and Fees	\$ 36,671	\$ 14,096	\$ 49,074	\$ 49,076	\$ 49,076
Professional and Technical Services	140	-	10,110	10,110	10,110
Utilities	-	-	207,654	225,349	225,349
Supplies	106,694	28,603	235,939	268,522	268,522
Training, Travel and Memberships	463	-	-	-	-
Small Furniture, Fixtures and Equip.	863	-	4,800	4,800	4,800
Material & Services	\$ 144,831	\$ 42,699	\$ 507,577	\$ 557,857	\$ 557,857
Program Total	\$ 2,518,170	\$ 1,744,391	\$ 3,947,697	\$ 4,047,384	\$ 4,047,384
Department Staff					
Full-time	9.25	5.78	12.00	13.00	13.00
Regular part-time (FTE)	2.97	1.01	0.00	0.00	0.00
Part-time (FTE)	41.80	11.31	47.39	48.34	48.34
Funded Service Level					
Program Hours	23,209	27,219	27,653	41,119	41,119
Contact Hours	454,305	354,088	560,295	542,796	542,796

Division: Recreation Services
 Department: Recreation
 Program: Conestoga Recreation & Aquatic Center
 Sub-program: Aquatics

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Projected Outcome 2021/22	Proposed Outcome 2022/23
Workloads:				
Attendance	94,282	18,213	6,757	123,990
Number of classes held	475	53	140	958
% of classes held vs. offered	32%	84%	91%	71%
Performance Measures:				
Estimated cost per visit ¹	\$ 13.31	\$ 43.56	\$ 114.38	\$ 11.06
Goal Outcome Measures:				
Average enrollment as a % of class minimums	182%	364%	227%	100%
Revenues as a % needed to meet cost recovery	27%	15%	37%	83%

Division: Recreation Services
 Department: Recreation
 Program: Conestoga Recreation & Aquatic Center
 Sub-program: Aquatics

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Budget 2021/22	Proposed Budget 2022/23	Adopted Budget 2022/23
Program Appropriations					
FT Salary	\$ 268,307	\$ 286,583	\$ 514,707	\$ 571,324	\$ 571,324
RPT Salary	339,648	1,746	-	-	-
PT Salary	134,762	79,805	627,429	701,279	701,279
Employee Benefits	395,304	375,863	447,068	323,116	323,116
Payroll Taxes	79,022	34,572	176,342	202,903	202,903
Personnel Services	\$ 1,217,043	\$ 778,569	\$ 1,765,546	\$ 1,798,622	\$ 1,798,622
Technical Services					
Technical Services	\$ -	\$ -	\$ 10,110	\$ 10,110	\$ 10,110
Utilities	-	-	207,654	225,349	225,349
Bank Charges and Fees	21,094	2,766	11,909	11,909	11,909
Supplies	16,711	11,999	90,526	104,502	104,502
Material & Services	\$ 37,805	\$ 14,765	\$ 320,199	\$ 351,870	\$ 351,870
Program Total	\$ 1,254,848	\$ 793,334	\$ 2,085,745	\$ 2,150,492	\$ 2,150,492
Department Staff					
Full-time	5.49	4.31	7.00	8.00	8.00
Regular part-time (FTE)	0.00	0.62	0.00	0.00	0.00
Part-time (FTE)	16.40	2.73	17.90	17.90	17.90
Funded Service Level					
Program Hours	4,436	200	4,939	7,990	7,990
Contact Hours	78,871	1,374	100,987	27,666	27,666

NOTE: Maintenance Services transferred from Maintenance to Recreation in FY 2021/22.

Division: Recreation Services
 Department: Recreation
 Program: Conestoga Recreation & Aquatic Center
 Sub-program: Recreation

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Projected Outcome 2021/22	Proposed Outcome 2022/23
Workloads:				
Attendance	112,399	7,365	12,635	184,424
Number of classes held	704	144	514	759
% of classes held vs. offered	83%	62%	88%	91%
Performance Measures:				
Estimated cost per visit ¹	\$ 11.24	\$ 129.13	\$ 111.24	\$ 27.82
Goal Outcome Measures:				
Average enrollment as a % of class minimums	174%	113%	118%	100%
Revenues as a % needed to meet cost recovery	79%	27%	73%	62%

Division: Recreation Services
 Department: Recreation
 Program: Conestoga Recreation & Aquatic Center
 Sub-program: Recreation

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Budget 2021/22	Proposed Budget 2022/23	Adopted Budget 2022/23
Program Appropriations					
FT Salary	\$ 209,864	\$ 236,857	\$ 333,252	\$ 321,789	\$ 321,789
RPT Salary	36,193	54,581	-	-	-
PT Salary	618,951	255,457	872,868	981,979	981,979
Employee Benefits	187,429	322,519	283,124	179,606	179,606
Payroll Taxes	103,859	53,709	185,330	207,531	207,531
Personnel Services	\$ 1,156,296	\$ 923,123	\$ 1,674,574	\$ 1,690,905	\$ 1,690,905
Bank Charges and Fees	\$ 15,577	\$ 11,330	\$ 37,165	\$ 37,167	\$ 37,167
Professional and Technical Services	140	-	-	-	-
Supplies	89,983	16,604	145,413	164,020	164,020
Training, Travel and Memberships	463	-	-	-	-
Small Furniture, Fixtures and Equip.	863	-	4,800	4,800	4,800
Material & Services	\$ 107,026	\$ 27,934	\$ 187,378	\$ 205,987	\$ 205,987
Program Total	\$ 1,263,322	\$ 951,057	\$ 1,861,952	\$ 1,896,892	\$ 1,896,892
Department Staff					
Full-time	3.76	1.47	5.00	5.00	5.00
Regular part-time (FTE)	2.97	0.39	0.00	0.00	0.00
Part-time (FTE)	25.40	8.58	29.49	30.44	30.44
Funded Service Level					
Program Hours	18,773	27,019	22,714	33,129	33,129
Contact Hours	375,434	352,714	459,308	515,130	515,130

Division: Recreation Services
 Department: Recreation
 Program: Interpretive Programs

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Projected Outcome 2021/22	Proposed Outcome 2022/23
Workloads:				
Attendance - Interpretive Programs	-	-	20,000	24,000
Trail Count - Tualatin Hills Nature Park	-	-	100,000	105,000
Trail Count - Cooper Mountain Nature Park	-	-	105,000	108,000
Number of classes held	-	-	225	250
% of classes held vs. offered	-	-	87%	91%
Performance Measures:				
Estimated cost per visit ¹	-	-	\$ 84.16	\$ 82.83
Estimated maintenance cost per visit ²	-	-	\$ 1.23	\$ 0.80
Utilities cost per square foot	-	-	\$ 2.36	\$ 2.44
Goal Outcome Measures:				
Average enrollment as a % of class minimums	-	-	138%	100%
Revenues as a % needed to meet cost recovery	-	-	26%	30%

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 2019/20	Prior Year Actual 2020/21	Budget 2021/22	Proposed Budget 2022/23	Adopted Budget 2022/23
Program Appropriations					
FT Salary	\$ -	\$ -	\$ 672,238	\$ 649,184	\$ 649,184
PT Salary	-	-	652,512	798,780	798,780
Employee Benefits	-	-	588,401	356,717	356,717
Payroll Taxes	-	-	201,996	228,765	228,765
Personnel Services	\$ -	\$ -	\$ 2,115,147	\$ 2,033,446	\$ 2,033,446
Professional and Technical Services	\$ -	\$ -	8,585	3,850	3,850
Bank Charges & Fees	-	-	10,426	10,408	10,408
Rental Equipment	-	-	17,700	11,100	11,100
Utilities	-	-	19,543	25,549	25,549
Communication	-	-	5,800	5,800	5,800
Supplies	-	-	71,555	103,483	103,483
Training, Travel and Memberships	-	-	4,600	6,000	6,000
Small Furniture, Fixtures and Equip.	-	-	1,500	1,500	1,500
Material & Services	\$ -	\$ -	\$ 139,709	\$ 167,690	\$ 167,690
Program Total	\$ -	\$ -	\$ 2,254,856	\$ 2,201,136	\$ 2,201,136
Department Staff					
Full-time	0.00	0.00	10.00	9.00	9.00
Part-time (FTE)	0.00	0.00	18.94	21.01	21.01
Funded Service Level					
Program Hours	-	-	15,392	22,731	22,731
Contact Hours	-	-	206,304	108,392	108,392

NOTE: In FY 2021/22 Interpretive Programs transferred from Nature & Trails Department to Recreation Department, within Recreation Services.

Division: Recreation Services
 Department: Recreation
 Program: Garden Home Recreation Center

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Projected Outcome 2021/22	Proposed Outcome 2022/23
Workloads:				
Attendance	194,250	935	-	-
Number of classes held	608	9	-	-
% of classes held vs. offered	71%	100%	-	-
Performance Measures:				
Estimated cost per visit ¹	\$9.63	\$1,080.29	\$ -	\$ -
Estimated maintenance cost per visit ²	\$2.52	\$205.56	-	-
Utilities cost per square foot	\$1.25	\$1.06	-	-
Goal Outcome Measures:				
Average enrollment as a % of class minimums	138%	106%	-	-
Revenues as a % needed to meet cost recovery	40%	10%	-	-

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 2019/20	Prior Year Actual 2020/21	Budget 2021/22	Proposed Budget 2022/23	Adopted Budget 2022/23
Program Appropriations					
FT Salary	\$ 431,257	\$ 369,091	\$ -	\$ -	\$ -
RPT Salary	122,751	59,198	-	-	-
PT Salary	480,255	112,973	-	-	-
Employee Benefits	529,496	447,430	-	-	-
Payroll Taxes	112,994	52,232	-	-	-
Personnel Services	\$ 1,676,753	\$ 1,040,924	\$ -	\$ -	\$ -
Professional and Technical Services	\$ 2,448	\$ 1,810	\$ -	\$ -	\$ -
Bank Charges and Fees	15,873	3,023	-	-	-
Supplies	105,954	153,927	-	-	-
Utilities	66,330	56,306	-	-	-
Communications	2,142	2,517	-	-	-
Training, Travel and Memberships	373	67	-	-	-
Material & Services	\$ 193,120	\$ 217,650	\$ -	\$ -	\$ -
Program Total	\$ 1,869,873	\$ 1,258,574	\$ -	\$ -	\$ -
Department Staff					
Full-time	5.88	6.46	0.00	0.00	0.00
Regular part-time (FTE)	3.84	1.16	0.00	0.00	0.00
Part-time (FTE)	13.27	1.69	0.00	0.00	0.00
Funded Service Level					
Program Hours	14,054	1,037	-	-	-
Contact Hours	286,124	2,583	-	-	-

NOTE: In FY 2021/22 Garden Home Recreation Center transferred from Recreation Department to Sports & Inclusion Services Department, within Recreation Services.

Division: Recreation Services

Department: Recreation

Program: Elsie Stuhr Center

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Projected Outcome 2021/22	Proposed Outcome 2022/23
Workloads:				
Attendance	111,187	-	-	-
Number of classes held	381	-	-	-
% of classes held vs. offered	81%	-	-	-
Performance Measures:				
Estimated cost per visit ¹	\$ 8.64	\$ -	\$ -	\$ -
Estimated maintenance cost per visit ²	\$2.50	-	-	-
Utilities cost per square foot	\$2.06	\$1.51	-	-
Goal Outcome Measures:				
Average enrollment as a % of class minimums	87%	-	-	-
Revenues as a % needed to meet cost recovery	28%	2%	-	-

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 2019/20	Prior Year Actual 2020/21	Budget 2021/22	Proposed Budget 2022/23	Adopted Budget 2022/23
Program Appropriations					
FT Salary	\$ 406,440	\$ -	\$ -	\$ -	\$ -
RPT Salary	45,052	-	-	-	-
PT Salary	256,929	270	-	-	-
Employee Benefits	398,675	25,008	-	-	-
Payroll Taxes	68,955	27	-	-	-
Personnel Services	\$ 1,176,051	\$ 25,305	\$ -	\$ -	\$ -
Other Services	\$ 2,498	\$ 1,372	\$ -	\$ -	\$ -
Bank Charges and Fees	11,985	1	-	-	-
Utilities	45,283	33,280	-	-	-
Communication	4,829	1,770	-	-	-
Supplies	27,930	5,356	-	-	-
Training, Travel and Memberships	14,763	-	-	-	-
Material & Services	\$ 107,288	\$ 41,779	\$ -	\$ -	\$ -
Program Total	\$ 1,283,339	\$ 67,084	\$ -	\$ -	\$ -
Department Staff					
Full-time	1.79	0.75	0.00	0.00	0.00
Regular part-time (FTE)	0.96	0.00	0.00	0.00	0.00
Part-time (FTE)	5.48	0.00	0.00	0.00	0.00
Funded Service Level					
Program Hours	7,775	-	-	-	-
Contact Hours	91,496	-	-	-	-

NOTE: In FY 2021/22 Elsie Stuhr Center transferred from Recreation Department to Sports & Inclusion Services Department, within Recreation Services.



Maintenance Coordination



Division: Recreation Services
 Department: Maintenance Coordination

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Budget 2021/22	Proposed Budget 2022/23	Adopted Budget 2022/23
Summary of Appropriations					
Personnel Services	\$ -	\$ -	\$ 634,575	\$ 829,606	\$ 829,606
Materials & Services	-	-	267,134	270,416	270,416
Total Appropriations	\$ -	\$ -	\$ 901,709	\$ 1,100,022	\$ 1,100,022

Summary by Program					
Maintenance Coordination	\$ -	\$ -	\$ 901,709	\$ 1,100,022	\$ 1,100,022
Total Appropriations	\$ -	\$ -	\$ 901,709	\$ 1,100,022	\$ 1,100,022

Division Staff					
Full-time	0.00	0.00	2.00	4.00	4.00
Part-time (FTE)	0.00	0.00	8.52	8.52	8.52

Note: As of FY 2021/22, Maintenance Coordination transferred from the Maintenance Department.

