

Proposed Budget

Fiscal Year 2023-2024



Proposed Budget Fiscal Year 2023/24



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
Award*

PRESENTED TO

**Tualatin Hills Park & Recreation District
Oregon**

For the Fiscal Year Beginning

July 01, 2022

Christopher P. Morill

Executive Director

TUALATIN HILLS PARK & RECREATION DISTRICT

Fiscal Year 2023/24 Proposed Budget

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Introduction

District Values and Budget Priorities

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Minutes of the February 22, 2023 Budget Committee Meeting





TUALATIN HILLS PARK & RECREATION DISTRICT

Vision

We will enhance healthy and active lifestyles while connecting more people to nature, parks, and programs. We will do this through stewardship of public resources and by providing programs/spaces to fulfill unmet needs.

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.

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

Focus on Strengthening Programming Opportunities

Develop Sustainable Operating and Financial Models for the Future

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 Aftalati, 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.



2023 Fact Sheet

THPRD by the Numbers



270,000+
Population



50
Square miles
area served



5
Mobile
Recreation Vans



120+
Volunteer options



515
Community
Garden Plots



15
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*



10 Indoor
50 Outdoor
Basketball/
Multipurpose Courts



38
Pickleball
Courts and
Growing!



110
Tennis Courts
Indoor/Outdoor



35+
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

Board of Directors: Felicita Montebianco (President), Barbie Minor (Secretary), Alfredo Moreno (Secretary Pro Tempore), Heidi Edwards and Tya Ping

Contact us by phone: 503-645-6433

Website: www.thprd.org    

Mission Statement: THPRD's mission is to provide natural areas, high-quality park and recreational facilities, services and programs that meet the needs of the diverse communities it serves.

Equity & Inclusion Statement: 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.



Tualatin Hills Park & Recreation District 2023/24 Budget Committee

Board of Directors

Tya Ping
Heidi Edwards
Barbie Minor
Felicita Monteblanco
Alfredo Moreno

Public Members

Elizabeth Edwards
Jon Cascino
Carolyn Uy
Chris Howard
Natalie Zehner

THPRD Staff

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





Tualatin Hills Park & Recreation District Budget Committee Work Session

April 20, 2023
6 pm

Online Meeting: <https://www.youtube.com/watch?v=c6UgF2C5p2w>

AGENDA

- | | |
|--|--|
| 1. Call to Order | Elizabeth Edwards, Committee Chair |
| 2. Approve February 22, 2023 Meeting Minutes | Elizabeth Edwards, Committee Chair |
| 3. Opening Comments | Doug Menke, General Manager |
| 4. Public Comment* | Elizabeth Edwards, Committee Chair |
| 5. District Planning Process | Aisha Panas, Deputy General Manager |
| 6. District Values and Budget Priorities | Felicita Montebianco, Board President |
| 7. General Fund Budget | |
| A. Budget Overview | Jared Isaksen, Finance Director |
| B. General Fund Expenditures | Division Directors |
| 8. Other Funds | Jared Isaksen, Finance Director
Aisha Panas, Deputy General Manager |
| 9. Capital Projects | Aisha Panas, Deputy General Manager |
| 10. Budget Committee Open Discussion | Elizabeth Edwards, Committee Chair |
| 11. Date of Budget Committee Meeting | Elizabeth Edwards, Committee Chair |
| 12. Adjourn | Elizabeth Edwards, Committee Chair |

*Public Comment: Testimony is being accepted for this meeting via email (written) or virtually via MS Teams (spoken).

If you wish to submit written testimony via email, please do so by 5 pm on Wednesday, April 19, to budgetcommitteecomments@thprd.org. Testimony received by the deadline will be read into the record during Public Comment with a 3-minute time limit.

If you wish to speak during the virtual meeting, please sign up by emailing budgetcommitteecomments@thprd.org by 5 pm on Wednesday, April 19, with your name, email address, phone number and testimony topic. You will be provided additional instructions and a link to access the meeting. Testimony will be taken with a 3-minute time limit during Public Comment.

In compliance with the Americans with Disabilities Act (ADA), this material in an alternate format, or special accommodations for the meeting, will be made available by calling 503-645-6433 at least 48 hours prior to the meeting.



MEMO

To: The Budget Committee
From: Doug Menke, General Manager
Date: April 7, 2023
Re: Proposed Budget Fiscal Year 2023/24

I am pleased to present the Fiscal Year 2023/24 Proposed Budget for the Tualatin Hills Park & Recreation District (THPRD). This budget represents a financial operating and capital plan for THPRD to carry out its mission during the 2023/24 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 the foundation for work recently completed to update our Comprehensive Plan and from there all functional plans that guide district operations. During the current fiscal year, staff are completing an update to the district's Comprehensive Plan, that will incorporate the visioning work into all of THPRD's long term planning strategies.

Vision Statement

THPRD's vision is that we will enhance healthy and active lifestyles while connecting more people to nature, parks, and programs. We will do this through stewardship of public resources and by providing programs/spaces to fulfill unmet needs.

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 2022 and reviewed the values and identified budget priorities for the new fiscal year.

District Values

The board of directors affirmed 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 2023/24 fiscal year 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.

- **Focus on Strengthening Programming Opportunities**

We will continue to focus on strengthening and innovating programming options that have been challenged due to the pandemic, staffing levels, and changes in public participation. As we expand program offerings, we will continue to work to break down barriers and actively welcome historically underserved and marginalized people. We will continue to provide FREE programming and expand our efforts through grant-supported partnerships, community events, and broaden our financial aid services.

- **Develop Sustainable Operating and Financial Models for the Future**

We are committed to ensuring that we can continue to offer programs, facilities, parks, and trails that meet the needs of our community while ensuring that we can sustainably care for and maintain our offerings and spaces in the long term.

COVID-19 Pandemic – Continuing Fiscal Impacts

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 three years later, we have not been able to return to pre-pandemic operational levels. And in reality, with current funding levels, we understand we will not be able to do so. At the beginning of the pandemic, like most institutions we spoke about “return to normal” or “building back” and today we understand that the world is very different, people are different, fiscal realities are different, and we must focus on moving forward from where we are today.

The pandemic resulted in life-altering changes to how we interact with each other and how we navigate the world. 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 continue 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. This past year the district updated classification and compensation for full-time employees to better position the district in this difficult labor market. Prior to the classification update, there were many positions at the district that were unable to be filled, such as in Information Services, due to the district falling behind labor market expectations.

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 22, 2023. 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, 2023, and holds a work session to begin the process of reviewing and discussing the proposed budget. The third budget committee meeting is planned for May 18, 2023, when the budget committee is expected to formally vote to approve the proposed budget.

The budget committee meetings are intended to provide the budget committee an opportunity for in-depth review and discussion of the proposed budget for the coming fiscal year, 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 can 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, 2023, the budget committee will be asked to approve THPRD's 2023/24 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 14, 2023. 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 2023/24 General Fund budget is \$83,024,581. This is a decrease of 0.8% from the 2022/23 fiscal year budget, which is primarily attributable to decreases in grant funded capital spending.

General Fund Resources

Beginning Cash on Hand for the 2023/24 fiscal year is estimated at \$17,185,700, which represents a 29.2% increase from the prior year. The Balance Forward from Prior Year Projects

is estimated at \$2,314,300. 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 \$30.2 billion to \$31.2 billion.

The FY 2023/24 property tax rate per \$1,000 of assessed value for General Fund operations is \$1.3073, and the estimated tax rate per \$1,000 for general obligation bonded debt is \$0.2766, resulting in a combined property tax rate per \$1,000 of \$1.5839. The FY 2022/23 property tax rates for General Fund operations and bonded debt were \$1.3073 and \$0.2766, respectively.

In FY 2022/23, 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 2022/23, due to Measure 5 compression, were insignificant. It is anticipated in FY 2023/24 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 2023/24 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 2023/24 General Fund appropriations, 54.5% supports Personnel Services, 15.9% supports Materials & Services, 17.3% supports Capital Outlay, 1.3% supports Debt Service, 8.6% supports the Contingency Account and 2.4% supports the Capital Replacement Reserve fund to support major capital replacements.

The General Fund Capital Outlay appropriations of \$14,334,673 comprise 17.3% 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, \$13,038,873, 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 almost \$7.5 million in grant funded projects, and \$2.3 million in carryforward projects. The remaining \$4.5 million 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 2023/24 General Fund resources and appropriations (a summary follows on page 13).

The proposed resources for the General Fund are approximately \$427,000 lower than the projections provided in the midyear budget projection. Factors causing this decrease are lower than initially projected program fees.

Combined Personnel Services

The FY 2023/24 proposed budget reflects an 8.9% overall increase in Personnel Services costs. The increase is due to implementation of a classification/compensation study and a 10 percent COLA for part-time wages to ensure the district is competitive in the currently tight job market. Overall, budgeted FTEs decreased by 3, from 210.00 FTE for FY2022/23 to 207.00 FTE for FY2023/24.

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 \$46.7 million. The project carryover commitment to FY 2023/24 is approximately \$34.1 million, leaving \$12.6 million of the carryover available for new project commitments. In addition, THPRD is projecting to generate approximately \$10.8 million of new SDC fund revenues in FY 2023/24. As shown in the SDC budget tab, these combined resources are being used as follows:

- To provide \$1.0 million of additional funding for carry-over projects, \$2.0 million of new funds for land acquisition, and \$3.9 million of development funds for new projects.
- This leaves approximately \$16.8 million available for appropriation to new projects in FY 2023/24 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 February 2023 was based on the updated Parks Functional Plan, created a project list for the SDC fund, with priority projects identified for funding through FY 2027/28. 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 2023/24, 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 2023/24 appropriation is based on available resources in the Bond Capital Projects Fund of \$2.4 million, which is the remainder of all the bonds issued after accounting for estimated cumulative project expenditures through June 30, 2023, 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. Currently, 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, 2023, are approximately \$102 million. The original bonds were sold at a premium of just under \$2.4 million. Since the original sale of bonds in 2009, the district has earned more than \$3 million in interest. Both of these amounts in addition to the \$100 million authorized by the voters are to be spent on the bond projects. 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.

Developing Sustainable Funding and Operating Models for the Future

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. Looking ahead, we know from our five-year operating forecast for the General Fund we need to make some course corrections as pressures on the district budget continue to mount. These pressures are coming from multiple directions including: the pandemic, facility closures and limited operational capacity due to staffing and public demand, labor market pressures, part-time pay increases, classification and compensation increases for full-time employees, implementing Oregon Paid Leave, implementing Oregon Pay Equity, inflation pressures, and costs associated with maintaining new parks and trails brought into the system without accompanying increases in operational dollars. Without course correction, THPRD could be looking at needing to reduce General Fund spending by 21% or \$16 Million to deliver a balanced budget. THPRD is not alone as local governments across the nation are struggling with budget shortfalls.

The good news is that the district has some time to build a plan of action. We are focusing on our district values and priorities to help us in this process. District staff are putting together a Financial Futures Work Group that will be bringing forward opportunities to increase revenues and we plan to spend this upcoming year, working closely with our board of directors, to research, explore, and implement, the most viable revenue enhancement options available. Our focus will be on sustainable revenue options versus one-time fixes. We want to deliver on our budget priority of developing sustainable operating and financial models that are well-positioned to be stable and carry us through challenging times.

Acknowledgments

In closing, I want to thank our talented Finance Department staff, led by Jared Isaksen, Finance Director, who has done an outstanding job leading us through the budget process. Jared has brought a true collaborative spirit and did an incredible job running a very smooth process his first full year with the district. I greatly appreciate the efforts of the Finance Department staff, who work tirelessly and who support staff throughout the district along the way.

We look forward to meeting with you and sharing the Fiscal Year 2023/24 Proposed Budget.

Sincerely,



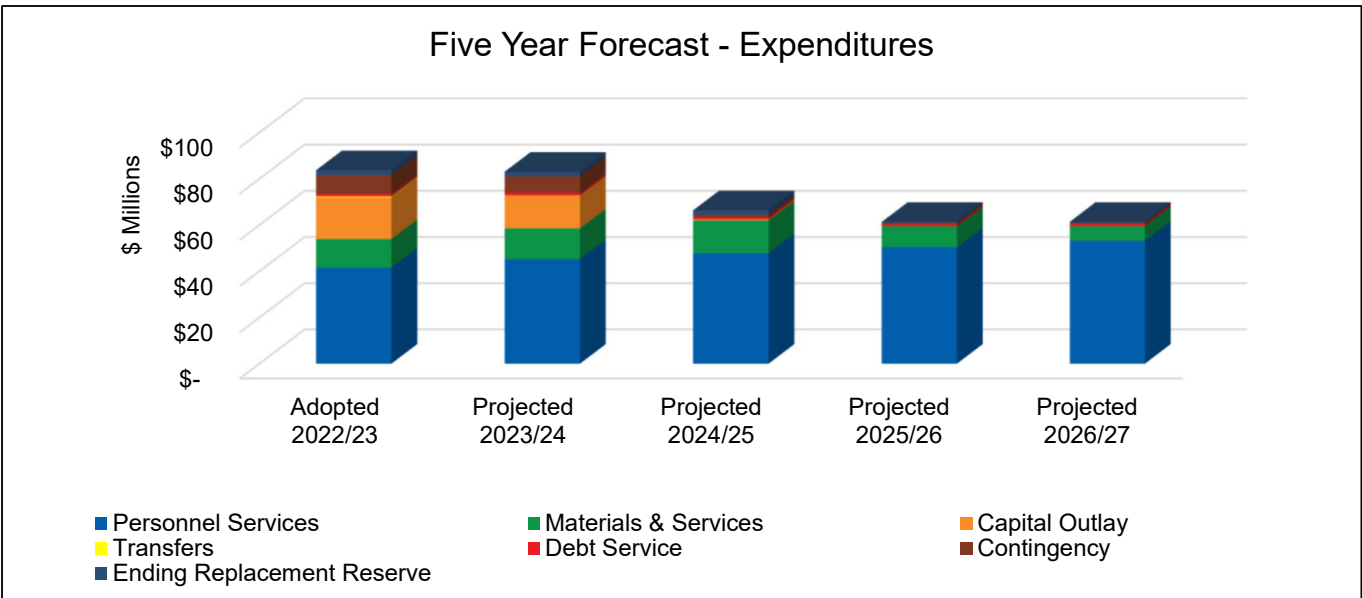
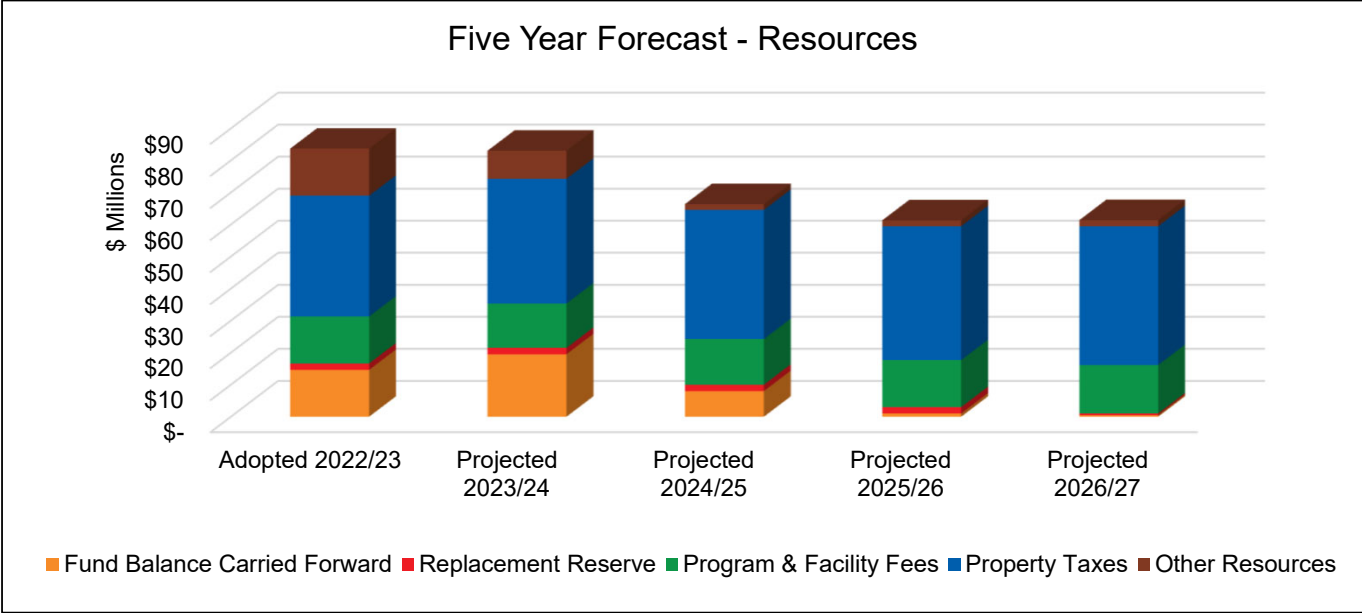
Doug Menke
General Manager

Tualatin Hills Park & Recreation District

Comparison of FY 2023/24 Proposed General Fund Budget to Prior Projections

	Proposed Budget 2023/24	Per Feb 2023 Midyear Projection		Per April 2022 Work Session Projection	
			Difference		Difference
Capital Replacement Reserve	\$ 2,000,000	\$ 2,000,000	\$ -	\$ 2,000,000	\$ -
Cash on Hand	17,185,700	17,185,700	-	13,300,000	3,885,700
Program & Facility Fees	13,830,042	14,265,836	(435,794)	14,651,637	(821,595)
Other Resources	8,399,903	8,326,603	73,300	14,690,248	(6,290,345)
Project Carryovers	2,314,300	2,314,300	-	1,293,700	1,020,600
Charges for Services	350,000	415,000	(65,000)	-	350,000
Property Taxes	38,944,636	39,144,013	(199,377)	37,713,799	1,230,837
Total Resources	\$ 83,024,581	\$ 83,651,452	\$ (626,871)	\$ 83,649,384	\$ (624,803)
Personnel Services	\$ 45,258,611	\$ 44,694,533	\$ 564,078	\$ 41,560,583	\$ 3,698,028
Materials & Services	13,233,874	13,178,654	55,220	12,333,209	900,665
Capital Outlay	14,334,673	12,273,673	2,061,000	18,055,461	(3,720,788)
Debt Service - COP and TAN	1,042,744	1,042,744	-	1,045,858	(3,114)
Contingency	7,154,679	8,304,273	(1,149,594)	8,304,273	(1,149,594)
Ending Replacement Reserve	2,000,000	2,000,000	-	2,000,000	-
Total Requirements	\$ 83,024,581	\$ 81,493,877	\$ 1,530,704	\$ 83,299,384	\$ (274,803)

**Tualatin Hills Park Recreation District
Five Year Forecast
Resources and Expenditures**





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 22, 2023, 6 pm.

Present:

Elizabeth Edwards	Chair/Budget Committee Member
Heidi Edwards	Secretary/Budget Committee Member
Jon Cascino	Budget Committee Member
Chris Howard	Budget Committee Member
Barbie Minor	Budget Committee Member
Felicita Monteblanco	Budget Committee Member
Alfredo Moreno	Budget Committee Member
Tya Ping	Budget Committee Member
Carolyn Uy	Budget Committee Member
Natalie Zehner	Budget Committee Member
Doug Menke	General Manager

Agenda Item #1 – Call to Order

The meeting was called to order by THPRD Board of Directors President, Felicita Monteblanco, at 6:03 pm.

Agenda Item #2 – Election of Officers

Felicita Monteblanco nominated Elizabeth Edwards to serve as chair of the budget committee. Tya Ping 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 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 2023/24

Holly Thompson, Communications director, highlighted THPRD’s Values and Budget Priorities for FY 23/24:

- Values
 - Leading with Equity with special attention to Racial Equity
 - Environmental Stewardship
 - Commitment to Community Vision
- Budget Priorities
 - Invest in Our Employees and Technology
 - Focus on Strengthening Programming Opportunities
 - Develop Sustainable Operating and Financial Models for the Future

Agenda Item #5 – District Operations Update

Aisha Panas, deputy general manager, provided a summary of the district operations.

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

Jared Isaksen, Finance director, provided an overview of the Mid-Year Revised Spending Plan Update, including the following information:

- Summary of Revised Operating Plan
- Resources
- Changes to Resources
- Expenditures
- Spending Changes
- Revenue & Expenditure Reports

Jon Cascino asked about revenue and expenses relative to FY 2019/20 or FY 2018/19.

- ✓ Jared replied that the revenue/expenses on the program side are less than what they were in 2019. Property taxes remain stable.

Jon asked for clarification regarding whether expenses are outpacing revenue.

- ✓ Jared replied that each service or program has different levels of revenue recovery.
- ✓ Doug added that programs are tracked closely and expenses, such as staffing levels, are adjusted when a program isn't filling.

Agenda Item #7 – Capital Update

Aisha Panas, deputy general manager, provided an update on the district's Capital projects.

Elizabeth Edwards commented that she is excited to see additional investments in trails. Are there Federal dollars available to help subsidize some of the green investments, such as electric fleet vehicles, that the district is making?

- ✓ Aisha described the conversations district staff is having with our legislative affairs firm in Washington, D.C., regarding congressionally directed funds. Infrastructure funding seems to be focused on replacement of existing infrastructure more so than increasing or adding new types of infrastructure. There is another congressionally directed spending opportunity right now with applications due next week, so staff is busy working on submissions for consideration.

Agenda Item #8 – 2023/24 Projected Resources and Expenditures

Jared Isaksen, Finance director, provided an overview of the projected resources and expenditures for the upcoming Fiscal 2023/24 budget, including the following information:

- Cash on hand
 - Projected General Fund cash carryforward of \$19.5 million.
 - The balance of our capital replacement reserve of \$2 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 .73% for property growth within the district.

Minutes; Budget Committee Meeting of February 22, 2023

- Continuing to assume a 95% first year collection rate for property taxes in 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
 - \$44.7 million includes staffing at normal operational levels.
 - Contracted pay increases for represented employees and a 6% increase for part-time staff.
 - \$3.9 million funding of the pension plan, per the pension funding policy adopted by the board in January 2022.
- Materials & Services
 - \$13.1 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 million capital replacement reserve and \$2.5 million contingency appropriation that aligns with board policy for minimum fund balances and reserves.
- Capital outlay of \$12.2 million includes capital carryforward spending and grant funded projects.

Jon Cascino asked about the three budget priorities and where they show up within the budget.

- ✓ Jared replied that this information will be provided along with the proposed budget at the committee's work session in April.
- ✓ Doug added that staff will be asked to emphasize those areas as they're presenting in April and where they exist within the proposed budget.

Agenda Item #9 – Public Comment

There were four written submissions received as public testimony that relate to the hours of operation at the Elsie Stuhr Center, copies of which were read aloud and entered into the record. Chair Edwards invited comments from district staff.

- ✓ General Manager Doug Menke remarked on the importance of the Elsie Stuhr Center to our community, noting that while the district wishes the center could be open more hours, it's not possible presently. The Elsie Stuhr Center is not alone; all of our centers have been deeply impacted by reduced revenues and reductions in service have occurred throughout the district. District staff are doing their best to not disproportionately impact any one group or facility. The reality is that without some help, which hopefully will include a successful operating levy in the near term, THPRD is not going to be able to bring programming and operational levels back to what the community had become accustomed to before the pandemic. A written response to the individuals who submitted testimony will be sent in the next day or so.

Agenda Item #10 – Date of Budget Committee Work Session

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

Agenda Item #11 – Adjourn

The meeting adjourned at 7:10 pm.

Recording Secretary,
Jessica Collins

Transcribed by,
Kristin Preston



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

Rules

- Plots are rented for a full calendar year January-December.
- Renters must provide their own equipment.
- Renters must maintain their plots.

Budget Information

Guide to Budget Document

Budget Document Overview

Summary of All Funds

Staffing Changes

Comprehensive Long-Range 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 residents 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, and proposed General Fund resources and appropriations.
- **BOARD OF DIRECTORS** Provides narrative overview and summary of historical and proposed expenditures for the Board of Directors' Division.
- **ADMINISTRATION** Provides narrative overview, graphs and summary of historical and proposed expenditures for the departments within the Administration Division. The departments are General Manager, Communications, Human Resources, Finance Services, and Community Programs. 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 and proposed 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 and proposed 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 and proposed expenditures for capital projects. It includes listing and narratives of proposed projects for the fiscal year.
- **OTHER CAPITAL FUNDS** Provides overview and summary of historical and proposed 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 and proposed 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 and proposed expenditures of System Development Charge fees collected for new residential and non-residential development. It includes a listing and narratives of proposed projects for the fiscal year.
- **BOND CAPITAL PROJECTS FUND** Provides narrative overview and summary of historical and proposed expenditures of the Bond Capital Projects funding approved by voters in November 2008. It includes a complete listing and detailed narratives of proposed projects for the 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	<p>An accounting entity with a self-balancing set of accounts. The funds for THPRD are:</p> <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 and proposed expenditures. • Graphs of historical and proposed resources and expenditures (General Fund only).
Division	<p>Major administrative sections of THPRD with overall responsibility for an operational area. All operating divisions are accounted for in the General Fund:</p> <ul style="list-style-type: none"> • Board of Directors • Administration • Park Services • Recreation Services 	<ul style="list-style-type: none"> • Narrative overview of the division and its mission. • Organization chart of departments within the division. • Summary of historical and proposed expenditures by category and by department. • Summary of historical and proposed staff levels (FTE).
Department	<p>Administrative sub-divisions of a division with management responsibility for a functional area.</p>	<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 and proposed expenditures by category and by program. • Summary of historical and proposed staff levels (FTE).
Program	<p>An activity at a distinct service location (i.e., aquatic facilities, recreation centers, sports facility) or a service provided for a specific purpose (i.e., community programs).</p>	<ul style="list-style-type: none"> • Table of key workload and performance indicators (where available). • Detail of historical and proposed expenditures by line-item. • Summary of historical and proposed staff levels (FTE). • Summary of funded service level measures for direct service programs.
Sub-program	<p>A functional sub-division of a program.</p>	<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) proposed budget, for the year beginning July 1, 2023, and ending June 30, 2024, is submitted for your approval. As prepared and submitted, the proposed budget is intended to serve as:

1. A financial plan for the next fiscal year (2023/24), outlining the forecasted expenditure requirements and the proposed means for financing these requirements.
2. An operational plan for the use and deployment of personnel, materials and services and other resources during the 2023/24 fiscal year.
3. An operations guide for programs and department goals and objectives.

Budgetary Accounting Basis

The budgetary and accounting policies contained in the proposed budget conform to generally accepted accounting principles (GAAP) 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 GAAP, all governmental funds are both budgeted and accounted for using the modified accrual basis of accounting with revenues being recorded when measurable and available and expenditures being recorded when the goods or services are received, except for principal and interest on long-term debt and accrued vacation, which are recognized as expenditures to the extent they have matured. Capital asset acquisitions are reported as expenditures in the governmental funds and proceeds from long-term debt are recorded as other financing sources.

Budget Process

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

Balanced Budget

In accordance with Oregon Budget Law, THPRD must plan its budget with requirements not exceeding the available resources, 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, 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, materials and services costs for the division, and capital outlay for fleet and 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 percent 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 percent 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 is 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, 2023, the non-general obligation outstanding balances are as follows: the 2013 \$175,682 Financing Agreement, the 2020 \$8,840,000 Full Faith and Credit Obligation, and the 2021 \$940,000 Full Faith and Credit Financing.

The general obligation bond balances outstanding as of June 30, 2023, are \$8,965,000 (Series 2021), \$20,195,000 (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 2023/24 fiscal year for all funds are \$160,754,387 and were \$154,223,866 for the 2022/23 fiscal year. Requirements, both current and proposed are:

	Actual 2020/21	Actual 2021/22	Budget 2022/23	Proposed Budget 2023/24	Adopted Budget 2023/24	% Change over 2022/23
Personnel Services Costs	\$ 26,245,545	\$ 30,688,680	\$ 41,560,583	\$ 45,258,611		8.9 %
Materials & Services	5,986,317	7,856,060	12,621,059	13,533,374		7.2 %
General Fund Capital Projects	2,010,407	3,549,939	18,083,461	14,334,673		-20.7 %
Debt Service	9,089,851	9,360,179	9,452,408	9,717,294		2.8 %
General Fund Contingency	-	-	8,304,273	7,154,679		-13.8 %
Transfers to Other Funds	-	650,000	350,000	-		-100.0 %
Other Financing Uses	16,875,280	-	-	-		0.0 %
Metro Bond Local Share Capital	-	-	8,628,870	8,628,415		0.0 %
System Development Charges Capital Outlay	3,679,549	1,815,223	50,435,099	57,738,451		14.5 %
Bond Capital Projects Fund	2,490,301	322,032	2,788,113	2,388,890		-14.3 %
TOTAL EXPENDITURES	\$ 66,379,250	\$ 54,242,113	\$ 152,223,866	\$ 158,754,387		4.3 %
Ending Fund Balance	56,029,570	65,186,314	-	-		0.0 %
Capital Replacement Reserve	2,000,000	2,000,000	2,000,000	2,000,000		0.0 %
TOTAL REQUIREMENTS	\$ 124,408,820	\$ 121,428,427	\$ 154,223,866	\$ 160,754,387		4.2 %

BUDGET DOCUMENT OVERVIEW (continued)

SIGNIFICANT CHANGES:

Personnel Services

The proposed budget for Personnel Services has increased by 8.9 percent since FY 2022/23. This increase is primarily due to implementation of the compensation classification adjustments and a 10 percent cost of living adjustment (COLA) for part-time employees to ensure the district's compensation package is competitive in the market. This increase aligns with the board's budget priority of investing in our employees and technology. Two full-time positions were created with the reduction of part-time wages budgeted. The district continues to endure a tight labor market and converting the part-time wages to full-time positions should increase the likelihood of hiring staff to fill those roles.

The budget includes a 4.0 percent cost-of-living adjustment and 5.0 percent merit increase for all full-time employees per the current collective bargaining agreement, which expires June 30, 2025. Part-time personnel costs are increasing as a result of increases in prevailing wages offered due to labor market challenges.

Materials & Services

The proposed budget for Materials & Services has increased 7.2 percent over FY 2022/23. Factors include an increase to utilities which reflect utilization and significant rate increases, and a 7.0 percent increase to materials and services to account for inflation. All approved business plans have been accounted for in the proposed 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 decreased by 20.7 percent from FY 2022/23 due in a large part to decreases in grant funded projects in the FY2023/24 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 FY2023/24 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 years and the prior years are:

	Actual 2020/21	Actual 2021/22	Budget 2022/23	Proposed Budget 2023/24	Adopted Budget 2023/24	% Change over 2022/23
Beginning Fund Balance	\$ 45,877,778	\$ 58,029,570	\$ 59,296,250	\$ 71,115,894		19.9 %
Property Taxes-Current Year	43,280,177	44,867,050	45,620,349	47,219,186		3.5 %
Prior Year Taxes	361,517	493,306	275,000	275,000		0.0 %
Interest on Investments	422,449	417,820	288,850	1,379,496		377.6 %
Swim Center Revenue	417,679	1,360,304	3,636,336	3,123,807		-14.1 %
Tennis Revenue	264,137	1,079,714	1,240,987	1,240,987		0.0 %
Recreation & Sports Revenue	2,064,543	5,712,583	9,774,314	9,465,248		-3.2 %
Grants and Intergovernmental Revenue	5,192,604	1,199,718	22,040,968	15,925,018		-27.7 %
Misc. and Rental Revenue	739,702	1,096,256	713,150	703,300		-1.4 %
System Development Charges	8,290,453	6,374,376	10,572,662	9,956,451		-5.8 %
Debt Proceeds	16,918,368	-	-	-		0.0 %
Charges for Services	415,568	650,000	765,000	350,000		-54.2 %
TOTALS	\$ 124,408,820	\$ 121,428,427	\$ 154,223,866	\$ 160,754,387		4.2 %

Beginning Fund Balances

Beginning balance from all funds for FY 2023/24 consists of \$21,500,000 from the General Fund, \$193,500 from the Mitigation Maintenance Reserve Fund, \$46,714,000 from the System Development Charges Fund, \$350,000 from the Debt Service Fund, and \$2,358,394 from the Bond Capital Projects Fund. The 19.9 percent 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 2022/23 due to the district's close management of costs during the prior year. The increase in the System Development Charges cash on hand balance is due primarily to timing of FY 2022/23 projects which are carrying over in FY 2023/24. 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.

Property Taxes - Current Year

Taxes levied against an estimated \$31.2 billion in assessed valuation total \$49.4 million. The levy includes \$8.6 million for the General Obligation Debt Service Fund with \$8.2 million expected to be collected. Of the \$40.7 million General Fund levy, THPRD expects to collect 95.5 percent, or \$38.9 million. The payments in lieu of taxes (PILOT) amounts are additional taxes expected to be collected (\$4,545 General Fund and \$36,132 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 2022/23 taxable assessed property valuation of THPRD is \$30.2 billion and is estimated to increase by 3.3 percent in the 2023/24 fiscal year to \$31.2 billion which is net of \$445.5 million 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 2023/24 fiscal year are the same as than the amounts budgeted in the 2022/23, 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 2023/24 is projected to be higher than the previous year budget for the General Fund, the System Development Charges Fund and the Bond Capital Projects Fund due to increased 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 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

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, leased space within the Fanno Creek Service Center 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.

Charges for Services

Charges for Services 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
Proposed Budget for FY 2023/24

	Governmental Funds						Total All Funds
	General Fund	Other Funds Mitigation Maintenance Reserve	Debt Service Fund	Capital Projects Funds			
				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	19,500,000	193,500	350,000	-	46,714,000	2,358,394	69,115,894
Beginning Fund Balance	\$ 21,500,000	\$ 193,500	\$ 350,000	\$ -	\$ 46,714,000	\$ 2,358,394	\$ 71,115,894
Revenues							
Property Taxes-Current Year	\$ 38,944,636	\$ -	\$ 8,274,550	\$ -	\$ -	\$ -	\$ 47,219,186
Prior Year Taxes	250,000	-	25,000	-	-	-	275,000
Interest on Investments	150,000	6,000	25,000	-	1,168,000	30,496	1,379,496
Swim Center Revenue	3,123,807	-	-	-	-	-	3,123,807
Tennis Revenue	1,240,987	-	-	-	-	-	1,240,987
Recreation & Sports Revenue	9,465,248	-	-	-	-	-	9,465,248
Grants & Intergovernmental Revenue	7,296,603	-	-	8,628,415	-	-	15,925,018
Miscellaneous & Rental	703,300	-	-	-	-	-	703,300
System Development Charges	-	-	-	-	9,956,451	-	9,956,451
Charges for Services	350,000	-	-	-	-	-	350,000
Total Revenues	\$ 61,524,581	\$ 6,000	\$ 8,324,550	\$ 8,628,415	\$ 11,124,451	\$ 30,496	\$ 89,638,493
TOTAL RESOURCES	\$ 83,024,581	\$ 199,500	\$ 8,674,550	\$ 8,628,415	\$ 57,838,451	\$ 2,388,890	\$ 160,754,387
REQUIREMENTS							
Appropriations by Category:							
Personnel Services	\$ 45,258,611	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,258,611
Materials & Services	13,233,874	199,500	-	-	100,000	-	13,533,374
Capital Outlay	14,334,673	-	-	8,628,415	57,738,451	2,388,890	83,090,429
Debt Service	1,042,744	-	8,674,550	-	-	-	9,717,294
Contingency	7,154,679	-	-	-	-	-	7,154,679
Total Appropriations	\$ 81,024,581	\$ 199,500	\$ 8,674,550	\$ 8,628,415	\$ 57,838,451	\$ 2,388,890	\$ 158,754,387
Unappropriated Fund Balance							
Capital Replacement Reserve	\$ 2,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000,000
TOTAL REQUIREMENTS	\$ 83,024,581	\$ 199,500	\$ 8,674,550	\$ 8,628,415	\$ 57,838,451	\$ 2,388,890	\$ 160,754,387

STAFFING CHANGES

Full-time

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

Division	Program	Adopted 2022/23 Staffing	Adjustments	Proposed 2023/24 Staffing
Administration	General Manager	2.00 FTE	No changes to staffing.	2.00 FTE
Administration	Communications	20.00 FTE	Transferred 1 FT Business Analyst from Finance Services (upgraded from Finance Specialist).	21.00 FTE
Administration	Human Resources	10.00 FTE	No changes to staffing.	10.00 FTE
Administration	Finance Services	12.00 FTE	Transferred 1 FT Finance Specialist to Communications/Information Services, added 1 FT Finance & Payroll Specialist.	12.00 FTE
		44.00 FTE	Total Administration	45.00 FTE
Park Services	Office of the Director	2.00 FTE	No changes to staffing.	2.00 FTE
Park Services	Maintenance Operations	41.00 FTE	No changes to staffing.	41.00 FTE
Park Services	Planning	4.00 FTE	Transferred 1 FT Engagement & Partnerships Program Specialist from Design & Development.	5.00 FTE
Park Services	Design & Development	7.00 FTE	Transferred 1 FT Engagement & Partnerships Program Specialist to Planning, eliminated 1 FT LD Park Planner.	5.00 FTE
Park Services	Nature & Trails	10.00 FTE	No changes to staffing.	10.00 FTE
		64.00 FTE	Total Park Services	63.00
Recreation Services	Office of the Director	2.00 FTE	Add 1 FT Sports & Inclusion Director.	3.00 FTE
Recreation Services	Aquatics	27.00 FTE	No changes to staffing.	27.00 FTE
Recreation Services	Sports & Inclusion Services	31.00 FTE	No changes to staffing.	31.00 FTE
Recreation Services	Recreation	38.00 FTE	Eliminated 6 FT Preschool Teachers.	32.00 FTE
Recreation Services	Maintenance Coordination	4.00 FTE	Added 1 FT Building Tech, added 1 FT LD Building Tech.	6.00 FTE
		102.00 FTE	Total Recreation Services	99.00 FTE
		210.00 FTE	Total District	207.00 FTE
Net Change				(3.00)

Comprehensive Long-Range Planning

THPRD has a comprehensive long-range 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 was the basis for updates to the Comprehensive Plan that the district is adopted in February 2023.

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 environmental stewardship.

The district’s guiding documents for long-range planning are described below:

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 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 received two national awards: the Public Involvement Project of the Year in the United States and Core Values Award for Respect for Diversity, Inclusion, and Culture from the International Association for Public Participation (IAP2) USA Chapter.

Comprehensive Plan

The district’s 2023 Comprehensive Plan confirms the mission and vision for the park district, and establishes seven goals for the district. The first four were generated by the visioning process, while the additional three were identified during the development of the comprehensive plan. The goals are shown below:

Vision Action Plan goals



Welcoming and Inclusive



Play for Everyone



Accessible and Safe



Environmental Stewardship

Foundational goals



Diversity, Equity, Inclusion, and Access



Technology & Innovation



Financial Sustainability

Comprehensive Long-Range Planning (continued)

Strategic Plan

The 2023 Strategic Plan details goals, objectives, and actions for the district. The strategic plan distills information from the 2023 Comprehensive Plan into what serves as an action plan to deliver on the ongoing and near-term recommendations included within the comprehensive plan. Objectives and action items to implement these recommendations within the next three-to-five years are outlined in the strategic plan and are designed in response to the budget priorities set by the board of directors.

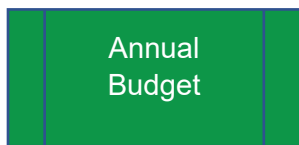
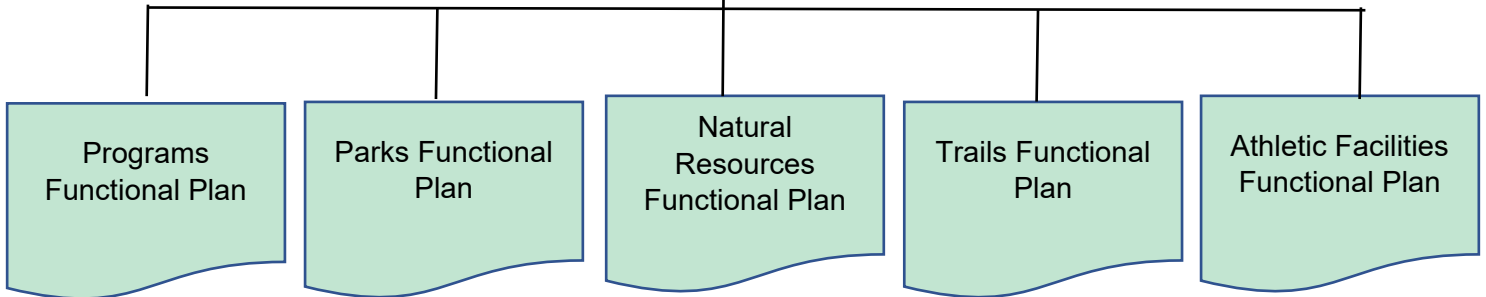
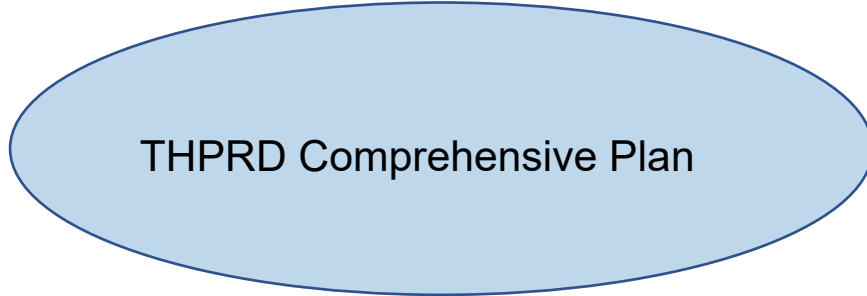
Functional Plans

In addition to the comprehensive and strategic plans, which identify desired future conditions for the park district, functional plans include guidelines, process descriptions, standards, prioritization criteria, and funding strategies to show how the park district will achieve that vision. Functional plans have been developed for parks, trails, natural resources, athletic facilities, and recreation programs. Development of an additional functional plan, the Facilities Functional Plan, has been identified as a recommended project in the 2023 Comprehensive Plan.

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.

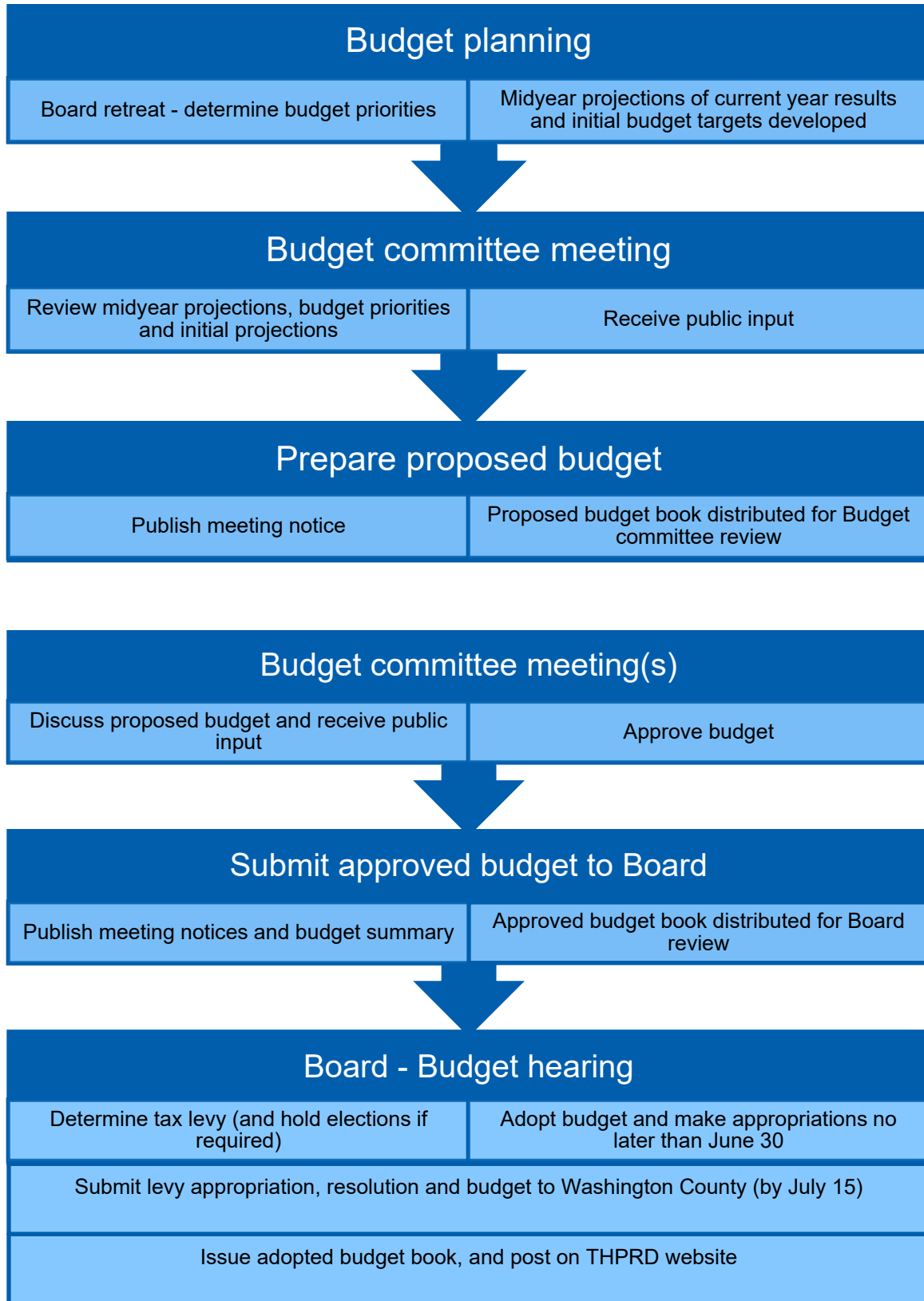


THPRD Vision and Mission





BUDGET PROCESS





FISCAL YEAR 2023/24 BUDGET CALENDAR

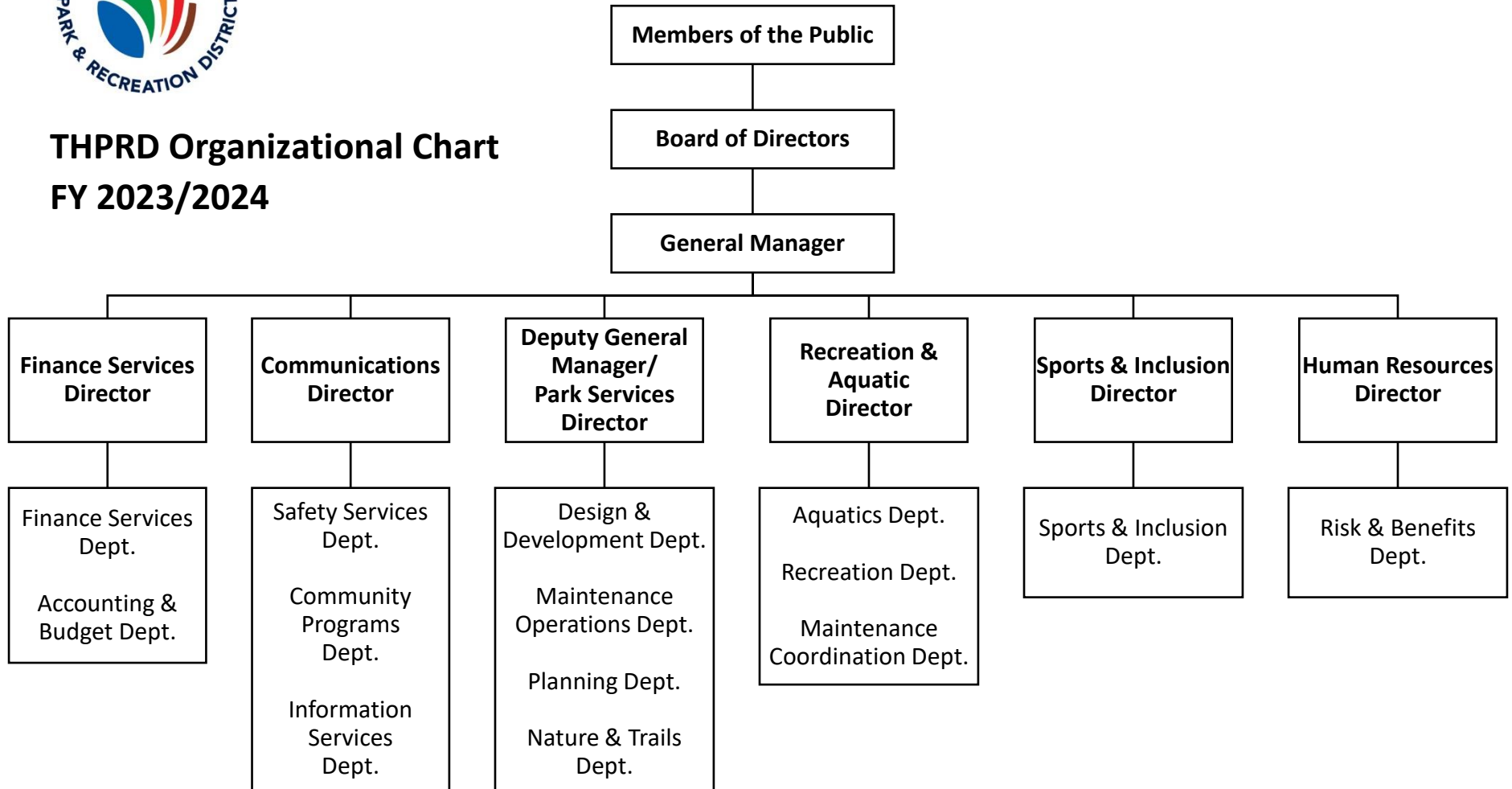
In accordance with District Policy:

2023

February 2	Publish Notice (Valley Times submission deadline – January 26)
February 2	Post Notice on District Website
February 22	Mid-year Budget Review Meeting (Public Input)
March 31	Publish Notice for both the April Work Session and the May Budget Committee Meeting (Valley Times submission deadline – March 24)
March 31	Post Notice on District Website
April 13	Deliver Proposed Budget to Budget Committee
April 20	Budget Committee Work Session (Public Input)
April 20	Post Notice on District Website
May 18	Budget Committee Meeting to Approve Budget (Public Input)
May 31	Publish Notice & Summary (Valley Times submission deadline – May 24)
May 31	Post Notice on District Website
June 14	Hold Public Hearing to Adopt Budget (Public Input)
July 15	Tax Levy Certified by Washington County



THPRD Organizational Chart FY 2023/2024



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.



Felicita Montebalco, President/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. Felicity earned her bachelor's degree in psychology from the University of San Francisco with a minor in hospitality management.



Alfredo Moreno, Secretary Pro Tempore/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.



Barbie Minor, Secretary/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.



Heidi Edwards, 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.

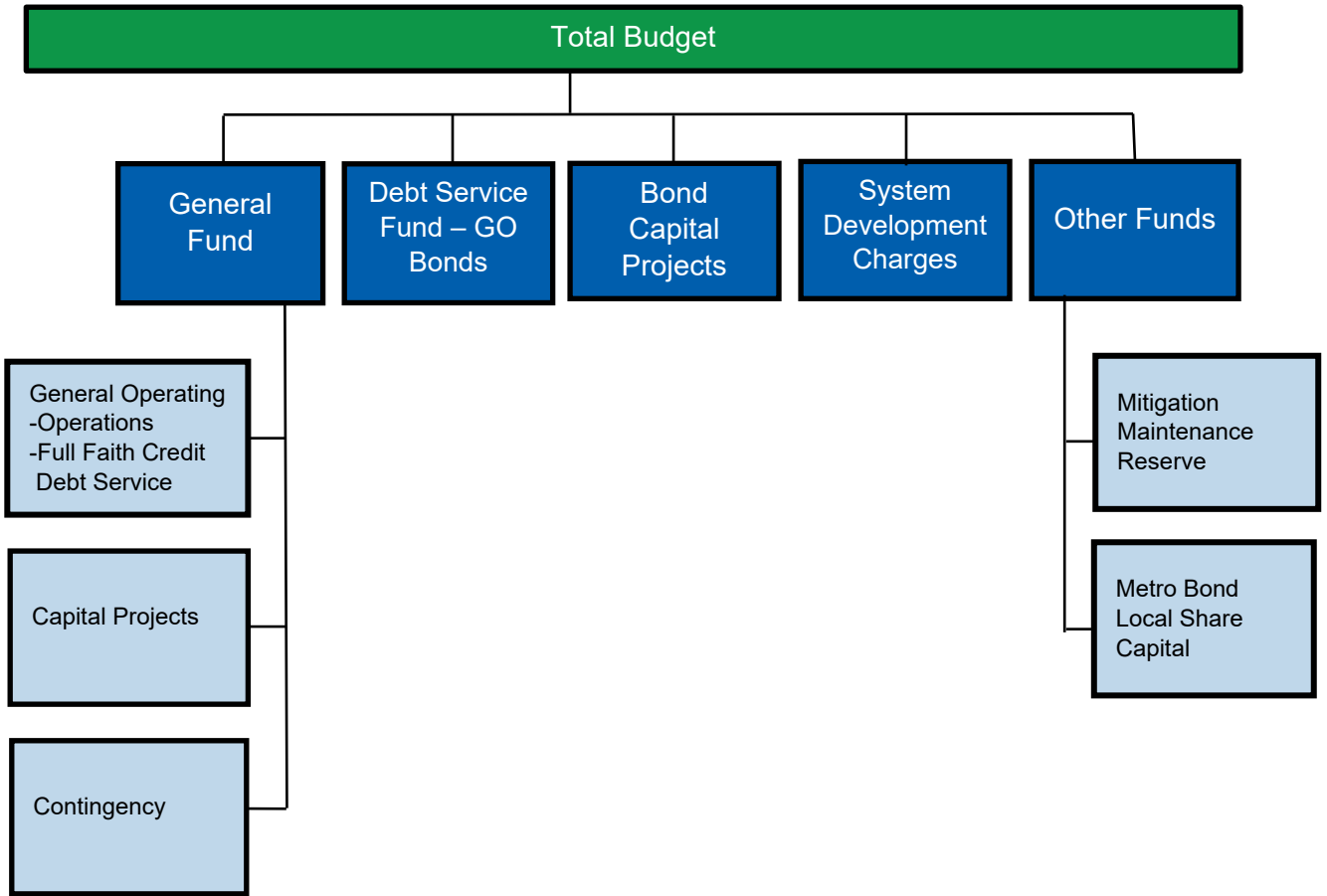


Tya Ping, Director

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.



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

Resource Narrative



**ANALYSIS OF TAX RATE AND COLLECTIONS
FISCAL YEAR 2023/24**

ESTIMATED ASSESSED VALUATION

Real and Personal Property Within THPRD

\$ 31,191,664,815

FY 2022/23 Full Assessed Valuation	\$ 30,626,490,071	
Less Urban Renewal	(432,523,717)	
FY 2022/23 Taxable Assessed Valuation	30,193,966,354	
Value Growth from Annual Increase ¹	918,794,702	3.00%
Estimated Exception Based Value Growth ²	91,879,470	0.30%
Less Urban Renewal Increase	(12,975,712)	
Estimated Taxable Assessed Value	\$ 31,191,664,815	

% Increase in Estimated Assessed Valuation

3.30%

ESTIMATED TAX LEVY	Tax Rate per \$1,000 Valuation	Amount
General Fund		
Permanent Tax Rate for THPRD	1.3073	
General Fund Operating Levy:		
Estimated Assessed Valuation multiplied by Permanent Rate		\$ 40,776,863
Estimated Compression		1,899
Bonded Debt Fund		
Bonded Debt Levy		8,626,616
Estimated Tax Rate:		
Bonded Debt Levy divided by Estimated Assessed Valuation	0.2766	
Estimated Tax Levy Totals	1.5839	\$ 49,401,580

ESTIMATED TAX COLLECTIONS

Amount

Based on Estimated Collection Rate:	95.50%	
General Fund Current Year Tax Collections		\$ 38,940,091
Payment in lieu of Tax Collections		4,545
Bonded Debt Fund Current Year Tax Collections		8,238,418
Payment in lieu of Tax Collections		36,132
		\$ 47,219,186

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 2022/23

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	0.28	1.59
Tualatin Soil & Water District	0.06		0.06
Tualatin Valley Fire & Rescue	1.97	0.14	2.11
Urban Road Maintenance	0.25		0.25
Total Tax Rate	8.11	0.87	8.98
Taxing Agencies Including City of Beaverton			
Washington County	2.86	0.07	2.93
City of Beaverton	4.07	0.19	4.26
Metro Service District	0.19	0.37	0.56
Port of Portland	0.07		0.07
THPRD	1.26	0.28	1.54
Tualatin Soil & Water District	0.06		0.06
Tualatin Valley Fire & Rescue	1.92	0.14	2.06
Urban Renewal-Beaverton	0.54		0.54
Total Tax Rate	10.97	1.05	12.02

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

TUALATIN HILLS PARK & RECREATION DISTRICT

**MEASURE 5
Impact on Washington County Taxing**

FY 2020/21

Taxing Agencies Excluding City of Beaverton	Rates Subject to \$10 Limit	Rates Excluded from Limit	Total
Enhanced Sheriff Patrol	1.32	-	1.32
Washington County	2.88	0.07	2.95
Urban Road Improvements	0.25	-	0.25
THPRD	1.31	0.29	1.60
Tualatin Valley Fire & Rescue	1.98	0.14	2.12
Tualatin Soil & Water District	0.08	-	0.08
Port of Portland	0.07	-	0.07
Metro Service District	0.19	0.40	0.59
Total Tax Rate	8.08	0.90	8.98
Taxing Agencies Including City of Beaverton			
Washington County	2.82	0.07	2.89
Tualatin Valley Fire & Rescue	1.93	0.14	2.07
THPRD	1.27	0.29	1.56
City of Beaverton	4.10	0.18	4.28
Port of Portland	0.07	-	0.07
Tualatin Soil & Water District	0.08	-	0.08
Metro Service District	0.19	0.40	0.59
Urban Renewal-Beaverton	0.45	-	0.45
Total Tax Rate	10.91	1.08	11.99

FY 2019/20

Taxing Agencies Excluding City of Beaverton	Rates Subject to \$10 Limit	Rates Excluded from Limit	Total
Enhanced Sheriff Patrol	1.32	-	1.32
Washington County	2.89	0.07	2.96
Urban Road Improvements	0.25	-	0.25
THPRD	1.31	0.31	1.62
Tualatin Valley Fire & Rescue	1.98	0.10	2.08
Tualatin Soil & Water District	0.08	-	0.08
Port of Portland	0.07	-	0.07
Metro Service District	0.19	0.47	0.66
Total Tax Rate	8.08	0.95	9.03
Taxing Agencies Including City of Beaverton			
Washington County	2.83	0.07	2.90
Tualatin Valley Fire & Rescue	1.94	0.10	2.04
THPRD	1.27	0.31	1.58
City of Beaverton	4.11	0.19	4.30
Port of Portland	0.07	-	0.07
Tualatin Soil & Water District	0.08	-	0.08
Metro Service District	0.19	0.47	0.66
Urban Renewal-Beaverton	0.41	-	0.41
Total Tax Rate	10.90	1.14	12.04

TUALATIN HILLS PARK & RECREATION DISTRICT

MEASURE 5
Impact on Washington County Taxing

FY 2018/19

Taxing Agencies Excluding City of Beaverton	Rates Subject to \$10 Limit	Rates Excluded from Limit	Total
Enhanced Sheriff Patrol	1.32	-	1.32
Washington County	2.89	0.07	2.96
Urban Road Improvements	0.25	-	0.25
THPRD	1.31	0.32	1.62
Tualatin Valley Fire & Rescue	1.98	0.11	2.08
Port of Portland	0.07	-	0.07
Metro Service District	0.19	0.28	0.47
Total Tax Rate	8.00	0.78	8.77
Taxing Agencies Including City of Beaverton			
Washington County	2.84	0.07	2.91
Tualatin Valley Fire & Rescue	1.94	0.11	2.05
THPRD	1.28	0.32	1.60
City of Beaverton	4.12	0.20	4.32
Port of Portland	0.07	-	0.07
Metro Service District	0.19	0.28	0.47
Urban Renewal-Beaverton	0.37	-	0.37
Total Tax Rate	10.81	0.98	11.79

FY 2017/18

Taxing Agencies Excluding City of Beaverton	Rates Subject to \$10 Limit	Rates Excluded from Limit	Total
Enhanced Sheriff Patrol	1.32	-	1.32
Washington County	2.89	0.07	2.96
Urban Road Improvements	0.25	-	0.25
THPRD	1.31	0.30	1.61
Tualatin Valley Fire & Rescue	1.98	0.10	2.08
Port of Portland	0.07	-	0.07
Metro Service District	0.19	0.22	0.41
Total Tax Rate	8.01	0.69	8.70
Taxing Agencies Including City of Beaverton			
Washington County	2.84	0.07	2.91
Tualatin Valley Fire & Rescue	1.94	0.10	2.04
THPRD	1.28	0.30	1.58
City of Beaverton	4.08	0.20	4.28
Port of Portland	0.07	-	0.07
Metro Service District	0.19	0.22	0.41
Urban Renewal-Beaverton	0.32	-	0.32
Total Tax Rate	10.72	0.89	11.61

TUALATIN HILLS PARK & RECREATION DISTRICT

MEASURE 5
Impact on Washington County Taxing

FY 2016/17

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

FY 2015/16

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

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	17,185,700	193,500	12,631,960	350,000	30,361,160
Beginning Fund Balance from Previous Year Projects Carried Forward	2,314,300	-	36,440,434	-	38,754,734
Previously Levied Taxes estimated to be received during ensuing year	250,000	-	-	25,000	275,000
PROGRAM REVENUES:					
Swim Center Revenue	3,986,992	-	-	-	3,986,992
Tennis Revenue	1,240,987	-	-	-	1,240,987
Recreation Program Revenue	4,225,418	-	-	-	4,225,418
Sports & Inclusion Services Revenue	3,796,314	-	-	-	3,796,314
Nature Education Revenue	580,331	-	-	-	580,331
OTHER REVENUES:					
Miscellaneous Revenue	163,300	-	-	-	163,300
Interest Revenue	150,000	6,000	1,198,496	25,000	1,379,496
Facility Rental Revenue	540,000	-	-	-	540,000
Grants and Intergovernmental Revenue	7,296,603	-	8,628,415	-	15,925,018
System Development Charges	-	-	9,956,451	-	9,956,451
Charges for Services	350,000	-	-	-	350,000
Total Resources except taxes to be levied..... Subtotal	\$ 44,079,945	\$ 199,500	\$ 68,855,756	\$ 400,000	\$ 113,535,201
Current Year Property Taxes (Permanent Rate)	38,944,636	-	-	8,274,550	47,219,186
TOTAL RESOURCES	\$ 83,024,581	\$ 199,500	\$ 68,855,756	\$ 8,674,550	\$ 160,754,387

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 2023/24 (\$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 2023/24 consists of General Fund (\$17,185,700), Mitigation Maintenance Reserve Fund (\$193,500), System Development Charges Fund (\$12,631,960) and Debt Service Fund (\$350,000).

Beginning Fund Balance from Previous Year Projects Carried Forward: Beginning Fund Balance from projects carried forward represents fund balance committed to projects in a prior year but not yet expended. The full listing of carryforward projects can be found within the Capital Projects and System Development Charges Fund sections, pages CP-2 and SDC-4, under the Carryover Projects heading, plus all of the Bond Capital Projects Fund. The estimated total of project carryforward from the previous year consists of General Fund (\$2,314,300), System Development Charges Fund (\$34,082,040) and Bond Capital Projects Fund (\$2,358,394).

Prior Year's Taxes: Prior Year's Taxes are property taxes that have been levied but remain uncollected. During the 2023/24 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 2023/24 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 \$3,986,992. 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	\$ 496,864	Swim Passes	\$ 427,100
Beaverton	557,969	General Admission	564,310
Conestoga - Aquatic	863,185	Aquatic Instruction	2,339,558
Harman	430,612	Facility Rentals	
Sunset	405,286	- Beaverton School District	65,427
Aquatic Center	1,040,209	- Other Rental Events	590,597
Raleigh	116,583		
Somerset West	76,284		
	\$ 3,986,992		\$ 3,986,992

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
	\$ 1,224,183	\$ 16,804	\$ 1,240,987

Recreation Program Revenue: Recreation program and rental revenue of \$4,225,418 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	\$ 2,241,665	\$ 12,000	\$ 2,253,665
Conestoga - Recreation	1,884,313	58,000	1,942,313
Administration	29,440	-	29,440
	<u>\$ 4,155,418</u>	<u>\$ 70,000</u>	<u>\$ 4,225,418</u>

Sports and Inclusion Services Revenue: Sports and Inclusion Services revenue of \$3,796,314 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	55,000	-	55,000
Inclusion Services	16,850	-	16,850
	<u>\$ 2,920,866</u>	<u>\$ 875,448</u>	<u>\$ 3,796,314</u>

Nature Education Revenue: Nature Education revenue of \$580,331 is generated from instruction and environmental education programs held at both the Tualatin Hills Nature Center and Cooper Mountain Nature Park.

Nature Education Revenue	Program	Facility Rental	Total
Instruction/Environmental Education	\$ 558,191	\$ 22,140	\$ 580,331

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

Miscellaneous Revenue: Miscellaneous revenue of \$163,300 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 (\$66,300).

Interest Revenue: Interest revenue in the total amount of \$1,379,496 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 (\$6,000), Debt Service Fund (\$25,000), System Development Charges Fund (\$1,168,000) and Bond Capital Projects Fund (\$30,496).

Facility Rental Revenue: Facility rental revenue of \$340,000 is generated from the rental of THPRD-owned homes, concessionaire services at Jenkins Estate, along with leased space within the Fanno Creek Service Center. Included within facility rental revenue is the lease revenue of \$200,000 from site leases for cellular telephone transmission equipment.

Grants and Intergovernmental Revenue: Capital Grants include funding from the following sources: 2019 Metro Parks & Nature Bond Trails (\$1,913,528), MSTIP Opportunity Funds (\$600,000), Local Government Grant Program (\$750,000), American Rescue Plan Act (\$1,795,322), State of Oregon Lottery Bond Proceeds (\$2,145,358), 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 (\$126,378). Operational Grants include funding from the following sources: Gray Family Foundation (\$4,000), and Metro - Nature in Neighborhoods (\$31,222). Additionally, intergovernmental revenue includes funds from Metro for the Local Capital Fund (\$8,628,415).

System Development Charges: These charges are assessed against new construction within THPRD. Projected revenue for FY 2023/24 is \$9,956,451 (which is net of SDC waivers of \$891,728) and may only be utilized for improvements related to expansion.

Charges for Services: Charges for Services to the General Fund reflect the fiscal policy of recovering project management staff time from capital projects to the General Fund. In FY 2023/24, \$210,000 is anticipated from SDC and other projects, \$125,000 from the Metro Local Bond Fund projects, and \$15,000 from the Bond Capital Fund projects. Charges for Services to the SDC Funds are related to grant funding for a portion of SDC projects.

Current Year's Taxes for FY 2023/24: Current Taxes levied against an estimated \$31.2 billion in assessed valuation total \$49.4 million. Of that amount, Debt Service Fund generates \$8.6 million, with collections anticipated at \$8.2 million, for retirement of general obligation debt. The General Fund levy approximates \$40.8 million, with collections anticipated at \$38.9 million. The payments in lieu of taxes (PILOT) amounts are additional taxes expected to be collected (\$4,545 General Fund and \$36,132 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.

A photograph of a man in a red t-shirt with two horizontal stripes (one grey, one white) looking down at a yellow balloon held by a young child. The background is a blurred green tree.

Capital Improvement Plan

Capital Funding Sources FY 2023/24

Five-year Capital Funding Sources

Projects by Funding Source

Capital Improvement Plan Summaries



CAPITAL IMPROVEMENT PLAN

Capital Planning

The district has a cross-functional Capital Committee that meets regularly throughout the year.

Team members represent several different departments, including Maintenance Operations, Planning, Design & Development, Nature & Trails, Finance Services, Recreation, Aquatic, Sports, Information Services, as well as the district's grants administrator.

The Capital Committee's responsibilities each year include:

- Reviewing a multi-year projection for assets that are reaching the end of their useful life.
- Assigning ownership of each asset to Capital Committee members.
- Updating asset information (condition, age, replacement cost) for each project that will be recommended for funding.
- Looking for grant opportunities to help financially support the capital replacement program.
- Prioritizing projects based on safety, condition, potential impacts, and cost.

Capital project recommendations are submitted for review and consideration to the Budget Committee, as part of the budget approval process.

Capital Funding Sources FY 2023/24

The Capital Funding Sources FY 2023/24 schedule shows the distribution of capital funding for the budget year 2023/24 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.