Division: Recreation Services
Department: Maintenance Coordination

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Budget 2021/22	Proposed Budget 2022/23	Adopted Budget 2022/23
Program Appropriations					
FT Salary	\$ -	\$ -	\$ 171,025	\$ 288,830	\$ 288,830
PT Salary	-	-	257,441	289,060	289,060
Employee Benefits	-	-	138,995	157,217	157,217
Payroll Taxes	-	-	67,114	94,499	94,499
Personnel Services	\$ -	\$ -	\$ 634,575	\$ 829,606	\$ 829,606
Professional & Technical Services	\$ -	\$ -	9,756	9,756	9,756
Supplies	-	-	18,087	31,854	31,854
Utilities	-	-	219,949	209,464	209,464
Communication	-	-	13,121	13,121	13,121
Training, Travel and Memberships	-	-	6,221	6,221	6,221
Material & Services	\$ -	\$ -	\$ 267,134	\$ 270,416	\$ 270,416
Program Total	\$ -	\$ -	\$ 901,709	\$ 1,100,022	\$ 1,100,022
Department Staff					
Full-time	0.00	0.00	2.00	4.00	4.00
Part-time (FTE)	0.00	0.00	8.52	8.52	8.52



Community Programs



Division: Recreation Services
Department: Community Programs

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Budget 2021/2022	Proposed Budget 2022/2023	Adopted Budget 2022/2023
Summary of Appropriations					
Personnel Services	\$ 681,394	\$ 738,237	\$ -	\$ -	\$ -
Materials & Services	65,703	33,625	-	-	-
Total Appropriations	\$ 747,097	\$ 771,862	\$ -	\$ -	\$ -
Summary by Program					
Manager of Community Prog.	\$ 747,097	\$ 771,862	\$ -	\$ -	\$ -
Total Appropriations	\$ 747,097	\$ 771,862	\$ -	\$ -	\$ -
Division Staff					
Full-time	4.73	3.83	0.00	0.00	0.00
Part-time (FTE)	1.53	0.30	0.00	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 2019/20	Prior Year Actual 2020/21	Budget 2021/2022	Proposed Budget 2022/2023	Adopted Budget 2022/2023
Program Appropriations					
FT Salary	\$ 305,968	\$ 338,324	\$ -	\$ -	\$ -
PT Salary	54,866	13,042	-	-	-
Employee Benefits	286,550	356,431	-	-	-
Payroll Taxes	34,010	30,440	-	-	-
Personnel Services	\$ 681,394	\$ 738,237	\$ -	\$ -	\$ -
Professional and Technical Services	\$ 43,748	\$ 23,462	\$ -	\$ -	\$ -
Rental Facility	3,000	2,400	-	-	-
Communications	1,488	1,051	-	-	-
Supplies	13,267	5,685	-	-	-
Small Furniture and Equipment	360	-	-	-	-
Training, Travel and Memberships	3,840	1,027	-	-	-
Material & Services	\$ 65,703	\$ 33,625	\$ -	\$ -	\$ -
Program Total	\$ 747,097	\$ 771,862	\$ -	\$ -	\$ -
Department Staff					
Full-time	4.73	3.83	0.00	0.00	0.00
Part-time (FTE)	1.53	0.30	0.00	0.00	0.00

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



Nature & Trails



Division: Recreation Services
 Department: Nature & Trails

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Budget 2021/2022	Proposed Budget 2022/2023	Adopted Budget 2022/2023
Summary of Appropriations					
Personnel Services	\$ 2,656,583	\$ 2,542,729	\$ -	\$ -	\$ -
Materials & Services	237,160	230,782	-	-	-
Total Appropriations	\$ 2,893,743	\$ 2,773,511	\$ -	\$ -	\$ -

Summary by Program					
Nature & Trails	\$ 1,725,639	\$ 1,747,555	\$ -	\$ -	\$ -
Interpretive Programs	1,168,104	1,025,956	-	-	-
Total Appropriations	\$ 2,893,743	\$ 2,773,511	\$ -	\$ -	\$ -

Division Staff					
Full-time	14.67	13.70	0.00	0.00	0.00
Part-time (FTE)	13.00	4.41	0.00	0.00	0.00

Funded Service Level					
Program Hours	14,977	1,957	-	-	-
Contact Hours	223,134	22,984	-	-	-

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

Program: Nature & Trails

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Projected Outcome 2021/22	Proposed Outcome 2022/23
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Percent of Natural Areas that meet or exceed native plant coverage for:

High functioning sites	75%	85%	-	-
Medium functioning sites	100%	100%	-	-
Low functioning sites	100%	100%	-	-

Number of trail users on main trails:

Fanno Creek Trail	185,420	188,585	-	-
Rock Creek Trail	187,662	163,419	-	-
Westside Trail	151,625	158,359	-	-

Division: Recreation Services
 Department: Nature & Trails
 Program: Nature & Trails

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Budget 2021/2022	Proposed Budget 2022/2023	Adopted Budget 2022/2023
Program Appropriations					
FT Salary	\$ 722,955	\$ 684,621	\$ -	\$ -	\$ -
PT Salary	90,714	37,100	-	-	-
Employee Benefits	670,826	807,900	-	-	-
Payroll Taxes	87,417	74,691	-	-	-
Personnel Services	\$ 1,571,912	\$ 1,604,312	\$ -	\$ -	\$ -
Professional and Technical Services	\$ 61,351	\$ 76,263	\$ -	\$ -	\$ -
Other Services	9,645	2,450	-	-	-
Rental Equipment	1,033	84	-	-	-
Utilities	5,275	5,777	-	-	-
Communications	9,538	8,559	-	-	-
Supplies	59,376	48,054	-	-	-
Training, Travel and Memberships	6,325	2,056	-	-	-
Small Furniture, Fixtures and Equip.	1,184	-	-	-	-
Material & Services	\$ 153,727	\$ 143,243	\$ -	\$ -	\$ -
Program Total	\$ 1,725,639	\$ 1,747,555	\$ -	\$ -	\$ -
Department Staff					
Full-time	9.81	9.04	0.00	0.00	0.00
Part-time (FTE)	2.45	1.03	0.00	0.00	0.00

NOTE: In FY 2021/22, the Nature & Trails Program transferred to Park Services.

Division: Recreation Services
 Department: Nature & Trails
 Program: Interpretive Programs

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Projected Outcome 2021/22	Proposed Outcome 2022/23
Workloads:				
Attendance - Interpretive Programs	29,829	16,294	-	-
Trail Count - Tualatin Hills Nature Park	148,328	115,739	-	-
Trail Count - Cooper Mountain Nature Park	101,371	106,979	-	-
Number of classes held	471	219	-	-
% of classes held vs. offered	95%	81%	-	-
Performance Measures:				
Estimated cost per visit ¹	\$ 39.58	\$ 51.93	-	-
Estimated maintenance cost per visit ²	\$ 0.55	\$ 0.72	-	-
Utilities cost per square foot	\$ 1.21	\$ 1.53	-	-
Goal Outcome Measures:				
Average enrollment as a % of class minimums	126%	143%	-	-
Revenues as a % needed to meet cost recovery	30%	9%	-	-

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 2019/20	Prior Year Actual 2020/21	Budget 2021/2022	Proposed Budget 2022/2023	Adopted Budget 2022/2023
Program Appropriations					
FT Salary	\$ 364,314	\$ 359,238	\$ -	\$ -	\$ -
PT Salary	314,087	127,116	-	-	-
Employee Benefits	330,960	407,132	-	-	-
Payroll Taxes	75,310	44,931	-	-	-
Personnel Services	\$ 1,084,671	\$ 938,417	\$ -	\$ -	\$ -
Professional and Technical Services	\$ 2,929	\$ 1,171	\$ -	\$ -	\$ -
Bank Charges & Fees	4,176	4,313	-	-	-
Rental Equipment	15,106	-	-	-	-
Utilities	10,586	11,058	-	-	-
Communication	2,768	2,331	-	-	-
Supplies	41,508	66,755	-	-	-
Training, Travel and Memberships	4,316	1,911	-	-	-
Small Furniture, Fixtures and Equip.	2,044	-	-	-	-
Material & Services	\$ 83,433	\$ 87,539	\$ -	\$ -	\$ -
Program Total	\$ 1,168,104	\$ 1,025,956	\$ -	\$ -	\$ -
Department Staff					
Full-time	4.86	4.66	0.00	0.00	0.00
Part-time (FTE)	10.55	3.38	0.00	0.00	0.00
Funded Service Level					
Program Hours	14,977	1,957	-	-	-
Contact Hours	223,134	22,984	-	-	-

NOTE: In FY 2021/22, Interpretive Programs transferred to the Recreation Department in the Recreation Services Division.



Capital Projects

Capital Projects Summary

Capital Projects Narratives



Division: Capital Projects

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Adopted Budget 2021/22	Proposed Budget 2022/23	Adopted Budget 2022/23
Summary of Appropriations					
Capital Outlay	\$ 3,776,100	\$ 1,663,378	\$ 5,301,625	\$ 17,485,781	\$ 17,513,781
Total Appropriations	\$ 3,776,100	\$ 1,663,378	\$ 5,301,625	\$ 17,485,781	\$ 17,513,781

Summary by Department					
Carryover Projects	\$ 471,490	\$ 616,777	\$ 3,226,475	\$ 1,775,700	\$ 1,803,700
Athletic Facility Replacements	450	12,122	25,000	135,000	135,000
Athletic Facility Improvements	38,812	-	-	-	-
Building Improvements	135,849	-	-	241,000	241,000
Building Replacements	1,483,321	299,614	381,000	1,516,000	1,516,000
Park & Trail Replacements	142,163	179,785	168,150	404,800	404,800
Park & Trail Improvements	1,407,923	537,739	928,000	13,266,281	13,266,281
Facility Challenge Grants	20,117	-	40,000	20,000	20,000
ADA Improvements	75,975	17,341	533,000	127,000	127,000
Total Appropriations	\$ 3,776,100	\$ 1,663,378	\$ 5,301,625	\$ 17,485,781	\$ 17,513,781

CAPITAL PROJECTS

Item Number	Capital Project	Carryover Funds	Additional Funding	Adopted Budget 2022/23	Page #
CARRYOVER PROJECTS					
1	ADA Improvements	\$ 25,000	\$ -	\$ 25,000	CP - 4
2	Boiler - Cedar Hills Recreation Center	179,000	-	179,000	CP - 4
3	Roof & Structural Repairs	101,000	98,000	199,000	CP - 4
4	Pool Tank, Deck, Underwater Lights, Pump/Motor and ADA	54,700	-	54,700	CP - 4
5	Financial System Software	300,000	250,000	550,000	CP - 4
6	Irrigation Controllers and Mainline Repair	14,000	-	14,000	CP - 4
7	Fanno Creek Service Center Roof Project - Phases I and 2	120,000	134,000	254,000	CP - 5
8	ADA Facility Access Improvements	75,000	-	75,000	CP - 5
9	ADA Harman Swim Center Improvements	375,000	-	375,000	CP - 5
10	ADA Picnic Area Barrier Removal	50,000	-	50,000	CP - 5
11	Security Cameras	28,000	-	28,000	CP - 5
TOTAL CARRYOVER PROJECTS		1,321,700	482,000	1,803,700	
ATHLETIC FACILITY REPLACEMENT					
12	Air Structure Repairs			15,000	CP - 5
13	Resurface tennis courts			120,000	CP - 6
TOTAL ATHLETIC FACILITY REPLACEMENT				135,000	
BUILDING IMPROVEMENT					
14	Electric Fleet Infrastructure Improvement			145,000	CP - 6
15	Assessment on repair of rust degradation			2,000	CP - 6
Building Furnishings					
16	Seal off gate valve in mechanical room			2,500	CP - 6
17	Mechanical room upgrades			5,500	CP - 6
Building Exterior					
18	Exterior Facility Paint			80,000	CP - 6
19	Repaint window sills			6,000	CP - 7
TOTAL BUILDING IMPROVEMENT				241,000	
BUILDING REPLACEMENT					
20	Cardio and Weight Equipment			40,000	CP - 7
21	Emergency Repairs			100,000	CP - 7
22	Space planning implementation/furnishings			200,000	CP - 7
23	Replace interior court lamps - Athletic Center			4,000	CP - 7
24	Parking lot repair patch seal - Cedar Hills Recreation Center			15,000	CP - 7
25	Replace north parking lot asphalt (phase 1) - HMT Parking Lots - EDA Grant Match			405,000	CP - 8
26	Repair parking lot (crack seal) - Raleigh Swim Center			10,000	CP - 8
27	Repair/replace white picket fence - Fanno Farmhouse			5,000	CP - 8
Pool Apparatus & Mechanical Systems					
28	Replace mixing valves - Aloha Swim Center			8,000	CP - 8
29	Repair skim gutter line - Beaverton Swim Center			6,000	CP - 8
30	Dive stand replace/repair - Harman Swim Center			3,000	CP - 8
31	Lane line reel - HMT Aquatic Center			3,500	CP - 9
32	Dive board reconditioning / replacement - HMT Aquatic Center			10,000	CP - 9
Pool Mechanical Systems					
33	Glycol pump - Harman Swim Center			3,000	CP - 9
34	Replace filter pit valves (2) - Harman Swim Center			11,500	CP - 9
35	BECSys5 water chemistry controls - Aquatic Center			9,000	CP - 9
36	Replace pump motor - Raleigh Swim Center			3,500	CP - 9
37	Replace pump motor - Somerset West Swim Center			3,500	CP - 9
38	Design mechanical dive board lift control - HMT Aquatic Center			5,500	CP - 10
Plumbing Replacements					
39	Boiler piping - Aloha Swim Center			8,000	CP - 10
40	Replace water heater - Raleigh Swim Center			16,000	CP - 10
41	Domestic hot water heater - Beaverton Swim Center			15,000	CP - 10
42	Replace pumps Raypac, Thermal Solutions (2) - Elsie Stuhr Center			2,000	CP - 10
Floor Coverings					
43	Replace lobby carpet - Beaverton Swim Center			5,000	CP - 10
44	Replace carpet in Beaver Den -Nature Center			4,700	CP - 11
Roofs & Gutters					

CAPITAL PROJECTS

Item Number	Capital Project	Carryover Funds	Additional Funding	Adopted Budget 2022/23	Page #
45	Roof leak repair - HMT Athletic Center			30,000	CP - 11
46	Flat roof replacement - Garden Home Recreation Center			250,000	CP - 11
47	Clean and treat roof - Garden Home Recreation Center			4,500	CP - 11
48	Clean and treat roof (stables, outbuildings) - Jenkins Estate			15,000	CP - 11
	<u>Building Furnishings</u>				
49	Ergonomic Equipment/Fixtures			6,000	CP - 11
	<u>Windows & Doors</u>				
50	Replace main entry doors - Cedar Hills Recreation Center			6,000	CP - 12
51	Replace Welding Shop garage door			7,200	CP - 12
	<u>HVAC Boilers & Furnaces</u>				
52	Boiler replacement - Garden Home Recreation Center			231,000	CP - 12
	<u>HVAC Components</u>				
53	Window AC units (2) - Beaverton Swim Center			2,500	CP - 12
54	West air handler bearings - Beaverton Swim Center			10,000	CP - 12
55	Replacement of office AC split system - Beaverton Swim Center			12,000	CP - 12
56	AC window unit replacement - Cedar Hills Recreation Center			14,000	CP - 13
57	Window AC units (4) - Garden Home Recreation Center			10,000	CP - 13
58	Replace heat exchanger - Sunset Swim Center			13,000	CP - 13
59	Furnace at Stables (crawlpace) - Jenkins Estate			8,600	CP - 13
	TOTAL BUILDING REPLACEMENT			1,516,000	
	PARK AND TRAIL REPLACEMENTS				
60	Playground Components			20,000	CP - 13
61	Complete project close-out for bridge replacement - Commonwealth Lake			15,000	CP - 13
62	Asphalt Pathway Repairs - Kaiser, Stoller, Summercrest and Waterhouse/Schlottman			285,800	CP - 14
63	Repair concrete sidewalk - Wonderland Park			44,000	CP - 14
64	Engineering Study to repair sinkhole at Schlottman Creek Greenway			10,000	CP - 14
65	Replace (3) drinking fountains - HMT Complex			30,000	CP - 14
	TOTAL PARK AND TRAIL REPLACEMENTS			404,800	
	PARK AND TRAIL IMPROVEMENTS				
66	Memorial Benches			25,000	CP - 14
67	Crosswalk at Laidlaw Rd - Waterhouse Trail			25,000	CP - 14
68	Community Garden expansion - Schiffler Park			35,000	CP - 15
69	Beaverton Creek Trail - Engineering and Construction 1, WST to Hocken			250,000	CP - 15
	Grant Funded Projects				
70	Security Upgrades			10,000	CP - 15
71	Long Range Antennas			50,000	CP - 15
72	Electric Vehicle Charging Stations and Electric Vehicles			400,000	CP - 15
73	Raleigh Park Creek Improvements (Tualatin River Environmental Enhancement grant)			98,423	CP - 16
74	Raleigh Park Stream Enhancement (CWS grant)			70,000	CP - 16
75	Fanno Creek Regional Trail Improvements (Lottery bond proceeds)			2,145,358	CP - 16
76	Coronavirus State Fiscal Recovery Funding - THPRD - Permanent Restroom			500,000	CP - 16
77	Coronavirus State Fiscal Recovery Funding - WaCo - Permanent Restrooms			1,400,000	CP - 16
78	Howard M. Terpenning Complex Improvements (EDA grant)			5,000,000	CP - 17
79	La Raiz - Engineering & Construction (SDC Baker Loop)			750,000	CP - 17
80	Westside Trail Bridge - Design & Engineering (Metro Parks & Nature Bond)			1,907,500	CP - 17
81	Westside Trail Bridge - Design & Engineering (MSTIP grant)			600,000	CP - 17
	TOTAL PARK AND TRAIL IMPROVEMENTS			13,266,281	
	FACILITY CHALLENGE GRANTS				
82	Challenge Grants			20,000	CP - 17
	TOTAL FACILITY CHALLENGE GRANTS			20,000	
	ADA IMPROVEMENTS				
83	Waterhouse Trail ADA curb cuts - Washington County Project			120,000	CP - 18
84	ADA stairs - Aloha Swim Center			7,000	CP - 18
	TOTAL ADA IMPROVEMENTS			127,000	
	TOTAL FUNDED CAPITAL ITEMS			\$ 17,513,781	

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: \$179,000

DESCRIPTION: Replacement of boiler at Cedar Hills Recreation Center

ITEM 3: **Roof Repairs & Analysis**

BUDGET: \$199,000

DESCRIPTION: Analysis and repairs of roof, gables, and interior structural repairs at Garden Home Recreation Center

ITEM 4: **Pool Tank, Deck, Underwater Lights, Pump/Motor and ADA**

BUDGET: \$54,700

DESCRIPTION: Replacement of pool tanks, leisure pool slide, electrical wiring and components, and underwater pool lights at Conestoga Recreation & Aquatic Center

ITEM 5: **Financial System Software**

BUDGET: \$550,000

DESCRIPTION: Continued implementation of new financial software to replace existing software

ITEM 6: **Irrigation Controllers and Mainline Repair**

BUDGET: \$14,000

DESCRIPTION: Replacement of irrigation mainline at Howard M. Terpenning Sports Complex

ITEM 7: Fanno Creek Service Center Roof Project - Phases 1 and 2

BUDGET: \$254,000

DESCRIPTION: Roof replacement project

ITEM 8: ADA Facility Access Improvements

BUDGET: \$75,000

DESCRIPTION: Removal of facility access barriers at recreation/sports facilities

ITEM 9: ADA Harman Swim Center Improvements

BUDGET: \$375,000

DESCRIPTION: Parking lot and access ramp sidewalk improvement project at Harman Swim Center

ITEM 10: ADA Picnic Area Barrier Removal

BUDGET: \$50,000

DESCRIPTION: Removal of pedestrian pathway barriers at Greenway Park, Arnold Park, and Ridgecrest Park

ITEM 11: Security Cameras

BUDGET: \$28,000

DESCRIPTION: Replacement of security cameras

Athletic Facility Replacement

ITEM 12: Air Structure Repairs

BUDGET: \$15,000

DESCRIPTION: Repairs of tears in air structures at Babette Horenstein Tennis Center

ITEM 13: **Resurface tennis courts**

BUDGET: \$120,000

DESCRIPTION: Resurface tennis courts at three parks: Center Street (2), Sunset (4), and Garden Home (2)

Building Improvement

ITEM 14: **Electric Fleet Infrastructure Improvement**

BUDGET: \$145,000

DESCRIPTION: Installation of Electric Fleet Infrastructure at Fanno Creek Service Center

ITEM 15: **Assessment on repair of rust degradation**

BUDGET: \$2,000

DESCRIPTION: Assessment of exterior elevated entry at Tualatin Hills Athletic Center

Building Furnishings

ITEM 16: **Seal off gate valve in mechanical room**

BUDGET: \$2,500

DESCRIPTION: Seal off gate valve in mechanical room at Garden Home Recreation Center

ITEM 17: **Mechanical room upgrades**

BUDGET: \$5,500

DESCRIPTION: Mechanical room repairs and upgrades at Somerset West Swim Center

Building Exterior

ITEM 18: **Exterior Facility Paint**

BUDGET: \$80,000

DESCRIPTION: Exterior paint at Conestoga Recreation & Aquatic Center

ITEM 19: **Repaint window sills**
BUDGET: \$6,000
DESCRIPTION: Repaint westside window sills at Garden Home Recreation Center

Building Replacement

ITEM 20: **Cardio and weight equipment**
BUDGET: \$40,000
DESCRIPTION: Cardio & weight equipment replacement

ITEM 21: **Emergency repairs**
BUDGET: \$100,000
DESCRIPTION: Unplanned and urgent repairs and replacements to critical systems at all facilities

ITEM 22: **Space planning implementation/furnishings**
BUDGET: \$200,000
DESCRIPTION: Building projects and office furniture to accommodate hybrid work environments at district facilities

ITEM 23: **Replace interior court lamps**
BUDGET: \$4,000
DESCRIPTION: Replace interior court lamps at Tualatin Hills Athletic Center

ITEM 24: **Parking lot repair**
BUDGET: \$15,000
DESCRIPTION: Patch seal repair at Cedar Hills Recreation Center

ITEM 25: **Replace parking lot asphalt (Phase 1)**
BUDGET: \$405,000
DESCRIPTION: Replace north parking lot asphalt at Howard M. Terpenning Recreation Complex - grant match for Economic Development Administration request

ITEM 26: **Repair parking lot crack**
BUDGET: \$10,000
DESCRIPTION: Crack seal at Raleigh Park/Swim Center

ITEM 27: **Repair/replace white picket fence**
BUDGET: \$5,000
DESCRIPTION: Repairs and replacement of fence at Fanno Farmhouse

Pool Apparatus & Mechanical Systems

ITEM 28: **Replace mixing valves**
BUDGET: \$8,000
DESCRIPTION: Replace mixing valves at Aloha Swim Center

ITEM 29: **Repair skim gutter line**
BUDGET: \$6,000
DESCRIPTION: Repair skim gutter line at Beaverton Swim Center

ITEM 30: **Dive stand replace/repair**
BUDGET: \$3,000
DESCRIPTION: Dive stand replacement and/or repairs at Harman Swim Center

ITEM 31: Lane line reel
BUDGET: \$3,500
DESCRIPTION: Replace lane line reel at Tualatin Hills Aquatic Center

ITEM 32: Dive board reconditioning/replacement
BUDGET: \$10,000
DESCRIPTION: Dive board reconditioning/replacement at Tualatin Hills Aquatic Center

Pool Mechanical Systems

ITEM 33: Glycol pump
BUDGET: \$3,000
DESCRIPTION: Replace glycol pump at Harman Swim Center

ITEM 34: Replace filter pit valves
BUDGET: \$11,500
DESCRIPTION: Replace filter pit valves (2) at Harman Swim Center

ITEM 35: BECSys5 water chemistry controls
BUDGET: \$9,000
DESCRIPTION: Replace water chemistry controls

ITEM 36: Replace pump motor
BUDGET: \$3,500
DESCRIPTION: Replace pump motor at Raleigh Swim Center

ITEM 37: Replace pump motor
BUDGET: \$3,500
DESCRIPTION: Replace pump motor at Somerset West Swim Center

ITEM 38: **Design mechanical dive board lift control**
BUDGET: \$5,500
DESCRIPTION: Design mechanical lift board system at Tualatin Hills Aquatic Center

Plumbing Replacements

ITEM 39: **Boiler piping**
BUDGET: \$8,000
DESCRIPTION: Replace boiler piping at Aloha Swim Center

ITEM 40: **Water heater**
BUDGET: \$16,000
DESCRIPTION: Replace water heater at Raleigh Swim Center

ITEM 41: **Domestic water heater**
BUDGET: \$15,000
DESCRIPTION: Replace domestic water heater at Beaverton Swim Center

ITEM 42: **Replace pumps**
BUDGET: \$2,000
DESCRIPTION: Replace Raypack, Thermal Solutions (2) pumps at Elsie Stuhr Center

Floor Coverings

ITEM 43: **Replace lobby carpet**
BUDGET: \$5,000
DESCRIPTION: Replace lobby carpet at Beaverton Swim Center

ITEM 44: **Replace carpet**
BUDGET: \$4,700
DESCRIPTION: Replace carpet in Beaver Den at Tualatin Hills Nature Center

Roofs & Gutters

ITEM 45: **Roof leak repair**
BUDGET: \$30,000
DESCRIPTION: Repair leaks at Tualatin Hills Athletic Center

ITEM 46: **Flat roof replacement**
BUDGET: \$250,000
DESCRIPTION: Replacement of the flat roof at Garden Home Recreation Center

ITEM 47: **Clean and treat roof**
BUDGET: \$4,500
DESCRIPTION: Clean and treat roof at Garden Home Recreation Center

ITEM 48: **Clean and treat roof**
BUDGET: \$15,000
DESCRIPTION: Clean and treat roofs of Jenkins Estate stables and outbuildings

Building Furnishings

ITEM 49: **Ergonomic equipment/fixtures**
BUDGET: \$6,000
DESCRIPTION: Ergonomic equipment and fixtures

Windows & Doors

ITEM 50: Replace main entry doors

BUDGET: \$6,000

DESCRIPTION: Replace main entry doors at Cedar Hills Recreation Center

ITEM 51: Replace welding shop garage door

BUDGET: \$7,200

DESCRIPTION: Replace welding shop garage door at Fanno Creek Service Center

HVAC Boilers & Furnaces

ITEM 52: Boiler replacement

BUDGET: \$231,000

DESCRIPTION: Replace boiler at Garden Home Recreation Center

HVAC Components

ITEM 53: Window air conditioning units

BUDGET: \$2,500

DESCRIPTION: Replace (2) window air conditioning units at Beaverton Swim Center

ITEM 54: Air handler bearings

BUDGET: \$10,000

DESCRIPTION: Replace west air handler bearings at Beaverton Swim Center

ITEM 55: Replace office air conditioning split system

BUDGET: \$12,000

DESCRIPTION: Replace office air conditioning split system at Beaverton Swim Center