	Funding Sources					Total Funds
	General Fund	Grants	SDC	Bond	Metro Bond Local Share Capital Fund	
Athletic Facility Replacement						
Air structure repairs - HMT Tennis	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ 15,000
Resurface outdoor courts for pickleball	10,000	-	-	-	-	10,000
Resurface tennis courts	120,000	-	-	-	-	120,000
Resurface tennis courts - Cedar Park MS & Conestoga	105,000	-	-	-	-	105,000
Athletic Facility Replacement Total	250,000	-	-	-	-	250,000
Building Improvements						
Electric Fleet Infrastructure Improvement	145,000	-	-	-	-	145,000
Exterior Facility Paint - Conestoga	59,000	-	-	-	-	59,000
Magnetic Door Locks	20,000	-	-	-	-	20,000
Roof Cleaning/Preventative Maintenance	20,000	-	-	-	-	20,000
Seal off gate valve in mechanical room - Garden Home Recreation Center	2,500	-	-	-	-	2,500
Wood Floor Screen & Coat	20,000	-	-	-	-	20,000
Building Improvements Total	266,500	-	-	-	-	266,500
Building Replacements						
3 Tab Roof Replacement Phase 1 - Garden Home	675,000	-	-	-	-	675,000
AC window unit replacement - Cedar Hills Rec	14,000	-	-	-	-	14,000
Acid wash pool tank - Somerset West	15,000	-	-	-	-	15,000
Automatic diving board lift - Conestoga	6,000	-	-	-	-	6,000
Automatic diving board lift - Sunset	6,000	-	-	-	-	6,000
BECs5 water chemistry controls - Conestoga	20,000	-	-	-	-	20,000
Boiler replacement - Garden Home Recreation Center	231,000	-	-	-	-	231,000
Cardio & Weight Equipment	40,000	-	-	-	-	40,000
Dive board reconditioning/replacement - HMT Aquatic Center	10,000	-	-	-	-	10,000
Duct cleaning - Aloha	2,700	-	-	-	-	2,700
Elevated Entry Repairs Phase 2 - HMT	10,000	-	-	-	-	10,000
Emergency Repairs	100,000	-	-	-	-	100,000
Ergonomic Equipment/Fixtures	6,000	-	-	-	-	6,000
Fanno Creek Service Center Roof Project	75,000	-	-	-	-	75,000
Fire Life Safety Modernization	2,058,000	-	-	-	-	2,058,000
Insulation replacement - Cedar Hills	10,000	-	-	-	-	10,000
Mechanical diving board lift - Aloha	6,500	-	-	-	-	6,500
Office Space Replacement	80,000	-	-	-	-	80,000
Office Split System Replacement - Stuhr	18,000	-	-	-	-	18,000
Paint roof of HMT shop	45,760	-	-	-	-	45,760
Relamp FCSC warehouse with LED	8,000	-	-	-	-	8,000
Repair/replace white picket fence - Fanno Farmhouse	5,000	-	-	-	-	5,000
Replace Circulation Pumps - Harman	4,500	-	-	-	-	4,500
Replace dive board lift - HMT Aquatic Center	12,000	-	-	-	-	12,000
Replace Lobby Carpet - HMT Tennis Center	10,000	-	-	-	-	10,000
Replace north parking lot asphalt (phase 1) - HMT Parking Lots - EDA Grant Match	230,000	-	-	-	-	230,000
Sewer line repair - Garden Home	16,000	-	-	-	-	16,000
Shower valves - HMT Aquatic Center	33,000	-	-	-	-	33,000
Space planning implementation	140,000	-	-	-	-	140,000
Storage cabinets - Raleigh	5,800	-	-	-	-	5,800
Building Replacements Total	3,893,260	-	-	-	-	3,893,260
Park & Trail Improvements						
Beaverton Creek Trail - Engineering and Construction 1, WST to Hocken	250,000	-	-	-	-	250,000
Crosswalk at Laidlaw Rd - Waterhouse Trail	25,000	-	-	-	-	25,000
Memorial Benches	25,000	-	-	-	-	25,000
Tables and Benches Greenway Park	15,000	-	-	-	-	15,000
Coronavirus State Fiscal Recovery Funding - THPRD - Permanent Restroom	-	487,224	-	-	-	487,224
Coronavirus State Fiscal Recovery Funding - WaCo - Permanent Restrooms	-	1,308,098	-	-	-	1,308,098
Fanno Creek Regional Trail Improvements (Lottery bond proceeds)	-	2,145,358	-	-	-	2,145,358
La Raiz - Engineering & Construction (SDC Baker Loop) LGGP	-	750,000	-	-	-	750,000
Raleigh Park Creek Improvements (Tualatin River Environmental Enhancement grant)	-	98,423	-	-	-	98,423
Raleigh Park Stream Enhancement (CWS grant)	-	70,000	-	-	-	70,000
Westside Trail Bridge - Design & Engineering (Metro Parks & Nature Bond)	-	1,913,528	-	-	-	1,913,528
Westside Trail Bridge - Design & Engineering (MSTIP grant)	-	600,000	-	-	-	600,000
Park & Trail Improvements Total	315,000	7,372,631	-	-	-	7,687,631
Park & Trail Replacements						
Asphalt overlay and fence repair - Merritt Woods	44,000	-	-	-	-	44,000
Asphalt overlay and repairs	7,590	-	-	-	-	7,590
Asphalt overlay at 167th - Schlottman Creek Greenway	6,800	-	-	-	-	6,800
Asphalt overlay at NW entry - Rock Creek Landing	4,650	-	-	-	-	4,650
Asphalt overlay N of South Dr - The Bluffs	39,500	-	-	-	-	39,500
Asphalt overlay on path - Terra Linda	8,600	-	-	-	-	8,600
Asphalt Pathway Repairs - Kaiser, Stoller, Summercrest and Waterhouse/Schlottman	285,800	-	-	-	-	285,800
Community garden driveway - Jackie Husen	39,942	-	-	-	-	39,942
Design to replace ped paths with gravel	25,000	-	-	-	-	25,000
Playground Components	20,000	-	-	-	-	20,000
Repair concrete sidewalk - Wonderland Park	44,000	-	-	-	-	44,000
Replace drain culvert and pathway - McMillian Park	25,000	-	-	-	-	25,000
Replace drain culvert and pathway - Raleigh Park	40,000	-	-	-	-	40,000
Replace large canopy - Conestoga	15,600	-	-	-	-	15,600
Replace mesh and rails at skate park - Schiffler	20,000	-	-	-	-	20,000
Park & Trail Replacements Total	626,482	-	-	-	-	626,482
Advisory Committee-Facility Grants						
Advisory Committee Grants	20,000	-	-	-	-	20,000
SDIS Safety & Security Grant	5,000	-	-	-	-	5,000
Advisory Committee-Facility Grants Total	25,000	-	-	-	-	25,000

	Funding Sources					Total Funds
	General Fund	Grants	SDC	Bond	Metro Bond Local Share Capital Fund	
ADA Improvements						
ADA Harman Swim Center Improvements	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000
Facility Access Improvements	75,000	-	-	-	-	75,000
Park Access Improvements	75,000	-	-	-	-	75,000
Waterhouse Trail ADA curb cuts - Washington County Project	120,000	-	-	-	-	120,000
ADA Improvements Total	290,000	-	-	-	-	290,000
Information Technology Replacement						
AEDs	9,000	-	-	-	-	9,000
Desktop/laptop computers	70,000	-	-	-	-	70,000
Financial System Software	600,000	-	-	-	-	600,000
Key Card Readers	10,000	-	-	-	-	10,000
LAN/WAN	7,000	-	-	-	-	7,000
Large Format Printer	20,000	-	-	-	-	20,000
Security Cameras	45,000	-	-	-	-	45,000
Servers	50,000	-	-	-	-	50,000
Switches	55,000	-	-	-	-	55,000
Information Technology Replacement Total	866,000	-	-	-	-	866,000
Fleet & Equipment Replacement						
Athletic field groomer	18,000	-	-	-	-	18,000
Carpet extractor	4,500	-	-	-	-	4,500
Electric power washer	1,800	-	-	-	-	1,800
Electric utility equipment	12,000	-	-	-	-	12,000
Electric utility vehicles	36,000	-	-	-	-	36,000
Field tractor	55,000	-	-	-	-	55,000
Full-size van FY2022-23	-	112,000	-	-	-	112,000
Grandstand mower	24,000	-	-	-	-	24,000
Pump equipment	19,500	-	-	-	-	19,500
Safety Services vehicle	50,000	-	-	-	-	50,000
Small equipment	20,000	-	-	-	-	20,000
Stand-on debris blower	11,000	-	-	-	-	11,000
Work truck	30,000	-	-	-	-	30,000
72" Zero-Turn Mowers	36,000	-	-	-	-	36,000
Fleet & Equipment Replacement Total	317,800	112,000	-	-	-	429,800
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 - Infill/Cooper Mountain Areas	-	-	2,000,000	-	-	2,000,000
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	-	-	24,618,525	-	-	24,618,525
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	-	-	304,041	-	-	304,041
Design & Develop Natural Areas for Public Access - South Cooper Mountain	-	-	500,000	-	-	500,000
Downtown planning	-	-	37,500	-	-	37,500
Facilities Functional Plan Development	-	-	100,000	-	-	100,000
Metro Bond Trails Competitive Grant Match - Westside Trail Bridge	-	-	220,083	-	-	220,083
Mt. View Champions Park Sport Court - Additional funding for bond project	-	-	680,300	-	-	680,300
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)	-	-	191,284	-	-	191,284
Neighborhood Park Concept Planning - Abbey Creek Phase II (NWQ-5)	-	-	26,003	-	-	26,003
Neighborhood Park Concept Planning - Pointer Road (NEQ-3)	-	-	106,020	-	-	106,020
Neighborhood Park Construction - La Raiz Park (SEQ-2)	-	-	1,667,472	-	-	1,667,472
Neighborhood Park Construction - Parivar Park (NWQ-6)	-	-	23,000	-	-	23,000
Neighborhood Park Design & Permitting - Miller Road (SWQ-5)	-	-	907,353	-	-	907,353
Neighborhood Park Design & Permitting - Abbey Creek Park Phase II (NWQ-5)	-	-	532,728	-	-	532,728
Neighborhood Park Design & Permitting - La Raiz Park (SEQ-2)	-	-	454,934	-	-	454,934
Neighborhood Park Design & Permitting - Pointer Road (NEQ-3)	-	-	784,935	-	-	784,935
New Amenities in existing parks	-	-	120,000	-	-	120,000
New Neighborhood Park Construction: Abbey Creek Phase II (NWQ-5)	-	-	1,217,896	-	-	1,217,896
New Neighborhood Park Construction: Pointer Road (NEQ-3)	-	-	2,553,942	-	-	2,553,942
New Regional Trail Development - Westside Trail #14, #16-#18	-	-	13,000	-	-	13,000
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	-	-	50,000	-	-	50,000
NW Quadrant New Neighborhood Park Development	-	-	8,000	-	-	8,000
Regional Trail Development - Westside Trail, Segment #14	-	-	1,601,900	-	-	1,601,900
RFFA Grant Match - Beaverton Creek Trail Engineering and Construction	-	-	420,894	-	-	420,894
So. Cooper Mtn Park and Trail Development - Project Mgmt.	-	-	50,000	-	-	50,000
Trail Development - 155th Ave Wetlands	-	-	321,607	-	-	321,607
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	-	-	-	-	3,641,762	3,641,762
Willow Creek Greenway Boardwalk Replacement	-	-	-	-	1,713,150	1,713,150

	Funding Sources					Total Funds
	General Fund	Grants	SDC	Bond	Metro Bond Local Share Capital Fund	
Development/Improvement Total	-	-	16,358,776	-	7,603,173	23,961,949
Renovate and Redevelop Neighborhood Parks						
Cedar Hills Park & Athletic Field	\$ -	\$ -	\$ -	\$ 325,581	\$ -	\$ 325,581
Renovate and Redevelop Neighborhood Parks Total	-	-	-	325,581	-	325,581
Natural Area Preservation						
Arborist/Tree Management	-	-	-	59,857	-	59,857
Bannister Creek Greenway/NE Park	-	-	-	40,181	-	40,181
Bronson Creek Greenway at Laidlaw	-	-	-	359,989	-	359,989
Bronson Creek New Properties	-	-	-	102,052	-	102,052
Bronson Creek Park	-	-	-	10,625	-	10,625
Cedar Mill Creek Greenway	-	-	-	6,898	-	6,898
Center Street Wetlands Area	-	-	-	5,241	-	5,241
Fir Grove Park	-	-	-	3,314	-	3,314
Forest Hills Park	-	-	-	4,200	-	4,200
HMT north woods and stream	-	-	-	23,640	-	23,640
North Bethany Greenway	-	-	-	10,087	-	10,087
Raleigh Park	-	-	-	157,606	-	157,606
Restoration of properties	-	-	-	65,524	-	65,524
Waterhouse Trail	-	-	-	20,118	-	20,118
Westside Trail 18	-	-	-	25,746	-	25,746
Willow Creek Greenway II	-	-	-	1,707	-	1,707
Natural Area Preservation Total	-	-	-	896,785	-	896,785
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
Multifield/Multipurpose Athletic Field Development						
New Field in SW Quadrant	-	-	-	575,941	-	575,941
Multifield/Multipurpose Athletic Field Development Total	-	-	-	575,941	-	575,941
Undesignated Projects						
Undesignated Projects	-	-	16,761,151	510,945	1,025,242	18,297,338
Undesignated Projects Total	-	-	16,761,151	510,945	1,025,242	18,297,338
Grand Total	\$ 6,850,042	\$ 7,484,631	\$ 57,738,452	\$ 2,388,890	\$ 8,628,415	\$ 83,090,430

Five-year Capital Funding Sources - FY2024 - 2028

CIP - 5

Source of Funds	Carryover Funds	2024 Funding	2025 Funding	2026 Funding	2027 Funding	2028 Funding	Total 5-Year Funding
General Fund	\$ 2,307,300	\$ 4,542,742	\$ 5,355,182	\$ 6,854,177	\$ 3,006,274	\$ 4,841,064	\$ 26,906,739
General Fund - Grants	7,484,631	-	-	-	-	-	7,484,631
SDC	35,105,463	22,632,989	1,758,135	12,438,418	18,684,729	4,869,099	95,488,833
Bond	-	2,388,890	-	-	-	-	2,388,890
Metro Bond Local Share Capital Fund	7,603,173	1,025,242	-	-	-	-	8,628,415
Total Funds	\$ 52,500,567	\$ 30,589,863	\$ 7,113,317	\$ 19,292,595	\$ 21,691,003	\$ 9,710,163	\$ 140,897,508
Athletic Facility Replacement							
Air structure repairs	-	-	15,000	15,000	15,000	-	45,000
Air structure repairs - HMT Tennis	-	15,000	-	-	-	-	15,000
Archery range targets	-	-	2,500	-	-	-	2,500
Backstop netting at Baseball 2	-	-	5,000	-	-	-	5,000
Replace archery range targets	-	-	-	2,500	-	-	2,500
Replace Soccer #1	-	-	-	-	-	701,332	701,332
Replace soccer 2 lights to LED	-	-	-	210,000	-	-	210,000
Resurface outdoor courts for pickleball	-	10,000	-	-	90,000	-	100,000
Resurface outdoor courts for pickleball TBD	-	-	10,000	10,000	-	-	20,000
Resurface tennis courts	120,000	-	-	-	-	-	120,000
Resurface tennis courts - Cedar Park MS & Conestoga	-	105,000	-	-	-	-	105,000
Resurface tennis courts (4) at Greenway Park & West Sylvan MS	-	-	-	60,000	-	-	60,000
Resurface tennis courts (6) at Five Oaks MS & Murrahill Park	-	-	90,000	-	-	-	90,000
Soccer 1 lights to LED at Soccer 1	-	-	200,000	-	-	-	200,000
Tennis windscreen & soccer field netting	-	-	20,000	-	-	-	20,000
Windscreen on baseball 1 & 2, softball 5	-	-	10,000	-	-	-	10,000
Athletic Facility Replacement Total	120,000	130,000	352,500	297,500	105,000	701,332	1,706,332
Building Improvements							
Electric Fleet Infrastructure Improvement	145,000	-	-	-	-	-	145,000
Exterior Facility Paint - Conestoga	59,000	-	-	-	-	-	59,000
Magnetic Door Locks	-	20,000	-	-	-	-	20,000
Roof Cleaning/Preventative Maintenance	-	20,000	-	-	-	-	20,000
Seal off gate valve in mechanical room - Garden Home Recreation Center	2,500	-	-	-	-	-	2,500
Wood Floor Screen & Coat	-	20,000	-	-	-	-	20,000
Building Improvements Total	206,500	60,000	-	-	-	-	266,500
Building Replacements							
3 Tab Roof Replacement Phase 1 - Garden Home	-	675,000	-	-	-	-	675,000
3 tab roof replacement phase 2	-	-	60,000	-	-	-	60,000
AC window unit replacement	-	-	14,000	14,000	14,000	-	42,000
AC window unit replacement - Cedar Hills Rec	-	14,000	-	-	-	-	14,000
Acid wash pool tank - Somerset West	-	15,000	-	-	-	-	15,000
Add tankless water heaters (4)	-	-	40,000	-	-	-	40,000
Automatic diving board lift - Conestoga	-	6,000	-	-	-	-	6,000
Automatic diving board lift - Sunset	-	6,000	-	-	-	-	6,000
BECSys5 water chemistry controls	-	-	59,000	10,000	-	-	69,000
BECSys5 water chemistry controls - Conestoga	-	20,000	-	-	-	-	20,000
Boiler replacement - Garden Home Recreation Center	231,000	-	-	-	-	-	231,000
Cardio & Weight Equipment	-	40,000	40,000	40,000	40,000	-	160,000

Five-year Capital Funding Sources - FY2024 - 2028

	Carryover Funds	2024 Funding	2025 Funding	2026 Funding	2027 Funding	2028 Funding	Total 5-Year Funding
Construction new deck, fence, drain, lights	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 348,885	\$ 348,885
Convert exterior parking lots lights to LED (lot B)	-	-	-	21,000	-	-	21,000
Design new deck, fence, drain, lights	-	-	-	-	145,945	-	145,945
Dive board reconditioning/replacement	-	-	10,000	10,000	10,000	-	30,000
Dive board reconditioning/replacement - HMT Aquatic Center	-	10,000	-	-	-	-	10,000
Dryland window	-	-	7,000	-	-	-	7,000
Duct cleaning - Aloha	-	2,700	-	-	-	-	2,700
Elevated Entry Repairs Phase 2 - HMT	-	10,000	-	-	-	-	10,000
Emergency Repairs	-	100,000	100,000	100,000	100,000	-	400,000
Ergonomic Equipment/Fixtures	-	6,000	6,000	6,000	6,000	-	24,000
Fanno Creek Service Center Roof Project	75,000	-	-	-	-	-	75,000
Fire Life Safety Modernization	-	2,058,000	-	-	-	-	2,058,000
HMT Parking lot North (phase2)	-	-	383,898	-	-	-	383,898
HMT Parking lot North (phase3)	-	-	354,200	-	-	-	354,200
Insulation replacement - Cedar Hills	-	10,000	-	-	-	-	10,000
Lane line reel	-	-	4,000	-	-	-	4,000
Magnet Door Locks	-	-	10,000	-	-	-	10,000
Mechanical diving board lift - Aloha	-	6,500	-	-	-	-	6,500
Navian hot water heater replacement	-	-	50,000	-	-	-	50,000
Navian hot water heater replacement (4)	-	-	20,000	-	-	-	20,000
Navian hot water heaters (5)	-	-	27,000	-	-	-	27,000
North parking lot repairs/surface	-	-	-	-	242,770	-	242,770
Office Space Replacement	80,000	-	-	-	-	-	80,000
Office Split System Replacement - Stuhr	-	18,000	-	-	-	-	18,000
Office/reception area carpet	-	-	16,520	-	-	-	16,520
Overlay lot A front row and wings	-	-	-	52,640	-	-	52,640
Overlay lot B	-	-	-	56,000	-	-	56,000
Paint Building Exterior	-	-	50,000	-	-	-	50,000
Paint exterior of facility	-	-	-	-	50,000	-	50,000
Paint exterior of stables and main house	-	-	60,000	-	-	-	60,000
Paint interior	-	-	2,000	-	-	-	2,000
Paint roof of HMT shop	-	45,760	-	-	-	-	45,760
Parking lot repairs	-	-	450,893	-	-	-	450,893
Phased roof replacements	-	-	-	-	-	334,188	334,188
Pilgrim Lutheran parking lot overlay	-	-	-	-	130,145	-	130,145
Pool Cover Replacement	-	-	32,000	-	-	-	32,000
Pool filtration system design	-	-	-	-	50,000	-	50,000
Pump/Motor Replacement	-	-	40,000	-	-	-	40,000
Recoat deck surface	-	-	-	-	62,800	-	62,800
Recoat pool deck, locker room floors	-	-	142,645	-	-	-	142,645
Relamp FCSC warehouse with LED	-	8,000	-	-	-	-	8,000
Repair acoustic tiles	-	-	3,500	-	-	-	3,500
Repair/replace white picket fence - Fanno Farmhouse	-	5,000	-	-	-	-	5,000
Repairs to veranda decking	-	-	30,000	-	-	-	30,000
Replace boilers (2)	-	-	-	-	182,000	-	182,000
Replace cast iron plumbing	-	-	136,334	-	-	-	136,334
Replace Circulation Pumps - Harman	-	4,500	-	-	-	-	4,500
Replace dive board lift - HMT Aquatic Center	-	12,000	-	-	-	-	12,000

Five-year Capital Funding Sources - FY2024 - 2028

	Carryover Funds	2024 Funding	2025 Funding	2026 Funding	2027 Funding	2028 Funding	Total 5-Year Funding
CIP - 7							
Replace flooring & partitions in lower hall restrooms	\$ -	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ 15,000
Replace guard chair	-	-	8,500	-	-	-	8,500
Replace lane line reel	-	-	-	3,700	-	-	3,700
Replace lane lines	-	-	3,500	-	-	-	3,500
Replace Lobby Carpet - HMT Tennis Center	-	10,000	-	-	-	-	10,000
Replace north parking lot asphalt (phase 1) - HMT Parking Lots - EDA Grant Match	230,000	-	-	-	-	-	230,000
Replace parking lot	-	-	-	261,100	-	-	261,100
Replace pool tile	-	-	92,000	-	-	-	92,000
Replace rooftop AC unit	-	-	-	-	20,000	-	20,000
Replace sky lights (4)	-	-	14,000	-	-	-	14,000
Replace tile in locker room showers	-	-	-	-	33,000	-	33,000
Replace tile in locker rooms	-	-	-	40,000	-	-	40,000
Replace water heater	-	-	-	2,500	-	-	2,500
Replace water heater (1)	-	-	15,000	-	-	-	15,000
Replace windows, rooms 5, 8, 9	-	-	-	75,600	-	-	75,600
Resurface floor	-	-	43,680	-	-	-	43,680
Resurface pool tank	-	-	161,000	-	278,900	-	439,900
Resurface tank and underwater lights	-	-	-	-	-	150,157	150,157
Robot Vacuum Replacement	-	-	4,000	-	-	-	4,000
Roof at Stables	-	-	90,000	-	-	-	90,000
Sewer line repair - Garden Home	-	16,000	-	-	-	-	16,000
Shower valves - HMT Aquatic Center	-	33,000	-	-	-	-	33,000
South parking lot repairs/surface	-	-	-	577,599	-	-	577,599
Space planning implementation	-	140,000	150,000	-	-	-	290,000
Storage cabinets - Raleigh	-	5,800	-	-	-	-	5,800
Wading pool cover & reel	-	-	6,500	-	-	-	6,500
Wood Floor Screen & Coat	-	-	20,000	20,000	20,000	-	60,000
Building Replacements Total	616,000	3,277,260	2,772,170	1,290,139	1,385,560	833,230	10,174,359
Park & Trail Improvements							
Beaverton Creek Trail - Engineering and Construction 1, WST to Hocken	250,000	-	-	-	-	-	250,000
Coronavirus State Fiscal Recovery Funding - THPRD - Permanent Restroom	487,224	-	-	-	-	-	487,224
Coronavirus State Fiscal Recovery Funding - WaCo - Permanent Restrooms	1,308,098	-	-	-	-	-	1,308,098
Crosswalk at Laidlaw Rd - Waterhouse Trail	25,000	-	-	-	-	-	25,000
Fanno Creek Regional Trail Improvements (Lottery bond proceeds)	2,145,358	-	-	-	-	-	2,145,358
La Raiz - Engineering & Construction (SDC Baker Loop) LGGP	750,000	-	-	-	-	-	750,000
Memorial Benches	-	25,000	25,000	25,000	25,000	-	100,000
Raleigh Park Creek Improvements (Tualatin River Environmental Enhancement grant)	98,423	-	-	-	-	-	98,423
Raleigh Park Stream Enhancement (CWS grant)	70,000	-	-	-	-	-	70,000
Tables and Benches Greenway Park	-	15,000	-	-	-	-	15,000
Westside Trail Bridge - Design & Engineering (Metro Parks & Nature Bond)	1,913,528	-	-	-	-	-	1,913,528
Westside Trail Bridge - Design & Engineering (MSTIP grant)	600,000	-	-	-	-	-	600,000
Park & Trail Improvements Total	7,647,631	40,000	25,000	25,000	25,000	-	7,762,631
Park & Trail Replacements							
Asphalt overlay	-	-	-	-	1,500	-	1,500
Asphalt overlay	-	-	8,300	-	-	-	8,300
Asphalt overlay and fence repair - Merritt Woods	-	44,000	-	-	-	-	44,000
Asphalt overlay and repairs	-	7,590	-	311,088	306,714	-	625,392
Asphalt overlay and repairs Waterhouse Trail Mission Oaks-Willow Creek	-	-	30,528	-	-	-	30,528

Five-year Capital Funding Sources - FY2024 - 2028

	Carryover Funds	2024 Funding	2025 Funding	2026 Funding	2027 Funding	2028 Funding	Total 5-Year Funding
Asphalt overlay and repairs Westside Trail 155th-Weir	\$ -	\$ -	\$ 220,740	\$ -	\$ -	\$ -	\$ 220,740
Asphalt overlay and repairs Westside Trail Weir - Galena	-	-	201,444	-	-	-	201,444
Asphalt overlay at 167th - Schlottman Creek Greenway	-	6,800	-	-	-	-	6,800
Asphalt overlay at NW entry - Rock Creek Landing	-	4,650	-	-	-	-	4,650
Asphalt overlay looped trail	-	-	65,000	-	-	-	65,000
Asphalt overlay N of South Dr - The Bluffs	-	39,500	-	-	-	-	39,500
Asphalt overlay on path - Terra Linda	-	8,600	-	-	-	-	8,600
Asphalt Pathway Repairs - Kaiser, Stoller, Summercrest and Waterhouse/Schlottman	285,800	-	-	-	-	-	285,800
Community garden driveway - Jackie Husen	-	39,942	-	-	-	-	39,942
Demolition of existing (3) fishing docks, replace (3) docks w/ new	-	-	-	2,000,000	-	-	2,000,000
Design to replace ped paths with gravel	-	25,000	-	-	-	-	25,000
Parking lot resurfacing	-	-	-	72,650	-	-	72,650
Playground Components	-	20,000	20,000	20,000	20,000	-	80,000
Repair asphalt	-	-	17,100	-	-	-	17,100
Repair concrete and remove tree	-	-	6,000	-	-	-	6,000
Repair concrete sidewalk - Wonderland Park	44,000	-	-	-	-	-	44,000
Repair concrete sidewalk in front of park	-	-	-	-	6,000	-	6,000
Repave around office Camp Rivendale	-	-	31,000	-	-	-	31,000
Replace drain culvert and pathway - McMillian Park	-	25,000	-	-	-	-	25,000
Replace drain culvert and pathway - Raleigh Park	-	40,000	-	-	-	-	40,000
Replace drinking fountain	-	-	30,000	-	-	-	30,000
Replace drinking fountain and pad	-	-	9,000	-	-	-	9,000
Replace drinking fountains	-	-	-	30,000	-	-	30,000
Replace large canopy - Conestoga	-	15,600	-	-	-	-	15,600
Replace mesh and rails at skate park - Schiffler	-	20,000	-	-	-	-	20,000
Replace playground	-	-	-	-	-	1,697,003	1,697,003
Replace playground surfacing	-	-	200,000	-	-	-	200,000
Rock Creek bank stabilization near bridge	-	-	30,000	-	-	-	30,000
Park & Trail Replacements Total	329,800	296,682	869,112	2,433,738	334,214	1,697,003	5,960,549
Advisory Committee-Facility Grants							
Advisory Committee Grants	-	20,000	20,000	20,000	20,000	-	80,000
SDIS Safety & Security Grant	-	5,000	-	-	-	-	5,000
Advisory Committee-Facility Grants Total	-	25,000	20,000	20,000	20,000	-	85,000
ADA Improvements							
ADA basement restrooms	-	-	-	-	-	105,275	105,275
ADA Harman Swim Center Improvements	20,000	-	-	-	-	-	20,000
ADA upgrades (3) changing rooms	-	-	-	82,000	-	276,284	358,284
Add ADA basement restrooms	-	-	-	79,300	-	-	79,300
Design Lower restrooms (ADA compliant)	-	-	-	-	-	23	23
Facility Access Improvements	-	75,000	75,000	75,000	75,000	-	300,000
Locker room ADA restrooms	-	-	-	73,000	-	139,569	212,569
Main floor (upper) ADA restroom renovation	-	-	-	76,500	-	135,009	211,509
Park Access Improvements	-	75,000	75,000	75,000	75,000	-	300,000
Phase 2: ADA exterior design improvements	-	-	-	158,500	-	456,651	615,151
South parking lot ADA access	-	-	-	-	-	58,947	58,947
Upper ADA changing room and partial deck	-	-	-	89,000	-	212,741	301,741
Waterhouse Trail ADA curb cuts - Washington County Project	120,000	-	-	-	-	-	120,000
ADA Improvements Total	140,000	150,000	150,000	708,300	150,000	1,384,499	2,682,799

Five-year Capital Funding Sources - FY2024 - 2028

CIP - 9

	Carryover Funds	2024 Funding	2025 Funding	2026 Funding	2027 Funding	2028 Funding	Total 5-Year Funding
Fleet & Equipment Replacement							
Athletic field groomer	\$ -	\$ 18,000	\$ 38,000	\$ 40,000	\$ 21,000	\$ 22,000	\$ 139,000
Carpet extractor	-	4,500	-	-	-	-	4,500
Compact utility loader	-	-	-	60,000	60,000	-	120,000
Diesel workman	-	-	-	-	35,000	35,000	70,000
Electric power washer	-	1,800	-	-	-	-	1,800
Electric utility equipment	-	12,000	-	20,000	-	-	32,000
Electric utility vehicles	-	36,000	38,000	20,000	21,000	44,000	159,000
Field tractor	-	55,000	-	54,000	54,000	-	163,000
Full-size van FY2022-23	112,000	-	-	-	-	-	112,000
Grandstand mower	-	24,000	26,000	28,000	30,000	32,000	140,000
Hi-production mower	-	-	125,000	125,000	125,000	-	375,000
One-person lift	-	-	12,000	-	-	-	12,000
Pump equipment	-	19,500	-	-	-	-	19,500
Recreation vehicle (van/bus)	-	-	-	110,000	-	-	110,000
Safety Services vehicle	-	50,000	50,000	-	-	-	100,000
Small equipment	-	20,000	20,000	20,000	20,000	20,000	100,000
Small roller/compactor	-	-	17,400	-	-	-	17,400
Stand-on debris blower	-	11,000	-	-	-	-	11,000
Work truck	-	30,000	50,000	50,000	50,000	50,000	230,000
72" Zero-Turn Mowers	-	36,000	38,000	40,000	42,000	22,000	178,000
Fleet & Equipment Replacement Total	112,000	317,800	414,400	567,000	458,000	225,000	2,094,200
Information Technology Replacement							
AED Defibrillators	-	9,000	9,500	9,500	10,000	-	38,000
Desktop/laptop computers	-	70,000	-	-	-	-	70,000
Financial System Software	600,000	-	-	-	-	-	600,000
Key Card Readers	-	10,000	10,000	10,000	10,000	-	40,000
LAN/WAN Replacement	-	7,000	7,500	8,000	8,500	-	31,000
Large Format Printer	20,000	-	-	-	35,000	-	55,000
Registration System Replacement	-	-	500,000	1,250,000	250,000	-	2,000,000
Security Cameras	-	45,000	45,000	45,000	25,000	-	160,000
Server Replacements	-	50,000	50,000	55,000	55,000	-	210,000
Switches	-	55,000	55,000	60,000	60,000	-	230,000
Workstation/Notebooks	-	-	75,000	75,000	75,000	-	225,000
Information Technology Replacement Total	620,000	246,000	752,000	1,512,500	528,500	-	3,659,000
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 - Infill/Cooper Mountain Areas	-	2,000,000	-	-	-	-	2,000,000
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 - Infill/Cooper Mountain	-	-	1,000,000	1,000,000	1,000,000	1,000,000	4,000,000
Land Acquisition Total	22,618,525	2,000,000	1,000,000	1,000,000	1,000,000	1,000,000	28,618,525

Five-year Capital Funding Sources - FY2024 - 2028

	Carryover Funds	2024 Funding	2025 Funding	2026 Funding	2027 Funding	2028 Funding	Total 5-Year Funding
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	304,041	-	-	-	-	-	304,041
Commonwealth Lake Park Bridge & Weir	1,200,000	-	-	-	-	-	1,200,000
Design & Develop Natural Areas for Public Access - South Cooper Mountain	500,000	-	-	-	-	-	500,000
Downtown planning	37,500	-	-	-	-	-	37,500
Facilities Functional Plan Development	-	100,000	-	-	-	-	100,000
Metro Bond Trails Competitive Grant Match - Westside Trail Bridge	220,083	-	-	-	-	-	220,083
Mt. View Champions Park Sport Court - Additional funding for bond project	680,300	-	-	-	-	-	680,300
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)	191,284	-	-	-	-	-	191,284
Neighborhood Park Concept Planning - Abbey Creek Phase II (NWQ-5)	26,003	-	-	-	-	-	26,003
Neighborhood Park Concept Planning - Pointer Road (NEQ-3)	106,020	-	-	-	-	-	106,020
Neighborhood Park Construction - La Raiz Park (SEQ-2)	1,667,472	-	-	-	-	-	1,667,472
Neighborhood Park Construction - Miller Road (SWQ-5)	-	-	-	-	3,336,939	-	3,336,939
Neighborhood Park Construction - Parivar Park (NWQ-6)	23,000	-	-	-	-	-	23,000
Neighborhood Park Design & Permitting - Miller Road (SWQ-5)	907,353	-	-	-	-	-	907,353
Neighborhood Park Design & Permitting - Abbey Creek Park Phase II (NWQ-5)	532,728	-	-	-	-	-	532,728
Neighborhood Park Design & Permitting - La Raiz Park (SEQ-2)	454,934	-	-	-	-	-	454,934
Neighborhood Park Design & Permitting - Pointer Road (NEQ-3)	784,935	-	-	-	-	-	784,935
New Amenities in existing parks	120,000	-	-	-	-	-	120,000
New Neighborhood Park Construction: Abbey Creek Phase II (NWQ-5)	-	1,217,896	-	-	-	-	1,217,896
New Neighborhood Park Construction: Pointer Road (NEQ-3)	-	2,553,942	-	-	-	-	2,553,942
New Neighborhood Park Development, Concept Plan: NE Saltzman Rd (NEQ-2)	-	-	-	-	339,995	-	339,995
New Neighborhood Park Development, Concept Plan: NW Liberty (NWQ-7)	-	-	-	-	210,452	-	210,452
New Neighborhood Park Development, Concept Plan: SW 175th (SWQ-7)	-	-	255,923	-	-	-	255,923
New Neighborhood Park Development, Concept Planning: Park Blocks	-	-	-	-	240,919	-	240,919
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)	-	-	264,412	-	-	-	264,412
New Neighborhood Park Development, Construction: SW 175th (SWQ-7)	-	-	-	-	4,243,752	-	4,243,752
New Neighborhood Park Development, Construction: SW Murray Blvd (SEQ-1) (NEW)	-	-	-	-	4,740,147	-	4,740,147
New Neighborhood Park Development, Design & Permitting: NE Saltzman Rd (NEQ-2)	-	-	-	-	-	1,525,986	1,525,986
New Neighborhood Park Development, Design & Permitting: NW Liberty (NWQ-7)	-	-	-	-	-	1,286,856	1,286,856
New Neighborhood Park Development, Design & Permitting: Park Blocks	-	-	-	-	-	1,056,257	1,056,257
New Neighborhood Park Development, Design & Permitting: SW 175th (SWQ-7)	-	-	-	1,434,769	-	-	1,434,769
New Neighborhood Park Development, Design & Permitting: SW Murray Blvd (SEQ-1)	-	-	-	1,126,736	-	-	1,126,736
New Neighborhood Park, Construction: SW 165th (SWQ-4)	-	-	-	-	2,799,385	-	2,799,385
New Neighborhood Park, Design & Permitting: SW 165th (SWQ-4)	-	-	-	1,443,800	-	-	1,443,800
New Regional Trail Development - Westside Trail #14, #16-#18	13,000	-	-	-	-	-	13,000
New regional Trail Development - Westside Trail Segments 16- Remainder of 18, Constructor	-	-	-	-	1,773,140	-	1,773,140
New Regional Trail Development - Westside Trail Segments 16-Remainder of 18, Design & Per	-	-	-	433,113	-	-	433,113
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	50,000	-	-	-	-	-	50,000

Five-year Capital Funding Sources - FY2024 - 2028

CIP - 11

	Carryover Funds	2024 Funding	2025 Funding	2026 Funding	2027 Funding	2028 Funding	Total 5-Year Funding
NW Quadrant New Neighborhood Park Development	\$ 8,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,000
NWQ-8 Heckman Road New Neighborhood Park & Trail	3,641,762	-	-	-	-	-	3,641,762
Regional Trail Development - Westside Trail, Segment #14	1,601,900	-	-	-	-	-	1,601,900
RFFA Grant Match - Beaverton Creek Trail Engineering and Construction	420,894	-	-	-	-	-	420,894
So. Cooper Mtn Park and Trail Development - Project Mgmt.	50,000	-	-	-	-	-	50,000
Trail Development - 155th Ave Wetlands	321,607	-	-	-	-	-	321,607
Trail Development - Westside Trail: Sunset Hwy Crossing*	-	-	-	7,000,000	-	-	7,000,000
Willow Creek Greenway Boardwalk Replacement	1,713,150	-	-	-	-	-	1,713,150
Development/Improvement Total	20,090,111	3,871,838	758,135	11,438,418	17,684,729	3,869,099	57,712,330
Renovate and Redevelop Neighborhood Parks							
Cedar Hills Park & Athletic Field	-	325,581	-	-	-	-	325,581
Renovate and Redevelop Neighborhood Parks Total	-	325,581	-	-	-	-	325,581
Natural Area Preservation							
Arborist/Tree Management	-	59,857	-	-	-	-	59,857
Bannister Creek Greenway/NE Park	-	40,181	-	-	-	-	40,181
Bronson Creek Greenway at Laidlaw	-	359,989	-	-	-	-	359,989
Bronson Creek New Properties	-	102,052	-	-	-	-	102,052
Bronson Creek Park	-	10,625	-	-	-	-	10,625
Cedar Mill Creek Greenway	-	6,898	-	-	-	-	6,898
Center Street Wetlands Area	-	5,241	-	-	-	-	5,241
Fir Grove Park	-	3,314	-	-	-	-	3,314
Forest Hills Park	-	4,200	-	-	-	-	4,200
HMT north woods and stream	-	23,640	-	-	-	-	23,640
North Bethany Greenway	-	10,087	-	-	-	-	10,087
Raleigh Park	-	157,606	-	-	-	-	157,606
Restoration of properties	-	65,524	-	-	-	-	65,524
Waterhouse Trail	-	20,118	-	-	-	-	20,118
Westside Trail 18	-	25,746	-	-	-	-	25,746
Willow Creek Greenway II	-	1,707	-	-	-	-	1,707
Natural Area Preservation Total	-	896,785	-	-	-	-	896,785
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
Multifield/Multipurpose Athletic Field Development							
New Field in SW Quadrant	-	575,941	-	-	-	-	575,941
Multifield/Multipurpose Athletic Field Development Total	-	575,941	-	-	-	-	575,941
Undesignated Projects							
Undesignated Projects	-	18,297,338	-	-	-	-	18,297,338
Undesignated Projects Total	-	18,297,338	-	-	-	-	18,297,338
Grand Total	\$ 52,500,567	\$ 30,589,863	\$ 7,113,317	\$ 19,292,595	\$ 21,691,003	\$ 9,710,163	\$ 140,897,508

Tualatin Hills Park & Recreation District
CAPITAL IMPROVEMENT PLAN
 Five Year Plan - 2024 through 2028
PROJECTS BY FUNDING SOURCE

Source	Fiscal Year Ended					Total
	2024	2025	2026	2027	2028	
General Fund						
Athletic Facility Replacements	\$ 250,000	\$ 352,500	\$ 297,500	\$ 105,000	\$ 701,332	\$ 1,706,332
Building Replacements	3,893,260	2,772,170	1,290,139	1,385,560	833,230	10,174,359
Building Improvements	266,500	-	-	-	-	266,500
Park & Trail Replacements	626,482	869,112	2,433,738	334,214	1,697,003	5,960,549
Park & Trail Improvements	315,000	25,000	25,000	25,000	-	390,000
Facility Challenge Grants	25,000	20,000	20,000	20,000	-	85,000
ADA Improvements	290,000	150,000	708,300	150,000	1,384,499	2,682,799
Information Technology Replacements	266,000	752,000	1,512,500	528,500	-	3,059,000
Information Technology Improvements	600,000	-	-	-	-	600,000
Fleet & Equipment Replacements	317,800	414,400	567,000	458,000	225,000	1,982,200
General Fund Total	\$ 6,850,042	\$ 5,355,182	\$ 6,854,177	\$ 3,006,274	\$ 4,841,064	\$ 26,906,739
Grant Funds						
Fleet & Equipment Replacements	\$ 112,000	\$ -	\$ -	\$ -	\$ -	\$ 112,000
Park & Trail Improvements	7,372,631	-	-	-	-	7,372,631
Grant Fund Total	\$ 7,484,631	\$ -	\$ -	\$ -	\$ -	\$ 7,484,631
SDC Fund						
Land Acquisition	\$ 24,618,525	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 28,618,525
Development/Improvement	16,358,776	758,135	11,438,418	17,684,729	3,869,099	50,109,157
Undesignated	16,761,151	-	-	-	-	16,761,151
SDC Fund Total	\$ 57,738,452	\$ 1,758,135	\$ 12,438,418	\$ 18,684,729	\$ 4,869,099	\$ 95,488,833
Bond Fund						
Renovate and Redevelop Neighborhood Parks	\$ 325,581	\$ -	\$ -	\$ -	\$ -	\$ 325,581
Natural Area Preservation	896,785	-	-	-	-	896,785
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	575,941	-	-	-	-	575,941
Undesignated Funds	510,945	-	-	-	-	510,945
Bond Fund Total	\$ 2,388,890	\$ -	\$ -	\$ -	\$ -	\$ 2,388,890
Metro Local Bond Capital Share Fund						
Development/Improvement	\$ 7,603,173	\$ -	\$ -	\$ -	\$ -	\$ 7,603,173
Undesignated	1,025,242	-	-	-	-	1,025,242
Metro Local Bond Capital Share Fund Total	\$ 8,628,415	\$ -	\$ -	\$ -	\$ -	\$ 8,628,415
Total Capital Projects	\$ 83,090,430	\$ 7,113,317	\$ 19,292,595	\$ 21,691,003	\$ 9,710,163	\$ 140,897,508

Tualatin Hills Park & Recreation District
 CAPITAL IMPROVEMENT PLAN
 Five Year Plan - 2024 through 2028

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 Cedar Park Middle School and Conestoga, and resurfacing outdoor courts for pickleball.

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
	2024	2025	2026	2027	2028	
Expenditures						
Capital Outlay	\$ 250,000	\$ 352,500	\$ 297,500	\$ 105,000	\$ 701,332	\$ 1,706,332
Total Expenditures	\$ 250,000	\$ 352,500	\$ 297,500	\$ 105,000	\$ 701,332	\$ 1,706,332
Funding Sources						
General Fund	\$ 250,000	\$ 352,500	\$ 297,500	\$ 105,000	\$ 701,332	\$ 1,706,332
Total Funding Sources	\$ 250,000	\$ 352,500	\$ 297,500	\$ 105,000	\$ 701,332	\$ 1,706,332

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 - 2024 through 2028

PROJECTS BY FUNDING SOURCE

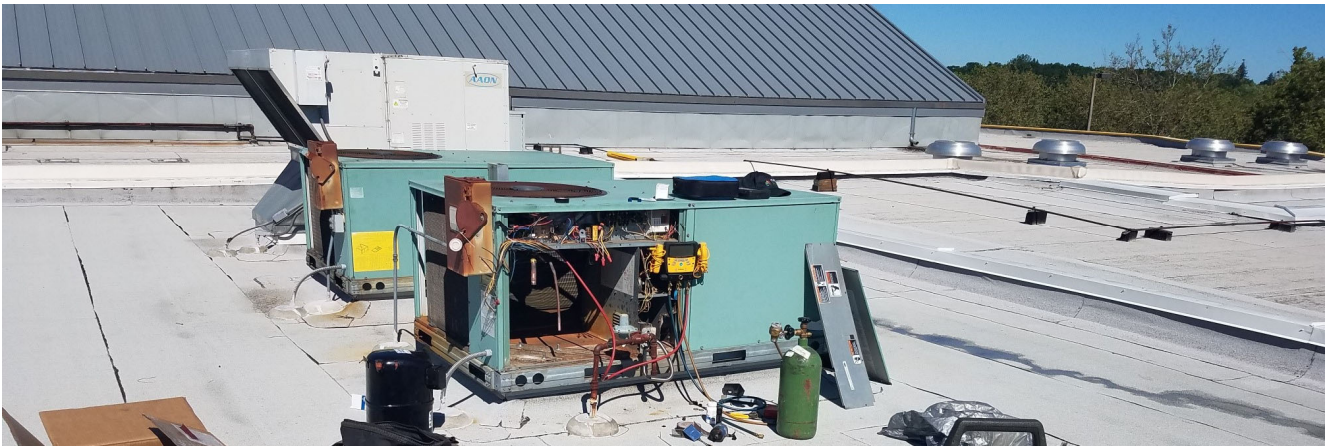
Building Replacements

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
	2024	2025	2026	2027	2028	
Expenditures						
Capital Outlay	\$ 3,893,260	\$ 2,772,170	\$ 1,290,139	\$ 1,385,560	\$ 833,230	\$ 10,174,359
Total Expenditures	\$ 3,893,260	\$ 2,772,170	\$ 1,290,139	\$ 1,385,560	\$ 833,230	\$ 10,174,359
Funding Sources						
General Fund	\$ 3,893,260	\$ 2,772,170	\$ 1,290,139	\$ 1,385,560	\$ 833,230	\$ 10,174,359
Total Funding Sources	\$ 3,893,260	\$ 2,772,170	\$ 1,290,139	\$ 1,385,560	\$ 833,230	\$ 10,174,359

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 - 2024 through 2028

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: sanding and refinishing of the hardwood courts/floors in HMT Athletic Center, installation of magnetic door locks in restrooms at Howard M. Terpenning South Softball fields, and PCC Sports Complex, and roof cleaning / preventative maintenance at district facilities.

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
	2024	2025	2026	2027	2028	
Expenditures						
Capital Outlay	\$ 266,500	\$ -	\$ -	\$ -	\$ -	\$ 266,500
Total Expenditures	\$ 266,500	\$ -	\$ -	\$ -	\$ -	\$ 266,500
Funding Sources						
General Fund	\$ 266,500	\$ -	\$ -	\$ -	\$ -	\$ 266,500
Total Funding Sources	\$ 266,500	\$ -	\$ -	\$ -	\$ -	\$ 266,500

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 - 2024 through 2028

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: park furnishings, irrigation system repair/replacements, pedestrian pathways, play equipment, signs, and skate park 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
	2024	2025	2026	2027	2028	

Expenditures						
Capital Outlay	\$ 626,482	\$ 869,112	\$ 2,433,738	\$ 334,214	\$ 1,697,003	\$ 5,960,549
Total Expenditures	\$ 626,482	\$ 869,112	\$ 2,433,738	\$ 334,214	\$ 1,697,003	\$ 5,960,549

Funding Sources						
General Fund	\$ 626,482	\$ 869,112	\$ 2,433,738	\$ 334,214	\$ 1,697,003	\$ 5,960,549
Total Funding Sources	\$ 626,482	\$ 869,112	\$ 2,433,738	\$ 334,214	\$ 1,697,003	\$ 5,960,549

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 - 2024 through 2028

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 and tables, benches for Greenway Park, as well as grant funding for projects such as Raleigh Park creek improvements, 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
	2024	2025	2026	2027	2028	
Expenditures						
Capital Outlay	\$ 7,687,631	\$ 25,000	\$ 25,000	\$ 25,000	\$ -	\$ 7,762,631
Total Expenditures	\$ 7,687,631	\$ 25,000	\$ 25,000	\$ 25,000	\$ -	\$ 7,762,631
Funding Sources						
General Fund	\$ 315,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ -	\$ 390,000
Grant Funds	7,372,631	-	-	-	-	7,372,631
Total Funding Sources	\$ 7,687,631	\$ 25,000	\$ 25,000	\$ 25,000	\$ -	\$ 7,762,631

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 - 2024 through 2028

PROJECTS BY FUNDING SOURCE

Advisory Committee-Facility Grants

Description
 This category includes district matching fund support of capital projects proposed by advisory committees and friends groups, as well as grant match for SDAO/SDIS Safety and Security grants.

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

Advisory Committee-Facility Grants	Fiscal Year Ended					Total
	2024	2025	2026	2027	2028	

Expenditures						
Capital Outlay	\$ 25,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ -	\$ 85,000
Total Expenditures	\$ 25,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ -	\$ 85,000

Funding Sources						
General Fund	\$ 25,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ -	\$ 85,000
Total Funding Sources	\$ 25,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ -	\$ 85,000

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 - 2024 through 2028

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: park and facility access barrier removal, ADA access at Harman Swim Center, and other ADA projects.

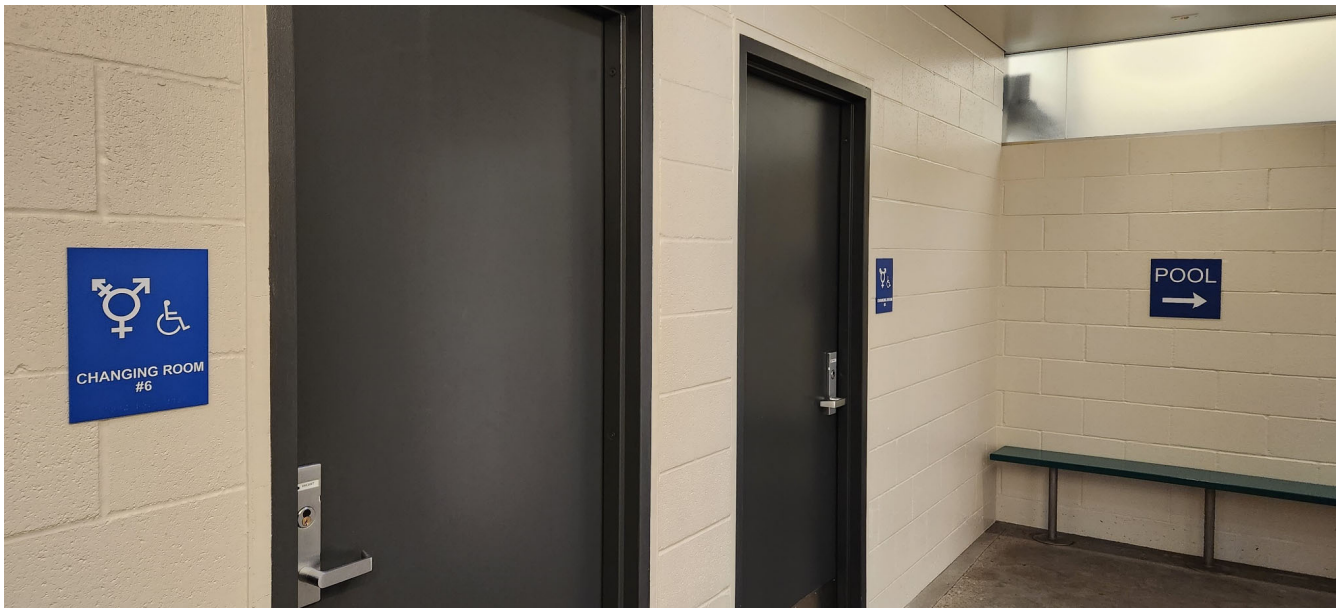
Justification and Current Status

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

ADA Improvements	Fiscal Year Ended					Total
	2024	2025	2026	2027	2028	
Expenditures						
Capital Outlay	\$ 290,000	\$ 150,000	\$ 708,300	\$ 150,000	\$ 1,384,499	\$ 2,682,799
Total Expenditures	\$ 290,000	\$ 150,000	\$ 708,300	\$ 150,000	\$ 1,384,499	\$ 2,682,799
Funding Sources						
General Fund	\$ 290,000	\$ 150,000	\$ 708,300	\$ 150,000	\$ 1,384,499	\$ 2,682,799
Total Funding Sources	\$ 290,000	\$ 150,000	\$ 708,300	\$ 150,000	\$ 1,384,499	\$ 2,682,799

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 - 2024 through 2028

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
	2024	2025	2026	2027	2028	
Expenditures						
Capital Outlay	\$ 266,000	\$ 752,000	\$ 1,512,500	\$ 528,500	\$ -	\$ 3,059,000
Total Expenditures	\$ 266,000	\$ 752,000	\$ 1,512,500	\$ 528,500	\$ -	\$ 3,059,000

Expenditures

Capital Outlay	\$ 266,000	\$ 752,000	\$ 1,512,500	\$ 528,500	\$ -	\$ 3,059,000
Total Expenditures	\$ 266,000	\$ 752,000	\$ 1,512,500	\$ 528,500	\$ -	\$ 3,059,000

Funding Sources

General Fund	\$ 266,000	\$ 752,000	\$ 1,512,500	\$ 528,500	\$ -	\$ 3,059,000
Total Funding Sources	\$ 266,000	\$ 752,000	\$ 1,512,500	\$ 528,500	\$ -	\$ 3,059,000

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 - 2024 through 2028

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 the financial system software.

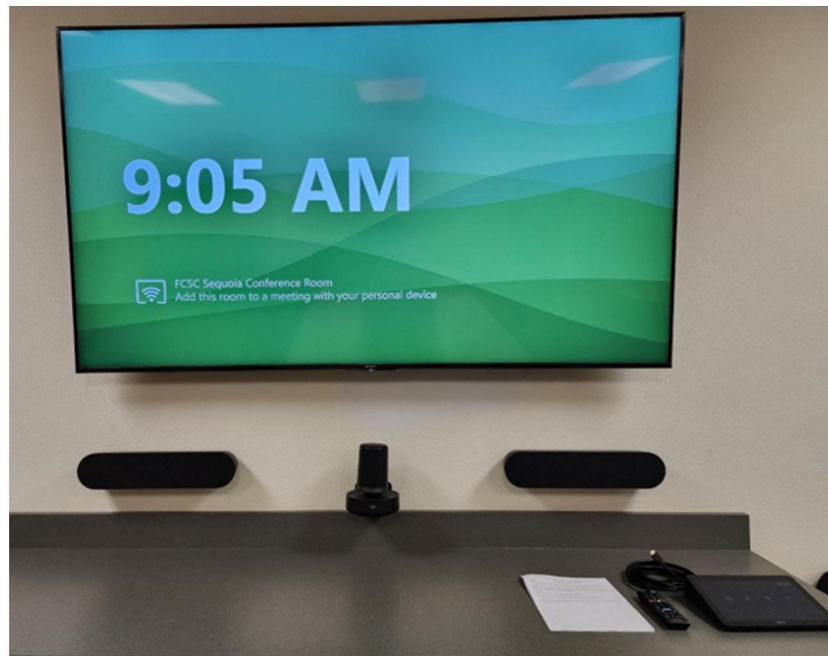
Justification and Current Status
 Information technology equipment/software additions to enhance the working efficiencies for the district.

Information Technology Improvements	Fiscal Year Ended					Total
	2024	2025	2026	2027	2028	

Expenditures						
Capital Outlay	\$ 600,000	\$ -	\$ -	\$ -	\$ -	\$ 600,000
Total Expenditures	\$ 600,000	\$ -	\$ -	\$ -	\$ -	\$ 600,000

Funding Sources						
General Fund	\$ 600,000	\$ -	\$ -	\$ -	\$ -	\$ 600,000
Total Funding Sources	\$ 600,000	\$ -	\$ -	\$ -	\$ -	\$ 600,000

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 - 2024 through 2028

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: safety services vehicle, work truck, electric utility equipment, electric workman, atletic field groomer, grandstand mower, Z mower, field tractor, small equipment, pump equipment, electric power washer, carpet extractor, and stand-on debris blower.

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
	2024	2025	2026	2027	2028	
Expenditures						
Capital Outlay	\$ 429,800	\$ 414,400	\$ 567,000	\$ 458,000	\$ 225,000	\$ 2,094,200
Total Expenditures	\$ 429,800	\$ 414,400	\$ 567,000	\$ 458,000	\$ 225,000	\$ 2,094,200
Funding Sources						
General Fund	\$ 317,800	\$ 414,400	\$ 567,000	\$ 458,000	\$ 225,000	\$ 1,982,200
Grant Funds	112,000	-	-	-	-	112,000
Total Funding Sources	\$ 429,800	\$ 414,400	\$ 567,000	\$ 458,000	\$ 225,000	\$ 2,094,200

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 - 2024 through 2028

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 the acquisition of: community park land, natural area land, neighborhood park land, and 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
	2024	2025	2026	2027	2028	

Expenditures						
Capital Outlay	\$ 24,618,525	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 28,618,525
Total Expenditures	\$ 24,618,525	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 28,618,525

Funding Sources						
SDC Fund	\$ 24,618,525	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 28,618,525
Total Funding Sources	\$ 24,618,525	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 28,618,525

Operating Budget Impact
 The annual cost to maintain one acre of undeveloped land is approximately \$369. 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 - 2024 through 2028

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: Westside Trail segment 18, natural area concept plan, North Bethany park and trail development, South Cooper Mountain park and trail development, Cedar Hills park, neighborhood park concept plan (Miller Rd., Abbey Creek Phase II, Pointer Rd.), neighborhood park design & permitting (Miller Rd., La Raiz Park, Pointer Rd.), neighborhood park construction (Parivar Park, La Raiz Park, Abbey Creek Phase II, Pointer Rd.), downtown planning, and facilities functional plan development. 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
	2024	2025	2026	2027	2028	
Expenditures						
Capital Outlay	\$ 23,961,949	\$ 758,135	\$ 11,438,418	\$ 17,684,729	\$ 3,869,099	\$ 57,712,330
Total Expenditures	\$ 23,961,949	\$ 758,135	\$ 11,438,418	\$ 17,684,729	\$ 3,869,099	\$ 57,712,330
Funding Sources						
SDC Fund	\$ 16,358,776	\$ 758,135	\$ 11,438,418	\$ 17,684,729	\$ 3,869,099	\$ 50,109,157
Metro Local Bond Capital Share Fund	\$ 7,603,173	\$ -	\$ -	\$ -	\$ -	\$ 7,603,173
Total Funding Sources	\$ 23,961,949	\$ 758,135	\$ 11,438,418	\$ 17,684,729	\$ 3,869,099	\$ 57,712,330

Operating Budget Impact

The annual cost to maintain one mile of trail is approximately \$29,446. 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 \$4,063. Total incremental costs are unknown until park projects are complete.



Tualatin Hills Park & Recreation District
 CAPITAL IMPROVEMENT PLAN
 Five Year Plan - 2024 through 2028

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
	2024	2025	2026	2027	2028	

Expenditures						
Capital Outlay	\$ 18,297,338	\$ -	\$ -	\$ -	\$ -	\$ 18,297,338
Total Expenditures	\$ 18,297,338	\$ -	\$ -	\$ -	\$ -	\$ 18,297,338

Funding Sources						
SDC Fund	\$ 16,761,151	\$ -	\$ -	\$ -	\$ -	\$ 16,761,151
Bond Capital Projects Fund	510,945	-	-	-	-	510,945
Metro Local Bond Capital Share Fund	1,025,242	-	-	-	-	1,025,242
Total Funding Sources	\$ 18,297,338	\$ -	\$ -	\$ -	\$ -	\$ 18,297,338

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 - 2024 through 2028

PROJECTS BY FUNDING SOURCE

Renovate and redevelop neighborhood parks

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

Justification and Current Status
 Fee in lieu for Walker Road right of way roadway expansion along Cedar Hills Park in partnership with Washington County.

Renovate and redevelop neighborhood parks	Fiscal Year Ended					Total
	2024	2025	2026	2027	2028	

Expenditures						
Capital Outlay	\$ 325,581	\$ -	\$ -	\$ -	\$ -	\$ 325,581
Total Expenditures	\$ 325,581	\$ -	\$ -	\$ -	\$ -	\$ 325,581

Funding Sources						
Bond Fund	\$ 325,581	\$ -	\$ -	\$ -	\$ -	\$ 325,581
Total Funding Sources	\$ 325,581	\$ -	\$ -	\$ -	\$ -	\$ 325,581

Operating Budget Impact
 Estimated annual maintenance cost for this project will be determined upon completion of the project.



Tualatin Hills Park & Recreation District
 CAPITAL IMPROVEMENT PLAN
 Five Year Plan - 2024 through 2028

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, HMT North Woods and Stream, Cedar Mill Creek Greenway, Fir Grove Park, 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 16 sites across the District.

Natural Area Preservation	Fiscal Year Ended					Total
	2024	2025	2026	2027	2028	

Expenditures						
Capital Outlay	\$ 896,785	\$ -	\$ -	\$ -	\$ -	\$ 896,785
Total Expenditures	\$ 896,785	\$ -	\$ -	\$ -	\$ -	\$ 896,785

Funding Sources						
Bond Fund	\$ 896,785	\$ -	\$ -	\$ -	\$ -	\$ 896,785
Total Funding Sources	\$ 896,785	\$ -	\$ -	\$ -	\$ -	\$ 896,785

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 - 2024 through 2028

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
	2024	2025	2026	2027	2028	
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 \$29,446. 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 - 2024 through 2028

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
	2024	2025	2026	2027	2028	

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 \$29,446. 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 - 2024 through 2028

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.

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

Multi-field/Multi-purpose Athletic Field	Fiscal Year Ended					Total
	2024	2025	2026	2027	2028	

Expenditures						
Capital Outlay	\$ 575,941	\$ -	\$ -	\$ -	\$ -	\$ 575,941
Total Expenditures	\$ 575,941	\$ -	\$ -	\$ -	\$ -	\$ 575,941

Funding Sources						
Bond Fund	\$ 575,941	\$ -	\$ -	\$ -	\$ -	\$ 575,941
Total Funding Sources	\$ 575,941	\$ -	\$ -	\$ -	\$ -	\$ 575,941

Operating Budget Impact
 Annual cost to maintain one sports field is approximately \$7,302. Total incremental costs for each field are unknown until all fields are constructed and placed into service.





General Fund

[General Fund Summary](#)

[General Fund Resources](#)

[General Fund Requirements](#)



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.