ITEM 56: Window air conditioning units
BUDGET: \$14,000
DESCRIPTION: Replace window air conditioning units at Cedar Hills Recreation Center

ITEM 57: Window air conditioning units
BUDGET: \$10,000
DESCRIPTION: Replace (4) window air conditioning units at Garden Home Recreation Center

ITEM 58: Replace heat exchanger
BUDGET: \$13,000
DESCRIPTION: Replace heat exchanger in the mens' locker room at Sunset Swim Center

ITEM 59: Replace furnace
BUDGET: \$8,600
DESCRIPTION: Replace furnace in the crawlspace at the Jenkins Estate Stables

Park And Trail Replacements

ITEM 60: Playground components
BUDGET: \$20,000
DESCRIPTION: Replacement of playground components at multiple sites

ITEM 61: Bridge replacement close-out
BUDGET: \$15,000
DESCRIPTION: Complete project close-out for bridge replacement at Commonwealth Lake Park

ITEM 62: **Asphalt pathway repairs**
BUDGET: \$285,800
DESCRIPTION: Asphalt pathway overlay and repairs at four sites: Kaiser Woods,
Waterhouse/Schlottman, Stoller Creek Greenway, and Summercrest

ITEM 63: **Repair concrete sidewalk**
BUDGET: \$44,000
DESCRIPTION: Repair concrete sidewalk at Wonderland Park

ITEM 64: **Engineering study to repair sinkhole**
BUDGET: \$10,000
DESCRIPTION: Engineering study to repair sinkhole at Schlottman Creek Greenway

ITEM 65: **Replace drinking fountains**
BUDGET: \$30,000
DESCRIPTION: Replace (3) drinking fountains and concrete pads at the Howard M. Terpenning
Recreation Complex

Park And Trail Improvements

ITEM 66: **Memorial Benches**
BUDGET: \$25,000
DESCRIPTION: Purchase of recycled plastic benches for memorial bench program offered for patrons

ITEM 67: **Crosswalk improvement**
BUDGET: \$25,000
DESCRIPTION: Crosswalk improvement on Waterhouse Trail at Laidlaw Road

ITEM 68: **Community garden expansion**
BUDGET: \$35,000
DESCRIPTION: Expansion of Evelyn M. Schiffler Memorial Park Community Garden

ITEM 69: **Beaverton Creek Trail - Engineering and Construction 1, WST to Hocken (grant match from Washington County)**
BUDGET: \$250,000
DESCRIPTION: Grant match dollars from Washington County for engineering and construction of Beaverton Creek Trail from Westside Trail to Hocken

Grant Funded Projects:

ITEM 70: **Security upgrades**
BUDGET: \$10,000
DESCRIPTION: Funding for security upgrades through a grant from Special Districts Association of Oregon

ITEM 71: **Long range antennas**
BUDGET: \$50,000
DESCRIPTION: Long range antenna funding provided by Metro Area Communications Council

ITEM 72: **Electric vehicle charging stations and electric vehicles**
BUDGET: \$400,000
DESCRIPTION: EV charging stations and vehicle funding provided by the Portland General Electric Drive Change program

ITEM 73: Raleigh Park Creek Improvements

BUDGET: \$98,423

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. Funding provided by a Tualatin River Enhancement Grant

ITEM 74: Raleigh Park Stream Enhancement

BUDGET: \$70,000

DESCRIPTION: Grant match for Raleigh Park Creek Improvements project provided by Clean Water Services

ITEM 75: Fanno Creek Regional Trail Improvements

BUDGET: \$2,145,358

DESCRIPTION: Funding from state lottery bond proceeds to address safety and access on the Fanno Creek Greenway Trail within Greenway Park. Three elements included: an at-grade ADA-accessible signalized trail crossing of Scholls Ferry Road, an ADA-accessible loop trail into beaver-flooded areas, and improvements to the existing undercrossing of Scholls Ferry Road

ITEM 76: Coronavirus State Fiscal Recovery Funding - THPRD - Permanent Restroom

BUDGET: \$500,000

DESCRIPTION: American Rescue Plan Act grant passed through the State of Oregon for construction of a permanent restroom within a park

ITEM 77: Coronavirus State Fiscal Recovery Funding - Washington County - Permanent Restrooms

BUDGET: \$1,400,000

DESCRIPTION: American Rescue Plan Act grant passed through the State of Oregon and Washington County for construction of two permanent restrooms within parks

ITEM 78: **Howard M. Terpenning Recreation Complex Improvements**

BUDGET: \$5,000,000

DESCRIPTION: Sports facility improvements on the north side of the recreation complex funded through a Travel, Tourism, and Outdoor Recreation grant from the Economic Development Administration

ITEM 79: **La Raiz - engineering & construction**

BUDGET: \$750,000

DESCRIPTION: Engineering and construction for La Raiz Park funded through the Local Government Grant Program

ITEM 80: **Westside Trail Bridge - design & engineering**

BUDGET: \$1,907,500

DESCRIPTION: Design and engineering for the Westside Trail Bridge over Highway 26 funding provided through the Metro Parks & Nature Bond

ITEM 81: **Westside Trail Bridge - design & engineering**

BUDGET: \$600,000

DESCRIPTION: Design and engineering for the Westside Trail Bridge over Highway 26 match funding provided by Washington County's MSTIP

Facility Challenge Grants

ITEM 82: **Challenge Grants**

BUDGET: \$20,000

DESCRIPTION: Matching funds for advisory committees and friends groups funding for facility improvements

ADA Improvements

ITEM 83: **Waterhouse Trail ADA curb cuts**

BUDGET: \$120,000

DESCRIPTION: Funding to Washington County to make curb cut improvements to Waterhouse Trail crossings within John Marty Park

ITEM 84: **ADA Stairs**

BUDGET: \$7,000

DESCRIPTION: Replacement of ADA stairs for Aloha Swim Center



Other Capital Funds

Metro Bond Local Share Project Fund



METRO BOND LOCAL SHARE CAPITAL FUND

FUND DESCRIPTION

Metro Bond Local Share 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 received 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.

METRO BOND LOCAL SHARE CAPITAL FUND

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Budget 2021/22	Proposed Budget 2022/23	Adopted Budget 2022/23
Resources:					
Intergovernmental Revenue	\$ -	\$ -	\$ 8,628,870	\$ 8,628,870	\$ 8,628,870
Total Resources	\$ -	\$ -	\$ 8,628,870	\$ 8,628,870	\$ 8,628,870
Appropriations:					
Capital Outlay	\$ -	\$ -	\$ 8,628,870	\$ 8,628,870	\$ 8,628,870
Total Requirements	\$ -	\$ -	\$ 8,628,870	\$ 8,628,870	\$ 8,628,870
Summary by Department					
Development/Improvements	\$ -	\$ -	\$ -	\$ 7,603,628	\$ 7,603,628
Undesignated Projects	-	-	8,628,870	1,025,242	1,025,242
Total Resources	\$ -	\$ -	\$ 8,628,870	\$ 8,628,870	\$ 8,628,870

METRO BOND LOCAL SHARE CAPITAL FUND PROJECTS

Item Number	Capital Project	Adopted Budget 2022/23	Page #
DEVELOPMENT/IMPROVEMENTS			
1	NWQ-8 Heckman Road New Neighborhood Park & Trail	\$ 3,641,867	OCF-4
2	Accessible Play Structures	1,048,261	OCF-4
3	Willow Creek Greenway Boardwalk Replacement	1,713,500	OCF-4
4	Commonwealth Lake Park Bridge & Weir	1,200,000	OCF-4
	TOTAL DEVELOPMENT/IMPROVEMENTS	<u>\$ 7,603,628</u>	
UNDESIGNATED PROJECTS			
5	Undesignated Projects	\$ 1,025,242	OCF-4
	TOTAL UNDESIGNATED PROJECTS		
	GRAND TOTAL CAPITAL OUTLAY	<u>\$ 8,628,870</u>	

METRO BOND LOCAL SHARE CAPITAL FUND PROJECTS

Development/Improvements

ITEM 1: **NWQ-8 Heckman Road New Neighborhood Park & Trail**

BUDGET: \$3,641,867

DESCRIPTION: Design and development of a new neighborhood park and trail at NWQ-8 Heckman Road.

ITEM 2: **Accessible Play Structures**

BUDGET: \$1,048,261

DESCRIPTION: Design and development for two new accessible nature play areas at Bonny Slope Park and Rock Creek Park.

ITEM 3: **Willow Creek Greenway Boardwalk Replacement**

BUDGET: \$1,713,500

DESCRIPTION: Design and development for new ADA compliant boardwalk in the eastern section of Willow Creek boardwalk.

ITEM 4: **Commonwealth Lake Park Bridge & Weir**

BUDGET: \$1,200,000

DESCRIPTION: Replacement of multi-use bridge and weir at Commonwealth Lake.

Undesignated Projects

ITEM 5: **Undesignated Projects**

BUDGET: \$1,025,242

DESCRIPTION: Capital outlay to fund projects to be determined at a later time.



Other Funds

Mitigation Maintenance Reserve Fund



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.

SPECIAL REVENUE FUND

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Budget 2021/22	Proposed Budget 2022/23	Adopted Budget 2022/23
Resources:					
Beginning Cash on Hand	\$ 178,481	\$ 184,762	\$ 186,400	\$ 187,000	\$ 187,000
Miscellaneous Revenue	2,467	-	-	-	-
Interest Income	3,814	1,434	2,000	850	850
Total Resources	\$ 184,762	\$ 186,196	\$ 188,400	\$ 187,850	\$ 187,850
Requirements:					
Materials & Services	\$ -	\$ -	\$ 188,400	\$ 187,850	\$ 187,850
Ending Fund Balance	184,762	186,196	-	-	-
Total Requirements	\$ 184,762	\$ 186,196	\$ 188,400	\$ 187,850	\$ 187,850
Summary by Fund					
Mitigation Maintenance Reserve Fund	\$ 184,762	\$ 186,196	\$ 188,400	\$ 187,850	\$ 187,850
Total Requirements	\$ 184,762	\$ 186,196	\$ 188,400	\$ 187,850	\$ 187,850

MITIGATION MAINTENANCE RESERVE FUND

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Budget 2021/22	Proposed Budget 2022/23	Adopted Budget 2022/23
Summary of Appropriations					
Maintenance Supplies	\$ -	\$ -	\$ 188,400	\$ 187,850	\$ 187,850
Material & Services	\$ -	\$ -	\$ 188,400	\$ 187,850	\$ 187,850
Department Total	\$ -	\$ -	\$ 188,400	\$ 187,850	\$ 187,850



Debt Service Fund

Analysis of General Obligation Debt

Local Budget Form (LB-35)

Maturity of General Obligation Debt



DEBT SERVICE FUND

FUND DESCRIPTION

The Debt Service Fund provides for bond principal and interest payments on outstanding General Obligation Bonds, those for which a property tax levy supports the maturing principal and interest payments. These levies are levied outside 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 2021/22)	\$ 54,078,698,286
General Obligation Debt Capacity (2.5% of Real Market Value)	1,351,967,457
Less: Outstanding Debt	<u>(44,310,000)</u>
Remaining Legal Debt Capacity	<u><u>\$ 1,307,657,457</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, 2022, is \$24,535,000.

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, 2022, 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, 2022, is \$11,065,000.

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 2021/22	DESCRIPTION OF RESOURCES AND REQUIREMENTS	Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Actual						
	Second Preceding Year FY 2019/20	First Preceding Year FY 2020/21					
1	509,991	727,829	250,000	Resources	200,000	200,000	200,000
2				1. Beginning Cash on Hand (Cash Basis), or			
3	89,009	74,944	25,000	2. Working Capital (Accrual Basis)			
4	87,246	35,826	25,000	3. Previously Levied Taxes to be Received	25,000	25,000	25,000
5				4. Interest	25,000	25,000	25,000
6	32,079	45,828	33,936	5. Debt Proceeds			
7	718,325	884,427	333,936	6. Payment in lieu of taxes	35,093	35,093	35,093
8			8,121,614	7. Total Resources, Except Taxes to be Levied	285,093	285,093	285,093
9	7,975,378	7,828,554		8. Taxes Estimated to be Received *	8,121,457	8,121,457	8,121,457
10	8,693,703	8,712,981	8,455,550	9. Taxes Collected in Year Levied			
				TOTAL RESOURCES	8,406,550	8,406,550	8,406,550
				Requirements			
				Bond Principal Payments			
				Issue Date	Budgeted Payment Date		
1	1,985,000	2,155,000	0	01/09/2011	06/01/2023	0	0
2	3,325,000	3,645,000	3,980,000	02/05/2015	06/01/2023	4,340,000	4,340,000
3	0	0	2,200,000	03/03/2021	06/01/2023	2,100,000	2,100,000
4	0	0	0	04/00/00		0	0
5	0	0	0	05/00/00		0	0
6	5,310,000	5,800,000	6,180,000	Total Principal	6,440,000	6,440,000	6,440,000
				Bond Interest Payments			
				Issue Date	Budgeted Payment Date		
7	695,073	503,370	0	07/09/2011	12/01/2022 & 06/01/2023	0	0
8	1,668,250	1,501,994	1,319,750	08/05/2015	12/01/2022 & 06/01/2023	1,120,750	1,120,750
9	292,550	292,550	292,550	09/10/2016	12/01/2022 & 06/01/2023	292,550	292,550
10	0	112,384	663,250	10/03/2021	12/01/2022 & 06/01/2023	553,250	553,250
11	0	0	0	11/00/00		0	0
12	0	0	0	12/00/00		0	0
13	2,655,873	2,410,298	2,275,550	Total Interest	1,966,550	1,966,550	1,966,550
				Unappropriated Balance for Following Year By			
				Issue Date	Payment Date		
14			0	14/00/00		0	0
15	727,830	502,683		15. Ending balance (prior years)			
16			0	Total Unappropriated Ending Fund Balance	0	0	0
17	0	0	0	17. Refunded bond escrow payment			
18				18. Issuance costs for refunding bonds			
19	8,693,703	8,712,981	8,455,550	TOTAL REQUIREMENTS	8,406,550	8,406,550	8,406,550

*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

Fiscal Year ending June 30	Principal	Interest	Total Debt Service
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
	\$ 24,535,000	\$ 3,257,250	\$ 27,792,250

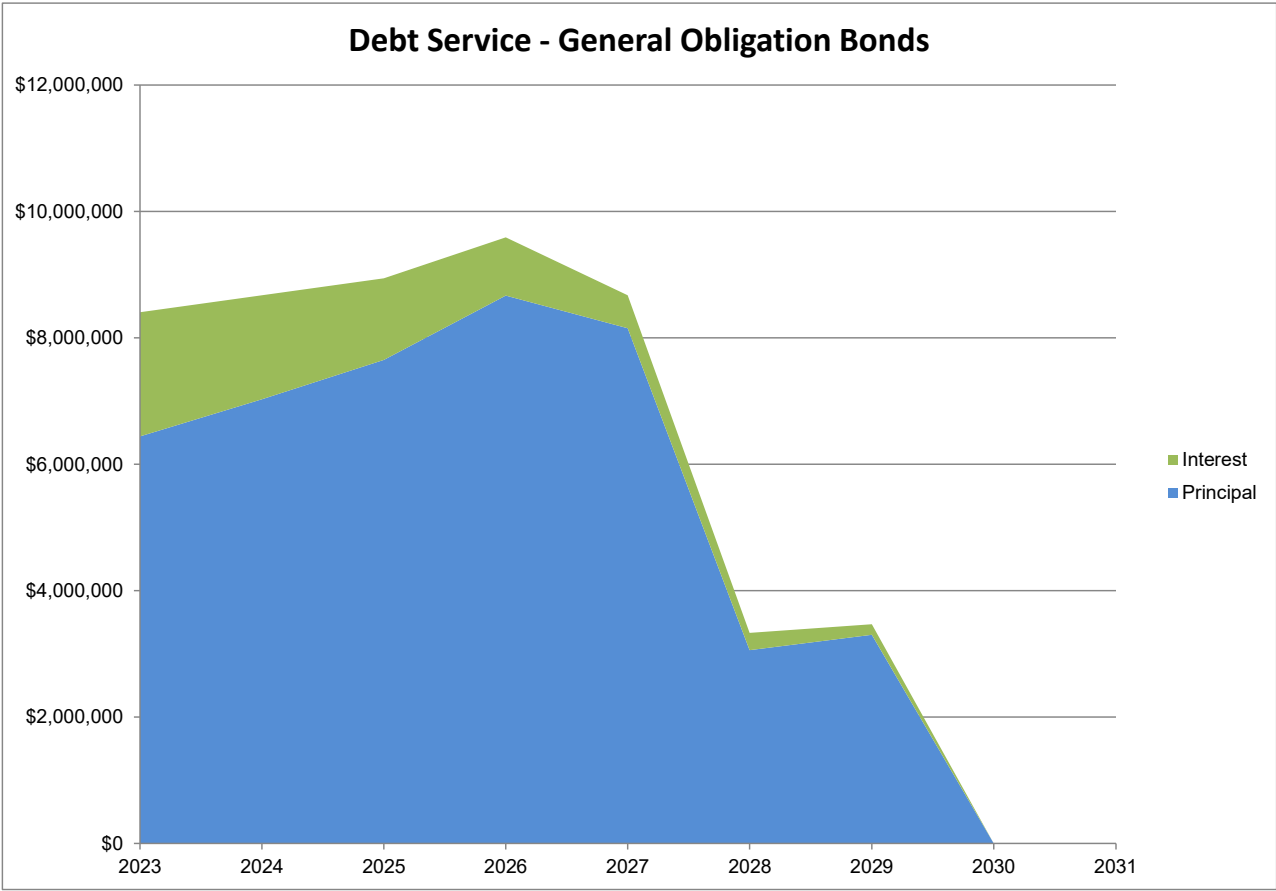
Series 2016

Fiscal Year ending June 30	Principal	Interest	Total Debt Service
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
	\$ 8,710,000	\$ 1,404,650	\$ 10,114,650

DEBT SERVICE FUND

Series 2021			
<u>Fiscal Year ending June 30</u>	<u>Principal</u>	<u>Interest</u>	<u>Total Debt Service</u>
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
	<u>\$ 11,065,000</u>	<u>\$ 2,120,000</u>	<u>\$ 13,185,000</u>

Total General Obligation Bonds			
<u>Fiscal Year ending June 30</u>	<u>Principal</u>	<u>Interest</u>	<u>Total Debt Service</u>
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
	<u>\$ 44,310,000</u>	<u>\$ 6,781,900</u>	<u>\$ 51,091,900</u>





System Development Charges Fund

System Development Charges Fund Overview

Project Summary

Project Narratives

System Development Charges Fund Capital Improvement Program (CIP)



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 THPRD. 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 development. 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 fully phased in by the end of FY2022/23.

THPRD projects carryover of \$39,507,437 in unexpended SDCs to the 2022/23 fiscal year, \$29,069,056 of which is committed to projects being carried over. THPRD is budgeting an additional \$10,572,662 in SDC Fund revenues in the 2022/23 fiscal year, \$350,000 in transfers of grant funds from the General Fund, and \$105,000 in interest earnings.

SYSTEM DEVELOPMENT CHARGES FUND

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Budget 2021/22	Proposed Budget 2022/23	Adopted Budget 2022/23
Resources:					
Beginning Cash on Hand	\$21,797,191	\$28,572,642	\$35,980,403	\$39,507,437	\$ 39,507,437
System Development Charges	12,716,580	8,290,454	11,111,435	11,523,935	11,523,935
System Development Charge Waivers		-	(1,500,000)	(951,273)	(951,273)
Transfer From General Fund		-	779,000	350,000	350,000
Interest Earnings	466,563	173,617	146,600	105,000	105,000
Total Resources	\$34,980,334	\$37,036,713	\$46,517,438	\$50,535,099	\$ 50,535,099
Appropriations:					
Materials and Services	\$ -	\$ 158,621	\$ 100,000	\$ 100,000	\$ 100,000
Capital Outlay	6,407,693	3,679,549	46,417,438	50,435,099	50,435,099
Total Appropriations	\$ 6,407,693	\$ 3,838,170	\$46,517,438	\$50,535,099	\$ 50,435,099
Summary by Department					
Materials and Services	\$ -	\$ 158,621	\$ 100,000	\$ 100,000	\$ 100,000
Carryover Projects					
Land Acquisition	1,210,404	125,057	17,438,040	21,618,525	21,618,525
Development/Improvements	3,896,231	2,136,362	6,395,863	7,733,865	7,733,865
Land Acquisition	981,498	1,091,937	4,344,000	1,000,000	1,000,000
Development/Improvements	319,560	326,193	4,425,725	6,493,513	6,493,513
Undesignated Projects		-	13,813,810	13,589,196	13,589,196
Total Appropriations	\$ 6,407,693	\$ 3,838,170	\$46,517,438	\$50,535,099	\$ 50,535,099

SYSTEM DEVELOPMENT CHARGES FUND

Item Number	SDC Capital Project	Carryover Funds	Additional Funding	Adopted 2022/23	Page #
CARRYOVER PROJECTS					
1	Acquisition of Community Park Land - North Bethany	\$ 5,673,035	\$ -	\$ 5,673,035	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	1,379,000		1,379,000	SDC-5
5	Acquisition of Neighborhood Park Land - South Cooper Mountain	8,449,000		8,449,000	SDC-5
6	Acquisition of Trails Land - North Bethany	1,125,500		1,125,500	SDC-6
7	Acquisition of Trails Land - Bonny Slope West	250,000		250,000	SDC-6
8	Acquisition of Neighborhood Park Land - Infill Areas	2,395,990		2,395,990	SDC-6
	Subtotal Land Acquisition Carryover	\$ 21,618,525	\$ -	\$ 21,618,525	
9	MTIP Grant Match - Westside Trail, Segment 18	425,000		425,000	SDC-6
10	Natural Area Concept Plan	100,000		100,000	SDC-6
11	Building Expansion - site to be determined	995,000		995,000	SDC-7
12	North Bethany Park and Trail Development - Proj. Mgmt.	50,000		50,000	SDC-7
13	Neighborhood Park Concept Plan Miller Rd (SWQ-5)	150,305		150,305	SDC-7
14	Neighborhood Park Design & Permitting - Miller Road (SWQ-5)	717,200		717,200	SDC-7
15	So. Cooper Mtn Park and Trail Development - Project Mgmt.	50,000		50,000	SDC-7
16	NW Quadrant New Neighborhood Park Development	8,000		8,000	SDC-8
17	North Bethany Park and Trail Improvements	120,000		120,000	SDC-8
18	RFFA Active Transportation Project Readiness Match - Westside	54,779		54,779	SDC-8
19	New Amenities in existing parks	139,122	30,878	170,000	SDC-8
20	Cedar Hills Park - additional funding for bond project	357,603		357,603	SDC-8
21	Neighborhood Park Design & Permitting - Highland Park (NWQ-6)	10,000		10,000	SDC-9
22	Neighborhood Park Construction - Highland Park (NWQ-6)	300,000		300,000	SDC-9
23	Neighborhood Park Design & Permitting - La Raiz Park (SEQ-2)	477,081		477,081	SDC-9
24	Trail Development - 155th Ave Wetlands	448,390		448,390	SDC-9
25	Fanno Creek Trail Segment #5 - Scholls Ferry Rd. to 92 Ave.	247,844	7,156	255,000	SDC-9
26	Mt. View Champions Park Sport Court - Additional funding for	400,000	227,300	627,300	SDC-10
27	North Johnson Creek Trail Concept Planning - Project Mgmt	39,953		39,953	SDC-10
28	Design & Develop Natural Areas for Public Access -	500,000		500,000	SDC-10
29	Neighborhood Park Concept Planning - Abbey Creek	67,200		67,200	SDC-10
30	Neighborhood Park Concept Planning - Pointer Road (NEQ-3)	129,155		129,155	SDC-10
31	Regional Trail Development - Westside Trail, Segment #14	1,601,900		1,601,900	SDC-11
32	Downtown planning	47,000	18,000	65,000	SDC-11
33	Cooper Mountain Planning	15,000		15,000	SDC-11
	Subtotal Development/Improvements Carryover	\$ 7,450,531	\$ 283,334	\$ 7,733,865	
	TOTAL CARRYOVER PROJECTS	\$ 29,069,056	\$ 283,334	\$ 29,352,390	
LAND ACQUISITION					
34	Acquisition of Neighborhood Park Land - Infill Areas			1,000,000	SDC-11
	TOTAL LAND ACQUISITION			\$ 1,000,000	
DEVELOPMENT/IMPROVEMENTS					
35	Neighborhood Park Construction - La Raiz Park (SEQ-2)			1,470,875	SDC-11
36	Neighborhood Park Design & Permitting - Pointer Road (NEQ-3)			668,600	SDC-12
37	New Regional Trail Development - Westside Trail #14, #16-#18			20,000	SDC-12
38	RFFA Grant Match - Beaverton Creek Trail Engineering and Construction			510,800	SDC-12
39	Beaverton Creek Trail Engineering and Construction			1,775,884	SDC-12
40	Metro Bond Trails Competitive Grant Match - Westside Trail Bridge			217,500	SDC-12
41	EDA Grant Matching - HMT Complex Improvements			1,397,954	SDC-13
42	Neighborhood Park Design & Permitting - Abbey Creek Park Phase II (NWQ-5)			431,900	SDC-13
	TOTAL DEVELOPMENT/IMPROVEMENTS			\$ 6,493,513	

SYSTEM DEVELOPMENT CHARGES FUND

Item Number	SDC Capital Project	Carryover Funds	Additional Funding	Adopted 2022/23	Page #
	UNDESIGNATED PROJECTS				
43	Undesignated Projects			\$ 13,589,196	SDC-13
	TOTAL UNDESIGNATED PROJECTS			<u>\$ 13,589,196</u>	
	GRAND TOTAL CAPITAL OUTLAY			<u>\$ 50,435,099</u>	

SYSTEM DEVELOPMENT CHARGES FUND

Carryover Projects

ITEM 1: **Acquisition of Community Park Land - North Bethany**

BUDGET: \$5,673,035

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: \$1,379,000

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: \$8,449,000

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: \$1,125,500

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 Bonny Slope West new urban area.

ITEM 8: Acquisition of Neighborhood Park Land - Infill Areas

BUDGET: \$2,395,990

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: 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: Natural Area Concept Plan

BUDGET: \$100,000

DESCRIPTION: Concept planning on one natural area- site to be determined.

SYSTEM DEVELOPMENT CHARGES FUND

ITEM 11: **Building Expansion - site to be determined**

BUDGET: \$995,000

DESCRIPTION: Expansion of existing facility to provide new space for programming options.

ITEM 12: **North Bethany Park and Trail Development - Proj. Mgmt.**

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 13: **Neighborhood Park Concept Plan Miller Rd (SWQ-5)**

BUDGET: \$150,305

DESCRIPTION: Site concept planning for new neighborhood park on undeveloped land owned by THPRD at SW Miller Hill Rd and SW Georgene Ct.

ITEM 14: **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 15: **So. Cooper Mtn Park and Trail Development - Project Mgmt.**

BUDGET: \$50,000

DESCRIPTION: Staff project management time to monitor design and construction of new projects by developers under SDC credit agreements.

SYSTEM DEVELOPMENT CHARGES FUND

ITEM 16: **NW Quadrant New Neighborhood Park Development**

BUDGET: \$8,000

DESCRIPTION: Development of a new neighborhood park on undeveloped land owned by THPRD at SW 187th and SW Bonnie Meadow Lane (NWQ).