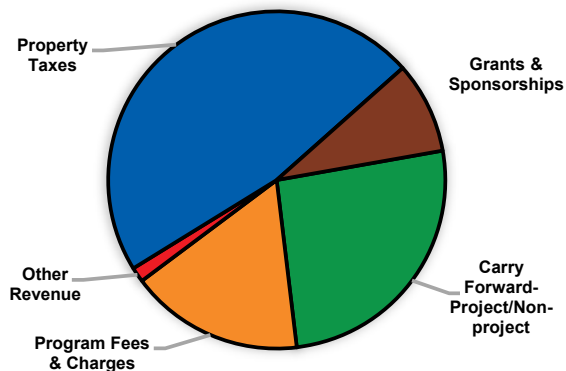
GENERAL FUND SUMMARY
FY 2020/21 - FY 2023/24

	Actual 2020/21	Actual 2021/22	Adopted 2022/23	Proposed 2023/24	Approved 2023/24
RESOURCES					
Beginning Balance- Capital Replacement Reserve	\$ 2,000,000	\$ 1,500,000	\$ 2,000,000	\$ 2,000,000	
Cash on Hand for Fiscal Year	6,318,349	17,481,420	13,300,000	17,185,700	
Balance Forward from Previous Year Projects	2,816,471	2,286,733	1,321,700	2,314,300	
Previously Levied Taxes estimated to be received during ensuing year	286,572	370,161	250,000	250,000	
Program Resources	2,910,204	8,300,331	14,651,637	13,830,042	
Other Resources	6,453,258	2,692,900	14,690,248	8,499,903	
Subtotal Resources except taxes to be levied	20,784,854	32,631,545	46,213,585	44,079,945	
Current Year Taxes (Permanent Rate multiplied by Assessed Value)	35,405,796	36,628,948	37,463,799	38,944,636	
TOTAL RESOURCES	\$ 56,190,650	\$ 69,260,493	\$ 83,677,384	\$ 83,024,581	\$ -

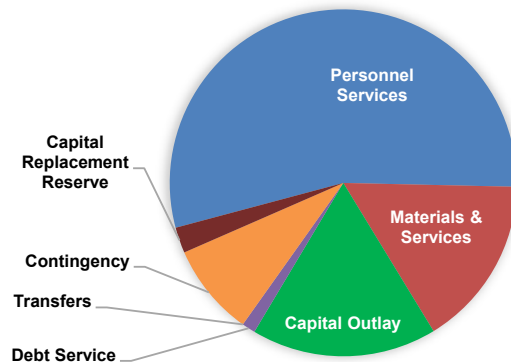
EXPENDITURES					
Board of Directors	\$ 202,902	\$ 199,592	\$ 513,755	\$ 470,393	
Administration	2,284,691	4,145,290	12,563,467	14,374,676	
Business Services	17,915,219	6,285,376	-	-	
Park Services	-	12,436,895	15,223,571	16,366,624	
Recreation Services	12,856,307	16,747,616	27,208,537	29,619,336	
Capital Projects	1,663,378	3,185,828	17,485,781	13,038,873	
Transfers To Other Funds	-	650,000	350,000	-	
Contingency	-	-	8,304,273	7,154,679	
TOTAL EXPENDITURES	\$ 34,922,497	\$ 43,650,597	\$ 81,649,384	\$ 81,024,581	\$ -

Ending Unappropriated Fund Balance					
General Fund Balance	\$ 19,268,153	\$ 24,109,896	\$ -	\$ -	
Capital Replacement Reserve*	2,000,000	1,500,000	2,000,000	2,000,000	
TOTAL REQUIREMENTS	\$ 56,190,650	\$ 69,260,493	\$ 83,649,384	\$ 83,024,581	\$ -

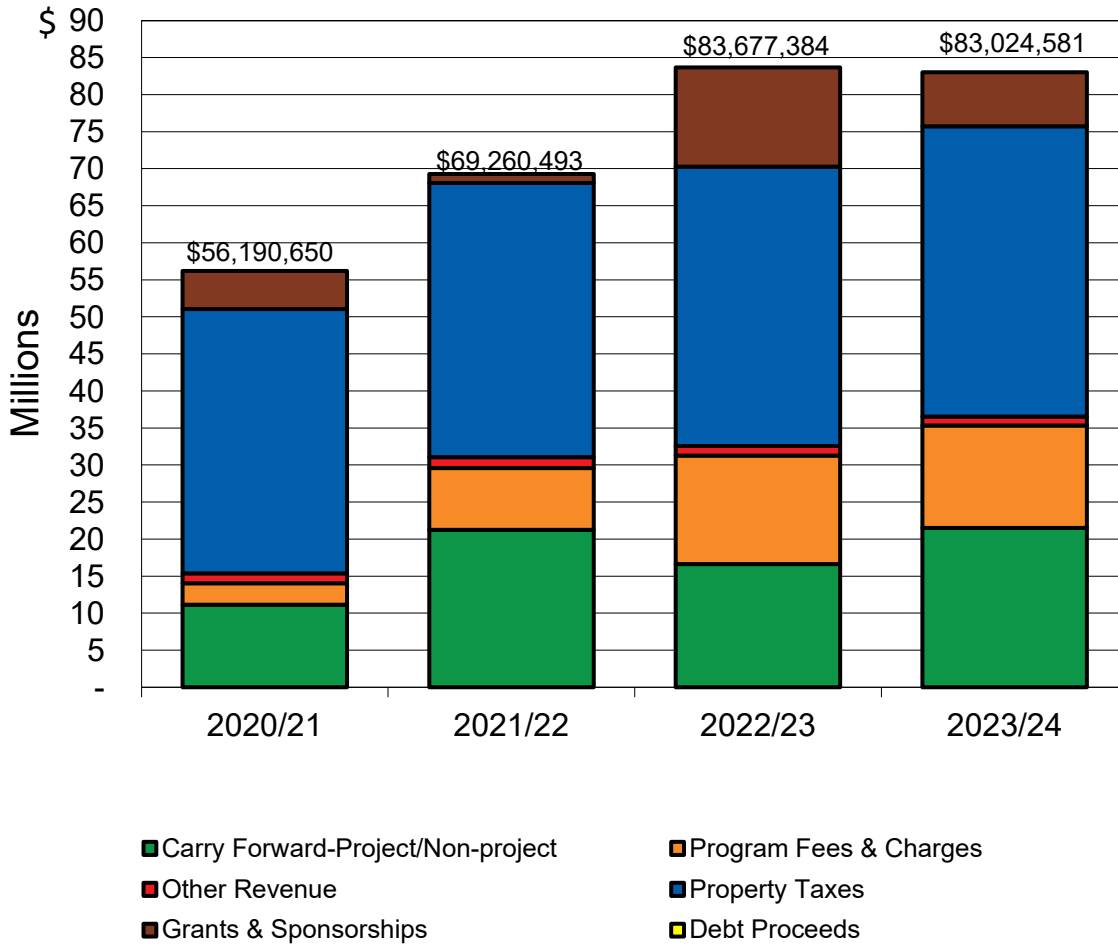
2023/24 Resources



2023/24 Expenditures



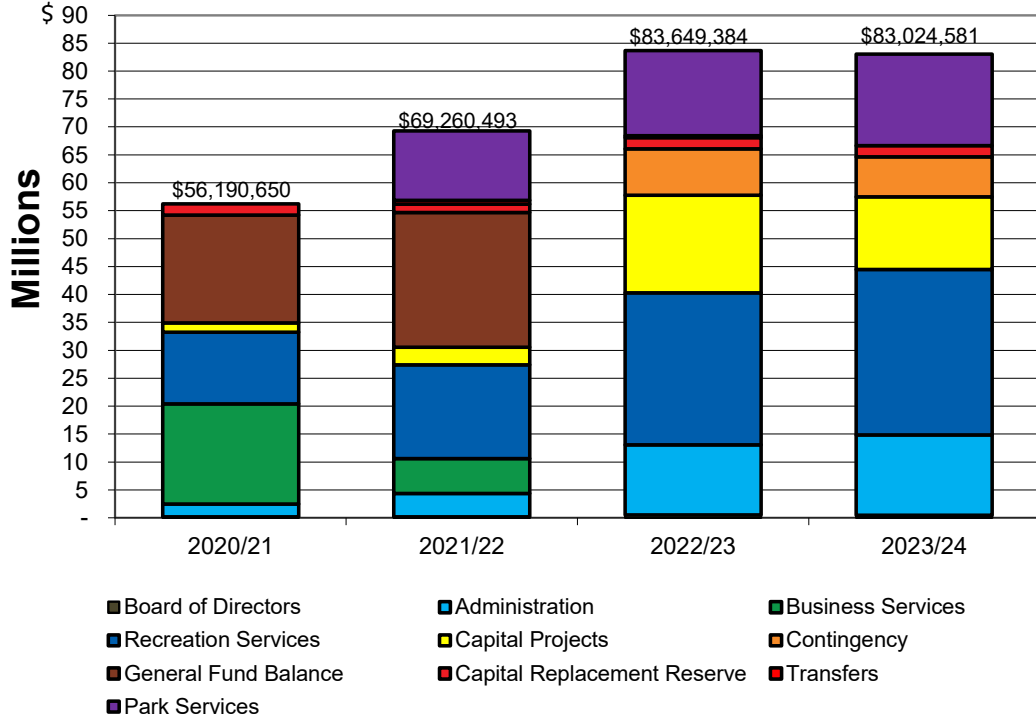
General Fund Resources FY 2020/21- FY 2023/24



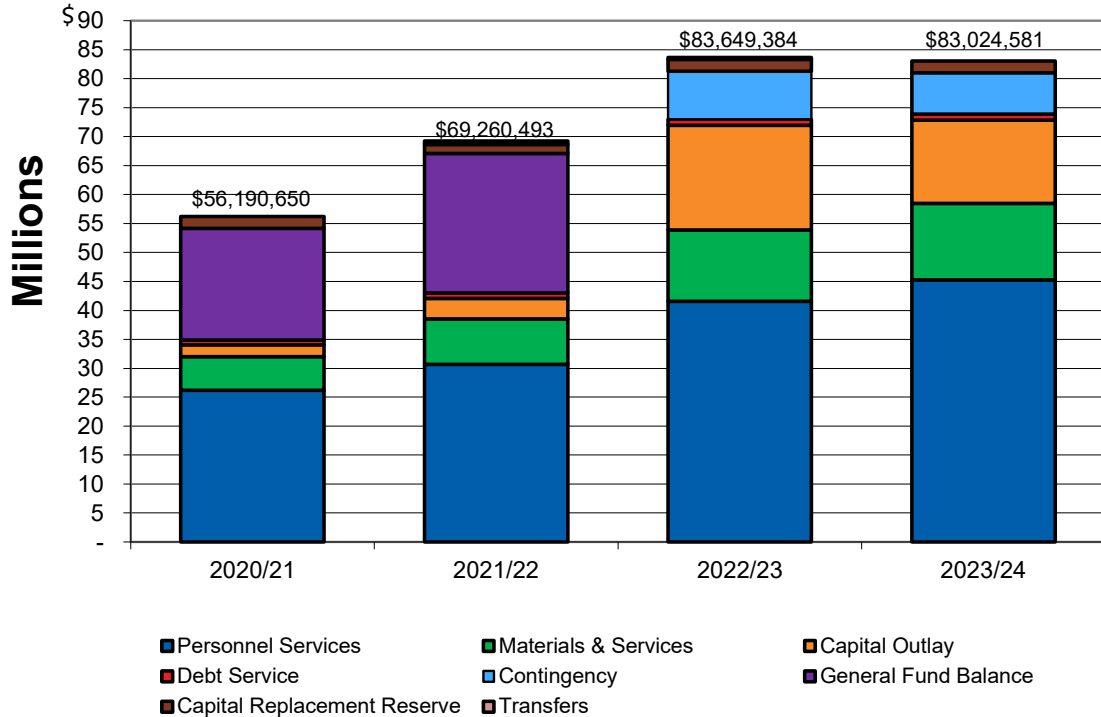
GENERAL FUND RESOURCES
FY 2020/21 - FY 2023/24

GENERAL FUND RESOURCES:	Actual 2020/21	Actual 2021/22	Adopted 2022/23	Proposed 2023/24	Approved 2023/24
Beginning Capital Replacement Reserve	\$ 2,000,000	\$ 1,500,000	\$ 2,000,000	\$ 2,000,000	
Cash on Hand for Fiscal Year	6,318,349	17,481,420	13,300,000	17,185,700	
Balance Forward from Previous Year Projects	2,816,471	2,286,733	1,321,700	2,314,300	
Previously Levied Taxes estimated to be received during ensuing year	286,572	370,161	250,000	250,000	
PROGRAM RESOURCES:					
Swim Center Revenue	581,351	1,508,034	3,636,336	3,123,807	
Tennis Revenue	264,137	1,079,714	1,240,987	1,240,987	
Sports Program/Athletic Center Revenue	1,112,604	1,818,627	3,845,977	3,796,314	
Recreation Program Revenue	952,112	3,893,956	5,928,337	5,668,934	
OTHER RESOURCES:					
Grants and Intergovernmental Revenue	5,117,604	1,199,718	13,412,098	7,296,603	
Rental Properties/Concession Revenue	557,072	598,733	554,000	540,000	
Interest Revenue	180,001	396,926	150,000	150,000	
Charges for Services	415,568	181,148	415,000	350,000	
Miscellaneous Revenue	183,013	316,375	159,150	163,300	
Total Resources except taxes to be levied..... Subtotal	\$ 20,784,854	\$ 32,631,545	\$ 46,213,585	\$ 44,079,945	\$ -
Current Year (Permanent Rate multiplied by Assessed Value)	35,405,796	36,628,948	37,463,799	38,944,636	
TOTAL RESOURCES	\$ 56,190,650	\$ 69,260,493	\$ 83,677,384	\$ 83,024,581	\$ -

General Fund Requirements By Division FY 2020/21 - FY 2023/24



General Fund Requirements By Account FY 2020/21 - FY 2023/24



**SUMMARY GENERAL FUND BUDGET
FY 2020/21 - FY 2023/24**

	Actual 2020/21	Actual 2021/22	Adopted 2022/23	Proposed 2023/24	Approved 2023/24
<u>REQUIREMENTS BY DIVISION</u>					
Board of Directors	\$ 202,902	\$ 199,592	\$ 513,755	\$ 470,393	
Administration	2,284,691	4,145,290	12,563,467	14,374,676	
Business Services	17,915,219	6,285,376	-	-	
Park Services	-	12,436,895	15,223,571	16,366,624	
Recreation Services	12,856,307	16,747,616	27,208,537	29,619,336	
Capital Projects	1,663,378	3,185,828	17,485,781	13,038,873	
Transfers to Other Funds	-	650,000	350,000	-	
Contingency	-	-	8,304,273	7,154,679	
TOTAL EXPENDITURES	\$ 34,922,497	\$ 43,650,597	\$ 81,649,384	\$ 81,024,581	\$ -
Ending Unappropriated Fund Balance					
General Fund Balance	\$ 19,268,153	\$ 24,109,896	\$ -	\$ -	
Capital Replacement Reserve	2,000,000	1,500,000	2,000,000	2,000,000	
TOTAL REQUIREMENTS	\$ 56,190,650	\$ 69,260,493	\$ 83,649,384	\$ 83,024,581	\$ -
<u>EXPENDITURES BY ACCOUNT</u>					
Personnel Services	\$ 26,249,679	\$ 30,688,680	\$ 41,560,583	\$ 45,258,611	
Materials & Services	5,782,858	7,856,060	12,333,209	13,233,874	
Capital Outlay	2,010,407	3,549,939	18,055,461	14,334,673	
Debt Service	879,553	905,918	1,045,858	1,042,744	
Transfers to Other Funds	-	650,000	350,000	-	
Contingency	-	-	8,304,273	7,154,679	
TOTAL EXPENDITURES	\$ 34,922,497	\$ 43,650,597	\$ 81,649,384	\$ 81,024,581	\$ -
Ending Unappropriated Fund Balance					
General Fund Balance	\$ 19,268,153	\$ 24,109,896	\$ -	\$ -	
Capital Replacement Reserve	2,000,000	1,500,000	2,000,000	2,000,000	
TOTAL REQUIREMENTS	\$ 56,190,650	\$ 69,260,493	\$ 83,649,384	\$ 83,024,581	\$ -

* 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

Felicita Monteblanco
President

Barbie Minor
Secretary

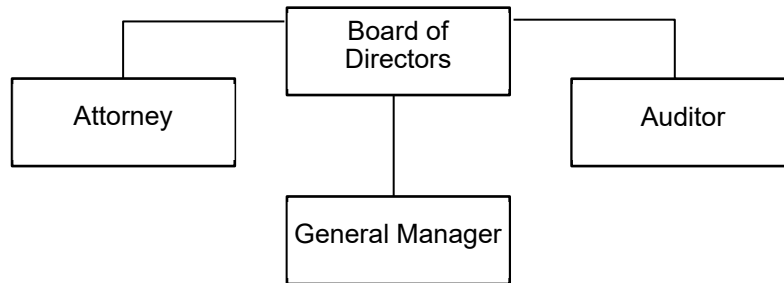
Alfredo Moreno
Secretary Pro-Tempore

Heidi Edwards
Director

Tya Ping
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 23/24 budget, as referenced earlier in this document.

Division: Board of Directors

Description	Prior Year Actual 2020/21	Prior Year Actual 2021/22	Budget 2022/23	Proposed Budget 2023/24	Approved Budget 2023/24
Summary of Appropriations					
Personnel Services	\$ 4,836	\$ 7,357	\$ 13,860	\$ 13,938	
Materials & Services	198,066	192,235	499,895	456,455	
Total Appropriations	\$ 202,902	\$ 199,592	\$ 513,755	\$ 470,393	\$ -
Summary by Department					
Board of Directors	\$ 202,902	\$ 199,592	\$ 513,755	\$ 470,393	
Total Appropriations	\$ 202,902	\$ 199,592	\$ 513,755	\$ 470,393	\$ -

Division: Board of Directors
Department: Board of Directors

Description	Prior Year Actual 2020/21	Prior Year Actual 2021/22	Budget 2022/23	Proposed Budget 2023/24	Approved Budget 2023/24
Program Appropriations					
<u>Board of Directors</u>					
PT Salaries	\$ 4,450	\$ 6,750	\$ 12,000	\$ 12,000	
Payroll Taxes	386	607	1,860	1,938	
Personnel Services	\$ 4,836	\$ 7,357	\$ 13,860	\$ 13,938	\$ -
Professional and Technical Services	\$ 135,510	\$ 187,289	\$ 323,500	\$ 346,147	
Rental Facilities	-	-	55,000	58,850	
Elections	53,985	-	82,650	10,000	
Supplies	2,366	2,784	5,895	6,308	
Training, Travel and Memberships	6,205	2,162	32,850	35,150	
Material & Services	\$ 198,066	\$ 192,235	\$ 499,895	\$ 456,455	\$ -
 Program Total	 \$ 202,902	 \$ 199,592	 \$ 513,755	 \$ 470,393	 \$ -



Administration

General Manager

Communications

Community Programs

Safety Services

Information Services

Human Resources

Risk & Contracts Management

Finance Services

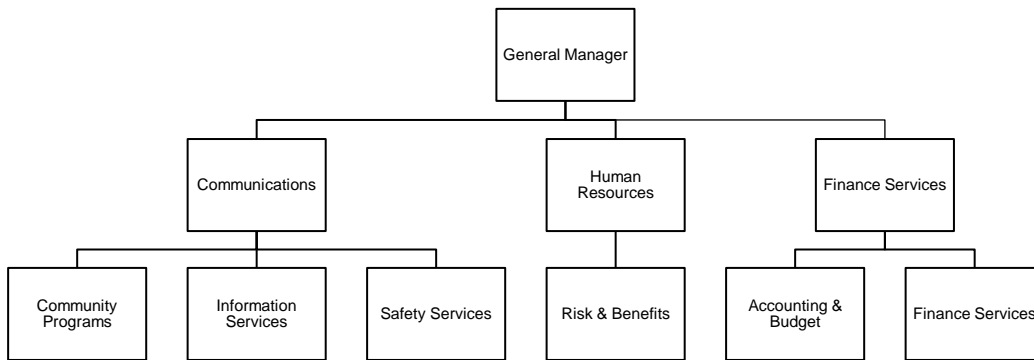
Finance Services

Accounting & Budget

Community Partnerships



ADMINISTRATION



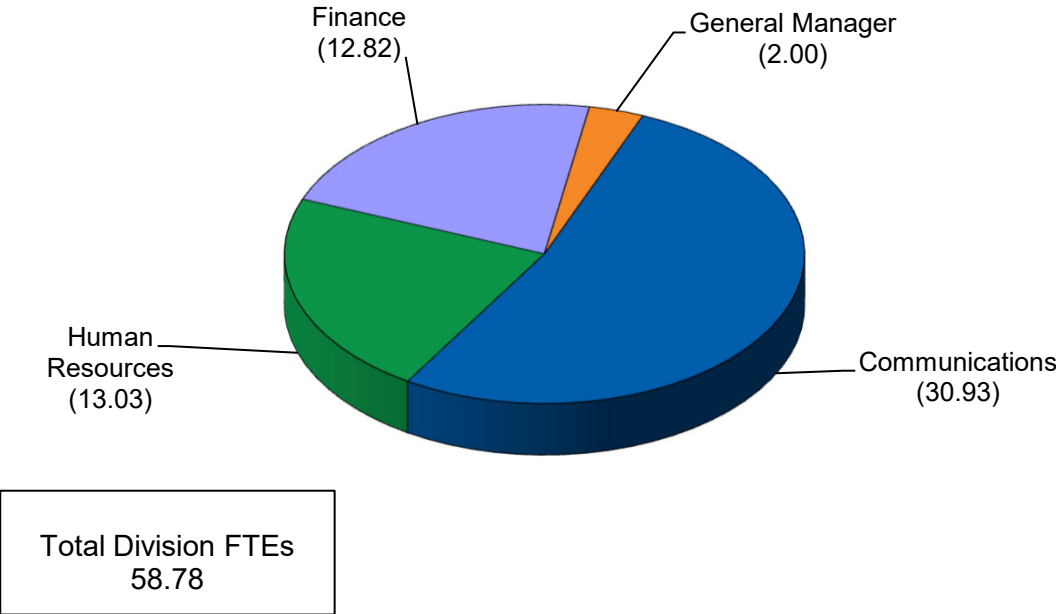
Division Mission

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.

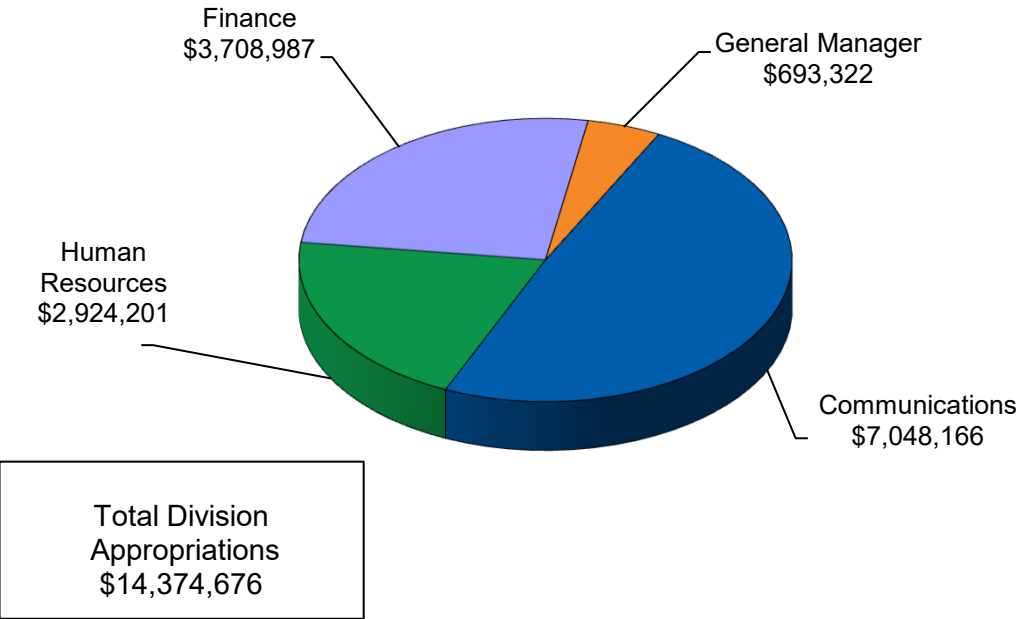
Division Overview

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, Risk & Benefits, Finance Services, and Accounting & Budget. Activities include providing direction, supervision, coordination, and general support of THPRD's operations.

Division Staffing by Departments FY 2023/24



Division Appropriations by Departments FY 2023/24



Division: Administration

Description	Prior Year Actual 2020/21	Prior Year Actual 2021/22	Budget 2022/23	Proposed Budget 2023/24	Approved Budget 2023/24
Summary of Appropriations					
Personnel Services	\$ 1,876,718	\$ 3,456,319	\$ 7,996,211	\$ 9,009,343	
Materials & Services	407,973	688,971	3,236,398	3,456,589	
Capital Outlay	-	-	285,000	866,000	
Debt Service	-	-	1,045,858	1,042,744	
Total Appropriations	\$ 2,284,691	\$ 4,145,290	\$ 12,563,467	\$ 14,374,676	\$ -

Summary by Department					
Office of the General Manager	\$ 627,545	\$ 706,450	\$ 619,471	\$ 693,322	
Communications	1,653,577	2,399,966	5,701,276	7,048,166	
Human Resources	-	1,038,874	2,813,656	2,924,201	
Finance Services	-	-	3,429,064	3,708,987	
Community Partnerships	3,569	-	-	-	
Total Appropriations	\$ 2,284,691	\$ 4,145,290	\$ 12,563,467	\$ 14,374,676	\$ -

Division Staff					
Full-time	8.24	16.98	44.00	45.00	
Regular part-time (FTE)	0.00	0.00	0.00	0.00	
Part-time (FTE)	3.39	6.36	12.59	13.78	

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 Director, Finance Services, Accounting & Budget, Risk & Contract Management and Information Services transferred to the Administration Division from Business Services.

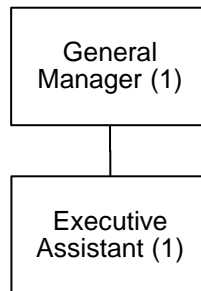


General Manager



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 2022/23 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 the reopening of facilities.

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

Value: Commitment to Community Vision

Continued implementation of the Vision Action Plan, including board adoption of an updated 2023 Comprehensive Plan.

Priority: Investing in our Employees and Technology

Successfully implemented a comprehensive classification & compensation study resulting in a modernized classification and compensation structure that promotes and supports equity at all levels.

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.

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

FY 2023/24 Goals and Objectives

Values & Priorities: All

Make quantifiable progress on FY 2023/24 THPRD Values and Budget Priorities.

Continue to expand cooperative relationships with other agencies: Beaverton School District (including child care and afterschool 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 of innovative programming. Ensure funding and support for mobile programming, to reach all

FY 2023/24 Goals and Objectives (continued)

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: Environmental Stewardship

Continue work on the district's first Climate Action Plan.

Value: Commitment to Community Vision

Continue implementation of the Vision Action Plan, including implementation of the 2023 Comprehensive Plan and development of Strategic Plan.

Priority: Invest in our Employees and Technology

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

Priority: Develop Sustainable Operating and Financial Models for the Future.

Begin preparation work for future local option levy and bond measure.

Budget Highlights

There are no significant budget adjustments from the previous year.

Division: Administration
 Department: Office of the General Manager

Description	Prior Year Actual 2020/21	Prior Year Actual 2021/22	Budget 2022/23	Proposed Budget 2023/24	Approved Budget 2023/24
Summary of Appropriations					
Personnel Services	\$ 598,170	\$ 662,763	\$ 536,173	\$ 604,622	
Materials & Services	29,375	43,687	83,298	88,700	
Total Appropriations	\$ 627,545	\$ 706,450	\$ 619,471	\$ 693,322	\$ -

Summary by Program					
General Manager	\$ 627,545	\$ 706,450	\$ 619,471	\$ 693,322	
Total Appropriations	\$ 627,545	\$ 706,450	\$ 619,471	\$ 693,322	\$ -

Division Staff					
Full-time	1.98	2.00	2.00	2.00	

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

Description	Prior Year Actual 2020/21	Prior Year Actual 2021/22	Budget 2022/23	Proposed Budget 2023/24	Approved Budget 2023/24
Program Appropriations					
FT Salary	\$ 314,784	\$ 379,065	\$ 357,838	\$ 395,943	
Employee Benefits	262,522	252,179	128,872	151,391	
Payroll Taxes	20,864	31,519	49,463	57,288	
Personnel Services	\$ 598,170	\$ 662,763	\$ 536,173	\$ 604,622	\$ -
Professional and Technical Services	\$ -	\$ 4,200	\$ -	\$ -	
Communications	3,571	2,174	2,600	2,600	
Supplies	3,859	2,917	13,467	14,000	
Training, Travel and Memberships	21,945	25,158	66,231	71,100	
Small Furniture and Equipment	-	9,238	1,000	1,000	
Material & Services	\$ 29,375	\$ 43,687	\$ 83,298	\$ 88,700	\$ -
Program Total	\$ 627,545	\$ 706,450	\$ 619,471	\$ 693,322	\$ -
Department Staff					
Full-time	1.98	2.00	2.00	2.00	

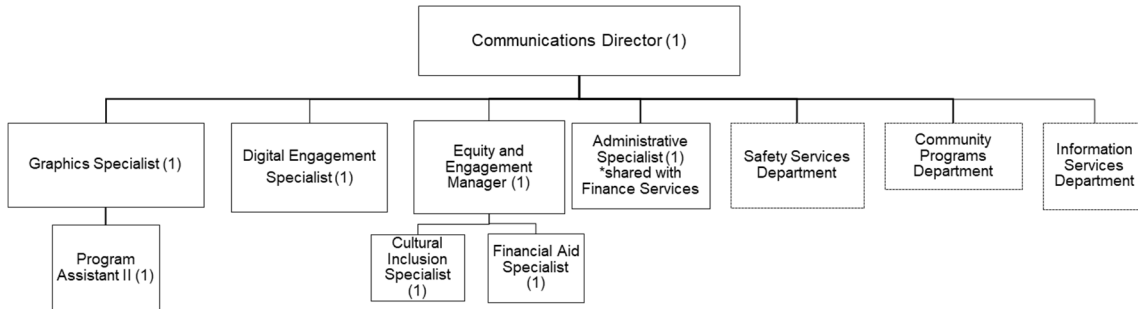


Communications



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 strive to be leaders in innovation and public engagement 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 2022/23 Accomplishments

Value: Leading with Equity with special attention to Racial Equity

Communications worked closely with the Recreation Division on the district’s successful Centro de Bienvenida program 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 completed 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.

This year we were able to repurpose an existing management position, to create the district’s first equity and engagement manager position, which was filled in December 2022. This new manager will lead district staff working on external equity and engagement efforts.

Value: Environmental Stewardship

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 2023/24 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.

FY 2023/24 Goals and Objectives (continued)

Oversee implementation of the district's new language access policy. Department staff will work across the organization to assist staff with policy implementation.

Build on the Language Access Policy work to coordinate closely with the Human Resources Department to create a Title VI Plan for the district to be completed in calendar year 2025.

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.

Lead public information and awareness campaign to ensure THPRD voters, partners, and the community at-large, has the information they need to be aware of and involved in the conversation about a potential THPRD operating levy request in the near-term future.

Budget Highlights

There are no significant budget adjustments from the previous year.

Division: Administration
 Department: Communications

Description	Prior Year Actual 2020/21	Prior Year Actual 2021/22	Budget 2022/23	Proposed Budget 2023/24	Approved Budget 2023/24
Summary of Appropriations					
Personnel Services	\$ 1,274,979	\$ 1,970,104	\$ 3,567,251	\$ 4,206,477	
Materials & Services	378,598	429,862	1,849,025	1,975,689	
Capital Outlay	-	-	285,000	866,000	
Total Appropriations	\$ 1,653,577	\$ 2,399,966	\$ 5,701,276	\$ 7,048,166	\$ -

Summary by Program					
Communications	\$ 1,211,328	\$ 1,245,582	\$ 1,670,218	\$ 1,866,581	
Community Programs	-	639,356	957,482	1,019,936	
Safety Services	442,249	515,028	557,832	702,615	
Information Services	-	-	2,515,744	3,459,034	
Total Appropriations	\$ 1,653,577	\$ 2,399,966	\$ 5,701,276	\$ 7,048,166	\$ -

Division Staff

Full-time	6.26	10.44	21.00	21.00
Part-time (FTE)	3.39	5.43	9.01	9.93

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

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

Division: Administration
 Department: Communications
 Program: Communications

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2020/21	Prior Year Actual 2021/22	Projected Outcome 2022/23	Proposed Outcome 2023/24
Centro de Bienvenida - special registration assistance events for English Language Learners.				
# of Households served at Centro	N/A *	293	320	400
# of People assisted at Centro	N/A *	707	800	800
# of Classes filled at Centro	N/A *	1,282	1,500	1,800
# of NEW financial aid applications from Centro	N/A *	107	125	150
Community Engagement				
Expanding Service to English Language Learners. # of Items translated through centralized translation services.				
	N/A *	191	200	200
# of Outreach Meetings/ Speaking Engagements promoting THPRD DEIA and Financial Aid work	N/A *	85	100	120
DEIA Partnerships/ Sponsorships/ Grant Awards/ Community Event Partnerships (talking walls, message gardens, Welcoming Week, culturally specific co-produced activities)	N/A *	31	40	45
# of Financial Aid Applications Processed	N/A *	659	750	800
Graphic Design/Digital Engagement/ Communications Work Orders				
# of Communications District-Wide Work Orders Completed	N/A *	915	1,050	1,000
# of registration promotion materials	N/A *	182	200	200
# of social media posts/ engagements	N/A *	841	500	600
# of trainings with district-wide marketing liaisons	N/A *	18	15	15
Change in participation in social media and newsletters (English & Spanish)	N/A *			
Facebook	N/A *	12,845 / 1.45% increase	14,700 / 6% increase	15,582 / 6%
Instagram	N/A *	2,875 / 30% increase	3,214 / 20% increase	3,857 / 20%
Twitter	N/A *	NA	NA	NA
MailChimp	N/A *	53,821 / 2.9% increase	56,541 / 4% increase	58,803 / 4%

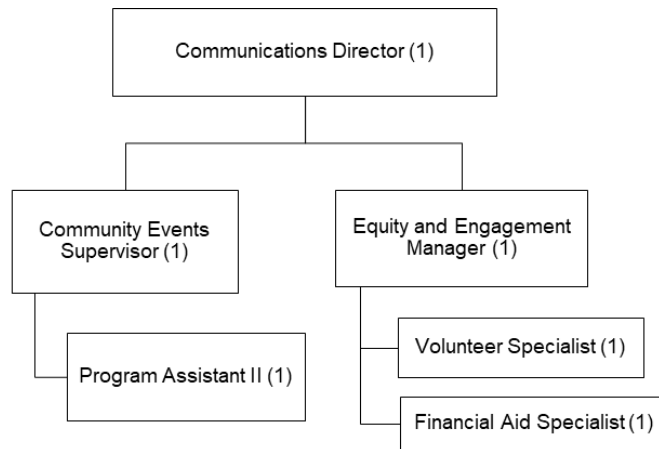
* New Measure

Division: Administration
 Department: Communications
 Program: Communications

Description	Prior Year Actual 2020/21	Prior Year Actual 2021/22	Budget 2022/23	Proposed Budget 2023/24	Approved Budget 2023/24
Program Appropriations					
FT Salary	\$ 459,076	\$ 490,082	\$ 609,914	\$ 723,981	
PT Salary	1,535	8,840	14,523	29,285	
Employee Benefits	440,356	380,666	299,604	303,175	
Payroll Taxes	39,534	47,814	94,451	116,715	
Personnel Services	\$ 940,501	\$ 927,402	\$ 1,018,492	\$ 1,173,156	\$ -
Professional and Technical Services	\$ 56,347	\$ 85,906	\$ 189,203	\$ 171,335	
Communication	84,851	192,157	375,668	434,735	
Supplies	26,291	25,120	65,750	66,250	
Training, Travel and Memberships	10,342	12,644	18,605	18,605	
Miscellaneous Program Expense	92,000	-	-	-	
Small Furniture and Equipment	996	2,353	2,500	2,500	
Material & Services	\$ 270,827	\$ 318,180	\$ 651,726	\$ 693,425	\$ -
Program Total	\$ 1,211,328	\$ 1,245,582	\$ 1,670,218	\$ 1,866,581	\$ -
Department Staff					
Full-time	5.26	5.66	7.00	7.00	
Part-time (FTE)	0.04	0.28	0.44	0.70	

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 2022/23 Accomplishments

Value: Commitment to Community Vision

Worked to provide professional development opportunities for community members, with more than 30 volunteers hired as staff in 2022.

Supported district's new internship program, Diversify, with 8 interns recruited and a few hired into staff positions post-internship.

Worked to promote volunteer opportunities for community members. Engaged more than 2,200 volunteers, who contributed over 24,400 hours of support to district events, programs and sites.

Invested in volunteer recognition and provided district staff with resources and a process to recognize their volunteers.

Expanded the park district's adoption program to be inclusive of all district sites, rather than just focusing on natural areas.

Executed 33 events in neighborhood parks and facilities, supported cultural partnership events, center hosted events and five public engagement events.

This past year realized our goal to have more than 20% of our events serve culturally specific populations through co-production and collaboration with community based organizations.

Joined forces with Garden Home Recreation Center to host a Canine Community Carnival and pop-up dog run event.

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

continued support of Camp Rivendale for people experiencing disability.

FY 2023/24 Goals and Objectives

Value: Leading with Equity with special attention to Racial Equity

Budget Highlights

No significant changes to this budget.

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 2023/24 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. Commitment to maintain key larger 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.

Continue to provide professional development opportunities through volunteering for local youth and adults, highlighting a path to employment, with an emphasis on recruitment of BIPOC and ELL youth, as well as youth of all abilities.

Value: Focus on Strengthening Programming Opportunities

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

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

Provide support for the Jenkins Estate programming opportunities that include

Division: Administration
 Department: Communications
 Program: Community Programs

Description	Prior Year Actual 2020/21	Prior Year Actual 2021/22	Budget 2022/23	Proposed Budget 2023/24	Approved Budget 2023/24
Summary of Appropriations					
Personnel Services	\$ -	\$ 593,240	\$ 813,565	\$ 887,084	
Materials & Services	-	46,116	143,917	132,852	
Total Appropriations	\$ -	\$ 639,356	\$ 957,482	\$ 1,019,936	\$ -

Summary by Program					
Manager of Community Prog.	\$ -	\$ 639,356	\$ 957,482	\$ 1,019,936	
Total Appropriations	\$ -	\$ 639,356	\$ 957,482	\$ 1,019,936	\$ -

Division Staff					
Full-time	0.00	3.00	4.00	4.00	
Part-time (FTE)	0.00	1.86	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

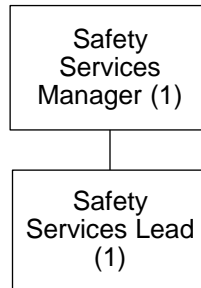
Description	Prior Year Actual 2020/21	Prior Year Actual 2021/22	Projected Outcome 2022/23	Proposed Outcome 2023/24
Volunteer Services				
Number of volunteers	-	2,232	2,500	2,700
Total volunteer hours	-	24,454	30,000	35,000
Value of volunteer hours	-	\$621,132	\$762,000	\$889,000
Community Events				
Free community events	-	32	33	35
Total event attendance	-	8,000	24,500	27,000

Division: Administration
 Department: Communications
 Program: Community Programs

Description	Prior Year Actual 2020/21	Prior Year Actual 2021/22	Budget 2022/23	Proposed Budget 2023/24	Approved Budget 2023/24
Program Appropriations					
FT Salary	\$ -	\$ 228,522	\$ 367,549	\$ 415,427	
PT Salary	-	72,900	181,438	198,440	
Employee Benefits	-	263,675	176,581	173,816	
Payroll Taxes	-	28,143	87,997	99,401	
Personnel Services	\$ -	\$ 593,240	\$ 813,565	\$ 887,084	\$ -
Professional and Technical Services	\$ -	\$ 34,880	\$ 71,185	\$ 60,311	
Rental Facility	-	2,400	2,400	2,400	
Communications	-	1,095	1,538	-	
Supplies	-	7,171	59,026	60,173	
Training, Travel and Memberships	-	570	9,768	9,968	
Material & Services	\$ -	\$ 46,116	\$ 143,917	\$ 132,852	\$ -
Program Total	\$ -	\$ 639,356	\$ 957,482	\$ 1,019,936	\$ -
Department Staff					
Full-time	0.00	3.00	4.00	4.00	
Part-time (FTE)	0.00	1.86	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 2022/23 Accomplishments

Advanced the welcoming and inclusive philosophy through active participation in district events and trainings.

Strengthened the working relationship with Washington County Emergency Management through engagement on the Natural Hazard Mitigation Plan, countywide sheltering initiatives, and participation in emergency drills.

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

Coordinated with Oregon Food Bank/Virginia Garcia food pantry to expand the service at Cedar Hills Park.

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

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

Continued development of the Safety Services Lead to supervise day-to-day field operations.

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

Funded two additional P/T positions with unfilled position monies in the Communications Department.

FY 2023/24 Goals and Objectives

Priority: Invest in our Employees and Technology

Collaborate with staff to deliver emergency management training refreshers.

Value: Commitment to Community Vision

By making all properties safe & accessible through thoughtful enforcement and an educational approach.

Other Activities

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

FY 2023/24 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 23/24 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 annex to the county-wide Natural Hazard Mitigation Plan.

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

Complete the upgrade of designated district cell phones to the FirstNet system (emergency communications tool).

Budget Highlights

Two additional P/T positions funded for the entire budget cycle. This funding addresses staff safety and security concerns by allowing for two staff working both shifts at all times.

Performance Standards

Respond to all patron and staff concerns in a caring and timely manner.

Division: Administration
 Department: Communications
 Program: Safety Services

Description	Prior Year Actual 2020/21	Prior Year Actual 2021/22	Budget 2022/23	Proposed Budget 2023/24	Approved Budget 2023/24
Summary of Appropriations					
Personnel Services	\$ 334,478	\$ 449,462	\$ 466,419	\$ 608,769	
Materials & Services	107,771	65,566	91,413	93,846	
Total Appropriations	\$ 442,249	\$ 515,028	\$ 557,832	\$ 702,615	\$ -
Summary by Program					
Safety Services	\$ 442,249	\$ 515,028	\$ 557,832	\$ 702,615	
Total Appropriations	\$ 442,249	\$ 515,028	\$ 557,832	\$ 702,615	\$ -
Division Staff					
Full-time	1.00	1.78	2.00	2.00	
Part-time (FTE)	3.35	3.29	3.63	4.29	

Division: Administration
 Department: Communications
 Program: Safety Services

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2020/21	Prior Year Actual 2021/22	Projected Outcome 2022/23	Proposed Outcome 2023/24
Workloads				
Ambassadorship/Community Engagement				
Community Events Attended	New	39	70	75
Community Contacts (positive, self-initiated)	New	2,880	4,000	4,500
Patron Assists	1,141	1,014	1,200	1,300
Special Attention Patrols (patron concerns responded to)	1,053	1,914	2,100	2,500
Community Partnerships Supported	New	8	8	-
Enforcement Actions Taken (verbal/written warnings, exclusions, parking warnings)	New	275	280	275
% of Community Response Resulting in Enforcement Action	New	0.007	0.006	0.005
Emergency Management				
Regional Response Meetings/Events	New	48	55	60
Staff Training Classes Conducted	15	25	35	35
Special Projects Completed (response plans, camera systems, I.S. solutions)	New	2	3	3
Employee Development				
Staff Assists	540	485	550	600
New Employees Onboarded/Trained	New	4	4	4

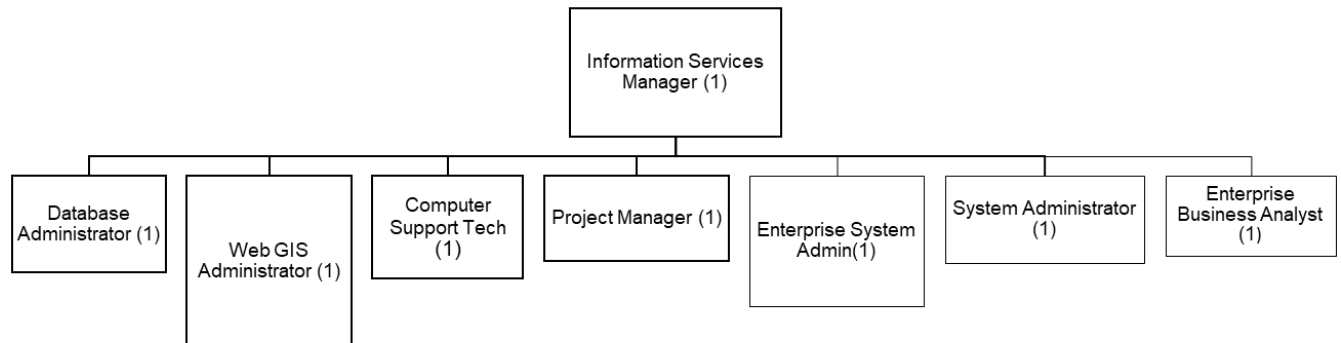
Division: Administration
 Department: Communications
 Program: Safety Services

Description	Prior Year Actual 2020/21	Prior Year Actual 2021/22	Budget 2022/23	Proposed Budget 2023/24	Approved Budget 2023/24
Program Appropriations					
FT Salary	\$ 104,124	\$ 158,660	\$ 183,752	\$ 232,260	
PT Salary	123,563	133,133	140,719	213,208	
Employee Benefits	84,360	131,021	88,222	90,625	
Payroll Taxes	22,431	26,648	53,726	72,676	
Personnel Services	\$ 334,478	\$ 449,462	\$ 466,419	\$ 608,769	\$ -
Professional and Technical Services	\$ 65,763	\$ 51,755	\$ 60,169	\$ 65,569	
Other Services	25,432	985	2,500	2,500	
Communication	3,216	3,801	6,467	3,500	
Supplies	12,061	8,865	12,677	12,677	
Training, Travel and Memberships	1,299	160	9,250	9,250	
Small Furniture, Fixtures and Equip.	-	-	350	350	
Material & Services	\$ 107,771	\$ 65,566	\$ 91,413	\$ 93,846	\$ -
Program Total	\$ 442,249	\$ 515,028	\$ 557,832	\$ 702,615	\$ -
Department Staff					
Full-time	1.00	1.78	2.00	2.00	0.00
Part-time (FTE)	3.35	3.29	3.63	4.29	0.00

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 2022/23 Accomplishments

Priority: Investing in our Employees and 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 for financial management also continues with a tentative go live in FY24.

With the continued growth of hybrid work, IS has spent time designing and modifying our meeting spaces in the district to offer more option for hybrid meetings. The District is piloting the use of Microsoft Teams meeting rooms for advisory committee meetings.

Completed an upgrade of our level 1 backup processes by installing a new offsite disaster recover hypervisor cluster. The newly installed hardware will allow for a

FY 2022/23 Accomplishments (continued)

better response and return to normal operations in the event of a large scale, catastrophic event.

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:

- Removal of outdated, less secure web services
- Migration of website from HTTP to HTTPS for security
- Addition of thprd.gov domain
- Cleanup of web documents
- DailyOps changes needed for early registration options provided under new policies

Continue to enhance and strengthen the district's security posture through increase of monitoring tools, and additional security tools aligned with best practices. Most notably with the addition of multi-factor authentication, and the removal of magnetic card strip functionality at our points of sale (per credit card processor requirements).

FY 2023/24 Goals and Objectives Priority: Invest in our Employees and Technology

Continue to explore and implement cloud-based solutions to limit the need for locally hosted technology services. One example of an area that is being explored is the use of cloud backup solutions for our level 3 backups.

Continue to monitor PCI compliance and general network security, implement improvements in security and remain

responsible stewards of our patrons' sensitive information. One example in this area is through the systematic replacement of our credit card readers throughout the district to newer models with even better security.

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.

Beginning in FY24, all procurement of THPRD cellular devices will be centralized to IS. This change will give our employees a more consistent experience when dealing with cellular technology and any trouble ticket that may result. Through the remainder of FY23 and through FY24, IS will continue to develop more streamlined and easier process for our employees.

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, most notably in the efforts to replace the registration portal and District website in the coming years.

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 operating budget for information security

Division: Administration
 Department: Communications
 Program: Information Services

Description	Prior Year Actual 2020/21	Prior Year Actual 2021/22	Budget 2022/23	Proposed Budget 2023/24	Approved Budget 2023/24
Summary of Appropriations					
Personnel Services	\$ -	\$ -	\$ 1,268,775	\$ 1,537,468	
Material & Services	-	-	961,969	1,055,566	
Capital Outlay	-	-	285,000	866,000	
Total Appropriations	\$ -	\$ -	\$ 2,515,744	\$ 3,459,034	\$ -

Summary by Program					
Information Services	\$ -	\$ -	\$ 2,515,744	\$ 3,459,034	
Total Appropriations	\$ -	\$ -	\$ 2,515,744	\$ 3,459,034	\$ -

Division Staff

Full-time	0.00	0.00	8.00	8.00
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Note: In 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 2020/21	Prior Year Actual 2021/22	Projected Outcome 2022/23	Proposed Outcome 2023/24
Workloads:				
Number of desktop PCs maintained	-	-	350	340
Number of networked file servers maintained	-	-	50	50
Performance Measures:				
Maintain 98% network system reliability	-	-	99%	99%

Division: Administration
 Department: Communications
 Program: Information Services

Description	Prior Year Actual 2020/21	Prior Year Actual 2021/22	Budget 2022/23	Proposed Budget 2023/24	Approved Budget 2023/24
Program Appropriations					
FT Salary	\$ -	\$ -	\$ 785,235	\$ 1,001,844	
Employee Benefits	-	-	363,365	376,604	
Payroll Taxes	-	-	120,175	159,020	
Personnel Services	\$ -	\$ -	\$ 1,268,775	\$ 1,537,468	\$ -
Professional and Technical Services	\$ -	\$ -	\$ 805,491	\$ 849,900	
Communication	-	-	138,000	178,166	
Supplies	-	-	5,000	14,000	
Training, Travel and Memberships	-	-	9,478	11,000	
Small Furniture, Fixtures and Equip.	-	-	4,000	2,500	
Material & Services	\$ -	\$ -	\$ 961,969	\$ 1,055,566	\$ -
Information Technology Replacement	\$ -	\$ -	\$ 285,000	\$ 866,000	
Capital Outlay	\$ -	\$ -	\$ 285,000	\$ 866,000	\$ -
Program Total	\$ -	\$ -	\$ 2,515,744	\$ 3,459,034	\$ -
Department Staff					
Full-time	0.00	0.00	8.00	8.00	

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

Project Number	Capital Project	Carryover Funds	Additional Funding	Proposed Budget	Page #
CARRYOVER PROJECTS					
1	Financial System Software	\$ 450,000	\$ 150,000	\$ 600,000	ADM-29
2	Large Format Printer	15,000	5,000	20,000	ADM-29
TOTAL CARRYOVER PROJECTS		\$ 465,000	\$ 155,000	\$ 620,000	
INFORMATION TECHNOLOGY REPLACEMENT					
3	Desktop/laptop computers			70,000	ADM-29
4	LAN/WAN			7,000	ADM-29
5	AEDs			9,000	ADM-29
6	Security Cameras			45,000	ADM-29
7	Key Card Readers			10,000	ADM-30
8	Servers			50,000	ADM-30
9	Switches			55,000	ADM-30
TOTAL INFORMATION TECHNOLOGY REPLACEMENT				\$ 246,000	
GRAND TOTAL INFORMATION SERVICES CAPITAL OUTLAY				\$ 866,000	

INFORMATION SERVICES CAPITAL OUTLAY

Carryover Projects

ITEM 1: **Financial System Software**

BUDGET: \$600,000

DESCRIPTION: Continued implementation of new financial software to replace existing software

ITEM 2: **Large Format Printer**

BUDGET: \$20,000

DESCRIPTION: Replacement of large format printer/plotter from FY2022-23

Information Technology Capital Replacement

ITEM 3: **Desktop/laptop computers**

BUDGET: \$70,000

DESCRIPTION: Replacement of desktop and laptop inventory.

ITEM 4: **LAN/WAN**

BUDGET: \$7,000

DESCRIPTION: Replacement of Wide Area Network equipment.

ITEM 5: **AEDs**

BUDGET: \$9,000

DESCRIPTION: Replacement of Automated External Defibrillators.

ITEM 6: **Security Cameras**

BUDGET: \$45,000

DESCRIPTION: Replacement of security cameras.

INFORMATION SERVICES CAPITAL OUTLAY

ITEM 7: **Key Card Readers**
BUDGET: \$10,000
DESCRIPTION: Replacement of key card readers.

ITEM 8: **Servers**
BUDGET: \$50,000
DESCRIPTION: Replacement of public web servers.

ITEM 9: **Switches**
BUDGET: \$55,000
DESCRIPTION: Replacement of broadband switches.

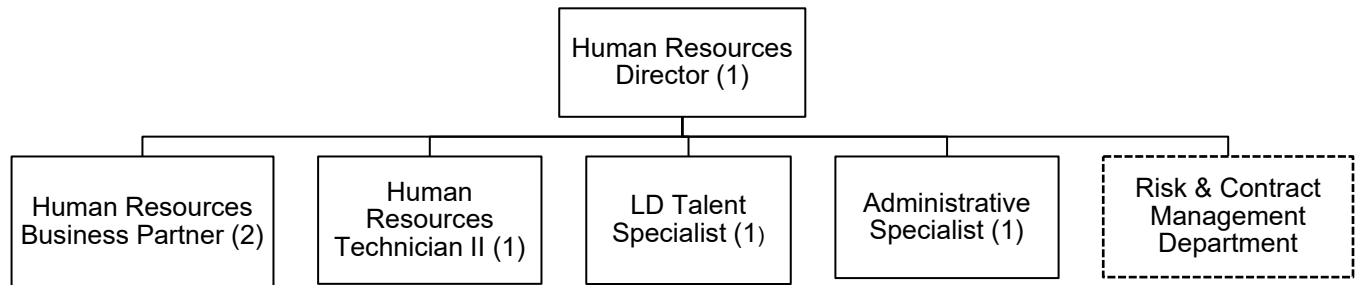


Human Resources



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, with a special emphasis on 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 2022/23 Accomplishments

Value: Leading with equity with special attention to racial equity

HR staff supported the recruitment of approximately sixty (60) regular status employees during the year in addition to providing functional support for the hiring of part-time and seasonal staff. Recruitment and selection plans established with district hiring officials used an equity lens focused on dismantling barriers and identifying alternative paths for entry such as valuing lived experience in meeting minimum qualifications.

Of the employees hired in the fiscal year, fifty-five percent (55%) self-identified as BIPOC, LGBTQIA2S+, and/or as a person experiencing a disability. Additionally, approximately twenty-five (25) part-time and full-time employees were promoted through recruitment, providing pathways for advancement of staff, and leveraging the skills and talents of district employees.

HR staff continued to support the work of the district's Welcoming and Inclusion Committee (WIC), and the staff-led formation of district affinity groups and the transformation and allyship group to welcome, include, engage, and recognize district employees of all backgrounds and identities. Among the important work by the WIC was an employee-led update of the district's work attire policy to reflect the district's inclusion of staff of all backgrounds and identities.

Priority: Investing in our Employees and Technology

The district implemented the 2022/25 collective bargaining agreement and has updated policies, procedures and the employee handbook in accordance with employment law and the successor agreement between the district and the THPRD Employees Association. Other substantive policy updates included implementation of the hours of work policy in the summer of 2022 to allow for variable hour employment as a more flexible option than the previous options of either seasonal

FY 2022/23 Accomplishments (continued)

employment or ongoing part-time work of no more than 29 hours each week.

In partnership with staff and external consultants, Trüpp HR, the district implemented a comprehensive compensation and classification study of regular status positions. The objective of this study was to modernize the district's current classification and compensation structure to promote and support equity; and to position the district as an employer of choice by maintaining market-based pay.

HR staff facilitated comprehensive legal compliance training for supervisory staff offered through the Bureau of Labor and Industries (BOLI) and also brought in CPS HR for full-day lead employee training. This ensures that district lead and supervisory staff have a foundation of knowledge to support staff as the district continues to welcome new employees and to onboard staff into new positions. Other employee development opportunities included baseline DEIA training, deeper exploration of antisemitism, and various end-user systems training opportunities.

The division also continues to support the development, configuration, testing, and training of modules for the Tyler Munis system implementation. Collaborated with IS and Finance Services to identify system integration capabilities to support data integrity.

FY 2023/24 Goals and Objectives

Value: Leading with equity with special attention to racial equity

The HR team will continue to support staff and interested job candidates in accessing programs and information. This encompasses a full cycle from job outreach to varied communities, to inclusion in the workplace, through training and development opportunities, compensation,

and off-boarding as employees exit the organization.

The division will continue to support employee groups and committees on equity work and will continue reviewing systems and processes that may have an adverse effect.

Priority: Invest in our Employees and Technology

The district will continue to utilize data from the compensation and classification study to implement approved recommendations, including updating policies and procedures that relate to total compensation.

Additionally, HR staff will facilitate a cross-department stakeholder group to begin conducting a classification and total compensation study for unclassified part-time positions.

HR will support the EPIC-EST team in conducting the biannual employee satisfaction survey and utilize survey data to continue efforts to welcome and engage employees. This work will also include updated procedures for the committee and implementation of employee appreciation events.

Staff will implement the 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 employee access to information, district 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.

**FY 2022/23 Accomplishments
(continued)**

Budget Highlights

The proposed budget includes a transfer of funding for the HR technician – benefits from Human Resources to the Risk & Benefits Management, with a budget line for annual wellness programming.

Additional funds were added for part-time staff working to support recruitment and HR projects, to the WIC and Affinity groups, and to provide staff training opportunities.

Division: Administration
Department: Human Resources

Description	Prior Year Actual 2020/21	Prior Year Actual 2021/22	Budget 2022/23	Proposed Budget 2023/24	Approved Budget 2023/24
Summary of Appropriations					
Personnel Services	\$ -	\$ 823,452	\$ 1,920,550	\$ 1,964,706	
Material & Services	-	215,422	893,106	959,495	
Total Appropriations	\$ -	\$ 1,038,874	\$ 2,813,656	\$ 2,924,201	\$ -

Summary by Program					
Human Resources	\$ -	\$ 1,038,874	\$ 1,710,538	\$ 1,531,329	
Risk & Contract Management	-	-	1,103,118	1,392,872	
Total Appropriations	\$ -	\$ 1,038,874	\$ 2,813,656	\$ 2,924,201	\$ -

Division Staff					
Full-time	0.00	4.54	10.00	10.00	
Part-time (FTE)	0.00	0.93	1.58	3.03	

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

Note 2: In 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

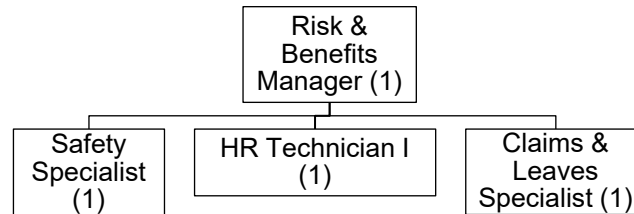
Description	Prior Year Actual 2020/21	Prior Year Actual 2021/22	Projected Outcome 2022/23	Proposed Outcome 2023/24
Workloads:				
Total number of recruitments: FT & RPT positions	-	46	60	40
Total number of training sessions	-	35	40	50
Total number of unemployment insurance claims processed	-	112	70	82
Total number of new hire packets processed	-	509	700	700
Performance Measures:				
Total recruitment applications received: Full-time and Regular Part-time	-	879	800	800
Average number of applications per position	-	19	14	20
Total recruitment applications received: Part-time	-	2,767	2,500	2,500
Average number of applications per position	-	29	25	25
Average total cost per unemployment insurance claim	-	562	\$450	\$427
Total amount of unemployment insurance paid	-	\$45,728	\$31,500	\$35,000
Unemployment insurance experience/tax rate	-	1.3%	5.0%	5.0%

Division: Administration
Department: Human Resources

Description	Prior Year Actual 2020/21	Prior Year Actual 2021/22	Budget 2022/23	Proposed Budget 2023/24	Approved Budget 2023/24
Program Appropriations					
FT Salary	\$ -	\$ 416,420	\$ 666,826	\$ 729,783	
PT Salary	-	35,245	53,972	69,724	
Employee Benefits	-	328,327	565,729	280,359	
Payroll Taxes	-	43,460	108,832	124,554	
Personnel Services	\$ -	\$ 823,452	\$ 1,395,359	\$ 1,204,420	\$ -
Professional and Technical Services	\$ -	\$ 172,471	\$ 218,289	\$ 192,942	
Communication	-	9,490	19,890	23,380	
Supplies	-	8,779	17,000	34,000	
Travel, Training and Memberships	-	23,984	56,000	72,587	
Small Furniture & Equipment	-	698	4,000	4,000	
Material & Services	\$ -	\$ 215,422	\$ 315,179	\$ 326,909	\$ -
Program Total	\$ -	\$ 1,038,874	\$ 1,710,538	\$ 1,531,329	\$ -
Department Staff					
Full-time	0.00	4.54	7.00	6.00	
Part-time (FTE)	0.00	0.93	1.28	1.73	

ADMINISTRATION

Human Resources Department
Program: Risk & Contract Management



Department Overview

The Risk & Benefits manager is responsible to the Human Resources director and provides the following support to all departments districtwide:

Risk Management provides a comprehensive district wide 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.

The Benefits program is responsible for administering the district's comprehensive benefit plans of employees, retirees and dependents, to include healthcare, paid leave, insurance and pension.

Claims & leave specialist provides loss control and safety analysis of THPRD operations. Oversees the centralized management of protected leaves, workers compensation, liability and property claims. Administers the protected leave and ADA (American Disabilities Act) programs.

Safety specialist 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 2022/23 Accomplishments

Priority: Investing in our Employees and Technology

The department took on coordination of health and retirement benefits and partnered with the THPRD Employees Association to reestablish a joint labor-management benefit committee. Among the work completed, the district shifted open enrollment to the calendar year to align with the IRS and the vendor plan year.

The district also expanded benefit offerings to full-time staff to include pet insurance and a \$50 district contribution towards either existing student loans or to a 529 educational savings plan. Additionally, fall open enrollment included two benefit fairs with vendors for staff and families to learn about THPRD's benefit offerings, as well as several all-staff wellness events throughout the district which included activities such as chair massages, healthy eating/cooking classes, therapy dogs, flu shots, and more. The district had more than 200 employees participate in these events.

Utilized Oregon's Employer-At-Injury Program (EAIP) to aid injured employees working in a transitional duty capacity, recouping more than \$25,530 in wage and equipment subsidies during the first half of the fiscal year. This program encourages

FY 2022/23 Accomplishments (Continued)

injured employees to return to work early, with transitional duties, lowering return-to-work and claim costs.

Worked with the Risk Management Steering Committee and THPRD staff to reduce the initial SafePersonnel safety training requirements from three-hours to just over one-hour with the development of an internal THPRD Safety Training Module. This will save at more than \$35,000 annually in training 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.

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 \$39,973 by completing SDIS Best Practices, including multi-line discounts.
- Received a longevity credit of \$28,137 from SDIS for outstanding loss control.
- Implemented an increase in the property insurance deductibles to take advantage of savings and redirect the premiums and/or savings towards reserve to cover losses related to the higher deductible. Estimated net savings of more than \$38,736 annually.

Supported the district's continued 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.

Prepared for implementation of Paid Leave Oregon and analyzed district alignment with

evolving state and federal law regarding benefits and protected leaves.

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

Continued to monitor state and federal regulatory changes that impact operational activities.

Administered lease agreements that included 9 residential properties, 14 telecommunication sites, 2 commercial, and 6 nonprofits.

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

FY 2023/24 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.

FY 2023/24 Goals and Objectives (Continued)

Enhance employee wellness activities, focusing on the inclusion of staff at all levels in the organization.

Value: Leading with Equity with special attention to Racial Equity

Provide support to the Finance Services 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.

The budget reflects the transfer of the benefits technician from HR and includes additional funding in part-time total compensation to support the employee benefits and expanding leave programs.

Division: Administration
Department: Risk & Contract Management

Description	Prior Year Actual 2020/21	Prior Year Actual 2021/22	Budget 2022/23	Proposed Budget 2023/24	Approved Budget 2023/24
Summary of Appropriations					
Personnel Services	\$ -	\$ -	\$ 525,191	\$ 760,286	
Material & Services	-	-	577,927	632,586	
Total Appropriations	\$ -	\$ -	\$ 1,103,118	\$ 1,392,872	\$ -
Summary by Program					
Risk & Contract Management	\$ -	\$ -	\$ 948,491	\$ 1,208,268	
Safety	-	-	154,627	184,604	
Total Appropriations	\$ -	\$ -	\$ 1,103,118	\$ 1,392,872	\$ -
Division Staff					
Full-time	0.00	0.00	3.00	4.00	
Part-time (FTE)	0.00	0.00	0.30	1.30	

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

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

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2020/21	Prior Year Actual 2021/22	Projected Outcome 2022/23	Proposed Outcome 2023/24
Workloads				
Number of contracts processed	-	-	65	65
Number of residential leases	-	-	9	5
Number of commercial leases	-	-	22	24
Performance Measures:				
<u>Reduce exposure of property & liability claims¹</u>				
Number of liability claims filed against THPRD	-	-	2	4
Average cost per liability claim filed	-	-	\$23,925	\$5,786
Loss Ratio: liability claims only (single year) ²	-	-	59%	26%
Loss Ratio: property and liability claims (single year) ³	-	-	35%	18%
Loss Ratio: five-year trail ⁴	-	-	15%	30%

¹ Property and casualty figures are based on a calendar year. Policy data as of: March 13, 2023.

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 2020/21	Prior Year Actual 2021/22	Budget 2022/23	Proposed Budget 2023/24	Approved Budget 2023/24
Program Appropriations					
FT Salary	\$ -	\$ -	\$ 234,112	\$ 333,090	
PT Salary	-	-	10,184	57,405	
Employee Benefits	-	-	99,762	137,850	
Payroll Taxes	-	-	37,306	62,437	
Personnel Services	\$ -	\$ -	\$ 381,364	\$ 590,782	\$ -
Professional and Technical Services	\$ -	\$ -	\$ 16,200	\$ 23,000	
Insurance	-	-	497,914	537,454	
Communication	-	-	2,480	800	
Supplies	-	-	41,820	43,970	
Training, Travel and Memberships	-	-	8,713	12,262	
Material & Services	\$ -	\$ -	\$ 567,127	\$ 617,486	\$ -
Program Total	\$ -	\$ -	\$ 948,491	\$ 1,208,268	\$ -
Department Staff					
Full-time	0.00	0.00	2.00	3.00	
Part-time (FTE)	0.00	0.00	0.30	1.30	

Division: Administration
 Department: Human Resources
 Program: Safety

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2020/21	Prior Year Actual 2021/22	Projected Outcome 2022/23	Proposed Outcome 2023/24
Performance Measures:				
<u>Reduce program participant incidents</u>				
Number of incident reports filed per 10,000 program visits	-	-	2.89	2.74
<u>Reduce exposure on workers' compensation claims¹</u>				
Number of claims filed	-	-	20.00	16.00
Number of time loss claims	-	-	7.00	5.00
Experience Modification history ²	-	-	0.64	0.75
Frequency rate of Workers Comp claims per 100 FTE	-	-	4.15	4.40
WC costs as % of payroll	-	-	0.73	0.62
Average cost per claim	-	-	\$6,967	\$6,278
Average claim cost per FTE	-	-	\$425	\$306

¹ Policy data as of: March 13, 2023.

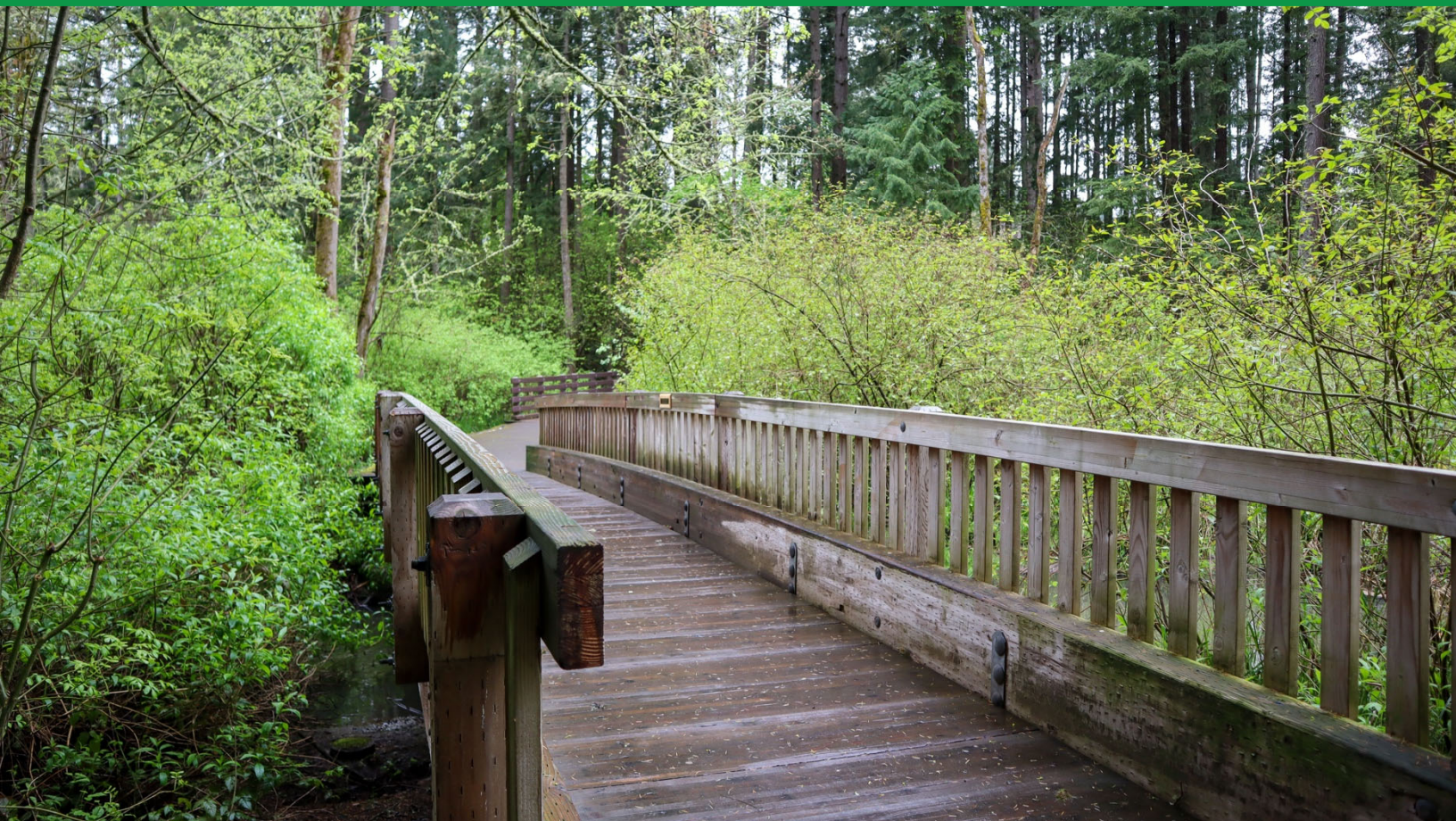
² Experience Modification Rate is computed on 1.00 being the average incident rate for similar work nationwide.

Division: Administration
 Department: Human Resources
 Program: Safety

Description	Prior Year Actual 2020/21	Prior Year Actual 2021/22	Budget 2022/23	Proposed Budget 2023/24	Approved Budget 2023/24
Program Appropriations					
FT Salary	\$ -	\$ -	\$ 87,588	\$ 108,472	
Employee Benefits	-	-	42,847	43,585	
Payroll Taxes	-	-	13,392	17,447	
Personnel Services	\$ -	\$ -	\$ 143,827	\$ 169,504	\$ -
Professional and Technical Services	\$ -	\$ -	\$ 1,500	\$ 1,500	
Supplies	-	-	2,600	3,600	
Training, Travel and Memberships	-	-	6,200	9,500	
Small Furniture & Office Equipment	-	-	500	500	
Material & Services	\$ -	\$ -	\$ 10,800	\$ 15,100	\$ -
Program Total	\$ -	\$ -	\$ 154,627	\$ 184,604	\$ -
Department Staff					
Full-time	0.00	0.00	1.00	1.00	



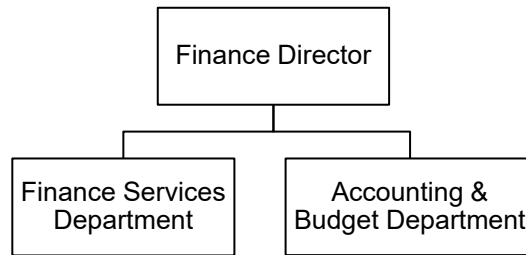
Finance Services



ADMINISTRATION DIVISION

Finance Services Department

Office of Finance Director



Department Overview

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

FY 2022/23 Division Accomplishments

Value: Leading with Equity with special attention to Racial Equity

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 Employees and Technology

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.

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

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

FY 2022/223 Division Accomplishments (continued)

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 continued impact of the COVID-19 pandemic.

FY 2023/24 Division Goals and Objectives

Priority: Invest 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: Develop Sustainable Operating and Financial Models for the Future

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.

Participate in the district's Financial Futures Work Group to develop opportunities to

increase revenues to bring to the board of directors to research, explore, and implement the most viable revenue enhancing options available.

Priority: Focus on Strengthening Programming Opportunities

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 FY2023/24 budget, Finance Services will continue to operate as it has in the past few years. An additional finance and payroll specialist position was added to Finance Services by reducing the part-time salaries, with a net zero budget effect.