ITEM 17: **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 18: **RFFA Active Transportation Project Readiness Match - Westside Trail, Hwy 26 Overcrossing Design**

BUDGET: \$54,779

DESCRIPTION: Matching funds to complete concept planning and 30% design for the Westside Trail overcrossing of Highway 26.

ITEM 19: **New Amenities in existing parks**

BUDGET: \$170,000

DESCRIPTION: Creation of new amenities or enhancement of existing parks. Includes dog run improvements to Ridgewood Park.

ITEM 20: **Cedar Hills Park - additional funding for bond project**

BUDGET: \$357,603

DESCRIPTION: Design and development for Walker Rd 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 21: **Neighborhood Park Design & Permitting - Highland Park (NWQ-6)**

BUDGET: \$10,000

DESCRIPTION: Design and permitting for a new neighborhood park on undeveloped land owned by THPRD at NW 167th and NW Trillium St.

ITEM 22: **Neighborhood Park Construction - Highland Park (NWQ-6)**

BUDGET: \$300,000

DESCRIPTION: Development of a new neighborhood park on undeveloped land owned by THPRD at NW 167th and NW Trillium St.

ITEM 23: **Neighborhood Park Design & Permitting - La Raiz Park (SEQ-2)**

BUDGET: \$477,081

DESCRIPTION: Design and permitting for new neighborhood park on undeveloped land owned by THPRD at SW Lombard and SW Baker Loop Ct.

ITEM 24: **Trail Development - 155th Ave Wetlands**

BUDGET: \$448,390

DESCRIPTION: Design and permitting for a soft surface trail connection between Westside Trail segment 4 and Sexton Mountain Elementary School.

ITEM 25: **Fanno Creek Trail Segment #5 - Scholls Ferry Rd. to 92 Ave.**

BUDGET: \$255,000

DESCRIPTION: THPRD share of project cost and project management for Fanno Creek Trail Seg. #5; project is primarily funded by the City of Beaverton.

SYSTEM DEVELOPMENT CHARGES FUND

ITEM 26: **Mt. View Champions Park Sport Court - Additional funding for bond project**

BUDGET: \$627,300

DESCRIPTION: Portion of funding for design and development of the multi-purpose sport court at Mountain View Champions Park. Project is funded by a combination of Bond and SDC funds.

ITEM 27: **North Johnson Creek Trail Concept Planning - Project Mgmt**

BUDGET: \$39,953

DESCRIPTION: Staff project management time to monitor concept planning and design for North Johnson Creek Trail project by Peterkort Development.

ITEM 28: **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 29: **Neighborhood Park Concept Planning - Abbey Creek Phase II (NWQ-5)**

BUDGET: \$67,200

DESCRIPTION: Concept planning for phase two Abbey Creek Park at NW 170th Ave. and NW Ernst St.

ITEM 30: **Neighborhood Park Concept Planning - Pointer Road (NEQ-3)**

BUDGET: \$129,155

DESCRIPTION: Concept planning for a new neighborhood park on undeveloped land owned by THPRD at NE Pointer Road.

SYSTEM DEVELOPMENT CHARGES FUND

ITEM 31: **Regional Trail Development - Westside Trail, Segment #14**

BUDGET: \$1,601,900

DESCRIPTION: Design and development for Westside Trail segment #14.

ITEM 32: **Downtown planning**

BUDGET: \$65,000

DESCRIPTION: THPRD share for concept plan and implementation strategy for downtown Beaverton parks, plazas, trails and open space in partnership with the City of Beaverton. Funding also covers public engagement and project management costs.

ITEM 33: **Cooper Mountain Planning**

BUDGET: \$15,000

DESCRIPTION: THPRD share of Cooper Mountain Planning efforts undertaken by City of Beaverton.

Land Acquisition

ITEM 34: **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 35: **Neighborhood Park Construction - La Raiz Park (SEQ-2)**

BUDGET: \$1,470,875

DESCRIPTION: Construction for new neighborhood park on undeveloped land owned by THPRD at SW Lombard and SW Baker Loop Ct.

SYSTEM DEVELOPMENT CHARGES FUND

ITEM 36: **Neighborhood Park Design & Permitting - Pointer Road (NEQ-3)**

BUDGET: \$668,600

DESCRIPTION: Design & permitting for a new neighborhood park on undeveloped land owned by THPRD at NE Pointer Road.

ITEM 37: **New Regional Trail Development - Westside Trail #14, #16-#18**

BUDGET: \$20,000

DESCRIPTION: Project management costs for the concept planning phase for segments 14-18 of the Westside Trail. The project is primarily funded through Oregon Community Paths (OTP) Grant.

ITEM 38: **RFFA Grant Match - Beaverton Creek Trail Engineering and Construction**

BUDGET: \$510,800

DESCRIPTION: Grant match and staff project management time to complete Beaverton Creek Trail engineering and construction.

ITEM 39: **Beaverton Creek Trail Engineering and Construction**

BUDGET: \$1,775,884

DESCRIPTION: Funding to complete design and construction for Beaverton Creek Trail from Westside Trail to Hocken Avenue.

ITEM 40: **Metro Bond Trails Competitive Grant Match - Westside Trail Bridge**

BUDGET: \$217,500

DESCRIPTION: Matching funds to complete design & engineering for the Westside Trail overcrossing of Highway 26.

SYSTEM DEVELOPMENT CHARGES FUND

ITEM 41: **EDA Grant Matching - HMT Complex Improvements**

BUDGET: \$1,397,954

DESCRIPTION: Matching funds to complete design, permitting and construction for the HMT Complex Improvements.

ITEM 42: **Neighborhood Park Design & Permitting - Abbey Creek Park Phase II (NWQ-5)**

BUDGET: \$431,900

DESCRIPTION: Design and permitting for phase two Abbey Creek Park at NW 170th Ave. and NW Ernst St.

Undesignated Projects

ITEM 43: **Undesignated Projects**

BUDGET: \$13,589,196

DESCRIPTION: Capital to fund projects to be determined at a later time.



SYSTEM DEVELOPMENT CHARGE FUND
PROJECTS LIST
Proposed Five-year CIP March 2022

Concept 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		
		Cost Estimate	Annual Available Funding		Cost Estimate	Annual Available Funding		Cost Estimate	Annual Available Funding		Cost Estimate	Annual Available Funding		Cost Estimate	Annual Available Funding	
			Low Estimate	High Estimate		Low Estimate	High Estimate		Low Estimate	High Estimate		Low Estimate	High Estimate		Low Estimate	High Estimate
2021/22	Beginning Cash Balance (July 1, 2021)		33,198,543	33,198,543		4,571,439	4,571,439		4,265,982	4,265,982		3,783,628	3,783,628		20,577,494	20,577,494
	Less: Carryover Appropriations		23,433,903	23,433,903		6,621,120	6,621,120		9,880,000	9,880,000		1,750,000	1,750,000		5,182,783	5,182,783
	Net Available Beginning Balance		9,764,640	9,764,640		(2,049,681)	(2,049,681)		(5,614,018)	(5,614,018)		2,033,628	2,033,628		15,394,711	15,394,711
	Estimated SDC Revenue		8,269,811	13,333,722		2,194,893	3,538,908		4,160,316	6,707,832		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		16,534,833	21,598,745		145,212	1,489,227		(2,452,621)	94,894		2,559,985	2,882,292		17,591,533	19,243,323
	Land Acquisition for Community Parks in New Urban Areas (NoB)	2,500,000	14,034,833	19,098,745	2,500,000	(2,354,788)	(1,010,773)									
	New Neighborhood Park Development, Concept Planning: Abbey Creek Phase II (NWQ-5)	69,200	13,965,633	19,029,545	69,200	(2,423,988)	(1,079,973)									
	Land Acquisition for Trails in New Urban Areas: South Cooper Mountain*	344,000	13,621,633	18,685,545				344,000	(2,796,621)	(249,106)						
	Land Acquisition for Parks: South Cooper Mountain	500,000	13,121,633	18,185,545				500,000	(3,296,621)	(749,106)						
	Land Acquisition for Park Infill	1,000,000	12,121,633	17,185,545										1,000,000	16,591,533	18,243,323
	Beaverton Creek Trail: Segment #3-4 (Grant Match)	600,000	11,521,633	16,585,545										600,000	15,991,533	17,643,323
	Neighborhood Park Design & Permitting - Miller Road (SWQ-5)	717,200	10,804,433	15,868,345										717,200	15,274,333	16,926,123
	New Neighborhood Park Development, Concept Planning: Pointer Road (NEQ-3)	135,100	10,669,333	15,733,245										135,100	15,139,233	16,791,023
	New Neighborhood Park Development, Design & Permitting: La Raiz Park (SEQ-2)	445,625	10,223,708	15,287,620										445,625	14,693,608	16,345,398
	New Regional Trail Development - Westside Trail #14**	1,601,960	8,621,748	13,685,660										1,601,960	13,091,648	14,743,438
	Planning	125,000	8,496,748	13,560,660										125,000	12,966,648	14,618,438
	New Amenities in existing parks - Additional carryover funding	100,000	8,396,748	13,460,660										100,000	12,866,648	14,518,438
	Cedar Hills Park - Additional funding for bond project	300,000	8,096,748	13,160,660										300,000	12,566,648	14,218,438
	Subtotal FY 2020/21 Costs	8,438,085			2,569,200			844,000			-			5,024,885		
2022/23	Beginning Balance		8,096,748	13,160,660		(2,423,988)	(1,079,973)		(3,296,621)	(749,106)		2,559,985	2,882,292		12,566,648	14,218,438
	Estimated SDC Revenue		7,596,759	12,687,195		2,521,620	4,211,307		2,008,466	3,354,299		561,514	937,774		2,505,159	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 FY21/22		14,742,235	24,896,581		97,632	3,131,333		(1,288,155)	2,605,193		3,121,499	3,820,066		14,120,534	17,450,981
	New Amenities in existing parks	30,878	14,711,357	24,865,703										30,878	14,089,656	17,420,103
	Neighborhood Park Design & Permitting - La Raiz Park (SEQ-2)	55,456	14,655,901	24,810,247										55,456	14,034,200	17,364,647
	Fanno Creek Trail Segment #5 - Scholls Ferry Rd. to 92 Ave. RFFA Grant Match - Beaverton Creek Trail Engineering and Construction	7,156	14,648,745	24,803,091										7,156	14,027,044	17,357,491
	Neighborhood Park Construction - La Raiz (SEQ-2)	1,470,875	12,667,070	22,821,416										1,470,875	12,045,369	15,375,816
	Neighborhood Park Design & Permitting - Pointer Road (NEQ-3)	668,600	11,998,470	22,152,816										668,600	11,376,769	14,707,216
	Acquisition of Neighborhood Park Land - Infill Areas	1,000,000	10,998,470	21,152,816										1,000,000	10,376,769	13,707,216
	New Regional Trail Development - Westside Trail #14, #16-#18	20,000	10,978,470	21,132,816										20,000	10,356,769	13,687,216

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
	Mt. View Champions Park Sport Court - Additional funding for bond project	227,300	10,751,170	20,905,516										227,300	10,129,469	13,459,916
	Downtown planning	18,000	10,733,170	20,887,516										18,000	10,111,469	13,441,916
	Beaverton Creek Trail Engineering and Construction	1,775,884	8,957,286	19,111,632										1,775,884	8,335,585	11,666,032
	Metro Bond Trails Competitive Grant Match - Westside Trail Bridge	217,500	8,739,786	18,894,132										217,500	8,118,085	11,448,532
	EDA Grant Matching - HMT Complex Improvements (NEW)	1,397,954	7,341,832	17,496,178										1,397,954	6,720,131	10,050,578
	Neighborhood Park Design & Permitting - Abbey Creek Park Phase II (NWQ-5)	431,900	6,909,932	17,064,278	431,900	(334,268)	2,699,433									
	Subtotal FY 2021/22 Costs	7,832,303			431,900									7,400,403		
2023/24	Beginning Balance		7,341,832	17,496,178		97,632	3,131,333		(1,288,155)	2,605,193		3,121,499	3,820,066		6,720,131	10,050,578
	Estimated SDC Revenue		10,454,150	13,938,867		3,850,797	5,134,396		2,786,233	3,714,977		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		17,424,490	31,063,553		3,948,429	8,265,729		1,498,077	6,320,170		3,901,654	4,860,273		9,385,604	13,728,374
	New Neighborhood Park Development, Concept Planning: SW 165th (SWQ-4)	237,800	17,186,690	30,825,753										237,800	9,147,804	13,490,574
	New Neighborhood Park Development, Concept Planning: NWQ-2 and Park Blocks	623,800	16,562,890	30,201,953	623,800	3,324,629	7,641,929									
	New Neighborhood Park Development, Construction: Abbey Creek Phase II (NWQ-5)	957,900	15,604,990	29,244,053	957,900	2,366,729	6,684,029									
	New Regional Trail Development - Westside Trail Segments 16-Remainder of 18, Design & Permitting*	433,113	15,171,876	28,810,940										433,113	8,714,691	13,057,460
	New Regional Trail Development - Westside Trail Bridge, Design & Permitting*	800,000	14,371,876	28,010,940										800,000	7,914,691	12,257,460
	New Neighborhood Park, Construction: Pointer Road (NEQ-3)	2,007,700	12,364,176	26,003,240										2,007,700	5,906,991	10,249,760
	Land Acquisition Infill/Cooper Mountain	1,000,000	11,364,176	25,003,240										1,000,000	4,906,991	9,249,760
	Planning	50,000	11,314,176	24,953,240										50,000	4,856,991	9,199,760
	Subtotal FY 2022/23 Costs	6,110,313			1,581,700									4,528,613		
2024/25	Beginning Balance		11,314,176	24,953,240		2,366,729	6,684,029		1,498,077	6,320,170		3,901,654	4,860,273		4,856,991	9,199,760
	Estimated SDC Revenue		9,837,539	13,116,718		2,820,846	3,761,128		3,156,800	4,209,067		803,560	1,071,414		3,056,332	4,075,109
	Estimated Available Funding		21,151,715	38,069,958		5,187,575	10,445,157		4,654,878	10,529,237		4,705,215	5,931,687		7,913,323	13,274,870
	New Neighborhood Park Development, Design & Permitting: NWQ-2 and Park Blocks	2,233,700	18,918,015	35,836,258	2,233,700	2,953,875	8,211,457									
	New regional Trail Development - Westside Trail Segments 16-Remainder of 18, Construction	1,773,140	17,144,875	34,063,117										1,773,140	6,140,182	11,501,729
	Trail Development - Westside Trail: Sunset Hwy Crossing**	6,000,000	11,144,875	28,063,117										6,000,000	140,182	5,501,729
	Land Acquisition - Infill/Cooper Mountain	1,000,000	10,144,875	27,063,117										1,000,000	(859,818)	4,501,729
	New Neighborhood Park, Design & Permitting: SW 165th (SWQ-4)	1,443,800	8,701,075	25,619,317										1,443,800	(2,303,618)	3,057,929
	New Neighborhood Park Development, Concept Plan: SW 175th (SWQ-7)	251,700	8,449,375	25,367,617				251,700	4,403,178	10,277,537						
	Neighborhood Park Construction - Miller Road (SWQ-5)	2,312,900	6,136,475	23,054,717										2,312,900	(4,616,518)	745,029
	Subtotal FY 2023/24 Costs	15,015,240			2,233,700			251,700						12,529,840		
2025/26	Beginning Balance		6,136,475	23,054,717		2,953,875	8,211,457		4,403,178	10,277,537		4,705,215	5,931,687		(4,616,518)	745,029
	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		16,248,390	36,537,271		5,454,331	11,545,398		7,950,272	15,006,996		5,532,882	10,247,284		(1,379,820)	5,060,626
	New Neighborhood Park Development, Construction: Park Blocks	3,252,500	12,995,890	33,284,771	3,252,500	2,201,831	8,292,898									
	New Neighborhood Park Development, Concept Plan: NW Liberty (NWQ-7)	282,800	12,713,090	33,001,971	282,800	1,919,031	8,010,098									
	New Neighborhood Park Development, Concept Planning: SW Murray Blvd (SEQ-1)	566,303	12,146,787	32,435,668										566,303	(1,946,123)	4,494,323