Division: Administration
 Department: Finance Services

Description	Prior Year Actual 2020/21	Prior Year Actual 2021/22	Budget 2022/23	Proposed Budget 2023/24	Approved Budget 2023/24
Summary of Appropriations					
Personnel Services	\$ -	\$ -	\$ 1,972,237	\$ 2,233,538	
Materials & Services	-	-	410,969	432,705	
Debt Service	-	-	1,045,858	1,042,744	
Total Appropriations	\$ -	\$ -	\$ 3,429,064	\$ 3,708,987	\$ -

Summary by Department					
Office of the Director	\$ -	\$ -	\$ 1,575,055	\$ 1,629,804	
Finance Services	-	-	1,356,655	1,476,551	
Accounting & Budget	-	-	497,354	602,632	
Total Appropriations	\$ -	\$ -	\$ 3,429,064	\$ 3,708,987	\$ -

Division Staff				
Full-time	0.00	0.00	11.00	12.00
Part-time (FTE)	0.00	0.00	2.00	0.82

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

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

Description	Prior Year Actual 2020/21	Prior Year Actual 2021/22	Budget 2022/23	Proposed Budget 2023/24	Approved Budget 2023/24
Summary of Appropriations					
Personnel Services	\$ -	\$ -	\$ 249,672	\$ 285,268	
Materials & Services	-	-	279,525	301,792	
Debt Service	-	-	1,045,858	1,042,744	
Total Appropriations	\$ -	\$ -	\$ 1,575,055	\$ 1,629,804	\$ -

Summary by Program					
Office of the Director	\$ -	\$ -	\$ 529,197	\$ 587,060	
Debt Service	-	-	1,045,858	1,042,744	
Total Appropriations	\$ -	\$ -	\$ 1,575,055	\$ 1,629,804	\$ -

Division Staff					
Full-time	0.00	0.00	1.00	1.00	

Note: In 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 2020/21	Prior Year Actual 2021/22	Budget 2022/23	Proposed Budget 2023/24	Approved Budget 2023/24
Program Appropriations					
FT Salary	\$ -	\$ -	\$ 163,864	\$ 194,267	
Employee Benefits	-	-	61,101	61,287	
Payroll Taxes	-	-	24,707	29,714	
Personnel Services	\$ -	\$ -	\$ 249,672	\$ 285,268	\$ -
Professional and Technical Services	\$ -	\$ -	\$ 142,900	\$ 148,357	
Rental Equipment	-	-	65,000	72,000	
Other Services	-	-	12,000	12,000	
Communication	-	-	39,380	42,980	
Supplies	-	-	3,500	3,000	
Training, Travel & Memberships	-	-	14,745	20,955	
Small Furniture & Equipment	-	-	2,000	2,500	
Material & Services	\$ -	\$ -	\$ 279,525	\$ 301,792	\$ -
Program Total	\$ -	\$ -	\$ 529,197	\$ 587,060	\$ -
Department Staff					
Full-time	0.00	0.00	1.00	1.00	

Division: Administration
Department: Finance Services
Program: Debt Service

Description	Prior Year Actual 2020/21	Prior Year Actual 2021/22	Budget 2022/23	Proposed Budget 2023/24	Approved Budget 2023/24
Program Appropriations					
Principal	\$ -	\$ -	\$ 517,114	\$ 528,082	
Interest	-	-	528,744	514,662	
Debt Service	\$ -	\$ -	\$ 1,045,858	\$ 1,042,744	\$ -
Program Total	\$ -	\$ -	\$ 1,045,858	\$ 1,042,744	\$ -

Sub-program:

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

Principal	\$ -	\$ -	\$ 32,114	\$ 33,082	
Interest	-	-	5,975	5,007	
Sub-program Total	\$ -	\$ -	\$ 38,089	\$ 38,089	\$ -

Sub-program:

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

Principal	\$ -	\$ -	\$ 390,000	\$ 395,000	
Interest	-	-	308,450	296,750	
Sub-program Total	\$ -	\$ -	\$ 698,450	\$ 691,750	\$ -

Sub-program:

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

Principal	\$ -	\$ -	\$ 95,000	\$ 100,000	
Interest	-	-	14,319	12,905	
Sub-program Total	\$ -	\$ -	\$ 109,319	\$ 112,905	\$ -

Sub-program:

Tax Anticipation Funding

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				
Bond Rating: Aa1	Financing Agreement Series 2013 \$457,100	FFCO Series 2020 \$9,900,000	FFCO Series 2021 \$1,125,000	Totals
2023/24	\$ 38,089	\$ 691,750	\$ 112,905	\$ 842,744
2024/25	38,090	695,950	116,419	850,459
2025/26	38,089	704,350	121,423	863,862
2026/27	38,090	696,750	131,018	865,858
2027/28	38,091	698,750	133,629	870,470
2028/29	-	694,950	136,143	831,093
2029/30	-	690,550	133,608	824,158
2030/31	-	685,550	121,170	806,720
2031/32	-	690,100	-	690,100
2032/33	-	689,050	-	689,050
2033/34	-	682,550	-	682,550
2034/35	-	685,750	-	685,750
2035/36	-	693,350	-	693,350
2036/37	-	690,200	-	690,200
2037/38	-	686,600	-	686,600
2038/39	-	687,550	-	687,550
2039/40	-	442,900	-	442,900
Totals	\$ 190,449	\$ 11,506,650	\$ 1,006,315	\$ 12,703,414
Interest Portion of Payments	(14,767)	(2,666,650)	(66,315)	(2,747,732)
Principal Balance	\$ 175,682	\$ 8,840,000	\$ 940,000	\$ 9,955,682

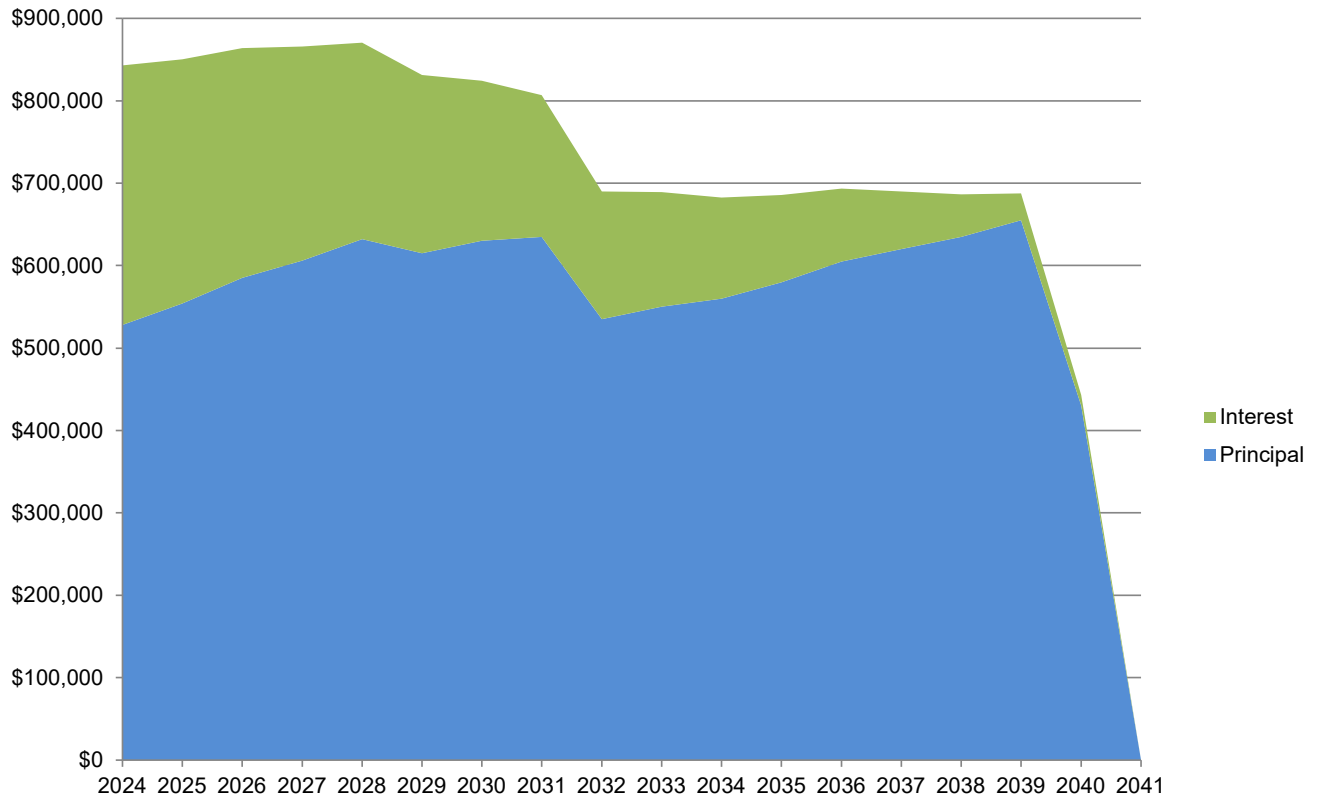
KEY TO DEBT ISSUES

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.

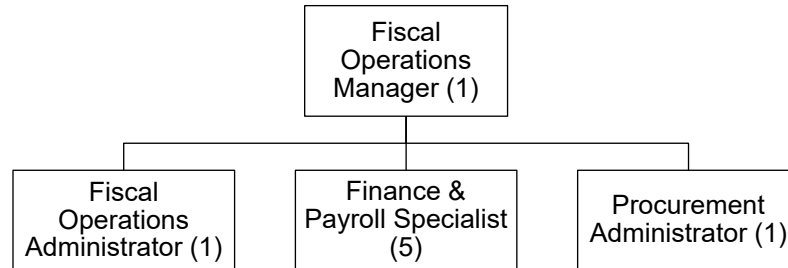
General Fund Annual Debt Service



ADMINISTRATION DIVISION

Finance Services Department

Program: Finance Services



Department Overview

The Finance Services department is responsible to the finance 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 2022/23 Accomplishments

Value: Leading with Equity with special attention to Racial Equity

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: Environmental Stewardship

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

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

Value: Commitment to 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.

Priority: Investing in our Employees and Technology

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

Priority: Investing in our Employees and Technology

Completed updates to the financial and timekeeping systems necessary to support the transition to a biweekly pay schedule, and discontinuation of forecast payment of full-time staff.

Continued updates to the 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.

**FY 2022/23 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.

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 \$76,547 refund to THPRD.

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

FY 2023/24 Goals and Objectives

Value: Leading with Equity with special attention to Racial Equity

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

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.

Priority: Invest 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: Focus on Strengthening Programming Opportunities

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

Priority: Develop Sustainable Operating and Financial Models for the Future

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

The FY 2023/24 budget includes the addition of a permanent finance and payroll specialist position, to provide additional resources needed to support Oregon Paid Leave administration, expanded maintenance requirements of the Tyler ERP system, and expanded departmental

**Budget Highlights
(continued)**

responsibilities in procurement
administration.

This position will be funded from a portion of
the existing part-time salary budget.

Division: Administration
 Department: Finance Services
 Program: Finance Services

Description	Prior Year Actual 2020/21	Prior Year Actual 2021/22	Budget 2022/23	Proposed Budget 2023/24	Approved Budget 2023/24
Summary of Appropriations					
Personnel Services	\$ -	\$ -	\$ 1,240,436	\$ 1,360,129	
Material & Services	-	-	116,219	116,422	
Total Appropriations	\$ -	\$ -	\$ 1,356,655	\$ 1,476,551	\$ -

Summary by Program					
Finance Services	\$ -	\$ -	\$ 1,356,655	\$ 1,476,551	
Total Appropriations	\$ -	\$ -	\$ 1,356,655	\$ 1,476,551	\$ -

Division Staff					
Full-time	0.00	0.00	7.00	8.00	
Part-time (FTE)	0.00	0.00	2.00	0.82	

Note 1: In 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

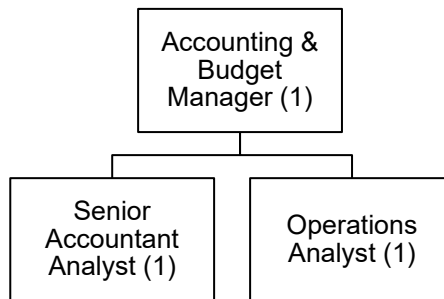
Description	Prior Year Actual 2020/21	Prior Year Actual 2021/22	Projected Outcome 2022/23	Proposed Outcome 2023/24
Workloads:				
Payroll checks processed	-	-	21,100	23,000
Accounts payable checks processed	-	-	2,400	2,450
Number of facility deposits audited	-	-	3,343	3,500
Purchase orders processed	-	-	100	100
Merchant cards processed	-	-	102,673	106,000
Purchasing card volume (amount expressed in \$1,000)	-	-	\$4,950	\$5,000

Division: Administration
 Department: Finance Services
 Program: Finance Services

Description	Prior Year Actual 2020/21	Prior Year Actual 2021/22	Budget 2022/23	Proposed Budget 2023/24	Approved Budget 2023/24
Program Appropriations					
FT Salary	\$ -	\$ -	\$ 585,700	\$ 801,078	
PT Salary	-	-	235,086	89,639	
Employee Benefits	-	-	294,040	330,104	
Payroll Taxes	-	-	125,610	139,308	
Personnel Services	\$ -	\$ -	\$ 1,240,436	\$ 1,360,129	\$ -
Professional and Technical Services	\$ -	\$ -	\$ 21,280	\$ 46,110	
Other Services	-	-	18,000	33,000	
Rental Facilities	-	-	46,032	-	
Communication	-	-	7,627	11,600	
Supplies	-	-	5,500	1,262	
Training, Travel and Memberships	-	-	16,530	21,700	
Small Furniture & Office Equipment	-	-	1,250	2,750	
Material & Services	\$ -	\$ -	\$ 116,219	\$ 116,422	\$ -
Program Total	\$ -	\$ -	\$ 1,356,655	\$ 1,476,551	\$ -
Department Staff					
Full-time	0.00	0.00	7.00	8.00	
Part-time (FTE)	0.00	0.00	2.00	0.82	

ADMINISTRATION DIVISION

Finance Services Department
Program: Accounting & Budget



Department Overview

The Accounting & Budget manager is responsible to the finance 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.

Accounting & Budget 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 2022/23 Accomplishments

Value: Leading with Equity with special attention to Racial Equity

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.

Priority: Investing in our Employees and Technology

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.

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.

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.

Received the following awards:

- Distinguished Budget Presentation Award from the Government Finance Officers Association for the FY 2022/23 Budget Document.

FY 2022/23 Accomplishments (continued)

- Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association for the FY 2020/21 Comprehensive Annual Financial Report.

FY 2023/24 Goals and Objectives

Priority: Invest 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: Develop Sustainable Operating and Financial Models for the Future

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

There are no significant budget adjustments for the FY 2023/24 budget.

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

Description	Prior Year Actual 2020/21	Prior Year Actual 2021/22	Budget 2022/23	Proposed Budget 2023/24	Approved Budget 2023/24
Summary of Appropriations					
Personnel Services	\$ -	\$ -	\$ 482,129	\$ 588,141	
Material & Services	-	-	15,225	14,491	
Total Appropriations	\$ -	\$ -	\$ 497,354	\$ 602,632	\$ -

Summary by Program					
Accounting & Budget	\$ -	\$ -	\$ 497,354	\$ 602,632	
Total Appropriations	\$ -	\$ -	\$ 497,354	\$ 602,632	\$ -

Division Staff					
Full-time	0.00	0.00	3.00	3.00	

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

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

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2020/21	Prior Year Actual 2021/22	Projected Outcome 2022/23	Proposed Outcome 2023/24
Percent of on-time Board Financial Reports	-	-	100%	100%
Percent of on-time Grant Financial Reports to granting agencies	-	-	100%	100%
Minimum capital replacements per policy	-	-	\$350,000	\$350,000
Total annual capital replacement spending	-	-	\$2,021,511	\$3,741,542
Minimum General Fund Balance as a % of Expenditures per Policy	-	-	10%	10%
Actual/Projected General Fund Balance as a % of Operating Expenditures	-	-	48%	38%
Retirement Plan Funding Per Policy	-	-	\$3,900,000	\$3,900,000
Total Retirement Plan Funding	-	-	\$3,900,000	\$3,900,000

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

Description	Prior Year Actual 2020/21	Prior Year Actual 2021/22	Budget 2022/23	Proposed Budget 2023/24	Approved Budget 2023/24
Program Appropriations					
FT Salary	\$ -	\$ -	\$ 299,166	\$ 385,133	
Employee Benefits	-	-	137,371	143,043	
Payroll Taxes	-	-	45,592	59,965	
Personnel Services	\$ -	\$ -	\$ 482,129	\$ 588,141	\$ -
Professional and Technical Services	\$ -	\$ -	\$ 2,300	\$ 2,865	
Supplies	-	-	200	200	
Communication	-	-	2,400	-	
Training, Travel and Memberships	-	-	9,825	10,926	
Small Furniture & Office Equipment	-	-	500	500	
Material & Services	\$ -	\$ -	\$ 15,225	\$ 14,491	\$ -
Program Total	\$ -	\$ -	\$ 497,354	\$ 602,632	\$ -
Department Staff					
Full-time	0.00	0.00	3.00	3.00	



Community Partnerships



Division: Administration
 Department: Community Partnerships

Description	Prior Year Actual 2020/21	Prior Year Actual 2021/22	Budget 2022/23	Proposed Budget 2023/24	Approved Budget 2023/24
Summary of Appropriations					
Personnel Services	\$ 3,569	\$ -	\$ -	\$ -	-
Total Appropriations	\$ 3,569	\$ -	\$ -	\$ -	-
Summary by Program					
Community Partnerships	\$ 3,569	\$ -	\$ -	\$ -	-
Total Appropriations	\$ 3,569	\$ -	\$ -	\$ -	-
Division Staff					
Full-time	0.00	0.00	0.00	0.00	

Division: Administration
 Department: Community Partnerships

Description	Prior Year Actual 2020/21	Prior Year Actual 2021/22	Budget 2022/23	Proposed Budget 2023/24	Approved Budget 2023/24
Program Appropriations					
Employee Benefits	\$ 3,569	\$ -	\$ -	\$ -	-
Personnel Services	\$ 3,569	\$ -	\$ -	\$ -	-
Program Total	\$ 3,569	\$ -	\$ -	\$ -	-
Department Staff					
Full-time	0.00	0.00	0.00	0.00	



Business Services

Finance Services

Risk & Contract Management

Information Services

Accounting & Budget

Human Resources

Maintenance Operations

Planning

Design & Development



Division: Business Services

Description	Prior Year Actual 2020/21	Prior Year Actual 2021/22	Budget 2022/23	Proposed Budget 2023/24	Approved Budget 2023/24
Summary of Appropriations					
Personnel Services	\$ 12,581,091	\$ 3,502,107	\$ -	\$ -	-
Materials & Services	4,107,546	1,700,130	-	-	-
Debt Service	879,553	905,918	-	-	-
Capital Outlay	347,029	177,223	-	-	-
Total Appropriations	\$ 17,915,219	\$ 6,285,378	\$ -	\$ -	-

Summary by Department					
Office of the Director	\$ 1,823,090	\$ 1,849,640	\$ -	\$ -	-
Finance Services	1,621,246	1,202,215	-	-	-
Risk & Contract Management	957,473	1,020,819	-	-	-
Information Services	1,411,855	1,697,031	-	-	-
Budget & Accounting	210,787	515,673	-	-	-
Human Resources	769,754	-	-	-	-
Maintenance Operations	9,302,007	-	-	-	-
Planning	693,608	-	-	-	-
Design & Development	1,125,399	-	-	-	-
Total Appropriations	\$ 17,915,219	\$ 6,285,378	\$ -	\$ -	-

Division Staff

Full-time	75.76	19.35	0.00	0.00
Part-time (FTE)	10.68	0.00	0.00	0.00

Note 1: In FY 2021/22, Human Resources transferred to the Administration Division.
In FY 2021/22, Maintenance Operations, Planning and Design & Development transferred to the Park Services Division.

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

Division: Business Services
 Department: Office of the Director

Description	Prior Year Actual 2020/21	Prior Year Actual 2021/22	Budget 2022/23	Proposed Budget 2023/24	Approved Budget 2023/24
Summary of Appropriations					
Personnel Services	\$ 527,604	\$ 452,121	\$ -	\$ -	
Materials & Services	415,933	491,601	-	-	
Debt Service	879,553	905,918	-	-	
Total Appropriations	\$ 1,823,090	\$ 1,849,640	\$ -	\$ -	\$ -

Summary by Program					
Office of the Director	\$ 943,537	\$ 943,722	\$ -	\$ -	
Debt Service	879,553	905,918	-	-	
Total Appropriations	\$ 1,823,090	\$ 1,849,640	\$ -	\$ -	\$ -

Division Staff					
Full-time	1.25	1.44	0.00	0.00	
Part-time (FTE)	0.00	0.00	0.00	0.00	

Note: In 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 2020/21	Prior Year Actual 2021/22	Budget 2022/23	Proposed Budget 2023/24	Approved Budget 2023/24
Program Appropriations					
FT Salary	\$ 238,176	\$ 255,854	\$ -	\$ -	
Employee Benefits	270,098	176,829	-	-	
Payroll Taxes	19,330	19,438	-	-	
Personnel Services	\$ 527,604	\$ 452,121	\$ -	\$ -	\$ -
Professional and Technical Services	\$ 336,568	\$ 355,751	\$ -	\$ -	
Rental Equipment	46,689	45,922	-	-	
Other Services	6,924	57,558	-	-	
Communication	10,353	15,663	-	-	
Supplies	6,812	8,773	-	-	
Training, Travel & Memberships	8,587	7,934	-	-	
Material & Services	\$ 415,933	\$ 491,601	\$ -	\$ -	\$ -
Program Total	\$ 943,537	\$ 943,722	\$ -	\$ -	\$ -
Department Staff					
Full-time	1.25	1.44	0.00	0.00	
Part-time (FTE)	0.00	0.00	0.00	0.00	

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

Description	Prior Year Actual 2020/21	Prior Year Actual 2021/22	Budget 2022/23	Proposed Budget 2023/24	Approved Budget 2023/24
Program Appropriations					
Principal	\$ 470,264	\$ 547,988	\$ -	\$ -	
Interest	409,289	357,930	-	-	
Debt Service	\$ 879,553	\$ 905,918	\$ -	\$ -	\$ -
Program Total	\$ 879,553	\$ 905,918	\$ -	\$ -	\$ -

Sub-program:

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

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

Sub-program:

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

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

Sub-program:

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

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

Sub-program:

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

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

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

Description	Prior Year Actual 2020/21	Prior Year Actual 2021/22	Budget 2022/23	Proposed Budget 2023/24	Approved Budget 2023/24
Sub-program:					
<u>2021-\$1,125,000 Ten (10) Year Financing Agreement</u>					
Principal	\$ -	\$ 90,000	\$ -	\$ -	-
Interest	4,983	15,660	-	-	-
Sub-program Total	\$ 4,983	\$ 105,660	\$ -	\$ -	-
Sub-program:					
<u>Tax Anticipation Funding</u>					
Interest	\$ 40,417	\$ 14,583	\$ -	\$ -	-
Sub-program Total	\$ 40,417	\$ 14,583	\$ -	\$ -	-
Sub-program:					
<u>Leased Assets</u>					
Principal	\$ -	\$ 46,813	\$ -	\$ -	-
Interest	-	923	-	-	-
Sub-program Total	\$ -	\$ 47,736	\$ -	\$ -	-



Finance Services



Division: Business Services
 Department: Finance Services

Description	Prior Year Actual 2020/21	Prior Year Actual 2021/22	Budget 2022/23	Proposed Budget 2023/24	Approved Budget 2023/24
Summary of Appropriations					
Personnel Services	\$ 1,323,287	\$ 948,174	\$ -	\$ -	
Material & Services	297,959	254,041	-	-	
Total Appropriations	\$ 1,621,246	\$ 1,202,215	\$ -	\$ -	-

Summary by Program					
Finance Services	\$ 1,621,246	\$ 1,202,215	\$ -	\$ -	
Total Appropriations	\$ 1,621,246	\$ 1,202,215	\$ -	\$ -	-

Division Staff					
Full-time	8.89	6.26	0.00	0.00	
Part-time (FTE)	0.00	0.00	0.00	0.00	

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

Division: Business Services
 Department: Finance Services

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2020/21	Prior Year Actual 2021/22	Projected Outcome 2022/23	Proposed Outcome 2023/24
Workloads:				
Payroll checks processed	7,302	13,637	-	-
Accounts payable checks processed	2,056	2,129	-	-
Number of facility deposits audited	1,344	3,203	-	-
Purchase orders processed	239	90	-	-
Merchant cards processed	38,583	91,430	-	-
Purchasing card volume (amount expressed in \$1,000)	\$2,940	\$4,855	-	-

Division: Business Services
 Department: Finance Services

Description	Prior Year Actual 2020/21	Prior Year Actual 2021/22	Budget 2022/23	Proposed Budget 2023/24	Approved Budget 2023/24
Program Appropriations					
FT Salary	\$ 717,999	\$ 484,776	\$ -	\$ -	-
PT Salary	-	6,728	-	-	-
Employee Benefits	542,402	408,981	-	-	-
Payroll Taxes	62,886	47,689	-	-	-
Personnel Services	\$ 1,323,287	\$ 948,174	\$ -	\$ -	\$ -
Professional and Technical Services	\$ 227,086	\$ 227,548	\$ -	\$ -	-
Other Services	14,990	22,127	-	-	-
Rental Facilities	42,960	92	-	-	-
Supplies	206	-	-	-	-
Communication	9,625	3,523	-	-	-
Training, Travel and Memberships	1,765	751	-	-	-
Small Furniture & Office Equipment	1,327	-	-	-	-
Material & Services	\$ 297,959	\$ 254,041	\$ -	\$ -	\$ -
Program Total	\$ 1,621,246	\$ 1,202,215	\$ -	\$ -	\$ -
Department Staff					
Full-time	8.89	6.26	0.00	0.00	-
Part-time (FTE)	0.00	0.05	0.00	0.00	-



Risk & Contract Management



Division: Business Services
Department: Risk & Contract Management

Description	Prior Year Actual 2020/21	Prior Year Actual 2021/22	Budget 2022/23	Proposed Budget 2023/24	Approved Budget 2023/24
Summary of Appropriations					
Personnel Services	\$ 524,289	\$ 545,679	\$ -	\$ -	
Material & Services	433,184	475,140	-	-	
Total Appropriations	\$ 957,473	\$ 1,020,819	\$ -	\$ -	\$ -
Summary by Program					
Risk & Contract Management	\$ 807,666	\$ 854,438	\$ -	\$ -	
Safety	149,807	166,381	-	-	
Total Appropriations	\$ 957,473	\$ 1,020,819	\$ -	\$ -	\$ -
Division Staff					
Full-time	3.00	3.00	0.00	0.00	
Part-time (FTE)	0.00	0.00	0.00	0.00	

Note: In 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 2020/21	Prior Year Actual 2021/22	Projected Outcome 2022/23	Proposed Outcome 2023/24
Workloads:				
Number of contracts processed	65	48	-	-
Number of residential leases	8	9	-	-
Number of commercial leases	19	20	-	-
Performance Measures:				
<u>Reduce exposure of property & liability claims</u>¹				
Number of liability claims filed against THPRD	6	6	-	-
Average cost per liability claim filed	\$1,858	\$2,387	-	-
Loss Ratio: liability claims only (single year) ²	19%	31%	-	-
Loss Ratio: property and liability claims (single year) ³	28%	20%	-	-
Loss Ratio: five-year trail ⁴	31%	20%	-	-

¹ Property and casualty figures are based on a calendar year. Policy data as of: March 13, 2023.

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 2020/21	Prior Year Actual 2021/22	Budget 2022/23	Proposed Budget 2023/24	Approved Budget 2023/24
Program Appropriations					
FT Salary	\$ 211,135	\$ 215,288	\$ -	\$ -	
Employee Benefits	151,409	155,650	-	-	
Payroll Taxes	17,086	20,222	-	-	
Personnel Services	\$ 379,630	\$ 391,160	\$ -	\$ -	\$ -
Other Services	\$ 7,389	\$ 5,637	\$ -	\$ -	
Insurance	411,470	449,475	-	-	
Supplies	1,993	1,857	-	-	
Communication	1,806	1,667	-	-	
Training, Travel and Memberships	5,378	4,642	-	-	
Material & Services	\$ 428,036	\$ 463,278	\$ -	\$ -	\$ -
Program Total	\$ 807,666	\$ 854,438	\$ -	\$ -	\$ -
Department Staff					
Full-time	2.00	2.00	0.00	0.00	
Part-time (FTE)	0.00	0.00	0.00	0.00	

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

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2020/21	Prior Year Actual 2021/22	Projected Outcome 2022/23	Proposed Outcome 2023/24
Performance Measures:				
<u>Reduce program participant incidents</u>				
Number of incident reports filed per 10,000 program visits	4.23	4.78	-	-
<u>Reduce exposure on workers' compensation claims¹</u>				
Number of claims filed	18	22	-	-
Number of time loss claims	4	2	-	-
Experience Modification history ²	0.69	0.64	-	-
Frequency rate of WC claims per 100 FTE	3.88	5.08	-	-
WC costs as % of payroll	0.55	0.50	-	-
Average cost per claim	\$5,906	\$4,902	-	-
Average claim cost per FTE	\$229	\$249	-	-

¹ Policy data as of: March 13, 2023

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

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

Description	Prior Year Actual 2020/21	Prior Year Actual 2021/22	Budget 2022/23	Proposed Budget 2023/24	Approved Budget 2023/24
Program Appropriations					
FT Salary	\$ 78,063	\$ 83,326	\$ -	\$ -	
Employee Benefits	59,803	63,089	-	-	
Payroll Taxes	6,793	8,104	-	-	
Personnel Services	\$ 144,659	\$ 154,519	\$ -	\$ -	\$ -
Professional and Technical Services	\$ 75	\$ 5,537	\$ -	\$ -	
Supplies	4,645	4,787	-	-	
Training, Travel and Memberships	398	1,415	-	-	
Small Furniture & Office Equipment	30	123	-	-	
Material & Services	\$ 5,148	\$ 11,862	\$ -	\$ -	\$ -
Program Total	\$ 149,807	\$ 166,381	\$ -	\$ -	\$ -
Department Staff					
Full-time	1.00	1.00	0.00	0.00	
Part-time (FTE)	0.00	0.00	0.00	0.00	



Information Services



Division: Business Services
 Department: Information Services

Description	Prior Year Actual 2020/21	Prior Year Actual 2021/22	Budget 2022/23	Proposed Budget 2023/24	Approved Budget 2023/24
Summary of Appropriations					
Personnel Services	\$ 781,808	\$ 1,043,988	\$ -	\$ -	
Material & Services	405,042	475,820	-	-	
Capital Outlay	225,005	177,223	-	-	
Total Appropriations	\$ 1,411,855	\$ 1,697,031	\$ -	\$ -	\$ -
Summary by Program					
Information Services	\$ 1,411,855	\$ 1,697,031	\$ -	\$ -	
Total Appropriations	\$ 1,411,855	\$ 1,697,031	\$ -	\$ -	\$ -
Division Staff					
Full-time	4.00	5.80	0.00	0.00	
Part-time (FTE)	0.00	0.00	0.00	0.00	

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

Division: Business Services
Department: Information Services

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2020/21	Prior Year Actual 2021/22	Projected Outcome 2022/23	Proposed Outcome 2023/24
Workloads:				
Number of desktop PCs maintained	330	345	-	-
Number of networked file servers maintained	53	53	-	-
Performance Measures:				
Maintain 98% network system reliability	99%	99%	-	-

Division: Business Services
 Department: Information Services

Description	Prior Year Actual 2020/21	Prior Year Actual 2021/22	Budget 2022/23	Proposed Budget 2023/24	Approved Budget 2023/24
Program Appropriations					
FT Salary	\$ 374,751	\$ 566,030	\$ -	\$ -	
Employee Benefits	373,826	422,475	-	-	
Payroll Taxes	33,231	55,483	-	-	
Personnel Services	\$ 781,808	\$ 1,043,988	\$ -	\$ -	\$ -
Professional and Technical Services	\$ 279,815	\$ 317,554	\$ -	\$ -	
Supplies	19,789	28,505	-	-	
Communication	102,713	129,109	-	-	
Training, Travel and Memberships	2,725	-	-	-	
Small Furniture, Fixtures and Equip.	-	652	-	-	
Material & Services	\$ 405,042	\$ 475,820	\$ -	\$ -	\$ -
Information Technology Replacement	\$ 225,005	\$ 177,223	\$ -	\$ -	
Capital Outlay	\$ 225,005	\$ 177,223	\$ -	\$ -	\$ -
Program Total	\$ 1,411,855	\$ 1,697,031	\$ -	\$ -	\$ -
Department Staff					
Full-time	4.00	5.80	0.00	0.00	
Part-time (FTE)	0.00	0.00	0.00	0.00	



Budget & Accounting



Division: Business Services
 Department: Budget & Accounting

Description	Prior Year Actual 2020/21	Prior Year Actual 2021/22	Budget 2022/23	Proposed Budget 2023/24	Approved Budget 2023/24
Summary of Appropriations					
Personnel Services	\$ 208,817	\$ 512,145	\$ -	\$ -	
Material & Services	1,970	3,528	-	-	
Total Appropriations	\$ 210,787	\$ 515,673	\$ -	\$ -	\$ -

Summary by Program					
Budget & Accounting	\$ 210,787	\$ 515,673	\$ -	\$ -	
Total Appropriations	\$ 210,787	\$ 515,673	\$ -	\$ -	\$ -

Division Staff					
Full-time	1.14	2.85	0.00	0.00	
Part-time (FTE)	0.00	0.00	0.00	0.00	

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

Division: Business Services
Department: Budget & Accounting

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2020/21	Prior Year Actual 2021/22	Projected Outcome 2022/23	Proposed Outcome 2023/24
Percent of on-time Board Financial Reports	95%	90%	-	-
Percent of on-time Grant Financial Reports to granting agencies	100%	100%	-	-
Minimum capital replacements per policy	\$350,000	\$350,000	-	-
Total annual capital replacement spending	\$1,049,504	\$3,235,217	-	-
Minimum General Fund Balance as a % of Expenditures per Policy	10%	10%	-	-
Actual/Projected General Fund Balance as a % of Operating Expenditures	66%	68%	-	-
Retirement Plan Funding Per Policy	\$8,500,000	\$8,500,000	-	-
Total Retirement Plan Funding	\$8,500,000	\$8,500,000	-	-

Division: Business Services
 Department: Budget & Accounting

Description	Prior Year Actual 2020/21	Prior Year Actual 2021/22	Budget 2022/23	Proposed Budget 2023/24	Approved Budget 2023/24
Program Appropriations					
FT Salary	\$ 93,972	\$ 272,522	\$ -	\$ -	
Employee Benefits	106,526	213,220	-	-	
Payroll Taxes	8,319	26,403	-	-	
Personnel Services	\$ 208,817	\$ 512,145	\$ -	\$ -	\$ -
Professional and Technical Services	\$ -	\$ 810	\$ -	\$ -	
Communication	1,225	2,049	-	-	
Training, Travel and Memberships	745	669	-	-	
Material & Services	\$ 1,970	\$ 3,528	\$ -	\$ -	\$ -
Program Total	\$ 210,787	\$ 515,673	\$ -	\$ -	\$ -
Department Staff					
Full-time	1.14	2.85	0.00	0.00	
Part-time (FTE)	0.00	0.00	0.00	0.00	



Human Resources



Division: Business Services
 Department: Human Resources

Description	Prior Year Actual 2020/21	Prior Year Actual 2021/22	Budget 2022/23	Proposed Budget 2023/24	Approved Budget 2023/24
Summary of Appropriations					
Personnel Services	\$ 682,475	\$ -	\$ -	\$ -	-
Material & Services	87,279	-	-	-	-
Total Appropriations	\$ 769,754	\$ -	\$ -	\$ -	-
Summary by Program					
Human Resources	\$ 769,754	\$ -	\$ -	\$ -	-
Total Appropriations	\$ 769,754	\$ -	\$ -	\$ -	-
Division Staff					
Full-time	4.40	0.00	0.00	0.00	
Part-time (FTE)	0.88	0.00	0.00	0.00	

Note: In FY 2021/22, Human Resources transferred to the Administration Division.

Division: Business Services
Department: Human Resources

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2020/21	Prior Year Actual 2021/22	Projected Outcome 2022/23	Proposed Outcome 2023/24
Workloads:				
Total number of recruitments: FT & RPT positions	14	-	-	-
Total number of training sessions	61	-	-	-
Total number of unemployment insurance claims processed	286	-	-	-
Total number of new hire packets processed	286	-	-	-
Performance Measures:				
Total recruitment applications received: Full-time and Regular Part-time	1,571	-	-	-
Average number of applications per position	79	-	-	-
Total recruitment applications received: Part-time	2,991	-	-	-
Average number of applications per position	74	-	-	-
Average total cost per unemployment insurance claim	\$ 516	-	-	-
Total amount of unemployment insurance paid	\$ 169,413	-	-	-
Unemployment insurance experience/tax rate	0.1%	-	-	-

Division: Business Services
 Department: Human Resources

Description	Prior Year Actual 2020/21	Prior Year Actual 2021/22	Budget 2022/23	Proposed Budget 2023/24	Approved Budget 2023/24
Program Appropriations					
FT Salary	\$ 338,307	\$ -	\$ -	\$ -	-
PT Salary	35,037	-	-	-	-
Employee Benefits	276,019	-	-	-	-
Payroll Taxes	33,112	-	-	-	-
Personnel Services	\$ 682,475	\$ -	\$ -	\$ -	\$ -
Professional and Technical Services	\$ 69,330	\$ -	\$ -	\$ -	-
Supplies	3,851	-	-	-	-
Printing and Advertising	4,398	-	-	-	-
Communication	2,450	-	-	-	-
Travel, Training and Memberships	7,183	-	-	-	-
Small Furniture & Equipment	67	-	-	-	-
Material & Services	\$ 87,279	\$ -	\$ -	\$ -	\$ -
Program Total	\$ 769,754	\$ -	\$ -	\$ -	\$ -
Department Staff					
Full-time	4.40	0.00	0.00	0.00	
Part-time (FTE)	0.88	0.00	0.00	0.00	



Maintenance Operations



Division: Business Services
Department: Maintenance Operations

Description	Prior Year Actual 2020/21	Prior Year Actual 2021/2022	Budget 2022/2023	Proposed Budget 2023/2024	Approved Budget 2023/2024
Summary of Appropriations					
Personnel Services	\$ 6,731,745	\$ -	\$ -	\$ -	-
Materials & Services	2,448,238	-	-	-	-
Capital Outlay	122,024	-	-	-	-
Total Appropriations	\$ 9,302,007	\$ -	\$ -	\$ -	-

Summary by Program					
Maintenance Operations Manager	\$ 510,137	\$ -	\$ -	\$ -	-
Park Maintenance North	2,607,469	-	-	-	-
Park Maintenance South	2,211,885	-	-	-	-
Facility Maintenance	2,935,610	-	-	-	-
Fleet Maintenance	1,036,906	-	-	-	-
Total Appropriations	\$ 9,302,007	\$ -	\$ -	\$ -	-

Division Staff				
Full-time	42.77	0.00	0.00	0.00
Part-time (FTE)	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 2020/21	Prior Year Actual 2021/2022	Budget 2022/2023	Proposed Budget 2023/2024	Approved Budget 2023/2024
Program Appropriations					
FT Salary	\$ 203,772	\$ -	\$ -	\$ -	-
Employee Benefits	260,628	-	-	-	-
Payroll Taxes	17,446	-	-	-	-
Personnel Services	\$ 481,846	\$ -	\$ -	\$ -	\$ -
Communications	\$ 2,019	\$ -	\$ -	\$ -	-
Supplies	1,336	-	-	-	-
Training, Travel and Memberships	2,283	-	-	-	-
Small Furniture, Fixtures and Equip.	248	-	-	-	-
Utilities	22,405	-	-	-	-
Material & Services	\$ 28,291	\$ -	\$ -	\$ -	\$ -
Program Total	\$ 510,137	\$ -	\$ -	\$ -	\$ -
Department Staff					
Full-time	2.01	0.00	0.00	0.00	0.00
Part-time (FTE)	0.00	0.00	0.00	0.00	0.00

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

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2020/21	Prior Year Actual 2021/22	Projected Outcome 2022/23	Proposed Outcome 2023/24
Workload:				
Developed acres	558	-	-	-
Undeveloped acres	780	-	-	-
Total Acres	1,338	-	-	-
Athletic fields maintained	130	-	-	-
Sport courts maintained	117	-	-	-
Total Fields and Courts	247	-	-	-
Efficiency:				
Park cost per developed acre	\$2,650	-	-	-
Park cost per undeveloped acre	\$211	-	-	-
Total cost per field and court count	\$4,142	-	-	-
Total courts/fields per FTE	14.62	-	-	-
Total developed park acres per FTE	33.02	-	-	-
Goal Outcome Measures:				
Electricity (kWh)	285,435	-	-	-
Electricity (kWh/developed acre)	512	-	-	-
Electricity (kWh/lighted field and court count)	1,156	-	-	-
Water (gallons)	26,647,799	-	-	-
Water (gallons/developed acre)	47,756	-	-	-
Water (gallons/developed acre with ETR)	34,421	-	-	-
Water (gallons/field count)	107,886	-	-	-
Water (gallons/field count with ETR)	77,761	-	-	-
Performance Measures:				
% of desired service level (DSL) on fields	16%	-	-	-
% of desired service level (DSL) on courts	71%	-	-	-
% of park standards met	90%	-	-	-

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

Description	Prior Year Actual 2020/21	Prior Year Actual 2021/2022	Budget 2022/2023	Proposed Budget 2023/2024	Approved Budget 2023/2024
Program Appropriations					
FT Salary	\$ 848,537	\$ -	\$ -	\$ -	-
PT Salary	155,152	-	-	-	-
Employee Benefits	728,360	-	-	-	-
Payroll Taxes	105,526	-	-	-	-
Personnel Services	\$ 1,837,575	\$ -	\$ -	\$ -	-
Communication	\$ 31,247	\$ -	\$ -	\$ -	-
Other Services	109,783	-	-	-	-
Supplies	228,307	-	-	-	-
Training, Travel and Memberships	2,735	-	-	-	-
Utilities	397,822	-	-	-	-
Material & Services	\$ 769,894	\$ -	\$ -	\$ -	-
Program Total	\$ 2,607,469	\$ -	\$ -	\$ -	-
Department Staff					
Full-time	12.51	0.00	0.00	0.00	0.00
Part-time (FTE)	4.34	0.00	0.00	0.00	0.00
Funded Service Level					
High-production mowing acres maintained at 100% DSL	123	-	-	-	-
Total high-production mowing acres in inventory	132	-	-	-	-
Baseball/softball fields maintained at 100% DSL	50	-	-	-	-
Total baseball/softball fields in inventory	50	-	-	-	-
Sport courts maintained at 100% DSL	111	-	-	-	-
Total sport courts	111	-	-	-	-

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

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2020/21	Prior Year Actual 2021/22	Projected Outcome 2022/23	Proposed Outcome 2023/24
Workload:				
Developed acres	566	-	-	-
Undeveloped acres	591	-	-	-
Total Acres	1,157	-	-	-
Athletic fields maintained	105	-	-	-
Sport courts maintained	66	-	-	-
Total Fields and Courts	171	-	-	-
Efficiency:				
Park cost per developed acre	\$2,216	-	-	-
Park cost per undeveloped acre	\$236	-	-	-
Total cost per field and court count	\$4,786	-	-	-
Total courts/fields per FTE	10.24	-	-	-
Total developed park acres per FTE	46.02	-	-	-
Goal Outcome Measures:				
Electricity (kWh)	188,117	-	-	-
Electricity (kWh/developed acre)	332	-	-	-
Electricity (kWh/lighted field and court count)	1,100	-	-	-
Water (gallons)	5,009,356	-	-	-
Water (gallons/developed acre)	8,850	-	-	-
Water (gallons/developed acre with ETR)	6,379	-	-	-
Water (gallons/field count)	29,294	-	-	-
Water (gallons/field count with ETR)	21,115	-	-	-
Performance Measures:				
% of desired service level (DSL) on fields	100%	-	-	-
% of desired service level (DSL) on courts	100%	-	-	-
% of park standards met	90%	-	-	-

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

Description	Prior Year Actual 2020/21	Prior Year Actual 2021/2022	Budget 2022/2023	Proposed Budget 2023/2024	Approved Budget 2023/2024
Program Appropriations					
FT Salary	\$ 894,389	\$ -	\$ -	\$ -	-
PT Salary	127,905	-	-	-	-
Employee Benefits	714,536	-	-	-	-
Payroll Taxes	107,333	-	-	-	-
Personnel Services	\$ 1,844,163	\$ -	\$ -	\$ -	\$ -
Professional and Technical Services	\$ 750	\$ -	\$ -	\$ -	-
Rental Equipment	2,481	-	-	-	-
Other Services	46,470	-	-	-	-
Communications	14,946	-	-	-	-
Supplies	89,464	-	-	-	-
Training, Travel and Memberships	1,041	-	-	-	-
Utilities	212,570	-	-	-	-
Material & Services	\$ 367,722	\$ -	\$ -	\$ -	\$ -
Program Total	\$ 2,211,885	\$ -	\$ -	\$ -	\$ -
Department Staff					
Full-time	12.99	0.00	0.00	0.00	0.00
Part-time (FTE)	3.66	0.00	0.00	0.00	0.00
Funded Service Level					
High-production mowing acres maintained at 100% DSL	128	-	-	-	-
Total high-production mowing acres in inventory	138	-	-	-	-
Baseball/softball fields maintained at 100% DSL	44	-	-	-	-
Total baseball/softball fields in inventory	44	-	-	-	-
Sport courts maintained at 100% DSL	66	-	-	-	-
Total sport courts	66	-	-	-	-

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

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2020/21	Prior Year Actual 2021/22	Projected Outcome 2022/23	Proposed Outcome 2023/24
Workload:				
Buildings-1,000 sq ft of space	461	-	-	-
Efficiency:				
Cost per sq foot of buildings	N/A	-	-	-
Goal Outcome Measures:				
Number of work orders completed ¹	162	-	-	-
Number of Low cost - No cost ADA improvements completed	109	-	-	-
Number of Preventive Maintenance Services - mechanical (boilers)	56	-	-	-
Number of Preventive Maintenance Services - pumps & motors (contracted services)	6	-	-	-
Number of Preventive Maintenance Services - Roof (contracted services)	6	-	-	-
Number of Preventive Maintenance Services - Roof (staff)	70	-	-	-
Air Quality Program - Number of air filters changed	2,026	-	-	-
Performance Measures:				
% of desired service level (DSL) in buildings	88%	-	-	-

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

Description	Prior Year Actual 2020/21	Prior Year Actual 2021/2022	Budget 2022/2023	Proposed Budget 2023/2024	Approved Budget 2023/2024
Program Appropriations					
FT Salary	\$ 782,230	\$ -	\$ -	\$ -	-
PT Salary	82,911	-	-	-	-
Employee Benefits	917,168	-	-	-	-
Payroll Taxes	90,409	-	-	-	-
Personnel Services	\$ 1,872,718	\$ -	\$ -	\$ -	-
Professional and Technical Services	\$ 6,589	\$ -	\$ -	\$ -	-
Other Services	82,322	-	-	-	-
Supplies	173,785	-	-	-	-
Training, Travel and Memberships	1,821	-	-	-	-
Utilities	735,330	-	-	-	-
Communication	63,045	-	-	-	-
Material & Services	\$ 1,062,892	\$ -	\$ -	\$ -	-
Building/Pool Equip. Replacement	\$ -	\$ -	\$ -	\$ -	-
Capital Outlay	\$ -	\$ -	\$ -	\$ -	-
Program Total	\$ 2,935,610	\$ -	\$ -	\$ -	-
Department Staff					
Full-time	10.61	0.00	0.00	0.00	-
Part-time (FTE)	1.66	0.00	0.00	0.00	-
Funded Service Level					
1,000 sq ft of building maintained at 100% DSL	406	-	-	-	-
Total 1,000 sq ft of building	461	-	-	-	-
1,000 sq ft of pools maintained at 100% DSL	88	-	-	-	-
Total 1,000 sq ft of pools	125	-	-	-	-

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

KEY PERFORMANCE INDICATORS

Description	Prior Year Actuals 2020/21	Prior Year Actuals 2021/22	Projected Outcome 2022/23	Proposed Outcome 2023/24
Workload				
Vehicle & Equipment Units	651	-	-	-
Efficiency:				
Vehicle and equipment unit per FTE	145	-	-	-
Fuel cost per acre	\$68.69	-	-	-
Fuel cost per vehicle and equipment	\$117.96	-	-	-
Cost per vehicle & equipment unit	\$1,578.91	-	-	-
Diesel fuel gallons	7,083	-	-	-
Diesel fuel cost	\$13,641	-	-	-
Average diesel fuel cost per gallon	\$1.93	-	-	-
Alternative diesel gallons	354	-	-	-
Gasoline fuel gallons	31,811	-	-	-
Gasoline fuel cost	\$63,153	-	-	-
Average gasoline fuel cost per gallon	\$1.99	-	-	-
Alternative gasoline gallons	3,181	-	-	-
Total fuel gallons	38,894	-	-	-
Total fuel cost	\$76,794	-	-	-
Average fuel cost per gallon	\$1.97	-	-	-
Total alternative fuel gallons	3,535	-	-	-
Total Vehicle Miles	439,502	-	-	-
Total Fuel Cost	\$76,794	-	-	-
Fuel cost/mile traveled	\$0.17	-	-	-
Fuel useage/mile traveled (gal/1,000 mile)	88	-	-	-
Goal Outcome Measures: Preventative Maintenance (PM) Services Conducted				
% of desired service level in preventative maintenance for fleet	62%	-	-	-
% of alternate fuel used	9.1%	-	-	-

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

Description	Prior Year Actual 2020/21	Prior Year Actual 2021/2022	Budget 2022/2023	Proposed Budget 2023/2024	Approved Budget 2023/2024
Program Appropriations					
FT Salary	\$ 366,053	\$ -	\$ -	\$ -	-
Employee Benefits	291,568	-	-	-	-
Payroll Taxes	37,822	-	-	-	-
Personnel Services	\$ 695,443	\$ -	\$ -	\$ -	\$ -
Professional and Technical Services	\$ 3,500	\$ -	\$ -	\$ -	-
Communications	2,174	-	-	-	-
Supplies	19,113	-	-	-	-
Vehicle & Equipment Parts	83,740	-	-	-	-
Vehicle & Equipment Services	3,187	-	-	-	-
Gas & Oil (Vehicles)	107,725	-	-	-	-
Material & Services	\$ 219,439	\$ -	\$ -	\$ -	\$ -
Maintenance Equip. Replacement	\$ 122,024	\$ -	\$ -	\$ -	-
Capital Outlay	\$ 122,024	\$ -	\$ -	\$ -	\$ -
Program Total	\$ 1,036,906	\$ -	\$ -	\$ -	\$ -
Department Staff					
Full-time	4.65	0.00	0.00	0.00	-
Part-time (FTE)	0.00	0.00	0.00	0.00	-
Funded Service Level					
Vehicle & equipment units maintained at 100% DSL	404	-	-	-	-
Total vehicle & equipment units in inventory	651	-	-	-	-



Planning



Division: Business Services
 Department: Planning

Description	Prior Year Actual 2020/21	Prior Year Actual 2021/22	Budget 2022/23	Proposed Budget 2023/24	Approved Budget 2023/24
Summary of Appropriations					
Personnel Services	\$ 688,954	\$ -	\$ -	\$ -	-
Materials & Services	4,654	-	-	-	-
Total Appropriations	\$ 693,608	\$ -	\$ -	\$ -	-
Summary by Program					
Planning	\$ 693,608	\$ -	\$ -	\$ -	-
Total Appropriations	\$ 693,608	\$ -	\$ -	\$ -	-
Division Staff					
Full-time	4.00	0.00	0.00	0.00	
Part-time (FTE)	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 2020/21	Prior Year Actual 2021/22	Projected Outcome 2022/23	Proposed Outcome 2023/24
Land Acquisition				
# of outreach to property owners of tier 1 or 2 properties as identified in land acquisition study	8	-	-	-
# of negotiated agreements - Memorandum of Understanding (MOU) or purchase and sale agreements	9	-	-	-
# of properties acquired	0	-	-	-
Voluntary Annexation Program				
# of mailers sent to property owners	6	-	-	-
# of properties annexed through VAP	6	-	-	-
Intergovernmental Coordination				
# of meetings with agencies	13	-	-	-
# of meetings with Clean Water Services	2	-	-	-
Review & attendance at city and county pre-application conferences	6	-	-	-
Comment letters or testimony on development applications	6	-	-	-
Participation in planning projects (e.g., technical advisory committees; partnership projects)	4	-	-	-
# days to complete service provider letters	2.5	-	-	-
Grants				
Average Number of Grant Applications Per Quarter	9.0	-	-	-
Total Grant Applications Submitted	37	-	-	-
% of grant applications awarded	78%	-	-	-
Grant funds awarded	\$8,654,349	-	-	-
# of program areas supported by grant applications	15	-	-	-
Equity-focused grants submitted	21	-	-	-
Meetings with grant funders	19	-	-	-
Grant opportunities reviewed*	N/A	-	-	-
System Development Charges				
Affordable Housing Waivers Granted	54	-	-	-

Division: Business Services
 Department: Planning

Description	Prior Year Actual 2020/21	Prior Year Actual 2021/22	Budget 2022/23	Proposed Budget 2023/24	Approved Budget 2023/24
Program Appropriations					
FT Salary	\$ 374,298	\$ -	\$ -	\$ -	-
Employee Benefits	281,941	-	-	-	-
Payroll Taxes	32,715	-	-	-	-
Personnel Services	\$ 688,954	\$ -	\$ -	\$ -	\$ -
Professional and Technical Services	\$ 583	\$ -	\$ -	\$ -	-
Supplies	1,669	-	-	-	-
Communications	1,273	-	-	-	-
Training, Travel and Memberships	1,129	-	-	-	-
Material & Services	\$ 4,654	\$ -	\$ -	\$ -	\$ -
Program Total	\$ 693,608	\$ -	\$ -	\$ -	\$ -
Department Staff					
Full-time	4.00	0.00	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 2020/21	Prior Year Actual 2021/22	Budget 2022/23	Proposed Budget 2023/24	Approved Budget 2023/24
Summary of Appropriations					
Personnel Services	\$ 1,112,112	\$ -	\$ -	\$ -	-
Materials & Services	13,287	-	-	-	-
Total Appropriations	\$ 1,125,399	\$ -	\$ -	\$ -	-
Summary by Program					
Design & Development	\$ 1,125,399	\$ -	\$ -	\$ -	-
Total Appropriations	\$ 1,125,399	\$ -	\$ -	\$ -	-
Division Staff					
Full-time	6.31	0.00	0.00	0.00	
Part-time (FTE)	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 2020/21	Prior Year Actual 2021/22	Projected Outcome 2022/23	Proposed Outcome 2023/24
Number of public engagement activities	16	-	-	-
Number of active park/facility projects	13	-	-	-
Number of active trail projects	4	-	-	-
Number of active partnership and developer led projects	16	-	-	-

Division: Business Services
 Department: Design & Development

Description	Prior Year Actual 2020/21	Prior Year Actual 2021/22	Budget 2022/23	Proposed Budget 2023/24	Approved Budget 2023/24
Program Appropriations					
FT Salary	\$ 590,974	\$ -	\$ -	\$ -	-
PT Salary	4,532	-	-	-	-
Employee Benefits	465,796	-	-	-	-
Payroll Taxes	50,810	-	-	-	-
Personnel Services	\$ 1,112,112	\$ -	\$ -	\$ -	\$ -
Supplies	\$ 6,589	\$ -	\$ -	\$ -	-
Communications	3,256	-	-	-	-
Training, Travel and Memberships	3,442	-	-	-	-
Small Furniture & Office Equipment	-	-	-	-	-
Material & Services	\$ 13,287	\$ -	\$ -	\$ -	\$ -
Program Total	\$ 1,125,399	\$ -	\$ -	\$ -	\$ -
Department Staff					
Full-time	6.31	0.00	0.00	0.00	0.00
Part-time (FTE)	0.14	0.00	0.00	0.00	0.00



Park Services

Maintenance Operations

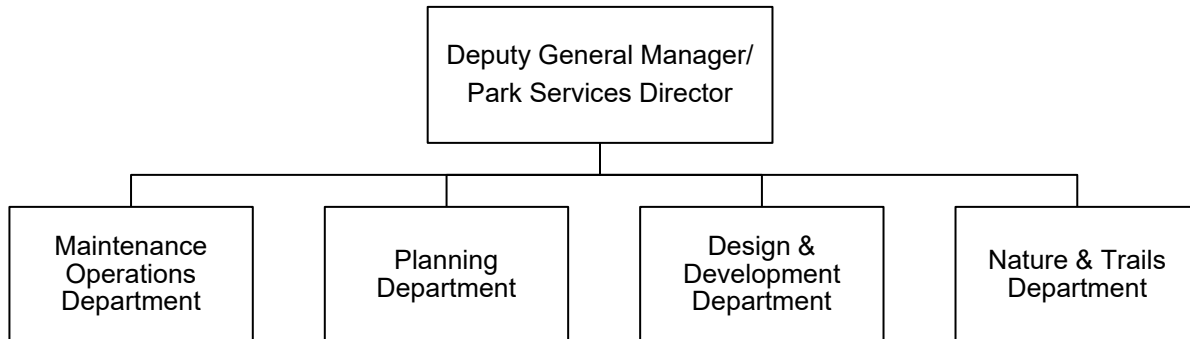
Nature & Trails

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.

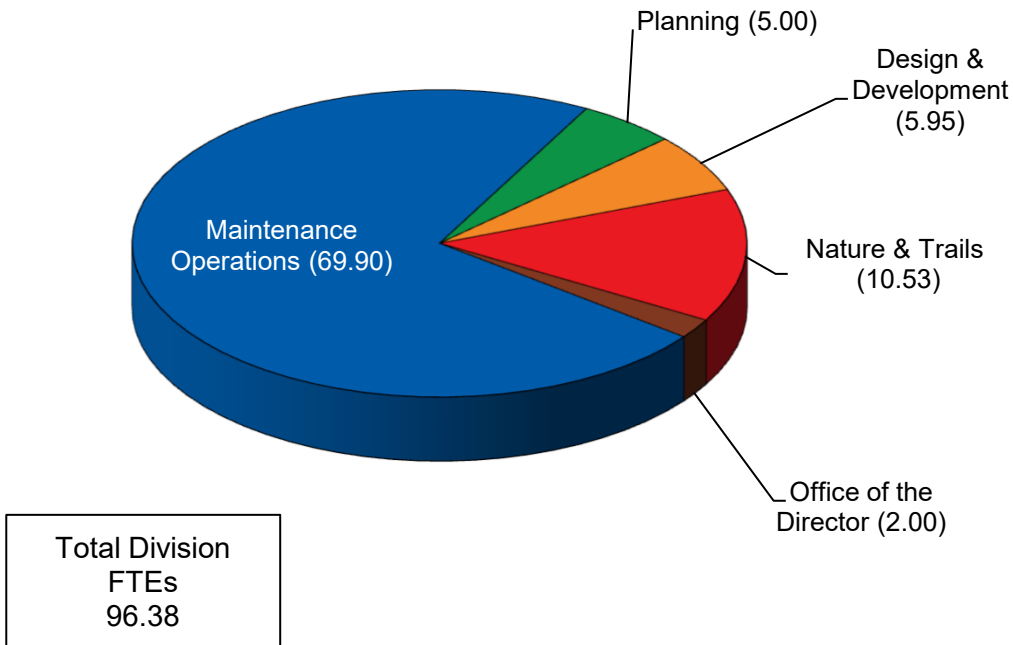
Division Overview

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.

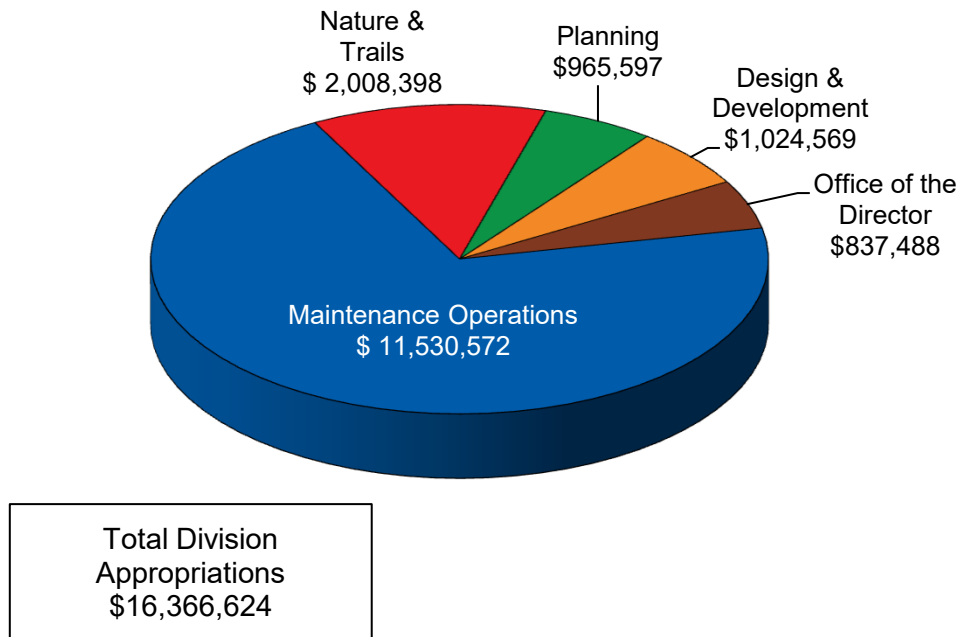
Activities of the Park Services Division include planning, acquisition, development, and maintenance of all facilities, parks and trails, and management of the capital improvement program (bond funded and system development charge (SDC) funded) as well as the capital replacement program, which utilizes the district's general fund. 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 2023/24



Division Appropriations by Departments FY 2023/24



Division: Park Services

Description	Prior Year Actual 2020/21	Prior Year Actual 2021/2022	Budget 2022/2023	Proposed Budget 2023/2024	Approved Budget 2023/2024
Summary of Appropriations					
Personnel Services	\$ -	\$ 9,606,582	\$ 10,442,725	\$ 11,098,831	
Materials & Services	-	2,643,425	4,496,166	4,837,993	
Capital Outlay	-	186,888	284,680	429,800	
Total Appropriations	\$ -	\$ 12,436,895	\$ 15,223,571	\$ 16,366,624	\$ -

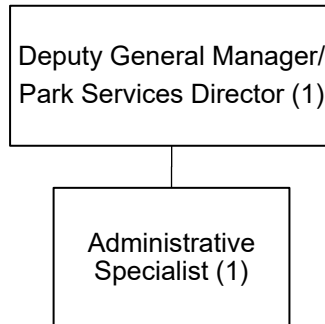
Summary by Department					
Office of the Director	\$ -	\$ 363,678	\$ 677,608	\$ 837,488	
Maintenance Operations	-	8,596,790	10,663,539	11,530,572	
Nature & Trails	-	1,622,640	1,922,953	2,008,398	
Planning	-	676,472	713,256	965,597	
Design & Development	-	1,177,315	1,246,215	1,024,569	
Total Appropriations	\$ -	\$ 12,436,895	\$ 15,223,571	\$ 16,366,624	\$ -

Division Staff					
Full-time	0.00	58.92	64.00	63.00	
Part-time (FTE)	0.00	16.04	33.82	33.38	

Note: In FY 2021/22, Park Services was a newly created division for the district. Nature & Trails transferred from Recreation Services. Maintenance Operations, Planning, and Design & Development transferred from Business Services.

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 2022/23 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: Leading with Equity with special attention to Racial Equity

Implemented the district's grant strategy and was awarded a \$150,000 Future Ready grant to expand the district's workforce development program, Nature Experience and Workforce Development (NEWT) and the Diversify internship program.

Conducted extensive community outreach efforts to support a number of priority division efforts, including the Downtown Beaverton Parks and Open Space Framework Plan, and two concept plan processes for the new neighborhood park

on Pointer Road and the Abbey Creek Park Phase 2 project.

Worked with the Trail Accessibility & Inclusion Intern from the district's Diversify paid internship program to collect trail accessibility data and develop recommendations for accessibility communications regarding THPRD trails.

Value: Environmental Stewardship

Convened a staff working group, secured consultant services, and wrote the district's first Climate Action Plan.

Awarded Portland General Electric's Drive Change grant in the amount of \$126,000 for purchasing two electric vans for expansion of the mobile recreation program.

Value: Commitment to Community Vision

Managed the Downtown Beaverton Parks and Open Space Framework plan in partnership with the City of Beaverton.

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

Priority: Investing in Our Employees and Technology

Hired a park resource analyst to build out and operate the district's Geographic

FY 2022/23 Division Accomplishments (continued)

Information System and aid in improving the district's asset management program.

The Maintenance Operations and Nature & Trails departments continued to make safety training a high priority. A primary focus was on staff safety protocols: heat illness prevention, and outdoor and indoor air quality awareness.

Technology upgrades were made for the Maintenance Operations and Nature & Trails field-oriented staff, by providing them with smart devices like cell phones and tablets. These devices have been critical in performing park and playground inspections, capturing and documenting photos in the field, improving staff's ability to communicate while in the field, and enabling them to check email throughout the workday from remote sites.

Completed the reconciliation of the district's property acreage in the current asset database.

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

Continued to implement and refine the grant strategy through meetings with the Grant Steering Committee.

Led the expansion of the district's park shelter reservation program by adding additional sites and increasing the number of daily rental periods.

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

Developed, engaged stakeholders and partners to solicit feedback, and presented the 2023 Comprehensive Plan to the THPRD board of directors for adoption. This document will provide the high-level overarching goals, objectives, and guiding principles for implementing the 2020 Vision Action Plan for the next 20 years.

Completed the 2023 Strategic Plan, a 3-to-5 year plan for implementing near-term goals identified in the 2023 Comprehensive Plan.

Completed a demographic analysis of the district and created an interactive tool that will inform future decisions on planning and improving new and existing amenities to ensure equity is a consideration in funding decisions.

Received Metro's Parks & Nature Bond Trails grant in the amount of \$1.9 million for the Westside Trail pedestrian and bicycle bridge over Highway 26. Received \$2 million from the Regional Flexible Fund Allocation grant for the Beaverton Creek Trail Segments 3 & 4 project. Awarded \$750,000 from the Local Government Grant Program for construction of La Raiz Park.

Executed stream/floodplain enhancement planning and permitting at Bronson Creek Greenway at Laidlaw bond project.

Staff from the Park Maintenance and Nature & Trails work groups 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.

Completed Raleigh Park stream daylighting permitting and site mobilization.

Continued 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 number of capital projects addressing the district's ADA Transition Plan, including resolving ADA deficiencies by improving access at Harman Swim Center, access to picnic areas and community garden plots, improving pedestrian pathway access, and other safety-related projects.

FY 2023/24 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.

Design and install welcoming maps at natural area entrances that help patrons feel more comfortable accessing sites.

Value: Environmental Stewardship

Begin implementing recommendations contained within the district's Climate Action Plan.

Complete the installation of the district's first electric vehicle charging station at the Fanno Creek Service Center to support the four new electric vehicles that will be used by the Maintenance Operations department and to expand the Rec Mobile program.

Value: Commitment to Community Vision

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's boundary.

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

PSV - 6

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

Priority: Invest in our Employees and Technology

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

Coordinate districtwide efforts to research and recommend a new asset management system.

Priority: Focus on Strengthening Programming Opportunities

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

Provide data-based analysis to help inform staff developing more equitable programs and services.

Priority: Develop Sustainable Operating and Financial Models for the Future

Develop a project scope and establish a staff team to develop strategies to assess and monitor existing revenue streams as well as identify and develop future revenue streams to fund comprehensive plan goals and actions.

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 the capital replacement program, ADA Transition Plan, and SDC program.

Utilize current practices and coordination with applicable departments to incorporate sustainable elements into design and construction to allow for successful and efficient long term care and maintenance.

Budget Highlights

The budget reflects the transfer of the engagement and partnership specialist position to the Planning department from the Design & Development department.

Division: Park Services
 Department: Office of the Director

Description	Prior Year Actual 2020/21	Prior Year Actual 2021/2022	Budget 2022/2023	Proposed Budget 2023/2024	Approved Budget 2023/2024
Summary of Appropriations					
Personnel Services	\$ -	\$ 336,850	\$ 422,458	\$ 500,450	
Materials & Services	-	26,828	255,150	337,038	
Total Appropriations	\$ -	\$ 363,678	\$ 677,608	\$ 837,488	\$ -
Summary by Program					
Office of the Director	\$ -	\$ 363,678	\$ 677,608	\$ 837,488	
Total Appropriations	\$ -	\$ 363,678	\$ 677,608	\$ 837,488	\$ -
Division Staff					
Full-time	0.00	2.00	2.00	2.00	

Division: Park Services
 Department: Office of the Director

Description	Prior Year Actual 2020/21	Prior Year Actual 2021/2022	Budget 2022/2023	Proposed Budget 2023/2024	Approved Budget 2023/2024
Program Appropriations					
FT Salary	\$ -	\$ 191,723	\$ 274,452	\$ 337,332	
Employee Benefits	-	129,069	109,146	114,434	
Payroll Taxes	-	16,058	38,860	48,684	
Personnel Services	\$ -	\$ 336,850	\$ 422,458	\$ 500,450	\$ -
Professional and Technical Services	\$ -	\$ 16,874	\$ 229,150	\$ 230,500	
Communication	-	41	3,900	67,927	
Supplies	-	1,667	2,200	6,211	
Training, Travel & Memberships	-	8,246	19,900	32,400	
Material & Services	\$ -	\$ 26,828	\$ 255,150	\$ 337,038	\$ -
Program Total	\$ -	\$ 363,678	\$ 677,608	\$ 837,488	\$ -
Department Staff					
Full-time	0.00	2.00	2.00	2.00	

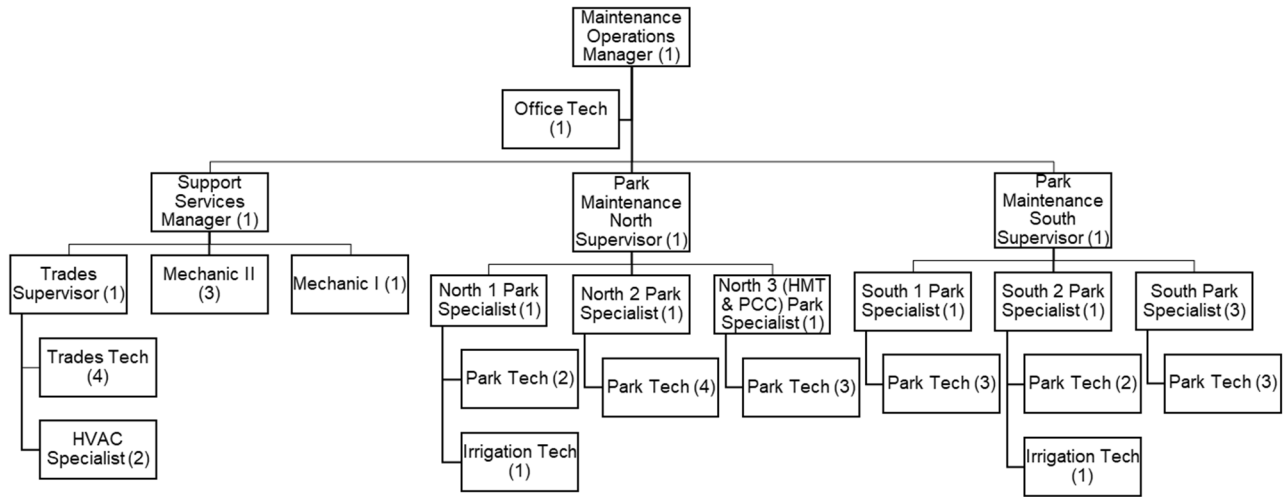


Maintenance Operations



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 117 active park sites as well as district-owned and partner-owned athletic fields. Park Maintenance is responsible for maintaining all outdoor amenities within THPRD, including playground structures, park pathways, sports 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, dog runs and parks, 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 sites and athletic fields owned by others, such as the Beaverton School District (BSD), Portland Community College (PCC), and Tualatin Valley Water District (TVWD).

Staff prepare baseball, softball, soccer, football, rugby, cricket, and lacrosse fields and amenities so they are safe for practice and games. Park Maintenance staff also maintain and inspect most of the BSD tennis courts.

The Support Services program encompasses repairs and preventative maintenance services in all facilities, as well as 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 district's ADA Transition Plan.

The Facility Maintenance program includes a preventative maintenance program for critical systems and roofs, as well as routine repair services to address safety and service level issues. A work order system

Department Overview (continued)

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 located on TVWD property.

FY 2022/23 Accomplishments

Priority: Investing in our Employees and Technology

The department made and continues to make safety training a high priority. A primary focus continued to be staff safety protocols: heat illness prevention, and outdoor and indoor air quality awareness.

A Facility Maintenance staff member is enrolled in the Oregon Limited Building Maintenance Electrical (LBME) apprenticeship program. This training 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 a LBME license.

Technology upgrades were made for the Park Maintenance staff, by providing them with smart devices like cell phones and tablets. These devices have been critical in performing park and playground inspections, capturing and documenting

photos in the field, improving staff's ability to communicate while in the field, and enabling them to check email throughout the workday from remote sites.

The Park Maintenance work group recruited for four vacant full-time positions, three 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, and the Fleet & Equipment work group was able to fill two vacant full-time positions.

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 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.

Maintenance Operations staff actively participated in the update of the district's Comprehensive and Strategic Plans.

A scheduled facilities preventative maintenance program ensures routine critical system and roofing maintenance services are performed regularly. This reduces breakdowns and helps limit costs for repairs.

FY 2023/24 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.

Work towards removing access barriers 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.

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

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.

Value: Environmental Stewardship

To minimize park impacts during the programmed seasons, Park Maintenance staff will continue to focus their efforts 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 coordinate the installation of electric charging infrastructure at Fanno Creek Service Center to support the addition of four electric vehicles to our fleet inventory starting in 2023.

Actively engage in the district's work on implementing a Climate Action Plan, and a Tree Health team to combat the future effects of the Emerald Ash Borer.

Priority: Focus on Strengthening Programming Opportunities

Support the expansion of the district's park shelter reservation program by adding additional sites and increasing the number of daily rental periods.

Actively participate in internal design teams to provide feedback on park development plans to enhance programming and revenue generation opportunities.

Priority: Develop Sustainable Operating and Financial Models for the Future

Utilize current practices and coordination with applicable departments to incorporate sustainable elements into design and construction to allow for successful and efficient long-term care and maintenance.

Work with the parks resource analyst to build out a GIS database that will be used to guide decisions on asset replacement and future park development.

FY 2023/24 Goals and Objectives (continued)

Maintain the facilities preventative maintenance program to ensure facilities' critical systems and roofs are functional and operating efficiently.

Budget Highlights

Fleet Fuel and Oil Impacts

In FY 2022/23, consumption of fuel was projected to be approximately 40,000 gallons of gasoline and 7,500 gallons of diesel. Overall, usage remains slightly below pre-pandemic levels, in part due to staff shortages and route updates. THPRD expects fuel use will remain steady in FY 2023/24.

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: Mountain View Champions Park sports court, the new neighborhood park at Ridgeline, South Cooper Mt. Heights Park, and South Cooper Mt. Heights Pocket Park.

Utility Impacts

The FY 2023/24 budget includes utility cost funding at normal usage levels, with inflationary adjustments for anticipated rate increases. Staff will make irrigation adjustments to meet the needs of the programmed sports fields, community gardens, new parks, and identified landscape areas, to ensure we are executing the district's water conservation plan. The district will be mindful and fiscally responsible with regard to utilization of water resources.

Other Impacts

Due to three years of challenges in hiring part time staff and the focus on an enhanced preventative maintenance tree care program, the Park Maintenance budgets reflect an increase in contracted maintenance services, and a corresponding decrease in part time labor dollars.

Division: Park Services
Department: Maintenance Operations

Description	Prior Year Actual 2020/21	Prior Year Actual 2021/2022	Budget 2022/2023	Proposed Budget 2023/2024	Approved Budget 2023/2024
Summary of Appropriations					
Personnel Services	\$ -	\$ 6,054,624	\$ 6,611,698	\$ 7,061,652	
Materials & Services	-	2,355,278	3,767,161	4,039,120	
Capital Outlay	-	186,888	284,680	429,800	
Total Appropriations	\$ -	\$ 8,596,790	\$ 10,663,539	\$ 11,530,572	\$ -

Summary by Program					
Maintenance Operations Manager	\$ -	\$ 374,587	\$ 391,596	\$ 436,948	
Park Maintenance North	-	3,333,706	4,417,743	4,743,858	
Park Maintenance South	-	2,512,820	3,142,309	3,396,758	
Facility Maintenance	-	1,309,547	1,405,957	1,440,603	
Fleet Maintenance	-	1,066,130	1,305,934	1,512,405	
Total Appropriations	\$ -	\$ 8,596,790	\$ 10,663,539	\$ 11,530,572	\$ -

Division Staff					
Full-time	0.00	38.21	41.00	41.00	
Part-time (FTE)	0.00	13.95	29.31	28.90	

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 2020/21	Prior Year Actual 2021/2022	Budget 2022/2023	Proposed Budget 2023/2024	Approved Budget 2023/2024
Program Appropriations					
FT Salary	\$ -	\$ 203,458	\$ 217,028	\$ 254,608	
PT Salary	-	-	23,868	27,527	
Employee Benefits	-	146,637	95,675	94,849	
Payroll Taxes	-	19,291	36,670	43,805	
Personnel Services	\$ -	\$ 369,386	\$ 373,241	\$ 420,789	\$ -
Professional and Technical Services	\$ -	\$ 558	\$ -	\$ 3,400	
Communications	-	1,438	5,500	-	
Supplies	-	2,531	8,301	4,690	
Training, Travel and Memberships	-	674	4,554	8,069	
Material & Services	\$ -	\$ 5,201	\$ 18,355	\$ 16,159	\$ -
Program Total	\$ -	\$ 374,587	\$ 391,596	\$ 436,948	\$ -
Department Staff					
Full-time	0.00	2.00	2.00	2.00	
Part-time (FTE)	0.00	0.00	0.63	0.63	

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

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2020/21	Prior Year Actual 2021/22	Projected Outcome 2022/23	Proposed Outcome 2023/24
Workload:				
Developed acres	-	558	560	560
Undeveloped acres	-	780	786	786
Total Acres	-	1,338	1346	1,346
Athletic fields maintained	-	130	130	130
Sport courts maintained	-	119	120	120
Total Fields and Courts	-	249	250	250
Efficiency:				
Park cost per developed acre	-	\$3,387	\$2,637	\$4,778
Park cost per undeveloped acre	-	\$269	\$209	\$378
Total cost per field and court count	-	\$4,954	\$3,854	\$6,985
Total courts/fields per FTE	-	28	27.03	27.1
Total developed park acres per FTE	-	37	35.56	35.7
Goal Outcome Measures:				
Electricity (kWh)	-	392,206	534,392	641,475
Electricity (kWh/developed acre)	-	703	954	1,145
Electricity (kWh/lighted field and court count)	-	1,575	2,138	2,566
Water (gallons)	-	50,782,341	54,477,932	75,192,423
Water (gallons/developed acre)	-	91,008	97,282	134,272
Water (gallons/developed acre with ETR)	-	81,989	87,641	120,966
Water (gallons/field count)	-	203,945	217,912	300,770
Water (gallons/field count with ETR)	-	183,734	196,317	270,964
Performance Measures:				
% of desired service level (DSL) on fields	-	81%	97%	100%
% of desired service level (DSL) on courts	-	75%	100%	100%
% of park standards met	-	93%	95%	96%

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

Description	Prior Year Actual 2020/21	Prior Year Actual 2021/2022	Budget 2022/2023	Proposed Budget 2023/2024	Approved Budget 2023/2024
Program Appropriations					
FT Salary	\$ -	\$ 927,050	\$ 1,025,319	\$ 1,137,404	
PT Salary	-	325,882	540,185	550,436	
Employee Benefits	-	767,125	553,423	532,856	
Payroll Taxes	-	116,468	259,715	276,167	
Personnel Services	\$ -	\$ 2,136,525	\$ 2,378,642	\$ 2,496,863	\$ -
Professional and Technical Services	\$ -	\$ 232,710	\$ 495,816	\$ 596,528	
Rental Equipment	-	1,760	2,500	4,000	
Communication	-	31,580	39,800	20,800	
Supplies	-	230,113	482,930	453,647	
Training, Travel and Memberships	-	2,517	5,540	7,810	
Utilities	-	698,501	1,012,515	1,164,210	
Material & Services	\$ -	\$ 1,197,181	\$ 2,039,101	\$ 2,246,995	\$ -
Program Total	\$ -	\$ 3,333,706	\$ 4,417,743	\$ 4,743,858	\$ -
Department Staff					
Full-time	0.00	12.83	14.00	14.00	
Part-time (FTE)	0.00	9.46	16.28	15.93	
Funded Service Level					
High-production mowing acres maintained at 100% DSL	-	123	123	125	
Total high-production mowing acres in inventory	-	132	132	129	
Baseball/softball fields maintained at 100% DSL	-	55	50	51	
Total baseball/softball fields in inventory	-	55	50	51	
Sport courts maintained at 100% DSL	-	114	111	108	
Total sport courts	-	114	111	108	

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

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2020/21	Prior Year Actual 2021/22	Projected Outcome 2022/23	Proposed Outcome 2023/24
Workload:				
Developed acres	-	566	567	572
Undeveloped acres	-	591	591	591
Total Acres	-	1,157	1158	1163
Athletic fields maintained	-	97	97	97
Sport courts maintained	-	66	66	67
Total Fields and Courts	-	163	163	164
Efficiency:				
Park cost per developed acre	-	\$2,517	\$1,926	\$3,348
Park cost per undeveloped acre	-	\$268	\$205	\$360
Total cost per field and court count	-	\$5,704	\$4,372	\$7,619
Total courts/fields per FTE	-	28	19.15	18.89
Total developed park acres per FTE	-	56	39.13	38.70
Goal Outcome Measures:				
Electricity (kWh)	-	176,182	236,490	242,738
Electricity (kWh/developed acre)	-	311	417	424
Electricity (kWh/lighted field and court count)	-	1,081	1,451	1,480
Water (gallons)	-	9,444,076	12,574,273	25,307,308
Water (gallons/developed acre)	-	16,686	22,177	44,244
Water (gallons/developed acre with ETR)	-	15,032	19,979	39,859
Water (gallons/field count)	-	57,939	77,143	154,313
Water (gallons/field count with ETR)	-	52,197	69,498	139,021
	-	-	-	-
Performance Measures:				
% of desired service level (DSL) on fields	-	103%	103%	104%
% of desired service level (DSL) on courts	-	100%	100%	100%
% of park standards met	-	90%	94%	95%

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

Description	Prior Year Actual 2020/21	Prior Year Actual 2021/2022	Budget 2022/2023	Proposed Budget 2023/2024	Approved Budget 2023/2024
Program Appropriations					
FT Salary	\$ -	\$ 905,110	\$ 974,933	\$ 1,084,148	
PT Salary	-	133,513	421,650	436,762	
Employee Benefits	-	731,466	519,186	505,048	
Payroll Taxes	-	94,332	232,385	248,925	
Personnel Services	\$ -	\$ 1,864,421	\$ 2,148,154	\$ 2,274,883	\$ -
Professional and Technical Services	\$ -	\$ 169,162	\$ 271,610	\$ 321,000	
Rental Equipment	-	1,682	9,000	17,000	
Communications	-	16,292	21,000	9,000	
Supplies	-	163,002	231,415	261,111	
Training, Travel and Memberships	-	435	6,800	6,800	
Utilities	-	297,826	453,830	506,464	
Small Furniture, Fixtures and Equip.	-	-	500	500	
Material & Services	\$ -	\$ 648,399	\$ 994,155	\$ 1,121,875	\$ -
Program Total	\$ -	\$ 2,512,820	\$ 3,142,309	\$ 3,396,758	\$ -
Department Staff					
Full-time	0.00	13.25	13.00	13.00	
Part-time (FTE)	0.00	3.67	11.52	11.46	
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	41	
Total baseball/softball fields in inventory	-	44	44	41	
Sport courts maintained at 100% DSL	-	66	66	67	
Total sport courts	-	66	66	67	

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

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2020/21	Prior Year Actual 2021/22	Projected Outcome 2022/23	Proposed Outcome 2023/24
Workload:				
Buildings-1,000 sq ft of space	-	461	461	461
Total Workload Units	-	461	461	461
Efficiency:				
Cost per sq foot of buildings	-	N/A	\$18.13	\$18.63
Goal Outcome Measures:				
Number of work orders completed ¹	-	268	370	370
Number of Low cost - No cost ADA improvements completed	-	15	26	30
Number of Preventive Maintenance Services - mechanical (boilers)	-	312	312	312
Number of Preventive Maintenance Services - pumps & motors (contracted services)	-	6	9	9
Number of Preventive Maintenance Services - Roof (contracted services)	-	8	10	10
Number of Preventive Maintenance Services - Roof (staff)	-	60	70	70
Air Quality Program - Number of air filters changed	-	2,316	2,316	2,316
Performance Measures:				
% of desired service level (DSL) in buildings	-	99%	100%	100%

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

Description	Prior Year Actual 2020/21	Prior Year Actual 2021/2022	Budget 2022/2023	Proposed Budget 2023/2024	Approved Budget 2023/2024
Program Appropriations					
FT Salary	\$ -	\$ 581,215	\$ 672,046	\$ 786,060	
PT Salary	-	-	12,164	12,651	
Employee Benefits	-	491,728	336,574	332,353	
Payroll Taxes	-	54,222	114,792	131,049	
Personnel Services	\$ -	\$ 1,127,165	\$ 1,135,576	\$ 1,262,113	\$ -
Professional and Technical Services	\$ -	\$ 75,952	\$ 136,968	\$ 85,300	
Communication	-	39,457	51,471	305	
Supplies	-	65,198	70,496	80,800	
Training, Travel and Memberships	-	1,775	10,446	11,085	
Small Furniture, Fixtures and Equip.	-	-	1,000	1,000	
Material & Services	\$ -	\$ 182,382	\$ 270,381	\$ 178,490	\$ -
Program Total	\$ -	\$ 1,309,547	\$ 1,405,957	\$ 1,440,603	\$ -
Department Staff					
Full-time	0.00	7.25	8.00	8.00	
Part-time (FTE)	0.00	0.20	0.15	0.15	

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

KEY PERFORMANCE INDICATORS

Description	Prior Year Actuals 2020/21	Prior Year Actuals 2021/22	Projected Outcome 2022/23	Proposed Outcome 2023/24
Workload				
Small equipment (battery powered)	-	50	66	78
Small equipment (gas powered)	-	321	321	318
Vehicles	-	114	114	116
Trailers	-	51	51	51
Tractors and mowers	-	60	60	59
Specialty equipment	-	58	58	59
Vehicle & Equipment Units	-	654	670	681
Efficiency:				
Vehicle and equipment unit per FTE	-	145	149	151
Fuel cost per acre	-	\$ 125	\$ 161	\$ 161
Fuel cost per vehicle and equipment	-	\$ 214	\$ 269	\$ 264
Cost per vehicle & equipment unit	-	\$ 1,859	\$ 1,524	\$ 1,550
Diesel fuel gallons	-	6,812	7,000	7,200
Diesel fuel cost	-	\$ 24,183	\$ 30,450	\$ 32,256
Average diesel fuel cost per gallon	-	\$ 3.55	\$ 4.35	\$ 4.48
Alternative diesel gallons	-	341	350	360
Gasoline fuel gallons	-	36,122	41,000	42,000
Gasoline fuel cost	-	\$ 115,952	\$ 150,060	\$ 147,420
Average gasoline fuel cost per gallon	-	\$ 3.21	\$ 3.66	\$ 3.51
Alternative gasoline gallons	-	3,612	4,100	4,200
Total fuel gallons	-	42,934	48,000	49,200
Total fuel cost	-	\$ 140,135	\$ 180,510	\$ 179,676
Average fuel cost per gallon	-	\$ 3.26	\$ 3.76	\$ 3.65
Total alternative fuel gallons	-	3,953	4,450	4,560
Total Vehicle Miles	-	468,644	523,200	536,280
Total Fuel Cost	-	\$ 140,135	\$ 180,510	\$ 179,676
Fuel cost/mile traveled	-	\$ 0.30	\$ 0.35	\$ 0.34
Fuel useage/mile traveled (gal/1,000 mile)	-	91.6	91.7	91.7
Goal Outcome Measures: Preventative				
% of desired service level in preventative maintenance for fleet	-	65%	74%	75%
% of alternate fuel used	-	9%	9%	9%

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

Description	Prior Year Actual 2020/21	Prior Year Actual 2021/2022	Budget 2022/2023	Proposed Budget 2023/2024	Approved Budget 2023/2024
Program Appropriations					
FT Salary	\$ -	\$ 225,264	\$ 324,102	\$ 357,437	
PT Salary	-	22,820	26,303	27,355	
Employee Benefits	-	286,518	165,300	158,798	
Payroll Taxes	-	22,525	60,380	63,414	
Personnel Services	\$ -	\$ 557,127	\$ 576,085	\$ 607,004	\$ -
Professional and Technical Services	\$ -	\$ 113,770	\$ 124,192	\$ 125,671	
Rental Equipment	-	-	1,500	2,500	
Communications	-	2,446	2,563	-	
Supplies	-	3,327	22,904	26,813	
Vehicle & Equipment Parts	-	20,401	11,001	13,977	
Vehicle & Equipment Services	-	20,161	78,191	91,823	
Gas & Oil (Vehicles)	-	161,630	201,079	211,078	
Training, Travel and Memberships	-	380	3,739	3,739	
Material & Services	\$ -	\$ 322,115	\$ 445,169	\$ 475,601	\$ -
Maintenance Equip. Replacement	\$ -	\$ 186,888	\$ 284,680	\$ 429,800	
Capital Outlay	\$ -	\$ 186,888	\$ 284,680	\$ 429,800	\$ -
Program Total	\$ -	\$ 1,066,130	\$ 1,305,934	\$ 1,512,405	\$ -
Department Staff					
Full-time	0.00	2.88	4.00	4.00	
Part-time (FTE)	0.00	0.62	0.73	0.73	
Funded Service Level					
Vehicle & equipment units maintained at 100% DSL	-	425	445	511	
Total vehicle & equipment units in inventory	-	654	696	681	

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

Project Number	Capital Project	Carryover Funds	Additional Funding	Proposed Budget	Page #
CARRYOVER PROJECTS					
1	Full-size van FY2022-23	\$ 46,000	\$ 10,000	\$ 56,000	PSV-25
2	Full-size van FY2022-23	46,000	\$ 10,000	\$ 56,000	PSV-25
TOTAL CARRYOVER PROJECTS		\$ 92,000	\$ 20,000	\$ 112,000	
MAINTENANCE EQUIPMENT REPLACEMENTS					
3	Safety Services vehicle			50,000	PSV-25
4	Work truck			30,000	PSV-25
5	Electric utility equipment			12,000	PSV-25
6	Electric utility vehicles			36,000	PSV-25
7	Athletic field groomer			18,000	PSV-26
8	Grandstand mower			24,000	PSV-26
9	72" Zero-Turn Mowers			36,000	PSV-26
10	Field tractor			55,000	PSV-26
11	Small equipment			20,000	PSV-26
12	Pump equipment			19,500	PSV-26
13	Electric power washer			1,800	PSV-27
14	Carpet extractor			4,500	PSV-27
15	Stand-on debris blower			11,000	PSV-27
TOTAL MAINTENANCE EQUIPMENT REPLACEMENTS				\$ 317,800	
TOTAL MAINTENANCE EQUIPMENT CAPITAL OUTLAY				\$ 429,800	

FLEET MAINTENANCE CAPITAL OUTLAY

CARRYOVER PROJECTS

ITEM 1: Full-size van FY2022-23

BUDGET: \$56,000

DESCRIPTION: Full-size van replacement conversion to electric

ITEM 2: Full-size van FY2022-23

BUDGET: \$56,000

DESCRIPTION: Full-size van replacement conversion to electric

MAINTENANCE EQUIPMENT IMPROVEMENTS

ITEM 3: Safety Services vehicle

BUDGET: \$50,000

DESCRIPTION: Replacement of sport utility vehicle for safety services team (#1002)

ITEM 4: Work truck

BUDGET: \$30,000

DESCRIPTION: Replacement of small pick-up for park maintenance team (#1366)

ITEM 5: Electric utility equipment

BUDGET: \$12,000

DESCRIPTION: Replacement of electric utility cart for nature & trails team (#5231)

ITEM 6: Electric utility vehicles

BUDGET: \$36,000

DESCRIPTION: Replacement of two (2) electric utility e-workman vehicles (#5401 & #5402)

FLEET MAINTENANCE CAPITAL OUTLAY

ITEM 7: **Athletic field groomer**
BUDGET: \$18,000
DESCRIPTION: Replacement of athletic field groomer (#5554)

ITEM 8: **Grandstand mower**
BUDGET: \$24,000
DESCRIPTION: Replacement of two (2) grandstand mowers for park maintenance (#5712 & #5713)

ITEM 9: **72" Zero-Turn Mowers**
BUDGET: \$36,000
DESCRIPTION: Replacement of two (2) zero turn mowers for park maintenance (#7703 & #7704)

ITEM 10: **Field tractor**
BUDGET: \$55,000
DESCRIPTION: Replacement of field tractor for park maintenance (#7560)

ITEM 11: **Small equipment**
BUDGET: \$20,000
DESCRIPTION: Replacement of battery & gas-powered small equipment for maintenance staff

ITEM 12: **Pump equipment**
BUDGET: \$19,500
DESCRIPTION: Replacement of fuel pump equipment at TVWD shared fuel facility

FLEET MAINTENANCE CAPITAL OUTLAY

ITEM 13: **Electric power washer**

BUDGET: \$1,800

DESCRIPTION: Replacement of electric pressure washer at Conestoga Recreation & Aquatic Center

ITEM 14: **Carpet extractor**

BUDGET: \$4,500

DESCRIPTION: Replacement of carpet extractor at Tualatin Hills Nature Center

ITEM 15: **Stand-on debris blower**

BUDGET: \$11,000

DESCRIPTION: Purchase stand-on debris blower to maintain safety of regional trail system

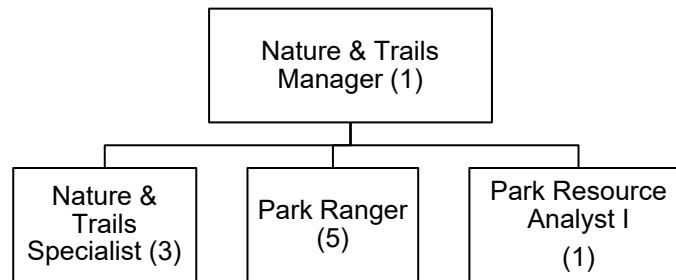


Nature & Trails



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 1,650 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 2022/23 Accomplishments

Value: Leading with Equity with special attention to Racial Equity

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

Value: Environmental Stewardship

Convened a staff working group, secured consultant services, and wrote the district's first Climate Action Plan.

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

Completed stream/floodplain enhancement planning and permitting at Bronson Creek Greenway at Laidlaw bond project.

Completed Raleigh Park stream daylighting permitting and site mobilization.

Completed the 2023 Strategic Plan.

Priority: Investing in our Employees and Technology

Staff participated in advanced level customer service training and DEIA skills.

A park resource analyst was hired to operate the district's Geographic Information System and aid in improving asset management.

FY 2023/24 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.

Design and install welcoming maps at natural area entrances that help patrons feel more comfortable accessing sites.

Value: Environmental Stewardship

Implement initial steps in Climate Action Plan.

Complete Raleigh Park stream daylighting project.

FY 2023/24 Goals and Objectives (continued)

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

Priority: Invest in our Employees and Technology

Develop baseline Geographic Information Systems files and systems to track and record the condition of capital assets.

Priority: Focus on Strengthening Programming Opportunities

Actively participate in internal design teams to provide feedback on park development plans to enhance programming and revenue generation opportunities.

Priority: Develop Sustainable Operating and Financial Models for the Future

Utilize current practices and coordination with applicable departments to incorporate sustainable elements into design and construction to allow for successful and efficient long term care and maintenance.

Budget Highlights

The proposed budget represents baseline funding for the department.

Division: Park Services
 Department: Nature & Trails

Description	Prior Year Actual 2020/21	Prior Year Actual 2021/2022	Budget 2022/2023	Proposed Budget 2023/2024	Approved Budget 2023/2024
Summary of Appropriations					
Personnel Services	\$ -	\$ 1,378,884	\$ 1,530,308	\$ 1,626,337	
Materials & Services	-	243,756	392,645	382,061	
Total Appropriations	\$ -	\$ 1,622,640	\$ 1,922,953	\$ 2,008,398	\$ -

Summary by Program					
Nature & Trails	\$ -	\$ 1,622,640	\$ 1,922,953	\$ 2,008,398	
Total Appropriations	\$ -	\$ 1,622,640	\$ 1,922,953	\$ 2,008,398	\$ -

Division Staff					
Full-time	0.00	9.17	10.00	10.00	
Part-time (FTE)	0.00	1.50	3.53	3.53	

NOTE: In FY 2021/22, Nature & Trails transferred 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 2020/21	Prior Year Actual 2021/22	Projected Outcome 2022/23	Proposed Outcome 2023/24
Percent of Natural Areas that meet or exceed native plant coverage for:				
High functioning sites	-	85%	85%	85%
Medium functioning sites	-	100%	100%	100%
Low functioning sites	-	100%	100%	100%
Number of trail users on main trails:				
Fanno Creek Trail	-	142,704	150,000	150,000
Rock Creek Trail	-	116,516	125,000	130,000
Westside Trail	-	125,563	130,000	130,000

Division: Park Services
Department: Nature & Trails

Description	Prior Year Actual 2020/21	Prior Year Actual 2021/2022	Budget 2022/2023	Proposed Budget 2023/2024	Approved Budget 2023/2024
Program Appropriations					
FT Salary	\$ -	\$ 702,360	\$ 823,889	\$ 914,031	
PT Salary	-	59,670	131,272	136,523	
Employee Benefits	-	546,925	416,621	403,621	
Payroll Taxes	-	69,929	158,526	172,162	
Personnel Services	\$ -	\$ 1,378,884	\$ 1,530,308	\$ 1,626,337	\$ -
Professional and Technical Services	\$ -	\$ 168,346	\$ 281,316	\$ 268,530	
Rental Equipment	-	1,455	2,000	2,000	
Communications	-	6,981	8,280	-	
Supplies	-	62,663	88,629	104,931	
Training, Travel and Memberships	-	2,386	10,520	6,600	
Small Furniture, Fixtures and Equip.	-	1,925	1,900	-	
Material & Services	\$ -	\$ 243,756	\$ 392,645	\$ 382,061	\$ -
Program Total	\$ -	\$ 1,622,640	\$ 1,922,953	\$ 2,008,398	\$ -
Department Staff					
Full-time	0.00	9.17	10.00	10.00	
Part-time (FTE)	0.00	1.50	3.53	3.53	

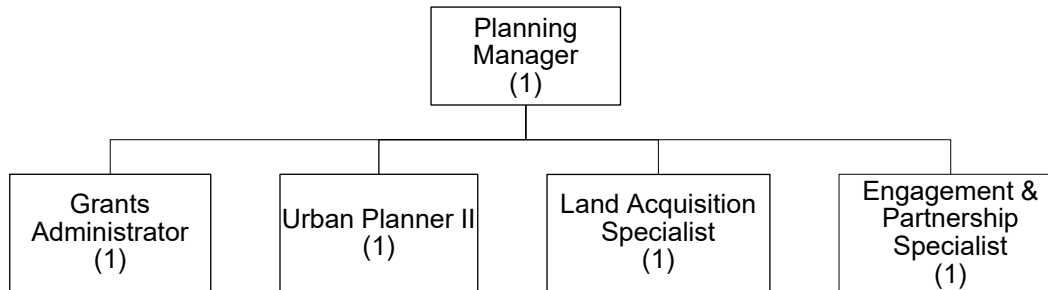


Planning



PARK SERVICES DIVISION

Planning Department



Department Overview

The Planning manager is responsible to the Park Services director for managing land acquisition activity, leading Park Services Division community engagement, managing intergovernmental relations and land use legislation at the state, regional and local level, implementing the district's 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 2022/23 Accomplishments

Value: Leading with Equity with Special attention to Racial Equity

Averaged at least 3 grant applications per quarter with almost 70% of those focused on promoting equity. Updated the district's five-year grant plan, reviewed more than 46 grant opportunities and updated the district's Grant Funding Opportunity Summary. Awarded a Future Ready grant in the amount \$150,000 for expansion of the district's workforce development programs, NEWT and Diversify.

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

Value: Environmental Stewardship

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

Portland General Electric's Drive Change grant in the amount of \$126,000 for purchasing two electric vans for expansion of the mobile recreation program.

Value: Commitment to Community Vision
Managed the Downtown Beaverton Parks and Open Space Framework plan in partnership with the City of Beaverton.

Priority: Investing in our Employees and Technology

Completed the reconciliation of the district's property acreage in the current asset database.

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

Continued to implement and refine the grant strategy through meetings with the Grant Steering Committee.

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

Completed an update of the district's 20-year Comprehensive Plan.

Completed a demographic analysis of the district and created an interactive tool that will inform future decisions on planning and improving new and existing amenities to ensure equity is a consideration in funding decisions.

Administered the System Development Charges (SDC) program. Updated the SDC

FY 2022/23 Accomplishments (continued)

Administrative Procedures Guide including a new SDC rate schedule. Processed the annual inflationary adjustment to SDC charges.

Received Metro's Parks & Nature Bond Trails grant in the amount of \$1.9 million for the Westside Trail pedestrian and bicycle bridge over Highway 26. Received \$2 million from the Regional Flexible Fund Allocation grant for the Beaverton Creek Trail Segments 3 & 4 project. Awarded \$750,000 from the Local Government Grant Program for construction of La Raíz Park.

Represented THPRD on the Washington County Coordinating Committee's Transportation Advisory Committee and the Metro Technical Advisory Committee.

Monitored Metro Council, Metro Policy Advisory Committee, Joint Policy Advisory Committee on Transportation, and Transportation Policy Alternatives Committee meetings for grant opportunities, actions, discussions, and other agenda topics of interest to THPRD. Monitored Washington County and City of Beaverton policy and land use review processes for actions and applications that include or impact park/trail projects and facilities.

Performed extensive intergovernmental coordination including representing the district in the City of Beaverton's Cooper Mountain Community Plan, Downtown Loop Project, Complete Streets Project, and the Millikan Way Feasibility Study projects. Coordinated with Metro on implementation of the 2019 Parks and Nature Bond with focus on the local share, trails grant category, natural area acquisition programs, as well as the Nature in Neighborhoods community choice grant pilot.

Coordinated with Metro and Washington County to update the district's 2023 Regional Transportation Plan project list.

Managed THPRD's land acquisition efforts, coordinating and negotiating park and trail acquisition with developers in new urban growth areas as well as private landowners. Managed permit of entry requests.

FY 2023/24 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 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

Actively engage in the district's work on implementing the recommendations within the 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 and plan for implementation of 2023 Comprehensive Plan near-term recommendations.

Continue to implement strategies for acquisition in areas defined as park deficient, focusing on downtown Beaverton, as well as in future urban growth areas

**FY 2023/24 Goals and Objectives
(continued)**

expected to be included in THPRD's boundary.

Coordinate land acquisition efforts, as warranted, with City of Beaverton, Beaverton and/or Hillsboro School Districts, Washington County, Clean Water Services and Metro.

Continue administration and annual review of the district's SDC program. Coordinate implementation of the SDC Fee Schedule at City of Beaverton and Washington County.

Participate in Washington County and City of Beaverton land use and planning projects, including Cooper Mountain Community Plan, and implementation of the Metro's 2019 Nature and Trails Bond and Regional Transportation Plan Update.

Work with Metro officials on regional planning issues of interest to THPRD.

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

Priority: Invest in our Employees and Technology

Work with the Nature & Trails department to research options for a more robust asset management system.

Priority: Focus on strengthening programming opportunities

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

Provide data-based analysis to help inform staff developing more equitable programs and services.

Priority: Develop Sustainable Operating and Financial Models for the Future

Continue the implementation of the grant strategy.

Budget Highlights

The budget reflects the transfer of the engagement and partnership specialist position to the Planning Department.

Division: Park Services
 Department: Planning

Description	Prior Year Actual 2020/21	Prior Year Actual 2021/2022	Budget 2022/2023	Proposed Budget 2023/2024	Approved Budget 2023/2024
Summary of Appropriations					
Personnel Services	\$ -	\$ 668,991	\$ 674,503	\$ 924,922	
Materials & Services	-	7,481	38,753	40,675	
Total Appropriations	\$ -	\$ 676,472	\$ 713,256	\$ 965,597	\$ -

Summary by Program					
Planning	\$ -	\$ 676,472	\$ 713,256	\$ 965,597	
Total Appropriations	\$ -	\$ 676,472	\$ 713,256	\$ 965,597	\$ -

Division Staff					
Full-time	0.00	3.54	4.00	5.00	

NOTE: In FY 2021/22, Planning transferred to the Park Services Division from the Business Services Division.

Division: Park Services
Department: Planning
Program: Planning

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2020/21	Prior Year Actual 2021/22	Projected Outcome 2022/23	Proposed Outcome 2023/24
Land Acquisition				
# of outreach to property owners of tier 1 or 2 properties as identified in land acquisition study	-	1	6	6
# of negotiated agreements - Memorandum of Understanding (MOU) or purchase and sale agreements	-	9	30	25
# of properties acquired	-	2	10	13
Voluntary Annexation Program				
# of mailers sent to property owners	-	N/A	6	-
# of properties annexed through VAP	-	N/A	5	-
Intergovernmental Coordination				
# of meetings with city and county	-	61	82	47
# of meetings with Clean Water Services	-	-	-	-
Review & attendance at city and county pre-application conferences	-	11	16	10
Comment letters or testimony on development applications	-	6	6	6
Participation in planning projects (e.g., technical advisory committees; partnership projects)	-	13	13	11
# days to complete service provider letters	-	2	2	4
Grants				
Average Number of Grant Applications Per Quarter	-	10	4	5
Total Grant Applications Submitted	-	40	15	20
% of grant applications awarded	-	63%	53%	N/A
Grant funds awarded	-	\$ 7,807,000	\$ 5,067,865	\$ 3,022,015
# of program areas supported by grant applications	-	7	7	7
Equity-focused grants submitted	-	13	7	10
Meetings with grant funders	-	44	50	40
Grant opportunities reviewed*	-	91	46	75
	-			
Community Engagement				
Number of public engagement activities	-	20	42	20
System Development Charges				
Affordable Housing Waivers Granted	-	81	128	56

Division: Park Services
Department: Planning

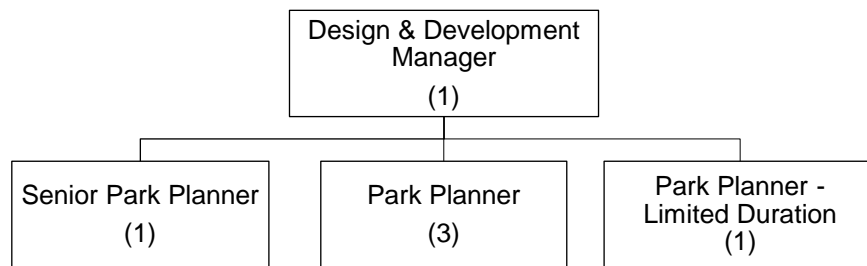
Description	Prior Year Actual 2020/21	Prior Year Actual 2021/2022	Budget 2022/2023	Proposed Budget 2023/2024	Approved Budget 2023/2024
Program Appropriations					
FT Salary	\$ -	\$ 349,862	\$ 421,539	\$ 599,069	
Employee Benefits	-	285,629	188,936	229,961	
Payroll Taxes	-	33,500	64,028	95,892	
Personnel Services	\$ -	\$ 668,991	\$ 674,503	\$ 924,922	\$ -
Professional and Technical Services	\$ -	\$ 4,481	\$ 25,500	\$ 18,600	
Communications	-	1,330	3,100	-	
Supplies	-	79	500	11,350	
Training, Travel and Memberships	-	1,591	9,653	9,125	
Small Furniture, Fixtures and Equip.	-	-	-	1,600	-
Material & Services	\$ -	\$ 7,481	\$ 38,753	\$ 40,675	\$ -
Program Total	\$ -	\$ 676,472	\$ 713,256	\$ 965,597	\$ -
Department Staff					
Full-time	0.00	3.54	4.00	5.00	



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 (SDC) fund, and the THPRD capital replacement program.

FY 2022/23 Accomplishments

Value: Leading with Equity with special attention to Racial Equity

Completed community engagement for two new concept plans for neighborhood parks (new park at Pointer Road and Abbey Creek Park Phase 2) using inclusive outreach strategies.

Completed the community engagement process for the Downtown Parks Plan in partnership with the City of Beaverton and our consultant. This extensive outreach effort included numerous engagement events, soliciting feedback from children in THPRD afterschool programs, language-based focus groups, a virtual survey, and more.

Worked with Trail Accessibility & Inclusion Intern from the district's Diversify paid internship program to collect trail

accessibility data and develop recommendations for accessibility communications regarding THPRD trails.

Value: Commitment to 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.

Completed the identification of developer requirements for the development of large community plans, which will guide the community and concept planning work for sites that will eventually be maintained by the park district. These requirements are designed to address community-driven needs and goal areas based on input from the Vision Action Plan.

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

Assisted with the design, development, construction documentation, and construction oversight of several developments, including the South Cooper Mountain and North Bethany areas.

SDC Projects:

- Completed construction of Parivar Park (formerly Highlands), Ridgewood dog run, and building demolitions to support future park development.
- Began construction at La Raiz Park.

FY 2022/23 Accomplishments (continued)

- Moved several projects into the design and permitting phase: Beaverton Creek Trail Segment 3-4, the permanent restrooms project at three sites (Hazeldale Park, Greenway Park and Schiffler Park), and the Cedar Hills Park/Walker Rd. improvements.
- Completed concept plans for Pointer Road Park, Abbey Creek Park Phase 2, and Beaverton Creek Trail Segment 2.
- Began feasibility planning work for pickleball court expansion, and the concept planning process for Westside Trail Segments 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 (18 sites).

Capital Projects:

- Completed construction: Harman Swim Center access and parking lot asphalt improvements, Howard M. Terpenning Recreation Complex north parking lot repaving project, and pedestrian pathway improvements at Wonderland Park, and the Schiffler Park community garden expansion.

2008 Bond Projects in Process:

- Moved into the design and permitting phase for the SW Quadrant Youth Athletic Field (Mountain View Champions Park Multi-Sport Court).

2019 Metro Nature in Neighborhoods Bond Projects:

- Projects in design/permitting phase: New neighborhood park and trail at Heckman Lane and Willow Creek boardwalk improvements.

FY 2023/24 Goals and Objectives

Value: Leading with Equity with special attention to Racial Equity

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 the district's 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

FY 2023/24 Goals and Objectives (continued)

provision of more accessible surfacing and play equipment.

Value: Environmental Stewardship

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

Value: Commitment to Community Vision

Utilize engagement strategies including, but not limited to, in-person and virtual community meetings recorded with language translation options, surveys, local and multi-cultural community events, community design charrettes, focus groups, partner advisory committees, interviews, and presentations to local groups.

Priority: Focus on Strengthening Programming Opportunities

Coordinate with programming and maintenance staff to design and construct parks and trails that provide and/or enhance programming opportunities.

Priority: Develop Sustainable Operating and Financial Models for the Future

Utilize current practices and coordination with applicable departments to incorporate sustainable elements into design and construction to allow for successful and efficient long-term care and maintenance.

Other Priority Projects

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 of La Raiz Park, and a new dog run site in Washington County.
- Begin construction on the three permanent restroom sites and Beaverton Creek Trail Segments # 3 & 4.
- Continue to oversee design and construction of developer- or

partner-led community trails and parks including projects in South Cooper Mountain and North Bethany (16 sites).

- Continue designs for pickleball expansion, Abbey Creek Park Phase 2, and the new park at Pointer Road.
- Complete concept planning for Westside Trail Segments #14-18.
- Begin concept planning for the Fanno Creek Trail at Scholls Ferry crossing.

Capital Projects:

- Complete the Garden Home Recreation Center boiler replacement and composite roof replacement, repaving of the Howard M. Terpenning Recreation Complex north parking lot, and various pedestrian pathway improvements.

2019 Metro Bond Projects:

- Complete design & development for the Willow Creek Greenway boardwalk.
- Begin concept planning for Commonwealth Lake Bridge & Weir replacement.
- Complete concept plans for the new neighborhood park at Heckman Road, and two (2) nature play-oriented play equipment replacements at Bonny Slope Park and Rock Creek Park.

2008 Bond Projects:

- Begin construction of the multi-purpose sport court at Mountain View Champions Park.

Budget Highlights

The budget reflects the transfer of the engagement and partnership specialist position to the Planning department.

Division: Park Services
 Department: Design & Development

Description	Prior Year Actual 2020/21	Prior Year Actual 2021/2022	Budget 2022/2023	Proposed Budget 2023/2024	Approved Budget 2023/2024
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Summary of Appropriations

Personnel Services	\$ -	\$ 1,167,233	\$ 1,203,758	\$ 985,470	
Materials & Services	-	10,082	42,457	39,099	
Total Appropriations	\$ -	\$ 1,177,315	\$ 1,246,215	\$ 1,024,569	\$ -

Summary by Program

Design & Development	\$ -	\$ 1,177,315	\$ 1,246,215	\$ 1,024,569	
Total Appropriations	\$ -	\$ 1,177,315	\$ 1,246,215	\$ 1,024,569	\$ -

Division Staff

Full-time	0.00	6.00	7.00	5.00	
Part-time (FTE)	0.00	0.59	0.98	0.95	

NOTE: In FY 2021/22, Design & Development transferred to the Park Services Division from the Business Services Division.

Division: Park Services
 Department: Design & Development

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2020/21	Prior Year Actual 2021/22	Projected Outcome 2022/23	Proposed Outcome 2023/24
Number of public engagement activities	-			
Number of active park/facility projects	-	19	19	20
Number of active trail projects	-	4	6	7
Number of active partnership and developer led projects	-	21	18	16

Division: Park Services
Department: Design & Development

Description	Prior Year Actual 2020/21	Prior Year Actual 2021/2022	Budget 2022/2023	Proposed Budget 2023/2024	Approved Budget 2023/2024
Program Appropriations					
FT Salary	\$ -	\$ 600,795	\$ 730,607	\$ 615,948	
PT Salary	-	17,517	29,581	32,208	
Employee Benefits	-	490,321	327,987	233,152	
Payroll Taxes	-	58,600	115,583	104,162	
Personnel Services	\$ -	\$ 1,167,233	\$ 1,203,758	\$ 985,470	\$ -
Professional and Technical Services	\$ -	\$ 440	\$ 12,800	\$ 14,000	
Communications	-	4,099	4,010	-	
Supplies	-	2,348	15,800	11,534	
Training, Travel and Memberships	-	3,195	8,847	11,825	
Small Furniture & Office Equipment	-	-	1,000	1,740	
Material & Services	\$ -	\$ 10,082	\$ 42,457	\$ 39,099	\$ -
Program Total	\$ -	\$ 1,177,315	\$ 1,246,215	\$ 1,024,569	\$ -
Department Staff					
Full-time	0.00	6.00	7.00	5.00	
Part-time (FTE)	0.00	0.59	0.98	0.95	



Recreation Services

Aquatics

Sports & Inclusion Services

Recreation

Maintenance Coordination

Community Programs

Nature & Trails



RECREATION SERVICES DIVISION



Division Mission

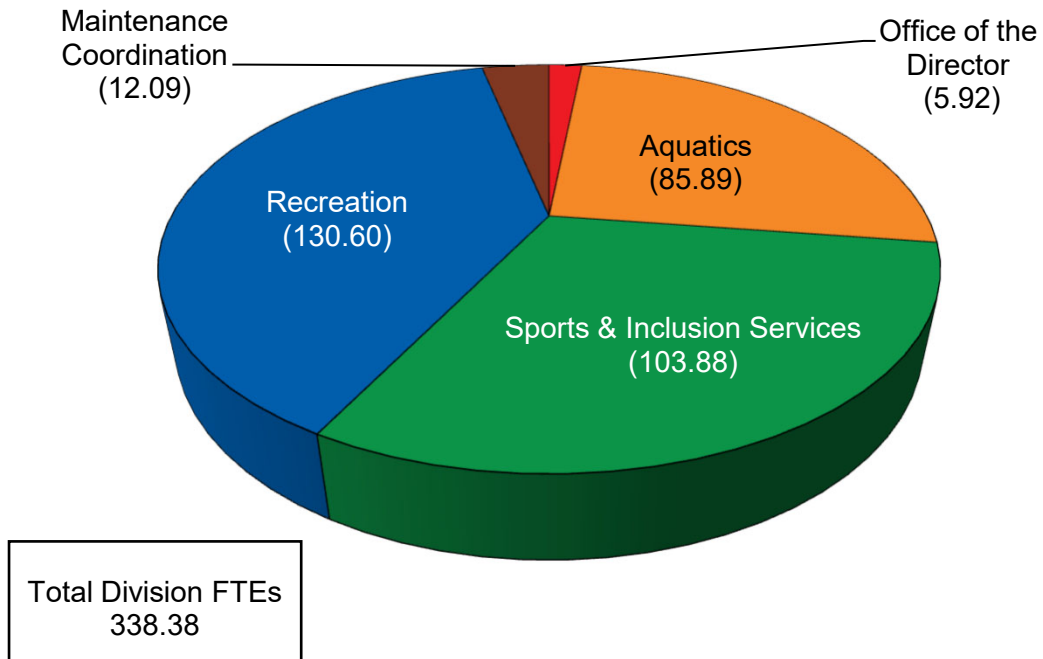
To provide a broad range of safe, high-quality recreation programs and special events responsive to the needs, abilities, and interests of the diverse community we serve.

Division Overview

The Recreation & Aquatic director and the Sports & Inclusion director both report to the general manager and are 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, Maintenance Coordination, 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.

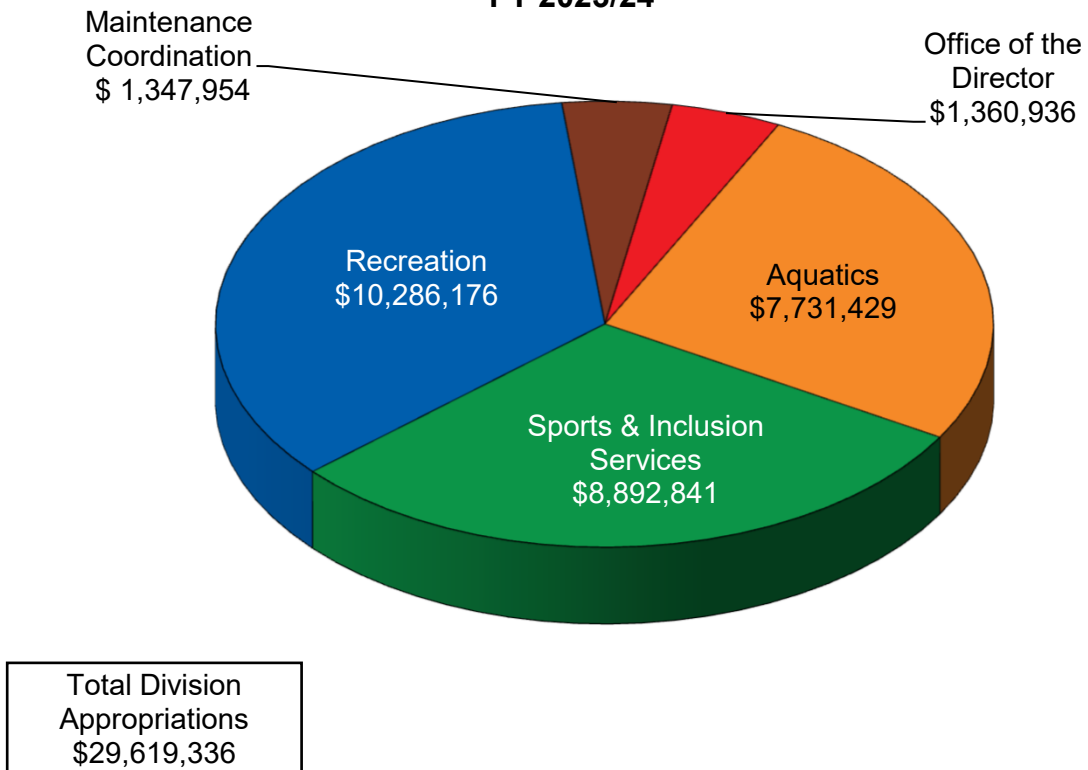
Division Staffing by Departments

FY 2023/24



Division Appropriations by Departments

FY 2023/24



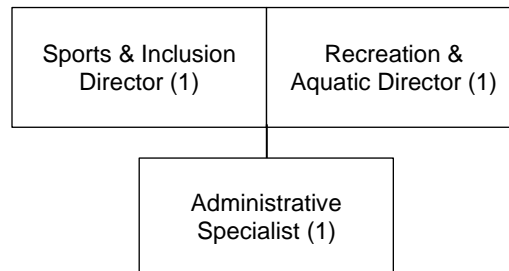
Division: Recreation Services

Description	Prior Year Actual 2020/21	Prior Year Actual 2021/22	Budget 2022/23	Proposed Budget 2023/24	Approved Budget 2023/24
Summary of Appropriations					
Personnel Services	\$ 11,784,901	\$ 14,116,315	\$ 23,107,786	\$ 25,136,499	
Materials & Services	1,071,406	2,631,301	4,100,751	4,482,837	
Total Appropriations	\$ 12,856,307	\$ 16,747,616	\$ 27,208,537	\$ 29,619,336	\$ -
Summary by Department					
Office of the Director	\$ 577,008	\$ 662,706	\$ 880,670	\$ 1,360,936	
Aquatics	1,140,654	2,812,310	6,849,140	7,731,429	
Sports & Inclusion Services	2,715,509	6,152,043	8,092,963	8,892,841	
Recreation	4,877,763	6,617,076	10,285,742	10,286,176	
Maintenance Coordination	-	503,481	1,100,022	1,347,954	
Community Programs	771,862	-	-	-	
Nature & Trails	2,773,511	-	-	-	
Total Appropriations	\$ 12,856,307	\$ 16,747,616	\$ 27,208,537	\$ 29,619,336	\$ -
Program Revenue	\$ 2,326,387	\$ 7,743,892	\$ 13,730,752	\$ 14,285,763	\$ -
Tax Subsidy	\$ 10,529,920	\$ 9,003,724	\$ 13,477,785	\$ 15,333,573	\$ -
% of Program Subsidized	82%	54%	50%	52%	
Division Staff					
Full-time	55.90	65.63	102.00	99.00	
Regular part-time (FTE)	5.97	0.17	0.00	0.00	
Part-time (FTE)	42.89	112.26	249.34	239.38	

Note: In FY 2021/22, Maintenance Coordination transferred from the Maintenance Department and Community Programs transferred to the Communications Department in the Administration Division. In FY 2021/22, Nature & Trails transferred to the Park Services Division, and Interpretive Programs, which was within Nature & Trails, transferred to the Recreation Department. In 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 directors of Recreation Services.

Activities of the Office of Director budget include managing and supervising the program staff within the Aquatics, Recreation, and Sports & Inclusion departments and coordinating and implementing the division's recreational activities and the maintenance staff supporting programs within the district buildings.

Recreation Services Building Coordination

The division's building coordination program provides maintenance, repair, and custodial services to the aquatic, historical, and non-programmed THPRD facilities. Building and aquatic center staff report to assigned supervisors and work closely with two assigned building coordinators responsible for serving as subject matter experts on buildings and associated systems. The building coordinators also work closely with trades staff in the Maintenance Operations department to troubleshoot issues.

Facility maintenance staff maintain outdoor restrooms, gymnasiums, splash pads, indoor and outdoor pools, and historic buildings. All full-time aquatic maintenance positions require a Pool Operator Certification.

FY 2022/23 Division Accomplishments

Value: Commitment to Community Vision

Athletic Center (AC) staff and the Affiliate Review Stakeholder working group have successfully re-affiliated eight baseball and

three softball affiliates and brought on one new baseball affiliate using the new affiliate review process. The AC staff is re-affiliating recreation soccer, youth softball, and adult and youth cricket.

Fitness attendance has grown tremendously this year; Elsie Stuhr's 74 percent increase. The recreation facilities saw an over 50 percent increase.

Inclusion services resumed Camp Rivendale programs in the summer of 2022. Camp served over 170 individuals experiencing a disability over five weeks.

The THRIVE afterschool program served 232 youth participants at Cedar Hills Recreation Center (CHRC), Garden Home Recreation Center (GHRC), AC, Conestoga Recreation & Aquatic Center (CRAC), and Chehalem.

AC staff has worked with the Afghan Support Group to find consistent space throughout the year for an Afghan community volleyball league that meets twice a week.

The gender Inclusion policy was implemented in the Fall of 2022.

Collaborated with Beaverton Black Parent Union to host the Black & Green Fellowship, a paid workforce training experience to connect 12 BSD high school students to nature and parks, wellness, and careers in nature.

FY 2022/23 Division Accomplishments (continued)

The centers offered several free events such as the first Festival del Sempoashochitl featuring dancers from the Ballet Folclórico Alma Oaxaqueña, Marhaba Japanese Drum performance, Marhaba, Celebración de Día de los Muertos in partnership with Mitotilistli Tezcatlipoca and a Sensory Santa event.

Mobile recreation programs, including Rec Mobile and Fitness in the Park, were able to get grant funding to support 78 percent of the cost of the program.

Rec Mobile (3,246), Nature Mobile (1,192), and Fitness In the park (1,309) collectively served 5,747 participants.

All aquatic facilities are partially re-opened. The focus is on providing swim lessons, fitness classes, and lap swimming.

The Diversify Internship program has hosted six interns. By the end of the fiscal year, it will expand into hosting 14. Funds from a Future Ready Grant from the Oregon Department of Education have made this possible.

FY 2023/24 Division Goals and Objectives Priority: Focus on Strengthening Programming Opportunities

Funding will continue to be set aside at the centers each year for 10-12 special events that are free to the community and will celebrate diverse communities.

Sports Staff will continue to update all co-ed leagues, sports rules, and team handbooks to include all gender-neutral language.

Inclusion Service will bring back an inclusive triathlon called THPRD Tri Together in August 2023 after a three-year break. The event will be modified this year as we rebuild participation.

THPRD will continue to offer 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.

Rec Mobile will host seven weeks of free summer camp for children living in low-income housing, homelessness, or those who qualify for THPRD scholarships. They will offer free teen life skills classes in partnership with students and parents from BSD's Black Student Union.

THPRD partners with Northwest Regional Education Service District (NWRESA) and will offer space for 28 students in the nine-month preschool programs.

Provide free and reduced-price swimming lessons subsidized by THPRD's Financial Aid Program.

Implement Splash for Life swim lessons, equipment, and life jackets within the THRIVE afterschool program and financial aid recipients.

Expand the NEWT and Diversify Internship program through grant funding.

Priority: Invest in our Employees and Technology

Continue hiring and onboarding new full-time positions as facilities reopen and expand hours and programming.

Value: Environmental Stewardship

Nature Center will offer year-round free nature community engagement events and nature programming efforts for part of the school year with community partners.

Budget Highlights

The division filled eight full-time vacancies as center facilities reopened and programming increased.

Division: Recreation Services
 Department: Office of the Director

Description	Prior Year Actual 2020/21	Prior Year Actual 2021/22	Budget 2022/23	Proposed Budget 2023/24	Approved Budget 2023/24
Summary of Appropriations					
Personnel Services	\$ 499,915	\$ 358,485	\$ 460,313	\$ 848,326	
Materials & Services	77,093	304,221	420,357	512,610	
Total Appropriations	\$ 577,008	\$ 662,706	\$ 880,670	\$ 1,360,936	\$ -
Summary by Program					
Office of the Director	\$ 577,008	\$ 662,706	\$ 880,670	\$ 1,360,936	
Total Appropriations	\$ 577,008	\$ 662,706	\$ 880,670	\$ 1,360,936	\$ -
Program Revenue	\$ 18,317	\$ 36,210	\$ 29,440	\$ 485,161	\$ -
Tax Subsidy	\$ 558,691	\$ 626,496	\$ 851,230	\$ 875,775	\$ -
% of Program Subsidized	97%	95%	97%	64%	
Division Staff					
Full-time	1.98	0.79	2.00	3.00	
Part-time (FTE)	0.51	0.32	2.76	2.92	

Division: Recreation Services
 Department: Office of the Director

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2020/21	Prior Year Actual 2021/22	Projected Outcome 2022/23	Proposed Outcome 2023/24
Attendance	1,980,423	1,184,480	1,687,116	1,864,582
Number of classes held	7,054	5,026	6,591	9,375
% of classes held vs. offered	83%	76%	77%	77%

Division: Recreation Services
 Department: Office of the Director

Description	Prior Year Actual 2020/21	Prior Year Actual 2021/22	Budget 2022/23	Proposed Budget 2023/24	Approved Budget 2023/24
Program Appropriations					
FT Salary	\$ 232,688	\$ 106,791	\$ 223,926	\$ 485,161	
PT Salary	14,996	28,192	90,749	108,753	
Employee Benefits	232,286	211,451	97,340	163,263	
Payroll Taxes	19,945	12,051	48,298	91,149	
Personnel Services	\$ 499,915	\$ 358,485	\$ 460,313	\$ 848,326	\$ -
Professional and Technical Services	\$ 4,571	\$ 15,185	\$ 49,387	\$ 69,500	
Fee reductions-Scholarship Program	58,013	272,748	305,490	307,828	
Communication	1,911	1,506	1,500	70,602	
Supplies	2,535	4,628	27,200	27,200	
Training, Travel and Memberships	10,063	10,154	36,780	37,480	
Material & Services	\$ 77,093	\$ 304,221	\$ 420,357	\$ 512,610	\$ -
Program Total	\$ 577,008	\$ 662,706	\$ 880,670	\$ 1,360,936	\$ -
Program Revenue	\$ 18,317	\$ 36,210	\$ 29,440	\$ 485,161	
Tax Subsidy	\$ 558,691	\$ 626,496	\$ 851,230	\$ 875,775	\$ -
% of Program Subsidized	97%	95%	97%	64%	
Department Staff					
Full-time	1.98	0.79	2.00	3.00	
Part-time (FTE)	0.51	0.32	2.76	2.92	

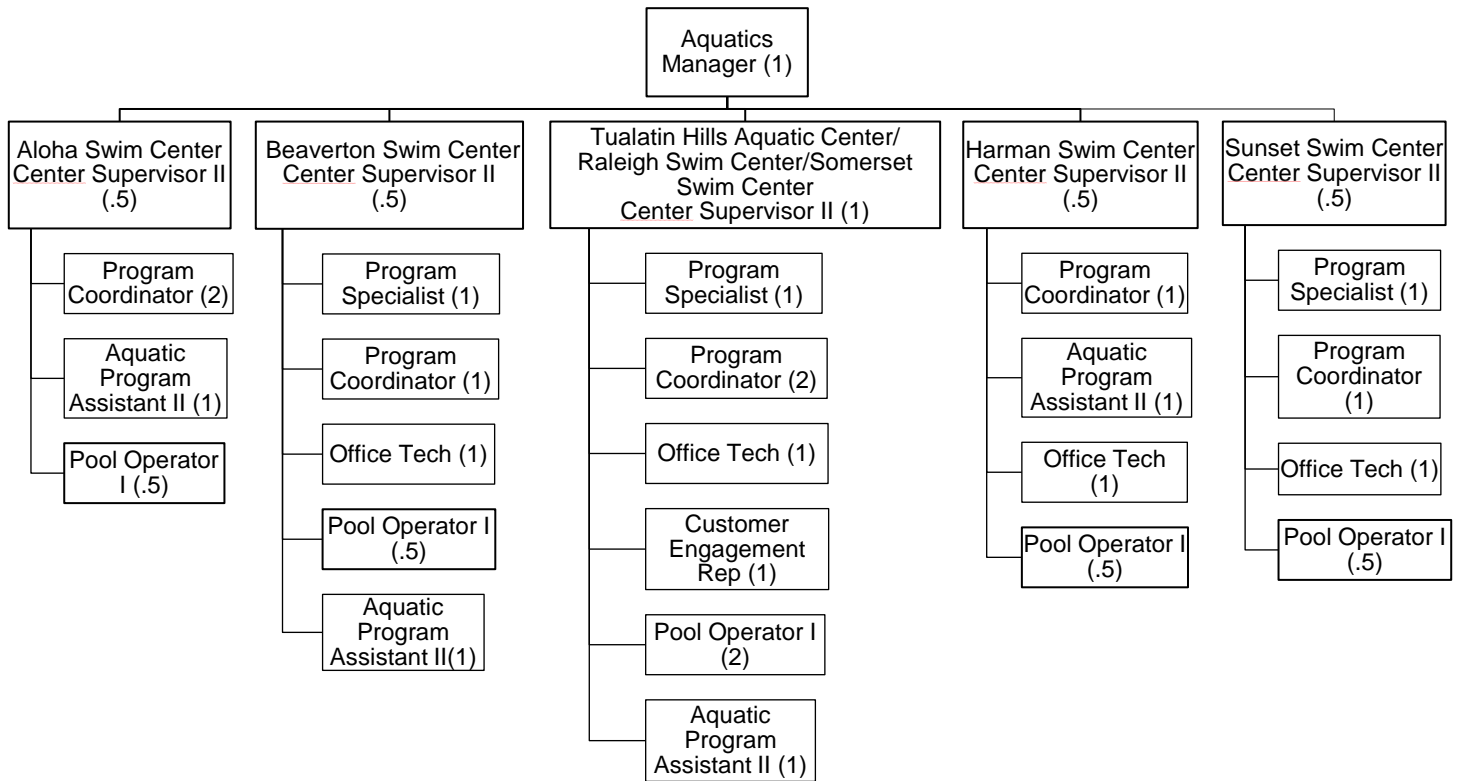


Aquatics



RECREATION SERVICES DIVISION

Aquatics Department



Department Overview

The Aquatics Department manager is responsible to the recreation & aquatic director 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 2022/23 Accomplishments

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

The pandemic impacted the operations of THPRD aquatic facilities. The THPRD Aquatics Team continues to focus on recruiting, hiring, and training staff. The Aquatic Center has returned to pre pandemic operations, while Conestoga and Beaverton are open continue to work towards full operations. In September Harman Swim Center opened offering morning programming and is offering afternoon lessons. Aloha Swim Center opened in November and is offering afternoon and evening lessons.

Priority: Investing in Employees and Technology
Reopening continues to provide several challenges, including renewing lifeguard certifications and meeting in-service training requirements.

FY 2023/24 Goals and Objectives

Priority: Invest in Employees and Technology

Continue to focus on recruiting and training lifeguards and swim instructors to meet the demand for programs.

Priority: Develop Sustainable Operating and Financial Models for the Future

Participate in implementing 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.

Priority: Focus on Strengthening Programming Opportunities

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.

Launch THPRD new staff swim lesson training program to help train instructors and build back our teaching staff allowing THPRD to expand swim lesson offerings.

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 TRI Together Pedal Run Dip, an annual event for all

abilities, partnering with the Sports & Inclusion Department.

Provide free and reduced-price swimming lessons subsidized by THPRD's Financial Aid 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 rebuilding staff and maximizing swim lesson programs during peak hours. As well as expanding programs at currently open facilities.