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 Development, Concept Plan: NE Saltzmann Rd (NEQ-2)	365,923	11,780,864	32,069,745							365,923	5,166,959	9,881,361				
	New Neighborhood Park Development, Concept Plan: SWQ-9	136,600	11,644,264	31,933,145				136,600	7,813,672	14,870,396							
	New Neighborhood Park Development, Design & Permitting: SW 175th (SWQ-7)	1,634,800	10,009,464	30,298,345				1,634,800	6,178,872	13,235,596							
	Develop New Small Urban Park	1,562,783	8,446,681	28,735,562										1,562,783	(3,508,906)	2,931,540	
	New Neighborhood Park, Construction: SW 165th (SWQ-4)	3,332,100	5,114,581	25,403,462										3,332,100	(6,841,006)	(400,560)	
	Subtotal FY 2025/26 Costs	11,133,809			3,535,300			1,771,400			365,923			5,461,186			
2026/27	Beginning Balance		5,114,581	25,403,462					6,178,872	13,235,596				(6,841,006)	(400,560)		
	Estimated SDC Revenue		8,668,228	11,557,637					1,822,026	2,429,368				870,178	1,160,237		
	Estimated Available Funding		13,782,808	36,961,099					8,000,898	15,664,964				6,037,137	11,041,599		
	New Neighborhood Park Development, Construction: SW 175th (SWQ-7)	3,418,800	10,364,008	33,542,299				3,418,800	4,582,098	12,246,164							
	New Neighborhood Park Development, Design & Permitting: SWQ-9	634,000	9,730,008	32,908,299				634,000	3,948,098	11,612,164							
	New Neighborhood Park Development, Design & Permitting: NE Saltzmann Rd (NEQ-2)	1,525,570	8,204,438	31,382,729							1,525,570	4,511,567	9,516,029				
	New Neighborhood Park Development, Design & Permitting: NW Liberty (NWQ-7)	1,469,500	6,734,938	29,913,229	1,469,500	3,697,496	10,871,218										
	New Neighborhood Park Development, Construction: NWQ-2	5,858,200	876,738	24,055,029	5,858,200	(2,160,704)	5,013,018										
	New Neighborhood Park Development, Design & Permitting: SW Murray Blvd (SEQ-1)	2,189,961	(1,313,223)	21,865,068										2,189,961	(6,302,907)	1,046,892	
	Subtotal FY 2026/27 Costs	15,096,031			7,327,700			4,052,800			1,525,570			2,189,961			
	Total for 5-year CIP List	55,187,697			15,110,300			6,075,900			1,891,493			32,110,004			
Five Year CIP Credit Projects																	
	New Neighborhood Park Development: NoB/Polygon (NWQ-11)	2,056,400	(1,179,662)	21,998,629	2,056,400	3,110,596	10,284,318										
	New Trail Development: Finnley Woods Area (NEW)	337,032	(1,516,694)	21,661,597	337,032	2,773,564	9,947,286										
	New Neighborhood Park Development (SWQ-8)	2,192,383	(3,709,077)	19,469,214				2,192,383	1,755,715	9,419,781							
	New Neighborhood Parks and Community Trail: South Cooper Mountain Blackbird Farms Parks A & B (NEW)	2,814,278	(6,523,355)	16,654,936				2,814,278	(1,058,563)	6,605,503							
	New Park Development: SCM Main Street Park (NEW)	1,300,000	(7,823,355)	15,354,936				1,300,000	(2,358,563)	5,305,503							
	SCM Heights New Neighborhood Park & Community Trail (SWQ-6)	2,799,462	(10,622,817)	12,555,474				2,799,462	(5,158,025)	2,506,041							
	New Park and Trail Development: Lolich Farms Area (NEW)	1,015,876	(11,638,693)	11,539,598				1,015,876	(6,173,901)	1,490,165							
	New Trail Development: Scholls Valley Heights Tract B (NEW)	380,164	(12,018,857)	11,159,434				380,164	(6,554,065)	1,110,001							
	New Trail Development: Scholls Valley Heights Tract L (NEW)	26,226	(12,045,083)	11,133,208				26,226	(6,580,291)	1,083,775							
	Subtotal Credit Projects	12,921,821			2,393,432			10,528,389			-			-			
	Fund Balance		(11,638,693)	11,539,598				2,773,564	9,947,286		(6,173,901)	1,490,165		4,511,567	9,516,029	(6,302,907)	1,046,892



Bond Capital Projects Fund

Bond Capital Projects Fund Overview

Project Summary

Project Narratives



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.

BOND CAPITAL PROJECTS FUND

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Adopted Budget 2021/22	Proposed Budget 2022/2023	Adopted Budget 2022/2023
Resources:					
Beginning Cash on Hand	\$ 9,488,405	\$ 5,257,725	\$ 3,338,821	\$ 2,780,113	\$ 2,780,113
Grants	-	75,000	-	-	-
Interest Earnings	150,747	31,571	14,500	8,000	8,000
Total Resources	\$ 9,639,152	\$ 5,364,296	\$ 3,353,321	\$ 2,788,113	\$ 2,788,113
Appropriations:					
Capital Outlay	\$ 4,381,427	\$ 2,490,301	\$ 3,353,321	\$ 2,788,113	\$ 2,788,113
Total Appropriations	\$ 4,381,427	\$ 2,490,301	\$ 3,353,321	\$ 2,788,113	\$ 2,788,113

Summary by Department					
Renovate/Redevelop Neighborhood Park	\$ 148,093	\$ 1,070,537	\$ 338,839	\$ -	\$ -
New Community Park Development	(2,126)	-	151,550	151,550	151,550
Renovate/Redevelop Community Parks	12,922	-	-	-	-
Natural Area Restoration	540,768	353,495	1,376,074	1,158,080	1,158,080
Natural Area Preservation-Land Acquisition	3,534,549	74,980	-	-	-
New Linear Park/Trail Development	2,590	-	78,443	78,443	78,443
New Linear Park/Trail-Land Acquisition	-	-	1,195	1,195	1,195
Multifield/Use Athletic Field Development	144,631	991,289	704,074	915,609	915,609
Undesignated Funds	-	-	703,146	483,236	483,236
Total Appropriations	\$ 4,381,427	\$ 2,490,301	\$ 3,353,321	\$ 2,788,113	\$ 2,788,113

BOND CAPITAL PROJECTS FUND

Item Number		Adopted Budget 2022/23	Page #
NEW COMMUNITY PARK DEVELOPMENT			
1	SW Community Park	\$ 151,550	BOND-4
	TOTAL NEW COMMUNITY PARK DEVELOPMENT	\$ 151,550	
NATURAL AREA PRESERVATION			
2	Raleigh Park	218,585	BOND-4
3	Bannister Creek Greenway/NE Park	49,294	BOND-4
4	Bronson Creek Greenway at Laidlaw	449,629	BOND-4
5	Commonwealth Lake	59,095	BOND-4
6	Bronson Creek New Properties	104,887	BOND-4
7	HMT north woods and stream	28,141	BOND-5
8	Cedar Mill Creek Greenway	11,676	BOND-5
9	Fir Grove Park	3,314	BOND-5
10	HL Cain Wetlands	2,714	BOND-5
11	Bronson Creek Park	20,193	BOND-5
12	Center Street Wetlands Area	11,009	BOND-5
13	Forest Hills Park	8,308	BOND-5
14	Arborist/Tree Management	117,395	BOND-6
15	North Bethany Greenway	16,584	BOND-6
16	Willow Creek Greenway II	1,706	BOND-6
17	Westside Trail 18	25,746	BOND-6
18	Waterhouse Trail	23,608	BOND-6
19	Restoration of properties	6,196	BOND-6
	TOTAL NATURAL AREA PRESERVATION	\$ 1,158,080	
NEW LINEAR PARK AND TRAIL DEVELOPMENT			
20	Miscellaneous Natural Trails	\$ 78,443	BOND-7
	TOTAL NEW LINEAR PARK AND TRAIL DEVELOPMENT	\$ 78,443	
NEW LINEAR PARK AND TRAIL LAND ACQUISITION			
21	New Linear Park and Trail Acquisitions	\$ 1,195	BOND-7
	TOTAL NEW LINEAR PARK AND TRAIL ACQUISITIONS	\$ 1,195	
MULTIFIELD/MULTIPURPOSE ATHLETIC FIELD DEVELOPMENT			
22	New Field in SW Quadrant	915,609	BOND-7
	TOTAL MULTIFIELD/MULTIPURPOSE ATHLETIC FIELD DEVELOPMENT	\$ 915,609	
UNDESIGNATED FUNDS			
23	Undesignated Funds	\$ 483,236	BOND-7
	TOTAL UNDESIGNATED FUNDS	\$ 483,236	
	GRAND TOTAL CAPITAL OUTLAY	\$ 2,788,113	

BOND CAPITAL PROJECTS FUND

New Community Park Development

ITEM 1: **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 2: **Raleigh Park**

BUDGET: \$218,585

DESCRIPTION: Enhancement of stream and daylighting.

ITEM 3: **Bannister Creek Greenway/NE Park**

BUDGET: \$49,294

DESCRIPTION: Protection of water quality near the headwaters of the stream which is a major tributary to Bronson Creek.

ITEM 4: **Bronson Creek Greenway at Laidlaw**

BUDGET: \$449,629

DESCRIPTION: Enhancement of vegetation along creek and wetlands. Restoration of floodplain function in streamside areas.

ITEM 5: **Commonwealth Lake**

BUDGET: \$59,095

DESCRIPTION: Enhancement of vegetation and removal of non-native plants.

ITEM 6: **Bronson Creek New Properties**

BUDGET: \$104,887

DESCRIPTION: Enhancement of vegetation and removal of non-native plants.

BOND CAPITAL PROJECTS FUND

ITEM 7: HMT north woods and stream

BUDGET: \$28,141

DESCRIPTION: Enhancement of vegetation and removal of non-native plants adjacent to soccer fields.

ITEM 8: Cedar Mill Creek Greenway

BUDGET: \$11,676

DESCRIPTION: Enhancement of vegetation and removal non-native plants in the stream corridor.

ITEM 9: Fir Grove Park

BUDGET: \$3,314

DESCRIPTION: Improvement of habitat, user experience, and safety.

ITEM 10: HL Cain Wetlands

BUDGET: \$2,714

DESCRIPTION: Improvement of frog habitat.

ITEM 11: Bronson Creek Park

BUDGET: \$20,193

DESCRIPTION: Enhancement of vegetation and removal non-native plants in the stream corridor.

ITEM 12: Center Street Wetlands Area

BUDGET: \$11,009

DESCRIPTION: Improvement of habitat in central city natural area.

ITEM 13: Forest Hills Park

BUDGET: \$8,308

DESCRIPTION: Improvement of habitat in neighborhood park site.

BOND CAPITAL PROJECTS FUND

ITEM 14: Arborist/Tree Management

BUDGET: \$117,395

DESCRIPTION: Promotion of forest health through removal of non-native trees. Improvement of safety by modifying hazard trees into wildlife trees.

ITEM 15: North Bethany Greenway

BUDGET: \$16,584

DESCRIPTION: Improvement of natural area between Rock Creek Trail and Springville Rd.

ITEM 16: Willow Creek Greenway II

BUDGET: \$1,706

DESCRIPTION: Enhancement of vegetation and removal of non-native plants in the eastern stream corridor.