Division: Recreation Services
 Department: Aquatics

Description	Prior Year Actual 2020/21	Prior Year Actual 2021/22	Budget 2022/23	Proposed Budget 2023/24	Approved Budget 2023/24
Summary of Appropriations					
Personnel Services	\$ 1,110,582	\$ 2,091,790	\$ 5,722,409	\$ 6,448,095	
Materials & Services	30,072	720,520	1,126,731	1,283,334	
Total Appropriations	\$ 1,140,654	\$ 2,812,310	\$ 6,849,140	\$ 7,731,429	\$ -

Summary by Program					
Manager of Aquatics	\$ 15,205	\$ 12,248	\$ 250,214	\$ 294,364	
Aloha Swim Center	14,351	58,113	1,015,507	1,111,334	
Tualatin Hills Aquatic Center	998,885	1,844,860	1,999,509	2,373,399	
Beaverton Swim Center	14,401	525,666	1,202,254	1,328,974	
Harman Swim Center	14,369	61,781	1,019,879	1,087,292	
Sunset Swim Center	15,456	73,436	1,019,609	1,146,700	
Raleigh Swim Center	53,448	152,967	149,559	171,190	
Somerset West Swim Center	14,539	83,239	192,609	218,176	
Total Appropriations	\$ 1,140,654	\$ 2,812,310	\$ 6,849,140	\$ 7,731,429	\$ -

Program Revenue	\$ 417,679	\$ 1,360,304	\$ 2,955,839	\$ 3,123,807	\$ -
Tax Subsidy	\$ 722,975	\$ 1,452,006	\$ 3,893,301	\$ 4,607,622	\$ -
% of Program Subsidized	63%	52%	57%	60%	

Division Staff					
Full-time	6.03	9.90	27.00	27.00	
Regular part-time (FTE)	0.62	0.00	0.00	0.00	
Part-time (FTE)	3.51	22.01	53.87	58.89	

Funded Service Level					
Program Hours	825	5,095	33,995	43,463	
Contact Hours	5,728	34,675	254,872	1,367,176	

Attendance by Center

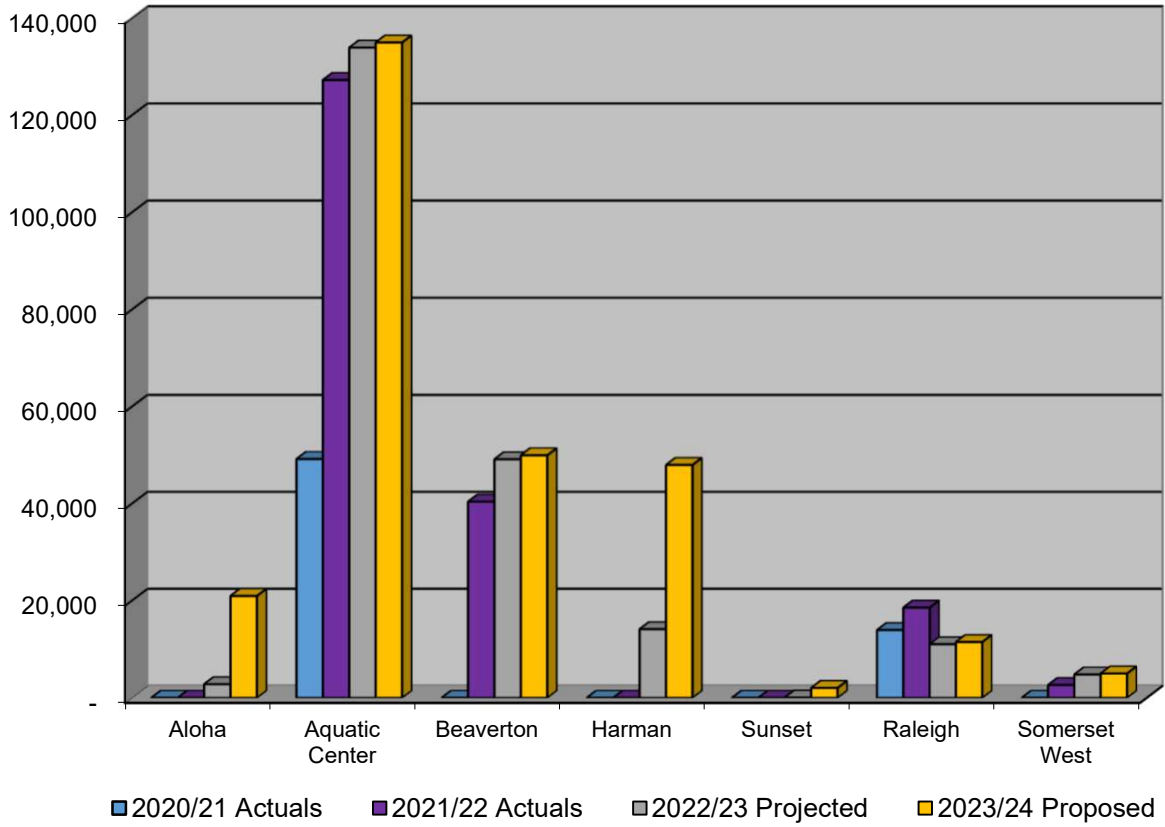
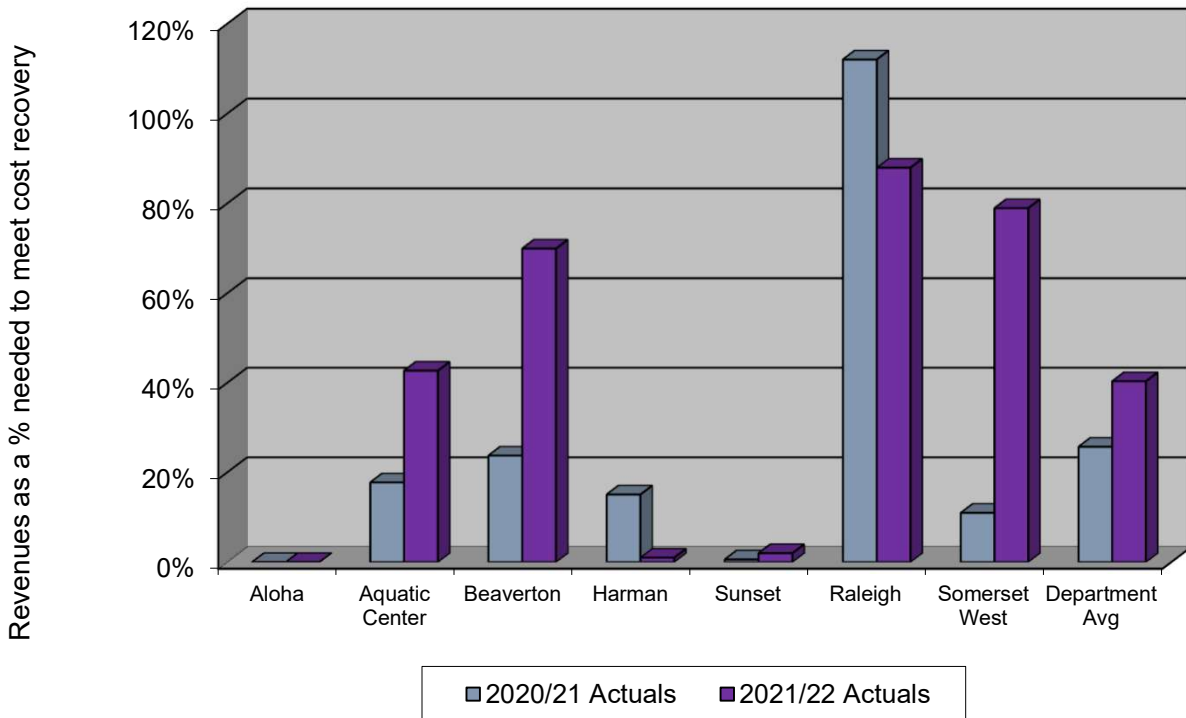


Chart Title



Division: Recreation Services
 Department: Aquatics
 Program: Manager of Aquatics

Description	Prior Year Actual 2020/21	Prior Year Actual 2021/22	Budget 2022/23	Proposed Budget 2023/24	Approved Budget 2023/24
Program Appropriations					
FT Salary	\$ -	\$ -	\$ 123,431	\$ 170,768	
PT Salary	-	-	5,195	-	
Employee Benefits	3,569	10	51,560	56,413	
Payroll Taxes	-	-	19,668	26,648	
Personnel Services	\$ 3,569	\$ 10	\$ 199,854	\$ 253,829	\$ -
Communications	\$ 2,485	\$ 3,201	\$ 5,000	\$ -	
Supplies	4,673	5,650	18,435	11,610	
Training, Travel and Memberships	4,478	3,387	26,925	28,925	
Material & Services	\$ 11,636	\$ 12,238	\$ 50,360	\$ 40,535	\$ -
Program Total	\$ 15,205	\$ 12,248	\$ 250,214	\$ 294,364	\$ -
Department Staff					
Full-time	0.00	0.00	1.00	1.00	
Part-time (FTE)	0.00	0.00	0.16	0.00	

Division: Recreation Services
 Department: Aquatics
 Program: Aloha Swim Center

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2020/21	Prior Year Actual 2021/22	Projected Outcome 2022/23	Proposed Outcome 2023/24
Workloads:				
Attendance	-	-	2,800	21,000
Number of classes held	-	-	131	940
% of classes held vs. offered	N/A	N/A	100%	90%
Performance Measures:				
Estimated cost per visit ¹	N/A	N/A	\$159.87	\$42.30
Estimated maintenance cost per visit ²	N/A	N/A	\$30.13	\$4.73
Utilities cost per square foot	\$2.37	\$3.11	\$4.15	\$7.49
Goal Outcome Measures:				
Average enrollment as a % of class minimums	N/A	N/A	263%	100%
Revenues as a % needed to meet cost recovery	N/A	N/A	12%	57%

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 2020/21	Prior Year Actual 2021/22	Budget 2022/23	Proposed Budget 2023/24	Approved Budget 2023/24
Program Appropriations					
FT Salary	\$ -	\$ -	\$ 286,820	\$ 307,264	
PT Salary	-	168	324,684	371,581	
Employee Benefits	14,284	49	156,740	148,675	
Payroll Taxes	-	8	97,002	109,780	
Personnel Services	\$ 14,284	\$ 225	\$ 865,246	\$ 937,300	\$ -
Communications	\$ -	\$ 1,679	\$ -	\$ -	
Supplies	67	887	11,532	22,424	
Maintenance Services & Supplies	-	10,792	42,794	35,824	
Utilities	-	44,530	87,474	107,091	
Bank Charges and Fees	-	-	8,461	8,695	
Material & Services	\$ 67	\$ 57,888	\$ 150,261	\$ 174,034	\$ -
Program Total	\$ 14,351	\$ 58,113	\$ 1,015,507	\$ 1,111,334	\$ -
Program Revenue	\$ -	\$ 37	\$ 483,497	\$ 496,864	
Tax Subsidy	\$ 14,351	\$ 58,076	\$ 532,010	\$ 614,470	\$ -
% of Program Subsidized	100%	100%	52%	55%	
Department Staff					
Full-time	0.00	0.00	4.00	4.00	
Part-time (FTE)	0.00	0.00	9.25	9.90	
Funded Service Level					
Program Hours	-	-	8,202	5,346	
Contact Hours	-	-	40,527	24,422	

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 2020/21	Prior Year Actual 2021/22	Projected Outcome 2022/23	Proposed Outcome 2023/24
Workloads:				
Attendance	49,234	127,281	133,949	135,000
Number of classes held	-	350	402	402
% of classes held vs. offered	N/A	99%	100%	100%
Performance Measures:				
Estimated cost per visit ¹	\$20.29	\$10.37	\$10.35	\$12.52
Estimated maintenance cost per visit ²	\$5.14	\$2.76	\$2.73	\$3.07
Utilities cost per square foot	\$4.55	\$5.13	\$6.85	\$7.12
Goal Outcome Measures:				
Average enrollment as a % of class minimums	250%	374%	332%	100%
Revenues as a % needed to meet cost recovery	18%	43%	47%	55%

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 2020/21	Prior Year Actual 2021/22	Budget 2022/23	Proposed Budget 2023/24	Approved Budget 2023/24
Program Appropriations					
FT Salary	\$ 423,210	\$ 568,369	\$ 644,247	\$ 764,340	
PT Salary	76,433	383,160	491,745	654,711	
Employee Benefits	438,885	540,990	352,492	349,478	
Payroll Taxes	47,095	87,556	182,575	230,041	
Personnel Services	\$ 985,623	\$ 1,580,075	\$ 1,671,059	\$ 1,998,570	\$ -
Communication	\$ -	\$ -	\$ 500	\$ 500	
Supplies	9,756	12,674	19,702	19,153	
Maintenance Services & Supplies	-	71,153	98,331	105,011	
Utilities	-	173,274	199,416	240,509	
Bank Charges and Fees	3,506	7,684	10,501	9,656	
Material & Services	\$ 13,262	\$ 264,785	\$ 328,450	\$ 374,829	\$ -
Program Total	\$ 998,885	\$ 1,844,860	\$ 1,999,509	\$ 2,373,399	\$ -
Program Revenue	\$ 251,676	\$ 788,629	\$ 912,890	\$ 1,040,209	
Tax Subsidy	\$ 747,209	\$ 1,056,231	\$ 1,086,619	\$ 1,333,190	\$ -
% of Program Subsidized	75%	57%	54%	56%	
Department Staff					
Full-time	5.28	7.94	9.00	9.00	
Part-time (FTE)	2.38	11.98	12.63	16.45	
Funded Service Level					
Program Hours	747	1,546	3,776	8,523	
Contact Hours	5,602	11,665	16,147	409,008	

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 2020/21	Prior Year Actual 2021/22	Projected Outcome 2022/23	Proposed Outcome 2023/24
Workloads:				
Attendance	-	40,432	49,181	50,000
Number of classes held	-	314	580	591
% of classes held vs. offered	N/A	99%	99%	99%
Performance Measures:				
Estimated cost per visit ¹	\$0.00	\$9.36	\$18.77	\$21.68
Estimated maintenance cost per visit ²	\$0.00	\$1.16	\$2.30	\$2.21
Utilities cost per square foot	\$2.64	\$5.01	\$6.72	\$5.83
Goal Outcome Measures:				
Average enrollment as a % of class minimums	N/A	284%	260%	100%
Revenues as a % needed to meet cost recovery	24%	70%	40%	53%

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 2020/21	Prior Year Actual 2021/22	Budget 2022/23	Proposed Budget 2023/24	Approved Budget 2023/24
Program Appropriations					
FT Salary	\$ -	\$ 132,996	\$ 367,111	\$ 407,893	
PT Salary	-	214,563	352,258	398,889	
Employee Benefits	14,334	982	197,900	190,676	
Payroll Taxes	-	31,118	114,835	130,701	
Personnel Services	\$ 14,334	\$ 379,659	\$ 1,032,104	\$ 1,128,159	\$ -
Communication	\$ -	\$ 1,485	\$ -	\$ -	
Supplies	67	7,918	23,818	27,626	
Maintenance Services & Supplies	-	30,020	43,691	46,930	
Utilities	-	100,030	93,083	116,495	
Bank charges and fees	-	6,554	9,558	9,764	
Material & Services	\$ 67	\$ 146,007	\$ 170,150	\$ 200,815	\$ -
Program Total	\$ 14,401	\$ 525,666	\$ 1,202,254	\$ 1,328,974	\$ -
Program Revenue	\$ 40	\$ 369,640	\$ 546,163	\$ 557,969	
Tax Subsidy	\$ 14,361	\$ 156,026	\$ 656,091	\$ 771,005	\$ -
% of Program Subsidized	100%	30%	55%	58%	
Department Staff					
Full-time	0.75	1.88	5.00	5.00	
Regular part-time (FTE)	0.62	0.00	0.00	0.00	
Part-time (FTE)	0.00	6.23	9.91	10.23	
Funded Service Level					
Program Hours	-	2,376	6,308	6,351	
Contact Hours	-	15,912	25,796	277,428	

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 2020/21	Prior Year Actual 2021/22	Projected Outcome 2022/23	Proposed Outcome 2023/24
Workloads:				
Attendance	-	-	14,157	48,000
Number of classes held	-	-	84	724
% of classes held vs. offered	N/A	N/A	100%	90%
Performance Measures:				
Estimated cost per visit ¹	-	-	\$32.47	\$17.60
Estimated maintenance cost per visit ²	-	-	\$6.17	\$2.44
Utilities cost per square foot	\$2.67	\$3.34	\$4.47	\$7.82
Goal Outcome Measures:				
Average enrollment as a % of class minimums	N/A	N/A	242%	100%
Revenues as a % needed to meet cost recovery	15%	1%	14%	51%

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 2020/21	Prior Year Actual 2021/22	Budget 2022/23	Proposed Budget 2023/24	Approved Budget 2023/24
Program Appropriations					
FT Salary	\$ -	\$ -	\$ 312,221	\$ 327,587	
PT Salary	-	-	293,637	323,676	
Employee Benefits	14,302	46	162,676	153,606	
Payroll Taxes	-	-	96,420	105,312	
Personnel Services	\$ 14,302	\$ 46	\$ 864,954	\$ 910,181	\$ -
Communications	\$ -	\$ 1,619	\$ -	\$ -	
Supplies	67	1,216	13,251	14,163	
Maintenance Services & Supplies	-	11,427	42,993	44,344	
Utilities	-	47,473	91,212	111,068	
Bank Charges and Fees	-	-	7,469	7,536	
Material & Services	\$ 67	\$ 61,735	\$ 154,925	\$ 177,111	\$ -
Program Total	\$ 14,369	\$ 61,781	\$ 1,019,879	\$ 1,087,292	\$ -
Program Revenue	\$ -	\$ 728	\$ 426,813	\$ 430,612	
Tax Subsidy	\$ 14,369	\$ 61,053	\$ 593,066	\$ 656,680	\$ -
% of Program Subsidized	100%	99%	58%	60%	
Department Staff					
Full-time	0.00	0.00	4.00	4.00	
Part-time (FTE)	0.00	0.00	8.20	8.18	
Funded Service Level					
Program Hours	-	-	5,192	9,830	
Contact Hours	-	-	24,644	238,703	

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 2020/21	Prior Year Actual 2021/22	Projected Outcome 2022/23	Proposed Outcome 2023/24
Workloads:				
Attendance	-	-	50	2,032
Number of classes held	-	-	100	1,415
% of classes held vs. offered	N/A	N/A	N/A	N/A
Performance Measures:				
Estimated cost per visit ¹	-	-	\$4,508.96	\$441.12
Estimated maintenance cost per visit ²	-	-	\$502.72	\$55.26
Utilities cost per square foot	\$3.40	\$3.43	\$4.59	\$8.18
Goal Outcome Measures:				
Average enrollment as a % of class minimums	N/A	N/A	N/A	100%
Revenues as a % needed to meet cost recovery	1%	2%	29%	45%

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 2020/21	Prior Year Actual 2021/22	Budget 2022/23	Proposed Budget 2023/24	Approved Budget 2023/24
Program Appropriations					
FT Salary	\$ -	\$ 7,918	\$ 312,221	\$ 364,959	
PT Salary	199	284	285,086	319,332	
Employee Benefits	13,812	49	162,676	161,016	
Payroll Taxes	19	798	95,094	110,707	
Personnel Services	\$ 14,030	\$ 9,049	\$ 855,077	\$ 956,014	\$ -
Supplies	\$ 1,409	\$ 1,866	\$ 17,247	\$ 20,254	
Maintenance Services & Supplies	-	10,632	38,471	39,534	
Utilities	-	51,889	101,850	123,805	
Bank Charges and Fees	17	-	6,964	7,093	
Material & Services	\$ 1,426	\$ 64,387	\$ 164,532	\$ 190,686	\$ -
Program Total	\$ 15,456	\$ 73,436	\$ 1,019,609	\$ 1,146,700	\$ -
Program Revenue	\$ 642	\$ 1,817	\$ 397,938	\$ 405,286	
Tax Subsidy	\$ 14,814	\$ 71,619	\$ 621,671	\$ 741,414	\$ -
% of Program Subsidized	96%	98%	61%	65%	
Department Staff					
Full-time	0.00	0.08	4.00	4.00	
Part-time (FTE)	0.01	0.01	7.96	8.12	
Funded Service Level					
Program Hours	-	-	4,630	7,027	
Contact Hours	-	-	32,601	256,244	

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 2020/21	Prior Year Actual 2021/22	Projected Outcome 2022/23	Proposed Outcome 2023/24
Workloads:				
Attendance	13,956	18,597	11,050	11,500
Number of classes held	-	163	30	30
% of classes held vs. offered	N/A	79%	94%	94%
Performance Measures:				
Estimated cost per visit ¹	\$3.83	\$4.87	\$4.08	\$9.96
Estimated maintenance cost per visit ²	\$1.80	\$1.14	\$1.32	\$1.34
Utilities cost per square foot	\$9.49	\$9.27	\$12.51	\$8.35
Goal Outcome Measures:				
Average enrollment as a % of class minimums	162%	155%	280%	100%
Revenues as a % needed to meet cost recovery	112%	88%	48%	78%

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 2020/21	Prior Year Actual 2021/22	Budget 2022/23	Proposed Budget 2023/24	Approved Budget 2023/24
Program Appropriations					
PT Salary	\$ 46,798	\$ 78,944	\$ 83,270	\$ 93,985	
Payroll Taxes	4,445	7,681	12,907	15,179	
Personnel Services	\$ 51,243	\$ 86,625	\$ 96,177	\$ 109,164	\$ -
Communications	\$ -	\$ 999	\$ -	\$ -	
Supplies	410	2,229	6,318	7,511	
Maintenance Services & Supplies	-	20,170	14,508	15,394	
Utilities	-	41,145	30,559	37,081	
Bank Charges and Fees	1,795	1,799	1,997	2,040	
Material & Services	\$ 2,205	\$ 66,342	\$ 53,382	\$ 62,026	\$ -
Program Total	\$ 53,448	\$ 152,967	\$ 149,559	\$ 171,190	\$ -
Program Revenue	\$ 139,009	\$ 134,056	\$ 114,137	\$ 116,583	
Tax Subsidy	\$ (85,561)	\$ 18,911	\$ 35,422	\$ 54,607	\$ -
% of Program Subsidized	-160%	12%	24%	32%	
Department Staff					
Part-time (FTE)	0.87	2.63	2.40	2.49	
Funded Service Level					
Program Hours	39	595	1,764	2,825	
Contact Hours	87	3,474	13,612	54,051	

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 2020/21	Prior Year Actual 2021/22	Projected Outcome 2022/23	Proposed Outcome 2023/24
Workloads:				
Attendance	-	2,633	4,810	5,000
Number of classes held	-	130	76	84
% of classes held vs. offered	N/A	125%	84%	100%
Performance Measures:				
Estimated cost per visit ¹	-	\$15.29	\$14.85	\$31.90
Estimated maintenance cost per visit ²	-	\$4.39	\$3.39	\$3.29
Utilities cost per square foot	\$8.33	\$18.77	\$25.22	\$21.68
Goal Outcome Measures:				
Average enrollment as a % of class minimums	117%	124%	283%	100%
Revenues as a % needed to meet cost recovery	11%	79%	61%	43%

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 2020/21	Prior Year Actual 2021/22	Budget 2022/23	Proposed Budget 2023/24	Approved Budget 2023/24
Program Appropriations					
PT Salary	\$ 12,422	\$ 32,780	\$ 119,427	\$ 133,343	
Payroll Taxes	775	3,321	18,511	21,535	
Personnel Services	\$ 13,197	\$ 36,101	\$ 137,938	\$ 154,878	\$ -
Communications	\$ -	\$ 1,629	\$ -	\$ -	
Supplies	592	2,045	7,845	9,257	
Maintenance Services & Supplies	-	9,943	15,667	16,427	
Utilities	-	31,397	29,857	36,279	
Bank Charges and Fees	750	2,124	1,302	1,335	
Material & Services	\$ 1,342	\$ 47,138	\$ 54,671	\$ 63,298	\$ -
Program Total	\$ 14,539	\$ 83,239	\$ 192,609	\$ 218,176	\$ -
Program Revenue	\$ 26,312	\$ 65,397	\$ 74,401	\$ 76,284	
Tax Subsidy	\$ (11,773)	\$ 17,842	\$ 118,208	\$ 141,892	\$ -
% of Program Subsidized	-81%	21%	61%	65%	
Department Staff					
Part-time (FTE)	0.25	1.16	3.36	3.52	
Funded Service Level					
Program Hours	39	578	4,123	3,561	
Contact Hours	39	3,624	101,545	107,320	

NOTE: Maintenance Costs transferred to Somerset West Swim Center from the Maintenance Department in FY 2021/22.

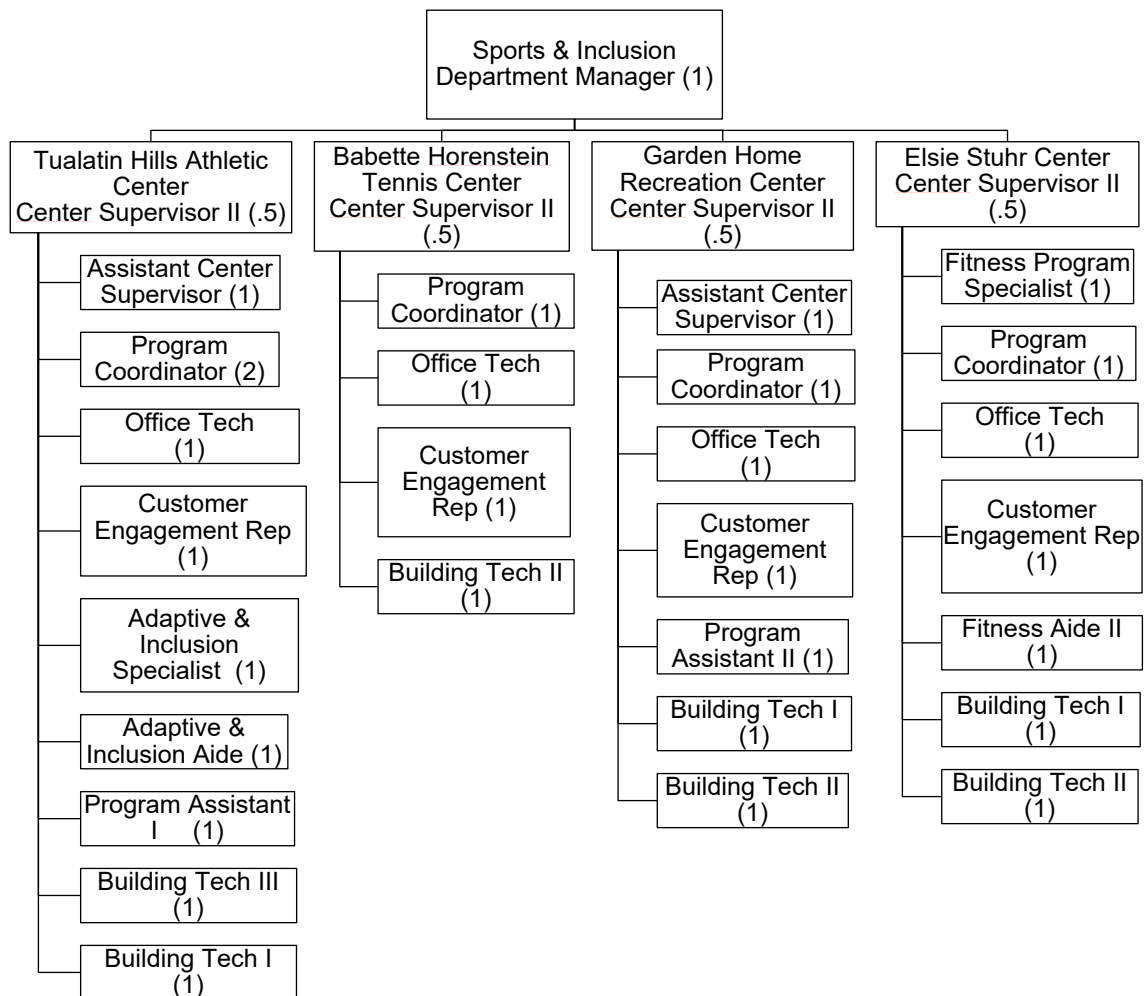


Sports & Inclusion Services



RECREATION SERVICES DIVISION

Sports & Inclusion Department



Department Overview

The Sports & Inclusion Department manager is responsible to the Sports & Inclusion director 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, 55+ programming, affiliated sports organizations, and coordinates the Beaverton School District (BSD) intergovernmental agreement. Additionally, the Sports & Inclusion Department manager oversees THPRD's mobile programs, 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 the 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

Department Overview (Continued)

Garden Home Community Library, Community Action (Headstart) programs, two preschool programs, and The Estuary Center. 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 offers free mobile fitness and wellness programs to low-income community members. ESC runs districtwide Fitness in the Park programs, and the center offers a home for the Meals on Wheels program, which provides local meal delivery to homebound seniors.

FY 2022/23 Accomplishments

Value: Leading with Equity with Special Attention to Racial Equity

All fitness class schedules are being produced in Spanish to be more inclusive for our patrons.

In partnership with the Communications Department, Fitness hosted the Inaugural Zumba Multicultural event as part of the City of Beaverton's Welcoming Week, with 87 people participating. THPRD's community outreach, recruitment, youth activities, and Portland Community College Exercise Science students were included.

GHRC hosted a free Japanese Drum performance for patrons and after-school participants to learn and appreciate the art and history of Japanese Drumming. Takumi Kato is a world-renowned taiko artist from Japan who is touring the United States.

GHRC hosted the Black History 101 Mobile Museum with over 180 attendees. This is a national touring event where patrons experience both exhibits and lectures. Rec Mobile, community partners, and our communications department participated in informational booths. The Garden Home Community Library also gave free books to children attending the event.

GHRC hosted a screening and Q & A with Dru Holley, Director and Producer of the film Buffalo Soldiers: Fighting on Two Fronts. The story of the Buffalo Soldiers involves historical complexities like race, class, power, colonialism, and western expansion.

Rec Mobile continues its community outreach, hosting Rec Mobile camp this summer. It provides nine weeks of free camp to children in low-income housing, the houseless, or those who qualify for THPRD scholarships.

Rec Mobile outreach continues to participate in THPRD and other community special events, this year they have brought games and enrichment activities to Centro de Bienvenida, Black History 101 Mobile Museum event, Marhaba, Afghan Community Welcoming event, City of Beaverton's Welcoming week, Cider Fest and more.

GHRC received a THPRD Equity grant to host the first Marhaba event. It was held to honor Beaverton's Arabic community and celebrate Arab American Heritage Month and Eid El Fitr. This event promoted healthy and active lifestyles to this underserved group of refugees and welcomed them to our diverse workforce and community.

GHRC partnered with the Afghan Support Network, the Arabic House of Oregon, and the City of Beaverton to host a free event to welcome and support our Afghani community. The focus was to provide community resource awareness to refugees.

Tax Aid came back to ESC this year. This is a free program where patrons 55yrs+ can register to get assistance with their taxes.

ESC is a proud partner with Meals on Wheels offering free or low-cost in-person meals to seniors aged 60yrs+. They currently serve on Mondays and Wednesdays at the center.

New this year, ESC celebrated Black History Month every Tuesday in February by offering free fitness classes highlighting those first in the

FY 2022/23 Accomplishments (Continued)

African American community to break barriers and open doors into the fitness world.

Programs for those experiencing a disability included 2,500 hours of one-on-one support for those in programs. More than 900+ individuals participated in therapeutic recreation programs such as Monday Night drop-in, Thursday All-Star basketball, wheelchair basketball, and an Adaptive Sportz Center class.

Inclusion Services reintroduced the Spring Celebration event that consists of a silent egg hunt, bounce house, face painting, and other family activities. This event is held in partnership with the Autism Society of Oregon.

AC staff and the Affiliate Review Stakeholder working group have successfully re-affiliated eight baseball and three softball affiliates and brought on one new baseball affiliate using the new affiliate review process. The Center staff is reaffiliating recreation soccer, youth softball, and adult and youth cricket.

THPRD Fitness and Volunteer Services partnered our PCC Exercise Science interns with Beaverton School District's Southridge High school Sports Medicine student interns for professional growth and development. This has been a successful cross-departmental project.

THPRD Fitness coordinated Active Aging Week in September. This year it was offered at all the recreation centers.

GHRC hosted a Canine Community Carnival. This family-friendly pet event was an opportunity to bring awareness to pet adoption and GHRC programming. Participants enjoyed a pop-up dog park, pet adoption, vendors, DJs, and raffles while learning about what the park district offers. This event was in partnership with the Communications Department events team.

The AC is once again open to pre-COVID hours and programs.

The THRIVE afterschool program is offered at both the AC and GHRC. The AC served 20 participants from Elmonica and Beaver Acres elementary schools. The THRIVE program at the AC has built a relationship with the Cedar Mill Library and has enrolled in their READS program. Participation in this program allows the library to drop off and pick-up up to sixty books each month. The THRIVE afterschool program at GHRC serves over 75 participants from seven 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 Camp Rivendale programs in the summer of 2022. Camp served over 170 individuals experiencing a disability over five weeks.

BHTC staff has focused on expanding district-wide pickleball, including indoor and outdoor opportunities, by adding four outdoor pickleball courts on the HMT stadium court and lining courts 11 and 12 with an additional four indoor pickleball courts.

BHTC hired an external pickleball consultant to ensure the tennis center offers patrons all appropriate programs and activities. We hired our first internal part-time pickleball instructor, who will focus solely on expanding programs and growing the game. Worked with different user groups to rent space for a women's daytime pickleball league and a weekend pickleball league in the Fall.

The BHTC continues to work with community partners to offer a diverse range of tennis programs. Partners include the USTA to run the Oregon Tennis Championships Adult Tournament. One of the oldest existing tournaments in the PNW. They continued to run the only National Junior USTA event in the PNW in July, which brings the top-rated juniors to our facility. Partnerships with Portland State and Oregon Elite Tennis have helped bring and

**FY 2022/23 Accomplishments
(Continued)**

offer new levels of programs to the tennis center year-round.

ESC coordinated a Smoke Alarm Installation event. This event was to replace and install smoke alarms, promote fire safety, and prevent home fires. The Red Cross and THPRD, with the help of TVFR, have collaborated to help high school junior Isaac Choi fulfill the requirement for a capstone project as a member of the Red Cross Youth Executive board.

ESC is offering “Newcomers Welcome” days. Patrons can come to learn all about the Elsie Stuhr Center. It is a great way to meet new friends, attend various classes, learn about day trips, and attend drop-in activities.

Both ESC and GHRC have gained new lease groups at their centers. The Estuary Center works to transform the lives of people experiencing autism by engaging and empowering independence within their community. WakeUp Beaverton creates a physical environment for racial, cultural, spiritual, and linguistically diverse communities to distribute assets, resources, educational opportunities, and activities with community stakeholders.

ESC staff worked with the Friends of the Elsie Stuhr Center to set values and priorities that support the district and Tualatin Hills Park Foundation. This work will help guide financial decisions moving forward.

AC staff has worked with the Afghan Support Group to find consistent space throughout the year for an Afghan community volleyball league that meets twice a week.

The adult softball league has updated rules and team handbooks with verbiage to include all gender identifications.

Priority: Investing in our Employees and Technology

Sports staff researched and implemented a field conditions website that will aid in communication with our user groups when fields are not in a playable condition. This will take the place of the outdated call-in rainout message tape.

THPRD fitness webpages have been reformatted to be more inclusive and user-friendly. Changes included a link to financial aid forms, information about how to become an instructor, and a link to the job posting.

FY 2023/24 Goals and Objectives

Priority: Focus on Strengthening Programming Opportunities

AC staff will continue to reaffiliate field sports teams and once accomplished, assist aquatic staff in affiliating their partner groups.

AC staff will be adding new, diverse programs to introduce our facilities to new community members who have traditionally not used the center.

Rec Mobile will host seven weeks of free summer camp for children living in low-income housing, houselessness, or those who qualify for THPRD scholarships. They will offer free teen life skills classes in partnership with students and parents from BSD’s Black Student Union.

ESC Wellness on Wheels will increase outreach to underserved populations, including targeted older adults, low-income families, and the Latinx population.

GHRC will develop additional programming and research alternate funding sources to support the proposed art program expansion and art therapies program.

GHRC will host annual cultural events, such as Marhaba and Dia de Los Ninos, and two new events to expand our cultural events and education.

FY 2023/24 Goals and Objectives (Continued)

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

Inclusion Service will bring back an inclusive triathlon in August 2023 after a three-year break. The event will be modified this year as we rebuild participation.

FY 24 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

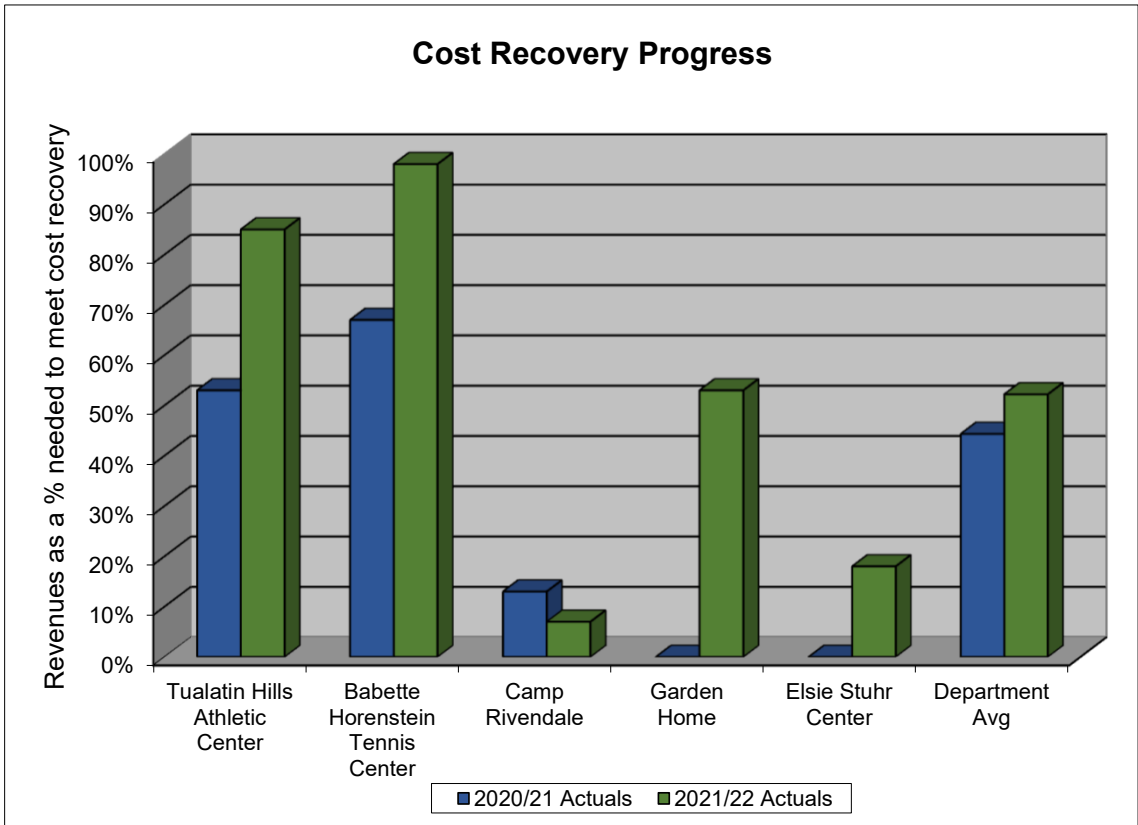
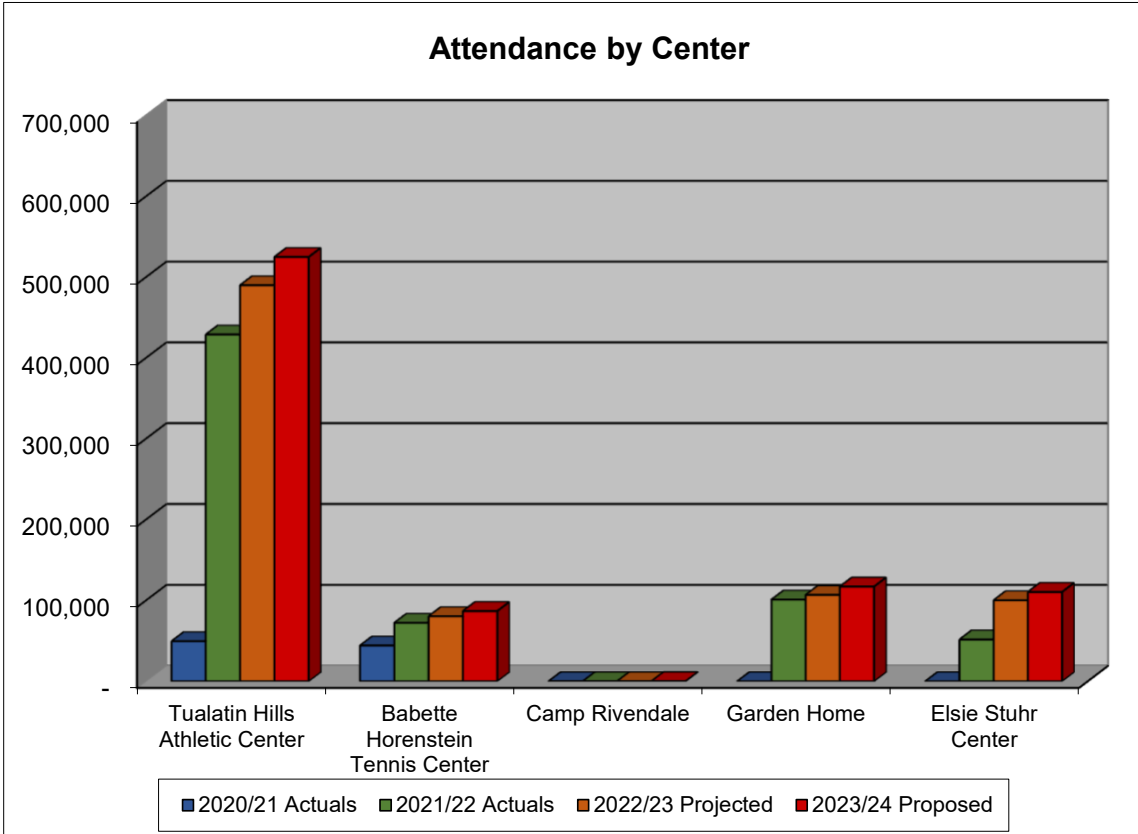
Description	Prior Year Actual 2020/21	Prior Year Actual 2021/22	Budget 2022/23	Proposed Budget 2023/24	Approved Budget 2023/24
Summary of Appropriations					
Personnel Services	\$ 2,430,539	\$ 5,361,351	\$ 6,919,702	\$ 7,685,574	
Materials & Services	284,970	790,692	1,173,261	1,207,267	
Total Appropriations	\$ 2,715,509	\$ 6,152,043	\$ 8,092,963	\$ 8,892,841	\$ -

Summary by Program					
Sports & Inclusion Services Manager	\$ 262,685	\$ 257,405	\$ 253,493	\$ 271,377	
Tualatin Hills Athletic Center	2,094,875	2,346,057	2,951,913	3,268,176	
Babette Horenstein Tennis Center	330,997	1,034,293	1,185,155	1,318,854	
Elsie Stuhr Center	-	801,280	1,365,790	1,540,330	
Garden Home Recreation Center	-	1,686,901	2,157,910	2,348,081	
Camp Rivendale	26,952	26,107	178,702	146,023	
Total Appropriations	\$ 2,715,509	\$ 6,152,043	\$ 8,092,963	\$ 8,892,841	\$ -

Program Revenue	\$ 891,443	\$ 3,436,961	\$ 5,086,964	\$ 5,037,301	\$ -
Tax Subsidy	\$ 1,824,066	\$ 2,715,082	\$ 3,005,999	\$ 3,855,540	\$ -
% of Program Subsidized	67%	44%	37%	43%	

Division Staff					
Full-time	10.78	26.22	31.00	31.00	
Regular part-time (FTE)	0.92	0.00	0.00	0.00	
Part-time (FTE)	13.60	39.90	75.19	72.88	

Funded Service Level					
Program Hours	13,409	108,386	51,953	67,147	
Contact Hours	58,034	266,895	490,257	895,891	



Division: Recreation Services
 Department: Sports & Inclusion Services
 Program: Sports & Inclusion Services Manager

Description	Prior Year Actual 2020/21	Prior Year Actual 2021/22	Budget 2022/23	Proposed Budget 2023/24	Approved Budget 2023/24
Program Appropriations					
FT Salary	\$ 118,149	\$ 127,750	\$ 143,086	\$ 162,599	
PT Salary	-	-	16,793	18,023	
Employee Benefits	119,485	104,021	56,002	54,600	
Payroll Taxes	10,276	12,422	24,425	28,785	
Personnel Services	\$ 247,910	\$ 244,193	\$ 240,306	\$ 264,007	\$ -
Communications	\$ 11,350	\$ 10,670	\$ 7,287	\$ -	
Supplies	2,136	2,542	2,000	2,000	
Training, Travel and Memberships	1,289	-	3,750	5,220	
Small Furniture and Equipment	-	-	150	150	
Material & Services	\$ 14,775	\$ 13,212	\$ 13,187	\$ 7,370	\$ -
Program Total	\$ 262,685	\$ 257,405	\$ 253,493	\$ 271,377	\$ -
Department Staff					
Full-time	1.00	1.00	1.00	1.00	
Part-time (FTE)	0.00	0.00	0.57	0.35	

Division: Recreation Services
 Department: Sports & Inclusion Services
 Program: Tualatin Hills Athletic Center

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2020/21	Prior Year Actual 2021/22	Projected Outcome 2022/23	Proposed Outcome 2023/24
Workloads:				
Attendance	49,550	429,000	490,000	525,000
Number of classes held	168	359	429	450
% of classes held vs. offered	63%	80%	91%	90%
Performance Measures:				
Estimated cost per visit ¹	\$34.58	\$4.57	\$4.53	\$5.25
Estimated maintenance cost per visit ²	\$4.49	\$0.66	\$0.66	\$0.68
Utilities cost per square foot	\$1.28	\$1.71	\$2.25	\$1.64
Goal Outcome Measures:				
Average enrollment as a % of class minimums	137%	151%	167%	100%
Revenues as a % needed to meet cost recovery	53%	85%	66%	57%

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 2020/21	Prior Year Actual 2021/22	Budget 2022/23	Proposed Budget 2023/24	Approved Budget 2023/24
Program Appropriations					
FT Salary	\$ 642,442	\$ 676,314	\$ 727,830	\$ 867,828	
RPT Salary	39,311	-	-	-	
PT Salary	395,404	619,746	1,076,654	1,196,161	
Employee Benefits	769,935	657,489	405,814	405,775	
Payroll Taxes	108,402	121,061	289,671	334,908	
Personnel Services	\$ 1,955,494	\$ 2,074,610	\$ 2,499,969	\$ 2,804,672	\$ -
Professional and Technical Services	\$ 8,200	\$ 65,493	\$ 79,900	\$ 79,900	
Communication	-	164	405	600	
Supplies	43,929	76,364	239,415	238,067	
Utilities	77,493	104,124	86,855	99,568	
Bank Charges and Fees	9,446	23,734	32,669	32,669	
Training, Travel and Memberships	313	359	7,700	7,700	
Small Furniture and Equipment	-	1,209	5,000	5,000	
Material & Services	\$ 139,381	\$ 271,447	\$ 451,944	\$ 463,504	\$ -
Program Total	\$ 2,094,875	\$ 2,346,057	\$ 2,951,913	\$ 3,268,176	\$ -
Program Revenue	\$ 596,856	\$ 1,241,679	\$ 1,866,778	\$ 1,866,778	
Tax Subsidy	\$ 1,498,019	\$ 1,104,378	\$ 1,085,135	\$ 1,401,398	\$ -
% of Program Subsidized	72%	47%	37%	43%	
Department Staff					
Full-time	8.15	10.41	10.50	10.50	
Regular part-time (FTE)	0.92	0.00	0.00	0.00	
Part-time (FTE)	11.03	17.96	30.89	31.58	
Funded Service Level					
Program Hours	11,283	5,370	6,049	35,083	
Contact Hours	52,082	65,141	53,330	259,560	

NOTE: Sports leagues are not included in the program or contact hours but are reflected in the proposed FY 23/24.

Division: Recreation Services
 Department: Sports & Inclusion Services
 Program: Babette Horenstein Tennis Center

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2020/21	Prior Year Actual 2021/22	Projected Outcome 2022/23	Proposed Outcome 2023/24
Workloads:				
Attendance	44,300	72,360	80,460	86,896
Number of classes held	260	1,896	1,525	1,379
% of classes held vs. offered	73%	90%	90%	93%
Performance Measures:				
Estimated cost per visit ¹	\$4.50	\$9.91	\$9.74	\$10.38
Estimated maintenance cost per visit ²	\$1.25	\$3.00	\$2.95	\$2.81
Utilities cost per square foot	\$0.77	\$1.01	\$1.32	\$1.57
Goal Outcome Measures:				
Average enrollment as a % of class minimums	128%	162%	181%	100%
Revenues as a % needed to meet cost recovery	67%	98%	94%	108%

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 2020/21	Prior Year Actual 2021/22	Budget 2022/23	Proposed Budget 2023/24	Approved Budget 2023/24
Program Appropriations					
FT Salary	\$ 59,812	\$ 233,934	\$ 320,386	\$ 379,473	
PT Salary	81,712	287,165	343,687	376,500	
Employee Benefits	44,764	275,457	175,765	174,141	
Payroll Taxes	14,302	48,984	105,514	121,996	
Personnel Services	\$ 200,590	\$ 845,540	\$ 945,352	\$ 1,052,110	\$ -
Professional and Technical Services	\$ 34,863	\$ 40,472	\$ 34,450	\$ 41,608	
Rental Equipment	-	-	1,891	1,891	
Supplies	12,412	23,128	49,703	44,710	
Utilities	76,223	100,464	131,542	156,318	
Bank Charges and Fees	6,909	24,360	21,717	21,717	
Training, Travel and Memberships	-	329	500	500	
Material & Services	\$ 130,407	\$ 188,753	\$ 239,803	\$ 266,744	\$ -
Program Total	\$ 330,997	\$ 1,034,293	\$ 1,185,155	\$ 1,318,854	\$ -
Program Revenue	\$ 264,137	\$ 1,079,714	\$ 1,240,987	\$ 1,240,987	
Tax Subsidy	\$ 66,860	\$ (45,421)	\$ (55,832)	\$ 77,867	\$ -
% of Program Subsidized	20%	-4%	-5%	6%	
Department Staff					
Full-time	1.63	2.83	4.50	4.50	
Part-time (FTE)	2.11	7.36	9.49	9.44	
Funded Service Level					
Program Hours	2,126	7,336	14,591	2,935	
Contact Hours	5,952	33,094	142,158	28,089	

NOTE: Tennis leagues are not included in the program or contact hours but are reflected in the proposed FY 23/24. Tennis has changed the structure of classes to have more sessions per class, affecting program and location hours.

Division: Recreation Services
 Department: Sports & Inclusion Services
 Program: Elsie Stuhr Center

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2020/21	Prior Year Actual 2021/22	Projected Outcome 2022/23	Proposed Outcome 2023/24
Workloads:				
Attendance	-	51,689	100,281	110,482
Number of classes held	-	45	162	172
% of classes held vs. offered	-	85%	74%	75%
Performance Measures:				
Estimated cost per visit ¹	-	\$11.53	\$8.94	\$10.59
Estimated maintenance cost per visit ²	-	\$3.10	\$2.19	\$2.51
Utilities cost per square foot	-	\$2.05	\$2.72	\$3.53
Goal Outcome Measures:				
Average enrollment as a % of class minimums	-	92%	114%	114%
Revenues as a % needed to meet cost recovery	-	18%	19%	40%

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 2020/21	Prior Year Actual 2021/22	Budget 2022/23	Proposed Budget 2023/24	Approved Budget 2023/24
Program Appropriations					
FT Salary	\$ -	\$ 263,153	\$ 489,655	\$ 601,482	
PT Salary	-	117,060	326,972	352,965	
Employee Benefits	-	312,680	282,556	283,923	
Payroll Taxes	-	35,549	133,312	155,366	
Personnel Services	\$ -	\$ 728,442	\$ 1,232,495	\$ 1,393,736	\$ -
Professional and Technical Services	\$ -	\$ 1,489	\$ 604	\$ 701	
Communication	-	1,619	1,000	-	
Supplies	-	23,203	54,582	57,998	
Utilities	-	45,016	67,392	77,678	
Bank Charges and Fees	-	1,332	8,717	8,717	
Training, Travel and Memberships	-	179	1,000	1,500	
Material & Services	\$ -	\$ 72,838	\$ 133,295	\$ 146,594	\$ -
Program Total	\$ -	\$ 801,280	\$ 1,365,790	\$ 1,540,330	\$ -
Program Revenue		\$ 158,132	\$ 498,095	\$ 498,095	
Tax Subsidy	\$ -	\$ 643,148	\$ 867,695	\$ 1,042,235	\$ -
% of Program Subsidized		80%	64%	68%	
Department Staff					
Full-time	0.00	4.12	7.50	7.50	
Part-time (FTE)	0.00	2.15	7.03	6.76	
Funded Service Level					
Program Hours	-	1,134	8,486	6,477	
Contact Hours	-	3,222	18,028	160,101	

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 2020/21	Prior Year Actual 2021/22	Projected Outcome 2022/23	Proposed Outcome 2023/24
Workloads:				
Attendance	-	101,095	106,886	117,210
Number of classes held	-	127	227	251
% of classes held vs. offered	-	76%	83%	83%
Performance Measures:				
Estimated cost per visit ¹	-	\$13.22	\$12.47	\$16.25
Estimated maintenance cost per visit ²	-	\$2.76	\$2.31	\$2.52
Utilities cost per square foot	-	\$1.35	\$1.80	\$1.99
Goal Outcome Measures:				
Average enrollment as a % of class minimums	-	151%	182%	182%
Revenues as a % needed to meet cost recovery	-	53%	49%	69%

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 2020/21	Prior Year Actual 2021/22	Budget 2022/23	Proposed Budget 2023/24	Approved Budget 2023/24
Program Appropriations					
FT Salary	\$ -	\$ 487,334	\$ 501,265	\$ 606,080	
PT Salary	-	397,588	872,764	926,465	
Employee Benefits	-	479,593	285,186	284,775	
Payroll Taxes	-	83,388	218,893	248,183	
Personnel Services	\$ -	\$ 1,447,903	\$ 1,878,108	\$ 2,065,503	\$ -
Professional and Technical Services	\$ -	\$ 2,135	\$ 638	\$ 638	
Communications	-	2,133	1,538	-	
Supplies	-	151,306	162,582	150,669	
Utilities	-	71,519	89,302	105,529	
Bank Charges and Fees	-	11,563	24,088	24,088	
Training, Travel and Memberships	-	342	1,654	1,654	
Material & Services	\$ -	\$ 238,998	\$ 279,802	\$ 282,578	\$ -
Program Total	\$ -	\$ 1,686,901	\$ 2,157,910	\$ 2,348,081	\$ -
Program Revenue		\$ 936,389	\$ 1,376,441	\$ 1,376,441	
Tax Subsidy	\$ -	\$ 750,512	\$ 781,469	\$ 971,640	\$ -
% of Program Subsidized		44%	36%	41%	
Department Staff					
Full-time	0.00	7.86	7.50	7.50	
Part-time (FTE)	0.00	11.88	23.92	22.49	
Funded Service Level					
Program Hours	-	94,246	21,227	20,742	
Contact Hours	-	162,468	251,882	432,191	

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 2020/21	Prior Year Actual 2021/22	Projected Outcome 2022/23	Proposed Outcome 2023/24
Workloads:				
Attendance	99	134	170	200
Performance Measures:				
Estimated maintenance cost per visit ¹	-	-	-	-
Utilities cost per square foot	\$3.46	-	-	\$6.87
Goal Outcome Measures:				
Average enrollment as a % of class minimums	N/A	198%	268%	100%
Revenues as a % needed to meet cost recovery	13%	7%	26%	12%

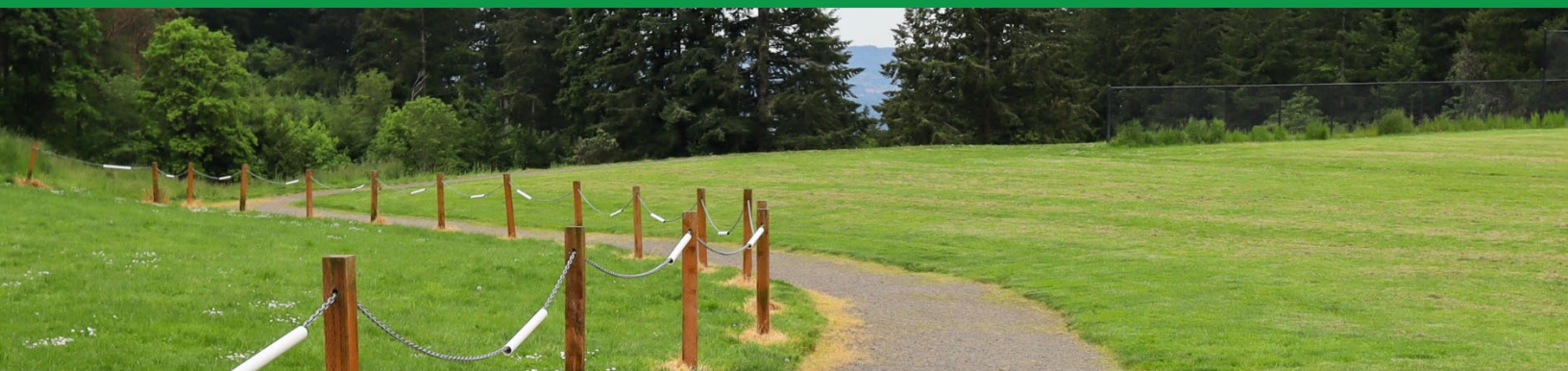
¹ Total maintenance cost does not include utilities.

Division: Recreation Services
 Department: Sports & Inclusion Services
 Program: Camp Rivendale

Description	Prior Year Actual 2020/21	Prior Year Actual 2021/22	Budget 2022/23	Proposed Budget 2023/24	Approved Budget 2023/24
Program Appropriations					
PT Salary	\$ 23,902	\$ 19,008	\$ 106,902	\$ 90,879	
Payroll Taxes	2,643	1,655	16,570	14,667	
Personnel Services	\$ 26,545	\$ 20,663	\$ 123,472	\$ 105,546	\$ -
Rental Equipment	\$ -	\$ -	\$ 29,000	\$ 11,000	
Supplies	386	5,444	14,682	16,197	
Utilities	-	-	11,548	13,280	
Training, Travel and Memberships	21	-	-	-	
Material & Services	\$ 407	\$ 5,444	\$ 55,230	\$ 40,477	\$ -
Program Total	\$ 26,952	\$ 26,107	\$ 178,702	\$ 146,023	\$ -
Program Revenue	\$ 30,450	\$ 21,047	\$ 104,663	\$ 55,000	
Tax Subsidy	\$ (3,498)	\$ 5,060	\$ 74,039	\$ 91,023	\$ -
% of Program Subsidized	-13%	19%	41%	62%	
Department Staff					
Part-time (FTE)	0.46	0.55	3.29	2.26	
Funded Service Level					
Program Hours	-	300	1,600	1,910	
Contact Hours	-	2,970	24,859	15,950	

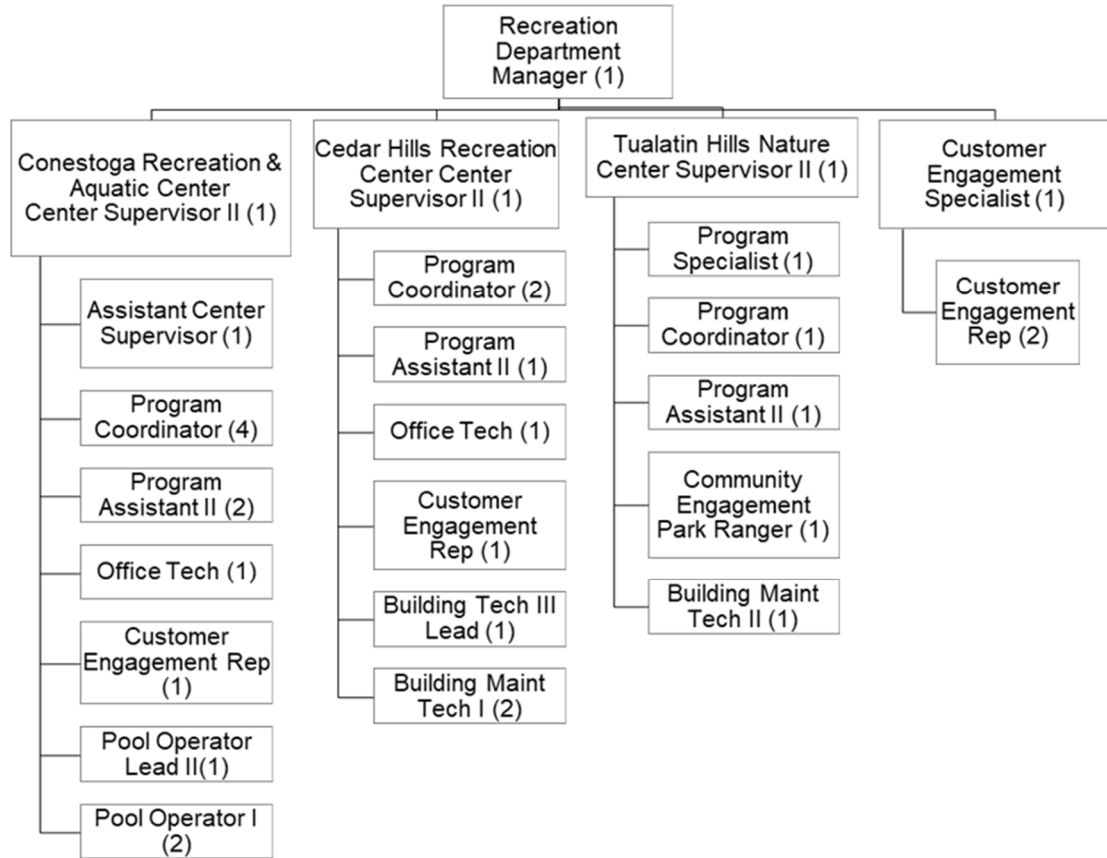


Recreation



RECREATION SERVICES DIVISION

Recreation Department



Department Overview

The Recreation Department manager is responsible to the recreation & aquatic director and oversees the operations of the customer engagement team and 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 Cedar Hills Recreation Center (CHRC) and Conestoga Recreation & Aquatic Center (CRAC). Each quarter, these recreation facilities provide more than 500 diverse recreation programs, fitness classes, special events, preschool, and afterschool programs.

The manager also oversees the Customer Engagement work group, based out of the

Administration Office, that ensures consistent customer service delivery districtwide.

FY 2022/23 Accomplishments

Priority: Investing in our Employees and Technology

THPRD hiring practices were updated to meet the Civil Rights Title VI requirements, and subsequent training on those practices are scheduled for hiring managers yearly.

Summer camp orientations hosted a guest speaker whose topic focused on inherent bias and spoke to the district's zero-tolerance for discrimination.

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

THPRD's continued partnership with the Beaverton School District's (BSD) free and

FY 2022/23 Accomplishments (continued)

reduced lunch program and supper program for afterschool program sites provided thousands of meals for children in the community. CHRC also hosted Washington County Cooperative Library Services (WCCLS) in conjunction with the BSD free lunch program, providing free books to participants.

THPRD continued to rebuild programming by offering Safety Town Camp and increased the number of participants in the bilingual session; provided additional resources in languages other than English; partnered with cultural organizations to offer dance classes with Ballet Folklórico and Machulxochi (local cultural dance/music troupes); restarted boys gymnastics to provide opportunities for participation in male gymnastic events; and brought 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 CHRC, CRAC, and the Tualatin Hills Nature Center (THNC). The partnership with NWRES D expanded to include staff training opportunities focused on early intervention and behavior support. In addition, CRAC expanded the Bilingual Spanish Preschool program to two days per week.

Nature Mobile offered free, grant-funded programs, at THPRD parks and community events from July - September 2022, reaching 2,304 kids and 1,563 adults with nature programs and distributing 736 free nature kits.

The THNC 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 THNC on weekends throughout the year.

The THNC continued 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.

The THNC also continued the Nature Experiences and Workforce Training (NEWT) Program, providing paid internship opportunities to six Latinx students from July – September 2022. In total, interns worked more than 1,300 total hours.

The THNC collaborated with Beaverton Black Parent Union to host the Black & Green Fellowship, a paid workforce training experience to connect 12 BSD high school students to nature and parks, wellness, and careers in nature.

CRAC offered several free community events including the first Festival del Sempoashochitl featuring dancers from the Ballet Folclórico Alma Oaxaqueña, Celebración de Día de los Muertos in partnership with Mitotilistli Tezcatlipoca and a Sensory Santa event.

Value: Environmental Stewardship

The CRAC underwent a large renovation to improve energy efficiency and safety in pool areas.

Value: Commitment to Community Vision

In line with our values of being accessible and safe, CRAC completed ADA improvements, supported family changing rooms and created gender-neutral dressing areas.

FY 2023/24 Goals and Objectives

Priority: Invest in our Employees and Technology

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

FY 2023/24 Goals and Objectives
(continued)

The THNC 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.

Launch an Earn to Learn lifeguard and instructor training program to expand workplace opportunities in aquatics.

Priority: Focus on Strengthening Programming Opportunities

THRPD will continue to partner with Northwest Regional Education Service District (NWRESD) to provide spaces for 28 students in nine-month preschool programs at CHRC, CRAC, and the THNC.

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. 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.

The THNC will continue the NEWT Program providing paid internship opportunities to 6 Latinx students in summer 2023 to support nature camps and Nature Mobile programming.

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.

The THNC will continue the community engagement/Nature Mobile Program. This consists of free mobile programs that provide hands-on, interactive, nature activities for visitors of all ages at 5 THPRD parks each week from June through August. This also includes year-round free nature community engagement events and nature programming efforts for part of the school year with community partners.

The THNC will continue to host school field trip programs to the Nature Center, Cooper Mountain Nature Park, 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.

Value: Leading with Equity with Special Attention to Racial Equity

THRPD will continue to partner with Northwest Regional Education Service District (NWRESD) to provide spaces for 28 students in its nine-month preschool programs.

THPRD will continue the NEWT Program, providing paid internship opportunities for 6 Latinx students in summer 2023 to support nature camps and Nature Mobile programming and after school programming with partner, Adelante Mujeres.

THPRD will continue to offer free events and programs created with, and for, community members celebrating the diverse cultures found within our district, including monthly proclamation activities at Centers, an All Ability

FY 2023/24 Goals and Objectives
(continued)

Duck Derby, Día de los Muertos Festivals, El Día del los Niños events, Sensory Santa and Veteran's Day events.

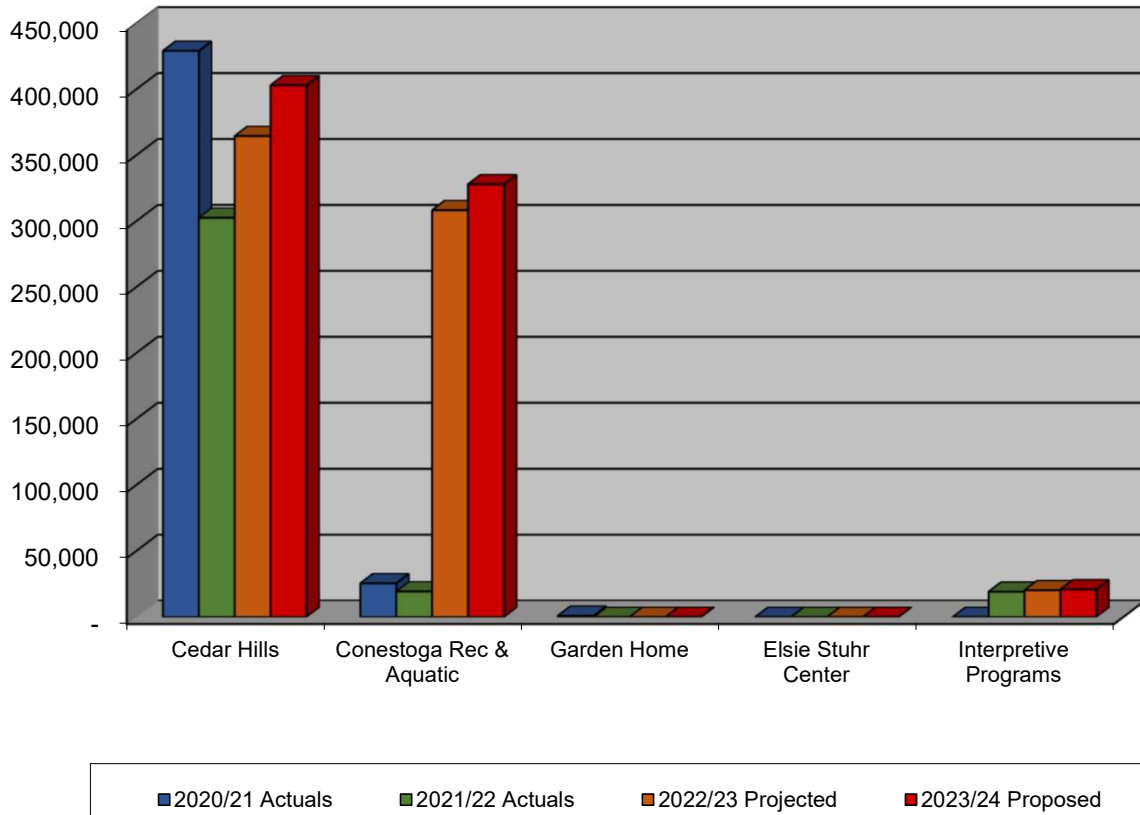
THPRD will continue to offer a districtwide Welcome Center focused on providing exceptional customer engagement, coordinating the district's quarterly registration process, and supporting the district's bilingual registration events through Centro de Bienvenida.

Division: Recreation Services
 Department: Recreation

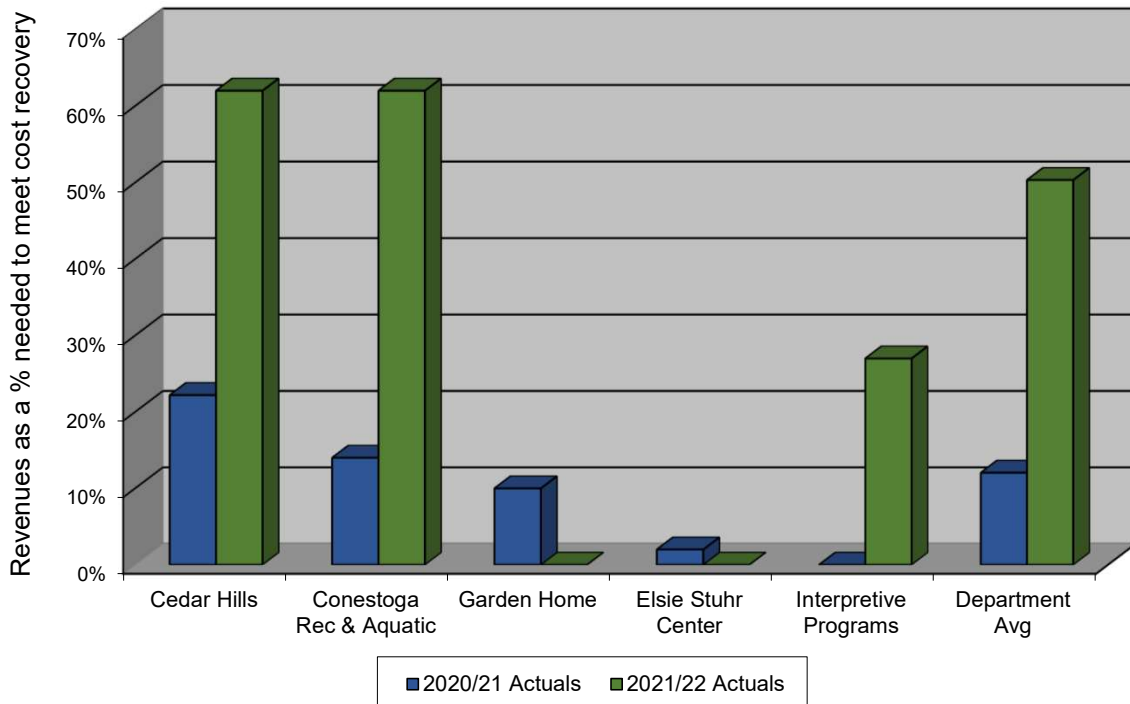
Description	Prior Year Actual 2020/21	Prior Year Actual 2021/22	Budget 2022/23	Proposed Budget 2023/24	Approved Budget 2023/24
Summary of Appropriations					
Personnel Services	\$ 4,462,899	\$ 6,079,184	\$ 9,175,756	\$ 9,169,537	
Materials & Services	414,864	537,892	1,109,986	1,116,639	
Total Appropriations	\$ 4,877,763	\$ 6,617,076	\$ 10,285,742	\$ 10,286,176	\$ -
Summary by Program					
Recreation Manager	\$ 273,804	\$ 265,581	\$ 1,090,156	\$ 774,010	
Cedar Hills Recreation Center	1,533,910	1,964,550	2,947,066	3,244,454	
Conestoga Rec. & Aquatic Center	1,744,391	2,670,642	4,047,384	4,518,719	
Garden Home Recreation Center	1,258,574	-	-	-	
Elsie Stuhr Center	67,084	-	-	-	
Interpretive Programs	-	1,716,303	2,201,136	1,748,993	
Total Appropriations	\$ 4,877,763	\$ 6,617,076	\$ 10,285,742	\$ 10,286,176	\$ -
Program Revenue	\$ 998,948	\$ 2,910,417	\$ 5,658,509	\$ 5,639,494	\$ -
Tax Subsidy	\$ 3,878,815	\$ 3,706,659	\$ 4,627,233	\$ 4,646,682	\$ -
% of Program Subsidized	80%	56%	45%	45%	
Division Staff					
Full-time	19.58	27.76	38.00	32.00	
Regular part-time (FTE)	4.43	0.17	0.00	0.00	
Part-time (FTE)	20.56	48.99	109.00	98.60	
Funded Service Level					
Program Hours	43,071	56,781	104,935	83,527	
Contact Hours	469,480	473,615	1,168,575	1,816,323	

Note: In 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 2020/21	Prior Year Actual 2021/22	Budget 2022/23	Proposed Budget 2023/24	Approved Budget 2023/24
Program Appropriations					
FT Salary	\$ 118,140	\$ 130,810	\$ 521,777	\$ 381,158	
PT Salary	-	-	143,224	120,364	
Employee Benefits	119,528	105,703	278,774	163,687	
Payroll Taxes	10,282	12,719	101,996	79,512	
	\$ 247,950	\$ 249,232	\$ 1,045,771	\$ 744,721	\$ -
Communications	\$ 15,852	\$ 14,197	\$ 5,520	\$ -	
Supplies	9,412	1,972	26,768	14,039	
Training, Travel and Memberships	590	120	12,097	15,250	
Small Furniture and Equipment	-	60	-	-	
Material & Services	\$ 25,854	\$ 16,349	\$ 44,385	\$ 29,289	\$ -
Program Total	\$ 273,804	\$ 265,581	\$ 1,090,156	\$ 774,010	\$ -
Department Staff					
Full-time	1.08	1.00	7.00	4.00	
Part-time (FTE)	0.00	0.00	3.86	2.99	

Division: Recreation Services
 Department: Recreation
 Program: Cedar Hills Recreation Center

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2020/21	Prior Year Actual 2021/22	Projected Outcome 2022/23	Proposed Outcome 2023/24
Workloads:				
Attendance	429,219	302,640	364,610	403,178
Number of classes held	491	677	823	850
% of classes held vs. offered	79%	74%	81%	77%
Performance Measures:				
Estimated cost per visit ¹	\$2.58	\$5.09	\$4.85	\$6.46
Estimated maintenance cost per visit ²	\$0.90	\$1.22	\$1.00	\$1.17
Utilities cost per square foot	\$1.05	\$1.42	\$1.90	\$2.73
Goal Outcome Measures:				
Average enrollment as a % of class minimums	150%	144%	167%	100%
Revenues as a % needed to meet cost recovery	22%	62%	73%	70%

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 2020/21	Prior Year Actual 2021/22	Budget 2022/23	Proposed Budget 2023/24	Approved Budget 2023/24
Program Appropriations					
FT Salary	\$ 367,918	\$ 572,226	\$ 630,770	\$ 741,135	
RPT Salary	156,457	-	-	-	
PT Salary	244,606	617,238	1,317,638	1,436,778	
Employee Benefits	602,592	520,282	349,792	346,036	
Payroll Taxes	75,455	109,736	308,812	352,295	
Personnel Services	\$ 1,447,028	\$ 1,819,482	\$ 2,607,012	\$ 2,876,244	\$ -
Professional and Technical Services	\$ 2,086	\$ 1,192	\$ 400	\$ 400	
Communication	-	289	4,100	3,600	
Supplies	31,663	60,638	202,215	215,763	
Utilities	40,224	54,473	89,549	104,758	
Bank Charges and Fees	12,720	28,351	39,540	39,439	
Training, Travel and Memberships	189	107	850	850	
Small Furniture and Equipment	-	18	3,400	3,400	
Material & Services	\$ 86,882	\$ 145,068	\$ 340,054	\$ 368,210	\$ -
Program Total	\$ 1,533,910	\$ 1,964,550	\$ 2,947,066	\$ 3,244,454	\$ -
Program Revenue	\$ 362,680	\$ 1,277,767	\$ 2,259,456	\$ 2,253,665	\$ -
Tax Subsidy	\$ 1,171,230	\$ 686,783	\$ 687,610	\$ 990,789	\$ -
% of Program Subsidized	76%	35%	23%	31%	
Department Staff					
Full-time	5.51	8.44	9.00	9.00	
Regular part-time (FTE)	2.26	0.13	0.00	0.00	
Part-time (FTE)	7.56	17.56	35.79	33.30	
Funded Service Level					
Program Hours	14,815	20,900	32,599	25,095	
Contact Hours	112,809	209,237	499,359	586,254	

Division: Recreation Services
 Department: Recreation
 Program: Conestoga Recreation & Aquatic Center

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2020/21	Prior Year Actual 2021/22	Projected Outcome 2022/23	Proposed Outcome 2023/24
Workloads:				
Attendance	25,578	19,392	308,414	328,084
Number of classes held	197	654	1,717	1,767
% of classes held vs. offered	67%	89%	79%	80%
Performance Measures:				
Estimated cost per visit ¹	\$172.69	\$219.94	\$16.88	\$22.21
Estimated maintenance cost per visit ²	\$13.55	\$26.15	\$1.55	\$1.77
Utilities cost per square foot	\$3.09	\$2.53	\$3.33	\$4.77
Goal Outcome Measures:				
Average enrollment as a % of class minimums	212%	125%	151%	151%
Revenues as a % needed to meet cost recovery	14%	62%	51%	70%

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 2020/21	Prior Year Actual 2021/22	Budget 2022/23	Proposed Budget 2023/24	Approved Budget 2023/24
Program Appropriations					
FT Salary	\$ 523,440	\$ 695,663	\$ 893,113	\$ 1,071,228	
RPT Salary	56,327	-	-	-	
PT Salary	335,262	713,270	1,683,258	1,874,882	
Employee Benefits	698,382	857,245	502,722	504,201	
Payroll Taxes	88,281	130,548	410,434	477,437	
Personnel Services	\$ 1,701,692	\$ 2,396,726	\$ 3,489,527	\$ 3,927,748	\$ -
Professional and Technical Services	\$ -	\$ 6,103	\$ 10,110	\$ 10,230	
Communication	-	3,455	-	-	
Supplies	28,603	96,874	268,522	257,079	
Utilities	-	143,346	225,349	269,766	
Bank Charges and Fees	14,096	24,087	49,076	49,096	
Training, Travel and Memberships	-	51	-	-	
Small Furniture, Fixtures and Equip.	-	-	4,800	4,800	
Material & Services	\$ 42,699	\$ 273,916	\$ 557,857	\$ 590,971	\$ -
Program Total	\$ 1,744,391	\$ 2,670,642	\$ 4,047,384	\$ 4,518,719	\$ -
Program Revenue	\$ 503,565	\$ 1,160,394	\$ 2,804,353	\$ 2,805,498	\$ -
Tax Subsidy	\$ 1,240,826	\$ 1,510,248	\$ 1,243,031	\$ 1,713,221	\$ -
% of Program Subsidized	71%	57%	31%	38%	
Department Staff					
Full-time	5.78	10.28	13.00	13.00	
Regular part-time (FTE)	1.01	0.04	0.00	0.00	
Part-time (FTE)	11.31	20.73	48.34	47.12	
Funded Service Level					
Program Hours	27,219	31,416	41,119	37,497	
Contact Hours	354,088	206,533	542,796	918,602	

Division: Recreation Services
 Department: Recreation
 Program: Conestoga Recreation & Aquatic Center
 Sub-program: Aquatics

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2020/21	Prior Year Actual 2021/22	Projected Outcome 2022/23	Proposed Outcome 2023/24
Workloads:				
Attendance	18,213	6,757	123,990	135,660
Number of classes held	53	140	958	1,000
% of classes held vs. offered	84%	91%	71%	73%
Performance Measures:				
Estimated cost per visit ¹	\$43.56	\$129.07	\$9.10	\$12.13
Goal Outcome Measures:				
Average enrollment as a % of class minimums	364%	226%	235%	100%
Revenues as a % needed to meet cost recovery	15%	12%	45%	43%

Division: Recreation Services
 Department: Recreation
 Program: Conestoga Recreation & Aquatic Center
 Sub-program: Aquatics

Description	Prior Year Actual 2020/21	Prior Year Actual 2021/22	Budget 2022/23	Proposed Budget 2023/24	Approved Budget 2023/24
Program Appropriations					
FT Salary	\$ 286,583	\$ 518,341	\$ 571,324	\$ 683,989	
RPT Salary	1,746	-	-	-	
PT Salary	79,805	168,298	701,279	911,268	
Employee Benefits	375,863	553,566	323,116	324,094	
Payroll Taxes	34,572	64,312	202,903	258,768	
Personnel Services	\$ 778,569	\$ 1,304,517	\$ 1,798,622	\$ 2,178,119	\$ -
Professional and Technical Services					
Professional and Technical Services	\$ -	\$ 6,103	\$ 10,110	\$ 10,230	
Communication	-	3,455	-	-	
Supplies	11,999	59,824	104,502	107,714	
Utilities	-	143,346	225,349	269,766	
Bank Charges and Fees	2,766	5,272	11,909	15,106	
Material & Services	\$ 14,765	\$ 218,000	\$ 351,870	\$ 402,816	\$ -
Program Total	\$ 793,334	\$ 1,522,517	\$ 2,150,492	\$ 2,580,935	\$ -
Program Revenue	\$ 163,847	\$ 148,270	\$ 680,497	\$ 863,185	\$ -
Tax Subsidy	\$ 629,487	\$ 1,374,247	\$ 1,469,995	\$ 1,717,750	\$ -
% of Program Subsidized	79%	90%	68%	67%	
Department Staff					
Full-time	4.31	7.69	8.00	8.40	
Regular part-time (FTE)	0.62	0.00	0.00	0.00	
Part-time (FTE)	2.73	5.10	17.90	22.96	
Funded Service Level					
Program Hours	200	1,351	7,990	8,583	
Contact Hours	1,374	4,432	27,666	432,535	

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 2020/21	Prior Year Actual 2021/22	Projected Outcome 2022/23	Proposed Outcome 2023/24
Workloads:				
Attendance	7,365	12,635	184,424	192,424
Number of classes held	144	514	759	767
% of classes held vs. offered	62%	88%	91%	91%
Performance Measures:				
Estimated cost per visit ¹	\$129.13	\$90.87	\$7.78	\$10.07
Goal Outcome Measures:				
Average enrollment as a % of class minimums	113%	117%	137%	100%
Revenues as a % needed to meet cost recovery	27%	66%	80%	89%

Division: Recreation Services
 Department: Recreation
 Program: Conestoga Recreation & Aquatic Center
 Sub-program: Recreation

Description	Prior Year Actual 2020/21	Prior Year Actual 2021/22	Budget 2022/23	Proposed Budget 2023/24	Approved Budget 2023/24
Program Appropriations					
FT Salary	\$ 236,857	\$ 177,322	\$ 321,789	\$ 387,239	
RPT Salary	54,581	-	-	-	
PT Salary	255,457	544,972	981,979	963,614	
Employee Benefits	322,519	303,679	179,606	180,107	
Payroll Taxes	53,709	66,236	207,531	218,669	
Personnel Services	\$ 923,123	\$ 1,092,209	\$ 1,690,905	\$ 1,749,629	\$ -
Supplies	\$ 16,604	\$ 37,050	\$ 164,020	\$ 149,365	
Bank Charges and Fees	11,330	18,815	37,167	33,990	
Training, Travel and Memberships	-	51	-	-	
Small Furniture, Fixtures and Equip.	-	-	4,800	4,800	
Material & Services	\$ 27,934	\$ 55,916	\$ 205,987	\$ 188,155	\$ -
Program Total	\$ 951,057	\$ 1,148,125	\$ 1,896,892	\$ 1,937,784	\$ -
Program Revenue	\$ 339,718	\$ 1,012,124	\$ 2,123,856	\$ 1,942,313	\$ -
Tax Subsidy	\$ 611,339	\$ 136,001	\$ (226,964)	\$ (4,529)	\$ -
% of Program Subsidized	64%	12%	-12%	0%	
Department Staff					
Full-time	1.47	2.59	5.00	4.60	
Regular part-time (FTE)	0.39	0.04	0.00	0.00	
Part-time (FTE)	8.58	15.63	30.44	24.16	
Funded Service Level					
Program Hours	27,019	30,065	33,129	28,914	
Contact Hours	352,714	202,101	515,130	486,067	

Division: Recreation Services
 Department: Recreation
 Program: Interpretive Programs

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2020/21	Prior Year Actual 2021/22	Projected Outcome 2022/23	Proposed Outcome 2023/24
Workloads:				
Attendance - Interpretive Programs	-	19,227	20,298	21,000
Trail Count - Tualatin Hills Nature Park	-	114,885	125,070	125,000
Trail Count - Cooper Mountain Nature Park	-	92,027	86,927	90,000
Number of classes held	-	311	305	320
% of classes held vs. offered	-	90%	90%	91%
Performance Measures:				
Estimated cost per visit ¹	-	\$74.83	\$80.44	\$67.10
Estimated maintenance cost per visit ²	-	\$13.51	\$11.23	\$13.50
Utilities cost per square foot	-	\$1.83	\$2.42	\$2.89
Goal Outcome Measures:				
Average enrollment as a % of class minimums	-	137%	155%	100%
Revenues as a % needed to meet cost recovery	-	27%	25%	34%

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 2020/21	Prior Year Actual 2021/22	Budget 2022/23	Proposed Budget 2023/24	Approved Budget 2023/24
Program Appropriations					
FT Salary	\$ -	\$ 527,522	\$ 649,184	\$ 547,607	
PT Salary	-	362,782	798,780	636,744	
Employee Benefits	-	641,849	356,717	244,461	
Payroll Taxes	-	81,591	228,765	192,012	
Personnel Services	\$ -	\$ 1,613,744	\$ 2,033,446	\$ 1,620,824	\$ -
Professional and Technical Services	\$ -	\$ 2,334	\$ 3,850	\$ 850	
Rental Equipment	-	1,032	11,100	11,220	
Communication	-	7,582	5,800	1,645	
Supplies	-	58,026	103,483	66,311	
Utilities	-	17,779	25,549	29,902	
Bank Charges & Fees	-	8,111	10,408	10,156	
Training, Travel and Memberships	-	3,491	6,000	6,480	
Small Furniture, Fixtures and Equip.	-	4,204	1,500	1,605	
Material & Services	\$ -	\$ 102,559	\$ 167,690	\$ 128,169	\$ -
Program Total	\$ -	\$ 1,716,303	\$ 2,201,136	\$ 1,748,993	\$ -
Program Revenue	\$ -	\$ 472,256	\$ 594,700	\$ 580,331	\$ -
Tax Subsidy	\$ -	\$ 1,244,047	\$ 1,606,436	\$ 1,168,662	\$ -
% of Program Subsidized		72%	73%	67%	
Department Staff					
Full-time	0.00	8.04	9.00	6.00	
Part-time (FTE)	0.00	10.70	21.01	15.19	
Funded Service Level					
Program Hours	-	4,465	22,731	14,458	
Contact Hours	-	57,845	108,392	151,366	

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 2020/21	Prior Year Actual 2021/22	Projected Outcome 2022/23	Proposed Outcome 2023/24
Workloads:				
Attendance	935	-	-	-
Number of classes held	9	-	-	-
% of classes held vs. offered	100%	-	-	-
Performance Measures:				
Estimated cost per visit ¹	\$1,080.29	-	-	-
Estimated maintenance cost per visit ²	\$205.56	-	-	-
Utilities cost per square foot	\$1.06	-	-	-
Goal Outcome Measures:				
Average enrollment as a % of class minimums	106%	-	-	-
Revenues as a % needed to meet cost recovery	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 2020/21	Prior Year Actual 2021/22	Budget 2022/23	Proposed Budget 2023/24	Approved Budget 2023/24
Program Appropriations					
FT Salary	\$ 369,091	\$ -	\$ -	\$ -	-
RPT Salary	59,198	-	-	-	-
PT Salary	112,973	-	-	-	-
Employee Benefits	447,430	-	-	-	-
Payroll Taxes	52,232	-	-	-	-
Personnel Services	\$ 1,040,924	\$ -	\$ -	\$ -	-
Professional and Technical Services	\$ 1,810	\$ -	\$ -	\$ -	-
Communications	2,517	-	-	-	-
Supplies	153,927	-	-	-	-
Utilities	56,306	-	-	-	-
Bank Charges and Fees	3,023	-	-	-	-
Training, Travel and Memberships	67	-	-	-	-
Material & Services	\$ 217,650	\$ -	\$ -	\$ -	-
Program Total	\$ 1,258,574	\$ -	\$ -	\$ -	-
Program Revenue	\$ 126,703	\$ -	\$ -	\$ -	-
Tax Subsidy	\$ 1,131,871	\$ -	\$ -	\$ -	-
% of Program Subsidized	90%	0%	0%	0%	-
Department Staff					
Full-time	6.46	0.00	0.00	0.00	-
Regular part-time (FTE)	1.16	0.00	0.00	0.00	-
Part-time (FTE)	1.69	0.00	0.00	0.00	-
Funded Service Level					
Program Hours	1,037	-	-	-	-
Contact Hours	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 2020/21	Prior Year Actual 2021/22	Projected Outcome 2022/23	Proposed Outcome 2023/24
Workloads:				
Attendance	-	-	-	-
Number of classes held	-	-	-	-
% of classes held vs. offered	N/A	-	-	-
Performance Measures:				
Estimated cost per visit ¹	-	-	-	-
Estimated maintenance cost per visit ²	-	-	-	-
Utilities cost per square foot	\$1.51	-	-	-
Goal Outcome Measures:				
Average enrollment as a % of class minimums	N/A	-	-	-
Revenues as a % needed to meet cost recovery	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 2020/21	Prior Year Actual 2021/22	Budget 2022/23	Proposed Budget 2023/24	Approved Budget 2023/24
Program Appropriations					
FT Salary	\$ -	\$ -	\$ -	\$ -	-
PT Salary	270	-	-	-	-
Employee Benefits	25,008	-	-	-	-
Payroll Taxes	27	-	-	-	-
Personnel Services	\$ 25,305	\$ -	\$ -	\$ -	\$ -
Professional and Technical Services	\$ 1,372	\$ -	\$ -	\$ -	-
Communication	1,770	-	-	-	-
Supplies	5,356	-	-	-	-
Utilities	33,280	-	-	-	-
Bank Charges and Fees	1	-	-	-	-
Material & Services	\$ 41,779	\$ -	\$ -	\$ -	\$ -
Program Total	\$ 67,084	\$ -	\$ -	\$ -	\$ -
Program Revenue	\$ 6,000	\$ -	\$ -	\$ -	\$ -
Tax Subsidy	\$ 61,084	\$ -	\$ -	\$ -	\$ -
% of Program Subsidized	91%	0%	0%	0%	0%
Department Staff					
Full-time	0.75	0.00	0.00	0.00	0.00
Part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Funded Service Level					
Program Hours	-	-	-	-	-
Contact Hours	-	-	-	-	-

NOTE: In FY 2021/22 Elsie Stuhr Center transferred from Recreation Department to Sports & Inclusion Services Department, within Recreation Services.



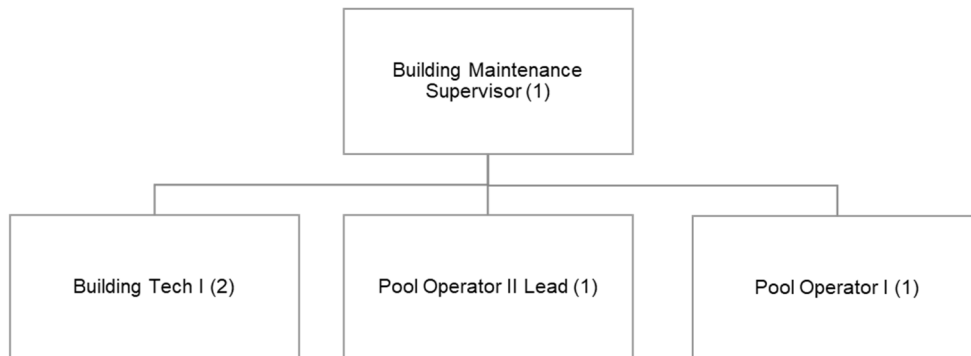
Maintenance Coordination



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RECREATION SERVICES DIVISION

Maintenance Coordination



Department Overview

The Maintenance Coordination department is responsible to the recreation & aquatic director. The building & pool maintenance program provides maintenance, preventative maintenance, and custodial services to the pools and non-programmed THPRD facilities. Building & pool maintenance staff maintain outdoor restrooms, gymnasiums, indoor and outdoor pools, and historic buildings. Maintenance on critical equipment and help develop the operational budget and proposed capital projects list. All full-time pool maintenance positions require an Aquatics Facility Operator Certification.

Division: Recreation Services
 Department: Maintenance Coordination

Description	Prior Year Actual 2020/21	Prior Year Actual 2021/22	Budget 2022/23	Proposed Budget 2023/24	Approved Budget 2023/24
Summary of Appropriations					
Personnel Services	\$ -	\$ 225,505	\$ 829,606	\$ 984,967	
Materials & Services	-	277,976	270,416	362,987	
Total Appropriations	\$ -	\$ 503,481	\$ 1,100,022	\$ 1,347,954	\$ -
Summary by Program					
Maintenance Coordination	\$ -	\$ 503,481	\$ 1,100,022	\$ 1,347,954	
Total Appropriations	\$ -	\$ 503,481	\$ 1,100,022	\$ 1,347,954	\$ -
Division Staff					
Full-time	0.00	0.96	4.00	6.00	
Part-time (FTE)	0.00	1.04	8.52	6.09	

Note: In FY 2021/22, Maintenance Coordination transferred from the Maintenance Department.

Division: Recreation Services
Department: Maintenance Coordination

Description	Prior Year Actual 2020/21	Prior Year Actual 2021/22	Budget 2022/23	Proposed Budget 2023/24	Approved Budget 2023/24
Program Appropriations					
FT Salary	\$ -	\$ 85,264	\$ 288,830	\$ 449,464	
PT Salary	-	34,900	289,060	215,833	
Employee Benefits	-	94,305	157,217	210,605	
Payroll Taxes	-	11,036	94,499	109,065	
Personnel Services	\$ -	\$ 225,505	\$ 829,606	\$ 984,967	\$ -
Professional & Technical Services	\$ -	\$ 8,995	\$ 9,756	\$ 75,406	
Communication	-	8,460	13,121	-	
Supplies	-	7,772	31,854	37,787	
Utilities	-	251,666	209,464	243,573	
Training, Travel and Memberships	-	1,083	6,221	6,221	
Material & Services	\$ -	\$ 277,976	\$ 270,416	\$ 362,987	\$ -
Program Total	\$ -	\$ 503,481	\$ 1,100,022	\$ 1,347,954	\$ -
Department Staff					
Full-time	0.00	0.96	4.00	6.00	
Part-time (FTE)	0.00	1.04	8.52	6.09	



Community Programs



Division: Recreation Services
 Department: Community Programs

Description	Prior Year Actual 2020/21	Prior Year Actual 2021/2022	Budget 2022/2023	Proposed Budget 2023/2024	Approved Budget 2023/2024
Summary of Appropriations					
Personnel Services	\$ 738,237	\$ -	\$ -	\$ -	-
Materials & Services	33,625	-	-	-	-
Total Appropriations	\$ 771,862	\$ -	\$ -	\$ -	-
Summary by Program					
Manager of Community Prog.	\$ 771,862	\$ -	\$ -	\$ -	-
Total Appropriations	\$ 771,862	\$ -	\$ -	\$ -	-
Division Staff					
Full-time	3.83	0.00	0.00	0.00	
Part-time (FTE)	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 2020/21	Prior Year Actual 2021/2022	Budget 2022/2023	Proposed Budget 2023/2024	Approved Budget 2023/2024
Program Appropriations					
FT Salary	\$ 338,324	\$ -	\$ -	\$ -	-
PT Salary	13,042	-	-	-	-
Employee Benefits	356,431	-	-	-	-
Payroll Taxes	30,440	-	-	-	-
Personnel Services	\$ 738,237	\$ -	\$ -	\$ -	-
Professional and Technical Services	\$ 23,462	\$ -	\$ -	\$ -	-
Rental Facility	2,400	-	-	-	-
Communications	1,051	-	-	-	-
Supplies	5,685	-	-	-	-
Training, Travel and Memberships	1,027	-	-	-	-
Material & Services	\$ 33,625	\$ -	\$ -	\$ -	-
Program Total	\$ 771,862	\$ -	\$ -	\$ -	-
Department Staff					
Full-time	3.83	0.00	0.00	0.00	0.00
Part-time (FTE)	0.30	0.00	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 2020/21	Prior Year Actual 2021/2022	Budget 2022/2023	Proposed Budget 2023/2024	Approved Budget 2023/2024
Summary of Appropriations					
Personnel Services	\$ 2,542,729	\$ -	\$ -	\$ -	-
Materials & Services	230,782	-	-	-	-
Total Appropriations	\$ 2,773,511	\$ -	\$ -	\$ -	-

Summary by Program					
Nature & Trails	\$ 1,747,555	\$ -	\$ -	\$ -	-
Interpretive Programs	1,025,956	-	-	-	-
Total Appropriations	\$ 2,773,511	\$ -	\$ -	\$ -	-

Division Staff					
Full-time	13.70	0.00	0.00	0.00	
Part-time (FTE)	4.41	0.00	0.00	0.00	

Funded Service Level					
Program Hours	1,957	-	-	-	-
Contact Hours	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 2020/21	Prior Year Actual 2021/22	Projected Outcome 2022/23	Proposed Outcome 2023/24
Percent of Natural Areas that meet or exceed native plant coverage for:				
High functioning sites	85%	-	-	-
Medium functioning sites	100%	-	-	-
Low functioning sites	100%	-	-	-
Number of trail users on main trails:				
Fanno Creek Trail	188,585	-	-	-
Rock Creek Trail	163,419	-	-	-
Westside Trail	158,359	-	-	-

Division: Recreation Services
 Department: Nature & Trails
 Program: Nature & Trails

Description	Prior Year Actual 2020/21	Prior Year Actual 2021/2022	Budget 2022/2023	Proposed Budget 2023/2024	Approved Budget 2023/2024
Program Appropriations					
FT Salary	\$ 684,621	\$ -	\$ -	\$ -	-
PT Salary	37,100	-	-	-	-
Employee Benefits	807,900	-	-	-	-
Payroll Taxes	74,691	-	-	-	-
Personnel Services	\$ 1,604,312	\$ -	\$ -	\$ -	-
Professional and Technical Services	\$ 76,263	\$ -	\$ -	\$ -	-
Other Services	2,450	-	-	-	-
Rental Equipment	84	-	-	-	-
Utilities	5,777	-	-	-	-
Communications	8,559	-	-	-	-
Supplies	48,054	-	-	-	-
Training, Travel and Memberships	2,056	-	-	-	-
Material & Services	\$ 143,243	\$ -	\$ -	\$ -	-
Program Total	\$ 1,747,555	\$ -	\$ -	\$ -	-
Department Staff					
Full-time	9.04	0.00	0.00	0.00	0.00
Part-time (FTE)	1.03	0.00	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 2020/21	Prior Year Actual 2021/22	Projected Outcome 2022/23	Proposed Outcome 2023/24
Workloads:				
Attendance - Interpretive Programs	16,294	-	-	-
Trail Count - Tualatin Hills Nature Park	115,739	-	-	-
Trail Count - Cooper Mountain Nature Park	106,979	-	-	-
Number of classes held	219	-	-	-
% of classes held vs. offered	81%	-	-	-
Performance Measures:				
Estimated cost per visit ¹	\$ 51.93	-	-	-
Estimated maintenance cost per visit ²	\$ 0.72	-	-	-
Utilities cost per square foot	\$ 1.53	-	-	-
Goal Outcome Measures:				
Average enrollment as a % of class minimums	143%	-	-	-
Revenues as a % needed to meet cost recovery	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 2020/21	Prior Year Actual 2021/2022	Budget 2022/2023	Proposed Budget 2023/2024	Approved Budget 2023/2024
Program Appropriations					
FT Salary	\$ 359,238	\$ -	\$ -	\$ -	-
PT Salary	127,116	-	-	-	-
Employee Benefits	407,132	-	-	-	-
Payroll Taxes	44,931	-	-	-	-
Personnel Services	\$ 938,417	\$ -	\$ -	\$ -	-
Professional and Technical Services	\$ 1,171	\$ -	\$ -	\$ -	-
Bank Charges & Fees	4,313	-	-	-	-
Utilities	11,058	-	-	-	-
Communication	2,331	-	-	-	-
Supplies	66,755	-	-	-	-
Training, Travel and Memberships	1,911	-	-	-	-
Material & Services	\$ 87,539	\$ -	\$ -	\$ -	-
Program Total	\$ 1,025,956	\$ -	\$ -	\$ -	-
Department Staff					
Full-time	4.66	0.00	0.00	0.00	0.00
Part-time (FTE)	3.38	0.00	0.00	0.00	0.00
Funded Service Level					
Program Hours	1,957	-	-	-	-
Contact Hours	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



CAPITAL PROJECTS

Description	Prior Year Actual 2020/21	Prior Year Actual 2021/22	Adopted Budget 2022/23	Proposed Budget 2023/24	Approved Budget 2023/24
Summary of Appropriations					
Capital Outlay	\$ 1,663,378	\$ 3,185,828	\$ 17,513,781	\$ 13,038,873	
Total Appropriations	\$ 1,663,378	\$ 3,185,828	\$ 17,513,781	\$ 13,038,873	\$ -
Summary by Department					
Carryover Projects	\$ 616,777	\$ 2,437,645	\$ 1,803,700	\$ 9,059,931	
Athletic Facility Replacements	12,122	11,600	135,000	130,000	
Building Replacements	299,614	207,748	1,516,000	3,277,260	
Building Improvements	-	-	241,000	60,000	
Park & Trail Replacements	179,785	214,220	404,800	296,682	
Park & Trail Improvements	537,739	101,621	13,266,281	40,000	
Advisory Committee-Facility Grants	-	5,919	20,000	25,000	
ADA Improvements	17,341	207,075	127,000	150,000	
Total Appropriations	\$ 1,663,378	\$ 3,185,828	\$ 17,513,781	\$ 13,038,873	\$ -

CAPITAL PROJECTS

Item Number	Capital Project	Carryover Funds	Additional Funding	Proposed Budget 2023/24	Page #
CARRYOVER PROJECTS					
1	Fanno Creek Service Center Roof Project	\$ 75,000	\$ -	\$ 75,000	CP-4
2	ADA Harman Swim Center Improvements	20,000	-	20,000	CP-4
3	Resurface tennis courts	120,000	-	120,000	CP-4
4	Electric Fleet Infrastructure Improvement	145,000	-	145,000	CP-4
5	Seal off gate valve in mechanical room - Garden Home Recreation Center	2,500	-	2,500	CP-4
6	Exterior Facility Paint - Conestoga	59,000	-	59,000	CP-4
7	Office Space Replacement	80,000	-	80,000	CP-5
8	Replace north parking lot asphalt (phase 1) - HMT Parking Lots - EDA Grant Match	230,000	-	230,000	CP-5
9	Boiler replacement - Garden Home Recreation Center	231,000	-	231,000	CP-5
10	Asphalt Pathway Repairs - Kaiser, Stoller, Summercrest and Waterhouse/Schlottman	285,800	-	285,800	CP-5
11	Repair concrete sidewalk - Wonderland Park	44,000	-	44,000	CP-5
12	Crosswalk at Laidlaw Rd - Waterhouse Trail	25,000	-	25,000	CP-5
13	Beaverton Creek Trail - Engineering and Construction 1, WST to Hocken	250,000	-	250,000	CP-6
14	Waterhouse Trail ADA curb cuts - Washington County Project	120,000	-	120,000	CP-6
GRANT FUNDED					
15	Raleigh Park Creek Improvements (Tualatin River Environmental Enhancement grant)	98,423	-	98,423	CP-6
16	Raleigh Park Stream Enhancement (CWS grant)	70,000	-	70,000	CP-6
17	Fanno Creek Regional Trail Improvements (Lottery bond proceeds)	2,145,358	-	2,145,358	CP-6
18	Coronavirus State Fiscal Recovery Funding - THPRD - Permanent Restroom	487,224	-	487,224	CP-7
19	Coronavirus State Fiscal Recovery Funding - WaCo - Permanent Restrooms	1,308,098	-	1,308,098	CP-7
20	La Raiz - Engineering & Construction (SDC Baker Loop) LGGP	750,000	-	750,000	CP-7
21	Westside Trail Bridge - Design & Engineering (Metro Parks & Nature Bond)	1,907,500	6,028	1,913,528	CP-7
22	Westside Trail Bridge - Design & Engineering (MSTIP grant)	600,000	-	600,000	CP-7
TOTAL CARRYOVER PROJECTS		9,053,903	6,028	9,059,931	
ATHLETIC FACILITY REPLACEMENT					
23	Air structure repairs - HMT Tennis			15,000	CP-7
24	Resurface tennis courts - Cedar Park MS & Conestoga			105,000	CP-8
25	Resurface outdoor courts for pickleball			10,000	CP-8
TOTAL ATHLETIC FACILITY REPLACEMENT				130,000	
BUILDING IMPROVEMENT					
26	Wood Floor Screen & Coat			20,000	CP-8
27	Magnetic Door Locks			20,000	CP-8
28	Roof Cleaning/Preventative Maintenance			20,000	CP-8
TOTAL BUILDING IMPROVEMENT				60,000	
BUILDING REPLACEMENT					
29	Cardio & Weight Equipment			40,000	CP-8
30	Emergency Repairs			100,000	CP-9
31	Elevated Entry Repairs Phase 2 - HMT			10,000	CP-9
32	3 Tab Roof Replacement Phase 1 - Garden Home			675,000	CP-9
33	Paint roof of HMT shop			45,760	CP-9
34	Repair/replace white picket fence - Fanno Farmhouse			5,000	CP-9
35	Relamp FCSC warehouse with LED			8,000	CP-9
36	Replace Lobby Carpet - HMT Tennis Center			10,000	CP-9
37	Space planning implementation			140,000	CP-10
38	Fire Life Safety Modernization			2,058,000	CP-10
HVAC Components					
39	Duct cleaning - Aloha			2,700	CP-10
40	AC window unit replacement - Cedar Hills Rec			14,000	CP-10
41	Office Split System Replacement - Stuhr			18,000	CP-10
Building and Furnishings					
42	Ergonomic Equipment/Fixtures			6,000	CP-10
43	Insulation replacement - Cedar Hills			10,000	CP-11
44	Storage cabinets - Raleigh			5,800	CP-11
Plumbing Replacement					
45	Sewer line repair - Garden Home			16,000	CP-11
46	Shower valves - HMT Aquatic Center			33,000	CP-11
Pool Tanks, Apparatus & Mechanical Systems					
47	Acid wash pool tank - Somerset West			15,000	CP-11
48	Mechanical diving board lift - Aloha			6,500	CP-11
49	Automatic diving board lift - Conestoga			6,000	CP-12
50	BECSys5 water chemistry controls - Conestoga			20,000	CP-12
51	Replace Circulation Pumps - Harman			4,500	CP-12
52	Replace dive board lift - HMT Aquatic Center			12,000	CP-12
53	Dive board reconditioning/replacement - HMT Aquatic Center			10,000	CP-12
54	Automatic diving board lift - Sunset			6,000	CP-12
TOTAL BUILDING REPLACEMENT				3,277,260	

CAPITAL PROJECTS

Item Number	Capital Project	Carryover Funds	Additional Funding	Proposed Budget 2023/24	Page #
PARK AND TRAIL REPLACEMENTS					
55	Replace large canopy - Conestoga			15,600	CP-13
56	Replace drain culvert and pathway - McMillian Park			25,000	CP-13
57	Asphalt overlay and repairs			7,590	CP-13
58	Community garden driveway - Jackie Husen			39,942	CP-13
59	Asphalt overlay at NW entry - Rock Creek Landing			4,650	CP-13
60	Asphalt overlay at 167th - Schlottman Creek Greenway			6,800	CP-13
61	Asphalt overlay N of South Dr - The Bluffs			39,500	CP-14
62	Asphalt overlay and fence repair - Merritt Woods			44,000	CP-14
63	Asphalt overlay on path - Terra Linda			8,600	CP-14
64	Design to replace ped paths with gravel			25,000	CP-14
65	Replace drain culvert and pathway - Raleigh Park			40,000	CP-14
66	Replace mesh and rails at skate park - Schiffler			20,000	CP-14
67	Playground Components			20,000	CP-14
	TOTAL PARK AND TRAIL REPLACEMENTS			<u>296,682</u>	
PARK AND TRAIL IMPROVEMENTS					
68	Tables and Benches Greenway Park			15,000	CP-15
69	Memorial Benches			25,000	CP-15
	TOTAL PARK AND TRAIL IMPROVEMENTS			<u>40,000</u>	
ADVISORY COMMITTEE - FACILITY GRANTS					
70	Advisory Committee Grants			20,000	CP-15
71	SDIS Safety & Security Grant			5,000	CP-15
	TOTAL ADVISORY COMMITTEE - FACILITY GRANTS			<u>25,000</u>	
ADA IMPROVEMENTS					
72	Facility Access Improvements			75,000	CP-15
73	Park Access Improvements			75,000	CP-15
	TOTAL ADA IMPROVEMENTS			<u>150,000</u>	
	TOTAL FUNDED CAPITAL ITEMS			<u>\$ 13,038,873</u>	

CAPITAL PROJECTS

CARRYOVER PROJECTS

ITEM 1: **Fanno Creek Service Center Roof Project**

BUDGET: \$75,000

DESCRIPTION: Replace failing skylights with new skylights

ITEM 2: **ADA Harman Swim Center Improvements**

BUDGET: \$20,000

DESCRIPTION: Parking lot and access ramp sidewalks improvement project at Harman Swim Center

ITEM 3: **Resurface tennis courts**

BUDGET: \$120,000

DESCRIPTION: Resurface tennis courts at three sites: Center Street (2), Sunset Park (4), and Garden Home Park (2)

ITEM 4: **Electric Fleet Infrastructure Improvement**

BUDGET: \$145,000

DESCRIPTION: Installation of Electric Fleet Infrastructure at Fanno Creek Service Center

ITEM 5: **Seal off gate valve in mechanical room - Garden Home Recreation Center**

BUDGET: \$2,500

DESCRIPTION: Seal off gate valve in mechanical room at Garden Home Recreation Center

ITEM 6: **Exterior Facility Paint - Conestoga**

BUDGET: \$59,000

DESCRIPTION: Exterior paint at Conestoga Recreation & Aquatic Center

ITEM 7: **Office Space Replacement**

BUDGET: \$80,000

DESCRIPTION: Building projects and office furniture to accommodate hybrid work environments at district facilities

ITEM 8: **Replace north parking lot asphalt (phase 1) - HMT Parking Lots - EDA Grant Match**

BUDGET: \$230,000

DESCRIPTION: Replace ADA asphalt parking stalls at north parking lot at HMT Howard M. Terpenning Recreation Complex

ITEM 9: **Boiler replacement - Garden Home Recreation Center**

BUDGET: \$231,000

DESCRIPTION: Replace boiler at Garden Home Recreation Center

ITEM 10: **Asphalt Pathway Repairs - Kaiser, Stoller, Summercrest and Waterhouse/Schlottman**

BUDGET: \$285,800

DESCRIPTION: Asphalt pathway overlay and repairs at four sites: Kaiser Woods, Waterhouse/Schlottman, Stoller Creek Greenway, and Summercrest

ITEM 11: **Repair concrete sidewalk - Wonderland Park**

BUDGET: \$44,000

DESCRIPTION: Repair concrete sidewalk at Wonderland Park

ITEM 12: **Crosswalk at Laidlaw Rd - Waterhouse Trail**

BUDGET: \$25,000

DESCRIPTION: Crosswalk improvement on Waterhouse Trail at Laidlaw Road

ITEM 13: **Beaverton Creek Trail - Engineering and Construction 1, WST to Hocken**
BUDGET: \$250,000
DESCRIPTION: Grant matched dollars from Washington County for engineering and construction of Beaverton Creek Trail from Westside Trail to Hocken

ITEM 14: **Waterhouse Trail ADA curb cuts - Washington County Project**

BUDGET: \$120,000

DESCRIPTION: Waterhouse Trail curb cuts (partnership with Washington County)

GRANT FUNDED

ITEM 15: **Raleigh Park Creek Improvements (Tualatin River Environmental Enhancement grant)**

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 16: **Raleigh Park Stream Enhancement (CWS grant)**

BUDGET: \$70,000

DESCRIPTION: Grant match for Raleigh Park Creek Improvements project provided by Clean Water Services

ITEM 17: **Fanno Creek Regional Trail Improvements (Lottery bond proceeds)**

BUDGET: \$2,145,358

DESCRIPTION: Funding from state lottery bond proceeds to address safety and access on the Fanno Creek Greenway Trail. Three elements include: at 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 18: **Coronavirus State Fiscal Recovery Funding - THPRD - Permanent Restroom**

BUDGET: \$487,224

DESCRIPTION: American Rescue Plan Act grant passed through the State of Oregon for construction of a permanent restroom within a park

ITEM 19: **Coronavirus State Fiscal Recovery Funding - WaCo - Permanent Restrooms**

BUDGET: \$1,308,098

DESCRIPTION: American Rescue Plan Act grant passed through the State of Oregon and Washington County for construction of two permanent restrooms within parks

ITEM 20: **La Raiz - Engineering & Construction (SDC Baker Loop) LGGP**

BUDGET: \$750,000

DESCRIPTION: Engineering and construction for La Raiz Park funded through the Local Government Grant Program.

ITEM 21: **Westside Trail Bridge - Design & Engineering (Metro Parks & Nature Bond)**

BUDGET: \$1,913,528

DESCRIPTION: Design and engineering for the Westside Trail Bridge over Highway 26 funding provided through the Metro Parks & Nature Bond

ITEM 22: **Westside Trail Bridge - Design & Engineering (MSTIP grant)**

BUDGET: \$600,000

DESCRIPTION: Design and engineering for the Westside Trail Bridge over Highway 26 match funding provided by Washington County's MSTIP

ATHLETIC FACILITY REPLACEMENT

ITEM 23: **Air structure repairs - HMT Tennis**

BUDGET: \$15,000

DESCRIPTION: Repairs and tears in air structures at Babette Horenstein Tennis Center

ITEM 24: **Resurface tennis courts - Cedar Park MS & Conestoga**
BUDGET: \$105,000
DESCRIPTION: Resurface tennis courts at two sites: Cedar Park Middle School (4), Conestoga Middle School (3)

ITEM 25: **Resurface outdoor courts for pickleball**
BUDGET: \$10,000
DESCRIPTION: Resurface pickleball lines at outdoor site

BUILDING IMPROVEMENT

ITEM 26: **Wood Floor Screen & Coat**
BUDGET: \$20,000
DESCRIPTION: Sanding and refinishing of the hardwood courts/floors in HMT Athletic Center.

ITEM 27: **Magnetic Door Locks**
BUDGET: \$20,000
DESCRIPTION: Install magnetic door locks in restrooms at Howard M. Terpenning South Softball fields, and PCC Sports Complex

ITEM 28: **Roof Cleaning/Preventative Maintenance**
BUDGET: \$20,000
DESCRIPTION: Clean and treat roofs at district facilities

BUILDING REPLACEMENT

ITEM 29: **Cardio & Weight Equipment**
BUDGET: \$40,000
DESCRIPTION: Cardio and weight equipment replacement

ITEM 30: Emergency Repairs
BUDGET: \$100,000
DESCRIPTION: Unplanned and urgent repairs and replacements to critical systems at all facilities

ITEM 31: Elevated Entry Repairs Phase 2 - HMT
BUDGET: \$10,000
DESCRIPTION: Repair rust degradation on elevated entry to Athletic Center

ITEM 32: 3 Tab Roof Replacement Phase 1 - Garden Home
BUDGET: \$675,000
DESCRIPTION: Roof replacement project at Garden Home Recreation Center

ITEM 33: Paint roof of HMT shop
BUDGET: \$45,760
DESCRIPTION: Exterior paint at HMT maintenance shop

ITEM 34: Repair/replace white picket fence - Fanno Farmhouse
BUDGET: \$5,000
DESCRIPTION: Repairs and replacement of fence at Fanno Farmhouse

ITEM 35: Relamp FCSC warehouse with LED
BUDGET: \$8,000
DESCRIPTION: Replace interior warehouse lighting fixtures with LED at Fanno Creek Service Center

ITEM 36: Replace Lobby Carpet - HMT Tennis Center
BUDGET: \$10,000
DESCRIPTION: Replace lobby carpet at Babette Horenstein Tennis Center

ITEM 37: Space planning implementation

BUDGET: \$140,000

DESCRIPTION: Building projects and office furniture to accommodate hybrid work environments at district facilities

ITEM 38: Fire Life Safety Modernization

BUDGET: \$2,058,000

DESCRIPTION: Replace the outdated fire safety alarm and monitoring components within district recreation and administrative facilities with new modernized equipment in order to reduce the risk of fire, property damage, and personal injury

HVAC Components

ITEM 39: Duct cleaning - Aloha

BUDGET: \$2,700

DESCRIPTION: Air duct cleaning at Aloha Swim Center

ITEM 40: AC window unit replacement - Cedar Hills Rec

BUDGET: \$14,000

DESCRIPTION: Replace window air conditioning units at Cedar Hills Recreation Center

ITEM 41: Office Split System Replacement - Stuhr

BUDGET: \$18,000

DESCRIPTION: Replace office air conditioning split system at Elsie Stuhr Center

Building and Furnishings

ITEM 42: Ergonomic Equipment/Fixtures

BUDGET: \$6,000

DESCRIPTION: Ergonomic equipment for ADA/medical accommodation requests from employees

ITEM 43: **Insulation replacement - Cedar Hills**
BUDGET: \$10,000
DESCRIPTION: Replace crawlspace insulation with new vapor barrier at Cedar Hills Recreation Center

ITEM 44: **Storage cabinets - Raleigh**
BUDGET: \$5,800
DESCRIPTION: Replacement of equipment storage cabinets at Raleigh Park Pool.

Plumbing Replacement

ITEM 45: **Sewer line repair - Garden Home**
BUDGET: \$16,000
DESCRIPTION: Repair settled sewer line at Garden Home Recreation Center

ITEM 46: **Shower valves - HMT Aquatic Center**
BUDGET: \$33,000
DESCRIPTION: Replacement of shower valves and components at Tualatin Hills Aquatic Center

Pool Tanks, Apparatus & Mechanical Systems

ITEM 47: **Acid wash pool tank - Somerset West**
BUDGET: \$15,000
DESCRIPTION: Drain, acid wash, and refill the swimming pool.

ITEM 48: **Mechanical diving board lift - Aloha**
BUDGET: \$6,500
DESCRIPTION: Replace manual dive board lift with mechanical lift at Aloha Swim Center

ITEM 49: Automatic diving board lift - Conestoga
BUDGET: \$6,000
DESCRIPTION: Replace manual dive board lift with mechanical lift at Conestoga Recreation & Aquatic Center

ITEM 50: BECSys5 water chemistry controls - Conestoga
BUDGET: \$20,000
DESCRIPTION: Replace water chemistry controls at Conestoga Recreation & Aquatic Center

ITEM 51: Replace Circulation Pumps - Harman
BUDGET: \$4,500
DESCRIPTION: Replace circulation pumps at Harman Swim Center

ITEM 52: Replace dive board lift - HMT Aquatic Center
BUDGET: \$12,000
DESCRIPTION: Replace manual dive board lift with mechanical lift at Tualatin Hills Aquatic Center

ITEM 53: Dive board reconditioning/replacement - HMT Aquatic Center
BUDGET: \$10,000
DESCRIPTION: Dive board reconditioning/replacement at Tualatin Hills Aquatic Center

ITEM 54: Automatic diving board lift - Sunset
BUDGET: \$6,000
DESCRIPTION: Replace manual dive board lift with mechanical lift at Sunset Swim Center

PARK AND TRAIL REPLACEMENTS

ITEM 55: **Replace large canopy - Conestoga**

BUDGET: \$15,600

DESCRIPTION: Replace large outdoor canopy at Conestoga Recreation & Aquatic Center

ITEM 56: **Replace drain culvert and pathway - McMillian Park**

BUDGET: \$25,000

DESCRIPTION: Replace drainage culvert, and repair asphalt pathway at McMillian Park

ITEM 57: **Asphalt overlay and repairs**

BUDGET: \$7,590

DESCRIPTION: Remove and replace sections of asphalt trail that have deteriorated and cracked at Willow Creek Greenway, Waterhouse Trail at Bronson and Fanno Creek Trail at Fallbrook

ITEM 58: **Community garden driveway - Jackie Husen**

BUDGET: \$39,942

DESCRIPTION: Remove and replace the failing maintenance asphalt driveway / pedestrian pathway

ITEM 59: **Asphalt overlay at NW entry - Rock Creek Landing**

BUDGET: \$4,650

DESCRIPTION: Remove and replace section of asphalt trail with large cracks

ITEM 60: **Asphalt overlay at 167th - Schlottman Creek Greenway**

BUDGET: \$6,800

DESCRIPTION: Remove and replace section of asphalt trail that has deteriorated and cracked

ITEM 61: **Asphalt overlay N of South Dr - The Bluffs**
BUDGET: \$39,500
DESCRIPTION: Remove and replace sections of asphalt trail heaved by roots and cracked due to settling

ITEM 62: **Asphalt overlay and fence repair - Merritt Woods**
BUDGET: \$44,000
DESCRIPTION: Remove and replace two sections of asphalt trail that have separated from trail and one section of chain link fence that is leaning

ITEM 63: **Asphalt overlay on path - Terra Linda**
BUDGET: \$8,600
DESCRIPTION: Remove and replace sections of asphalt trail that have deteriorated and cracked

ITEM 64: **Design to replace ped paths with gravel**
BUDGET: \$25,000
DESCRIPTION: Remove degraded asphalt at Moonshadow, Mitchell and Autumn Ridge trails and replace with compacted gravel

ITEM 65: **Replace drain culvert and pathway - Raleigh Park**
BUDGET: \$40,000
DESCRIPTION: Replace drainage culvert, and repair asphalt pathway at Raleigh Park

ITEM 66: **Replace mesh and rails at skate park - Schiffler**
BUDGET: \$20,000
DESCRIPTION: Replace vinyl fencing around the skate park at Schiffler Park

ITEM 67: **Playground Components**
BUDGET: \$20,000
DESCRIPTION: Replacement of playground components at multiple sites

PARK AND TRAIL IMPROVEMENTS

ITEM 68: **Tables and Benches Greenway Park**
BUDGET: \$15,000
DESCRIPTION: Installation of new tables and benches at Greenway Park

ITEM 69: **Memorial Benches**
BUDGET: \$25,000
DESCRIPTION: Purchase of recycled plastic benches for memorial bench program offered for patrons

ADVISORY COMMITTEE - FACILITY GRANTS

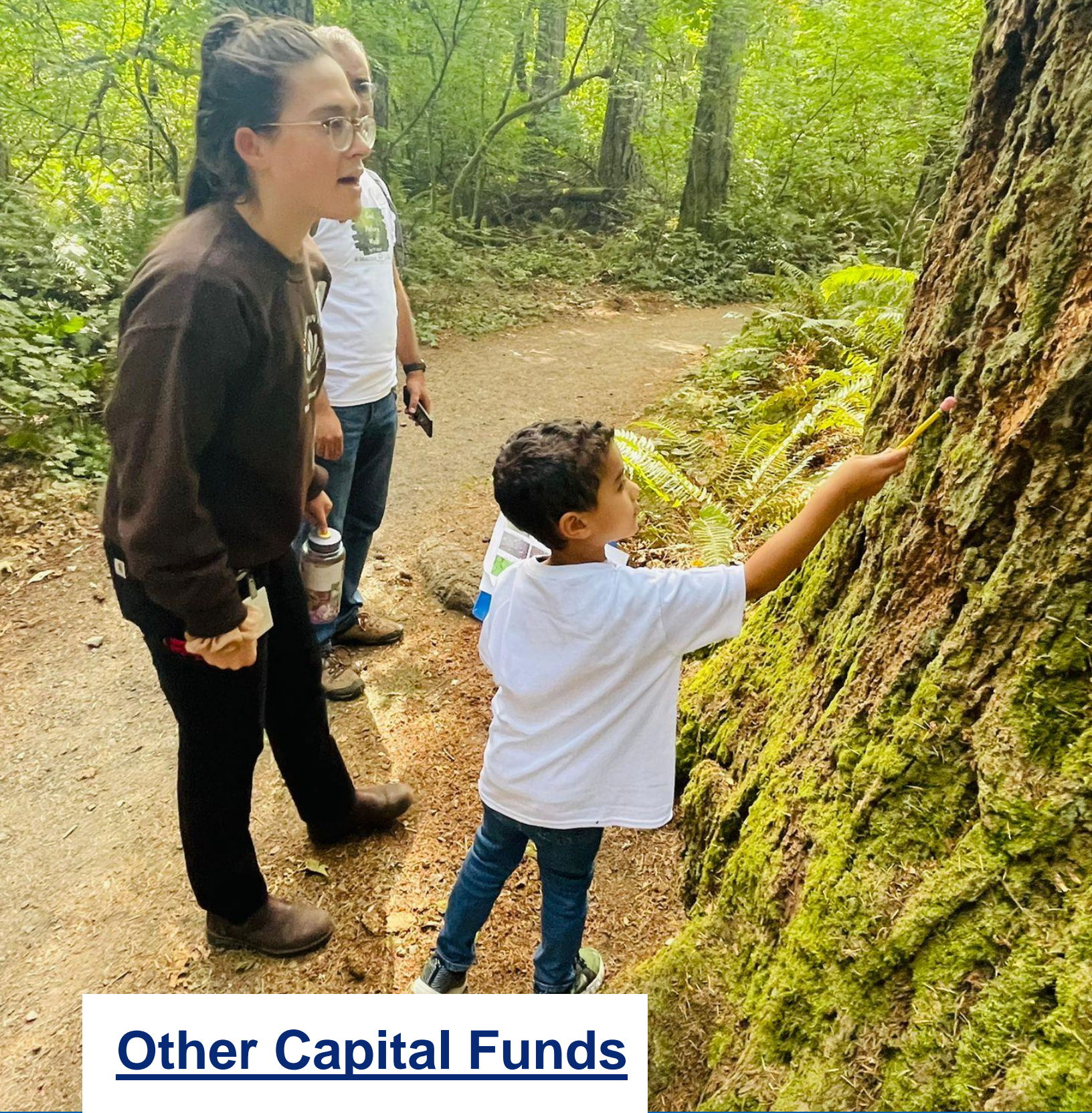
ITEM 70: **Advisory Committee Grants**
BUDGET: \$20,000
DESCRIPTION: Grant funding for advisory committees and friends groups for facility & program improvement projects

ITEM 71: **SDIS Safety & Security Grant**
BUDGET: \$5,000
DESCRIPTION: Matching funds for SDIS safety and security grant

ADA IMPROVEMENTS

ITEM 72: **Facility Access Improvements**
BUDGET: \$75,000
DESCRIPTION: Removal of facility access barriers at recreation/sports facilities

ITEM 73: **Park Access Improvements**
BUDGET: \$75,000
DESCRIPTION: Removal of pedestrian access barriers within our parks



Other Capital Funds

Metro Bond Local Project Fund Summary

Metro Bond Local Project Fund Narratives



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 2020/21	Prior Year Actual 2021/22	Budget 2022/23	Proposed Budget 2023/24	Approved Budget 2023/24
Resources:					
Intergovernmental Revenue	\$ -	\$ -	\$ 8,628,870	\$ 8,628,415	\$ -
Total Resources	\$ -	\$ -	\$ 8,628,870	\$ 8,628,415	\$ -
Appropriations:					
Capital Outlay	\$ -	\$ -	\$ 8,628,870	\$ 8,628,415	\$ -
Total Requirements	\$ -	\$ -	\$ 8,628,870	\$ 8,628,415	\$ -
Summary by Department					
Development/Improvements	\$ -	\$ -	\$ 7,603,628	\$ 7,603,173	\$ -
Undesignated Projects	-	-	1,025,242	1,025,242	-
Total Resources	\$ -	\$ -	\$ 8,628,870	\$ 8,628,415	\$ -

METRO BOND LOCAL SHARE CAPITAL FUND PROJECTS

Item Number	Capital Project	Proposed Budget 2023/24	Page #
DEVELOPMENT/IMPROVEMENTS			
1	NWQ-8 Heckman Road New Neighborhood Park & Trail	\$ 3,641,762	OCF-4
2	Accessible Play Structures	1,048,261	OCF-4
3	Willow Creek Greenway Boardwalk Replacement	1,713,150	OCF-4
4	Commonwealth Lake Park Bridge & Weir	1,200,000	OCF-4
	TOTAL DEVELOPMENT/IMPROVEMENTS	\$ 7,603,173	
UNDESIGNATED PROJECTS			
5	Undesignated Projects	\$ 1,025,242	OCF-4
	TOTAL UNDESIGNATED PROJECTS		
	GRAND TOTAL CAPITAL OUTLAY	\$ 8,628,415	

METRO BOND LOCAL SHARE CAPITAL FUND PROJECTS

Development/Improvements

ITEM 1: **NWQ-8 Heckman Road New Neighborhood Park & Trail**
BUDGET: \$3,641,762
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: \$1,713,150
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

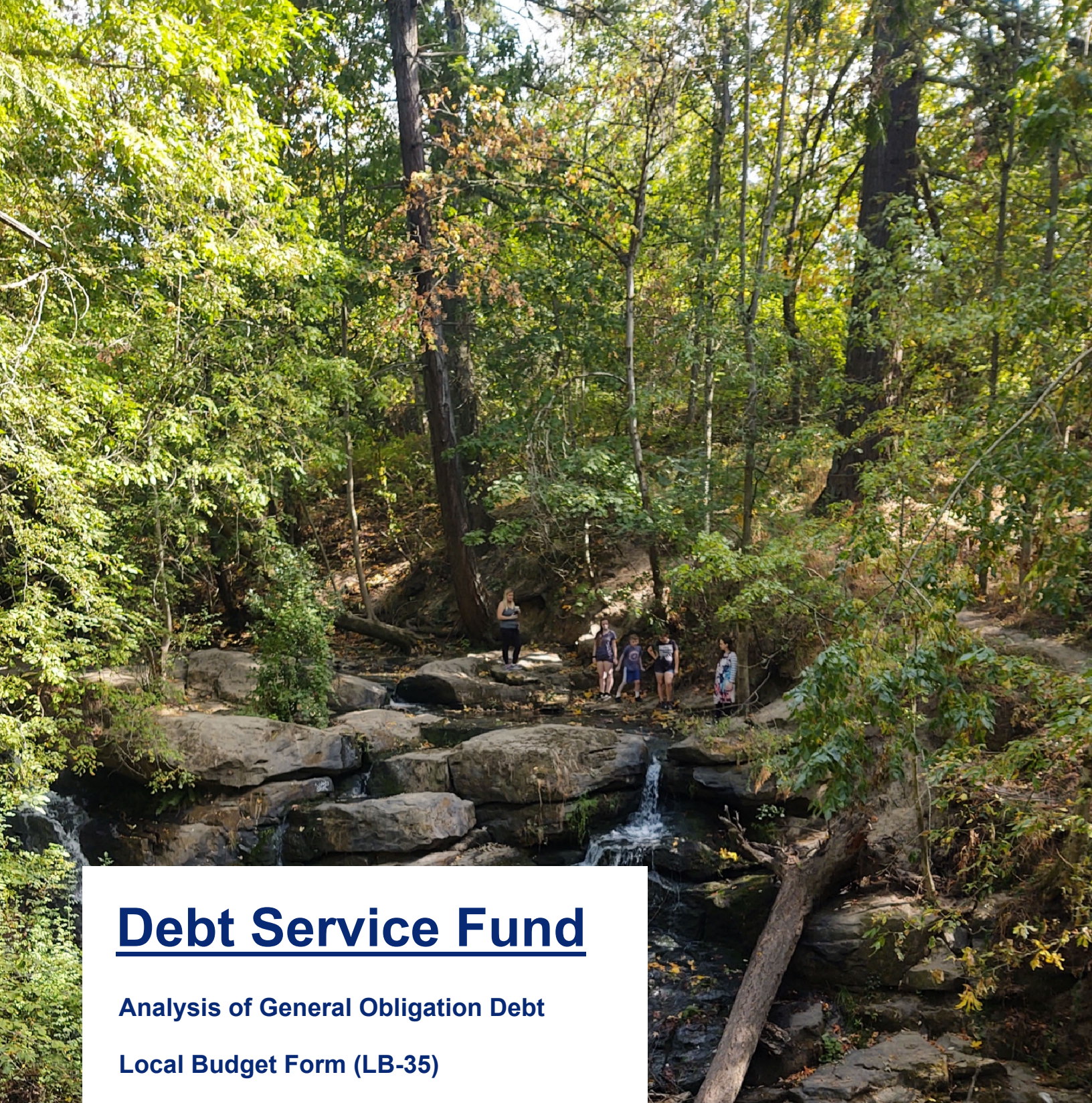
THPRD receives mitigation reserve funds periodically, and has been recording them separately since the 2005/06 Budget Year. When received, these funds are a reserve against future maintenance cost at mitigation sites. A portion of the funds are available for use on a variety of natural area restoration projects, and all funds will be accounted for within the Mitigation Maintenance Reserve Fund.

SPECIAL REVENUE FUND

Description	Prior Year Actual 2020/21	Prior Year Actual 2021/22	Budget 2022/23	Proposed Budget 2023/24	Approved Budget 2023/24
Resources:					
Beginning Cash on Hand	\$ 184,762	\$ 186,196	\$ 187,000	\$ 193,500	\$ -
Interest Income	1,434	1,057	850	6,000	-
Total Resources	\$ 186,196	\$ 187,253	\$ 187,850	\$ 199,500	\$ -
Requirements:					
Materials & Services	\$ -	\$ -	\$ 187,850	\$ 199,500	\$ -
Ending Fund Balance	186,196	187,253	-	-	-
Total Requirements	\$ 186,196	\$ 187,253	\$ 187,850	\$ 199,500	\$ -
Summary by Fund					
Mitigation Maintenance Reserve Fund	\$ 186,196	\$ 187,253	\$ 187,850	\$ 199,500	\$ -
Total Requirements	\$ 186,196	\$ 187,253	\$ 187,850	\$ 199,500	\$ -

MITIGATION MAINTENANCE RESERVE FUND

Description	Prior Year Actual 2020/21	Prior Year Actual 2021/22	Budget 2022/23	Proposed Budget 2023/24	Approved Budget 2023/24
Summary of Appropriations					
Maintenance Supplies	\$ -	\$ -	\$ 187,850	\$ 199,500	\$ -
Material & Services	\$ -	\$ -	\$ 187,850	\$ 199,500	\$ -
Department Total	\$ -	\$ -	\$ 187,850	\$ 199,500	\$ -



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 2022/23)	\$ 63,519,269,187
General Obligation Debt Capacity (2.5% of Real Market Value)	1,587,981,730
Less: Outstanding Debt	<u>(37,870,000)</u>
Remaining Legal Debt Capacity	<u>\$ 1,550,111,730</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, 2023, is \$20,195,000.

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, 2023, 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, 2023, is \$8,965,000.

BOND RATING

The district's bonds are rated **Aa1** and have been since August 2011.

**BONDED DEBT
RESOURCES AND REQUIREMENTS**

Bond Debt Payments are for:

- Revenue Bonds or
 General Obligation Bonds

Debt Service Fund

Tualatin Hills Park & Recreation District

	Historical Data			DESCRIPTION OF RESOURCES AND REQUIREMENTS	Budget for Next Year FY 2023/24		
	Actual		Adopted Budget This Year FY 2022/23		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding Year FY 2020/21	First Preceding Year FY 2021/22					
				Resources			
1	727,829	502,683	200,000	1. Beginning Cash on Hand (Cash Basis), or	350,000		
2				2. Working Capital (Accrual Basis)			
3	74,944	80,910	25,000	3. Previously Levied Taxes to be Received	25,000		
4	35,826	29,639	25,000	4. Interest	25,000		
5				5. Debt Proceeds			
6	45,828	42,235	35,093	6. Payment in lieu of taxes	36,132		
7	884,427	655,467	285,093	7. Total Resources, Except Taxes to be Levied	436,132	0	0
8			8,121,457	8. Taxes Estimated to be Received *	8,238,418	0	0
9	7,828,554	8,238,102		9. Taxes Collected in Year Levied			
10	8,712,981	8,893,569	8,406,550	10. TOTAL RESOURCES	8,674,550	0	0
				Requirements			
				Bond Principal Payments			
				Issue Date	Budgeted Payment Date		
1	2,155,000	0	0	1. 09/13/2011		0	
2	3,645,000	3,980,000	4,340,000	2. 05/15/2015	06/01/2024	4,725,000	
3	0	2,200,000	2,100,000	3. 03/30/2021	06/01/2024	2,305,000	
4	0	0	0	4.		0	
5	0	0	0	5.		0	
6	5,800,000	6,180,000	6,440,000	6. Total Principal		7,030,000	0
				Bond Interest Payments			
				Issue Date	Budgeted Payment Date		
7	503,370	0	0	7. 09/13/2011		0	
8	1,501,994	1,319,658	1,120,750	8. 05/15/2015	12/01/2023 & 06/01/2024	903,750	
9	292,550	292,550	292,550	9. 10/12/2016	12/01/2023 & 06/01/2024	292,550	
10	112,384	661,963	553,250	10. 03/30/2021	12/01/2023 & 06/01/2024	448,250	
11	0	0	0	11.		0	
12	0	0	0	12.		0	
13	2,410,298	2,274,171	1,966,550	13. Total Interest		1,644,550	0
				Unappropriated Balance for Following Year By			
				Issue Date	Payment Date		
14			0	14.		0	0
15	502,683	439,309		15. Ending balance (prior years)			
16			0	16. Total Unappropriated Ending Fund Balance		0	0
17	0	0	0	17. Refunded bond escrow payment			
18				18. Issuance costs for refunding bonds			
19	8,712,981	8,893,480	8,406,550	19. TOTAL REQUIREMENTS		8,674,550	0

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
2024	\$ 4,725,000	\$ 903,750	\$ 5,628,750
2025	5,125,000	667,500	5,792,500
2026	5,545,000	421,250	5,966,250
2027	4,800,000	144,000	4,944,000
	<u>\$ 20,195,000</u>	<u>\$ 2,136,500</u>	<u>\$ 22,331,500</u>

Series 2016

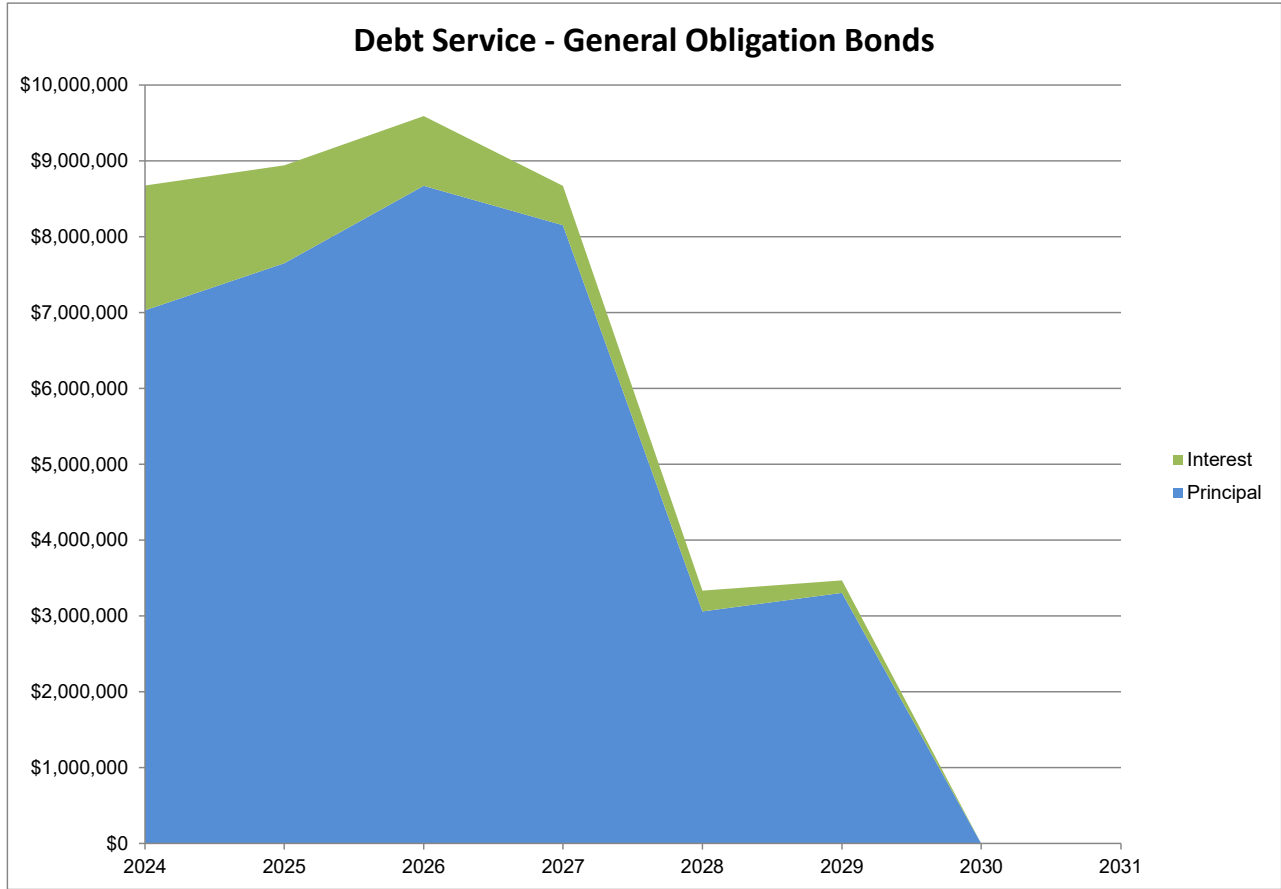
Fiscal Year ending June 30	Principal	Interest	Total Debt Service
2024	\$ -	\$ 292,550	\$ 292,550
2025	-	292,550	292,550
2026	3,125,000	292,550	3,417,550
2027	3,355,000	167,550	3,522,550
2028	2,230,000	66,900	2,296,900
	<u>\$ 8,710,000</u>	<u>\$ 1,112,100</u>	<u>\$ 9,822,100</u>

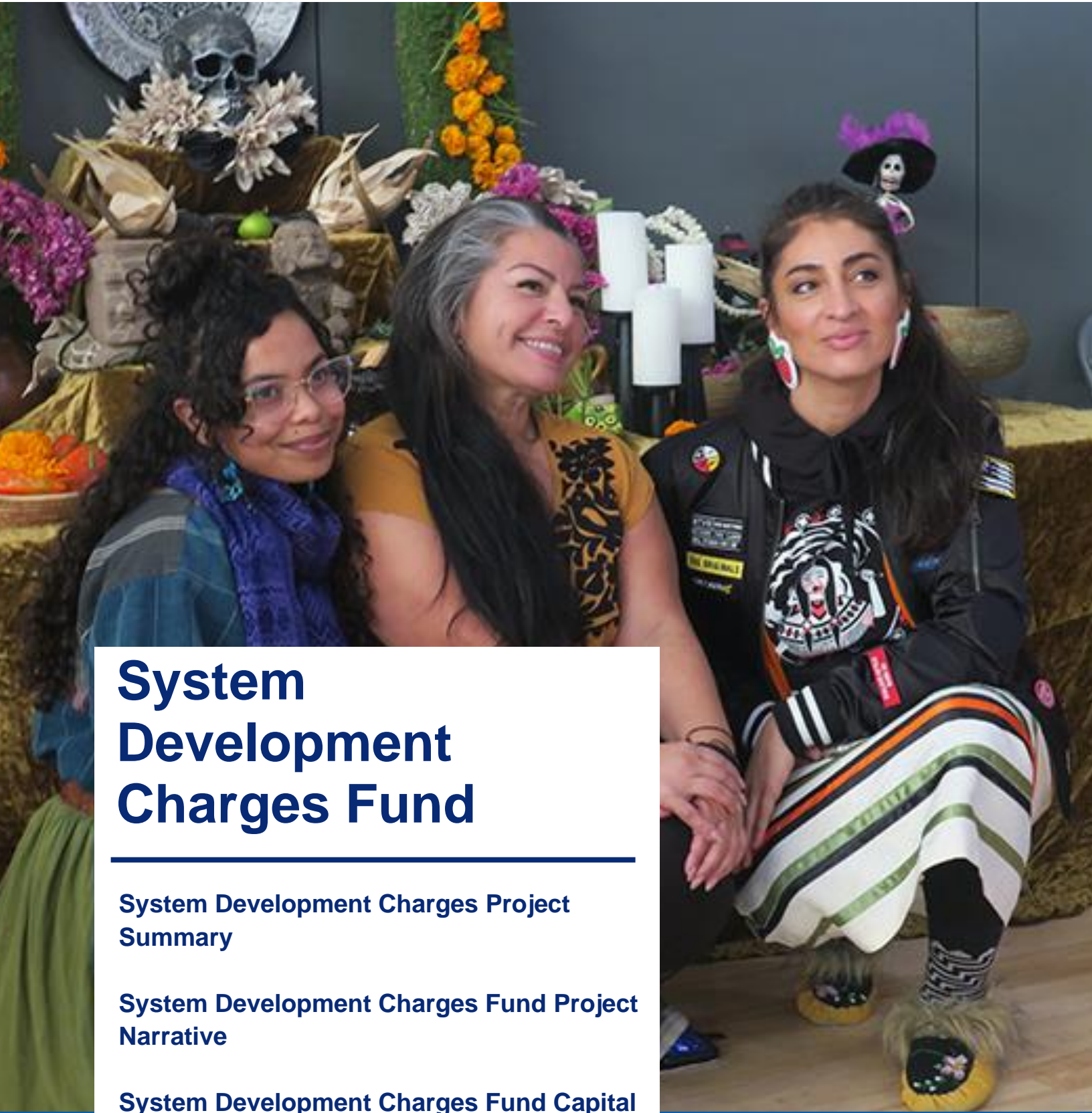
Series 2021

Fiscal Year ending June 30	Principal	Interest	Total Debt Service
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>\$ 8,965,000</u>	<u>\$ 1,566,750</u>	<u>\$ 10,531,750</u>

Total General Obligation Bonds

Fiscal Year ending June 30	Principal	Interest	Total Debt Service
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>\$ 37,870,000</u>	<u>\$ 4,815,350</u>	<u>\$ 42,685,350</u>





System Development Charges Fund

System Development Charges Project Summary

System Development Charges Fund Project Narrative

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. The single-family housing 4-tier rates will be fully phased in by the end of FY2022/23. On June 15, 2022 the board adopted annual fee schedule cost adjustments to ensure future SDC fee collections are sufficient to support the continued development of THPRD's SDC 20-year Capital Project List. These updated fees became effective on September 1, 2022.