ITEM 17: Westside Trail 18

BUDGET: \$25,746

DESCRIPTION: Removal of old trail segments and restoration of corridor habitat.

ITEM 18: Waterhouse Trail

BUDGET: \$23,608

DESCRIPTION: Enhancement of vegetation and removal of non-native plants in the eastern stream corridor.

ITEM 19: Restoration of properties

BUDGET: \$6,196

DESCRIPTION: Balance of natural resource restoration funds to be used on projects to be determined at a later time

BOND CAPITAL PROJECTS FUND

New Linear Park And Trail Development

ITEM 20: **Miscellaneous Natural Trails**

BUDGET: \$78,443

DESCRIPTION: Development of various soft surface trails throughout THPRD.

New Linear Park And Trail Land Acquisition

ITEM 21: **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 22: **New Field in SW Quadrant**

BUDGET: \$915,609

DESCRIPTION: Design and development of one multi-purpose sport court at Mountain View Champions Park.

Undesignated Funds

ITEM 23: **Undesignated Funds**

BUDGET: \$483,236

DESCRIPTION: Capital to fund projects to be determined at a later time.



Supplemental Data

District History and Background

Comprehensive Plan Summary

General Fund Five-year Projections

Policies and Procedures

Summary of Staffing by Program

Glossary

District Map



THPRD HISTORY AND BACKGROUND

In 1955, a group 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%

THPRD 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 2020/21 Fiscal Year:

Washington County

Fiscal Year	District Population (estimated)	Population (estimated) ^{a)}	Personal Income (amounts expressed in thousands) ^{b)}	Per Capita Personal Income ^{b)}	Unemployment Rate ^{c)}	School Enrollment ^{d)}
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	\$ 60,999	3.6%	41,016
2019	249,470	600,933	\$ 38,114,149	\$ 63,425	3.4%	40,860
2020	252,464	603,514	\$ 40,333,177	\$ 66,831	10.4%	41,215
2021	270,000	n/a	n/a	n/a	4.4%	39,515

Source: ^{a)} U.S. Census Bureau

^{b)} U.S. Dept. of Commerce, Bureau of Economic Analysis

^{c)} U.S. Dept. of Labor, Metropolitan District

^{d)} Beaverton School District

THPRD 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	
	<u>Actual</u>	<u>Actual</u>	<u>% change</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

COMPREHENSIVE PLAN SUMMARY (continued)

In late 2018, the district began work to develop the Vision Action Plan, utilizing innovative outreach methods to connect with community members who value services, parks, recreation areas, natural spaces, and more. The effort was intended to better plan for a proactive park district that meets all needs equitably, so an inclusive, intentional, and multicultural community visioning process was key. To center narratives of underrepresented and historically underserved populations, the district committed to prioritizing Diversity, Equity, Inclusion, and Access in all aspects of this work. The intent was to examine assumptions and better understand what communities today need and how best to serve the expanding interests of long-term, new, and future community members.

The Vision Action Plan was built upon and is reflective of a wealth of community-driven aspirations and perspectives. More than 12,500 ideas garnered from nearly 10,500 members of the THPRD community helped shape the plan. This plan calls on the district to focus on four core community goal areas:

- **Welcoming and Inclusive:** 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:** 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:** 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:** Includes community ideas that envision opportunities for people to be in and enjoy nature. It represents comments on trails – for recreation, travel, interaction with animals, and regional connection. This goal area envisions ways for all THPRD residents to have equal access to green spaces by designing a more equitable interconnected system.

In 2021, the district began work to update its Comprehensive and Strategic plans, with the intent to incorporate the community perspectives included in the Vision Action Plan. This work is scheduled to be completed within FY 2022/23.

Tualatin Hills Park & Recreation District

General Fund Five-Year Fiscal Projection FY 2022/23 through FY 2026/27

	Current Budget 2021/22	Adopted Budget 2022/23	Projected 2023/24	Projected 2024/25	Projected 2025/26	Projected 2026/27
Cash on Hand	\$ 5,700,000	\$ 13,300,000	\$ 8,000,000	\$ 5,700,000	\$ 5,700,000	\$ 5,700,000
Beginning Replacement Reserve	2,000,000	2,000,000	2,000,000	2,405,173	1,500,000	1,500,000
Program & Facility Fees ¹	13,868,347	14,651,637	15,091,186	15,543,922	16,010,240	16,490,546
Other Resources ²	3,608,317	14,690,248	3,800,955	2,884,984	2,971,534	3,060,680
Carryover Projects	2,726,475	1,321,700	-	-	-	-
Property Taxes ³	36,714,068	37,713,799	39,109,210	40,673,578	42,300,521	43,992,542
Total Resources	\$ 64,617,207	\$ 83,677,384	\$ 68,001,351	\$ 67,207,657	\$ 68,482,294	\$ 70,743,768
Personnel Services ⁴	\$ 42,267,389	\$ 41,560,583	\$ 43,820,218	\$ 46,215,431	\$ 48,754,357	\$ 51,445,618
Materials & Services ⁵	10,818,376	12,333,209	13,196,534	14,120,291	15,108,711	16,166,321
Capital Outlay	5,758,843	18,083,461	5,086,683	1,871,476	-	-
Debt Service - COP and TAN	993,599	1,045,858	992,744	1,000,459	1,013,862	1,015,858
Transfers to Other Funds	779,000	350,000	-	-	-	-
Contingency	2,500,000	8,304,273	2,500,000	2,500,000	2,105,364	615,971
Ending Replacement Reserve	1,500,000	2,000,000	2,405,173	1,500,000	1,500,000	1,500,000
Total Expenditures	\$ 64,617,207	\$ 83,677,384	\$ 68,001,352	\$ 67,207,657	\$ 68,482,294	\$ 70,743,768
Revenue Assumptions						
	<u>2022/23</u>		<u>2023/24</u>		<u>2024/27</u>	
¹ Program Fee & Facility Annual Increase	Actual Estimate		3.00%		3.00%	
² Other Resources	Actual Estimate		3.00%		3.00%	
³ Property Tax Annual Increase (Based on Permanent Rate only)	Actual Estimate		3.70%		4.00%	
Expenditure Assumptions						
⁴ Personnel Services	Actual Estimate		6.00%		6.00%	
⁵ Materials & Services	Actual Estimate		7.00%		7.00%	

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 at large community members. This committee examines the projected programs, activities, expenses and income of the budget each fiscal year and makes recommendations to the board of directors.

Administration

Administration and maintenance of THPRD is under the direction of the general manager who is hired by the board. The general manager has the responsibility to carry out the policies and accomplish the goals and objectives established by the board.

The top management staff includes: the director of Finance Services, director of Park Services, director of Recreation Services, Communications director, director of Human Resources 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 insure and enhance safe working conditions.

POLICIES AND PROCEDURES (continued)

To fulfill this obligation and to insure and comply with federal and state anti-drug abuse laws, 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 Finance 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 ("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 such that the ADC amount is never less than the amount projected as appropriate to achieve 100% funded status of the Plan within ten years, if actual future experience matches the actuarial valuation assumptions informing the ADC calculation and contributions are made each year in accordance with the policy.

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, 2021 actuarial valuation and following recommendations of the Plan's actuary, the ADC will be \$3,900,000 for the 2022-2023 fiscal year, based on an actuarial projection that annual contributions at that level will achieve 100% plan funded status by July 1, 2032. The annual contribution will remain at least at that \$3,900,000 level until the Plan reaches a funded status near 100% or until potential modification of the ADC via the annual review process.

Once the Plan is at or near 100% funded status, the ADC will be set at a level designed to maintain that funded status if the ADC is made in full and actual future experience matches the actuarial assumptions informing the ADC calculation. When the Plan is at or near 100% funded status, the ADC calculation methodology should consider inclusion of a "rainy day" margin based on the advice of the actuary. Such a margin would be to mitigate the potential effect on contribution levels of subsequent actual plan experience being less favorable than the actuarial assumptions.

POLICIES AND PROCEDURES (continued)

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	Actual	Actual	Budget	Proposed	Adopted
Department	2019/20	2020/21	2021/22	2022/23	2022/23
Program					
BOARD OF DIRECTORS	-	-	-	-	-
ADMINISTRATION					
Office of the General Manager	2.00	1.98	2.00	2.00	2.00
Human Resources	-	-	6.10	8.28	8.28
Risk & Contract Management	-	-	-	3.30	3.30
Communications	8.71	5.30	6.44	7.44	7.44
Safety Services	4.84	4.35	5.63	5.63	5.63
Information Services	-	-	-	7.00	8.00
Community Programs	-	-	8.91	8.94	8.94
Finance Services Director	-	-	-	1.00	1.00
Finance Services	-	-	-	9.00	9.00
Budget & Accounting	-	-	-	4.00	3.00
Community Partnerships	0.89	-	-	-	-
TOTAL ADMINISTRATION	16.44	11.63	29.08	56.59	56.59
BUSINESS & FACILITIES					
Office of the Director	3.00	1.25	2.00	-	-
Finance Services	8.10	8.89	8.00	-	-
Risk & Contract Management	3.22	3.00	3.23	-	-
Information Services	4.97	4.00	6.00	-	-
Budget & Accounting	1.89	1.14	3.00	-	-
Human Resources	4.29	5.28	-	-	-
Maintenance Operations					
Maintenance Operations Manager	4.53	2.01	-	-	-
Facilities Maintenance	19.23	12.27	-	-	-
Fleet Maintenance	5.04	4.65	-	-	-
Parks & Athletic Facilities Maintenance-North	27.75	16.85	-	-	-
Parks & Athletic Facilities Maintenance-South	24.41	16.65	-	-	-
Total Maintenance Operations	80.96	52.43	-	-	-
Planning	3.75	4.00	-	-	-
Design & Development	7.40	6.45	-	-	-
TOTAL BUSINESS & FACILITIES	117.58	86.44	22.23	-	-
PARK SERVICES					
Office of the Director	-	-	1.50	2.00	2.00
Planning	-	-	4.00	4.00	4.00
Design & Development	-	-	7.88	7.98	7.98
Nature & Trails	-	-	14.60	13.53	13.53
Maintenance Operations					
Maintenance Operations Manager	-	-	2.70	2.63	2.63
Facility Maintenance	-	-	8.00	8.15	8.15
Fleet Maintenance	-	-	5.73	4.73	4.73
Parks & Athletic Facilities Maintenance-North	-	-	34.81	30.28	30.28
Parks & Athletic Facilities Maintenance-South	-	-	27.83	24.52	24.52
Total Maintenance Operations	-	-	79.07	70.31	70.31
TOTAL PARK SERVICES	-	-	107.05	97.82	97.82

SUMMARY OF STAFFING BY PROGRAM

DIVISION					
Department	Actual	Actual	Budget	Proposed	Adopted
Program	2019/20	2020/21	2021/22	2022/23	2022/23
RECREATION SERVICES					
Office of the Director	2.47	2.49	3.20	4.76	4.76
Maintenance Coordination	-	-	10.52	12.52	12.52
Aquatics					
Manager of Aquatics	0.88	-	0.50	1.16	1.16
Aloha Swim Center	8.93	-	13.25	13.25	13.25
Tualatin Hills Aquatic Center	17.68	7.66	20.70	21.63	21.63
Beaverton Swim Center	8.26	1.37	13.79	14.91	14.91
Harman Swim Center	8.03	-	12.30	12.20	12.20
Sunset Swim Center	7.09	0.01	11.96	11.96	11.96
Raleigh Swim Center	0.04	0.87	3.11	2.40	2.40
Somerset West Swim Center	0.19	0.25	3.44	3.36	3.36
Total Aquatics	51.10	10.16	79.05	80.87	80.87
Sports & Inclusion Services					
Manager of Sports	1.00	1.00	1.57	1.57	1.57
Tualatin Hills Athletic Center	43.77	20.10	40.82	41.39	41.39
Babette Horenstein Tennis Center	11.99	3.74	13.94	13.99	13.99
Elsie Stuhr Center	-	-	14.42	14.53	14.53
Garden Home Recreation Center	-	-	31.61	31.42	31.42
Camp Rivendale	2.04	0.46	3.24	3.29	3.29
Total Sports	58.80	25.30	105.60	106.19	106.19
Recreation					
Manager of Recreation	1.00	1.08	4.13	10.86	10.86
Cedar Hills Recreation Center	38.32	15.33	42.28	44.79	44.79
Conestoga Rec. & Aquatic Center	54.02	18.10	59.39	61.34	61.34
Interpretive Programs	-	-	28.94	30.01	30.01
Garden Home Recreation Center	22.99	9.31	-	-	-
Elsie Stuhr Center	8.23	0.75	-	-	-
Total Recreation	124.56	44.57	134.74	147.00	147.00
Community Programs					
Manager of Community Programs	6.26	4.13	-	-	-
Total Community Programs	6.26	4.13	-	-	-
Nature & Trails					
Nature & Trails	12.26	10.07	-	-	-
Nature Education Programs	15.41	8.04	-	-	-
Total Natural & Trails	27.67	18.11	-	-	-
TOTAL RECREATION SERVICES	270.86	104.76	333.11	351.34	351.34
TOTAL ALL DIVISIONS	404.88	202.83	491.47	505.75	505.75

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.

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 community member initiative and limits property taxes to FY 1995/96 levels, less 10%, requires majority voter turnout for tax elections, limits fees and charges and prioritizes Public Education and Public Safety in the allocation of lost revenues. The measure never took affect due to its repeal by the voters in May 1997 with the passage of Measure 50.

Measure 50

Passed by voters in May 1997, the legislatively referred measure repealed Measure 47, but also significantly reduced future property taxes. The measure rolls back assessed value on individual property to FY 1995/96 values, less 10%. It reduces FY 1997/98 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.

GLOSSARY (continued)

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