THPRD projects carryover of \$46,714,000 in unexpended SDCs to the 2023/24 fiscal year, \$34,082,040 of which is committed to projects being carried over. THPRD is budgeting an additional \$10,848,179 in SDC Fund revenues and \$891,728 in SDC waivers in the 2023/24 fiscal year, with \$1,168,000 in interest earnings.

SYSTEM DEVELOPMENT CHARGES FUND

Description	Prior Year Actual 2020/21	Prior Year Actual 2021/22	Budget 2022/23	Proposed Budget 2023/24	Approved Budget 2023/24
Resources:					
Beginning Cash on Hand	\$ 28,572,642	\$ 33,198,543	\$ 39,507,437	\$ 46,714,000	
System Development Charges	8,290,454	6,374,376	11,523,935	10,848,179	
System Development Charge Waivers	-	-	(951,273)	(891,728)	
Transfer From General Fund	-	650,000	350,000	-	
Interest Earnings	173,617	(23,133)	105,000	1,168,000	
Total Resources	\$ 37,036,713	\$ 40,199,786	\$ 50,535,099	\$ 57,838,451	\$ -
Appropriations:					
Materials and Services	158,621	13,918	100,000	100,000	
Capital Outlay	\$ 3,679,549	\$ 1,801,305	\$ 50,435,099	\$ 57,738,451	
Total Appropriations	\$ 3,838,170	\$ 1,815,223	\$ 50,535,099	\$ 57,838,451	\$ -
Summary by Department					
Materials and Services	\$ 158,621	\$ 13,918	\$ 100,000	\$ 100,000	
Carryover Projects					
Land Acquisition	125,057	219,500	21,618,525	22,618,525	
Development/Improvements	2,136,362	1,513,325	7,733,865	12,486,938	
Land Acquisition	1,091,937	-	1,000,000	2,000,000	
Development/Improvements	326,193	68,480	6,493,513	3,871,838	
Undesignated Projects	-	-	13,589,196	16,761,151	
Total Appropriations	\$ 3,838,170	\$ 1,815,223	\$ 50,535,099	\$ 57,838,451	\$ -

SYSTEM DEVELOPMENT CHARGES FUND

Item Number	SDC Capital Project	Carryover Funds	Additional Funding	Proposed 2023/24	Page #
CARRYOVER PROJECTS					
1	Acquisition of Community Park Land - North Bethany	\$ 5,673,035	\$ -	\$ 5,673,035	SDC-4
2	Acquisition of Neighborhood Park Land - Bonny Slope West	1,500,000		1,500,000	SDC-4
3	Acquisition of Natural Area Land - South Cooper Mountain	846,000		846,000	SDC-4
4	Acquisition of Trails Land - South Cooper Mountain	1,379,000		1,379,000	SDC-4
5	Acquisition of Neighborhood Park Land - South Cooper Mountain	8,449,000		8,449,000	SDC-4
6	Acquisition of Trails Land - North Bethany	1,125,500		1,125,500	SDC-4
7	Acquisition of Trails Land - Bonny Slope West	250,000		250,000	SDC-5
8	Acquisition of Neighborhood Park Land - Infill Areas	3,395,990		3,395,990	SDC-5
	Subtotal Land Acquisition Carryover	\$ 22,618,525	\$ -	\$ 22,618,525	
9	MTIP Grant Match - Westside Trail, Segment 18	425,000		425,000	SDC-5
10	Natural Area Concept Plan	100,000		100,000	SDC-5
11	Building Expansion - site to be determined	995,000		995,000	SDC-5
12	North Bethany Park and Trail Development - Proj. Mgmt.	50,000		50,000	SDC-5
13	Neighborhood Park Concept Plan Miller Rd (SWQ-5)	150,305	40,979	191,284	SDC-6
14	Neighborhood Park Design & Permitting - Miller Road (SWQ-5)	717,200	190,153	907,353	SDC-6
15	So. Cooper Mtn Park and Trail Development - Project Mgmt.	46,426	3,574	50,000	SDC-6
16	NW Quadrant New Neighborhood Park Development	8,000		8,000	SDC-6
17	North Bethany Park and Trail Improvements	120,000		120,000	SDC-6
18	New Amenities in existing parks	64,849	55,151	120,000	SDC-6
19	Cedar Hills Park - additional funding for bond project	304,041		304,041	SDC-7
20	Neighborhood Park Construction - Parivar Park (NWQ-6)	23,000		23,000	SDC-7
21	Neighborhood Park Design & Permitting - La Raiz Park (SEQ-2)	285,674	169,260	454,934	SDC-7
22	Trail Development - 155th Ave Wetlands	321,607		321,607	SDC-7
23	Mt. View Champions Park Sport Court - Additional funding for bond project	627,300	53,000	680,300	SDC-7
24	North Johnson Creek Trail Concept Planning - Project Mgmt	39,861	10,139	50,000	SDC-7
25	Design & Develop Natural Areas for Public Access - South Cooper Mountain	500,000		500,000	SDC-8
26	Neighborhood Park Concept Planning - Abbey Creek Phase II (NWQ-5)	12,502	13,501	26,003	SDC-8
27	Neighborhood Park Concept Planning - Pointer Road (NEQ-3)	84,697	21,323	106,020	SDC-8
28	Regional Trail Development - Westside Trail, Segment #14	1,601,900		1,601,900	SDC-8
29	Downtown planning	27,500	10,000	37,500	SDC-8
30	Neighborhood Park Construction - La Raiz Park (SEQ-2)	1,470,875	196,597	1,667,472	SDC-8
31	Neighborhood Park Design & Permitting - Pointer Road (NEQ-3)	668,600	116,335	784,935	SDC-9
32	New Regional Trail Development - Westside Trail #14, #16-#18	13,000		13,000	SDC-9
33	RFFA Grant Match - Beaverton Creek Trail Engineering and Construction	420,894		420,894	SDC-9
34	Beaverton Creek Trail Engineering and Construction	1,775,884		1,775,884	SDC-9
35	Metro Bond Trails Competitive Grant Match - Westside Trail Bridge	217,500	2,583	220,083	SDC-9
36	Neighborhood Park Design & Permitting - Abbey Creek Park Phase II (NWQ-5)	391,900	140,828	532,728	SDC-9
	Subtotal Development/Improvements Carryover	\$ 11,463,515	\$ 1,023,423	\$ 12,486,938	
	TOTAL CARRYOVER PROJECTS	\$ 34,082,040	\$ 1,023,423	\$ 35,105,463	
LAND ACQUISITION					
37	Acquisition of Neighborhood Park Land - Infill/Cooper Mountain Areas			2,000,000	SDC-10
	TOTAL LAND ACQUISITION			\$ 2,000,000	
DEVELOPMENT/IMPROVEMENTS					
38	New Neighborhood Park Construction: Abbey Creek Phase II (NWQ-5)			1,217,896	SDC-10
39	New Neighborhood Park Construction: Pointer Road (NEQ-3)			2,553,942	SDC-10
40	Facilities Functional Plan Development			100,000	SDC-10
	TOTAL DEVELOPMENT/IMPROVEMENTS			\$ 3,871,838	
UNDESIGNATED PROJECTS					
41	Undesignated Projects			\$ 16,761,151	SDC-10
	TOTAL UNDESIGNATED PROJECTS			\$ 16,761,151	
	GRAND TOTAL CAPITAL OUTLAY			\$ 57,738,451	

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

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

SYSTEM DEVELOPMENT CHARGES FUND

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: \$3,395,990

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.

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.

SYSTEM DEVELOPMENT CHARGES FUND

ITEM 13: Neighborhood Park Concept Plan Miller Rd (SWQ-5)

BUDGET: \$191,284

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: \$907,353

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.

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 Pio Park on SW 187th and SW Bonnie Meadow Lane (NWQ-4).

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: New Amenities in existing parks

BUDGET: \$120,000

DESCRIPTION: Creation of new amenities or enhancement of existing parks. Includes dog run improvements at Ridgewood Park and Garden Home Park.

SYSTEM DEVELOPMENT CHARGES FUND

ITEM 19: Cedar Hills Park - additional funding for bond project

BUDGET: \$304,041

DESCRIPTION: Design and development for Walker Road right of way improvements at Cedar Hills Park. Improvements necessary to meet Washington County permit requirements from park redevelopment.

ITEM 20: Neighborhood Park Construction - Parivar Park (NWQ-6)

BUDGET: \$23,000

DESCRIPTION: Development of a Parivar Park at NW 167th and NW Trillium St.

ITEM 21: Neighborhood Park Design & Permitting - La Raiz Park (SEQ-2)

BUDGET: \$454,934

DESCRIPTION: Design and permitting for new neighborhood park on undeveloped land owned by THPRD at SW Lombard and SW Baker Loop Ct.

ITEM 22: Trail Development - 155th Ave Wetlands

BUDGET: \$321,607

DESCRIPTION: Design and permitting for a soft surface trail connection between Westside Trail segment 4 and Sexton Mountain Elementary School.

ITEM 23: Mt. View Champions Park Sport Court - Additional funding for bond project

BUDGET: \$680,300

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 24: North Johnson Creek Trail Concept Planning - Project Mgmt

BUDGET: \$50,000

DESCRIPTION: Staff project management time to monitor concept planning and design for North Johnson Creek Trail project by Peterkort Development.

SYSTEM DEVELOPMENT CHARGES FUND

ITEM 25: **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 26: **Neighborhood Park Concept Planning - Abbey Creek Phase II (NWQ-5)**
BUDGET: \$26,003
DESCRIPTION: Concept planning for phase two Abbey Creek Park at NW 170th Ave. and NW Ernst St.

ITEM 27: **Neighborhood Park Concept Planning - Pointer Road (NEQ-3)**
BUDGET: \$106,020
DESCRIPTION: Concept planning for a new neighborhood park on undeveloped land owned by THPRD at NE Pointer Road.

ITEM 28: **Regional Trail Development - Westside Trail, Segment #14**
BUDGET: \$1,601,900
DESCRIPTION: Design and development for Westside Trail segment #14.

ITEM 29: **Downtown planning**
BUDGET: \$37,500
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 30: **Neighborhood Park Construction - La Raiz Park (SEQ-2)**
BUDGET: \$1,667,472
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 31: **Neighborhood Park Design & Permitting - Pointer Road (NEQ-3)**
BUDGET: \$784,935
DESCRIPTION: Design & permitting for a new neighborhood park on undeveloped land owned by THPRD at NE Pointer Road.

ITEM 32: **New Regional Trail Development - Westside Trail #14, #16-#18**
BUDGET: \$13,000
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 33: **RFFA Grant Match - Beaverton Creek Trail Engineering and Construction**
BUDGET: \$420,894
DESCRIPTION: Grant match and staff project management time to complete Beaverton Creek Trail engineering and construction.

ITEM 34: **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 35: **Metro Bond Trails Competitive Grant Match - Westside Trail Bridge**
BUDGET: \$220,083
DESCRIPTION: Matching funds to complete design & engineering for the Westside Trail overcrossing of Highway 26.

ITEM 36: **Neighborhood Park Design & Permitting - Abbey Creek Park Phase II (NWQ-5)**
BUDGET: \$532,728
DESCRIPTION: Design and permitting for phase two of Abbey Creek Park at NW 170th Ave. and NW Ernst St.

SYSTEM DEVELOPMENT CHARGES FUND

Land Acquisition

ITEM 37: **Acquisition of Neighborhood Park Land - Infill/Cooper Mountain Areas**

BUDGET: \$2,000,000

DESCRIPTION: Purchase of additional properties for future neighborhood park sites that address underserved areas (per GRASP analysis) within THPRD boundaries.

Development/Improvements

ITEM 38: **New Neighborhood Park Construction: Abbey Creek Phase II (NWQ-5)**

BUDGET: \$1,217,896

DESCRIPTION: Construction for phase two of Abbey Creek Park.

ITEM 39: **New Neighborhood Park Construction: Pointer Road (NEQ-3)**

BUDGET: \$2,553,942

DESCRIPTION: Construction for a new neighborhood park on undeveloped land owned by THPRD at NE Pointer Road.

ITEM 40: **Facilities Functional Plan Development**

BUDGET: \$100,000

DESCRIPTION: Funding to complete a facilities functional plan.

Undesignated Projects

ITEM 41: **Undesignated Projects**

BUDGET: \$16,761,151

DESCRIPTION: Capital to fund projects to be determined at a later time.



SYSTEM DEVELOPMENT CHARGE FUND
PROJECTS LIST
Proposed Five-year CIP January 2023

Concept Planning
Construction
Design & Permitting
New Project (NEW)

Fiscal Year	Project or Item Description	District Wide			North Bethany			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	
			Low Estimate	High Estimate		Low Estimate	High Estimate		Low Estimate	High Estimate		Low Estimate	High Estimate
2022/23	Beginning Cash Balance (July 1, 2022)		38,384,562	38,384,562		6,754,411	6,754,411		4,417,480	4,417,480		21,891,599	21,891,599
	Less: Carryover Appropriations		29,069,056	29,069,056		7,345,735	7,345,735		1,750,000	1,750,000		9,249,321	9,249,321
	Net Available Beginning Balance		9,315,506	9,315,506		(591,324)	(591,324)		2,667,480	2,667,480		12,642,278	12,642,278
	Estimated SDC Revenue		8,657,784	10,581,736		2,096,660	2,562,585		-	-		6,561,123	8,019,151
	Estimated SDC Affordable Housing 30% AMI (100% Waiver)	(350,942)			-			-			(230,318)		
	Estimated SDC Affordable Housing 60% AMI (50% Waiver)	(363,930)			-			-			(105,450)		
	Estimated Available Funding		17,258,418	19,182,370		1,505,337	1,971,261		2,667,480	2,667,480		18,867,633	20,325,661
	New Amenities in existing parks	30,878	17,227,540	19,151,492							30,878	18,836,755	20,294,783
	Neighborhood Park Design & Permitting - La Raiz Park (SEQ-2)	55,456	17,172,084	19,096,036							55,456	18,781,299	20,239,327
	Fanno Creek Trail Segment #5 - Scholls Ferry Rd. to 92 Ave.	7,156	17,164,928	19,088,880							7,156	18,774,143	20,232,171
	RFFA Grant Match - Beaverton Creek Trail Engineering and Construction	510,800	16,654,128	18,578,080							510,800	18,263,343	19,721,371
	Neighborhood Park Construction - La Raiz (SEQ-2)	1,470,875	15,183,253	17,107,205							1,470,875	16,792,468	18,250,496
	Neighborhood Park Design & Permitting - Capulin Park (NEQ-3)	668,600	14,514,653	16,438,605							668,600	16,123,868	17,581,896
	Acquisition of Neighborhood Park Land - Infill Areas	1,000,000	13,514,653	15,438,605							1,000,000	15,123,868	16,581,896
	New Regional Trail Development - Westside Trail #14, #16-#18	20,000	13,494,653	15,418,605							20,000	15,103,868	16,561,896
	Mt. View Champions Park Sport Court - Additional funding for bond project	227,300	13,267,353	15,191,305							227,300	14,876,568	16,334,596
	Downtown planning	18,000	13,249,353	15,173,305							18,000	14,858,568	16,316,596
	Beaverton Creek Trail Engineering and Construction	1,775,884	11,473,469	13,397,421							1,775,884	13,082,684	14,540,712
	Metro Bond Trails Competitive Grant Match - Westside Trail Bridge	217,500	11,255,969	13,179,921							217,500	12,865,184	14,323,212
	Neighborhood Park Design & Permitting - Abbey Creek Park Phase II (NWQ-5)	431,900	10,824,069	12,748,021	431,900	1,073,437	1,539,361						
	Subtotal FY 2022/23 Costs	6,434,349			431,900						6,002,449		
2023/24	Beginning Balance		10,824,069	12,748,021		1,073,437	1,539,361		2,667,480	2,667,480		12,865,184	14,323,212
	Estimated SDC Revenue		8,960,806	10,952,097		2,170,044	2,652,275		-	-		6,790,763	8,299,821
	Estimated SDC Affordable Housing 30% AMI (100% Waiver)	(515,088)			-			-			(515,088)		
	Estimated SDC Affordable Housing 60% AMI (50% Waiver)	(376,640)			-			-			(376,640)		
	Estimated Available Funding FY21/22		18,893,147	22,808,390		3,243,480	4,191,637		2,667,480	2,667,480		18,764,219	21,731,305
	Neighborhood Park Design & Permitting - Abbey Creek Park Phase II (NWQ-5)***	154,329	18,738,818	22,654,061	154,329	3,089,151	4,037,308						

Fiscal Year	Project or Item Description	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
	New Neighborhood Park Construction: Abbey Creek Phase II (NWQ-5)	1,217,896	17,520,922	21,436,165	1,217,896	1,871,255	2,819,412						
	Neighborhood Park Design & Permitting - La Raiz Park (SEQ-2)***	169,260	17,351,662	21,266,905	169,260	1,701,995	2,650,152						
	Neighborhood Park Construction - La Raiz (SEQ-2)***	196,597	17,155,065	21,070,308	196,597	1,505,398	2,453,555						
	Neighborhood Park Design & Permitting - Pointer Road (NEQ-3)***	137,658	17,017,407	20,932,650							137,658	18,626,561	21,593,647
	New Neighborhood Park Construction: Pointer Road (NEQ-3)	2,553,942	14,463,465	18,378,708							2,553,942	16,072,619	19,039,705
	Neighborhood Park Concept Plan Miller Rd (SWQ-5)***	40,979	14,422,486	18,337,729							40,979	16,031,640	18,998,726
	Neighborhood Park Design & Permitting - Miller Road (SWQ-5)***	190,153	14,232,333	18,147,576							190,153	15,841,487	18,808,573
	New Regional Trail Development - Westside Trail Bridge, Design & Permitting*	820,083	13,412,250	17,327,493							820,083	15,021,404	17,988,490
	Metro Bond Trails Competitive Grant Match - Westside Trail Bridge***	2,583	13,409,667	17,324,910							2,583	15,018,821	17,985,907
	Land Acquisition Infill/Cooper Mountain	2,000,000	11,409,667	15,324,910							2,000,000	13,018,821	15,985,907
	Downtown Planning	10,000	11,399,667	15,314,910							10,000	13,008,821	15,975,907
	Planning (NEW)	100,000	11,299,667	15,214,910							100,000	12,908,821	15,875,907
	Subtotal FY 2023/24 Costs	7,593,480			1,738,082						5,855,398		
2024/25	Beginning Balance		11,299,667	15,214,910		1,505,398	2,453,555		2,667,480	2,667,480		12,908,821	15,875,907
	Estimated SDC Revenue		9,274,435	11,335,420		2,245,995	2,745,105		-	-		7,028,439	8,590,315
	Estimated SDC Affordable Housing 30% AMI (100% Waiver)	(288,536)			-						(288,536)		
	Estimated SDC Affordable Housing 60% AMI (50% Waiver)	(239,626)			-						(239,626)		
	Estimated Available Funding		20,045,940	26,022,168		3,751,393	5,198,660		2,667,480	2,667,480		19,409,099	23,938,060
	New Neighborhood Park Development, Concept Planning: SW 165th (SWQ-4)	237,800	19,808,140	25,784,368							237,800	19,171,299	23,700,260
	New Neighborhood Park Development, Concept Plan: SW 175th (SWQ-7)	255,923	19,552,217	25,528,445							255,923	18,915,376	23,444,337
	Land Acquisition - Infill/Cooper Mountain	1,000,000	18,552,217	24,528,445							1,000,000	17,915,376	22,444,337
	New Neighborhood Park Development, Concept Planning: SW Murray Blvd (SEQ-1)	264,412	18,287,805	24,264,033							264,412	17,650,964	22,179,925
	Subtotal FY 2024/25 Costs	1,758,135			-						1,758,135		
2025/26	Beginning Balance		18,287,805	24,264,033		3,751,393	5,198,660		2,667,480	2,667,480		17,650,964	22,179,925
	Estimated SDC Revenue		9,599,040	11,732,160		2,324,605	2,841,184		-	-		7,274,435	8,890,976
	Estimated SDC Affordable Housing 30% AMI (100% Waiver)	(29,996)			-						(29,996)		
	Estimated SDC Affordable Housing 60% AMI (50% Waiver)	-			-						-		
	Estimated Available Funding		27,856,849	35,966,196		6,075,998	8,039,844		2,667,480	2,667,480		24,895,402	31,040,905
	New Neighborhood Park Development, Design & Permitting: SW 175th (SWQ-7)	1,434,769	26,422,080	34,531,427							1,434,769	23,460,633	29,606,136
	Trail Development - Westside Trail: Sunset Hwy Crossing*	7,000,000	19,422,080	27,531,427							7,000,000	16,460,633	22,606,136
	New Neighborhood Park Development, Design & Permitting: SW Murray Blvd (SEQ-1)	1,126,736	18,295,344	26,404,691							1,126,736	15,333,897	21,479,400

Fiscal Year	Project or Item Description	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
	New Neighborhood Park, Design & Permitting: SW 165th (SWQ-4)	1,443,800	16,851,544	24,960,891							1,443,800	13,890,097	20,035,600
	Land Acquisition - Infill/Cooper Mountain	1,000,000	15,851,544	23,960,891							1,000,000	12,890,097	19,035,600
	New Regional Trail Development - Westside Trail Segments 16-Remainder of 18, Design & Permitting	433,113	15,418,430	23,527,778							433,113	12,456,984	18,602,487
	Subtotal FY 2025/26 Costs	12,438,418			-			-			12,438,418		
2026/27	Beginning Balance		15,418,430	23,527,778		6,075,998	8,039,844		2,667,480	2,667,480		12,456,984	18,602,487
	Estimated SDC Revenue		9,935,006	12,142,785		2,405,966	2,940,625		-	-		7,529,040	9,202,160
	Estimated SDC Affordable Housing 30% AMI (100% Waiver)	-			-			-			-		
	Estimated SDC Affordable Housing 60% AMI (50% Waiver)	-			-			-			-		
	Estimated Available Funding		25,353,437	35,670,563		8,481,964	10,980,469		2,667,480	2,667,480		19,986,024	27,804,647
	New Neighborhood Park Development, Construction: SW 175th (SWQ-7)	4,243,752	21,109,685	31,426,811							4,243,752	15,742,272	23,560,895
	New Neighborhood Park Development, Concept Plan: NW Liberty (NWQ-7)	210,452	20,899,233	31,216,359	210,452	8,271,512	10,770,017						
	New Neighborhood Park Development, Construction: SW Murray Blvd (SEQ-1) (NEW)	4,740,147	16,159,086	26,476,212							4,740,147	11,002,125	18,820,748
	New Neighborhood Park Development, Concept Plan: NE Saltzman Rd (NEQ-2)	339,995	15,819,091	26,136,217				339,995	2,327,485	2,327,485			
	Land Acquisition - Infill/Cooper Mountain	1,000,000	14,819,091	25,136,217							1,000,000	10,002,125	17,820,748
	New Neighborhood Park, Construction: SW 165th (SWQ-4)	2,799,385	12,019,706	22,336,832							2,799,385	7,202,740	15,021,363
	Neighborhood Park Construction - Miller Road (SWQ-5)	3,336,939	8,682,767	18,999,893							3,336,939	3,865,801	11,684,424
	New Neighborhood Park Development, Concept Planning: Park Blocks	240,919	8,441,848	18,758,974	240,919	8,030,593	10,529,098						
	New regional Trail Development - Westside Trail Segments 16-Remainder of 18, Construction	1,773,140	6,668,707	16,985,834							1,773,140	2,092,661	9,911,283
	Subtotal FY 2026/27 Costs	18,684,729			451,371			339,995			17,893,363		
2027/28	Beginning Balance		6,668,707	16,985,834		8,030,593	10,529,098		2,327,485	2,327,485		2,092,661	9,911,283
	Estimated SDC Revenue		10,282,731	12,567,783		2,490,175	3,043,547		-	-		7,792,556	9,524,236
	Estimated SDC Affordable Housing 30% AMI (100% Waiver)	-			-			-			-		
	Estimated SDC Affordable Housing 60% AMI (50% Waiver)	-			-			-			-		
	Estimated Available Funding		16,951,439	29,553,617		10,520,768	13,572,645		2,327,485	2,327,485		9,885,217	19,435,519
	New Neighborhood Park Development, Design & Permitting: NE Saltzman Rd (NEQ-2)	1,525,986	15,425,453	28,027,631				1,525,986	801,499	801,499			
	New Neighborhood Park Development, Design & Permitting: NW Liberty (NWQ-7)	1,286,856	14,138,597	26,740,775	1,286,856	9,233,912	12,285,789						
	Land Acquisition - Infill/Cooper Mountain	1,000,000	13,138,597	25,740,775							1,000,000	8,885,217	18,435,519
	New Neighborhood Park Development, Design & Permitting: Park Blocks	1,056,257	12,082,340	24,684,518	1,056,257	8,177,655	11,229,532						
	Subtotal FY 2027/28 Costs	4,869,099			2,343,113			1,525,986			1,000,000		
	Total for 5-year CIP List	45,343,862			4,532,566			1,865,981			38,945,315		

Fiscal Year	Project or Item Description	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
Five Year CIP Credit Projects													
	New Neighborhood Park Development: NoB/Polygon (NWQ-11)	2,056,400	10,025,940	22,628,118	2,056,400	6,121,255	9,173,132						
	New Trail Development: Finnley Woods Area	337,032	9,688,908	22,291,086	337,032	5,784,223	8,836,100						
	New Neighborhood Park Development & Trail (SWQ-8)	1,500,000	8,188,908	20,791,086							1,500,000	7,385,217	16,935,519
	New Neighborhood Parks and Community Trail: South Cooper Mountain Blackbird Farms Parks A & B	2,814,278	5,374,630	17,976,808							2,814,278	4,570,939	14,121,241
	New Park Development: SCM Main Street Park	850,000	4,524,630	17,126,808							850,000	3,720,939	13,271,241
	SCM Heights New Neighborhood Park & Community Trail (SWQ-6)	1,500,000	3,024,630	15,626,808							1,500,000	2,220,939	11,771,241
	New Park and Trail Development: Lolich Farms Area	1,055,000	1,969,630	14,571,808							1,055,000	1,165,939	10,716,241
	New Trail Development: Scholls Valley Heights Tract B	380,164	1,589,466	14,191,644							380,164	785,775	10,336,077
	New Trail Development: Scholls Valley Heights Tract L	26,226	1,563,240	14,165,418							26,226	759,549	10,309,851
	New Pocket Park Development: Scholls Valley Heights (NEW)	250,000	1,313,240	13,915,418							250,000	509,549	10,059,851
	Subtotal Credit Projects	10,769,100			2,393,432			-			8,375,668		
	Fund Balance		1,313,240	13,915,418		5,784,223	8,836,100		801,499	801,499		509,549	10,059,851



Bond Capital Projects Fund

Resource & Expenditure Summary

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 2020/21	Prior Year Actual 2021/22	Adopted Budget 2022/2023	Proposed Budget 2023/2024	Adopted Budget 2023/2024
Resources:					
Beginning Cash on Hand	\$ 5,257,725	\$ 2,873,995	\$ 2,780,113	\$ 2,358,394	\$ -
Grants	75,000	-	-	-	-
Bond Proceeds	-	-	-	-	-
Interest Earnings	31,571	13,330	8,000	30,496	-
Total Resources	\$ 5,364,296	\$ 2,887,325	\$ 2,788,113	\$ 2,388,890	\$ -
Appropriations:					
Capital Outlay	\$ 2,490,301	\$ 322,032	\$ 2,788,113	\$ 2,388,890	\$ -
Total Appropriations	\$ 2,490,301	\$ 322,032	\$ 2,788,113	\$ 2,388,890	\$ -
Summary by Department					
Renovate/Redevelop Neighborhood Park	\$ 1,070,537	\$ -	\$ -	\$ 325,581	\$ -
New Community Park Development	-	75,824	151,550	-	-
Renovate/Redevelop Community Parks	-	-	-	-	-
Natural Area Restoration	353,495	164,115	1,158,080	896,785	-
Natural Area Preservation-Land Acquisition	74,980	-	-	-	-
New Linear Park/Trail Development	-	-	78,443	78,443	-
New Linear Park/Trail-Land Acquisition	-	-	1,195	1,195	-
Multifield/Use Athletic Field Development	991,289	82,093	915,609	575,941	-
Undesignated Funds	-	-	483,236	510,945	-
Total Appropriations	\$ 2,490,301	\$ 322,032	\$ 2,788,113	\$ 2,388,890	\$ -

BOND CAPITAL PROJECTS FUND

Item Number		Proposed Budget 2023/24	Page #
RENOVATE AND REDEVELOP NEIGHBORHOOD PARKS			
1	Cedar Hills Park & Athletic Field	\$ 325,581	BOND-4
	TOTAL RENOVATE AND REDEVELOP NEIGHBORHOOD PARKS	\$ 325,581	
NATURAL AREA PRESERVATION			
2	Raleigh Park	157,606	BOND-4
3	Bannister Creek Greenway/NE Park	40,181	BOND-4
4	Bronson Creek Greenway at Laidlaw	359,989	BOND-4
5	Bronson Creek New Properties	102,052	BOND-4
6	HMT north woods and stream	23,640	BOND-4
7	Cedar Mill Creek Greenway	6,898	BOND-5
8	Fir Grove Park	3,314	BOND-5
9	Bronson Creek Park	10,625	BOND-5
10	Center Street Wetlands Area	5,241	BOND-5
11	Forest Hills Park	4,200	BOND-5
12	Arborist/Tree Management	59,857	BOND-5
13	North Bethany Greenway	10,087	BOND-5
14	Willow Creek Greenway II	1,707	BOND-6
15	Westside Trail 18	25,746	BOND-6
16	Waterhouse Trail	20,118	BOND-6
17	Restoration of properties	65,524	BOND-6
	TOTAL NATURAL AREA PRESERVATION	\$ 896,785	
NEW LINEAR PARK AND TRAIL DEVELOPMENT			
18	Miscellaneous Natural Trails	\$ 78,443	BOND-6
	TOTAL NEW LINEAR PARK AND TRAIL DEVELOPMENT	\$ 78,443	
NEW LINEAR PARK AND TRAIL LAND ACQUISITION			
19	New Linear Park and Trail Acquisitions	\$ 1,195	BOND-6
	TOTAL NEW LINEAR PARK AND TRAIL ACQUISITIONS	\$ 1,195	
MULTIFIELD/MULTIPURPOSE ATHLETIC FIELD DEVELOPMENT			
20	New Field in SW Quadrant	575,941	BOND-7
	TOTAL MULTIFIELD/MULTIPURPOSE ATHLETIC FIELD DEVELOPMENT	\$ 575,941	
UNDESIGNATED FUNDS			
21	Undesignated Funds	\$ 510,945	BOND-7
	TOTAL UNDESIGNATED FUNDS	\$ 510,945	
GRAND TOTAL CAPITAL OUTLAY		\$ 2,388,890	

BOND CAPITAL PROJECTS FUND

Renovate And Redevelop Neighborhood Parks

ITEM 1: Cedar Hills Park & Athletic Field

BUDGET: \$325,581

DESCRIPTION: Fee in lieu for Walker Road right of way roadway expansion along Cedar Hills Park in partnership with Washington County

Natural Area Preservation

ITEM 2: Raleigh Park

BUDGET: \$157,606

DESCRIPTION: Enhancement of stream and daylighting

ITEM 3: Bannister Creek Greenway/NE Park

BUDGET: \$40,181

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: \$359,989

DESCRIPTION: Enhancement of vegetation along creek and wetlands. Restoration of floodplain function in streamside areas.

ITEM 5: Bronson Creek New Properties

BUDGET: \$102,052

DESCRIPTION: Enhancement of vegetation and removal of non-native plants.

ITEM 6: HMT north woods and stream

BUDGET: \$23,640

DESCRIPTION: Enhancement of vegetation and removal of non-native plants adjacent to soccer fields.

BOND CAPITAL PROJECTS FUND

ITEM 7: Cedar Mill Creek Greenway

BUDGET: \$6,898

DESCRIPTION: Enhancement of vegetation and removal non-native plants in the stream corridor.

ITEM 8: Fir Grove Park

BUDGET: \$3,314

DESCRIPTION: Improvement of habitat, user experience, and safety.

ITEM 9: Bronson Creek Park

BUDGET: \$10,625

DESCRIPTION: Enhancement of vegetation and removal non-native plants in the stream corridor.

ITEM 10: Center Street Wetlands Area

BUDGET: \$5,241

DESCRIPTION: Improvement of habitat in central city natural area.

ITEM 11: Forest Hills Park

BUDGET: \$4,200

DESCRIPTION: Improvement of habitat in neighborhood park site.

ITEM 12: Arborist/Tree Management

BUDGET: \$59,857

DESCRIPTION: Promotion of forest health through removal of non-native trees. Improvement of safety by modifying hazard trees into wildlife trees.

ITEM 13: North Bethany Greenway

BUDGET: \$10,087

DESCRIPTION: Improvement of natural area between Rock Creek Trail and Springville Rd.

BOND CAPITAL PROJECTS FUND

ITEM 14: Willow Creek Greenway II

BUDGET: \$1,707

DESCRIPTION: Enhancement of vegetation and removal of non-native plants in the eastern stream corridor.

ITEM 15: Westside Trail 18

BUDGET: \$25,746

DESCRIPTION: Removal of old trail segments and restoration of corridor habitat.

ITEM 16: Waterhouse Trail

BUDGET: \$20,118

DESCRIPTION: Enhancement of vegetation and removal of non-native plants in the eastern stream corridor.

ITEM 17: Restoration of properties

BUDGET: \$65,524

DESCRIPTION: Balance of natural resource restoration funds to be used on projects to be determined at a later time

New Linear Park And Trail Development

ITEM 18: Miscellaneous Natural Trails

BUDGET: \$78,443

DESCRIPTION: Development of various soft surface trails throughout THPRD.

New Linear Park And Trail Land Acquisition

ITEM 19: 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.

BOND CAPITAL PROJECTS FUND

Multifield/Multipurpose Athletic Field Development

ITEM 20: **New Field in SW Quadrant**

BUDGET: \$575,941

DESCRIPTION: Design and development of one multi-purpose sport court at Mountain View Champions Park.

Undesignated Funds

ITEM 21: **Undesignated Funds**

BUDGET: \$510,945

DESCRIPTION: Capital to fund projects to be determined at a later time.



Supplemental Data

THPRD History and Background

Comprehensive Plan Summary

**General Fund Five-year Fiscal
Projection**

Policies and Procedures

Summary of Staffing by Program

Glossary

THPRD Map



THPRD HISTORY AND BACKGROUND

In 1955, a group of citizens formed the Tualatin Hills Park & Recreation District (THPRD) to provide parks and recreational opportunities for the residents of eastern Washington County and the City of Beaverton. Over the years, THPRD has become one of the largest park and recreation special districts in the Pacific Northwest.

THPRD is governed by an elected five-member board of directors and is managed by professional staff. Since its inception, general obligation bonds, property taxes, and three-year levies (since replaced by a permanent tax rate) have supported THPRD. Additional revenue comes from user fees for programs and facilities. THPRD also benefits from donations made through the Tualatin Hills Park Foundation.

Demographic Portrait

As of the 2010 Census, the following information was accumulated on THPRD's resident population.

	<u>2000</u>	<u>2010</u>
Population	192,748	223,837
Age:		
0-24	67,457	73,326
25-64	108,215	127,961
65+	17,076	22,550
Number of Households	76,534	88,643
Average Household Size	2.50	2.51
Average Family Size	3.07	3.18
Number of Housing Units	80,704	93,765
Occupancy Rate	94.8%	94.5%

Diversity of THPRD as of the 2010 Census		
White	153,948	68.8%
Asian/Pacific Islander	25,334	11.3%
Hispanic Origin, any race	30,743	13.7%
Black	4,574	2.0%
American Indian	914	0.4%
Some other race	462	0.2%
Two or more races	7,862	3.6%

THPRD HISTORY AND BACKGROUND (continued)

Economic Information

The top 10 taxpayers (in order of actual taxes levied) within THPRD for the 2021/22 fiscal year were:

Taxpayer	Taxable Assessed Value	Rank	Percentage of Total Taxable Assessed Value
Nike, Inc.	\$1,399,415,324	1	4.76%
Portland General Electric	206,233,720	2	0.70%
Northwest Natural Gas Co.	152,685,000	3	0.52%
Maxim Integrated Products, Inc.	148,411,520	4	0.50%
Comcast Corporation	146,994,000	5	0.50%
Beaverton LLC	118,470,960	6	0.40%
Northwest Fiber LLC	80,841,300	7	0.27%
Portland 2 LLC	73,547,120	8	0.25%
MG Pallas Apartments MOS LLC	67,910,460	9	0.23%
G+I X Nimbus Corp Ctr LLC	66,597,538	10	0.23%
All Other Taxpayers	26,962,394,281		91.64%
Totals	\$29,423,501,223		100.00%

Source: Washington County, Department of Assessment & Taxation
(Ranking based on levied tax amount)

Information for Washington County as of the 2021/22 Fiscal Year:

Washington County

Fiscal Year	THPRD Population (estimated)	County Population (estimated) ^{a)}	Personal Income (amounts expressed in thousands) ^{b)}	Per Capita Personal Income ^{b)}	Unemployment Rate ^{c)}	School Enrollment ^{d)}
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	255,493	n/a	n/a	n/a	4.4%	39,515
2022	273,375	n/a	n/a	n/a	3.0%	38,975

Source: ^{a)} US Census Bureau
^{b)} US Dept. of Commerce, Bureau of Economic Analysis
^{c)} US Dept. of Labor, Metropolitan District
^{d)} Beaverton School District

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 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 called on the district to focus on four core community goal areas. These goals were subsequently incorporated into an update of the district's comprehensive plan, which is intended to provide a 20-year plan for growth within the park district.

In February 2023, THPRD adopted an update to its 2013 Comprehensive Plan. The 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. An updated Strategic Plan was also adopted in April 2023. Both plans featured new district goals – four which were developed through the district's award-winning community visioning process – and the final three foundational goals identified during the development of the comprehensive plan. These goals include:

1. Welcoming and Inclusive
2. Play for Everyone
3. Accessible and Safe
4. Environmental Stewardship
5. Diversity, Equity, Inclusion, and Access
6. Technology and Innovation
7. Financial Sustainability

The comprehensive plan identified several key recommendations. These recommendations reflect the ongoing, near-term, mid-term, and long-term recommendations to address the community's unmet needs and make progress toward priority investments for critical parks and recreation services.

Welcoming and Inclusive

1. Conduct periodic review of community engagement processes to align policy with evolving methods and industry best practices.
2. Update THPRD's website and registration systems to improve patron experience and agency utilization.
3. Continue to place importance on reflecting our community in our staff, volunteers, and programs, with an emphasis on underrepresented communities.

Play for Everyone

4. Ensure the district's selected level of service methodology measures factors relevant to comprehensive plan goals.
5. Assess program service determinants and service assessment processes through an update of the Programs Functional Plan.
6. Use relevant play, nature education, sports, and fitness trends to assess and prioritize developing new programs, classes, and camps.

Accessible and Safe

7. Fund and allocate staff resources to review district functional plans on a periodic basis.
8. Develop a Facilities Functional Plan that incorporates current and future facility needs to align with capital planning processes.
9. Develop a park amenities standards analysis to align physical assets with the capital planning program, accounting for asset condition, geographic distribution, and community recreation preferences.

COMPREHENSIVE PLAN SUMMARY (continued)

Environmental Stewardship

10. Revise land management and disposition policies and procedures in alignment with best practices and district values.
11. Update Parks Functional Plan to reflect site development criteria that prioritizes protecting high-functioning natural areas and habitat.
12. Complete Climate Action Plan and implement climate resiliency practices.

Diversity, Equity, Inclusion, and Access

13. Using industry best practices, develop a community-led equity decision-making framework and assess all district processes to ensure the resulting outcomes and resource allocation are compatible with THPRD values.
14. Continue investing in training opportunities for all district staff to further DEIA initiatives that improve THPRD's workplace environment and enhance engagement with the community.

Technology and Innovation

15. Establish processes to centralize district asset property data and identify a future asset management solution.
16. Develop infrastructure for data-driven and forward-looking decision making to improve and evolve service delivery, community engagement, customer experience, and asset management to support innovation.

Financial Sustainability

17. Review and align long-term park, trail, facility, and natural resource development funding strategies and grant planning processes.
18. Design budgetary and administrative processes to facilitate development of district strategic plans.
19. Create process to align departmental performance measures with district values and guiding documents.
20. Develop strategies to assess and monitor existing revenue streams as well as identify and develop future revenue streams to fund comprehensive plan goals and actions.
21. Review and update the district's resource allocation model.

Tualatin Hills Park & Recreation District

General Fund Five-Year Fiscal Projection FY 2023/24 through FY 2027/28

	Current Budget 2022/23	Projected 2023/24	Projected 2024/25	Projected 2025/26	Projected 2026/27	Projected 2027/28
Cash on Hand	\$13,300,000	\$17,185,700	\$8,000,000	\$1,000,000	\$500,000	\$500,000
Beginning Replacement Reserve	2,000,000	2,000,000	2,000,000	2,000,000	500,000	500,000
Program & Facility Fees ¹	14,651,637	13,830,042	14,244,943	14,672,291	15,112,460	15,565,834
Other Resources ²	14,690,248	8,749,903	1,802,400	1,856,472	1,912,166	1,969,531
Carryover Projects	1,321,700	2,314,300	-	-	-	-
Property Taxes ³	37,713,799	38,944,636	40,307,698	41,799,083	43,345,649	44,949,438
Total Resources	\$83,677,384	\$83,024,581	\$66,355,041	\$61,327,846	\$61,370,275	\$63,484,803
Personnel Services ⁴	\$41,560,583	\$45,258,311	\$47,739,810	\$50,370,199	\$53,158,411	\$56,113,916
Materials & Services ⁵	12,333,209	13,233,874	14,160,245	9,043,785	6,296,006	5,450,417
Capital Outlay	18,083,461	14,334,673	554,527	-	-	-
Debt Service - COP and TAN	1,045,858	1,042,744	900,459	913,862	915,858	920,470
Transfers to Other Funds	350,000	-	-	-	-	-
Contingency	8,304,273	7,154,679	1,000,000	500,000	500,000	500,000
Ending Replacement Reserve	2,000,000	2,000,000	2,000,000	500,000	500,000	500,000
Total Expenditures	\$83,677,384	\$83,024,281	\$66,355,041	\$61,327,846	\$61,370,275	\$63,484,803
Revenue Assumptions						
	<u>2023/24</u>		<u>2024/25</u>		<u>2025/28</u>	
¹ Program Fee & Facility Annual Increase	Actual Estimate		3.00%		3.00%	
² Other Resources	Actual Estimate		3.00%		3.00%	
³ Property Tax Annual Increase (Based on Permanent Rate only)	Actual Estimate		3.50%		3.70%	
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 THPRD citizens. This committee examines the projected programs, activities, expenses and income of the budget each fiscal year and makes recommendations to the board of directors.

Administration

Administration and maintenance of THPRD is under the direction of the general manager who is hired by the board. The general manager has the responsibility to carry out the policies and accomplish the goals and objectives established by the board.

The top management staff includes: the deputy general manager/Park Services director, the Communications director, the Recreation & Aquatics director, the Sports & Inclusion director, the finance director, the Human Resources director and the executive assistant; all are responsible to the general manager. All other employees are directly responsible to their immediate supervisor.

EMPLOYMENT POLICIES AND PROCEDURES:

Employees shall be selected on the basis of experience, ability, training, and other qualifications as outlined in the job description for the class of work to be performed. Employment is contingent on the results of a reference and background check. THPRD is a drug-free workplace. A pre-hire drug test is required for identified safety-sensitive positions.

For each position or classification, there shall be established minimum requirements as to experience, education, physical ability, or other qualities considered necessary for performance of the duties of the position.

New hires and current employees may be required to take a physical examination. In cases where a physical examination is required, THPRD shall pay the cost of the examination.

Each new employee will be given an orientation explaining THPRD policies, benefits and procedures.

All employees will be on probation for the first twelve (12) months of employment. The probationary employee will have one written performance review at the end of the twelve-month probationary period with his/her supervisor. Evaluations are conducted annually, once an employee is removed from probationary status.

DRUG AND ALCOHOL POLICIES:

THPRD has a responsibility to employees, participants and the general public to ensure and enhance safe working conditions.

POLICIES AND PROCEDURES (continued)

To fulfill this obligation and to ensure and comply with federal and state anti-drug abuse laws, THPRD must establish a work environment where employees are free from the effects of drugs and alcohol by means of drug awareness education, as well as a drug-testing program.

The purpose of this program is to establish a fair and equitable policy for all THPRD employees regarding the possession, sale, distribution or use of a controlled substance and the testing for use of drugs or alcohol in the workplace. Although drug and alcohol abuse will not be tolerated, it is the intent of THPRD to provide assistance should an employee come under the influence.

SAFETY AND HEALTH POLICIES:

Supervisor and department heads have the primary responsibility for implementing the safety and health program. Their efforts will directly affect the success of the program. The supervisor/department head will be held accountable for performing specific loss-prevention activities.

Specifically, the supervisor shall:

- < Set the model example for safe work procedures, practices and behavior.
- < Maintain a safe work environment. Enforce safe work procedures and the use of safe equipment and material.
- < Enforce all established company policies, procedures and safety rules. Ensure work group is knowledgeable and complies with the policies.
- < Conduct orientation training on safe work practices and procedures to all new employees. Hold follow up sessions in accident prevention, hazard recognition and reporting. Actively involve the work group in safety and health issues and problem solving.
- < Investigate all accidents to determine cause, contributing factors and necessary corrective action to prevent recurrence. Document findings and recommend corrective action. Take corrective action as authorized, a written investigation report should be submitted to the Business Services director within 24 hours.
- < Observe employee work practices. Coach and positively reinforce safe work procedures. Take immediate action to correct unsafe practices.
- < Follow up on all employee advisements of safety and health hazards, suggestions or issues. Provide feedback to employee on actions taken.
- < Communicate safety and health needs to the department head.
- < Assist with the development of safety rules for the workplace.

POLICIES AND PROCEDURES (continued)

FINANCIAL POLICIES:

THPRD has developed a long-term financial plan to establish viable financial strategies for the future. As part of that plan, the board of directors adopted revised comprehensive financial policies.

THPRD Goals and Budget Policies

1. The board will review and adopt THPRD goals each year before preparation of the budget. The adopted goals will guide development of the budget. The board may carry over or revise goals from one year to the next.
2. The goals and budget will be developed in accordance with state law, contractual obligations with employees, vendors, contractors and others, and the best interests of THPRD residents.
3. The budget committee will meet at least once a year to consider and approve the THPRD annual budget.
4. The budget committee will provide public oversight of budget preparation, recommend changes to the proposed budget, and provide information to the public about THPRD business and operations.

Fees and Charges

1. The general manager will establish fees for THPRD services based on policy guidelines established by the board. These policy guidelines include:
 - a. Fees will be calculated to achieve the desired level of cost recovery based on direct cost for each service type.
 - b. Fees will be established for out-of-district users of THPRD services that are equitable with fees for THPRD residents recognizing the contribution made by THPRD residents through property taxes.
 - c. Appropriate fee discounts will be established for select user groups including seniors, youth, patrons with disabilities, and the military. Only THPRD residents will be eligible for fee discounts. Only one discount may be applied to each fee.
 - d. The THPRD Financial Aid Program will provide accommodation for low-income THPRD residents in the form of a limited amount of user fee waivers.
 - e. Fees will be periodically compared against similar fees for both public and private sector providers.
 - f. Fees will be adjusted and implemented, as necessary, to ensure continued equity, consistency and fairness.
2. The board will review THPRD's fee policy as needed to ensure fees are in line with these guidelines.

Investment Policies

1. Scope - These investment policies and portfolio guidelines apply to all THPRD activities and funds, including bond and note proceeds, except for any trust funds which are governed by the terms of a trust agreement. All such funds will be invested in compliance with the provisions of Oregon Revised Statute (ORS) Chapter 294, these policies, and written administrative procedures.
2. Objectives - THPRD's investment objectives are safety (preservation of principal), liquidity (availability of funds), and rate of return (yield), in that order.

In investing public funds, THPRD will not assume unreasonable investment risks to obtain investment income. THPRD's investment portfolio will remain sufficiently liquid to enable THPRD to meet all operating requirements, which might be reasonably anticipated. THPRD will diversify its investments to avoid incurring unreasonable and avoidable risks regarding specific security types or individual financial institutions.

POLICIES AND PROCEDURES (continued)

In managing its investment portfolio, THPRD will specifically avoid any purchase of financial forwards or futures, leveraged investment purchases or investments not authorized by ORS 294.035.

Debt Policies

1. THPRD use of non-general obligation supported debt should not negatively impact future operations.

Working Guidelines:

THPRD should not issue any new non-general obligation debt until other financial targets are met, unless the source of future annual debt service is identified, with preference toward using debt for projects that provide cost savings or revenue enhancements.

2. THPRD use of non-general obligation debt should provide an appropriate matching of the benefits provided to the cost of the debt service.

Working Guidelines – use of debt:

Non-general obligation debt should be used for projects that provide savings or revenue enhancements that meet or exceed the debt service costs, and for land acquisition or capital improvements. Non-general obligation debt may be used to finance capital replacements in an emergency situation.

Working Guidelines – term of debt:

The term of non-general obligation debt should not exceed 100% of the weighted average life of the projects being funded.

Minimum Fund Balances/Reserves Policies

1. THPRD should maintain an appropriate level of ending fund balance in the General Operating Fund to provide financial stability and minimize service disruptions.

Working Guidelines:

THPRD should maintain ending general operating fund balance levels of 10% of operating expenses. In any year in which THPRD is not at the targeted fund level, the budgeted contingency or unappropriated ending fund balance will be increased by 1% of property tax revenues.

2. THPRD should measure its obligation for replacement of assets and ensure that replacements are managed in a manner that does not negatively impact THPRD services.

Working Guidelines – measurement of replacement obligation:

THPRD should measure the replacement obligation based on deferred replacements (i.e., backlog) for both major and routine replacements plus percentage of life used for major replacements.

Working Guidelines – prioritization of maintenance replacements funding:

THPRD should priority fund all major items replacements (subject to condition of asset deferrals) and a minimum of \$350,000 of routine replacements and fund the balance of routine replacements based on available funding.

POLICIES AND PROCEDURES (continued)

Cost Recovery Policies

1. THPRD should establish consistent guidelines to measure the full cost of THPRD programs and capital projects.

Working Guidelines – operating programs:

THPRD will measure the cost of providing services for both the direct cost and indirect cost. The direct cost includes all the specific identifiable expenses (fixed and variable) associated with providing a service, program or facility; these costs would not exist without the service or program. The indirect cost encompasses overhead (fixed and variable) including the administrative cost of THPRD; these costs would exist without any of the specific services or programs.

Working Guidelines – capital projects:

THPRD should measure the cost of capital projects based on the direct external cost plus the full cost (including indirect cost allocations) of THPRD staff time to manage the projects.

2. THPRD should maintain fee policies that utilize the measurement of cost recovery/subsidy of THPRD programs subject to other THPRD goals.

Working Guidelines:

The desired level of cost recovery of direct costs will be based on the level of public versus private benefit the service provides as sorted by into five tiers:

- a. Tier 5, mostly individual benefit, will have desired cost recovery of 200%,*
- b. Tier 4, considerable individual benefit, will have desired cost recovery of 150%,*
- c. Tier 3, individual and community benefit, will have desired cost recovery of 100%,*
- d. Tier 2, considerable community benefit, will have desired cost recovery of 75%,*
- e. And Tier 1, mostly community benefit, will have little to no cost recovery from fees.*

Categories of THPRD services have been sorted and assigned a cost recovery tier through the Service and Financial Sustainability Assessment. Service categories can move between tiers, if necessary, but only upon completion of an established review process with criteria consistent with those that drove the initial tier assignment.

3. THPRD should recognize cost recovery of internal support functions for activities funded by special or restricted funds to ensure that there are no hidden interfund subsidies.

Working Guidelines:

THPRD should charge the cost of staff support to capital projects and should recognize an interfund reimbursement so that all capital costs are borne by the capital projects fund.

Cost/Benefit Analysis Policy

1. THPRD should establish a consistent methodology of measuring cost/benefit analysis that can be used for proposed capital expansion or acquisitions.

Working Guidelines:

THPRD should assess cost/benefit based on net present value of net financial returns using a discount rate equal to THPRD current borrowing rate.

POLICIES AND PROCEDURES (continued)

Financial Goal Measurement Policies

1. THPRD should establish, through the long-term financial planning process, financial goals and strategies, and should periodically review these goals and strategies.

Working Guidelines:

THPRD should review the goals and strategies annually as part of THPRD's annual goal outcomes.

2. THPRD should periodically measure the progress toward the financial goals.

Working Guidelines:

THPRD should develop an annual reporting process for measuring progress toward the financial goals.

Retirement Plan Funding Policy

1. The District will ensure contribution levels that, at a minimum, provide funding of the Tualatin Hills Park & Recreation District Retirement Plan Trust ("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.

In calculating the ADC, the assumption for average long-term future annual investment return assumption will be informed by the Plan's target asset allocation policy. The assumption will be evaluated annually for reasonableness based on the opinion of the Plan's actuary, as informed by the capital market outlook over a long-time horizon, of the Plan's retained investment consultant.

SUMMARY OF STAFFING BY PROGRAM

DIVISION					
Department	Actual	Actual	Budget	Proposed	Approved
Program	2020/21	2021/22	2022/23	2023/24	2023/24
BOARD OF DIRECTORS	-	-	-	-	-
ADMINISTRATION					
Office of the General Manager	1.98	2.00	2.00	2.00	
Communications	5.30	5.94	7.44	7.70	
Community Programs	-	4.86	8.94	8.94	
Safety Services	4.35	5.07	5.63	6.29	
Information Services	-	-	8.00	8.00	
Human Resources	-	5.47	8.28	7.73	
Risk & Contract Management	-	-	3.30	5.30	
Finance Director	-	-	1.00	1.00	
Finance Services	-	-	9.00	8.82	
Accounting & Budget	-	-	3.00	3.00	
TOTAL ADMINISTRATION	11.63	23.34	56.59	58.78	-
BUSINESS & FACILITIES					
Office of the Director	1.25	1.44	-	-	-
Finance Services	8.89	6.31	-	-	-
Risk & Contract Management	3.00	3.00	-	-	-
Information Services	4.00	5.80	-	-	-
Accounting & Budget	1.14	2.85	-	-	-
Human Resources	5.28	-	-	-	-
Maintenance Operations					
Maintenance Operations Manager	2.01	-	-	-	-
Facilities Maintenance	12.27	-	-	-	-
Fleet Maintenance	4.65	-	-	-	-
Parks & Athletic Facilities Maintenance-North	16.85	-	-	-	-
Parks & Athletic Facilities Maintenance-South	16.65	-	-	-	-
Total Maintenance Operations	52.43	-	-	-	-
Planning	4.00	-	-	-	-
Design & Development	6.45	-	-	-	-
TOTAL BUSINESS & FACILITIES	86.44	19.40	-	-	-
PARK SERVICES					
Office of the Director	-	2.00	2.00	2.00	
Maintenance Operations					
Maintenance Operations Manager	-	2.00	2.63	2.63	
Parks & Athletic Facilities Maintenance-North	-	22.29	30.28	24.93	
Parks & Athletic Facilities Maintenance-South	-	16.92	24.52	23.46	
Facility Maintenance	-	7.45	8.15	8.15	
Fleet Maintenance	-	3.50	4.73	4.73	
Total Maintenance Operations	-	52.16	70.31	63.90	-
Nature & Trails	-	10.67	13.53	10.53	
Planning	-	3.54	4.00	5.00	
Design & Development	-	6.59	7.98	5.95	
TOTAL PARK SERVICES	-	74.96	97.82	87.38	-

SUMMARY OF STAFFING BY PROGRAM

DIVISION					
Department Program	Actual 2020/21	Actual 2021/22	Budget 2022/23	Proposed 2023/24	Approved 2023/24
RECREATION SERVICES					
Office of the Director	2.49	1.11	4.76	5.92	
Aquatics					
Manager of Aquatics	-	-	1.16	1.00	
Aloha Swim Center	-	-	13.25	13.90	
Tualatin Hills Aquatic Center	7.66	19.92	21.63	25.45	
Beaverton Swim Center	1.37	8.11	14.91	15.23	
Harman Swim Center	-	-	12.20	12.18	
Sunset Swim Center	0.01	0.09	11.96	12.12	
Raleigh Swim Center	0.87	2.63	2.40	2.49	
Somerset West Swim Center	0.25	1.16	3.36	3.52	
Total Aquatics	10.16	31.91	80.87	85.89	-
Sports & Inclusion Services					
Manager of Sports	1.00	1.00	1.57	1.35	
Tualatin Hills Athletic Center	20.10	28.37	41.39	42.08	
Babette Horenstein Tennis Center	3.74	10.19	13.99	12.94	
Elsie Stuhr Center	-	6.27	14.53	14.26	
Garden Home Recreation Center	-	19.74	31.42	29.99	
Camp Rivendale	0.46	0.55	3.29	2.26	
Total Sports	25.30	66.12	106.19	102.88	-
Recreation					
Manager of Recreation	1.08	1.00	10.86	6.99	
Cedar Hills Recreation Center	15.33	26.13	44.79	42.30	
Conestoga Rec. & Aquatic Center	18.10	31.05	61.34	60.12	
Interpretive Programs	-	10.74	30.01	20.19	
Garden Home Recreation Center	9.31	-	-	-	
Elsie Stuhr Center	0.75	-	-	-	
Total Recreation	44.57	68.92	147.00	129.60	-
Maintenance Coordination	-	2.00	12.52	12.09	
Community Programs					
Manager of Community Programs	4.13	-	-	-	-
Total Community Programs	4.13	-	-	-	-
Nature & Trails					
Nature & Trails	10.07	-	-	-	-
Nature Education Programs	8.04	-	-	-	-
Total Natural & Trails	18.11	-	-	-	-
TOTAL RECREATION SERVICES	104.76	170.06	351.34	336.38	-
TOTAL ALL DIVISIONS	202.83	287.76	505.75	482.54	-

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.

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.

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 is obtained before key steps in the processing of a transaction are completed; and
- ✓ Records and procedures are arranged appropriately to facilitate effective control.

Levy

(Verb) To impose taxes, special assessments or service charges for the support of governmental activities. (Noun) The total amount of taxes, special assessments or service charges imposed by a governmental unit.

Local Improvement District

The property, which is to be assessed for the cost or part of the cost of local improvement and the property on which the local improvement is located.

Measure 5

A constitutional limit on property tax rates passed by voters in the State of Oregon in November 1990. The law sets a maximum \$10 tax rate on individual properties for the aggregate of all non-school taxing jurisdictions. For schools, the maximum rate is limited to \$5.

Measure 47

A constitutional limit on individual property tax collections approved by voters in November 1996. The limit applies to FY 1997/98 and all future fiscal years. The measure was a citizen initiative and limits property taxes to FY 1995/96 levels, less 10%, requires majority voter turnout for tax elections, limits fees and charges and prioritizes Public Education and Public Safety in the allocation of lost revenues. The measure never took 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.

Proposed Budget

THPRD budget approved by the general manager and submitted to the budget committee for their deliberation.

Regular Part-time Employee

An employee scheduled between a minimum of 30 hours to a maximum of 35 hours per week, for no more than 1,820 hours per year. Regular part-time employees are members of the collective bargaining unit, and have similar, but reduced benefits as offered to full-time employees.

Resources

The actual assets of a governmental unit, such as cash, taxes receivable, land, buildings, etc. Contingent assets such as estimated revenues applying to the current fiscal year not accrued or collected and bonds authorized and unissued.

Revenue

The term designates an increase to a fund's assets which:

- ✓ Does not increase a liability (e.g., proceeds from a loan),
- ✓ Does not represent a repayment of an expenditure already made,
- ✓ Does not represent a cancellation of certain liabilities,
- ✓ Does not represent an increase in contributed capital.

Risk Management

An organized attempt to protect a government's assets against accidental loss in the most economical manner.

Senate Bill 122

Mandates local governments (cities, counties, and special districts) and regional governments regarding the provision of urban services in two (2) ways.

- ✓ It requires each local government to agree to cooperate and communicate with each other as it relates to land use issues, master plan preparation, design and development review and capital project identification and funding.
- ✓ It requires each local government to negotiate ultimate Urban Service Boundaries to establish who will serve the unincorporated population in their planning areas.

Special Revenue Fund

A fund used to account and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specific purposes.

Subsidy

Financial support for programs or services through taxes rather than through user or participant fees, or other forms of alternative funding.

System Development Charge

In general terms, these are fees assessed to developers of new housing and business units within THPRD boundaries. The fees help assure adequate funding for new park and recreational facilities (including capital improvements) needed because of those developments.

Tax Base

In Oregon, a designated amount of property tax which can be levied for operating expenses without annual voter approval. The original base must be established by the voters at a general or primary election. Thereafter, the base can be increased 6%, annually, without the approval of the voters.

Tax Levy

The total amount to be raised by general property taxes.

Tax Rate

The amount of property tax paid by property owners for each \$1,000 of their property's assessed value.

Taxes

Compulsory charges levied by a governmental unit for the purpose of financing services performed for the common benefit. Note: The term does not include specific charges made against particular persons or property for current or permanent benefits such as special assessments. Neither does the term include charges as, for example, plans review fees.

Transfers

Amounts distributed from one fund to finance activities in another fund. Shown as a requirement in the originating fund and a revenue in the receiving fund.

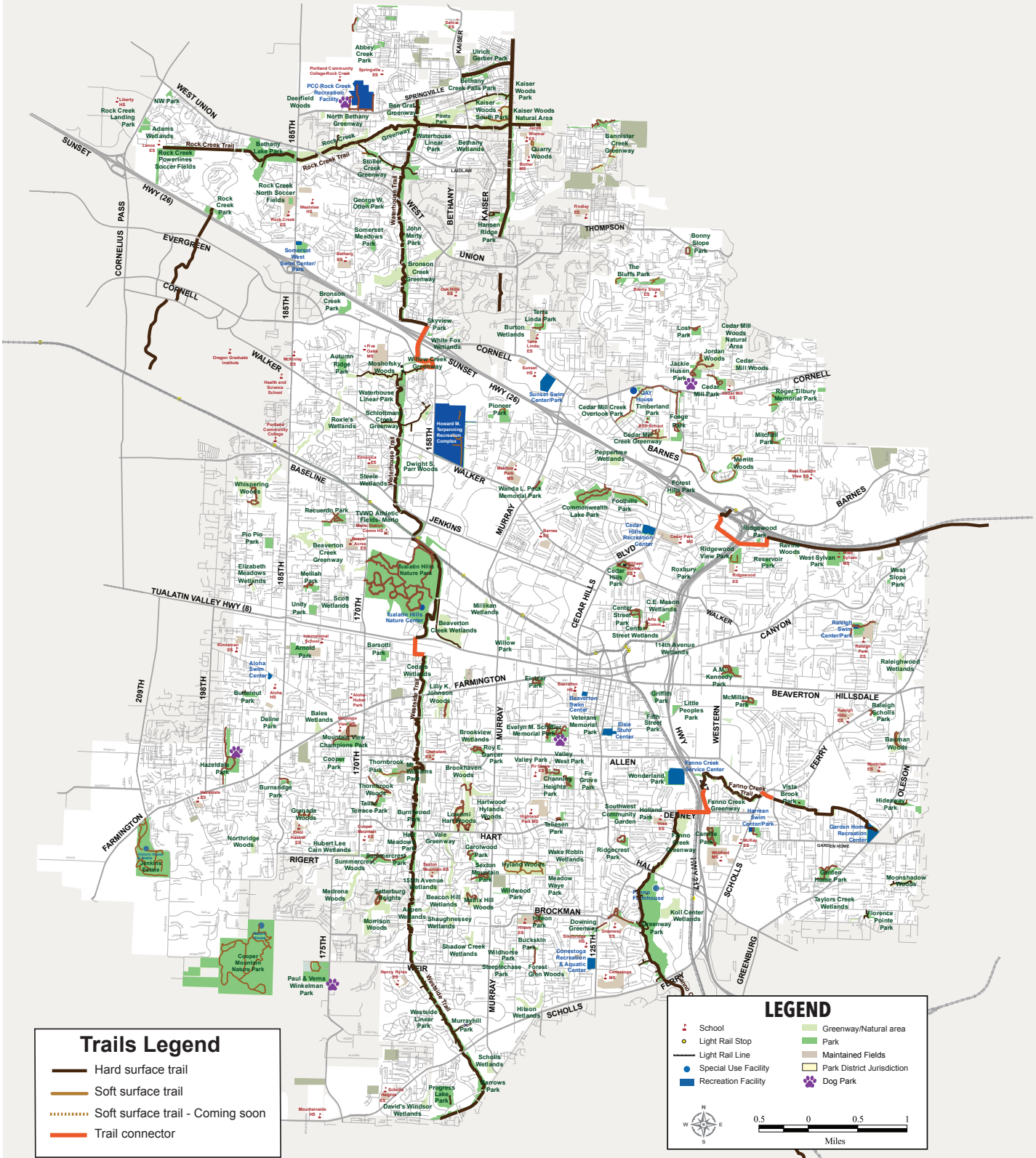
Unappropriated Fund Balance

Where the fund balance at the close of the preceding year is not included in the annual budget, this term designates that portion of the current fiscal year's estimated revenues which has not been appropriated. Where the fund balance of the preceding year is included, this term designates the estimated fund balance at the end of the current fiscal year.



TUALATIN HILLS PARK & RECREATION DISTRICT

Parks, Recreation Facilities, Maintained School Grounds & Natural Areas





THPRD